



MAINE DEPARTMENT OF TRANSPORTATION
American Council of Engineering Companies (ACEC-Maine)
Multimodal Subcommittee
2020-07-28 Meeting Notes – Via Teleconference

MEMBERS	Nate Benoit*, MaineDOT Mike Laberge, MaineDOT Aurele Gorneau II*, MaineDOT Ted Trembley, City of Bangor <i>*Could not attend</i>	Tim Bryant, VHB Craig Morin, HNTB Dave Melo*, Stantec Sean Thies, CES
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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. Discussed the status of the draft Section 531 Marine Structures specification. Jeff said that he and Mike will remind Nate Benoit to coordinate MaineDOT for further review MaineDOT review and eventually review by the AGC. The goal is for this specification section to eventually be included into a future Repair Specification for the Standard Specifications.
2. Discussed previous and 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. 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.
 - In a previous meeting Nate noted 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 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.
 - Ted noted that he often gets MaineDOT review comments on projects after he has previously been told all comments had already been distributed. Jeff asked Mike to check the distribution for internal reviews by MaineDOT to promote consistency at all submissions and possibly reduce the total number of MaineDOT reviewers. Mike noted that the typical project review milestones are Draft PDR, Final PDR, PIC, Draft PS&E and Final PS&E. Jeff noted that 10 working days is the goal for MaineDOT internal review of these projects.
 - 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.

- Jeff said that there should be an opportunity to give comments on applications for LAP projects submitted by municipalities so that if schedule or cost estimate issues are identified they can be addressed before the project is approved.
 - Mike noted that some of the suggestions that this subcommittee makes will be incorporated into the LAP training and manual.
3. Discussed previous and additional thoughts/suggestions for improving cost estimating of Locally Administered Projects, including:
- In a previous meeting, 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.
 - Consider recommending that municipalities add contingency to their project estimates.
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4. Other Items:
- Jeff noted that MaineDOT has a new Planning Director, Jennifer Brickett.
 - Mike is developing on-line LAP training.

Next meeting: November 4, 2020 at 1:00PM via Teams.

Action Items

1. Tim will schedule a Teams meeting. *(Completed.)*
2. Mike to check the distribution for internal reviews by MaineDOT to promote consistency at all submissions and possibly reduce the total number of MaineDOT reviewers.
3. Tim will develop and distribute the notes from this meeting. *(Completed.)*