



# ACEC-NH/NHDOT Highway Design Sub-Committee



**NHDOT**  
**7 Hazen Drive Concord NH**  
**May 14, 2019**  
**Room 112/113 8:00 am – 9:30 am**

## Meeting Minutes

Attendees:

Jim Marshall, NHDOT (Chair)  
Ron Grandmaison, NHDOT  
Margarete Baldwin, NHDOT  
Tobey Reynolds, NHDOT  
Leah Savage, NHDOT  
Corey Spetelunas, NHDOT

Brian Colburn, MJ (Vice Chair)  
Linda Greer, Fuss & O'Neill  
Ben Martin, VHB  
Clint Mercer, Jacobs  
Jen Mercer, GM2

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These meeting minutes follow along with the attached Agenda from the 05/14/19 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Ben volunteered to be the scribe for the meeting.

Jim noted that Roger Krahn will no longer sit on the committee as he has left Klienfelder. Jim is working with an individual at Klienfelder to potentially take over his seat.

2. Review and approve minutes – for March 12, 2019 meeting

The meeting minutes for the 03/12/2019 meeting were formally accepted as final and will be posted online.

3. Review Survey Monkey results

Continuing from the last meeting, the committee reviewed the refined survey results (attached). The goal of this meeting was to narrow down the results to 10 topics that could be presented to the consulting community as well as internally at NHDOT for feedback via survey. To get a wide variety of feedback, the consensus was to open the survey to all interested individuals who are members of ACEC-NH firms and NHDOT. The survey will be anonymous but will request that the respondent provide their firm or organization, role and years of experience to provide some context for the feedback they provide.

One common concern among the committee members was the updating of the Highway Design Manual (HDM). Jim felt that instead of having it as a survey item that the Dept. should post on the website a schedule of the updates, including the status of each chapter. For example, "The consultant community

had an opportunity to review Chapter 8, NHDOT will update and look for approval from FHWA; Chapter 11 will be released for review by the consultant community soon; Chapter 3 will be released internally at NHDOT soon.” Approximate dates would be provided for each status. Tobey noted that work is ongoing on HDM Volume 2, and the update would include Volume 2, but the sample Construction Plans still need to be figured out. It was brought up that multiple sample sets could be included online since thickness of the document is no longer an issue. It was discussed that releasing the Typical Sections and Layouts should be a top priority. Ron noted that he has the latest updated set and is reviewing and will distribute for review internally then to the consultant community for review, then to FHWA for approval. Since an update on the HDM schedule would accompany the survey, the committee decided to withhold any HDM Items from the survey.

Maggie asked if the checklists and other ‘submission’ guidance is part of the design manual, if not that should be presented as an option for feedback (included in the survey to determine if it is a priority). The consensus was that those items will be separate from the design manual and should be included in the survey.

The committee discussed including items from the ‘Contract Delivery Methods’ section of the refined results but decided it was generally outside the scope and intent of this group – which will focus on the design development process.

The committee consolidated the refined survey results into 10 items to distribute to the consultant community to rank order of importance. The survey will ask:

Firm or Organization (text input)

Role (drop down) – CADD Technician, Engineer, Project Manager, Other

Level of experience (drop down) – 0-5 years, 5-10 years, 10-20years, 20+ years

Rank from 1<sup>st</sup> to 10<sup>th</sup> by level of importance, with 1<sup>st</sup> being the highest priority:

- Development / Updating of design tasks and submission checklists.
- Develop guidelines and process for electronic deliverables and submission review (including NHDOT consolidation of feedback)
- Standardization of reports including samples (i.e. engineers report, traffic analysis, drainage reports, cost estimates etc.)
- Development of a project communication protocol (as a template that is customizable for each project)
- Develop Design Criteria Standards (design speed, design vehicle, etc.)
- Guidance on department supported stormwater treatment options
- Providing updated specifications and special details in a timely manner in a central location for easy access.
- Development (by NHDOT) of barrier/guardrail design requirements
- Implementation of new and innovative technology and methods in project development.
- Development of standards for 3D model deliverables

A field at the end of the survey will be added for open comments and feedback: "Please provide any additional comments".

Once the survey is active, Alex will distribute to ACEC firms, ask for a 2-week turnaround with a 1-week reminder.

4. Communication to the Consulting Community

This agenda item was generally discussed in the context of developing the survey and noted accordingly in the notes above. Jim did note that he will add a link to the ACEC-NH/NHDOT Highway Design Sub-Committee page on the Highway Design webpage.

5. Other Items

No additional items were discussed.

6. **Next Meeting - June 11, 2019**