





February 5, 2018

TO: Terminal Design Manual Holders

FROM:  Jeff Carpenter
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SUBJECT: Terminal Design Manual – Updated Approval Authority

Background

The Terminal Design Manual (TDM) first published in 2012 for use by Washington State Department of Transportation (WSDOT) Ferries Division engineering personnel. It provides guidelines, policies, procedures, and methods for developing and documenting the design of improvements to the Washington State Ferries terminal facilities. To provide consistency in project development documentation across WSDOT divisions, the Assistant State Design Engineer approved several Ferries Division scoping and design documents.

The desired documentation consistency is established and the approval authority is revised, effective December 1, 2017, as shown in the following table. The Assistant State Design Engineer will continue to provide assistance and review of specific approval documents, as well as, meet quarterly with the Ferries Division engineering and project staff to support their project delivery efforts.

Ferry Project Document Approvals
 (Effective December 1, 2017)

Project Phase	Document	Approval*
Scoping	Design Decision Summary	WSF EM ¹
	DEAT (Project Specific)	ASDE
Design	TDM Design Deviations	WSF EM¹
	Design Deviations (Highway DM)	ASDE
	Corridor/Project Analysis (TDM)	ASDE
	Evaluate Upgrades	WSF EM
	Proprietary Items	WSF EM
	Maximum Extent Feasible (MEF) ²	ADA Compliance Manager
	Design Approval ²	WSF EM
	Project Development Approval ²	WSF EM
	Buy America Exclusion Determination	WSF EM / FHWA
	State Supplied Materials	WSF EM / HQ CPDM

***BOLD** approvals are changes to the 2016 Terminal Design Manual

¹-ASDE Concur

²-Except for vehicle access road elements outside of terminal property. Region approval required (TDM 500.04).

ASDE - Assistant State Design Engineer

WSF EM - Washington State Ferries Engineering Manager

TDM – Terminal Design Manual (M 3082.05)

ACTIONS REQUIRED

Washington State Ferries Division

Update the Terminal Design Manual (M3082) to reflect the Approval Authorities indicated in the table above. Schedule quarterly meetings with HQ Design Office as needed.

Development Division

Meet with Ferries Division engineering management and project staff as needed. Perform process reviews as needed.

cc: Jay Alexander
 Mike Cotten
 Steve Roark
 Genevieve Rucki
 Darrell McCallum
 Larry Watkinson
 Scott Zeller