

TO: HQ Bridge Design Office Staff
FROM: Bijan Khaleghi
DATE: March 28, 2022

SUBJECT: Floating Bridge & Special Structures Design Unit Manager

This design memorandum updates the WSDOT BDM Section 1.2.2-B4 regarding the roles and responsibilities of Floating Bridge & Special Structures Design Unit Manager. BDM Section 1.2.2-B4 shall be replaced in its entirety with the following:

BDM 1.2.2-B4:

The Floating Bridge & Special Structures Design Unit Manager serves two main roles in the Bridge Office:

1. Serves as the statewide technical specialist for floating bridges, movable bridges and other special structures as designated by the State Bridge Design Engineer.
 - Determines and manages statewide design policy for floating bridges, movable bridges and special structures.
 - Maintains close ties and communication with Region operations staff and Bridge Preservation staff to continuously evaluate the condition of the WSDOT floating bridges, movable bridges and special structures and their operational needs.
 - Manages the prioritization of the preservation needs for floating bridges, movable bridges and special structures
 - Serves as the main Bridge Office point of contact for scoping needs, cost estimates, priorities and emergent issues relating to the floating bridges, movable bridges and other special structures.
 - Submits final design documents and budget proposals for floating bridges, movable bridges and special structures to the State Bridge Design Engineer for approval.
2. Serves as the Design Unit Manager of the Floating Bridge & Special Structures design unit
 - Provides day-to-day leadership, project workforce planning, mentoring and supervision for the design unit.

- Overall responsibility for all bridge design activities of a structural nature performed by Bridge & Structures design staff and consultants which involve the State's four floating bridges, movable bridges or other special structures and bridge design tasks as assigned.
- Once construction of floating bridges, movable bridges and special structures commence, the Floating Bridge & Special Structures design unit serves as the Bridge Technical Advisor to the Region by providing technical support, answering RFI's and reviewing and approving construction submittals as required by the contract.

The Floating Bridge & Special Structures Design Unit Manager has overall design responsibility for Floating Bridges & Special Structures. This position coordinates with the Bridge Preservation Office specialists for structural, mechanical, electrical, and urgent repair related needs as appropriate.

Background

This memorandum retains most of BDM section 1.2.2-B4 regarding the role of the Floating Bridge & Special Structures Design Unit Manager, while clarifying the position's dual role in the Bridge Office and making the position the main point of contact for floating bridge, movable bridge and special structure related needs.

Contact Information

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