**NHDOT/ACEC**

**CONSULTANT QUALITY INITIATIVE (CQI) MEETING**

Meeting Minutes – April 19, 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 (Scribe) Loretta Girard-Doughty, NHDOT

CR Willeke, NHDOT Alex Koutroubas, ACEC

Jim Marshall, NHDOT Nickie Hunter, NHDOT

Tobey Reynolds, NHDOT JoAnn Fryer, F&O

**Unable to attend:**

Chris Mulleavey, HTA

Rob Faulkner, CHA

**Minutes:**

1. March CQI Meeting Minutes were accepted.
2. Topics of Discussion
   1. Darren relayed a question from member firms of ACEC related to the pre-qualifications process for LPA consultants. Can the qualifications be broken out by “Highway” and “Bridge?” The solicitation indicated that a firm or team has to be qualified in both. Members present shared mixed emotions. The list is not a requirement for a community to use, but options of known/accepted firms/teams. After discussion, it was agreed that the current requirement to be qualified in both areas is a good idea so that communities are not confused and/or unintentionally in error if they select a firm that happens to not be approved for bridges, but are for highway or vice versa.
   2. Updates on subcommittees
      1. **Contracts**: Darren indicated that at their 4/5/2023 meeting progress was made. They have developed a robust outline, and posted it to OneDrive. Access is being provided to subcommittee members. Next meeting is on 5/5/2023.
      2. **Bridge**: Loretta had nothing to report.
      3. **Highway**: Jim indicated that they had a hard time setting up a meeting, but one is scheduled for 5/2/2023.
   3. **Erosion Control Plans/SWPPPs Update**: Kevin provided preliminary draft internal procedures for Erosion Control Plans, Stream Diversions, and Turbidity Sampling and Control. The goal is to increase transparency of requirements, socialize the requirements through the Department and facilitate construction such that DES is limited in approvals in construction. Kevin is meeting with DES on Friday 4/21/2023 to gain support. After DES agrees and/or revisions are made, the procedures will need to be approved in the SOS. Interim steps may be working on any plan notes/line styles that may be needed for engineering plans. Mike asked about training needs. Kevin indicated that training would be provided. Date/process on training TBD.
   4. **OpenRoads Designer**: NHDOT requires it for design, subject to the modification of the PM. Highway Design is trained on OpenRoads. Training is being set up for Bridge Design. The DOT still does MicroStation projects. The consensus for consultants was currently that OpenRoads is problematic for NH DOT, as requisite cell libraries have not been developed. In other states it is easier (Vermont, Connecticut, Florida) as they are further along in using OpenRoads. In addition, there are program stability issues. The DOT should expect challenges from the consultants. Question: Can NH DOT use other states libraries, etc. to advance where we are right now? Question remained unanswered.
   5. **Website Postings through Email**: Question: Can shortlist results and/or selection, etc. be sent to all firms through E-mail? The DOT is in a crossover point between our current web designer software and the new one: Drupal. Bill discussed the challenges with Drupal. Question remained unanswered.

When sending E-mails to shortlisted firms, Daren asked if there could be a message to “please confirm receipt of this email.” Bill said that we should be doing this, and a mutual confirmation is a good idea.

* 1. **Consultant Selection Committee Decisions:** Bill shared changes to the consultant selection procedure that are coming which will speed up the process. In the future, Consultant Selection Committee decisions on shortlisting and selection will no longer be sent to the Front Office for APPROVAL, but for INFORMATION. The Consultant Selection Committee recommendations will become decisions. In addition, when task orders are developed for on-call contracts Administrators will have a $250,000 approval limit before the Director is required to approve it. These changes will speed up the process. Assistant Commissioner approval will no longer be needed.
  2. **Construction Contracts:** Bill indicated that design contract completion dates will be modified so that shop drawing reviews during construction can occur. There will be an interim completion date for design that will coincide with contract award. In addition, future time extension may no longer need to go to G&C.
  3. **Partnering Meeting**: The tentative date for the next Partnering Meeting will be June 2nd. The meeting will plan to be 2 hours long, not 3 hours long. Topics:
     1. “How are we doing with the contract changes?” Progress is being made, but this topic should focus on, “How are we doing?” not “Review of the process.” We need more time to grow into it.
     2. Water quality/Erosion Controls update by Kevin
     3. LPA update by CR

1. Next meeting: May 17, 2023