

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

Draft Meeting Minutes – December 18, 2020

Meeting Location: NHDOT Commissioner’s Conference Room

Day/Time: Friday (1:00 pm – 2:30 pm)

In Attendance:

Bill Oldenburg, NHDOT (Chair)
Mike Long, MJ (Scribe)
Ted Kitsis, NHDOT
Alex Koutroubas, ACEC

Darren Blood, GM2
Marty Kennedy, VHB
Loretta Girard Doughty, NHDOT
Chris Mulleavey, HTA

Unable to attend:

Jim Marshall, NHDOT
CR Willeke, NHDOT
Rob Faulkner, CHA
Michelle Marshall, FHWA

Bold=Action Item

1. Meeting Minutes: The meeting minutes from the last meeting were accepted.
2. Assigned Scribe for Meeting: Mike Long
3. Topics for Discussion:
 - a. Escalation Rate
Further discussion was held regarding the establishment of an escalation rate on consultant salaries for next year. ACEC provided data accumulated from 27 firms (almost all have current contracts with NHDOT). Information was provided to Alex anonymously and the average salary increase from 2019 to 2020 was approximately 3.5%. Last year’s rate was taken from US Bureau of Labor Statistics Data which seems somewhat coarse and not entirely reflective of our industry, especially in southern New Hampshire as it is influenced by the Boston market. Using that data again would provide a rate of 2.25%. Bill suggested using that rate plus 1% and after some additional discussion it was agreed that he would propose that to the front office for approval.
 - b. Sub-Consultant Self-Certification Form
Bill asked if this form, which requires subconsultants to certify as to whether they are required to have an indirect cost rate (audited overhead rate) review based on the current contract value, could be moved along for possible implementation. ACEC’s concerns had been expressed in the previous meeting and through email

concerning when a contract is actually complete for a subconsultant. With that in mind, Bill will move the form along for any additional internal Department comment and implementation.

c. Winter Conference

There will be no winter conference as in past years. Instead, a town hall type forum will be held with the Commissioner will be arranged, sometime around the middle of January.

d. April Technical Conference

The Technical Conference will still be held in 2021, but it is being planned as a virtual conference due to the continuing COVID-19 pandemic. The conference sub-committee is going forward with a plan to do it over a five day period with presentations each day. The technology on how to do this with a large audience has been discussed with SNHU. More to come on this in the near future.

e. Committees

- i. Contracts – The committee is making progress on a standard scope of work and in fact, a standard for environmental assignments is very close to completion. Christine Perron from MJ provided McFarland Johnson’s “standard” and this was used as an initial template. The committee met and reinvigorated the process in other areas.
- ii. Bridge – No meetings recently, although Loretta noted that the Design/Build Manual has been reviewed and is almost complete and ready for publication.
- iii. Highway – Jim was not present today, but it was noted that a meeting was held recently and that the minutes from that and other meetings have been posted to the website.
- iv. LPA – CR was out and there was no update in this area.

4. No other items were discussed.

5. Next Meeting – January 15, 2021.

cc: CQI Committee