

ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – February 21, 2024
1:30 -3:00 PM

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

In Attendance:

Tobey Reynolds, NHDOT (Chair)
CR Willeke, NHDOT
Chris Mulleavey, HTA
Rob Faulkner, CHA
Jennifer Reczek, NHDOT
Kevin Nyhan, NHDOT
Jim Marshall, NHDOT (Scribe)

Darren Blood, GM2 (Co-chair)
Marty Kennedy, VHB
Loretta Girard Doughty, NHDOT
Alex Koutroubas, ACEC
JoAnn Fryer, F&O
Nickie Hunter, NHDOT

Unable to attend:

Tobey Reynolds, NHDOT
Kevin Nyhan, NHDOT
Rob Faulkner, CHA

1) January CQI Meeting Minutes were accepted.

2) **Topics for Discussion:**

a) **CQI Subcommittee Updates**

- i) **Contracts** – Draft standardized Scope of Work (SOW) for preliminary design (Part B) has been completed and was sent around for review by the CQI members. Comments are being reviewed and the committee will finalize the scope at their March. A preamble will be sent around for comment. This SSOW is being test driven on a couple of projects.
- i) **Bridge** - The subcommittee has not met since the last CQI meeting. The committee's next meeting is March 1st
- ii) **Highway** – The Subcommittee is working on completing the submission checklists, see the Highway Design webpage. The committee is also looking to define expectations for OpenRoads Designer (ORD) software. The committee will be meeting on March 5th to brainstorm ideas on how to leverage the software versus forcing the software.

Bentley will be attending the April 18th ACEC conference to discuss and highlight the new tools and fixes to the software. The Highway Design Subcommittee will help launch a new User group to discuss the use of this software.

b) **Environmental Subcommittee Composition:**

- i) Kevin and Christine Perron are coordinating a meeting that will also include Jon Evans and Jennifer Riordan (GM2) to discuss composition and guidelines. Kevin expects to have a more detailed report at the next CQI meeting. (Nothing new here. Still organizing the committee)

c) **April Technical Transfer Conference Update:**

- i) Alex has gotten a quote to have an outside company come in to do all the AV to improve the sound. Agenda is mostly completed.
- ii) Looking into a new Phone Application for this year's conference.

d) Status update on Shortlist email notification to be added to March Agenda.

- a. **Goals for 2023:** Implementation of new consultant Engineer-of-Record process seems to be starting to "gain traction"

Nickie noted that the "Engineer-of-Record" is still required to follow the Department's Standards and we've had one recent example where constructability and affordability of design was questioned by NHDOT with somewhat significant E.O.R. push-back. Hoping that example was an outlier. Will be interesting to see how things evolve as more Consultant E.O.R. projects are put into Construction.

e) **CQI Committee Goals for 2024** to improve process and delivery, discussed the following:

- i) Review 2023 goals and develop score card.
- ii) ORD plan for efficient implementation.
- iii) Review of the "Planned Project Summary".
- iv) Contracting process efficiencies: revisit the process and approvals to identify potential areas for streamlining or improvements.
- v) Standard Blank Matrix for Preliminary Design.
- vi) Interim check-ins on the changes / implementation of streamlining of the process.
- vii) Final Design Standard SOW – for end of 2024.

3) LPA Topics:

- i) Communities are struggling with hiring consultants to monitor construction projects

4) Discussions for next meeting

- a) Bentley platform development of base plans from survey, dwg deliverables.
- b) Construction Stamp Status

5) Next Meeting – Wednesday March 20, 2024