

ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – January 19, 2022
1:30 -3:00 PM

Meeting Location: Zoom Virtual Meeting

In Attendance:

Bill Oldenburg, NHDOT (Chair)
Mike Long, MJ (Co-Chair)
Ted Kitsis, NHDOT
CR Willeke, NHDOT
Kevin Nyhan, NHDOT
Loretta Girard Doughty, NHDOT

Darren Blood, GM2
Marty Kennedy, VHB (Scribe)
Chris Mulleavey, HTA
Alex Koutroubas, ACEC
Rob Faulkner, CHA
Tobey Reynolds, NHDOT

Unable to attend:

Jim Marshall, NHDOT

- 1) December CQI Meeting Minutes were accepted.
- 2) Topics of Discussion:
 - a) **Rate Cap**
 - i) M. Kennedy thanked the Department for working with us and for developing the tiered fee system. The only concern that the consultants had was with the proposed Tiered 1 had the reduced fee starting at \$50 per hour. The consultants felt that Tiered 4, which had the reduced fee starting at \$75 per hour, was more appropriate.
 - ii) K. Nyhan shared and explained the spreadsheet that showed all the various Tiered scenarios that the Department had considered.
 - iii) B. Oldenburg explained that the tiered fee percentages would be applied at contract negotiation to establish the fixed fee. The tiered fee structure would not impact invoicing as the fixed fee would continue to be invoiced as percent complete.
 - iv) After some discussion, B. Oldenburg agreed to recommend to the Front Office that the rate cap be eliminated and that the Tiered 4 fee structure be instituted.

Tiered Fees 4	
Hourly Rate	Fee
< \$75/hr.	10%
\$75 - \$125/hr.	7%
> \$125/hr.	3%

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- v) On a related matter, B. Oldenburg explained that the Department will be increasing the annual escalation rate to 3.75%.

b) Committee Charter

C. Mulleavey sent marked-up version of Committee Charter back to J. Marshall. It should be all set. We will confirm at next month's meeting

c) January Tech Meeting Status

A. Koutrubas has been having some discussions with AGC on a potential roundtable event, but nothing definitive yet. We won't be doing anything for January or February. Plans for April Tech Conference are moving forward. It will be an in-person event this year.

d) Continued Discussion on Ways to Improve Project Delivery

Held an open, honest, and far-reaching discussion on how to improve the efficiency and effectiveness of Department reviews. The discussion included:

- DOT should be reviewing, not checking
- DOT should be reviewing at a higher level, not getting into the weeds
- Need to distinguish between personal preference comments and does the design meet standard design requirements. Maine DOT does this with comments that are "suggested" and comments that are "must change"
- Sharing personal preference comments has value but shouldn't necessarily require change to plan.
- Consultants need to "pick-up the phone" and communicate with DOT PMs or reviewers to discuss the value and cost of making a change to address a particular comment.
- Consultants and the DOT need to work in partnership to provide quality, recognizing the established schedule and budget.
- This Committee should establish (recommend) some basic guidelines and understanding of the expectations and responsibilities of the DOT and consultants regarding QA/QC.
- Perhaps we discuss and share these guidelines at a future NHDOT/ACEC Partnering meeting.
- T. Kitsis suggested that ACEC attend and discuss this subject at the DOT's planned "Issues of Common Concern" meeting on March 11th. It's a joint meeting of Bridge, Highway, and Construction.

3) LPA Topics and Sub-Committee Updates

Discussion topics went long so the LPA topics and Sub-Committee updates were postponed until next month's meeting

4) Next Meeting – Wednesday – February 16, 2022, in person in Room 114