

ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – May 15, 2024
1:30 -3:00 PM

Meeting Location: NHDOT, Room 211 – Kancamagus Room

In Attendance:

Tobey Reynolds, NHDOT (Chair)
Loretta Girard Doughty, NHDOT
CR Willeke, NHDOT
Jim Marshall, NHDOT
Nickie Hunter, NHDOT
Jennifer Reczek, NHDOT

Darren Blood, GM2 (Co-chair)
Marty Kennedy, VHB (Scribe)
Chris Mulleavey, HTA

Unable to attend:

JoAnn Fryer, F&O
Kevin Nyhan, NHDOT
Alex Koutroubas, ACEC
Rob Faulkner, CHA

- 1) M. Kennedy was assigned as scribe (odd month – ACEC)
- 2) April CQI Meeting Minutes were accepted.
- 3) Topics for Discussion

a. CQI Subcommittee Updates

- i. **Contract** Subcommittee – Did not meet this month. Will be meeting in June.
 - ii. **Bridge** Subcommittee – Did not meet this month.
 - i. **Highway** Subcommittee – Did not meet this month. CAD users’ group, however, has been pulled together and will begin holding regular meetings.
 - ii. **Environmental** Subcommittee – Did not meet this month. Is expected to meet quarterly. Next meeting in July.
- 4) **LPA Topics** – CR noted that ROW has had some concerns with just compensation calculations coming in on LPA projects. The Department will be looking to hold a pre-coordination meeting with all parties to discuss gameplan prior to submitting packages. Coordination needs to occur early as to which parcels may need a waiver and which need an appraisal. The Department is also preparing a checklist of common items to be considered. The checklist will be made available to consultants. CR is beginning to apply this new procedure on a couple of current projects but notice of this new procedure will likely go public within the next month or so. CR will discuss at the Partnering Meeting.

- 5) **Consultants Meeting** on May 30th – Any additional topics for discussion from the Department’s perspective? Last month ACEC agreed to raise the issue of consultants needing to improve early communication with the Department on submission dates and amended extra scope items. Nickie asked if all consultants are using language on their shop drawing review stamps that is consistent with the revised Section 105.02. Discussion followed that we believe Alex sent out a notice to ACEC member firms, but Darren will confirm with Alex. It was noted that the direction was that the consultant’s stamp needs to be generally consistent, but not necessarily word for word with the Department’s stamp. Both issues will be raised at the Consultants’ meeting.
- 6) **Services Required** – Tobey noted that during a Consultant Selection Committee meeting there was discussion as to whether there was still a need to list the Services Required (acronyms) at the bottom of each solicitation or was the description provided in the scope of work sufficient. After some discussion by the CQI Committee, it was agreed that listing the services provided some value and therefore Tobey stated that the Department will continue to list the services.
- 7) **Small Communities Emergency Response List** – Regarding the request to prepare a contact list of ACEC member firms willing to assist municipalities in assessing the need for emergency infrastructure repairs following storms or other natural disasters, it was noted that a document of understanding was sent out to the NH Public Works Association, but we have received no response after reaching out several times. We have done all we can and consider the matter addressed.
- 8) **Review of “Planned Project Summary”** – While reviewing a sample of the 24-step schedule shown on a “Planned Project Summary” that accompanies a short-list letter, the Committee discussed opportunities to reduce the typical consultant selection timeframe in effort to get the consultant under contract sooner. Tobey noted that recent changes by the Department such as having the short-list letter go out to the shortlisted firms the day following the Selection Committee’s decision, has already been implemented. Similarly, the letter to the selected firms goes out within one week of selection with FYI notice going to the Director and Chief Engineer rather than previously waiting on approvals. It was agreed that the biggest unknown and most time-consuming element is the preparation, review, and negotiation of the scope of work. It was felt that the new standard scope of work template, being prepared by the Contracts Subcommittee, should improve the efficiency of this element. Tobey plans to ask Kendra to update the typical consultant selection schedule to reflect the Department’s recent changes. If available, the revised schedule will be shared at the Consultant’s May 30th meeting.
- 9) **Partnering Meeting on June 7th** – As mentioned earlier, CR will discuss at the Partnering Meeting the need to for an early coordination meeting to discuss ROW issues on LPA projects.
- 10) **Next Meeting** – Wednesday, June 19th