

February 22, 2023

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
BUREAU OF HIGHWAY DESIGN
CONFERENCE REPORT**

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: January 25, 2023

LOCATION OF CONFERENCE: NHDOT, Profile Conference Room 161

ATTENDED BY:	<u>NHDOT</u>	<u>CONSULTANTS</u>
	Bill Oldenburg	Darren Blood (co-chair)
	Tobey Reynolds	Marty Kennedy
	Jennifer Reczek (co-chair)	Roch Larochelle Jason Beaudet

1. A welcoming and introductions of the committee members occurred. The meeting generally followed the agenda (attached).
 - A review and discussion of the Project Statement document (attached) ensued.
2. A brief review of outline and the work on the SSOW completed to date was presented.
3. A general discussion about the Division of Work relative to the current project development process, checklists, and committee understanding of these items occurred.
 - Will the Standardized Scope of Work (SSOW) be used for only stand-alone projects or on-call task order assignments as well? Consensus was that the SSOW could be the starting point for tasks through a Statewide on-call agreement as well.
 - How will the SSOW integrate with the Divisions of Work reported on the standardized invoices? A discussion ensued about Part A, Part B, Part C, Preliminary Design, Final Design, and what should be included in each.
4. Next Steps
 - Next meeting will focus on the current project delivery process, submissions, checklists, project development process, and Divisions of Work. All these items need review and edit simultaneously to increase clarity and accelerate project development.
5. Next Meeting, March 2, 2023
6. Parking Lot
 - 3D deliverable language
 - Updates/Standardized Invoicing Review
 - Ownership of Plans
 - Changing Audit Contract Language

ACEC-NHDOT Contracts Subcommittee Meeting Agenda
11:00-12:00, January 25, 2023

Profile Conference Room 161

1. Review and Discuss Project Statement (All)
 - a. For only stand-alone projects? Or for task order scope development for on-call agreements?
 - b. How will the SSOW integrate with the Divisions of Work? What are the ideal Divisions of Work?

2. Review of Work Completed to Date
 - a. Outline developed by Subcommittee
 - i. Pre-Preliminary
 - ii. Preliminary
 - iii. Slope & Drain
 - iv. TS&L
 - v. Preliminary Bridge Plans
 - vi. Environmental Coordination Efforts
 - vii. Public Involvement, Meetings, Project Administration
 - b. Other Bureau specific contributions, BOE, M&R

3. Next Steps/assignments

4. Next Meeting, monthly?
 - a. Standardized Scope of Work (Continue)

5. Parking Lot
 - a. 3D Deliverables Contract Language
 - b. Standardized Invoicing Review
 - c. Ownership of Plans
 - d. Project Audit Contract Language

ACEC Contracts Sub-Committee – Standard Scope of Work Project Statement

<p>NHDOT Members: Bill Oldenburg, Asst. Director Project Development Jim Marshall, Highway Design Administrator Tobey Reynolds, Chief Project Manager Jennifer Reczek, Bridge Consultant Section Chief (Co-Chair)</p>	<p>Consultant Members: Darren Blood, GM2 (Co-Chair) Marty Kennedy, VHB Roch Larochelle, HDR Jason Beaudet, CMA Josh McAllister, HEB</p>
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<p>Primary objective</p>
<p>To develop a Standard Scope of Work for use on consultant-designed projects managed by NHDOT Bureaus of Highway or Bridge Design.</p>

<p>Summary Statement</p>
<p>The intent is to develop a standard Scope of Work (SSOW) which captures all items required in the development of 90% or more of the NHDOT Highway Design and/or Bridge Design projects. It will not capture items utilized only in rare instances or for one-of-a-kind projects (e.g. fuel sites, building demos, compensatory mitigation). The SSOW is intended to replace the unique scope document currently written by the consultant firm for each Agreement, which is currently included in the Agreement as an Attachment.</p> <p>The SSOW will:</p> <ul style="list-style-type: none"> • Create consistency between all consultant agreements, • Set a common expectation for the work to be performed, • Provide opportunity for adjustment to include project-specific information or additions as may be necessary for unusual projects, • Be coordinated with the Environmental Scope of Work currently utilized by the Bureau of Environment, • Allow for development of a corresponding Standard Fee Matrix to be used as the basis for Fee and IGE development and negotiations, • Streamline the development of Article I, as it will contain only a high-level description of the work, and will be intended to be applicable to all Highway and Bridge projects, and • Be organized into enough major categories to allow those categories to be used as the Divisions of Work in the NHDOT Standardized Invoice. <p>After, or in conjunction with, development of the SSOW the committee will also create a Standard Fee Matrix, develop revised language for Article I of the consultant Agreement, and provide a brief document explaining how these documents are to be used.</p>

Deliverables timetable:	Target Completion date	Completion Date
Standard Scope of Work – Final Outline		
Standard Scope of Work – Draft document		
Standard Scope of Work – Final document		
Article I revisions – Draft		
Article I revisions – Final		
Standard Fee Matrix - Draft		
Standard Fee Matrix - Final		
User Documentation		