

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

Meeting Minutes – August 17, 2022

Meeting Location: NHDOT Room 114

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

In Attendance:

Pete Stamnas, NHDOT

Mike Long, MJ (Co-Chair)

Bill Oldenburg, NHDOT (Chair)

Darren Blood, GM2

Ted Kitsis, NHDOT

Marty Kennedy, VHB

Jim Marshall NHDOT (Scribe)

Loretta Girard Doughty, NHDOT

Chris Mulleavey, Hoyle Tanner

Alex Koutroubas, ACEC

JoAnn Fryer, F&O (Co-Scibe)

Rob Faulkner CHA

Unable to Attend

CR Willeke, NHDOT

Tobey Reynolds, NHDOT

Kevin Nyhan, NHDOT

- 1) Accept June & July CQI Meeting Minutes – Yes.
- 2) Discussed Memorandum concerning Engineer of Record Policy
 - Discussed Major design elements and what is stamped on in-house projects vs. consultant projects. Some design calculations are not stamped for consultant led projects if they are incorporated into plan set, stamp on front sheet covers that.
 - EOR is a Department Policy. There will be a procedure document that will further describe the implementation of the policy.

- Pete noted that they need to work toward having the ability to contract with EOR consultants during construction to address field changes. Could potentially add interim completion date for PE completion, then a final completion date for CE.
 - Maybe set up a separate contract approved at the same time as the design contract that would have a start date of the bids due and extend to the completion date of the contract.
- 3) Consultant led projects memo discussion. (Roles and Responsibilities)
 - General agreement on what is stated there. Pete & Bill O will be reviewing and providing any updates needed. The Purpose for this change shouldn't be focused only on the IJJA.
 - Agree with have consultant at Front Office meetings, consultants support the projects.
 - Pete noted he will be discussing in general DOT staff responsibilities for consultant led projects at the Highway Safety Day next week.
 - If the consultant is stamping the plans than DOT staff should not be changing the design.
 - Need to include in new all new consultant contracts that there will be more over the should review meetings with decision makers in the room to reduce review times.
 - The Department will still be making major project level decisions
 - Bill Cass and Pete Stamnas will be in attendance at the Partnering Meeting to support this direction (Both Bill and Pete were unable to attend)
- 4) Contract Standard SOW – discuss at the next meeting.
 - Set up an agreement that has bulleted list of what's in & out of the contract
 - Then setting up Supplement, Attachment B which will give more detailed description of the bulleted list. Standard paragraphs will be provided to be used by the consultant in developing the Supplement.
 - Bill is continuing in this direction (consensus this is appropriate direction). When done, he will email out for comment & discussion at the next meeting.
- 5) Partnering Meeting – September 23 – will limit one per firm.
- 6) Status of Sub-Committees (Next meeting)

- 7) Other:

- 8) Next Meeting – Wednesday – September 21, 2022