

March 28, 2023

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

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: March 2, 2023

LOCATION OF CONFERENCE: NHDOT, Profile Conference Room 161

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

1. The Department has moved away from project phase descriptions of Part A, Part B, etc. Preliminary and Final are preferred design phase descriptions going forward.
2. A discussion about the Divisions of Work for Preliminary Design ensued. This will be the basis for the Standardized Scope of Work (SSOW).
3. Next Steps
 - Develop draft SSOW based on the agreed to Divisions of Work.
4. Next Meeting, April 5, 2023
5. Parking Lot
 - 3D deliverable language
 - Updates/Standardized Invoicing Review
 - Ownership of Plans
 - Changing Audit Contract Language