CHAPTER 10
DIVISION OF DESIGN

Topic 11 - Organization and Functions

Index 11.1 - Organization
The Division of Design (DOD), a part of Project Delivery, is comprised of the following: CTC Highway Appearances, Encroachment Exceptions and Resource Conservation, Landscape Architecture Program, Landscape Architecture Coordination and Planning, Roadside Management and Landscape Architecture Standards, Geometric Design Standards, Highway Drainage Design, Storm Water Management Design, Project Development Procedures, CADD/GIS Support, Special Projects, and Cooperative Agreements. Additionally, the Design Coordinators, with the assistance of the Design Reviewers, represent the Chief, DOD, in the California Department of Transportation (Department) Districts, maintaining liaison and coordinating District and Headquarters activities. See Figure 11.1 for information on the functional duties performed by the various offices in the DOD.

As the Chief Design Engineer within the DOD, the Chief, Division of Design, is responsible for activities in support of the development of transportation projects as follows: establishes, maintains and monitors the project development process in accord with all applicable State and Federal laws and regulations; establishes engineering standards and procedures for application of standards on a statewide basis; approves exceptions to mandatory design standards; monitors project development related reports and other documents prepared and approved in the Districts for conformance to Department policy and practice. The Chief, DOD also is a member of the AASHTO Subcommittee on Design.
Figure 11.1
Division of Design Functional Organization Chart

- **Design Coordinators**
  - Liaison for Division of Design to Districts, FHWA, and CHSRA
  - Interpret and clarify HQ DOD policies, standards, and practices for Districts
  - Assist in development of design policies, standards, and project development procedures
  - Approve deviation of mandatory design standards
  - Participate in District PDT, Condensation Evaluation, and Value Analysis Teams

- **Highway Drainage Design**
  - Technical assistance to designers on unique or unusual drainage design issues
  - Division focal point for standards plans specifications, and SSP's
  - Technical support to division staff for manuals and web based applications

- **CAD/GIS Support**
  - Document Retrieval System
  - Archiving of electronic As-Built files
  - Provide training, guidance and support to designers on roadway design and drafting software and Geographic Information Systems (GIS)
  - Resource Management support Capital Outlay with computers printers plotters, etc.
  - Provide CADD System support

- **Storm Water Management Design**
  - Technical assistance to designers to implement Storm Water Best Practices
  - Provide policy and guidance with the Department's Storm Water Program

- **Special Projects**
  - Design Build/Design Sequencing
  - Manage Statewide Valve Analysis Program
  - Statewide AASHTO Coordination
  - Design Research Coordination
  - New Noise Barrier Product Evaluation
  - Project Delivery Accelerator Toolbox

- **Cooperative Agreements**
  - Review, and coordination of legal approval of statewide cooperative agreements
  - Cooperative agreement policy, procedures, tools, training and manuals

- **Landscape Architecture Program**
  - State Landscape Architect
  - Landscape Architecture policies, standards and procedures
  - Roadside SHOP Program Manager
  - Context Sensitive Issues
  - Compliance with Outdoor Advertising Regulations
  - Manage statewide Division of Design Capital SEBs development
  - Division Business Plan

- **Landscape Architecture Coordination and Planning**
  - Implements Roadside SHOP Program
  - Technical assistance to Districts for Landscape Architectural design issues
  - Manage Safety Roadside Rest Area system master plan

- **Roadside Management and Landscape Architecture Standards**
  - Division focal point for Roadside Management efforts
  - Implements roadside specifications, SSP's, standard plans and details
  - Scenic Highway Program
  - Research, consultant studies, quality improvement
  - Botanical Management Areas
  - Erosion Control

- **CTC Highway Appearances Enroachment Exceptions & Resource Conservation**
  - Encroachment Permit exception process
  - Resolutions of necessity to CTC
  - High and low risk utilities
  - Transportation Engineer and Engineering Technician rotation program
  - Resource Conservation, experimental features and proprietary items
  - Professional Development Program
  - SNAARA – Surface Mining & Reclamation

- **Geometric Design Standards**
  - Highway Design Manual and historical design standards
  - Geometric design support for Projects
  - ADA standards and project support
  - Bicycle facility standards and project support
  - Metric policy issues and project support