

**ACEC/NHDOT  
Consultant Quality Initiative (CQI) Committee**

Draft Meeting Minutes – September 18, 2020

**Meeting Location:** Virtual Zoom Meeting

**Day/Time:** Friday (2:00 pm – 3:00pm)

**In Attendance:**

Bill Oldenburg, NHDOT (Chair)

Mike Long, MJ

Ted Kitsis, NHDOT

Alex Koutroubas, ACEC

Michelle Marshall, FHWA

Chris Mulleavey, HTA (Scribe)

Darren Blood, GM2

Marty Kennedy, VHB

Loretta Girard Doughty, NHDOT

Jim Marshall, NHDOT

CR Willeke, NHDOT

**Unable to attend:**

Rob Faulkner, CHA (**Please review attendance list as I can not recall who was there or not**)

1. Meeting Minutes: The meeting minutes from the last meeting were accepted.
2. Assigned Scribe for Meeting: (DOT even months/ACEC odd months) – Chris Mulleavey
3. Topics for Discussion:
  - a. Partnering Meeting Oct. 2, 2020 – Agenda Discussion
    - i. Bill O. mentioned training needs to acquire PDH's have been difficult due to Covid restrictions. ACEC mentioned that there are a number of websites on-line that provide this service to engineers i.e. RedVector
    - ii. Not a lot of ideas for additional agenda items other than standard updates, Bill O. will also mention some issues they are dealing with for electronic submissions in that consultants are password protecting their documents as file as file size limitations. ACEC suggested that they develop specific guidelines to be used for consultant electronic submittals.
    - iii. Michelle M. suggested mentioning Everyday Counts Six is being rolled out soon by FHWA.
  - b. Winter Conference Jan 15, 2021 – Agenda Discussion
    - i. The conference is planned to be virtual at this time
    - ii. Bill O. will reach out to Kevin Nyhan for environmental topics, mentioned Permit requirement updates and MS4 as possibilities.
  - c. Tech Conference April 2021 – Discussion

- i. Hope to have conference in person but will have backup plan for virtual meeting. Bill O. and Alex K. to get the committee together to start planning.
    - d. Consultant Selection Manual – Update status
      - i. No change from last meeting Bill O. working out kinks for on-line version and then submit to Contracts sub-committee for review of updates.
4. Status of Sub-Committees
- a. Consultants Contracts subcommittee (Darren)
    - i. Standardized Scope of work/Fee Matrix: Darren reviewing with Committee.
    - ii. Darren thanked Loretta for volunteering staff to write up sections which will speed up the process. Working on Part A will review at next meeting scheduled for Oct.1, 2020 then onto Part B.
  - b. Bridge Sub-committee. (Loretta)
    - i. Design Manual Update -Held meeting Friday Sept. 11.
    - ii. The Updated Manual is being reviewed internally.
    - iii. Estimating Committee is developing a guidance document for estimating projects.
    - iv. The Bridge Sub-Committee notes can be viewed on-line at the NHDOT’s website.
  - c. Design-Build Manual (Loretta)
    - i. Is complete and going through internal review process. Once complete will be posted on NHDOT’s website for consultant’s use.
  - d. Highway Sub-committee (Jim Marshall)
    - i. Design Manual update – Committee will be meeting in 2 weeks, working on design submission checklists and aligning them with standardized scope, design manual chapter 8 revision is with Policy and Records then onto FHWA.
    - ii. **“Working on Design Report to document from beginning to end” *Jim my notes are junk on this can you fill in the blanks that I am missing.***
5. LPA Topics (CR W.)
- a. DOT managed on-call solicitation out also evaluating pre Qual list that Municipalities can utilize for consultant selection for LPA.
  - b. Working on a lot of procedural processes in the background for LPA.
  - c. Planning on LPA training virtually in the November/December time frame.  
***CR can you edit these items accordingly.***
6. Other Items
- a. Question raised from Mike L. regarding proper invoicing around the DOT Fiscal year ending. Bill O. That the only fiscal year ending that needs to be adhered to is the DOT’s which ends June 30th. The DOT cannot pay an invoice the spans two Fiscal years. Ie. June 30 is the stop then new Fiscal year begins July 1.
7. Next Meeting – Thursday - October 16, 2020.

cc: CQI Committee