

# ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – October 16, 2024

**Meeting Location:** NHDOT, Room 211 – Kancamagus Room

## In Attendance:

### **NHDOT**

- Tobey Reynolds (Chair)
- Jim Marshall (Highway Design)
- Loretta Girard Doughty (Chief PM)
- Nickie Hunter (Construction)
- Jennifer Reczek (Bridge)
- Kevin Nyhan (Environment)
- C.R. Willeke (Mun Hwy Eng) Scribe

### **ACEC/Consultant Partners**

- Darren Blood, GM2 (Co-chair)
- Chris Mulleavey, HTA
- JoAnn Fryer, F&O
- Rob Faulkner, CHA
- Kimberly Smith, H&H
- Jessica Eskeland, ACEC

**Not In Attendance** Marty Kennedy, VHB

1) C.R. Willeke volunteered as scribe (even month – NHDOT)

2) September meeting minutes accepted

3) Topics for Discussion

a. CQI Subcommittee Updates

- i. Contract Subcommittee – met in September, working on draft standardized scope of work for final design elements of PE Phase. Also, as mentioned last week at the Fall Tech Exchange, the Department is modifying the “standardized invoice” format to help make it easier for consultants to fill out and NHDOT invoice reviewers to approve. The new forms will be released as soon as they are available. There is a potential error in the Preliminary Design Standard Fee Matrix form – NHDOT is looking into it and will revise the standard fee matrix form if necessary.
- ii. Bridge Subcommittee – Updated subcommittee Guidelines being sent to Tobey and Darren for signature
- iii. Highway Design Subcommittee and Environmental Subcommittee – no new updates from last week’s recent Fall Tech Conference

4) LPA Topics – A number of recent reimbursement requests from municipalities have include consultant invoices with incorrect fixed fee (profit) calculations on “Cost Plus Fixed Fee”

contracts. The fee (profit) is being billed as a percentage of labor and not as a percentage of progress (which is not allowable under Federal rules). ACEC will mention this issue to their members and remind them to review invoices for this issue prior to submitting. Rounding the project progress was discussed. It seemed generally acceptable to all on the committee that rounding a project's progress to the nearest whole number is good practice.

- 5) Partnering Meeting Feedback – Generally good, the technical issues were distracting.
- 6) New Item – Review Process Efficiencies, Challenges, Discussion – A general topic was introduced to discuss the pros and cons related to the way NHDOT can deliver comments on consultant submissions. In the past, and in general on larger projects, an official return of comments from NHDOT occurred that included all Bureaus comments, the comments were gathered together (likely by the NHDOT PM/Lead Person) and conflicting comments were resolved internally by NHDOT prior to turning over comments. With the emergence of the new partnering /streamlined approach based on increase transportation funding/workloads and the desire to achieve overall project efficiencies, review comments can be turned over in a more piecemeal fashion, for example returning comments from one or two bureaus while other bureaus are still reviewing them. The following topics were discussed:
  - a. Moving NHDOT review comments forward or holding them to combine with other comments (less efficient - but resulting comments don't conflict)
  - b. "De-conflicting" comments by NHDOT vs by Consultant – growing pains have been noticed on several projects,
  - c. Web based portals discussed for a holding place for comments for all to see,
  - d. Dashboard of NHDOT project priorities – high priority projects could be prioritized in the NHDOT across project development as to prioritize the return of comments on the most important projects.
  - e. Other states have Comment Resolution Meetings (CRM's) for every submission. Large issues can be discussed, and solutions and/or better practices can be formulated.
  - f. Coordination and consolidation of comments should be discussed further.
- 7) Municipal Emergency Response Available Consultant List Update – Kurt Bloomquist wants to address some items in a group setting – a meeting will be set up
- 8) Winter Tech Exchange – tentatively scheduled for February 7<sup>th</sup>, 2025. CQI members are encouraged to come with potential topics a CQI meeting next month
- 9) Next Meeting – November 20<sup>th</sup>, 2025 at 1:30 pm (NHDOT)