



COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET  
transportation.ky.gov

Andy Beshear  
GOVERNOR

Jim Gray  
SECRETARY

**HIGHWAY DESIGN MEMORANDUM NO. 08-24; STRUCTURAL DESIGN MEMORANDUM TM 24-03**

**TO:** Project Development Branch Managers  
Active Consultants

**FROM:** Tim Layson, P.E., Director *WTL*  
Division of Highway Design

Mike Carpenter, P.E., Director *MC*  
Division of Structural Design

**DATE:** October 18, 2024

**SUBJECT:** Submittal Items Required for Gathering and Assessing Geotechnical Roadway Data

Refer to [memorandum No. 01-2019 CAD Standards for Highway Plans Version 4.x CADD](#) for details on Cabinet requirements on design deliverables. The referenced memo specified "Electronic Engineering Data" (EED) and associated CADD Standards requirements. The purpose of this memorandum is to align these requirements with geotechnical roadway project initiation submittals. We understand that the timing for roadway geotechnical project work initiation will typically precede the completion of many of the EED deliverables. The clarity, completeness, and accuracy of project initiation documents directly impacts the quality of geotechnical information available for both design and construction. Inadequate or incorrect project initiation data can lead to significant increases in project development and delivery costs and lead to project delays.

To facilitate the fieldwork necessary for gathering and assessing geotechnical data to be delivered to the designer for development of the final plan set the following items must be provided:

- PDFs for the project Plans, Profile, and 50' Cross Sections (unless tighter spacing is required).
- If the EED documents have been completed, then send all data organized according to the [CADD Standards](#) specified folder structure to the Geotechnical Office. For inhouse projects, the designer can send the Geotech Project Manager a link to the EED folder and the Geotech staff will export the folder.
- If the project does not have the complete EED documents, provide the following:
  - Corridor
  - Geometry
  - Superelevation
  - Terrains
  - Control Elements
  - Utilities
  - Template Files

- Sheet Boundary file (if separate)
- Any other files that are needed to reproduce the designer's intent.

**To aid in the creation of the Geotechnical files, provide these files referenced into a Project Master Reference file.**

As always design team communication is critical and we understand that project development doesn't always take place in a uniform way. Some projects may have accelerated schedules or other factors that can result in the initiation of geotechnical project work before all the documents specified above may be available. These circumstances will continue to be addressed case by case by the project design team with an understanding of the risks associated with beginning or completing geotechnical project work based on limited information. This memorandum establishes a baseline of required information that can serve as a check list to designers for submittals and as a tool to assist the design team in risk assessment related to initiation of geotechnical project work based on limited information. This assessment should be completed by the project manager with an understanding of the time demands needed for the geotechnical investigation. Depending on project complexity and other factors time for geotechnical investigations can vary widely. In order to estimate schedule impacts due to geotechnical work project managers should work with the Geotechnical Services Branch. In general, geotechnical work from project initiation to issuing the final report will take from 9 to 12 months for roadway projects.

Thank you for your attention in this matter.