

ACEC/NHDOT CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – Wednesday, June 17, 2026
1:30 -3:00 PM

Meeting Location: NHDOT, Room 211 – Kancamagus Room

In Attendance:

Tobey Reynolds, NHDOT (Co-Chair)
Nickie Hunter, NHDOT
Loretta Girard Doughty, NHDOT
David Scott, NHDOT
Kevin Nyhan, NHDOT
C.R. Willeke, NHDOT
Curtis Morrill, NHDOT
Levi Byers, NHDOT

JoAnn Fryer, F&O (Co-Chair)
Kim Smith (H&H)(scribe)
Brian Colburn (MJ)
Ben Martin (Wright-Pierce)
Tom French (HDR)
Jess Eskeland, ACEC-NH

Unable to attend:

Chris Mulleavey (HTA)

- 1) The May 20, 2026 CQI Meeting Minutes were accepted and will be posted.
- 2) Updates from CQI Subcommittees:
 - a) Consultant Contract Subcommittee:
 - i) Draft Final Design Standard Scope of Work - addressing comments. Meeting scheduled with BOE to discuss comments. Article I to be looked at next by subcommittee.
 - ii) Kendra McGhee willing to join committee as she has background information regarding contracts.
 - iii) Performance Review – compare timeframes in solicitation process: Group needs to determine if the new preliminary SSOW has been used long enough to compare solicitation duration. Sample size is likely too small at this time.
 - (1) ACEC to coordinate with consultants to provide their input on timelines/durations to date. NHDOT requested to list which PM's they are working with.
 - b) Highway Subcommittee:
 - i) Met in April
 - ii) Need to fill DOT spot, Jim Commerford from Specialty Section added; in addition to two new members: Jordan Pike and Andrew Sweet.
 - iii) Design report - integrating safety and complete streets

- iv) Drainage profiles - sample plans posted, working through presentation elements

- v) ACEC/consultants to select co-chair to coordinate with Curtis

- c) Bridge Subcommittee

- i) Met June 5, refer to bridge subcommittee meeting notes

- ii) ADA disclaimer discussion

- iii) 95% complete with Chapter 7 of BDM, Chapter 8 is next

- iv) Check lists and ADA compatibility

- v) Prestressed boxes and transverse post tensioning

- vi) New Specification Book available July 1

- vii) Sleeper slabs, approach slabs and expansion joint issues

- viii) Pavement thicknesses - blistering due to inadequate thickness?

- ix) Concrete scaling – noticing additional scaling compared to previously; Type 1 Concrete has a higher limestone percentage and could potentially be the issue

- x) Need 2 new ACEC/consultant members, ACEC considering aligning bridge and highway subcommittee terms, would extend bridge by one meeting. ACEC will provide 2 members by this fall and coordinate term extension with existing members

- a) Environmental Subcommittee

- i) The committee did not meet since last CQI meeting.

- b) Performance Measure Task Force

- i) The committee is scheduled to meet on June 22.

- c) Digital Delivery Task Force

- i) Department interviews completed

- ii) Working on implementation plan and a logo

- iii) Contractor meetings not scheduled yet

- iv) CADD user group to coordinate a meeting with Digital Delivery Task Force in fall 2026

- v) Making CORES network more robust is part of grant

- vi) Workforce development is part of grant, partnering with UNH

- 3) LPA Topics

- a) Met in May with 10 of the 25 communities that are on the ad schedule for this year. Some projects are struggling to meet schedules. Primarily completing the ROW property evaluation

and acquisition process is slowing the progress, all parties involved are working to expediate. Anticipate advertising approximately \$50m worth of construction funds this year, 18-20 projects for the year, down from last year's amount (26 projects).

- b) Abutters' rights letter template is changing, still in progress. Will be implemented for projects moving forward once FHWA and ROW Bureau sign off.
- c) Pre-qualification packets - DOT will solicit every other year for updates, will take down old solicitations from website due to ADA compliance and outdated information some in late 2026 or early 2027 calendar year, DOT website will provide a link to Consultant's website and provide a firm POC. ACEC to draft this change to consultants and look for feedback.

4) Construction Topics

- a) Possible Construction Feedback at Winter Technical Meeting
- b) Having contractual ability during Construction for EOR has been helpful.
- c) Construction affordability
 - i) MaineDOT's Practical Design Policy - coachpoint meetings discuss design exceptions and variances where it provides cost savings, based on road classifications there are design standards, no highway design manual but standards. JoAnn to send information to NHDOT.
- d) Plan Evaluation Form - updating for smart form and to allow the designer to provide response to feedback

5) Project Development Strategic Plan

- a) Review statements re: authority & decision making vs. EOR when working with Consultants
 - i) Goal of 'NHDOT is able to be the authority' was to retain subject matter experts
 - ii) Roles & responsibilities on consultant lead projects is attached to EOR procedure within NHDOT as guidance to staff
 - iii) JoAnn to email Word document of consultant roles and responsibilities to Tobey to post on NHDOT website (check ADA compliance)
 - iv) Need to consider bringing cost into the discussion; defending your design, but also consider practical design.
- b) Discuss Standard of Care
 - i) Perfectionism is not insurable
 - ii) How is risk shared and/or mitigated?
 - iii) Contracts subcommittee to review Article I and standard of care
- c) Relationship Building (through design, during construction)

- d) RFI's during construction - determining what is compensable vs. errors and omissions. NHDOT completing less reviews
- 6) Fall Partnering Meeting Discussion
 - a) Confirm Date: October 2, 2026
 - b) Project Development Strategic Plan
 - c) Digital Delivery update
 - d) Funding/reauthorization update
 - e) Leadership Panel (if another topic is required)
- 7) The next CQI meeting has been scheduled for July 15.

Submitted by:

Kimberly Smith, PE

H&H