

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

Meeting Minutes – September 21, 2022

Meeting Location: NHDOT Room 114

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

In Attendance:

Bill Oldenburg, NHDOT (Chair)
Pete Stamnas, NHDOT
Jim Marshall, NHDOT
CR Willeke, NHDOT
JoAnn Fryer, F&O

Darren Blood, GM2
Marty Kennedy, VHB
Loretta Girard Doughty, NHDOT
Tobey Reynolds, NHDOT
Alex Koutroubas, ACEC
Mike Long, MJ (Co-Chair)
Chris Mulleavey, Hoyle Tanner (scribe)

Unable to Attend

Kevin Nyhan, NHDOT
Rob Faulkner CHA
Ted Kitsis, NHDOT

Guest

Maggie Baldwin, NHDOT

- 1) Do not believe there were minutes from the August 17th meeting.
- 2) Discussed I page document on Roles and responsibilities on consultant lead projects
 - Bill explained some edits made to the document.
 - Added a preamble to better explain the reasoning for the document.
 - Made some edits to the purpose section to better align with the NHDOT.
 - The rest of the edits were mostly grammatical changes but the overall intent remained the same.
 - Darren Blood made a comment to change responsible engineer to consultant.
 - The committee agreed with the changes to the document.
- 3) General discussion about the Oct. 7th Partnering Meeting:
 - Bill and Pete reiterated that the EOR Policy is for internal use only.
 - Based on new roles and responsibilities for consultants the DOT will take a more rigid look at workload for consultants.
 - QA/QC will not be done by the DOT it will be the consultant's responsibility and the DOT will require the consultants provide details of the QC/QC procedures.
 - Bill commented that he has concerns about the QA/QC individual shown by consultants when they are from out of state...How familiar are they with NHDOT procedures and requirements.

- It is the departments expectation that for stand alone projects that the consultants will be doing the complete project. (ie. They will need Survey, Geotech etc to meet the needs of the project).
 - Bill commented that the department will emphasize the importance of the department starting projects on time and mentioned the 5 guiding principles of the departments for project delivery:
 - Meet the intent of Design
 - Designs are completed and checked
 - Traffic control has been done
 - The project is constructable
 - Can it be constructed and paid for within the budget
 - Maggie Baldwin asked what the transition period for this new process will be. After lengthy discussion the intent is to enact as quickly as possible however very likely it will be looked at on a project-by-project basis initially.
 - Committee had an overall discussion on the logistics of the new process moving forward as agreed to and potential pit falls that could be expected.
- 4) Bill noted the following:
- Standardized Scope of Work – Bill is working on and will update what has been done by the contract subcommittee. Mentioned that a supplemental scope will be attached for project specifics.
- 5) CR noted the following:
- LPA training announcement is out
 - CMAQ solicitation for projects out end of this year
 - Mentioned that there are 201 LPA projects in the 10-year plan indicating that there is a lot of work coming.
- 6) Next Meeting – Wednesday – October 19, 2022