

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

Meeting Minutes – September 15, 2021

Meeting Location: Zoom Virtual Meeting

Day/Time: Wednesday (1:30 pm – 3:00 pm)

In Attendance:

Bill Oldenburg, NHDOT
Mike Long, MJ
Rob Faulkner, CHA
CR Willeke, NHDOT

Darren Blood, GM2
Tobey Reynolds, NHDOT
Marty Kennedy, VHB

Unable to attend:

Loretta Girard Doughty, NHDOT
Ted Kitsis, NHDOT
Chris Mulleavey, HTA
Jim Marshall, NHDOT
Bob Bollinger, FHWA

1. Assigned Scribe: M. Kennedy (VHB)
2. Approved August Meeting Minutes
3. Topics of Discussion:
 - a. Rate Cap Submission
 - Marty briefly summarized the submitted proposal to raise the rate cap, which included salary data provide by D. Dietrich Assoc. and a table of recent NHDOT projects showing their effective profit. The data showed the effective profit to be substantially less than the 10% fixed fee and, in some cases, consultants are not even covering their costs (direct labor + OH). Marty noted that this is not only a matter of fairness, but one of economic reality. The supply of engineers is limited while the demand for engineering services is on the rise. Federal infrastructure funding is expected to increase substantially over the next several years.
 - Bill, C.R., and Tobey agreed that there was a strong case for raising the rate cap.
 - Bill noted that it might make sense to raise it beyond \$70, perhaps \$100.
 - Bill agreed to bring the proposal to Pete Stamnas and the Commissioner as soon as possible.
 - b. Purpose and Need
 - We continued the discussion on developing a mission/needs statement so that we can have something to provide to new members as they join the CQI Committee. It was agreed that the statement should be simple and concise. The Committee's

primary focus is to resolve issues and work in partnership to efficiently and effectively advance quality projects. Chris Mulleavey is working with Jim Marshall to develop a draft based on one of the other existing committee charters.

c. Consultant Selection Process Checklist

- Considering some previous discussions regarding new project managers not being totally familiar with all the forms and signoffs required as part of the consultant selection process, Bill Oldenburg developed the Consultant Selection Process Checklist. This list identifies all the steps and forms required to solicit, select, and obtain a contract with a consultant. This list has been presented internally to NHDOT PMs and is now being used. It was suggested that this list be shared with consultants, especially those that are unfamiliar with the process, in order to help them understand the need for speed in completing their items. Bill wasn't sure how comfortable he was with sharing specifics of the checklist at the Partnering Meeting. It was decided that Bill would talk about the need for consultants to do their part, but that presentation of the checklist was not needed.

4. LPA Topics

- a. LPA – CR noted that as part of the Ten Year Plan (TYP) process, the Department is required to balance the various LPA funding sources (TAP, CMAQ, etc...) based on available funds and spending authority. Delays in current projects are causing some future projects to move out in the TYP and may cause concerns with some towns or cities looking at the draft TYP. As in previous years, the LPA's and their consultants are encouraged to keep moving the development of their LPA projects forward. The Department will do everything possible to obtain funding and allow advertisement of projects early if they are ready to go prior to the draft TYP ad date.

5. Status of Sub-Committees – With so few Committee members in attendance, sub-committee reports were postponed until our next meeting.

6. Next Meeting – Wednesday October 20, 2021 1:30 pm