

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

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: October 25, 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)
	Tobey Reynolds	Jason Beaudet (Scribe)
	Kevin Nyhan	Marty Kennedy Roch Larochelle

Previous Meeting Minutes Approval

- The October 11, 2023 minutes were approved.

Standard Scope of Work (SSOW)

- Environmental
 - The inclusion of work class codes was discussed
 - Kevin and other environmental folks will look at condensing the section
 - Jennifer to provide document for review (on OneDrive)
 - Kevin will be able to turn this around in a month
- Slope and Drain (S&D)
 - Portions for S&D need to be completed before hearing
 - If possible, the checklist only should be used
 - Checklist needs to be located in location that will not change and will be dated
 - Checklist would be attached and crossed out as needed
- Certain areas will need elaboration, but some ability to add specificity.
- Over the Shoulder (OTS) meetings shall be changed to Project Collaboration Meetings
 - These meetings will focus on achieving the direction NHDOT is moving in related to consultant project management
 - See handout from Marty for description

Article 1

- To be simple and short
- Same for all projects
- Purpose and Need to be added to the Alternative Analysis
- Jennifer to comb through Article 1 again

Next Steps

- Continue SSOW review.

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

Next Meeting

- November 13, 2023 @ 10:30 AM