

ACEC/WSDOT Structures/Geotechnical Team Charter January 2018

Team Purpose:

This team was created by the Washington State Department of Transportation (WSDOT) and the American Council of Engineering Companies of Washington (ACEC) to provide a forum for:

- Addressing the issues of common interest in or related to project delivery within the disciplines of bridge and structural engineering for transportation projects.
- Strengthening the coordination and collaboration between WSF, WSDOT Bridge and Structures, WSDOT Geotechnical and the consulting community.
- Providing suggested revisions and peer review to the WSDOT Bridge Design Manual, WSDOT Geotechnical Design Manual WSF Terminal Design Standards Manual, and other WSDOT design and construction standards.
- Proposing revisions to WSDOT related bridge, structural and geotechnical aspects for all delivery methods.

Another function of the ACEC/WSDOT Structures/Geotechnical Team is to provide design review and design feedback for submitted projects during all phases of design. This forum is available for designers in the WSF and WSDOT Design Offices, Owners, Local Agencies, and Consultant Firms to seek input from the committee.

Team Membership:

WSDOT Membership should include a diverse representation of WSDOT to best address the focus issues. It is also recommended to have an equal membership of WSDOT and consultant engineers, typically 5 to 7 for each group. Term membership shall be 3 years for general members and may be extended for Co-chair positions to a maximum of 5 years.

Team Members:

Jeri Bernstein, PE/SE	WSDOT WA State Ferries (Co-Chair)
Jed Bingle, PE/SE	WSDOT Bridge Design Office
Brian Aldrich PE/SE	WSDOT HQ Bridge Construction
Lou Tran, PE	WSDOT Bridge Design Office
Michael Rosa, PE/SE	WSDOT Bridge Design Office
Tony Allen, PE	WSDOT State Geotechnical Engineer
Evan Grimm, PE/SE	WSDOT Bridge Design Office
Paul Brallier, PE/SE	HNTB Corporation (Co Chair)
Paul Guenther, PE/SE	COWI Marine
Chester Werts, PE/SE	HDR
Matthew Lengyel, PE/SE	FIGG Bridge Engineers

Joan Zhong-Brisbois, PE/SE WSP
Eric Herzstein, PE/SE Parsons
Daniel Campbell, PE Geoengineers

Team Sponsors:

Jeff Carpenter, PE WSDOT – State Design Engineer
Bijan Khaleghi, PE/SE WSDOT – Bridge Design Engineer
Lindsay Yamane, PE ACEC – Parsons
Mark Gaines, PE WSDOT-State Bridge Engineer

Vision

Provide a platform for the exchange of structural engineering and geotechnical engineering ideas between WSDOT and the consultant community to:

- Promote cost-effective, constructible, quality projects
- Share best practices, lessons learned and new engineering developments
- Establish design guidelines applicable for all project delivery methods
- Enhance understanding of WSDOT and consultant business responsibilities
- Promote innovation
- Maintain awareness of environmental permitting requirements as they affect design and construction of structures
- Provide value to the engineering and construction communities

Operating Guidelines

Meetings

- Team Focus Group meetings as needed
- Team meetings 10:00 AM to 2:00 PM, 3rd Friday of every other month, alternating location between a location in Seattle and WSDOT Bridge Office in Tumwater unless otherwise agreed upon.
- Set a deadline for all action items

Agenda

- Develop agenda at the end of each meeting.
- Get any changes to the agenda one week prior to meeting, final agenda will be emailed a few days in advance of the meeting.
- Meeting notes will be taken by members in a rotating schedule.
- Action Items List will be provided as part of the meeting notes.
- Meeting notes will be distributed as soon as possible followed by the agenda for the next meeting.
- Co-Chairs will facilitate the meetings and have available official documents at all meetings.

Attendance

- Notify Co-Chairs of attendance one week prior to meeting. It is expected that members will attend in person at each meeting.
- No Substitutes. Members are expected to be active participants.
- Can vote by proxy on team recommendations if cannot attend meeting.
- Need minimum of 6 votes (3 Consultants and 3 WSDOT), including one Co-Chair.
- As terms expire, retiring members will overlap with new members for at least 1 meeting.
- New Consultant Co-Chair needs to be someone from the existing committee membership.
- New WSDOT Co-Chair needs to be a WSDOT Representative.

Consensus on Recommendations

Minimum 2/3 majority approval of those voting is required for recommendations to be sent out of the team for implementation.

Boundaries

- Issues shall affect both WSDOT and Consultants.
- We attempt to not duplicate the efforts of other teams.

Roles and Responsibilities

Collective:

- Develop problem statements and desired outcomes on an annual basis.
- Annual reaffirmation of the Team Charter.
- Member succession planning.
- Chairperson succession planning.

Individual:

- Solicit input on behalf of this committee.
- Follow through with assigned "Action Items."
- Bring all input to the table whether you agree with it or not.

Team Endorsement

"We approve this Team Charter and are committed to actively supporting it. We accept responsibility for fulfilling any aspect of the charter that applies to us, including providing resources, actively participating, and effectively communicating. Our endorsement is an active and positive statement that we are committed to fulfilling the responsibilities designated in this charter."