ACEC/NHDOT
CONSULTANT QUALITY INITIATIVE (CQI) Meeting

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

Meeting Location: NHDOT, Room 211 – Kancamagus Room

In Attendance:

Tobey Reynolds, NHDOT (Co-Chair)
Kevin Nyhan, NHDOT
C.R. Willeke, NHDOT
Nickie Hunter, NHDOT
David Scott, NHDOT
Jess Eskeland, ACEC-NH
JoAnn Fryer, F&O (Co-Chair)
Chris Mulleavey, HTA
Kim Smith (H&H)
Brian Colburn (MJ)
Tom French (HDR)
Ben Martin (VHB) (Scribe)

Unable to attend:
Loretta Girard Doughty, NHDOT

1) The January 21, 2026 CQI Meeting Minutes were accepted and will be posted to the website.

2) Updates from CQI Subcommittees:

   a) Consultant Contract Subcommittee:
      i) Ongoing development of the environmental section of the final design scope of work, specifically the stormwater compliance memo. Evaluating separation of environmental compliance and environmental engineering to simplify organization of the scope and fee matrix. The subcommittee is focusing on the final design scope now but expects to update the preliminary scope soon.

   b) Highway Subcommittee:
      i) The Highway Subcommittee did not meet in January; however, it was noted that two new members will be joining the next meeting: Andrew Sweet (HNTB) and Jordan Pike (HEB).

   c) Bridge Subcommittee
      i) David Scott noted new bridge staff joining NHDOT (New CE1 started, with another joining soon).
      ii) Discussed role of designer vs. independent checker (noting that consultants are beginning to do independent reviews).
      iii) Ongoing development of the bridge design checklist.

   d) Environmental Subcommittee
      i) Ongoing discussion of process of delineating OHW. The ACOE draft manual differs from the current state process which is creating regulatory challenges. There is an upcoming internal (NHDOT Only) training course that Kevin Nyhan noted he would like to extend to the consulting community if possible.

ii) Discussed migration to nationwide permits, noting that the biggest change is the threshold for new permits.
iii) The subcommittee elected two new chairs: Jon Evans (NHDOT) and Jenn Riordan (Consultant/GM2)
iv) Next meeting is scheduled for April 6th.

3) LPA Topics
   a) Discussed need to gather feedback from Consulting/CA community on process(es) for bookkeeping associated with pay items. ACEC-NH sent out an email survey and should have results by the end of February. There will also be a live survey conducted during the winter technical meeting on March 6th.
   b) Following recent FHWA webinar on Buy America regulations which cover Iron, Steel, and Manufactured Products, as well as BABA (Build America, Buy America) regulations covering Construction Material, C.R. Willeke noted that items get categorized by how they arrive on site (preassembled vs. pieces to be assembled on site) which could affect an items classification. In addition, C.R. mentioned that it is important for engineers of record specifying items during design to know if the PS&E items/products can be manufactured in the USA. It is typically too late to discover this information once construction has started and could cause delays / change orders.
   c) Eastern Federal Lands received three applications for funding. Projects will be coming through LPA, 100% federal funding. Expecting two or three projects to come out in the second half of the year.

4) Performance Measures:
   a) Loretta Girard Doughty was not able to attend the meeting, but JoAnn Fryer noted that she and Ben Martin would be assisting and would schedule a time to meet soon.

5) Winter Technical Conference (March 6) – Finalizing Agenda
   a) ADA compliance will be discussed, and the presentation will be led by Tobey Reynolds with assistance from an ADA expert from HDR. Some specific items to potentially cover included
      i) Better understanding of the guidelines
      ii) Protocol to decide what is (or is not) posted.
      iii) Compliance Review Process (including expected timeframe for review, for planning purposes)
      iv) Will any tools be made available to assist consultants and reviewers?
      v) What will be allowable to use the ‘waiver’ process.
   b) Discussion of CA records on LPA Projects
      i) CR Willeke will provide an overview, and JoAnn Fryer will lead a live survey to get feedback.
   c) Bill Casswell will provide an overview of the new Box.com file sharing process.
   d) Construction Bureau feedback on RFI/EEOR Engagement (tentative agenda item):
      i) NHDOT has internal guidance for field staff on when the EOR should be engaged for items that come up during construction. Tobey Reynolds will provide an overview of the general guidance as well as how to develop construction phase services scope to capture effort associated with RFI that require input from the EOR. Note: NHDOT EOR Procedure PRJD 2-1: “Decisions made during construction or change orders that could have life safety implications shall be reviewed with and approved by the Engineer of Record.”

6) The next CQI meeting has been scheduled for March 18.

Submitted by:
Ben Martin