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THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION



VICTORIA F. SHEEHAN COMMISSIONER

WILLIAM CASS, P.E. ASSISTANT COMMISSIONER

Bureau of Finance & Contracts September 20, 2018

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, 2018 through June 30, 2019 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, 2019. Funding is 83% Federal Funds, 17% Highway Funds.

Funding is available as follows:

Table with 2 columns: Description and FY 2019 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 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.

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.*

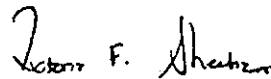
10. Explain in detail any negative impact to the state if the Agency did not belong to this organization.

*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 2019 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

AMERICAN ASSOCIATION  
OF STATE HIGHWAY AND  
TRANSPORTATION OFFICIALS

**AASHTO**

JOHN SCHROEDER, PRESIDENT  
COMMISSIONER, TENNESSEE DEPARTMENT OF TRANSPORTATION

BUD WRIGHT, EXECUTIVE DIRECTOR

444 NORTH CAPITOL STREET NW, SUITE 249, WASHINGTON, DC 20001  
(202) 624-5800 • FAX: (202) 624-5806 • WWW.TRANSPORTATION.ORG

FEDERAL I.D.#: 53-0204654

**INVOICE # - C000036-6410-2019**

July 1, 2018

BILLED TO:

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

Support AASHTO's FY 2019 participation in all Engineering Technical Service Programs.

<b>Engineering Technical Service Programs</b>	<b>Order #</b>	<b>AMOUNT</b>
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

AMERICAN ASSOCIATION  
OF STATE HIGHWAY AND  
TRANSPORTATION OFFICIALS

**AASHTO**

JOHN SCHROEDER, PRESIDENT  
COMMISSIONER, TENNESSEE DEPARTMENT OF TRANSPORTATION

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

Support AASHTO's FY 2019 participation in all Engineering Technical Service Programs.

<u>Engineering Technical Service Programs</u>	<u>Order #</u>	<u>AMOUNT</u>
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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*JAM* OK TO PAY

*Ann Mott*

AMERICAN ASSOCIATION  
OF STATE HIGHWAY AND  
TRANSPORTATION OFFICIALS

**AASHTO**

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COMMISSIONER, TENNESSEE DEPARTMENT OF TRANSPORTATION

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FEDERAL I.D.#: 53-0204654

**INVOICE # - C000036-6466-2019**

July 1, 2018

**BILLED TO:**

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

Support AASHTO's FY 2019 participation in all Engineering Technical Service Programs.

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

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**AASHTO**

JOHN SCHRDER, PRESIDENT  
COMMISSIONER, TENNESSEE DEPARTMENT OF TRANSPORTATION

BUD WRIGHT, EXECUTIVE DIRECTOR

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**INVOICE # - C000036-6320-2019**

July 1, 2018

**BILLED TO:**

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

Support AASHTO's FY 2019 participation in all Engineering Technical Service Programs.

<b>Engineering Technical Service Programs</b>	<b>Order #</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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**INVOICE # - C000036-6450-2019**

July 1, 2018

BILLED TO:

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

Support AASHTO's FY 2019 participation in all Engineering Technical Service Programs.

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

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**INVOICE # - C000036-6455-2019**

July 1, 2018

BILLED TO:

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

Support AASHTO's FY 2019 participation in all Engineering Technical Service Programs.

<b>Engineering Technical Service Programs</b>	<b>Order #</b>	<b>AMOUNT</b>
Snow and Ice Cooperative Program (SICOP)		\$ 4,000
Total for New Hampshire Department of Transportation		\$ _____

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FEDERAL I.D.#: 53-0204654

INVOICE # - C000036-6457-2019

July 1, 2018

BILLED TO:

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

Support AASHTO's FY 2019 participation in all Engineering Technical Service Programs.

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

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