



Memorandum

February 5, 2018

TO: Terminal Design Manual Holders

FROM: *JC* Jeff Carpenter  
Director, Development Division  
(360) 705-7231

*NM*  
Nicole McIntosh  
Director, Terminal Engineering  
(206) 515-3701

SUBJECT: Terminal Design Manual – Updated Approval Authority

**Background**

The Terminal Design Manual (TDM) first published in 2012 for use by Washington State Department of Transportation (WSDOT) Ferries Division engineering personnel. It provides guidelines, policies, procedures, and methods for developing and documenting the design of improvements to the Washington State Ferries terminal facilities. To provide consistency in project development documentation across WSDOT divisions, the Assistant State Design Engineer approved several Ferries Division scoping and design documents.

The desired documentation consistency is established and the approval authority is revised, effective December 1, 2017, as shown in the following table. The Assistant State Design Engineer will continue to provide assistance and review of specific approval documents, as well as, meet quarterly with the Ferries Division engineering and project staff to support their project delivery efforts.