

CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Wednesday, October 18, 2023

1:30 pm – 3:00 pm

FINAL MEETING MINUTES

Meeting Location: NHDOT, Room 211 – Kancamagus Room and via Teams

In Attendance:

Tobey Reynolds, NHDOT (Chair)
Loretta Girard Doughty, NHDOT (Teams)
Jennifer Reczek, NHDOT
C.R. Willeke, NHDOT (Scribe)
Jim Marshall, NHDOT
Kevin Nyhan, NHDOT
Nickie Hunter, NHDOT

Darren Blood, GM2
Marty Kennedy, VHB
JoAnn Fryer, F&O
Alex Koutroubas, ACEC
Rob Faulkner, CHA (Teams)
Mike Long, MJ (Co-Chair)
Chris Mulleavey, HTA

Unable to attend:

- 1) Assign Scribe (DOT even months, ACEC odd months)

C.R. Willeke volunteered to be scribe.

- 2) Accept September CQI Meeting Minutes

Minutes accepted.

- 3) Topics to Discuss:

Updates on CQI Subcommittees

- Consultant Contract Subcommittee

The subcommittee met last week and will meet next week again relative to the standardized scope of work. Five sections have been completed and five sections remain to be completed. The plan is to try the standardized scope of work on an upcoming Preliminary Design project once all sections are complete.

- Bridge Subcommittee

The subcommittee met in September and will meet again in December.

- Highway Subcommittee

The subcommittee is working on CADD standards.

Consultants Doing ROW Acquisitions

Alex Koutroubas reported that there were not a lot of responses from his follow up request to other agencies on how much ROW acquisition work is being handled by consultants. Connecticut and Massachusetts use in-house forces and it appears most other agencies do as well.

List of Emergency Firms

Alex Koutroubas reported he is working on refining his request to ACEC member firms to better outline scope and expectations of being on a list of available firms for emergency services. Group discussion include immediate availability (with 24 hours) for storm responses and assessments (possibly not eligible for FEMA reimbursement) versus less immediate but still short response time related to working with FEMA and other regulatory agencies to move repairs forward. A suggestion was to include an hourly rate for firms' services. A suggestion was to possibly include a letter of intent and/or draft contract for services. It was stated the expectations of being on the list should be clear, the list of firms should not be too long and should include serious firms only.

Engineer of Record – Sealing Preliminary Design Report / Public Hearing Plans

NHDOT is looking to better document preliminary design documents and wanted to discuss with the CQI committee firms the times when PE sealing a Preliminary Design Report and/or a Public Hearing Plan would be appropriate. Chris Mulleavey mentioned RSA 310-A:18 (shown below for reference). He noted that preliminary design documents like this should be sealed (stamped, signed, and dated) only when issued or filed for public record. All of the ACEC members present recommended that in addition to sealing a preliminary design document, the documents should also say "Preliminary – Not For Construction". The likely course of action for the Department going forward will be to only require the Preliminary Design Engineer of Record to seal the Preliminary Design Report and the Public Hearing plan only when a project goes to a public hearing. Those documents would also be marked "Preliminary – Not for Construction". If the project does not require a public hearing, then these preliminary design documents are not being issued or filed for public record and therefore would not require a PE seal.

Professional Engineers

Section 310-A:18

310-A:18 Certificates; Seals. – The board shall issue a license, upon payment of the fee established by the office of professional licensure and certification, to any applicant who is a member of the board, has satisfactorily met all the requirements of this subdivision. Licenses shall be issued in the name of the licensee and have a serial number. The issuance of a license by the board shall be evidence that the person named in the license is entitled to all the rights and privileges of a professional engineer while the license remains valid. Each licensee shall, upon licensure, use the design authorized by the board, bearing the registrant's name and the legend, "Licensed Professional Engineer." All papers or documents involving the practice of engineering under this subdivision, when issued or filed for public record, shall be dated and bear the signature and seal of the licensee who prepared or had responsibility for and approved them. It shall be the duty of the licensee to stamp or seal any documents with such seal after the license of the licensee has been issued.

Review of Working Drawings

Nickie Hunter handed out documents related to working drawings during the construction phase of a project. One document handed out was a proposed supplemental specification to section 105 of NHDOT standard specifications that has already been approved by the specifications committee, as well as the AGC/contractor community. Other documents handed out included current samples of various engineering firm stamps and a draft NHDOT procedure related to Section 105 supplemental that discusses stamping for three situations: Approval, Acceptance, and Documentation.

Ideally, NHDOT would like to consultant community to adopt the same stamping procedures for construction submittals from contractors as NHDOT for consistency and uniformity during construction. The CQI firms will look over the material handed out and provide comments. It was noted that the overall process seems reasonable but the legal issues with changing each firm's language on their submittal stamps could be difficult.

LPA Topics – C.R. Willeke continued to encourage any firms to reach out to him or Bill Watson to provide any feedback to improve the LPA program and process. We are open to one-on-one meetings or group meetings to hear how we can improve and/or work together better.

Other Items:

A new driveway permit application process is online in a demo phase. Testing has started with the NHDOT maintenance districts.



The idea of a potential environmental subcommittee was raised – this will likely be discussed next month.

Upcoming Meetings: CQI Meeting – Wednesday – November 15th, 2023

Drafted and prepared by:
C.R. Willeke
Municipal Highways Engineer
NHDOT

No PE Stamp on Drawing/Document:

Working drawings for **Approval** per NHDOT Specification Section **105.02 A**. These are typically fabrication shop drawings that provide additional detailing to the Department designs, and Consultant designs hired by the Department, for permanent installations and do not require a PE stamp (e.g., structural steel, bridge shoes, expansion joints, bridge railing, partial depth precast deck panels). This stamp should also be used for other documents submitted for approval, such as Weld Procedures.



SUBMISSION FOR APPROVAL		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	
<input type="checkbox"/> APPROVED AS NOTED	(SEE COMMENTS)	SECTION 105.02 A (Check mark designates action taken)
<input type="checkbox"/> RESUBMIT	<input type="checkbox"/> RESUBMISSION NOT REQUIRED	
BUREAU: _____ CHECKED BY: _____ DATE: _____		
	<i>(Reviewed for general conformity for design as shown on plans and specifications)</i>	

Options for stamp use:

- Approved Resubmission Not Required
 - Submittal meets general conformity for design, resubmission is not required, and fabrication can proceed.
- Approved as Noted Resubmit
 - Submittal meets general conformity for design, minor comments are noted, a revised submittal that address the comments is required, and fabrication can proceed with consideration to the comments provided.
- Approved as Noted Resubmission Not Required
 - Submittal meets general conformity for design, minor comments are noted, a revised submittal that address the comments is not required, and fabrication can proceed with consideration to the comments provided.
- Disapproved Resubmit
 - Comments are noted, a revised submittal that address the comments is required, and fabrication cannot proceed.

PE Stamp on Drawing/Document:

Working drawings for **Acceptance** per NHDOT Specification Section **105.02 B**. These are typically fabrication shop drawings for permanent installations that are designed by the Supplier/Contractor and are stamped, prepared, and signed by a Licensed PE (e.g., overhead sign structures, ITS structures, precast box culverts, arches, frames, modular expansion joints, HLMR bearings). Calculations for the design are received for **documentation**.



DESIGN FOR DOCUMENTATION	DRAWING FOR FABRICATION
<input type="checkbox"/> RECEIVED <input type="checkbox"/> SEE COMMENTS	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> ACCEPTED AS NOTED <input type="checkbox"/> REJECTED (SEE COMMENTS)
<input type="checkbox"/> RESUBMIT	<input type="checkbox"/> RESUBMISSION NOT REQUIRED
(Check mark designates action taken) SECTION 105.02 B	
BUREAU: _____ CHECKED BY: _____ DATE: _____ <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;"> <p><i>(Reviewed for general conformity for design as shown on plans and specifications)</i></p> </div> <div style="text-align: center;">  </div> </div>	

Options for stamp use:

- Received Accepted Resubmission Not Required
 - Calculations meet general conformity for design, drawings meet general conformity for design, resubmission is not required, and fabrication can proceed.
- Received Accepted As Noted Resubmission Not Required
 - Calculations meet general conformity for design, minor comments are noted, resubmission is not required, and fabrication can proceed with consideration to the comments provided.
- Received Accepted As Noted Resubmit
 - Calculations meet general conformity for design, minor comments are noted, a revised submittal that address the comments is required, and fabrication can proceed with consideration to the comments provided.
- See Comments Rejected Resubmit
 - Calculations do not meet general conformity for design, comments are noted, a revised submittal that address the comments is required, and fabrication cannot proceed.

Documentation:

Working drawings for **documentation** per NHDOT Specification Section **105.02 C**. These are typically documents for temporary works that are designed by the Contractor and are stamped, prepared, and signed by a Licensed PE (e.g., cofferdam plans, erection plans, demolition plans, falsework, temporary bridge plans).

SUBMISSION FOR DOCUMENTATION		
<input type="checkbox"/>	RECEIVED FOR DOCUMENTATION	
<input type="checkbox"/>	SEE COMMENTS	SECTION 105.02 C (Check mark designates action taken)
<input type="checkbox"/>	RESUBMIT	<input type="checkbox"/> RESUBMISSION NOT REQUIRED
BUREAU: _____ CHECKED BY: _____ DATE: _____		
	<i>(Reviewed for general conformity for design as shown on plans and specifications)</i>	

Options for stamp use:

- Received for Documentation Resubmission Not Required
 - Submittal meets general conformity for design, resubmission is not required.
- See Comments Resubmission Not Required
 - Submittal meets general conformity for design, minor comments are noted, a revised submittal that address the comments is not required.
- See Comments Resubmit
 - Comments are noted, a revised submittal that address the comments is required.

Stamp Placement:

Place one stamp on the first drawing. What is checked off in the boxes of the stamp applies to all the sheets for that submission (the submission is a package). A stamp is not required on each sheet/page. For example, if only one sheet of the submittal had revisions that require a re-submittal, the first sheet of the submittal is stamped with “resubmission required”. The reason for resubmitting all the sheets is that the revision needed on one sheet may affect details on other sheets.

S U P P L E M E N T A L S P E C I F I C A T I O N
A M E N D M E N T T O S E C T I O N 1 0 5 – C O N T R O L O F T H E W O R K

*The purpose of this Supplemental Specification is to update Section 105.02
to correspond with the updated NHDOT standard stamps.*

Replace Section 105.02 – Plans and Working Drawings as follows:

105.02 Plans and Working Drawings.

Plans shall be supplemented by Contractor-prepared Working Drawings as found necessary to control the Work and its prosecution. Working Drawings consisting of details that are not included in the Plans but are required for the Work shall be furnished to the Department. Working Drawings that include deviations from that which are shown in the Contract including, but not limited to, changes in dimensions, material, fabrication process, and specific design requirements shall be flagged on the drawings and/or accompanied by a written narrative specifically requesting such changes.

The Contractor shall submit the required Working Drawings to the Engineer for approval, acceptance, or documentation. All information the Engineer used in preparation of the Working Drawings shall be furnished in the submittal including, but not limited to, calculations, catalog cuts, sketches or drawings, narrative of work, design assumptions, and manufacturer’s engineering data for prefabricated items, including falsework and forms. The Working Drawings shall be furnished well in advance of the Work to allow the Engineer time to review or distribute the Working Drawings. Any work done or materials ordered for work shown on the Working Drawings prior to approval or distribution of the drawings shall be at the Contractor’s risk.

- A. Approval.** Working Drawings submitted for approval are typically fabrication shop drawings for permanent installations that provide additional detailing to Department designs and do not require a PE stamp. The Department “approval” is for general conformity with the contract plans, proposal, addenda, special provisions, and standard specifications.

Working Drawings submitted for approval shall include, but not limited to, the following:

- Bending diagrams when required for reinforcing steel
- Bridge mounted sign supports
- Expansion joints (compression seal, strip seal, finger joints)
- Bridge railing
- Bridge bearings (elastomeric, steel)
- Structural steel
- Drilled shafts and micropiles
- Partial-depth precast deck panels
- Full-depth deck panels
- Pipe lining
- Welding procedures

- B. Acceptance.** Working Drawings submitted for acceptance are typically fabrication shop drawings for permanent installations that are designed by the Fabricator/Contractor and are stamped, prepared, and signed by a Licensed Professional Engineer registered in the State of New Hampshire. Calculations for the design are received for documentation. The Department will perform a review of both the Working Drawings and design calculations. The Department “acceptance” is for general conformity with the contract plans, proposal, addenda, special provisions, and standard specifications.

Working Drawings submitted for acceptance shall include, but not limited to, the following:

- Overhead sign structures and foundations

- Traffic signal structures
- ITS supports and foundations
- Precast culverts, arches, frames, or other precast elements
- Retaining walls
- Prefabricated bridges
- Bridge bearings (high load multi-rotational, isolation)
- Expansion joints (modular)
- Railroad crossing structures
- Storm water pollution prevention plan
- Detour plans (The Contractor may propose detours not shown on the Plans. The Contractor shall submit proposed locations, layout, grade, typical cross-sections, protective fixtures, and signing.)

C. Documentation. Working Drawings submitted for documentation are typically documents for temporary works that are designed by the Contractor and are stamped, prepared, and signed by a Licensed Professional Engineer registered in the State of New Hampshire. The Department will perform a review of both the Working Drawings and design calculations for general conformity with the contract plans, proposal, addenda, special provisions, and standard specifications. The Engineer's receipt of documentation or distribution of the Contractor's Working Drawings for documentation does not relieve the Contractor from responsibility under the Contract for errors in dimensions, incorrect fabrication and erection processes, design requirements specified, or successful completion of the Work.

Working Drawings submitted for documentation shall include, but not limited to the following:

- Progress schedules
- Temporary bridges
- Removal of existing bridge structures
- Cofferdams
- Water diversion structures
- Erection procedures
- Temporary support systems
- Falsework plans
- Scaffolding
- Bridge analysis

The Contractor shall submit the required sets of Working Drawings for approval and/or acceptance to the Engineer for review. The Engineer will be allowed up to fifteen (15) Working Days for review of each submission. If the Engineer has not responded to the Contractor after fifteen Working Days, the Contractor shall contact the Engineer to inquire about the status of the submittal. If the Engineer requires more time for review and the Contractor believes that an extension of the Contract Time is warranted due to this additional review time, the Contractor shall request a time extension and proceed as required by [104.02](#) and [108.07](#). A delay caused by additional time required for review is an Excusable, Non-compensable Delay. Each resubmission including requests for additional information will be treated as a new submission and may require up to fifteen (15) Working Days for review by the Engineer. The fifteen Working Days will begin upon receipt at the Bureau of Construction's main office. The review will be considered complete when the date and status has been placed on the submittal. One set of the drawings will be returned to the Contractor marked with a response. The Department reserves the right to return the Working Drawings for revisions based on the content and non-conformance with the Plans and Specifications.

If the submittal is a paper copy, after approval/acceptance has been given, the Contractor shall supply the Engineer with four sets of the revised Working Drawings. The Contract Amount shall include the cost of furnishing all Working Drawings.


<input type="checkbox"/>	NO EXCEPTION TAKEN
<input checked="" type="checkbox"/>	MAKE CORRECTIONS NOTED, NO RESUBMISSION REQUIRED
<input type="checkbox"/>	REVISE AND RESUBMIT
<input type="checkbox"/>	RESUBMIT CERTIFIED
STANTEC CONSULTING SERVICES INC.	
BY isaini	DATE 4/6/2022

REVIEW BY STANTEC IS FOR THE SOLE PURPOSE OF ASCERTAINING GENERAL CONFORMITY WITH DESIGN. The review does not relieve the contractor of their responsibility for equipment design dimensions, fit, quality & compliance with the contract documents nor for construction means, methods, techniques, and sequences and any errors or omissions in the shop drawings.


<u> </u>	Reviewed	<u> X </u>	Furnish As Corrected
<u> </u>	Rejected	<u> </u>	Revise and Resubmit

This review is only for general conformance with the design concept and the information given in the Construction Documents. Corrections or comments made on the shop drawings during the review do not relieve the Contractor from compliance with the requirements of the Plans and Specifications. Review of a specific item shall not include review of an assembly of which an item is a component. The Contractor is responsible for dimensions to be confirmed and corrected at the job site; information that pertains solely to the fabrication process or to the means, methods, techniques, sequences and procedures of construction; coordination of the Work with that of other trades and performing all Work in a safe and satisfactory manner.

Date 11/10/2020



By C. Gagne

SHOP DRAWING REVIEW	
<input type="checkbox"/>	REVIEWED AS REQUIRED BY THE CONSTRUCTION CONTRACT DOCUMENTS AND APPROVED, BUT ONLY FOR CONFORMANCE TO THE DESIGN CONCEPT OF THE WORK, AND SUBJECT TO FURTHER LIMITATIONS AND REQUIREMENTS CONTAINED IN THE CONSTRUCTION CONTRACT DOCUMENTS.
<input type="checkbox"/>	REJECTED
<input type="checkbox"/>	REVISE AND RESUBMIT
<input checked="" type="checkbox"/>	APPROVED AS NOTED
CORRECTIONS OR COMMENTS MADE ON THE SHOP DRAWINGS DURING THIS REVIEW DID NOT RELIEVE CONTRACTOR FROM COMPLIANCE WITH REQUIREMENTS OF THE DRAWINGS AND SPECIFICATIONS. THIS CHECK IS ONLY FOR REVIEW OF GENERAL CONFORMANCE WITH THE DESIGN CONCEPT OF THE PROJECT AND GENERAL COMPLIANCE WITH THE INFORMATION GIVEN IN THE CONTRACT DOCUMENTS. THE CONTRACTOR IS RESPONSIBLE FOR: CONFIRMING AND CORRELATING ALL QUANTITIES AND DIMENSIONS; SELECTING FABRICATION PROCESSES AND TECHNIQUES OF CONSTRUCTION; COORDINATING THEIR WORK WITH THAT OF ALL OTHER TRADES; AND PERFORMING THEIR WORK IN A SAFE AND SATISFACTORY MANNER.	
 CLD Consulting Engineers 540 Commercial Street Manchester, NH 03101 603-668-8223	Job Number: <u>12-0105</u> Reviewed by: <u>NDC</u> Date: <u>12/12/2016</u>

SUBMITTAL REVIEW

Review is only for general conformity to the contract drawings and specifications and shall not relieve the contractor of his entire responsibility under the contract, including among other things, dimensions to be confirmed and correlated at the job site, and information that pertains to the fabrication processes or to techniques of construction.

- NO EXCEPTIONS TAKEN
- MAKE CORRECTIONS NOTED
RESUBMITTAL NOT REQUIRED
- AMEND AND RESUBMIT
- REJECTED - SEE REMARKS

PARSONS BRINCKERHOFF, INC.

BY: Antonio Garcia-Palencia

DATE: 2/21/2018

SHOP DRAWING REVIEW

- REVIEWED AS REQUIRED BY THE CONSTRUCTION CONTRACT DOCUMENTS AND APPROVED, BUT ONLY FOR CONFORMANCE TO THE DESIGN CONCEPT OF THE WORK, AND SUBJECT TO FURTHER LIMITATIONS AND REQUIREMENTS CONTAINED IN THE CONSTRUCTION CONTRACT DOCUMENTS.
- REJECTED
- REVISE AND RESUBMIT
- FURNISH AS CORRECTED

CORRECTIONS OR COMMENTS MADE ON THE SHOP DRAWINGS DURING THIS REVIEW DO NOT RELIEVE CONTRACTOR FROM COMPLIANCE WITH REQUIREMENTS OF THE DRAWINGS AND SPECIFICATIONS. THIS CHECK IS ONLY FOR REVIEW OF GENERAL CONFORMANCE WITH THE DESIGN CONCEPT OF THE PROJECT AND GENERAL COMPLIANCE WITH THE INFORMATION GIVEN IN THE CONTRACT DOCUMENTS. THE CONTRACTOR IS RESPONSIBLE FOR: CONFIRMING AND CORRELATING ALL QUANTITIES AND DIMENSIONS; SELECTING FABRICATION PROCESSES AND TECHNIQUES OF CONSTRUCTION; COORDINATING HIS WORK WITH THAT OF ALL OTHER TRADES; AND PERFORMING HIS WORK IN A SAFE AND SATISFACTORY MANNER.

VHB

Job Number: 52012.00

Reviewed By: SMH

Date: 7/8/15