

ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Agenda is attached to the meeting invite

Meeting Minutes – December 18, 2024

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

In Attendance:

NHDOT

- Tobey Reynolds (Chair)
 - Jim Marshall (Highway Design)
 - Jennifer Reczek (Bridge)
 - Kevin Nyhan (Environment)
 - C.R. Willeke (Mun Hwy Eng)
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- **Not In Attendance**
Jessica Eskeland, ACEC
Loretta Girard Doughty (Program Administrator)
Nickie Hunter (Construction)

ACEC/Consultant Partners

- Darren Blood, GM2 (Co-chair)
- Marty Kennedy, VHB
- Chris Mulleavey, HTA (Scribe)
- Rob Faulkner, CHA
- Kimberly Smith, H&H
- JoAnn Fryer, F&O

notes app used as scribe

2) November meeting minutes were accepted

3) Topics for Discussion

a. CQI Subcommittee Updates

- i. Consultant Contract Subcommittee: The Contract Subcommittee will not meet in December. The next meeting is planned for February 2025. Standard invoice improvements are out for comment and planned to be published on the website by the end of the year.
- ii. Bridge Subcommittee: Bridge Subcommittee met on December 5th. Chapters 10 and 11 revisions should be completed by the end of the year, as well as Chapter 7, covering structural steel, bridge rail, bearings and expansion joints. Technical issues include core lap; a standard is being worked on. The bridge submission checklist was discussed and is 90% complete.
- iii. Highway Subcommittee: Electronic plans discussion included getting together with construction and CADD groups to determine what the deliverable needs to be. The Department has received a grant Accelerating Advanced Digital Construction Management Systems (ADCMS) and the Department will be getting

a consultant on board to assist in developing a framework for moving toward full integration of digital plans and as-builts.

- iv. Environmental Subcommittee: Environmental Subcommittee will meet on January 6th.

- 4) LPA Topics: C.R. Willeke, annual prepares an update that will be published in January once it's approved by Governor & Council.
 - a. 134 new projects were added
 - b. \$609M total program; average cost is \$2.24M for project
 - c. Advertised 17 in the 2024 fiscal year; hoping to advertise 20+ projects in 2025 fiscal year
 - d. A modified list will be posted on LPA website in January listing projects and communities, whether or not consultant is on a board with a community and the Department's PM
- 5) Technical Transfer: Planning update. The program is in great shape and is coming together well.
- 6) Audit Process and Contract Language: Darren handed out two sample sections from contracts. He highlighted that the wording is different in Article 3 for standalone contracts and on-calls. He continued stating that the contract subcommittee worked on this 5 years ago, relative to the fairness of compensation being one way to the Department based on audit, but to consultants only if funds are available. It did not get much traction because the Department was not doing audits. However, now that the Department is doing audits, we should revisit the issue.

Discussed potential ways to mitigate potential impacts in the cases where consultant would be owed additional monies after the audit where the department did not have funds available.

Seemed to only really impact stand-alone projects. This topic will be added to the Department's meeting with the audit group.
- 7) Lessons Learned from Construction: Opportunities for consultants to get feedback outside the plan evaluation form. The Department is supportive of this, and we will work on ways to make this happen. More collaboration is better than none.
- 8) Inflation Factor in advance of January release: Tobey shared a draft memo requesting approval that the 2025 annual escalation rate be set at 3.00%.
- 9) Winter Planning Meeting: Need to coordinate with Jessica to be sure we know who is doing what leading up to the February meeting.
- 10) Municipal Available Consultant List: No update available
- 11) Other Items for Discussion: None
- 12) Next Meeting – Wednesday – January 22, 2025

