

Memorandum

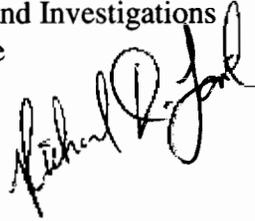
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To: ALL DESIGN SENIORS
Structure Design
Structure Design Services &
Earthquake Engineering
Division of Engineering Services

Date: November 10, 2004

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

From: RICHARD D. LAND
Deputy Division Chief
Structure Design
Division of Engineering Services



JIM APPLETON
Acting Deputy Division Chief
Geotechnical Services
Division of Engineering Services



Subject: Earth Retaining Structure Foundation Review

Memo to Designers 1-35, dated March 1998, provides an overview of the roles and responsibilities of the Structure Design staff and Geotechnical Services (GS) staff in the various phases of the structure portion of project development. The Foundation Review, which is conducted close to or immediately after Draft Structure PS&E (SPS&E), is one of the last project milestones in the SPS&E development process. The intent of the Foundation Review is to verify that all foundation recommendations and foundation testing requirements addressed in the Final Foundation Report have been appropriately incorporated into the Draft SPS&E. Historically, the Foundation Review has been routinely requested for bridge structures but not always for earth retaining structures.

In an effort to minimize possible errors and omissions, a Foundation Review is now required for all earth retaining structures included in a SPS&E. The Geotechnical Design Office Chiefs (GDOC) have been designated as the single-focal point for earth retaining structure Foundation Reviews based on their geographical area of responsibility as follows:

District	Contact Person	Contact Phone	Location
1,2,3,5,6,9 & 10	Roy Bibbens, Chief Geotechnical Design - North	(916) 227-7178	Translab – Sacramento, MS –5
4	Tim Pokrywka, Chief Geotechnical Design - West	(510) 286-4840	District 4 – Oakland, MS –9B
7 & 12	John Ehsan, Chief Geotechnical Design – South 1	(916) 227-4575	Translab – Sacramento, MS –5
8 & 11	Abbas Abghari, Chief Geotechnical Design – South 2	(916) 227-7172	Translab – Sacramento, MS –5

The Structure Project Engineer (PE) shall request a Foundation Review when the Structure P&Q has been completed and the Draft Structure Specifications are available for review. In addition, the Structure Specification Engineer shall be contacted for participation and input in the Foundation Review.

The Structure PE shall send an e-mail to the assigned GDOC requesting a Foundation Review with a minimum of one week advanced notice. The e-mail request shall provide Project EA, County-Route-Postmile, a brief description of the earth retaining structure(s) in the project and either an electronic copy of the Final Foundation Report or a brief description of the foundation recommendations and foundation testing requirements. However, if there is urgency in conducting the Foundation Review, then the e-mail request should be followed up by a telephone call to the GDOC. In any event, the GDOC will assign the Foundation Review and forward the information provided to an appropriate GS staff who will contact the Structure PE to notify them of their assignment.

Based on the information provided, the GS staff will determine if a formal Foundation Review meeting is required or if a phone conference between them and the Structure PE shall suffice. In either case, the Structure PE shall make available for the GS staff a copy of the Structure P&Q, Draft Structure Specifications, Final Foundation Report if not already provided and As-Built Plans as applicable. At the conclusion of the Foundation Review, the GS staff shall issue a Foundation Review Report to the Structure PE, which they will sign, make a copy for their records and return one signed copy to the GS staff.

The above guidelines are interim until Memos to Designers 1-35 is revised. Implementation of these procedures for earth retaining structures designed by the Division of Engineering Services is immediate for new and ongoing design projects.

For additional information regarding the above policy change, please contact the appropriate GDOC based on the area in which the project is located.

Attachment

c: Robert A. Stott
Dolores Valls
Richard Shepard
Bridge Design Office Chiefs
Structure Design & Earthquake Engineering Office Chiefs
Geotechnical Services Office Chiefs

FOUNDATION REVIEW

DIVISION OF ENGINEERING SERVICES GEOTECHNICAL SERVICES

- To: Structure Design**
1. Preliminary Report
 2. R.E. Pending File
 3. Specifications & Estimates
 4. File

Date: _____

Geotechnical Services

1. GS (Sacramento)
2. GS

Structure Name

District	County	Route	Post Mile
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District _____ **Project Development** _____

District Project Engineer

E.A. Number Structure Number

Foundation Report By: _____

Dated: _____

Reviewed By: _____ (SD)

_____ (GS)

General Plan Dated: _____

Foundation Plan Dated: _____

No changes. The following changes are necessary.

FOUNDATION CHECKLIST

- | | | |
|-------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------|
| Pile Types and Design Loads | _____ Footing Elevations, Design Loads, and Locations | _____ LOTB's |
| Pile Lengths | _____ Seismic Data | _____ Fill Surcharge |
| Predrilling | _____ Location of Adjacent Structures and Utilities | _____ Approach Paving Slabs |
| Pile Load Test | _____ Stability of Cuts or Fills | _____ Scour |
| Substitution of H Piles For | _____ Fill Time Delay | _____ Ground Water |
| Concrete Piles <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ Effect of Fills on Abutments and Bents | _____ Tremie Seals/Type D Excavation |

Structure Design

Branch No.

Geotechnical Services

Rev. 11/04