



# ACEC-NH/NHDOT Highway Design Sub-Committee



NHDOT  
7 Hazen Drive Concord NH  
January 14, 2020  
Room 112/113 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	Jen Mercer, GM2
Corey Spetelunas, NHDOT	Travis Wolfel, Kleinfelder (Scribe)
Maggie Baldwin, NHDOT (absent)	Clinton Mercer, Jacobs
Ron Grandmaison, NHDOT (absent)	Linda Greer, Fuss & O'Neill

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These meeting minutes are from the January 14, 2020 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

### 1. Introductory Remarks

Travis volunteered to be the scribe for the meeting.

### 2. Review and approve minutes – for December 10, 2019 meeting

The meeting minutes from the December 10, 2019 meeting were formally accepted as final. All final meeting minutes will be posted and Corey volunteered to get these posted in the future.

### 3. Working on Submission Checklist

#### a. Brian Colburn presented the new checklist format in Excel

- Items broken up into Required Submission Items, Required Design Checks, Plans, and Design Report Information. The format was decided on by the working group.
- The Post Hearing Design Review Checklist (formerly known as the Pre-Preliminary Submission (15%) was shared and discussed.)
- The Post Hearing Design Review is typically the first step in a Part B contract, but the submission is not always required.
- It was noted that the percentage on the submittal names are going away to remove some of the confusion.
- The Committee agreed the formatting was good.
- Ben Martin suggested unique ID number for each line for each submittal for easy referencing in other documents. Further discussion required as once the Information Tabs are developed this may not be necessary.

- Tobey stated that NHDOT will likely not put remarks in the “Remarks” column of the checklist. NHDOT comments/remarks will continue to go in the NHDOT Review memo.
- The NHDOT review memo is a word document currently. Leah stated that the BlueBeam Club is looking at using BlueBeam for plan comments but not memo comments. The Club is looking at “how” submittals are reviewed such as comment colors, file names, etc.
- The BlueBeam Club is also looking at organizing internal Department comments that go back to the consultant. The Club is still working towards what the end product to consultant will look like. The most important thing is to stay consistent and the Club is working on that.
- The committee recommends that the “scope remarks”, “designer remarks”, and “reviewer remarks” columns of the checklist be merged into a single “remarks” column.
- Some groups within NHDOT would like a Design Controls document (similar to MaineDOT’s Highway Design Requirements Form and the Design Criteria document that consultants currently send to the Department) to possibly replace the Engineering Report.
- NHDOT is working on templates for Design Reports and Engineering Reports, but they first need to decide if one report/document is a “living” document that travels with the project throughout the design process or if multiple reports are used. In the past, the Engineering Report does not get updated after leaving Preliminary Design. The Design Report was created to encompass design changes from there on. There was discussion about making the Engineer Report an appendix to the Design Report.
- Brian Colburn stated that a list of documents required to do design checks should be developed. This information would be in a tab next to each submission in the spreadsheet. He stated that required design checks can be marked “N/A” if the check has been done previously by the same designer. If not, the design check will have to be done at the Post Hearing Design Review stage.
- Brian Colburn stated that a Typical Sections item has been added to the checklist (top line only).
- All items have developed as statements, not questions.
- Brian Colburn stated that a “show superelevation transitions” item has been added to show conceptual transitions on the profile (let InRoads do it conceptually with no supporting calculations required).
- The Committee decided to remove the item “Is TCP too complicated for this project?” from the checklist.

**b. Continue to develop checklists**

- Committee agreed that completing the formatting for this checklist first will make the other checklists easier to update.
- Committee will complete the Post Hearing Design Review Checklist before moving to other submissions.

**4. Next Steps:**

- a. Committee will move forward with reviewing and completing Post Hearing Design Review Checklist before moving to other submissions. Review will include:

- i. Narrative Tab by a smaller group.
  - ii. Go row by row to see if item wording needs changing.
  - iii. Required design checks.
- b. A narrative tab will be put on Sharepoint for the working group to update.
- c. **Next Meeting – February 11, 2020**