

# WSDOT / ACEC Structures

## Team Charter

### June, 2008

#### **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 issues of common interest in or related to project delivery within the disciplines of bridge and structural engineering for transportation projects.

#### **Team Membership:**

WSDOT Membership should include a diverse representation of WSDOT to best address the focus issues. It is recommended to have a minimum of three Bridge Design Office representatives and three non Bridge Office representatives.

#### **Team Sponsors:**

Jerry Lenzi	WSDOT - Engineering Programs Director
Pat Serie	ACEC - EnviroIssues

#### **Team Members:**

Dick Stoddard, PE/SE	WSDOT Bridge Design Office (Co-Chair)
Ron Lewis, PE	WSDOT Bridge Design Office
Geoff Swett, PE/SE	WSDOT Bridge Design Office
Eric Schultz, PE	WSDOT Bridge Design Office
Jesse Beaver, PE	WSDOT HQ Construction Office
Mike Grigware, PE	WSDOT HQ Design Office
John Lefotu, PE	WSDOT NW Region PE Office
Mark Johnson, PE	CH2M HILL (Co-Chair)
David Goodyear, PE/SE	T.Y. Lin International
Steve Aisaka, PE/SE	Parametrix
Jim Schettler, PE/SE	Jacobs Engineering
Rich Johnson PE	HNTB
Paul Bott PE/SE	HDR
Yuhe Yang PE/SE	Parsons Brinckerhoff

## **Vision**

This team's vision includes the following:

- Awareness of Displacement and Performance Based Seismic Design
- Cost-effective, quality projects
- Simple process for design review and acceptance
- Sharing engineering design knowledge
- Atmosphere of mutual trust, respect, and professionalism
- Awareness of Alternative project delivery methods
- Understanding of WSDOT and consultant business responsibilities
- Promoting innovation
- Designing for constructibility
- Awareness of environmental permitting requirements
- Adaptable to changing relationships
- Value to users
- Consistent WSDOT requirements for consultants (Bridge, Region, and Constr.)

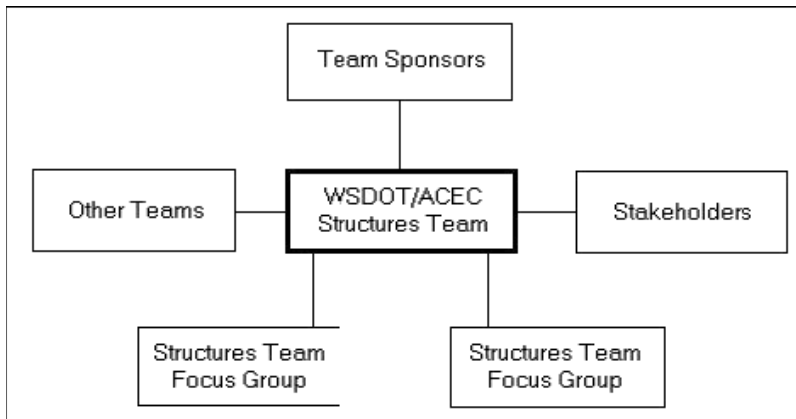
## **Mission**

This team's mission includes the following:

- Communicate expectations to all members
- Include stakeholders in recommendation development
- Communicate recommendations to decision-makers
- Prepare recommendations for specific actions to make improvements to the way we do business
- Communicate progress and changes with non-participants
- Leverage member talents
- Decrease costs of delivering projects while maintaining quality
- Champion implementation of process improvement recommendations
- Establish a communication plan to help facilitate project delivery
- Draw upon member and stakeholder experience

## Organizational Structure

The organizational structure for this team is:



## Operating Guidelines

### ***Meetings***

- Team Focus Group meetings as needed
- Structures Team meetings 9:00 AM to 1:00 PM, 2nd Friday of each month, alternating location between ACEC Member Offices and WSDOT Bridge Office in Tumwater
- Set a deadline for all action items
- Abide by the following WSDOT Meeting Guidelines:

### ***Communication Guidelines:***

- LISTEN! to what is being said, value everyone's input
- RESPECT! all input, demonstrate flexibility and openness to all suggestions
- ASK! for clarification when needed and show interest
- TAKE ACTION! on a suggestion or give feedback why no action was taken
- THANK YOU! appreciate each individual's contribution

### ***Meeting Guidelines:***

- Begin and end meetings on time
- Respect the agenda
- Listen actively and get involved
- Manage air time constructively
- Be open to new ideas, concepts, and thoughts
- Be willing to reach consensus
- Each member assumes responsibility for the group's progress
- Leave the meeting with a clear idea of the next steps -- who will do what by when

## **Agenda**

- Develop agenda at the end of each meeting.
- Get any changes to the agenda to Note Taker one week prior to meeting, who will e-mail final agenda a few days in advance of meeting.
- Meeting notes will be taken by:
  - WSDOT Hosted Meetings - WSDOT Co-Chair or Designee
  - ACEC Hosted Meetings - ACEC Co-Chair or Designee
- Action Items List will be provided as part of the meeting notes.
- Meeting notes will be distributed with the next meeting agenda.
- Co-Chairs will facilitate the meetings and the Note Taker will keep and have available official documents at all meetings.

## **Attendance**

- Notify Co-Chairs of attendance one week prior to 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 CoChair.
- Every December rotate 33% of team members (including 1 chairperson if possible).
- New Consultant Co-Chair needs to be someone from the existing committee membership.
- New WSDOT Co-Chair needs to be a WSDOT Bridge Design Unit Manager.
- Co-Chairs will appoint a meeting Note Taker each year.

## **Consensus on Recommendations**

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

## **Boundaries**

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

## **Roles and Responsibilities**

### **Collective:**

- Develop problem statements and desired outcomes and assign to team focus group.
- Annual reaffirmation of Team Charter.
- Member succession planning / develop criteria.
- Chairperson succession planning / develop criteria.

### ***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.

### **Critical Success Factors**

- Develop action plans.
- Assign responsibility for implementation.
- Annual team evaluation.
- Positive feedback and support from sponsors.
- Feedback from user of implemented solutions.

### **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. We know what to do and are prepared to act. Our endorsement is an active and positive statement that we are committed to fulfilling the responsibilities designated in this charter."

Sponsor:	Jerry Lenzi
Sponsor:	Pat Serie
Member:	Dick Stoddard
Member:	Ron Lewis
Member:	Geoff Swett
Member:	Eric Schultz
Member:	Jesse Beaver
Member:	Mike Grigware
Member:	John Lefotu
Member:	Mark Johnson
Member:	David Goodyear
Member:	Steve Aisaka
Member:	Jim Schettler
Member:	Paul Bott
Member:	Yuhe Yang
Member:	Rich Johnson