



ACEC-NH/NHDOT Highway Design Sub-Committee



Zoom Virtual Meeting
May 11, 2021
8:00 am – 9:30 am

Meeting Minutes

Attendees:

Jim Marshall, NHDOT (Chair)	Brian Colburn, MJ (Vice Chair)
Tobey Reynolds, NHDOT	Ben Martin, VHB
Leah Savage, NHDOT (Scribe)	Jen Mercer, GM2
Corey Spetelunas, NHDOT	Travis Wolfel, Kleinfelder
Maggie Baldwin, NHDOT	Clinton Mercer, Jacobs
Ron Grandmaison, NHDOT (absent)	Linda Greer, Fuss & O'Neill

These meeting minutes are from the May 11, 2021 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Leah Savage volunteered to be the scribe for the meeting.

2. Review and approve minutes – for April 6, 2021 meeting

The meeting minutes from the April 6, 2021 meeting were formally accepted as final. Corey Spetelunas will post the minutes to the Committee website.

3. Design Manual Review by Chapter

Jim provided an update on the Design Manual progress. Chapters 8 and 11 of the Design Manual will be sent to Federal Highway shortly for approval. Once the federal review is complete, these chapters will be posted online. Chapter 3 is also close to being completed. The last major point of discussion is the Design Exception procedure.

4. Design Report and Design Criteria Forms

Leah provided an update on the Design Report progress. The majority of final comments received in March have been incorporated. The Design Report Group plans to finish changes in the next couple weeks and will provide a finished Draft to Jim by 05/21/2021.

Maggie provided an update on the Design Criteria Form. The Criteria's Supplemental document still needs some updates. Maggie will work to have a Draft to Jim to by 05/21/2021 with the Design Report.

It was reiterated that both the Design Criteria and Design Report are planned to be used on some consultant projects, so there is the need to post these as soon as possible.

5. Update on Estimate Review Progress

Tobey provided an update on the Estimate Review Process/Guide. The intent of this Guide is to achieve consistency amongst teams and consultants on how estimates are developed at different project stages. Chapters 1-4 have been finished. The group is currently working on appendices to these chapters which will include examples of what the estimate should look like at different stages of a project (itemize, percentages, cost/mile, etc.) and expectations. The current thought is that once these appendices are completed that Chapters 1-4 will be published with their appendices. Chapter 5 will come later. Chapter 5 will provide guidance on bid analysis.

6. Website Update

Jim provided an update on the Highway Design webpage. There is work to make Highway Design's page more streamlined and more intuitive. NHDOT Bridge Design's page is being used as an example for these updates.

7. Other

- Brian provided an update on the Checklist Development. The Slope and Drain Checklist update has been complete and will be circulated to the Sub-Committee ahead of the next meeting.
- Maggie asked about the new checklist terminology and if this new terminology was being used in new Consultant Scopes and the new Consultant Manual update. Jim stated the terminology in the Contract Sub-Committee Draft documents do not align with the updated terminology that is being pushed forward with the Design Report and the Design Checklists. He did express that consistency is needed for these documents. Ron and Jim are both involved in this committee and will bring this need to the Contract Sub-Committee.
- Jim provided an update on NHDOT's back to the office plan.
 - DOT will be transitioned back to the office by June 1st with employees given the opportunity to work from home 1-2 days a week.
 - With the transition back to the office it was discussed when this Committee would resume in person meetings. Anticipated to begin in person meetings this fall with a hybrid option. Due to new guidelines on meeting room capacities Jim will look at if we need to change rooms.
- Results of the August 2019 survey were discussed and what the next action items of this group should be.
 - Additional guideline templates are still needed including: traffic analysis report, drainage report, stormwater report. As part of development of the Design Report the group did create outlines for some of these reports. For the Traffic Analysis Report, subject matter experts were brought in to review and comment. This group included: John Butler, Trent Zanes, Nick Sanders, and Mike O'Donnell. It was discussed that to move forward with these types of reports it may be appropriate to bring in Subject Matter Experts.
 - Electronic deliverables and submission review. Jim mentioned that this could be vetted soon and will bring Bill Caswell to present at the next Sub-Committee meeting to begin the discussion.

- Selection of design vehicle. It was discussed how this decision should be captured and if guidance on special cases, such as double turning movements, should be included in the Design Criteria Form. The decision of design vehicle selection is currently stated in the Design Criteria Form. The supplement to the Design Criteria Form also references AASHTO for design vehicle considerations. Maggie will update the Design Criteria Form to include space to state assumptions for this decision.
- Corey mentioned that draft guardrail guidelines were developed a few years ago. He will follow-up with the Specialty Section to determine if this has been finished. Tobey mentioned that some previous guidance may now be outdated since Highway Design's realignment.
- The group discussed when an updated survey should be circulated. Travis made the point that it would be beneficial to post completed items first and provide time for users to begin using the new guidance before sending out a second survey. This timeline would have another survey being sent in the fall. The new survey should also mention what the Sub-Committee has already completed.
- The new crash data rules were discussed. Linda mentioned that on municipal projects she recently needed to coordinate through the MPO to receive the data. For DOT projects this information can still be received through the Safety Section.
- Brian brought up the new MS4 rules and interpretation. He offered MJ's help to assist in standardizing what Mark and Wayne put together. Maggie mentioned that this interpretation is continuing to evolve, so if we wish to standardize now, we need to ensure that we are comfortable with what the current understanding is.
- With all of the current personnel shifts in the Department, the Highway Design Organization Chart is out of date and needs updating. This will be done shortly, with the understanding that more changes will be occurring over the next several months.
- Linda reminded the group that the NH-ITE Conference will be held May 12th, 2021, 11:30-12:30. The meeting agenda includes Bill Lambert presenting a review on the MUTCD changes and Mike Servetas presenting drive permit changes.

8. Next Meeting- June 8, 2021

Upcoming Topics:

- Estimate Informational session -Target Summer meeting
- Review updated Slope and Drain Checklist
- OpenRoads Designer Update – Bill Caswell presentation
- Design Report and Design Criteria posted to web