



# ACEC-NH/NHDOT Highway Design Sub-Committee



Zoom Hybrid Meeting  
October 11, 2022  
8:00 am – 9:00 am

## Meeting Minutes

### Attendees:

Jim Marshall, NHDOT (Chair)  
Tobey Reynolds, NHDOT (virtual)  
Leah Savage, NHDOT  
Corey Spetelunas, NHDOT (scribe)  
Cassandra Burns, NHDOT  
Jonathan Hebert, NHDOT

Clint Mercer, Jacobs  
Bill Ashford, Kleinfelder (virtual)  
Brian Colburn, McFarland Johnson  
Benjamin Martin, VHB (virtual)  
Phil Kendall, HNTB  
Mark Debowski, GPI

---

These meeting minutes are from the October 11, 2022 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

### 1. Introductory Remarks

Corey volunteered to be the scribe for the meeting.

### 2. Review and Approve Minutes – June 14, 2022, Meeting

The minutes from the **June 14, 2022** meeting were formally accepted as final.

### 3. ACEC Partnering Meeting Recap

A brief summary of the ACEC Partnering Meeting hosted at the NHDOT Morton Building on October 7<sup>th</sup> was discussed, primarily focusing on the increased shift of responsibility to the Consultant throughout the design process. It was identified that the Department providing current and relevant documentation would be a critical facet of this process. It is understood that this Committee will play a role in creating and maintaining some of the documentation, including but not limited to submittal checklists.

Additional major components that will require increased communication between the Department and the Consultants will include changes that affect project scope, constructability, traffic control considerations, QC/QA being performed, and appropriate pay items and specifications being included.

### 4. Highway Design Manual Status

Jim updated the Committee on the status of several chapters of the Highway Design Manual. Chapter 8 (Quantities) is close to being ready to send to FHWA for review. The intention is to post this chapter at the same time as it is sent over for review. Two other chapters are ready to be reviewed by the Consultant community.

A brief discussion ensued on whether this Committee would serve as an appropriate audience of the Consultant community to conduct the reviews of these chapters, or if Alex Koutroubas should be contacted to help determine a preference. Given the similarities between the Consultant representation of this Committee and the previous Consultant Committee, it was determined to use this committee to serve this purpose. Jim will organize documents to allow for consultant reviews to occur through this committee.

## **5. Checklist Updates**

### Preliminary Checklists:

It was acknowledged that creating checklists for preliminary design can vary widely from project to project and may be based more on the scope of the individual project. While the scope will drive the tasks necessary for each project, Mark suggested there may be merit in creating a checklist that focuses less on deliverables and submissions and more on general practices and elements that are required for most projects, such as traffic analysis. This would encourage/require closer coordination between the consultants and the Department via check-in points. A primary focus will be appropriately managing risk for the Consultants when bidding on a project. Mark will join Jon and Tobey in creation of this documentation. Follow-up discussion on how to capture this information in the scope and funding will need to occur at the Consultant Committee.

### PS&E/Construction Checklists:

With the introduction of OpenRoads Designer (ORD), it has become apparent that the existing PS&E and Construction Plan checklists are inconsistent with the design workflow and plan deliverables possible with ORD. Checklist updates will need to be made in order to better align the checklist(s) with the capabilities of OpenRoads. Conversations will need to involve CAD/D staff, Construction, Consultants, and others to determine what elements of the process need to be updated, which need to be added, and which can be removed. Attention will need to be given to the varying needs of Design, Construction, and the Contractors and how to capture this information in the documentation. Corey, Phil, and Ben will work on bringing this document into alignment with current expectations and needs.

These checklists will be generated with the expectation that paper submissions and advertising materials will continue, while also considering the benefit to having digital information and models available. If there is a push in the future to move in the direction of model-based submissions, these checklists will still be relevant for the most part and require minimal revisions. It is worthwhile to consider that certain milestones may benefit from submissions of CAD/D models. This is especially true at the completion of the design process and providing materials to meet the requirements of the GNSS special provision when applicable. Jim will investigate with Construction to determine expectations of CADD deliverables moving forward.

## **6. Roundtable Discussion**

Due to time constraints, there was no additional roundtable discussion.

**Next Meeting – November 8, 2022, 8:00-9:00 am.** This meeting will be face-to-face with a virtual option. **Jim will arrange for a room.**