



MAINE DEPARTMENT OF TRANSPORTATION
American Council of Engineering Companies (ACEC-
Maine)
Highway Subcommittee
2026-05-13 Meeting Notes



MEMBERS & ATTENDEES	Devan Eaton, MaineDOT	Shane Kelly, Sebago Technics
	Scott Bickford, MaineDOT (<i>not present</i>)	Joe Howe, Stantec
	Brad Foley, MaineDOT (<i>not present</i>)	Lori Zacchini, HNTB
	Mackenzie Kersbergen, MaineDOT	Tony Grande, VHB
	Erin Binghalib, MaineDOT (<i>not present</i>)	Don Ettinger, LJB / Gorrill Palmer
	Nicole Soiett, MaineDOT	
	Dana Cloutier, MaineDOT	
	Lindsey Merrifield, MaineDOT	

Summary of meeting notes:

- 1) The prior meeting minutes for this subcommittee were reviewed and summarized. No comments or changes to the minutes were provided or requested. The prior meeting minutes from a consultant-only meeting held on March 14, 2026, were also reviewed and summarized.
- 2) Tony Grande from VHB rotated onto this subcommittee, and Shawn Davis from TYLIN rotated off the subcommittee.
- 3) Nicole Soiett from CPO noted that the 2025 Department-Wide RFQ process is ongoing but should be wrapped up by the end of June. Also, the CPO office was mostly caught up on reviewing and approving the consultant's FAR overhead rate package at the time of this meeting.
- 4) Nicole reminded consultants to use the latest forms online when completing proposals for the department. The consultants noted that some of the contracting forms are locked and difficult to modify. CPO will look into this.
- 5) Devan Eaton noted no staffing changes since our last quarterly meeting. Both Rich Myers and Devan are working together to address geotechnical needs on bridge and highway projects since Cody Russell's departure. They are meeting with geotechnical firms and bringing consultants on board to assist with in-house design projects. On design projects led by consultants, they are asking consultants to include geotechnical services as part of their scope, particularly on larger, more complex projects.
- 6) Devan noted that funding remains a concern within the department. DOT is actively working to address any near-term budget shortfalls. Solutions may include delaying some 2026 construction projects and possibly freezing some design projects that lack construction funding. The primary concerns relate to the uncertainty of federal funding support. The initial impact may be high for the bridge program and medium for the regional and highway programs. The number of new projects will

be lower than in prior years. The department's goal is for all highway consultants to have projects. There will likely be more rehabilitation projects and fewer full reconstruction projects moving forward.

- 7) Devan noted that the department is paying more attention to the amount of QA/QC hours on proposals and where those hours are being allocated. Devan also reminded consultants of the importance of completing QA/QC reviews before making milestone submittals to the department.
- 8) Mackenzie Kersbergen from the Regional Program noted that Scott Bickford has been promoted to a regional program manager. Atlee Mousseau continues to manage a strong portfolio of the large culverts in the regional program and may be reaching out to the consultant community to assist him with delivering those projects.
- 9) An update to the standard specifications and standard details is scheduled to be released soon. These revised documents will have new formatting, and the updates will mostly include incorporating the repair specification. Special provisions will need to be updated to match the new format. 500 hard copies of the documents have been ordered. Implementation of these new documents on projects going to bid will likely occur in July or August. At the time of this writing, the new documents had not been posted on the website.
- 10) There was a detailed team discussion regarding ORD questions. Dana Cloutier from the Highway Program provided her thoughts on a variety of topics and questions:
 - a) Modeling of driveways is not required at this time. Modeling of drives should be done only when needed to better understand grading limits and slope impacts.
 - b) Modeling of curb tip downs is not required at this time.
 - c) Placement of driveway sections at the end of the cross-section set is acceptable to the department. It was noted that the civil cell library can be painful to use.
 - d) It remains important to model roadway from edge of pavement to edge of pavement, as that is what the contractor will be using. Modeling of intersections is also important.
 - e) Sometimes, it is necessary to make manual edits to the plan set, and not in the model, which is acceptable to the department. The model can be updated once the design is finalized and locked in, typically at the PIC milestone.
 - f) The display of existing features on the cross-sections is not required by the highway program at this time. We understand other departments at MaineDOT may have different expectations.
 - g) It was noted that samples of ORD plan sets would be helpful to the consultant community since the appearance of ORD plans is significantly different than MicroStation/Inroads plan sets.
 - h) While drainage in ORD is not required at this time, some consultants and some department staff are using it for analysis and for displaying drainage features accurately on the plan set.
 - i) The library features for guardrail elements are sometimes displayed in the opposite direction. When this occurs, try selecting the reverse guardrail feature.

- j) The development of quantities using the ORD model is a good way to check the quantity calculations completed independently of the model. Designers should not rely on the model to determine earthwork volumes and base material quantities unless they have high confidence in their ORD model. At a minimum, those quantities from the model should be checked independently.
- 11) Lindsey Merrifield from the Highway Program mentioned that the drainage spreadsheets had been operating smoothly with few changes, corrections, or updates needed recently.
- 12) This subcommittee discussed that one option for a lesson learned training session could be a series of lunch & learns that discuss designer topics. The sessions could be hosted and offered virtually. A topic for the first lunch & learns session could be ORD Practices for MaineDOT. This subcommittee agreed to schedule another meeting with DOT staff, including Jonathon French and, if needed, the CAD Subcommittee, to further coordinate this item.
- 13) End.