

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

Meeting Minutes – July 20, 2022

Meeting Location: NHDOT Room 114

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

In Attendance:

Bill Oldenburg, NHDOT (Chair)
Ted Kitsis, NHDOT
Jim Marshall NHDOT
Chris Mulleavey, Hoyle Tanner
CR Willeke, NHDOT
JoAnn Fryer, F&O (scribe)

Darren Blood, GM2
Marty Kennedy, VHB (acting co-chair)
Loretta Girard Doughty, NHDOT
Tobey Reynolds, NHDOT
Kevin Nyhan, NHDOT
Alex Koutroubas, ACEC

Unable to Attend

Mike Long, MJ (Co-Chair)
Rob Faulkner CHA

- 1) Accept June CQI Meeting Minutes – Marty provided some general comments from the meeting. Notes to be provided next month.

- 2) Discussed Memorandum concerning Engineer of Record Policy
 - Bill reviewed this EOR policy. It is an **internal** policy of how DOT will define the roles & responsibilities. Table provides the specific disciplines EOR for the individual pieces of the project.
 - Concern raised that the “Person in Responsible at the Project Level” - indicates a DOT employee which may be contrary to the purpose of reducing Department detailed checking and design decision making for consultant led projects. Noted that most in-house projects include some consultant tasks within the project also.
 - The excel spreadsheet attachment to the policy lays out: Affiliation (either NHDOT or a consulting firm name). The purpose of this document (for in-house projects) is to layout who has the responsibility so that they can be responsible for answering questions, making decisions on changes in the field, etc.
 - Communication Plan to internal staff: Will be distributed to all staff with a comment period; anticipate that there may be a lot of comments/concerns; b/c the SJD (Supplemental Job Description) requires PE for specific positions – now they will be required to use their PE stamp where this has not been required in the past.
 - **Discussed/agreed that there should be a separate policy document (one-page) that discusses how consultant led projects and how to improve project delivery.** Marty will take the lead to prepare for discussion next month.

- 3) Discussed Scheduling a Partnering Meeting:

- September 23, next one in January; subsequent years will be July & January as regular schedule.
 - Main topic of discussion for this September meeting would be project delivery (consultant led projects)
- 4) Consultant salary forms for contracts:
- Bill noted that the escalation calculation on the standard form is being changed to calculate monthly rather than yearly.
 - Stand-alone contracts have typically had OH rate fixed for the life of the contract. All projects will now be audited after the fact and OH rates will be trued up to actuals for the period of the work.
 - In the past, never escalated salaries in the on-calls. Durations used to be short enough that wasn't needed. Now seeing longer term contracts, so for each task order assignment they are willing to escalating rates, for new contracts. During fee negotiations, agree upon schedule & also upon escalations.
 - For future on-calls, NHDOT will allow use of current OH rate for fee negotiation on the on-call contracts; each year in the contract consultant can submit updated OH rates. Provide the current OH rate at each task order assignment.
- 5) LPA Topics, CR noted the following:
- Bob Hudson is working on updating the manual; hopefully before he retires. Will update to match new DOT policies
 - Ron Kleiner has moved back to Bridge. LPA projects bridge/structures work will go to Bridge for review until that position is filled.
 - Bill Watson is running interference with all the new grants & NOFOs coming in from IJJA.
- 6) Status of Sub-Committees (Next meeting)
- Loretta noted that the Bridge subcommittee met in June – notes will be posted.
 - Darren noted Consultant Contract Subcommittee hasn't met in a long time as they were awaiting DOT input; outstanding work item discussed:
 - Standardized Scope of Work/Fee Matrix: Bill noted that NHDOT is looking at the scopes for some of the major projects to look at the fee & tasks assigned with the fee, and determine if these can these be standardized by the submittals.
 - Darren noted an outline has been prepared previously. Have agreement on the task headings. Darren will send information to Bill as where it was left off. Part A is all set up by heading.
- 7) Other:
- Noted that projects for possible solicitation on the website, hasn't been updated. Bill O. agreed that this and the shortlist need updating. Website has been issue in past. Bill will update these lists to current.
 - Website is being updated by Silvertch to hopefully increase feasibility for quicker updates by a greater group of staff.

- Kendra took over for Bill Hardiman; she will be working on making updates for the audit; she will be getting more responsibilities including managing all consultant contracts through the process. This will help streamline the process and updating on website.

8) Next Meeting – Wednesday – August 17th, 2022