ACEC/NCDOT
AGENDA

November 6, 2025 @ 1:30pm

Chief Engineer's Conference Room
or
Microsoft Teams
+1 984-204-1487   United States, Raleigh
Phone Conference ID 876 003 554#

I.   Welcome and Introductions (Laura Fisher)
   - Jamie Lancaster is the new co-chair
   - In Person: Laura Fisher, Jessica Luther, Julie Flesch Pate, Kelly Hayes, Jennifer Hernandez, Jennifer Evans, Jamie Lancaster, Nick Ramirez, Andy Young, Brian Elam, Clint Morgan, Matt Seymour, Steve Smallwood, Angel Pridgen
   - Online: Matt Jones, Addison Gainey, Brett Abernathy
     **Contact information below

II. Approval of 2/6/2025 Meeting Minutes (Laura Fisher)

III. Legislative Update / Chief Engineer's Comments (Boyd Tharrington)
   - No updates from the Chief's office.

IV. Technical Services Updates (Jennifer Evans/Jamie Lancaster)
   - Digital Delivery Updates
     o Organizational Structure
       ▪ Executive leadership and working groups (preconstruction, construction, asset management)
     o Level of Development (LOD) Efforts
       ▪ Currently meeting with representatives from each discipline to determine the appropriate LOD for every spec book pay item.
     o Industry Coordination
       ▪ Ongoing conversations with AGC regarding potential changes to the appearance of 2D plan sets, recognizing that 2D plans will continue to be delivered alongside the model for the foreseeable future.
     o Software Versioning and Workspace Updates
       • Future design platform will be OpenX (2024) and a new NCDOT workspace is under development.
         o Goal is to roll out OpenX, the new workspace, and potentially a new CADD Manual together
     o How many firms are still using older software?

- - - The Department needs to consider how we will transition larger legacy projects into ORD.
      - We should evaluate why some projects have not yet been converted. NCDOT leadership and the Chief's Office recognize the importance of positioning the organization for long-term success as we move forward.
    - Pilot Projects
      - Request for Pilot Projects for Construction-Ready Electronic Files and 3D Review
        - https://connect.ncdot.gov/projects/DigitalDelivery/Pages/Announcements.aspx
    - Digital Delivery Sites
      - Connect Site
        - https://connect.ncdot.gov/projects/DigitalDelivery/Pages/default.aspx
      - Request Form
        - https://app.smartsheet.com/b/form/c0b2e9379c6943fd8afcaa69b5264948
- Combined Field Inspection Guide
  - https://connect.ncdot.gov/projects/Project-Management/Documents/Combined%20Field%20Inspection%20Guide.pdf
    - Section 1 – SME Questions: Intended to be completed ahead of the CFI meeting.
    - Section 2 – Discussion Questions: Reviewed and discussed during the group session.
    - Section 3 – Division-Specific Questions: Tailored to the needs and practices of each Division.
  - Current Feedback Efforts
    - The Department is gathering input from Divisions that use this guide during their CFIs.
    - Angel Pridgen reported the guide was thorough; however, the DCE on her project had not seen it before.
    - Please use this and provide feedback to Jennifer Evans and Glenda Gibson.
- PET Tool
  - Replacement for PIQ tool.
  - https://inside.ncdot.gov/stage/connect/resources/Specifications/Pages/Contracts-Resources.aspx
  - Please be aware of the note at the top of the webpage:
    - All projects with a June 2026 or later let date shall use the pet file for item quantity submission. Project managers for projects which let prior to that date have been contacted about the method for submission. The pay items and quantities (PIQ) tool has also been marked for those projects which should be utilizing the pet file in advance of the June 2026 letting. Questions can be sent to awphelp@ncdot.gov.
- PS&E Uploads through ATLAS

- o This is not replacing the workbench but is expanding it.

V. Project Management Updates (Matt Seymour for Katrina Feltes)
- Meet and Greets for the 2026 Central Planning Contract
  - o Contact Katrina Feltes or Carla Thompson to schedule a meeting.
- PET Tool pilot projects
  - o Please provide input by coordinating through the project's PM.

VI. Roadway Design Updates (Steve Smallwood)
- X-1A sheet is still under progress. The format may change, but the roadway design unit is currently reviewing the process. We are hoping to have this role out soon, but no timetable has been established.
- Undercut has been a big topic between Roadway & Geotech and there have been meetings for the best way to handle undercut in ORD.
  - o The model will ultimately provide more accurate earthwork; the department is working to determine the best way to handle undercut in the interim.
- Edits to Roadway Tab for Scope and Fee with a goal to simplify and provide flexibility in this space
- Next RDM is coming at the end of November, and roundabout guidance is anticipated to roll out within this update.
- Question about
  - o Driveway Civil Cells
    - Some are available, coordinate through Jason Moore. Other firms are doing their own. The intent was not to provide a specific way of doing it. Coordinate with the PM and the Division to determine their expectations for driveways.

VII. Professional Services Management Update (Jennifer Hernandez)
- Under development for early 2026. The advertisement date is within the window of the date range provided
  - o Hydraulics LSC
  - o PMU Central
  - o Feasibility studies
- Question about SPSF On Call, from Nick
  - o Current contract end date is Jan 2026, with a one-year extension remaining. The supplements are currently being executed with new expiration to the full contract end date in Jan 2027.
  - o Are there talks of having a new one? JH anticipates there will be another one, but development of the advertisement will begin mid-2026
    - Nick liked the initial contract, wish the dollar amount would've been bigger.
  - o Jennifer H and E will discuss this.
  - o Two SPSF's in the room. One had to move the project to another project due to costs.

VIII. Division Comments and Open Discussion (Division Reps)

- none

IX.   Industry Comments and Open Discussion (Industry Reps)
- Survey control sheets
  o Steve says this is not necessary and the Department will work with L&S/Joel to determine how to communicate this.
- ROW Revision
  o Please ensure this information is communicated appropriately and that all sheets are kept up to date. (Steve)
  o ROW Revision letter
    ▪ What letter to use and who to include? Is there a central place to find this or is it best to reach out to the project mgr?
      • https://connect.ncdot.gov/projects/Project-Management/Pages/default.aspx
      • Consultants prepare the letter and send to NCDOT pm to signature and distribution.

- Submittal Issue (Clint Morgan)
  o Is there an opportunity to provide additional time or early submittals to plans checking?
    ▪ Staffing and review time are limited.
    ▪ Jennifer highlighted the 3PM3 milestone on the PDN. The 3PM3 Design Complete Review Meeting already exists but hasn't been fully utilized.
      • Teams could plan for this meeting and incorporate it into contracts early.
      • A guide will be released; think of this similarly to the former Pre-Let Field Inspection process.
      • Early review should include not only plans, but also special provisions and pay items.
  o Discussion on Review Durations
    ▪ Steve asked how much time Plans Checking should receive and how much time designers need to respond.
    ▪ Why are we receiving so many comments?
      • Is additional internal review needed before submittal—not just fatal-flaw checks?
      • Are some comments *frivolous*?
      • Multiple rounds of comments, sometimes piecemeal or contradictory.
      • Comments from multiple units can conflict.
  o Potential Support Through Automation
    ▪ Jennifer noted that automated PS&E tools may reduce time spent searching for files.
    ▪ The goal is to create incremental efficiencies that improve collaboration and strengthen project team partnerships.
- Additional Discussion
  o Department Position on AI
    ▪ Some small-scale automation is already in place.

- The Department is using Copilot.
- Consultant firms are increasingly recording meetings for automated note-taking.
  - ○ Projects in Older Software Versions
    - Is conversion feasible, or does it become a full project recreation?
    - What happens when a project restarts and is still in an older software version?
  - ○ Risk of Not Converting a Project
    - What risks are introduced by leaving a project in an outdated platform?
    - Teams should discuss risk and feasibility with the project manager.
  - ○ Workspace Update Question
    - The ability to activate a file was removed in the latest workspace update—why?
  - ○ Guidance for New Staff on Plan Preparation
    - Angel asked about guidance for newer staff on plan development and when to engage specific units.
    - Steve is reviewing this internally and may develop short training videos.
    - Jennifer noted the need to refocus on design fundamentals, not only modeling.
    - She also mentioned that an MS Project schedule could help guide when to coordinate with other units.

Next Meeting –Thursday, February 5, 2026 at 1:30pm

**Please reach out to any subcommittee member with questions, ideas, concerns that you would like to have us pass along or discuss:

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