

# AGENDA /NOTES

## WSDOT/ACEC PD Team Meeting

November 30, 2023

9:00am – 10:37am

### Attendees:

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

### 1 *Welcome & Introduction*

Everyone introduced themselves as a refresher to those who are newer to the team.

### 2 *STEM Outreach - Evan Grimm*

Evan provided a presentation (attached to these meeting notes) regarding the AASHTO STEM outreach program adopted at WSDOT. The presentation provided details about the program, how it will be implemented at WSDOT, and how we can all get involved. A few others provided some information on how they have been involved in programs like this.

### 3 *Review & Update of Team Charter*

This was the annual review of team membership as there have been several changes since last fall. The team discussed WSDOT replacements and updated the Charter at the same time. **There is a WSDOT opening for the SW Region. Rafael and Chad are going to assist in finding a replacement.** Chad will remain on the team as a WSDOT HQTs Design Office representative taking John Donahue's place. **Rafael will also reach out to Brian White to see if there can be a SC Region replacement due to Brian's promotion to RA.**

**There is also one ACEC position open, and several folks will provide some options** with a focus to get more Eastern Washington representation. The team can discuss these individuals before or during the next meeting.

There was also some discussion about getting some representation at a lower level, such as senior project engineers or assistant PE's and some discussion about term limits. The charter doesn't have detail on terms limits. There was no resolution at this meeting to implement term limits at this time, but this should be considered by individual members who have been on the team for a long time. A short statement was added to the Team Charter. The latest tracked change version of the charter was submitted with these meeting notes, and this can be finalized at the next meeting.

#### 4 *Design Manual & Project Delivery Memos*

The recent update to the design manual was October 2023. There are quite a few changes, so Rafael didn't go through them. The design manual revision package is online if anyone is interested in the 2023 changes. This team provided review comment for this last update. The Complete Streets additions is responsible for quite a few of the 2023 updates.

Rafael went through the 2023 Project Delivery Memos. A couple of them don't involve the design manual but do involve the utilities manual.

There was some discussion regarding the updated design parameters documentation. Rafael mentioned there was some slow down on that, but it's back in the development process and there could be a briefing at the next meeting on this. **Rafael will reach out to Jim Mahugh to get an update and maybe Jim can attend the next meeting to discuss.**

#### 5 *Staff Updates*

It was decided by the group that this will remain as a standard agenda item as there is some good information provided with these updates, especially on the WSDOT side.

- HQ Development Division
  - Several promotions, two from our team were promoted to RA and are transitioning off the team.
  - Three new ASDE's since our last meeting.
  - Several retirements, 2 from our team.
  - Continued challenges to hire new entry level engineers and some mid-level positions.
- WSDOT Regions & Consultants
  - Continued challenges to hire new and mid-level engineers and planners.

#### 6 *New Focus Areas*

Steve started off by discussing a few of the focus areas we have worked on as a team over the past two years, but it's been a bit stagnant over the last year and we have not picked up anything as a clear focus.

Steve started off with adding one item to discuss, Plans of Approval. There was interest by the team to investigate the process, region by region, as well as how it is working in the design-build documentation process utilizing the preliminary plans for approval. The team would like to do a deeper dive into this process, and this will be a focus at the next committee meeting. Some things to think about:

- Region to Region consistency, even in the name of what this is called (i.e., Plan for Approval or Channelization Plan of Approval).
- PFA checklists, is there one that each Region can adopt instead of different ones for each Region?
- Preliminary PFA's versus Final PFA's for DB projects – look at DB Technical Specifications template.
- Look at the entire lifecycle of the plans, when to update them, post construction.
- Is this a focus on geometrics, channelization, or both?
- Can some information be removed as these get very crowded for projects like roundabouts.

Another item for discussion was about the progressive design build pilot projects at WSDOT. It would be good to get an update on that for this group to see if there are any things that need some focus or improvement in delivery documentation. **Joseph will reach out to Ricky Bhalla and Dean Moon to provide a presentation at the next meeting.**

Rafael also brought up an issue about BOD signatures, electric, versus wet, versus image. Need some consistency. WSDOT does have an electronic signature policy. This can be a subject at the next committee meeting. The process is posted on the WSDOT Design website and a link was provided in the meeting Chat (here - <https://wsdot.wa.gov/sites/default/files/2023-07/Electronic-Signature-Policy.pdf>). **Homework for all, look at the process and come to the next meeting with questions.**

## **7** *Next meeting potential agenda items*

- Committee membership replacements and team charter update finalization.
- WSDOT and Consultant Staff Updates and resource issues.
- Update on the design parameters documentation tool.
- Electronic design documentation signature process Q&A.
- Focus items:
  - Plans for Approval process.
  - PDB Update at WSDOT – delivery process issues?

## **8** *Action items (in bold above)*