

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

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: August 24, 2023

LOCATION OF CONFERENCE: NHDOT, Profile Conference Room 161

ATTENDED BY:

NHDOT

Jennifer Reczek (co-chair)
Tobey Reynolds

CONSULTANTS

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

1. Meeting minutes for July were accepted.
2. The group reviewed the compiled draft SSOW and discussed improvements. Jennifer will edit and forward a draft prior to the October meeting for review and discussion.
3. The duration from consultant selection to Notice to Proceed is an ongoing schedule issue.
4. There was a discussion on the prior implementation of the Standardized Invoicing and whether invoice payments improved. Standard invoicing was rolled out at around the end of 2018. There are still some legacy projects in older invoicing formats.
5. Separate on-call invoices may decrease delay in review and approval. This would especially be the case if one part of the invoice (an individual task) is holding up payment for all the other tasks. This is something that requires additional consideration.
6. The percentages complete versus hours versus dollars can create unnecessary discussions and delays in invoice approvals.
7. The certified payroll portions of the invoice can use the Deltek output if the same information is contained as in the standardized invoice format. i.e. name, rate, hours, day worked, etc. Daren to provide an example to Tobey. Some consultants are already doing this substitution.
8. Titles may not be necessary on the certified payroll. This will require a review and change to the invoicing manual. More discussion is needed.
9. Any changes to invoicing procedures can be easily changed, updated, disseminated, and reviewed at the NHDOT monthly PM meetings.
10. The certified narrative was discussed and whether it can be abbreviated by avoiding breaking down the narratives by Division of Work as it used to be a cover letter. Perhaps

reformat to one narrative for all work during the period instead of separate sheets. Finance may need to be consulted.

11. Can the supplemental documents like the NTP be eliminated from every invoice? It is useful on statewide agreements relative to the OH applied to the task and checking that it is correct.

12. Next Steps

- SSOW editing.

13. Next Meeting, October 11, 2023