ACEC/NHDOT
CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – Wednesday, March 18, 2026
1:30 -3:00 PM

Meeting Location: NHDOT, Room 211 – Kancamagus Room

In Attendance:

Tobey Reynolds, NHDOT (Co-Chair)
Kevin Nyhan, NHDOT
David Scott, NHDOT (scribe)
JoAnn Fryer, F&O (Co-Chair)
Kim Smith (H&H)
Tom French (HDR)
Ben Martin (Wright-Pierce)

Via Teams:
Loretta Girard Doughty, NHDOT
Chris Mulleavey, HTA
Jess Eskeland, ACEC-NH

Unable to attend:
Brian Colburn, MJ
Nickie Hunter, NHDOT
C.R. Willeke, NHDOT

1) The February CQI Meeting Minutes were accepted (final version sent 2-17-26 incorporating changes from CR and Nickie).

2) Updates from CQI Subcommittees:
   a) Consultant Contract Subcommittee was not discussed. It was noted that Darren Blood, formerly with GM2 and chair of the subcommittee, retired. Brian is on this subcommittee and will report in the future.

   b) Bridge Subcommittee (David Scott)
      i) The subcommittee met on 3/13.
      ii) ADA compliance further discussed
      iii) Partial-depth deck panels and repairs to decks built with panels was discussed.
      iv) TS&L and Preliminary Design checklists reviewed by subcommittee

   c) Environmental Subcommittee (Kevin Nyhan)
      i) The subcommittee meets April 6
      ii) Categorical Exclusion Programmatic Agreement needs to be finalized by May so they will review on April 6. It needs to be renewed every 5 years.
      iii) The subcommittee is discussing new nationwide permitting issues.

   d) Highway Subcommittee

i) Jim Marshall has retired from NHDOT.
ii) This subcommittee will not meet until a new Highway Design Administrator is selected.

3) Performance Measures Task Force
   a) JoAnn and LGD discussed at March 6 at the Winter Partnering Meeting.
   b) Loretta will set up a meeting with JoAnn and Ben to discuss what milestones are worth covering.

4) LPA Topics (C.R. Willeke was not in attendance to discuss)
   a) CQI Committee discussed Construction Administrator recordkeeping with pay applications. JoAnn notes the pay application needs to be generated by the consultant not the contractor.
   b) JoAnn will coordinate with C.R. and see if it is a topic for an upcoming meeting.

5) Feedback from the Winter Technical Conference on March 6.
   a) Tobey rec'd no feedback
   b) Chris heard positive feedback
   c) Jess heard positive feedback on the audience interaction.
   d) Loretta had conversation with Roch and the ADA presenter. The ACEC presentation was high-level. Should we now do a more detailed training session? The HDR presenter is willing to do another presentation.
      It was agreed that having a technical session, either a recorded seminar, virtual meeting or Lunch & Learn could be options. ACEC-NH will look at potential available information and get something set up for later this year.

6) Construction Bureau feedback on RFI/EOR Engagement
   a) Review internal guidance for field staff of what they can address in the field vs. when EOR is contacted
      i) Nickie was not available to discuss the RFI/EOR engagement. Tobey notes that the field staff doesn't always know who from the consultant to reach out to. Tobey wonders if it is a big issue, although he suspects it isn't. Ben noted that Nickie amended the last meeting minutes to be more descriptive.
      ii) JoAnn mentioned that there is guidance that the CA's have as to when to contact the EOR, but we want them to work through the Design Lead/PM
   b) Construction affordability considerations/simplification of designs
      i) JoAnn noted previous topic brought up surrounding consideration of affordability of the chosen designs. She mentioned the use of constructability reviews, which don't always occur. Should we give this topic to the Subcommittees and discuss with Construction? After a robust discussion, we agreed this should be collaborative and could be a topic for discussion at the next partnering meeting.

7) Centralized Submissions Reviews / and Comment Resolution -
   a) We discussed what is currently happening at NHDOT, which varies depending on the bureau and the PM. We also reviewed what other DOTs are doing across New England; specifically processes that are helping to streamline the review and comment response process/timeline.
      i) VAOT – Uses Adobe session
      ii) RIDOT – Uses Bluebeam session
      iii) CTDOT – Does a meeting to go over all comments

iv) MaineDOT – Sometimes does Bluebeam
v) MassDOT – Comment resolution spreadsheet

b) Consultants feel it saves time and rework. We talked about different options that could be implemented at NHDOT.
c) Next step is to reveal the NHDOT PD Strategic Plan on Friday, and this Bluebeam integration might be part of the automation. We might revisit in May.

8) Tobey noted that at the Consultant Selection Committee we discussed the size of proposals. Can we all live with a lower sized proposal rather than our current 20Mb limit. Tobey asked the consultant members to discuss this with the marketing staff.

9) CQI will not meet in April; next meeting is Wednesday, May 20.

Submitted by:

David Scott, PE