

Memo

New Mexico State Highway & Transportation Department

SUBJECT: Design Directive
4-2000-Design (Specification Process)

DATE: 6-December-2000

TO: Internal Project Development Engineers-North
(Ed Escudero, Dan Garcia, Sixto Martinez, Hooshang Tavanaiepour, Robert Garcia)
Internal Project Development Engineers-South
(Bryan Peters, Mark Fahey, Robert Salazar, Benny Martinez, David Trujillo)

FROM: Roy P. Maestas
Internal Design Bureau Chief



FILE REFERENCE:
PSESHARE:Design Directives

This is to update the Memo to Designers-Listing of Special Provisions/Supplemental Specifications (4-30-1998) in conformance with the new Project Development Process. Since the July 1998 letting, the listing of Special Provisions/Supplemental Specifications has not been included in the plans. This action was taken to eliminate the Notices to Contractors issued to correct errors and/or omissions between the listings on the plans and the listings included in the contract documents.

The P. S. & E. Section shall be included in the distribution of plans for the Pre-Final Design Inspection, Final Design Inspection and the P. S. & E. Review. For the P. S. & E. Review meeting, the transmittal letter shall identify the entire Design team including the Project Manager assigned.

It is also necessary that on Consultant and District designs, the P. S. & E. Section be included in the distribution of plans.

The P. S. & E. Section has two Units involved in this process, namely the Letting Administration and Contracts ("Letting") Unit and the Standards and Specifications ("Specs") Unit. Indicated below are the action items to be performed by the P. S. & E. Section when plans are received for Inspections.

Pre-Final Design Inspection

- The P. S. & E. Section coordination in the design process begins.
- Included in the distribution of plans for the Pre-Final Design Inspection, the Designer shall provide one set of plans to the P. S. & E. Section. The Letting Unit shall establish the listing of Special Provisions/Supplemental Specifications required on the project.
- The Letting Unit shall provide a copy of the listing to the Specs Unit.
- The Specs Unit shall create new item numbers when required and coordinate with the PDE, Consultant or Technical Support Engineer (TSE) when a Special Provision is required to support the new item.

FINAL DESIGN INSPECTION

- Included in the distribution of plans for the Final Inspection, the Designer shall provide one set of plans to the P. S. & E. Section. The Letting Unit shall establish the listing of Special Provisions/Supplemental Specifications required on the project.
- The Letting Unit shall provide a copy of the listing to the Specs Unit.
- The Specs Unit shall create new item numbers when required and coordinate with the PDE, Consultant or TSE when a Special Provision is required to support the new item.
- The Specs Unit shall review the plans and provide comments on specification or Serial Drawing issues. Prior to the Final Design Inspection, the Specs Unit shall provide their comments and a copy of the spec listing to the PDE (Designer) or when appropriate the TSE. All Special Provisions should have been developed by this stage.

PLANS, SPECIFICATIONS AND ESTIMATES (“PSE”) REVIEW

- Included in the distribution of plans for the PSE Review, the Designer shall provide two sets of plans to the P. S. & E. Section. The Letting Unit shall establish the listing of Special Provisions/Supplemental Specifications required on the project.
- The Letting Unit shall provide a copy of the listing to the Specs Unit.
- The Specs Unit shall create new item numbers when required and coordinate with the PDE, Consultant or TSE when a Special Provision is required to support the new item.
- The Specs Unit shall review the plans and provide comments on specification or Serial Drawing issues. Prior to the PSE Review, the Specs Unit shall provide their comments and a copy of the spec listing to the PDE (Designer) or when appropriate the TSE. Special Provisions should be in final form with only minor revisions anticipated.
- Prior to the PSE Review, the Letting Unit shall make available, by electronic means, the listing of Special Provisions and the Special Provision documents to the PDE, the appropriate Assistant District Engineer, the Project Manager, FHWA Area Engineer or State Construction Engineer and when applicable Consultants and TSE's. This is a new process, which began June 2000.

During the above milestone events, the Specs Unit shall be in constant communication with Department staff and consultants providing information on any concerns. The Specs Unit shall communicate through phone conversations the areas of concern and shall use e-mail to transmit any applicable documentation required. When there are no concerns, the Specs Unit, through e-mail, shall provide any updates to pay items and Standard Drawings and Standard Specs Master Listing.

The communication and coordination efforts for the specification process have enhanced the design of plans. This is evident by the reduction in the number of addenda issued during the advertising of the projects.

For the above process to be effective, it is critical that Design staff includes the P. S. & E. Section in their distribution of plans at milestone events.

If you have any additions/deletions to the distribution list, contact the P. S. & E. Section at 505.827.5495.

DISTRIBUTION LIST

Larry Velasquez
Chris Ortega

PROJECT DEVELOPMENT-NORTH

Ruben Garcia
Ed Escudero, Juan Abeyta
Dan Garcia, Anthony Garcia
Sixto Martinez, Richard Salazar
Hooshang Tavanaiepour, Mike Martinez
Robert Garcia, Anna Gurule
Grady Stem
Steve Rodriguez, Nilo Salgado

PROJECT DEVELOPMENT-SOUTH

Dennis Peralta
Bryan Peters, Dean Milligan
Mark Fahey, Steve Trujillo
Robert Salazar
Benny Martinez, Ray Griego
Vince Gonzales
Steve Ader
Dave Trujillo, Jaime Bustos
Edwin Varela

BRIDGE SECTION

Jimmy Camp
Jose Rojas
Zann Jones
Yuh-Ming Lo
Josef Kratochvil
Chun Kim
Paul Hasselquist

P. S. & E. SECTION

Yolanda Roybal
Ron Trujillo
Robert Young
Eugene Padilla, Robert Bachicha
Kenny Lujan, Daniel Bustamante
Jeri Romero
Norbert Baca, Arthur Romero

PRELIMINARY DESIGN

George Herrera

CONSULTANT PROJECT DEVELOPMENT SECTION

Section Engineer
Allan Whitesel
Tony Abbo
Max Valerio
Louie Pacheco
Luis Alba
Ted Garcia
Jerry Trujillo
Mike Pope

DRAINAGE

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Reza Afaghpour
Parviz Eftekhari
Scott Lowe
Jeff Lowry
Farshad Omidvaran
Jose Silva

TRAFFIC TECHNICAL SUPPORT

Bob Bracher
Jawadi Salahuddin
Maria Hinojos
Kathleen Garcia

PROJECT PLANNING BUREAU

Ray Alexander
Steve Eagan
Brian Danielson

CONSTRUCTION OVERSIGHT

Lee Onstott
Chuck Hatch
Tammy Haas
Robert Roybal
Robert Ortiz
Richard Murray
Tom Kratochvil

ENVIRONMENTAL SECTION

Judith James

ENVIRONMENTAL GEOLOGY SECTION

Kathy Kretz

RIGHT-OF-WAY BUREAU

Joe Ruiz

SURVEY & LANDS ENGINEERING SECTION

Henry Chavez

DISTRICT ENGINEERS

- 1/Alvin Dominguez
- 2/Mohammad Moabed
- 3/Steve Harris
- 4/Severiano Sisneros
- 5/Mike Manning
- 6/Rick Chavez

ASSISTANT DISTRICT ENGINEERS

- 1/Paul Gray/Paul Little
- 2/Virginia Lorenz/Paul Zagone
- 3/Gary Shubert/Tom Raught
- 4/Pete Mileta Jr./John McElroy
- 5/James Gallegos/Miguel Gabaldon
- 6/Larry Maynard/Fernando Trujillo

DISTRICT TECHNICAL SUPPORT ENGINEERS

- 1/Frank Guzman
- 2/Ralph Meeks (Acting)
- 3/Dennis Valdez/Keun-Wook Yi/
Mike Plese
- 4/Ken Cordova
- 5/Phil Gallegos
- 6/Robert McCoy

DISTRICT TRAFFIC ENGINEERS

- 1/Harold Love
- 2/Bob Kurtz
- 3/Kathy Trujillo
- 4/Heather Sandoval
- 5/Vacant
- 6/Vacant

MATERIALS LABORATORY

John Tension
Jim Stokes
Dave Catanach
Bryce Simons

FHWA

Jack Petring
Kathy Walker
Will Dooley
Ray Pederson
Carl Lovato
Doug MacDonald
Liz Romero

ACTIVE CONSULTANTS

Hermant Patel, Aztec Engineering
Mel Chapman, The Benham Group
Albert Thomas, Bohannon-Huston, Inc.
Pete Hinkley, BRW Inc.
Chris Youngblood, Chavez-Grievies
Eric Hawton, Dibble & Associates
Michael Shapiro, DMJM
Charles Easterling, Easterling & Assoc., Inc.
Dave Maxwell, Engineer's Inc.
Mike Malloy, Gannett-Fleming West, Inc.
Mike Brazie, Harding Lawson & Associates
Steve House, HDR Engineering Inc.
Luis Duffy, Holmes and Narver
Robert McDermott, Huitt Zollars, Inc.
Lawrence Ortega, Lawrence Ortega
Jim Weeks, Leedshill-Herkenhoff, Inc.
Paul Lindberg, Louis Berger Group
Kent Freier, Molzen-Corbin & Associates
(Albuquerque)
John Montoya, Molzen-Corbin & Assoc.
(Las Cruces)
Chris Baca, Parsons Brinckerhoff Quade &
Douglas
Fernando Quiroga, Quiroga-Pfeiffer
Engineering Corp.
Joseph Chato, Red Mountain Engineers, Inc.
Elvidio Diniz, Resource Technology
Robert Smith, Smith Engineering Co. (Abq)
Scott Verhines, Smith Engineering Co. (Roswell)
Jim Smith, Souder Miller & Associates
Kim Stelzer, Tampa Bay Engineering
David Owsley, The Larkin Group
Nevin Harwick, TransCor
Dan Moorehead, URS Greiner Woodward
Clyde
Ventry Engineering
Steve Metro, Wilson & Company