

# ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – Wednesday, November 19, 2025  
1:30 -3:00 PM

**Meeting Location:** NHDOT, Room 211 – Kancamagus Room

## In Attendance:

Loretta Girard Doughty, NHDOT  
Nickie Hunter, NHDOT  
Jim Marshall, NHDOT  
Kevin Nyhan, NHDOT  
C.R. Willeke, NHDOT (scribe)

JoAnn Fryer, F&O (Co-Chair)  
Chris Mulleavy, HTA  
Kim Smith (H&H)  
Brian Colburn (MJ)  
Tom French (HDR)  
Jess Eskeland, ACEC-NH

## **Unable to attend:**

Tobey Reynolds, NHDOT (Co-Chair)  
David Scott, NHDOT  
Rob Faulkner, CHA – completed his 20+ year term on the committee – thank you Rob!  
Darren Blood (GM2) – recently retired

- 1) The October CQI Meeting Minutes were accepted and will be posted.
- 2) Updates from CQI Subcommittees:

a) Consultant Contract Subcommittee:

- i) Changes to subcommittee members: Jennifer Reczek (CDM Smith) is the new co-chair joining recent new co-chair Mike Mozer (NHDOT). Brian Colburn (MJ) will be the CQI Liaison starting in January 2026. Other subcommittee members include Jay Beaudet (CMA), Brett Rusnock (NHDOT), Dave Smith (NHDOT), and Roch Larochelle (HDR).
- ii) Currently refining preliminary design standard scope of work as well as preamble (article 1) based on user feedback. They are about 1/3 thru the comments received. They are also working on final design scope of work along with the standard fee matrix. The environmental portion has been review by NHDOT Bureau of Environment, as well as the ENV subcommittee. Contract Subcommittee is targeting winter of 2026 to complete final design portion.

b) Highway Subcommittee:

- i) Jim Marshall noted they met before recent partnering meeting and gave an update at the partnering meeting (11/7) including sample drainage profile and adding drainage profiles to existing check list. The committee is looking for 2 new members. Jim Marshall will be retiring end of November; Nicole Fox (F&O) and Seth Hill (GM2), and may need one more additional member.

c) Bridge Subcommittee

- i) Will be meeting in December. Membership changes: Kevin Daigle (MJ) leaving. Josif Bicja (HTA) and Liam Kalloch (CMA) being added.
- d) Environmental Subcommittee
  - i) Kevin Nyhan noted they have been working with the Contract Subcommittee on the final design standardized scope of work. Their next meeting will be in January.
- 3) LPA Topics
  - a) C.R. Willeke noted that similar to last year, current FY26 project's review is a focus area to determine which projects will be able to advertise for construction this current fiscal year and utilize the available funds versus being delayed and causing lapse issues. Meetings with communities and consultants are being planned.
  - b) NHPWA Fall Social is tomorrow (11/20) at the Common Man in Concord
  - c) ADA accessibility requirements for web site documents is coming in 2026
  - d) Cheshire County Ashuelot River area is undergoing a FEMA Flood Map revision. Comment period will be open in 2026. Initial indications are that base flood elevations will be significantly higher in some areas. This could/will affect project designs as well as homeowner insurance costs.
- 4) ADA Web Content Accessibility Guidelines: A general discussion ensued and a general need for awareness about this issue was noted. Loretta Girard Doughty mentioned that ACEC could possibly host an ADA Web Content Accessibility session. JoAnn Fryer mentioned a need to ensure accuracy if ADA modifications for web posting modify document information. The new language going into NHDOT contracts with consultants is as follows:

*“All external NHDOT web content created under this AGREEMENT shall meet the accessibility requirements of the Americans with Disabilities Act (ADA) Title II: web content accessibility guidelines (WCAG) 2.1, level AA or Higher, as stated in the New Hampshire [Information Technology Accessibility Policy](#). Web content means the information and sensory experience to be communicated to the user: websites and pages, web apps, videos, documents, social media, etc., and mobile applications.”*
- 5) November 7<sup>th</sup> 2025 Partnering Meeting Follow-up
  - a) Good positive reviews, good range of topics, good engagement, and good range of speakers were noted.
- 6) Performance Measures:
  - a) Loretta Girard Doughty discussed the schedule tracking steps in NHDOT's "ProMIS" estimate system that track design steps after consultants are on board that include:

	Original Target	PM Target	Co
Start	11/3/2023	11/3/2023	
Hold Last PI Meeting			
Hold Public Hearing			
Begin Slope and Drain			
Complete Final NEPA			
Begin ROW Acquisitions			
Submit Env. Permitting Plans			
Advertising Date	12/31/2029	12/31/2029	

Loretta Girard Doughty is working with others to help to develop a spreadsheet to pull dates from the ProMIS system to look at days/duration between milestones (days/months/years) for multiple projects and then will be looking to plot that information into graphs or charts to gain insight into what steps are causing the most delays. A similar effort has been discussed to mine data about the consultant section process using the NHDOT consultant selection database.

7) Process Efficiencies - Are there areas the CQI Committee can tackle?

Jim Marshall suggested leveraging existing software (similar to above - mining ProMIS data). Chris Mulleavy mentioned use of AI tools.

a) Streamline Submission Reviews

i) Question was asked – how is streamlined submission review process going? It was mentioned that Bridge Design did have an issue with streamlined process where approved wetland plans did not match contract documents resulting in delays and change orders.

b) Construction RFI's and Engineer of Record (EOR) Engagement

Nicke Hunter mentioned that it can be difficult to figure out when a construction issue is an owner (NHDOT) decision vs an EOR decision. Sometimes too many people are involved if following standard DOT specs. Construction personnel can struggle with what issues can be solved by the Construction Bureau vs talking to Concord DOT PM and/or EOR. Construction Bureau has always been comfortable making decisions but making the process more formal did add some complications with field staff that may now be more shy to make decisions.

c) Consultant Performance Evaluation - new form was mentioned and was presented on 11/7.

All three of the above noted topics (streamlined submission review, RFI's/EOR decisions, and Consultant Performance Evaluations) blend together and warrant on going communication between the Department and the consulting firms. JoAnn Fryer mentioned that any of these three could be discussed at Construction School (last week of January) and/or at a "Lessons Learne" session at the upcoming Winter Tech meeting (date TBD). JoAnn would like to revisit every quarter to continually communicate and continually try to improve processes. Loretta Girard Doughty mentioned that there is an Engineer of Record Procedure that outlines guidance for EOR engagement. It was noted that Maine and other states use more design exceptions / variances to reduce costs compared to NHDOT. Things like lower speed limits, curvature exceptions and guardrail deviations are more common in other New England states.

8) Municipal Available Consultant List for Emergency Responses - Update

a) Chris Mulleavy met with Kurt Bloomquist to discuss contracting, timing, speed, training needed, etc... and drafted power point for Kurt to review. Once finalized, they will meet with New Hampshire Public Works Association (NHPWA) to discuss and approve. After that it can be presented to CQI and then ACEC. The goal being a list of available consultants obligating to a 24/7/365 reaction time.

9) The next CQI meeting has been scheduled for December 17, 2025. *Subsequently postponed until Jan 21, 2026*

Submitted by:

C.R. Willeke, PE

Municipal Highways Engineer