

# **ACEC/WSDOT Structures/Geotechnical/Hydraulic Team Charter November 2025**

## **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, WSDOT Geotechnical, WSDOT Hydraulics and the consulting community.
- Providing suggested revisions and peer review to the WSDOT Bridge Design Manual, WSDOT Geotechnical Design Manual, WSF Terminal Design Standards Manual, and other WSDOT design and construction standards.
- Proposing revisions to WSDOT related bridge, structural, geotechnical, and hydraulic aspects for all delivery methods.

Another function of the ACEC/WSDOT Structures/Geotechnical 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 WSF and WSDOT Design Offices, 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 5 to 7 for each group. Term membership will typically be limited to three years, but may be extended up to five years.

### ***Team Members:***

Evan Grimm, PE/SE	WSDOT State Bridge Engineer (Co-Chair)
Andrew Fiske, PE	WSDOT State Geotechnical Engineer
Jeri Bernstein, PE/SE	WSDOT WA State Ferries
Julie Heilman, PE	WSDOT Hydraulics Engineer
Richard Brice, PE	WSDOT State Construction Office
Doug Olson, PE	WSDOT Bridge Design Office
Katie Olleman, PE	WSDOT Bridge Design Office
Greg Hess, PE/SE	KPFF (co-chair)
Lee Andrews, PE/SE	HDR
Brice Exley, PE	Haley & Aldrich
Yang Jiang, PE/SE	HNTB

Scott Phelan, PE/SE	Systra-IBT
Reza Sehhati, PE	TY Lin
Monique Anderson, PE	Shannon & Wilson
Tim Bailey, PE	GeoEngineers
Benjamin Parra, PE/SE	Parsons
Cory Caywood, PE/SE	Jacobs

### ***Team Sponsors:***

Mark Gaines, PE	WSDOT – Development Division Director
Van Collins	ACEC

## **Vision**

Provide a platform for the exchange of structural, geotechnical, and hydraulic 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
- Team meetings 10:00 AM to 12:00 PM-, 3rd Friday of every other month, virtual In person meetings as needed.
- Set a deadline for all action items

### ***Agenda***

- Develop meeting agendas for the year of meetings during the May meeting.
- Get any changes to the agenda one week prior to meeting, final agenda will be emailed a few days in advance of the meeting.
- Meeting notes will be taken by members in a rotating schedule.
- Action Items List will be provided as part of the meeting notes.
- Meeting notes will be distributed as soon as possible followed by the agenda for the next meeting.
- Co-Chairs will facilitate the meetings 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 in person at 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 Co-Chair.
- As terms expire, retiring members will overlap with new members for at least 1 meeting.
- New Consultant Co-Chair needs to be someone from the existing committee membership.
- New WSDOT Co-Chair needs to be a WSDOT Representative.

## **Consensus on Recommendations**

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

## **Boundaries**

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

## **Roles and Responsibilities**

### ***Collective:***

- Develop problem statements and desired outcomes on an annual basis.
- Annual reaffirmation of the 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."