



MAINE DEPARTMENT OF TRANSPORTATION
American Council of Engineering Companies (ACEC-Maine)
Multimodal Subcommittee
2020-03-16 Meeting Notes – Via Teleconference

MEMBERS	Nate Benoit, MaineDOT Mike Laberge, MaineDOT Aurele Gorneau II, MaineDOT Ted Trembley*, City of Bangor Sean Thies, CES <i>*Could not attend</i>	Tim Bryant, VHB Craig Morin, HNTB Dave Melo, Stantec Allene Rieger*, TranSystems
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Subcommittee Mission: Improve communication between MaineDOT and Consultants and assist MaineDOT in achieving Multimodal Program goals.

The following items were discussed.

1. Reviewed and finalized the Multimodal Subcommittee Work Plan goals for 2020:
 - a. Complete the Marine Structures Specification section for inclusion in the Repair Specification in 2020.
 - b. Develop additional suggestions for improving delivery of Locally Administered Projects.
 - c. Provide assistance to MaineDOT/municipalities for estimating costs for LAP Projects.
2. Discussed the additional comments received from Aurele and Joe Stillwell on the draft Section 531 Marine Structures specification sections and the outline. Craig agreed to revise the specification to address the comments based on the discussion at today’s meeting and resubmit. Nate and Mike will then coordinate internally at MaineDOT for further review, especially for pay items, and possible inclusion into a future Repair Specification for the Standard Specifications.
3. Discussed additional thoughts/suggestions for improving delivery of Locally Administered Projects, including:
 - Sean suggested assisting municipalities more directly with project scheduling so that the initial project schedules are more realistic. Many municipalities do not understand the typical timeframes for project elements like environmental permitting and right-of-way. Underestimating items like these can mean a project is behind schedule before it even starts. Nate and Mike agreed, noting that for instance, if PIC plans are not completed on time so that the right-of-way process can begin as planned a project could easily be delayed an entire year. Nate added that another cause of delay that some municipalities may not have experience with is utility or railroad agreements. These can sometimes take months to coordinate and finalize. If any of these are required for a project it is critical to pursue them early in the project.
 - Another suggestion to help project schedules stay on track is to require more frequent check-ins with the municipality and their consultant.
 - Sean also suggested trying to provide more consistency with internal MaineDOT reviews throughout the design of the project. He cited examples of projects where an aspect of the project design was acceptable to a reviewer at preliminary design, but the same design aspect was objected to by a different reviewer in final design, resulting in costly delays and plan revisions.

- Mike noted that Bangor is very successful with LAP projects. On some projects they use aerial image bases and less detailed plans than a typical MaineDOT project does, but still get good results.
 - Agreed to continue brainstorming additional suggestions for discussion at the next meeting. Nate and Mike noted that some of the suggestions that this subcommittee makes will be incorporated into the LAP training and manual.
4. Discussed thoughts/suggestions for improving cost estimating of Locally Administered Projects, including:
- Nate suggested explicitly accounting for projected inflation in project planning cost estimates. Mike noted that it typically takes two to three years from date of application to when the municipality receives the construction funding.
 - Nate suggested that it would be helpful for municipalities, consultants and internal MaineDOT reviewers to have a summary table of LAP project costs broken down by the major components preliminary engineering, ROW, construction and construction engineering. Mike said he would develop this for recent LAP bike/ped projects.

Next meeting: Tuesday July 28, 2020 at 1:00PM via Teams.

Action Items

1. Mike will schedule a conference room at MaineDOT for the next meeting but if Covid-19 continues to require remote meetings, Tim will schedule a Teams meeting instead. *(Completed.)*
2. Craig will update the draft Section 531 Marine Structures specification to address the comments based on the discussion at today's meeting and resubmit for additional internal MaineDOT review. *(Completed, see May 13, 2020 email from Craig.)*
3. Mike will develop a cost summary table for recent LAP bike/ped projects and distribute to the subcommittee. *(Completed, see March 25, 2020 email from Mike.)*
4. Tim will develop and distribute the notes from this meeting. *(Completed.)*