



Victoria F. Sheehan  
Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



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William Cass, P.E.  
Assistant Commissioner

Bureau of Planning and Community Assistance  
May 2, 2017

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

**REQUESTED ACTION**

Authorize the Department of Transportation to enter into a contract with the Nashua Regional Planning Commission (Vendor #154661), Merrimack, NH, in the amount of \$1,448,038.80 to undertake certain transportation related planning activities from July 1, 2017, or the date of Governor and Executive Council approval, whichever is later, through June 30, 2019. 100% Federal Funds.

Funding is contingent upon the availability and continued appropriation of funds for FY 2018 and FY 2019 as follows:

	<u>FY 2018</u>	<u>FY 2019</u>	<u>TOTAL</u>
04-096-096-962515-2944 SPR Planning Funds 072-500575 Grants to Non-Profits-Federal	\$724,019.40	\$724,019.40	\$1,448,038.80

**EXPLANATION**

The Nashua Regional Planning Commission is a designated Metropolitan Planning Organization (MPO), which covers the City of Nashua and surrounding communities. The Fixing Americas Surface Transportation (FAST) Act provides planning and transit funds for each Regional Planning Commission (RPC). Cooperatively, the New Hampshire Department of Transportation (NHDOT) and the Nashua Regional Planning Commission has developed procedures for addressing transportation planning issues.

The Nashua Regional Planning Commission has developed a proposal to carry out the Metropolitan Planning process as identified by 23 CFR Subpart C and USC Title 23 Section 134 and the Transit Planning process as identified in Section 5303 of the Federal Transit Act.

This contract comprises the biennium Unified Planning Work Plan (UPWP) for State Fiscal Years 2018 and 2019. As part of this program, the Nashua Regional Planning Commission will provide transportation planning and programming to support state, regional, and local needs. The Nashua Regional Planning Commission will focus on ten planning factors as follows:

- 1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- 2) Increase the safety of the transportation system for motorized and non-motorized users
- 3) Increase the security of the transportation system for motorized and non-motorized users
- 4) Increase the accessibility and mobility of people and freight

- 5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- 6) Enhance the integration and connectivity of the transportation system, across and between modes, people and freight
- 7) Promote efficient system management and operation
- 8) Emphasize the preservation of the existing transportation system
- 9) Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
- 10) Enhance travel and tourism.

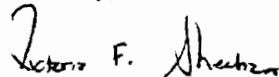
These planning factors are identified in the Fixing America's Surface Transportation (FAST) Act. Additionally, the Nashua Regional Planning Commission will address the New Hampshire Federal Highway Administration and Federal Transit Administration Planning Emphasis Areas (PEAs), which include FAST Act implementation of performance based planning and programming, regional planning cooperation and ladders of opportunities for access to essential services and identification of connectivity gaps.

The Nashua Regional Planning Commission can accomplish this work for a total fee not to exceed \$1,608,932.00. The funding to be used is from Federal Highway Administration (FHWA) Consolidated Planning Grant funds and local funds. The Federal portion \$1,448,038.80 is Federal Aid (involving Metropolitan Planning (PL) and Statewide Planning & Research (SPR) funds) with additional \$160,893.20 local funds (collected by the Nashua Regional Planning Commission to be applied towards total cost).

The Contract has been approved by the Attorney General as to form and execution and funding for each fiscal year is contingent upon the availability and continued appropriations of funds. Copies of the fully executed contract 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.

It is respectfully requested that authority be given to enter into a Contract for professional services as detailed in the Requested Resolution.

Sincerely,



Victoria F. Sheehan  
Commissioner

Attachments

**BUREAU OF PLANNING & COMMUNITY ASSISTANCE**  
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ACTICLE I

NASHUA REGSIONAL  
PLANNING COMMISSION  
FED. NO.: X-A004(619)  
STATE NO. 41375A

BUREAU OF PLANNING & COMMUNITY ASSISTANCE CONTRACT  
FOR PLANNING SERVICES

PREAMBLE

THIS AGREEMENT made 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 the Nashua Regional Planning Commission, with principal place of business at 9 Executive Park Drive, Suite 201, in the City of Nashua, State of New Hampshire, hereinafter referred to as the COMMISSION, witnesses that

Pursuant to 23 CFR 450 subpart C, 23 U.S.C. 134, and Section 5303 of the Federal Transit Act the Department of Transportation, State of New Hampshire, hereinafter referred to as the DEPARTMENT, proposes to provide Metropolitan Planning (PL) and Federal Transit Administration (FTA) funds, as a Consolidated Planning Grant (CPG), to the COMMISSION for carrying out the comprehensive, cooperative and continuing transportation planning process in all jurisdictions of the Nashua Regional Planning Commission.

The DEPARTMENT requires planning services to complete the tasks set forth in the attached work program.

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

ARTICLE I

**ARTICLE I - DESCRIPTION OF PLANNING SERVICES TO BE RENDERED**

NOW THEREFORE, in consideration of the undertakings of the parties hereinafter set forth, the DEPARTMENT hereby engages the COMMISSION, who agrees to fulfill requirements for metropolitan planning in the Nashua area as set forth in the Unified Planning Work Program (UPWP).

A. **LOCATION AND DESCRIPTION OF PROJECT**

All communities falling under the jurisdiction of the Nashua Regional Planning Commission designated Metropolitan Planning Organization.

B. **SCOPE OF WORK**

As described in the attached work program which forms a part of the AGREEMENT, which has been approved by the DEPARTMENT and Federal Highway Administration (FHWA).

C. **MATERIAL FURNISHED BY THE DEPARTMENT OF TRANSPORTATION**

The DEPARTMENT will furnish to the COMMISSION data and/or records pertinent to the work to be performed.

D. **WORK SCHEDULE AND PROGRESS REPORTS**

The COMMISSION 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 COMMISSION shall complete these services without delay unless unable to do so for causes not under the COMMISSION'S control.

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



**NASHUA REGIONAL  
PLANNING COMMISSION  
METROPOLITAN PLANNING  
ORGANIZATION**

**Fiscal Year 2018 – 2019**

**Unified Planning  
Work Program**

**APRIL 2017**



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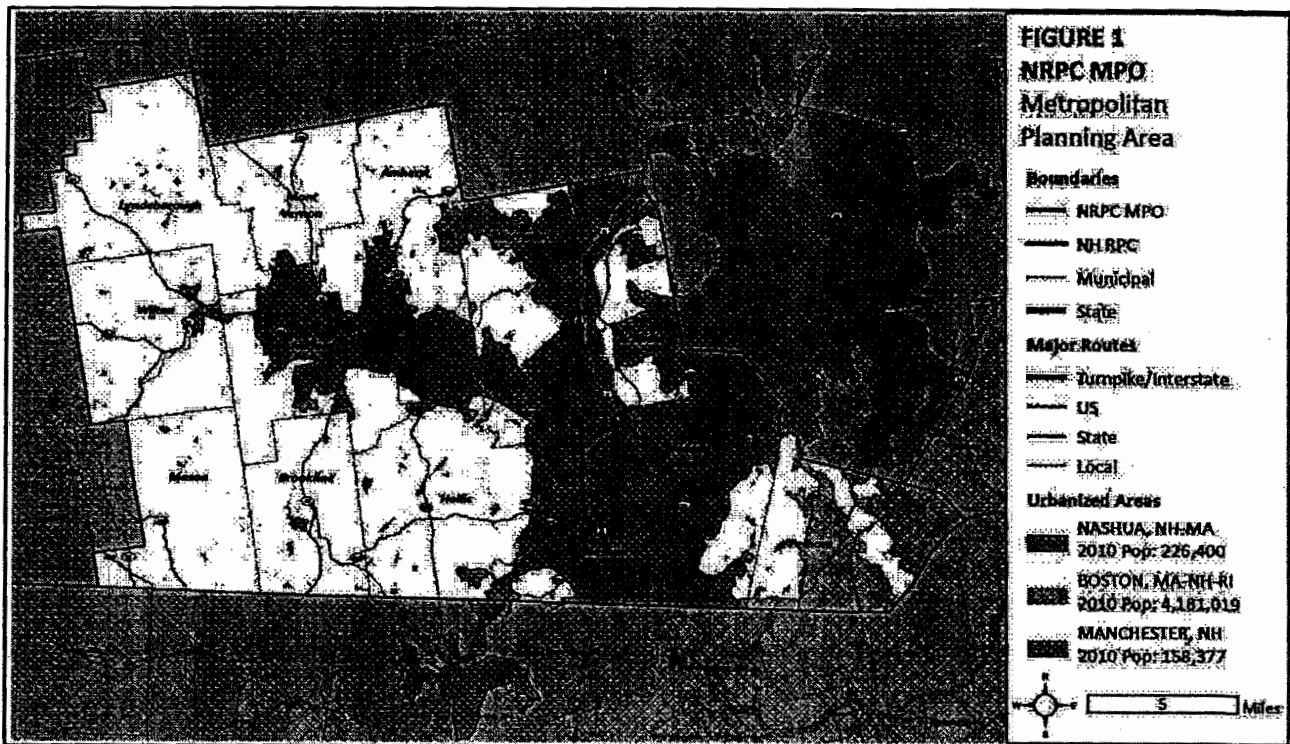
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*The preparation of this document has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation*

## INTRODUCTION

The purpose of the Unified Planning Work Program (UPWP) is to present all transportation planning activities anticipated within the Nashua Metropolitan Planning Organization (MPO) region during Fiscal Years 2018 and 2019, regardless of funding sources, in a single document. It is developed to meet the requirements of 23 CFR Part 450, Subpart C. The work program is intended to facilitate review procedures, funding applications, grant decisions and allocations, technical and financial monitoring and periodic evaluation of substantive and procedural aspects for intermodal transportation planning under prescribed guidelines.

The Metropolitan Planning Area (MPA) for the Nashua MPO /Nashua Regional Planning Commission (NRPC) includes thirteen communities: Amherst, Brookline, Hollis, Hudson, Litchfield, Lyndeborough, Mason, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Wilton. These communities are part of the Nashua Urbanized Area (UZA) or are anticipated to become urbanized over the next 20 years. In addition, the Nashua UZA extends to the east/northeast into the communities of Auburn, Derry, Londonderry and Windham. These communities are a part of the Southern New Hampshire Planning Commission's (SNHPC) Metropolitan Planning Area. Since the Nashua UZA extends into the SNHPC MPA, Federal transportation planning rules require that the Nashua MPO coordinate transportation planning responsibilities with Federal Highway Administration (FHWA), NHDOT, SNHPC, and public transportation operators to address the overlap in planning areas.



The Nashua UZA population exceeds the 200,000 person threshold and therefore is a federally designated Transportation Management Area (TMA). In this capacity, the Nashua MPO has additional requirements to fulfill which include the selection of all 23 USC and 49 USC Chapter 53 funded projects (excluding projects on the NHS and Tribal Transportation Program, Federal Land Transportation Program and Federal Lands Access Program) and the programming of Surface Transportation Block Grant program funds and related set-aside funds for Transportation Alternatives. In addition, the Nashua MPO must maintain a Congestion Management Process to ensure that funding is available for projects proposed to increase capacity.

The UPWP was developed by the Nashua Regional Planning Commission and MPO as a joint responsibility with the Nashua Transit System (NTS) and NHDOT. Full cooperation was maintained with the municipalities, recognizing the key role of local elected officials in establishing funding priorities within the urban area and with state transportation planning and implementing agencies.

The lead responsibility for developing the UPWP lies with the NRPC, which has three major responsibilities: 1) NRPC is the designated MPO for the Nashua Metropolitan Planning Area, by letter of the Governor of New Hampshire and is responsible as the lead transportation planning organization for the Nashua Urbanized Area; 2) NRPC is the official area-wide planning agency for the City of Nashua and twelve surrounding New Hampshire towns; 3) NRPC is the designated Metropolitan Clearinghouse for this same area, under the provisions of the State of New Hampshire's Intergovernmental Review Process, using the Office of Energy and Planning as the Single Point of Contact for review of the federally funded projects in the Nashua area. **This integration of comprehensive transportation and area-wide planning and intergovernmental review responsibilities in the UPWP ensures that the work program is well structured and coordinated.**

### **Transportation Planning Goals, Factors and Emphasis Areas**

The NRPC MPO's transportation planning priorities are guided by regional, state and national factors. With an effort placed on consistency and conciseness, the following long-range **Metropolitan Transportation Plan** goals were developed with public input and community guidance. The goals support and advance the development of a transportation system that contributes to the region's mobility, quality of life, system sustainability, and continued project implementation.

#### **Mobility**

1. Improve the availability of transportation options for people and goods.
2. Support travel efficiency measures and system enhancements targeted at congestion reduction and management.
3. Assure all communities are provided access to the regional transportation system and planning process.



**Quality of Life**

4. Preserve and enhance the natural environment, improve air quality, and promote active lifestyles.
  5. Encourage livable communities which support sustainability and economic vitality.
- 

**System Sustainability**

6. Ensure adequate maintenance and enhance the safety and reliability of the existing transportation system.
7. Pursue long-term sustainable revenue sources to address regional transportation system needs.

**Implementation**

8. Provide for timely project planning and implementation.
9. Develop cost-effective projects and programs aimed at reducing the costs associated with constructing, operating, and maintaining the regional transportation system.

The Fixing America's Surface Transportation Act (FAST Act) requires that the following ten **Planning Factors** be considered by MPOs in the development their respective UPWPs:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

The following matrix shows how the FAST-Act planning factors are reflected in the MPO work tasks:



UPWP Work task	FAST Act Planning Factors									
	1	2	3	4	5	6	7	8	9	10
<b>100 - MPO Administration and Training</b>										
Task 101: Invoices and Accounting										
Task 102: MPO/TMA Program Administration	•	•	•	•	•	•	•	•	•	•
Task 103: Training	•	•	•	•	•	•	•	•	•	•
Task 104: Indirect Cost Adjustments	Not Applicable									
Task 105: Memberships, Subscriptions, Professional Costs	•	•	•	•	•	•	•	•	•	•
<b>200 - Policy and Planning</b>										
Task 201: Ten Year Plan	•	•	•	•	•	•	•	•	•	•
Task 202: Land Use and Environmental Linkages	•	•	•	•	•	•	•	•	•	•
Task 203: Transportation Planners Collaborative					•		•			
Task 204: Interagency Consultation Process (ICP)					•		•			
Task 205: Transportation Improvement Program	•	•	•	•	•	•	•	•	•	•
Task 206: Congestion Management Process	•				•		•			•
Task 207: Intelligent Transportation System	•		•		•		•			•
Task 208: Metropolitan Transportation Plan	•		•		•		•			•
Task 209: Transportation Air Quality Conformity	•				•					
Task 210: State Long Range Transportation Plan	•	•	•	•	•	•	•	•	•	•
Task 211: Bicycle and Pedestrian Planning	•		•		•		•		•	
<b>300 - Public Involvement and Coordination</b>										
Task 301: Transportation Technical Advisory Committee	•		•		•		•		•	
Task 302: Committee Meetings	•		•		•		•		•	
Task 303: Public Participation Plan	•				•					
Task 304: Public Outreach	•		•		•		•		•	
Task 305: MPO/TMA Policy Committee Meetings	•		•		•		•		•	
<b>400 - Plan Support (Data, Modeling, GIS)</b>										
Task 401: HPMS Traffic Counts	•				•		•		•	
Task 402: Road Surface Management Systems (RSMS)	•				•		•		•	
Task 403: Geographic Information System	•		•		•		•		•	
Task 404: Demographics	•		•		•		•		•	
Task 405: Equipment and Supplies	•				•		•		•	
Task 406: Travel Demand Model	•				•		•		•	
<b>500 - Technical Assistance and Transit Support</b>										
Task 501: Local and Regional Assistance	•		•		•		•		•	
Task 502: Statewide Assistance	•		•		•		•		•	
Task 503: Local Public Agency Program Support	•		•		•		•		•	
Task 504: Special Projects	•		•		•		•		•	
Task 505: Community Transportation (RCC/SCC)	•		•		•		•		•	
Task 506: Transit and Multi-modal Planning	•		•		•		•		•	
Task 507: Passenger Rail Implementation	•				•		•		•	



The FHWA NH Division Office and FTA Region 1 Office have outlined **Planning Emphasis Areas (PEAs)** specific to New Hampshire that are designed to guide development of the 2018/2019 UPWPs. National PEAs were last released for Federal Fiscal Year 2016 and continue to influence the work tasks performed by the MPO.

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**New Hampshire PEAs:**

1. MAP-21/F AST Act and Planning Final Rule – Compliance, Planning Performance Measures
2. Urbanized Area Set-asides, Suballocation and Project Selection
3. Congestion Management Process (CMP) Implementation
4. Freight Planning
5. Fiscal Constraint and Financial Planning
6. Metropolitan and Statewide Travel Demand Model Maintenance
7. Data Collection for HPMS and CMP Development, Maintenance and Monitoring
8. Planning and Environment Linkages (PEL)
9. Climate Change and Stormwater Impacts, Resiliency
10. Livability and Sustainability
11. Project Monitoring

**National PEAs:**

1. MAP-21/FAST Act Implementation – Transition to Performance Based Planning and Programming
2. Regional Models of Cooperation – Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries
3. Ladders of Opportunity – Access to Essential Services

The following matrix shows how the PEAs are reflected in the MPO work tasks:





UPWP Work Task	NH PEAS											NH PEAS		
	1	2	3	4	5	6	7	8	9	10	11	1	2	3
<b>100 - MPO Administration and Training</b>														
Task 101: Invoices and Accounting														
Task 102: MPO/TMA Program Administration	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 103: Training	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 104: Indirect Cost Adjustments	Not Applicable													
Task 105: Memberships, Subscriptions, Professional Costs	•	•	•	•	•	•	•	•	•	•	•	•	•	•
<b>200 - Policy and Planning</b>														
Task 201: Ten Year Plan	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 202: Land Use and Environmental Linkages	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 203: Transportation Planners Collaborative	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 204: Interagency Consultation Process (ICP)	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 205: Transportation Improvement Program	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 206: Congestion Management Process	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 207: Intelligent Transportation System	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 208: Metropolitan Transportation Plan	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 209: Transportation Air Quality Conformity	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 210: State Long Range Transportation Plan	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 211: Bicycle and Pedestrian Planning	•	•	•	•	•	•	•	•	•	•	•	•	•	•
<b>300 - Public Involvement and Coordination</b>														
Task 301: Transportation Technical Advisory Committee	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 302: Committee Meetings	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 303: Public Participation Plan	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 304: Public Outreach	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 305: MPO/TMA Policy Committee Meetings	•	•	•	•	•	•	•	•	•	•	•	•	•	•
<b>400 - Plan Support (Data, Modeling, GIS)</b>														
Task 401: HPMS Traffic Counts	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 402: Road Surface Management Systems (RSMS)	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 403: Geographic Information System	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 404: Demographics	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 405: Equipment and Supplies	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 406: Travel Demand Model	•	•	•	•	•	•	•	•	•	•	•	•	•	•
<b>500 - Technical Assistance and Transit Support</b>														
Task 501: Local and Regional Assistance	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 502: Statewide Assistance	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 503: Local Public Agency Program Support	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 504: Special Projects	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 505: Community Transportation (RCC/SCC)	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 506: Transit and Multi-modal Planning	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 507: Passenger Rail Implementation	•	•	•	•	•	•	•	•	•	•	•	•	•	•

Current transportation planning regulations require efforts be made to involve users of public transportation in the planning process. NRPC has done this for a number of years through on-board surveys and active coordination with the Nashua Transit System and Souhegan Valley Transportation Collaborative. Additionally, freight shippers must be incorporated into the process. A specific work task associated with this UPWP is to improve coordination with the freight industry and develop and maintain a list of companies that will be utilized for the Transportation Improvement Program (TIP)/ Metropolitan Transportation Plan (MTP) development public involvement process.

Recently completed regional planning activities placed emphasis on the six **Livability Principles** developed by the US Environmental Protection Agency (EPA), Department of Housing and Urban Development (HUD) and Department of Transportation (USDOT). These principles support community-based planning decisions to consider:

1. **More Transportation Choices:**
  - Develop safe, reliable and affordable transportation choices to decrease household transportation costs, reduce energy consumption and dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.
2. **Equitable, Affordable Housing:**
  - Expand location- and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities to increase mobility and lower the combined cost of housing and transportation.
3. **Economic Competitiveness:**
  - Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services and other basic needs by workers, as well as expanded business access to markets.
4. **Support Existing Communities:**
  - Provide analysis of strategies like transit oriented, mixed-use development, and land recycling—to increase community revitalization and the efficiency of public works investments and safeguard rural landscapes.
5. **Coordinate Policies and Leverage Investment:**
  - Provide information to communities that may allow Federal funding to remove barriers to collaboration, and increase effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.
6. **Value Communities and Neighborhoods:**
  - Provide opportunity for communities to enhance the unique characteristics by investing in healthy, safe, and walkable neighborhoods—rural, urban, or suburban.

The following matrix shows how the Livability Principles are reflected in the MPO work tasks:





UPWP Work Task	Feasibility Factors					
	1	2	3	4	5	6
<b>100 - MPO Administration and Training</b>						
Task 101: Invoices and Accounting						
Task 102: MPO Program Administration					•	
Task 103: Training	•	•	•	•	•	•
Task 104: Indirect Cost Adjustments	Not Applicable					
Task 105: Memberships, Subscriptions, Professional Costs	•		•	•	•	
<b>200 - Policy and Planning</b>						
Task 201: Ten Year Plan	•		•		•	•
Task 202: Land Use and Environmental Linkages	•		•		•	
Task 203: Transportation Planners Collaborative					•	
Task 204: Interagency Consultation Process (ICP)					•	
Task 205: Transportation Improvement Program	•		•		•	
Task 206: Congestion Management Process	•		•		•	
Task 207: Intelligent Transportation System			•			
Task 208: Metropolitan Transportation Plan	•		•		•	•
Task 209: Transportation Air Quality Conformity	•				•	
Task 210: State Long Range Transportation Plan	•		•		•	
Task 211: Bicycle and Pedestrian Planning	•		•		•	•
<b>300 - Public Involvement and Coordination</b>						
Task 301: Transportation Technical Advisory Committee	•				•	•
Task 302: Committee Meetings	•		•		•	•
Task 303: Public Participation Plan					•	
Task 304: Public Outreach					•	
Task 305: MPO/TMA Policy Committee Meetings	•		•		•	•
<b>400 - Plan Support (Data, Modeling, GIS)</b>						
Task 401: HPMS Traffic Counts			•			
Task 402: Road Surface Management Systems (RSMS)	•				•	
Task 403: Geographic Information System	•		•		•	
Task 404: Demographics	•		•		•	
Task 405: Equipment and Supplies						
Task 406: Travel Demand Model	•		•		•	
<b>500 - Technical Assistance and Transit Support</b>						
Task 501: Local and Regional Assistance	•		•		•	
Task 502: Statewide Assistance	•		•		•	
Task 503: Local Public Agency Program Support					•	
Task 504: Special Projects	•		•		•	
Task 505: Community Transportation (RCC/SCC)	•		•		•	
Task 506: Transit and Multi-modal Planning	•		•		•	
Task 507: Passenger Rail Implementation	•		•		•	



This work program contains five work categories developed jointly by FHWA, NHDOT, Nashua Transit System (NTS) and the MPO. Each work category lists specific tasks and a list of possible work products. While many work products are maintained on an ongoing basis, those with a shorter timeframe are annotated as to when progress can be anticipated. Each work category includes the anticipated budget required to substantially complete the listed tasks within the fiscal year. NRPC, with guidance and direction from the Transportation Technical Advisory Committee, the NRPC Executive Committee and full Commission, is the responsible party for all tasks identified within this UPWP, unless otherwise specified.

NRPC has included findings from the FY 2018 Federal TMA Certification review. These findings have been included under specific tasks and will need to be addressed as the MPO executes the work program. It is expected that meeting these requirements will require additional resources and staff time. Findings from the TMA Certification review are highlighted in blue.

*Note: Corrective actions identified in the 2017 - 2020 SIP approval letter, dated February 6, 2017, extend the compliance timeline of the TMA Certification Review Corrective Action (related to the TMA Planning and Project Selection Process) to the next authorized SIP update (2019 - 2022).*

Additionally, applicable implementation strategies from the Regional Plan and Metropolitan Transportation Plan are included under each task outlined in this UPWP. The goal is to aid in the development and implementation of performance based planning measures by tying recent planning efforts with the work program. Findings from the TMA Certification review are highlighted in green.



## CATEGORY 100 - MPO ADMINISTRATION AND TRAINING

**Purpose:** This category facilitates the management and supporting administrative tasks that are necessary for the operation of the MPO and Transportation Planning Program. It includes general administrative tasks relevant to the fulfillment of the FY 2018-2019 MPO Unified Planning Work Program (UPWP). It ensures all work is in compliance with federal and state regulations. This includes completion of timesheets and monthly work program reports, attendance at staff meetings, training and other administrative tasks.

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### TASK 101 Invoices and Accounting

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**Reporting:** NRPC will develop detailed invoices and monthly reports that describe transportation planning activities completed by staff. This task will include refinements to the financial accounting and reporting system and procedures as necessary.

**Financial Management and Audit:** NRPC staff will work to implement the indirect cost requirements consistent with Office of Management and Budget (OMB) "Super Circular" as an indirect cost rate to be used as the basis of monthly billing, cost allocation. NRPC staff will support work related to the preparation of financial audits in compliance with the OMB Super Circular.

**Contract Administration:** NRPC staff will administer the UPWP contract and any transportation related sub-contracts and agreements. This task will include meetings with NHDOT to discuss UPWP contracts, maintenance of the Disadvantaged Business Enterprise (DBE) program and goals, and Title VI implementation.

#### Task 101 – Anticipated Outcomes:

- Monthly Invoices and Reports
- Indirect Cost Rate Proposal

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### TASK 102 MPO Program Administration

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**UPWP Development:** This task provides for the development, implementation, and administration of the MPO 2018-2019 UPWP.

**UPWP Administration:** This task is to provide for the general administrative tasks relevant to the fulfillment of the FY 2018-2019 UPWP and to ensure compliance with federal and state regulations. This includes completion of timesheets and monthly work program reports, annual reporting, amendments to the UPWP, at least one mid contract review meeting, attendance at monthly transportation staff meetings, and other administrative tasks.

**MPO Operations:** This task allows NRPC staff to address changes and updates to the MPO Prospectus, NRPC By-laws, and to maintain the Transportation Technical Advisory Committee (TTAC) Membership. It also allows management to address the day to day operations of the MPO including staff supervision,



review of time sheets and transportation program coordination at an agency level. Updates to the MPO Prospectus and MPO By-laws to incorporate policies specific to the Transportation Management Area (TMA) will be completed during this contract period.

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During FYs 2018 and 2019, NRPC Staff will collaborate with Southern New Hampshire Planning Commission (SNHPC) to define the organizational structure of and develop operating policies and procedures for the Nashua Urbanized Area Transportation Management Area (TMA). Per federal regulations, MPOs in TMAs have the authority to select all 23 USC and 49 USC Chapter 53 funded projects (excluding projects on the NHS and Tribal Transportation Program, Federal Land Transportation Program and Federal Lands Access Program). Additionally, the TMA MPO has programming authority over Surface Transportation Block Grant funds allocated for urbanized areas with populations over 200,000. The TMA project selection and programming authority processes will be formalized and adopted in FY2018 and it is anticipated that the newly formed TMA Committee will begin executing that programming authority in FY2019.

Implementation of Federal Performance Based Planning requirements will be conducted through various tasks identified in this UPWP, including MPO Program Administration. Collaboration and coordination with regional transit providers, the other NH MPOs, NHDOT, FHWA and FTA will continue through regularly scheduled meetings and workshops to review, refine, and evaluate mandated and supplemental measures; to assess progress towards meeting targets; and to incorporate measures into MPO plans and processes.

**MPO Certification Review:** In Federal Fiscal Year (FFY) 2016, FHWA and FTA conducted the MPO's first TMA Certification Review. Staff continues to address action items identified in the Review Report, as indicated throughout this Work Program. As TMA Certification Reviews are held a minimum of once every four years, it is not anticipated that another review will be conducted during this UPWP contract period.

**Task 102 – Anticipated Outcomes:**

- Strategies for addressing TMA Project Selection and Programming Authority (July 2017 – June 2018)
- Execution of TMA Programming authority (beginning July 2018)
- MPO Prospectus and By-Law updates to include TMA (June 2018 – December 2018)
- Amendments to the FY 2018 – 2019 UPWP as needed (ongoing)
- Development of Fiscal Year (FY) 2020 – 2021 UPWP (October 2018 – January 2019)
- Participation in up to 10 performance based planning meetings per year to evaluate measures and progress towards meeting statewide and MPO targets (ongoing)



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## **TASK 103      Training**

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***Training and Conferences:*** NRPC staff will attend workshops, conferences and training classes to develop the analytical skills and maintain knowledge of current regulations and planning practices. A minimum of three staff members will each attend at least 1 training event per year on topics that will directly benefit the transportation planning program, including but not limited to:

- Transit planning
- Travel Demand and Intersection Modeling
- Safety Analyses
- Climate change/Preparedness
- Sustainability and livability
- Congestion management
- Performance based planning
- Public Outreach and Facilitation
- Geographic Information Systems (GIS)

Conference and training providers include, but are not necessarily limited to:

- NH State Agencies including: DOT and Office of Energy and Planning
- Federal Agencies including: FHWA, USDOT, FTA, HUD and EPA
- University of NH, UNH Cooperative Extension, and UNH Technology Transfer Center
- Transportation Research Board's Tools of the Trade Conference
- American Association of Metropolitan Planning Organizations
- Northern New England Chapter of the American Planning Association
- NH Planners Association
- The Urban and Regional Information Systems Association (URISA)
- Northeast Arc User Group (NEARC)

**Task 103 – Anticipated Outcomes:**

- Trained staff to implement effective regional and transportation planning activities (ongoing)

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## **TASK 104      Indirect Cost Adjustments**

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***Indirect Cost Set Aside:*** Not applicable; NRPC will negotiate a predetermined rate.



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**TASK 105 Memberships, subscriptions and professional costs**

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**Memberships, subscriptions and professional costs:** NRPC staff may participate in professional memberships or subscriptions related to transportation planning in order to stay current on regulations and planning practices, advance technical, professional and outreach skills, and participate in knowledge sharing with peers. Current memberships, subscriptions and professional costs include:

- AMPO: Association of Metropolitan Planning Organizations (annual membership)
- APA: American Planners Association (annual membership, transportation portion only)
- NHPA: New Hampshire Planners Association (annual membership, transportation portion only)
- NADO: National Association of Development Organizations (annual membership, transportation portion only)
- NARC: National Association of Regional Councils (annual membership, transportation portion only)

**Task 105 – Anticipated Outcomes:**

- Participation in memberships and/or subscriptions related to transportation planning (ongoing)

ESTIMATED COST FOR 105	FY 2018	FY 2019
MPG ADMINISTRATION	\$5,000	\$5,000



## CATEGORY 200 – POLICY AND PLANNING

**Purpose:** The metropolitan transportation planning process is a means to bring people, information, and ideas together to inform regional transportation decisions in a continuing, cooperative, and comprehensive performance-based manner (3C process). A core function of the MPO is to provide necessary technical and coordinating assistance to the public and agencies that are involved in the 3C process. To fulfill the requirements of this function the MPO established policy and procedures to:

- Encourage citizen involvement in the transportation planning process.
- Coordinate with partner agencies to ensure state and federal requirements are met.

This category will include all NRPC activities oriented to the development of the Region's Transportation Improvement Program, long range Metropolitan Transportation Plan and the State's Ten Year Transportation Plan. A key objective of this category is to develop plans and policies for transportation modes and air quality, and to assist efforts to streamline environmental review.

### TASK 201 Ten Year Plan

**Ten Year Plan Development:** NRPC will use the Federal transportation planning process to feed the State's Ten Year Transportation Plan (TYP). NRPC will work collaboratively with the NHDOT, FHWA and the other RPCs and MPOs to revise New Hampshire's transportation planning process so it better aligns with Federal processes and reflects regional priorities. Staff will support NHDOT with the implementation of the State's TYP process, participate in the Governor's Advisory Commission on Intermodal Transportation (GACIT) hearings, and coordinate with NHDOT staff on state sponsored projects. These activities will take place concurrent with the maintenance of and updates to the MPO Transportation Improvement Program (TIP) and long-range Metropolitan Transportation Plan (MTP) to ensure consistency between the State and Federal documents.

Corrective Action Identified in the 2016 TMA Certification Review (updated through 2017 - 2020 STIP approval letter, dated 2/6/2017):

For New Hampshire's next STIP Update process (2019-2022), NHDOT and the MPO must:

- Monitor and facilitate implementation of the agreement documents to ensure that New Hampshire's metropolitan planning and programming process, including TMA specific planning and programming activities, and the programming of TMA specific suballocated funding is compliant with federal requirements as related to the MPO's programming authority.
- Document the process that NHDOT and the MPO will follow for the 2019-2022 STIP Update and future updates, to ensure that the MPO maintains the programming and project selection authority that is there under current law and regulation, specifically addressing TMA-suballocated funding, and Title 23 projects not on the NHS.





**Regional Plan and MTP Implementation**

Ensure adequate maintenance of roads and bridges and enhance the safety and reliability of the existing transportation system

**Task 201 – Anticipated Outcomes:**

- Revised State Ten Year Transportation Plan process (July 2017 – June 2019)
- Collaboration with MPOs & NHDOT to incorporate performance based planning requirements into TYP processes (beginning July 2017)
- Evaluate TYP projects against performance targets (beginning July 2017)
- Technical memos in support of the Ten Year Plan Program (September 2018 – April 2019)
- Participation in the GACIT Public Hearings (August – December 2017)
- Project recommendations for the Ten Year Plan Process (March – April 2019)

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**TASK 202 Land Use and Environmental Linkages**

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NRPC has long been a leader in planning practices that relate the role of the transportation system to, livability, sustainability and climate change. This task includes all environmental activities that pertain to the connection between land use and transportation.

**Climate Change, Livability and Sustainability:** NRPC will work to identify and implement appropriate transportation and land use recommendations identified in the NRPC Regional Plan and NH Climate Action Plan. NRPC will work to address resilience to climate change and extreme weather, and present approaches/tools for assessing criticality and sensitivity of different assets in the context of assessing vulnerability to climate change and extreme weather events. This effort will also address the six livability principles developed by the US DOT, HUD and EPA.

**Environmental Mitigation:** NRPC will monitor environmental issues in support of the region’s transportation planning effort. Specific activities may focus on transportation related water quality, wetlands, habitat, hazard mitigation, and historic, cultural and archeological resources. The FAST Act requires that the long range Metropolitan Transportation Plan (MTP) include discussions environmental mitigation associated with proposed projects. Work under this task will serve to update the environmental mitigation discussion in the MTP. NRPC will consult the environmental resource agencies during the update of the MTP.

**Environmental Justice:** NRPC monitors project development to ensure that there is no disproportionate impact on any minority or low income population. Input on the development of the transportation system is actively solicited from minority and low income communities as warranted. NRPC will actively coordinate with other organizations that provide services to low and moderate income and other vulnerable populations. The NRPC Regional Plan and MTP provide updated data sets to improve performance against this metric.





**Regional Plan and MTP Implementation:**

- Plan for a diversity of transportation options, including increased public transit, pedestrian and bicycle offerings, to meet the mobility needs of all residents, including those without access to an automobile or those that prefer not to drive, and persons of all ages and incomes with expanded fixed route service and access to healthcare facilities, employers and grocery stores.
- Support the development of planning tools and guidance materials.
- Increase efforts to search for other transit projects from minority and low income communities.

**Task 202 – Anticipated Outcomes:**

- Environmental justice strategies through the regional plan framework as needed/as requested (ongoing)
- Publication of educational materials twice per year related to: climate change and transportation, implementation of livability principles and planning emphasis areas, stormwater mitigation (ongoing)
- Participation in local energy working groups related to alternative fuel and electric vehicles as needed/as requested (ongoing)
- Updates to environmental mitigation on existing and proposed long range transportation projects as needed following TIP/MTP amendments and biennial updates (ongoing)
- Continued application of annually released American Community Survey (ACS) demographic data to develop updated Environmental Justice information (ongoing)
- Coordination with local and regional organizations that share mission objectives and/or enhance NRPCs ability to network with others actively engaged in environmental justice and promoting ladders of opportunity (ongoing)

**TASK 203 Transportation Planners Collaborative**

**Participation in the Collaborative:** NRPC will participate in the Transportation Planners Collaborative process. This task will require NRPC staff to participate in quarterly onsite meetings. In addition, NRPC staff will review meeting materials in advance of each meeting, and, if necessary prepare written memos or presentations relevant to the meeting agenda. Staff may also be assigned to the TPC Steering Committee. During this contract period, the TPC will focus on a collaborative effort with NHDOT, FHWA and the other RPCs/MPOs to revise New Hampshire's transportation planning process so it better aligns with Federal processes and reflects regional priorities.

**Regional Plan and MTP Implementation:**

- Project criteria development to support project selection process that will result in the maintenance of roads and bridges and enhance the safety and reliability of the existing transportation system.



**Task 203 – Anticipated Outcomes:**

- Revised State Ten Year Transportation Plan process (July 2017 – June 2019)
- Participation in at least 75% of quarterly Transportation Planners Collaborative meetings (ongoing)
- Written memos or presentations relevant to the quarterly meeting agenda as needed (ongoing)
- Participation as Steering Committee member (July 2017 – December 2017)

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**TASK 204 Interagency Consultation Process (ICP)**

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**Participation in the ICP:** NRPC will participate in the interagency consultation process. This task will require NRPC staff to participate in conference calls or attend onsite meetings each month. In addition, NRPC staff will review meeting materials in advance of each meeting, and, if necessary prepare written memos or presentations relevant to the meeting agenda.

**Regional Plan and MTP Implementation:**

- Ensure adequate maintenance of roads and bridges and enhance the safety and reliability of the existing transportation system.

**Task 204 – Anticipated Outcomes:**

- Participation in the Interagency Consultation Process, participation in at least 10 monthly meetings or calls per year (ongoing)
- Reports to the MPO on relevant topics as needed (ongoing)
- Written memos or presentations relevant to the meeting agenda as needed (ongoing)

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**TASK 205 Transportation Improvement Program**

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**MPO TIP Preparation:** Under this task NRPC will maintain and update the region’s Transportation Improvement Program (TIP). NRPC will complete the preparation of a the FFY2019 – 2022 TIP in cooperation with local, state and federal agencies that is based on the short and long-range elements of the endorsed Metropolitan Transportation Plan and that strives to make progress toward achieving documented performance targets. This process will require completion of a public participation process and MPO endorsement of the TIP. In addition, NRPC may solicit proposals for federal funding of local and regional projects for consideration in the TIP. Public information meetings will be held during development of the TIP and a public hearing on the draft will be held, followed by MPO endorsement. All work will be completed in compliance with 23 CFR Part 450, Subpart C.

During this contract period, NRPC will work collaboratively with the NHDOT, FHWA and the other RPCs and MPOs to revise New Hampshire's transportation planning process so it better aligns with Federal processes, including TIP development, and reflects regional priorities.



During the first year of the work program (July 2017 – June 2018) work under this task will be split between 1) The maintenance of the 2017 – 2020 Transportation Improvement Program (TIP); and 2) the development of the Draft 2019 – 2022 TIP.

1. Maintenance of the 2017 – 2020 TIP will require reviewing and processing minor revisions and amendments to the document. NRPC staff will be required to monitor project status, communicate with NHDOT Staff, and community representatives to ensure projects changes are accurately represented in the TIP. In addition full amendments to the TIP will require staff to notice and hold a public hearing in advance of MPO approval.
2. Development of the draft 2019 – 2022 TIP during the first year of the UPWP will require staff to ensure that project priorities are correctly conveyed to NHDOT so that they may be incorporated into the draft STIP without change. In addition, NRPC staff will coordinate with NHDOT to ensure consistency between the regions priorities and NHDOT's development of the Ten Year Plan.

During the second year of the work program (July 2018 – June 2019) maintenance efforts of the existing 2017 – 2020 TIP will continue. However, more emphasis will be placed on the development of the draft 2019 – 2022 TIP. Upon completion of the state's Ten Year Plan Process, NRPC will incorporate all of the region's projects from the Ten Year Plan into the 2019 – 2022 TIP. Final TIP documents will be developed in the fall of 2018.

The newly established Transportation Management Area Committee will participate in the selection and programming of non-National Highway System (NHS) projects within the Nashua urbanized area. Additional staff resources will be required to facilitate the TMA process and ensure the programming authority is executed in a manner consistent with the 3-C process and the intent of the federal planning regulations.

Upon completion of the 2019-2022 TIP, the transportation planning cycle will begin again with maintenance of existing documents and development of the draft 2021– 2024 TIP.

**Project Monitoring:** Effective project monitoring is critical to the planning process, maintaining fiscal constraint and to timely project delivery. In cooperation with NHDOT, NRPC will monitor project progress and make recommendations to optimize project phasing and implementation.

In accordance with federal planning regulations, the 2019 – 2022 TIP will incorporate collaboratively developed MPO performance measures and include a report describing the progress made towards meeting established targets. To meet the requirements, additional staff resources will be devoted to data collection, measure calculation, trend analysis and performance reporting.

**Obligated Project List:** NRPC will work cooperatively with NHDOT and transit providers to develop an annual listing of obligated projects, including investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds have been obligated in the preceding year. The listing

shall be published or otherwise made available by the cooperative effort of the State, transit operator, and metropolitan planning organization for public review. The listing shall be consistent with the funding categories identified in each metropolitan transportation improvement program (TIP). The annual listing will be completed at the end of the program year and may include visual components such as maps and charts to ensure the information is conveyed to a broad audience with varying levels of familiarity with the transportation planning process. The list will be posted on the NRPC web site.

Corrective Action Identified in the 2016 TMA Certification Review (updated through 2017 - 2020 STIP approval letter, dated 2/6/2017):

For New Hampshire's next STIP update process (2019-2022), NHDOT and the MPO must:

- Monitor and facilitate implementation of the agreement documents to ensure that NH DOT maintains the transportation planning and programming process, including TMA-specific planning and programming activities, and the programming of TMA-specific suballocated funding is compliant with federal requirements as related to the MPO's programming authority.
- Document the process that NHDOT and the MPO will follow for the 2019-2022 STIP update and for future updates to ensure that the MPO maintains the programming and project selection authority that is theirs under federal law and regulations, specifically addressing TMA-suballocated funding, and Title 23 projects not on the NHIS.

Regional Plan and MTP Implementation:

- Ensure adequate maintenance of roads and bridges and enhance the safety and reliability of the existing transportation system.
- Plan for a diversity of transportation options, including increased public transit, pedestrian and bicycle offerings, to meet the mobility needs of all residents, including those without access to an automobile or those that prefer not to drive, and persons of all ages and abilities, with expanded fixed route service and access to health care facilities, employers, and grocery stores.
- Improve east-west travel.
- Improve the availability of transportation options for people and goods through investment in future transportation alternatives.
- Implement project selection authority for non-NHIS projects, including projects programmed for TMA suballocated STIP and TAP funds.
- Pursue long-term sustainable revenue sources to address regional transportation system needs.

**Task 205 – Anticipated Outcomes:**

- Documentation and processing of 2017 – 2020 TIP Minor Revisions and Amendments (ongoing)
- Documentation supporting Fiscal Constraint of the 2017 – 2020 TIP (ongoing)
- Participation in meetings related to project monitoring and implementation (ongoing)
- Execution of TMA Programming authority (beginning July 2018)

- Development of the Draft 2019-2022 NRPC MPO TIP (July-December 2018)
- Incorporation of performance based planning requirements into TIP processes (beginning January 2018)
- Development of TIP Performance Report (beginning June 2018)
- Participation in up to 10 performance based planning meetings per year to evaluate measures and progress towards meeting statewide and MPO targets (ongoing)
- Development of the Obligated Project List (December 2017 and December 2018)
- Revised State Ten Year Transportation Plan process (July 2017 – June 2019)

**TASK 206 Congestion Management Process**

**Congestion Management Process Implementation:** The Congestion Management Process (CMP) refers to a systematic approach, collaboratively developed and implemented throughout a large metropolitan region that provides for the safe and effective management and operation of new and existing transportation facilities through the use of demand reduction and operational management strategies. As of the 2010 Census, the Nashua Urbanized Area population exceeded the 200,000 threshold and as a result the Nashua MPO serves as a Transportation Management Area (TMA). In this capacity, the Nashua MPO must demonstrate compliance with CMP requirements outlined in federal transportation guidelines. This will involve data collection tasks such as traffic counts, travel time runs and use of the National Road Performance Management Data Set (NPMRDS). Data will be analyzed and compiled into corridor level reports. Staff will coordinate data collection efforts with SNHPC along common CMP corridors within the TMA. The entire CMP process will be documented in a regional report and summarized in the each MTP update.

Corrective Action Identified in the 2016 TMA Certification Review/Updated through 2017 - 2020 STIP approval letter, dated 2/6/2017:

- In order to be fully implemented, the CMP report should include performance metrics for all selected corridors. Additional, a systematic approach for identifying corridors should be articulated in the report.
- Develop a plan for data collection and assembly (to commence with MPO improvements) that integrates systems and corridor-level data needs.
- Develop baseline inventory of travel conditions (travel time, delays, congestion, etc.) that describe existing conditions for base and future years.
- Review current analytical methods and identify where supplemental methods may be needed (e.g. transit, non-traveling congestion methods).
- Improvements to the MPO's CMP data collection and baseline inventory of travel conditions, etc. should be expected to keep pace with ongoing implementation of performance based planning requirements under MAP-21 and the FAST Act.



**Regional Plan and MTP Implementation:**

- Manage travel demand and reduce peak hour travel times through support for travel efficiency measures and system enhancements targeted at congestion reduction and management.

**Task 206 – Anticipated Outcomes:**

- Travel time data collection on up to five CMP corridors per year (ongoing)
- Development and update of up to five CMP reports per year (ongoing)
- Coordination with SNHPC to collect data on at least one TMA CMP corridor per year (ongoing)
- Review and revisions to data collection procedures to take advantage of technology (ongoing)
- Implementation of NPMRDS data analysis (monthly data processing)
- Evaluation of Performance Measures (ongoing)
- Incorporation into MTP to support corridor based planning (ongoing)
- Identification of ITS strategies, where applicable (ongoing)

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**TASK 207 Intelligent Transportation System**

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**Intelligent Transportation System (ITS) maintenance:** NRPC will update the Regional ITS Plan to be consistent with the Statewide ITS Architecture. ITS recommendations resulting from the CMP will be included in the MTP to support operational improvements along CMP corridors in order to meet performance measure targets for congestion.

**Corrective Action identified in the 2016 TMA Certification Review (updated through 2017 – 2020 STIP approval letter, dated 2/6/2017):**

- The MPO is encouraged to move forward in a timely manner with their regional ITS architecture update and to do so in close coordination with NHDOF.

**Regional Plan and MTP Implementation:**

- Manage travel demand and reduce peak hour travel times through support for travel efficiency measures and system enhancements targeted at congestion reduction and management.

**Task 207 – Anticipated Outcomes:**

- Regional Intelligent Transportation System Plan Update (July 2017 – June 2018)
- Regional Intelligent Transportation System Plan Maintenance (ongoing)





**Task 208 – Anticipated Outcomes:**

- Updated MTP project list and fiscal constraint analysis to maintain consistency with MPO TIP (ongoing)
- Updated and financially constrained 2019 – 2045 Metropolitan Transportation Plan to reflect corridor-based approach and performance measure integration (July 2017 – December 2018)
- Integration of performance based planning requirements into MTP processes (beginning January 2018)
- Participation in up to 10 performance based planning meetings per year to evaluate measures and progress towards meeting statewide and MPO targets (ongoing)
- Development of MTP System Performance Report (beginning June 2018)
- Analyses and technical memos supporting the long range needs of the region outlined in the MTP (ongoing)

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**TASK 209      Transportation Air Quality Conformity**

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**Conformity Monitoring:** As of July 20, 2013, all of New Hampshire is unclassifiable/attainment for the 2008 8-Hour Ozone National Ambient Air Quality Standard (the 2008 ozone standard) and as of April 6, 2015, the 1997 8-Hour Ozone National Ambient Air Quality Standard (the 1997 ozone standard) is revoked for all purposes, including transportation conformity, in the Boston-Manchester-Portsmouth (SE) NH area. In addition, on March 10, 2014, the U.S. Environmental Protection Agency approved a limited maintenance plan to address Carbon Monoxide (CO) for the City of Nashua, satisfying the need for future regional CO emission analyses. Therefore, NRPC no longer conducts a regional emission analysis for ozone or CO. However, all other transportation conformity requirements under 40 CFR 93.109(b) continue to apply, including the requirement for the MPO to make a positive conformity determination for the TIP and MTP, and project level conformity determinations based on carbon monoxide hot spot analyses under 40 CFR 93.116.

Provisions are in place prevent degradation of the improved air quality. The anti-backsliding provisions require that that New Hampshire continue vehicle inspection maintenance (I/M) programs, reasonably available control technology (RACT) and clean fuels programs. MPOs support continued improvements to air quality by implementing strategies and projects that further reduce transportation-related emissions, such as increase transit use and Intelligent Transportation System (ITS) applications and technologies that offset growth in emissions from increased vehicle miles travelled.

**Task 209 – Anticipated Outcomes:**

- Technical memos regarding the status of the revised ozone standard as necessary (ongoing)
- Model analysis in support of the development of the mobile source air quality budget in the State Implementation Plan, if necessary (ongoing)
- Monitoring of anti-backsliding provisions in coordination with NHDOT, NHDES and EPA (ongoing)





**TASK 210 State Long Range Transportation Plan**

NRPC will participate in/assist NHDOT efforts to update the Statewide Long Range Transportation Plan. Details and anticipated outcomes are to be determined.

**TASK 211 Bicycle and Pedestrian Planning**

NRPC will continue outreach and planning efforts to expand bicycle and pedestrian facilities in the region. Staff will work cooperatively with NTS, NHDOT Bicycle Pedestrian Transportation Advisory Committee (BPTAC), Healthy Eating Active Living (HEAL), the Bike Walk Alliance of NH, Commute Smart NH, other related groups, and businesses to support cycling, walking and the use of the Transit System. NRPC will assess the effectiveness of new data sets and data acquisition techniques in support of active transportation programs throughout the region.

Further, NRPC may conduct educational outreach during Commute Smart Week, which occurs in May in conjunction with National Bike to Work Week. Outreach events may include organized bike rides, bicycle rodeos for children, pubic and workplace breakfasts for commuters, and educational booths. Develop a regional incentive program to encourage participation among employees and the public.

Regional Plan and VAP Implementation:

- Plan for a diversity of transportation options, including increased public transit, pedestrian and bicycle offerings, to meet the mobility needs of all residents, including those without access to an automobile or those that prefer not to drive, and persons of all ages and incomes, with expanded fixed route service and access to health care facilities, employers, and grocery stores.
- Implement components of the region's bicycle and pedestrian plan and promote alternative travel mode use to reduce emissions associated with automobile use and support implementation of livable walkable communities.
- Establish a regional bicycle and pedestrian committee.

**Task 211 – Anticipated Outcomes:**

- Implementation of goals and objectives of Regional Bike Ped Plan (ongoing)
- Educational outreach and support for annual Commute Smart Week (ongoing)
- Minor updates to the Bicycle Pedestrian Plan as needed (ongoing)
- Assistance to communities working to develop multi-use trail projects as requested (ongoing)
- Bike and pedestrian traffic counting program implementation, including analysis of Strava data and data from various bike-ped counting equipment (see Task 401 Traffic Counting Program) (ongoing)
- Incorporation of innovative analysis practices into bike-ped planning process, including Level of Traffic Stress for bikes and Level of Walkability for walking (ongoing)



ESTIMATED COST (\$)	FY 2018	FY 2019
PLANNING	3,000,000	3,000,000

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## **CATEGORY 300 - PUBLIC INVOLVEMENT AND COORDINATION**

**Purpose:** This category includes tasks that provide necessary assistance to agencies that are involved in the 3C transportation planning process. It is also intended to support and encourage citizen involvement in the transportation planning process.

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### **TASK 301      Transportation Technical Advisory Committee**

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***Facilitate the Transportation Technical Advisory Committee:*** The Transportation Technical Advisory Committee (TTAC) has been established by the NRPC for the purpose of ensuring that transportation related decisions of the Nashua Regional Planning Commission are based on technically sound planning principles and the goals and objectives of its member communities. The TTAC responsibilities include:

- Provide recommendations to the Commission and the NHDOT on project funding priorities.
- Rendering technical advice to the NRPC regarding contemplated or ongoing projects in the form of written memorandums and presentations at least 2 quarterly Commission meetings per year.
- Facilitating an exchange of views with the general public to provide information and elicit input regarding the transportation planning process, programs and projects.

The NRPC Staff provides technical support to the TTAC in the form of meeting content, related transportation and land use data, technical memorandums and presentations. The NRPC staff facilitates up to ten TTAC meetings per year.

NRPC Staff will also attend up to six SNHPC TAC meetings, as needed to effectively administer the Nashua TMA.

#### **Task 301 – Anticipated Outcomes:**

- Hosting and participation in up to 10 TTAC meetings per year (ongoing)
- Participation in up to 6 SNHPC TAC meetings per year (beginning January 2018)
- Technical memos, presentations, white papers and recommendations supporting transportation needs of the region and NHDOT programs and initiatives as needed (ongoing)
- Annual updates to TTAC appointments (ongoing)
- Meeting minutes and agendas and related committee information (ongoing)
- Participation in and support of the biennial Ten Year Plan Process (ongoing)



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**TASK 302      Committee Meetings**

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**NRPC Executive Committee:** Under the Article VI of the NRPC by-laws the NRPC Executive Committee shall conduct the affairs of the Commission and MPO at times when the Commission is not in session and shall report on its actions to the Commission at the next Commission meeting.

NRPC staff provides technical support to the Executive Committee in the form of meeting content, related transportation and land use data, technical memorandums and presentations. The Assistant Director participates in Executive Committee meetings as needed. Staff facilitates public hearings in support of the transportation planning process and endorsement of federally mandated documents.

During FY 2019, the Executive Committee will review and adopt the NRPC By-laws to include new policies and procedures related to the TMA.

**Task 302 – Anticipated Outcomes:**

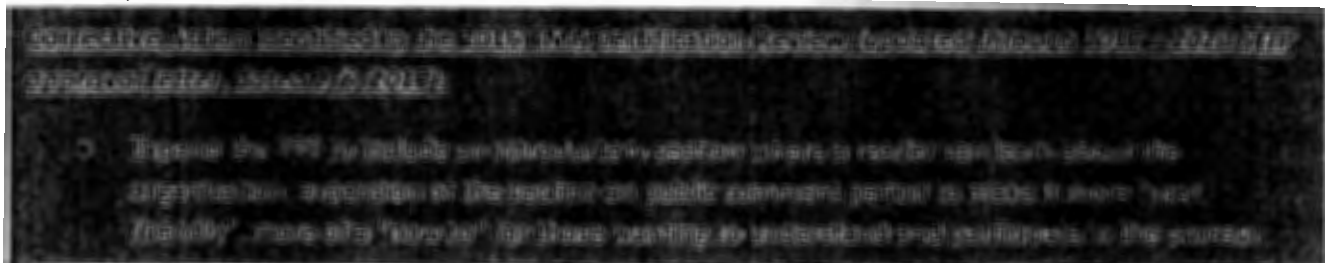
- Provide staff support to the NRPC Executive Committee at up to 11 meetings per year (ongoing as needed to conduct the affairs of the Commission and MPO at times when the Commission is not in session)
- Policy memorandums, presentations and statements in support of regional transportation needs and priorities, including those of the TMA as needed (ongoing as needed to conduct the affairs of the Commission and MPO at times when the Commission is not in session)
- Minutes and related committee information (ongoing as needed to conduct the affairs of the Commission and MPO at times when the Commission is not in session)
- Participation in and support of the biennial Ten Year Plan Process (ongoing as needed to conduct the affairs of the Commission and MPO at times when the Commission is not in session)
- Review and adoption of revised NRPC By-laws (July 2018 – December 2018)

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**TASK 303      Public Participation Plan**

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**Public Participation Plan Maintenance:** NRPC maintains a stand-alone, written plan for collecting public comments on MPO documents. During this contract period, NRPC will update the existing Public Participation Plan (PPP) to incorporate the recommendations from the 2016 TMA Certification review and to include the SNHPC TMA communities in the Plan. The PPP is designed to meet the region's changing needs while taking advantage of the latest in communications technologies.



and include how they can submit comments and to whom, provide a name and address, telephone number and email address. An appendix to help educate the reader (e.g., include Public Meeting and Public Hearing Schedules, Data Collection Sheets, Surveys and Questionnaires) and a Glossary of Terms.

The following must be included in the updated version of the PPP:

- a. Written description that explains how the MPO will collect, evaluate and respond to public comments.
- b. Written description of the methods used to solicit input at public meetings (e.g., sign-up sheets, delineated forms, questionnaires and include these in the PPP appendix).
- c. Add a performance measures section that includes a goal (measurable for PPP) related to a condition, the frequency of PPP updates (MPO suggests a time to have a year or less interval significant change, provide an earlier update) and the schedule outlining the various submissions due to the MPO.
- d. Currently, the PPP does not include a specific and approved strategy section for engaging low-income, minority and LEP populations and one should be added. This section should include a process to evaluate the effectiveness of public involvement, including success in engagement of low-income, minority and LEP persons.

### Task 303 – Anticipated Outcomes:

- Update to the Public Participation Plan to include TMA communities (June 2018 – December 2018)
- Documentation of public participation (ongoing)
- Electronic communications in support of the transportation planning program (ongoing)
- Maintenance of the MPO and transportation related pages of the NRPC web site (ongoing)

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### TASK 304 Public Outreach

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**Coordination of Public Outreach:** NRPC has a Program Assistant on staff to increase involvement in the transportation planning process across all sectors of the region. NRPC's Program Assistant facilitates citizen involvement through electronic communications, published reports, informational meetings, forums, workshops and the news media.

NRPC works with the NHDOT to facilitate public informational meetings on the state's transportation program and any other transportation planning activities. NRPC provides assistance to the NHDOT in public forums regarding regional transportation projects and other outreach meetings.

NRPC ensures that all required public notices relative to the transportation planning process are published in local newspapers and electronically on the NRPC website and in social media in a manner that is consistent the federal requirements and NRPC's Public Participation Plan.



**Social Media:** NRPC maintains Facebook, Twitter and YouTube accounts which are used to educate and inform policy makers and members of the public regarding transportation issues. Posts and Tweets contain summaries of important transportation planning documents and modal plans as well as announcements of public meeting and public participation opportunities. Videos of transportation related public meetings and/or presentations will be produced, edited and made available via the NRPC's YouTube channel.

**Constant Contact:** NRPC uses the Constant Contact email Service to provide more frequent updates on transportation planning activities.

**www.nashuarpc.org:** The NRPC web page has become an increasingly important method of outreach and education to the public on transportation issues. NRPC will continue to develop the web page to provide information on all the major transportation modes and issues and also on specific corridor or area plans that are under development. NRPC will also provide links to the web pages of key transportation system operators and partners in the transportation planning process.

Corrective Action identified in the 2016 TMA Certification Review, updated through 2017 – 2020 STP approval letter, dated 2/6/2017:

AS located currently, the Title VI related documents are not easily accessible by the public via the NRPC website. Though the MPO has noted that their Title VI procedures are also found on the About the MPO page and on the Bylaws and Policies page.

**Task 304 – Anticipated Outcomes:**

- Meeting announcements as needed (ongoing)
- Social media and Constant Contact posts (ongoing)
- Public hearing minutes (ongoing)
- Legal Notices in support of all transportation planning activities (ongoing)
- Meetings and outreach events as requested/needed (ongoing)

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**TASK 305 MPO/TMA Policy Committee Meetings**

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**MPO/TMA Policy Committee:** The NRPC full commission acts as the MPO policy committee. The Nashua Regional Planning Commission, as the designated MPO, provides direction and coordination for the conduct of the transportation planning process by its staff. Its main functions include:

- Establishing goals, objectives and policies for transportation in the NRPC area with consideration of recommendations by the TTAC.
- Directing the preparation, update and adoption of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) for the NRPC area and ensuring that the



documents are in conformance with the Federal Highway Administration fiscal constraint requirements, per 23 CFR 450 Subpart C.

- Reviewing transportation proposals and projects which require coordination with transportation activities, in order to assure consistency with adopted transportation plans.
- Approving the development of the Unified Planning Work Program (UPWP) and the annual budget necessary to conduct the work tasks.

MPO meetings include representatives from each community within the designated regional planning boundary, as well as additional parties who are part of NRPC MPO for conducting transportation business. The meetings are held quarterly. Under the NRPC by-laws the NRPC Executive Committee shall conduct the affairs of the Commission at times when the Commission is not in session and shall report on its actions to the Commission at the next Commission meeting.

The NRPC Staff provides technical support to the Commission and Executive Committee in the form of meeting content, related transportation and land use data, technical memorandums and presentations. The NRPC staff participates in all Commission and Executive Committee meetings. Staff facilitates public hearings in support of the transportation planning process and endorsement of federally mandated documents.

The responsibilities associated with the Nashua TMA have added a complexity to the MPO's operations. During the first year of this Program, the need for a formal MPO Policy Committee that includes a TMA Policy subcommittee will be explored and a framework drafted to ensure that the goals and objectives of both the MPO and TMA are supported by the transportation planning processes carried out by staff. It is anticipated that in the second year of this contract, a TMA Policy subcommittee will begin executing the TMA programming authority.

**Task 305 – Anticipated Outcomes:**

- Policy memorandums, presentations and statements in support of regional transportation needs and priorities for quarterly meetings (ongoing)
- Minutes and related committee information for quarterly meetings (ongoing)
- Participation in and support of the biennial Ten Year Plan Process (ongoing)
- Framework for MPO Policy Committee and TMA Policy Subcommittee (July – December 2017)
- Execution of TMA Programming authority (beginning July 2018)



## **CATEGORY 400 - PLAN SUPPORT (DATA, MODELING, GIS)**

**Purpose:** Reliable data, tools, and analysis methods are critical to effective performance-based planning. Data-driven analysis supports the establishment of reporting baselines, guides objective transportation-decision making, and supports objective progress measurement through time. Specifically, plan support activities will assist NRPC to:

- Accurately forecast transportation needs and land use to provide a minimum 20-year planning horizon for all transportation planning purposes.
- Effectively target transportation investments within a resource-constrained context.
- Achieve conformance with all federally-mandated requirements.
- Avoid or minimize adverse impacts to low income and minority populations and to target outreach to Limited English Proficiency (LEP) groups/populations.
- Protect environmental, cultural, and historic resources in the region.
- Leverage technology investment, increase data sharing, and remove barriers to coordination, leading to increase effectiveness of government.

**Data:** To support transportation planning NRPC manages a comprehensive data compilation process that usually involves many of the following tasks of the typical data development lifecycle: field data collection or other types of data origination, processing of shared data from external parties, quality assurance, documentation (metadata), and data publication, inter-agency sharing, and associated outreach.

**Tools:** To support transportation planning NRPC maintains expertise in: field asset condition evaluation tools; travel-demand modelling; traffic simulation software; GIS-based decision support tools, e.g. mapping and visualization, proximity analysis, growth and build-out modelling, scenario-planning; relational database management software (RDBMS); and online/cloud-based information collaborative frameworks.

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### **TASK 401 Highway Performance Monitoring System (HPMS) Traffic Counts**

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**NHDOT Traffic Count Program:** NRPC will continue its responsibility for the NHDOT's Automatic Traffic Recorder (ATR) count program. Staff will perform 24-hour ATR counts per an NRPC established schedule, up to 10 of which will include vehicle classification counts. Count data will be provided to NHDOT each month throughout the counting season. At the request of NHDOT, NRPC will also conduct up to 10 intersection turning movement counts during the two-year contract period. Where applicable the NRPC will coordinate data collection efforts to maximize efficiency. All data will be made available online through the NRPC website.



**Task 401 – Anticipated Outcomes**

- Automatic Traffic Counts to support the NHDOT HPMS program at up to 130 sites per year (ongoing)
  - GIS traffic count database updates and maintenance (ongoing)
  - Adjustments of raw counts to Annual Average Daily Traffic counts (ongoing)
  - Updated traffic count web page and traffic flow map for NRPC region (ongoing)
  - Up to 5 peak hour traffic counts, capacity analyses and level of service analyses per year as requested by NHDOT (ongoing)
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**TASK 402 Road Surface Management System (RSMS)**

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**Road Surface Management System (RSMS):** Activities and staff time will be devoted to the development and maintenance of road surface condition data, identification of priorities for repair and strategies to best facilitate improvements, general cost estimates, and planning for future maintenance needs. Depending on the extent of the road network, data collection and analysis will be conducted for up to two communities per year using the NH SRSMS data collection system and process.

**Task 402 – Anticipated Outcomes:**

- Road Surface Management System (RSMS) inventory and scenario analysis for up to two communities per year (ongoing)
  - Pedestrian infrastructure inventory and evaluation for up to one community per year (July 2017 – June 2018)
  - Culvert inventory and evaluation of transportation infrastructure vulnerability to failure for up to one community per year (July 2018 – June 2019)
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**TASK 403 Geographic Information System**

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Staff will maintain, update, and analyze as necessary GIS databases, including spatial and attribute information, for all important variables for the transportation program. These may include but are not limited to:

- **Inventory of Regional Transportation Infrastructure:** NRPC will continue to collect and maintain GIS location and attribute information on transportation assets in the region to support general transportation planning, performance-based planning, and the traffic model. These data layers may include, but are not limited to:
    - Road network infrastructure and input files associated with transportation modeling including friction factors, network delineation, and incorporation of ground counts.
    - Comprehensive mapping inventory of the physical and operational components of the public transit system in the MPO region.
    - Active transportation infrastructure (sidewalk, trails and paths, crosswalks, signals, etc.).
-

- Road facilities assets such as intelligent transportation system (ITS) infrastructure and stormwater infrastructure.
- **Transportation System Operational and Safety Data:** NRPC will continue to gauge the utilization and safety performance of the regional transportation system by supporting data development and/or compilation in the areas of:
  - Highway performance monitoring system traffic counts combined with other network volume information.
  - NHDOT Crash statistics and other safety measures.
- **Regional Land Use Monitoring Data:** NRPC will continue to track regional growth patterns and update land use files to support general transportation planning and the traffic model. Specifically, the following conditions will be characterized in GIS, at a point, parcel, or traffic analysis zone (TAZ) level of geography:
  - Any new residential, commercial and industrial development.
  - Environmental features (wetlands, habitat, flood plains, etc.).
  - Updating and digitizing datasets on the elevation and other characteristics of roads, highways, bridges, etc.
  - Restrictions on use (zoning, conservation easements, etc.).
  - Historical, archeological, and other cultural resources for use in the model and other transportation projects.
- **Demographic and Socioeconomic Conditions:** NRPC will incorporate GIS datasets relative to the current and future population in order to reflect changing demands on the transportation system and to help prioritize investment. Examples of such datasets may include, but are not limited to:
  - Current and projected demographics on the general population and vulnerable population groups.
  - Estimates of current and projected socioeconomic conditions in the NRPC including small-area employment estimates.
- **Pedestrian Infrastructure Assessment:** In the first year of the contract, NRPC staff will use the SADES Pedestrian Assessment model to conduct a pilot program to inventory and evaluate sidewalks, curb ramps and crosswalks for one community in the region. This data will support pedestrian planning in the region and support performance based planning measures focused on active transportation.
- **Culvert Inventory:** In the second year of the contract, an inventory of road culverts will be undertaken by staff to identify the location of road crossings vulnerable to storm events. The data will be collected for one community in the region using the SADES field data collection program and used to support performance based planning metrics that assess the resiliency of

the surface transportation network. Additionally, data collected through this effort will support communities with hazard mitigation planning and MS4 permits.

**Task 403 – Anticipated Outcomes:**

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- Maintenance and updates of analytical transportation and land-use planning projects database that includes network level plans, air quality, energy and transit (ongoing)
- Annual review of transit system with updates to ridership statistics and reference maps as needed (ongoing)
- GIS maps, applications, data, and reports illustrating spatial and/or attribute information, including but not limited to street inventory, traffic data, Travel Demand Model data, crash analyses, environmental and historic resources and roadway functional classification (ongoing)
- Spatial data analysis to support MPO performance measurement development, assessment, and reporting (ongoing)
- Up to two local build-out analysis updates per year with an accompanying annual review and update of regional build-out analysis, as needed (ongoing)
- Biennial updates to employment density maps (ongoing)
- GPS and field data collection on up to 3 trail and/or other active transportation systems per year (ongoing)
- Maps of community key destinations and assets and their proximity to housing that enhance access to opportunity for residents (ongoing)
- Maps of trails, sidewalks, parks, and recreation facilities to identify opportunities to access natural resources and open space and identify those within walking distance of homes and schools (ongoing)
- Pedestrian infrastructure inventory and evaluation for up to one community per year (July 2017 – June 2018)
- Culvert inventory and evaluation of transportation infrastructure vulnerability to failure for up to one community per year (July 2018 – June 2019)

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**TASK 404      Demographics**

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**Demographics Data:** NRPC GIS staff will maintain and continue to develop a full set of demographic data to support all transportation planning purposes. Data from the Census, American Community Survey, and Census Transportation Planning Package will be compiled and maintained for staff and community use. Up to date data sets of employment by North American Industrial Class System and number of employees will also be maintained. NRPC will also analyze demographic data related to planning and project activities to ensure Environmental Justice requirements are met.

**Task 404 – Anticipated Outcomes:**

- Annual updates to data sets and mapping analyzing the regional demographic profile (ongoing)
- Annual updates to core set of up-to-date ACS data points supporting general transportation planning activities (ongoing)
- Data analysis to support MPO performance measurement development, assessment and reporting (ongoing)
- Annual updates to data in support of Title VI and Environmental Justice requirements (ongoing)
- Analysis of the annual updates to the ACS Journey to Work Data (ongoing)
- Analysis of other Census Data Products as available and as needed (ongoing)
- Reporting of known municipal boundary discrepancies to the US Census Boundary and Annexation Survey to improve accuracy of data tabulation for the decennial and economic censuses, and annual estimates and surveys such as the Population Estimates Program and the American Community Survey (ongoing)

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**TASK 405      Equipment and Supplies**

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**Traffic Counting Program Support:** The purchase equipment to support the traffic counting program will be necessary. Supplies such as automatic traffic recorders, bicycle and pedestrian counters, turning movement count boards, road tubes, batteries, spikes and tape will be necessary.

**On-Call Transportation Planning Service:** A Request for Qualifications for on-call transportation planning/engineering services may be issued as needed by NRPC during the two year contract period. Specific tasks to be completed by an on-call consultant may include (but are not limited to):

- Support and review of travel demand model and/or intersection analyses;
- Preliminary research to support freight planning and Intelligent Transportation Systems planning;
- Development and presentation of conceptual sketches and other planning level engineering assistance for proposed projects;
- Preparation of preliminary cost estimates for projects and/or alternatives within projects; and
- Meeting with representatives of NRPC member communities and staff to discuss work products.

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**TASK 406      Travel Demand Model**

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**Regional Forecasts of Population and Employment:** NRPC is required under federal mandate to plan for a minimum 20 year time horizon in its transportation planning products. This is accomplished by basing all NRPC regional plans on a consistent set of population and employment forecasts that are developed and adopted every ten years. NRPC will implement a shift share methodology to forecast regional employment growth and a cohort survival method to forecast population changes.

**Model Network Maintenance:** To effectively provide transportation demand model forecasts for the region, NRPC must continuously maintain the model road network and TAZ structure. As roadway improvements and land use changes occur throughout the region NRPC will ensure that the model network reflects these changes. In addition NRPC maintains multiple networks in support of projects under development in the region.

**Model Update Development:** The NRPC travel demand model was updated and recalibrated with 2010 Census data. Additional work is necessary to enhance and maintain the model moving forward through the work period. These tasks are summarized below:

1. Continue to collect traffic count data at underserved locations at about 100 proposed locations
2. Prepare TAZ census data for model input
  - a. Participate in a coordinated household travel survey, if feasible
  - b. Include (optional) items such as income, commuter information, and school age data
  - c. Develop data inputs for any future years using new population projections for household forecasts and NH Economic and Labor Market Information Bureau data with extrapolation methods for employment forecasts
3. Prepare intersection data for model input
  - a. Update intersection configuration data for every node in network
  - b. Continue to collect and update timing data for signalized intersections
4. Update trip generation rates and other trip factors
  - a. Review vehicle availability, splits and trip rates for each trip purposes and update if feasible
  - b. Update site-specific trip generation rates to include peak hour person and vehicle counts going in and out of certain businesses
  - c. Other inputs like vehicle occupancy for each trip purpose should be updated if possible
  - d. Develop necessary data tables to run a peak hour model.
5. Conduct model calibration checks and performance testing, such as shortest path testing, screenline analysis, and zone-to-zone trip table checks
6. Complete documentation

**Peak Hour Model Development:** The increasing focus on traffic issues in the NRPC region has resulted in increased demand for peak hour turning movement forecasts for intersection operation analysis. NRPC staff has been building the database of land use and traffic operations data necessary to support development of peak hour models. During FY18 and FY19, NRPC staff will develop a peak hour model network.

**Corrective Action identified in the 2016 TMA Certification Review (updated through 2017 – 2020 STIP approval letter, dated 2/6/2017):**

- The adoption of performance metrics that relate to performance management targets will likely expand the use of the model as a predictive tool for understanding trade-offs among regional investment priorities. The continuation of efforts to disseminate travel time data is encouraged as a means of additional model validation, and to assist in the prediction of peak travel conditions.
- Collaboration among Nashua's MPO and NHDOT will be important given the close proximity of MPOs and overlapping travel needs. The Performance Based Planning Workgroup's focus could be expanded to include a focus on other MPO collaboration and knowledge sharing on those important technical issues, as well as increased capacity building with other partners.
- NRPC is encouraged to collect data resources that will provide a stronger linkage between the analytical needs for planning (for example, performance metrics identified in the CMP) and forecasting capabilities.

**Task 406 – Anticipated Outcomes:**

- Updated and recalibrated regional travel demand model (January – December 2018)
- Population and employment forecast through the planning horizon and analysis years (July 2017 – March 2018)
- Highly specific model run data available to all member communities (ongoing)
- Development of a peak hour travel demand model (July 2017 – March 2018)
- Technical briefings and memos related to the model development and update (through June 2019)
- Updated users guide and technical documentation (through June 2019)

ESTIMATED COST FOR 500	FY 2018	FY 2019
PLAN SUPPORT AND DATA	\$ 21,000	\$ 20,500

## **CATEGORY 500 - TECHNICAL ASSISTANCE AND TRANSIT SUPPORT**

**Purpose:** The purpose of this work category is to provide technical assistance to integrate transportation, land use, and environmental planning techniques within the Nashua region. With reductions in funding for transportation improvements at the federal and state level it is increasingly clear that the NRPC cannot expect the construction of major new facilities to serve increased transportation needs. As a result, NRPC, the municipalities of the region, and public transit providers must work together to plan land use patterns that reduce dependence on private automobiles as the primary transportation mode and to improve the efficiency of the transportation system. Work tasks under this category will assist communities with coordinating both transportation and land use systems to successfully guide development and address issues such as automobile dependency and development patterns which hinder the implementation of a multi-modal transportation system.

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### **TASK 501      Local and Regional Assistance:**

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**Technical Planning Assistance:** Upon request by local officials, NRPC will provide technical assistance on the coordination of transportation and land use issues. Information and minor assistance by phone, letter or attendance at meetings to address transportation needs of member communities. Technical assistance will be provided to communities on a variety of transportation and land use issues such as, but not limited to, access management, corridor management, context sensitive solutions, transportation impacts of subdivision design and basic traffic analyses.

This task may include support of key regional projects, such as a Northern Merrimack River crossing. NRPC staff may perform corridor and small area planning for regional projects identified in the Metropolitan Transportation Plan in order to advance them to implementation through the MPO Transportation Improvement Program. Studies undertaken could include:

- Northern Merrimack River Crossing
- Connecting the Sagamore Bridge to NH111
- Route 101A Corridor Study Update
- Route 101 Corridor Study Update
- Exit 36S

**Additional Traffic Data Collection:** Staff will perform 24-hour automatic traffic recorder counts per NRPC established schedule for trend analysis and for local master plan updates. This may involve the development of traffic count location maps. Peak hour turning movement counts and capacity analysis at intersections may be conducted for local planning studies. NRPC will maintain a traffic count location GIS database and associated maps.

**Training and Education:** NRPC will develop and implement workshops and training sessions for the public and board members from our member communities. The goal is to educate the public and board members about transportation impacts of land use decisions and the tools that can assist them in

developing best practices in their communities. Training topics may include land use regulations and decision making tools such as GIS that help maintain compact development patterns, promote human scale development patterns and increase livable and sustainable communities.

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**Data Accessibility:** NRPC provides online application services to support community and public stakeholder needs in viewing, analysis, and download of planning data. These tools are suitable for both lay and technical audiences and support education, outreach and local technical assistance projects. Access to NRPC data also prompts stakeholders to provide feedback on data elements that leads to correction and continual quality improvement.

**Task 501 – Anticipated Outcomes:**

- Technical transportation and land use research, assistance and support to communities as requested (ongoing)
- Technical memos and presentations on transportation and land use strategies that address local needs such as subdivision design review (ongoing)
- Update and review of up to two local Master Plan transportation chapters and data (ongoing)
- Up to four transportation studies related to major regional development (ongoing)
- Up-to-date online GIS, traffic count, and transportation project data viewing, download, and direct-connect services (ongoing)
- Development of up to two local Travel Demand Models, as requested by communities (ongoing)
- Community requested traffic data collection and analysis: up to 10 ATR counts, 10 TMCs and 4 intersection analyses per year (ongoing)
- Publication of educational materials twice per year to support the transportation/land use connection and USDOT, EPA and HUD Livability Principles (ongoing)

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**TASK 502      Statewide Assistance**

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**Statewide Planning Assistance:** NRPC routinely provides technical assistance for projects, plans, and committees that affect transportation decisions at the State level. NRPC will work with NHDOT to provide data and analysis for development of transportation projects.

**Task 502 – Anticipated Outcomes:**

- Technical transportation and land use research, assistance and support to NHDOT planning initiatives (ongoing)
- Technical memos, analyses and presentations on transportation and land use strategies that address State level needs (ongoing)
- Formation of technical committees to work on specific state level issues that impact the region (ongoing)
- Review of state level transportation plans and data (ongoing)





- Participation in DOT initiatives such as LEAN Review and project cost estimation review committee (ongoing)
- Participation in FHWA Every Day Counts, Local Public Agency (LPA) Stakeholder Partnerships, Regional Models of Cooperation and/or Peer-to-Peer learning network exchanges (ongoing)
- Participation in up to two Statewide Safe Routes to School Committee meetings per year (ongoing)
- Up to one Travel Demand Model requests per year (ongoing)
- Traffic data collection and analysis: 5 ATR counts and 5 TMCs per year (ongoing)
- Participation in performance based planning meetings to discuss data and analysis support for statewide performance measures (ongoing)
- Support statewide GIS planning and coordination initiatives (i.e. House Bill 377 Committee, statewide GIS Technical Advisory Committee) (ongoing)

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### **TASK 503      Local Public Agency Program Support**

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This task will support efforts aimed at assisting constituent communities in applying for or managing federal funding programs and grant funds.

**Transportation Alternatives and Congestion Mitigation Air Quality:** NRPC will fully participate in the administration of the Transportation Alternatives (TA) and Congestion Mitigation Air Quality (CMAQ) programs managed by the New Hampshire Department of Transportation. NRPC will review program guidelines, project requirements and eligibility, and project scoring criteria. NRPC will maintain a project ranking and scoring process at the regional level that is compatible with the NHDOT process and requirements. NRPC will provide technical assistance to member communities in the development of TA and CMAQ applications. NRPC will continue to be involved in the Safe Routes to Schools initiatives (SRTS) through the TA program. NRPC will also participate in the Scenic By-Ways program where applicable.

**Highway Safety Improvement Program (HSIP):** NRPC will coordinate with the NHDOT HSIP program manager to identify potential project(s) based on the NRPC regional Highway Safety Plan and Safety Analyst Software maintained by NHDOT. This may include the participation in the Road Safety Audit (RSA) program as applicable.

**Other Funding Sources:** NRPC staff will actively coordinate with the Bureau of Planning and Community Assistance to increase awareness and understanding of any other funding sources as they become available.

#### **Task 503 – Anticipated Outcomes:**

- Review of program guidance and criteria for the TA, CMAQ and SRTS programs (ongoing)
- Technical assistance for application development and presentation materials for communities applying for grant funds under the CMAQ and TA Programs (ongoing)

- Development of regional project scoring and ranking criteria for CMAQ and TA (ongoing)
  - Completion of air quality analyses for the CMAQ program (ongoing)
  - Traffic data collection and technical assistance to support Road Safety Audit application development (ongoing)
  - Educational materials and technical support for other state funding programs as needed (ongoing)
  - Participation on project review committees as requested (ongoing)
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**TASK 504      Special Projects**

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NRPC is regularly requested to provide transportation planning services to local municipalities. In the past these studies have included town wide and area traffic studies, parking studies, local land use and transportation studies, access management studies and special studies related to the development of major projects. In addition, assistance in the preparation of transportation subcomponents of master plans will be provided as requested by local communities and updated Census data will be developed for all communities.

NRPC will conduct these special studies on an as needed basis and produce products that are consistent with federal requirements and support the regional transportation process. The TTAC will be the conduit through which projects are vetted and approved. Special projects developed through this task will be reviewed and monitored by the NHDOT.

**Task 504 - Work Products**

- Up to four Access Management Studies, Parking Analyses, Traffic Studies, or Intersection Analyses per year (ongoing)
  - Development of up to two Transportation Chapters of local Master Plans (ongoing)
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**TASK 505      Community Transportation (RCC/SCC)**

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***Facilitate the Regional Coordinating Council (RCC):*** NRPC completed an update to the Locally Coordinated Transportation Plan for the Greater Nashua and Milford Area (LCTP) which was adopted on January 20, 2016. The plan was developed through a process that included representatives of public, private and non-profit transportation providers and public, private and non-profit human service providers. The LCTP meets federal requirements allowing the distribution of FTA funds to human service Transit Providers throughout the NRPC region. NRPC will continue to maintain and update the LCTP for the region.

The Nashua Regional Planning Commission continues working with its human service partners towards regional and statewide coordination of human service oriented transportation network in the region. NRPC staff will function as the staff of the RCC on an interim basis to coordinate regional efforts with the state human service transit planning process and implementing stated goals of the LCTP. NRPC will

monitor human service oriented transit planning efforts at the state and regional level and work closely with officials from the NHDOT. NRPC staff will also provide support and grant writing assistance to human service transit providers to allow access to FTA funding sources. The end result of this effort will be more cost-effective service delivery; increased capacity to serve unmet needs; improved quality of service; and, services which are more easily understood and accessed by riders. NRPC will continue to attend area agencies meetings; sponsor transportation coordination forum(s), and work with the social service agencies on coordination efforts.

**Planning Assistance to Souhegan Valley Transit Collaborative (SVTC):** NRPC staff will continue to support the SVTC expansion efforts. NRPC will provide basic transit planning assistance to SVTC including interpretation of FTA funding requirements, and applying for additional funding to implement the goals and objectives of the SVTC Strategic Plan.

*Corrective Action identified in the 2016 FTA Certification Review (updated through 2017-2020 STIP approval letter, dated 2/6/2017)*

- The Federal agency requires that the NRPC incorporate an update to the participation plan into their next MTP update as needed.

**Regional Plan and MTP Implementation:**

- Connect individuals to transportation for job interviews, regular employment, childcare, food shopping, ongoing education, health visits, and other activities that promote and maintain a healthy lifestyle.

**Task 505 – Anticipated Outcomes:**

- Facilitation of the Region 7 Coordinating Council quarterly meetings (ongoing)
- Participation in monthly meeting of the Statewide Coordinating Council (ongoing)
- Identification of service improvements through strategic planning activities with the RCC (ongoing)
- Technical memos and presentations in support of the Region 7 Coordinating Council and Statewide Coordinating Council (ongoing)

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**TASK 506 Transit Planning**

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**Planning and Technical Assistance to NTS:** NRPC staff will continue to work with NTS to update route and ridership data. NRPC will conduct on-board passenger surveys to address changes to the service and routes, solicit rider opinions and assist in the development of transit policies and programs. NRPC will maintain a current transit route map and provide route modification maps at the request of Nashua Transit System staff. NRPC will also maintain the NTS Ride Guide and produce outreach materials to

encourage use of the transit system. Staff will maintain the ridership prediction model and use it to assist NTS in its efforts to expand fixed route service throughout the region.

NRPC will assist NTS in the development of its Transit Asset Management (TAM) Plan, in accordance with FTA's National Transit Asset Management System Rule. NRPC will also continue to assist in split/share negotiations of the Nashua UZA allocation of FTA 5307 funds.

**Transportation Demand Management:** NRPC will continue to coordinate efforts with the NHDOT, neighboring Regional Planning Commissions and Metropolitan Planning Organizations and other agencies within the commuting area to develop a framework to develop a TDM and ride share program to benefit the Nashua region. NRPC will coordinate with neighboring RPCs and MPOs to conduct an assessment of Park and Ride facility usage along major commuting corridors.

**Regionalization of Transit Service:** NRPC will coordinate with NTS, NHDOT, neighboring transit providers and MPOs to develop a coordinated approach to regionalizing transit service across the Region. An initial step in this process was the update of the Regional Transit Plan, completed in 2016. The Regional Transit Plan reflects recent trends in ridership and service and identifies a full program of recommendations for improvements to transit service in the region. NRPC will continue work with Nashua Transit System, the municipalities of the region and the NHDOT on the implementation of the Regional Transit Plan. In addition, NRPC will work with NHDOT, surrounding regions and private providers on the expansion of inter-city transit.

#### Regional Plan and MTP Implementation

- Provide transportation stops that are visible, clean, and shelter from the elements when possible.
- Plan for a diversity of transportation options, including increased public transit, pedestrian and bicycle offerings, to meet the mobility needs of all residents, including those without access to an automobile or those that prefer not to drive, and persons of all ages and incomes, with expanded fixed route service and access to health care facilities, employers, and grocery stores.
- Coordinate transit service between Nashua, Manchester, and Boston.

#### **Task 506 – Anticipated Outcomes:**

- Development of a Transit Asset Management Plan (July 2017 – June 2018)
- Analysis of up to one passenger surveys per year (ongoing)
- Updated NTS route maps as requested (ongoing)
- Maintenance of NTS Ride Guide and other outreach materials, as requested (ongoing)
- Participation in at least two NTS staff meetings per month (ongoing)
- Maintenance of the ridership prediction model (ongoing)
- Technical memos addressing transit planning and ridership trends (ongoing)
- Regional Transportation Demand Management program framework (July 2017 – June 2019)



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**TASK 507 Passenger Rail Implementation**

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**Regional Passenger Rail Technical Studies:** NRPC will support planning analyses for passenger rail service between Lowell, MA and Nashua. In addition NRPC will work with federal state and local agencies to evaluate the next steps recommended in the Capitol Corridor Project by providing technical planning services and data in support of the NH Capitol Corridor Initiative. Further NRPC will:

1. Work with City of Nashua Community Development Department, NHDOT, Boston Express, NTS, Northern Middlesex Council of Governments and Pan AM Railroad to coordinate all aspects of the passenger rail project including development activities for the station sites, providing technical information to support legislation, and technical planning;
2. Coordinate with local regional and state level stakeholders for the proposed extension to Manchester and Concord including The New Hampshire Rail Transit Authority, the towns of Merrimack, City of Manchester, Manchester Airport, the Greater Manchester Chamber of Commerce, and Southern New Hampshire Planning Commission;
3. Provide public information on the future of passenger rail in the region. This will include maintaining and updating the NRPC website with the most up to date project information.

**Regional Plan and MTP Implementation:**

- Establish passenger rail service to the Nashua region.
- Improve the availability of transportation options for people and goods through investments in future transportation alternatives.
- Pursue long-term sustainable revenue sources to address regional transportation system needs.

**Task 507 – Anticipated Outcomes:**

- Monitoring activities of NH Rail Transit Authority (NHRTA) and providing technical advice and support as needed (ongoing)
- Developing information to keep the public informed of the project status (ongoing)
- Website updates as needed (ongoing)
- Attend NHRTA Meetings as scheduled (ongoing)

ESTIMATED COST: \$100,000

TECHNICAL ASSISTANCE AND TRAVEL SUPPORT



## **OTHER FEDERALLY FUNDED OR REGIONALLY SIGNIFICANT PLANNING STUDIES**

The Nashua Regional Planning Commission is often engaged in a number of additional federally funded transportation planning that are not funded through the metropolitan planning process. Typical planning activities include plan development, corridor studies and access management studies funded through special planning and research funds; transit planning through sources such as Federal Transit Administration Section 5310 funding; and transportation and land use studies funded through designated federal funds. This section of the UPWP contains a listing of federally funded transportation studies that are underway and will continue through a portion of the 2018 – 2019 work program. This section will be amended as necessary to include additional planning studies.

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### **Souhegan Valley Transportation Collaborative – FTA 5310 Purchase of Service**

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NRPC will serve as a fiscal agent for the Souhegan Valley Transportation Collaborative (SVTC). The Souhegan Valley Transportation Collaborative (SVTC) is a cooperative effort between participating communities (Amherst, Brookline, Hollis, Milford, Mont Vernon and Wilton) to provide affordable, handicapped accessible transportation to area residents. The principle service, known as Souhegan Valley Rides, is a demand response, curb-to-curb transportation service using handicap accessible, low-floor ramp style 14 seat mini-buses (including 2 wheelchair spaces). The buses, drivers and call center operations are subcontracted from the Nashua Transit System (NTS).

The bus service provides rides for non-emergency transportation within the six participating towns and to and from Nashua. Rides are available for healthcare related appointments, including medical appointments, outpatient therapy, counseling, laboratory visits, pharmacy pickups and dialysis as well as to social service agencies such as SHARE Outreach, DHHS, SSA and Employment Security. In July 2011, FTA 5310 program funding enabled SVTC to increase service availability from 3 days per week (8:00AM to 4:00PM) to 5 days per week (8:00AM to 6:00PM). Additionally, the service was expanded to include rides for senior activity centers, town facilities and local libraries, and local dining locations sponsored by St Joseph Community Services. Rides are also available three days per week for shopping at four major shopping destinations in Amherst, Milford and Nashua.

SVTC uses Federal Transit Administration (FTA) 5310 funds to:

- Continue providing service 5 days per week (Monday through Friday) to six communities
- Continue service availability 10 hours per day (8:00AM to 6:00PM)
- Maintain flexibility to modify the number or types of ride destinations available through the service based on passenger demand and community needs
- Engage an independent contractor on a part-time basis to assist the SVTC Board of Directors with mobility management and strategic planning activities that will enhance the local community transportation network and SVTC's services and organizational capacity

**PROJECT COST**

**\$152,638**

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**Nashua Transit System Planning – FTA 5307 Planning Funds**

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Nashua Transit System Planning: NTS will undertake the following activities using FTA Section 5307 Funds, and may utilize both NTS staff resources and /or outside consulting assistance:

- Provide assistance with planning and mobility management to the Regional Coordinating Council (RCC) for the Greater Nashua region.
- Participate in updates as needed to the locally coordinated public transit/human service transportation plan for the region
- Educate community leaders on transit service activities
- Continue active participation in the MPO Policy and Transportation Technical Advisory Committee
- Participate in the development of the Metropolitan Transportation Plan
- Support regional transportation initiatives developed by the MPO and NHDOT
- Continue ongoing general and comprehensive transit planning

**PROJECT COST**

**\$212,229**

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**UPWP FUNDS BY WORK CATEGORY**

Federal Fiscal Year 2018				
Task	Work Category	Federal Funds + Toll Credits	NRPC Match	FY 2018 Available Funds
100	MPO Administration	\$72,402	\$8,045	\$80,447
200	Policy and Planning	\$162,904	\$18,100	\$181,005
300	Public Involvement and Coordination	\$43,441	\$4,827	\$48,268
400	Plan Support and Data	\$253,407	\$28,156	\$281,563
500	Technical Assistance/Transit	\$191,865	\$21,318	\$213,183
Total:		\$724,019	\$80,447	\$1,024,166
Federal Fiscal Year 2019				
Task	Work Category	Federal Funds + Toll Credits	NRPC Match	FY 2019 Available Funds
100	MPO Administration	\$72,402	\$8,045	\$80,447
200	Policy and Planning	\$162,904	\$18,100	\$181,005
300	Public Involvement and Coordination	\$43,441	\$4,827	\$48,268
400	Plan Support and Data	\$253,407	\$28,156	\$281,563
500	Technical Assistance/Transit	\$191,865	\$21,318	\$213,183
Total:		\$724,019	\$80,447	\$1,024,166
<b>Total Contract (Federal Fiscal Years 2018 + 2019):</b>		<b>\$1,448,039</b>	<b>\$160,893</b>	<b>\$1,608,932</b>



**UPWP PROGRAM SCHEDULE – TASKS 100 AND 200**

UPWP CATEGORY		NRPC FY 2018 - 2019 UPWP Program Schedule																							
		Fiscal Year 2018												Fiscal Year 2019											
		2017						2018						2019											
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>100 - MPO Administration (MPO 2018)</b>																									
TASK 101	Invoices and Accounting																								
TASK 102	MPO/TMA Program Administration																								
TASK 103	Training																								
TASK 104	Indirect Cost Adjustments																								
TASK 105	Memberships, Subscriptions, Professional Costs																								
<b>200 - Policy and Planning</b>																									
TASK 201	Ten Year Plan																								
TASK 202	Land Use and Environmental Linkages																								
TASK 203	Transportation Planners Collaborative																								
TASK 204	Interagency Consultation Process (ICP)																								
TASK 205	Transportation Improvement Program																								
TASK 206	Congestion Management Process																								
TASK 207	Intelligent Transportation System																								
TASK 208	Regional Transportation Plan																								
TASK 209	Transportation Air Quality Conformity																								
TASK 210	Metropolitan/Long Range Transportation Plan																								
TASK 211	Bicycle and Pedestrian Planning																								

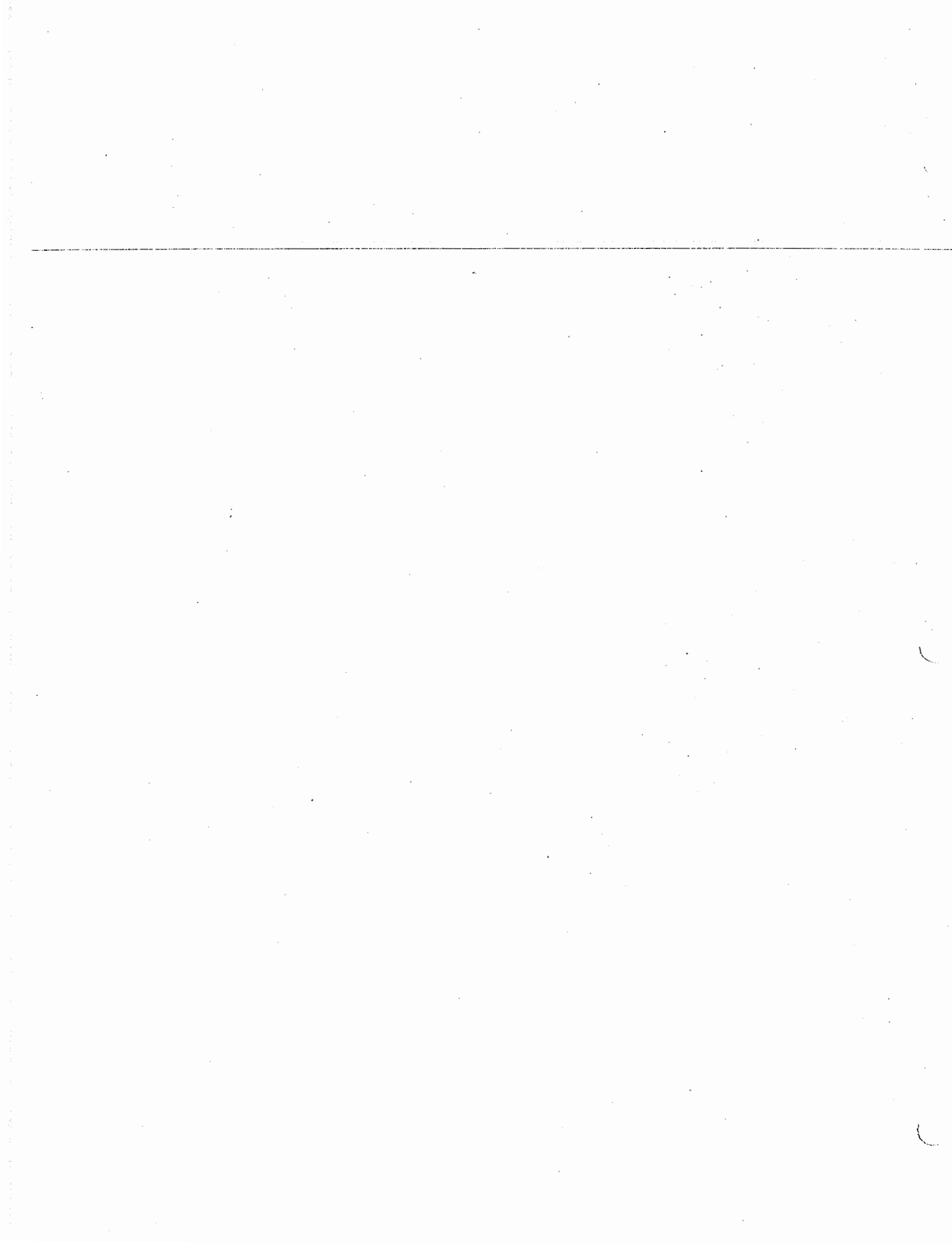
\* Anticipated Completion      # Work to continue under future contracts

## UPWP PROGRAM SCHEDULE – TASKS 300 - 500

UPWP CATEGORY	Fiscal Year 2018												Fiscal Year 2019											
	2017						2018						2019											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>300 - Public Involvement and Participation</b>																								
TASK 301 Transportation Technical Advisory Committee:																								
TASK 302 Committee Meetings																								
TASK 303 Public Participation Plan:																								
TASK 304 Public Outreach																								
TASK 305 MPO/TMA Policy Committee Meetings																								
<b>400 - Plan Support (Data Modeling, GIS)</b>																								
TASK 401 HPMS Traffic Counts																								
TASK 402 Road Surface Management Systems (RSMS)																								
TASK 403 Geographic Information System:																								
TASK 404 Demographics																								
TASK 405 Equipment and Supplies:																								
TASK 406 Travel Demand Model																								
<b>500 - Technical Assistance and Support</b>																								
TASK 501 Local Assistance:																								
TASK 502 Statewide and Regional Assistance																								
TASK 503 Local Public Agency Program Support																								
TASK 504 Special Projects																								
TASK 505 Community Transportation (RCC/SOC)																								
TASK 506 Transit and Multi-modal Planning																								
TASK 507 Passenger Rail Implementation:																								

☐ Anticipated Completion

☐ Work to continue under future contract(s)



## ARTICLE I

The COMMISSION shall develop an acceptable reporting system capable of indicating project status on at least a monthly basis for all major task categories of the mutually agreed upon UPWP. Monthly progress reports shall be submitted by the COMMISSION to the DEPARTMENT, giving the percentage of completion of the work required by this AGREEMENT, based on both percentage of funding spent and on percentage of work actually completed, and a narrative explanation of each major task progress. These monthly progress reports must accompany invoices for payment in order for reimbursement to occur.

### E. SUBMISSION OF REPORTS, PLANS AND DOCUMENTS

Reports, plans, and documents shall be submitted to the DEPARTMENT in accordance with the schedule outlined in the attached work program.

### F. DATE OF COMPLETION

The date of completion for the Planning services rendered under this AGREEMENT shall be June 30, 2019.

ARTICLE II

**ARTICLE II - COMPENSATION OF COMMISSION FOR SPECIFIC RATES OF PAY**

The work required under the terms of this AGREEMENT shall be paid for in accordance with the following schedule and stipulations:

A. **GENERAL FEE**

The cost of all work and expenses under this AGREEMENT shall not exceed \$1,608,932.00 in State Fiscal Years 2018 and 2019. Funding from two sources, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), will be combined into a consolidated Planning Grant (CPG). Of the \$1,608,932.00 fee, 90% (\$1,448,038.80) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and 10% (\$160,893.20) from the Nashua Regional Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the \$1,448,038.80 total amount).

B. **SALARY, BENEFITS AND INDIRECT COSTS**

As agreed to between the Department and the COMMISSION, the COMMISSION, is to provide the information on salaries of all employees at the beginning of the contract or when any changes occur during the contract period.

The rates of all personnel working on the project shall be provided to the DEPARTMENT at the beginning of the STATE fiscal year. Any salary increase as a result of salary adjustments of existing personnel or new hire during the contract period shall be reported to the DEPARTMENT within thirty (30) days.

All actual salaries and reasonable increases thereof paid to technical or other employees assigned to this project shall be the result of a commission-wide evaluation of all employees and shall not be restricted to employees assigned to this project. Any overtime required for this project shall have the prior written approval of the DEPARTMENT.

All charges attributed to personnel costs namely employee benefits, payroll taxes and proportionate share of indirect costs shall be used in billing for all work done under this AGREEMENT. Employee benefits shall include holiday, sick and vacation pay, Commission's share of group medical

## ARTICLE II

and dental premiums, the Commission's share of long and short-term disability insurance premiums if applicable, and the Commission's share of retirement benefits, if applicable.

Payroll taxes shall include the employer's share of FICA.

The preceding costs may be applied to only straight time and overtime. The amounts shall be based on actual costs to the COMMISSION for such items during the period of the agreement and those allowable in accordance with the applicable cost principles contained in 2 CFR, Part 225 (formerly OMB Circular No. A-87). Indirect Cost Rate Proposals shall be submitted in accordance with 2 CFR, Part 225. If the annual indirect cost rate is not submitted within the timeframes specified in 2 CFR, Part 225, the Department, as provided in 2 CFR, Part 225, will set the indirect cost rate for the COMMISSION.

Actual salaries paid and percentage factor shall be used until such time as true costs of salary burden and overhead are fixed by audit. At that time, payments shall be adjusted to agree with the percentage factors as determined by audit for the period in which the work was performed, as approved by the DEPARTMENT.

### C. DIRECT EXPENSES

Reimbursement for direct expenses includes work such as but not limited to field survey, purchase of computer, purchase of software and maintenance services, services of other specialists, printing, photogrammetry, traffic counts, reproductions and travel not included in normal overhead expenses whether performed by the COMMISSION or other parties and shall be billed at actual cost. The reimbursable costs for mileage and for per diem (lodging and meals) shall be that allowed by the COMMISSION'S established policy but shall not exceed that allowed in the Federal Travel Regulations (41 CFR 300 – 304). Mileage and per diem costs above those allowed in the Federal Travel Regulations shall be subject to prior approval by the DEPARTMENT. For training expenses to be reimbursed, they must be specifically listed in the UPWP scope of work or pre-approved by the DEPARTMENT, and are allowable under 23 CFR 260 400 – 407. Procurement methods must follow 23 CFR 420.121(j). Methods of equipment acquisition, use, and disposition must comply with 23 CFR 420.121(e) approved by the DEPARTMENT.



ARTICLE II

D. FIXED FEE

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E. PAYMENTS

Payments on account of the fee for services of eligible activities defined in 23 CFR 420 &450 rendered under this AGREEMENT will be made by the DEPARTMENT based on a completely itemized, task-by-task bill submitted on a monthly basis by the COMMISSION as previously discussed. Proof of payment for direct expenses must be submitted before reimbursement is allowed. The DEPARTMENT will make payments to the COMMISSION within fifteen (15) business days of receipt of an acceptable bill. Eligible activities are those eligible for the class of funds used for the activity and must be in an approved UPWP. If, by error or omission, an ineligible activity is contained in the approved UPWP, said activity may be deemed to be ineligible and expenses pertaining to the activity will be considered non-reimbursable. NHDOT and FHWA have the final determination of eligible activities.

F. RECORDS - REPORTS

The COMMISSION shall maintain adequate cost records for all work performed under this AGREEMENT. Reports, studies, meeting minutes, plans, maps, data, and other work performed for the DEPARTMENT and/or other entities billed to this contract shall be submitted when completed. 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 voucher payment 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 2 CFR 225.

When outstanding work remains to be completed, the COMMISSION shall submit monthly progress reports of work accomplished on a task-by-task basis in a manner satisfactory to the DEPARTMENT.

**ARTICLE III - GENERAL PROVISIONS**

A. **HEARINGS, ETC.**

Blank

B. **CONTRACT PROPOSALS**

Blank

ARTICLE IV

**ARTICLE IV - STANDARD PROVISIONS**

A. **STANDARD SPECIFICATIONS**

Blank

B. **REVIEW BY STATE AND FEDERAL HIGHWAY ADMINISTRATION - CONFERENCES -  
INSPECTIONS**

It is mutually agreed that all portions of the work covered by this AGREEMENT shall be subject to the inspection of 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 9 Executive Park Drive, Suite 201, Merrimack, NH.

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 for cause, to terminate the work required of the COMMISSION by this AGREEMENT, by written notice of such termination provided to the COMMISSION by the DEPARTMENT. In the event of such a termination of this

#### ARTICLE IV

AGREEMENT, without fault on the part of the COMMISSION, the COMMISSION 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 performed prior to termination. It shall be a breach of this AGREEMENT if the COMMISSION shall fail to complete the tasks of the UPWP in a timely manner 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 an occurrence of any one or more of the foregoing contingencies, or upon the substantial breach of any other provisions of this AGREEMENT by the COMMISSION, its officers, agents, employee, and subconsultants, the DEPARTMENT shall have the absolute right and option to terminate this AGREEMENT forthwith. In addition, the DEPARTMENT may have and maintain any legal or equitable remedy against the COMMISSION for its loss and damages resulting from such breach or breaches of this AGREEMENT; provided, however, that all work completed with products and data theretofore furnished to the DEPARTMENT by the COMMISSION, of a satisfactory nature in accordance with this AGREEMENT, 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 COMMISSION 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 COMMISSION, without undue delays and without additional cost to the DEPARTMENT.

## ARTICLE IV

### E. ADDITIONAL SERVICES

If, during the term of this AGREEMENT, additional Planning 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 COMMISSION to perform such services, and the COMMISSION shall be paid a fee in accordance with the provisions of Article II, Section B.

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

If additional services are performed by the COMMISSION 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, maps, reports and other products prepared, or undertaken either manually or electronically by the COMMISSION, under the provisions of this AGREEMENT, are the property of the COMMISSION and DEPARTMENT. Copies of these will be provided to the DEPARTMENT upon request. The COMMISSION shall provide to the DEPARTMENT, or submit to its inspection, any data, plan, map and reports which shall have been collected, prepared, or undertaken by the COMMISSION, pursuant to this AGREEMENT, or shall have been hitherto furnished to the COMMISSION by the DEPARTMENT. The COMMISSION shall have the right 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.

### G. SUBLETTING

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

## ARTICLE IV

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 regardless of cost shall be submitted for the DEPARTMENT'S approval.

### H. GENERAL COMPLIANCE WITH LAWS, ETC.

The COMMISSION 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, agencies as appropriate. The COMMISSION agrees to comply with standards and requirements set forth in the NH Department's Administration of Planning Funds guidebook, unless such standards conflict with the provisions of this Agreement or with Federal or State laws and rules. The COMMISSION understands that the NH Department's Administration of Planning Funds guidebook constitutes part of this AGREEMENT.

### I. BROKERAGE

The COMMISSION warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the COMMISSION, 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 COMMISSION, 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, 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. Status of the COMMISSION

The COMMISSION is a political subdivision of the STATE as per RSA chapter 36. In the context of this AGREEMENT the COMMISSION shall not act as an agent or employee of the STATE.

## ARTICLE IV

### 2. Claims and Indemnification

#### a. Non-Professional Liability Indemnification

The COMMISSION 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 COMMISSION 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 COMMISSION or its subconsultants in the performance of this AGREEMENT.

#### b. Professional Liability Indemnification

The COMMISSION 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 negligent acts or omissions of the COMMISSION or its subconsultants in the performance of Planning 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 COMMISSION shall, at its sole expense, obtain and maintain in force the following insurance:

1. Commercial or comprehensive general liability insurance including contractual coverage, for all claims of bodily injury, death or property damage, in policy



## ARTICLE IV

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. comprehensive automobile liability insurance covering all motor vehicles, including owned, hired, borrowed and non-owned vehicles, for all claims of bodily injury, death or property damage, in policy amounts of not less than \$500,000 combined single limit; and
3. 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 COMMISSION 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.

ARTICLE IV

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.

K. AGREEMENT MODIFICATION

The provisions of this AGREEMENT shall not be modified without the prior approval of the Governor and Council. Modifications to the UPWP within the Scope of this AGREEMENT may be made by mutual written agreement between the COMMISSION and the DEPARTMENT. It shall be the COMMISSION'S responsibility to request a modification to the DEPARTMENT in writing for the DEPARTMENT'S consideration prior to the approval.

L. EXTENSION OF COMPLETION DATE(S)

If, during the course of the work, the COMMISSION anticipates that he cannot comply with one or more of the completion dates specified in this AGREEMENT, it shall be the COMMISSION'S responsibility to notify the Department in writing at least ninety (90) days prior to the completion date(s) in question. The COMMISSION 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

- (1) 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 COMMISSION with regard to the work performed by it during the AGREEMENT shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment specific to this project. The COMMISSION shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of

## ARTICLE IV

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 COMMISSION 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 COMMISSION of the COMMISSION'S obligations under this AGREEMENT and the REGULATIONS relative to nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The COMMISSION shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the DEPARTMENT or the FHWA to be pertinent to ascertain compliance with such REGULATIONS, orders and instructions. Where any information required of a COMMISSION is in the exclusive possession of another who fails or refuses to furnish this information, the COMMISSION shall so certify to the DEPARTMENT or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of the COMMISSION'S noncompliance with nondiscrimination provisions of this AGREEMENT, the DEPARTMENT shall impose sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

- (a) withholding of payments to the COMMISSION under the AGREEMENT until the COMMISSION complies; and/or
- (b) cancellation, termination, or suspension of the AGREEMENT, in whole or in part.

#### ARTICLE IV

- (6) The COMMISSION 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 COMMISSION becomes involved in, or is threatened with litigation with a subconsultant or supplier as a result of such direction, the COMMISSION may request the DEPARTMENT to enter into such litigation to protect the interests of the STATE, and in addition, the COMMISSION 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 sub-agreements hereunder.
- (8) Incorporation of Provisions: The COMMISSION 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 determining compliance with Executive Order 11246 and 41 CFR Part 60 and the COMMISSION should contact them regarding related compliance issues.

As defined in RSA 36 and described in Section J(1), Status of Consultant, of this Agreement, the CONSULTANT is a political subdivision of the STATE and, therefore, in accordance with 41 CFR Part 60-1.5(a)(4), any subdivision of the State is exempt from the requirement of filing the annual compliance reports provided for by 41 CFR Part 60-1.7(a)(1).

ARTICLE IV

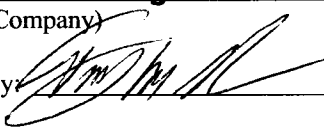
N. DISADVANTAGED BUSINESS ENTERPRISE POLICY AGREEMENT REQUIREMENTS

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 sub-agreements financed in whole or in part with Federal funds. Consequently, the DBE requirements of 49 CFR Part 26 applies to this AGREEMENT.
2. Disadvantaged Business Enterprise (DBE) Obligation. The STATE and its COMMISSIONs 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 COMMISSIONs 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 COMMISSIONs shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of agreements financed in whole or in part with Federal funds.
3. Sanctions for Non-Compliance. The COMMISSION is hereby advised that failure of the COMMISSION, 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.



**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 \_\_\_\_\_ developed and has on file affirmative action programs pursuant to 41 CFR 60-1, 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 Deputy Assistant Secretary for Federal Contract Compliance, United States Department of Labor or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements.

**Nashua Regional Planning Commission**  
(Company)  
By:   
**Executive Director**  
(Title)

Date: 4/19/17

**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: March, 2015) **NOTE: TO BE COMPLETED BY CONSULTANT WHEN SIGNING AGREEMENT.**

**CERTIFICATION OF CONSULTANT/SUBCONSULTANT**

I hereby certify that I am the Executive Director and duly-authorized representative of the firm of Nashua Regional Planning Commission, 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.

4/19/17  
(Date)

  
(Signature)



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

(SEAL)

**Consultant**

CONSULTANT

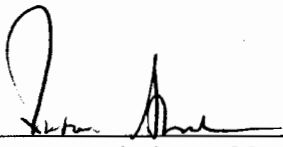
Dated: 4/19/17

By:   
Executive Director

**Department of Transportation**

THE STATE OF NEW HAMPSHIRE

Dated: 5/11/17

By:   
Commissioner, NHDOT

**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: 6/5/17

By:   
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



# NRPC

NASHUA REGIONAL PLANNING COMMISSION

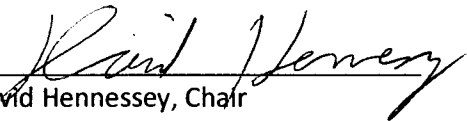
## CERTIFICATE OF VOTE

I, David Hennessey, Chair of the Nashua Regional Planning Commission do hereby certify that at a meeting held on June 15, 2016:

1. I am the duly elected and acting Chair of the Nashua Planning Commission, a regional planning agency established pursuant to the laws of the State of New Hampshire (RSA 36:45-53);
2. The Nashua Regional Planning Commission authorized the Executive Director, Tim Roache, to execute any documents which may be necessary to effectuate contracts;
3. This authorization has not been evoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
4. The following person has been appointed to, and now occupies, the office indicated under item 2 above:

Tim Roache, Executive Director

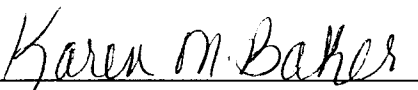
IN WITNESS WHEREOF, I have hereunto set my hand as the Chair of the Nashua Regional Planning Commission on this 19 day of April 2017.

  
 \_\_\_\_\_  
 David Hennessey, Chair

STATE OF NEW HAMPSHIRE  
County of Hillsborough

On this 19 day of April 2017, before me Karen M. Baker, the undersigned officer, personally appeared David Hennessey, who acknowledged himself to be the Chair of the Nashua Regional Planning Commission, and that he, as such Chair, being so authorized to do so, executed the foregoing instrument for the purpose therein contained.

In witness whereof, I have set my hand and official seal.

  
 \_\_\_\_\_  
 Karen M. Baker, Notary Public

**KAREN M. BAKER, Notary Public**  
State of New Hampshire  
My Commission Expires August 3, 2021

(Official Seal!)

**CERTIFICATE OF COVERAGE**

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<i>Participating Member:</i>	<i>Member Number:</i>	<i>Company Affording Coverage:</i>
Nashua Regional Planning Commission 9 Executive Park Drive Suite 201 Merrimack, NH 03054	519	NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624

Type of Coverage		Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply	
<input checked="" type="checkbox"/>	<b>General Liability (Occurrence Form)</b>	7/1/2017	7/1/2018	Each Occurrence	\$ 1,000,000
<input type="checkbox"/>	<b>Professional Liability (describe)</b>			General Aggregate	\$ 2,000,000
<input type="checkbox"/>	Claims Made			Fire Damage (Any one fire)	
<input type="checkbox"/>	Occurrence			Med Exp (Any one person)	
<input checked="" type="checkbox"/>	<b>Automobile Liability</b>	7/1/2017	7/1/2018	Combined Single Limit (Each Accident)	\$500,000
<input type="checkbox"/>	Any auto			Aggregate	\$500,000
<input type="checkbox"/>	<b>Workers' Compensation &amp; Employers' Liability</b>			Statutory	
				Each Accident	
				Disease - Each Employee	
				Disease - Policy Limit	
<input type="checkbox"/>	<b>Property (Special Risk includes Fire and Theft)</b>			Blanket Limit, Replacement Cost (unless otherwise stated)	

**Description:** The certificate holder is named as Additional Covered Party, but only to the extent liability is based on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered. The Participating Member will advise of cancellation no less than 15 days prior to cancellation. Certificate is valid as long as Participating Member is in good standing with Primex.

<b>CERTIFICATE HOLDER:</b>	<input checked="" type="checkbox"/> Additional Covered Party	<input type="checkbox"/> Loss Payee	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
			<b>By:</b> Tammy Denver
State of New Hampshire Department of Transportation 7 Hazen Drive Concord, NH 03302			<b>Date:</b> 4/7/2017 tdenver@nhprimex.org
			Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> Nashua Regional Planning Commission 9 Executive Park Drive Suite 201 Merrimack, NH 03054	<b>Member Number:</b> 519	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply if Not
<b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence General Aggregate Fire Damage (Any one fire) Med Exp (Any one person)
<b>Automobile Liability</b> Deductible    Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident) Aggregate
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2017	7/1/2018	<input checked="" type="checkbox"/> Statutory Each Accident      \$2,000,000 Disease - Each Employee      \$2,000,000 Disease - Policy Limit      \$
<input type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>			Blanket Limit, Replacement Cost (unless otherwise stated)

**Description:** Proof of Primex Member coverage only.

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
			<b>By:</b> <i>Tammy Denver</i>
State of New Hampshire Department of Transportation 7 Hazen Drive Concord, NH 03302			<b>Date:</b> 4/7/2017    tdenver@nhprimex.org
			Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax

## NON-DISCRIMINATION ASSURANCES

The **AGENCY TITLE** (hereinafter referred to as the "RECIPIENT") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights ACT of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the ACT), and all requirements imposed by or pursuant to Title 49, Code of Federal REGULATIONS, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights ACT of 1964 (hereinafter referred to as the REGULATIONS) and other pertinent directives, to the end that in accordance with the ACT, REGULATIONS, and other pertinent directives, no person in the United States shall, on the grounds of race, color, or national origin, sex, age, disability, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or Activity for which the RECIPIENT receives Federal financial assistance from the Department of Transportation, including the Federal Highway and Federal Transit Administrations, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a)(1) of the REGULATIONS.

More specifically and without limiting the above general assurance, the RECIPIENT hereby gives the following specific assurances with respect to its UNIFIED PLANNING WORK PROGRAM:

1. That the RECIPIENT agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the REGULATIONS, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the REGULATIONS.
2. That the RECIPIENT shall insert the following notification in all solicitations for bids for work or material subject to the REGULATIONS and made in connection with the UNIFIED PLANNING WORK PROGRAM and, in adapted form in all proposals for negotiated agreements:

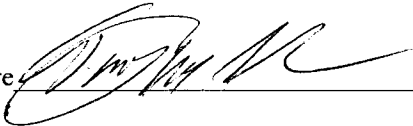
*The AGENCY TITLE, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age, disability, or religion in consideration for an award.*

3. That the RECIPIENT shall insert the clauses of Appendix A of this assurance in every contract subject to this ACT and the REGULATIONS.
4. That this assurance obligates the RECIPIENT for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the RECIPIENT or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the RECIPIENT retains ownership or possession of the property.
5. That this assurance obligates the RECIPIENT for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the RECIPIENT or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the RECIPIENT retains ownership or possession of the property.

6. The RECIPIENT shall provide for such methods of administration for the program as are found by the U.S. Secretary of Transportation, or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, applicants, sub-applicants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed by or pursuant to the ACT, the REGULATIONS, and this assurance.
7. The RECIPIENT agrees that the United States and the State of New Hampshire have the right to seek judicial enforcement with regard to any matter arising under the ACT, the REGULATIONS, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, agreements, property, discounts or other Federal financial assistance extended after the date hereof to the RECIPIENT by the State, acting for the U.S. Department of Transportation UNDER THE UNIFIED PLANNING WORK PROGRAM and is binding on the RECIPIENT, other recipients, sub-grantees, applicants, sub-applicants, transferees, successors in interest and other participants in the UNIFIED PLANNING WORK PROGRAM.

The person below is authorized to sign these assurances on behalf of the RECIPIENT:

Signature  Date: 4/19/17

Name/Title **Timothy M. Roache, Executive Director**

Attachments: Appendix A

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (herein after referred to as the "CONTRACTOR") agrees as follows:

- (1) Compliance with Regulations: The CONTRACTOR shall comply with the REGULATIONS relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), which are herein incorporated by reference and made a part of this agreement.
- (2) Nondiscrimination: The CONTRACTOR, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of sub-applicants, including procurements of materials and leases of equipment. The CONTRACTOR 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 CONTRACTOR for work to be performed under a Sub-agreement, including procurements of materials or leases of equipment, each potential sub-applicant or supplier shall be notified by the CONTRACTOR of the CONTRACTOR'S obligations under this contract and the REGULATIONS relative to nondiscrimination on the grounds of race, color, national origin, sex, religion, age, or disability.
- (4) Information and Reports: The CONTRACTOR shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the RECIPIENT or the New Hampshire Department of Transportation to be pertinent to ascertain compliance with such REGULATIONS or directives. Where any information required of the CONTRACTOR is in the exclusive possession of another who fails or refuses to furnish this information the CONTRACTOR shall so certify to the RECIPIENT or the New Hampshire Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the CONTRACTOR'S noncompliance with nondiscrimination provisions of this agreement, the RECIPIENT shall impose such contract sanctions as it or the New Hampshire Department of Transportation may determine to be appropriate, including, but not limited to:
  - (a) withholding of payments to the CONTRACTOR under the contract until the CONTRACTOR complies; and/or
  - (b) cancellation, termination, or suspension of the contract, in whole or in part.
- (6) Incorporation of Provisions: The CONTRACTOR shall include the provisions of paragraphs (1) through (6) in every sub-agreement, including procurements of materials and leases of equipment, unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONTRACTOR shall take such action with respect to any sub-agreement or procurement as the RECIPIENT or the New Hampshire Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a sub-applicant or supplier as a result of such direction, the CONTRACTOR may request the RECIPIENT to enter into such litigation to protect the interests of the RECIPIENT, and, in addition, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

