

August 21, 2023

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

**PROJECT:** ACEC-NHDOT Contracts Subcommittee Meeting

**DATE OF CONFERENCE:** July 5, 2023

**LOCATION OF CONFERENCE:** GM2, Conference Room

**ATTENDED BY:**

NHDOT

Jennifer Reczek (co-chair)  
Tobey Reynolds

CONSULTANTS

Darren Blood (co-chair)  
Jason Beudet  
Marty Kennedy  
Roch Larochelle

1. Meeting minutes for May were accepted.
2. The group reviewed the compiled draft SSOW and discussed improvements. Jennifer will edit and forward a draft prior to the August meeting for review and discussion.
3. The invoicing dates mentioned at the NHDOT/ACEC Partnering Meeting were discussed. Tobey mentioned that he had polled NHDOT internal staff for opinions, and the requirement is expected to be different than what was shown at the Partnering meeting. Some due diligence is still necessary prior to full rollout. If there is a change, the power point from the Partnering Meeting should be edited to avoid confusion.
4. Streamlined Submissions – There was a brief discussion about streamlining the project development process. There should be an eye toward efficiency during the development of each project's scope of work to discern if all milestone submissions are necessary.
5. Standardized Invoicing – The group will take a fresh look to improve the standardized invoicing practices. In particular, the certified payroll and progress reports by Division of Work (narratives) were discussed.
6. Next Steps
  - SSOW editing.
7. Next Meeting, August 24, 2023