

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

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: November 19, 2024

LOCATION OF CONFERENCE: Virtual Meeting via Teams

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

Previous Meeting Minutes Approval

- The October 9, 2024, minutes were approved.

Standard Scope of Work (Final Design)

- Draft is progressing, it is about halfway through.
- Being develop from half a dozen example projects that provide a good base to start with.

Standard Invoice Improvements

- No update on the progress.
- Not officially rolled out, but being used on some test projects.

Standard Scope of Work Comment review

- General Comments from Tim Dunn
 - Gray shading needs to be changed to yellow. Comment incorporated into version on website.
 - 1.2 Field Reconnaissance
 - Photos will not be a deliverable but will be provided at Departments request in raw format. Photos removed from “deliverable”; not noted as “upon request” however.
 - 1.9 Utility Verifications
 - Utility verification survey base plan added. Some coordination needed to finalize.
 - 2.1 ROW
 - Addition of specific meetings and attendees to ROW meeting added
 - 2.3 Survey
 - Boring and pavement core collected if completed
 - Initial contact letters – Department will send letter
 - Additional deliverables
 - 3.1 Website matrix still shows 3.1 as a task, adjustment may be necessary; task 3.6 requires a brief design narrative so 3.1 can go away.
 - Alternatives will be discussed but no deliverables/submittals

- This will be removed as a task.
- 3.4 Alternatives Traffic Operational Analysis
 - Will have a deliverable
- 3.6 – Highway Alternative Development
 - Alternatives will be submitted collectively, not individually
- 3.8 – Decision Matrix Development
 - Provide option to evaluate as appropriate Option always exists, note as NIC if so
- 3.9 – Highway Alternative
 - Added deliverable Highway Alternative package exists on website version.
- 4.2– Highway Alternative
 - Preliminary vs. pre-hearing plans
- 8.7 Public Hearing
 - Post Hearing efforts included in public hearing section. Post hearing efforts noted in website version 2nd and 3rd to last bullets under 8.7.
- 7.2 – Task header in matrix is “Subsurface Explorations”
 - Minor comments acceptable
 - BMPs
- 8.7 Public Hearing
 - No consultant for environmental, Department environmental person will be there.
- 9.6 Front Office Meetings
 - Revised for content

Next Steps

- Standard Scope of Work (Final Design)
- Continue Standard Scope of Work Comment review

Next Meeting

- December 11, 2024 @ 2:00 PM