

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

Meeting Minutes – May 19, 2021

Meeting Location: Zoom Virtual Meeting
Day/Time: Wednesday (1:30 pm – 3:00 pm)

In Attendance:

Bill Oldenburg, NHDOT (Chair)
Mike Long, MJ
Ted Kitsis, NHDOT
Alex Koutroubas, ACEC
CR Willeke, NHDOT
Tobey Reynolds, NHDOT

Darren Blood, GM2
Marty Kennedy, VHB (Scribe)
Loretta Girard Doughty, NHDOT
Chris Mulleavey, HTA
Jennifer Reczek, NHDOT

Unable to attend:

Rob Faulkner, CHA
Michelle Marshall, FHWA

1. Meeting Minutes: The previous month's notes weren't available so there were no meeting minutes to accept.
2. Assigned Scribe for Meeting: Marty Kennedy
3. Topics for Discussion:

a. Contract Selection Planned Project Summary

Bill shared a spreadsheet showing the Typical Consultant Selection Time Frame. He noted three areas where improved efficiency could reduce the overall time frame including:

- Request for Proposal Letter (scope could be developed earlier)
- Return Date for Fee Proposal
- Upload G&C Letter (miss submission date and can lose a month)

Some delays on consultant side include expired insurance certificate and need to update Certificate of Good Standing.

Bill shared a "Checklist" that he is developing to assist PMs in stepping through the consultant selection process. It includes "Helpful Hints" to improve the efficiency of the process. The Committee members thought the Checklist was a great idea.

Jennifer noted that although the checklist is helpful, the more significant issue is the heavy workload of the PMs. A discussion ensued as to whether consultants can take on some of the DOT PMs' workload to help advance projects.

Some specific actions that were suggested include:

- Mike suggested that perhaps ACEC should educate consultants on the importance of submitting information and material to the DOT on a timely basis.
- Darren suggested that time could be saved in the Consultant Selection Time Frame if the development of the scope was prepared at the outset and presented to CSC (Step 1) rather than waiting until Step 7.
- Darren also suggested that a standard form of consultant information could be prepared so that DOT doesn't need to hunt down this information each time.

b. Notification to Consultants on PPP Loans

Bill explained that if firms received a PPP loan and were granted loan forgiveness their overhead rate would be impacted. The DOT's auditors are still working on the process, but as a start, the DOT will be sending out to consultants a short questionnaire asking whether the consulting firm participated in the Payroll Protection Program and whether the firm requested and obtained loan forgiveness.

c. COVID Rules Update

All DOT staff will be back working at the DOT building on June 1st. Staff will be allowed to work remotely 1 day a week. The lobby is currently open and small meetings are allowed, however the number of people allowed in conference rooms will be limited based on the size of the room. The largest rooms will be limited to 8 people, so large meetings will not be allowed.

4. LPA Topics:

CR noted that there has been a new hire to fill planner/project manager position. Looking to fill CE5 part time position. LPA Zoom meeting training roll-out begins next week. Participants who prefer to attend in-person will be accommodated. The LPA/NHDOT managed project technical proposals for the six shortlisted firms have been reviewed and the three selected firms will be announced soon.

5. Sub Committees

- a. Contracts – Darren noted that the subcommittee continues to progress on a standard scope of work. This month's meeting was cancelled. Plan to meet in June.
- b. Bridge – Loretta noted that the subcommittee hasn't met since the last CQI, so nothing new to report. Next meeting scheduled for June 11th.
- c. Highway – Jim noted that subcommittee has updated check lists and design reports. Will be sending out email to consultants letting them know that the updated material is posted on NHDOT website. Continues to meet on monthly basis.

6. Next Meeting – June 16, 2021

cc: CQI Committee