

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

**PROJECT:** ACEC-NHDOT Contracts Subcommittee Meeting

**DATE OF CONFERENCE:** September 4, 2025

**LOCATION OF CONFERENCE:** NHDOT, Profile Conference Room 161

<b>ATTENDED BY:</b>	<u>NHDOT</u>	<u>CONSULTANTS</u>
	David Smith (co-chair)	Darren Blood (co-chair)
	Mike Mozer	Jason Beaudet (scribe)
	Brett Rusnock (Teams)	Roch Larochelle
		Jennifer Reczek

**Previous Meeting Minutes Approval**

- The August 13, 2025 minutes were reviewed. Minor changes were made and approved.

**Fee Matrix (Preliminary Design)**

David to coordinate posting updated fee matrix to include ICR adjustment

- Brett discussed how we will archive the versions as part of the change log
- The following revisions were made
  - Section numbers were updated to line up better with SSOW
  - Direct labor cost formula was updated to a more streamline calculation
  - Overhead calculation was updated (column Q) to avoid minor cost differences (penny error) between the categories and the overall
    - Following discussion, it was recommended that the addition of column Q may cause more issues, and should not move forward

**Standard Scope of Work (Preliminary Design)**

- Section 10.1 – Project Management
  - Efforts related to this task were better defined
- Section 10.2 – Project Coordination with the Department
  - Eliminated as efforts and covered elsewhere
- Section 10.3 – Project Coordination with Subconsultants
  - Additional detail was added for clarity and conciseness
- Section 10.4 – Invoicing and Contract Management
  - Proposed revisions were reviewed, refined, and accepted
- Section 10.5 - Project Schedule Management
  - Proposed revisions were reviewed, refined, and accepted
- Section 10.6
  - Will be eliminated as a numbered section, but will be added at the end as its own narrative.

**Action Items**

- Review Final Standard Scope of Work (SSOW) table of contents and documents ahead of next meeting for discussion (v1.1)

**Next Steps**

- Final Standard Scope of Work (SSOW) continued

**Next Meeting**

- October 8, 2025 @ 2:00 PM