

Monthly Update for July

On July 24th the design office held its annual picnic in which members of the design office and their families were invited to attend Tumwater's Historical Park for a BBQ. This year was a great success with great food games and participation. Special Thanks go out to the folks who made this effort a reality. – Matt Witecki, Jay Christianson, Stephanie Williams, Stephanie Jensen, our Design Office Managers who financed this event, Greg Lippincott, and the entire game committee including, David Smelser, Becky Nichols, Talon Randazzo, Theresa Schreier and to all that supplied games and props. I'm pleased to report that I haven't heard of a single "OSHA recordable." Lastly, attached are several photos submitted by the official "Design Office" photographer, Brad Manchias. Next year – One idea which I'll plant– Group photo.

"Manager Blind Obstacle Course"



"Water Balloon Toss"



"Three Legged Race"



"Volley Ball Fun!"



"Thank You Jay!"



Staffing News

Tom Swafford with the Utility Rail and Agreements unit has retired – Ahmer Nizam has accepted an interim appointment to manage this group. A longer term solution will follow as the dust settles and details emerge associated with the statewide hiring freeze. This retirement has also provided the opportunity ensure this section is aligned with its core mission of supporting the delivery of our program in these three critical areas. Please extend a warm welcome to Ahmer in his new/expanded role.

Budget News

The recent governors announcement on the statewide hiring freeze and the subsequent information passed along through Paula and others within the agency has certainly raised the budget and staffing concerns to the highest levels. The design office continues to evaluate how it expends its resources and seeks ways to conserve. For many, this represents a departure from the past and an additional level of effort for many. The latest travel approval process has certainly facilitated everyone to contemplate the necessity of each and every trip. Our results are being tracked and the goal is to demonstrate that we are using our resources as prudently as possible. Everyone's efforts are appreciated.

The use of state vehicles is another area where we continue to focus attention. The Design Office pays the TEF rental rates for our pool cars regardless of their use. When a personal vehicle is

used when a state vehicle is available we end up paying twice. We pay both The TEF rental rate and the POV mileage reimbursement. Please consider the use of a state vehicle and/or carpooling when planning your meetings. We expect to see additional guidance on this come from our execs.

Design Office Notables

A good news item on the conservation of our resources includes Stephanie Jensen's recent accomplishments associated with our Cellular phones. Stephanie consolidated and updated all of our phones as well as evaluated our current cellular phone plan against other plans offered by Verizon. The result was a net savings of over 600 dollars per month. This effort should save us about 6,600 for the remainder of the biennium.

Another good news item that needs to be shared includes our efforts to secure resources necessary to start an ADA inventory statewide. This is an emerging area that is associated with compliance of the American with Disabilities Act. This effort involved unprecedented collaboration with stakeholders within design and across the agency. The results included a funding package to start this inventory which will serve as a foundation to address non-compliant WSDOT facilities

The HQ Design SAEO group landed a VE/CVEP study with the Port of Tacoma for a port redevelopment project with cost estimates around the 1.2 billion dollar range. Bill's VE/CVEP group continues to provide an excellent product and with the Port of Tacoma seeking WSDOT to provide this service certainly validates the quality of this program.

The Design Standards Unit, has produced needed revisions of the *Standard Plans Manual*. This revision package contains 47 new or revised standard plans. The effective date of this revision package (the date when the plans can be used in projects) is August 4, 2008. This package covers a broad spectrum of construction items. The complete revision to the cement concrete retaining wall standard plans was a major, combined effort between the Bridge Office and our unit. Our staff has also produced a number of figures (illustrations and charts) for recent *Design Manual* revisions and many new drawings for our Plan Sheet Library.

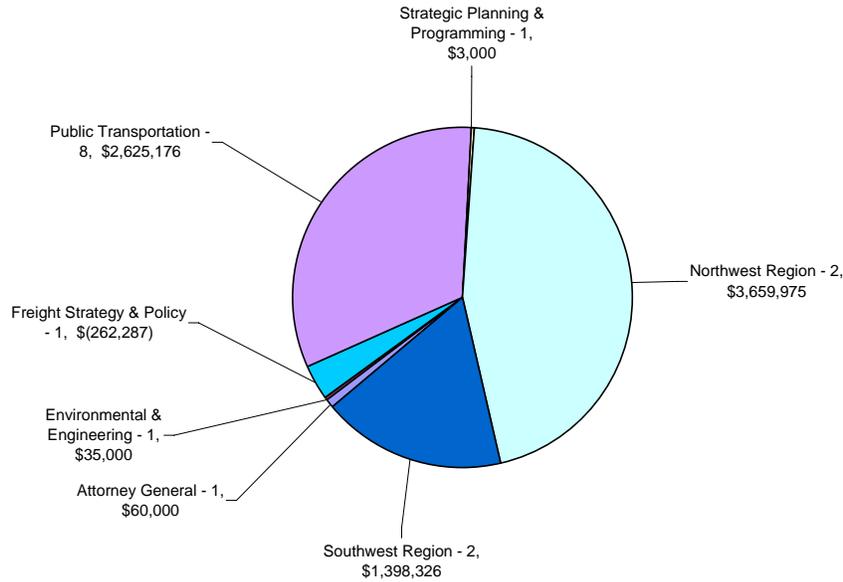
Standard plan revision packages are distributed every eight months and the next scheduled revision is in April 2009. Standard plans and drawings, however, are being developed all the time and are posted on our Design Standards web site: <http://www.wsdot.wa.gov/Design/Standards>.

Agreements Statistics

Agreement Reviews Completed July 2008

Total Agreements Completed - 16

Total Dollar Amount - \$7,519,190



Printing Services

377 orders were submitted in July, with approximately 25 additional “walk-through” or “open” orders. Approximately 1.9 million printed pages of black & white project documents and other daily work, and approximately 59,800 pages of color documents were produced during the month.

367 jobs (97 percent) delivered on or before the due date

160 jobs (43 percent) delivered the same day

92 jobs (24 percent) delivered the next day

14 jobs (4 percent) delivered past the requested date

Average delivery time – 2.3 days

6 construction projects were processed for advertisement in July. The projects contained a total of 1651 plan sheets, totaling 441,000 printed 11 x 17 sheets. The following is a breakdown of construction projects produced for each location:

Northwest Region	1 project
Olympic Region	3 projects
South Central Region	1 projects
WSF	1 project

Fiscal Production
July 07 – June 08

4792 orders were submitted this past fiscal year with around 350 additional “walk-through” or “open” orders. Approximately 25.1 million printed pages of black & white project documents and other daily work, and approximately 1.4 million printed pages of color documents were produced during the year.

4637 jobs (96 percent) delivered on or before the due date
2130 jobs (46 percent) delivered the same day
1041 jobs (22 percent) delivered the next day
Average delivery time – 2.1 days

160 construction projects were processed for advertisement this past year. The projects contained a total of 13,386 plan sheets, totaling approximately 4.1 million sheets of printed 11 x 17 plan sheets. The following is a breakdown of construction projects produced for each location:

Northwest Region	38 projects
UCO	4 projects
North Central Region	13 projects
Olympic Region	37 projects
Southwest Region	16 projects
South Central Region	23 projects
Eastern Region	12 projects
Rail Division	3 projects
Ferries	10 projects
Facilities Office	4 projects

Management Planning Efforts

Chuck & Kyle continue to move the management planning efforts forward for the entire design office. These plans are nearly complete and our deadline is August 11th for final submittals. There are several key objectives surrounding the management planning efforts. First, the goal is to ascertain how each group is managing, tracking and scheduling their work products. Yes there is an attempt to provide an element of consistency in how workloads are managed yet this is a delicate balance against fixing something which is not broken. Illustrating our work processes and schedules offers multiple benefits. These processes and schedules will provide for a smoother transition as the Project Management and Reporting group implements their scheduling software and the design office should be well prepared. Another important aspect of this effort includes a higher level of transparency of exactly what we do and what it takes to get something accomplished from the different units within the Design Office. In today's “constrained” environment it is becoming more important to have information readily available as various interests continue to drill down lower and lower in the organization seeking available resources. Lastly, as these plans move forward we've also incorporated a new intranet web site to better serve the design community. The format of these Management Plans is serving as a basis for each group's “front end” to their internet site. The goal is to have a consistent look and feel which will provide some level of familiarity to users of our site as they move throughout the various pages of the design office. In closing on this topic, much appreciation goes out to our

design office managers and others who have contributed to this effort. In the future, updated schedules will likely have a standing agenda item at our Monthly Design Office Management Team meetings.