ACEC/NHDOT
CONSULTANT QUALITY INITIATIVE (CQI) Meeting

Meeting Minutes – Wednesday, May20, 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
JoAnn Fryer, F&O (Co-Chair)
Kim Smith (H&H)
Brian Colburn (MJ)(scribe)
Ben Martin (Wright-Pierce)
Jess Eskeland, ACEC-NH

Unable to attend:
Curtis Morrill, NHDOT
Levi Byers, NHDOT
Chris Mulleavey (HTA)
Tom French (HDR)

1) The March 18, 2026 CQI Meeting Minutes were accepted and will be posted.

2) Updates from CQI Subcommittees:

   a) Consultant Contract Subcommittee:
      i) The committee has completed the first draft of the final design standard scope of work. They will now be going back through and addressing comments that have been made by reviewers. There will be some final coordination with BOE on their section.
      ii) The final design standard scope of work incorporates recent NHDOT direction to include construction engineering funds as a placeholder that can be used with PM authorization as tasks arise during construction. Tobey mentioned that the goal is to keep these funds available for construction and not to use them as a safety net for additional funds needed during design.
      iii) The final design standard scope of work does not include consultant led project management duties since this task would currently not apply to 90% of the projects.

   b) Highway Subcommittee:
      i) Curtis Morrill to provide an update at the next meeting

   c) Bridge Subcommittee
      i) The committee has not met since the last CQI meeting.

d) Environmental Subcommittee
   i) The committee met on April 6, 2026.
   ii) Discussed the Army Corps of Engineers Nationwide Permit.
   iii) Discussed digital accessibility for Resource Agency meeting presentations and agreed that the presentations do not need to be ADA compliant since they are not posted to the Department's website.
   iv) Reviewed the Programmatic Agreement for Categorical Exclusions
   v) Continued working on recent changes to Threatened and Endangered Species reviews.
   vi) Reviewing the State Permit Form and updating the SOS. The State Permit Form applies to State Funded projects only.
   vii) It was noted that if a project already has an ACOE permit, NHDOT is not seeking an individual permit under the new nationwide permit.

e) Performance Measure Subcommittee
   i) The committee met on May 13, 2026 and discussed the desired outcome and what will be meaningful to focus on.
   ii) Reviewed existing milestones and spreadsheet of information that is available to discuss potential improvements.
   iii) Discussed how schedules are managed and noted that a consistent format for everyone would be useful.

f) ADCMS Subcommittee
   i) The kickoff meeting with the consultant has occurred and 23, one hour long interviews with internal NHDOT staff have occurred.
   ii) A survey has been sent out to ACEC-NH firms as well.
   iii) The grant also includes funds to enhance the satellite-based positioning system (GNSS-RTN) by adding Continuously Operating Reference Stations (CORS) across the state and discussions on this effort have begun.
   iv) Nickie Hunter noted that the grant will also include engaging with UNH on workforce development.

3) LPA Topics
   a) A question had come up if LPA projects will include a "true-up" of overhead at the end of the project, similar to NHDOT projects. C.R.Willeke noted that LPA projects will not include this.
   b) There was a discussion about LPA pre-qualification packages that are currently located on NHDOT's website. Since these packages are not ADA compliant, they will either need to be upgraded by the Consultants to be ADA compliant or removed from the website and replaced with the consultant main contact name and contact information. ACEC-NH will reach out to NHPWA to determine how often communities access the consultant packages that are on the website. NHDOT does not want to be reviewing consultant pre-qualification packages for ADA compliance. It was ultimately decided that for the next round of prequalification packages solicited this fall, reviewed by NHDOT early winter, and then posted, that the NHDOT will post a link on the NHDOT website to each prequalified firms' website (rather than DOT posting the pre-qualification package). Once on the firm's website, a town or city will need to navigate to the pre-qualification package.

4) 2026 Technical Transfer Conference Update: Jess Eskeland gave a brief update of some of the feedback that was received after the conference, which generally aligned with the feedback from previous conferences. There were some logistical issues and attendees noted that the hallways were cramped. The conference site had installed a new A/V system and there were some technical hiccups.
   a) There was a discussion on reducing the number of speakers per session. On average, there were 2.5 speakers per presentation. Reducing the number of speakers who only attend a portion of the day would free up some spots for people that want to attend the whole day. It was noted that people had to be turned away because the event was at capacity.
   b) A larger venue will be explored for next year. Tobey Reynolds noted that he does not expect NHDOT attendance to be reduced if the conference is moved to Manchester. However, some speakers that only attend their speaking session will have to account for the additional drive time if it is moved south.
   c) It was noted that the CADD session generally presents the same information that is presented in the CADD user group sessions. Making the CADD session virtual will be investigated. This could also increase the availability for some other people who want to attend the full day.
   d) There was a discussion on how to manage the distribution of presentations to NHDOT after the conference. In the future, the link to the presentation downloads can be sent to Tobey and he will handle file management and distribution to NHDOT staff.

5) Project Development Strategic Plan
   a) Tobey Reynolds noted that after the Department completed their Strategic Plan, the Commissioner requested that each Division complete a division-specific Strategic Plan as well. The Division of Project Development has completed their Strategic Plan.
   b) The Strategic Plan was developed through internal coordination and numerous workshops and is largely a Strategic Action Plan. The Strategic Plan is an 11-page document, and the Division has also prepared a 2-page summary document.
   c) Since the 11-page Strategic Plan is largely focused on internal actions, the Division does not plan on posting the document to the website. The 2-page summary will be made available.
   d) Reviewing the Strategic Plan could be an agenda item for a future Partnering meeting.

6) The next CQI meeting has been scheduled for June 17.

Submitted by:
Brian R. Colburn, PE
McFarland Johnson