

**ACEC/NHDOT
Consultant Quality Initiative (CQI) Committee**

Meeting Minutes – January 15, 2020

Meeting Location: Zoom Virtual Meeting

Day/Time: Friday (1:00 pm – 2:30 pm)

In Attendance:

Bill Oldenburg, NHDOT (Chair)
Mike Long, MJ
Ted Kitsis, NHDOT
Alex Koutroubas, ACEC
CR Willeke, NHDOT
Michelle Marshall, FHWA

Darren Blood, GM2
Marty Kennedy, VHB (Scribe)
Loretta Girard Doughty, NHDOT
Chris Mulleavey, HTA
Rob Faulkner, CHA

Unable to attend:

Jim Marshall, NHDOT

Bold=Action Item

1. Meeting Minutes: The meeting minutes from the last meeting were accepted.
2. Assigned Scribe for Meeting: Marty Kennedy
3. Topics for Discussion:
 - a. Escalation Rate

Bill reminded the committee that the NHDOT's current calculation, which is based on the US Bureau of Labor Statistics Data yields 2.25%, which would round down to a 2.0% cost escalation. He received internal Department push back on the suggestion of using the 2.25% plus 1% as discussed at our last meeting. Bill ran a sensitivity analysis using a \$1.7 M project stating that the difference between a 2.0% and a 2.25% factor would be only \$5 K and the difference between a 2.0% and a 3.0% factor would be only \$20 K. Unless there's another acceptable standardized method the consultant members can propose, the Department is prepared to implement the lower escalation rate. Consultants to get back to the Department within the next couple of weeks if there are other methods.
 - b. Brainstorming Meeting Topics
 - Marty suggested that with this being our first meeting of the year, we establish our top priority for 2021. It was suggested and agreed that our top priority would be to work together discussing and implementing actions aimed at efficiently advancing NHDOT projects. There will be other topics to discuss, but we'll be sure to allocate sufficient time on each agenda to this priority.
 - The agenda will include start and end time for each agenda item.

- Subcommittee reports should be brief (2 min each). If there's the need for a longer discussion on a subcommittee matter, it should be placed on the agenda as a standalone discussion item.
 - As the year proceeds, we'll monitor our progress on implementing actions to advance NHDOT projects.
 - Bill Oldenburg and one consultant member (Mike Long) to work together on preparing the agenda for each meeting.
 - Will consider changing the day and time of the meeting. Bill will check the schedules of others.
- c. Sub-Consultant Self-Certification Form
- Bill noted that the new form is being instituted – being pushed out internally first.
- d. Consultant Manual by ACEC
- Bill will be providing this committee copies of the manual for review – appendix to be provided on-line. We'll get one month, then the document goes to FHWA. Final step is the Commissioner's signoff.
- e. Commissioner Town Hall
- Date and time not yet set. Bill to check with Commissioner on potential late February date – 1 hour.
- f. Consultant Notes postings for non-NHDOT services
- Bill was contacted by SRPC for eligibility list of consultants so they can send out an RFP for on-call services. Bill explained to the SRPC that the Department doesn't maintain an eligibility list but agreed to post their RFP on the NHDOT's website. Bill asked if ACEC had any concerns with using the list in this way. No concerns were raised.
4. Committees:
- a. Contracts – Darren noted that the subcommittee continues to progress on a standard scope of work – next meeting Feb 19th.
 - b. Bridge – Loretta noted that the subcommittee did meet and are continuing to update the Bridge Manual – updating one chapter at a time. D-B Manual is complete, no more discussion needed.
 - c. Highway – Jim was not present today – no report.
5. LPA – CR asked consultants on the committee if there might be any potential issues when laying out alignment during construction when the Construction Engineer is a different firm from the Design Engineer. The committee members didn't see a big issue. C&I contracts require a licensed surveyor. Ted noted that on NHDOT projects their surveyors provide layout of project control, but the Contractor is required to layout the project. NHDOT RE's then are provided GPS equipment that they use to provide a sense that the project is being constructed correctly. It was noted that when LPA project documents reference the NHDOT specifications, they need to pay close attention to this initial layout requirement as NHDOT survey crews will not be providing this control layout.

6. Other items:
 - a. Ted noted that Construction School will take place virtually (Zoom Meeting) for January 26th through January 29th. Consultants are welcome to register. Zoom meeting can accommodate up to 500 attendees.

7. Next Meeting – February 19, 2021. (Subsequently changed to February 17, 2021)

cc: CQI Committee