



BRIDGE CONSTRUCTION MEMO 2-6.0  
SECTION 06-MISCELLANEOUS  
INFORMATION AND  
INSTRUCTIONS

October 9, 2007

Page 1 of 2

## **Communications Between Structure Field Personnel and Structure Headquarters**

---

Whenever possible, questions concerning construction methods and/or details, as well as routine questions concerning administrative procedures should be taken up with the Bridge Construction Engineer (BCE) and/or the Area Construction Manager (ACM) in whose area the project is located. If an answer or decision is needed immediately and the BCE or the ACM cannot be contacted, then refer the question to the staff personnel of the Offices of Structure Construction Headquarters (HQ) in Sacramento for the area in which your project is located.

Personnel can contact the following Offices of Structure Construction HQ Office Seniors for assistance:

- Ms. Cheryl Poulin for Districts 01, 02, 03 and 07 at (916) 227-8309.
- Mr. John Drury for District 04 and Toll Bridge at (916) 227-8809.
- Mr. John Lammers for Districts 05, 06, 08, 09 and 10 at (916) 227-8445.
- Mr. Eric Olives for Districts 11 and 12 at (916) 227-8984.
- Mr. John F. Walters for Falsework, Trenching & Shoring, Railroad and CIDH at (916) 227-8060.

All of the above-noted personnel as well as the Office Associates may also be contacted at (916) 227-7777.

Additional resources for personnel statewide to consider are:

- Ms. Dolores Valls, Structure Construction Deputy Division Chief, (916) 227-8845.
- Mr. Steve Altman, HQ Office Chief for Districts 01, 02, 03, 05, 06, 07, 08, 09 and 10, (916) 227-8585.
- Mr. John Babcock, HQ Office Chief for Districts 04, 11 and 12, (916) 227-8871.

All correspondence from field personnel requiring action by the Offices of Structure Construction HQ must include the following:

- Shall be addressed to Ms. Dolores Valls, Deputy Division Chief, Offices of Structure Construction.
- Shall be dated.

- Include the project name, location, contract number and federal project identification number (if applicable) shown in the upper right-hand corner of all letters. The job stamp may be used for this purpose.
- The Structure Representative's recommendations.

Submit copies of outgoing correspondence to the Offices of Structure Construction HQ in Sacramento per Bridge Construction Memo 3-1.0.

During construction, it is permissible for field personnel to communicate directly with personnel in other Offices within Division of Engineering Services (DES). It is imperative that the Structure Representative's first-line supervisor be kept informed of any matter affecting the structure construction work. It may be necessary for field personnel to confirm discussions in writing if the discussion resulted in an appreciable change or in the preparation of a Contract Change Order. Copies of confirming memos should be sent to the Structure employee's first-line supervisor, the Offices of Structure Construction HQ in Sacramento and the appropriate ACM.

Rubber stamps to record receipt of incoming mail should be requisitioned from the District. These stamps may be used to show the date, time and whom the mail was received in the field.