

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

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: February 14, 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)
	Dave Smith	Jason Beaudet (scribe)
		Marty Kennedy

Previous Meeting Minutes Approval

- The January 10, 2024 minutes were discussed and are approved with modification.

Standard Scope of Work (SSOW)

- Comments from the CQI were due by 2/13/2024. The comments received were reviewed by the committee.
 - Follow up to determine who is responsible for issuing right of entry letters
 - Will monitor for lagging comments from now to next CQI meeting
- Subconsultants should be using the SSOW as well
- A final review for format consistency will be performed

Article 1 Status

- Still needs to be shared with the AG's office (Tobey)
 - Once reviewed, it will be shared with the CQI committee

Preamble to SSOW

- Marty will draft an initial version for the groups review before the next meeting
- The committee discussed the following elements for inclusion:
 - Define the purpose/reason/background for the SSOW
 - Contracts to use consistent language
 - Edit only the areas intended for editing (italicized, highlighted, etc.)
 - Sections not used to be rolled up, not deleted. Numbering to not be altered
 - Additional tasks to be added to the end of the section using sequential numbering
 - Identify that it is a living document

Standard Fee Matrix Update/Review

- Roch is working developing a matrix that correlated to the SSOW
- The matrix does not need to roll out with the SSOW
- GM2 and VHB will provide a recent matrix for discussion at next meeting
- Implementation of checks/balances to ensure formula consistency

Next Steps

- Standard Fee Matrix
- Standardized Invoicing Improvements

Next Meeting

- March 13, 2024 @ 2:00 PM