

Memorandum

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Be energy efficient!*

To: ALL DESIGN SENIORS
Structure Design
Geotechnical Services
Structure Design Services &
Earthquake Engineering
Division of Engineering Services

Date: October 7, 2005

MICHAEL J. LEE
Senior Bridge Engineer
Structure Maintenance and Investigations
Division of Maintenance

From: KEVIN J. THOMPSON
Deputy Division Chief
Structure Design
Division of Engineering Services

JAMES E. DAVIS
Deputy Division Chief
Geotechnical Services
Division of Engineering Services

Subject: Distribution of Unchecked Details for Earth Retaining Systems

Memo to Designers 1-5, dated April 1996, provides guidance for the distribution of project plans to the various project delivery units. The distribution of these plans during the project development process provides the opportunity for review and ensures regular communication amongst the project delivery team.

In the case of Earth Retaining Systems (ERS), Geotechnical Services provides design recommendations to Structure Design that affect type selection, configuration, and detailing. Thus, information sharing between the Structure Design Engineer and the Geotechnical Designer is essential to the successful implementation of ERS design concepts. The project plans, specifically the Unchecked Details, are an effective communication tool to ensure the appropriate interpretation and application of the ERS design recommendations. Therefore, the distribution of Unchecked Details for ERS shall now include the Geotechnical Design Engineer in addition to the other functional units specified in MTD 1-5.

All Design Seniors
Michael J. Lee
James Davis
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Structure Design shall transmit Unchecked Details to the Geotechnical Design Engineer by way of the Geotechnical Design Office Chiefs as follows:

District	Contact Person	Location
1,2,3,5,6,9 & 10	Roy Bibbens, Chief Geotechnical Design - North	Translab – Sacramento, MS –5
4	Tim Pokrywka, Chief Geotechnical Design - West	District 4 – Oakland, MS –9B
7 & 12	John Ehsan, Chief Geotechnical Design – South 1	Translab – Sacramento, MS –5
8 & 11	Abbas Abghari, Chief Geotechnical Design – South 2	Translab – Sacramento, MS –5

The above guidelines are interim until Memos to Designers 1-5 is revised. Implementation of these procedures is immediate for new and on-going projects.

- c. Robert A. Stott
- Tom Harrington
- Vong Toan
- Structure Design Office Chiefs
- Structure Design & Earthquake Engineering Office Chiefs
- Geotechnical Services Office Chiefs
- Rosa St. Andre