

SECTION I-05 _____ Organization/Responsibilities of Design and Bridge Divisions
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I-05.01 Design Division Organization

Enclosed as **Figure I-05.01** is the current organization of the Design Division, including functions

I-05.02 Design Division Duties and Responsibilities

A. Surveys and Photogrammetry

- < Aerial photography
- < Field survey data
- < Stereoplotting
- < Plan and profile sheets
- < Computer drawn charts/graphs
- < Benchmark listings

B. Cultural Resources

- < Archeology clearance (deals with subsurface)
- < Historical clearance (above ground)
- < Wetlands mitigation
- < Wetlands banking
- < Borrow pit clearance

C. Engineering and Environment

- < Location studies
- < Project concept reports
- < Environmental documents (includes wetland mitigation, historical and archeological clearances)
- < 404 permits
- < Environmental and design exception approval
- < Public hearings for highway and bridge projects
- < Milestone update team member

D. Right-of-Way

- < Plats and legal descriptions
- < Appraisals and appraisal reviews
- < Negotiations/acquisition
- < Borrow
- < Condemnations
- < Right-of-way payments

- < Abstracts
- < Title insurance
- < Mortgage release
- < Leasing
- < Excess right-of-way, land, and building disposal
- < L.G.A. appraisal reviews
- < Billboards
- < Project right-of-way reviews
- < Relocation assistance
- < Junkyard control

E. Special Right-of-Way Projects Section

- < Excess land sales
- < Access requests
- < Railroad agreements
- < Tribal lands
- < Contaminated soils
- < ROW issues
- < Condemnation reviews/settlements

F. Design Functions

- < Grading plans
- < Paving plans
- < Urban plans
- < Hydraulics
- < Drainage investigations
- < Project concept reports
- < Input meetings
- < Public hearings
- < County/urban reviews
- < CADD support
- < Emergency plans
- < Lighting
- < Signals and beacons
- < Guardrail
- < Signing
- < Pavement marking
- < Safety reviews
- < Design standards
- < Code spec book
- < Traffic review

< Utilities agreement

G. Consultant Agreements Section

< RFP for preconstruction consultant services
< Advertising, interviewing, and consultant selection
< Contract negotiations
< Contract administration
< Consultant payments
< Consultant evaluations

H. Administrative and Miscellaneous

< Training
< Staffing
< Design related manuals
< Contract administration
< Design policies
< Support services for design activities
< Bridge design/structural plans
< PS&E process (level of decisions/additions)
< Final plan delivery (timing)
< Plan review/plan checking
< Design exceptions

I-05.03 Bridge Division Organization

Enclosed as **Figure I-05.02** is the current organization and functions of the Bridge Division.

I-05.04 Bridge Division Duties and Responsibilities

A. Preliminary Engineering Functions

< PCR development
< Preliminary structural engineering
< Field reviews and TS&L's
< Preliminary cost estimates
< Design exceptions

B. Hydraulic Functions

< Hydraulic reports
< County hydraulic reports review

- < Scour analysis
- < Hydraulic liaison with counties and consultants
- < Computer program maintenance

C. Design Functions

- < Structural analysis
- < Structural design
- < Structural plan preparation
- < Analysis and design review
- < Plan notes, special provisions, and specifications
- < Cost estimates
- < Change orders and addendums
- < County/city plan review
- < Computer program maintenance

D. Structural Management Functions

- < Bridge inspection program
- < Bridge ratings and overloads
- < High mast lighting and sign structures inspection program
- < Shop drawings review
- < Load limit map
- < RFP's and comments
- < Bridge unique features file maintenance

E. Administrative Functions

- < Division policies and procedures
- < Division planning and scheduling
- < BRR funds
- < Division staffing
- < Division manuals and memos
- < Training
- < Division strategic business plan
- < Division budget
- < AASHTO ballots
- < Railroad agreements
- < Field construction liaison

DESIGN DIVISION

March 2014

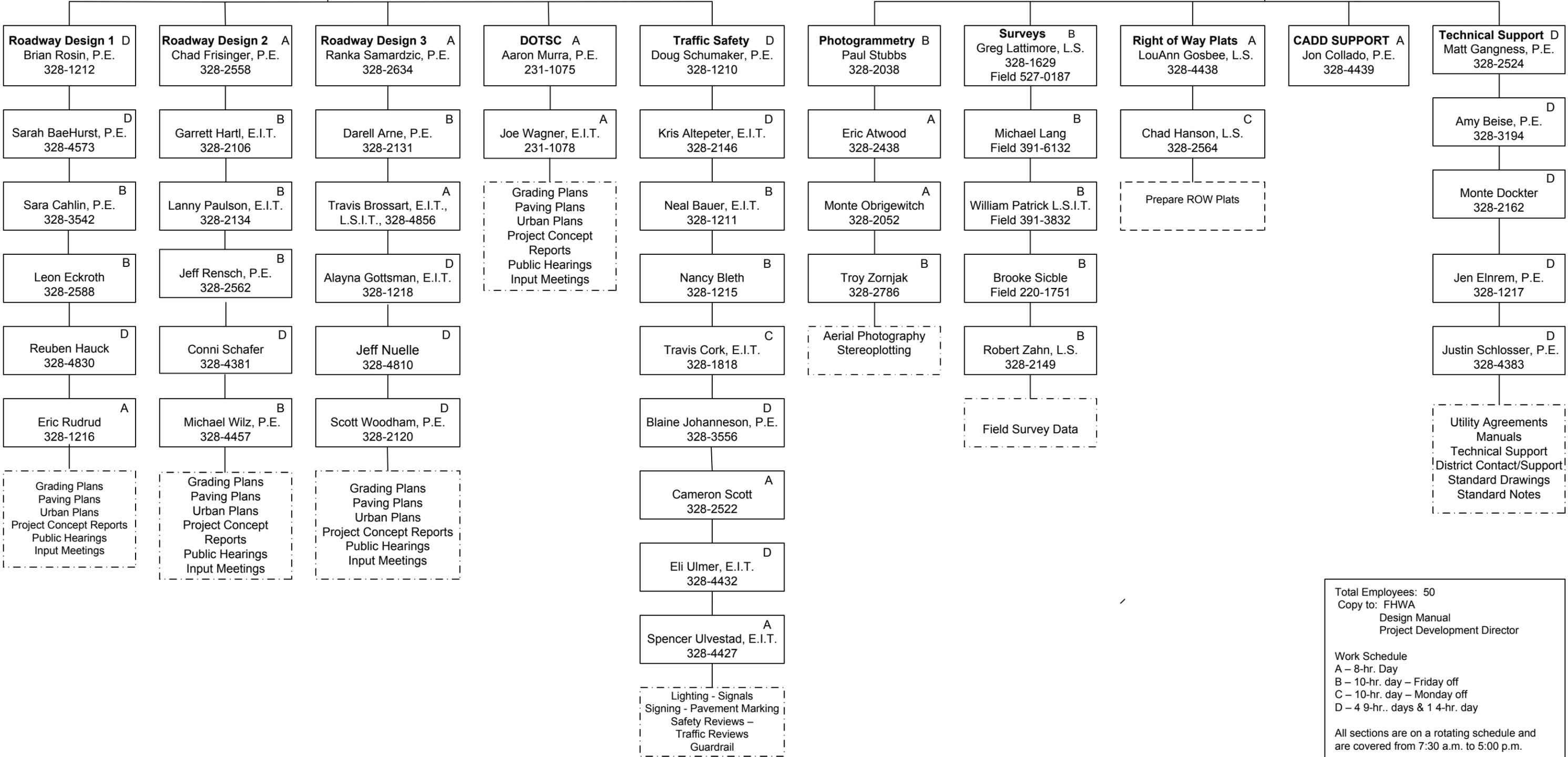
Mission Statement
 The mission of Design Division is to design highways that are safe, efficient, and effective in the movement of people and goods while preserving our natural environment.

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Total Employees: 50
 Copy to: FHWA
 Design Manual
 Project Development Director

Work Schedule
 A – 8-hr. Day
 B – 10-hr. day – Friday off
 C – 10-hr. day – Monday off
 D – 4 9-hr. days & 1 4-hr. day

All sections are on a rotating schedule and are covered from 7:30 a.m. to 5:00 p.m.

BRIDGE DIVISION ORGANIZATIONAL CHART

October 2013

