

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

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: October 11, 2023

LOCATION OF CONFERENCE: TEAMS Hosted Meeting

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

Previous Meeting Minutes Approval

- The August 24, 2023 minutes were approved.

Standard Scope of Work (SSOW)

- Revisions and comments were reviewed, Sections 1 through Section 4
- There was discussion with the amount of specificity and who the intended user will be. It was agreed that the target user should be the median and that the specificity of the scope should strive to be as concise as possible.
- Efforts focused on keeping task/deliverable appropriate with the level of design/engineering completed.
- Select areas of the document that were reviewed will need further review by the committee before finalization.
- It was discussed that 90% of projects will utilize the SSOW. A guidance sheet will be included to provide clarity. If there is a unique/one off element required of a project but otherwise it would meet the intent of the SSOW, that element should be added to the end of a Section or at end of the document.

Next Steps

- Continue SSOW review.
 - Send Section 6 to be reviewed by environment.
- Article I discussion.
- Standard Fee Matrix.

Next Meeting

- October 25, 2023 @ 2:30 PM