

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

Meeting Minutes – February 16, 2022

Meeting Location: NHDOT Room 114
Day/Time: Wednesday (1:30 pm – 3:00 pm)

In Attendance:

Bill Oldenburg, NHDOT (Chair)
Mike Long, MJ (Co-Chair)
Jim Marshall NHDOT scribe
Ted Kitsis, NHDOT
Alex Koutroubas, ACEC

Darren Blood, GM2
Marty Kennedy, VHB
Loretta Girard Doughty, NHDOT
JoAnn Fryer, F&O
Tobey Reynolds, NHDOT

Unable to Attend

Chris Mulleavey, HTA
Rob Faulkner CHA
CR Willeke, NHDOT
Kevin Nyhan, NHDOT

- 1) Review and approve meeting minutes from January 19, 2022
- 2) Rate Cap Update:
 - Bill O. explained the latest salary cap discussion
 - Eliminate the cap altogether
 - Base profit on hourly Rate
 - \$70 10%, \$80 7%
 - Option 2 use a loaded rate
 - Overhead rate * hourly rate
 - Goal is to allow consultants to choose the proper staff for the task with no regard to salary rate
 - The approach is to have the 10% fee old process equal new process is about 10%
 - Bottom line we will negotiate the profit % so salary rate and overhead is set.
 - Still being worked on with Pete and Bill O. Should have a resolution by 3/11/22
 - Finalize Committee Charter
 - Jim and Chris will present the charter at the March CQI meeting

- Issues of Common Concern
 - Who's invited? All
 - Panel discussion format with the virtual component. Consultant invites will come from Loretta, Jim, and Ted. (Subsequent to this meeting it was decided to be a NHDOT meeting only)
- April Conference Status
 - Still on track in person
- Contracts Sub-Committee
 - Jim will meet with Bill O. and Ron G. to Pull together scope to follow fee matrix
- Bridge Design Sub-Committee
 - Meets every 3 months
- Highway Sub Committee
 - Update at ACEC April conference
- Next meeting will be in person in room 114 on March 16, 2022.