



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

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

Bureau of Bridge Design
November 5, 2021

REQUESTED ACTION

Authorize the Department of Transportation to enter into an Agreement with HNTB Corporation, Kansas City, MO (Vendor 175663), for a total amount not to exceed of \$793,865.46, for the preliminary and final design for the preservation efforts associated with the five existing bridges carrying I-93 NB from Mile Marker 21.2 to Mile Marker 24.0, effective upon Governor and Council approval, through November 30, 2025. 100% Federal Funds.

Funding is available in State Fiscal Year 2022 and FY 2023 and is contingent upon availability and continued appropriation of funds for FY 2024, and FY 2025 with the ability to adjust encumbrances through the Budget Office between State Fiscal Years if needed and justified:

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
04-96-96-963515-3054 Consolidated Federal Aid				
046-500463 Eng Consultants Non-Benefit	\$393,865.46	\$325,000.00	\$50,000.00	\$25,000.00

EXPLANATION

The Department requires professional engineering design and environmental consultant services to prepare preliminary design, public involvement process, final design, and associated environmental & cultural services for bridge preservation efforts for the following five existing bridges:

- 1) Manchester 128/126 over Bridge Street,
- 2) Manchester 126/126 over NH101 WB, SBE RAMP,
- 3) Manchester 123/118 over Stevens Pond,
- 4) Manchester 118/117 over Wellington Road, and
- 5) Hooksett 096/049 over US 3, NH 28

These bridges were constructed in 1976 and deck patched in 1999. The bridges are in close proximity to I-93 Exit 7 (NH 101 EB), Exit 8 (Wellington Road), and Exit 9 (US Route 3). These bridges are on the Department's Bridge Preservation List and have a target advertising date in Federal Fiscal Year 2023.

The final configuration of these structures is anticipated to be identical to their current configurations. Any environmental permitting required will be identified and the necessary documentation required to comply with the National Environmental Policy Act (NEPA) will be provided by the consultant. The Consultant will also to assist the Department in the public outreach / public involvement process with the city, town and users of the bridges.

This project is currently included in the State's Ten-Year Transportation Improvement Plan (Statewide BRDG-HIB-M&P and Statewide BRDG-T1/2-M&P) for Construction funding in Fiscal Years 2023, 2024, and 2025.

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 "Policies And Procedures for Consultant Contract Procurement, Management, and Administration" dated August 2017. 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 Bridge Design, Environment, and Materials and Research, the Municipal Highways Engineer and Highway Design Final Section Chief.

The consultant selection process for this qualifications-based contract was initiated by a solicitation for consultant services for preliminary engineering design and associated environmental services for the Manchester- Hooksett 42753 bridge project. The assignment was listed as a "Project Soliciting for Interest" on the Department's website on January 10, 2020, 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 March 12, 2020 for consideration and approval by the Assistant Commissioner. Upon receipt of that approval, three shortlisted firms were notified on April 6, 2020 through a technical "Request For Proposal" (RFP). Committee members individually rated the firms on May 14, 2020 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 nine (9) consultant firms that were considered for this assignment, with the three short-listed firms shown in bold, is as follows:

<u><i>Consultant Firm</i></u>	<u><i>Office Location</i></u>
Dubois & King, Inc.	Bedford, NH
Fuss & O'Neill	Manchester, NH
GM2 Associates, Inc.	Concord, NH
Greenman-Pedersen, Inc.	Portsmouth, NH
Hardesty & Hannover, LLC	Bedford, NH
HNTB Corp.	Concord, NH
Hoyle, Tanner & Associates, Inc.	Manchester, NH
Stantec Consulting Services, Inc.	Auburn, NH
WSP / Parsons Brinckerhoff, Inc.	Manchester, NH

The firm of HNTB Corp. has been recommended for this contract. This firm has a good reputation and has demonstrated their capability to perform the necessary engineering and technical services for this assignment.

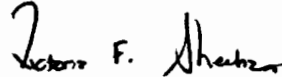
HNTB Corp. has agreed to furnish the required services for a total amount not to exceed of \$793,865.46. This is a reasonable fee and is commensurate with the complexity of the project and the scope of engineering and technical services to be furnished.

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 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,

A handwritten signature in black ink, appearing to read "Victoria F. Sheehan". The signature is fluid and cursive, with the first name "Victoria" and last name "Sheehan" clearly distinguishable.

Victoria F. Sheehan
Commissioner

Attachments

May 14, 2020

PROJECT: Manchester-Hooksett 42753

DESCRIPTION: This Project includes preliminary design, public involvement process, final design, and associated environmental & cultural services for the bridge preservation of the following existing bridges: 1) Manchester 126/126 carrying I-93 NB over NH101 WB, SBE RAMP, 2) Manchester 123/118 carrying I-93 NB over Stevens Pond, 3) Manchester 118/117 carrying I-93 NB over Wellington Road, and 4) Hooksett 096/049 carrying I-93 NB over US 3, NH 28. These bridges were constructed in 1976 and 1977 and all were painted between 1998 & 2000. Hooksett 096/049 received a new deck in 1998. The other three bridges were deck patched between 1998 & 1999. Manchester 123/118 received new expansion joints in 2012. The bridges are in close proximity to I-93 Exit 7 (on-ramp from NH 101 WB), Exit 8 (Wellington Rd), and Exit 9 (US 3). These bridges are on the Department's Bridge Preservation List and have a target advertising date in fiscal year 2023. The scope of work may include: Traffic control design; Public Outreach and Public Involvement; Replacement of existing bridge expansion joints; Developing plans for full and partial depth concrete deck repairs; Replacement of membrane and pavement; Repairs to the piers; Repairs to structural steel and bearings; Request for concrete bridge deck condition survey; and Construction support services. No change in lane capacity is anticipated with this effort. Environmental efforts are needed to prepare and complete all appropriate environmental documentation including cultural resource investigations and permitting, to satisfy NEPA and state requirements. The Consultant will also be required to assist the Department in the public outreach and public involvement process. This work will require Professional Engineer licensure in the State of NH

SERVICES REQUIRED: BRDG, STRC, RDWY, ENV, HIST, PINV, TRA

SUMMARY:

Fuss & O'Neill	3	2	3	2	3	3	3	19	3
Greenman-Pedersen, Inc.	2	3	1	3	2	2	2	15	2
HNTB Corporation	1	1	2	1	1	1	1	8	1

EVALUATION OF TECHNICAL PROPOSALS:

Manchester Hooksett 42753	HNTB	GPI	F&O
Comprehension	17	15	13
Clarity	17	16	16
Capacity	17	17	17
Quality & Exp	17	17	16
Previous Perf	9	9	8
Overall Suit	9	9	8
Total	86	83	78

1 = HNTB
2 = GPI
3 = F&O

Rating Considerations	Scoring of Firms			
	W E I G H T	Fuss & O'Neill	Greenman-Pedersen, Inc.	HNTB Corporation
Comprehension of the Assignment	20%	18	18	19
Clarity of the Proposal	20%	17	16	17
Capacity to Perform in a Timely Manner	20%	18	15	19
Quality & Experience of Project Manager/Team	20%	18	17	18
Previous Performance	10%	10	8	9
Overall Suitability for the Assignment	10%	7	5	9
Total	100%	88	79	91

Ranking of Firms:
1. HNTB
2. F+O
3. GPI

EVALUATION OF TECHNICAL PROPOSALS (continued)

Rating Considerations	Scoring of Firms			
	W E I G H T	Fuss & O'Neill	Greenman-Pedersen, Inc.	HNTB Corporation
Comprehension of the Assignment	20%	18	19	19
Clarity of the Proposal	20%	18	19	19
Capacity to Perform in a Timely Manner	20%	19	19	19
Quality & Experience of Project Manager/Team	20%	19	19	19
Previous Performance	10%	9	9	9
Overall Suitability for the Assignment	10%	8	9	8
Total	100%	91	94	93

Ranking of Firms:

1. Greenman-Pedersen, Inc.
2. HNTB Corporation
3. Fuss & O'Neill

Rating Considerations	Scoring of Firms			
	W E I G H T	Fuss & O'Neill	Greenman-Pedersen, Inc.	HNTB Corporation
Comprehension of the Assignment	20%	18	17	20
Clarity of the Proposal	20%	19	17	19
Capacity to Perform in a Timely Manner	20%	18	18	18
Quality & Experience of Project Manager/Team	20%	19	18	19
Previous Performance	10%	9	8	9
Overall Suitability for the Assignment	10%	9	9	9
Total	100%	92	87	94

Ranking of Firms:

1. HNTB
2. F&O
3. GPI

Rating Considerations	Scoring of Firms			
	W E I G H T	Fuss & O'Neill	Greenman-Pedersen, Inc.	HNTB Corporation
Comprehension of the Assignment	20%	18	18	18
Clarity of the Proposal	20%	16	17	18
Capacity to Perform in a Timely Manner	20%	16	16	18
Quality & Experience of Project Manager/Team	20%	17	15	17
Previous Performance	10%	7	8	8
Overall Suitability for the Assignment	10%	7	8	8
Total	100%	81	82	87

Ranking of Firms:

1. HNTB
2. GREENMAN PEDERSEN INC
3. FUS & O'NEILL

Rating Considerations	Scoring of Firms			
	W E I G H T	Fuss & O'Neill	Greenman-Pedersen, Inc.	HNTB Corporation
Comprehension of the Assignment	20%	17	19	18
Clarity of the Proposal	20%	18	18	20
Capacity to Perform in a Timely Manner	20%	17	19	19
Quality & Experience of Project Manager/Team	20%	18	19	20
Previous Performance	10%	9	10	9
Overall Suitability for the Assignment	10%	8	10	10
Total	100%	87	95	96

Ranking of Firms:

1. HNTB
2. GPI
3. F&O

Rating Considerations	Scoring of Firms			
	W E I G H T	Fuss & O'Neill	Greenman-Pedersen, Inc.	HNTB Corporation
Comprehension of the Assignment	20%	17	17	18
Clarity of the Proposal	20%	16	17	19
Capacity to Perform in a Timely Manner	20%	17	18	19
Quality & Experience of Project Manager/Team	20%	17	18	20
Previous Performance	10%	9	9	10
Overall Suitability for the Assignment	10%	8	9	10
Total	100%	84	88	96

Ranking of Firms:

1. HNTB
2. GPI
3. F&O

MANCHESTER-HOOKSETT
42753
(BUNDLED BRIDGE PRESERVATION PROJECT)

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ATTACHMENTS

- A. SPECIAL CONTRACT PROVISIONS FOR COVID-19
- B. **SCOPE OF WORK – PRELIMINARY AND FINAL DESIGN SERVICES** Prepared
by HNTB Corporation dated June 29, 2021

AGREEMENT EXECUTION ATTACHMENTS

- 1. CERTIFICATION WITH REGARD TO THE PERFORMANCE OF PREVIOUS
CONTRACTS OR SUBCONTRACTS, ETC.
- 2. CONSULTANT DISCLOSURE STATEMENT FOR PREPARATION OF
ENVIRONMENTAL EVALUATIONS
- 3. CERTIFICATION OF CONSULTANT/SUBCONSULTANT
- 4. CERTIFICATION OF STATE DEPARTMENT OF TRANSPORTATION
- 5. CERTIFICATION FOR FEDERAL-AID CONTRACTS EXCEEDING \$100,000 IN
FEDERAL FUNDS
- 6. SIGNATURE PAGE
- 7. CERTIFICATION OF GOOD STANDING
- 8. CERTIFICATION OF AUTHORITY / VOTE
- 9. CERTIFICATION OF INSURANCE

MANCHESTER-HOOKSETT
42753
(BUNDLED BRIDGE PRESERVATION PROJECT)

**AGREEMENT
FOR PROFESSIONAL SERVICES**

PREAMBLE

THIS AGREEMENT made this 16th day of November in the year 2021 by and between the STATE OF NEW HAMPSHIRE, hereinafter referred to as the STATE, acting by and through its COMMISSIONER OF THE DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the COMMISSIONER, acting under Chapter 228 of the Revised Statutes Annotated, and HNTB Corporation, with principal place of business at P.O. Box 419299 in the City of Kansas City, State of Missouri, and local branch office at 6 Loudon Road, Suite 201 in the City of Concord, State of New Hampshire, hereinafter referred to as the CONSULTANT, witnesses that:

The Department of Transportation, State of New Hampshire, hereinafter referred to as the DEPARTMENT, proposes to complete bridge preservation on the following existing bridges carrying I-93 NB: 1) Manchester 128/126 over Bridge Street, 2) Manchester 126/126 over NH101 WB, SBE RAMP, 3) Manchester 123/118 over Stevens Pond, 4) Manchester 118/117 over Wellington Road, and 5) Hooksett 096/049 over US 3, NH 28.

The DEPARTMENT intends to have prepared for this project the preparation of environmental documents, plans to progress through the permitting process, preliminary design, final design, contract plans, specifications, special provisions, estimates of quantities and costs. These services are outlined in the CONSULTANT'S Scope of Work dated June 29, 2021 and Fee Proposal dated the same. The Scope of Services is included in this AGREEMENT as Attachment B. The Fee Proposal is hereby adopted by reference and considered to be part of this AGREEMENT.

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

ARTICLE I

ARTICLE I - DESCRIPTION OF PROFESSIONAL SERVICES TO BE RENDERED

NOW THEREFORE, in consideration of the undertakings of the parties hereinafter set forth, the DEPARTMENT hereby engages the CONSULTANT, who agrees to render services to the DEPARTMENT which shall include, but not be restricted to, the following items, in accordance with conditions and terms hereinafter set forth:

A. LOCATION AND DESCRIPTION OF PROJECT

This project involves preliminary design, public involvement process, final design, and associated environmental & cultural services for the preservation of the following five existing bridges carrying I-93 NB:

- 1) Manchester 128/126 over Bridge Street,
- 2) Manchester 126/126 over NH101 WB, SBE RAMP,
- 3) Manchester 123/118 over Stevens Pond,
- 4) Manchester 118/117 over Wellington Road, and
- 5) Hooksett 096/049 over US 3, NH 28.

B. SCOPE OF WORK (GENERAL)

The preserved structures are anticipated to accommodate the same number of lanes of traffic that they currently carry in each direction with appropriate shoulders.

The following tasks are anticipated:

- Replace the existing bridge expansion joints.
- Develop plans for full and partial depth concrete deck repairs.
- Replacement of the membrane and pavement.
- Repairs to structural steel and bearings as necessary.
- Evaluation and repairs of the visible concrete substructure.
- Develop Traffic Control Plan that is acceptable and economical for the users of the bridge.
- Survey efforts at Exits 7-9 to assist in the development of traffic control plans.
- Environmental efforts for documentation to comply with the National Environmental Policy Act (including Cultural Resource investigations in accordance with Section 106 of the National Historic Preservation Act) and the identification of any permitting requirements.
- Assist the Department in the public involvement process. Preparing illustrative plans and exhibits for any meetings.
- Construction support services.

ARTICLE I

C. SCOPE OF WORK (SPECIFIC)

The CONSULTANT shall be responsible for developing engineered plans through an iterative process of design and review involving the DEPARTMENT, STATE, and Federal environmental resource agencies, regional planning commissions, the local community, and the public.

The CONSULTANT shall be responsible for the preparation of complete designs, including all plans, specifications for work not included in the current specifications of the DEPARTMENT, computations, estimates, and documents for required submissions to the DEPARTMENT, the Federal Highway Administration, and/or any other STATE or Federal agency, that may be required.

The engineering design shall take into consideration all factors affecting the cost of the construction, such as earthwork quantities; erosion and sedimentation control; traffic control; water-quality-treatment issues; construction phasing and complexity; utilities affected; right-of-way needs; environmental issues and commitments; cost; construction materials; etc.

The CONSULTANT shall, when requested by the DEPARTMENT, render such assistance as required, including the preparation and explanation of sketches and plans for, or at, any meetings or conferences held by the DEPARTMENT. Meeting notes and conference memos shall be the responsibility of the CONSULTANT if CONSULTANT is an invited attendee to such meetings.

Designs shall conform to the current standards, specifications, policies and guidelines enumerated in the Federal Aid Policy Guide, Subchapter G, Part 625, or to 23 Code of Federal Regulations, Part 625 and the DEPARTMENT'S Design Manuals, and most current Standard Plans for Road Construction, except as approved.

All plotting, drafting, and calculations performed by the CONSULTANT shall be independently checked by members of the CONSULTANT'S staff other than those who performed the original work. The work of each stage submission (including quantity estimates) shall have been appropriately checked. The PS&E submission and final paper plans shall have had complete final checking.

The CONSULTANT shall verify all computations and design calculations. The CONSULTANT shall furnish one electronic format (PDF) copy of the design calculations, suitably bound, and when directed, all study plans, work plans, alternate studies, and estimates indexed in accordance with DEPARTMENT procedures.

The CONSULTANT'S Licensed Professional Engineer stamp for the State of New Hampshire shall appear on the construction plans, reports, and any other final documents that will be submitted to the DEPARTMENT. Stamps shall be those of the professional engineers who prepared them or under whose direct supervisory control they were prepared.

ARTICLE I

The work shall be as described in the CONSULTANT's Scope of Work, Attachment B, and requires the development and refinement of engineering plans and technical documentation in accordance with the following criteria and involving the following work efforts:

1. Preliminary Engineering

Preliminary Engineering for Final Design shall consist of all efforts needed to design and prepare a complete set of contract documents for the construction of the project for construction of the roadway, structures, traffic control, construction phasing, drainage facilities (including Best Management Practices for permanent erosion- and sedimentation-control and water-quality features as feasible for the project location and topography), landscaping, and appurtenances, in accordance with the policy and procedures of the DEPARTMENT and the provisions of this AGREEMENT. This includes the Tasks under Preliminary Engineering include the following:

a. Existing Conditions Data Collection and Field Reviews

On-site field reconnaissance of existing conditions within the study area shall be performed by the CONSULTANT to supplement available data and become familiar with I-93 as well as the adjoining roadway network anticipated to be affected. These field investigations shall be used to evaluate the feasibility of proposed construction efforts.

b. Topographic Survey and Base Plan Preparation

The development of base plans drafted by the CONSULTANT incorporating CONSULTANT acquired ground survey.

c. Development of Engineering Criteria

The CONSULTANT shall follow appropriate engineering criteria based on the latest AASHTO Policy on Geometric Design of Highways and Streets, AASHTO LRFD Bridge Design Specifications, NHDOT Highway Design Manual, and NHDOT Bridge Design Manual, as amended.

d. Traffic Analysis

The CONSULTANT shall be responsible for assessing traffic data from the NHDOT Transportation Data Management System in confirming traffic control alternatives. The CONSULTANT shall recommend potential methods of traffic control during construction based on traffic volumes from the NHDOT website.

e. Technical Reports

The CONSULTANT shall prepare a Scoping and Maintenance of Traffic Report to address engineering issues that, to varying degrees, will be incorporated into the Draft Environmental document (Categorical Exclusion anticipated) serving as the major milestones during the various phases of the study process. Technical support and writing shall be required to address the

ARTICLE I

engineering aspects of the study as required to supplement and complete environmental documentation.

f. Roadway Plans

The refinement of the alignment, grades, typical section, and intersections, the design of all permanent guide, warning and regulatory signs, including the quantity summary sheets, and the design and incorporation of all pavement marking layouts, item numbers, item descriptions, and quantities. All signing on the plans shall be closely coordinated with the location of guardrail installations, slopes, utility locations (including street lights and underground utilities), and drainage-system locations to avoid conflicts and to determine the type of support system required for installing the signs. The CONSULTANT shall make a continuous effort to identify conflicts and to make necessary adjustments to highway signing plans and locations.

g. Traffic Control Plans and Construction Phasing

Design of Traffic Control plans, including traffic phasing and the development of the permanent construction sign and warning device package, including the quantity summary sheets, showing all temporary guide and regulatory signs, and permanent construction signing required for use with detours or construction staging. This shall include summary sheets for relocated signs for construction sequencing.

h. Drainage Design and Stormwater Treatment

Including Best Management Practices for permanent erosion- and sedimentation-control and water-quality features as feasible for the project location and topography.

i. Aesthetics and Landscaping Plan – Not included in this contract

j. Constructability Reviews – Not included in this contract

k. Cost Estimates

The Cost Estimates shall be prepared with each submission. Construction Engineering and environmental mitigation costs shall also be included.

l. Design Technical Memorandum

The CONSULTANT shall prepare a brief narrative, to be submitted with each submission, explaining the design issues addressed in that submission, the design rationale, and documenting any major changes. The report shall include design criteria and controls, specific items and issues of interest, design calculations appropriate for the submission, traffic analyses and supporting information related to quantity and estimate variations. In addition, the report shall include anticipated or outstanding issues and the CONSULTANT'S recommendations.

ARTICLE I

m. Project Team Meetings

Project team meetings will be held periodically over the course of the design phase of this contract. These informal meetings will take place when needed to discuss project issues that may include resource constraints, impacts of alternatives, and cost issues. These meetings will involve CONSULTANT and DEPARTMENT staff, but may also include representatives of the City of Manchester, Town of Hooksett, local Planning Commission, state or federal agencies, or others as appropriate.

2. Public Participation

The CONSULTANT shall be available to supplement the public participation process, in accordance with the DEPARTMENT'S Public Involvement Process for New Hampshire Transportation Improvement Projects. The CONSULTANT shall prepare presentation graphics, handouts and support displays, and be available to make presentations and draft meeting minutes. Specific types of meetings include:

- a. Public Advisory Committee Meetings – Not included in this contract
- b. Public Informational Meetings
- c. Stakeholder Meetings
- d. Public Hearing – Not included in this contract

3. Environmental Documentation and Permitting

The scope of the work involves Environmental Permitting; coordination, and meetings as described in CONSULTANT'S Scope of Services. The CONSULTANT'S plans shall include all commitments made in the environmental documents, to the extent practicable.

4. Geotechnical

No additional geotechnical work is anticipated.

5. Utilities

The utility coordination for this project will be performed by the DEPARTMENT. The CONSULTANT shall incorporate utility relocations, as designed by the individual utility owner, into the contract plans. Municipal utility relocations (e.g., sewer and/or water), as approved by the DEPARTMENT, shall be included, as necessary, into the contract plans, cross-sections, summary sheets, and estimate. Non-participating municipal utility relocation items shall be kept separate from the highway and/or bridge items in the estimates submitted. The DEPARTMENT will provide the unit item numbers and unit prices to be used for the utility relocations.

ARTICLE I

D. MATERIAL FURNISHED BY THE DEPARTMENT OF TRANSPORTATION

The DEPARTMENT will furnish the following data to the CONSULTANT:

1. Electronic files in US Customary units of the following information in accordance with the DEPARTMENT'S CAD/D Procedures and Requirements for incorporation into the plans by the CONSULTANT:
 - a. All existing survey and baseline data if available, notes and note reductions in the format outlined in the DEPARTMENT'S CAD/D Procedures and Requirements. Electronic preliminary horizontal alignments for the project limits as envisioned if available, otherwise alignment information will be developed from as-built/archive plans.
 - b. Any additional topographic surveys of adjacent parcels, mitigation sites, wetland boundaries, or other pertinent items deemed necessary by the project team, beyond that supplied by the CONSULTANT as described in Article I.C.1.b, above, will be undertaken and processed by the DEPARTMENT. Incorporation of this information into the topographic baseplan shall be the responsibility of the CONSULTANT.
 - c. Electronic drawings in MicroStation format of roadway typical cross-sections and other detail sheets shall be provided, when available from the DEPARTMENT'S CAD/D library, upon request by the CONSULTANT, in accordance with the current DEPARTMENT CAD/D Procedures and Requirements.
 - d. Electronic drawings in MicroStation format of the existing utilities, if provided to the DEPARTMENT by the utility. The CONSULTANT shall be prepared to provide an electronic copy of the preliminary base plans to the DEPARTMENT for submission to and use by the utilities. The CONSULTANT shall be responsible for the incorporation of this utility information (either in paper or electronic format) into the plans, in accordance with the current DEPARTMENT CAD/D Procedures and Requirements.
2. Prints of the following information:
 - a. Any information outlined in Article I.D.1.a thru d. above (electronic information) both existing and proposed, when available, for verification by the CONSULTANT.
 - b. Any additional information not available electronically (e.g., utilities) for the CONSULTANT to incorporate into the plans in accordance with the DEPARTMENT'S CAD/D Procedures and Requirements.
3. Right-of-Way data: Any additional information collected or prepared by the DEPARTMENT that could supplement the Right-of-Way Boundary (e.g., existing right-of-way layout per record plans, property lines to a tax map level, parcel owners, title abstracting, etc.) will be provided by the DEPARTMENT in MicroStation format for incorporation into the plans by the CONSULTANT.

ARTICLE I

4. Prints and data-exchange files of existing conditions not previously provided to the CONSULTANT. Reduction and incorporation of this material shall be the responsibility of the CONSULTANT.
5. Necessary traffic data and counts from the Department's Transportation Data Management System website.
6. The location of all existing and proposed utilities through direct contact with the various utility companies.
7. Geotechnical investigations and recommendations, if available.
8. Electronic files of the Environmental resource data collected in previous studies, if applicable
9. Crash data and Safety Analysis within the study area, if applicable.
10. The DEPARTMENT's latest high-resolution color aerial photography (which is geo-referenced and ortho-rectified).

E. WORK SCHEDULE AND PROGRESS REPORTS

The CONSULTANT shall begin performance of the services designated in the Contract promptly upon receipt from the DEPARTMENT of a Notice to Proceed and the material to be furnished as herein described. The CONSULTANT shall complete these services without delay unless unable to do so for causes not under the CONSULTANT's control.

The CONSULTANT's sequence of operation and performance of the work under the terms of this AGREEMENT shall be varied at the direction of the DEPARTMENT in order to give priority in critical areas so that schedules and other STATE commitments, either present or future, can be met.

The CONSULTANT shall report progress to the DEPARTMENT in conjunction with DEPARTMENT'S Standardized Invoicing process. Invoices shall be submitted for each month that there has been more than \$10,000 in cumulative billable work since the last invoice, and at least quarterly. For months with no progress or less than \$10,000 cumulative work since the last invoice, a status report briefly describing the reasons for little or no progress shall be submitted.

ARTICLE I

F. SUBMISSION OF REPORTS, PLANS, AND DOCUMENTS

The submissions shall be as necessary in accordance with Attachment B. Each submission shall be supplemented with such drawings, illustrations, and descriptive matter as are necessary to facilitate a comprehensive understanding and review of proposed concepts and designs.

The CONSULTANT will be expected to support their design proposals and any issues resulting from review by the DEPARTMENT or in the public participation phase (including agency coordination), with alternative studies and reasonably itemized cost comparisons for alternate concepts.

The CONSULTANT, with each submission, shall submit a Design Technical Memorandum describing the "design issues" addressed in that submission. In addition, the Memorandum shall include anticipated or outstanding issues and the CONSULTANT'S recommendations to resolve these issues. All issues shall be noted as to whether the CONSULTANT feels that the issue is within the scope of work described in Article I. Meetings between the CONSULTANT and the DEPARTMENT shall be held prior to submissions to discuss design issues and recommendations.

Electronic Transfer of Data: The DEPARTMENT requires the following to ensure compatibility with software used by the DEPARTMENT and to ensure the efficient and timely exchange of computer files between the DEPARTMENT and the CONSULTANT.

All files submitted must be fully compatible with the formats listed in this document without any conversion or editing by the DEPARTMENT. Any files requiring conversion and/or editing by the DEPARTMENT will not be accepted. All files shall be virus free. All files shall use the DEPARTMENT'S file naming convention.

Computer Aided Design/Drafting (CAD/D) files: All CAD/D files shall be in accordance with the Deliverable Requirements described in the DEPARTMENT'S CAD/D Procedures and Requirements in effect at the time this AGREEMENT was executed. All plan drawings, including size of sheets, lettering, symbols, and scale of said drawings, shall conform to the requirements and standards of the DEPARTMENT. All files submitted must be fully compatible with the current version of MicroStation being used by the DEPARTMENT. (The DEPARTMENT'S CAD/D Procedures and Requirements document can be found on the CAD/D website by following the "Downloads" link at www.nh.gov/dot/cadd/.)

Word Processing, Spreadsheet, and Database Files: For each Phase, all relevant files shall be provided in a format fully compatible, as appropriate, with the following:

Word Processing:	Microsoft Word 2010 or NHDOT compatible version
Spreadsheets:	Microsoft Excel 2010 or NHDOT compatible version
Databases:	Microsoft Access 2003 or NHDOT compatible version

ARTICLE I

These specifications will be updated as necessary to reflect changes in DEPARTMENT software such as adding new software or updating to new versions of existing software. In such instances, the CONSULTANT will be promptly notified.

Computer File Exchange Media: Electronic files shall be exchanged between the DEPARTMENT and the CONSULTANT using the following media as appropriate for Windows Operating Systems:

FTP: Files posted to the DEPARTMENT'S FTP site can be actual size or compressed. Contact the Project Manager for instructions for accessing the FTP site.

Email: Files 20 MB or smaller may be transferred via Email. If compressed, the files should be self-extracting and encrypted based on content.

Copies: The CONSULTANT shall provide electronic copies of the deliverables for each Phase of Work as described in the Scope of Services in Attachment B. For all deliverables, provide electronic copies in two electronic versions; an electronic version in the original electronic file format (i.e., MicroStation (*.dgn), Microsoft Word (*.docx), Microsoft Excel (*.xlsx), etc.) and an electronic version in Adobe Acrobat (*.pdf) file format.

Bridge Design Submissions: The plan submissions for bridge structures shall follow, in general, the instructions in the DEPARTMENT's Bridge Design Manual.

Combined Bridge and Roadway Submissions:

1. **Preliminary PS&E** – The submission shall include all details as listed in the CONSULTANT's Scope of Work, Attachment B. The CONSULTANT shall submit the Traffic Control Plans in near-final form showing temporary slopes, lane uses and widths, overhead-sign structures, temporary traffic signals, temporary guardrail and barrier locations, temporary drainage, temporary easements, profiles, temporary drives, detour cross-sections and superelevations, etc. with backup calculations. All item summary boxes for drainage, clearing-and-grubbing, earthwork, surfacing and select materials, curbing, guardrail, sidewalks, traffic signs, construction signs and warning devices, pavement markings, conduit and pull boxes, landscaping and slope protection, bounds, fencing, delineation and witness markers, and other items that are nearly complete, shall be shown and note line-entries completed. An electronic copy of the spreadsheet shall be submitted for each estimate. Roadway items shall be kept separate from bridge items.
2. **PS&E** - Upon approval in writing by the DEPARTMENT of the Preliminary PS&E submission, the CONSULTANT shall proceed to prepare and submit to the DEPARTMENT for approval the PS&E submission. The estimate of quantities shall be completed and tabulated, and the reinforcing bar schedules shall be completed. Special Provisions shall be submitted in electronic format (Microsoft Word-compatible) for all items not in the Standard Specifications for Road and Bridge Construction of the STATE and for which a current special provision is not available.

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3. **Final Contract Plans** - Upon approval of the foregoing in writing by the DEPARTMENT, the CONSULTANT shall make the final submission of contract plans, any final special provisions required, and a final PS&E estimate of costs. These final contract plans and documents shall reflect all comments resulting from the PS&E review. The CONSULTANT shall be prepared to incorporate all comments, furnish drafting services for omissions found, and generally assist the DEPARTMENT in finalizing the contract plans. Final acceptance of the contract plans will be made in writing.

G. SCOPE OF WORK (CONSTRUCTION SUPPORT SERVICES)

If a contract for construction of the project, or part of it, is entered into within two years after completion by the CONSULTANT of the services outlined in Articles I, III and IV, the CONSULTANT shall, without additional compensation therefor, render services to the DEPARTMENT, including, but not restricted to, the following:

1. Construction

If and when required by the DEPARTMENT during the construction of the project, the CONSULTANT shall:

- a. At the CONSULTANT'S sole expense, correct and resolve errors and/or omissions within the contract plans and specifications found during construction.
- b. Render interpretations, as necessary, of the contract plans and specifications and submit recommendations for necessary modifications in either or both and, upon approval of recommendations by the DEPARTMENT, revise the contract plans and specifications to cover same and prepare other detailed drawings as may be needed to supplement the contract plans in order to permit the proper completion of the project. This work effort, if required, will be viewed as additional services, subject to an adjustment in the fee.

2. Shop Drawings

The CONSULTANT shall:

- a. Review, check and approve all working drawings prepared by others including the construction contractors or their subcontractors subject to the provisions of Section 105 as described in CONSULTANT'S Scope of Services, Attachment B. Only that work designed by the DEPARTMENT will be excluded from this requirement.

H. DATE OF COMPLETION

In accordance with the Governor and Council Resolution authorizing this AGREEMENT, the date of completion for the professional services rendered under this AGREEMENT is November 30, 2025.

ARTICLE II

ARTICLE II - COST PLUS FIXED FEE COMPENSATION OF CONSULTANT

A. GENERAL FEE

In consideration of the terms and obligations of this AGREEMENT, the STATE, through the DEPARTMENT, hereby agrees to pay and the CONSULTANT agrees to accept as full compensation for all services rendered to the satisfaction of the DEPARTMENT under this AGREEMENT, an amount equal to the sum of the following costs:

- 1) Actual salaries* approved by the DEPARTMENT paid to technical and other employees by the CONSULTANT, including salaries to principals, for the time such employees are directly utilized on work necessary to fulfill the terms of this AGREEMENT.

* In accordance with DEPARTMENT policy, the maximum direct-labor rate allowed for all positions under this AGREEMENT, including subconsultants, shall be \$60.00 per hour unless a waiver to the salary cap has been specifically approved for specialty services. A waived rate shall remain fixed at that rate for the life of the AGREEMENT unless a subsequent waiver is requested and approved.

An overtime premium of one and one half times the direct labor rate for non-exempt employees working beyond the standard 40 hours per workweek may be allowed for special circumstances when approved by the DEPARTMENT in writing in advance. The overhead portion of non-exempt employees' salary rates shall not be adjusted. Engineers are not eligible for overtime premium rates.

Direct salary costs are estimated at: \$270,233.56

- 2) Overhead costs applicable to the direct salary costs. The audited indirect cost rate, as submitted to and approved by the DEPARTMENT, will be applied to the direct salary costs. The CONSULTANT'S audited indirect cost rate for fiscal year ended December 31, 2019, which expires June 30, 2021, 138.00%, shall be used for invoicing for the life of the AGREEMENT.

Overhead costs are estimated at: \$372,922.31

- 3) A fixed fee for profit and non-reimbursed costs (10% of 1+2).

The fixed fee is: \$64,315.59

- 4) Reimbursement for direct expenses, including, but not limited to, subconsultants with a subcontract value of less than \$200,000, printing, reproductions and travel not included in normal overhead expenses. The

ARTICLE II

reimbursable costs for mileage and for per diem (lodging and meals) shall be that allowed by the CONSULTANT'S established policy but shall not exceed that allowed in the Federal Acquisition Regulations (Subpart 31.205-46) and in the Federal Travel Regulation. Mileage and per diem costs shall be subject to approval by the DEPARTMENT. Subconsultants with a subcontract value of less than \$200,000 shall be invoiced as direct expenses and do not require individual invoices, unless the subcontract is more than 25% of the contract total.

Direct expenses are estimated at: \$3,163.00

- 5) Reimbursement for actual cost of subconsultants is estimated as follows:

Normandeau Associates, Inc. \$31,118.00

Doucet Survey, LLC \$52,113.00

AGREEMENT NOT-TO-EXCEED TOTAL \$793,865.46

The amount payable under categories 1), 2), 4), and 5) may be reallocated within the not-to-exceed total upon mutual agreement of the DEPARTMENT and the CONSULTANT. Reallocations shall be properly documented for Final Audit purposes, but do not require a formal amendment.

The total amount to be paid under this AGREEMENT shall not exceed \$793,865.46, the sum of the amounts shown in Article II, Section A (which amount is based on the CONSULTANT'S fee and manhour estimates of June 29, 2021, except by agreement of all parties made after supplemental negotiations and documented by a formal amendment to the AGREEMENT. Should circumstances beyond the control of the CONSULTANT require extension of the time of completion more than one (1) year, the general fee may be renegotiated and documented by a formal amendment to the AGREEMENT; however, the fixed fee (b) shall not change for reasons of work duration alone. The fixed fee (b) shall only change when there has been a significant increase or decrease in the scope of work outlined in this AGREEMENT.

B. LIMITATION OF COSTS

1. Costs incurred against this AGREEMENT shall not exceed the total amount specified in Article II, Section A unless otherwise authorized. The CONSULTANT shall give the DEPARTMENT a ninety (90)-day written notice when it appears that this limit will be exceeded.
2. It is expected that the total cost to the STATE shall be the not-to-exceed amount specified in Article II, Section A, and the CONSULTANT agrees to use best efforts to perform the work specified in the AGREEMENT and all obligations under this contract within this not-to-exceed amount.

ARTICLE II

3. The STATE shall not be obligated to reimburse the CONSULTANT for costs incurred in excess of the not-to-exceed amount specified in Article II, Section A.
4. Changes to the scope of work shall not be considered an authorization to the CONSULTANT to exceed the not-to-exceed amount specified in Article II, Section A.

C. PAYMENTS

Monthly payments on account of services rendered under this AGREEMENT may be made upon submission of invoices by the CONSULTANT to the DEPARTMENT. The CONSULTANT shall follow the DEPARTMENT'S Standardized Invoicing format. The fixed fee shall be invoiced during the billing period based upon the overall percent complete calculated within the approved progress report found in the DEPARTMENT'S Standardized Invoicing. Invoices shall be submitted for each month that there has been more than \$10,000 in cumulative billable work since the last invoice, and at least quarterly.

Actual salaries paid and the indirect cost rate shown in Article II, Section A, shall be used until such time as true costs of salary burden and overhead are fixed by Final Audit. At that time, payments shall be adjusted to agree with the indirect cost rates as determined by Final Audit for the period in which the work was performed, as approved by the DEPARTMENT.

D. ANNUAL INDIRECT COST RATE SUBMISSIONS

The CONSULTANT and all subconsultants with a subcontract value of \$200,000 or greater shall submit their audited indirect cost rate and related documents annually for the life of this AGREEMENT as follows:

To comply with the Federal Acquisition Requisitions (FAR), the CONSULTANT'S Indirect Cost Rate Audit must meet the following requirements:

- Be conducted by an independent Certified Public Accountant (CPA), a Federal government agency, or another state transportation agency.
- Be conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS) issued by the U.S. Government Accountability Office (GAO) and with the cost principles and procedures set forth in Part 31 of the FAR.
- Follow the guidance of the most recent American Association of State Highway Transportation Officials Uniform Audit and Accounting Guide for Audits of Architectural and Engineering Consulting Firms (AASHTO Audit Guide).

In addition to the Indirect Cost Rate Audit, CONSULTANTS shall submit the following documentation:

- AASHTO Internal Control Questionnaire (ICQ) for Consulting Engineers form with the required attachments.

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- Certification of Final Indirect Costs as required pursuant to 23 CFR 172.11 and FHWA Order 4470.1A.
- Complete copy of the CONSULTANT'S annual audited financial statements.
- Analysis of reasonableness of executive compensation as outlined in the AASHTO Audit Guide.
- Cognizant letter, if available.
- A listing of all contracts, with dollar amounts, the CONSULTANT has currently with the DEPARTMENT as a prime consultant or subconsultant.

Annual indirect cost rate submissions are due within 6 months of the CONSULTANT'S fiscal year end and shall be submitted to the DEPARTMENT'S Internal Audit Office electronically to DOT-InternalAudit@dot.nh.gov or in writing.

E. RECORDS, REPORTS, AND FINAL AUDIT

The CONSULTANT shall maintain adequate cost records for all work performed under this AGREEMENT. All records and other evidence pertaining to cost incurred shall be made available at all reasonable times during the AGREEMENT period and for three (3) years from the date of final expenditure report for examination by the STATE, Federal Highway Administration, or other authorized representatives of the Federal Government, and copies thereof shall be furnished if requested. Applicable cost principles are contained in the Federal Acquisition Regulations (FAR) in Title 48 of the Code of Federal Regulations (Subpart 31.2 and Subpart 31.105).

The DEPARTMENT shall have the right, at the time of Final Audit, to review all items charged on this project. If, in the opinion of the DEPARTMENT, such payment is unreasonable, the CONSULTANT shall be required to justify such payment or payments before they will be approved as direct or indirect costs.

All costs as described in Article II Section A.1 through A.5 are to be determined by actual records kept during the term of the AGREEMENT, which are subject to Final Audit by the STATE and Federal Governments. The final payment, and all partial payments made, may be adjusted to conform to this Final Audit. In no case will any adjustments exceed the not-to-exceed amount specified in Article II, Section A. All Subconsultant costs may also be subject to Final Audit by the STATE and Federal Governments.

ARTICLE III

ARTICLE III - GENERAL PROVISIONS

A. HEARINGS, ETC.

The DEPARTMENT will make all arrangements for and hold all necessary hearings in connection with the project.

B. CONTRACT PROPOSALS

After the CONSULTANT has furnished to the DEPARTMENT contract drawings, special provisions, specifications, and estimate of quantities by items, the DEPARTMENT will prepare the documents for receipt of proposals from construction contractors and for execution of a construction contract or contracts.

ARTICLE IV

ARTICLE IV - STANDARD PROVISIONS

A. STANDARD SPECIFICATIONS

The CONSULTANT agrees to follow the provisions of the Design Manuals, Standard Specifications for Road and Bridge Construction, and Standard Plans for Road and Bridge Construction of the DEPARTMENT; A Policy on Geometric Design of Highways and Streets and LRFD Bridge Design Specifications of the American Association of State Highway and Transportation Officials (AASHTO), and amendments thereto, and/or other professional codes or standards applicable to the services to be performed under this AGREEMENT. When a publication (including interim publications) is specified, it refers to the most recent date of issue in effect at the time of execution of this AGREEMENT.

B. REVIEW BY STATE AND FHWA - CONFERENCES - INSPECTIONS

It is mutually agreed that all portions of the work covered by this AGREEMENT shall be subject to the inspection by duly-authorized representatives of the STATE and Federal Highway Administration, United States Department of Transportation, at such time or times as the STATE or Federal Highway Administration deems appropriate.

The location of the office where the work will be available for inspection by STATE and Federal Highway Administration representatives is 6 Loudon Road, Suite 201, Concord, NH 03301.

It is further mutually agreed that any party, including the duly-authorized representatives of the Federal Highway Administration, may request and obtain conferences, visits to the site, and inspection of the work at any reasonable time.

C. EXTENT OF CONTRACT

1. Contingent Nature of AGREEMENT

Notwithstanding anything in this AGREEMENT to the contrary, all obligations of the STATE, including, without limitation, the continuance of payments, are contingent upon the availability and continued appropriation of funds, and in no event shall the STATE be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the STATE shall have the right to terminate this AGREEMENT.

2. Termination

The DEPARTMENT shall have the right at any time, and for any cause, to terminate the work required of the CONSULTANT by this AGREEMENT by written notice of such termination provided to the CONSULTANT by the DEPARTMENT, and, in the event of such a termination of this AGREEMENT without fault on the part of the CONSULTANT, the CONSULTANT shall be entitled to compensation for all work theretofore satisfactorily performed, pursuant to this AGREEMENT, such compensation to be fixed, insofar as possible, based upon the work

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performed prior to termination. If no contract or contracts for construction of the project contemplated by this AGREEMENT is (are) entered into within two (2) years after satisfactory completion of the services outlined in Article I, all of the services contemplated by this AGREEMENT shall be deemed to have been completed.

It shall be a breach of this AGREEMENT if the CONSULTANT shall fail to render timely the services required under this AGREEMENT, in accordance with sound professional principles and practices, to the reasonable satisfaction of the DEPARTMENT, or shall be in such financial condition as to be unable to pay its just debts as they accrue, or shall make an assignment for the benefit of creditors, or shall be involved in any proceeding, voluntary or involuntary, resulting in the appointment of a receiver or trustee over its affairs, or shall become dissolved for any cause. In the event of the happening of any one or more of the foregoing contingencies, or upon the substantial breach of any other provisions of this AGREEMENT by the CONSULTANT, its officers, agents, employees, and subconsultants, the DEPARTMENT shall have the absolute right and option to terminate this AGREEMENT forthwith, and, in addition, may have and maintain any legal or equitable remedy against the CONSULTANT for its loss and damages resulting from such breach or breaches of this AGREEMENT; provided, however, that as to all plans, drawings, tracings, estimates, specifications, reports, proposals, sketches, diagrams, and calculations, together with all material and data theretofore furnished to the DEPARTMENT by the CONSULTANT, of a satisfactory nature in accordance with this AGREEMENT, which plans, drawings, tracings, etc., are of use to the DEPARTMENT, the CONSULTANT shall be entitled to a credit, based on the contract rate for the work so performed in a satisfactory manner and of use and benefit to the DEPARTMENT.

D. REVISIONS TO REPORTS, PLANS OR DOCUMENTS

The CONSULTANT shall perform such additional work as may be necessary to correct errors in the work required under the AGREEMENT caused by errors and omissions by the CONSULTANT without undue delays and without additional cost to the DEPARTMENT.

Furthermore, prior to final approval of plans, specifications, estimates, reports, or documents by the DEPARTMENT, the CONSULTANT shall make such revisions of them as directed by the DEPARTMENT, without additional compensation therefor, except as hereinafter provided:

1. If, after its written approval thereof, the DEPARTMENT shall require changes to the plans or documents that revise engineering or other factors specifically approved, thereby necessitating revisions of the contract plans or documents, or,
2. When applicable, if during the term of this AGREEMENT, a revision of the alignment is ordered by the DEPARTMENT to the extent that the revised alignment will lie completely or

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partially outside the limit of the survey data plotted by the CONSULTANT (this does not apply to those adjustments and refinements to the alignments anticipated under the scope of work), or,

3. If, after approval by the DEPARTMENT of the final contract plans or documents, the CONSULTANT shall be ordered in writing by the DEPARTMENT to make revisions, or to perform services other than those necessary to adapt said plans, reports, or documents to conditions observed during field inspections and encountered during construction; the CONSULTANT shall be entitled to compensation therefor in accordance with Article II, Section A, such compensation to be in addition to the fee specified in Article II, Section A, for its original work on the plans, reports or documents.

E. ADDITIONAL SERVICES

If, during the term of this AGREEMENT, additional professional services are required due to a revision in the limits of the project, or it becomes necessary to perform services not anticipated during negotiation, the DEPARTMENT may, in writing, order the CONSULTANT to perform such services, and the CONSULTANT shall be paid a fee in accordance with the provisions of Article II, Section A.

If, during the term of this AGREEMENT, additional professional services are performed by the CONSULTANT due to the fact that data furnished by the DEPARTMENT are not usable or applicable, the STATE will, upon written approval by the DEPARTMENT, reimburse the CONSULTANT for such additional design services in accordance with the provisions of Article II, Section A.

If additional services are performed by the CONSULTANT through its own acts, which are not usable or applicable to this project, the cost of such additional services shall not be reimbursable.

F. OWNERSHIP OF PLANS

All data, plans, drawings, tracings, estimates, specifications, proposals, sketches, diagrams, calculations, reports, or other documents collected, prepared, or undertaken either manually or electronically by the CONSULTANT under the provisions of this AGREEMENT, immediately shall become the property of the DEPARTMENT, and, when completed, shall bear the CONSULTANT'S endorsement. The CONSULTANT shall surrender to the DEPARTMENT, upon demand at any time, or submit to its inspection, any data, plan, drawing, tracing, estimate, specification, proposal, sketch, diagram, calculation, report, or document which shall have been collected, prepared, or undertaken by the CONSULTANT pursuant to this AGREEMENT, or shall have been hitherto furnished to the CONSULTANT by the DEPARTMENT. The CONSULTANT shall have the right, with the written approval of the DEPARTMENT, to use any of the data prepared by it and hitherto delivered to the DEPARTMENT at any later stage of the project contemplated by this AGREEMENT.

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G. SUBLETTING

The CONSULTANT shall not sublet, assign or transfer any part of the CONSULTANT'S services or obligations under this AGREEMENT without the prior approval and written consent of the DEPARTMENT.

All subcontracts shall be in writing and those exceeding \$10,000 shall contain all provisions of this AGREEMENT, including "Certification of CONSULTANT/Subconsultant". A copy of each subcontract shall be submitted for the DEPARTMENT'S files.

For subconsultants working on design, hazardous materials, geotechnical services, etc., the minimum limits of their professional liability (errors and omissions) insurance coverage shall be not less than \$2,000,000 in the aggregate, with a deductible of not more than \$75,000. For subconsultant contracts with less risk, e.g., wetland evaluations, materials inspection and testing, structural steel fabrication inspection, underwater bridge inspection, research, bridge deck condition surveys, land surveying, mapping, noise studies, air-quality studies, etc., the minimum limits of their professional liability (errors and omissions) insurance coverage shall be not less than \$1,500,000 in the aggregate, with a deductible of not more than \$50,000. For subconsultant contracts with no risk, e.g., archaeology, cultural resources, data gathering, traffic counting etc., professional liability insurance shall not be required. Subconsultants completing field exploration for geotechnical, hazardous materials/environmental, and subsurface exploration shall also have pollution liability insurance coverage not less than \$2,000,000 in the aggregate, with a deductible of not more than \$75,000. If coverage is claims made, the period to report claims shall extend for not less than three years from the date of substantial completion of the construction contract.

H. GENERAL COMPLIANCE WITH LAWS, ETC.

The CONSULTANT shall comply with all Federal, STATE, and local laws and ordinances applicable to any of the work involved in this AGREEMENT and shall conform to the requirements and standards of STATE, municipal, railroad, and utility agencies whose facilities and services may be affected by the construction of this project. The services shall be performed so as to cause minimum interruption to said facilities and services.

I. BROKERAGE

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the STATE shall have the right to annul this Contract without liability, or,

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at its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

J. CONTRACTUAL RELATIONS

1. Independent Contractor

The CONSULTANT agrees that its relation to the STATE is as an independent contractor and not as an agent or employee of the STATE.

2. Claims and Indemnification

a. Non-Professional Liability Indemnification

The CONSULTANT agrees to defend, indemnify and hold harmless the STATE and all of its officers, agents, and employees from and against any and all claims, liabilities, or suits arising from (or which may be claimed to arise from) any (i) acts or omissions of the CONSULTANT or its subconsultants in the performance of this AGREEMENT allegedly resulting in property damage or bodily injury, and/or, (ii) misconduct or wrongdoing of the CONSULTANT or its subconsultants in the performance of this AGREEMENT.

b. Professional Liability Indemnification

The CONSULTANT agrees to indemnify and hold harmless the STATE and all of its officers, agents, and employees from and against any and all claims, liabilities, or suits arising from (or which may be claimed to arise from) any negligent acts or omissions of the CONSULTANT or its subconsultants in the performance of professional services covered by this AGREEMENT.

c. These covenants shall survive the termination of the AGREEMENT. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the STATE, which immunity is hereby reserved by the STATE.

3. Insurance

a. Required Coverage

The CONSULTANT shall, at its sole expense, obtain and maintain in force the following insurance:

1. Commercial or comprehensive general liability insurance, including contractual liability coverage, for all claims of bodily injury, death, or property damage, in policy amounts of not less than \$250,000 per occurrence and \$2,000,000 in the aggregate (STATE to be named as an additional insured); and
2. Business automobile liability insurance covering all motor vehicles, including owned, hired, borrowed, and non-owned vehicles, for all claims of bodily injury, death, or

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property damage, in policy amounts of not less than \$500,000 combined single limit; and

3. Professional liability (errors and omissions) insurance coverage of not less than \$2,000,000 in the aggregate. If coverage is claims made, the period to report claims shall extend for not less than three years from the date of substantial completion of the construction contract. No retention (deductible) shall be more than \$75,000; and
4. workers' compensation and employer's liability insurance as required by law.

b. Proof of Insurance

The policies described in paragraph (a) of this section and Section G shall be in the standard form employed in the STATE, issued by underwriters licensed or approved by the Department of Insurance of the STATE. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 30 days, or 10 days in cases of non-payment of premium, after written notice thereof has been received by the STATE. The CONSULTANT shall provide to the STATE a certificate of insurance evidencing the required coverages, retention (deductible), and cancellation clause prior to submittal of the AGREEMENT to Governor and Council for approval and shall have a continuing duty to provide new certificates of insurance as the policies are amended or renewed.

4. No Third-Party Rights

It is not intended by any of the provisions of the AGREEMENT to make the public, or any member thereof, a third-party beneficiary of the AGREEMENT, or to authorize anyone not a party to this AGREEMENT to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Contract. The duties, obligations, and responsibilities of the parties to this AGREEMENT with respect to third parties shall remain as imposed by law. No portion of this AGREEMENT shall be understood to be a waiver of the STATE'S sovereign immunity.

5. Construction of AGREEMENT

This AGREEMENT is executed in a number of counterparts, each of which is an original and constitutes the entire AGREEMENT between the parties. This AGREEMENT shall be construed according to the laws of the STATE.

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K. AGREEMENT MODIFICATION

The assignment of the CONSULTANT, generally established by the scope of work in this AGREEMENT, shall not be modified in any way without prior approval of the Governor and Council.

L. EXTENSION OF COMPLETION DATE(S)

If, during the course of the work, the CONSULTANT anticipates that one or more of the completion dates specified in this AGREEMENT cannot be met, it shall be the CONSULTANT'S responsibility to notify the DEPARTMENT in writing at least ninety (90) days prior to the completion date(s) in question. The CONSULTANT shall state the reasons that a completion date(s) cannot be met and request a revised date(s) for consideration by the DEPARTMENT.

M. TITLE VI (NONDISCRIMINATION OF FEDERALLY-ASSISTED PROGRAMS)

COMPLIANCE

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees and successors in interest agrees as follows:

- (1) **Compliance with Regulations:** The CONSULTANT shall comply with Title VI of the Civil Rights Act of 1964 regulations relative to nondiscrimination in federally-assisted programs of the DEPARTMENT, such regulations entitled Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the REGULATIONS), and which are herein incorporated by reference and made a part of this AGREEMENT.
- (2) **Nondiscrimination:** The CONSULTANT, with regard to the work performed by it during the AGREEMENT, shall not discriminate on the grounds of race, color, religion, age, sex, handicap, sexual orientation, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment specific to this project. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the REGULATIONS, including employment practices when the AGREEMENT covers a program set forth in Appendix B of the REGULATIONS.
- (3) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials or leases of equipment specific to the project, each potential subconsultant or supplier shall be notified by the CONSULTANT of the CONSULTANT'S obligations under this AGREEMENT and the REGULATIONS relative to nondiscrimination on the grounds of race, color, religion, age, sex, handicap, sexual orientation, or national origin.
- (4) **Information and Reports:** The CONSULTANT shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access

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to its books, records, accounts, other sources of information and its facilities as may be determined by the DEPARTMENT or the Federal Highway Administration to be pertinent to ascertain compliance with such REGULATIONS, orders and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to the DEPARTMENT or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

- (5) Sanctions for Noncompliance: In the event of the CONSULTANT'S noncompliance with nondiscrimination provisions of this AGREEMENT, the DEPARTMENT shall impose sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
- (a) withholding of payments to the CONSULTANT under the AGREEMENT until the CONSULTANT complies; and/or
 - (b) cancellation, termination, or suspension of the AGREEMENT, in whole or in part.
- (6) The CONSULTANT shall take such action with respect to any subcontract or procurement as the DEPARTMENT or the Federal Highway Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided, however, that in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the CONSULTANT may request the DEPARTMENT to enter into such litigation to protect the interests of the STATE, and, in addition, the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.
- (7) 23 CFR 710.405(b) and Executive Order 11246 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor REGULATIONS (41 CFR Part 60), shall be applicable to this AGREEMENT and any subagreements hereunder.
- (8) Incorporation of Provisions: The CONSULTANT shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment specific to the project, unless exempt by the REGULATIONS, or directives issued pursuant thereto.

In accordance with EXECUTIVE ORDER 11246, the DEPARTMENT has the authority and responsibility to notify the Office of Federal Contract Compliance Programs of the United States Department of Labor if they become aware of any possible violations of Executive Order 11246 and 41 CFR Part 60. The Office of Federal Contract Compliance Programs is solely responsible for

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determining compliance with Executive Order 11246 and 41 CFR Part 60 and the CONSULTANT should contact them regarding related compliance issues.

N. DISADVANTAGED BUSINESS ENTERPRISE POLICY REQUIREMENTS

1. **Policy.** It is the policy of the United States Department of Transportation (USDOT) to ensure nondiscriminatory opportunity for Disadvantaged Business Enterprises (DBE's), as defined in 49 Code of Federal Regulations (CFR) Part 26, to participate in the performance of agreements and any subagreements financed in whole or in part with Federal funds. Consequently, the DBE requirements of 49 CFR Part 26 apply to this AGREEMENT.
2. **Disadvantaged Business Enterprise (DBE) Obligation.** The STATE and its CONSULTANTS agree to ensure nondiscriminatory opportunity for disadvantaged business enterprises, as defined in 49 CFR Part 26, to participate in the performance of agreements and any subagreements financed in whole or in part with Federal funds. In this regard, the STATE and its CONSULTANTS shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the opportunity to compete for and perform work specified in the agreements. The STATE and its CONSULTANTS shall not discriminate on the basis of race, color, religion, age, sex, handicap, sexual orientation, or national origin in the award and performance of agreements financed in whole or in part with Federal funds.
3. **Sanctions for Non-Compliance.** The CONSULTANT is hereby advised that failure of the CONSULTANT, or any Subconsultant performing work under this AGREEMENT, to carry out the requirements set forth in paragraphs 1 and 2 above, shall constitute a breach of agreement and, after the notification of the United States Department of Transportation, may result in termination of this AGREEMENT by the STATE or such remedy as the STATE deems appropriate.

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O. DOCUMENTATION

The CONSULTANT shall document the results of the work to the satisfaction of the DEPARTMENT and the Federal Highway Administration. This shall include preparation of progress reports, plans, specifications, and estimates and similar evidences of attainment of objectives called for in this AGREEMENT.

P. CLEAN AIR AND WATER ACTS

If the amount of the AGREEMENT or subcontract thereunder exceeds \$100,000, the CONSULTANT or subconsultant shall comply with applicable standards, orders, or requirements issued under Section 306 of the Federal Clean Air Act (43 U.S.C. 1857(h)), Section 508 of the Federal Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under non-exempt Federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities. The CONSULTANT or subconsultant shall report violations to the FHWA and to the U. S. Environmental Protection Agency Assistant Administrator for Enforcement (EN-329).

ATTACHMENT A

Special Contract Provisions for COVID-19

The CONSULTANT acknowledges and agrees that this AGREEMENT was entered into following the coronavirus disease 2019 (COVID-19) outbreak. The CONSULTANT agrees that to the extent the COVID-19 outbreak, or any federal, state or local orders, regulations, rules, restrictions, or emergency declarations relating to COVID-19, disrupt, delay, or otherwise impact the Scope of Services to be performed by the CONSULTANT as set forth in Article I of this AGREEMENT, any such disruption, delay, or other impact was foreseeable at the time this AGREEMENT was entered into by the Parties and does not excuse the Contractor's performance under this AGREEMENT. The CONSULTANT agrees that any such impact, including any disruption to supply chains, workforce reductions, delays or interruptions in performance, or other effects on businesses, are not the fault of the STATE and the CONSULTANT may not seek damages against the STATE for any such impacts.

If the CONSULTANT experiences or anticipates any such COVID-19-related impacts to this AGREEMENT, the CONSULTANT shall immediately notify the DEPARTMENT'S Contract Manager. In the event of any COVID-19-related impact or anticipated impact to this AGREEMENT, the Contract Manager shall have the right to temporarily modify, substitute, or decrease the services, without the approval of the Governor and Executive Council, upon giving written notice to the CONSULTANT. The STATE'S right to modify includes, but is not limited to the right to modify service priorities, including how and when services are delivered, and expenditure requirements under this AGREEMENT so as to achieve compliance therewith, provided such modifications are within the Scope of Services and cost limitations of this AGREEMENT. By exercising any of the rights described within this subsection, the STATE does not waive any of its right under this AGREEMENT.

In the event that a modification by the STATE under this subsection would result in a permanent reduction of services that cannot be supplemented during the remaining term of this AGREEMENT with either replacement or substituted services of substantially similar value, the Parties shall submit a formal amendment to this AGREEMENT with a commensurate reduction in the price. This amendment will require the approval of the Governor and Executive Council. In order to facilitate reconciliation of services performed under this AGREEMENT, the CONSULTANT shall submit weekly reports detailing the following for any service not fully performed pursuant to the terms of the AGREEMENT:

- 1) The services required to be performed under the terms of this AGREEMENT as written;
- 2) The services actually performed;
- 3) Any replacement or substituted services performed with reference to the associated unperformed contracted services.

Scope of Work

Revision June 29, 2021

**Preservation of Five (5) Bridges along the I-93 Northbound Corridor
MANCHESTER-HOOKSETT 42753
Preliminary and Final Design Services**

STATEMENT OF UNDERSTANDING

HNTB Corporation (HNTB) will provide engineering services to the New Hampshire Department of Transportation (NHDOT or DEPARTMENT) for design and contract document preparation for a project involving preservation improvements at five bridges carrying I-93 northbound (NB) located in Manchester and Hooksett, NH.

The project includes preliminary design, public involvement process, final design, and associated environmental & cultural services for the bridge preservation of the following bridges carrying I-93 NB:

Manchester 128/126 over Bridge Street,
Manchester 126/126 over NH 101 WB and SBE RAMP,
Manchester 123/118 over Stevens Pond,
Manchester 118/117 over Wellington Road,
Hooksett 096/049 over US 3

The purpose of the project is to complete preservation-related improvements to maintain each bridge in good condition and thereby maximize the service life of each structure.

These bridges were constructed in 1976 and 1977 and all were painted between 1998 and 2000. Hooksett 096/049 received a new deck in 1998. The other three bridges were deck patched between 1998 and 1999. Manchester 123/118 received new expansion joints in 2012. The bridges are near I-93 Exit 7 (on ramp from NH 101 WB), Exit 8 (Wellington Rd), and Exit 9 (US 3). These bridges are on the DEPARTMENT's Bridge Preservation List and have a target advertising date between June and September 2023.

For the environmental efforts needed, the HNTB team will prepare and complete appropriate environmental documentation including cultural resource investigations and permitting, to satisfy NEPA and state requirements. HNTB's subconsultant, Normandeau Associates, Inc., is providing these services in support of the project and as described in Attachment A.

The preservation work will require lane and shoulder closures. As such, HNTB will provide traffic control plans (TCP), construction phasing plans, and traffic engineering services to evaluate alternatives and support the selected traffic control for the project.

To facilitate the highway engineering and maintenance of traffic design required for this project, Doucet Survey, LLC will be providing limited survey services as described in Attachment B.

ITS components may be incorporated into the project based upon guidance from the NHDOT (see the "List of Inclusions and Exclusions" for clarity of this effort).

Based on discussions with the DEPARTMENT during a meeting on September 10, 2020, it is assumed that the project will be designed assuming two construction seasons to complete the work. Furthermore, based on its location and deck area, the Manchester Bridge 123/118 over Stevens Pond will likely have construction preservation work completed in a separate season from the Bridge 126/126 to the south and Bridge 118/117 to the north. Hooksett Bridge 096/049 is expected to be completed in either construction season one or two depending on the timing of nearby paving project (Manchester-Hooksett 43071). The work to be completed at each bridge during the two construction seasons will be evaluated further by HNTB and the DEPARTMENT in the early stages of project development to confirm or modify the scenario described herein. Additional construction scenarios include combining Wellington Road (118/117) with the Stevens Pond (123/118) bridge or combining the southernmost bridges (128/126 and 126/126) with the Stevens Pond (123/118) bridge.

The DEPARTMENT has a paving project (Manchester-Hooksett 43071) scheduled within the project area that extends from approximately Exit 6 (Candia Road) on I-93 NB to north of Exit 10 (NH 3A). The project also includes the ramps at Exit 9 (US 3) and Exit 8 (Wellington Road).

While this project is focused on the maintenance and preservation of five bridges that do not require changes to alignments (horizontal or vertical), spans, or drainage, the project development will include the following submissions:

- Project Scoping and Maintenance of Traffic Report – This report will define the scope of work at each bridge and summarize existing data that includes: bridge and approach descriptions, bridge deficiencies from NHDOT inspection reports, maintenance issues (as provided by the DEPARTMENT), utilities (as provided by the DEPARTMENT), traffic data (as available from the DEPARTMENT), and environmental information relevant to permitting requirements. This report includes a summary of the maintenance of traffic (MOT) control strategies and supporting traffic analyses (see Inclusion and Exclusions). The report will include conceptual plans (200:1-scale plans with roadway insets at critical locations) of the feasible MOT options and images of the bridge preservation phasing typical sections for each bridge, as follows:
 - Manchester 128/126 over Bridge Street and Manchester 126/126 over NH 101 WB and SBE RAMP: a single two-phase scenario (both bridges)

- Manchester 123/118 over Stevens Pond: a two phase (if feasible) and a three-phase scenario
- Manchester 118/117 over Wellington Road: a two phase (if feasible) and a three-phase scenario
 - a temporary ramp connection will also be developed; design criteria will be confirmed prior to the design of the two phase and three phase concept development; an alignment, profile and critical cross sections will be developed to connect the off ramp lane to the ramp for each of the scenarios and phases assessed
- Hooksett 096/049 over US 3: a single two-phase scenario

Appendices will include relevant supporting information from meetings with town officials and the DEPARTMENT. In addition, the report will include a preliminary project estimate based on square foot costs and generalized comparisons to the similar Manchester-Hooksett 41475 project except for items and work completed by the DEPARTMENT (see Inclusions and Exclusions).

- **60% Plans** – This submission includes the development of preliminary plans based on the approved recommendations from the Project Scoping and Maintenance of Traffic Report and comments received from the DEPARTMENT Traffic Control Committee. The roadway and TCP plans are advanced to a preliminary level to show limits of work, preliminary details, signing, and disturbance areas to support permitting requirements and development of wetland and /or shoreland impact plans. Bridge plans are progressed to include construction preservation sections, scope of work and general plans, and preliminary development of abutment sheets. Draft bridge geometrics related to expansion joint detailing and phasing limits are in progress and may not be reflected in the bridge plans at this submission. The anticipated list of drawings and number of plan sheets required for the contract plans is estimated at this submission. A detailed cost estimate will be furnished based on construction items and estimated unit costs with an appropriate contingency.

Prior to submitting 60% plans, and after incorporating field survey, HNTB will provide the DEPARTMENT with a Base Plan Submission. This is an informal submission to help the DEPARTMENT with initial efforts in verifying utilities in the area. The Base Plan will be submitted as roll plans or cut sheets as determined by the DEPARTMENT.

- **Preliminary Plans, Specifications, & Estimate (PPS&E) Submission** (~80% complete) – This submission includes the near-final design for the project including all anticipated drawings and details except for reinforcing steel schedules and any sheets provided by the DEPARTMENT. At this stage anticipated special provisions are also developed and included (See Inclusions and Exclusions). A detailed cost estimate will be furnished based on construction items and estimated unit costs.

- **Plans, Specifications, & Estimate (PS&E) Submission** (~90% complete) – This submission includes the final design for the project including all anticipated drawings and details. Draft special provisions are also finalized at this stage. A detailed cost estimate will be furnished based on construction items and estimated unit costs.
- **Contract Plans** (100% complete) – This submission includes the complete and final design of the project and contract plans that are ready for advertisement. Upon completion of final quality control and assurance reviews and resolution of comments from the DEPARTMENT, the plans will be submitted to the DEPARTMENT. This submittal also includes design computations, quantity books, and electronic files. Prior to the submission, HNTB will also furnish a signed and stamped title sheet to the DEPARTMENT for signatures.

SCOPE OF SERVICES

Task 1 – Project Management and Administration

Project initiation and startup – this involves allocating internal resources and roles and developing a project work plan and quality management plan for the project. It also includes efforts to setup project folders and files for information pertaining to the design, management, and accounting aspects of the project.

Monthly project reviews – this includes routine monitoring and reporting of project progress and issues with the Project Manager and HNTB management to ensure HNTB meets its project delivery and performance goals (assume up to 24 including during construction phase)

Invoicing and Monthly Progress Reporting (assume up to 24 including during construction phase)
Correspondence (telephone, email, video-conference calls) with the DEPARTMENT, subconsultants, and other stakeholders per allocated hours.

Task 2 – Meetings and Site Visits

The following meetings are anticipated for the successful completion of this project. Meeting efforts include preparation of agendas and subsequent meeting notes. (See Task 3 for meetings associated with Public Outreach).

1. Internal Kick-off meeting with design team and subconsultants (up to twelve HNTB staff to attend).
2. Internal design meetings that are either intra-discipline or inter-discipline per allocated hours (up to six (6) HNTB staff to attend).
3. Project Kick-off Meeting with NHDOT and HNTB staff (up to four (4) HNTB staff to attend).
4. Submission comment resolution meetings (three (3) meetings total) (up to three (3) HNTB staff to attend).
5. Natural Resource Agency meetings (assume 2 meetings with one (1) HNTB staff with meeting preparation time and development of presentation documents).

6. Traffic Control Committee (TCC) meeting preparation (including traffic management plan document) and presentations (assume two (2)) (up to three (3) HNTB staff to attend).
7. Over-the-shoulder monthly meetings (assume up to 12) (up to four (4) HNTB staff to attend).
8. Outstanding issues meeting with core NHDOT Team and HNTB staff (up to three (3) HNTB staff to attend).
9. Pre-Advertising meeting with core NHDOT Team and HNTB staff (up to three (3) HNTB staff to attend).
10. A joint site visit with HNTB and the NHDOT Bureau of Bridge Design is anticipated during the preparation of the Project Scoping and Maintenance of Traffic Report development to review the accessible (standing on ground) abutment substructure areas and abutment bridge shoes. Two (2) HNTB staff are anticipated to attend.
11. A 60% site visit with HNTB and the DEPARTMENT is anticipated to review and discuss and confirm project decisions and preliminary plans developed to date. Up to two (2) HNTB staff to attend.

Task 3 – Public Outreach Meetings

The following public outreach tasks and meetings are anticipated (up to three (3) HNTB staff to attend). Efforts include preparation of agendas and subsequent meeting notes.

1. Prepare presentation materials for up to seven (7) public official/informational meetings, which consists of a power point presentation and potentially colored roll plans.
2. Meet with the City of Manchester's Public Officials (two (2) meetings).
3. Present at Public Information Meetings in the City of Manchester (two (2) meetings).
4. Meet with the Town of Hooksett's Public Officials (one (1) meeting).
5. Present at Public Information Meetings in Town of Hooksett (two (2) meetings).

Task 4 – Project Scoping and Maintenance of Traffic Report

HNTB shall prepare a multi-discipline Project Scoping Report outlining recommendations for traffic control, project extents, scope of work, and design elements, identify bridge repair components, traffic management and associated project considerations. This effort includes one (1) visit to the bridge sites and the preparation and submittal of both a draft and final report. The Project Scoping Report will include the following:

Bridge Design Services:

1. Develop a summary of existing bridge conditions, bridge repair needs, and recommended treatments.
2. Develop construction preservation phasing typical bridge sections utilizing existing bridge plans and annotations in a PDF format.
3. Provide an estimated project cost.
4. Perform quality control and quality assurance including inter-discipline review, and senior technical review. This also includes addressing internal review comments.

5. Review NHDOT comments on Draft Report and provide written responses with Final Report.

Highway Design Services:

6. Evaluate work phasing / traffic control options (see Inclusions & Exclusions).
7. Provide preliminary traffic control plans (200:1-scale with roadway insets at critical locations) for the preferred alternative.
8. Provide a summary of the traffic control options not otherwise dismissed during over-the-shoulder meetings.
9. Provide an estimated construction cost of the “non-bridge” items.
10. Perform quality control and quality assurance including inter-discipline review, and senior technical review. This also includes addressing internal review comments.
11. Review NHDOT comments on Draft Report and provide written responses with Final Report.

Traffic Design Services:

12. Develop an existing condition Traffic Volume Network Diagram
 - a. Limits include I-93 NB just south of Exit 6 extending northerly to and including Exit 9. Limits also include NH 101 from Exit 1 to I-93 NB.
 - b. Developed for two peak hour (AM and PM) conditions during the 2024 construction season based on the traffic volumes collected from the DEPARTMENT’s Transportation Data Management System website.
 - c. The volume networks will be used to develop the traffic models.
13. Develop traffic models (similar limits as Volume Network Diagram) that include:
 - a. Synchro/HCM models for the peak hour existing conditions, based on volumes provided by the DEPARTMENT. The model results will be submitted to the DEPARTMENT for review and approval.
 - b. Two peak hour conditions for each bridge construction phase that includes up to twenty (20) models. Bridge 128/126 and 126/126 will be considered a single bridge location based on their proximity and dependent work zones.
 - c. Analysis of work zone operation and preparation of a Traffic Operation Level of Service summary to be included in the Project Scoping and Maintenance of Traffic Report.

Deliverable:

- Project Scoping and Maintenance of Traffic Report with supporting documentation (final version will be submitted with responses to NHDOT comments).

Task 5 – 60% Plans

Upon approval of the Project Scoping and Maintenance of Traffic Report, HNTB will advance the preliminary design of the project and develop the framework of the plan set. The general plans and traffic control plans with anticipated traffic control signs will be developed to define project impacts and limits of work. The 60% plans will be the basis of the development of wetland and/or shoreland plans necessary to support the permitting of the project. Plans are anticipated to meet the Bureau of Bridge Design Preliminary Design and Bureau of Highway Design Slope and Drain submittal checklists as applicable to the project.

Anticipated highway plans at this stage include: Front Sheet; Index; Standard Symbols; Typical Sections; Key Plan; General/Pavement Marking Plans (combined); TCP Sheets (all bridges); NH 101 Gore and Cross-Sections; Exit 8 Temporary Off-Ramp Plan, Profile, and Cross-Sections; US 3 On and Off-ramp Gore Plan and Cross-Sections.

At this stage, HNTB will identify potential utility conflicts based on information furnished by the DEPARTMENT.

The estimates of quantities and opinion of construction cost will be prepared for all anticipated materials of construction and will be tabulated in a separate estimate file (not on the plans at this time).

Prior to the 60% submission, HNTB will perform quality control and quality assurance including inter-discipline review, and senior technical review. This also includes addressing internal review comments and revising deliverables prior to the submission.

If environmental compliance requires preparation and submission of Erosion Control Plans, this will also be completed by HNTB under this task in cooperation with subconsultant Normandeau Associates, Inc.

Deliverables:

- Plans (one (1) electronic copy)
- Estimate (one (1) electronic copy including .csv file)
- Design Technical Memorandum documenting design criteria, project decisions, and relevant calculations.
- Quantity Book (one (1) electronic copy)
- Estimated Construction Schedule

Task 6 – Preliminary Plans Specifications and Estimate (PPS&E) Submission (80%)

After submission of the 60% plans, HNTB will accompany the DEPARTMENT on a site visit to the all the bridges and continue to progress the final design and plan development in support of the project. This includes the near completion of all sheets described in Task 7 except for a handful of sheets that require DEPARTMENT input or related to final reinforcing steel details or schedules. Plans are anticipated to meet DEPARTMENT PPS&E checklists as applicable to the project.

Bridge design efforts include plan development, temperature setting table calculations for all expansion joints, and various calculations to support expansion joint plate and angle geometries to be provided on plans.

Highway design efforts include the following: preparing and finalizing TCP (including temporary signage and pavement markings), typical sections, general plans, typical project details, and developing draft special provisions.

Estimates of quantities will be prepared for all materials of construction and will be tabulated on the plans and summarized for each bridge and traffic control phase/scenario associated with each bridge.

Prior to the 80% submission, HNTB will perform quality control and quality assurance including inter-discipline review, and senior technical review. This also includes addressing internal review comments and revising deliverables prior to the submission.

Deliverables:

- Plans (one (1) electronic copy)
- Estimate (one (1) electronic copy including .csv file)
- Quantity Book (one (1) electronic copy)
- Design Technical Memorandum documenting design criteria, project decisions, and relevant calculations.
- Draft Special Provisions

Task 7 – Plans Specifications and Estimate (PS&E) Submission (90%)

Upon approval from the DEPARTMENT to advance the project after the 80% submission, HNTB will complete final design in preparation of the PS&E submission. The plans will include title sheet, index of sheets & general notes, standard symbols, typical sections, special details (temporary ramp, misc. roadway, ramp striping), summary of quantities, bridge plans, key plan, general plans, temporary ramp profile, traffic control plans, and cross-sections (temporary detour ramp at exit 8 and gore/merge areas at Exit 9 and 101 interchanges). See Attachment C for a list and description of bridge sheets. Plans are anticipated to meet DEPARTMENT PS&E checklists as applicable to the project.

Bridge design efforts include final plan development, reinforcing steel layout, and determination of bar marks to be included in the reinforcing steel schedule.

Highway design efforts include incorporating comments from the DEPARTMENT and finalizing the plans and special provisions. In addition, HNTB will review and comment on the draft Prosecution of Work (POW) & TCP Narratives (developed by the DEPARTMENT).

Final estimates of quantities (bridge and highway) will be prepared for all materials of construction and will be tabulated on the plans and summarized for each bridge and traffic control phase/scenario associated with each bridge.

Prior to PS&E submission, HNTB will perform quality control and quality assurance including inter-discipline review, and senior technical review. This also includes addressing internal review comments and revising deliverables prior to the submission.

This task also includes efforts for HNTB to incorporate new standard details and pay items into the project up to the hours allocated in the cost proposal.

Deliverables:

- Plans (one (1) electronic copy)
- Estimate (one (1) electronic copy including .csv file)
- Quantity Book (one (1) electronic copy)
- Design Technical Memorandum documenting design criteria, project decisions, and relevant calculations.
- Special Provisions
- Construction Schedule (MS Project Format)

Task 8 – Contract Plans Submission (100%)

Comments resulting from the DEPARTMENT's review of the PS&E submission shall be incorporated into the design and contract plans. Prior to the Contract Plans submission HNTB will perform quality control and quality assurance including inter-discipline review, and senior technical review. This also includes addressing internal review comments and revising deliverables prior to the submission. Plans are anticipated to meet DEPARTMENT Contract Plan checklists as applicable to the project.

Upon completion of these contract plans, they shall be submitted to the DEPARTMENT, the plans at this stage representing 100% completion.

Deliverables:

- Plans (one (1) electronic copy)
- Estimate (one (1) electronic copy including .csv file)
- Quantity Book (one (1) electronic copy)
- Design Technical Memorandum documenting design criteria, project decisions, and relevant calculations.
- Final Pay Item Quantity Summary (one (1) electronic copy)
- Project Journal for CADD deliverables (one (1) electronic copy)

Task 9 – Construction Phase Services

HNTB shall provide the following services as available budget allows:

- Response to questions during construction from the DEPARTMENT that may include Contractor requests for information.
- Shop Drawing Review that includes bridge expansion joints and bridge rail components.

The hours and HNTB's compensation shown in the fee schedule for this task are an estimate. The actual effort required may be different depending on the number of questions, submissions, or resubmissions.

ANTICIPATED PROJECT SCHEDULE

A project schedule will be developed and mutually agreed upon between the DEPARTMENT and HNTB following contract execution and Notice-to-Proceed. Timely reviews by the DEPARTMENT will be critical to ensure the project is advanced without delays to the target advertisement date. For the purposes of this contract, the following time frames are estimated for HNTB to complete preliminary and final design services:

- Draft Scoping and MOT Report - 5 mos. from NTP or June 2022 (whichever is later)
 - NHDOT REVIEW - 0.75 mo.
- Final Scoping and MOT Report - 0.5 mo. from receipt of comments
- 60% submission - 4 mos. from Scoping Report
- PPS&E submission - 3 mos. from 60% submission
 - NHDOT REVIEW - 0.75 mo.
- PS&E submission - 3 mos. from receipt of PPS&E comments
 - NHDOT REVIEW - 0.5 mo.
- Contract Plans submission - 2 mos. from receipt of PS&E comments

LIST OF INCLUSIONS AND EXCLUSIONS

Bridge

1. A joint site visit will be completed by HNTB and NHDOT prior to execution of this contract to discuss and verify specific scope of work requirements at all four bridges. An additional site visit completed by HNTB and NHDOT is anticipated after the 60% submission. It is assumed that the DEPARTMENT will provide all necessary traffic control in support of these site visits.
2. No special provisions related to bridge work items are anticipated. If required, this will be included under Task 10.
3. The preservation work for all five (5) bridges will be advertised in one contract package. The anticipated bridge sheets that are required are described in Attachment C.
4. Bridge general plan and elevation sheets will utilize existing plan images and include scope of work annotations and callouts only.
5. No destructive testing and sampling is required for the bridges.
6. An NBIS inspection of the bridges is not included.
7. Limits and locations of concrete repairs for the superstructure and substructure are not required at any of the bridges. Estimates of deficiencies will be developed based on limited observations and information from NHDOT Inspection Reports.
8. The bridge expansion joints at Manchester Bridge 123/118 (Stevens Pond Viaduct) were replaced in 2012 and do not require replacement. Reconditioning of these joints is limited to neoprene seal replacement and minor concrete repairs at finished grade of the joints.
9. Bridge 128/126 (Bridge Street) will include a new 1 ½" wearing surface, crack-control joint at Abutment A, and a new armored compression seal joint at Abutment B based on direction from the Department (email from David Scott 9/17/2020). No other repairs or preservation work is required.

10. NHDOT will furnish HNTB a sample special provision for patching deck areas with spray applied membrane as required for Bridge 128/126.
11. Bridge 126/126 (Fly-Over) will include a new strip seal joint at Abutment A and a new finger joint at Abutment B.
12. Bridge 118/117 (Wellington Rd) will include a crack control joint in the pavement at Abutment A and a new strip seal joint at Abutment B. The snow fence along the ramp structure will be replaced based on its condition as observed during a site visit with the DEPARTMENT on 10/16/2020.
13. Bridge 096/049 (US3) will include a crack control joint in the pavement at Abutment A and a new strip seal joint at Abutment B.
14. Existing bridge rail and posts will remain unless it is observed to be damaged or is affected by the joint replacement work. Rail elements that are connected to less than 3 posts may require a supplemental post as determined by the DEPARTMENT.
15. Assessment of structural steel painting is not required. Painting and coating maintenance is assumed to occur under a separate and future preservation contract if needed.
16. HNTB will evaluate bearing repairs to address minor deficiencies such as cracked welds, loose anchor nuts and missing anchor rods. Bearing replacement and major bearing rehabilitation activities requiring bridge jacking and/or bearing disassembly are not included. Repairs will be evaluated based on inspection reports furnished by the DEPARTMENT and observed deficiencies at abutments bearings if easily accessible while standing at the face of abutment.
17. Bridge load ratings are not required.
18. Full and partial depth deck preservation quantities will be based upon limited visual inspection and estimated deterioration areas for quantity takeoffs.
19. No geotechnical assessments or borings will be required (for bridge or highway).
20. No permanent bridge lighting is required. Any existing fixtures on the bridges will remain.
21. Stubwall reconstruction will be like that developed for Manchester-Hooksett 41475 including drainpipe and cleanouts.
22. Temporary bridge barrier (braced or restrained) detail sheets will not be incorporated into the plans. The contractor will be directed to refer to the NHDOT website for these details. The contract plans will include the appropriate pay item and estimated quantity based on one of the acceptable barrier types.

Highway

23. HNTB will give preference to maintenance of traffic layouts which minimize the need for impacts outside of the pavement limits.
24. Up to eight (8) special provisions are anticipated. Special provisions are expected to include refined descriptions, materials, method of measurement, and basis of payment that amend the Standard Specifications. Complete "stand-alone" special provisions are not required.
25. Cross sections will be used to support temporary ramp and widening needs at the Exit 8

- (temporary detour ramp), Exit 9 and NH101 interchanges (gore area/merge).
26. Highway plans will be developed on electronic roadway files as provided for the Manchester-Hooksett 41475 project.
 27. Historic baseline will be utilized as provided by the NHDOT for the Manchester-Hooksett 41475 project.
 28. The development of roadway profiles will not be required beyond that which is needed for the Exit 8 temporary ramp.
 29. No guardrail calculations are anticipated except for potentially at Exit 8 temporary ramp.
 30. No new permanent roadway lighting is required. Existing lights will remain. Temporary lighting will be located by HNTB on the concept traffic control plans for review and approval by NHDOT.
 31. I-93 temporary diversions/crossovers to the I-93 SB barrel, alignments, profiles, sections, etc. to maintain traffic will not be required unless noted otherwise.
 32. HNTB will develop the permanent construction sign package and incorporate the summary tables into the contract plan set.
 33. No meetings with NHDES or the USACE are anticipated.
 34. A shoreland permit/plan is anticipated. A wetland plan is not required and no noise, air quality, hazardous waste, archeological, ACOE permitting or permit plans are required.
 35. Development of the abutter notification letter is not anticipated or included. If necessary, this will be completed by NHDOT.
 36. Limited reuse soils are expected at the Exit 8 temporary ramp and a soils management plan will be provided. Therefore, project will not be considered "de minimus".
 37. The NHDOT Design Services Section will complete the utility coordination required for the project.
 38. Utility relocations will be designed by the respective utilities or their contracted designee.
 39. No electronic visualizations or website development is anticipated in support of public outreach.
 40. HNTB will present the project to the TCC and develop the draft designation letter for refinement by the DEPARTMENT. The development of a "Significant" Level II TMP is anticipated. NHDOT will provide HNTB with sample Level II TMP memo for reference.
 41. No temporary erosion control plans are anticipated. However, items of this nature and quantities with backup will be developed.
 42. No landscaping plans are required.
 43. No right-of-way (ROW) needs for monumentation or plan recording efforts are included. Approximate ROW locations will be depicted on the general plans based on digitized and limited information from record drawings provided by the Department. All lines will be noted as approximate.
 44. Preservation treatments will not include roadway approach rail or guardrail replacement on the bridge approaches.
 45. All proposed & temporary work is anticipated to be within State ROW and reviewed during design.
 46. Excavation and/or soil disturbance will be limited to the temporary ramp at Exit 8 and temporary

- gore reconstructions at the NH101 and at Exit 9 areas.
47. No Construction General Permit (CGP) is required.
 48. Temporary access roads are not required.
 49. Water diversions are not required for the bridges or approaches.
 50. All work is anticipated to be conducted from the existing transportation facility.
 51. There will be no changes in drainage/patterns and no drainage designs needed.
 52. No need to enter the Stevens Pond resource. No wetland impacts are anticipated.
 53. Shoreland impacts and plans are anticipated. Aerial plans will be developed to support the permit needs to obtain a PBN.
 54. NHDOT will develop the ITS Request and submit to NHDOT TSMO. Design development and PE stamping of all the ITS aspects, items, quantities, specs, etc. and plans shall be done by the NHDOT. The quantity table(s) will be incorporated into the plan sheets by HNTB. NHDOT will provide a Microsoft Excel spreadsheet table of the quantities for inclusion into the plans. HNTB will also incorporate the items, quantities, and costs provided by NHDOT into the estimate.
 55. NHDOT will develop the SWZ check list and submit to NHDOT TSMO, design development and PE stamping of all the ITS aspects, items, quantities, specs, etc. and plans shall be done by the NHDOT. The quantity table(s) will be incorporated into the plan sheets by HNTB. NHDOT will provide a Microsoft Excel spreadsheet table of the quantities for inclusion into the plans. HNTB will also incorporate the items, quantities, and costs provided by NHDOT into the estimate.
 56. NHDOT will develop the Pavement Design Request and submit to NHDOT M&R-Pavement Management Section within four weeks of the Final Scoping and Maintenance of Traffic Report. The pavement recommendation will be provided to HNTB so that the correct items and quantities may be developed and incorporated into the plans and estimate.
 57. There are no other known projects along the corridor that will impact the project limits, paving limits, guardrail limits, etc. that will affect the nature of this project except for the paving project noted as Manchester-Hooksett 43071. Final limits of approach pavement and striping work will be determined by the Department. HNTB will recommend approach pavement limits and limits of rumble strip removal in the Draft Scope of Work and Maintenance of Traffic Report.
 58. All existing permanent signs will be retained. No permanent sign modifications or designs will be required as part of the improvements.
 59. Diagrammatic lane usage signs at existing overhead sign structures will be developed by HNTB. Up to two (2) signs are anticipated at the south approach of the project and one (1) sign is anticipated at the I-93NB split from NH 101WB.
 60. Closure of a single NH101 westbound north lane is anticipated to begin at the location where the two ramp lanes begin their development.
 61. HNTB will develop a detail for shimming of the shoulders to ensure proper cross slope is sustained for all traveled ways where the limits vary from the existing locations.
 62. Construction (black/orange) diagrammatic signs to accommodate phasing and lane shifts or drops include a total of six (6). Three (3) at the approach to the Wellington Road Bridge 118/117 and three (3) at the approach to the Stevens Pond Bridge 123/118.
 63. Comments will be provided to HNTB via Bluebeam hosted by NHDOT.

64. Detailed quantity tables showing the portable concrete barrier, braced barrier, etc. will be developed by phase and by season to capture how much total barrier is needed for the project and how much can be used from one season to another.
65. Quantity table for "construct and remove widenings" will be developed for each widening showing all items associated with each widening.
66. Drainage impacts are anticipated as a result of the temporary detour ramp at Exit 8. To ensure drainage is maintained during construction, temporary pipes (similar to existing sizes) and structures will be included in the ramp design. No formal drainage designs or studies will be developed. Ledge is present at the off-ramp location as well; the designs will work to avoid ledge and need for ledge removal.
67. Begin/end construction and project limit references will be provided on the plans at the 60% submission allowing the NHDOT full opportunity to determine the most appropriate interaction/project limits with the paving project, while reducing potential for rework by HNTB. For the purposes of this proposal and the development of the fee estimate, HNTB assumes that pavement wearing surface replacement will begin approximately 750' southerly of Bridge 128/126 (gore area between I-93NB and NH101EB) to the end of the concrete gore of the Exit 8 on-ramp. In addition, the Exit 8 off-ramp wearing surface will be replaced to the concrete gores near Wellington Road. The 101WB on ramp is assumed to have a new wearing surface from the gore (I-93NB/101WB) to the Stevens Pond Bridge. At Exit 9, wearing surface replacement is assumed on the mainline from the gore at the Exit 9N off-ramp to the gore at the Exit 9S on-ramp. The auxiliary ramp lane at Exit 9 is assumed to have a new wearing surface from the southerly concrete gore to the northerly concrete gore (ramps paved by others under a separate project). The exact limits of roadway pavement and markings under this contract will be based on the approved TCP plans for this project and the work included under the 43071 project that is being designed by the DEPARTMENT.
68. HNTB will not develop maintenance of traffic layouts for installation of cribbing or shielding under any of the bridges, the contractor will utilize the appropriate layouts from the MUTCD to support these needs.

Traffic

69. During construction, 11' lanes and 2' minimum shoulders are required for all phases. Maintenance of traffic options that do not allow for these minimum dimensions will not be evaluated.
70. The off-ramp at exit 8 is presumed to remain open during construction given the proximity to Dartmouth Hitchcock Medical Center, Elliot Hospital, and the VA Hospital. No detours associated with an off-ramp closure at Exit 8 will be considered or evaluated by HNTB.
71. No temporary signal timings are anticipated or included.
72. No site visits are included for data collection. All necessary information to be furnished by the DEPARTMENT.
73. No traffic counts are necessary or included.
74. One site visit for the purpose of calibrating model conditions is assumed.

75. Enhanced traffic analyses using VISSIM or similar software is not required or included.

Estimates

76. Unit costs for the project estimate will be based on 2020 bids from the similar 41475 Manchester-Hooksett project that included the preservation of five bridges on I 93 southbound. Other projects will only be reviewed if similar work or bid items are not included in the 41475 project. Computation of quantities will not be required for the Project Scoping and Maintenance of Traffic Report.

HNTB

Manchester-Hooksett 42753											Revision	June 29, 2021
Summary												
Labor Category	Principal-in-Charge	Quality Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Junior Engineer	Traffic Engineer	Technician	Project Analyst	Total	
Average Direct Labor Rate	\$60.00	\$60.00	\$60.00	\$60.00	\$51.81	\$39.29	\$34.59	\$56.30	\$31.90	\$43.38		
Total Hours	4	68	389	792	1,423	1,351	664	343	776	28	5,838	
Total Direct Labor	\$240.00	\$4,080.00	\$23,340.00	\$47,520.00	\$73,725.63	\$53,080.79	\$22,967.76	\$19,310.90	\$24,754.40	\$1,214.08	\$270,233.56	
Overhead (138.00%)	\$331.20	\$5,630.40	\$32,209.20	\$65,577.60	\$101,741.37	\$73,251.49	\$31,695.51	\$26,649.04	\$34,161.07	\$1,675.43	\$372,922.31	
Labor and Overhead	\$571.20	\$9,710.40	\$55,549.20	\$113,097.60	\$175,467.00	\$126,332.28	\$54,663.27	\$45,959.94	\$58,915.47	\$2,889.51	\$643,155.87	
Profit (10%)	\$57.12	\$971.04	\$5,554.92	\$11,309.76	\$17,546.70	\$12,633.23	\$5,466.33	\$4,595.99	\$5,891.55	\$288.95	\$64,315.59	
Total Labor (Labor, OH, Profit)	\$628.32	\$10,681.44	\$61,104.12	\$124,407.36	\$193,013.70	\$138,965.51	\$60,129.60	\$50,555.93	\$64,807.02	\$3,178.46	\$707,471.46	
Direct Expenses											\$86,394.00	
TOTAL											\$793,865.46	

HNTB Overhead = 1.3800

Actual Direct Labor Rate											
Actual % Breakdown	0%	1%	7%	14%	24%	23%	11%	6%	13%	0%	100%
% Direct Rate Breakdown	\$0.04	\$0.70	\$4.00	\$8.14	\$12.63	\$9.08	\$3.93	\$3.31	\$4.24	\$0.21	\$46

HNTB

Manchester-Hooksett 42763
Combined

Revision

June 29, 2021

Task	Principal-in-Charge	Quality Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Junior Engineer	Traffic Engineer	Technician	Project Analyst	Total
1 Project Management and Administration	2	14	136	23	2	0	0	0	0	38	207
1.1 Project Initiation, Planning and Internal Staff Mobilization	2	2	6	17	2					4	33
1.2 Monthly Internal Project Reviews		12	24								36
1.3 Monthly Invoicing and Progress Reporting to NHDOT			24	8						34	64
1.4 Routine Correspondence with NHDOT, subcontractors, and other stakeholders			84								84
2 Meetings and Site Visits	2	2	83	127	4	34	2	28	2	8	278
2.1 Internal Kick-off		2	4	4	2	4	2	1	2		21
2.2 Internal Design			12			12		2			26
2.3 Project Kick-off with NHDOT	2		8	6							16
2.4 Submittal Committee Reviews (3 meetings)			8	9							17
2.5 Natural and Cultural Resource Agency (2 meetings)			2	34							36
2.6 Traffic Control Committee (TCC) (2 meetings)			4	32				12			48
2.7 Over-the-Shoulder Monthly (12 meetings)			24	24	2			6			56
2.8 Outstanding Issues			3	4							7
2.9 Pre-Advertising			4	4							8
2.10 No Wait at Project Scoping and MDOT Report			8	12		8		8			36
2.11 No Wait at 90% stage			8	8							12
3 Public Outreach Meetings	0	0	39	56	36	0	0	8	14	0	161
3.1 Prepare Materials for up to 7 Public Meetings (as noted below)			18	21	35			8	14		86
3.2 City of Manchester Public Officials (2 meetings)			8	12							18
3.3 City of Manchester Public Information (2 meetings)			8	8							14
3.4 Town of Hooksett Public Officials (1 meeting)			3	6							9
3.5 Town of Hooksett Public Information (2 meetings)			6	8							14
4 Project Scoping and Maintenance of Traffic Report	0	4	17	104	254	219	172	306	8	0	1064
4.1 Summary of Existing Conditions, Roadway Needs, Alternatives, and Treatment Recommendations			2	8	26	22	12	2			62
4.2 Develop Counterflow Preservation Planning Typical Bridge Sections			2		20	20					42
4.3 Estimated Bridge Item, Quantities, and Unit Cost Estimates			2		16	15					33
4.4 Bridge OC and QM Reviews and Reconciling Internal Review Comments		4	1	16	6						27
4.5 Review NHDOT Bridge Design and Construction Comments and Provide Written Responses			2	4	16	6			8		36
4.6 Evaluate Seasonal Work Scheduling/Work Planning / Traffic Control Options			2	16	40	40	40				138
4.7 Preliminary Traffic Control Plan for Selected Option of Each Bridge			1	16	30	28	40				115
4.8 Summary Models of Traffic Control Options of Each Bridge			2	16	28	28	24				96
4.9 Estimated Highway Item, Quantities, and Unit Cost Estimates			1	16	20	20	20				77
4.10 Highway OC and QA Reviews and Reconciling Internal Review Comments			1	16	8	8	16				49
4.11 Review NHDOT Highway and Traffic Design Comments and Provide Written Responses			1	12	24	24	20				81
4.12 Development of Traffic Volume Network Diagrams - 2 Base Diagrams								30			30
4.13 Development of Traffic Volume Network Diagrams - Construction Peak Hour 1								15			15
4.14 Development of Traffic Volume Network Diagrams - Construction Peak Hour 2								15			15
4.15 Develop SynchroHCM Base Model								30			30
4.16 Develop SynchroHCM Construction Model Peak hour 1 (10 models)								80			80
4.17 Develop SynchroHCM Construction Model Peak hour 2 (10 models)								80			80
4.18 Model analysis								30			30
4.19 Traffic Operations Summary								24			24

HNTB

Task	Principal-Change	Quality Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Junior Engineer	Traffic Engineer	Technician	Project Analyst	Total
6 60% Plans	0	12	22	116	324	272	182	0	96	0	1018
6.1 Preparation and submission of a Base Plan including approximate ROW lines				4	12	12	24				52
6.2 Preparation and Development of Shortform Plans			8	8	16	16	16				64
6.3 Bridge Plan Development					40	20			80		140
6.4 Highway Plan Development				12	24	24	32				92
6.5 Traffic Control Plan Development				12	48	48					108
6.6 Bridge Design					16						16
6.7 Highway Design, ID Potential Utility Conflicts, Drainage Design, Tech Memo, Const. Sched				12	30	30	44				116
6.8 Interdisciplinary Coordination (Bridge-Highway-Environment)			8	8	12	8					36
6.9 Calculate Bid Items, Quantities, and Cost Estimates			1	24	50	50	40				177
6.10 Quality Control and Quality Assurance Reviews and Reconciling Internal Review Comments	8	1	24	22	26	18			8		107
6.11 Submission Completion and Delivery Internal QC Reviews, Printing, Copies, and Filing	4	4	4	16	16	8			8		60
6.12 Development of Erosion Control Plans as Required				2	48						50
6 PS&E (60%)	0	12	39	184	360	436	120	0	448	0	1609
6.1 Bridge Plan Development			39	80	180	280			440		839
6.2 Highway Plan Development				12	16	52	32				112
6.3 Traffic Control Plan Development				12	16	48	32				108
6.4 Bridge Design including Expansion Joint Geometrics, Temperature Settings			4	24	24	24					52
6.5 Highway Design, Technical Memo				16	24	24					64
6.6 Interdisciplinary Coordination (Bridge-Highway-Environment)			8	8	12	8					36
6.7 Develop Draft Special Provisions, Calculate Bid Items, Quantities, and Cost Estimates			2	36	56	56	40				186
6.8 Quality Control and Quality Assurance Reviews and Reconciling Internal Review Comments	8	1	16	16	16	8			8		65
6.9 Submission Completion and Delivery Internal QC Reviews, Printing, Copies, and Filing	4	4	4	16	16	8	8		8		62
7 PS&E (60%)	0	12	24	88	270	128	168	0	144	0	828
7.1 Review and Respond to 60% comments from the Department			8	8	28	20	24				88
7.2 Bridge Plan Development			4		80				120		204
7.3 Highway Plan Development				8	24	24	32				88
7.4 Traffic Control Plan Development				8	24	24	32				88
7.5 Bridge Design including Reinforcing Bar Marks and Schedules					10	10					20
7.6 Highway Design, Technical Memo				8	34						42
7.7 Section Construction Schedule				12	4						16
7.8 Interdisciplinary Coordination (Bridge-Highway-Environment)			4	12	8	2					26
7.9 Section Bid Items, Quantities, Special Provisions, and Cost Estimates			1	8	20	18	40				87
7.10 Quality Control and Quality Assurance Reviews and Reconciling Internal Review Comments	8	1	16	14	12	16			8		75
7.11 Submission Completion and Delivery Internal QC Reviews, Printing, Copies, and Filing	4	4	4	12	10	8	8		8		60
7.12 Incorporation of newly developed standard details or pay items per allocated hours			2	4	12	6	4		8		36
8 Contract Plans (100%)	0	12	19	68	90	180	32	0	66	0	447
8.1 Review and Respond to PS&E Submission Comments			8	4	8	38					58
8.2 Finalize Bridge and Highway Plans and Technical Memo				12	16	40			40		108
8.3 Finalize Traffic Control Plans and Details				12	16	34					82
8.4 Interdisciplinary Coordination (Bridge-Highway-Environment)			4	12	4	4					24
8.5 Section Bid Items, Quantities, and Cost Estimates			2	8	16	28	24				78
8.6 Quality Control and Quality Assurance Reviews and Reconciling Internal Review Comments	8	1	16	12	20				8		65
8.7 Submission Completion and Delivery Internal QC Reviews, Printing, Copies, and Filing	4	4	4	8	16	8	8		8		62

HNTB

Task	Principal-in-Charge	Quality Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Junior Engineer	Traffic Engineer	Technician	Project Analyst	Total
Construction Phase Services	0	0	0	23	94	94	0	0	0	0	227
5.1 Respond to Questions during Bidding Period and Construction			0		4	4			0		24
5.2 Expansion Joints Shop Drawing Review of Bridge 120/726				2	6	6					14
5.3 Expansion Joints Shop Drawing Review of Bridge 120/726				2	12	12					26
5.4 Expansion Joints Shop Drawing Review of Bridge 090/040				2	6	6					14
5.5 Expansion Joints Shop Drawing Review of Bridge 110/117				2	6	6					14
5.6 Miscellaneous Bridge Rail Shop Drawings (all bridges)				5	20	20					45
5.7 Miscellaneous Steel, Bracing, or Post-tensioning Shop Drawings (all bridges)				5	20	20					45
5.8 Review of Shop Drawing Fabrications				5	20	20					45
Total Hours	4	00	300	792	1423	1381	004	043	776	20	6038
Average Direct Labor Rate	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 51.81	\$ 39.29	\$ 34.38	\$ 34.38	\$ 31.90	\$ 43.34	
Total Direct Labor	\$240.00	\$4,000.00	\$23,340.00	\$47,520.00	\$73,725.63	\$53,080.79	\$22,067.76	\$19,310.50	\$24,754.40	\$1,214.08	\$270,233.56
Overhead (138.00%)	\$331.20	\$5,630.40	\$32,209.20	\$65,577.60	\$101,741.37	\$73,251.49	\$31,685.51	\$26,848.04	\$34,161.67	\$1,675.43	\$372,622.31
Labor and Overhead	\$571.20	\$9,630.40	\$55,549.20	\$113,097.60	\$175,467.00	\$126,332.28	\$53,753.27	\$46,158.54	\$58,916.07	\$2,889.51	\$642,855.87
Profit (10%)	\$57.12	\$963.04	\$5,554.92	\$11,309.76	\$17,546.70	\$12,633.23	\$5,375.33	\$4,615.85	\$5,891.61	\$288.95	\$64,315.56
Total Labor (Labor, OH, Profit)	\$628.32	\$10,593.44	\$61,104.12	\$124,407.36	\$193,013.70	\$138,965.51	\$59,128.60	\$50,774.39	\$64,807.68	\$3,178.46	\$707,171.43
TOTAL											\$707,171.43

HNTB

Manchester-Hooksett 42753											Revision	June 28, 2021
Structural												
Task	Principal-in-Charge	Quality Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Junior Engineer	Traffic Engineer	Technician	Project Analyst	Total	
1 Project Management and Administration	2	14	138	1	2	0	0	0	0	26	185	
1.1 Project Initiation, Planning and Internal Staff Mobilization	2	2	6	1	2					4	17	
1.2 Monthly Internal Project Reviews		12	24								36	
1.3 Monthly Invoicing and Progress Reporting to NHDOT			24							24	48	
1.4 Routine Correspondence with NHDOT, subcontractors, and other stakeholders			84								84	
2 Meetings and Site Visits	2	2	83	0	0	22	0	0	2	0	111	
2.1 Internal Kick-off		2	4			2			2		10	
2.2 Internal Design			12			12					24	
2.3 Project Kick-off with NHDOT	2		8								10	
2.4 Submission Comment Resolution (3 meetings)			8								8	
2.5 Natural and Cultural Resource Agency (2 meetings)			2								2	
2.6 Traffic Control Consultant (TCC) (2 meetings)			4								4	
2.7 Open-the-Shoulder Meeting (15 meetings)			24								24	
2.8 Outstanding Issues			3								3	
2.9 Pre-Inspection			4								4	
2.10 Joint Site Visit at Project Scoping and MOT Report			8			8					16	
2.11 Joint Site Visit at 60% design			6								6	
3 Public Outreach Meetings	0	0	30	0	14	0	0	0	14	0	57	
3.1 Prepare Materials for up to 7 Public Meetings (as noted below)			16		14				14		46	
3.2 City of Manchester Public Officials (2 meetings)			6								6	
3.3 City of Manchester Public Information (2 meetings)			6								6	
3.4 Town of Hooksett Public Officials (1 meeting)			3								3	
3.5 Town of Hooksett Public Information (2 meetings)			6								6	
4 Project Scoping and Maintenance of Traffic Report	0	4	17	4	110	89	0	0	0	0	232	
4.1 Summary of Existing Conditions, Repair Needs, Alternatives, and Treatment Recommendations			2		20	20					42	
4.2 Develop Construction Preservation Phasing Typical Bridge Sections			2		20	20					42	
4.3 Estimate Bridge Items, Quantities, and Unit Cost Estimates			2		16	15					33	
4.4 Bridge QC and QA Reviews and Resolving Internal Review Comments	4	1	1		16	8					27	
4.5 Review NHDOT Bridge Design and Construction Comments and Provide Written Responses			2	4	16	8			8		36	
4.6 Evaluate Seasonal Work Grouping/Work Phasing / Traffic Control Options			2		12	12					26	
4.7 Preliminary Traffic Control Plan for Selected Option of Each Bridge			1		2						3	
4.8 Summary Matrix of Traffic Control Options of Each Bridge			2		8	8					18	
4.9 Estimate Highway Item, Quantities, and Unit Cost Estimates			1								1	
4.10 Highway QC and QA Reviews and Resolving Internal Review Comments			1								1	
4.11 Review NHDOT Highway and Traffic Design Comments and Provide Written Responses			1								1	
4.12 Development of Traffic Volume Network Diagrams - 2 Base Diagrams												
4.13 Development of Traffic Volume Network Diagrams - Construction Peak Hour 1												
4.14 Development of Traffic Volume Network Diagrams - Construction Peak Hour 2												
4.15 Develop Synchro/HCM Base Model												
4.16 Develop Synchro/HCM Construction Model Peak hour 1 (10 models)												
4.17 Develop Synchro/HCM Construction Model Peak hour 2 (10 models)												
4.18 Model analysis												
4.19 Traffic Operation Summary												

HNTB

Task	Principal-in-Charge	Quality Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Junior Engineer	Traffic Engineer	Technician	Project Analyst	Total
6 60% Plans	0	12	22	0	60	76	0	0	96	0	266
6.1 Preparation and submission of a Base Plan including approximate ROW lines											0
6.2 Preparation and Development of Standard Plans			6								6
6.3 Bridge Plan Development					40	30			80		150
6.4 Highway Plan Development											0
6.5 Traffic Control Plan Development											0
6.6 Bridge Design						16					16
6.7 Highway Design, 80 Potential Utility Conflicts, Drainage Design, Trestle, Mats, Canal, School											0
6.8 Interdisciplinary Coordination (Bridge-Highway-Environment)			8		8	8					24
6.9 Calculate Bid Items, Quantities, and Cost Estimates			1		16	16					33
6.10 Quality Control and Quality Assurance Reviews and Resolving Internal Review Comments		8	1		8	8			8		33
6.11 Submission Compilation and Delivery (Internal QC Reviews, Plotting, Copies, and Filing)		4	4		8	8			8		32
6.12 Development of Erosion Control Plans as Required											0
7 P&E (80%)	0	12	20	162	244	248	0	0	448	0	1063
7.1 Bridge Plan Development			20	80	180	280			440		800
7.2 Highway Plan Development											0
7.3 Traffic Control Plan Development											0
7.4 Bridge Design including Expansion Joint Details, Temperature Settings			4		24	24					52
7.5 Young Design, Technical Mats											0
7.6 Interdisciplinary Coordination (Bridge-Highway-Environment)			8		8	8					24
7.7 Develop Draft Special Provisions, Calculate Bid Items, Quantities, and Cost Estimates			2	12	16	16					46
7.8 Quality Control and Quality Assurance Reviews and Resolving Internal Review Comments		8	1		8	8			8		17
7.9 Submission Compilation and Delivery (Internal QC Reviews, Plotting, Copies, and Filing)		4	4		8	8			8		24
8 P&E (80%)	0	12	24	8	136	20	0	0	144	0	338
8.1 Review and Respond to 80% comments from the Department			8		16						24
8.2 Bridge Plan Development			4		80				120		204
8.3 Highway Plan Development											0
8.4 Traffic Control Plan Development											0
8.5 Bridge Design including Reinforcing Bar Mats and Schedules					10	10					20
8.6 Highway Design, Technical Mats											0
8.7 Prepare Construction Schedule											0
8.8 Interdisciplinary Coordination (Bridge-Highway-Environment)			4	4	4	2					14
8.9 Prepare Bid Items, Quantities, Special Provisions, and Cost Estimates			1		4	2					7
8.10 Quality Control and Quality Assurance Reviews and Resolving Internal Review Comments		8	1	4	4	2			8		27
8.11 Submission Compilation and Delivery (Internal QC Reviews, Plotting, Copies, and Filing)		4	4		4	2			8		22
8.12 Incorporation of newly developed standard details or pay items per allocated hours			2		8	2			8		20
9 Contract Plans (100%)	0	12	18	8	8	64	0	0	64	0	151
9.1 Review and Respond to P&E Submission Comments			8			8					16
9.2 Prepare Bridge and Highway Plans and Technical Mats						24			40		64
9.3 Prepare Traffic Control Plans and Details											0
9.4 Interdisciplinary Coordination (Bridge-Highway-Environment)			4	4		4					12
9.5 Prepare Bid Items, Quantities, and Cost Estimates			2			4					6
9.6 Quality Control and Quality Assurance Reviews and Resolving Internal Review Comments		8	1	4		8			8		29
9.7 Submission Compilation and Delivery (Internal QC Reviews, Plotting, Copies, and Filing)		4	4			8			8		24
10 Construction Phase Services	0	0	8	23	94	94	0	0	8	0	227

HNTB

Task	Principal-in-Charge	Quality Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Junior Engineer	Traffic Engineer	Technician	Project Analyst	Total
9.1 Respond to Questions during Bidding Period and Construction			8		4	4			8		24
9.2 Expansion Joint Shop Drawing Review of Bridge 128/126				2	6	6					14
9.3 Expansion Joint Shop Drawing Review of Bridge 128/126				2	12	12					26
9.4 Expansion Joint Shop Drawing Review of Bridge 088/046				2	6	6					14
9.5 Expansion Joint Shop Drawing Review of Bridge 118/117				2	6	6					14
9.6 Miscellaneous Bridge Rail Shop Drawings (all bridges)				5	20	20					45
9.7 Miscellaneous Street, Bearing, or Force Main Shop Drawings (all bridges)				5	20	20					45
9.8 Review of Shop Drawing Resubmissions				5	20	20					45
Total Hours	4	68	398	146	674	686	0	8	778	28	2990
Average Direct Labor Rate	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 51.81	\$ 39.29	\$ 34.68	\$ 56.30	\$ 31.90	\$ 43.38	
Total Direct Labor	\$240.00	\$4,080.00	\$23,340.00	\$8,780.00	\$34,919.94	\$23,770.45	\$0.00	\$0.00	\$24,754.40	\$1,214.08	\$121,078.87
Overhead (138.00%)	\$331.20	\$5,630.40	\$32,709.20	\$12,088.80	\$48,189.52	\$32,803.22	\$0.00	\$0.00	\$34,181.07	\$1,875.43	\$187,088.84
Labor and Overhead	\$571.20	\$9,710.40	\$56,049.20	\$20,868.80	\$83,109.46	\$56,573.67	\$0.00	\$0.00	\$58,935.47	\$2,889.51	\$288,167.71
Profit (10%)	\$57.12	\$971.04	\$5,604.92	\$2,086.88	\$8,310.95	\$5,657.37	\$0.00	\$0.00	\$5,893.55	\$288.95	\$28,816.78
Total Labor (Labor, Or, Profit)	\$628.32	\$10,681.44	\$61,654.12	\$22,955.68	\$91,420.41	\$62,231.04	\$0.00	\$0.00	\$64,829.02	\$3,178.46	\$316,984.49
TOTAL											\$316,984.49

HNTB

Manchester-Hooksett 42753 Highway											Revision	June 28, 2021
Task	Principal-Change	Quality Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Junior Engineer	Traffic Engineer	Technician	Project Analyst	Total	
1 Project Management and Administration	0	0	0	22	0	0	0	0	0	0	22	
1.1 Project Initiation, Planning and Internal Staff Mobilization				18							18	
1.2 Monthly Internal Project Reviews												
1.3 Monthly Meeting and Progress Reporting to RHDOT				4							4	
1.4 Routine Correspondence with RHDOT, subcontractors, and other stakeholders												
2 Meetings and Site Visits	0	0	0	127	4	2	2	0	0	0	135	
2.1 Internal Kick-off				4	2	2	2				10	
2.2 Internal Design												
2.3 Project Kick-off with RHDOT				8							8	
2.4 Subcontractor Comment Resolution (2 meetings)				8							8	
2.5 Natural and Cultural Resources Agency (2 meetings)				24							24	
2.6 Traffic Control Committee (TCC) (2 meetings)				32							32	
2.7 Over-the-Shoulder Mobility (OSM) (13 meetings)				24	2						26	
2.8 Outstanding Issues				4							4	
2.9 Pre-Advertising				4							4	
Total Site Visit of Project Scoping and MOT Report				12							12	
1st Site Visit of 80% design				6							6	
3 Public Outreach Meetings	0	0	0	55	21	0	0	0	0	0	76	
3.1 Prepare Materials for up to 7 Public Meetings (as noted below)				27	27						42	
3.2 City of Manchester Public Outreach (2 meetings)				12							12	
3.3 City of Manchester Public Information (2 meetings)				8							8	
3.4 Town of Hooksett Public Outreach (1 meeting)				8							8	
3.5 Town of Hooksett Public Information (2 meetings)				8							8	
4 Project Scoping and Maintenance of Traffic Report	0	0	0	100	144	130	172	0	0	0	546	
4.1 Summary of Existing Conditions, Road Needs, Alternatives, and Treatment Recommendations				8	16	2	12				38	
4.2 Develop Construction Preservation Phasing Typical Bridge Section												
4.3 Estimated Bridge Item, Quantities, and Unit Cost Estimates												
4.4 Bridge OC and QA Reviews and Resolving Internal Review Comments												
4.5 Review RHDOT Bridge Design and Construction Comments and Provide Written Responses												
4.6 Evaluate Successful Work Group/Work Phasing / Traffic Control Options				16	28	28	40				112	
4.7 Preliminary Traffic Control Plan for Selected Option of Each Bridge				16	28	28	40				112	
4.8 Summary Matrix of Traffic Control Options of Each Bridge				16	28	28	24				80	
4.9 Estimated Highway Item, Quantities, and Unit Cost Estimates				16	28	28	24				76	
4.10 Highway OC and QA Reviews and Resolving Internal Review Comments				16	8	8	16				48	
4.11 Review RHDOT Highway and Traffic Design Comments and Provide Written Responses				12	24	24	20				80	
4.12 Development of Traffic Volume Network Diagrams - 3 Base Diagrams												
4.13 Development of Traffic Volume Network Diagrams - Construction Peak Hour 1												
4.14 Development of Traffic Volume Network Diagrams - Construction Peak Hour 2												
4.15 Develop Synchro/PCIS Base Model												
4.16 Develop Synchro/PCIS Construction Model Peak Hour 1 (10 meetings)												
4.17 Develop Synchro/PCIS Construction Model Peak Hour 2 (10 meetings)												
4.18 Model analysis												
4.19 Traffic Operations Summary												

HNTB

Task	Project Manager	Quality Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Junior Engineer	Traffic Engineer	Technician	Project Analyst	Total
5 60% Plans	0	0	0	110	244	198	182	0	0	0	732
5.1 Preparation and submission of a Base Plan including approximate ROW lines				4	12	12	24				52
5.2 Preparation and Development of Standard Plans				8	16	16	16				56
5.3 Bridge Plan Development											
5.4 Highway Plan Development				12	24	24	32				92
5.5 Traffic Control Plan Development				12	48	48					108
5.6 Bridge Design											
5.7 Highway Design, ID Potential Utility Conflicts, Drainage Design, Tech Memo, Const. Sheet				12	36	36	44				118
5.8 Interdisciplinary Coordination (Bridge-Highway-Environment)				8	4	4					12
5.9 Calculate Bid Items, Quantities, and Cost Estimates				24	40	40	40				144
5.10 Quality Control and Quality Assurance Reviews and Responding Internal Review Comments				24	14	14	18				74
5.11 Submission Completion and Delivery (Internal QC Reviews, Plotting, Copies, and Filing)				4	8	8	8				38
5.12 Development of Bridge Control Plans as Requested				2	48						50
6 PPS&E (80%)	0	0	0	82	116	168	120	0	0	0	616
6.1 Bridge Plan Development											
6.2 Highway Plan Development				12	16	32	32				112
6.3 Traffic Control Plan Development				12	16	48	32				108
6.4 Bridge Design including Expansion Joint Geometries, Temperature Settings											
6.5 Highway Design, Technical Memo				16	24	24					84
6.6 Interdisciplinary Coordination (Bridge-Highway-Environment)				8	4	4					12
6.7 Quantity Sheet Special Provisions, Calculate Bid Items, Quantities, and Cost Estimates				24	40	40	40				144
6.8 Quality Control and Quality Assurance Reviews and Responding Internal Review Comments				16	8	16	8				48
6.9 Submission Completion and Delivery (Internal QC Reviews, Plotting, Copies, and Filing)				4	8	8	8				38
7 PS&E (90%)	0	0	0	88	140	106	136	0	0	0	462
7.1 Review and Respond to 80% comments from the Department				8	12	20	24				64
7.2 Bridge Plan Development											
7.3 Highway Plan Development				8	24	24	32				88
7.4 Traffic Control Plan Development				8	24	24	32				88
7.5 Bridge Design including Reinforcing Bar Marks and Schedules											
7.6 Highway Design, Technical Memo				8	24						40
7.7 Revision Construction Schedule				12	4						16
7.8 Interdisciplinary Coordination (Bridge-Highway-Environment)				8	4						12
7.9 Review Bid Items, Quantities, Special Provisions, and Cost Estimates				8	16	16	40				80
7.10 Quality Control and Quality Assurance Reviews and Responding Internal Review Comments				12	10	10	16				48
7.11 Submission Completion and Delivery (Internal QC Reviews, Plotting, Copies, and Filing)				4	8	8	8				38
7.12 Investigation of newly developed standard details to pay items per allocated hours				4	4	4	4				16
8 Contract Plans (100%)	0	0	0	88	88	124	32	0	0	0	296
8.1 Review and Respond to PS&E Submission Comments				4	8	36					48
8.2 Finalize Bridge and Highway Plans and Technical Memo				12	16	16					44
8.3 Finalize Traffic Control Plans and Details				12	16	24					62
8.4 Interdisciplinary Coordination (Bridge-Highway-Environment)				8	4						12
8.5 Finalize Bid Items, Quantities, and Cost Estimates				8	16	24	24				72
8.6 Quality Control and Quality Assurance Reviews and Responding Internal Review Comments				12	12	12					36
8.7 Submission Completion and Delivery (Internal QC Reviews, Plotting, Copies, and Filing)				4	8	8	8				38
9 Construction Phase Services	0	0	0	0	0	0	0	0	0	0	0
9.1 Respond to Questions during Bidding Period and Construction											
9.2 Expansion Joint Shop Drawing Review at Bridge 126/126											
9.3 Expansion Joint Shop Drawing Review at Bridge 126/126											

HNTB

Task	Principal-in-Charge	Quality Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Junior Engineer	Traffic Engineer	Technician	Project Analyst	Total
9.4 Examine Joint Shop Drawing Review of Bridge 000049											
9.5 Examine Joint Shop Drawing Review of Bridge 110117											
9.6 Miscellaneous Bridge Ref Shop Drawings (all bridges)											
9.7 Miscellaneous Steel, Reinforcing, or Form Repair Shop Drawings (all bridges)											
9.8 Review of Shop Drawing Resubmissions											
Total Hours	0	0	0	948	748	748	944	0	0	0	2688
Average Direct Labor Rate	\$ 00.00	\$ 02.00	\$ 00.00	\$ 50.00	\$ 51.81	\$ 38.29	\$ 34.59	\$ 58.30	\$ 31.90	\$ 43.38	
Total Direct Labor	\$0.00	\$0.00	\$0.00	\$38,760.00	\$38,805.69	\$29,310.54	\$32,687.76	\$0.00	\$0.00	\$0.00	\$179,843.79
Overhead (138.00%)	\$0.00	\$0.00	\$0.00	\$53,488.80	\$53,551.85	\$40,448.27	\$31,085.51	\$0.00	\$0.00	\$0.00	\$179,184.43
Labor and Overhead	\$0.00	\$0.00	\$0.00	\$92,248.80	\$92,357.54	\$69,758.81	\$63,773.27	\$0.00	\$0.00	\$0.00	\$308,028.22
Profit (10%)	\$0.00	\$0.00	\$0.00	\$9,224.88	\$9,235.75	\$6,975.88	\$6,377.33	\$0.00	\$0.00	\$0.00	\$30,802.62
Total Labor (Labor OH, Profit)	\$0.00	\$0.00	\$0.00	\$101,473.68	\$101,593.29	\$76,734.67	\$70,150.60	\$0.00	\$0.00	\$0.00	\$338,931.04
TOTAL											\$338,931.04

HNTB

Manchester-Hooksett 42753											Revision	June 28, 2021
Traffic												
Task	Principal-in-Charge	Quality Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Junior Engineer	Traffic Engineer	Technician	Project Analyst	Total	
1 Project Management and Administration	0	0	0	0	0	0	0	0	0	0	0	
1.1 Project Initiation, Planning and Internal Staff Mobilization												
1.2 Monthly Internal Project Reviews												
1.3 Monthly Invoicing and Progress Reporting to NHDOT												
1.4 Routine Correspondence with NHDOT, subconsultants, and other stakeholders												
2 Meetings and Site Visits	0	0	0	0	0	0	0	29	0	0	29	
2.1 Internal Kick-off								1			1	
2.2 Internal Design								2			2	
2.3 Project Kick-off with NHDOT												
2.4 Substation Contract Roadshow (3 meetings)												
2.5 Natural and Cultural Resources Agency (2 meetings)												
2.6 Traffic Control Committee (TCC) (2 meetings)								12			12	
2.7 Open-Shoulder Meeting (12 meetings)								6			6	
2.8 Outstanding Issues												
2.9 Pre-Advertising												
2.10 Joint Site Visit at Project Scoping and MOT Report								8			8	
2.11 Joint Site Visit at 60% design												
3 Public Outreach Meetings	0	0	0	0	0	0	0	8	0	0	8	
3.1 Prepare Materials for up to 7 Public Meetings (see noted below)								8			8	
3.2 City of Manchester Public Officials (2 meetings)												
3.3 City of Manchester Public Information (2 meetings)												
3.4 Town of Hooksett Public Officials (1 meeting)												
3.5 Town of Hooksett Public Information (2 meetings)												
4 Project Scoping and Maintenance of Traffic Report	0	0	0	0	0	0	0	306	0	0	306	
4.1 Summary of Existing Conditions, Road Needs, Alternatives, and Treatment Recommendations								2			2	
4.2 Develop Construction Preservation Phasing Typical Bridge Sections												
4.3 Estimated Bridge Items, Quantities, and Unit Cost Estimates												
4.4 Bridge QC and QA Reviews and Resolving Internal Review Comments												
4.5 Review NHDOT Bridge Design and Construction Comments and Provide Written Responses												
4.6 Evaluate Selected Work Grouping/Work Phasing / Traffic Control Options												
4.7 Preliminary Traffic Control Plan for Selected Option at Each Bridge												
4.8 Summary Matrix of Traffic Control Options at Each Bridge												
4.9 Estimated Highway Items, Quantities, and Unit Cost Estimates												
4.10 Highway QC and QA Reviews and Resolving Internal Review Comments												
4.11 Review NHDOT Highway and Traffic Design Comments and Provide Written Responses												
4.12 Development of Traffic Volume Network Diagrams - 2 Base Diagrams								30			30	
4.13 Development of Traffic Volume Network Diagrams - Construction Peak Hour 1								15			15	
4.14 Development of Traffic Volume Network Diagrams - Construction Peak Hour 2								16			16	
4.15 Develop SynchroHCM Base Model								30			30	
4.16 Develop SynchroHCM Construction Model Peak Hour 1 (10 models)								80			80	
4.17 Develop SynchroHCM Construction Model Peak Hour 2 (10 models)								80			80	
4.18 Model analysis								30			30	
4.19 Traffic Operation Summary								24			24	

HNTB

Task	Principal-in-Charge	Quality Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Junior Engineer	Traffic Engineer	Technician	Project Analyst	Total
6 60% Plans	0	0	0	0	0	0	0	0	0	0	0
6.1 Preparation and submission of a Base Plan including approximate ROW lines											
6.2 Preparation and Development of Standard Plans											
6.3 Bridge Plan Development											
6.4 Highway Plan Development											
6.5 Traffic Control Plan Development											
6.6 Bridge Design											
6.7 Highway Design, ID Potentially Utility Conflicts, Drainage Design, Test Monitors, Const. Sheet											
6.8 Interdisciplinary Coordination (Bridge-Highway-Environment)											
6.9 Calculate Bid Items, Quantities, and Cost Estimates											
6.10 Quality Control and Quality Assurance Reviews and Reasoning Internal Review Comments											
6.11 Submission Completion and Delivery Internal QC Reviews, Plotting, Copies, and Filing											
6.12 Development of Erosion Control Plans as Required											
6 FPAE (80%)	0	0	0	0	0	0	0	0	0	0	0
6.1 Bridge Plan Development											
6.2 Highway Plan Development											
6.3 Traffic Control Plan Development											
6.4 Bridge Design including Expansion Joint Assemblies, Temperature Settings											
- Highway Design, Technical Memo											
- Interdisciplinary Coordination (Bridge-Highway-Environment)											
- Prepare Draft Special Provisions, Calculate Bid Items, Quantities, and Cost Estimates											
- Quality Control and Quality Assurance Reviews and Reasoning Internal Review Comments											
6.5 Submission Completion and Delivery Internal QC Reviews, Plotting, Copies, and Filing											
7 FPAE (90%)	0	0	0	0	0	0	0	0	0	0	0
7.1 Review and Respond to 80% comments from the Department											
7.2 Bridge Plan Development											
7.3 Highway Plan Development											
7.4 Traffic Control Plan Development											
7.5 Bridge Design including Reinforcing Bar Marks and Schedules											
7.6 Highway Design, Technical Memo											
7.7 Prepare Construction Schedule											
7.8 Interdisciplinary Coordination (Bridge-Highway-Environment)											
7.9 Calculate Bid Items, Quantities, Special Provisions, and Cost Estimates											
7.10 Quality Control and Quality Assurance Reviews and Reasoning Internal Review Comments											
7.11 Submission Completion and Delivery Internal QC Reviews, Plotting, Copies, and Filing											
7.12 Incorporation of newly developed standard details or pay items per allocated hours											
8 Contract Phase (100%)	0	0	0	0	0	0	0	0	0	0	0
8.1 Review and Respond to FPAE Submission Comments											
8.2 Prepare Bridge and Highway Plans and Technical Memo											
8.3 Prepare Traffic Control Plans and Details											
8.4 Interdisciplinary Coordination (Bridge-Highway-Environment)											
8.5 Prepare Bid Items, Quantities, and Cost Estimates											
8.6 Quality Control and Quality Assurance Reviews and Reasoning Internal Review Comments											
8.7 Submission Completion and Delivery Internal QC Reviews, Plotting, Copies, and Filing											
9 Construction Phase Services	0	0	0	0	0	0	0	0	0	0	0

HNTB

Task	Principal-in-Charge	Quality Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Junior Engineer	Traffic Engineer	Technician	Project Analyst	Total
9.1 Respond to Questions during Bidding Period and Construction											
9.2 Expansion Joints Shop Drawing Review of Bridge 126136											
9.3 Expansion Joints Shop Drawing Review of Bridge 126136											
9.4 Expansion Joints Shop Drawing Review of Bridge 094048											
9.5 Expansion Joints Shop Drawing Review of Bridge 118117											
9.6 Miscellaneous Bridge and Shop Drawings (all bridges)											
9.7 Miscellaneous Steel, Beaming, or Fence Repair Shop Drawings (all bridges)											
9.8 Review of Shop Drawing Resubmissions											
Total Hours	0	0	0	0	0	0	0	343	0	0	343
Average Direct Labor Rate	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 51.81	\$ 39.28	\$ 34.69	\$ 56.30	\$ 31.90	\$ 43.38	
Total Direct Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,310.90	\$0.00	\$0.00	\$19,310.90
Overhead (138.00%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,649.04	\$0.00	\$0.00	\$26,649.04
Labor and Overhead	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,959.94	\$0.00	\$0.00	\$45,959.94
Profit (10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,595.99	\$0.00	\$0.00	\$4,595.99
Total Labor (Labor, OH, Profit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,555.93	\$0.00	\$0.00	\$50,555.93
TOTAL											\$50,555.93

HNTB

Manchester-Hooksett 42753 Direct Expenses

Mileage

# Trips	24	Miles Subtotal	HNTB to/from NHDOT (2 miles @ 20 trips), ME to NH (220 miles @ 4 trips)
Avg. Miles/Trip	40		
# Miles	960		
\$/Miles	\$ 0.575		
Tolls (10 mtgs. @ \$2.00/trip)	\$ 2.00		
Mileage Subtotal (\$) =			

Printing

Description	Unit Price	# Prints	Printing Costs
BW Copying and Printing (8.5 x 11)	\$ 0.04	500	\$ 20.00
BW Copying and Printing (11 x 17)	\$ 0.08	500	\$ 40.00
Color Copying and Printing (8.5 x 11)	\$ 0.38	500	\$ 190.00
Color Copying and Printing (11 x 17)	\$ 0.54	500	\$ 270.00
BW Plotting (\$/sf)	\$ 0.20	1085	\$ 217.00
BW Plotting (up to 18 x 24)	\$ 0.48	50	\$ 24.00
In House Color Plotting (HP1055 or T1100) (\$/sf)	\$ 1.30	50	\$ 65.00
Outsourced & Photo Quality Color Plotting (HP5500) (\$/sf)	\$ 6.95	250	\$ 1,737.50
Printing Subtotal (\$) =			\$ 2,563.00

Subconsultants

Normandeau Associates, Inc.	\$31,118.00
Doucet Survey, LLC	\$52,113.00
Subtotal Subconsultants (\$) =	\$83,231.00

Total (\$) = \$86,394.00

ATTACHMENT - A



June 18, 2021

Steven Hodgdon, P.E.
HNTB Corporation
6 Loudon Road, Suite 201
Concord, NH 03301

Re: MANCHESTER – HOOKSETT 42753, X-A004(960) - Bridge Preservation of Manchester Br. Nos. 128/126, 126/126, 123/118, 118/117, and Hooksett Br. No. 096/049. Environmental Services
Normandeau proposal #: 2021-01-020 – Revised – 6/18/2021

Dear Mr. Hodgdon:

Normandeau Associates, Inc. ("Normandeau") is pleased to provide this revised scope of work for environmental services associated with preservation of five bridges (the Project) associated with the northbound lanes of Interstate 93 (I-93) in Hooksett and Manchester, NH, including Manchester Br. No. 128/126 over Bridge Street; Manchester Br. No. 126/126 over the Route 101 ramps; Br. No. 123/118 over Steven's Pond; Br. No. 118/117 over Wellington Road; and Hooksett Br. No. 096/049 over Route 3. This scope of work includes natural resource identification, narrative sections for the Project Scoping Report, preparation of a Programmatic Categorical Exclusion (CE), preparation of a NH Department of Environmental Services (NHDES) Shoreland permit application, and preparation of a NHDES Wetland permit application.

Environmental Scope of Work

Based on communication with HNTB Corporation ("HNTB"), the five bridge preservation efforts are one Project, and these locations will be combined in a single Categorical Exclusion document. The Environmental Scope for the Project is outlined below, and consists of six tasks, including desktop and outreach, field work, contributions to the Project Scoping Report, regulatory coordination and permit applications, and preparation of a National Environmental Policy Act (NEPA) Programmatic Categorical Exclusion. The field work is expected to take place in spring of 2022.

Task 1 - Desktop-Outreach

Agency Coordination

Normandeau will be responsible for contacting appropriate local, state and federal agencies for relevant information to complete permit applications and the Programmatic Categorical Exclusion (CE) document. Initial agency contacts will be conducted primarily through US mail and email, and responses assembled. An electronic data base search request will be submitted to the New Hampshire Natural Heritage Bureau (NHNHB) for updated information about known rare, threatened or endangered species or exemplary natural communities in or near the Project area, and follow up consultation with NHNHB and/or New Hampshire Fish & Game will be conducted as needed. NHDOT will establish a project in the U.S. Fish and Wildlife Service (USFWS) Information, Planning, and Consultation System (IPAC System), and Normandeau will develop the species list, complete the appropriate questionnaire, and generate the effects findings through IPaC. No Transportation Request for Project Review (RPR) form is expected to be necessary for cultural resources.

Desktop-OneStop

Normandeau will compile information and maps including location maps, wildlife habitat value, floodplains, conservation lands, etc. Normandeau will review the NHDES PFAS sampling map for water quality exceedances or potential PFAS sources (e.g. fire stations or training areas) or contamination within the potential impact area of each bridge. Normandeau will also conduct a general hazardous materials review, consisting of the following: 1) review of the NHDES OneStop Database for listed sites within 1,000' of each bridge and 2) review of the NHDES OneStop Database for listed landfill sites within 4,000' of each bridge. Normandeau will identify which impacted project locations are potentially of concern based on the hazardous resource review, and also draft a generic Soil Management Plan for the handling of Limited Reuse Soil (LRS). No field review or Phase I Site Assessment is planned.

Task 2 - Field Work

Figures depicting the Project area in which Normandeau will conduct field studies were provided by HNTB on September 11, 2020. The Project area is approximately 47 acres, and includes the northbound I-93 lanes and land adjacent to the associated on and off ramps that may be needed for traffic control during construction. Resource delineations will tie into the wetland resource boundaries flagged for the southbound bridges where appropriate. Field studies will include wetland delineation, invasive species mapping, reconnaissance for rare plants, and assessment of bat use of bridge structures. No archeological or historical field survey is included in this work scope.

Wetland Delineation/Assessment

A Normandeau New Hampshire Certified Wetland Scientist (NHCWS) will delineate wetland boundaries within the Project limits in accordance with the US Army Corps of Engineers (USACE) three-parameter approach outlined in the USACE Wetland Delineation Manual (1987) and the Regional Supplement to the Corps of Engineers Wetlands Manual: Northcentral and Northeast Region (2012). Normandeau will flag wetland boundaries with labeled surveyor's flagging and record the locations of each flag with GPS, classify the wetland according to the US Fish and Wildlife Service method (Cowardin, et al. 1979) and take representative photographs. Normandeau will establish one paired upland and wetland data plot per wetland type at each bridge location, and document soil, vegetation and hydrology on USACE delineation data sheets (unless contiguous with a similar, previously documented wetland). A wetland functional assessment based on the USACE Highway Methodology Workbook Supplement (1999) will be conducted for all new wetlands.

Shoreland Data/Photos

Normandeau scientist will photograph and record habitat information within the overlapping project area and Protected Shoreland of Steven's Pond to support NH Shoreland Water Quality Protection Act (SWQPA) permitting (permit by notification, or PBN) as needed. Should a PBN be required, Normandeau will also provide appropriate shoreland buffer zones (50, 150 and 250 ft) and other natural resource data to HNTB for inclusion on a shoreland permitting plan to be prepared by HNTB. The work may qualify for an exemption from Shoreland permitting.

Invasive Species Survey

In conjunction with wetland delineation effort, invasive species in the Project area will be identified, and their locations will be sketch-mapped and GPS located. The invasive species will be categorized as Type I or II species, and locations provided to the project team for inclusion on project plans. Wetland and invasive species field work is ideally conducted during the growing season, and cannot be conducted if the ground is frozen or snow-covered.

Rare Plant Reconnaissance

Previous NHHB and IPaC review indicates that one state-threatened species, licorice goldenrod, has been reported near the Project area, and one federally threatened plant, small whorled pogonia, is potentially present in the Project area. As noted in Task 1, Normandeau will submit a database request to the NHHB for updated information. Normandeau scientists will look for known or likely rare plants and other species in suitable habitats within the project area based on the NHHB report while conducting field surveys.

Bridge Survey for Bat Use

Previous IPaC review indicates that northern long-eared bat is potentially present in the Project area. A Normandeau wildlife biologist will visually inspect each bridge structure for suitable bat roost features and bat use sign following the current USFWS or FHWA guidance for bridge assessments for bat use, and fill out the FHWA/State DOT/FRA Bridge Assessment Forms. The under-deck area of each bridge will be inspected from the ground under the bridge or at the closest accessible abutment or pier using binoculars.

Data Management

Normandeau will assemble field data sheets, photographs, and download and correct the GPS data and create a GIS geodatabase and/or CAD file for use by the Project team in plan set and report production. The results of the wetland and invasive plant field surveys will be provided to HNTB for inclusion on plan sheets and documented in an environmental report with figures, photographs and data sheets included. This information will also be included in a wetland permit application. A minimum impact wetland permit application is included in the scope in the event that it is needed. However, wetland impacts will be avoided if non-impacting traffic control and bridge repair alternatives are practicable.

Task 3 – Project Scoping Report

Normandeau will contribute to HNTB's Project Scoping Report by providing brief (one to two paragraphs) narrative sections for the following topics: natural resources, MS4, PFOA/PFAS, hazardous materials, LRS, and Cultural Resources. Figures, tables and photographs will be included, as appropriate. The natural resource documentation will be based on aerial photographs, soil maps, other New Hampshire state-wide resource mapping, including conservation and public lands, farmland soils, floodplains and floodways, etc. from the desktop and outreach efforts, and the results of Task 2 field surveys. Alternative designs will be discussed as necessary.

Task 4 - Regulatory / Team Coordination

Normandeau expects to discuss Project progress with HNTB and NHDOT periodically throughout the project. Three in-person meetings and six conference calls for this purpose are included in the scope and cost estimate. Attendance at one Natural Resource Agency meeting, should it be necessary, is also included.

Task 5 - State Permitting***Shoreland Permit-by-Notification***

The type and scope of permitting required depends on the scale and nature of proposed impacts within jurisdictional wetlands, shoreland, and floodways. Work in the Protected Shoreland of Steven's Pond may qualify under a maintenance exemption for Shoreland permitting, or a Shoreland PBN may be needed. Preparation of one Shoreland PBN application under SWQPA for the Steven's Pond Bridges is included in this work scope.

Wetland Minimum Impact Permit Application

At this time, it is not expected that the Steven's Pond bridge work will require construction work or equipment access in wetlands. However, traffic detours may necessitate earthwork along the Wellington Road off-ramp to maintain traffic flow. Preparation of a wetland application is included in the work scope, to address the potential for impacts to a non-Priority Resource Area wetland. Normandeau expects that any wetland impacts will be covered under a Programmatic General Permit from the US Army Corps of Engineers, and that mitigation would not be required as most impacts would be temporary. The plan set for any and all permit applications will be prepared by HNTB with natural resource data provided by Normandeau.

Task 6 - NEPA - CE Preparation

Normandeau will complete a NHDOT Categorical Exclusion Programmatic Determination Checklist for the Project, updating and building on the information provided for the Project Scoping Report. This task includes writing the brief narrative descriptions for the Detailed Discussion of Programmatic CE Criteria portion of the checklist form, to demonstrate how the Project qualifies for a Programmatic CE. HNTB will provide additional information on topics not addressed by Normandeau. All relevant agency contacts and coordination will be documented and attached as exhibits to the CE. This is expected to include, but not be limited to:

- Appendix A or B certification forms to comply with the 2018 Programmatic Agreement between NHDOT, FHWA, NHSHPO and ACHP for Section 106 of the National Historic Preservation Act, which Normandeau will complete and provide to NHDOT for review and concurrence.
- A Soil Management Plan (SMP) to address Limited Reuse Soils. Normandeau will work with BOE staff and HNTB to complete this plan.
- Northern long-eared bat regulatory review determination key/questionnaire for NHDOT's use in consultation with USFWS; NHDOT will provide Normandeau with the USFWS concurrence letter for inclusion in the NEPA document.
- Documentation that the project is located within MS4 communities, and verification that the project work falls below the thresholds for MS4 compliance activity;
- Environmental Commitments portion of the CE form, as appropriate.

Cost Estimate

The cost estimate for conducting the scope described above will be provided separately. The following assumptions also apply to this work scope:

Assumptions

- All work associated with this Project will take place within the existing NHDOT ROW, and no property acquisition or easements are needed.
- Project area limits for all bridges will be provided by HNTB prior to field work.
- A police detail may be required for portions of the field work. Field work is expected to take approximately 7.5 person-days. The cost for a police detail is included for four days.
- Wetland delineation can only occur when soils are not frozen and there is no snow cover present.
- Survey for NLEB habitat under the bridges will be through visual inspection to the extent possible from accessible locations, following current federal protocols.
- Rare species survey costs include visual surveys, but not trapping efforts, bat acoustic surveys, etc. It is assumed that plant surveys will not require multiple return visits at different seasons.
- Costs include one wetland permit application, assumed to be in one municipality (Manchester or Hooksett), and currently expected to be a minimum impact permit application, but Normandeau will provide all necessary natural resource permit applications.

- One Shoreland Permit by Notification application for work on the bridge surfaces within the Protected Shoreland of Steven's Pond, is included in the scope.
- HNTB will prepare any necessary plans and impact calculations for regulatory approvals, including for any necessary Shoreland and wetland applications, as needed. Normandeau will provide necessary natural resource data for inclusion on Project plans.
- No fill in the regulated floodway of Humphrey Brook (Steven's Pond) is expected.
- Normandeau assumes that formal and informal consultation under the Endangered Species Act beyond the IPaC process and one meeting/conference call is not required.
- Normandeau is providing only an Appendix A and B forms for cultural resources, and is not providing historical or archeological expertise.
- There will be no impacts to 4(f) properties.
- Scope is for a Programmatic Categorical Exclusion-level project. If additional NEPA documentation is required, a scope and budget amendment will be required.
- HNTB will provide plans and engineering-related information as needed to support completion of the Programmatic CE and other required permits/documents.
- One draft CE document will be prepared by Normandeau for submittal to HNTB and NHDOT for review and comment. Normandeau will then prepare the final CE for submittal to NHDOT.
- Normandeau will document the findings of all tasks for the Project team for inclusion in the Project Scoping Report. The completion of the report is the responsibility of HNTB.
- Normandeau will attend one NHDOT Natural Resource meeting and one NHDOT Cultural Resource meeting. Public information meetings or hearings are not included.
- NHDOT completed a vernal pool survey in the project area on April 19, 2021, and none were found. Therefore vernal pool surveys are not included in this Normandeau work scope.

Normandeau will invoice monthly for work performed as described in this letter proposal. Normandeau assumes any resulting order will be placed by HNTB Corporation using a Work Order or upon mutually agreeable contract terms and conditions.

Normandeau is prepared to begin work upon HNTB's authorization to proceed in the form of a Work Order or signature of mutually agreeable contract terms and conditions.

Thank you for the opportunity to provide HNTB with this proposal for environmental support for the Hooksett-Manchester Bridges project. Please feel free to contact Lee Carbonneau with any questions at (603) 637-1150 or lcarbonneau@normandeau.com. Normandeau looks forward to working with you.



Lee E. Carbonneau, PWS, NHCWS
Project Manager



Richard Simmons
Senior Vice President

OPPORTUNITY NUMBER: 2021-01-020
 CLIENT NAME: NHTB
 OPPORTUNITY NAME: Manchester-Hooksett 42753-Bridge Rehabilitation - Northbound

Senior Principal Scientist	Carbonneau	\$170.00	3.00	\$ 510.00	5.0	\$ 850.00	6.0	\$ 1,020.00	8.00	\$ 1,360.00	5.0	\$ 850.00	24.0	\$ 4,080.00	51.0	\$ 8,670.00
Senior Scientist	Griffith/McCloy	\$110.00		\$ -	32.0	\$ 3,520.00	4.0	\$ 440.00	8.0	\$ 880.00	8.0	\$ 880.00	8.0	\$ 880.00	60.0	\$ 6,600.00
Scientist IV	O'Brien	\$87.00	12.00	\$ 1,044.00		\$ -	20.0	\$ 1,740.00		\$ -	29.0	\$ 2,523.00	40.0	\$ 3,480.00	101.0	\$ 8,787.00
GIS Specialist	Pelletier	\$101.00		\$ -	4.0	\$ 404.00		\$ -		\$ -		\$ -	4.0	\$ 404.00	8.0	\$ 808.00
Scientist III	Duguey/McGowan	\$73.00		\$ -	34.0	\$ 2,482.00	4.0	\$ 292.00		\$ -		\$ -	8.0	\$ 584.00	46.0	\$ 3,354.00
SUB-TOTAL LABOR:																

Per diem (detail under table)	mile	0.56		\$ -	200.0	\$ 112.00		\$ -	50.0	\$ 28.00		\$ -		\$ -	250.0	\$ 140.00
	@cost	1.00		\$ -		\$ -		\$ -	2.0	\$ 2.00		\$ -		\$ -	2.0	\$ 2.00
	day	75.00		\$ -	4.0	\$ 300.00		\$ -		\$ -		\$ -		\$ -	4.0	\$ 300.00
Communication kit	day	20.00		\$ -	3.0	\$ 60.00		\$ -		\$ -		\$ -		\$ -	3.0	\$ 60.00
Police Detail	hour	74.00		\$ -	32.0	\$ 2,368.00		\$ -		\$ -		\$ -		\$ -	32.0	\$ 2,368.00
NHTB Database request	Database Request	25.00	1.0	\$ 25.00		\$ -		\$ -		\$ -		\$ -		\$ -	1.0	\$ 25.00
SUB-TOTAL NON-LABOR:																
CLIENT TOTAL:																

Mileage Detail		
Origin & Destination	Round Trip Miles	Total
Bedford to Concord	50	50.0
Bedford to Manchester	75	200.0

ATTACHMENT - B



Serving your Professional Land Surveying & Mapping Needs ®
Licensed throughout New England

William J. Doucet, PS, President
Steven V. Michaud, PS, Sr. V.P.
John F. Kaiser, PS, V.P.
Jeffrey A. Goldknopf, PS, V.P.
Matthew W. Fagginger-Auer, PS, V.P.
Michael J. Carter, PS
Patrick J. Sharkey, PS
Bevan Timm, PS

June 18, 2021

Steven Hodgdon
HNTB
6 Loudon Road, Suite 201
Concord, NH 03301

Reference: Land Surveying Services
NHDOT Bridges at Exits 7, 8 & 9, I-93 NB in Manchester & Hooksett
DS-LLC Project No. 6675

Dear Steven:

Thank you for requesting a proposal from our firm. Based on our preliminary research, Doucet Survey, LLC is pleased to submit the following proposal for professional land surveying services. The following proposed survey meets or exceeds the current state land survey standards.

AREA OF SURVEY:

Survey is limited to 4 separate areas as shown on the attached maps.

SCOPE OF SERVICES:

Survey to locate topographic features limited to edge pavement, shoulder stripe, concrete gore, grassed median, catch basins, guard rails and sign foundations. Features would be located using local RTK method with GNSS receivers. Horizontal datum would be NH SPC NAD83(2011). Vertical datum would be NAVD88(+/-0.2').

Computations & drafting of the surveyed features. We will provide you with one copy of a worksheet in MicroStation format.

A NH State Trooper Detail would be required.

Terrestrial Laser Scanning

Terrestrial LiDAR scan of the area with the objective to capture a high density of spot grades on the paved surface along with lane paint markings. It is assumed that if scanning is authorized it would be performed concurrently with GPS Survey to save on Police Detail cost.

High definition laser scanning is today's most advanced method to efficiently collect survey grade measurements of complex or difficult to reach features. We own Leica scanners because of their outstanding range, accuracy and low range noise. We will use our Leica P40 scanner due to its Class 1 eye-safe invisible laser and its survey-grade precision. Laser scanning is a line of sight measuring tool. Obstructions to line of sight caused by day to day activity or access limitations may cause shadow areas within the data. Best efforts will be taken to limit these where possible. The surfaces to be scanned must also be dry at the time of scanning.



102 Kent Place
Newmarket, NH 03857
(603) 659-6560

372 West Street, Suite 101
Keene, NH 03431
(603) 216-5801

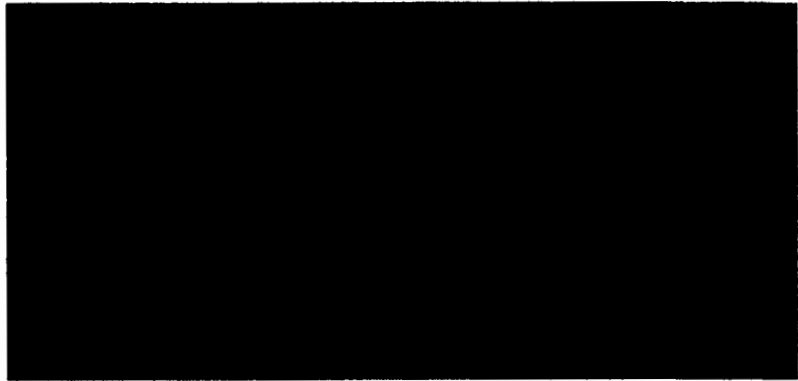
2 Commerce Drive, Suite 202
Bedford, NH 03110
(603) 614-4060

10 Storer Street, Riverview Suite
Kennebunk, ME 04043
(207) 502-7005

6/18/2021

Registration of scan data to survey control. Cleaning of the point cloud would be limited to automobiles moving through the site during the scanning. Other misc. features on-site would not be cleaned out.

Generation of a surface of the top of paved area. This would be delivered to the client as an xml file.



This agreement/letter does not include:

1. Right-of-way survey.
2. Assistance with or participation in any litigation or preparation, therefore.
3. Confined space entry.
4. Underground utility marking SUE.

Doucet Survey, LLC will complete the scope of services in accordance with a signed and executed agreement that contains mutually agreeable contract terms and conditions.

Sincerely,
Doucet Survey, LLC

Digitally signed by
William Doucet
Date: 2021.06.18
13:48:30 -04'00'

William J. Doucet, PS
President

Exit 8 Survey area

Exit 7 Survey area

Exit 7

Manchester

Exit 8

I-93 NB bridge
over Stevens
Pond

Requested Survey Area (EP's, shoulder
stripe, gore stripe, paved area that is
inside the gore lines, concrete gore
areas, grassed median; will not be able
to get into lanes to get lane lines)

Also any CB's, guardrail, and
concrete foundations for
overhead sign structures

I-93 NB

I-93 SB

761 ft

761 ft

273 ft

1280 ft

246 ft

279 ft

1120 ft

1330 ft
290 ft

Exit 7 Interchange

Manchester

Manchester

Requested Survey Area (EP's, shoulder stripe, gore stripes, concrete gore, grassed median; will not be able to get into lanes to get lane lines due to traffic control requirements)

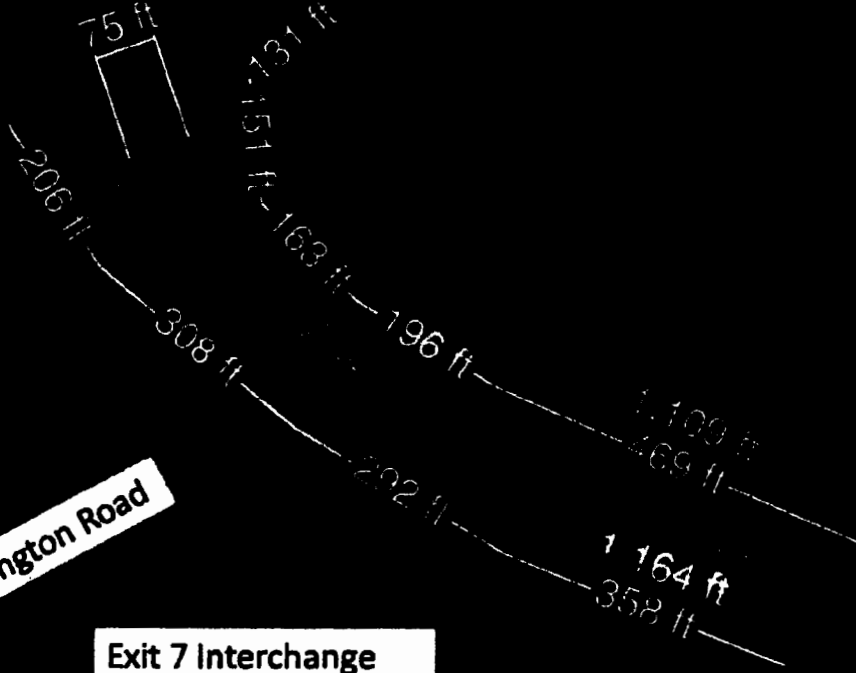
Also any CB's, guardrail, and concrete foundations for overhead sign structures

Wellington Road

Exit 7 Interchange

I-93 SB

I-93 NB



Hooksett

Exit 9 Survey area

Exit 9

Manchester

I-93 SB
I-93 NB

Requested Survey Area (EP's, shoulder stripe, concrete gore, grassed median; will not be able to get into lanes to get lane lines due to traffic control requirements)

Also any CB's, guardrail, and concrete foundations for overhead sign structures

Exit 9

I-93 NB
On Ramp

850 ft
200 ft

Hooksett

I-93 NB
Off Ramp

Requested Survey Area (EP's, shoulder
stripe, gore stripes, concrete gore,
grassed median; will not be able to get
into lanes to get lane lines due to traffic
control requirements)

Also any CB's, guardrail, and
concrete foundations for
overhead sign structures

Exit 9

Hooksett

Table 1
Summary
Project: Bridges at Exits 7, 8 & 9, on I-93 NB in Manchester & Hooksett
Date Prepared: 7/27/21
Prepared By: Doucet Survey, LLC

Task Description		Man Hours	Rate	Total Cost	Direct Costs	
Task 2.1 Exit 7 - GPS	Survey & Draft Specific Highway Features					
	Principal in Charge	1.00	\$ 138.55	\$ 138.55	1184	NH State Trooper Detail (2 days)
	Senior Professional Surveyor	24.00	\$ 112.70	\$ 2,704.80	33.6	Mileage - 60 miles
	Professional Surveyor	0.00	\$ 94.62	\$ -	0	
	Survey Technician 1	24.00	\$ 74.18	\$ 1,780.32	0	
	Survey Technician 2	24.00	\$ 65.29	\$ 1,566.96	0	
	Survey Technician 3	0.00	\$ 56.35	\$ -	0	
	CAD Technician 1	20.00	\$ 80.57	\$ 1,611.40	0	
	CAD Technician 2	0.00	\$ 61.19	\$ -	0	
	Administrative Level 1	1.00	\$ 80.74	\$ 80.74	0	
	Subtotal	94.00		\$ 7,882.77	\$ 1,217.60	
Task 2.2 Exit 8 - GPS	Survey & Draft Specific Highway Features					
	Principal in Charge	1.00	\$ 138.55	\$ 138.55	1184	NH State Trooper Detail (2 days)
	Senior Professional Surveyor	20.00	\$ 112.70	\$ 2,254.00	33.6	Mileage - 60 miles
	Professional Surveyor	0.00	\$ 94.62	\$ -	0	
	Survey Technician 1	20.00	\$ 74.18	\$ 1,483.60	0	
	Survey Technician 2	20.00	\$ 65.29	\$ 1,305.80	0	
	Survey Technician 3	0.00	\$ 56.35	\$ -	0	
	CAD Technician 1	6.00	\$ 80.57	\$ 483.42	0	
	CAD Technician 2	10.00	\$ 61.19	\$ 611.90	0	
	Administrative Level 1	1.00	\$ 80.74	\$ 80.74	0	
	Subtotal	78.00		\$ 6,368.01	\$ 1,217.60	
Task 2.3 Exit 9 - GPS	Survey & Draft Specific Highway Features					
	Principal in Charge	1.00	\$ 138.55	\$ 138.55	1184	NH State Trooper Detail (2 days)
	Senior Professional Surveyor	20.00	\$ 112.70	\$ 2,254.00	33.6	Mileage - 60 miles
	Professional Surveyor	0.00	\$ 94.62	\$ -	0	
	Survey Technician 1	20.00	\$ 74.18	\$ 1,483.60	0	
	Survey Technician 2	20.00	\$ 65.29	\$ 1,305.80	0	
	Survey Technician 3	0.00	\$ 56.35	\$ -	0	
	CAD Technician 1	6.00	\$ 80.57	\$ 483.42	0	
	CAD Technician 2	10.00	\$ 61.19	\$ 611.90	0	
	Administrative Level 1	1.00	\$ 80.74	\$ 80.74	0	
	Subtotal	78.00		\$ 6,368.01	\$ 1,217.60	
Task 2.4 Exit 7 - Scan	Survey & Draft Specific Highway Features					
	Principal in Charge	0.00	\$ 138.55	\$ -	0	
	Senior Professional Surveyor	1.00	\$ 112.70	\$ 112.70	0	
	Professional Surveyor	20.00	\$ 94.62	\$ 1,892.40	1344	EQUIPMENT FEE SCANNER - 14 HOURS
	Survey Technician 1	0.00	\$ 74.18	\$ -	16.8	Mileage - 30 miles
	Survey Technician 2	0.00	\$ 65.29	\$ -	0	
	Survey Technician 3	0.00	\$ 56.35	\$ -	0	
	CAD Technician 1	16.00	\$ 80.57	\$ 1,289.12	0	
	CAD Technician 2	0.00	\$ 61.19	\$ -	0	
	Administrative Level 1	1.00	\$ 80.74	\$ 80.74	0	
	Subtotal	38.00		\$ 3,374.96	\$ 1,360.80	

Task 2.6 Exit 9 - 8can Survey & Draft Specific Highway Features							
	Principal in Charge	0.00	\$	138.55	\$	-	0
	Senior Professional Surveyor	1.00	\$	112.70	\$	112.70	0
	Professional Surveyor	20.00	\$	94.82	\$	1,892.40	1344
	Survey Technician 1	0.00	\$	74.18	\$	-	16.8
	Survey Technician 2	0.00	\$	65.29	\$	-	0
	Survey Technician 3	0.00	\$	56.35	\$	-	0
	CAD Technician 1	16.00	\$	80.57	\$	1,289.12	0
	CAD Technician 2	0.00	\$	61.19	\$	-	0
	Administrative Level 1	1.00	\$	80.74	\$	80.74	0
	Subtotal	38.00			\$ 3,374.96		\$ 1,360.80
Task 2.6 Exit 9 - 8can Survey & Draft Specific Highway Features							
	Principal in Charge	0.00	\$	138.55	\$	-	0
	Senior Professional Surveyor	1.00	\$	112.70	\$	112.70	0
	Professional Surveyor	20.00	\$	94.82	\$	1,892.40	1344
	Survey Technician 1	0.00	\$	74.18	\$	-	16.8
	Survey Technician 2	0.00	\$	65.29	\$	-	0
	Survey Technician 3	0.00	\$	56.35	\$	-	0
	CAD Technician 1	16.00	\$	80.57	\$	1,289.12	0
	CAD Technician 2	0.00	\$	61.19	\$	-	0
	Administrative Level 1	1.00	\$	80.74	\$	80.74	0
	Subtotal	38.00			\$ 3,374.96		\$ 1,360.80
Task 2.7 Contingency Additional Survey Services as Required							
	Principal in Charge	1.00	\$	138.55	\$	138.55	1184
	Senior Professional Surveyor	2.00	\$	112.70	\$	225.40	33.6
	Professional Surveyor	10.00	\$	94.82	\$	948.20	0
	Survey Technician 1	32.00	\$	74.18	\$	2,373.76	0
	Survey Technician 2	32.00	\$	65.29	\$	2,089.28	0
	Survey Technician 3	0.00	\$	56.35	\$	-	0
	CAD Technician 1	32.00	\$	80.57	\$	2,578.24	0
	CAD Technician 2	0.00	\$	61.19	\$	-	0
	Administrative Level 1	2.00	\$	80.74	\$	161.48	0
	Subtotal	111.00			\$ 8,612.91		\$ 1,217.60
	Totals	478.00		Labor		\$ 39,236.88	
				Fixed Fee (10%)		\$ 3,923.68	
				Total Labor plus Fixed Fee		\$ 43,160.23	
				Direct Costs		\$ 8,952.80	
	Total Estimated Fee					\$ 52,113.03	
	Mileage	0.56					
	NH State Trooper	74.00					
	Laser Scanner/hour	96.00					

Anticipated Bridge Sheets (53 total) and Contents

- SCOPE OF WORK & INDEX OF BRIDGE SHEETS – bulletized scope of work for each bridge and index of the bridge sheets only.
- QUANTITIES (1 of 2) – Summary Tables of Roadway Quantities by bridge and Bridge Quantities by bridge.
- QUANTITIES (2 of 2) – ITS, Pull Box, and Conduit Schedule (furnished by NHDOT), Permanent Construction Signs and Warning Devices Table (furnished by NHDOT), and Diversions Summary Table
- PROJECT NOTES – Materials and Specifications, General Construction Notes, Substructure Preservation Notes, Superstructure Preservation Notes, Bridge Removal Notes, Reinforcement Notes, and Steel Bridge Railing Notes
- TYPICAL BRIDGE DETAILS – Typical abutment repairs, bridge scupper extensions, asphaltic plug for crack control, mechanical coupler detail
- TYPICAL CURB DETAILS – Curb Notes, Reconstruction details at post replacements, resetting granite curb detail, new concrete curb detail, curb reconstruction detail at deck ends
- TYPICAL BRIDGE RAIL DETAILS - Steel post (varies per bridge), steel rails, base plate, anchor plate, and rail splice
- REINFORCING STEEL SCHEDULE – Excel tables that depict reinforcing bars for each bridge

BRIDGE NO. 128/126 (Bridge Street)

- GENERAL PLAN AND ELEVATION – TIF image or similar from existing plans, callouts in large font for expansion joint work, rail post work or repairs, and pay items for each.
- CONSTRUCTION PRESERVATION PHASING – Phase 1 and 2 bridge sections with girders shown. ¼" scale; existing dimensions and new dimensions that differ; work zone limits, limits of proposed work in each phase, girder spacings, typical repair areas and treatments, limits of water repellent, and typical labeling.
- ABUTMENT B REMOVAL DETAILS – Plan of abutment with a partial elevation below. 3/16" scale. Limits of removal in each phase called out.
- ABUTMENT B DETAILS – Plan and partial elevation of Abutment B. 3/16" scale. Limits of construction in each phase for new stubwall. Girder spacing and offset to baseline. Details and Sections at Wingwall/Breastwall Corner.
- DECK END AND STUBWALL DETAILS – Removal and reconstruction sections
- ABUTMENT B COMPRESSION SEAL JOINT DETAILS (1 of 3) – Partial Plan View, Section A-A drawn to slope of profile grade, Joint Notes, Curb Section Views at deck end and wingwall, curb view along joint.
- ABUTMENT B COMPRESSION SEAL JOINT DETAILS (2 of 3) – Joint angle weldment plate details and dimensions, curb section views at deck end and wingwall.
- ABUTMENT B COMPRESSION SEAL JOINT DETAILS (3 of 3) – Anchor Details, Phased Construction-Splice Details, Abutment Bearing Strip Details, curb view along joint, Temperature Setting Table and Notes.

BRIDGE NO. 126/126 (Fly-Over)

- GENERAL PLAN AND ELEVATION – TIF image or similar from existing plans, callouts in large font for expansion joint work, rail post work or repairs, and pay items for each.
- CONSTRUCTION PRESERVATION PHASING – Phase 1 and 2 bridge sections with girders shown. ¼" scale; existing dimensions and new dimensions that differ; work zone limits, limits of proposed work in each phase, girder spacings, typical repair areas and treatments, limits of water repellent, and typical labeling.
- ABUTMENT REMOVAL DETAILS – Plan of each abutment with a partial (to ground surface) elevation below. 3/16" scale. Assume cheek walls removed to bridge seat. Limits of removal in each phase called out.
- ABUTMENT A DETAILS – Plan and partial elevation of Abutment A. Limits of construction in each phase for new stubwall. Girder spacing and offset to baseline. Details and Sections at Wingwall/Breastwall Corner.
- ABUTMENT B DETAILS – Similar to Abutment A except also show location and connection details for downspout and hopper at low side of abutment to accommodate new finger joint. In addition, a concrete shear block between girders may be added to guide superstructure movements
- DECK END AND STUBWALL DETAILS – Removal and reconstruction sections
- ABUTMENT A STRIP SEAL JOINT DETAILS (1 of 3) – Partial Plan View, Section A-A drawn to slope of profile grade, Joint Notes, Curb Section Views at deck end and wingwall, curb view along joint.
- ABUTMENT A STRIP SEAL JOINT DETAILS (2 of 3) – Joint angle weldment plate details and dimensions, curb section views at deck end and wingwall.
- ABUTMENT A STRIP SEAL JOINT DETAILS (3 of 3) – Anchor Details, Phased Construction-Splice Details, Abutment Bearing Strip Details, curb view along joint, Temperature Setting Table and Notes.
- ABUTMENT B FINGER JOINT DETAILS (1 of 3) - Partial plan, Section A-A drawn to profile grade, Joint Notes, Typical Details and labels including limits of phased construction, location of rail posts on deck and wingwalls, hidden girders, typical dimensions like sample Concord 40405 Project.
- ABUTMENT B FINGER JOINT DETAILS (2 of 3) – Fabric Trough profile, Finger Plate Plan, Finger Plate Cutting Detail, Lower and Upper Assembly Plans, anchorage details, phased construction field splice detail, joint angle weldment plate details and dimensions, and other typical details and labels consistent with sample Concord 40405 Project.
- ABUTMENT B FINGER JOINT DETAILS (3 of 3) – Hopper and downspout details consistent with sample Concord 40405 Project.
- MISCELLANEOUS DETAILS – Potential girder coping to accommodate fabric trough, minor bearing repairs, potentially abutment shear block if not adequate space on abutment sheet to detail.

BRIDGE NO. 123/118 (Stevens Pond Viaduct)

- GENERAL PLAN AND ELEVATION (1 of 2) – TIF image or similar from existing plans, callouts in large font for expansion joint maintenance, rail post work or repairs, and pay items for each.
- GENERAL PLAN AND ELEVATION (2 of 2) – TIF image or similar from existing plans, callouts in large font for expansion joint maintenance, rail post work or repairs, and pay items for each.
- CONSTRUCTION PRESERVATION PHASING (1 of 2) – Phases 1, 2, and 3 bridge sections near Abutment A with girders shown. ¼" scale; existing dimensions and new dimensions that differ; work zone limits, limits of proposed work in each phase, girder spacings, centerline utilities between girders, typical repair areas and treatments, limits of water repellent, and typical labeling.

- **CONSTRUCTION PRESERVATION PHASING (2 of 2)** – Phases 1, 2, and 3 bridge sections near Abutment B with girders shown. 1/4" scale; existing dimensions and new dimensions that differ; work zone limits, limits of proposed work in each phase, girder spacings, centerline utilities between girders, typical repair areas and treatments, limits of water repellent, and typical labeling.
- **ABUTMENT DETAILS** – Partial (to ground surface) elevations and typical section shown. 1/4" scale. Existing downspout shown schematically at Abutment A with outer lines and approximate location of connection brackets. General repair work called out (no specific concrete repair areas).
- **PIER DETAILS (1 of 3)** – Plan of pier caps #1 and #2, partial elevation of upper piers #1 and #2, partial upper end elevation typical view. 1/4" scale all views. Repair areas from NHDOT Inspection Reports noted.
- **PIER DETAILS (2 of 3)** – Plan of pier caps #3 and #4, partial elevation of upper piers #3 and #4, partial upper end elevation typical view. 1/4" scale all views. Repair areas from NHDOT Inspection Reports noted.
- **PIER DETAILS (3 of 3)** – Plan of pier caps #5 and #6, partial elevation of upper piers #5 and #6, partial end elevation typical view. 1/4" scale all views. Repair areas from NHDOT Inspection Reports noted.

BRIDGE NO. 118/117 (Wellington Rd)

- **GENERAL PLAN AND ELEVATION** – TIF image or similar from existing plans, callouts in large font for expansion joint work, rail post work or repairs, and pay items for each.
- **CONSTRUCTION PRESERVATION PHASING** – Phases 1, 2, and 3 bridge sections with girders shown. 1/4" scale; existing dimensions and new dimensions that differ; work zone limits, limits of proposed work in each phase, girder spacings, typical repair areas and treatments, limits of water repellent, and typical labeling.
- **ABUTMENT B REMOVAL** – Plan and partial elevation of abutment. 1/4" scale. Limits of removal in each phase called out.
- **ABUTMENT B DETAILS (1 of 2)** – Plan and partial elevation shown. 1/4" scale. Girder spacing and offset to baseline. General repair work called out (no specific concrete repair areas).
- **ABUTMENT B DETAILS (2 of 2)** – Pilaster plan and sections with reinforcing. PVC pipe details.
- **DECK END AND STUBWALL DETAILS** – Removal and reconstruction sections
- **ABUTMENT B STRIP SEAL JOINT DETAILS (1 of 3)** – Partial Plan View, Section thru joint at mainline drawn perpendicular to backwall, Section thru joint at ramp drawn perpendicular to backwall, Joint Notes.
- **ABUTMENT B STRIP SEAL JOINT DETAILS (2 of 3)** – Joint angle weldment plate details and dimensions, curb section views at deck end and wingwall.
- **ABUTMENT B STRIP SEAL JOINT DETAILS (3 of 3)** – Anchor Details, Phased Construction-Splice Details, Abutment Bearing Strip Details, curb view along joint, Temperature Setting Table and Notes.

BRIDGE NO. 096/049 (US 3)

- **GENERAL PLAN AND ELEVATION** – TIF image or similar from existing plans, callouts in large font for expansion joint work, rail post work or repairs, and pay items for each.
- **CONSTRUCTION PRESERVATION PHASING** – Phases 1 and 2 bridge sections with girders shown. ¼" scale; existing dimensions and new dimensions that differ; work zone limits, limits of proposed work in each phase, girder spacings, typical repair areas and treatments, limits of water repellent, and typical labeling.
- **ABUTMENT B REMOVAL** – Plan and partial elevation of abutment. 1/4" scale. Limits of removal in each phase called out.
- **ABUTMENT B DETAILS (1 of 2)** – Plan and partial elevation shown. 1/4" scale. Girder spacing and offset to baseline. General repair work called out (no specific concrete repair areas).
- **ABUTMENT B DETAILS (2 of 2)** – Pilaster plan and sections with reinforcing. PVC pipe details.
- **DECK END AND STUBWALL DETAILS** – Removal and reconstruction sections
- **ABUTMENT B STRIP SEAL JOINT DETAILS (1 of 3)** – Partial Plan View, Section thru joint left of baseline drawn perpendicular to backwall, Section thru joint right of baseline drawn perpendicular to backwall, Joint Notes.
- **ABUTMENT B STRIP SEAL JOINT DETAILS (2 of 3)** – Joint angle weldment plate details and dimensions, curb section views at deck end and wingwall.
- **ABUTMENT B STRIP SEAL JOINT DETAILS (3 of 3)** – Anchor Details, Phased Construction-Splice Details, Abutment Bearing Strip Details, curb view along joint, Temperature Setting Table and Notes.

Attachment 1

**CERTIFICATION WITH REGARD TO THE PERFORMANCE OF
PREVIOUS CONTRACTS OR SUBCONTRACTS SUBJECT TO
THE EQUAL OPPORTUNITY CLAUSE AND THE FILING OF REQUIRED REPORTS**

The CONSULTANT X, proposed subconsultant _____, hereby certifies that it has X, has not _____, participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Order 11246 and that it has X, has not _____, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

HNTB Corporation
(Company)

By:

Vice President

(Title)

Date: November 16, 2021

Note: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b)(1)), and must be submitted by consultants and proposed subconsultants only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts that are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally, only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime consultants and subconsultants who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b)(1) prevents the award of contracts and subcontracts unless such consultant submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

(Revised: June, 1980) **NOTE: TO BE COMPLETED BY CONSULTANT WHEN SIGNING AGREEMENT.**

Attachment 2

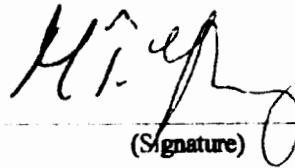
**CONSULTANT DISCLOSURE STATEMENT
FOR PREPARATION OF
ENVIRONMENTAL EVALUATIONS**

I hereby affirm that I have read and reviewed the Council on Environmental Quality (CEQ) regulation [40 CFR 1506.5(C)] and related guidance issued by CEQ and that pursuant thereto this firm has no financial or other interest in the outcome of this project.

I further hereby affirm that the information provided herein is true and correct and acknowledge that any knowingly false statement or false representation as to any material part contained herein may subject me to a fine and/or imprisonment, pursuant to pertinent provisions of the United States Code.

November 16, 2021

(Date)

A handwritten signature in black ink, appearing to be "H. J. [unclear]", written over a horizontal line.

(Signature)

Attachment 3

CERTIFICATION OF CONSULTANT/SUBCONSULTANT

I hereby certify that I am the Vice President and duly-authorized representative of the firm of HNTB Corporation and that neither I nor the above firm I here represent has:

- (a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this Contract,
- (b) agreed, as an express or implied condition for obtaining this Contract, to employ or retain the services of any firm or person in connection with carrying out the Contract, or
- (c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the Contract:

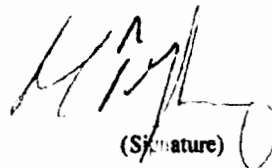
I/WE do also, under penalty of perjury under the laws of the United States, certify that, except as noted below, the company or any person associated therewith in the capacity of (owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of Federal funds): (a) is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency; (b) has not been suspended, debarred, voluntarily excluded or determined ineligibility by any Federal agency within the past three years; (c) does not have a proposed debarment pending; and (d) has not been indicted, convicted or had a civil judgment rendered against (it) by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

except as here expressly stated (if any):

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate below to whom it applies, the initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

I acknowledge that this certificate is to be furnished to the State Department of Transportation and the Federal Highway Administration, U. S. Department of Transportation, in connection with this Contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

November 16, 2021
(Date)


(Signature)

Attachment 4

CERTIFICATION OF STATE DEPARTMENT OF TRANSPORTATION

I hereby certify that I am the Director of Project Development of the Department of Transportation of the State of New Hampshire, and the above consulting firm or its representatives has not been required, directly or indirectly, as an express or implied condition in connection with obtaining or carrying out this Contract, to:

- (a) employ or retain, or agree to employ or retain, any firm or person, or
- (b) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind:

except as here expressly stated (if any):

November 18, 2021

(Date)



(Signature)

Attachment 5

**CERTIFICATION FOR FEDERAL-AID CONTRACTS
EXCEEDING \$100,000 IN FEDERAL FUNDS**

The prospective participant certifies, by signing and submitting this agreement, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower-tier subcontracts which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Attachment 6

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

Consultant

WITNESS TO THE CONSULTANT

By: Cheryl Butler
Sr. Project Analyst

Dated: November 16, 2021

CONSULTANT

By: [Signature]
Vice President
(TITLE)

Dated: November 16, 2021

Department of Transportation

WITNESS TO THE STATE OF NEW HAMPSHIRE

By: Phyllis C. Jowles

Dated: November 18, 2021

THE STATE OF NEW HAMPSHIRE

By: [Signature]
Director of Project Development
for DOT COMMISSIONER

Dated: November 18, 2021

Attorney General

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

Dated: 12/3/2021

By: [Signature]
Assistant Attorney General

Secretary of State

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

Dated: _____

Attest:

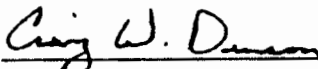
By: _____
Secretary of State

CERTIFICATION OF AUTHORITY

State of Missouri)

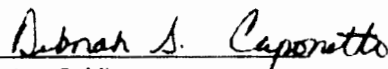
County of Jackson)

I, Craig W. Denson, being first duly sworn according to law, depose and say that I am the Corporate Secretary of HNTB Corporation. The attached is a complete, true and correct copy of a Certificate of Authority certifying that **Paul T. Godfrey, P.E. – Vice President**, has been authorized by the Board of Directors of the Corporation to enter into agreements and contracts for usual and customary engineering and planning services with the New Hampshire Department of Transportation, in particular the referenced **MANCHESTER-HOOKSETT, X-A004(960) - 42753 – BUNDLED BRIDGE PRESERVATION PROJECT**, and to incur ordinary and necessary obligations in connection therewith in the name of and on behalf of HNTB Corporation.


Corporate Secretary

Date: November 16, 2021

Subscribed and sworn to and before me the 16th day of November 2021.


Notary Public

My commission expires:

8/21/2022



State of New Hampshire

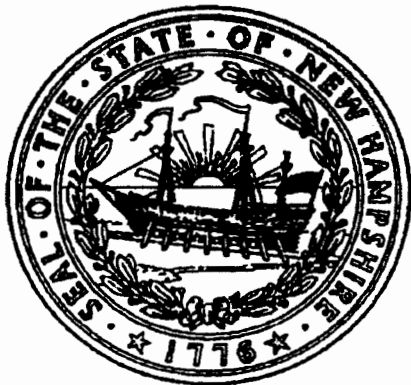
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that HNTB CORPORATION is a Delaware Profit Corporation registered to transact business in New Hampshire on January 22, 1993. 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: 182502

Certificate Number: 0005466889



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 12th day of November A.D. 2021.

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

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

1/1/2022

DATE (MM/DD/YYYY)

11/16/2021

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 Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
INSURED 1489174 HNTB CORPORATION 6 LOUDON ROAD SUITE 201 CONCORD NH 03301	INSURER(S) AFFORDING COVERAGE INSURER A: Zurich American Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 16535

COVERAGES **CERTIFICATE NUMBER:** 18019305 **REVISION NUMBER:** XXXXXXXX

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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER	Y N	GLO 0769451-01	1/1/2021	1/1/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED NON-OWNED AUTOS ONLY AUTOS ONLY	Y N	BAP 0769452-01	1/1/2021	1/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	OCCUR CLAIMS-MADE	NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX
A	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 N N/A	WC 0769453-01	1/1/2021	1/1/2022	X PER STATUTE OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

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

RE: HNTB JOB #75888; MANCHESTER-HOOKSETT X-A004(960) - 42753 - BUNDLED BRIDGE PRESERVATION PROJECT. STATE OF NEW HAMPSHIRE IS AN ADDITIONAL INSURED AS RESPECTS GENERAL LIABILITY AND AUTO LIABILITY, IF REQUIRED BY WRITTEN CONTRACT. DEDUCTIBLES: GENERAL LIABILITY IS \$0.00; AUTOMOBILE LIABILITY IS \$100,000; WORKERS COMPENSATION IS \$250,000

CERTIFICATE HOLDER

18019305

STATE OF NEW HAMPSHIRE-BUREAU OF BRIDGE DESIGN
JOHN O. MORTON BUILDING
7 HAZEN DRIVE
CONCORD NH 03302-0483

CANCELLATION See Attachments

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

© 1988 2015 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

5/1/2022

DATE (MM/DD/YYYY)

11/16/2021

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 Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME: PHONE: (A/C, No, Ext): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Lexington Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): NAIC # 19437
INSURED 1445095 HNTB CORPORATION 6 LOUDON ROAD SUITE 201 CONCORD NH 03301		

COVERAGES CERTIFICATE NUMBER: 18019312 REVISION NUMBER: XXXXXXXX

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 CERTIFICATION 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 INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER		NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ XXXXXXXX GENERAL AGGREGATE \$ XXXXXXXX PRODUCTS - COMPOP AGG \$ XXXXXXXX
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED NON-OWNED AUTOS ONLY AUTOS ONLY		NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$		NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		NOT APPLICABLE			PER STATUTE OTH-ER E1 EACH ACCIDENT \$ XXXXXXXX E1 DISEASE - EA EMPLOYEE \$ XXXXXXXX E1 DISEASE - POLICY LIMIT \$ XXXXXXXX
A	PROFESSIONAL LIABILITY	N N	061853762	5/1/2021	5/1/2022	\$2,000,000 PER CLAIM/ ANNUAL AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE HNTB JOB #75888 MANCHESTER-HOOKSETT X-A004(960) - 42753 - BUNDLED BRIDGE PRESERVATION PROJECT SIR \$75,000.

CERTIFICATE HOLDER 18019312 STATE OF NEW HAMPSHIRE-BUREAU OF BRIDGE DESIGN JOHN O. MORTON BUILDING 7 HAZEN DRIVE CONCORD NH 03302-0483	CANCELLATION See Attachment 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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