

ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – April 17, 2024
1:30 -3:00 PM

Meeting Location: NHDOT, Room 205 – Material & Research Room #205

In Attendance:

Tobey Reynolds, NHDOT (Chair)
CR Willeke, NHDOT (scribe)
Jennifer Reczek, NHDOT
Kevin Nyhan, NHDOT
Loretta Girard Doughty, NHDOT
Jim Marshall, NHDOT

Darren Blood, GM2 (Co-chair)
Marty Kennedy, VHB
Alex Koutroubas, ACEC
JoAnn Fryer, F&O
Rob Faulkner, CHA

Unable to attend:

Chris Mulleavey, HTA
Nickie Hunter, NHDOT

1) CRW assigned as Scribe for meeting (even month – DOT).

2) March CQI Meeting Minutes were accepted.

3) Topics for Discussion:

i) CQI Subcommittee Updates

i) **Contracts** – A meeting was held last week.

Article 1 Standardize Scope of Work is with AG's office being reviewed.
Standard Task Matrix is about 95% drafted.

ii) **Bridge** - talked about invoicing issues (broader topic to discuss in future)

iii) **Highway** – There was a recent ORD meeting with Bentley. NHDOT is in process of creating a DOT/consultant CADD user group to reach out to more users to get feedback. Bentley is aware of issues DOT is experiencing and working on solutions. For now, there is a need to have both 3d models and traditional plans/profiles/cross sections until more ORD issues are solved.

iv) **Environment** (new Subcommittee)

An overview of the new subcommittee was provided including goals:

- expand the relationship with the CQI committee,
- identify tech exchange conference topics,
- jointly tracking rules/legislation,
- find opportunities to be together on rule comments,
- promote quality improvements,
- Provide NEPA guidance and consistency,
- Promote design report improvements,
- Promote improvements to programmatic agreement with FHWA,
- Review waters of the united states, tri colored bat, etc....

Environment's next subcommittee meeting will be in July.

- v) ACEC will host (or at least link to) all subcommittee minutes: CQI, Contracts, Highway, Bridge, and Environment for consistency.

ii) April Technical Transfer Conference Update

- i) Looking to add a second (repeat) CADD session if enough interest – thought is after lunch at 2pm. Typically, a lot of interest in the CADD sessions. Jim confirmed CADD presenters can do a second session if enough interest tomorrow.

iii) Statewide Agreements/Master Services Agreements (MSA) Procurement Discussion – What nearby states are doing:

- i) Maine: department wide RFQ for 4-year cycle of prequalified list of consultants – number of prequalified firms varies based on needs. Award general consultant agreements (GCA's) as task orders (95% of work is done this way).

State funds for PE. The upset limits is generally a minimum of \$10M and may be higher based on the number of services the firm is prequalified for. Firms only get one contract; the amount will be based on the number of services offered. There are currently about 95 prequalified firms.

Task Under \$250K – can issue task.

Task \$250 to \$1M they rank and select most qualified firm based on previous submitted material.

Task \$1M in services or more – standalone solicitation (rare)

- ii) Vermont – Retainer Contracts – most of work – per general disciplines: paving, bridge, roadway, survey, railroad, right of way, etc. Average of 7 firm contracts for each discipline with about \$30 million for each retainer contract. All firms put in a detailed proposal to compete for retainer contracts. 3-year retainer contracts can get extended 1 to 2 years,

Once retained, VT puts out work order request - requesting 2- or 3-page technical proposals to compete with other firms for task order work.

- iii) Massachusetts – They use state money for PE. They have an overhead rate cap (no federal money). They request separate prequals biannually for major categories. Firms need to be prequalified in those categories (4 yr cycle – can extend up to 2 yrs)

Highway design and bridge design – tiered (basic, intermediate or complex) They have about 60 firms with no upset limit. They scope out work such as prelim first then scope final design later.

They also have on-call agreements with upset dollar for more specialized tasks (environmental, survey, etc....)

- iv) The group began to discuss how to improve the NHDOT process. Time was limited, one idea was to keep the current NHDOT on-call process and up the max dollar limits and/or widen the scope of services of on-calls.

4) LPA Topics: The list of Prequalified Engineering Firms has been updated on the NHDOT website: PE (31 firms listed) & CE (19 firms listed)

Five new earmarks coming to NH to be LPA managed thru NHDOT LPA process:

DOT	NH DOT (for Nashua)	Nashua Riverfront Pedestrian Bridge	\$500,000
DOT	NH DOT (for Wentworth)	East Side Road Bridge Reconstruction	\$1,200,000
DOT	NH DOT (for Gorham)	Gorham - Main Street Bike/Pedestrian Improvements	\$1,372,000
DOT	NH DOT (for Littleton)	Littleton Downtown Reconnect	\$365,000
DOT	NH DOT (for Manchester)	Manchester - Downtown Pedestrian Infrastructure Improvements	\$1,500,000

The LPA Circumferential Highway project was recently voted down by the Town of Hudson.

5) Upcoming Consultants Meeting May 30th

Any items from Department's perspective? – Firms could improve communication about the timing of submissions and potential changes to scopes of work to NHDOT leads.

6) Partnering Meeting on June 7th

- i) Update from Tobey, standing items – subcommittee & LPA updates, staff changes.
- ii) Update on DOT consultant led delivery process. Looking for feedback on how it is going from firms and from NHDOT. The Roles & Responsibilities description is current located at the bottom of ACEC web page – should make this more prevalent on the website. Also, add Roles and Responsibilities description to the consultant section of the NHDOT website.
- iii) Effective communications to be discussed.

7) Next Meeting – May, 15th 2024