



Structure Construction Headquarters Services

Current Structure Construction (SC) organization charts, phone lists, headquarters (HQ) staff assignments, and timekeeper contact information are located on SC’s intranet at the following address:

<http://des.onramp.dot.ca.gov/structure-construction-headquarters-staff>

Central email accounts and phone number have been established by SC HQ to efficiently facilitate communication. Documents are forwarded to the appropriate recipient(s). Each contact serves a specific function as listed below. Most accounts are monitored on a daily basis.

| Services | Contacts |
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| <p>Transmittal (from SC Field Staff) of:</p> <ul style="list-style-type: none"> • ACM Bi-Monthly Reports. • Parking pass requests. • Phone Bridge Reservation requests. • Request to change a headquarter address. • Request to add a consultant for WEAT assignments. • Personnel documents that do not require a “wet” signature: <ul style="list-style-type: none"> • Change of Address forms. • Emergency Notification forms. • Excess Leave Reduction plans. • Long Term Assignment form (form FA-1350). • Safety Documents – Accident Reports. • Training Certificates/Documents. <p>Transmittal (from other Caltrans staff) of:</p> <ul style="list-style-type: none"> • Type Selection Meeting invites. | <p><i>SC Administration</i> central email account: osc.administration@dot.ca.gov</p> |
| <p>Transmittal (from SC Field Staff) of:</p> <ul style="list-style-type: none"> • Constructability Review comments to the Designer. • Notification of Structure Maintenance upon Structure Completion per BCM 9-9.0. • Project records: <ul style="list-style-type: none"> • As-Built Plans. | <p><i>SC Office Associates</i> central email account: SC.Office.Associates@dot.ca.gov</p> |

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| <ul style="list-style-type: none"> • Certification of Materials. • Joint Movement Calculations. | |
| Services | Contacts |
| <p>Transmittal (from SC Field Staff) of: ... <i>continued</i></p> <ul style="list-style-type: none"> • Permanent Vertical Clearance. • Pile Driving Records. • Progress Schedule. • Report of Completion for Structures. • Shop Drawings. • Unrecoverable Final Records. <p>Transmittal (from other Caltrans staff) of:</p> <ul style="list-style-type: none"> • Constructability Review requests from the designer. • Change Order Requests • PS&E Submittals <p>Structure RE Pending File questions.</p> | |
| <p>Transmittal (from SC Field Staff) of PRSM issues related to Task Management:</p> <ul style="list-style-type: none"> • Add/Transfer ETC hours to units. • Assign and Remove units from Task 275. • Expenditure Reports. • PRSM/VISION Questions. • SCIMS login problems. • Task 275 close-out. • Task 275 Task Management edit support. • Time Charging. • Update percent complete. • Update Task 275 Start and Finish Dates. | <p><i>SC Resources</i> central email account: osc.resources@dot.ca.gov</p> |
| <p>Questions and Emergencies.</p> | <p><i>SC Help Desk</i> phone number: (916) 227-7777</p> |
| <p>Intranet site: http://des.onramp.dot.ca.gov/structure-construction</p> | <p>Current webmaster listed at the bottom of the website</p> |

BCM 3-1.0 *Project Specific Documents Required to be Submitted to Structure Construction Headquarters* further details the requirements for the documents that are required to be submitted to SC Headquarters.

The *SC Help Desk* is intended to provide improved phone access for field personnel with questions. The *SC Help Desk* is continuously monitored during business hours of 0730 to 1600. Providing

this service is not intended to circumvent the normal flow of communication up the chain of command within each area. Typically, the normal flow would require the Structure Representative to contact their Bridge Construction Engineer (BCE), then the BCE would contact the Area Construction Manager (ACM). The flow keeps the BCE and the ACM aware of problems in their areas and in a position to be aware of how problems are being handled or responded to on a statewide basis. This permits SC to present a uniform position statewide. The *SC Help Desk* is for questions and emergencies from SC personnel only.