

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

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: October 8, 2025

LOCATION OF CONFERENCE: NHDOT, Profile Conference Room 161

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

Previous Meeting Minutes Approval

- The September 4, 2025 minutes were reviewed and approved.

Standard Scope of Work (Final Design)

- Environment
 - Jon Evans joined the meeting and gave brief update on the review of the Environmental section of the
 - Jon Evans gave an update on the status of the review of the environmental portion of the SSOW (Final Design)
 - Working on pairing it down to the critical/detailed elements, focusing on the essential elements needed
 - David Smith mentioned that the document be reviewed to be more definitive, such as not using “if”
 - Jon Evans will wrap up his review in the next few weeks and submit it to this committee
- General
 - Preliminary Design will be eliminated from the Final Design SSOW
 - Assumption will remain at the end
- Geotechnical
 - Section typically not included in Final Design SSOW, just the Preliminary Design SSOW
 - The placeholder should be kept in the Final Design SSOW, referencing Preliminary Design SSOW similar to how slope and drain is handled in the Final Design SSOW
 - Brett Rusnock will work on language to be added to preamble
- Survey & ROW
 - Should not be included in Final Design SSOW, just the Preliminary Design SSOW
- Slope & Drain
 - Eliminate coastguard section

- Public Outreach
 - Eliminate stakeholder meetings, media relations and contact list
 - Retain engagement plan and public outreach meetings
- Meetings
 - No changes recommended
- Project Administration
 - David Smith to refine this section and update
- Construction Support Services
 - Language should be added related to the approvals and values as a note
 - Need to refine/define how consultants charge for time following advertisement, including administration

Contracts Subcommittee Storage

- GM2 site currently has working and historic info of the committee
- There was discussion about whether there is an alternative or better location to store items
- Committee member to see what is available and discuss at next meeting

Next Steps

- Final Standard Scope of Work (SSOW) continued
- Contract Subcommittee Storage continued

Next Meeting

- November 12, 2025 @ 2:00 PM