State of California

Business, Transportation and Housing Agency

Memorandum

) 654-3858/8-464-3858

To : ALL DISTRICT/REGIONAL DIRECTORS

Attention Design Division Chiefs

Date: February 4, 1998

File :

From : **DEPARTMENT OF TRANSPORTATION**
DESIGN AND LOCAL PROGRAMS
Mail Stations 28

Subject : Project Engineer Responsibilities

During recent years, the Department has increased its focus on Project Management and has emphasized the role of the Project Manager in managing the Project Team to deliver quality projects in a timely and cost effective manner. With this increased focus, it is important to not lose sight of the responsibility of the Project Engineer as a key member of the Project Team and responsibility for the technical quality of the complete PS&E package.

As outlined in Chapter 2 of the Project Development Procedures Manual (7th Edition), the Project Engineer is the first level Registered Civil Engineer (RCE) in "responsible charge" of the appropriate project development documents (PSR, Project Report, etc.) and project design.

"Responsible charge of the work" is defined in Section 6703 of the Professional Engineers Act of the California Business and Professions Code as "the independent control and direction, by use of initiative, skill and independent judgment, of the investigation or design of professional engineering work or direct engineering control of such projects."

During the design phase, it is understood that the Project Engineer may not be in charge of every element of the work needed to complete the PS&E package (e.g. electrical, landscape, structure, and in some districts, signing and striping or special provisions) which may be prepared and signed by other RCEs or other licensed professionals. The Project Engineer, as the individual signing the title sheet, is responsible for the integration of all of the engineering elements needed to make up a complete and comprehensive, quality PS&E package.

This requires that the Project Engineer coordinate closely with other functional units throughout the project development process and notify other functional managers/staff of design changes as soon as feasible. Likewise, other functional units must communicate and coordinate closely with the Project Engineer whenever technical questions arise regarding the overall engineering effort. Additionally, each functional unit must keep the Project Manager informed of those technical issues which will affect the overall cost, scope, schedule or quality of the project. Only in this way can the Project Team continue to succeed in meeting their project delivery commitments.

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