

# ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – December 20, 2023  
1:30 -3:00 PM

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

## **In Attendance:**

Tobey Reynolds, NHDOT (Chair)  
Mike Long, MJ (Co-Chair)  
C.R. Willeke, NHDOT  
Chris Mulleavey, HTA  
Rob Faulkner, CHA (via Teams)  
Jennifer Reczek, NHDOT

Darren Blood, GM2  
Marty Kennedy, VHB (Scribe)  
Loretta Girard Doughty, NHDOT  
Nickie Hunter, NHDOT

## **Unable to attend:**

JoAnn Fryer, F&O  
Kevin Nyhan, NHDOT

Jim Marshall, NHDOT  
Alex Koutroubas, ACEC

1) October CQI Meeting Minutes were accepted.

2) Topics of Discussion:

### **a) Update on Subcommittees**

**Contracts** – Darren reported that the Subcommittee met on Oct. 25<sup>th</sup>, Nov. 13<sup>th</sup>, and Dec. 6<sup>th</sup>. The next meeting will be on Jan. 10<sup>th</sup>. Considerable progress has been made on the development of a Standard Scope of Work, which will be shared with the CQI Committee in January for review and acceptance. The effort also included a streamlined Article 1. Next up, the Subcommittee will begin work on efforts to streamline the standard invoice. Dave Smith will be joining the Subcommittee in January.

**Bridge** – Jennifer noted that the Subcommittee met in Dec. for their quarterly meeting. Reminders on sample plans and Connect details are on-line and up to date. Chapter 11 of the Bridge Design Manual has been released. Next up is work on Chapter 7.

**Highway** – Tobey noted that the Subcommittee is working on the Prehearing Submission Checklist in conjunction with Contracts Subcommittee work on the Standard Scope.

### **b) Environmental Subcommittee**

Mike reported that the formation of an Environmental Subcommittee was approved by the ACEC-NH Board. The gameplan is for Kevin Nyhan and Jon Evans to meet with Christine (MJ) and Jennifer (GM2) [The two firms with the current Environmental On-Call] to discuss the Subcommittee's charter (how many members, perhaps 4-members from each side, how often to meet, perhaps quarterly, etc.).

**c) Review of Shop Drawings**

The Committee continued a discussion regarding the Supplemental Specification Amendment to Section 105.02. Nickie expressed concern that shop drawing review stamps used by consultants are not uniform and use some ambiguous language, such as “Furnish as Corrected” and “Reviewed”. After much discussion, it was agreed that the NHDOT would send out a memo to all NHDOT consultants noting that consultant stamps need to be consistent with the recently revised Section 105.02. The Department is trying to get away from double stamping shop drawings (DOT and Consultant).

**d) January Tech Conference & April Conference**

A second email notice of the Jan. 12<sup>th</sup> Winter Technical meeting went out today (Dec. 20<sup>th</sup>) noting a presentation on “Water Quality Procedures & Implementation for Efficient Permitting with NHDES and Consistency in Construction.” Tobey noted that there might be a road user item presented by GPI, but it hasn’t been confirmed yet. All is going well with the planning of the April Technical Transfer Conference.

**e) List of Emergency Firms**

Regarding the preparation of a contact list of ACEC member firms who would be willing to assist municipalities in assessing the need for emergency infrastructure repairs following storms or other natural disasters, ACEC’s next step will be to prepare and distribute to our members a description of the expectations. Once that information is provided to our members firms, firms will be better positioned to determine if they want to be listed.

**f) Scoping Process/Scoping Task Orders**

Some ACEC firms have raised concerns with changes by the Department in the direction of the requested scope that occurs during the scoping process. This can result in the consultant rescoping projects several times, over several months or even years, with no means of being compensated for the lengthy rescoping effort. After considerable discussion it was agreed that although there may not be an easy fix to the issue, the standard scope, which is being developed, should help streamline the process. Also, Department staff and the Consultant staff should strive to collaborate on defining the scope as best possible at the scoping meeting to minimize changes during the scoping process.

**3) LPA Topics**

C.R. noted that he sent out an email to those firms currently on the LPA prequalification list that they have an opportunity to update their qualifications, if needed. C.R. also noted that it’s important that the qualification’s package includes a contact person with contact information. The previous direct manage on-call of three PE and three CEI firms are expiring soon. C.R. is expecting to put out a new solicitation in the fall of 2024 for the PE and CEI on-call contracts – this round will be only two firms for each rather than three.

**4) Next Meeting – Wednesday – January 17, 2024**

Lastly, Mike Long shared with the Committee his plans of retiring at the end of the year and therefore this would be his final CQI meeting. He expressed appreciation for the opportunity to collaborate with the Committee all these years. The Committee members thanked Mike for his service and wished him the best in retirement.