

## Committee Update

The ACEC-NH/NHDOT Highway Design Sub-Committee has been working hard developing submission checklists, a Design Criteria form and a Project Design Report to promote consistency and communication. This committee has been focused on these guidance documents due to the feedback received after the committee's survey was completed by in-house and Consultant design staff. These checklists and reports are being placed on the Highway Design web page for all to use. The following is a quick summary of each:

- Design Criteria Form

This is typically filled out early in a projects development. This form will define the project design criteria, i.e. Roadway Classification, NHS or non-NHS, Design Speed, Typical Section and other key criteria to be used in developing proposed conditions.

- Design Report

The intent of this report is have one report that will define project level decisions. It will summarize Design Alternative, document Design Exceptions, and all design related decisions throughout the project design life. This document will replace the Engineering Report that is developed as a static document at the Public Hearing stage. The Design Report will be a living document that will cover the entire design process and will be finalized at the point of Project Advertisement.

### Submission Checklists

- Preliminary Design (Alternatives Analysis) – To be developed at a future date.

Preliminary Design is considered to be a much more fluid process, however, a general checklist or guideline on considerations layout and define the process, while providing clear documentation expectations.

- Pre-Hearing Checklist – To be developed at a future date.

The Pre-Hearing submission is typically initiated prior to the Public Hearing to verify easement locations and sizes and general constructability issues associated with the final design aspects of the projects.

- Post-Hearing Design Review Checklist (formerly Pre-Preliminary Checklist)– Working draft, revised from the previous Pre-Preliminary Checklist to incorporate updated processes.

This submission is typically used to develop design alternatives that may have arisen from the Public Hearing or to finalize post-hearing design changes. This submission typically consists of a resubmission of the hearing plan information with all design related data included. Depending on the complexity of the project and the level of detail that was done during the Public Hearing process of the design this submission may not be required.

- Line and Grade Checklist (formerly Preliminary Checklist)– Working draft, revised from the previous Preliminary Checklist to incorporate updated processes.

This submission will cover work through approximately the 30% stage of the design. This submission should include recommended horizontal and vertical alignments for all the necessary roadway construction including any ramp and local roads. All cross sections should be plotted with top line template. This submission should include major control elements, such as proposed intersection and interchange plans, proposed lane use and traffic circulation plans, pavement layout, etc.

- Slope and Drain Checklist – To be updated and available at a future date.

This submission will cover work through approximately the 60% stage of the design. This submission should incorporate the recommended horizontal and vertical alignments along with all slope lines, drainage features, and right of way information for all the necessary roadway construction including any ramp and local roads. All cross sections should be plotted with complete template.

- PPS&E Checklist – To be updated and available at a future date.

This submission will cover work through approximately the 80-85% stage of the design. This submission should incorporate the all Slope and Drain and Final Right of Way comments. This submission should contain the complete contract plan set with the exception of finalized quantity summary sheets.

- PS&E Checklist – To be updated and available at a future date.

This submission will cover work through approximately the 95% stage of the design. This submission should incorporate all Preliminary PS&E and revised Right of Way comments. This submission should contain the complete contract plan set.

- Construction Plan Checklist

This checklist should be used when preparing the “paper mylar” and “mylar” plan set, as well as the final construction set of plans.