



## Structure Project Engineer's Responsibility for Monitoring Delivery of PS&E Packages

The increased emphasis on the District Project Manager's role in controlling project scope, cost, and scheduling places additional responsibilities on the Structure Project Engineer.

For all projects designed "in-house," it is the responsibility of the Structure Project Engineer to monitor the progress of the project from the time it is assigned until the PS&E package is sent from Structures to the Office Engineer. The project engineer will not only see that the Structure P&Q date is met but will maintain contact with the Specifications and Estimating Units and Planning and Liaison Unit as well, after the P&Q have been delivered, to ascertain that the Structures PS&E commitment is met.

The District Project Manager need call only the Structure Project Engineer to track our portion of the combined PS&E package. The Project Manager has ultimate responsibility for PS&E delivery. The Structure Project Engineer will accurately respond to the District Project Manager's request for Structures information.

Structure Project Engineers are responsible for keeping their District counterparts informed of the need for data, decisions, or necessary changes to meet Bridge Status schedules. Bridge Planning and Liaison Engineers are to be kept informed on all status matters; however, the Structure Project Engineer is the primary source of Structures information to the District Project Manager.

It is vital that the Structure Project Engineer inform all appropriate parties of any changes to the Structure portion of the project. Changes will be documented by sending the District Project Manager a memo detailing any changes in scope, cost or scheduling. The memo will include specific reasons for each change. The distribution of copies of this correspondence will be as follows:

### Seismic Projects:

- Planning and Liaison Supervisor
- Seismic Retrofit Program Manager
- Structure Mechanics Engineer
- Liaison Engineer
- Design Supervisor
- Chief, Office of External Liaison and Support

Supersedes Memo to Designers 1-36 dated Feb. 1989

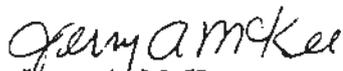


Projects:

Liaison Engineer  
Design Supervisor

It is most important for us to meet our commitment to deliver a project within the scope, cost, and schedule originally established. Every effort should be made to honor this commitment.

  
Floyd L. Mellon

  
Jerry A. McKee

FLM/JAM:jmm