

February 19, 2024

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

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: January 10, 2024

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 Renyolds	Jason Beudet (scribe)
	Dave Smith	Marty Kennedy Roch Larochelle

Previous Meeting Minutes Approval

- The December 6, 2023 minutes were approved.

Standard Scope of Work (SSOW)

- The committee engaged in a review of the complete updated SSOW
- All areas of modification to be highlighted as well as instructions provided
- Sections were reviewed and explained to ensure they were straightforward/understandable
- A preamble will be created/provided for the SSOW to relay the intent of how the consultant should approach development of the SSOW for their specific project
 - QC efforts required are covered in the revised ARTICLE I.
- Environmental
 - Some sections need to be refined to be specific/defined related to what needs to be/not be provided by the consult in order to be able to put hours to the task
- Public Outreach
 - It was discussed who should be typically responsible for contacting the abutters/residents (meeting mailers/postcards) in the project area of influence
 - It was decided to add text to prompt the conversation and decide on a project specific basis

Article 1

- Clarified what documents need to be stamped by the consultant
 - Decision was to reference NH PE RSA requirements
- Quality control section to be added

Next Steps

- Standard Fee Matrix
- SSOW Preamble

Next Meeting

- February 14, 2024 @ 2:00 PM