

CALTRANS DIVISION OF ENGINEERING SERVICES (DES) /
AMERICAN COUNSEL OF ENGINEERING COMPANIES (ACEC)
STRUCTURE LIAISON COMMITTEE

PURPOSE

The primary purpose for the Structure Liaison Committee (Committee) is to maintain a professional working group between DES and ACEC. The Committee will collaborate to advance a wide range of management and engineering topics with the goals of increasing project delivery efficiency and improving quality standards for infrastructure construction on state highways and local streets and roads. The Committee will look for innovative solutions to manage change in our dynamic industry. The Committee will:

- A. Form a partnership to leverage the expertise of Caltrans and the consultant community.
- B. Create a collaborative environment seeking advancement in engineering approach, project delivery process and construction methodology to maximize the infrastructure investment from local, state and federal funds.
- C. Maintain an open and effective communication platform to foster the partnership.
- D. Maintain a trusting professional relationship free of conflict of interest and self-serving intent.

OPERATION

- A. Advisory to the DES Chief and in support of the Statewide Committee of ACEC and Caltrans.
- B. Consider DES and industry-wide issues that could impact items of mutual interest.
- C. Utilize subcommittees, or DES staff in conjunction with ACEC, to provide independent input and provide recommendations to the Committee.

MEMBERSHIP

At a minimum, the Committee shall include the following:

1. Co-Chairperson from ACEC
2. Co-Chairperson from DES
3. A Recording Secretary from ACEC members
4. ACEC elects three additional regular members besides the Co-Chairperson and the Recording Secretary
5. The five regular members from ACEC are nominated from consulting engineering firms throughout the State within the respective Caltrans district boundary as described below:
 - Member 1 - Districts 1-3 and 9-10
 - Member 2 - District 11
 - Member 3 - District 4
 - Member 4 - Districts 7-8 and 12
 - Member 5 - Districts 5-6
6. DES determines its relevant members, total of 6.

OFFICERS

The Co-Chairpersons and a Recording Secretary will serve a term of one calendar year. At the completion of one-year term, the Recording Secretary shall assume the role of Co-Chairperson from ACEC.

The Co-Chairperson from ACEC shall fulfill a minimum of 2 years as a regular Committee member preceding his or her term as a co-chairperson.

MEETINGS

- A. Quarterly unless otherwise scheduled by the Committee.
- B. Location at DES unless otherwise arranged. Phone access to committee members will always be available.
- C. Meeting minutes will be mandatory and are the responsibility of the Recording Secretary. Meeting minutes shall be distributed to all committee members within 10 business days after the meeting.
- D. Approved meeting minutes will be published on the Caltrans website hosted by the DES, Office of Special Funded Project (OSFP).
- E. The Committee shall develop the preliminary agenda for each subsequent meeting. The agenda shall be finalized by the Co-Chairpersons, and delivered to the members with the meeting announcements.

GENERAL POLICIES

- A. The Committee is not empowered to make policy decisions. It is understood that this is exclusively the prerogative of each individual constituent organization. Upon the Committee approval, action will be recommended to the appropriate organizations for consideration.
- B. Matters for consideration by the Committee should be of State-wide or industry-wide importance and of mutual concern to the majority of the organizations being represented on the Committee.

ANNUAL REPORT

The Co-Chairpersons shall prepare an annual report describing the issues considered by the Committee, action recommended and the results of such recommendations, as well as ongoing and future issues to be addressed by the Committee. The annual report will also include goal approved by the Committee to continue to better this collaborative effort.

The annual report will be approved by the Committee at its first meeting in the following State fiscal year.

MODIFICATIONS TO THIS CHARTER

All proposed modifications must be approved by the Committee and the DES Chief before being added as supplements or amendments to this Charter.