

NOTES

WSDOT/ACEC PD Team Meeting

February 8, 2024

9:00am – 11:00am

Attendees:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Rafael Reyes/WSDOT | <input type="checkbox"/> Cesar Mayor/WSDOT WSF | <input checked="" type="checkbox"/> Jennifer Darcy/WSDOT SWR |
| <input type="checkbox"/> Mike Fleming/WSDOT | <input checked="" type="checkbox"/> Chad Hancock/WSDOT HQ | <input type="checkbox"/> Larry Larson/WSDOT ER |
| <input type="checkbox"/> Lisa Reid/HNTB | <input checked="" type="checkbox"/> Dan Lewis/WSDOT NCR | <input type="checkbox"/> Manuel Feliberti/DEA |
| <input checked="" type="checkbox"/> Chris Damitio/WSDOT NWR | <input checked="" type="checkbox"/> Joseph Perez/WSDOT OR | <input checked="" type="checkbox"/> Steve Olling/Parametrix |
| <input checked="" type="checkbox"/> Ben Hoppe/JUB Engineers | <input type="checkbox"/> Daniel Babuca/WSP | <input checked="" type="checkbox"/> Suryata Halim/RHC Engineering |
| <input checked="" type="checkbox"/> Randy Giles/WSDOT SCR | <input checked="" type="checkbox"/> Don Sims/HNTB | <input type="checkbox"/> Heather Weeks/Jacobs |
| | <input checked="" type="checkbox"/> Michael Adams/Skillings | <input checked="" type="checkbox"/> Jennifer Saugen/Perteet |

1. *Welcome and new member Introductions*

The new team members introduced themselves (highlighted above in yellow). The rest of the team provided short introductions for the benefit of the new members.

2. *Design Parameters Tool Update (15 min)*

Jim Mahugh and Daniele Dunjic from the HQT's WSDOT Design shared an update of the new Design Parameters tool, which is a huge enhancement over what is currently being used. This new tool will help new engineers with the design process as a proactive measure rather than just a documentation exercise. Jim went through the Excel tool and described the process and features. This tool will also be in better alignment with the BOD. This was developed as part of a statewide effort and a committee was set up to work on this. The committee is doing some final review of this tool and it is nearly ready for some final testing. Full documentation will be developed, and a design directive will introduce this tool once it is ready to implement. This will also bring statewide consistency in this documentation. Jim and Daniele will be sharing this at the next Project Development meeting in March to get some additional feedback before this is implemented. Suryata mentioned that this ACEC team can be used as a good tester of this tool as well, including reviewing the instructional documentation that will go into a design directive. Jim will keep that in mind.

3. *Charter Update and New Member Discussion*

Steve Olling presented the revised version of the team charter and will send that out to the team with these meeting notes. **Don Sims will work with Lisa Reid to decide who will remain on the committee since we can't have more than one member from the same ACEC firm on the team.**

4. *Design Manual & Project Delivery Memos*

Rafael showed the location of the project delivery memos on the WSDOT site. None have been added since the last ACEC meeting in November 2023 and the ASDE's are looking at cleaning some of these up as part of the 2024 design manual update. Some of them, as discussed last meeting, are related to other manuals, such as the Utility Manual. Once those manuals get updated, these PDM's can be retired. Rafael also showed the design manual update review schedule, which is planned to begin in late April this year. As in the past two years, Steve Olling will be the coordinator for the ACEC members in this review process so there is one point of submittal for the ACEC members to HQT's. **Stay tuned!!**

5. *Staff Updates*

- HQ Development Division
 - Rafael showed the latest ASDE organization chart. This has now been filled up. Here is the link to the org chart -
<https://wsdot.wa.gov/publications/fulltext/design/ASDEAssignments.pdf>
 - Mike Gribner has moved up to Deputy Secretary from the Eastern Region RA, Todd Trepanier is now the Eastern Region RA
- WSDOT Regions & Consultants
 - The SCR has a new RA as well, Brian White! Randy mentioned that things have been a bit crazy in the SCR and are now settling down. He went through a few of the recent changes.
 - NCR had one recent change with a new engineering manager Jeff Deal.
 - Chris Damitio mentioned one change in the NWR, Melisa Ambler who was the PE in Bellingham is now the Engineering Manager under John Chi for the NWR fish passage program.
 - Don Simms mentioned that Mark Leth is retiring as the NWR Traffic Engineer and Mike Swires is taking his place.
 - Lisa Reid has joined HNTB.
 - Amy Scarton left WSDOT and has joined HNTB as VP of Business Development. Goran Sparrman left this position to go to Sound Transit as Interim CEO.

6. *New Focus Areas*

- Plan For Approval process – Steve brought up a table to document the discussion, asking two questions on this PFA process and documentation:
 - What's going well?
 - What needs improvement?

Each Region representative started and then the ACEC members added input. The table is attached to these notes and this discussion will continue at the next meeting to finalize more action items to improve the process, which is mainly related to statewide consistency and clearer mention of the PFA and process in the Design Manual.

Joseph developed and shared a Design Document Workflow diagram document that helps the Olympic Region navigate these processes. This is provided along with these meeting notes. This is an excellent visual tool to help navigate several design processes, including the PFA.

There are some action items that can be looked at now before the next meeting:

- Look at how the PFA shows up in the Design Manual and look for a better place for it, or at least in multiple areas. It doesn't have that much exposure in the design manual where it resides buried in Chapter 1130, Development Services. **Rafael and Chad will begin to look into this.**
 - **Each Region representative to look at their internal PFA process and compare that to the process flow that Joseph provided. Is it the same? What differences are there in the other Region's.**
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- Next meeting - 4/25
 - Agenda Items for the next meeting (other than the standard items)
 - Design Parameters Tool update.
 - Legislative Session debrief.
 - Next steps for the PFA process – DM updates, process flow consistency, checklist consistency, etc. – set working group(s) as needed.
 - Bluebeam update, statewide consistency?
 - Open Roads transition at WSDOT update
 - Progressive Design Build update
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- Action items - **See bolded items in the notes for actions.**

WSDOT Plan For Approval Process			
	What is going well?	What needs Improvement?	Input from
Regions			
Olympic	<ul style="list-style-type: none"> The region-specific checklist is going well compared to the generic WSDOT checklist. All works well if your follow the checklist! 	<ul style="list-style-type: none"> Submitting the PFA along with all the other design documentation doesn't work well. Other design documentation needs to be approved before the PFA review, such as intersection Control Evaluations, design analysis, etc. Needs to include all geometric elements, not necessarily the full details, but enough to approve the design. 	Joseph Perez
NW	<ul style="list-style-type: none"> They have a standardized process that works in the Region 	<ul style="list-style-type: none"> Look to create a more standardized statewide process, including a common, more detailed, checklist. Needs to be standard to also help local agencies navigate the process for highways that go through their community 	Chris Damitio
SW			Jennifer Darcy – left the meeting early
SC	<ul style="list-style-type: none"> Region does have their own checklist 	<ul style="list-style-type: none"> Consistency is important across all Regions. Be consistent within WSDOT and with Local agencies. This has been a hit and miss thing as the process is not always applied the same with local agency projects as with State projects. 	Randy Giles
NC	<ul style="list-style-type: none"> Use the HQT's checklist 	<ul style="list-style-type: none"> Consistency is important across all Regions. 	Dan Lewis
Eastern			Larry Larson – not present at the meeting
ACEC			
Parametrix	<ul style="list-style-type: none"> Region approval of the PFA Usually good collaboration through the multiple reviews 	<ul style="list-style-type: none"> PFA checklists could be standardized across the Regions 	Steve Olling

WSDOT Plan For Approval Process

	What is going well?	What needs Improvement?	Input from
	<ul style="list-style-type: none"> Comprehensive checklists are helpful 	<ul style="list-style-type: none"> Limited documentation of the process in the Design Manual (Chapter 1130 – Development Services). Not an intuitive place to look for WSDOT projects Clear purpose if this documentation is not in the DM. The explanation in 1130.10(5) is broad. PFA or Channelization PFA, need to be consistent in every region. 	
		<ul style="list-style-type: none"> Potential pushback from Regions on having different checklists. Update DM language. 	Rafael
		<ul style="list-style-type: none"> Standardization, but maybe less detailed on sheet content. More basic and rely on the contract plans as well. Ensure RBT peer reviews are complete before developing the PFA. 	Ben
		<ul style="list-style-type: none"> Needs statewide consistency 	Michael
		<ul style="list-style-type: none"> Need to ensure that the ADA is compliant on the PFA, mainly a statement, not the details. The NW Region requires this and it's part of the PFA checklist. 	Chris
	<ul style="list-style-type: none"> ASDE group is now fully staffed, so this will help 		Don