

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

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: July 10, 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, scribe)
	Tobey Reynolds	Marty Kennedy

Previous Meeting Minutes Approval

- The June 12, 2024 minutes were approved.

Standard Scope of Work (SSOW)

- Jennifer and Tobey will socialize the document and rollout the SSOW with Kendra.
- It will be added to the website with matrix when complete.

Article 1 Status

- No comments from the AG's office. It will be posted to the NHDOT website for information purposes.

Standard Fee Matrix Update/Review

- The document is complete and will be uploaded to the NHDOT website.

Standard Invoice Improvements

- Continued discussions for invoice improvements.
- Marty provides an update Section 2.1.35 for the procurement manual. Time did not allow for review.

Next Steps

- Standardized Invoicing Improvements
- Final Design Scope of Work

Next Meeting

- August 14, 2024 @ 2:00 PM