

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

**PROJECT:** ACEC-NHDOT Contracts Subcommittee Meeting

**DATE OF CONFERENCE:** April 10, 2024

**LOCATION OF CONFERENCE:** NHDOT, Profile Conference Room 161

<b>ATTENDED BY:</b>	<u>NHDOT</u>	<u>CONSULTANTS</u>
	Jennifer Reczek (co-chair)	Darren Blood (co-chair)
	Dave Smith	Jason Beaudet (scribe)
		Marty Kennedy

**Previous Meeting Minutes Approval**

- The March 13, 2024 minutes were discussed and are approved with minor edits.

**Standard Scope of Work (SSOW)**

- Once SSOW is socialized within the Department and Consultants, Darren will create a location to collect comments for discussion at subsequent meetings
- It was discussed whether comments should be submitted individually, or if a draft document is provided for individuals to add comment. The concurrence was that a document should not be provided, and individual comments should be submitted to either of the committee co-chairs
- Comments should be focused on changes that need to be made for accuracy, not preference

**Article 1 Status**

- The document is at the AG's office for review.

**Standard Fee Matrix Update/Review**

- The draft Darren and Dave collaborated on was reviewed by the group
- Hours should be listed for each subtask and work classification (summed horizontal and vertically) and totaled for each Division of Work.
- Costs totals and location were discussed. It was determined that it should be in the format that is actually used by the Department but kept as simple and straightforward as possible.
- OH and Fee should be calculated based on the total labor cost
  - Not calculated by Division of Work
  - Not calculated by work classification
- Direct expense will be summarized on a separate tab. The form will be general and give flexibility to each firm on how to populate.
  - It was discussed when a direct expense for a service (drilling, etc.) needs to be broken down in more detail and at what dollar threshold.
- Simple summary on summary sheet on top

### **Audited Overhead Rate**

- Questions have been raised about the \$200K threshold
  - Audited OH Rate is required over \$200K
  - If no rate, submit financial to support and would be limited to 110% OH rate.

### **Next Steps**

- Continue Standard Fee Matrix
- Standardized Invoicing Improvements

### **Next Meeting**

- May 8, 2024 @ 2:00 PM (subsequently cancelled)