CHAPTER 10
DIVISION OF DESIGN

Topic 11 - Organization and Functions

Index 11.1 - Organization

The Division of Design (DOD), a part of Project Delivery, is comprised of the Engineering Program with the following offices: CADD and GIS, Highway Drainage Design, Innovative Design and Delivery, Performance Management, Project Support, Standards and Procedures, Storm Water Management Design; as well as the Landscape Architecture Program with the following offices: Landscape Architecture Standards and Procedures, Landscape Architecture Support and Planning, Professional Development, and Strategic Information & Business Management. Additionally, the Project Delivery Coordinators represent the Chief, DOD, in the California Department of Transportation (Department) Districts, maintaining liaison and coordinating District and Headquarters activities, ensuring consistent and uniform application of statewide policies, standards, procedures, guidelines and practices. See Figure 11.1 for information on the functional duties performed by the various offices in the DOD.

As the Chief Design Engineer within the DOD, the Chief, Division of Design provides technical and procedural advice and assistance to the Districts in support of the development of transportation projects as follows: establishes, maintains and monitors the project development process in accord with all applicable State and Federal laws and regulations; establishes engineering standards and procedures for application of standards on a statewide basis; approves exceptions to non-delegated boldface design standards; monitors project development related reports, facilitates performance management and process improvement activities. The Chief, DOD also is a member of the AASHTO Subcommittee on Design.
Figure 11.1: Division of Design Functional Organization Chart

Executive Secretary

Division Chief
Design

Assistant Division Chief
Landscape Architecture

Professional Development
- Professional Skills Development & Training Plan
- Professional Academies
- Professional Licensing & Board Liaison
- Transportation Engineer & Landscape Architecture Curriculums
- Rotation Program

Strategic Information & Business Management
- SMART Strategic Plan & Business Plan
- Contract & Resource Management
- Employee Training Support
- Design Academies & Seminars Support
- Professional Licensing Assistance Program Support
- Value Analysis & CMGC Support
- Web Management & Development
- Document Retrieval System (DRS)
- Technical/Admin/Developmental Support
- Electronic Document Management System (EDMS) Steering Committee Support
- Design Manuals & Publications Support
- Equipment Inventory/Software Licenses

CADD & Engineering GIS Support
- CADD Support & Engineering GIS Support
- Computer Aided Design & Drafting (CADD) Standards & Procedures
- Editor: CADD User Manual & Plans Preparation Manual (PPM)
- CADD Equipment Procurement

Hydraulics & Stormwater Design
- Drainage Facility Design Standards
- Fish Passage
- Stream Bank Protection
- Climate Change Adaptation
- Hydraulic Design Support

Innovative Design & Delivery
- Design-Build
- Design-Sequencing
- Construction Manager/General Contractor (CMGC)
- Project Delivery Innovation Tool Box
- Value Analysis

Construction Contract Standards
- Standard Specifications
- Standard Plans
- Standard Special Provisions (SSPs)
- Notice to Bidders & Special Provisions
- Special Notices
- Standard Bid Items
- Bid Book

Landscape Architecture Program
- Scenic Highways
- Visual Impact Assessments

Landscape Architecture Support & Planning
- SHOOP Roadside Preservation
- Worker Safety
- Safety Roadside Rest Areas
- District Support
- Landscaped Freeways
- Landscape Architecture Coordination
- Transportation Art
- Gateway Monuments
- Community Identifiers

Landscape Architecture Standards & Procedures
- Roadside Design Standards
- Roadside Management
- Research & Innovation
- Source Control
- Water Conservation
- Resource Conservation
- SMARA
- Division of Design Research

Project Delivery Coordinators
- Liaison for Division of Design to Districts and FHWA
- Interpret & Clarify HQ Policies, Standards & Practices for Districts
- Assist in Development of Design Policies, Standards and Project Development Procedures
- Approve Deviations of Non-Delegated Boldface Standards
- Participate in District Project Development, Condemnation Evaluation and Value Analysis Teams

Performance Management
- Quality Management
- Performance Measures
- Process Reviews
- Continuous Improvements
- DOD Stewardship Agreement

Project Support
- Geometric Design Support
- Resolution of Necessity
- Encroachments Policy Exceptions
- Utility Policy Exceptions
- Route Matters
- Cost Estimating

Standards & Procedures
- Geometric Design Standards, including Roadway, ADA, Pedestrian, & Bike Facilities
- Project Development Procedures
- Editor: Highway Design Manual (HDM) & Project Development Procedures Manual (PDM)
- New Products Coordination & Liaison
- Design Legal Liaison