



ACEC-NH/NHDOT Highway Design Sub-Committee



NHDOT
7 Hazen Drive Concord NH
June 11, 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
Corey Spetelunas, NHDOT (Scribe)

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

These meeting minutes follow along with the attached Agenda from the 06/11/19 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Corey volunteered to be the scribe for the meeting.

Jim introduced Travis Wolfel as the newest member of the committee, replacing Roger Krahn as Kleinfelder's representative.

2. Review and approve minutes – for May 14, 2019 meeting

The minutes for the May 14, 2019 meeting were formally accepted as final and will be posted online.

Jim to discuss with LJ Place to get previous meeting minutes posted online, as well as updating the sub-committee link location to be placed on the main Highway Design webpage.

3. Review Survey Monkey results

The survey is ready to be sent out. Jim will contact Alex Koutroubas to get the link sent to the appropriate consultants with a two week turnaround and a one week reminder. A link on the Highway Design website will be created for internal distribution. The hope is to have the survey closed by July 20th to allow Ben to filter through the results and forward the finished list to the committee to prepare discussion for the next meeting.

The internal NHDOT target audience was discussed to determine if other bureaus such as Traffic or Construction should be invited to weigh in on the survey. It was decided to keep the survey exclusively within Highway Design to start, and to get opinions from other bureaus if necessary later on.

4. Communication to the Consulting Community

a. Bluebeam

This discussion focused on Bluebeam as a tool to transmit comments both within the Department and externally to the consultant community. While Bluebeam has been identified as a useful tool to streamline reviews, consolidate comments, and save on paper submittals, there is currently no protocol or documentation to maintain consistency between submittals and projects.

Linda explained that Vermont has a process called 'Online Share Review' that collects internal comments before being sent to the consultant for review. Afterwards, there is a meeting to discuss outstanding comments before moving the project further along.

Ben shared how VHB utilizes Bluebeam for the QC/QA process.

- Different comments are color coded depending on their importance or function
- Two PDFs can be overlaid and colored to easily discern changes between submittals
- Search-ability allows for much easier and faster data management
- Greatly reduces the overall file size of the finished submission

After discussing potential benefits in using Bluebeam, Ron mentioned that if this is the direction the Department wants to take, it should be adopted across all projects rather than using a test project to test the waters.

Jim mentioned that there was a request to make all DOT plan sheet borders the same to aid in indexing the pages in Bluebeam, which might take some time.

Tobey and Jim will work on assembling a group to generate a protocol for Bluebeam usage and consistency both within the Department and for reviews with the consultant community. At least one NHDOT person on the Highway Design sub-committee will also sit on this Bluebeam group. It was suggested to contact Bluebeam to inquire about potential opportunities for Bluebeam to assist in training as well as developing process and protocol for the Department and the consultant community. Other training opportunities will also be investigated.

b. Email Notifications for Updates

Within the 'Doing Business with DOT > Engineers/Consultants' link on the NHDOT website, there is a 'Consultant Notification Sign-Up' link. This allows interested parties to sign up for

notification when there are changes to Department practices. There was a general belief that this contact list would only convey information regarding contract changes.

Jim will talk to Bill Oldenburg to ensure that this includes updates to processes, details, or other relevant information in addition to contract changes. It also needs to be specified who should be contacted when changes are made to ensure they are distributed in a timely manner.

This is currently a manual process, and there was concern about an excess number of e-mails being sent. Although realistically this will only be a small handful of emails a month, it was generally accepted that those who sign up for this news will need to sort through the information to discern what information is relevant to their needs. Corey inquired if there was a way to automate the process to make sure updates weren't forgotten about and to send the notifications on a consistent basis, but it could require a large amount of upfront work to create a process.

5. Other Items

Tobey briefed the group on the status of the Highway Design Manual

- Chapter 3 – Ready for internal review.
- Chapter 8 – Comments from ACEC are being reviewed.
- Chapter 9 – Unsure if this chapter was previously submitted to FHWA for approval but has been tied to the approval of the NHDOT Drainage Manual. Will be submitted to FHWA along with Chapter 8.
- Chapter 11 – Soon to be sent to ACEC for review.
- Chapter 13 – Is being reviewed and will likely be broken out in two chapters, 13 and 14.
- Vol. 2:
 - Typical and Sample Layouts have completed internal review. They need one final review with the Section Chiefs before going to ACEC, then will need to go through FHWA review.
 - Sample Plans – Internal discussions still required on Department processes.
- Drainage Manual – Back at FHWA after initial FHWA comments were addressed.

The July 9th meeting will be cancelled due to vacations and general unavailability by several members of the committee.

6. Next Meeting – August 13, 2019



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Highway Design Sub-Committee**



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Meeting Agenda

1. Introductory Remarks
 - a. Assign Scribe
2. Review and approve minutes – for May 14, 2019 meeting
3. Review Survey Monkey results- Ben M.
 - a. Ranking process
4. Communication to the Consulting Community- Open Discussion
 - a. Blue Beam- As a tool to transmit comments
 - b. Email notifications for updates
5. Other Items
6. Next Meeting- **Discussion**

Upcoming Topics:

- Highway Design Manual Update. (Tobey)