

WSDOT / ACEC Structures Team Charter January 2011

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 and the consulting community.
- Providing suggested revisions and peer review to the WSDOT Bridge Design Manual, WSF Terminal Design Standards Manual, and other WSDOT design and construction standards.
- Proposing revisions to WSDOT related bridge and structural aspects of the Design-Build delivery method.

Another function of the ACEC/WSDOT Structures 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 WSDOT Bridge and Structures Office, 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 6 for each group.

Team Members:

Geoff Swett, PE/SE	WSDOT Bridge Design Office (Co-Chair)
Eric Schultz, PE	WSDOT Bridge Design Office
Jesse Beaver, PE	WSDOT HQ Construction Office
Scott Sargeant, PE	WSDOT Bridge Design Office
Jeri Bernstein, PE/SE	WSDOT WA State Ferries
Jim Schettler, PE/SE	Jacobs Engineering (Co Chair)
Richard Patterson, PE/SE	AECOM
Bill Elkey, PE/SE	Parsons
Jake Menard, PE	David Evans Associates
Paul Guenther, PE/SE	CH2MHILL
Chester Werts, PE/SE	HDR

Team Sponsors:

Jerry Lenzi
Dave Peters

WSDOT - Engineering Programs Director
ACEC – HDR

Vision

Provide a platform for the exchange of structural 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
- Structures Team meetings 9:00 AM to 12:00/1:00 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

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. It is expected that members will attend 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 CoChair.
- As 3 year terms expire, retiring members will overlap with new members for 2-3 months.
- New Consultant Co-Chair needs to be someone from the existing committee membership.
- New WSDOT Co-Chair needs to be a WSDOT Bridge Designer

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 on an annual basis.
- Annual reaffirmation of 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."