

NHDOT/ACEC
CONSULTANT QUALITY INITIATIVE (CQI) MEETING

Meeting Minutes – June 21, 2023

1:30-3:00 pm

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

In Attendance:

Tobey Reynolds, NHDOT (Chair)	Darren Blood, GM2
Loretta Girard-Doughty, NHDOT (via Teams)	Marty Kennedy, VHB
Kevin Nyhan, NHDOT	JoAnn Fryer, F&O
CR Willeke, NHDOT	Alex Koutroubas, ACEC
Nickie Hunter, NHDOT (scribe)	Rob Faulkner, CHA

Unable to attend:

Mike Long, MJ (Co-chair)
Chris Mulleavey, HTA
Jim Marshall, NHDOT

Minutes:

- 1) May CQI Meeting Minutes were accepted.
- 2) Updates on subcommittees
 - a) **Contracts:** Darren relayed that the group met and continued working on the Standard Scope of Work document and are making progress.
 - b) **Bridge:** No meeting - June 9th meeting was postponed. Open Bridge Modeler training scheduled for NHDOT forces in mid-July. Rob F. asked if this training would be available to consultants. Loretta said that had not been discussed and was not planned. JoAnn reported that Maine DOT provided 10 extra seats, at a cost, to consultants. ACEC Maine paid for the seats, consultants reimbursed ACEC Maine.
 - c) **Highway:** Tobey noted that Bill Caswell attended the last meeting and did a PPT presentation on OpenRoads, available on ACEC website.
- 3) **Erosion Control Plans/Stream Diversion Plans/Mixing Zone Plans:** Kevin noted that NHDOT has approved the policy documents for Erosion Control Plans, Stream Diversion Plans, and Mixing Zones (not yet posted to SOS). Moving in a positive direction. AGC wants to keep the erosion control strategy sheet. Kevin continuing to iron out final procedural details and expectations with NHDES. Will focus on AOT compliance MOA. All eyes on NHDOT to do it correctly.
- 4) **Website Postings:** Tobey shared that the roll out of NHDOT's website is delayed. It is taking DoIT a lot longer to review DOT website due to its size. No date was given from IT for deployment, but they are actively working on it.

- 5) **Extra Invoicing Dates:** Bill O. noted at the May partnering meeting that invoices were not to span 3 dates: January 1st; June 30th (now the standard), and October 1st. At today's meeting, the consultants expressed concern with this. Tobey noted the reason was apparently at the request of the auditors. Darren, with agreement from his counterparts, asked that this be reconsidered. End of state fiscal year is not a problem, but meeting the other dates starts to be a challenge. No other states have asked for these dates. They only ask for their state's fiscal year. Is it less work to provide information on audit specific projects – but is it accurate? Need to make plus/minus corrections around the due dates. Could invoicing data be pulled together for a specific audit request versus requiring for 100% of invoicing. Loretta offered to work with Tobey in revisiting this topic.
- 6) **Standardized Invoicing Improvements** – Darren suggested this task be pushed to the Consultant Contract Subcommittee. All agreed.
- 7) **Submission “Streamlining” Mentioned @ Partnering Meeting** – Tobey suggested the Bridge and Highway Subcommittees take this on since they're closer to the work. May be an opportunity to better align the submissions. Some of it may be captured in the Standard Scope, but is there a better way to turn things around more quickly (e.g. electronic submissions, Bluebeam view, informal vs. formal submissions)? Mass DOT invites consultants to its Bluebeam Sessions.
- 8) **Project Delivery Plan Implementation** – NHDOT is beginning to socialize this effort. Not much feedback was heard after Bill O.'s presentation at the May partnering meeting. Currently, NHDOT tracks 8 milestone dates (Start, Hold Last PI Meeting, Hold Public Hearing, Begin Slope & Drain, Complete Final NEPA, Begin ROW acquisition, Submit Env. Permitting Plans, Advertising date). Each milestone has an Original Target Date, PM Target Date, and check box when Complete.
- 9) **LPA Updates** – NHDOT is considering idea of incentivizing meeting project delivery dates to get more projects out and reduce the backlog (i.e. Fed/State match would be higher if LPA beats the date). Very preliminary - Initial conversations only.
- 10) **Next meeting:** August 16, 2023 (no meeting in July) – encourage subcommittees to meet.
 - a. Make sure fall partnering meeting (Oct.) and winter technical meeting (Jan.) are on the next agenda.