

# ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – May 18, 2022  
1:30 -3:00 PM

**Meeting Location:** Highway Conference Room

## **In Attendance:**

Bill Oldenburg, NHDOT (Chair)  
Mike Long, MJ (Co-Chair)  
Ted Kitsis, NHDOT  
CR Willeke, NHDOT  
Jim Marshall, NHDOT - remotely

Darren Blood, GM2  
Marty Kennedy, VHB (Scribe)  
Loretta Girard Doughty, NHDOT  
Alex Koutroubas, ACEC  
Tobey Reynolds, NHDOT

## **Unable to attend:**

Kevin Nyhan, NHDOT  
Chris Mulleavey, HTA  
JoAnn Fryer, F&O  
Rob Faulkner, CHA

1) March CQI Meeting Minutes were accepted.

2) Topics of Discussion:

### **a) Continued Discussion on the Initiative to Improve Project Delivery**

Marty provided a brief overview of the proposal to advance projects, which was summarized in a 2-page document and provided to all members of the Committee in advance of the meeting. The Committee proceeded to discuss the document including the following:

- As part of consultant selection process, the Department may need to require consultants to submit QA/QC quals or evidence that the consultant has acceptable QA/QC procedures in place.
- May need to modify contract language to remove the “you shall” language and better define the role and responsibility of the Department and the consultant.
- It was suggested that the Department doesn’t have confidence that all consultants currently check their work. It was suggested that perhaps the consultant could submit a checklist at the time of submittal with the initials or signature of the individual who reviewed the specific checklist task and/or the firm’s project principal. Also, if the consultant is responsible for conducting the quality review, the negotiated budget needs to include the necessary hours.
- With the consultant being the engineer-of-record, we need to establish a means for small changes to be made (in a timely manner) during construction. If the consultant needs to

be brought in, can there be a mechanism in place where they can be under contract quickly?

- The request for the informal progress meeting needs to come from the consultant because they will know when they have something to present, discuss, or they need input from the Department. Don't schedule a meeting, just to have a meeting!
- For these informal progress meetings to be useful, the Department staff must be willing to provide their "opinion" on design related matters without having a detailed submission. This is a significant change from how things are done now.
- Internally, the Department needs to empower Administrators, PMs, and others to make decisions at these progress meetings or over the phone. There are some critical decisions such as the selection of an alternative (Front Office Meeting) or involve significant project cost changes (Estimate Review Committee) that will continue to be made at a higher level, but most other day-to-day design decisions need to be made by the project team. There most likely needs to be additional guidance on what does and does not require approval (or at least guidance) from the Front Office.
- Loretta suggested the following document edits:
  - Page 1, 5<sup>th</sup> paragraph, line 4, delete the word "minimum".
  - Page 1, 5<sup>th</sup> paragraph, add "and implemented" after "QA/QC procedures in place".
  - Page 2, 1<sup>st</sup> paragraph, add language stating that decisions at progress meetings need to be documented.
  - Page 2, 5<sup>th</sup> paragraph, include "scope" in the discussion of "how the design and review need to be conducted within the context of the budget and scope".

Although there are details that will need to be worked on, the Committee agreed to advance this Committee proposal to the Front Office. Bill Oldenburg will ask Bill Cass and Pete Stamnas to attend our next CQI meeting so that we can present and discuss the proposal.

### 3) LPA Topics

C.R. noted that Bridge Inspection reports are now on-line. The link was emailed to all ACEC firms. He also noted that the Department is working with municipalities on funding opportunities. Darren asked if bridge inspection photos will be added to the bridge inspection report site. C.R. will check into it.

As part of this discussion the internal NHDOT meeting held a few weeks back regarding "Issues of Common Concern" came up. It was noted in a previous meeting that, once this meeting was held, the Department would let the consultant community know about issues that affect the work going forward. It was thought that Jim Marshall (who had left the meeting by this point) may have minutes (or a list) of the issues. Mike volunteered to reach out to Jim. This may be a topic for a future partnering meeting.

4) Sub-Committee Updates

- a) Contract Sub-Committee – Darren indicated that the Committee hasn't met since Feb 2020. Waiting on material for standard scope from Jim.
- b) Bridge Sub-Committee – Lorretta noted that the Committee has been meeting regularly. The last meeting was on March 25<sup>th</sup>. The notes are posted on-line. The next meeting is scheduled for June 10<sup>th</sup>.
- c) Highway Sub-Committee – Tobey stated that the Committee meets monthly and has been focused on developing the checklists. Currently developing the Pre-Hearing checklist. The status of the design manual and checklist updates were presented at the recent NHDOT/ACEC Tech Conference.

5) Next Meeting – Wednesday – June 15, 2022