**NHDOT/ACEC**

**CONSULTANT QUALITY INITIATIVE (CQI) MEETING**

Meeting Minutes – May 17, 2023

1:30-3:00 pm

**Meeting Location:** NHDOT Room 211 (Highway Design Conference Room)

**In Attendance:**

Bill Oldenburg, NHDOT (Chair) Darren Blood, GM2

Mike Long, MJ (Co-chair) Marty Kennedy, VHB

Kevin Nyhan, NHDOT Loretta Girard-Doughty, NHDOT

CR Willeke, NHDOT Alex Koutroubas, ACEC

Jim Marshall, NHDOT Nickie Hunter, NHDOT

Tobey Reynolds, NHDOT JoAnn Fryer, F&O

Chris Mulleavey, HTA (Scribe)

**Unable to attend:**

Rob Faulkner, CHA

**Minutes:**

1. April CQI Meeting Minutes were accepted.
2. Updates on subcommittees
	* 1. **Contracts**: Darren relayed that the group is focused on the Standard Scope of Work document and that they are making progress.
		2. **Bridge**: Loretta had nothing to report. The next meeting is on June 9th.
		3. **Highway**: Jim relayed that the committee met on May 2nd and that the committee is working on the Preliminary Design Check list however they are in a bit of a holding pattern waiting on the Std. Scope of work Document as it will guide the Preliminary Checklist. The committee is also working on other revisions to checklists: drainage display, utility display and erosion control design guidelines.
	1. **Erosion Control Plans/SWPPPs Update**: Kevin indicated that the preliminary draft internal procedures for Erosion Control Plans, Stream Diversions, and Turbidity Sampling and Control that were submitted to DES were okayed with minor revisions. The mixing zone procedure approval is almost there as well. Kevin is working with the wetland’s bureau on internal and external messaging about the procedural changes. He indicated that it should be resolved soon. Kevin will also be attending the upcoming ACEC Partnering Meeting to present the new procedures and to answer questions.
	2. **Partnering Meeting Update/Agenda discussion**: The committee discussed the logistics of the meeting to be held June 2nd.
	3. **Website Postings**: The DOT is in a crossover point between our current web designer software and the new one: Drupal. The webpage is changing on June 1st. Bill mentioned that the new website will facilitate getting items posted to the website in a timely manner. Bill discussed some of the challenges with Drupal and that they are kind of in a holding pattern until the new software is up and running.
	4. **OpenRoads Designer**: Discussion on the challenges the consultants are facing as well as the DOT. Comments were: The plans will not look the same as in the past, Sample draft plans will be shared by the DOT, the cell library is almost complete, and 3D seems to be the issue in design plans. The committee recommended that this be a future topic for the HWY subcommittee.
	5. **Contract Language Modifications:** Bill outlined changes to several sections i.e. Word processing, Deliverables, ADA link, meal reimbursement and mileage as well as modifications to the QC language and the expectation for the consultants on providing QC and the meetings section. The DOT will be providing guidance documents for presentation to ERC, Traffic Control, Design Submission meetings for example.
	6. **DBE:** The committee had a brief discussion on the latest requirements.
3. Next meeting: June 21, 2023