



# ACEC-NH/NHDOT Highway Design Sub-Committee



**NHDOT**  
**7 Hazen Drive Concord NH**  
**March 12, 2019**  
**Room 112/113 8:00 am – 9:30 am**

## Meeting Minutes

**Attendees:**

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

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These meeting minutes follow along with the attached Agenda from the 03/12/19 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 meeting minutes:

The meeting minutes for the 02/12/2019 meeting were formally accepted as final and will be posted online.

3. Discuss/Approve Draft Charter:

The Draft Charter was reviewed as a group with minor revisions noted regarding the odd/even months when choosing a scribe. Jim will submit the Charter and Mission Statement to the Consultants Quality Initiative (CQI) Committee for review and acceptance. The Charter will then be posted online on the ACEC-NH/NHDOT Highway Design Sub-Committee webpage.

4. Review webpage link that was developed:

Ron coordinated setting up the ACEC-NH/NHDOT Highway Design Sub-Committee webpage. The webpage format and link location were modeled after the ACEC-NH/NHDOT Bridge Design Sub-Committee webpage. The current link location can be found on the NHDOT Homepage > Divisions/Bureaus/District > Document Library, or at the following link:  
<https://www.nh.gov/dot/org/projectdevelopment/highwaydesign/documents.htm>.

It was agreed that the webpage should be moved to “Doing Business with DOT” so that the location is more intuitive. Ron will also try to get an icon added to the NHDOT homepage to serve as a quick link to the group’s site.

It was also discussed that all Consultant Committee meeting notes and documents should be located at one location. These committees would include: ACEC-NH/NHDOT Highway Design Sub-Committee and the ACEC-NH/NHDOT Bridge Design Sub-Committee. In addition this may be a good future location for the CQI and Contractor Sub-Committees to locate their information, which currently is not posted externally.

#### 5. Review SurveyMonkey Results:

Ben provided a printed summary of all comments gathered from the online survey. Many of the comments had common themes and reflected the need to define clear expectations between highway design and the consultant community.

Ben discussed that additional explanation may be needed for the four focus areas to make it clear where individual comments belong. There were many comment overlaps between the Specific Technical Design Elements and the Roadway Design Process and it was questioned if these two categories should be combined.

To move forward with the survey results, the committee will internally review the list, combine common themed comments, and respond to any if able. The finalized list will then be posted to a SurveyMonkey poll which will be sent to the greater consultant community. On this survey, individuals will be able to rank the listed concerns in order of importance. The survey will also have an area where users can fill in additional areas of concerns. The committee will then move forward with addressing the concerns in priority of their ranking and will add any additional comments received to the committee’s “parking lot” for later consideration.

Comments regarding 3D software and the upcoming Bentley upgrade to Open Roads Designer were discussed. Jim mentioned that Bentley will be visiting the NHDOT on April 16<sup>th</sup> and 17<sup>th</sup> to meet with users from different project development bureaus. Bentley will be gathering thoughts and concerns on how users are currently using their 3D software and any issues that users are experiencing. Two Bentley experts will then be presenting at a session at the ACEC-NH conference on April 18<sup>th</sup> to discuss deployment of Open Roads Designer.

Jim mentioned that CQI asked to add 3D model deliverable requirements to our committee’s tasks. It was agreed that this should be a parking lot issue as the update to Open Roads Designer may change what this looks like. Tobey mentioned that 3D model deliverables are currently being added to some consultant project scopes. It was also discussed that many contractors are only looking at topline as they can then offset that appropriately.

Linda mentioned that Maine has developed a process to check 3D models where a consultant designs the project in 3D, the contractor then hires a 3<sup>rd</sup> party who updates the 3D model to meet the needs of the contractor. This design is then back-checked by the consultant to ensure it meets their original

design. It was mentioned that this would not be a sustainable process for NHDOT to adopt for in-house design projects.

There was some discussion on the Drainage Design Software, Truck Turning Requirements, and Parallel Ramp Details comments on the list as well as the question regarding current guardrail requirements. HydroCAD, StormCAD, and Storm & Sanitary were all discussed and it was agreed that expectations and standards need to be established. This is the same case for the other comments discussed and the intent is for those to be resolved with the update to the Highway Design Manual and submission checklists.

It was discussed that to address some concerns we will need to invite subject matter experts to meetings to have them involved in the conversation. For example, Bureau of Traffic will need to be involved in the conversation regarding how their deliverables should be scoped into projects (Sign Text Layout Sheet, CSWD, and Detour Plans).

The committee reviewed all comments listed under the Roadway Design Process and Specific Technical Design Elements categories. Jim created a working list of concerns and as a group this list was grouped and consolidated for similar themes. Jim will circulate the updated list prior to the next meeting.

6. Discuss Launching Communication to the Consulting Community:

Topic will be discussed at next meeting.

7. Next Meeting:

At the next meeting, scheduled for 04/09/2019 the committee will finish going through the initial SurveyMonkey results for the Innovation and Industry Trends and Contract Delivery Methods. The Committee will also address Agenda Item 6 from the 03/12/2019 meeting.

**Next Meeting: Tuesday, April 9, 2019 from 8:00 – 9:30**



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## Meeting Agenda

1. Introductory Remarks
  - a. Assign Scribe
2. Review and approve minutes – for February 12, 2019 meeting
3. Discuss/Approve Draft Charter- Jim M.
4. Review web page link that was Developed- Ron G.
5. Review Survey Monkey results- Ben M.
6. Discuss Launching Communication to the Consulting Community- Open Discussion
7. Other Items
8. Next Meeting- **April 9, 2019**

### **Upcoming Topics:**

- ACEC-NHDOT Technical Transfer Conference April 18, 2019
- Highway Design Manual Update (Coordinating with Alex)