

ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Agenda is attached to the meeting invite

Final Meeting Minutes – January 22, 2025

Meeting Location: NHDOT, Room 205 Franconia Notch Conf rm. M&R, Teams

In Attendance:

NHDOT

- Tobey Reynolds (Chair)
- Jim Marshall (H.D.)(Scribe)
- Loretta Girard Doughty(Prog. Admin)
- Nickie Hunter (Construction)
- David Scott (Bridge)
- Kevin Nyhan (Environment)
- C.R. Willeke (Mun Hwy Eng)

- **Not In Attendance**
JoAnn Fryer, F&O

ACEC/Consultant Partners

- Darren Blood, GM2 (Co-chair)
- Marty Kennedy, VHB
- Chris Mulleavey, HTA
- Rob Faulkner, CHA
- Kimberly Smith, H&H
- Jessica Eskeland, ACEC

1)

Assign Scribe (DOT odd months, ACEC even months)

- Jim Marshall. Scribe

2) Accept December CQI Meeting Minutes

- Change Lorretta Girard Doughty to Program Administrator

3) Topics to Discuss:

- Updates on CQI Subcommittees (1:35 – 1:50)
 - Consultant Contract Subcommittee (Darren) (no meeting in January)
 - Next meeting in February
- Draft Final Design Standard Scope of Work is currently under review at DOT.
- Standard Invoice Improvements, have been posted
 - LGD to follow-up with a new name to replace Jennifer, Bridge person would be helpful
 - Jennifer Reczek to be added on consultant side committee, will replace Marty (retiring)
 - Standard invoice improvements posted to website; pull from website
 - Will have a brief update with the members in March, keeping a list of items to discuss with ACEC Members
- Bridge Subcommittee – Update (Darren)
 - Things are going well and they are working on what they are supposed to be working on
- Highway Subcommittee (Jim)
 - Haven't met since last meeting. Meeting in February

- Update on ORD/CADD group
 - Big User Group Meeting this Friday-Virtual
 - Making progress on the Highway Design Manual, check website
 - Standard Plans Snapshot - published January 1st. Signed by Dave. R. (Chief Engineer) to be published annually
 - Notifications sent through Consultant Contact list
- Environmental Subcommittee (Kevin)
 - Scheduled to meet on January 6th, but nothing pressing to meet, so cancelled
 - Next meeting scheduled for April

4) LPA Topics (CR)

- Posted LPA Projects on-line alphabetically and by expected Ad Year, both lists include NHDOT PM
- Enrolled 65-bridge projects last TYP; looking at our recent bid data and the SF cost of bridge, cofferdams, etc. bridge costs have increased 60%
 - Currently down to 52-new bridges and updating prices, previously filled up TYP to 2032, now up to 2036
 - Will be asking towns if they are still interested due to escalation of prices
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- Heard from Bureau of Environment that coordination with historic resources will be going electronic
 - Emmit Database, forms with Division of Historical Resources
 - Enter data on-line
 - Process will change, due to the way the data is entered; will still need to send to Jill for review, however Jill does not send to Division of Historical Resources – use Emmit
 - Meeting next week, BOE and Community Assistance to discuss Emmit
- C.R. setting up a meeting with the City of Nashua to go over their LPA projects
 - Wondering if we'd be open to having Town / City Municipalities with multiple LPA projects attend various CQI sponsored events (Winter Tech, Spring Conference, Fall Tech, etc...) Registration/cost of attending would need to be discussed.
 - C.R. to extend invitation to city of Nashua for the upcoming Winter Tech session

5) Goals for 2024 lookback and Goals to Improve Process and Delivery for 2025

- ORD
 - Still working, we are making good progress. User Group Meetings.
- Final Design SSOW
 - Is under progress
- Others?
 - Come back for some ideas for next year
 - Reminding everyone about the Consultant / Department working together as a team
 - Need to continue to send this message, Team work.

6) Technology Transfer Conference Planning Update (Jess)

- Planning is on-track; everything is 99% confirmed
- Request is in to the Governor to give the Keynote
- Lunch Program will be combined with the Flying Yankee Presentation
- Will be putting out request for Abstracts

7) The audit process and contract language, update (Tobey)

- Tobey spoke with Bill O.
 - Final Close out and message has always been if the Audit is done and if money is remaining DOT will "True-up". If money is not available and money is due to the consultant it will not be "True-up".
 - Ask was, can we do better than that?
 - Can we put a contingency in the contract to pay for the "True-up"
 - Or, can we have a separate fund for the "True-up"
 - Or, can we update the OH Rate when needed, then no "True-up" will be needed
 - Audit didn't think that G&C would not support the contingency idea
 - Audit team, there is a 6-month lag
 - VT makes you true-up when new OH Rates
 - RI makes you revise invoices
 - Consider doing something similar like ROW
 - If under \$10k we can do the easement, then we let G&C know what we are spending on the complicated award; could we piggy-back on this?
 - Bill O. suggested that Tobey set up a meeting with the Commissioners to see what they think

8) Project coordination of adjacent projects during design

- A number of times, when nearly done with a project, after Front Sheet stamped; that there is another project being done adjacent to the project or maybe something was updated in the project area without the PM and Consultant knowing
- Tobey noted that we have Portal in GIS that shows what projects are going on; ProjectViewer
- Tobey doesn't think it happens as frequently as it used to

9) Winter Meeting Planning, February 7th

- Request for people to register went out
- Tobey to get a meeting request and distribute it to people who should sign up

10) Municipal Available Consultant List Update (Chris) (2:55 – 3:00)

- Setting up a meeting with Kurt and NHPWA to get people involved to assist Municipalities, for Consultants that want to be on a list assist in case of an emergency

11) Other Items for Discussion Next Time

Next Meeting – Wednesday – February 19, 2025

The Parking Lot (Additional Topics)

Review process efficiencies/challenges/coordination (quantitative measures)

- Want to understand if we are making any improvements with data
- To be able to see if what we are doing is helping
- Nickie noted that Contract Administrators do a review at the end of the project on Contractors
 - Tool for Plan Evaluations is dated and could be updated, improved
- Tobey mentioned that we are supposed to do a Consultant Review at every submission, but would be happy with one performed at Project Advertisement

2024 CQI committee goals to improve process and delivery

- o ORD plan forward (ongoing)
- o Preliminary SSOW Fee Matrix (complete)
- o Review of the "Planned Project Summary" (complete)

- o Final Design SSOW (ongoing)