



STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION  
DESIGN DIVISION

NASHVILLE, TENNESSEE 37243-0348

**INSTRUCTIONAL BULLETIN NO. 11-11**

**Regarding Project Commitments Sheet in Construction Plans**

**Effective for the August 5, 2011 letting (June 1, 2011 turn-in date), a Project Commitments Sheet shall be developed for all construction projects with project commitments.** All environmental commitments as well as any other commitments made during the planning and development of the project will be required to be added to the project commitments page found in Project Manager on PPRM. Those commitments will then be required to be included on a separate project commitments sheet in the construction plans.

In order to ensure that all environmental commitments required are included in the construction plans, environmental staff will be required to verify that all project commitments are included in the construction plans as part of the construction re-evaluation.

The project commitments sheet shall be developed using the project commitments sheet standard cell developed by the CADD Section. The sheet shall be placed in the plans as sheet 1B or the first 1 sheet in the plans after the Roadway Index and Standard Drawing Index sheet. For projects with no project commitments, the following note shall be placed at the bottom of the Index of Sheets, "No project commitments sheet included in this set of plans."

The following procedures shall be used for identifying project commitments and developing the project commitments sheet.

1. It will be the responsibility of the project manager or the division responsible for the project commitment to place the project commitment into PPRM on the project commitments page found in Project Manager.
2. Design manager and design supervisor will be responsible for checking the project commitments page in PPRM and supplying the commitment information to in-house designers and consultants to develop the project commitments sheet.
3. The project commitments sheet shall be developed at the beginning of construction plans development and updated as needed prior to distributing plans or .PDF plans for permit applications, construction field review, and final construction plans submittal.

4. Each commitment shown on the project commitment sheet shall contain the commitment ID, source division, commitment description, and the station/location.
5. Design managers shall be responsible for verifying that the commitment does not violate any of the 13 controlling elements of design or design standards. In the event a commitment requires a design exception or other documentation, it shall be the responsibility of the design manager to obtain a design exception or provide appropriate documentation needed to document the variance from the standard design practice prior to adding the commitment to the project commitments sheet.
6. Project commitments are intended to include commitments made during the development of the environmental document, to mitigate environmental impacts, or to address issues related to the project design, or right-of-way acquisition that the Department has agreed to during project planning and development. Commitments should not include items normally included as part of a set of construction plans, covered under standard specifications, or other contract documents. In the event that the design manager believes a commitment has been added that is not warranted, the design manager will notify the assistant director in design responsible for the project. The assistant director will follow up with the appropriate person or persons in the division which added the commitment to determine if the commitment is appropriate.

Refer to the attached figure for an example of a Project Commitments Sheet.



Carolyn Stonecipher, P.E., Civil Engineering Director  
Design Division

May 31, 2011  
CS:MA:ma

Attachment

PROJECT COMMITMENTS			
COMMITMENT ID	SOURCE DIVISION	DESCRIPTION	STA. / LOCATION
STRH001	STRUCTURES	THE CONTRACTOR SHALL NOT DISPOSE OF ANY MATERIAL EITHER ON OR OFF STATE-OWNED R.O.W. IN A REGULATORY FLOOD WAY AS DEFINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY WITHOUT APPROVAL BY SAME. ALL MATERIAL SHALL BE DISPOSED OF IN UPLAND (NONWETLAND) AREAS AND ABOVE ORDINARY HIGH WATER ELEVATION.	100+00 LEFT OF CL NEAR BRIDGE END


SEAL BY: \_\_\_\_\_

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**PROJECT COMMITMENTS**

Project Commitments Example Sheet