



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



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 stem

Victoria F. Sheehan
 Commissioner

William Cass, P.E.
 Assistant Commissioner

Bureau of Bridge Design
 April 15, 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 #5000576 with Vanasse Hangen Brustlin, Inc., Vendor #174584, to study and prepare preliminary engineering plans for the rehabilitation or replacement of the General Sullivan Bridge carrying pedestrian and recreational traffic over Little Bay between the City of Dover and the Town of Newington, by extending the completion date from June 30, 2019 to December 31, 2019, effective upon Governor and Council approval. The original Agreement was approved by Governor and Council on August 26, 2015, Item #30. Time extension only, no new funding.

EXPLANATION

On August 26, 2015, the Governor and Council authorized the subject engineering and environmental services Agreement (Item #30; copy of Resolution attached) in the amount of \$291,531.41 to study and prepare preliminary engineering plans for the rehabilitation or replacement of the General Sullivan Bridge (Br. No. 200/023) carrying pedestrian and recreational traffic over Little Bay between the City of Dover and the Town of Newington. This 1930's 9-span structure (6 steel deck truss approach spans and a 3-span steel through-truss deck arch) has a total length of 1,585 feet. It has been on the Red List since 1990 and is currently closed to all traffic due to its deteriorated condition. This project is currently included in the State's Ten-Year Transportation Improvement Plan (Newington-Dover, 11238S).

On June 6, 2018, the Governor and Council authorized a fee increase and time extension amendment to the Agreement (Item #53; copy of Resolution attached) in the amount of \$754,310.22 (from \$291,531.41 to \$1,045,841.63) for the expanded scope of work for the Type, Size and Location (TS&L) evaluation and environmental coordination for the General Sullivan Bridge. The completion date was amended from December 31, 2018 to June 30, 2019.

There were two earlier time extension amendments. The first time extension amendment extended the original completion date of December 31, 2016 to December 31, 2017, and was approved by Governor and Council on December 21, 2016 (Item #5H; copy of Resolution attached). The second time extension amendment extended the completion date to December 31, 2018, and was approved by Governor and Council on October 25, 2017 (Item #5A; copy of Resolution attached).

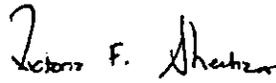
The purpose of this time extension amendment is to allow the consultant sufficient time to complete the Section 106 Consultation and issue a Supplemental Environmental Impact Statement (SEIS). Target dates for project milestones consist of presentation of draft SEIS in June/July 2019 with final SEIS in

August/September 2019. Of the previously-amended \$1,045,841.63 amount for this contract, there is a balance of approximately \$420,000.00 remaining (100% Turnpike 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,


Victoria F. Sheehan
Commissioner

Attachments



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

NEWINGTON-DOVER
11238S (Part B)
General Sullivan Bridge
Time Extension Amendment #4
(Agreement Dated July 15, 2015,
Contract No. 5000576)

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

April 15, 2019

Mr. Peter J. Walker
Project Manager
Vanasse Hangen Brustlin, Inc.
2 Bedford Farms Drive, Suite 200
Bedford, NH 03110-6532

Dear Mr. Walker:

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

Original Completion Date	December 31, 2016
Amended to	December 31, 2017
Amended to	December 31, 2018
Amended to	June 30, 2019
By this letter, amended to	December 31, 2019

This no-additional-cost change order for the extension is as requested by your letter dated April 5, 2019.

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

Sincerely,

Keith A. Cota, P.E.
Chief Project Manager

Approved:

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

We concur in the above Amendment.

VANASSE HANGEN BRUSTLIN, INC.

By: Mark F. Kennedy

Title: SENIOR PRINCIPAL

KAC/wjh
Attachments

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AGREEMENT AMENDMENT

NEWINGTON-DOVER, 11238S (PART B)

VANASSE HANGEN BRUSTLIN, 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

CONSULTANT

By: *Julie Swine*

By: *Math F. Kennedy*
SENIOR PRINCIPAL (Title)

Dated: 4/23/19

Dated: 4/22/19

Department of Transportation

WITNESS TO THE STATE OF NEW HAMPSHIRE

THE STATE OF NEW HAMPSHIRE

By: *Robert C. Jewell*

By: *John P. Egan*
Director of Project Development

Dated: April 29, 2019

FOR DOT COMMISSIONER
Dated: April 29, 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: May 1, 2019

By: *Christina Teresi*
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

VANASSE HANGEN BRUSTLIN, INC.

Certificate of Vote

**NEWINGTON-DOVER
11238S (Part B)
General Sullivan Bridge**

I, Robert M. Dubinsky, hereby certify that I am the duly elected Clerk of Vanasse Hangen Brustlin, Inc.

I hereby certify the following is a true copy of Vote taken at a meeting of the Board of Directors of the Corporation, duly called and held on February 6, 2019, at which a quorum of the Board was present and voting.

VOTED:

That Martin F. Kennedy is Senior Principal for Vanasse Hangen Brustlin, Inc. and is hereby authorized to execute professional services contracts, proposals and amendments in the name and behalf of Vanasse Hangen Brustlin, Inc., and affix its corporate seal thereto; and such execution of any professional service contract, proposal or amendment in this company's name on its behalf under seal of the company, shall be valid and binding upon this company.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of this date, and that Martin F. Kennedy is Senior Principal for this Corporation

ATTEST:

Date:

4/22/2019





State of New Hampshire

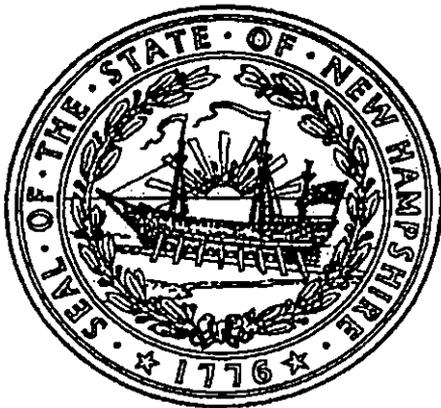
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that VANASSE HANGEN BRUSTLIN, INC. is a Massachusetts Profit Corporation registered to transact business in New Hampshire on December 11, 1986. 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: 1104275

Certificate Number : 0004485580



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of April A.D. 2019.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

OP ID: CL

DATE (MM/DD/YYYY)

04/25/2019

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 Poole Professional Ltd. 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Christopher A. Poole		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL (A/C, No): ADDRESS: PRODUCER CUSTOMER ID #: VANAS-1													
INSURED Vanasse Hangen Brustlin, Inc.; VHB Eng, Surveying, Landscape Arch. & Geology P.C.; Vanasse Hangen Brustlin, LLC, VHB Eng., NC, PC, VHB Metro DC, LLC P. O. Box 9151 Watertown, MA 02471		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <td>INSURER A: Valley Forge Insurance Company</td> <td>20508</td> </tr> <tr> <td>INSURER B: Safety Insurance Company</td> <td>39454</td> </tr> <tr> <td>INSURER C: Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER D: XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER A: Valley Forge Insurance Company	20508	INSURER B: Safety Insurance Company	39454	INSURER C: Continental Casualty Company	20443	INSURER D: XL Specialty Insurance Company	37885	INSURER E:		INSURER F:	
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INSURER D: XL Specialty Insurance Company	37885														
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 WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			6018141932 NO DEDUCTIBLE XCO COVERAGE INCL.	05/01/2019	05/01/2020	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Contract. Liab.						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Blanket Waiver						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COM/POP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						Val Paper \$ 1,500,000
A	AUTOMOBILE LIABILITY			6018203376-NO DED 1501873-MASS AUTO NO DED MA AUTO INCLDS NOH	05/01/2019	05/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	B <input checked="" type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
B <input checked="" type="checkbox"/> HIRED AUTOS				Medical Expense \$ 5,000			
B <input checked="" type="checkbox"/> NON-OWNED AUTOS							
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			6018203362 FOLLOW FORM	05/01/2019	05/01/2020	EACH OCCURRENCE \$ 14,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				AGGREGATE \$ 14,000,000
	<input checked="" type="checkbox"/> DEDUCTIBLE						\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			6017185236 ALL STATES LONGSHORE/HARB	05/01/2019	05/01/2020	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Arch/Engr E&O incl PollutionLiab			DPR9928347 FULL PRIOR ACTS	07/19/2018	07/19/2019	Per Claim \$ 5,000,000 Aggregate \$ 5,000,000

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

RE: Newington-Dover, General Sullivan Bridge, 11238-S (Part B).
 Deductible for the Professional Liability/Arch./Engr.E&O: \$75,000.00
 See Attachment

CERTIFICATE HOLDER**CANCELLATION**

NHDOT-1

New Hampshire Department
 of Transportation
 John O. Morton Building
 1 Hazen Drive, P.O. Box 483
 Concord, NH 03301-0483

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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NOTEPAD:

HOLDER CODE NHDOT-1
INSURED'S NAME Vanasse Hangen Brustlin, Inc.;

VANAS-1
OP ID: CL

PAGE 2
Date 04/25/2019

RE: Newington-Dover, General Sullivan Bridge, 11238-S (Part B).

New Hampshire Department of Transportation is included as additional insureds per written contract for ongoing and completed operations on the general, auto, and umbrella liability policies subject to same terms and conditions. Coverage is primary and non-contributory. Waiver of subrogation applies in favor of additional insured. 30 day notice of cancellation except 10 day notice for non-payment of premium.



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



30

WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

Bureau of Bridge Design
July 14, 2015

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

REQUESTED ACTION

Authorize the Department of Transportation to enter into an Agreement with Vanasse Hangen Brustlin, Inc., Vendor #174584, for a total amount not to exceed \$291,531.41, to study and prepare preliminary engineering plans for the rehabilitation or replacement of the General Sullivan Bridge carrying pedestrian and recreational traffic over Little Bay between the City of Dover and the Town of Newington, effective upon Governor and Council approval, through December 31, 2016. 100% Turnpike Funds.

Funds to support this request are anticipated to be available in the following accounts in State FY 2016 and State FY 2017 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified:

	<u>FY 2016</u>	<u>FY 2017</u>
04-96-96-961017-7514 Spaulding Turnpike Expansion 046-500463 Eng Consultants Non-Benefits	\$200,000.00	\$91,531.41

EXPLANATION

The Department requires professional engineering services to study and prepare preliminary engineering plans for the rehabilitation or replacement of the General Sullivan Bridge (Br. No. 200/023) carrying pedestrian and recreational traffic over Little Bay between the City of Dover and the Town of Newington. This 1930's 9-span structure (6 steel deck truss approach spans and a 3-span steel through-truss deck arch) has a total length of 1,585 feet. It has been on the Red List since 1990 and is currently limited to only pedestrian and bicycle traffic, with Span 7 having a load limit capacity of only 12 persons. This project is currently included in the State's Ten-Year Transportation Improvement Plan (Newington - Dover 11238S).

On November 20, 2013, the Governor and Council authorized the Part A Agreement (Item #122 copy attached) for the In-depth Structural Inspection and Bridge Load Rating of the General Sullivan Bridge (Br. No. 200/023) carrying pedestrian and recreational traffic over Little Bay between the City of Dover and the Town of Newington. The Department reserved the right to either negotiate a scope and fee for the Part B preliminary design services or terminate the contract. Since the firm of Vanasse Hangen Brustlin, Inc. satisfactorily completed the Part A (inspection and rating) services for this project, the Department proposes to continue with this firm to perform the Part B (preliminary design) effort. The Department reserves the right to either negotiate a scope and fee for Part C (final design), or terminate the contract with Vanasse Hangen Brustlin, Inc.

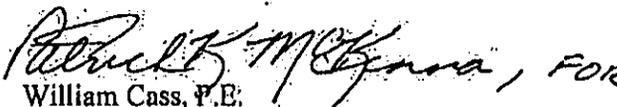
The Part B preliminary design services include developing cost analyses for both capital costs and long-term maintenance costs for the proposed bridge rehabilitation option and a possible bridge replacement option that maintain the current pedestrian/recreational crossing; completing all environmental efforts for documentation needed to comply with the National Environmental Policy Act (NEPA), including Cultural Resource investigations in accordance with Section 106 of the National Historic Preservation Act, and the identification of any permitting requirements; providing paint analysis of existing bridge supports; and assisting the Department with the public involvement process.

Vanasse Hangen Brustlin, Inc. has agreed to furnish the required services for a total fee not to exceed \$291,531.41. This is a reasonable fee and is commensurate with the complexity of the project and the scope of engineering and technical services to be furnished.

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

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

Sincerely,


William Cass, P.E.
Assistant Commissioner



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



5H

VICTORIA F. SHEEHAN
COMMISSIONER

WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

Bureau of Bridge Design
November 15, 2016

Her Excellency, Governor Margaret Wood Hassan
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 an agreement with Vanasse Hangen Brustlin, Inc., Vendor #174584, to study and prepare preliminary engineering plans for the rehabilitation or replacement of the General Sullivan Bridge carrying pedestrian and recreational traffic over Little Bay between the City of Dover and the Town of Newington, by extending the completion date from December 31, 2016 to December 31, 2017, effective upon Governor and Council approval. The original Agreement was approved by Governor and Council on August 26, 2015, Item #30. Time extension only, no new funding.

EXPLANATION

The purpose of this engineering and environmental consultant services Agreement is to study and prepare preliminary engineering plans for the rehabilitation or replacement of the General Sullivan Bridge (Br. No. 200/023) carrying pedestrian and recreational traffic over Little Bay between the City of Dover and the Town of Newington. This 1930's 9-span structure (6 steel deck truss approach spans and a 3-span steel through-truss deck arch) has a total length of 1,585 feet. It has been on the Red List since 1990 and is currently limited to only pedestrian and bicycle traffic; with Span 7 having a load limit capacity of only 12 persons. This project's engineering phase is currently included in the State's Ten-Year Transportation Improvement Plan (Newington-Dover 11238S).

This amendment to the Agreement is to extend the contract's original completion date to allow the consultant sufficient time to collaborate with project stakeholders and accommodate potential National Historic Preservation Act Section 106 efforts in order to complete the preliminary design phase of this project. Of the original \$291,531.41 amount for this contract, there is a balance of approximately \$139,500 remaining (100% Turnpike 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,

Victoria F. Sheehan
Commissioner



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



VICTORIA F. SHEEHAN
COMMISSIONER

G+C # 5A
Date: 10-25-17

WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

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

Bureau of Bridge Design
September 11, 2017

REQUESTED ACTION

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

Authorize the Department of Transportation to amend an agreement with Vanasse Hangen Brustlin, Inc., Vendor #174584, to study and prepare preliminary engineering plans for the rehabilitation or replacement of the General Sullivan Bridge carrying pedestrian and recreational traffic over Little Bay between the City of Dover and the Town of Newington, by extending the completion date from December 31, 2017 to December 31, 2018, effective upon Governor and Council approval. The original Agreement was approved by Governor and Council on August 26, 2015, Item #30. Time extension only, no new funding.

EXPLANATION

The purpose of this engineering and environmental consultant services Agreement is to study and prepare preliminary engineering plans for the rehabilitation or replacement of the General Sullivan Bridge (Br. No. 200/023) carrying pedestrian and recreational traffic over Little Bay between the City of Dover and the Town of Newington. This 1930's 9-span structure (6 steel deck truss approach spans and a 3-span steel through-truss deck arch) has a total length of 1,585 feet. It has been on the Red List since 1990 and is currently limited to only pedestrian and bicycle traffic, with Span 7 having a load limit capacity of only 12 persons. This project's engineering phase is currently included in the State's Ten-Year Transportation Improvement Plan (Newington-Dover 11238S).

This amendment to the Agreement is to extend the contract's previously-amended completion date to allow the consultant sufficient time to reassess the environmental commitments under Section 106, collaborate with project stakeholders, seek adjustments to Section 4(f), and complete the preliminary design phase of this project. Of the original \$291,531.41 amount for this contract, there is a balance of approximately \$107,000 remaining (100% Turnpike Funds). The previous time extension amendment extended the original completion date of December 31, 2016 to December 31, 2017, and was approved by Governor and Council on December 21, 2016, Item #5H.

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,

Victoria F. Sheehan
Commissioner

Attachments



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

G+C #53
Date 6/6/18

William Cass, P.E.
Assistant Commissioner

Bureau of Bridge Design
March 29, 2018

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

REQUESTED ACTION

1. Authorize the Department of Transportation to amend Contract #5000576, with Vanasse Hangen Brustlin, Inc., Bedford, NH, Vendor #174584, to study and prepare preliminary engineering plans for the rehabilitation or replacement of the General Sullivan Bridge carrying pedestrian and recreational traffic over Little Bay between the City of Dover and the Town of Newington, by increasing the total amount payable by \$754,310.22 (from \$291,531.41 to \$1,045,841.63) for additional design services that were not anticipated in the original scope of work, effective upon Governor and Council approval. 100% Turnpike Funds.

Funds to support this request are available in the following account in State FY 2018 and FY 2019, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified:

	<u>FY 2018</u>	<u>FY 2019</u>
04-96-96-961017-7514 Spaulding Turnpike Expansion		
046-500463 Eng Consultants Non-Benefits	\$70,000.00	\$684,310.22

2. Further, authorize to amend the contract's completion date from December 31, 2018 to June 30, 2019, effective upon Governor and Council approval.

EXPLANATION

On August 26, 2015, the Governor and Council authorized the subject engineering and environmental services Agreement (Item #30; copy of Resolution attached) in the amount of \$291,531.41 to study and prepare preliminary engineering plans for the rehabilitation or replacement of the General Sullivan Bridge (Br. No. 200/023) carrying pedestrian and recreational traffic over Little Bay between the City of Dover and the Town of Newington. This 1930's 9-span structure (6 steel deck truss approach spans and a 3-span steel through-truss deck arch) has a total length of 1,585 feet. It has been on the Red List since 1990 and is currently limited to only pedestrian and bicycle traffic. This project is currently included in the State's Ten-Year Transportation Improvement Plan (Newington-Dover, 11238S).

This amendment to the Agreement involves the expanded scope of work for the Type, Size and Location (TS&L) evaluation and environmental coordination for the General Sullivan Bridge. The preliminary TS&L and life cycle cost analysis completed to date have concluded that there is a need to formally re-evaluate the commitments made under the original Newington-Dover, 11238 environmental documentation for the bridge rehabilitation undertaken in a Final Environmental Impact Statement (FEIS) as required by the National Environmental Policy Act of 1969 (NEPA). On August 17, 2017, the Department requested through the Federal Highway Administration (FHWA) to re-open the NEPA process and re-evaluate the reasonable range of alternatives, beyond the rehabilitation alternative, included in the original FEIS. In discussions with FHWA, the re-evaluation process was refined to include only the preparation of a supplemental EIS relative to the rehabilitation of the General Sullivan Bridge in compliance with 23 CFR 771.130. This process requires:

- Coordination with participating agencies and consulting parties,
- Re-evaluation of the area of potential effect for historic resources,
- New alternative screening,

- Constructability reviews,
- Environmental impact evaluations,
- Public outreach, and
- Formal development of a Supplemental EIS (SEIS) and Federal Record of Decision (ROD) consistent with NEPA requirements.

While limited scope was included within Part "B" agreement to address this work, the effort exceeds the original scope and budget. This supplemental contract fee addresses the scope to support and produce the SEIS to address pedestrian and bicycle access and including:

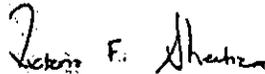
- Update of the shoreland and water resource mapping,
- Update of the 2005 cultural resource surveys and project area form,
- Hazardous materials site characterization,
- Pedestrian and bicycle counts (for the spring/summer of 2018),
- Development of alternatives (expanded TS&L),
- Constructability review,
- Update of impact assessments based upon the preferred alternative,
- Public outreach,
- Development of the draft EIS (with a Section 4(f) evaluation pursuant to the US Department of Transportation Act of 1966), final SEIS and supplemental ROD, and
- A supplemental safety inspection of the General Sullivan Bridge due to its continual deterioration.

Also included in this amendment is an extension of the contract's previously-amended completion dates to allow the consultant sufficient time to complete the additional work for the preliminary design phase of this project. The first time extension amendment extended the original completion date of December 31, 2016 to December 31, 2017, and was approved by Governor and Council on December 21, 2016, Item #5H. The second time extension amendment extended the completion date to December 31, 2018, and was approved by Governor and Council on October 25, 2017, Item #5A.

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,



Victoria F. Sheehan
Commissioner

Attachments



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

NEWINGTON-DOVER
11238S (Part B)
General Sullivan Bridge
Fee Increase and Time Extension Amendment
(Agreement Dated July 15, 2015,
Contract No. 5000576)

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

March 28, 2018

Mr. Peter J. Walker
Project Manager
Vanasse Hangen Brustlin, Inc.
2 Bedford Farms Drive, Suite 200
Bedford, NH 03110-6532

Dear Mr. Walker:

This letter amends the Table of Contents, Article I, and Article II in the above-referenced Agreement.

The Table of Contents is being amended to add Attachment B – Scope of Work for Supplemental Environmental Impact Statement and Section 4(f) Evaluation, Vanasse Hangen Brustlin, Inc., dated January 30, 2018.

Portions of Article I are being amended by Attachment B.

Article I, Section G (Date of Completion) is being amended to extend the date of completion. The extension of time is as requested by Vanasse Hangen Brustlin, Inc. in their letter dated March 15, 2018. The original and amended dates are as follows:

Original Completion Date	December 31, 2016
Amended to	December 31, 2017
Amended to	December 31, 2018
By this letter, amended to	June 30, 2019

Article II, Section A (General Fee) is being amended to increase the total amount payable under this Agreement by \$754,310.22 as payment for additional design services by Vanasse Hangen Brustlin, Inc. for work associated with producing the Supplemental Environmental Impact Statement [with Section 4(f)] to address pedestrian and bicycle access, and also a supplemental safety inspection of the General Sullivan Bridge due to its continual deterioration. This work effort is described in detail in Attachment B.

The portion of Article II, Section A (General Fee) specifying the maximum direct-labor rate is being amended to read as follows:

*In accordance with DEPARTMENT policy, the maximum direct-labor rate allowed for all positions under this AGREEMENT shall be ~~\$50.00~~ \$60.00 per hour unless a waiver to the salary cap has been specifically approved for specialty services.

The portion of Article II, Section A (General Fee) specifying the dates for the fee and manhour estimates is being amended to read as follows:

“The total amount to be paid under this AGREEMENT shall not exceed \$1,045,841.63, the sum of the amounts shown in Article II, Section B (which amount is based on the CONSULTANT’S fee and manhour estimates of July 2, 2015 and January 30, 2018),...”

Furthermore, this fee increase revises the amounts in Article II, Section B (Summary of Fees) as follows:

- Increases the estimated amount of (a) actual CONSULTANT'S salaries, costs applicable to actual salaries, salary burden (direct and indirect) and administrative costs attributable to overhead by \$639,790.60, from \$131,985.73 to \$771,776.33.
- Revises the salary burden and overhead cost rate for billing purposes from 161.97% to 157.93%.
- Increases the amount of (b) fixed fee to cover profit and non-reimbursed costs by \$63,979.06, from \$13,198.58 to \$77,177.64.
- Increases the estimated amount of (c) reimbursement for direct, out-of-pocket expenses by \$74,090.00, from \$4,635.00 to \$78,725.00.
- Decreases the estimated amount of (d) reimbursement for actual cost of subconsultant HDR Engineering, Inc. by \$23,549.44, from \$129,185.62 to \$105,636.18.
- Does not change the estimated amount of (d) reimbursement for actual cost of subconsultant KTA Tator, Inc., which remains at \$12,526.48.

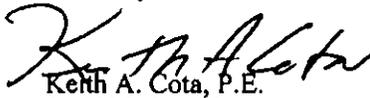
Also, the first sentence in paragraph 1 of Article II, Section C (Limitation of Costs) is being amended to read as follows:

"Costs incurred against this AGREEMENT shall not exceed \$1,045,841.63, unless otherwise authorized."

The above additional work revises the total amount payable under this Agreement, which increases by \$754,310.22, from \$291,531.41 to \$1,045,841.63 by this amendment.

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

Sincerely,



Keith A. Cota, P.E.
Chief Project Manager



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

We concur in the above Amendment.

VANASSE HANGEN BRUSTLIN, INC.

By: 

Title: Senior V.P.

KAC/wjh
Attachments

AGREEMENT AMENDMENT

NEWINGTON-DOVER, 11238S (PART B)

VANASSE HANGEN BRUSTLIN, 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: *Luis Serrano*

Dated: 4/4/18

CONSULTANT

By: *[Signature]*
Serrano V.P. (Title)

Dated: 4/2/18

Department of Transportation

WITNESS TO THE STATE OF NEW HAMPSHIRE

By: *Michelle Cronin*

Dated: 4/3/18

THE STATE OF NEW HAMPSHIRE

By: *[Signature]*
Director of Project Development

for DOT COMMISSIONER
Dated: 4/3/18

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: 5/2/18

By: *Adrian B. Greenstein*
Assistant Attorney General

Secretary of State

This is to certify that the GOVERNOR AND COUNCIL on JUN 06 2018 approved this amended AGREEMENT.

Dated: JUN 06 2018

Attest: *[Signature]*
By: _____

DEPUTY SECRETARY OF STATE

VANASSE HANGEN BRUSTLIN, INC.

Certificate of Vote

**Newington-Dover
General Sullivan Bridge
11238S (Part B)**

I, Robert M. Dubinsky, hereby certify that I am the duly elected Clerk of Vanasse Hangen Brustlin, Inc.

I hereby certify the following is a true copy of a Vote taken at a meeting of the Board of Directors of the Corporation, duly called and held on January 31, 2018, at which a quorum of the Board was present and voting.

VOTED:

That Thomas Jackmin is New England Regional Manager for Vanasse Hangen Brustlin, Inc. and is hereby authorized to execute professional service contracts, proposals and amendments in the name and behalf of Vanasse Hangen Brustlin, Inc., and affix its corporate seal thereto; and such execution of any professional service contract, proposal or amendment in this company's name on its behalf under seal of the company, shall be valid and binding upon this company.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of this date, and that Thomas Jackmin is New England Regional Manager for this Corporation.

ATTEST:

Date: April 2, 2018



State of New Hampshire

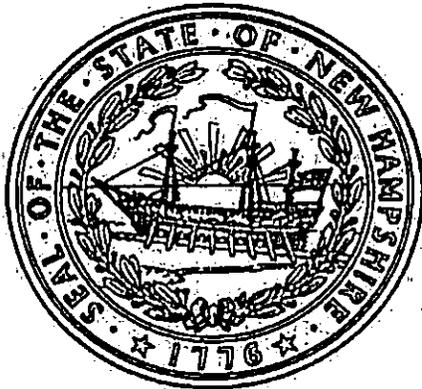
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that VANASSE HANGEN BRUSTLIN, INC. is a Massachusetts Profit Corporation registered to transact business in New Hampshire on December 11, 1986. 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: 104275

Certificate Number : 0004071454



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of April 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

OP ID: CL

DATE (MM/DD/YYYY)

04/02/2018

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 Poole Professional Ltd. 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Christopher A. Poole	CONTACT NAME: _____ PHONE: (A.C. No. Ext.): _____ FAX (A.C. No.): _____ EMAIL: _____ ADDRESS: _____ PRODUCER CUSTOMER ID #: VANAS-1																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Continental Casualty Company</td> <td></td> <td>20443</td> </tr> <tr> <td>INSURER B: Safety Insurance Company</td> <td></td> <td>39454</td> </tr> <tr> <td>INSURER C: The Continental Ins Co.</td> <td></td> <td></td> </tr> <tr> <td>INSURER D: Valley Forge Insurance Company</td> <td></td> <td>20508</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: Continental Casualty Company		20443	INSURER B: Safety Insurance Company		39454	INSURER C: The Continental Ins Co.			INSURER D: Valley Forge Insurance Company		20508	INSURER E:			INSURER F:	
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INSURED Vanasse Hangen Brustlin, Inc.; VHB Eng, Surveying, Landscape Arch. & Geology P.C.; Vanasse Hangen Brustlin, LLC, VHB Eng., NC, PC, VHB DC, LLC P. O. Box 9151 Watertown, MA 02471																					

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

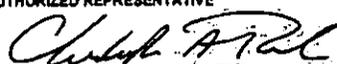
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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 INSR WVD	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"/> Contract. Liab. <input checked="" type="checkbox"/> Blanket Waiver GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC.	Y	Y	8018141932	05/01/2017	05/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 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 checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	8018203376 - NO DED. 1501873 - MASS AUTO NO DE MA AUTO INCLDS. NO&H	05/01/2017	05/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ Medical Exp. \$ 5,000	
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	8018203382 FOLLOW FORM	05/01/2017	05/01/2019	EACH OCCURRENCE \$ 14,000,000 AGGREGATE \$ 14,000,000	
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Y	8017185238	05/01/2017	05/01/2018	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input 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
A	Office Package \$1,000 Deductible			Y	8018141932	05/01/2017	05/01/2018	Valuable Papers \$ 2,250,000

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

RE: Newington-Dover, General Sullivan Bridge 11238-S (Part B). Interest of the New Hampshire Department of Transportation is included as additional insured under the above indicated policies only subject to all policy terms. 30 day notice of cancellation except 10 day for non-payment of premium.

CERTIFICATE HOLDER**CANCELLATION**

NHDOT-1 New Hampshire Department of Transportation John O. Morton Building 1 Hazen Drive, P.O. Box 483 Concord, NH 03301-0483	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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VANAS-1

OP ID: CI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/02/2018

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

PRODUCER Poole Professional Ltd. 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Christopher A. Poole	781-245-6400	CONTACT Christopher A. Poole PHONE (AG, No, Ext): 781-245-6400	FAX (AG, No): 781-245-6463
	E-MAIL ADDRESS:		
INSURED Vanasse Hangen Brustlin, Inc. VHB Eng., Surveying, Landscape Arch. & Geology P.C.; Vanasse Brustlin, LLC, VHB Eng., NC PC, VHB DC, LLC P. O. Box 9151 Watertown, MA 02471		INSURER(S) AFFORDING COVERAGE	
		INSURER A: XL Specialty Insurance Company	NAIC # 37886
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

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

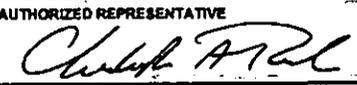
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INSR LTR	TYPE OF INSURANCE	MOB SUBR (MSD, YYY)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	M/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Engrs. Prof. Liab. Incl. Poll. Liab.		DPR9915924 FULL PRIOR ACTS	07/19/2017	07/19/2018	Per Claim 5,000,000 Aggregate 5,000,000

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

RE: Newington-Dover, General Sullivan Bridge 11238-S (Part B)
For professional liability coverage, the aggregate limit is the total insurance available for all covered claims presented within the policy period. The limit will be reduced by payments of indemnity and expense.

CERTIFICATE HOLDER **CANCELLATION**

NHDOT-1 New Hampshire Department of Transportation John O. Morton Building 1 Hazen Drive, P.O. Box 483 Concord, NH 03301-0483	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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