

In an effort to streamline the project review process the NHDOT, in partnership with ACEC firms, has implemented the following policy that is to be followed on all consultant lead projects.

Roles and responsibilities on Consultant lead projects.

Preamble

The increased level of funding available through the Infrastructure Investment and Jobs Act provides a rare opportunity to advance much needed infrastructure projects that can address current and future needs, spur economic growth, and enhance the lives of New Hampshire residents. The expectations for delivery are high at a time when both NHDOT and the consultant community are challenged for resources.

Purpose

To maximize the use of available resources and align responsibilities for engineering decisions in the most appropriate manner the New Hampshire Department of Transportation in partnership with ACEC firms will streamline the project design process by defining roles and responsibilities and working collaboratively.

Roles and Responsibilities

When the NHDOT retains a consultant to design a project, the professional engineer for the consultant who will be placing their Professional Engineering (PE) stamp on the plans is responsible for the design and for design decisions. Similarly, when the prime consultant retains the services of a subconsultant, the subconsultant who will be placing their PE stamp on the plans is responsible for the specific elements of their design and for related design decisions.

Major decisions such as the selection of an alternative or a design decision that could substantially increase the cost or delay the delivery of the project shall be made by the NHDOT. Otherwise, all day-to-day design decisions would be made by the professional engineer who is responsible for the design (in Responsible Charge).

Project progress meetings attended by NHDOT staff, and the consultant team will be held in advance of project submissions. All attendees are encouraged to share their thoughts and opinions openly and honestly on the various design elements. This collaborative meeting will contribute to a more efficient design and reduce the time and effort needed to review the submission.

Given that the consultant is responsible for timely delivery of the design and for making the day-to-day design decisions, technical reviews conducted by the NHDOT will focus on whether the design submitted by the consultant meets NHDOT requirements (scope, constructability, traffic control, items/pay limits). The consultant (the responsible engineer) is expected to make presentations at all project related NHDOT meetings (Front Office, Traffic Control, Estimate Review, etc.).

NHDOT staff and the consultant will make decisions/recommendations within the context of the project scope, schedule, and budget. This is not to say that scope, schedule, and budget will drive all decisions, but to efficiently advance projects, the scope, schedule, and budget need to be primary considerations.