

NOTES

WSDOT/ACEC PD Team Meeting

April 28, 2025

1:30pm – 3:00pm

Attendees:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Rafael Reyes/WSDOT (co-chair) | <input checked="" type="checkbox"/> Paul Mason/WSDOT SWR | <input checked="" type="checkbox"/> Manuel Feliberti/DEA |
| <input type="checkbox"/> Kenneth Loen/WSDOT HQ | <input type="checkbox"/> Tom Brasch/WSDOT ER | <input checked="" type="checkbox"/> Steve Olling/Parametrix |
| <input type="checkbox"/> Chris Damitio/WSDOT NWR | <input type="checkbox"/> Ben Hoppe/JUB Engineers | <input type="checkbox"/> Suryata Halim/RHC Engineering |
| <input type="checkbox"/> *JoAnn Schueler/WSDOT OR | <input checked="" type="checkbox"/> Daniel Babuca/WSP | <input checked="" type="checkbox"/> Heather Weeks/Jacobs |
| <input checked="" type="checkbox"/> Randy Giles/WSDOT SCR | <input checked="" type="checkbox"/> Brad Cooper/HLA | <input checked="" type="checkbox"/> Jennifer Saugen/Perteet (co-chair) |
| <input type="checkbox"/> Cesar Mayor/WSDOT WSF | <input type="checkbox"/> Don Sims/HNTB | <input type="checkbox"/> Stacy Davis/Cobb, Fendley & |
| <input type="checkbox"/> Chun-Ho Chen/WSDOT WSF | <input checked="" type="checkbox"/> Michael Adams/Skillings | Associates |
| <input checked="" type="checkbox"/> Dan Lewis/WSDOT NCR | | * new members |

1 Welcome and Team Member Updates (5 min)

Rafael / Jenn

- JoAnn Schueler from Olympic Region has joined this committee, but she couldn't be at this meeting and Karen Boone joined in her place today.

2 Staff Updates (10 min)

All

- WSDOT and ACEC members reported on changes to staff in Regions and businesses.

3 Active Focus Areas

Rafael

- Plan For Approval process improvement update
 - Rafael confirmed that the design manual is the right place to house the requirements and that a new checklist is needed. The plan for approval will have a single set of guidance statewide, and the name will be changed to "plan for approval" instead of "intersection plan, interchange plan, etc." The goal is to consolidate the work into a single checklist and communicate the updates sometime in June with final incorporation into the 2026 design manual release.
- Clear Zone Inventory
 - Rafael stated he had discussed the clear zone inventory with other ASDE's along with the need for potential changes. Heather Weeks raised concerns about the design build projects and the requirement to complete an inventory of everything in the clear zone. Rafael clarified that the design manual updates would be applicable to both bid-build and design-build projects.

4 Other Focus Area ideas to discuss

All

- Software Migration: InRoads to Open Roads
 - Rafael provided an update on the transition from micro station to open roads software. Jeff Graham from the Computer Aided Engineering group was unable to attend, but Rafael shared high-level information about the transition and the challenges associated with Windows 11. The new software will be used for new projects, and the consultant contract boilerplate has been updated to reflect the new format.
- Standing Agenda Items:
 - The committee discussed new standing agenda items with a goal of more participation from both sides and to address any issues or concerns in a timely manner including
 - Upcoming policy changes and chances for feedback
 - Committee member presentations
 - “What’s bugging you” in project delivery?
 - Assign member-speakers to meetings
 - Succession planning
 - Steve also recommended a yearly budget update from WSDOT, and a topic regarding updates to the Design Manual.
- Reminder: Annual ACEC/WSDOT Meeting June 5th at Tacoma Convention Center.
- Consultant Fee Calculation:
 - Jenn and Manuel brought up new guidance from local programs regarding consultant fee calculations in the LAG Manual, and the confusion surrounding it. WSDOT will check with Kyle McKeon (HQ Local Programs) to clarify the changes in the consultant fee calculation process and may invite him to a future meeting.

5 Adjourn – next meeting dates and action items

- The committee agreed to keep meetings every six weeks, Thursday mornings whenever possible, with the next meeting being Thursday June 12th. Jennifer will send out a meeting invitation via MS Teams.
- Jenn will also send out the Committee Charter for all to review.
- Rafael will check with Kyle McKeon (HQ Local Programs) to clarify the changes in the consultant fee calculation process and may invite him to a future meeting.
- Rafael will ask Jeff Graham (WSDOT CAE) to attend next meeting if possible.