State of California
Department of Transportation

Business, Transportation and Housing Agency

Memorandum

Flex your power!
Be energy efficient!

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

MICHAEL J. LEE
Senior Bridge Engineer
Structure Maintenance and Investigations
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Date: October 7, 2005

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

JAMES E. DAVIS
Deputy Division Chief
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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.

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