



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



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 Sam

Victoria F. Sheehan
 Commissioner

William Cass, P.E.
 Assistant Commissioner

Bureau of Highway Design
 March 22, 2019

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

The Department of Transportation requests placing this item on the Consent Calendar.

Authorize the Department of Transportation to amend Contract #4007623, with Vanasse Hangen Brustlin, Inc., Vendor #174584, for preliminary design of improvements to US 202 at its intersection with NH 124 and NH 137 in the Town of Jaffrey, by extending the completion date from June 30, 2019 to December 31, 2019, effective upon Governor and Council approval. The original Agreement was approved by Governor and Council on February 1, 2017, Item #26. Time extension only, no new funding.

EXPLANATION

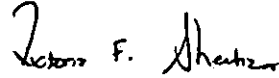
The purpose of this professional engineering design and environmental consultant services agreement is to develop and evaluate alternatives to improve the flow of traffic within and through the historic town center. Environmental efforts are needed to prepare and complete all appropriate environmental documentation including, at a minimum, the requirements of the National Environmental Policy Act, the Clean Water Act, the National Historic Preservation Act and Section 4(f) of the US Department of Transportation Act. The environmental evaluation will also need to identify all applicable environmental permitting requirements. The Consultant will also assist the Department in undertaking a robust public involvement process building upon the Town's planning efforts, including close coordination with the Town of Jaffrey and other stakeholders, and culminating in a formal Public Hearing for the preferred alternative. The tenets of context sensitive solutions will be employed as appropriate to achieve a balance among the competing needs of motorized and non-motorized road users and other stakeholders, while minimizing impacts upon the natural, cultural, and social environments. This project is included in the State's Ten-Year Transportation Improvement Plan (Jaffrey, X-A003(234), 16307).

This amendment to the Agreement is to extend the contract's previously-amended completion date to allow the consultant adequate time for continued public outreach, coordination with the owners of impacted properties and other stakeholders. A formal Public Hearing for this project is expected in early summer 2019. The work is approximately 70% complete, and of the original \$950,877.12 amount for this contract; there is a balance of approximately \$310,500.00 remaining (100% Federal Funds). On December 5, 2018 the Governor and Council approved extending the original completion date of January 31, 2019 to June 30, 2019 (Item #5A).

This amended Agreement has been approved by the Attorney General as to form and execution. Copies of the fully-executed amended Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

It is respectfully requested that authority be given to amend this Agreement for consulting services as outlined above:

Sincerely,



Victoria F. Sheehan
Commissioner

Attachments



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

JAFFREY 16307 (Part A)
X-A001(234)
US 202 intersection w/ NH 124 & NH 137
Time Extension Amendment 2
(Agreement Dated December 15, 2016,
Contract No. 4007623)

Bureau of Highway Design
Room 200
Tel. (603) 271-2171
Fax: (603) 271-7025

March 21, 2019

Mr. Martin F. Kennedy, P.E.
Project Manager
Vanasse Hangen Brustlin, Inc.
2 Bedford Farms Drive, Suite 200
Bedford, NH 03110

Dear Mr. Kennedy:

This letter amends Article I, Section G (Date of Completion) in the above-referenced Agreement. The original and amended dates are as follows:

Original Completion Date	January 31, 2019
Amended to	June 30, 2019
By this letter, amended to	December 31, 2019

This no-additional-cost change order for the extension is as requested by your letter dated March 6, 2019.

This amendment becomes effective upon approval by the Governor and Council.

Sincerely,

Keith A. Cota, P.E.
Chief Project Manager

Approved: Peter E. Stamnas, P.E.
Director of Project Development

We concur in the above Amendment.

VANASSE HANGEN BRUSTLIN, INC.

By: Mat F. Kennedy

Title: Senior Principal

KAC/wjh

s:\highway-design\towns\jaffrey\16307\letters\vhb 03-21-19 tel.docx

AGREEMENT AMENDMENT

JAFFREY, X-A001(234), 16307 (PART A)

VANASSE HANGEN BRUSTLIN, INC.

IN WITNESS WHEREOF the parties hereto have executed this amended AGREEMENT on the day and year first above written.

Consultant

WITNESS TO THE CONSULTANT

CONSULTANT

By: *Luis Suarez*

By: *Mark F. Kennedy*

SENIOR PRINCIPAL (Title)

Dated: 4/2/19

Dated: 4/2/19

Department of Transportation

WITNESS TO THE STATE OF NEW HAMPSHIRE

THE STATE OF NEW HAMPSHIRE

By: *Rhonda Jewell*

By: *[Signature]*

Director of Project Development

For DOT COMMISSIONER

Dated: April 11, 2019

Dated: April 11, 2019

Attorney General

This is to certify that the above-amended AGREEMENT has been reviewed by this office and is approved as to form and execution.

Dated: 4/22/2019

By: *Christina Wells*
Assistant Attorney General

Secretary of State

This is to certify that the GOVERNOR AND COUNCIL on _____ approved this amended AGREEMENT.

Dated: _____

Attest:

By: _____
Secretary of State

VANASSE HANGEN BRUSTLIN, INC.

Certificate of Vote

**JAFFREY 16307 (PART A)
X-A001(234)
US 202 Intersection with NH 124 & NH 137**

I, Robert M. Dubinsky, hereby certify that I am the duly elected Clerk of Vanasse Hangen Brustlin, Inc.

I hereby certify the following is a true copy of Vote taken at a meeting of the Board of Directors of the Corporation, duly called and held on February 6, 2019, at which a quorum of the Board was present and voting.



VOTED:

That Martin F. Kennedy is Senior Principal for Vanasse Hangen Brustlin, Inc. and is hereby authorized to execute professional services contracts, proposals and amendments in the name and behalf of Vanasse Hangen Brustlin, Inc., and affix its corporate seal thereto; and such execution of any professional service contract, proposal or amendment in this company's name on its behalf under seal of the company, shall be valid and binding upon this company.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of this date, and that Martin F. Kennedy is Senior Principal for this Corporation

ATTEST:

Date: April 2, 2019

State of New Hampshire

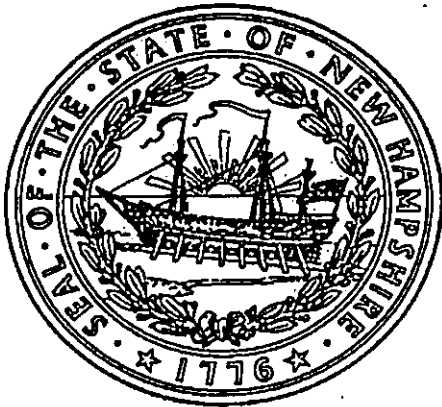
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that VANASSE HANGEN BRUSTLIN, INC. is a Massachusetts Profit Corporation registered to transact business in New Hampshire on December 11, 1986. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 104275

Certificate Number : 0004485580



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of April A.D. 2019.

A handwritten signature in cursive script, appearing to read "Wm Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

OP ID: CL

DATE (MM/DD/YYYY)
04/25/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poole Professional Ltd. 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Christopher A. Poole	CONTACT NAME: _____	
	PHONE (A/C No. Ext.): _____	FAX (A/C No.): _____
E-MAIL ADDRESS: _____		
PRODUCER CUSTOMER ID #: VANAS-1		
INSURED Vanasse Hangen Brustlin, Inc.; VHB Eng, Surveying, Landscape Arch. & Geology P.C.; Vanasse Hangen Brustlin, LLC, VHB Eng., NC, PC, VHB Metro DC, LLC P. O. Box 9151 Watertown, MA 02471	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Valley Forge Insurance Company	NAIC # 20508
	INSURER B: Safety Insurance Company	NAIC # 39454
	INSURER C: Continental Casualty Company	NAIC # 20443
	INSURER D: XL Specialty Insurance Company	NAIC # 37885
	INSURER E: _____	NAIC # _____
INSURER F: _____	NAIC # _____	

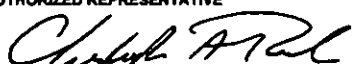
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADJ. SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X	X	6018141932	05/01/2019	05/01/2020	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Contract. Liab.						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Blanket Waiver						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						Val Paper \$ 1,500,000
	NO DEDUCTIBLE XCO COVERAGE INCL.						
A	AUTOMOBILE LIABILITY	X	X	6018203376-NO DED	05/01/2019	05/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	B <input checked="" type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
B <input checked="" type="checkbox"/> HIRED AUTOS	MA AUTO INCLDS NOH					Medical Expense \$ 5,000	
B <input checked="" type="checkbox"/> NON-OWNED AUTOS							
C	UMBRELLA LIAB	X	X	6018203362 FOLLOW FORM	05/01/2019	05/01/2020	EACH OCCURRENCE \$ 14,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 14,000,000
	<input type="checkbox"/> CLAIMS-MADE						
	<input checked="" type="checkbox"/> OCCUR						
	DEDUCTIBLE						
	<input checked="" type="checkbox"/> RETENTION \$ 10,000						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A	X	6017185236	05/01/2019	05/01/2020	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Arch/Engr E&O			DPR9928347	07/19/2018	07/19/2019	Per Claim 5,000,000
	Incl PollutionLiab			FULL PRIOR ACTS			Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Jaffrey 16307 (Part A), X-A001(234)
 Deductible for the Professional Liability/Arch./Engr.E&O: \$75,000.00
 See Attachment

CERTIFICATE HOLDER NHDOT-1 New Hampshire Department of Transportation John O. Morton Building 1 Hazen Drive, P.O. Box 483 Concord, NH 03301-0483	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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NOTEPAD:HOLDER CODE NHDOT-1
INSURED'S NAME Vanasse Hangen Brustlin, Inc.;VANAS-1
OP ID: CLPAGE 2
Date 04/25/2019

RE: Jaffrey 16307 (Part A), X-A001(234)

New Hampshire Department of Transportation is included as additional insureds per written contract for ongoing and completed operations on the general, auto, and umbrella liability policies subject to same terms and conditions. Coverage is primary and non-contributory. Waiver of subrogation applies in favor of additional insured. 30 day notice of cancellation except 10 day notice for non-payment of premium.



VANAS-1

OP ID: C1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/11/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER 781-245-5400 Poole Professional Ltd. 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Christopher A. Poole	CONTACT: Christopher A. Poole PHONE (A/C, Mo, Ext): 781-245-5400 FAX (A/C, No): 781-245-5463 E-MAIL ADDRESS: ADDRESS:														
INSURED Vanasse Hangen Brustlin Inc; VHB Eng Surveying Landscape Arch & Geology PC; Vanasse Brustlin, LLC; VHB Eng NC PC; VHB DC LLC P. O. Box 9161 Watertown, MA 02471	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: XL Specialty Insurance Company	37885	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: XL Specialty Insurance Company	37885														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Engrs. Prof. Liab. Incl. Poll Liab			DPR9928347 FULL PRIOR ACTS	07/19/2018	07/19/2019	Per Claim 5,000,000 Aggregate 6,000,000

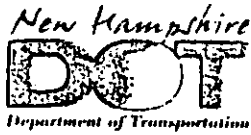
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For professional liability coverage, the aggregate limit is the total insurance available for all covered claims presented within the policy period. Deductible Amount: \$75,000
RE: ALL PROJECTS Jaffrey, 16037

CERTIFICATE HOLDER NHDOT-1 New Hampshire Department of Transportation John O. Morton Building 7 Hazen Drive, P.O. Box 483 Concord, NH 03302-0483	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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NOTEPAD:HOLDER CODE **NHDOT-1**
INSURED'S NAME **Vanasse Hangen Brustlin, Inc.;****VANAS-1**
OP ID: **CL**PAGE 2
Date **07/11/2018**

RE: PROJECT(S): Manchester, 16099 (Part B), Jaffrey, 16037, Statewide on-call Highway Design Services, 41329, Newington-Dover, 112388 (Part B), Statewide on-call Water Quality Services, 41454, Statewide on-call Bridge Design Services, 41341 and Statewide on-call Air Quality and Noise Services

The State of New Hampshire Department of Transportation is included as additional insureds per written contract on the general, auto and umbrella liability policies subject to same terms and conditions. Coverage is primary and non-contributory. Waiver of subrogation applies in favor of additional insured. 30 day notice of cancellation except 10 day notice for non-payment of premium.



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



VICTORIA F. SHEEHAN
COMMISSIONER

WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

Bureau of Highway Design
December 15, 2016

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Transportation to enter into an Agreement with the firm of Vanasse Hangen Brustlin, Inc., Bedford, NH. Vendor #174584, for an amount not to exceed \$950,877.12, for preliminary design of improvements to US 202 at its intersection with NH 124 and NH 137 in the Town of Jaffrey, effective upon Governor and Council approval, through January 31, 2019. 100% Federal Funds.

Funds to support this request are available in the following account in State FY 2017, and are contingent upon the availability and continued appropriation of funds in FY 2018 and FY 2019, with the ability to adjust encumbrances between State Fiscal Years if needed and justified:

Table with 4 columns: Account Number, FY 2017, FY 2018, FY 2019. Row 1: 04-096-96-963515-3054 Consolidated Federal Aid. Row 2: 046-500464 Gen Consultants Non-Benefit with values \$238,000.00, \$476,000.00, \$236,877.12.

EXPLANATION

The Department requires professional engineering, environmental, and public involvement consulting services for the study of improvements to US 202 and its intersections with NH 124 and NH 137 in the Town of Jaffrey. Preliminary engineering is required to develop and evaluate alternatives to improve the flow of traffic within and through the historic town center. Environmental efforts are needed to prepare and complete all appropriate environmental documentation including, at a minimum, the requirements of the National Environmental Policy Act, the Clean Water Act, the National Historic Preservation Act and Section 4(f) of the US Department of Transportation Act. The environmental evaluation will also need to identify all applicable environmental permitting requirements. The Consultant will also assist the Department in undertaking a robust public involvement process building upon the Town's planning efforts, including close coordination with the Town of Jaffrey and other stakeholders, and culminating in a formal Public Hearing for the preferred alternative. The tenets of context sensitive solutions will be employed as appropriate to achieve a balance among the competing needs of motorized and non-motorized road users and other stakeholders, while minimizing impacts upon the natural, cultural, and social environments. This project will require both Part "A" (Preliminary Design) and Part "B" (Final Design) services. This agreement is for Part "A" only. Upon completion of Part "A" services, the Department reserves the right to either negotiate a scope and fee for Part "B", or terminate the contract. This project is included in the State's Ten-Year Transportation Improvement Plan (Jaffrey, X-A003(234), 16037).

The consultant selection process employed by the Department for this qualifications-based contract is in accordance with RSAs 21-I:22, 21-I:22-c and 21-I:22-d, all applicable Federal laws and the Department's "Consultant Selection and Service Agreement Procedures" dated December 1999. The Department's Consultant Selection Committee is a standing committee that meets regularly to administer the process and make determinations. The Committee is comprised of the Assistant Director of Project Development (Chair), the Chief Project Manager, the Administrators of the Bureaus of Highway Design, Bridge Design, Environment, and Materials and Research, and the Municipal Highways Engineer.

The consultant selection process for this qualifications-based contract was initiated by a solicitation for consultant services for Jaffrey 16037 US 202/NH124/NH137 Improvements (Preliminary Design Part A). The assignment was listed as a "Project Soliciting for Interest" on the Department's website on August 29, 2014 asking for letters of interest from qualified firms. From the list of firms that submitted letters of interest, the Committee prepared a long and then short list of Consultants on October 9, 2014 for consideration and approval by the Assistant Commissioner. Upon receipt of that approval, three shortlisted firms were notified on November 17, 2014 through a technical "Request for Proposal" (RFP). Committee members individually rated the firms on January 8, 2015 using a written ballot to score each firm on the basis of comprehension of the assignment, clarity of the proposal, capacity to perform in a timely manner, quality and experience of the project manager and the team, previous performance, and overall suitability for the assignment. (A compilation of the completed individual rating ballots and the ranking summary form is attached.) The individual rankings were then totaled to provide an overall ranking of the three firms, and the Committee's ranking was submitted to the Assistant Commissioner for consideration and approval. Upon receipt of that approval, the short listed firms were notified of the results and the highest-ranking firm was asked to submit a fee proposal for negotiations.

The long list of six consultant firms that were considered for this assignment, with the three short-listed firms shown in bold, is as follows:

Consultant Firm

BETA Group, Inc.
 DuBois & King Inc.
Fay, Spofford & Thorndike, LLC
 McFarland-Johnson, Inc.
TEC, Inc.
Vanasse Hangen Brustlin, Inc.

Office Location

Norwood, MA
 Bedford, NH
Bedford, NH
 Concord, NH
Lawrence, MA
Bedford, NH

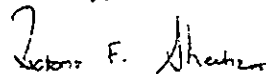
The firm of Vanasse Hangen Brustlin, Inc. was recommended for this contract. This firm has an excellent reputation and has demonstrated their capability to perform the required services. Background information on this firm is attached.

Vanasse Hangen Brustlin, Inc. has agreed to furnish the professional engineering services for an amount not to exceed \$950,877.12. This is a reasonable fee and is commensurate with the complexity of the project and the scope of the engineering and technical services to be furnished. This project funding is 80% Federal funds with 20% State match. Turnpike toll credit is being utilized for New Hampshire's match requirement, effectively using 100% federal funds.

This Agreement (Jaffrey, X-A003(234), 16037) has been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available. Copies of the fully-executed Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

It is respectfully requested that authority be given to enter into an Agreement for consulting services as outlined above.

Sincerely,



Victoria F. Sheehan
 Commissioner

Attachments

PROJECT: Jaffrey 16037 (Part A)

DESCRIPTION: Preliminary engineering, environmental, and public involvement services are needed for the study of improvements to US 202 and its intersections with NH 124 and NH 137 in the Town of Jaffrey, New Hampshire. Preliminary engineering is required to develop and evaluate alternatives to improve the flow of traffic within and through the historic town center of Jaffrey, building upon prior studies undertaken by the Town and by Plan NH. The task will include reestablishing and documenting the existing highway right of way in a manner suitable for recording at the Cheshire County Registry of Deeds. Environmental efforts are needed to prepare and complete all appropriate environmental documentation including, at a minimum, the requirements of the National Environmental Policy Act, the Clean Water Act, the National Historic Preservation Act and Section 4(f) of the US Department of Transportation Act. The environmental evaluation will also need to identify all applicable environmental permitting requirements. The Consultant will also assist the Department in undertaking a robust public involvement process building upon the Town's planning efforts, including close coordination with the Town of Jaffrey and other stakeholders, and culminating in a formal Public Hearing for the preferred alternative. The tenets of context sensitive solutions will be employed as appropriate to achieve a balance among the competing needs of motorized and non-motorized road users and other stakeholders, while minimizing impacts upon the natural, cultural, and social environments.

Services Required: BRDG, STRC, RDWY, ENV, HAZ, HIST, AIR, NOIS, HYD, TRAF, PINV, SURV

Fay, Spofford & Thorndike, LLC	2	2	2	2	2	2	2	2	2
TEC, Inc.	5	5	5	5	5	5	5	5	5
Vanasse Hangen Brustlin, Inc.	1	1	1	1	1	1	1	1	1

EVALUATION OF TECHNICAL PROPOSALS

Rating Considerations	Scoring of Firms			
	W E I G H T	Fay, Spofford & Thorndike, LLC	TEC, Inc.	Vanasse Hangen Brustlin, Inc.
Comprehension of the Assignment	20%	20	15	15
Clarity of the Proposal	20%	20	15	15
Capacity to Perform in a Timely Manner	20%	15	15	20
Quality & Experience of Project Manager/Team	20%	20	20	20
Previous Performance	10%	5	5	10
Overall Suitability for the Assignment*	10%	5	5	10
Total	100%	95	75	90

*Includes: Proximity to project and usage, quality and experience of subconsultants

- Ranking of Firms:
1. VHB
 2. FST
 3. TEC

Rating Considerations	Scoring of Firms			
	W E I G H T	Fay, Spofford & Thorndike, LLC	TEC, Inc.	Vanasse Hangen Brustlin, Inc.
Comprehension of the Assignment	20%	19	15	20
Clarity of the Proposal	20%	20	15	20
Capacity to Perform in a Timely Manner	20%	15	15	17
Quality & Experience of Project Manager/Team	20%	15	15	20
Previous Performance	10%	5	7	10
Overall Suitability for the Assignment*	10%	9	7	10
Total	100%	82	72	77

*Includes: Proximity to project and usage, quality and experience of subconsultants

- Ranking of Firms:
1. VHB
 2. FST
 3. TEC

EVALUATION OF TECHNICAL PROPOSALS (continued)

Rating Considerations	Scoring of Firms			
	W E I G H T	Fay, Spofford & Thorncliffe, LLC	TEC, Inc.	Vanasse Hangen Brustlin, Inc.
Comprehension of the Assignment	20%	18	18	19
Clarity of the Proposal	20%	18	16	19
Capacity to Perform in a Timely Manner	20%	18	16	19
Quality & Experience of Project Manager/Team	20%	18	19	19
Previous Performance	10%	9	6	9
Overall Suitability for the Assignment*	10%	8	6	9
Total	100%	89	80	94

*Includes: Proximity to project and usage, quality and experience of subconsultants p

- Ranking of Firms:
1. Vanasse Hangen Brustlin, Inc
 2. Fay, Spofford & Thorncliffe, LLC
 3. TEC, Inc

Rating Considerations	Scoring of Firms			
	W E I G H T	Fay, Spofford & Thorncliffe, LLC	TEC, Inc.	Vanasse Hangen Brustlin, Inc.
Comprehension of the Assignment	20%	18	15	20
Clarity of the Proposal	20%	18	15	20
Capacity to Perform in a Timely Manner	20%	18	17	18
Quality & Experience of Project Manager/Team	20%	19	16	20
Previous Performance	10%	9	8	10
Overall Suitability for the Assignment*	10%	9	7	10
Total	100%	91	78	98

*Includes: Proximity to project and usage, quality and experience of subconsultants

- Ranking of Firms:
1. VHB
 2. FST
 3. TEC

Rating Considerations	Scoring of Firms			
	W E I G H T	Fay, Spofford & Thorncliffe, LLC	TEC, Inc.	Vanasse Hangen Brustlin, Inc.
Comprehension of the Assignment	20%	18	14	20
Clarity of the Proposal	20%	17	15	20
Capacity to Perform in a Timely Manner	20%	15	12	17
Quality & Experience of Project Manager/Team	20%	19	12	20
Previous Performance	10%	9	5	10
Overall Suitability for the Assignment*	10%	9	5	10
Total	100%	87	63	97

*Includes: Proximity to project and usage, quality and experience of subconsultants p

- Ranking of Firms:
1. VHB
 2. FST
 3. TEC

Rating Considerations	Scoring of Firms			
	W E I G H T	Fay, Spofford & Thorncliffe, LLC	TEC, Inc.	Vanasse Hangen Brustlin, Inc.
Comprehension of the Assignment	20%	19	17	19
Clarity of the Proposal	20%	17	16	20
Capacity to Perform in a Timely Manner	20%	18	18	19
Quality & Experience of Project Manager/Team	20%	18	17	19
Previous Performance	10%	7	7	9
Overall Suitability for the Assignment*	10%	9	6	10
Total	100%	88	81	96

*Includes: Proximity to project and usage, quality and experience of subconsultants

- Ranking of Firms:
1. VHB
 2. FST
 3. TEC

Rating Considerations	Scoring of Firms			
	W E I G H T	Fay, Spofford & Thorncliffe, LLC	TEC, Inc.	Vanasse Hangen Brustlin, Inc.
Comprehension of the Assignment	20%	17	15	19
Clarity of the Proposal	20%	17	15	19
Capacity to Perform in a Timely Manner	20%	19	16	19
Quality & Experience of Project Manager/Team	20%	18	16	20
Previous Performance	10%	8	7	9
Overall Suitability for the Assignment*	10%	9	6	10
Total	100%	94	78	98

*Includes: Proximity to project and usage, quality and experience of subconsultants

- Ranking of Firms:
1. VHB
 2. FST
 3. TEC

ARCHITECT - ENGINEER QUALIFICATIONS

SOLICITATION NUMBER: (If any)

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

FIRM (OR BRANCH OFFICE) NAME Vanasse Hangen Brustlin, Inc (VHB)/Bedford, NH			3. YEAR ESTABLISHED 1987	4. DUNS NUMBER 61-521-0440
2b. STREET 2 260 8 Bedford Farms Drive, Suite 607			5. OWNERSHIP	
2c. CITY Bedford	2d. STATE NH	2e. ZIP CODE 03110-6532	a. TYPE Corporation <i>1-24-13</i>	
6a. POINT OF CONTACT NAME AND TITLE Martin F. Kennedy, PE, Senior Principal, Regional Manager- Northern New England			b. SMALL BUSINESS STATUS N/A	
6b. TELEPHONE NUMBER (603) 391-3902		6c. E-MAIL ADDRESS mkennedy@vhb.com		
8a. FORMER FIRM NAME(S) (If any) Vanasse/Hangen Design, Inc., 1978 Vanasse/Hangen Associates, Inc. 1979 Vanasse/Hangen Engineering, Inc. 1986 Vanasse/Hangen, Inc. 1986 Vanasse Hangen Brustlin, Inc. 1989			Bb. YR. ESTABLISHED 1979	Bc. DUNS NUMBER 09-587-4384
7. NAME OF FIRM (If block 2a is a branch office) Vanasse Hangen Brustlin, Inc. (VHB)				

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	129	4	B02	Bridges	6
08	CADD Technician	42	4	C15	Construction Management	5
12	Civil Engineer	155	10	E01	Ecol. & Archeological Investigations	5
13	Communications Engineer	3	1	E09	EIS, EIA, Env. Impact Statements	7
15	Construction Inspector	4	1	G01	Garages; Veh. Maint. Facil.; Parking	6
9	Ecologist	4	1	G04	GIS: Develop.; Analysis, Data Collect.	5
4	Environmental Scientist	58	4	H07	Highways; Streets; Airfield; Parking	8
29	GIS Specialist	9	1	I04	Intelligent Transportation Systems	5
38	Land Surveyor	43	-	L02	Land Surveying	6
39	Landscape Architect	10	1	L03	Landscape Architecture	6
48	Project Manager	82	7	R03	Railroad; Rapid Transit	8
57	Structural Engineer	42	9	R06	Rehab. (Buildings; Structures, etc.)	5
60	Transportation Engineer	141	13	S09	Structural Design; Spec. Structures	5
				S10	Survey; Mapping; Flood Pl. Studies	5
	Other	143	0	S11	Sustainable Design	6
	Total	865	58	T03	Traffic & Transportation Engineering	7
				W02	Water Res.; Hydrology; Ground Water	4
				P06	Planning (Site, Install., Project)	6
				Other		10

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUE OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	7	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	10	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	10	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE <i>Martin F. Kennedy</i> E AND TITLE	b. DATE December 11, 2012
---	------------------------------

Martin F. Kennedy, PE, Senior Principal, Regional Manager- Northern New England

Martin F. Kennedy, PE, NCICP

Project Manager/Public Involvement Group Leader



Marty is a Senior Principal and Managing Director of the Bedford, NH, office. He has been involved with many facets of traffic engineering and transportation planning. He specializes in the analyses of transportation impacts and the identification and evaluation of transportation improvement plans.

32 years of professional experience

Main/Peterborough Streets Intersection Improvements, Jaffrey, NH

Marty was Project Manager for a transportation feasibility study addressing traffic flow and pedestrian safety issues in downtown Jaffrey. In an effort to eliminate the existing US 202 "dog-leg" configuration, a range of alternatives were evaluated including the construction of a roundabout at the Main Street/Peterborough Street intersection and the construction of a bridge crossing of the Contoocook River. An innovative public outreach approach included the development of a traffic simulation video that was placed on the Town's website.

Education

Registrations

NHDOT, I-293 Exits 6 and 7 Feasibility Study, Manchester, NH

For the New Hampshire Department of Transportation (NHDOT), Marty managed a major feasibility study of I-293 as it passes through Manchester, New Hampshire. The study involves consideration of the widening and realignment of the mainline, the reconfiguration of Exit 6, and the relocation of Exit 7, as well as Transportation Demand Management (TDM) and Transportation System Management (TSM) measures including the assessment of alternative modes of travel. A key element in the development and evaluation of alternatives is maintaining an open and consensus-driven public outreach process. In addition to managing the study, Marty led the public outreach process.

NHDOT, NH 125 Corridor Feasibility Study and EA, Plaistow and Kingston, NH

Marty managed a transportation planning feasibility study and Environmental Assessment (EA) of the NH 125 corridor in Plaistow and Kingston for the New Hampshire Department of Transportation (NHDOT). The study was to determine the existing and future transportation needs of the ten-mile study corridor and to develop a comprehensive plan and program of improvements and strategies to meet those needs. The study provided a basic "blueprint" for future improvements to the corridor, and provided recommendations to the communities and the NHDOT on ways to manage future growth and development along the corridor through improved access management, zoning controls, and site planning.

Loudon Road Corridor Study, Concord, NH

Marty managed the Loudon Road Corridor Study, which had as its goal the development of a unique and cutting-edge plan to provide safe and efficient vehicular and pedestrian travel that was responsive to the needs of both the business and residential communities. Working closely with community stakeholders including residents, business leaders, abutters, and city officials, Marty developed a bold and innovative plan to transform the inefficient four-lane roadway with numerous uncontrolled curb cuts to an efficient and safer three-lane cross-section. In addition to the physical roadway modifications, the improvement plan provides a series of aesthetic enhancements and traffic calming actions.

Cheshire Medical Center, Keene, NH

Marty evaluated the traffic related impacts associated with the master planning and planned expansion of the Cheshire Medical Center Campus located on Court Street in Keene, New Hampshire. In an effort to enhance the safe and efficient movement of pedestrians and vehicles, he worked closely with City staff in evaluating a number of improvement alternatives. Following a series of public meetings, which included input from area residents, VHB recommended the construction of a modern roundabout on Court Street at the main driveway to the Medical Center. The roundabout, as a traffic calming device, reduced travel speeds and decreased the dominance of vehicular traffic.

Affiliations: Memberships



CERTIFICATE OF LIABILITY INSURANCE

OP ID: PB

DATE (MM/DD/YYYY)

12/15/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poole Professional Ltd. 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Christopher A. Poole	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
E-MAIL ADDRESS:			
PRODUCER CUSTOMER ID #: VANAS-1			
INSURED Vanasse Hangen Brustlin, Inc.; VH Engineering, Surveying & Landscape Arch. P.C.; Vanasse Hangen Brustlin, LLC, VHB Eng., NC, PC P. O. Box 9151 Watertown, MA 02471	INSURER(S) AFFORDING COVERAGE		NAIC #.
	INSURER A: Continental Casualty Company		20443
	INSURER B: Safety Insurance Company		39454
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL/SUBR NSR/WORD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	6018141932	05/01/2016	05/01/2017	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Contract Lib.					PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Blanket Waiver		NO DEDUCTIBLE			GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:		XCUI COVERAGE INCL.			PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC					\$
A	AUTOMOBILE LIABILITY	X	6018203376 - NO DED.	05/01/2016	05/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (PER ACCIDENT) \$
B	<input checked="" type="checkbox"/> HIRED AUTOS		1501873 - MASS AUTO NO DE	06/13/2016	06/13/2017	Medical Exp. \$ 5,000
B	<input checked="" type="checkbox"/> NON-OWNED AUTOS		MA AUTO INCLDS. NO&H			\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	X	6018203362 FOLLOW FORM	05/01/2016	05/01/2017	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB					AGGREGATE \$ 10,000,000
	<input type="checkbox"/> CLAIMS-MADE					\$
	<input checked="" type="checkbox"/> OCCUR					\$
	DEDUCTIBLE					\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A	6017185236	05/01/2016	05/01/2017	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER \$ 1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Office Package		6018141932	05/01/2016	05/01/2017	Valuable Papers 2,250,000
	\$1,000 Deductible					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Jaffrey X-A001(234) 16307 (Part A). Interest of the NHDOT is included as additional insured under the above indicated policies only subject to all policy terms and conditions. 30 day notice of cancellation except 10 day notice of cancellation for non-payment of premium.

CERTIFICATE HOLDER NHDOT-1 New Hampshire Department of Transportation John O. Morton Building 7 Hazen Drive, P.O. Box 483 Concord, NH 03301-0483	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

OP ID: PB

DATE (MM/DD/YYYY)

12/15/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poole Professional Ltd. 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Christopher A. Poole	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
PRODUCER CUSTOMER ID #: VANAS-1		
INSURED Vanasse Hangen Brustlin, Inc. P. O. Box 9151 Watertown, MA 02471	INSURER(S) AFFORDING COVERAGE	
	INSURER A: XL Speciality Insurance Co.	NAIC # 37885
	INSURER B: _____	
	INSURER C: _____	
	INSURER D: _____	
	INSURER E: _____	
INSURER F: _____		


COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

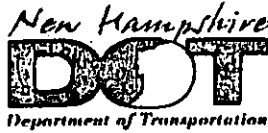
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ _____ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ _____ MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ _____ GENERAL AGGREGATE \$ _____ PRODUCTS - COMPI/OP AGG \$ _____ \$ _____
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (PER ACCIDENT) \$ _____ \$ _____ \$ _____
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ _____ RETENTION \$ _____					EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____ \$ _____
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A					WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____
A	Arch/Engr. E&O		DPR99-8184	07/19/2016	07/19/2017	Aggregate 5,000,000 Deductibl 75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

For professional liability coverage, the aggregate limit is the total insurance available for all covered claims presented within the policy period. The limit will be reduced by payments of indemnity and expense. 30 day notice of cancellation except 10 day notice of cancellation for non-payment of premium.

CERTIFICATE HOLDER NHDOT-1 New Hampshire Department of Transportation John O. Morton Building 7 Hazen Drive, P.O. Box 483 Concord, NH 03301-0483	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

G+C # 5A
Date 12-5-18

William Cass, P.E.
Assistant Commissioner

Bureau of Highway Design
October 24, 2018

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

The Department of Transportation requests placing this item on the Consent Calendar.

Authorize the Department of Transportation to amend Contract #4007623, with Vanasse Hangen Brustlin, Inc., Vendor #174584, for preliminary design of improvements to US 202 at its intersection with NH 124 and NH 137 in the Town of Jaffrey, by extending the completion date from January 31, 2019 to June 30, 2019, effective upon Governor and Council approval. The original Agreement was approved by Governor and Council on February 1, 2017, Item #26. Time extension only, no new funding.

EXPLANATION

The purpose of this professional engineering design and environmental consultant services agreement is to develop and evaluate alternatives to improve the flow of traffic within and through the historic town center. Environmental efforts are needed to prepare and complete all appropriate environmental documentation including, at a minimum, the requirements of the National Environmental Policy Act, the Clean Water Act, the National Historic Preservation Act and Section 4(f) of the US Department of Transportation Act. The environmental evaluation will also need to identify all applicable environmental permitting requirements. The Consultant will also assist the Department in undertaking a robust public involvement process building upon the Town's planning efforts, including close coordination with the Town of Jaffrey and other stakeholders, and culminating in a formal Public Hearing for the preferred alternative. The tenets of context sensitive solutions will be employed as appropriate to achieve a balance among the competing needs of motorized and non-motorized road users and other stakeholders, while minimizing impacts upon the natural, cultural, and social environments. This project is included in the State's Ten-Year Transportation Improvement Plan (Jaffrey, X-A003(234), 16037).

This amendment to the Agreement is to extend the contract's original completion date to allow the consultant adequate time for continued public outreach, coordination with the owners of impacted properties and other stakeholders. The work is approximately 50% complete, and of the original \$950,877.12 amount for this contract; there is a balance of approximately \$495,000 remaining (100% Federal Funds).

This amended Agreement has been approved by the Attorney General as to form and execution. Copies of the fully-executed amended Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

It is respectfully requested that authority be given to amend this Agreement for consulting services as outlined above.

Sincerely,

Victoria F. Sheehan
Commissioner

Attachments



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

JAFFREY 16307 (Part A)
X-A001(234)
US 202 intersection w/ NH 124 & NH 137
Time Extension Amendment
(Agreement Dated December 15, 2016,
Contract No. 4007623)

Bureau of Highway Design
Room 200
Tel. (603) 271-2171
Fax: (603) 271-7025

October 22, 2018

Mr. Martin F. Kennedy, P.E.
Project Manager
Vanasse Hangen Brustlin, Inc.
2 Bedford Farms Drive, Suite 200
Bedford, NH 03110

Dear Mr. Kennedy:

This letter amends Article I, Section G (Date of Completion) in the above-referenced Agreement. The original and amended dates are as follows:

Original Completion Date	January 31, 2019
By this letter, amended to	June 30, 2019

This no-additional-cost change order for the extension is as requested by your letter dated October 18, 2018.

This amendment becomes effective upon approval by the Governor and Council.

Sincerely,

Victoria H. Chase, P.E.
Project Manager

Approved: Peter E. Stannas, P.E.
Director of Project Development

We concur in the above Amendment.

VANASSE HANGEN BRUSTLIN, INC.

By: Martin F. Kennedy

Title: SENIOR PRINCIPAL

VHC/wjh

s:\highway-design\towns\jaffrey\16307\letters\vhb 10-22-18 tel.docx

AGREEMENT AMENDMENT

JAFFREY, X-A001(234), 16307 (PART A)

VANASSE HANGEN BRUSTLIN, INC.

IN WITNESS WHEREOF the parties hereto have executed this amended AGREEMENT on the day and year first above written.

Consultant

WITNESS TO THE CONSULTANT

CONSULTANT

By: *Justin Juniora*

By: *Mat F. Keenle*

Dated: 10/29/18

SENIOR PRINCIPAL (Title)
Dated: 10/29/18

Department of Transportation

WITNESS TO THE STATE OF NEW HAMPSHIRE

THE STATE OF NEW HAMPSHIRE

By: *Michelle D. Moran*

By: *[Signature]*

Director of Project Development

for DOT COMMISSIONER

Dated: 10/31/18

Dated: 10/31/18

Attorney General

This is to certify that the above-amended AGREEMENT has been reviewed by this office and is approved as to form and execution.

Dated: 11/20/18

By: *Allen B. Strausstein*
Assistant Attorney General

Secretary of State

This is to certify that the GOVERNOR AND COUNCIL on DEC 05 2018 approved this amended AGREEMENT.

Dated: DEC 05 2018

Attest:

By: *[Signature]*

DEPUTY SECRETARY OF STATE

VANASSE HANGEN BRUSTLIN, INC.

Certificate of Vote

**JAFFREY 16307 (PART A)
X-A001(234)
US 202 Intersection with NH 124 & NH 137**

I, Robert M. Dubinsky, hereby certify that I am the duly elected Clerk of Vanasse Hangen Brustlin, Inc.

I hereby certify the following is a true copy of Vote taken at a meeting of the Board of Directors of the Corporation, duly called and held on January 31, 2018, at which a quorum of the Board was present and voting.

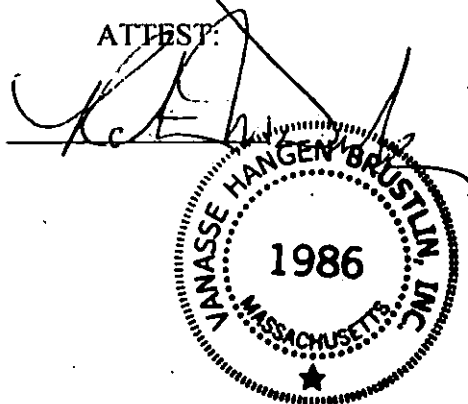
VOTED:

That Martin F. Kennedy is Senior Principal for Vanasse Hangen Brustlin, Inc. and is hereby authorized to execute professional services contracts, proposals and amendments in the name and behalf of Vanasse Hangen Brustlin, Inc., and affix its corporate seal thereto; and such execution of any professional service contract, proposal or amendment in this company's name on its behalf under seal of the company, shall be valid and binding upon this company.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of this date, and that Martin F. Kennedy is Senior Principal for this Corporation

ATTEST:

Date: 01 29, 2018



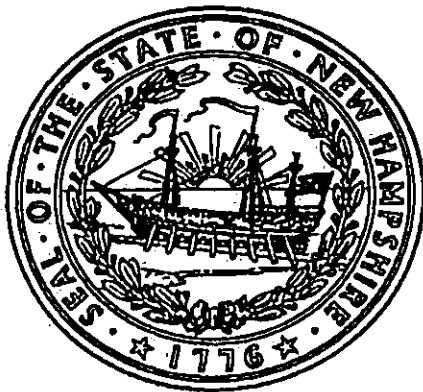
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that VANASSE HANGEN BRUSTLIN, INC. is a Massachusetts Profit Corporation registered to transact business in New Hampshire on December 11, 1986. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 104275

Certificate Number : 0004071454



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of April A.D. 2018.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

NOTEPAD:HOLDER CODE **NHDOT-1**
INSURED'S NAME **Vanasse Hangen Brustlin, Inc.;****VANAS-1**
OP ID: **CL**PAGE 2
Date **07/11/2018**

RE: PROJECT(S): Manchester, 16099 (Part B), Jaffrey, 16037, Statewide on-call Highway Design Services, 41329, Newington-Dover, 112388 (Part B), Statewide on-call Water Quality Services, 41454, Statewide on-call Bridge Design Services, 41341 and Statewide on-call Air Quality and Noise Services

The State of New Hampshire Department of Transportation is included as additional insureds per written contract on the general, auto and umbrella liability policies subject to same terms and conditions. Coverage is primary and non-contributory. Waiver of subrogation applies in favor of additional insured. 30 day notice of cancellation except 10 day notice for non-payment of premium.



VANAS-1

OP ID: CI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/11/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poole Professional Ltd. 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Christopher A. Poole	781-245-6400		CONTACT NAME: Christopher A. Poole PHONE (A/C, No, Ext): 781-245-6400 FAX (A/C, No): 781-245-6463	
	INSURED Vanasse Hangen Brustlin Inc; VHB Eng Surveying Landscape Arch & Geology PC; Vanasse Brustlin, LLC; VHB Eng NC PC; VHB DC LLC P. O. Box 9151 Watertown, MA 02471		INSURER(S) AFFORDING COVERAGE INSURER A: XL Specialty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

PRSR LTR	TYPE OF INSURANCE	ADOL SUBR (BYSD, WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N <input type="checkbox"/> N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Engrs. Prof. Liab. Incl. Poll Liab		DPR9928347 FULL PRIOR ACTS	07/19/2018	07/19/2019	Per Claim 6,000,000 Aggregate 6,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

For professional liability coverage, the aggregate limit is the total insurance available for all covered claims presented within the policy period. Deductible Amount: \$75,000
 RE: ALL PROJECTS Jaffrey, 16037

CERTIFICATE HOLDER NHDOT-1 New Hampshire Department of Transportation John O. Morton Building 7 Hazen Drive, P.O. Box 483 Concord, NH 03302-0483	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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