

ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – Wednesday, January 21, 2026
1:30 -3:00 PM

Meeting Location: NHDOT, Room 211 – Kancamagus Room

In Attendance:

Tobey Reynolds, NHDOT (Co-Chair)
Loretta Girard Doughty, NHDOT
Kevin Nyhan, NHDOT
C.R. Willeke, NHDOT

JoAnn Fryer, F&O (Co-Chair)
Chris Mulleavey, HTA
Kim Smith (H&H)
Brian Colburn (MJ) (scribe)
Tom French (HDR)
Ben Martin (VHB)

Unable to attend:

Nickie Hunter, NHDOT
David Scott, NHDOT
Jess Eskeland, ACEC-NH

- 1) The November 19, 2025 CQI Meeting Minutes were accepted and will be posted.
- 2) Updates from CQI Subcommittees:
 - a) Consultant Contract Subcommittee:
 - i) Currently refining preliminary design standard scope of work as well as preamble (article 1) based on user feedback. They are also working on final design scope of work along with the standard fee matrix. Jon Evans and Mark Hemmerlein have been invited to the February meeting to review the environmental section.
 - b) Highway Subcommittee:
 - i) The committee met on January 13 and reviewed the draft checklist updates to include Drainage Profiles. Ron Grandmaison is leading the committee now that Jim Marshall has retired. Tobey Reynolds mentioned that updates to the plan set should be coordinated with the Bureau of Construction as they still want drainage notes included in the plan set. It was noted that the plan sets will continue to have drainage note sheets included.
 - ii) Future discussion topics include updating the safety section portion of the Engineering Report template.
 - c) Bridge Subcommittee
 - i) The committee did meet in December 2025, but no update was provided.
 - d) Environmental Subcommittee
 - i) Kevin Nyhan noted they will meet on January 26th.
 - e) Discussed the desire to add ADCMS Subcommittee.

3) LPA Topics

- a) C.R. Willeke noted that Marlon Austin has been promoted to CE 5.
- b) Continuing to monitor current FY26 projects. LPA program has met with communities and consultants with follow-up meetings being planned in February.

4) ADA Web Content Accessibility Guidelines: A general discussion ensued about the Department's deadline of February 14 for ADA compliance on outward facing material.

- a) The Department is using Adobe Acrobat Pro to review compliance
- b) DoIT has issued a checklist and they have some good info on their website. The Department will look to send an announcement to the ACEC community if this checklist can be shared.
- c) Current guidance is to post material in its native format rather than convert everything to PDF.
- d) Most older documents will be tagged as "archived" and does not need to be altered.
- e) New contracts will include language on ADA compliance.
- f) C.R. Willeke noted that LPA Pre-Qual documents may need to be ADA compliant for future submission since they are on the website.
- g) The Department's expectation is that consultants will supply ADA compliant documents for posting, even on existing contracts. Consultants will need to communicate with their project manager if this will be a big lift on existing contracts.
- h) More content and guidance will be presented at the Winter Technical Conference.

5) Performance Measures:

- a) Loretta Girard Doughty is working with Glenn Davison on a spreadsheet that can track time durations between various milestones. Once the spreadsheet is complete, the goal will be to focus on one performance measure to review.
- b) Tobey Reynolds suggested that a task fore be developed to assist with this effort.
- c) Tobey Reynolds mentioned that the Department went through a LEAN process with Highway Design in 2025 to review invoice processing. Against 2024, the review time for invoices went from 31 days in 2024 to 5 days in 2025. This process will be rolled out to Bridge Design next. This information will be shared at the Winter Technical Conference.
- d) Loretta Girard Doughty reminded consultants to submit invoices monthly.

6) Winter Technical Conference

- a) A date of March 6, 2026 was selected.
- b) ADA compliance will be discussed and the presentation will be led by NHDOT with assistance from an ADA expert from HDR.

7) Construction Bureau Feedback

- i) Nicki Hunter to provide the Department's guidance for field staff on what they can address in the field vs when the EOR is contacted. It was noted in other states, the Resident Engineer can contact the EOR directly while copying the DOT Project Manager.

8) The next CQI meeting has been scheduled for February 18.

Submitted by:

Brian R. Colburn, PE

McFarland Johnson