

# CONSULTANT QUALITY INITIATIVE (CQI) Meeting

NHDOT

7 Hazen Drive, Concord, NH

In person Room 112/113 – Franklin Pierce Room

Wednesday, December 21, 2022

2:30 pm – 4:00 pm

## MEETING NOTES

### 1) Attendees:

- ACEC: Alex Koutroubas, Mike Long, Marty Kennedy, Chris Mulleavey, JoAnn Fryer, Darren Blood
- NHDOT: Bill Oldenburg, Jim Marshall, Ted Kitsis, Tobey Reynolds, Kevin Nyhan, C.R. Willeke (scribe)
- Absent: Loretta Doughty, Rob Faulkner

### 2) November CQI Meeting Minutes: Adopted

### 3) Topics to Discuss:

- Update on Project Delivery Plan communication to other Bureaus
  - i. Internal Communication
  - ii. One Page Summary on Website?
  - iii. Guidelines for Review
  - iv. Consultant Construction Support?
  - v. Progress Measurement
  - vi. Update with Bill Cass?

#### i, ii, and iii

DOT is reaching out to internal bureaus for comments on PDP (project delivery plan) Setting up one on one meetings with Traffic, Geotech, Turnpikes, ROW, Utilities, etc... to discuss PDP including submission timelines and returning project plan comments in a timely manner. Roles and Responsibilities handout will be explained, and senior staff will listen to concerns. Question: Do more detailed guidelines need to be developed and set? Possibly take one page PDP into more detail during meetings? NHDOT hesitant to post guidelines online yet until a bulleted list is developed and more internal communication has been done. Possibly CQI consultants can develop a more detailed list or Roles and Responsibilities for the Department. After more discussion it was determined the overall philosophy (current information) of more efficient project delivery would be ok to post.

#### iv

Consultant Construction support – no progress to date but in the near queue

#### v

Progress Measurement – CQI committee will work on

#### vi

Update with Bill Cass? – plan is to ask Bill Cass, Dave Rodrigue, and Andre Briere to speak at the April conference

- Issues of Common Concern/Winter Tech Conference (3:00 – 3:15)

Committee looking at a February date. Possibly District Construction Engineers (DCE's) speak and mention constructability issues. Build America / Buy America (BABA) could also be discussed.

- Contract Extensions (3:15 – 3:35)

- i. How long is too long to adjust budget ceiling

Example of an older task order delayed for several years then being revived with consultant using older rates. Can't complete the work with budget because hourly rates are much higher. How long is it? 2 years / 3 years? This type of change to a consultant contract is difficult and would need to be explained to G&C which can be very challenging. A change in scope to the project is easier to justify. Changes to contracts have been done in the past. Language in Article 2A in consultant contracts allows for changes. This type of contract change would need to be on a case-by-case basis.

- Projects Soliciting for Interest/Future Projects List (3:35 – 3:45)

Website was updated by Bill Oldenburg last month

#### 4) LPA Update

CMAQ applications are due January 6<sup>th</sup>. Federal and State Bridge Aid solicitation is planned to be sent out in January to approximately 60 municipalities that rank highly in terms of red list municipal bridge ranking criteria.

#### 5) Status of Sub-Committees

- Consultant Contract Subcommittee:

Jennifer and Darren reviewing standardized scope of work

- Highway Design Subcommittee

They are working on check lists and highway design manual

- Other Items

Ted Kitsis is retiring – CQI committee will miss him!

*Subsequent to the meeting Nicki Hunter will be replacing Ted as Construction Administrator*

#### 6) Next Meeting – Wednesday – January 18<sup>th</sup>, 2023 2:30pm to 4:00pm