

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

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: March 13, 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 Reynolds	Jason Beaudet (scribe)
	Dave Smith	Marty Kennedy Roch Larochelle

Previous Meeting Minutes Approval

- The February 14, 2024 minutes were discussed and are approved.

Standard Scope of Work (SSOW)

- SSOW development is complete within CQI Committee group
- Documents to be review by Kendra for formatting
- Comments received from use should come to the Contracts CQI Subcommittee and reviewed at each meeting
- Once review is complete necessary edits will be periodically added to the master document and updated on the Department website (consultant selection)
- Will be distributed as follows
 - NHDOT
 - Project manager meeting
 - Followed by email from NHDOT leadership
 - Consultants
 - Via the list serve

Article 1 Status

- No update

Preamble to SSOW

- Suggested changes were reviewed, discussed and finalized
- It was decided it should be included in the actual SSOW document and not be stand alone to better ensure users read it
- The document was accepted for use

Standard Fee Matrix Update/Review

- Various examples were reviewed and discussed to determine what is actually needed
- Darren and Dave will develop an example based on the discussions

Audited Overhead Rate

- Questions have been raised about the \$200K threshold for the requirement of an FAR audit.
 - Audited OH Rate is required for firms with over \$200K in cumulative contract value on NHDOT constructs.
 - If no audited OH rate, the firm will need to submit financial information for review and the allowable OF rate would be limited to 110% if over 110%, and the firm's actual OH rate if under 110%.

Next Steps

- Standard Fee Matrix
- Standardized Invoicing Improvements

Next Meeting

- April 10, 2024 @ 2:00 PM