

October 9, 2025

**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

| ATTENDED BY: | NHDOT | CONSULTANTS |
|---------------------|------------------------|-------------------------|
| | David Smith (co-chair) | Darren Blood (co-chair) |
| | Mike Mozer | Jason Beaudet (scribe) |
| | Brett Rusnock (Teams) | Roch Larochele |
| | | 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