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**THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION**



**Victoria F. Sheehan  
Commissioner**

**William Cass, P.E.  
Assistant Commissioner**

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, NH 03301

Bureau of Rail & Transit  
December 1, 2015

**REQUESTED ACTION**

Authorize the Department of Transportation to enter into a **sole source** contract amendment with Cooperative Alliance for Seacoast Transportation (COAST), Dover, NH (Vendor #155553), to increase the contract amount by \$56,000 from \$80,483 to \$136,483 and extend the contract completion date from December 31, 2015 to December 31, 2018 to continue support of the Seacoast Commuter Options rideshare initiative in the Seacoast region, effective upon Governor and Council approval through December 31, 2018. The original agreement was approved by Governor and Council on October 17, 2012, Item #87. 100% Turnpike funds.

Funding is available as follows:	<u>FY 2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>
04-96-96-961017-7022				
Administrative-Support				
103-502664 Contracts for Operational Services	\$20,000	\$20,000	\$ 11,000	\$5,000

**EXPLANATION**

This **sole source** contract amendment will add additional funds and extend the project completion date for the continued management of the Seacoast Commuter Options rideshare initiative by three years, which will allow the Department to meet the five year commitments of its Environmental Impact Statement (EIS) for the Newington-Dover construction project on the Spaulding Turnpike. The Seacoast Commuter Options rideshare program has been successfully managed by COAST and this **sole source** contract amendment will maintain current staffing levels and provide continued support for marketing and outreach efforts to provide ride matching services and promote transportation options by encouraging public transit usage, ridesharing, and transportation alternatives in the Seacoast region. These efforts and extended completion date will meet the Department's EIS requirements and sustain this program through Fall 2018, which is the current completion date of all other Newington-Dover EIS transit projects.

The Environmental Impact Statement (EIS) for the Newington-Dover project to improve the Spaulding Turnpike included a commitment to increase the existing transit service in the Seacoast region operated by COAST and UNH Wildcat Transit, providing an enhanced transit option for commuters between Rochester/Dover and Portsmouth and Durham and Portsmouth. This commitment followed an extensive scoping process, including public involvement, to determine the most effective measures to mitigate congestion in the corridor. The sources of funds available for this contract amendment are Congestion Mitigation and Air Quality (CMAQ) funds administered directly by the Federal Transit Administration (FTA) for 80% of the project costs and Turnpike Funds for 20% of project costs. The contract amendment will span portions of four State Fiscal years and has been broken out accordingly. CMAQ funds have been transferred to FTA for the 80% portion of this project and

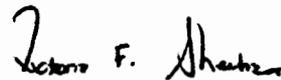
COAST will work directly with FTA to access the Federal share. The funds in this amendment are Turnpike Funds and will be used to provide the 20% match to the CMAQ funds.

All other provisions of the agreement shall remain in effect.

The Amendment has been approved by the Attorney General as to form and execution, and 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' Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "Victoria F. Sheehan". The signature is written in a cursive style with a large initial "V".

Victoria F. Sheehan  
Commissioner

Attachments

## AMENDMENT TO AGREEMENT

### COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION (COAST) SEACOAST COMMUTER OPTIONS PROJECT

WHEREAS, the Governor and Council approved an agreement between the New Hampshire Department of Transportation (NHDOT) and Cooperative Alliance for Seacoast Transportation (COAST) on October 17, 2012, (Item #87 ) effective upon Governor and Council approval (October 17, 2012) through December 31, 2015;

WHEREAS, the Contractor, COAST and NHDOT have agreed to amend certain provisions of the agreement;

WHEREAS, Section 1.7 Completion Date, of the P-37 form is December 31, 2015 and NHDOT wishes to amend the date to December 31, 2018;

WHEREAS, Section 1.8 Price Limitation, of the P-37 form is \$80,483 and NHDOT wishes to increase the contract amount by \$56,000 amending the total contract amount to \$136,483;

WHEREAS, Scope of Services, A.1 reads, "The funds included in this agreement will provide the required 20% matching funds for CMAQ funds for operating expenses for a period of three years from the start of operation, within the Contract Price limitation.";

WHEREAS, Scope of Services, A.2 reads, "The Contractor will provide staff support, office space and marketing and outreach to operate the Seacoast Commuter Options program for three years that will be reimbursed with CMAQ funds and the funds identified in Exhibit B."  
and

"Matching funds represent 20% of the operating cost of the service for three years of operation.";

WHEREAS, Exhibit B Budget, B.1 has a contract price of \$80,483;

WHEREAS, Exhibit B Budget, B.3 reads, "Contract completion date will be three years from the initiation of this project and no later than December 31, 2015."

#### **RESOLVED, that the agreement be amended as follows:**

Section 1.7 Completion Date, of the P-37 form is amended from December 31, 2015 to December 31, 2018.

Section 1.8 Price Limitation, of the P-37 form is amended to include an additional \$56,000 of funding amending the total contract amount from \$80,483 to \$136,483.

Scope of Services, A.1 is amended to read, "The funds included in this agreement will provide the required 20% matching funds for CMAQ funds for operating expenses for a period of **five** years from the start of operation, within the Contract Price limitation."

Scope of Services, A.2 is amended to read, "The Contractor will provide staff support, office space and marketing and outreach to operate the Seacoast Commuter Options program for **five** years that will be reimbursed with CMAQ funds and the funds identified in Exhibit B."  
and

"Matching funds represent 20% of the operating cost of the service for **five** years of operation."

Exhibit B Budget, B.1 contract price is amended from \$80,483 to \$136,483 which includes \$28,000 of SFY 2016 Turnpike funds and \$28,000 of SFY 2017 Turnpike funds.

Exhibit B Budget, B.3 is amended to read "Contract completion date will be **five** years from the initiation of this project and no later than December 31, 2018."

All other provisions of the agreement shall remain in effect.

**Cooperative Alliance for Seacoast Transportation**

By: Rad Nichols Date: 10/28/15  
Title: Executive Director  
Signature: [Handwritten Signature]

County of Strafford

On this the 28th day of October, 2015, before me, Heather Hesse-Stromberg, the undersigned officer, personally appeared Rad Nichols, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that (s)he has executed the same for the purposes therein contained. IN WITNESS WHEREOF I hereunto set my hand and official seal.

HEATHER HESSE-STROMBERG, Notary Public  
State of New Hampshire  
My Commission Expires June 10, 2020

[Handwritten Signature]  
Notary Public/Justice of the Peace

**NH Department of Transportation**

By: Patricia C. Herlihy Date: 10/30/15  
Title: Director  
Signature: [Handwritten Signature]

**Approved by Attorney General**

By: John J. Condon Date: 11/23/15  
Title: Asst. Atty. Gen.  
Signature: [Handwritten Signature]

**Approved by Governor and Council**

By: \_\_\_\_\_ Date: \_\_\_\_\_



## Certificate of Authority

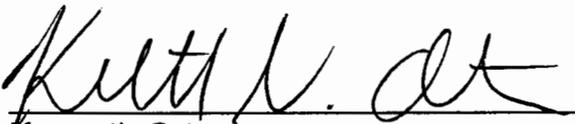
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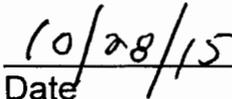
The Board of Directors of the Cooperative Alliance for Community Transportation (COAST) hereby authorizes COAST Executive Director Rad Nichols to execute a contract extension with the State of New Hampshire Department of Transportation for as described in October 16, 2015 correspondence from New Hampshire Department of Transportation's Public Transportation Transit Grant's Coordinator, Karen Jennison.

The COAST Board of Directors' authorization is so granted under RSA 239:5 and provided to Executive Director Rad Nichols.

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THEREFORE: The following warrant that this authorization was granted to COAST Executive Director Rad Nichols by the COAST Board of Directors by majority vote of the Board of Directors at its October 28, 2015 meeting.

  
Kenneth Ortmann  
Chair, COAST Board of Directors

  
Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/20/2015

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

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

PRODUCER		CONTACT NAME: Carrie Morgan	
FIAI/Cross Insurance		PHONE (A/C No. Ext): (603) 669-3218	FAX (A/C No.): (603) 645-4331
1100 Elm Street		E-MAIL ADDRESS: cmorgan@crossagency.com	
Manchester NH 03101		INSURER(S) AFFORDING COVERAGE	
		INSURER A: RLI Ins Co NAIC # 13056	
INSURED		INSURER B: RLI Insurance Co.	
Cooperative Alliance for		INSURER C: Lloyds of London	
Seacoast Transportation DBA: COAST		INSURER D: Philadelphia Indemnity	
42 Sumner Drive		INSURER E: Ryan Turner Specialty	
Dover NH 03820		INSURER F:	

COVERAGES CERTIFICATE NUMBER: 15-16 All lines REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD   WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X	LGB0014451	12/1/2015	11/1/2016	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
D	GEN'L AGGREGATE LIMIT APPLIES PER:					MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		PHPR1262675	11/01/2015	11/01/2016	PERSONAL & ADV INJURY \$ 5,000,000
	<input checked="" type="checkbox"/> OTHER: Employee Dishonesty					GENERAL AGGREGATE \$ 5,000,000
	AUTOMOBILE LIABILITY		LFB0016981	12/1/2015	11/1/2016	PRODUCTS - COMP/OP AGG \$ 5,000,000
	ANY AUTO		Un/underinsured included			Employee Dishonesty \$ 500,000
	ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS	in combined single limit			COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000
	HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						Medical payments \$ 5,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR				EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED	RETENTIONS	LGB0010391	12/1/2015	11/1/2016	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
C	Abuse & Molestation		B1230FC02281A15	11/1/2015	11/1/2016	Aggregate/per victim \$1 Mil/\$1 Mil
E	Public Official Bond		0202-3172	11/1/2015	11/1/2016	Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Policies listed have a cancellation provision of 30 days, with the exception of cancellation for non-payment which is 10 days. The State of New Hampshire, Department of Transportation, is an Additional Insured with respect to Commercial General Liability only.

CERTIFICATE HOLDER	CANCELLATION
The State of New Hampshire Department of Transportation 7 Hazen Drive PO Box 483 Concord, NH 03302	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
	Laura Perrin/JSC

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## CERTIFICATE OF COVERAGE

This certificate evidences the limits of liability in effect at the inception of the Coverage Agreement(s) (also known as the Member Agreement(s)) described below. This certificate is issued as a matter of information only and confers no rights on the certificate holder and does not amend, and, or alter the coverage afforded by the Member Agreement(s) except to the extent provided in the Additional Covered Party box or Loss Payee box below, if checked.

THIS IS TO CERTIFY THAT THE ENTITY NAMED BELOW HAS BEEN ISSUED THE MEMBER AGREEMENT(S) FOR THE AGREEMENT TERM(S) 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 COVERAGE AFFORDED BY THE MEMBER AGREEMENT(S) IS SUBJECT TO ALL THE EXCLUSIONS, EXTENSIONS, TERMS, AND CONDITIONS OF SUCH MEMBER AGREEMENT(S). AGGREGATE LIMITS MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<b>Member:</b> COAST <b>Member Number:</b> 311-100103 - 16		<b>Company Affording Coverage (the "Company"):</b>  Property-Liability Trust, Inc. PO Box 2008, Concord, NH 03302-2008		
Coverage (Occurrence basis only):	Effective Date (mm/dd/yy)	Expiration Date (mm/dd/yy)	Limits (subject to applicable NH statutory limits)	
<input type="checkbox"/> General Liability (Member Agreement Section III.A)			Each Occurrence	\$ 5,000,000
			General Aggregate	\$
			Personal & Adv Injury	\$
			Med Exp (any one person)	\$
			Products -Comp/Op Agg	\$
<input type="checkbox"/> Automobile Liability (Member Agreement Section III.A) <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Other _____			Each Occurrence	\$ 5,000,000
			Bodily Injury (per person)	\$
			Bodily Injury (per accident)	\$
			Property Damage (per accident)	\$
			Excess Liability	
			Aggregate	\$ N/A
<input type="checkbox"/> Property (All Risk including Theft) (Member Agreement Section I) Deductible: \$1,000				\$Per scheduled limits and Member Agreement
<input checked="" type="checkbox"/> Workers' Compensation (Coverage A) Employers' Liability (Coverage B)	7/1/2015	6/30/2016	Coverage A:	Statutory
			Cov. B: Each Accident	\$ 2,000,000
			Disease - Each Employee	\$ 2,000,000
			Disease - Policy Limit	\$ 2,000,000
<b>Description:</b> Proof of Coverage				

**CANCELLATION:** If any of the above coverages under the Member Agreement are cancelled before the expiration date, the Company will endeavor to mail 30 days written notice to the Certificate Holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company.

<input type="checkbox"/> Additional Covered Party	<input type="checkbox"/> Loss Payee, as his, her or its interests appear
Coverage for the Additional Covered Party is limited to "bodily injury" or "property damage" caused by, and only to the extent of, the sole negligence of the Member, and no protection is available for the negligence of others, including the Additional Covered Party and its directors, officers, employees, or agents. Available limits of coverage are shared between the Member and the Additional Covered Party.*	
*Terms in quotes are defined in the Member Agreement.	

<b>Certificate Holder:</b>  State of New Hampshire Department of Transportation PO Box 483  Concord NH 03302	<b>Company</b>  By: <u>Wesley W. Parker</u> Authorized Representative  Date Issued: <u>10/28/2015</u>	Please direct inquiries to:  Kim Brewster 603.230.3359
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THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.  
COMMISSIONER

JEFF BRILLHART, P.E.  
ASSISTANT COMMISSIONER

His Excellency John H. Lynch, Governor  
and the Honorable Council  
State House  
Concord, NH 03301

Bureau of Rail & Transit  
August 27, 2012

Approved 10/17/12  
Item 89

REQUESTED ACTION

Authorize the Department of Transportation to enter into an agreement for an amount not to exceed \$80,483 with the Cooperative Alliance for Seacoast Transportation (COAST), Dover, NH (Vendor #155553), to support a Seacoast Commuter Options rideshare initiative in the Seacoast region, effective upon Governor and Council approval through December 31, 2015. 100% Turnpike funds.

Funding is available as follows: FY 2013  
04-96-96-961017-7514  
Spaulding Turnpike/US 4/NH 16  
400-500870 Hwy. Contract Payments-DOT \$80,483

EXPLANATION

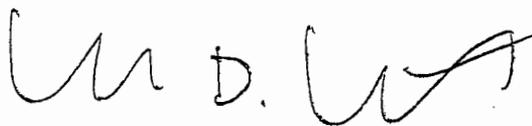
The Environmental Impact Statement (EIS) for the Newington-Dover project to improve the Spaulding Turnpike included a commitment to increase the existing transit service in the Seacoast region operated by COAST and UNH Wildcat Transit, providing an enhanced transit option for commuters between Rochester/Dover and Portsmouth and Durham and Portsmouth. This commitment followed an extensive scoping process, including public involvement, to determine the most effective measures to mitigate congestion in the corridor. This project will fund the management of a Seacoast Commuter Options rideshare initiative for the Seacoast region providing staff support, office space and marketing and outreach to provide ride matching services and promote transportation options by encouraging public transit usage, ridesharing, and transportation alternatives.

An application for funding for this project was approved by the Congestion Mitigation and Air Quality (CMAQ) Advisory Committee through a competitive process, and the required 20% match will be provided by Turnpike funds from the Newington-Dover project. CMAQ funds have been transferred to the Federal Transit Administration (FTA), and COAST will apply directly to FTA for the Federal share of the project. The funds in this agreement will be used to match CMAQ funds to manage the project.

The Agreement has been approved by the Attorney General as to form and execution, and 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' Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

Your approval of this resolution is respectfully requested.

Sincerely,



Christopher D. Clement, Sr.  
Commissioner

Attachments

