

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

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: June 12, 2024

LOCATION OF CONFERENCE: NHDOT, Profile Conference Room 161

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

Previous Meeting Minutes Approval

- The April 10, 2024 minutes were approved.

Standard Scope of Work (SSOW)

- Jennifer is working to finalize formatting of SSOW.
- It will be added to the website with matrix when complete.

Article 1 Status

- No update from AG's office on status.

Standard Fee Matrix Update/Review

- Committee reviewed the updated matrix provided Darren
- A "Read Me" tab was collaboratively developed to provide guidance on how to use the document

Consultant Selection Procurement Manual Update

- Delivered via updates or the email listserv

Standard Invoice Improvements

- Front Summary Sheet
 - Sheet will contain all project pertinent information and remain the same/static on all invoices. Only the date and amount invoiced will update.
- Progress Report
 - Simplification of the progress report to just dollars, elimination of hours, was not supported. Some refinements will be made to clean up the sheet, specifically the boxes on the bottom.
- Certified Payroll
 - Will not require the standard form if the alternative data has the same information.
 - Tobey would like examples to review for compatibility and format.
- Certified Narrative
 - Suggested to be included in cover letter.
 - It was suggested that a simplified single one page form be used for all sub classes.
 - Bill Oldenburg to develop an example for consideration.

- Marty will review and update Section 2.1.35 in the procurement manual.

Next Steps

- Standardized Invoicing Improvements
- Final Design Scope of Work

Next Meeting

- July 10, 2024 @ 2:00 PM