



THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan Commissioner

William Cass, P.E. Assistant Commissioner

Bureau of Finance & Contracts August 12, 2020

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

REQUESTED ACTION

Authorize the Department of Transportation to pay membership dues Retroactively in the amount of \$83,000.00 for the period of July 1, 2020 through June 30, 2021 to the American Association of State Highway and Transportation Officials (AASHTO), Washington, DC, Vendor #170721 for continued membership in the national transportation organization from the date of Governor and Council approval through June 30, 2021. Funding is 100% Federal Funds.

Funding is available as follows:

Table with 2 columns: Description and FY 2021 Amount. Rows include Public Transportation, Employee Training, and SPR Research Funds, totaling \$83,000.00.

EXPLANATION

This is Retroactive because membership invoices from AASHTO are received after the July 1 effective date.

Membership in AASHTO assists the New Hampshire Department of Transportation (NHDOT) in meeting its responsibility to address the transportation needs of the State of New Hampshire. As a member of AASHTO, the NHDOT benefits greatly in the following areas: setting technical engineering standards; conducting materials and products research and testing; providing training and career development; and offering a forum for considering national/international administrative, financial, legal, and operational state-of-the-art practices.

AASHTO sets highway and bridge design standards using the expertise of engineers from the member states (including several NHDOT staff members). Computer software for tracking bridge conditions as required by Federal Highway Administration is provided through AASHTO. Product evaluation is centralized through AASHTO, and lab accreditation for materials testing is handled by AASHTO. AASHTO serves as a forum for

CEO's and staff to learn about innovation, best practice, and the latest approaches to addressing transportation issues and problems.

Membership in AASHTO is on an agency basis, and only government agencies can belong. There are no individual memberships from either the public or private sectors. Member Department dues are calculated by AASHTO by distributing one-half total dues evenly among the 52 member departments, and distributing the other one-half of total dues in accordance with each member departments Federal-aid highway apportionments of the year in which the dues is scheduled.

AASHTO is a non-profit, non-partisan association representing the 50-member State Highway and Transportation Departments, the District of Columbia and Puerto Rico, and is essentially an instrument of the agencies. AASHTO's activities involve the principal transportation modes, with its major purpose to foster the development, operation and maintenance of an integrated national transportation system.

Founded in 1914, the American Association of State Highway and Transportation Officials is a legally incorporated non-profit entity and exist to be of service to its member departments. Composed primarily of the public officials in state agencies with responsibilities for highway and transportation, the Association also includes as an ex officio member, the U.S. Department of Transportation. In addition, a number of public highway transportation agencies in other nations belong to the Association as affiliate members and a number of sub-state transportation agencies in the United States belong as associate members.

Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization?

*AASHTO was founded in 1914; the Department has been a member since AASHTO's inception.*

2. Is there any other organization, which provides the same or similar benefits that your agency belongs to?

*There are no other organizations that provide these benefits to the Department.*

3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?

*AASHTO is over all 50 U.S. states, the Department is the only NH state agency that is a member.*

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.)

*Membership dues are calculated by distributing one-half total dues evenly among the 52 member departments, and distributing the other one-half of total dues in accordance with each member departments Federal-aid highway apportionments of the year in which the dues is scheduled.*

5. What benefit does the state receive from participating in this membership?

*Membership in AASHTO assists the NH Department of Transportation in meeting its responsibility to address the transportation needs of the State of New Hampshire. As a member of AASHTO, the NH Department of Transportation benefits greatly in the following areas: setting technical engineering standards; conducting*

*materials and products research and testing; providing training and career development; and offering a forum for considering national/international administrative, financial, legal, and operational state-of-the-art practices.*

6. Are training or educational/research materials included in the membership? If so, is the cost included? Explain in detail.

*AASHTO offers products and services that are software related and are available at an additional cost. AASHTO has many educational seminars in which the travel expenses are included in the membership fee.*

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

*This membership is not required to receive federal grants, participate in licensing or certification of exams.*

8. Is there any travel included with this membership fee? Explain in detail any travel including the number of employees involved, the number of trips, destination of known and purposes of membership-supported trips.

*Some travel to membership meetings are included with the membership fees, and can vary year to year.*

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and /or officers of the organization).

*Various personnel within the Department participate in various activities with the different programs in AASHTO as necessary.*

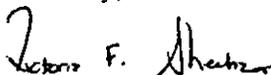
10. Explain in detail any negative impact to the state if the Agency did not belong to this organization.

*Should the Department no longer be a member with AASHTO, all the benefits outlined in the Explanation would not be realized.*

This resolution for FY 2021 will consolidate membership dues for various programs for Governor and Council approval.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan  
Commissioner

Attachments

July 1, 2020

## AASHTO TECHNICAL SERVICE PROGRAM INVOICES

Ms. Victoria Sheehan  
Commissioner  
New Hampshire Department of Transportation  
PO Box 483 | 7 Hazen Drive  
Concord, New Hampshire 03302-0483

Dear Commissioner Sheehan:

One of the most important ways in which AASHTO serves each member department and its staff is through the provision of Technical Service Programs (TSPs). The COVID-19 pandemic is impacting State DOT budgets nationwide and AASHTO's TSPs provide cost effective benefits to our member departments through the pooling of resources and expertise from across the country. AASHTO currently offers 19 TSPs, and this letter is to encourage your participation in funding the 16 AASHTO Technical Service Programs listed below. These TSPs are administered through AASHTO's Engineering, Policy, and Safety and Mobility Divisions. Three other TSPs (AASHTO re:source, AASHTOWare, and the Census Transportation Planning Products (CTPP) program) will be presented to you and your staff under separate correspondence.

Individual FY 2021 invoices are enclosed with this letter seeking voluntary contributions from your department to support the development and continued operation of each of these critical programs. Similar invoices are rendered each fiscal year. For more information on the Technical Service Programs, please see the enclosed informational brochure.

<u>Technical Service Program</u>	<u>Abbreviation</u>
AASHTO Innovative Initiative	A.I.I.
AASHTO Rail Resource Center	ARRC
Design Publications Maintenance	DPM
Development of AASHTO Materials Standards	DAMS
Environmental Technical Assistance Program	ETAP
Equipment Management Technical Service Program	EMTSP <i>OK</i>
Highway Safety Policy and Management Technical Service Program	SAFETY
Load and Resistance Factor Design (LRFD) Bridges and Structures Specifications Maintenance	LRFDMSM <i>OK</i>
Multi-State Transit Technical Assistance Program	MTAP <i>OK</i>
National Transportation Product Evaluation Program	NTPEP <i>OK</i>
Operations Technical Service Program/National Operations Center of Excellence	NOCoE
Resilient and Sustainable Transportation Systems Technical Assistance Program	RSTS
Snow and Ice Cooperative Program	SICOP <i>OK</i>
Transportation Curriculum Coordination Council	TC3
Transportation and Civil Engineering and Developing Elementary Students Program	TRAC&RIDES <i>OK</i>
Transportation System Preservation Technical Service Program	TSP2 <i>OK</i>

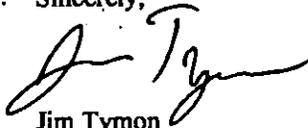
*OK 7/23/20  
participate in  
some programs  
last year  
OK  
(take to G/C  
1 km #28  
Date 12/23/19)*

As AASHTO continues to move forward with the implementation of its Strategic Plan, we will remain diligent in seeking your input on where AASHTO can provide maximum value to each of its member departments through these existing or new TSPs.

In the meantime, if you have questions about any of these technical service program invoices or the services associated with these programs, please contact Janae Dawkins, Engineering Program Specialist, by email [jdawkins@aaashto.org](mailto:jdawkins@aaashto.org) or call her at 202-624-7799.

AASHTO would appreciate your response by October 1, 2020. As always, thank you for your continued support and interest.

Sincerely,



Jim Tymon  
Executive Director

Enclosures

cc: Associated AASHTO Committees

JT:jd



Patrick K. McKenna, *President*  
Jim Tymon, *Executive Director*

FEDERAL I.D.#: 53-0204654

✓  
OK

**INVOICE # - C000037-6410-2021**

July 1, 2020

**BILLED TO:**

Ms. Victoria Sheehan  
Commissioner  
New Hampshire Department of Transportation  
PO Box 483 | 7 Hazen Drive  
Concord, NH 03302-0483

Support for FY 2021 participation in all AASHTO Technical Service Programs.

Technical Service Programs	AMOUNT
Multi-State Transit Technical Assistance Program (MTAP)	\$ 5,000
Total for New Hampshire Department of Transportation	\$ _____

PLEASE RETURN A COPY OF THE INVOICE WITH YOUR CHECK. YOUR CANCELLED CHECK IS YOUR RECEIPT.

Make checks payable to: **AASHTO**

Send remittance to:

AASHTO 1  
P.O. Box 615051  
Washington, DC 20061-5051



Patrick K. McKenna, *President*  
Jim Tynon, *Executive Director*

FEDERAL I.D.#: 53-0204654

✓*OK*

**INVOICE # - C000037-6450-2021**

July 1, 2020

**BILLED TO:**

Ms. Victoria Sheehan  
Commissioner  
New Hampshire Department of Transportation  
PO Box 483 | 7 Hazen Drive  
Concord, NH 03302-0483

Support for FY 2021 participation in all AASHTO Technical Service Programs.

<b>Technical Service Program</b>	<b>AMOUNT</b>
National Transportation Product Evaluation Program (NTPEP)	\$ 20,000
<b>Total for New Hampshire Department of Transportation</b>	<b>\$ _____</b>

PLEASE RETURN A COPY OF THE INVOICE WITH YOUR CHECK. YOUR CANCELLED CHECK IS YOUR RECEIPT.

Make checks payable to: **AASHTO**

Send remittance to:

AASHTO 1  
P.O. Box 815051  
Washington, DC 20061-5051



Patrick K. McKenna, *President*  
Jim Tynan, *Executive Director*

FEDERAL I.D.#: 53-0204654

✓ HR  
OK

**INVOICE # - C000037-6310-2021**

July 1, 2020

**BILLED TO:**

Ms. Victoria Sheehan  
Commissioner  
New Hampshire Department of Transportation  
PO Box 483 | 7 Hazen Drive  
Concord, NH 03302-0483

Support for FY 2021 participation in all AASHTO Technical Service Programs.

Technical Service Program	AMOUNT
Transportation and Civil Engineering (TRAC) and Developing Elementary Students Program (RIDES) Program	\$ 14,000
Total for New Hampshire Department of Transportation	\$ _____

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AASHTO 1  
P.O. Box 615051  
Washington, DC 20061-5051

FEDERAL I.D.#: 53-0204654

✓  
OK

**INVOICE # - C00037-8455-2021**

July 1, 2020

**BILLED TO:**

Ms. Victoria Sheehan  
Commissioner  
New Hampshire Department of Transportation  
PO Box 483 | 7 Hazen Drive  
Concord, NH 03302-0483

Support for FY 2021 participation in all AASHTO Technical Service Programs.

Technical Service Program	AMOUNT
Snow and Ice Cooperative Program (SICOP)	\$ 4,000
Total for New Hampshire Department of Transportation	\$ _____

PLEASE RETURN A COPY OF THE INVOICE WITH YOUR CHECK. YOUR CANCELLED CHECK IS YOUR RECEIPT.

Make checks payable to: **AASHTO**

Send remittance to:

AASHTO 1  
P.O. Box 615051  
Washington, DC 20061-5051



Patrick K. McKenna, *President*  
Jim Tymon, *Executive Director*

FEDERAL I.D.#: 53-0204654

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**INVOICE # - C000037-6320-2021**

July 1, 2020

**BILLED TO:**

Ms. Victoria Sheehan  
Commissioner  
New Hampshire Department of Transportation  
PO Box 483 | 7 Hazen Drive  
Concord, NH 03302-0483

Support for FY 2021 participation in all AASHTO Technical Service Programs.

<b>Technical Service Programs</b>	<b>AMOUNT</b>
Load and Resistance Factor Design (LRFD) Bridges and Structures Specification Maintenance (LRFDSM)	\$ 15,000
Total for New Hampshire Department of Transportation	\$ _____

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Send remittance to:

AASHTO 1  
P.O. Box 615051  
Washington, DC 20061-5051



Patrick K. McKenna, *President*  
Jim Tymon, *Executive Director*

FEDERAL I.D.#: 53-0204654

✓  
OK

**INVOICE # - C000037-6466-2021**

July 1, 2020

**BILLED TO:**

Ms. Victoria Sheehan  
Commissioner  
New Hampshire Department of Transportation  
PO Box 483 | 7 Hazen Drive  
Concord, NH 03302-0483

Support for FY 2021 participation in all AASHTO Technical Service Programs.

<u>Technical Service Program</u>	<u>AMOUNT</u>
Equipment Management Technical Services Program (EMTSP)	\$ 5,000
Total for New Hampshire Department of Transportation	\$ _____

PLEASE RETURN A COPY OF THE INVOICE WITH YOUR CHECK. YOUR CANCELLED CHECK IS YOUR RECEIPT.

Make checks payable to: **AASHTO**

Send remittance to:

AASHTO 1  
P.O. Box 615051  
Washington, DC 20061-5051



Patrick K. McKenna, *President*

Jim Tymon, *Executive Director*

FEDERAL I.D.#: 53-0204654

INVOICE # - C000037-6457-2021

✓  
OK

July 1, 2020

**BILLED TO:**

Ms. Victoria Sheehan  
Commissioner  
New Hampshire Department of Transportation  
PO Box 483 | 7 Hazen Drive  
Concord, NH 03302-0483

Support for FY 2021 participation in all AASHTO Technical Service Programs.

Technical Service Program	AMOUNT
Transportation System Preservation (TSP2)	\$ 20,000
Total for New Hampshire Department of Transportation	\$ _____

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Make checks payable to: **AASHTO**

Send remittance to:

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P.O. Box 615051  
Washington, DC 20061-5051