

ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – Wednesday, May 21, 2025
1:30 -3:00 PM

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

In Attendance:

Tobey Reynolds, NHDOT (Co-Chair)
Nickie Hunter, NHDOT
Jim Marshall, NHDOT (Scribe)
CR Willeke, NHDOT
Kevin Nyhan, NHDOT
Loretta Girard Doughty, NHDOT
David Scott, NHDOT

JoAnn Fryer, F&O
Kim Smith, H&H
Rob Faulkner, CHA

Unable to attend:

Darren Blood, GM2 (Co-Chair)
Jess Eskeland, ACEC-NH
Chris Mulleavey, HTA

- 1) JoAnn led meeting in Darren's absence. Jim agreed to scribe
- 2) March CQI Meeting Minutes Accepted with comments
- 3) Updates on CQI Subcommittees:
 - a) Consultant Contract Subcommittee (JoAnn) –
 - i) Final Design Standard Scope of Work (SSOW) is still being worked on
 - ii) Indirect Cost Rate (ICR) true up upon contract completion is moving forward with a value of 2.5% of the total direct labor at the time of contract signing.
 - iii) B. Oldenburg will discuss ICR at May 27 Standard Invoice training
 - iv) Tobey will discuss at June Partnering meeting
 - b) Bridge Subcommittee (Dave Scott)
 - i) No Report – Meeting set for June
 - c) Highway Subcommittee (Jim Marshall)
 - i) No Report – Meeting set for June 10
 - d) Environmental Subcommittee (Kevin Nyhan)
 - i) Met on April 7th
 - (1) DES wetland Rule changes-Preliminary draft. This committee is reviewing the draft rules and making comments. The following is a summary of the hot topics:

- (a) Time of Year restrictions for species of concern is being evaluated
 - (b) Function and value assessments will be required for all impacted wetlands. This does not include streams.
 - (c) NH Fish and Game Consultation needs more flexibility
 - (i) This process will potentially change due to HB-2
 - 1. Consolidating NHFG staff with DES
 - (d) Mitigation requirements for Dam maintenance is being proposed to be except from mitigation. This should be expanded to roadway maintenance for the same reasoning- Existing public infrastructure for public benefit.
 - (e) Storm related emergency project procedure should allow for culvert upsizing to encourage increasing resiliency in designs.
 - (2) Section 106 Programmatic Agreement is out for public comment right now
 - (3) As procedures and rules change so do plan requirements
 - (a) A meeting between the Environmental Sub-Committee and Highway Sub-Committee will be scheduled to discuss these plan changes and the implications.
 - (4) No guidance from FHWA with respect to recent executive orders concerning Environmental Justice, Climate Change and Sea Level Rise. Continue to do business until we receive direction.
- 4) LPA Topics (CR Willeke)
- a) 14 of the 31 scheduled FY25 LPA projects totaling \$50M of the \$80M FY25 LPA Program are struggling to achieve PS&E status needed to obligate funds
 - i) Setting up a recurring Projects Review meetings with towns/consultants to review project issues thru the end of the current fiscal year to help get projects ready
 - ii) These projects are a priority for advertising for allocation of federal funds
- 5) ACEC/NHDOT/AGC Digital Delivery Work Group (Nickie)
- a) Member make-up / numbers
 - i) NHDOT (5): Patrick Colburn (Facilitator), Greg Tedeschi (Construction), Sue Guptill (Bridge Design), Emma Bell (Highway Design), Bill Caswell (CAD/D)
 - ii) AGC (3 to 5): Alex Koutroubas (Liaison), Pat L. (Severino), Ben (Weaver), John (E.D. Swett), Patrick (R.M. Piper)
 - iii) ACEC (3): Jessica Eskeland (Liaison), Sam White (MJ), Ben Martin (VHB)
 - b) Patrick Colburn will facilitate meeting and reach out to everyone once work group members are identified
 - c) Preliminary meeting discussion centered around Contractors providing a show-and-tell demonstration of the models and equipment they use to build a project.
- 6) Year end Invoicing Discussion
- a) Invoicing cannot cross State Fiscal years July 1 to June 30
 - b) Invoicing for closing fiscal year shall be submitted by July 15th. Or an estimate of dollars to be invoiced for the closing fiscal year. This needs to also include sub-consultants.
 - c) This will be covered at Partnering meeting
- 7) Revised NHDOT Construction Evaluation of Contract Plan form was discussed. NHDOT is ready to distribute to its Contract Administrators (CAs). CAs will fill out at the end of each Construction Project. Feedback will be forwarded to PD Director/Assistant and Design Leads.

8) Partnering meeting June 27th

- a) Indirect Cost Rate
- b) Construction Inspection Services Memo
- c) Escalation for all On -Call task orders
- d) Update on ADCMS
- e) Construction Plan Evaluation form
- f) Committee Updates

9) Municipal Available Consultant List Update

- a) Chris M. and Kurt B. met and are moving this forward.
- b) Developing a presentation for a webinar on emergency services
 - i) For what is expected of Consultants
 - ii) FEMA sponsored training

10) Next meeting is currently scheduled for Wednesday, June 18, 2025; however, may reschedule due to committee availability. New date to be set (Tobey and JoAnn)