



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



DEC26'19 AM11:23 DOC

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Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Bureau of Highway Design
November 22, 2019

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

REQUESTED ACTION

The Department of Transportation requests placing this item on the Consent Calendar.

Authorize the Department of Transportation to amend Contract #4009473, with Alta Planning + Design, Inc., Cambridge, MA, Vendor #286265, for the development of a Statewide Pedestrian and Bicycle Transportation Plan, by extending the completion date from February 28, 2020 to August 31, 2020, effective upon Governor and Council approval. The original Agreement was approved by Governor and Council on October 17, 2018, Item #12. Time extension only, no new funding.

EXPLANATION

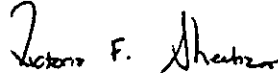
On October 17, 2018, the Governor and Council authorized the subject engineering and planning services Agreement (Item #12; copy of Resolution attached) in the amount of \$284,230.00 to develop a Statewide Pedestrian and Bicycle Transportation Plan and Limited Economic Impact Study to assess pedestrian and bicycle transportation infrastructure, practices, policies and needs and to identify opportunities for improvement. The Plan will develop guidance and provide direction to expand safety and access for pedestrian and bicycle use of the State's transportation network. The Plan will identify significant pedestrian and bicycle networks and barriers throughout the State, evaluate opportunities for improved non-motorized connectivity to meaningful destinations, including transit connections. The Consultant will review the current NH Statewide Bicycle and Pedestrian plan and related policies, NHDOT long range and performance based planning documents, a sampling of regional and local bicycle and pedestrian plans and master plans, and public input data on transportation priorities; inventory existing conditions around the State for pedestrian and bicycle transportation safety and accommodation; develop a vision, goals, objectives, and performance measures for advancing walking and bicycling for transportation in New Hampshire; conduct a public involvement process that includes efforts such as listening sessions around the state, a project website, social media outreach, collaboration with regional planning commissions and metropolitan planning organizations, surveys, focus groups, and public presentations of draft and final documents; consult with a project steering committee, including NHDOT staff and NHDOT Complete Streets Advisory Committee (CSAC) members; develop a plan for implementing the vision, goals, objectives and performance measures identified; conduct an Economic & Community Impact Study for pedestrian and bicycle transportation in New Hampshire; and develop a short video summarizing the Economic Impact Study findings.

This amendment to the Agreement is to extend the contract's original completion date to allow the consultant sufficient time to complete the summary of public engagement, an economic impact analysis, a Walking and Bicycling in New Hampshire promotional video, and the Final Pedestrian and Bicycle Transportation Report and Plan. Of the original \$284,230.00 amount for this contract, there is a balance of approximately \$105,000 remaining (100% Federal funds).

This amended Agreement has been approved by the Attorney General as to form and execution. Copies of the fully-executed amended Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

It is respectfully requested that authority be given to amend this Agreement for consulting services as outlined above.

Sincerely,

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

Victoria F. Sheehan
Commissioner

Attachments



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Development of a Statewide
Pedestrian and Bicycle
Transportation Plan and
Economic Impact Study
41694

Bureau of Highway Design
Room 200
Tel. (603) 271-2171
Fax: (603) 271-7025

(Agreement Dated August 12, 2018,
Contract No. 4009473)

November 21, 2019

Mr. Phil Goff, LEED AP
Alta Planning + Design, Inc.
722 Cambridge Street
Cambridge, MA 02141

Dear Mr. Goff:

This letter amends Article I, Section F (Date of Completion) in the above-referenced Agreement. The original and amended dates are as follows:

Original Completion Date	February 28, 2020
By this letter, amended to	August 31, 2020

This no-additional-cost change order for the extension is as requested by your letter dated November 6, 2019.

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

Sincerely,

James A. Marshall, P.E.
Administrator

Approved: Peter E. Stamnas, P.E.
Director of Project Development

We concur in the above Amendment.

ALTA PLANNING + DESIGN, INC.

By:

Title: Vice President, as duly authorized

JAM/wjh

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AGREEMENT AMENDMENT

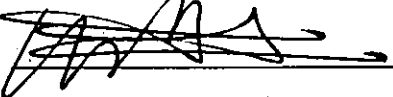
**DEVELOPMENT OF A STATEWIDE PEDESTRIAN AND BICYCLE
TRANSPORTATION PLAN AND ECONOMIC IMPACT STUDY**

ALTA PLANNING + DESIGN, INC.

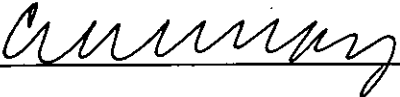
IN WITNESS WHEREOF the parties hereto have executed this amended AGREEMENT on the day and year first above written.

Consultant

WITNESS TO THE CONSULTANT

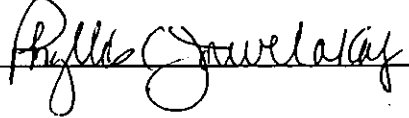
By: 
Logan Stewart, Contracts Assistant
Dated: Nov. 26, 2019

CONSULTANT

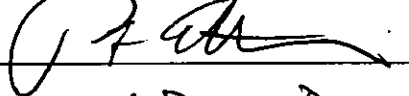
By: 
Vice President, as duly authorized (Title)
Dated: Nov. 26, 2019

Department of Transportation

WITNESS TO THE STATE OF NEW HAMPSHIRE

By: 
Phyllis Jewell
Dated: December 9, 2019

THE STATE OF NEW HAMPSHIRE

By: 
DIRECTOR OF PROJECT DEVELOPMENT
for DOT COMMISSIONER
Dated: December 9, 2019

Attorney General

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

Dated: 12/20/2019

By: 
Assistant Attorney General

Secretary of State

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

Dated: _____

Attest:

By: _____
Secretary of State

I, **Natalie Lozano**, am the duly elected Corporate Secretary of Alta Planning + Design, Inc., and acting in my representative capacity hereby certify the Joint Shareholder and Board Resolution as set forth below, was adopted by unanimous written consent of the Shareholders and Directors acting jointly on December 31st, 2017 and has not been revoked or amended and remains in full force and effect as of the date following my signature below.

Dated January 1, 2018

By: 
Natalie Lozano, Corporate Secretary

RESOLUTION SIX

Election Of Carolyn Sullivan As Vice-President, And Authorities And Chief Financial and Administrative Officer And Member Of The Board

NOW, THEREFORE, BE IT HEREBY RESOLVED, that Carolyn Sullivan is hereby elected and appointed to serve as a **Vice-President and Chief Financial and Administrative Officer** of the Company to serve until resignation or a successor is duly elected or appointed and is empowered with only such authority as to bind the Company for transactions for professional services provided by the Company to clients of the Company and **FURTHER**, elected and appointed as a member of the Board of Directors and to so serve until her successors have been elected and qualified, or until her earlier resignation, removal, or death.

ACCEPTANCE OF APPOINTMENT AS

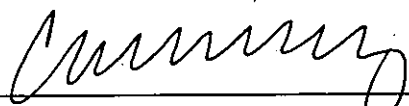
Vice-President, And Authorities And Chief Financial and Administrative Officer And Member Of The Board

I, **Carolyn Sullivan**, hereby accept my appointment as **Vice-President, And Authorities And Chief Financial and Administrative Officer And Member Of The Board For Alta Planning + Design, Inc.** to serve until my successor has been duly elected or appointed, and I am empowered with only such authority as to bind the Company for transactions for professional services provided by the Company to clients of the Company and **FURTHER**, elected and appointed as a member of the Board of Directors and to so serve until my successor has been elected and qualified or appointed, or until my earlier resignation, removal, or death.

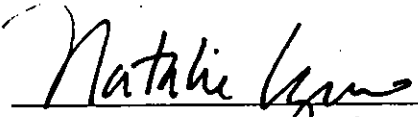
Dated January 1, 2018

By: 
Carolyn Sullivan

This resolution grants Carolyn Sullivan the authority to sign on behalf of Alta Planning + Design, Inc. for the New Hampshire Statewide Pedestrian and Bicycle Transportation Plan and Economic Study.



Carolyn Sullivan, Vice President, as
duly authorized
Date: **Nov. 26, 2019**



Natalie Lozano, Corporate Secretary, as
duly authorized
Date: **Nov. 26, 2019**

State of New Hampshire

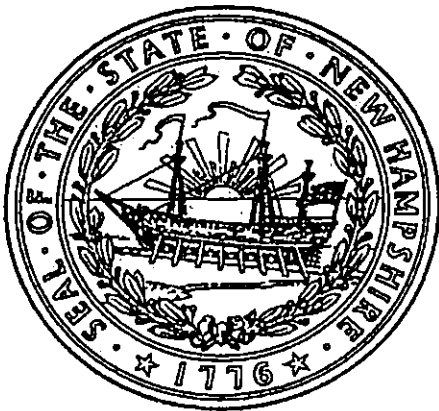
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ALTA PLANNING + DESIGN, INC. is a California Profit Corporation registered to transact business in New Hampshire on November 29, 2011. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 662355

Certificate Number: 0004623826



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 3rd day of December A.D. 2019.

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

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/01/2019

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

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

PRODUCER Parker, Smith & Feek, Inc. 2233 112th Avenue NE Bellevue, WA 98004	CONTACT NAME:	PHONE (A/C, No, Ext): 425-709-3600	FAX (A/C, No): 425-709-7460	
	E-MAIL ADDRESS:			
INSURED Alta Planning + Design, Inc 711 SE Grand Ave Portland, OR 97214	INSURER(S) AFFORDING COVERAGE		NAIC #	
	INSURER A: Hartford Casualty Ins. Co.			
	INSURER B: Trumbull Insurance Company			
	INSURER C: Twin City Fire Ins. Co.			
	INSURER D: Continental Casualty Company			
	INSURER E:			
INSURER F:				

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	X		52UUNHB2172	09/01/2019	09/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			52UUNHB2172	09/01/2019	09/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			52XHUB1180	09/01/2019	09/01/2020	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	52WEAA6IPB	09/01/2019	09/01/2020	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability			MCH114135257	11/01/2019	09/01/2020	\$5,000,000 Each Claim/Aggregate; \$75,000 per claim deductible 10/17/2001 Knowledge Date

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Job No. 00-2018-201 - NHDOT Statewide Bike Pedestrian Plan. State of New Hampshire is an additional insured on the general liability policy per the attached endorsements/forms.

CERTIFICATE HOLDER

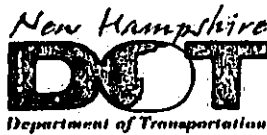
State of New Hampshire
Attn: Michelle Drouin
7 Hazen Drive
Concord, NH 03301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

G+C #102
Date 10-17-18

William Cass, P.E.
Assistant Commissioner

Bureau of Rail & Transit
June 25, 2018

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 an Agreement with the firm of Alta Planning + Design, Inc., Cambridge, MA, Vendor #286265, for an amount not to exceed \$284,230.00, for the development of a Statewide Pedestrian and Bicycle Transportation Plan, effective upon Governor and Council approval, through February 28, 2020. 100% Federal Funds.

Funds to support this request are available in the following account in State FY 2019, and are contingent upon the availability and continued appropriation of funds in FY 2020, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified:

	<u>FY 2019</u>	<u>FY 2020</u>
04-96-96-962515-2944		
SPR Planning		
046-500464 Consultants-Gen Consultants Non-Benefit	\$165,000.00	\$119,230.00

EXPLANATION

The Department requires professional engineering and planning consulting services to develop a Statewide Pedestrian and Bicycle Transportation Plan and Limited Economic Impact Study to assess pedestrian and bicycle transportation infrastructure, practices, policies and needs and to identify opportunities for improvement. The Plan will develop guidance and provide direction to expand safety and access for pedestrian and bicycle use of the State's transportation network. The Plan will identify significant pedestrian and bicycle networks and barriers throughout the State, evaluate opportunities for improved non-motorized connectivity to meaningful destinations, including transit connections. The Consultant will review the current NH Statewide Bicycle and Pedestrian plan and related policies, NHDOT long range and performance based planning documents, a sampling of regional and local bicycle and pedestrian plans and master plans, and public input data on transportation priorities; inventory existing conditions around the State for pedestrian and bicycle transportation safety and accommodation; develop a vision, goals, objectives, and performance measures for advancing walking and bicycling for transportation in New Hampshire; conduct a public involvement process that includes efforts such as listening sessions around the state, a project website, social media outreach, collaboration with regional planning commissions and metropolitan planning organizations, surveys, focus groups, and public presentations of draft and final documents; consult with a project steering committee, including NHDOT staff and NHDOT Complete Streets Advisory Committee (CSAC) members; develop a plan for implementing the vision, goals, objectives and performance measures identified; conduct an Economic & Community Impact Study for pedestrian and bicycle transportation in New Hampshire; and develop a short video summarizing the Economic Impact Study findings.

The consultant selection process employed by the Department for this qualifications-based contract is in accordance with RSAs 21-I:22, 21-I:22-c, 21-I:22-d, 228:4 and 228:5-a, and all applicable Federal laws and the Department's "Policies and Procedures for Consultant Contract Procurement, Management, and Administration" dated August 25, 2017. The Department's Consultant Selection Committee is a standing committee that meets regularly to administer the process and make determinations. The Committee is comprised of the Assistant Director of Project Development (Chair), the Chief Project Manager, the Administrators of the Bureaus of Highway Design, Bridge Design, Environment, and Materials and Research, and the Municipal Highways Engineer.

The consultant selection process for this qualifications-based contract was initiated by a solicitation for consultant services for the Development of a Statewide Pedestrian and Bicycle Transportation Plan and Economic Impact Study. The assignment was listed as a "Project Soliciting for Interest" on the Department's website on March 10, 2017 asking for letters of interest from qualified firms. From the list of firms that submitted letters of interest, the Committee prepared a long and then short list of Consultants on April 27, 2017 for consideration and approval by the Assistant Commissioner. Upon receipt of that approval, three shortlisted firms were notified on August 28, 2017 through a technical "Request for Proposal" (RFP). Committee members individually rated the firms on October 5, 2017 using a written ballot to score each firm on the basis of comprehension of the assignment, clarity of the proposal, capacity to perform in a timely manner, quality and experience of the project manager and the team, previous performance, and overall suitability for the assignment. (A compilation of the completed individual rating ballots and the ranking summary form is attached.) The individual rankings were then totaled to provide an overall ranking of the three firms, and the Committee's ranking was submitted to the Assistant Commissioner for consideration and approval. Upon receipt of that approval, the short listed firms were notified of the results and the highest-ranking firm was asked to submit a fee proposal for negotiations.

The long list of six consultant firms that were considered for this assignment, with the three short-listed firms shown in bold, is as follows:

Consultant Firm

Alta Planning + Design, Inc.
Fitzgerald & Halliday, Inc.
Howard Stein & Hudson
TEC
Toole Design Group
Weston & Sampson, Inc.

Office Location

Cambridge, MA
Hartford, CT
Boston, MA
Hampton, NH
Boston, MA
Manchester, NH

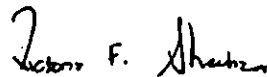
The firm of Alta Planning + Design, Inc. was recommended for this contract. This firm has an excellent reputation and has demonstrated their capability to perform the required services. Background information on this firm is attached.

Alta Planning + Design, Inc. has agreed to furnish the required services for an amount not to exceed \$284,230.00. This is a reasonable fee and is commensurate with the complexity of the project and the scope of the engineering and planning services to be furnished.

This Agreement (Development of a Statewide Pedestrian and Bicycle Transportation Plan and Economic Impact Study 41694) has been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available. Copies of the fully-executed Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

It is respectfully requested that authority be given to enter into an Agreement for consulting services as outlined above.

Sincerely,



Victoria F. Sheehan
Commissioner

Attachments

PROJECT: Development of a Statewide Pedestrian & Bicycle Transportation Plan & Economic Impact Study

DESCRIPTION: The NH Department of Transportation is proposing the development of a Statewide Pedestrian and Bicycle Transportation Plan (Plan) and an Economic and Community Impact Study (Study) to assess pedestrian and bicycle transportation infrastructure, practices, policies and needs and identify opportunities for improvement. The following tasks are being considered as components of the Plan & Study: Reviewing the current NH Statewide Bicycle and Pedestrian plan and related policies, NHDOT long range and performance based planning documents, a sampling of regional and local bicycle and pedestrian plans and master plans, and public input data on transportation priorities; Inventorying existing conditions around the State for pedestrian and bicycle transportation safety and accommodation; Developing vision, goals, objectives, and performance measures for advancing walking and bicycling for transportation in New Hampshire; Conducting a public involvement process that includes efforts such as listening sessions around the state, a project website, social media outreach, collaboration with regional planning commissions and metropolitan planning organizations, surveys, focus groups, and public presentation of draft and final documents; Consulting with a project steering committee, including NHDOT staff and Bicycle & Pedestrian Transportation Advisory Committee (BPTAC) members; Reviewing existing policies and practices considering safe accommodation for people walking and bicycling in the planning, scoping, design, construction and maintenance of NHDOT-funded projects, and recommending best practices where appropriate; Developing a plan for implementing the vision, goals, objectives and performance measures identified; Conducting an Economic & Community Impact Study for pedestrian and bicycle transportation in New Hampshire; Developing a short video summarizing the Economic Impact Study findings. Consultants submitting a Letter of Interest will be assessed on their capability to perform the above-mentioned services and previous experience with the planning, design and management of multimodal planning projects. This effort will require Professional Engineering licensure in the State of NH. The contract is anticipated to be a cost-plus-fixed-fee with an anticipated duration of 18 months.

Services Required: BRDG, RDWY, ENV, HIST, HYD, PINV, TRAF

SUMMARY

Alta Planning & Design	1	1	2	1	1	1	7
Fitzgerald & Halliday, Inc.	3	3	3	3	3	2	17
Toole Design Group	2	2	1	2	2	3	12

EVALUATION OF TECHNICAL PROPOSALS

Rating Considerations	W E I G H T	Scoring of Firms		
		Alta Planning & Design	Fitzgerald & Halliday, Inc.	Toole Design Group
Comprehension of the Assignment	20%	20	15	18
Clarity of the Proposal	20%	20	12	19
Capacity to Perform in a Timely Manner	20%	19	17	18
Quality & Experience of Project Manager/Team	20%	19	16	19
Previous Performance	10%	9	8	8
Overall Suitability for the Assignment	10%	9	7	8
Total	100%	96	75	90

Ranking of Firms: 1. *Alta*
2. *Toole*
3. *FHI*

Rating Considerations	W E I G H T	Scoring of Firms		
		Alta Planning & Design	Fitzgerald & Halliday, Inc.	Toole Design Group
Comprehension of the Assignment	20%	18	14	17
Clarity of the Proposal	20%	18	14	17
Capacity to Perform in a Timely Manner	20%	17	16	18
Quality & Experience of Project Manager/Team	20%	17	14	15
Previous Performance	10%	8	8	8
Overall Suitability for the Assignment	10%	8	8	8
Total	100%	86	74	83

Ranking of Firms: 1. *Alta*
2. *Toole*
3. *FHI*

EVALUATION OF TECHNICAL PROPOSALS (continued)

Rating Considerations	Scoring of Firms			
	WEIGHT	Alta Planning & Design	Fitzgerald & Halliday, Inc.	Toole Design Group
Comprehension of the Assignment	20%	18	17	17
Clarity of the Proposal	20%	18	16	18
Capacity to Perform in a Timely Manner	20%	16	17	18
Quality & Experience of Project Manager/Team	20%	18	17	18
Previous Performance	10%	7	7	7
Overall Suitability for the Assignment	10%	8	8	8
Total	100%	85	82	80

Ranking of Firms: 1. Toole Design Group
2. Alta Planning & Design
3. FHI

Rating Considerations	Scoring of Firms			
	WEIGHT	Alta Planning & Design	Fitzgerald & Halliday, Inc.	Toole Design Group
Comprehension of the Assignment	20%	20	17	18
Clarity of the Proposal	20%	18	18	18
Capacity to Perform in a Timely Manner	20%	18	18	17
Quality & Experience of Project Manager/Team	20%	20	17	20
Previous Performance	10%	9	9	9
Overall Suitability for the Assignment	10%	9	8	9
Total	100%	94	77	93

Ranking of Firms: 1. ALTA
2. Toole
3. FHI

Rating Considerations	Scoring of Firms			
	WEIGHT	Alta Planning & Design	Fitzgerald & Halliday, Inc.	Toole Design Group
Comprehension of the Assignment	20%	19	15	18
Clarity of the Proposal	20%	19	16	18
Capacity to Perform in a Timely Manner	20%	20	17	17
Quality & Experience of Project Manager/Team	20%	20	16	18
Previous Performance	10%	10	6	8
Overall Suitability for the Assignment	10%	10	6	9
Total	100%	98	76	88

Ranking of Firms: 1. ALTA
2. Toole
3. FHI

Rating Considerations	Scoring of Firms			
	WEIGHT	Alta Planning & Design	Fitzgerald & Halliday, Inc.	Toole Design Group
Comprehension of the Assignment	20%	20	18	18
Clarity of the Proposal	20%	19	18	17
Capacity to Perform in a Timely Manner	20%	18	18	18
Quality & Experience of Project Manager/Team	20%	19	18	18
Previous Performance	10%	9	9	8
Overall Suitability for the Assignment	10%	10	10	10
Total	100%	95	91	87

Ranking of Firms: 1. ALTA
2. FHI
3. Toole

Attachment 1

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

The CONSULTANT , proposed subconsultant _____, hereby certifies that it has , 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 , has not _____, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

Alta Planning + Design, Inc.

(Company)

By: 

Vice President, as duly authorized

(Title)

Date: 8/12/18

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

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

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

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

Attachment 2

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

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

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

8/12/18

(Date)

Cummins

(Signature)

Attachment 3

CERTIFICATION OF CONSULTANT/SUBCONSULTANT

I hereby certify that I am the Vice President and duly-authorized representative of the firm of Alta Planning + Design, Inc. 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.

3/12/18

(Date)



(Signature)

CERTIFICATION OF STATE DEPARTMENT OF TRANSPORTATION

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

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

except as here expressly stated (if any):

9/17/18
(Date)

[Signature]
(Signature)

Attachment 5

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

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

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

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

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

Attachment 9

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

Consultant

WITNESS TO THE CONSULTANT

By: [Signature]
Logan Stewart

Dated: 8/12/18

CONSULTANT

By: [Signature]
Vice President, as duly authorized
(TITLE)

Dated: 8/12/18

Department of Transportation

WITNESS TO THE STATE OF NEW HAMPSHIRE

By: [Signature]

Dated: 9/17/18

THE STATE OF NEW HAMPSHIRE

By: [Signature]
DOT COMMISSIONER

Dated: 9/17/18

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: 9/21/18

By: [Signature]
Assistant Attorney General

Secretary of State

This is to certify that the GOVERNOR AND COUNCIL on OCT 17 2018 approved this AGREEMENT.

Dated: OCT 17 2018

Attest: [Signature]
By: [Signature]

DEPUTY SECRETARY OF STATE

I, **Natalie Lozano**, am the duly elected Corporate Secretary of Alta Planning + Design, Inc., and acting in my representative capacity hereby certify the Joint Shareholder and Board Resolution as set forth below, was adopted by unanimous written consent of the Shareholders and Directors acting jointly on December 31st, 2017 and has not been revoked or amended and remains in full force and effect as of the date following my signature below.

Dated January 1, 2018

By: 
Natalie Lozano, Corporate Secretary

RESOLUTION SIX

Election Of Carolyn Sullivan As Vice-President, And Authorities And Chief Financial and Administrative Officer And Member Of The Board

NOW, THEREFORE, BE IT HEREBY RESOLVED, that Carolyn Sullivan is hereby elected and appointed to serve as a **Vice-President and Chief Financial and Administrative Officer** of the Company to serve until resignation or a successor is duly elected or appointed and is empowered with only such authority as to bind the Company for transactions for professional services provided by the Company to clients of the Company and **FURTHER**, elected and appointed as a member of the Board of Directors and to so serve until her successors have been elected and qualified, or until her earlier resignation, removal, or death.

ACCEPTANCE OF APPOINTMENT AS


Vice-President, And Authorities And Chief Financial and Administrative Officer And Member Of The Board

I, **Carolyn Sullivan**, hereby accept my appointment as **Vice-President, And Authorities And Chief Financial and Administrative Officer And Member Of The Board For Alta Planning + Design, Inc.** to serve until my successor has been duly elected or appointed, and I am empowered with only such authority as to bind the Company for transactions for professional services provided by the Company to clients of the Company and **FURTHER**, elected and appointed as a member of the Board of Directors and to so serve until my successor has been elected and qualified or appointed, or until my earlier resignation, removal, or death.


Dated January 1, 2018

By: 
Carolyn Sullivan

This resolution grants Carolyn Sullivan the authority to sign on behalf of Alta Planning + Design, Inc. for the New Hampshire Statewide Pedestrian and Bicycle Transportation Plan and Economic Study.



Carolyn Sullivan, Vice President, as
duly authorized
Date: 8/12/18



Natalie Lozano, Corporate Secretary, as
duly authorized
Date: 8/12/18

State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ALTA PLANNING + DESIGN, INC. is a California Profit Corporation registered to transact business in New Hampshire on November 29, 2011. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 662355

Certificate Number: 0004113263



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 26th day of June A.D. 2018.

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

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/31/2018

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

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

PRODUCER Parker, Smith & Feek, Inc. 2233 112th Avenue NE Bellevue, WA 98004	CONTACT NAME: PHONE (A/C, Ho, Ext): 425-709-3600 FAX (A/C, No): 425-709-7460 E-MAIL: ADDRESS:																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Hartford Fire Insurance Co.</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td>Hartford Casualty Ins. Co.</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td>Continental Casualty Company</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Hartford Fire Insurance Co.		INSURER B:	Hartford Casualty Ins. Co.		INSURER C:	Continental Casualty Company		INSURER D:			INSURER E:			INSURER F:	
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INSURER E:																					
INSURER F:																					
INSURED Alta Planning + Design, Inc 711 SE Grand Ave Portland, OR 97214																					

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADOL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$0 Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		X	52UUNHB2172	9/1/2018	9/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> \$1,000 Comp			52UUNHB2172	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			52XHUB1180	9/1/2018	9/1/2019	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	52WEAA6IPB ** Stop Gap Liability WA OH	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			MCH114135257	9/1/2018	9/1/2019	\$5,000,000 per claim \$5,000,000 per aggregate \$75,000 per claim deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Job No. 00-2018-201 - NHDOT Statewide Bike Pedestrian Plan. State of New Hampshire is an additional insured on the general liability policy per the attached endorsements/forms.

CERTIFICATE HOLDER State of New Hampshire Attn: Michelle Drouin 7 Hazen Drive Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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