

NHDOT/ACEC CQI Bridge Subcommittee Guidelines

PURPOSE

The purpose of the Consultant Quality Initiative (CQI) Bridge Subcommittee is to promote and empower NH Department of Transportation (NHDOT) and ACEC partner firms' bridge staff to encourage consistency, and communicate and engage in problem solving on bridge issues of mutual concern, with a focus on design process, specific technical design elements, innovations and contract delivery methods.

RESPONSIBILITIES

The ACEC CQI Bridge Subcommittee shall discuss topics of mutual concern and, when warranted, make recommendations for resolution to the Administrator of the Bureau of Bridge Design and/or CQI Committee. Responsibilities include, but are not limited to:

1. Improving the dissemination of information between the Bureau of Bridge Design and Consultants; especially topics related to changes in Department practice or details;
2. Collaborating and problem solving related to innovation, process, design policy and details, or other bridge-related concerns and topics aimed to assist the Department;
3. Providing the Department with technical or procedural information from the greater Consultant community to help improve or address issues of interest or need;
4. Assisting with ACEC and/or NHDOT quality improvement initiatives; and
5. Identifying mutually beneficial training topics and development opportunities.

DELIVERABLES

Deliverables will consist of meeting minutes, reports, memoranda, recommendations, or other documents necessary to advise the Administrator of the Bureau of Bridge Design and/or CQI Committee on bridge issues of mutual concern.

Meeting minutes will be published and sent to ACEC for posting on the website within one month of the meeting date.

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AUTHORITY

The subcommittee derives authority from the CQI Committee.

MEETINGS

The subcommittee will meet quarterly, at a minimum, and additionally at the call of the co-chairs. In the event that one of the co-chairs is not available, meetings may be scheduled at the discretion of the remaining co-chair.

COMMITTEE CO-CHAIRPERSONS

- The NHDOT Sub-Committee Co-chair will be the Administrator of Bridge Design, or their designee.
- Every year, at the June Meeting, the subcommittee will elect a co-chair from the ACEC partner firms.

The co-chairs responsibilities include, but are not limited to:

1. Scheduling meetings;
2. Setting an agenda for each meeting;
3. Ensuring that meeting minutes are taken;
4. Inviting guests, as needed; and
5. Making recommendations to the Bureau Administrator or CQI Committee.

MEMBERS

The subcommittee will consist of 12 regular members, each serving a 3-year term. Current members are listed in Attachment A, below. Membership will include:

- 6 members will be NHDOT employees to be appointed by the Administrator of the Bureau of Bridge Design.
- 6 members will be NH member consulting firms to be nominated by the Executive Director of NH ACEC and approved by the Bridge Design Administrator and CQI Committee.

ACEC Committee Member Selection guidelines:

- Consultant members should be actively engaged in design of bridge structures in their current position, including being familiar with the current AASHTO structural design standards and preparation of bridge plans, specifications, estimates, and other contract documents.
- Member firm being represented should have active work, and ideally active contracts, with NHDOT Bureau of Bridge Design.

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- It is desired to bring perspectives and experience from a wide cross-section of the New Hampshire engineering community, therefore individuals who have not previously served on this subcommittee will be given preference.
- Should a committee member move to a firm that is not an NH ACEC member firm, a replacement committee member shall be designated by the Executive Director of NH ACEC and approved by the Bridge Design Administrator.

Other participants may be invited by the co-chair(s) when subject matter expertise is required and/or when a particular resource concern is being discussed.

MEMBER EXPECTATIONS

Subcommittee members are expected to attend meetings and to come prepared to those meetings. Members may have assignments that require independent or collaborative work between meetings.

DECISION MAKING

Subcommittee operates in an advising capacity and therefor does not have decision making authority. Recommendations from the committee will be provided to the Administrator of Bridge Design and/or ACEC CQI Committee and final decisions regarding NHDOT standards, policies, and procedures rest with the Department.

Approved:



Tobey Reynolds, Chair
NHDOT/ACEC CQI Committee

10/16/2024

Date



Darren Blood, Co-chair
NHDOT/ACEC CQI Committee

10/16/2024

Date



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ATTACHMENT A – CURRENT MEMBERS

Effective September 1, 2024:

NHDOT

- Jennifer Reczek, P.E. - Bureau of Bridge Design Administrator
- Angela Hubbard - Project Engineer (Co-chair)
- Andy Hall, P.E. - Assistant Bridge Maintenance Administrator
- David Scott, P.E. - Design Chief
- John Stockton, P.E. - Senior Project Engineer
- Ron Kleiner, P.E. - Senior Project Engineer

ACEC

September 2022 to September 2025

- Chris Fornier, P.E. - HEB Engineers, Inc.
- Stephen Langevin, P.E. - Greenman-Pedersen, Inc. (Co-Chair)

September 2023 to September 2026

- Anna Giraldi, P.E. - H.L. Turner Group
- Nicholas Caron, P.E. - HDR Engineers, Inc.

September 2024 to September 2027

- Samuel White, P.E. - McFarland Johnson
- Karie-An James, P.E. - WSP