Chapter 700 Project Development Roles and Responsibilities for Projects with Structures

700.01 General
This chapter presents the project development process used by the Washington State Department of Transportation (WSDOT) in the regions and the Headquarters (HQ) Bridge and Structures Office to determine the roles and responsibilities for projects with structures during the project development phase of a project. This chapter complements WSDOT’s Project Management Online Guide:
www.wsdot.wa.gov/projects/projectmgmt/pmog.htm
For design procedures, see Division 7 chapters and the Bridge Design Manual.
The primary objective of this process is to provide a consistent means of selecting a bridge design team to perform the structural design work, whether it is by a consultant or the HQ Bridge and Structures Office.
If the local agency will be requesting any services from WSDOT, the local agency will contact WSDOT’s Local Programs Engineer, who will help define the level of WSDOT’s involvement in design and construction.

700.02 Procedures
The flow diagram (see Exhibit 700-1) begins at the left with the initial approval and funding of the project and ends at the right with the start of the project delivery process.
After a project is programmed, WSDOT is tasked with confirming the project scope and defining the structural team’s level of involvement in design and construction. If a consultant is not used, the bridge design work will be performed by the HQ Bridge and Structures Office. If a consultant is used, the region and the HQ Bridge and Structures Office will determine the level of involvement and responsibility for the design.
Agreements defining the level of involvement and responsibility will be developed and executed between the region office responsible for project development and the HQ Bridge and Structures Office, and the appropriate project delivery process will be implemented.
More information on this process and the desired outcomes is available on the HQ Bridge and Structures Office’s home page: https://wsdot.wa.gov/engineering-standards/design-topics/preliminary-design-plan-preparation-specifications
Exhibit 700-1 Determination of the Roles and Responsibilities for Projects with Structures: Project Development Phase

Considerations:
- On/off state system
- In/out state ROW
- Funding source

Potential B&SO level of involvement:
- Administrator
- Designer
- Technical review
- Advise
- Specific tasks
- Portions of projects
- None

Obtain written letter or agreement on B&SO level of involvement (responsibility & availability) for design & construction (Project Management Online Guide)

Consultant to be used?

Provide consultants an unofficial list (prepared by B&SO) of programmed projects on WSDOT website

Approved & initially funded projects

Obtain structural & other technical assistance & guidance for project scoping

Confirm Project Definition – Prospectus (Negotiation Flowchart: Step 1)

Identify owner, design lead, & key players:
- WSDOT region
- Local agency
- Tribal
- Private entity

Obtaining written letter or agreement on B&SO level of involvement (responsibility & availability) for design & construction (Project Management Online Guide)

FHWA: Federal Highway Administration
WSDOT: Washington State Department of Transportation
DB: Design-Build
DBB: Design-Bid-Build
B&SO: WSDOT Bridge & Structures Office
ROW: Right of Way
CN: Construction
Considerations:
• Total project done by consultant: Region administrators, B&SO technical review and consultant selection
• Bridge work by consultant, other work by region: B&SO administrators, technical review and consultant selections
• Some bridge work by consultant
• Consultant responsibilities during construction

Work programmed for B&SO

Determine consultant level of project responsibilities (Project Management Online Guide)

Is written letter or agreement on B&SO level of involvement valid?

Yes

Consultant to be used?

Yes

Proceed with Project Management Online Guide

No

Revisit & revise written Letter or Agreement

Preliminary list of projects programmed for the use of consultants on WSDOT website (prepared by B&SO)

No

Consultant selection (Negotiation Flowchart: Step 2)

Continue with WSDOT's Negotiation Flowchart & Proceed with Project Management Online Guide

No