

# WSDOT Design-Build Policy Team Charter

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## Prepared By

Document Owner(s)	Organization Role
Craig McDaniel	Team Chair
Fred Tharp	Team Leader

## Charter Version Control

Version	Date	Author	Change Description
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## 1 Define Team

- Vision – Support the development of a successful Washington State Department of Transportation Design-Build Program that produces quality products at competitive prices that is a benefit to the Department and their partners in the contracting community.
  - Purpose – To serve as a decision making team on draft policies that will be moved forward for the appropriate approvals. The team will also approve new or revised procedures that are necessary to align them with current or new policies.
  - Boundaries – The WSDOT Design-Build Program. Preliminary Engineering, Consultants, Risk Allocation, RFP Development, Design, Construction, Experimental Projects, etc.
  - Representatives – Areas with expertise in the following areas will be part of the team: Construction, Design, Materials, Right of Way, Design-Build Projects, Bridge and Structures, Legal (AAG), Region Leadership, and Environmental.
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## 2 Team Membership

Construction	Craig McDaniel** Fred Tharp*
Design	Harold Peterfeso* Greg Lippincott Tom Baker*
Materials	Mike Palazzo*
Right of Way	Jugesh Kapur*
Bridge and Structures	Dan Galvin
Legal	Megan White*
Environmental	
Design-Build Projects	Pat McCormick – I-5 Everett HOV Mike Cotten* - I-5 Everett HOV Linea Laird* – Tacoma Narrows Bridge Jeff Carpenter – Tacoma Narrows Bridge Kim Henry* – I-405 Brian Neilson – Kirkland Stage 1 John Milton* - SR520
Region Leadership	Al Dyer* - UCO Tim Smith* - NW Ron Landon* – Oly Rick Smith – UCO Craig Stone - UCO

\* = Voting Member

\*\* = Team Chair and Tie Breaker

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## 3 Mission

- Review recommendations for policy, procedures, and guidance in regard to Design-Build.

- Make decisions on draft WSDOT Design-Build Policies to move them to the appropriate party for approval.
  - Make decisions on new, updated, or current procedures and guidance to carry out Policy.
  - Review current Design-Build project specific policy issues and provide decisions and recommendations for resolution.
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## 4 Define Responsibilities

- **Chair** – Craig McDaniel
    - Direct and guide the team's policy areas of focus
    - Act as a tie breaker on votes
    - Carry forth recommendations on policy when needed to appropriate approval authority
  - **Team** – All members listed in section 2 – Team Membership
    - Serve as the primary point of contact for their respective organizations for Design-Build policies and practices; they are responsible for coordinating issues within their respective organizations and representing their organizations' views.
    - Identify, review, analyze, and make recommendations on Design-Build issues that have state-wide implications and address procedural and implementation issues as needed.
    - Provide advice and consultation for the Research and Development of Design-Build within the Department.
    - Provide the vehicle for Design-Build policy development and its implementation.
    - Maintain an up-to-date knowledge and awareness of Design-Build practices and policies.
    - Vote (if identified as a voting member) on draft policy, guidance, and implementation methods.
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## 5 Operating Guidelines

- **Communications** – In person, at meetings, email, hardcopy documents, and telephone.
- **Participation** – Members are expected to actively participate in team meetings, review and comment on documents, and provide solutions that work for statewide application.
- **Involvement of Outside Parties** – At times, outside parties will be included to provide expertise. When discussing policy issues care needs to be taken that it is appropriate that outside parties are present. E.g. Issues are being discussed on a

upcoming project and the Outside Party is a consultant that may be on a Proposal Team.

- **Meeting Discussion Points** – HQ Construction will take Meeting Discussion Points and distribute.

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## 6 Updates

An agenda item, Design-Build Policy Team Charter, will be placed on a meeting agenda as a review and update action twice a year.

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## 7 APPROVALS

**Prepared by** *Original Signed*

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Design-Build Policy Chair

**Approved by** *Original Signed by Members*

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Member