



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



*Victoria F. Sheehan*  
*Commissioner*

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

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

Bureau of Planning & Community Assistance  
 May 5, 2021

**REQUESTED ACTION**

Authorize the Department of Transportation to enter into a contract with the Upper Valley Lake Sunapee Regional Planning Commission (Vendor #154385), Lebanon, NH, in the amount of \$500,191.11 to undertake certain transportation related planning activities from July 1, 2021, or the date of Governor and Executive Council approval, whichever is later, through June 30, 2023. 100% Federal Funds.

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

04-096-096-962515-2944	<u>FY 2022</u>	<u>FY 2023</u>
SPR Planning Funds		
072-500575 Grants to Non-Profits-Federal	\$250,095.55	\$250,095.56

**EXPLANATION**

The Upper Valley Lake Sunapee Regional Planning Commission is the primary planning agency in the Upper Valley Lake Sunapee Region covering twenty-seven communities. The Fixing Americas Surface Transportation (FAST) Act provides planning and transit funds for each Regional Planning Commission (RPC). Cooperatively, the New Hampshire Department of Transportation (NHDOT) and the Upper Valley Lake Sunapee Regional Planning Commission has developed procedures for addressing transportation planning issues.

The Upper Valley Lake Sunapee Regional Planning Commission has developed a proposal to carry out the planning and programming processes as identified by 23 CFR Subpart C and USC Title 23 Section 134 and the Transit Planning process as identified in Section 5303 of the Federal Transit Act.

This contract comprises the biennium Unified Planning Work Plan (UPWP) for State Fiscal Years 2022 and 2023. As part of this program, the Upper Valley Lake Sunapee Regional Planning Commission will provide transportation planning and programming services and products to support state, regional, and local needs. The Upper Valley Lake Sunapee Regional Planning Commission will focus on ten planning factors as follows:

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

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

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

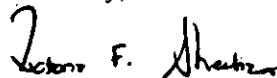
The Upper Valley Lake Sunapee Regional Planning Commission can accomplish this work for a total fee not to exceed \$555,767.90. The funding to be used is from Federal Highway Administration (FHWA) Planning funds and local funds. The Federal portion \$500,191.11 is Federal Aid (involving Statewide Planning & Research (SPR) funds) with additional \$55,576.79 in local funds (collected by Upper Valley Lake Sunapee Regional Planning Commission to be applied towards total cost).

The funding for this request, \$500,191.11, is 90% Federal Funds with 10% state match. Turnpike toll credits are being utilized for the state match, effectively using 100% Federal Funds. The additional \$55,576.79, which is 10% of the total project for the Upper Valley Lake Sunapee Regional Planning Commission, are local funds and will be collected by Upper Valley Lake Sunapee Regional Planning Commission. The Capital Budget Overview Committee approved the use of Turnpike Toll Credits on November 30, 2020.

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

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

Sincerely,



Victoria F. Sheehan  
Commissioner

VFS/WR/dmp  
Attachments



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



*Victoria F. Sheehan*  
*Commissioner*

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

The Honorable John Cloutier, Chairman  
Capital Budget Overview Committee  
State House  
Concord, New Hampshire 03301

Bureau of Planning and Community Assistance  
October 30, 2020

**REQUESTED ACTION**

Pursuant to the provisions RSA 228:12-a, Use of Toll Credits, the Department requests the Capital Budget Overview Committee approve the Department of Transportation's use of Toll Credits to meet funding match requirements for the proposed Statewide Planning and Research (SPR) Transportation Planning Work Program for 2022-2023. The estimated cost of all work efforts over the 2 year period is \$10,334,000.00. Based on the estimated cost, the maximum amount of Turnpike Toll Credit needed is \$2,066,800.00.

**EXPLANATION**

The Department's SPR Transportation Planning Work Program includes in-house planning activities such as the development of the State's Ten Year Transportation Plan, and the federally required four year Statewide Transportation Improvement Program (STIP). The Department also maintains Geographic Information Systems (GIS) mapping data sets to support federally required roadway and bridge inventory reporting, public road mileage, as well as, asset inventories that support the Department's Asset Management Efforts. In addition, funding in the SPR Planning Work Program is set aside for contracts with the nine Regional Planning Commissions (RPCs) in New Hampshire. The RPCs provide transportation planning services for their communities in support of the Ten Year Plan, the STIP, and other federally required efforts. Four of the nine Regional Planning Commissions, also known as Metropolitan Planning Organizations (MPOs), have additional federal requirements and dedicated funding just for these efforts. These contracts with the RPCs help the Department meet federal requirements and provide a valuable connection from the Department to the 234 communities within the State to develop transportation priorities and plans in support of the Ten Year Plan.

The current balance of Toll Credits is approximately \$197.6 million.

Funding is from the annual State Planning and Research (SPR) program, a mandated federal program set-aside. Your approval of the above action is respectfully requested.

Sincerely,

A handwritten signature in black ink that reads "Victoria F. Sheehan".

Victoria F. Sheehan  
Commissioner

Attachments

**UPPER VALLEY-LAKE SUNAPEE  
REGIONAL PLANNING COMMISSION  
FED. NO.: X-A005(107)  
STATE NO.: 43432**

**BUREAU OF PLANNING & COMMUNITY ASSISTANCE  
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ARTICLE I

UPPER VALLEY LAKE SUNAPEE  
REGIONAL PLANNING COMMISSION  
FED. NO.: X-A005(107)  
STATE NO.: 43432

BUREAU OF PLANNING & COMMUNITY ASSISTANCE CONTRACT  
FOR PLANNING SERVICES

**PREAMBLE**

THIS AGREEMENT made by and between the STATE OF NEW HAMPSHIRE, hereinafter referred to as the STATE, acting by and through its COMMISSIONER OF THE DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the COMMISSIONER, acting under Chapter 228 of the Revised Statutes Annotated, and the Upper Valley Lake Sunapee Regional Planning Commission, with principal place of business at 10 Water Street, Suite 255 in the City of Lebanon, State of New Hampshire, hereinafter referred to as the COMMISSION, witnesses that

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

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

ARTICLE I

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

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

A. **LOCATION AND DESCRIPTION OF PROJECT**

All communities falling under the jurisdiction of the Upper Valley Lake Sunapee Regional Planning Commission designated Regional Planning Commission.

B. **SCOPE OF WORK**

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

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

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

D. **WORK SCHEDULE AND PROGRESS REPORTS**

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

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

**UPPER VALLEY LAKE SUNAPEE  
REGIONAL PLANNING COMMISSION**

**UNIFIED PLANNING WORK PROGRAM**

**Proposed for FY 2022 and FY 2023**

**April 2021**

**Prepared by:**

Upper Valley Lake Sunapee Regional Planning Commission  
10 Water Street, Suite 225  
Lebanon, NH 03766

**Submitted To:**

New Hampshire Department of Transportation  
7 Hazen Drive  
Concord, NH 03302-0483

U.S. Department of Transportation  
Federal Highway Administration  
53 Pleasant Street, Suite 2200  
Concord, NH 03301





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## Introduction

Since 1985, the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) has been committed to a proactive transportation planning program. This Unified Planning Work Program (UPWP) continues the Commission's efforts to expand transportation planning capacity, responsibilities, and abilities to ensure that the UVLSRPC's transportation planning efforts become more comprehensive and effective to meet the demands of the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) and subsequent reauthorizations, the New Hampshire Long-Range Transportation Plan, the UVLSRPC Regional Corridor Transportation Plan, and the region's 27 municipalities. These efforts will continue to result in a high level of regional effectiveness, both as a stronger partnership with the New Hampshire Department of Transportation (NHDOT) and a more capable advisor to our member communities.

The updated UVLSRPC Regional Corridor Transportation Plan, expected approval in December 2021, contains extensive sets of Implementation Strategies and a prioritized Action Plan to address the regional transportation needs and opportunities identified and discussed throughout the plan. These implementation strategies and the action plan can be found at <https://www.uvlsrpc.org/projects/transportation/regional-corridor-transportation-plan/>. While many of these strategies have been pursued through past UPWPs, these and other strategies which could be addressed in FY2022 and FY2023 are included. It should be noted that the Regional Corridor Transportation Action Plan tasks of high priority or level of need are indicated herein; however, given the limitations of budget and time, some of these may be postponed to later fiscal years.

This proposal outlines tasks to be completed over the next two fiscal years, FY 2022 and FY 2023. A key element is our continued emphasis on planning assistance to member communities so that transportation projects and policy decisions can be formulated at the local level, prioritized at the regional level, and finalized/implemented at the state level. MAP-21 assures a broad range of public involvement in the project planning and development process. The UVLSRPC believes that this UPWP proposal puts the region in a strong position to meet this objective and enables our Commission to better plan for the future, to increase public participation, and to improve the capabilities to collect, analyze, and present transportation data.

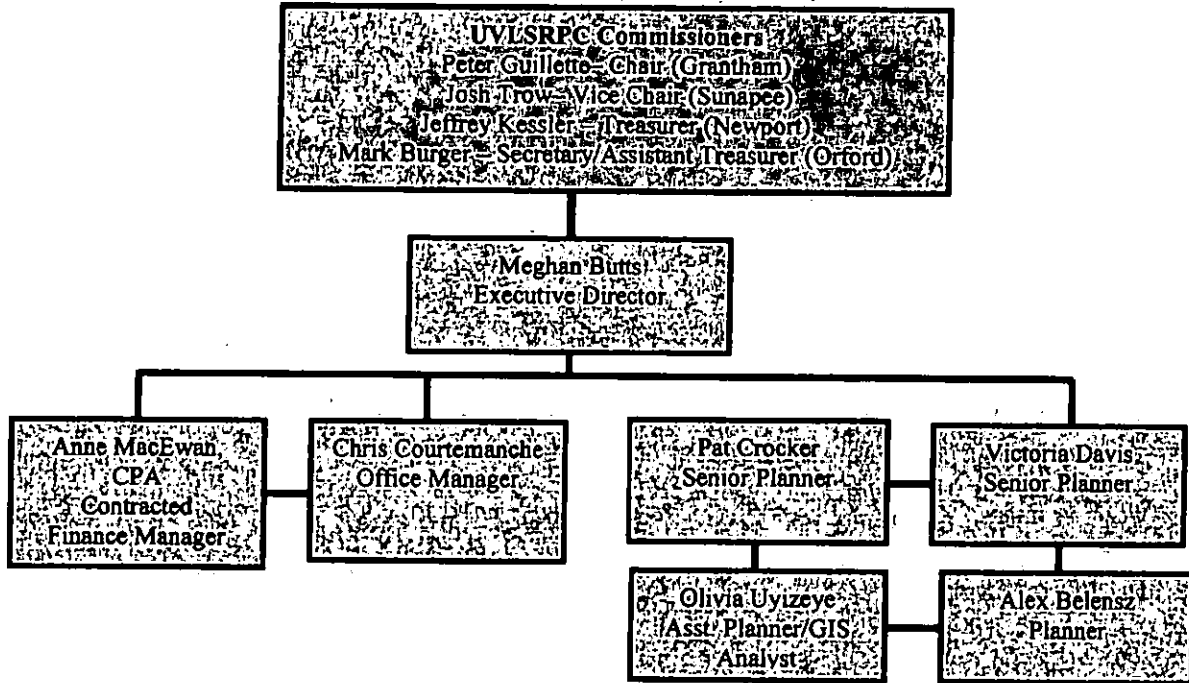
The development of this Unified Planning Work Program was guided both by the United States Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) Planning Emphasis Areas (PEA) for the New Hampshire and the National Performance Goals established by MAP-21. These connections are detailed in the table below.

FHWA/FTA Planning Emphasis Areas for New Hampshire	
Emphasis Area	Connected UPWP Tasks
MAP-21 Compliance & Planning Performance Measures	105, 303
Urbanized Area Sub allocation and Project Selection	201, 203, 301, 503
Census 2020 Designation and Function Reclassification	404
Congestion Management Process Implementation	206
Freight Planning	502
Fiscal Constraint and Financial Planning	201, 204, 205
Metropolitan/Statewide Travel Demand Model Maintenance	401
Data Collection for HPMS Maintenance and Monitoring	401, 403, 404, 405

Climate Adaptation and Resilience	202, 204, 208, 501, 302, 304, 504, 507
Emerging Technologies	202, 211, 501
Project Monitoring	501, 506, 601, 602
Program Monitoring and Reporting	101, 102, 103, 104
<b>National Transportation Performance Goals</b>	
<b>Performance Goal</b>	<b>Connected UPWP Tasks</b>
Safety	105, 201, 205, 208, 501, 502, 504
Infrastructure Condition	201, 203, 204, 205, 211, 301, 503
Congestion Reduction	201, 204, 211, 505, 506, 601, 602
System Reliability	105, 207, 501, 502, 503
Freight Movement and Economic Vitality	201, 205, 502
Environmental Sustainability	301, 302, 303, 304
Reduced Project Delivery Delays	401, 403, 404, 405, 503

Pursuant to federal requirements, a "Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246)" will be included in any solicitations for all Federal and federally-assisted construction contracts and subcontracts more than \$10,000. The Notice, which is published at 41 CFR 60-4.2, informs the contractor/bidder of the affirmative action requirements imposed under Executive Order 11246, including the specified goals for minority and female participation, for New Hampshire the target is 6.9%. UVLSRPC is an equal opportunity and affirmative action employer that does not discriminate in employment and ensures equal employment opportunity for all persons regardless of their race, color, religion, sex, national origin, or status as a qualified individual with a disability or Vietnam era or other protected veteran.

### UVLSRPC Organizational Chart



## **Category 100 – Administration and Training**

**GOAL:** To provide management and support services including bookkeeping and contract development that are necessary for the transportation planning program. Staff training is also included in this category and is essential to providing the highest quality professional planning services to member communities.

### **Task 101 Invoices and Accounting**

**Objective:** To complete all requirements related to the development and submittal of reimbursement requests, and to provide all required accounting reports and services necessary to administer the Unified Planning Work Program (UPWP).

#### **Proposed Activities:**

- Complete bookkeeping, billing, monthly progress reporting, and contract development related to the Unified Planning Work Program;
- Complete annual financial audits.

#### **Deliverables:**

- Bi-weekly time sheets for UVLSRPC staff;
- Monthly progress reports;
- Monthly invoices;
- Annual auditor's report.

### **Task 102 Program Administration**

**Objective:** To complete activities related to the general administration of the Unified Planning Work Program (UPWP) to ensure compliance with federal and state regulations and to produce quality work products.

#### **Proposed Activities:**

- Participate in staff meetings and coordinate the management of staff dedicated to the UPWP;
- Prepare for and participate in Unified Planning Work Program reviews with NHDOT, FHWA, and FTA including the mid-term UPWP Status Conference;
- Develop a UPWP for FY 2024-2025, and administer updates for the FY 2022-2023 UPWP as-needed;
- Develop project scopes and proposals;
- Update project management trackers and utilize project management tools to track sub-task projects and overall UPWP program progress.

#### **Deliverables:**

- Annual progress report and year-end financial report (OMB Form 269-A);
- FY 2022-2023 Mid-term Status Conference;
- FY 2022-2023 UPWP adjustment requests;
- FY 2024-2025 UPWP;
- Legal reviews of proposals and contracts (e.g., FTA Certifications and Assurances);
- Project scopes and proposals;
- Project management template tracker.

### **Task 103 Training**

**Objective:** To provide training opportunities for staff to increase their knowledge base and improve their ability to provide communities with the highest quality professional transportation planning services.

All proposed training activities will meet the requirements of the following federal guidance documents:

- Guidance on the Use of FHWA Planning and Research Funds for Travel and Training January 29, 2004 (updated 04/03/2017): <http://www.fhwa.dot.gov/hep/guidance/sprt.cfm>
- Guidance on the Use of FHWA Planning and Research Funds for Conferences and Other Meetings December 8, 2006 (updated 12/26/2014): <http://www.fhwa.dot.gov/hep/guidance/confmtg.cfm>

#### **Proposed Activities (to the extent funding allows):**

- Attendance at transportation conferences and training for staff to improve and maintain transportation planning, policy, GIS, and other related skills. Specific tasks include, but are not limited to the following:
  - Transportation training events offered by FHWA, FTA, NHDOT, CTAA (Community Transportation Association of America), NTI (National Transit Institute), ITE (Institute of Transportation Engineers) and other pertinent organizations;
  - GIS training offered by ESRI and regional academic institutions;
  - Statistical data training offered by the US Census Bureau, NHOPE and other relevant organizations.
- Participate in training on the integration of transportation planning practice with other planning disciplines, including but not limited to:
  - Northern New England Chapter of the American Planning Association (NNECAPA) Annual Conference;
  - American Planning Association (APA) Annual Conference.

Copies of training conference agendas will be submitted to the NHDOT Bureau of Planning and Community Assistance to demonstrate the UPWP task supported by that training opportunity.

#### **Deliverables:**

- Training session agendas, summaries, and other supporting documents.

### **Task 104 Indirect Cost Rate Adjustment**

**Objective:** To reserve a portion of the UPWP funding for the potential financial impacts associated with annual indirect cost rate adjustments. As the indirect cost rate adjustment is calculated, any unused portion of the set aside may be allocated to other tasks with the approval of NHDOT.

### **Task 105 Performance Measures**

**Objective:** To quantify success by identifying and tracking performance measures associated with the delivery and implementation of UVLSRPC planning services and initiatives, including compliance with applicable State and Federal regulations.

#### **Proposed Activities:**

- Complete UPWP Annual Performance Reports of transportation planning services provided for FY 2021, FY 2022, and FY 2023.
- Track performance measures as stated in the Regional Corridor Transportation Plan.

**Deliverables:**

- Documentation and reporting of performance tracking.
- UPWP Annual Performance Reports for FY 2021, FY 2022, and FY 2023.

## Category 200 – Policy and Planning

**GOAL:** To ensure that transportation plans and policies are reviewed and updated to reflect regional goals and address evolving local concerns. This category includes assisting communities with connecting transportation and land use policies in local planning efforts in support of federal and statewide livability, climate change, and sustainability initiatives.

### **Task 201 Ten-Year Plan (TYP)**

**Objective:** To assist the UVLSRPC Transportation Advisory Committee (TAC) in identifying projects of local and regional importance for the Ten-Year Transportation Improvement Plan (TYP). This task includes updating and submitting project priorities, conducting public outreach for the TYP per the processes established in RSA 228:99 and RSA 240, and continuing the implementation of the NHDOT TYP LEAN statewide process improvements.

#### **Proposed Activities:**

- Organize and facilitate the regional TYP project solicitation process.
- Participate in project scoping and development meetings within the region.
- Facilitate local and regional input in the TYP.
- Seek collaboration with and advice and information from other agencies active in transportation efforts with the UVLSRPC region and adjoining regions such as Southwest NH Regional Planning Commission, North Country Council, Two Rivers Ottauquechee Regional Commission, Southern Windsor County Regional Planning Commission, Advance Transit, Sullivan County Transportation and other commuter transit and paratransit service providers.
- Coordinate the regional TYP update schedule with NHDOT, FHWA, and FTA staff.
- Participate in policy-level committees related to the TYP;
- Consult with a contracted engineer in cost-estimates of TYP project proposals;
- Participate in the Ten-Year Plan hearings sponsored by the Governor's Advisory Council on Intermodal Transportation (GACIT).

#### **Deliverables:**

- Fiscally-constrained program of regional project priorities and associated recommendations for the TYP;
- Consultant task orders, scopes, and cost-estimates;
- Meeting agendas and supporting documents.

### **Task 202 Planning & Environmental Linkages (PEL)**

**Objective:** To develop widespread engagement in ascertaining needs and opportunities to build a coherent regional network of alternative energy sources for vehicles and to develop a workable plan and program to provide such a network, initially focusing on vehicle electrification infrastructure.

Proposed activities followed the guidance provided by FHWA regarding the use of planning funds for supporting transportation, land use, and climate change November 17, 2008 and updated memo of eligible activities September 24, 2012

[https://www.fhwa.dot.gov/planning/processes/land\\_use/statewide\\_metropolitan/plnInduse.cfm](https://www.fhwa.dot.gov/planning/processes/land_use/statewide_metropolitan/plnInduse.cfm)

#### **Proposed Activities:**



- Work with municipalities to develop plans for an effective and attractive regional Electric Vehicle Recharging Station system;
- Pursue Federal and State grants to improve energy efficiency and reduce greenhouse gas emissions of the region's transit fleet, including the reduction of Nitrogen Oxide (NOx) emissions from diesel engines;
- Update transit air quality reports for regional transit agencies;
- Utilize information gleaned from Climate Change Related Data Collection for planning and modeling activities;
- Work with appropriate State agencies and participate in developing a statewide EV Infrastructure plan;
- Conduct vulnerability or risk assessments of the transportation assets such as stream crossing analyses for resilience;
- Perform hydraulic modeling analyses of stream crossing culverts to address climate change impacts on roadways and resiliency;
- Work collaboratively with local climate groups such as the Upper Valley Adaptation Workgroup in climate change resiliency efforts throughout the region.

**Deliverables:**

- Municipal and Regional plan for an Electric Vehicle Recharging Station system;
- Grant proposals and documentation of efforts at reduction of greenhouse gas emissions from transit fleets;
- Updated stream assessment datasets and reports for at least one municipality or watershed annually;
- Develop mapping and condition reporting for climate change vulnerability assessments;
- Agendas and minutes from local climate group meetings pertaining to transportation;
- Hydraulic capacity modeling and impact reports to be used in planning for improvements.

**Task 203 Transportation Planners Collaborative (TPC)**

**Objective:** To participate in quarterly meetings of the New Hampshire Transportation Planners Collaborative.

**Proposed Activities:**

- Participate in the quarterly meetings (no less than four per year) of the New Hampshire Transportation Planning Collaborative.
- Participate in the TPC Steering Committee, no less than four conference calls per year.

**Deliverables:**

- New Hampshire Transportation Planning Collaborative meeting agendas, summaries, and other supporting documents.
- New Hampshire Transportation Planning Collaborative Steering Committee meeting agendas, summaries, and other supporting documents.

**Task 204 Interagency Consultation**

**Objective:** To participate in monthly Interagency Consultation meetings or conference calls. This task includes regional efforts to support the development of the Statewide Transportation Improvement Program (STIP).

**Proposed Activities:**

- Participate in monthly (12 per year unless otherwise scheduled by NHDOT) Interagency Consultation meetings or conference calls.
- Continue to participate in the implementation of a statewide STIP fiscal constraint methodology as identified during the NHDOT TYP LEAN statewide process improvements.
- Review and provide relevant regional input on proposed STIP Administrative Modifications and Amendments;
- Participate in policy-level committees related to the STIP.

**Deliverables:**

- Interagency Consultation meeting agendas, summaries, and other supporting documents.
- Regional recommendations for the Statewide Transportation Improvement Program (STIP).

**Task 205 Regional Transportation Improvement Program (RTIP)**

**Objective:** To assist the Transportation Advisory Committee (TAC) in developing a revised Regional Transportation Improvement Program (RTIP) informed by the regional Ten-Year Plan (TYP) project solicitation and prioritization process.

**Proposed Activities:**

- Develop an updated Regional Transportation Improvement Program (RTIP).

**Deliverables:**

- A revised Regional Transportation Improvement Program for FY 2022-2023.

**Task 206 Congestion Management Plan**

**Task 207 Intelligent Transportation Systems (ITS)**

**Objective:** To assist with the implementation of the New Hampshire Statewide Intelligent Transportation Systems (ITS) Architecture in the Upper Valley Lake Sunapee Region.

**Proposed Activities:**

- Coordinate with the NHDOT Bureau of Traffic and NHDOT District II to implement ITS improvements on Interstate 89, NH Routes 4, 12A, and 120, and other key regional arterial roads as needed.

**Deliverables:**

- Meeting agendas, summaries, and other supporting documents.

**Task 208 Regional Transportation Plan**

**Objective:** To maintain and update an up-to-date vision and policy document for the construction, maintenance, and management of the region's transportation system.

**Proposed Activities:**

- Complete UVLSRPC Regional Corridor Transportation Plan through the transportation planning process;
- Update UVLSRPC Regional Corridor Transportation Plan as necessary or as requested by NHDOT. (Note: The UVLSRPC Regional Corridor Transportation Plan will be adopted by the Commission in December 2021, and is available online at <https://www.uvlsrpc.org/projects/transportation/regional-corridor-transportation-plan/>.)
- Conduct public outreach on the Regional Corridor Action Plan and Implementation Strategies;
- Pursue addressing the Regional Corridor Action Plan through development of Tier II and Tier III projects.

**Deliverables:**

- Complete document of Regional Corridor Transportation Plan;
- Amendments, as necessary, to the UVLSRPC Regional Corridor Transportation Plan;
- Meeting agendas and minutes from public outreach meetings related to the UVLSRPC Regional Corridor Transportation Plan;
- Meeting agendas, minutes, data, and reports to support development of Tier II and Tier III projects.

**Task 209 Air Quality Conformity - Vacant**

**Task 210 State Long-Range Transportation Plan**

**Objective:** To support efforts related to scoping the State LRTP update and assisting in consultant selection process

**Proposed Activities:**

- Participate in the development of scoping for State LRTP
- Participate in consultant selection process

**Deliverables:**

- State LRTP consultant selection
- State LRTP updated

**Task 211 Bicycle and Pedestrian Transportation Planning**

**Objective:** To support key initiatives of the NHDOT Complete Streets Advisory Committee to improve local and statewide bicycle and pedestrian transportation planning capacity.

**Proposed Activities:**

- Assist in the identification of statewide bicycle/pedestrian counting locations and conduct bicycle/pedestrian counts as requested in the UVLSRPC region;
- Develop and assist in policy creation of non-typical motorized transportation such as; e-bicycles, mopeds and motorized skateboards;
- Participate in development and review of the NHDOT Complete Streets Advisory Committee Bicycle Pedestrian/Planning Guide and Statewide Bicycle/Pedestrian Plan;
- Participate on the Complete Streets Advisory Committee;
- Technical Assistance at the local level for bike/ped activities or meetings;
- Ride Share programming assistance;

- Utilize bike/ped data from the State bike/ped plan to inform and develop a regional bike/ped plan;
- Update the UVLSRPC region's Bicycle/Pedestrian Transportation Map;
- Develop and adopt a regional Complete Streets Policy, and provide technical assistance to communities in the region developing local Complete Streets policies;
- Collaborate with national partners such as the Rails to Trails Conservancy on regional bicycle/pedestrian corridor planning to address gaps in transportation network;
- Collaborate with local partners such as Friends of the Northern Rail Trail, Upper Valley Trails Alliance, Mascoma River Greenway, and the Sugar River/Bobby Woodman Rail Trail to improve the transportation network;
- Develop interactive map to show gaps and improvements in rail trail networks along the Northern Rail Trail, Mascoma River Greenway, and Sugar River/Bobby Woodman Rail Trail.

**Deliverables:**

- Bicycle/pedestrian traffic data as requested in the UVLSRPC region.
- Community-wide bicycle/pedestrian plan and implementation program as requested by municipality;
- Complete Streets policy recommendations and technical documents for municipalities;
- Meeting agendas from collaborative meetings with partners;
- Interactive webmap that highlights bicycle/pedestrian assets, gaps and/or improvements.

## **Category 300 – Public Involvement & Coordination**

**GOAL:** To provide meaningful public involvement in all phases of the development of transportation plans, policies, project, and priorities. This category includes informing the public about topical transportation planning policy developments, including MAP-21 (and its subsequent reauthorization), and ensuring the coordination of municipal, regional, and statewide land use and transportation planning processes. The Upper Valley Lake Sunapee Regional Planning Commission recognizes the importance of public involvement in the transportation planning process and will make every effort to target outreach efforts toward low income and minority populations, including persons/groups with Limited English Proficiency (LEP):

### **Task 301 Transportation Advisory Committee (TAC)**

**Objective:** To provide the necessary organizational, clerical and technical support for the Upper Valley Lake Sunapee Transportation Advisory Committee (TAC) and to encourage increased public participation in both municipal and regional forums on transportation policy decisions.

#### **Proposed Activities:**

- Facilitation of at least bi-monthly Transportation Advisory Committee (TAC) meetings (six per year, generally on the second Tuesday of the month).
- Development of TAC meeting agendas, summaries, and other supporting documents.
- Educate the TAC on key transportation planning concepts, including proactive infrastructure maintenance, Access Management, Transportation Demand Management, alternative modes of transportation, project evaluation criteria, corridor planning, and the relationship between land development and travel demand.
- Facilitate scoring committees for TAP, TYP, and CMAQ projects when applicable.

#### **Deliverables:**

- Facilitation of bi-monthly TAC meetings.
- TAC meeting agendas, summaries, and other supporting documents.

### **Task 302 Planning Commission/Committee Meetings**

**Objective:** To provide transportation planning assistance to the Upper Valley Lake Sunapee Regional Planning Commission and sub-committees thereof.

#### **Proposed Activities:**

- Participation in transportation-related meetings of the Upper Valley Lake Sunapee Regional Planning Commission and its sub-committees (six meetings per year for the full Commission and monthly meetings of the Executive/Finance Committee).
- Educate the UVLSRPC and its sub-committees about key transportation planning concepts, including proactive infrastructure maintenance, Access Management, Transportation Demand Management, alternative modes of transportation, corridor planning, and the relationship between land development and travel demand.

#### **Deliverables:**

- Agendas of UVLSRPC commissioners meetings and sub-committee meetings, and summaries and other supporting documents.

**Task 303 Public Involvement Plan**

**Objective:** To develop and maintain a Public Involvement Plan for the UVLSRPC Region.

**Proposed Activities:**

- Complete annual updates to the Public Involvement Plan for the UVLSRPC Region in coordination with local, state, and federal partners.

**Deliverables:**

- Revised UVLSRPC Public Involvement Plan.

**Task 304 Public Outreach**

**Objective:** To provide educational outreach to assist communities in transportation planning efforts. In the interest of providing all persons/groups with the opportunity to provide input in the transportation planning process, the UVLSRPC will target outreach efforts toward low income and minority populations, including persons/groups with Limited English Proficiency (LEP).

**Proposed Activities:**

- Develop and maintain transportation-related content for the UVLSRPC website and other digital media including social media;
- Create and distribute transportation-related content for UVLSRPC monthly e-bulletins to local and regional stakeholders (12 per year);
- Organize and facilitate public meetings to discuss current transportation planning topics, including the Regional Transportation Plan and various studies, including Regional Housing and Hazardous Materials, completed by the UVLSRPC;
- Educate municipalities of the importance of proactive transportation planning, including studies of major travel corridors in the region, including U.S. Route 4, NH Route 120, NH Route 11/103, and Interstate 89;
- Continue to explore ways to increase participation in the transportation planning process by those with special transportation needs, including low-income, elderly and disabled citizens, and minority populations;
- GIS Open Data Portal awareness;
- Conduct public outreach related to the development of the STIP;
- Annual maintenance of membership/rules of procedure for transportation related committees.

**Deliverables:**

- Enhanced transportation-related content for the UVLSRPC website, including:
  - Posting meeting agendas at least seven days in advance of transportation-related meetings.
  - Posting meeting minutes for TAC and other public meetings within 30 days of the public meeting.
  - Posting topical transportation planning documents.
- Enhanced transportation-related content for UVLSRPC monthly e-bulletin newsletters.
- Public outreach on transportation planning issues of regional importance.
- Increased participation among citizens with special transportation needs.
- Copies of transportation-related training materials developed by UVLSRPC.

**Task 305 Policy Committees - Vacant**

## Category 400 – Plan Support

**GOAL:** To support the development of municipal, regional, and statewide transportation plans and policies by collecting and maintaining a comprehensive set of traffic, transportation asset, demographic, and Geographic Information Systems (GIS) data for use in transportation planning efforts. A primary goal of the data collection effort is to enumerate the impacts of local land use policies and development on the regional transportation network. During the collection and use of traffic and related demographic data, the Upper Valley Lake Sunapee Regional Planning Commission will make every effort to avoid or minimize adverse impacts to low income and minority populations, and target outreach efforts toward minority and low-income populations.

### **Task 401    Traffic Counts**

**Objective:** To collect, analyze, and present traffic volume data for use in NHDOT project development, Highway Performance Management System (HPMS) submittals to FHWA, statewide traffic volume database development, the development and calibration of a statewide travel demand model, and for other tasks within the UPWP.

#### **Proposed Activities:**

##### ***Traffic Counts***

- Collect traffic volume data at approximately +/-120 locations throughout the region annually to support statewide, regional, and local transportation planning needs.
- Factor the traffic data to average daily traffic (ADT) and average annual daily traffic volumes (AADT), as appropriate.
- Maintain the software and equipment necessary for the traffic data collection program.
- Collect up to five vehicle classification counts and speed traffic counts annually.

##### ***Turning Movement Counts***

- Collect intersection turning movement data at up to five intersections throughout the region annually to support regional and state transportation planning needs.
- Factor the turning movement data to analyze intersection performance.

#### **Deliverables:**

- Completed traffic counts, factored to average daily traffic and average annual daily traffic volumes as appropriate.
- Intersection turning movement data and information.

### **Task 402    SADES Inventory Efforts**

**Objective:** To collect, process and report on transportation-related infrastructure data in the UVLSRPC region using the Statewide Asset Data Exchange System (SADES) software for Statewide Road Surface Management Systems (SRSMS), stream crossing assessments, closed drainage system inventories, and pedestrian infrastructure inventories.

#### **Proposed Activities:**

- Collect and report data on local road surface condition to using the SADES Road Surface Management Systems (SRSMS). Data will be collected in at least one municipality annually;



- Develop forecasting and budgeting strategies in the SRSMS program;
- Follow up with communities for which SADES field inventory has been conducted to perform tracking of implementation plans and evaluating effectiveness of the program;
- Collect and report asset data on bridges, culverts, and other characteristics of the UVLSRPC region's transportation infrastructure to support the development of climate change vulnerability assessments. Data will be collected using SADES software in at least one municipality annually;
- Conduct drainage asset data through the SADES Culverts and Closed Drainage Systems (CCDS) Program if requested;
- Conduct SADES sidewalk inventory if requested.

**Deliverables:**

- Updated SRSMS datasets for at least one municipality annually.
- Updated SRSMS budget forecasting for pavement preservation and maintenance reports for at least one municipality annually.
- Updated SADES stream crossing assessment and/or drainage assessment datasets for at least one municipality annually.
- Updated condition reports and maps for stream crossing assessment and/or drainage assessment datasets for at least one municipality annually;
- Updated SADES CDDS data;
- Updated SADES Sidewalk data.

**Task 403 Geographic Information Systems (GIS)**

**Objective:** To develop and maintain the transportation-related Geographic Information System (GIS) data layers, and apply that data in support of transportation planning initiatives in the region.

**Proposed Activities:**

- Develop and maintain transportation-related GIS data layers;
- Assist municipalities, partner organizations, and transit agencies with transportation-related mapping requests;
- Assist municipalities with completing road inventory updates and annual Block Grant Aid map updates;
- Develop Interactive Story Maps that support regional transportation efforts;
- Update the UVLSRPC Open Data Portal to include updated regional transportation-related data;
- Develop large regional transportation maps;
- Develop regional transit maps;
- Utilize NPMRDS to analyze regional traffic patterns;
- Update and digitize datasets on elevation or other characteristics of transportation assets;
- Develop Interactive Story Maps for scenic byway routes.

**Deliverables:**

- Enhanced municipal and regional transportation-related GIS data layers;
- Completed road inventory reviews/updates with municipalities in the Upper Valley Lake Sunapee region;
- Completed maps from transportation-related mapping requests;

- Completed Interactive Story Maps to support regional transportation efforts at least one per year;
- Quarterly updates to the UVLSRPC Open Data Portal to support updated and enhanced transportation data for public access.

#### **Task 404 Demographics**

**Objective:** To collect, process, report, and disseminate demographic information essential for transportation planning activities, including but not limited to, decennial census and employment information.

#### **Proposed Activities:**

- Compile, process, report, and/or disseminate transportation-related regional employment statistics;
- Compile, process, report, and/or disseminate transportation-related regional census statistics.
- Provide input to state and federal demographers about regional demographics and travel patterns, including but not limited to, the journey to work data.
- Utilize demographic data to enhance transportation equity in regional planning.

#### **Deliverables:**

- Improved regional demographic information to support the development of transportation plans and policies.

#### **Task 405 Equipment & Supplies**

**Objective:** To purchase, maintain, and update equipment and software as necessary to complete the transportation planning tasks outlined in this UPWP. Equipment identified herein shall be used only for transportation planning purposes.

#### **Proposed Equipment:**

- Replacement of two automatic traffic data recorders annually;
- NPMRDS Software subscription
- Tablet for SADES data collection;
- Bike/Ped data collection system;
- Maintenance of an automatic bicycle/pedestrian traffic data recorder designed for use on multi-use paths and trails;
- Repairs and equipment for automatic traffic data recorders, including but not limited to, new batteries, air switches, and factory repairs;
- Materials associated with traffic data collection fieldwork, including but not limited to, personal protective equipment, tubing, mastic tape, clamps, and fasteners.;
- Procurement of and updates to transportation-related computer software, including but not limited to, JAMAR TraxPro, JAMAR PetraPro, and McTrans Highway Capacity Software (HCS+), and Trimble Pathfinder Office;
- Annual software renewal to ESRI for GIS software used in transportation planning.

#### **Task 406 Regional Transportation Model - Vacant**

**Task 407 Memberships, Subscriptions & Professional Costs**

**Objective:** To provide for the professional development of transportation related personnel.

All proposed memberships follow FHWA's Guidance on Eligibility of Membership Dues for FHWA/FTA Planning Funds July 25, 2006 (Revise 12/26/2014).

**Proposed Activities:**

- Memberships in appropriate transportation related organizations including but not limited to the following; NADO, AMPO, NHARPC, APA, etc.
- Professional development costs for maintaining accreditation and certification in transportation related professions including but not limited to the following; AICP, AASHTO, ITE, etc.
- Subscriptions to transportation related publications including but not limited to the following; NNECAPA, APA, etc.

## **Category 500 – Technical Assistance and Support**

**GOAL:** To provide technical assistance and coordinate activities with municipalities, state agencies, subcommittees, other Regional Planning Agencies, local partner organizations, and transit agencies toward transportation planning goals and objectives.

### **Task 501 Local/Regional Assistance and Coordination**

**Objective:** To further our goals and objectives toward a better regional transportation network through local collaboration, and providing small-scale and periodic technical assistance to municipalities and local partner organizations on transportation-related topics and project implementation.

To assist communities in recognizing the link between site development and traffic impacts, the UVLSRPC will review development proposals for likely impacts on municipal and state infrastructure, as requested by municipalities.

To assist municipalities with evaluating transportation-related issues of projects of regional impact.

#### **Proposed Activities:**

- Provide transportation-related technical assistance to municipalities and partner organizations;
- Facilitate local and regional meetings related to topical transportation plans, policies, or projects;
- Assist municipalities and local partner organizations in implementing transportation plans and projects;
- Provide assistance to municipalities in the identification, scoping, prioritization, and implementation of bicycle and pedestrian infrastructure improvement projects;
- Provide transportation-related data and information, on request, to member municipalities, partner organizations, and others at a reasonable cost;
- Continue to coordinate with the Upper Valley Transportation Management Association (UVTMA);
- Continue to work with the Upper Valley Trails Alliance (UVTA) to promote the development of recreational trail systems;
- Encourage and coordinate with communities to develop or amend local zoning ordinances to facilitate compact, mixed-use, pedestrian-oriented development with local growth centers planned in the context of available public transportation services;
- To provide professional planning services to municipalities in reviewing development proposals for potential impacts on municipally and state-maintained transportation infrastructure;
- To identify areas of concern related to development proposals, and their impacts on the regional transportation network;
- To recommend measures to mitigate potential development impacts on the regional transportation network;
- To review, evaluate, and recommend the transportation effects of projects of regional impact as designated by municipalities;

- Assist the Lake Sunapee Scenic and Cultural Byway in an annual meeting to review implementation strategies from the Corridor Management Plan to stay in compliance with the National Scenic Byway Program;
- Attend State-wide Scenic Byway Networking committee meetings;
- Support the development of new Park-and-Ride facilities in the Upper Valley Lake Sunapee Region;
- Develop proposals and assist communities in various transportation-related grant applications;
- Assist the Enfield Shaker Village Scenic Byway in an annual meeting to review implementation strategies from the Corridor Management Plan to stay in compliance with the National Scenic Byway Program;
- Draft application materials for Tier I projects outlined in the Regional Corridor Action Plan.
- Support the efforts of Mascoma River Greenway, Friends of the Northern Rail Trail, and other local transportation partners;
- Assist communities in the development of Tier I projects stated in the Regional Corridor Transportation Plan;
- Consult with a contracted engineer in cost-estimates of Regional Corridor Transportation Plan project development and proposals;
- Coordinate with communities to conduct feasibility assessments and engage on-call engineer for cost-estimates of transportation-related projects.

**Deliverables:**

- Agendas from participation meetings organized at the request of municipalities related to specific local transportation issues;
- Memorandum of Development of Regional Impact response;
- Service logs for transportation-related local technical assistance requests;
- Distribution of data and information to member municipalities and partner organizations, including but not necessarily limited to maps, traffic data, and road standards;
- Zoning analysis and recommendation reports;
- Transportation-related recommendations are relative to development proposals to local planning boards;
- UVLSRPC Regional Corridor Transportation Action Plan Tier I project applications for funding;
- Provide to the requesting municipality an analysis and set of recommendations regarding transportation-related issues of designated projects of regional impact. Requests for review of projects of regional impact depend on the location, type, and size of proposed developments, and thus are not reliably predictable. In all likelihood, there would be an average of 2 or 3 such requests per year;
- Consultant task orders, scopes, and cost-estimates;
- Meeting agendas, minutes, and reported updates from each annual meeting of the Lake Sunapee Scenic and Cultural Byway and the Enfield Shaker Village Scenic Byway.

**Task 502 Statewide Assistance**

**Objective:** To further our goals and objectives toward a better regional transportation network by participating in statewide initiatives and providing technical assistance for projects, plans, and committees that affect the State of New Hampshire.

**Proposed Activities:**

*General Statewide Assistance*

- Assist the NHDOT Bureau of Traffic in scoping large-scale developments to enumerate potential traffic impacts fully, and ensure recognition of the transportation/land-use dynamic.
- Assist the NHDOT Bureau of Environment in performing reviews of local projects to enumerate potential impacts on environmental, social, and cultural resources;
- Participate in NHDOT Public Officials and Public Informational project development meetings throughout the region, as appropriate to implement the Ten-Year Transportation Improvement Plan (TYP);
- Coordinate with the Executive Directors of New Hampshire Regional Planning Commissions to collaborate with the NHDOT on transportation planning efforts of statewide importance, including the Long Range Transportation Plan and the Ten-Year Transportation Improvement Plan;
- Participate in the New Hampshire Transit Association (six meetings per year when appropriate);
- Participate in NHDOT Statewide Committee meetings as needed or requested such as the CMAQ Program Statewide Advisory Committee and HSIP Committee;
- Participate in the development of the NH State Rail Trail Plan.

**State Public Transportation Coordination Council for Community Transportation (SCC)**

- Participate in, facilitate, and provide support to State Public Transportation Coordination Council for Community Transportation (SCC);
- Prepare and draft bi-annual SCC Report;

**Deliverables:**

- Participation in various NHDOT meetings to discuss transportation issues of statewide importance;
- Meeting agendas, summaries, and other supporting documents for statewide meetings related to transportation planning;
- Improved enumeration of traffic impacts associated with the site planning of large-scale developments.

**Task 503 Local Public Agency (LPA) Program Support**

**Objective:** To assist communities in the Upper Valley Lake Sunapee region in applying for or administering transportation-related Local Public Agency projects.

**Proposed Activities:**

- Provide assistance as needed to municipalities with LPA projects.

**Deliverables:**

- Meeting agendas, summaries, and other supporting documents for LPA meetings related to transportation program implementation.

**Task 504 Special Projects**

**Objective:** The relative unknowns involved in projecting programmatic policy and plan development tasks for 24 months leads to the need for a Special Projects budget to be used for unanticipated plan development and technical assistance needs. Special Projects funding may be used to assist municipalities, local partner organizations, or

transit agencies with efforts involving sustained work and substantial staff time. When such activities arise, UVLSRPC will seek approval from NHDOT to utilize funds under this task before work begins. NHDOT must provide written approval to expend Special Projects funds before the funds may be expended. All projects regardless of scale, for which contracts are developed for cost-sharing purposes, shall fall into under this task.

**Potential Special Projects:**

- Assist member municipalities in the preparation of transportation chapters for updated master plans. Municipalities are required by state statute to develop or update a master plan every ten years and that each master plan contains a coherent and comprehensive transportation chapter. Requests by municipalities for assistance with master plans vary, but on average approximately 2 or 3 such requests per year;
- Facilitating special transportation-related project development meetings or workshops at the request of NHDOT or a member community;
- Organizing or facilitating a Road Safety Audit (RSA) at the request of the NHDOT, municipality, or partner agency;
- Conducting traffic counts, at the request of member communities, beyond the scope of NHDOT's normal counting program. These counts may support NHDOT's programmatic needs (e.g., to complete an HSIP program benefit-cost analysis);
- Conducting a small-scale transportation study at the request of a member community;
- Conduct SADES infrastructure assessment through a cost share model along a corridor, watershed, or in a municipality;
- Assist communities in the UVLSRPC Region in developing local Capital Improvement Programs that comprehensively identify, evaluated, and address local transportation infrastructure needs;
- Facilitate project development and outreach for the Sunapee Route 11 Project;
- Conduct SADES Pedestrian Infrastructure Assessment Phase I and Phase II in Claremont;
- Conduct SADES Stream Crossing Assessment Phase I A and Phase I B in Hanover.
- Assist municipalities in the drafting of multi-modal transportation plans.

**Task 505 Regional Coordinating Councils**

**Objective:** To provide the necessary organizational, clerical and technical support for the Grafton-Coos County Regional Coordinating Council (GCRCC), Sullivan County Regional Coordinating Council (SCRCC), and Statewide Coordinating Council for Community Transportation (SCC).

**Proposed Activities:**

- Facilitation of quarterly GCRCC meetings (4 meetings per year).
- Facilitation of quarterly SCRCC meetings (4 meetings per year).
- Provision of technical assistance to the GCRCC, SCRCC, and SCC.
- Development of GCRCC, SCRCC, and SCC meeting agendas, summaries, and other supporting documents

**Deliverables:**

- Facilitation of bi-monthly Grafton-Coos Regional Coordinating Council meetings.
- Facilitation of bi-monthly Sullivan County Regional Coordinating Council meetings.
- GCRCC, SCRCC, and SCC meeting agendas, summaries, and other supporting documents.

**Task 506 Transit Assistance**

**Objective:** To further our goals and objectives toward a better regional transportation network through collaboration, and providing small-scale and periodic technical assistance to local transit agencies.

**Proposed Activities:**

- Provide transit planning technical assistance to local public transportation agencies.
- Provide transit agencies with information and assistance in identifying needs, conducting public outreach efforts, and developing program-specific grant applications;
- Assist local transit agencies in implementing transit plans and projects;
- Convene a summit of local transit providers, local/regional advocacy groups, and large employers to develop a strategic plan for maintaining and coordinating carpooling and vanpooling initiatives in the Upper Valley Lake Sunapee Region;
- Participate in NHDOT/FTA program-specific training sessions;
- Coordinate with municipalities to ensure that the spectrum of long-term-care support services, including accessible transportation that will help the population age-in-place is considered in local Master Plans;
- Assist in administering an updated Advance Transit (AT) passenger survey;
- Perform a bus stop needs study update;
- Assist Sullivan County Transportation (SCT) to evaluate, enhance, and improve their operations plan consistent with community needs and available resources.

**Deliverables:**

- Meeting agendas, summaries and other supporting documents from transit agency meetings.
- Development and distribution of transit-related data, including but not limited to, route maps, ridership figures, and cost/benefit analyses.
- Preparation of recommendations to help municipalities to amend or update Master Plans to ensure that the spectrum of long-term-care support services, including accessible transportation that will help the population age-in-place.
- Prepare transit air quality analysis update,
- Updated Advance Transit passenger survey
- Performance review of Advance Transit's paratransit service
- Report on bus stop needs study update.

**Task 507 Travel Demand Management (TDM)**

**Objective:** To further our goals and objectives with regards to assessing travel demands on our regional and state travel ways.

**Proposed Activities:**

- Continue to coordinate with the Upper Valley Transportation Management Association (UVTMA).
- Continue to support and participate in NH Commute Smart outreach and challenge programs to implement TDM strategies in the region.

**Deliverables:**

- Participation in monthly UVTMA meetings.
- Agendas and event materials for NH Commute Smart programs.



## **Category 600 – Other Projects**

# UPWP Cost Summary

## Summary Budget

UPWP Category	FY 2022	FY 2023	Category Total	Federal Share	Cash Match	Toll/Credit Match
Category 100 Subtotal	\$ 40,119.64	\$ 40,922.03	\$ 81,041.67	\$64,833.34	\$8,104.17	\$8,104.17
Category 200 Subtotal	\$ 56,008.65	\$ 57,128.82	\$ 113,137.47	\$90,509.98	\$11,313.75	\$11,313.75
Category 300 Subtotal	\$ 22,153.33	\$ 22,596.40	\$ 44,749.73	\$35,799.78	\$4,474.97	\$4,474.97
Category 400 Subtotal	\$ 48,351.68	\$ 49,318.72	\$ 97,670.40	\$78,136.32	\$9,767.04	\$9,767.04
Category 500 Subtotal	\$ 108,499.32	\$ 110,669.31	\$ 219,168.63	\$175,334.90	\$21,916.86	\$21,916.86
Category 600 Subtotal						
<b>Grand Total</b>	<b>\$275,132.62</b>	<b>\$280,635.28</b>	<b>\$555,767.90</b>	<b>\$444,614.32</b>	<b>\$55,576.79</b>	<b>\$55,576.79</b>

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





## ARTICLE I

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

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

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

### F. DATE OF COMPLETION

The date of completion for the Planning services rendered under this AGREEMENT shall be June 30, 2023.

ARTICLE II

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

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

A. **GENERAL FEE**

The cost of all work and expenses under this AGREEMENT shall not exceed \$555,767.90 in State FY 2022 & FY 2023. Funding from two sources, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), will be combined into a consolidated Planning Grant (CPG). Of the \$555,767.90 fee, approximately 90% (\$500,191.11) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 10% (\$55,576.79) from the Upper Valley Lake Sunapee Regional Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the \$500,191.11 total amount).

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

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

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

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

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

## ARTICLE II

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

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

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

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

### C. DIRECT EXPENSES

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

## ARTICLE II

### D. FIXED FEE

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### E. PAYMENTS

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

### F. RECORDS - REPORTS

The COMMISSION shall maintain adequate cost records for all work performed under this AGREEMENT. Reports, studies, meeting minutes, plans, maps, data, and other work performed for the DEPARTMENT and/or other entities billed to this contract shall be submitted when completed. All records and other evidence pertaining to cost incurred shall be made available at all reasonable times during the AGREEMENT period and for three (3) years from the date of final voucher payment for examination by the STATE, Federal Highway Administration, or other authorized representatives of the Federal Government, and copies thereof shall be furnished if requested. Applicable cost principles are contained in 2 CFR 225.

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

ARTICLE III

**ARTICLE III - GENERAL PROVISIONS**

A. **HEARINGS, ETC.**

Blank

B. **CONTRACT PROPOSALS**

Blank



ARTICLE IV

**ARTICLE IV - STANDARD PROVISIONS**

A. **STANDARD SPECIFICATIONS**

Blank

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

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

The location of the office where the work will be available for inspection by STATE and Federal Highway Administration representatives is 10 Water Street, Suite 255, Lebanon, NH.

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

C. **EXTENT OF CONTRACT**

1. **Contingent Nature of AGREEMENT**

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

2. **Termination**

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

#### ARTICLE IV

AGREEMENT, without fault on the part of the COMMISSION, the COMMISSION shall be entitled to compensation for all work theretofore satisfactorily performed, pursuant to this AGREEMENT, such compensation to be fixed, insofar as possible, based upon the work performed prior to termination. It shall be a breach of this AGREEMENT if the COMMISSION shall fail to complete the tasks of the UPWP in a timely manner in accordance with sound professional principles and practices to the reasonable satisfaction of the DEPARTMENT or shall be in such financial condition as to be unable to pay its just debts as they accrue, or shall make an assignment for the benefit of creditors, or shall be involved in any proceeding, voluntary or involuntary, resulting in the appointment of a receiver or trustee over its affairs, or shall become dissolved for any cause. In the event of an occurrence of any one or more of the foregoing contingencies, or upon the substantial breach of any other provisions of this AGREEMENT by the COMMISSION, its officers, agents, employee, and subconsultants, the DEPARTMENT shall have the absolute right and option to terminate this AGREEMENT forthwith. In addition, the DEPARTMENT may have and maintain any legal or equitable remedy against the COMMISSION for its loss and damages resulting from such breach or breaches of this AGREEMENT; provided, however, that all work completed with products and data theretofore furnished to the DEPARTMENT by the COMMISSION, of a satisfactory nature in accordance with this AGREEMENT, shall be entitled to a credit, based on the contract rate for the work so performed in a satisfactory manner and of use and benefit to the DEPARTMENT.

D. REVISIONS TO REPORTS, PLANS OR DOCUMENTS

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

## ARTICLE IV

### E. ADDITIONAL SERVICES

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

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

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

### F. OWNERSHIP OF PLANS

All data, plans, maps, reports and other products prepared, or undertaken either manually or electronically by the COMMISSION, under the provisions of this AGREEMENT, are the property of the COMMISSION and DEPARTMENT. Copies of these will be provided to the DEPARTMENT upon request. The COMMISSION shall provide to the DEPARTMENT, or submit to its inspection, any data, plan, map and reports which shall have been collected, prepared, or undertaken by the COMMISSION, pursuant to this AGREEMENT, or shall have been hitherto furnished to the COMMISSION by the DEPARTMENT. The COMMISSION shall have the right to use any of the data prepared by it and hitherto delivered to the DEPARTMENT at any later stage of the project contemplated by this AGREEMENT.

### G. SUBLETTING

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

## ARTICLE IV

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

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

The COMMISSION shall comply with all Federal, STATE and local laws, and ordinances applicable to any of the work involved in this AGREEMENT and shall conform to the requirements and standards of STATE, municipal, agencies as appropriate. The COMMISSION agrees to comply with standards and requirements set forth in the NH Department's Administration of Planning Funds guidebook, unless such standards conflict with the provisions of this Agreement or with Federal or State laws and rules. The COMMISSION understands that the NH Department's Administration of Planning Funds guidebook constitutes part of this AGREEMENT.

### I. BROKERAGE

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

### J. CONTRACTUAL RELATIONS

#### 1. Status of the COMMISSION

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

## ARTICLE IV

### 2. Claims and Indemnification

#### a. Non-Professional Liability Indemnification

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

#### b. Professional Liability Indemnification

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

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

### 3. Insurance

#### a. Required Coverage

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

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

## ARTICLE IV

amounts of not less than \$250,000 per occurrence and \$2,000,000 in the aggregate (STATE to be named as an additional insured); and

2. comprehensive automobile liability insurance covering all motor vehicles, including owned, hired, borrowed and non-owned vehicles; for all claims of bodily injury, death or property damage, in policy amounts of not less than \$500,000 combined single limit; and
3. workers' compensation and employer's liability insurance as required by law.

b. Proof of Insurance

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

4. No Third-Party Rights

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

ARTICLE IV

5. Construction of AGREEMENT

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

K. AGREEMENT MODIFICATION

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

L. EXTENSION OF COMPLETION DATE(S)

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

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

- (1) programs of the DEPARTMENT such regulations entitled Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), and which are herein incorporated by reference and made a part of this AGREEMENT.
- (2) Nondiscrimination: The COMMISSION with regard to the work performed by it during the AGREEMENT shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment specific to this project. The COMMISSION shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the

#### ARTICLE IV

REGULATIONS, including employment practices when the AGREEMENT covers a program set forth in Appendix B of the REGULATIONS.

(3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment:

In all solicitations either by competitive bidding or negotiation made by the COMMISSION for work to be performed under a subcontract, including procurements of materials or leases of equipment specific to the project, each potential subconsultant or supplier shall be notified by the COMMISSION of the COMMISSION'S obligations under this AGREEMENT and the REGULATIONS relative to nondiscrimination on the grounds of race, color, or national origin.

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

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

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



#### ARTICLE IV

- (6) The COMMISSION shall take such action with respect to any subcontract or procurement as the DEPARTMENT or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that in the event a COMMISSION becomes involved in, or is threatened with litigation with a subconsultant or supplier as a result of such direction, the COMMISSION may request the DEPARTMENT to enter into such litigation to protect the interests of the STATE, and in addition, the COMMISSION may request the United States to enter into such litigation to protect the interests of the United States.
- (7) 23 CFR 710.405(b) and, Executive Order 11246 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor REGULATIONS (41 CFR Part 60), shall be applicable to this AGREEMENT and any sub-agreements hereunder.
- (8) Incorporation of Provisions: The COMMISSION shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment specific to the project, unless exempt by the REGULATIONS, or directives issued pursuant thereto.

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

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

ARTICLE IV

N. DISADVANTAGED BUSINESS ENTERPRISE POLICY AGREEMENT REQUIREMENTS

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

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

The CONSULTANT, Upper Valley Lake Sunapee Regional Planning Commission, hereby certifies that it has not developed and has on file affirmative action programs pursuant to 41 CFR 60-1, that it 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 not filed with the Joint Reporting Committee, the Deputy Assistant Secretary for Federal Contract Compliance, United States Department of Labor or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements.

Upper Valley Lake Sunapee Regional Planning Commission

By: W. Stephen Butts  
Executive Director

Date: 04/14/2021

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

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

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

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

**CERTIFICATION OF CONSULTANT/SUBCONSULTANT**

I hereby certify that I am the Executive Director and duly-authorized representative of the firm of Upper Valley Lake Sunapee Regional Planning Commission and that neither the above firm I here represent nor I have:

- (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.

04/14/2021  
(Date)

  
(Signature)

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

(SEAL)

**Consultant**

UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION

Dated: 04/14/2021

By:   
Executive Director

**Department of Transportation**

THE STATE OF NEW HAMPSHIRE

Dated: 5/24/21

By:   
Commissioner, NHDOT

**Attorney General**

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

Dated: 5/27/2021

By:   
Assistant Attorney General

**Secretary of State**

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

Dated: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Secretary of State

## CERTIFICATE OF VOTE

I, Mark Burger, (Secretary/Assistant Treasurer, position) of the Upper Valley Lake Sunapee Regional Planning Commission, do hereby certify that at a meeting held on April 14, 2021:

1. I am the duly elected and acting Secretary/Assistant Treasurer of the Upper Valley Lake Sunapee, a regional planning agency established pursuant to the laws of the State of New Hampshire (RSA 36:45-53);
2. The Upper Valley Lake Sunapee Regional Planning Commission Executive Committee authorized the Executive Director, Meghan Butts, to execute any documents which may be necessary to effectuate the UPWP contract;
3. This authorization has not been revoked, annulled, or amended in any manner whatsoever and remains in full force and effect as of the date hereof; and
4. The following person has been appointed to, and now occupies, the office indicated under item 2 above:


IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary/Assistant Treasurer of the Upper Valley Lake Sunapee Regional Planning Commission on this 14th day of April 2021.

  
\_\_\_\_\_  
Mark Burger-Secretary/Assistant Treasurer of the Commission

STATE OF NEW HAMPSHIRE  
County of Grafton

On this 14 day of April 2021, before me Christine Courtemanche, (Commissioner of Deeds) the undersigned officer, personally appeared, Mark Burger, who acknowledged himself to be the Secretary/Assistant Treasurer of the Upper Valley Lake Sunapee Regional Planning Commission, and that he, as such Secretary/Assistant Treasurer, being so authorized to do so, executed the foregoing instrument for the purpose therein contained.

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

  
\_\_\_\_\_  
Commissioner of Deeds  
(Official Seal)

09/18/2024  
My Commission Expires

CHRISTINE N. COURTEMANCHE  
Commissioner of Deeds - New Hampshire  
My Commission Expires September 18, 2024



## CERTIFICATE OF COVERAGE

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

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

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

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

<b>Participating Member:</b> Upper Valley Lake Sunapee Regional Planning Commission 10 Water Street, Ste 225 Lebanon, NH 03766	<b>Member Number:</b> 570	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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Type of Coverage	Effective Date* (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply	
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2020	7/1/2021	Each Occurrence	\$ 1,000,000
			General Aggregate	\$ 2,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input checked="" type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000  <input type="checkbox"/> Any auto	7/1/2020	7/1/2021	Combined Single Limit (Each Accident)	Included in the above
		Aggregate		
<input type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>			<input type="checkbox"/> Statutory	
			Each Accident	
			Disease - Each Employee	
			Disease - Policy Limit	
<input type="checkbox"/> <b>Property (Special Risk Includes Fire and Theft)</b>			Blanket Limit, Replacement Cost (unless otherwise stated)	

**Description:** With regards to the Grant, the certificate holder is named as Additional Covered Party, but only to the extent liability is based solely on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered.

<b>CERTIFICATE HOLDER:</b>	<input checked="" type="checkbox"/>	Additional Covered Party	<b>Loss Payee</b>	Primex <sup>3</sup> - NH Public Risk Management Exchange
				<b>By:</b> <i>Mary Beth Purcell</i>
				<b>Date:</b> 4/15/2021    mpurcell@nhprimex.org
				Please direct inquires to: Primex <sup>3</sup> Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
State of New Hampshire Department of Transportation PO Box 483 Concord, NH 03302				



## CERTIFICATE OF COVERAGE

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

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

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

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<b>Participating Member:</b> Upper Valley Lake Sunapee Regional Planning Commission 10 Water Street, Ste 225 Lebanon, NH 03768		<b>Member Number:</b> 570	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>®</sup> Bow Brook Place 48 Donovan Street Concord, NH 03301-2624		
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not		
<input type="checkbox"/> <b>General Liability (Occurrence Form)</b> <input type="checkbox"/> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence		
			General Aggregate		
			Fire Damage (Any one fire)		
			Med Exp (Any one person)		
<input type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000  <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)		
			Aggregate		
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2020	7/1/2021	<input checked="" type="checkbox"/> Statutory		
			Each Accident		\$2,000,000
			Disease - Each Employee		\$2,000,000
			Disease - Policy Limit		
<input type="checkbox"/> <b>Property (Special Risk Includes Fire and Theft)</b>			Blanket Limit, Replacement Cost (unless otherwise stated)		
<b>Description:</b> Proof of Primex Member coverage only.					

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>®</sup> - NH Public Risk Management Exchange</b>
			<b>By:</b> <i>Way Ed Powell</i>
State of New Hampshire Department of Transportation PO Box 483 Concord, NH 03302			<b>Date:</b> 4/15/2021    mpurcell@nhprimex.org
			Please direct inquires to: <b>Primex<sup>®</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-226-3833 fax



## NON-DISCRIMINATION ASSURANCES

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

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

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

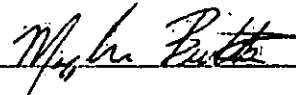
*The Upper Valley Lake Sunapee Regional Planning Commission, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation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

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

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

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

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

Signature  Date: 04/14/2021

Meghan Butts, Executive Director

Attachments: Appendix A

## APPENDIX A

During the performance of this contract, the Upper Valley Lake Sunapee Regional Planning Commission, for itself, its assignees and successors in interest (hereinafter referred to as the "CONTRACTOR") agrees as follows:

- (1) Compliance with Regulations: The CONTRACTOR shall comply with the REGULATIONS relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), which are herein incorporated by reference and made a part of this agreement.
- (2) Nondiscrimination: The CONTRACTOR, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of sub-applicants, including procurements of materials and leases of equipment. The CONTRACTOR shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the REGULATIONS, including employment practices when the agreement covers a program set forth in Appendix B of the REGULATIONS.
- (3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the CONTRACTOR for work to be performed under a Sub-agreement, including procurements of materials or leases of equipment, each potential sub-applicant or supplier shall be notified by the CONTRACTOR of the CONTRACTOR'S obligations under this contract and the REGULATIONS relative to nondiscrimination on the grounds of race, color, national origin, sex, religion, age, or disability.
- (4) Information and Reports: The CONTRACTOR shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the RECIPIENT or the New Hampshire Department of Transportation to be pertinent to ascertain compliance with such REGULATIONS or directives. Where any information required of the CONTRACTOR is in the exclusive possession of another who fails or refuses to furnish this information the CONTRACTOR shall so certify to the RECIPIENT or the New Hampshire Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the CONTRACTOR'S noncompliance with nondiscrimination provisions of this agreement, the RECIPIENT shall impose such contract sanctions as it or the New Hampshire Department of Transportation may determine to be appropriate, including, but not limited to:
  - (a) withholding of payments to the CONTRACTOR under the contract until the CONTRACTOR complies; and/or
  - (b) cancellation, termination, or suspension of the contract, in whole or in part.
- (6) Incorporation of Provisions: The CONTRACTOR shall include the provisions of paragraphs (1) through (6) in every sub-agreement, including procurements of materials and leases of equipment, unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONTRACTOR shall take such action with respect to any sub-agreement or procurement as the RECIPIENT or the New Hampshire Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a sub-applicant or supplier as a result of such direction, the CONTRACTOR may request the RECIPIENT to enter into such litigation to protect the interests of the RECIPIENT; and, in addition, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

## **CERTIFICATE OF GOOD STANDING**

**The Upper Valley Lake Sunapee Regional Planning Commission is not required to have a Certificate of Good Standing because they are a "political subdivision" under RSA 36:49-a.**