

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

Meeting Minutes – October 19, 2022

Meeting Location: NHDOT Room 203

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

In Attendance:

Bill Oldenburg, NHDOT (Chair)

Mike Long, MJ (Co-Chair)

Tobey Reynolds, NHDOT (Scribe)

Darren Blood, GM2

Ted Kitsis, NHDOT

Marty Kennedy, VHB

Kevin Nyhan, NHDOT

Loretta Girard Doughty, NHDOT

Chris Mulleavey, Hoyle Tanner

Alex Koutroubas, ACEC

Rob Faulkner CHA

Unable to Attend

Jim Marshall NHDOT

CR Willeke, NHDOT

JoAnn Fryer, F&O

- 1) Accept August & September CQI Meeting Minutes – Yes.
- 2) Discussed Partnering Meeting and discussion that have occurred since regarding the revised Consultant role in design contracts
 - How to add construction services in the contract was discussed. Developing a scope of work for construction services 2 to 5 years before you need them can be difficult. It was suggested to use the cost-plus profit method for construction services rather than cost-plus-fixed-fee. This will be discussed at the contract sub-committee meeting further to address this consistently on future contracts.

- There were some Bureaus and Firms caught off guard by this change in the design process. The committee believes that we are still in the communication phase of this change and we need to continue to promote and communicate this new approach. This will be critical to be sure this change is a success. The main players at the DOT; Highway, Bridge, Environment, and Construction can't be the only Bureaus on board to make this work. Other support Bureaus like Traffic, ROW, and Design Services also need to embrace this change.
- At the partnering meeting there was information provided that suggested additional design meetings or over the shoulder meeting would be needed to make this process work. There was some discussion on the DOT and the Consultants taking this to the extreme and requiring meetings every week on all projects was not the intent. Continued communication and discussions during scoping will help to find the number of meetings that are appropriate for each project.
- Would it be helpful for the Department to develop general guidelines for certain types of reviews based on the complexity or size of the project? Very large projects (i.e. Bow-Concord, Manchester Exit 6 & 7) may require non-typical review times and this should be discussed during scoping and scheduling.

3) Contract Standard SOW –

- Bill – Presented the standardized scope concept. A diluted Article I and a more detailed supplement. This will be forwarded to the CQI contract sub-committee for review and comment prior to approval.

4) Next Meeting – Wednesday – November 16, 2022