

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

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

**DATE OF CONFERENCE:** November 13, 2023

**LOCATION OF CONFERENCE:** NHDOT, Profile Conference Room 161

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

**Previous Meeting Minutes Approval**

- The October 25, 2023 minutes were approved.

**Standard Scope of Work (SSOW)**

- Environmental
  - Kevin worked with BOE members to get comments on the environmental section which he received on 11/10/2023
  - Committee completed a high-level review with Kevin of the comments received
  - Kevin will vet the comments and provide a streamlined version for the committee to review in future/next meeting
  - Anything new that has an 80% chance of coming to fruition should be included
  - Tasks that will be in 50% of the projects or more should be included in the SSOW

**Article 1**

- GIS standards should be included, Kevin to provide document that specifies requirements
- Jennifer reviewed and generally simplified the document by list the information needed, opposed to suggested specific language
- Goal is to only modify Section A with minimal strikeouts for the remainder of the documents and have one contact document composed of Article A and SSOW, but eliminate duplicity as much as practicable
- General Scope of Work
  - Article 1 needs to have generic language for tasks to be included to avoid being required to put out new solicitations for additional work
  - Make the list as robust as needed and eliminate need for extraneous detailed information following it
  - Include all the points and strikethrough what is not needed
  - Include scope of work specific section C below section B
  - The list of 12 should be expanded to generally cover items in the SSOW
    - Committee to compare with SSOW and update the list of 12 accordingly
- Specific Scope items should be removed from Article 1 because they are contained in SSOW

- Article for legal ease and federal rules
  - SSOW presents project specific scope
    - This is where editing should be completed
- Submissions (H)
  - Language needs to be reviewed and updated to remove antiquated language and reflect current standards
- Date
  - A specific date should be used and not linked to a deliverable/milestone

### **Next Steps**

- Continue SSOW review.
  - Finalize Section 6
- Continue Article I discussion
- Standard Fee Matrix.

### **Next Meeting**

- December 6, 2023 @ 2:00 PM