

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

**Meeting Minutes – June 23, 2022**

**Meeting Location:** NHDOT Room 114

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

**In Attendance:**

Bill Oldenburg, NHDOT (Chair)  
Mike Long, MJ (Co-Chair)  
Ted Kitsis, NHDOT  
JoAnn Fryer, F&O  
Maggie Baldwin, NHDOT  
Jennifer Reczek, NHDOT

Bill Cass, NHDOT  
Pete Stamnas, NHDOT  
Darren Blood, GM2  
Marty Kennedy, VHB  
Alex Koutroubas, ACEC

**Unable to Attend**

Rob Faulkner CHA  
Jim Marshall NHDOT  
Loretta Girard Doughty, NHDOT  
Tobey Reynolds, NHDOT  
Kevin Nyhan, NHDOT  
Chris Mulleavey, Hoyle Tanner  
CR Willeke, NHDOT

- 1) Special meeting held with members of the Front Office to discuss CQI proposal to improve project delivery. Marty Kennedy briefly reviewed the Committee's proposal including:
  - The DOT's role is to oversee the program
  - When DOT retains a consultant, the consultant serves in the design role
  - The consultant (PE) stamps the plan and therefore is responsible for the design and the design decisions
  - The DOT review should focus on ... does the design meet DOT design standards, which should eliminate personal preference type comments
  - Informal progress meeting held well in advance of submissions where DOT staff and consultant team collaborate with open and honest sharing of opinions on design issues
  - DOT and consultant embrace the use of technology (Bluebean, OneNote, TEAMS, etc.) for more efficient communications.
  - DOT and consultant to make decisions/recommendations within the context of the scope, schedule, and budget.
  
- 2) General comments CQI proposal:

- Front Office is supportive of this; and is one of the reasons they eliminated the salary caps.
- Jennifer noted that having monthly progress meeting with key staff (both internal & external) has increased collaboration on design teams, which is in line with the proposal suggestions.
- Maggie noted that they are taking a more collaborative approach for new projects which is in line with the proposal suggestions.
- It was noted that the current focus for some is on the process and each person's view of their responsibilities instead of a focus on delivering the project as a team.
- Discussed importance of mentoring staff to get to this place of collaboration.
- There is a significant burden on internal mid-level staff to guide projects/reviews. Most folks are just trying to keep head above water.
- Discussed that providing better documentation/clearer expectations of process & level of reviews needed would be helpful as staff are developing.
- Discussed that we need all the consultant community to increase delivery of services to be commensurate with this new direction.
- QC/QA should be added to each technical proposal. Discussed providing documentation with submittals to show that QC/QA has been followed.
- Construction Administration – need folks to do construction plan evaluation with a tone of partnership for decision making/field changes.
- Focus on decision documentation as project develops to help aid in design decisions as the project is implemented.

3) Discussed NHDOT's Engineer of Record Policy

- Pete noted that they are working on an Engineer of Record (EOR) policy and shared one page from the 7-page draft with definitions. He noted concern with the RSA definition of EOR, as it relieves responsibility from EOR for work performed and sealed by others. Pete would like to see the RSA changed and asked for feedback from the CQI group about this.
- They are continuing to refine this document and will release it for further discussion as it is finalized.
- Discussed that NSPE has a definition of Person in Responsible Charge.

4) Next steps:

- Communication plan: Need to identify points that have consistent agreement on messaging
- Implementation plan should have recommendations with specific examples of what expectations are w.r.t. decision making, review responsibilities, etc.
- Recommend presentation of this at the ACEC/NHDOT partnering meeting.

5) Next Meeting – Wednesday – July 20, 2022 at 1:30pm