

ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – March 20, 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 (Scribe)
Jennifer Reczek, NHDOT
Kevin Nyhan, NHDOT
Jim Marshall, NHDOT

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

Unable to attend:

Rob Faulkner, CHA
Loretta Girard Doughty, NHDOT

1) Chris Mulleavey assigned as Scribe for meeting.

2) February CQI Meeting Minutes were accepted.

3) **Topics for Discussion:**

a) **CQI Subcommittee Updates**

i) **Contracts** – Meeting held last week.

(1) The Standard Scope of Work (SSOW) preamble is complete; Jennifer Reczek will share the final edited version in a PDF document. Bluebeam version has no new comments in it. SSOW will be added to the website after final review; rollout is TBD. Once posted for general use we will still field comments to see if changes need to be made. (Word version)

(2) Standard EEC Matrix will be reviewed at the next contract committee meeting. It is expected to be 95% complete at the next CQI meeting.

(3) Standard invoicing discussion internal DOT meeting moved to April 17th.

i) **Bridge** - The committee's meeting on March 1st focused on what they are trying to accomplish as a committee, also more sharing of information. Help with checklist. PPSE what should it contain / what is lacking or outdated. Clarifying what is expected in submission. Consultant to suggest all questions and comments go in front of the committee.

ii) **Highway** –

(1) ORD brainstorming session March 5th which Marty attended. Jim did a really good job facilitating the meeting. Agreed ORD has issues and agreed to work together to address them. Plan change discussion to better utilize software.

(2) Construction set representative: i.e..

- (a) Tip downs
- (b) Cross section
- (3) Gary Abbott – QGC / Pat Lerieux: Suggest Contractors get together to provide their feedback on what they need to construct from plans.
- (4) Covid stuff is a step in the right direction.
- (5) Should a report be created to document changes?

b) April Technical Transfer Conference Update

- i) There were some glitches and last-minute changes, but registration is open. There is a great agenda, and the conference is in great shape. AV vendor is on board. DOT to potentially provide laptops. Speakers are automatically registered.

c) Environmental Subcommittee

- i) Keith Nyan / Christine: wet drafted the guidelines.
- ii) Q. Guidelines need to be signed by Tobey & Darren. Then they will schedule the first meeting for early April.

d) Email confirmation for shortlists / website update

- i) Email goes out with no mechanism to confirm receipt. i.e., request for proposal letter. As long as the website is updated this should not be an issue.

e) Bentley Platform development of base plans for survey

- i) Carlson is being used by ROW / Survey. All their staff is trained in this software platform.
 - (1) If consultant surveyor processes in ORD and gives to designer what can the surveyor do?
 - (a) The data collection for each platform is different. Every time you update the survey there is a chance the original file is not updated which leads to errors. How do we make sure everyone is working on the right file and avoid data transition issues?
 - (2) Survey wants all files translated to Carlson which creates more effort.
 - (3) Issue is file translation between the platforms.
 - (4) It is a duplicate effort based on survey's request.
 - (5) Can survey be responsible for translation instead of consultant as that is the department's requirement? Where does the responsibility lie? Surveyor of record?
 - (6) Tobey will continue to research this to look for a solution. Nikki mentioned that this is also an issue for digital plans.

f) Self-Certification for subconsultant

- i) Under \$200k total active work they can submit a 1-page for self-certifying the overhead rate
- ii) Over \$200k they will need a technical audit
 - (1) The department is giving them extensions; The consultants are pushing back.
- iii) Alternative option is over \$200k
 - (1) If over \$200k and no audited overhead, need to submit how they calculated their overhead rate. If it's below 110% it's okay. If over, they can accept 110% or get an audited overhead rate.
 - (2) Will present this at the next partnering meeting.

4) LPA Topics: 3 Updates

- a) Advance projects as quick as possible
 - i) Appraisals can now begin much earlier than the ROW current process. Will cover in training.
 - ii) If project is low risk, should be able to advance.
 - iii) 4f & 6f may not allow this advancement, need to have NEPA prior to.
- b) Town match DOT is seeing more Town's backing out for their match.
 - i) Towns are postponing.
 - ii) Town budgets are getting tight.
- c) State funded only you can request a waiver for doing resident construction work on only 5 million dollars.

5) Partnering Meeting

- a) Scheduled 9:00 – 12:00, or shorter if full time not required.
- b) June 7th which will allow ACEC to have a separate-meeting May 30th

6) Other Items for Discussion Next Time

- a) Improving Communication and collaboration between diverse groups

7) Other Items

- a) Should we skip July's CQI meeting? YES

8) Next Meeting – April 17, 2024