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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
November 6, 2018

REQUESTED ACTION

Authorize the Department of Transportation to enter into a contract with the Southern NH Planning Commission (Vendor #154521), Manchester, NH, in the amount of \$200,000.00 to provide Transit Oriented Development Planning Services from November 15, 2018 or the date of Governor and Executive Council approval, whichever is later, through December 31, 2020. 100% Federal Funds.

Funding is available for FY 2019, and is contingent upon the availability and continued appropriation of funds for FY 2020, and FY 2021 as follows, with the ability to adjust encumbrances through the Budget Office between State Fiscal Years if needed and justified:

	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
04-096-096-963515-3054 Consolidated Federal Aid			
046-500464 General Consultants-Non Benefit	\$75,000.00	\$75,000.00	\$50,000.00

EXPLANATION

In response to concerns about growth and development pressures expressed during the development of the I-93 Salem to Manchester Project, the Department is undergoing a comprehensive Community Technical Advisory Program (CTAP) to provide technical planning assistance to the 26 towns and cities in the area influenced by the reconstruction of I-93. Central NH Regional Planning Commission, Southern NH Planning Commission, Rockingham Planning Commission, and Nashua Regional Planning Commission are the primary planning agencies for the 26 communities included in this CTAP effort. In order to address the issues as cost effectively as possible, initial efforts have been implemented through the regional planning commissions (RPC), to take advantage of their resources and expertise.

The NH Department of Transportation is interested in awarding I-93 Community Technical Assistance Program (CTAP) funds for planning projects aimed at fostering transit oriented development (TOD) and / or improved or expanded transit opportunities as part of a transportation demand management (TDM) strategy for the I-93 corridor within the CTAP region. Solicitations were made of the Regional Planning Commissions.

The Department approved this project award after a formal application process. Applications were evaluated on the following criteria: Building upon previously completed CTAP work, reduction of travel demand along the I-93 Corridor and surrounding area, the probability of success of work efforts, formation of partnerships for better sustainability opportunities, local and regional support of the project, and project understanding. The Department received two applications for funds: one from Central NH Regional Planning Commission and one from Southern NH Planning Commission. Both project applications demonstrated that the work could be very effectively completed to meet the criteria established.

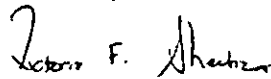
The Southern NH Planning Commission will utilize the funding to create a Transit Oriented Development Plan for an area of the City of Manchester, bounded by Granite Street to the north, Queen City Avenue to the south, Second Street to the west and Elm Street to the east.

The Southern NH Planning Commission can accomplish this work for a total fee not to exceed \$250,000.00. The funding to be used is from FHWA Consolidated Federal funds associated with the I-93 projects (\$200,000.00) and local funds (\$50,000.00).

The Contract has been approved by the Attorney General as to form and execution, and funding for each fiscal year is contingent upon the availability and continued appropriations of funds. Copies of the fully executed contract are on file at the Secretary of State's office and the Department of Administrative Services office, and subsequent to Governor and Executive Council approval, will be on file at the Department of Transportation.

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

Sincerely,



Victoria F. Sheehan
Commissioner

Attachments

BUREAU OF PLANNING & COMMUNITY ASSISTANCE
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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 Southern NH Planning Commission, with principal place of business at 438 Dubuque Street, in the City of Manchester, State of New Hampshire, hereinafter referred to as the COMMISSION, witnesses that

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

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

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

ARTICLE I

ARTICLE I - DESCRIPTION OF PLANNING SERVICES TO BE RENDERED

NOW THEREFORE, in consideration of the undertakings of the parties hereinafter set forth, the DEPARTMENT hereby engages the COMMISSION, who agrees to fulfill requirements for metropolitan planning in the Manchester area as set forth in the Scope of Work.

A. LOCATION AND DESCRIPTION OF PROJECT

The Southern NH Planning Commission will utilize the funding to create a Transit Oriented Development Plan for an area of the City of Manchester, bounded by Granite Street to the north, Queen City Avenue to the south, Second Street to the west and Elm Street to the east.

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.

Southern New Hampshire Planning Commission CTAP Phase 3 Scope of Work
April 2018

Project Summary:

The purpose of this CTAP Phase 3 Project is to create a Transit-Oriented Development (TOD) plan for the area of the City of Manchester bounded by Granite Street to the north, Queen City Avenue to the south, Second Street to the West, and Elm Street to the East.

Lead Agency:

Southern New Hampshire Planning Commission (SNHPC)

Project Budget:

A complete Local Public Agency (LPA) project fee matrix is attached to accompany this document. This matrix will also serve as the Independent Government Estimate (IGE) for the project.

Scope of Work:

The Scope of Work for this project includes a total of 22 tasks in the following four categories as detailed below.

- Category #1- Project Administration
- Category #2- Public Engagement
- Category #3- TOD Planning
- Category #4- Project Completion

Task #1.1- Financial Administration and Project Reporting

- Description: This task includes monthly invoicing, progress reporting, and general project administration.
- Deliverables: Monthly invoices, progress reports, and supporting documentation.
- Responsible Party: SNHPC

Task #1.2- Administration of the Qualifications-based Selection Process

- Description: This task includes administration and coordination of all aspects of the QBS consultant selection process as detailed in the NHDOT LPA Manual.
- Deliverables: Documentation of QBS process (e.g. newspaper ads, scoring sheets, etc).
- Responsible Party: SNHPC

Task #1.3- Oversight of Project Consultant and Coordination with NHDOT

- Description: This task includes administrative oversight of the project consultant and routine project coordination with the NHDOT Bureau of Planning and Community Assistance.
- Deliverables: Supporting documentation to accompany monthly invoices and progress reports.
- Responsible Party: SNHPC

Task #2.1- Development of Interactive Project Website

- Description: This task includes the development of an interactive website for the project, and will include a mechanism for members of the public to submit comments about the project. It is envisioned that this task will be completed by a web design subconsultant.
- Deliverables: Project website.
- Responsible Party: Website Sub-consultant

Task #2.2- Key Stakeholder Interviews

- Description: This task includes conducting interviews and/or focus groups of key stakeholders from different sectors about the project study area, existing conditions, ideas for transit-oriented development implementation, and potential barriers to implementation.
- Deliverables: Technical memorandum summarizing stakeholder interviews.
- Responsible Party: Project Consultant/SNHPC

Task #2.3- Organization and Facilitation of Design Charrette

- Description: This task includes the organization and facilitation of a one-day design charrette to engage the public and hear feedback on design ideas for the TOD study area.
- Deliverables: Technical memorandum summarizing the charrette.
- Responsible Party: Project Consultant

Task #2.4- Public Meetings to Solicit Feedback on Draft TOD Plan

- Description: This task includes up to four public meetings with municipal boards and interested community organizations to review and solicit feedback on the draft TOD plan for the study area.
- Deliverables: Meeting summaries.
- Responsible Party: Project Consultant/SNHPC

Task #2.5- Public Meetings to Solicit Feedback on Final TOD Plan

- Description: This task includes up to four public meetings with municipal boards and interested community organizations to review and discuss the final TOD plan for the study area.
- Deliverables: Meeting summaries.
- Responsible Party: Project Consultant/SNHPC

Task #3.1- Development of Existing Conditions Profile

- Description: This task includes the development of an Existing Conditions Profile for the TOD study area, including current land uses, traffic patterns, and other topical considerations.
- Deliverables: Technical memorandum detailing existing conditions.
- Responsible Party: Project Consultant

Task #3.2- Evaluation of Existing and Potential Future Transit Services

- Description: This task includes the analysis of existing and potential future transit services/expansions in the study area (e.g. local transit, intercity transit, and rail) that can catalyze transit-oriented development.
- Deliverables: Technical memorandum detailing existing and potential future transit services.
- Responsible Party: Project Consultant

Task #3.3- Evaluation of Existing and Potential Future Bicycle/Pedestrian Infrastructure

- Description: This task includes the analysis of existing and potential bicycle/pedestrian infrastructure in the study area to ensure that the TOD plan considers all feasible forms of multi-modal transportation.
- Deliverables: Technical memorandum detailing existing and potential future bicycle/pedestrian infrastructure.
- Responsible Party: Project Consultant

Task #3.4- Evaluation of Environmental and Historic Resource Constraints

- Description: This task includes the analysis of potential environmental and historic resource constraints in the study area that may act as a barrier to TOD including, but not limited to, shoreland protection, brownfields, and designated historic resources.
- Deliverables: Technical memorandum detailing environmental and historic resource constraints.
- Responsible Party: Project Consultant

Task #3.5- Development of Design and Land Use Scenarios for the TOD Study Area

- Description: This task includes the development of urban design and land use scenarios for the TOD study area based on the public/stakeholder feedback gathered in Category #2 and constraints identified in Category #3.
- Deliverables: Technical memorandum detailing urban design concepts and land use plan scenarios.
- Responsible Party: Project Consultant/SNHPC

Task #3.6- Development of Traffic, Parking, and Internal Circulation Scenarios for the TOD Study Area

- Description: This task includes the development of traffic operations, parking, and internal circulation scenarios for the TOD study area based on the public/stakeholder feedback gathered in Category #2 and constraints identified in Category #3.
- Deliverables: Technical memorandum detailing traffic operations, parking, and internal circulation scenarios.
- Responsible Party: Project Consultant/SNHPC

Task #3.7- Identification of the Preferred Alternative for the TOD Study Area

- Description: This task includes the selection of the preferred urban design, land use, traffic, parking, and internal circulation scenarios based on the analyses done in Tasks 3.5 and 3.6, and a survey of stakeholders.
- Deliverables: Technical memorandum detailing the selection of preferred alternative.
- Responsible Party: Project Consultant/SNHPC

Task #3.8- Determination of Capital Improvements Necessary to Implement the TOD

- Description: This task includes the identification of capital improvements that would be necessary to implement the preferred alternative identified in Task 3.7.
- Deliverables: Technical memorandum detailing necessary capital improvements and costs.
- Responsible Party: Project Consultant/SNHPC

Task #3.9- Development of Financial Plan for Implementation

- Description: This task includes the development of a financial plan for implementing the preferred alternative for the TOD study area, which will consider the costs of necessary capital improvements and identify potential revenue sources including public-private partnerships.
- Deliverables: Technical memorandum detailing the financial plan.
- Responsible Party: Project Consultant/SNHPC

Task #3.10- Identification of Recommended Municipal Land Use Changes

- Description: This task includes auditing the City of Manchester's land use regulations for the study area (e.g. zoning and site plan regulations) in the context of the preferred alternative for TOD implementation, and identifying any/recommending necessary changes to accommodate TOD implementation.
- Deliverables: Technical memorandum detailing recommended municipal land use changes to the TOD study area.
- Responsible Party: Project Consultant/SNHPC

Task #3.11- Publication of Draft TOD Plan for the Study Area

- Description: This task includes the compilation of the results from all previous tasks into a draft TOD plan for the study area.
- Deliverables: Draft TOD plan.
- Responsible Party: Project Consultant/SNHPC

Task #3.12- Revisions to Draft TOD Plan

- Description: This task includes any revisions to the draft TOD plan resulting from the public/stakeholder engagement efforts detailed in Category #2.
- Deliverables: Technical memorandum summarizing proposed revisions to the draft TOD plan.
- Responsible Party: Project Consultant/SNHPC

Task #4.1- Completion and Publication of the TOD Plan for the Study Area

- Description: This task includes the finalization of the TOD plan for the study area, based on the revisions in Task 3.12, and the public/stakeholder comments received in Category #2.
- Deliverables: Final TOD plan for the study area.
- Responsible Party: Project Consultant/SNHPC

Task #4.2- Coordination of Project Closeout

- Description: This task includes coordinating project closeout activities with the NHDOT Bureau of Planning and Community Assistance.
- Deliverables: Project closeout documentation.
- Responsible Party: Project Consultant/SNHPC

Southern New Hampshire Planning Commission CTAP

Direct Hourly Rate
 Indirect Cost Rate (Est.)
 Total Hourly Rate

SNHPC Executive Director	SNHPC Project Manager
\$49.23	\$39.1
120.42%	120.4
\$108.51	\$87.7

Task	Responsible Party	SNHPC	SNHPC
Category 1: Project Administration			
1.1 Financial Administration and Project Reporting	SNHPC	18	60
1.2 Administration of Qualifications-based Selection process	SNHPC	12	48
1.3 Oversight of project consultant(s) and Coordination with NHDOT	SNHPC	18	54
Category 2: Public Engagement			
2.1 Development of Interactive Project Website	Consultant/SNHPC	2	4
2.2 Key Stakeholder Interviews	Consultant		
2.3 Organization and Facilitation of Design Charrette for the Transit-oriented Development Study Area	Consultant/SNHPC	8	18
2.4 Public Meeting, Municipal Board, and Community Organization Presentations to Solicit Feedback on Draft TOD Plan (Four Meetings)	Consultant/SNHPC	8	16
2.5 Public Meeting, Municipal Board, and Community Organization Presentations of the Final TOD Plan (Four Meetings)	Consultant/SNHPC	8	16
Category 3: TOD Planning			
3.1 Development of Existing Conditions Profile of the Study Area	Consultant		
3.2 Evaluation of Existing Transit Services and Potential Future Transit Service Expansions in the Study Area	Consultant		
3.3 Evaluation of Existing Bicycle/Pedestrian Infrastructure and Potential Future Bicycle/Pedestrian Infrastructure Connectivity in the Study Area	Consultant		
3.4 Assessment of Environmental & Historic Resource Constraints to Development in the Study Area	Consultant		
3.5 Development of Urban Design and Land Use Plan Scenarios for the Study Area Based on Public/Stakeholder Feedback	Consultant/SNHPC	4	16
3.6 Development of Traffic, Parking, and Internal Circulation Plan Scenarios for the Study Area Based on Public/Stakeholder Feedback	Consultant/SNHPC	4	24
3.7 Identification of Preferred Urban Design, Land Use, Traffic, Parking, and Internal Circulation Plan for Implementation Including Follow-up Survey	Consultant/SNHPC	2	20
3.8 Determination of Capital Improvements Necessary to Implement the Plan	Consultant/SNHPC	2	4
3.9 Development of a Financial Plan for Implementation	Consultant/SNHPC	2	4
3.10 Identification of Municipal Land Use Regulation Changes (if any) Needed to Implement the TOD	Consultant/SNHPC	4	4
3.11 Publication of Draft TOD Plan for the Study Area	Consultant/SNHPC	8	8
3.12 Revisions to Draft TOD Plan Based on the Public/Stakeholder Engagement Efforts Detailed in Category 2	Consultant/SNHPC	4	4
Category 4: Project Completion			
4.1 Completion and Publication of the TOD Plan for the Study Area	Consultant/SNHPC	4	4
4.2 Coordination of Project Closeout with NHDOT	Consultant/SNHPC	8	16
TOTAL		Subtotal:	116
		Total After Consultant Profit (10%)	320

Phase 3 Project Scope and Fee Matrix (April 2018)

Contract Number	SNHPC Planner	Principal Consultant	Senior Consultant	Junior Consultant
4	\$27.18	\$60.00	\$45.00	\$30.00
%	120.42%	150.00%	150.00%	150.00%
7	\$59,917	\$150,000	\$112,500	\$75,000

Contract Number	Consultant Hours			SNHPC Cost	Consultant Cost	Direct Expense	Type of Direct Expense	TOTAL
	12	36		\$7,196	\$5,850			\$13,046
				\$5,496	\$0	\$400	RFQ Advertising	\$5,896
24				\$8,109	\$0			\$8,109
12	2	8	16	\$1,285	\$2,400	\$5,000	Website Subconsultant	\$8,685
	16	48	64	\$0	\$12,600	\$500	Consultant Travel	\$13,100
24	12	48	48	\$3,879	\$10,800	\$500	Charrette Supplies, Travel, and Mailing	\$15,179
16	8	24	16	\$3,225	\$5,100	\$500	Meeting Supplies, Printing, and Travel	\$8,825
16	8	24	16	\$3,225	\$5,100	\$500	Meeting Supplies, Printing, and Travel	\$8,825
	8	36	64	\$0	\$10,050	\$125	Consultant Travel	\$10,175
	4	16	24	\$0	\$4,200	\$125	Consultant Travel	\$4,325
	4	16	24	\$0	\$4,200	\$125	Consultant Travel	\$4,325
	8	40	60	\$0	\$10,200	\$125	Consultant Travel	\$10,325
16	24	120	96	\$2,791	\$24,300	\$7,490	Landscape Architecture Subconsultant, Travel, Printing, and Travel	\$34,581
16	24	120	96	\$3,490	\$24,300	\$300	Printing and Travel	\$28,090
8	10	72	64	\$2,444	\$14,400			\$16,844
	4	24	24	\$567	\$5,100			\$5,667
	4	24	24	\$567	\$5,100	\$5,000	Financial Subconsultant	\$10,667
4	8	24	16	\$1,023	\$5,100	\$125	Consultant Travel	\$6,248
	8	24	32	\$1,567	\$6,300	\$300	Printing	\$8,167
	4	12	16	\$784	\$3,150			\$3,934
	4	12	16	\$784	\$3,150	\$1,000	Printing	\$4,934
	4	8		\$2,266	\$1,500			\$3,766
136	176	736	716	\$48,695	\$162,900	\$22,115		\$233,710
					\$16,290			\$250,000

Southern New Hampshire Planning Commission

Task		2018			
		July	Aug.	Sept.	Oct.
Category 1: Project Administration					
1.1	Financial Administration and Project Reporting				
1.2	Administration of Qualifications-based Selection process				
1.3	Oversight of project consultant(s) and Coordination with NHDOT				
Category 2: Public Engagement					
2.1	Development of Interactive Project Website				
2.2	Key Stakeholder Interviews				
2.3	Organization and Facilitation of Design Charrette for the Transit-oriented Development Study Area				
2.4	Public Meeting, Municipal Board, and Community Organization Presentations to Solicit Feedback on Draft TOD Plan (Four Meetings)				
2.5	Public Meeting, Municipal Board, and Community Organization Presentations of the Final TOD Plan (Four Meetings)				
Category 3: TOD Planning					
3.1	Development of Existing Conditions Profile of the Study Area				
3.2	Evaluation of Existing Transit Services and Potential Future Transit Service Expansions in the Study Area				
3.3	Evaluation of Existing Bicycle/Pedestrian Infrastructure and Potential Future Bicycle/Pedestrian Infrastructure Connectivity in the Study Area				
3.4	Assessment of Environmental & Historic Resource Constraints to Development in the Study Area				
3.5	Development of Urban Design and Land Use Plan Scenarios for the Study Area Based on Public/Stakeholder Feedback				
3.6	Development of Traffic, Parking, and Internal Circulation Plan Scenarios for the Study Area Based on Public/Stakeholder Feedback				
3.7	Identification of Preferred Urban Design, Land Use, Traffic, Parking, and Internal Circulation Plan for Implementation Including Follow-up Survey				
3.8	Determination of Capital Improvements Necessary to Implement the Plan				
3.9	Development of a Financial Plan for Implementation				
3.10	Identification of Municipal Land Use Regulation Changes (if any) Needed to Implement the TOD				
3.11	Publication of Draft TOD Plan for the Study Area				
3.12	Revisions to Draft TOD Plan Based on the Public/Stakeholder Engagement Efforts Detailed in Category 2				
Category 4: Project Completion					
4.1	Completion and Publication of the TOD Plan for the Study Area				
4.2	Coordination of Project Closeout with NHDOT				

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 CTAP Phase 3 Proposal. 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 December 31, 2020.

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 \$250,000 in State Fiscal Years 2019-2021. Of the \$250,000.00 fee, funding from the Federal Highway Administration (FHWA) approximately 80% (\$200,000.00) and approximately 20% (\$50,000) from the Southern NH Planning Commission from local funds will be used to complete this work. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the \$200,000.00 total amount).

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

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

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

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

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

ARTICLE II

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

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

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

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

C. DIRECT EXPENSES

Reimbursement for direct expenses includes work such as but not limited to field survey, purchase of computer, purchase of software and maintenance services, services of other specialists, printing, photogrammetry, traffic counts, reproductions and travel not included in normal overhead expenses whether performed by the COMMISSION or other parties and shall be billed at actual cost. The reimbursable costs for mileage and for per diem (lodging and meals) shall be that allowed by the COMMISSION'S established policy but shall not exceed that allowed in the Federal Travel Regulations (41 CFR 300 – 304). Mileage and per diem costs above those allowed in the Federal Travel Regulations shall be subject to prior approval by the DEPARTMENT. For training expenses to be reimbursed, they must be specifically listed in the CTAP Phase 3 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

Blank

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 CTAP Phase 3 Proposal. If, by error or omission, an ineligible activity is contained in the approved CTAP Phase 3 Proposal, 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 438 Dubuque Street, Manchester, 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 CTAP Phase 3 Proposal 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 CTAP Phase 3 Proposal within the Scope of this AGREEMENT may be made by mutual written agreement between the COMMISSION and the DEPARTMENT. It shall be the COMMISSION'S responsibility to request a modification to the DEPARTMENT in writing for the DEPARTMENT'S consideration prior to the approval.

L. EXTENSION OF COMPLETION DATE(S)

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

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

(1) programs of the DEPARTMENT such regulations entitled Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), and which are herein incorporated by reference and made a part of this AGREEMENT.

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

ARTICLE IV

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

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

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

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

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

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

ARTICLE IV

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

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

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

ARTICLE IV

N. DISADVANTAGED BUSINESS ENTERPRISE POLICY AGREEMENT REQUIREMENTS

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

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

The CONSULTANT X , proposed subconsultant , hereby certifies that it has X , has not developed and has on file affirmative action programs pursuant to 41 CFR 60-1, that it has X , has not , participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Order 11246 and that it has X , has not , filed with the Joint Reporting Committee, the Deputy Assistant Secretary for Federal Contract Compliance, United States Department of Labor or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements.

Southern New Hampshire Planning Commission

(Company)

By: 

Sylvia von Aulock, Executive Director

(Title)

Date: 9/18/18

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

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

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

(Revised: 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 Southern New Hampshire Planning Commission and that neither I nor the above firm I here represent has:

- (a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this Contract,
- (b) agreed, as an express or implied condition for obtaining this Contract, to employ or retain the services of any firm or person in connection with carrying out the Contract, or
- (c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the Contract:

I/WE do also, under penalty of perjury under the laws of the United States, certify that, except as noted below, the company or any person associated therewith in the capacity of (owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of Federal funds): (a) is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency; (b) has not been suspended, debarred, voluntarily excluded or determined ineligibility by any Federal agency within the past three years; (c) does not have a proposed debarment pending; and (d) has not been indicted, convicted or had a civil judgment rendered against (it) by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

except as here expressly stated (if any):

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate below to whom it applies, the initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

I acknowledge that this certificate is to be furnished to the State Department of Transportation and the Federal Highway Administration, U. S. Department of Transportation, in connection with this Contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

9/18/18
(Date)

[Signature]
(Signature)

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

(SEAL)



Consultant

CONSULTANT

Dated: 9/18/18

By: *Sylvia W. Ouled*
Executive Director

Department of Transportation

THE STATE OF NEW HAMPSHIRE

Dated: 11/7/18

By: *[Signature]*
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: 11/16/18

By: *Allison B. Greenstein*
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, Frederick J. McGarry, Chairman of the Southern New Hampshire Planning Commission (SNHPC), do hereby certify that at a meeting held on June 7, 2018:

1. I am the duly elected and acting Chairman of the SNHPC, a regional planning agency established pursuant to the laws of the State of New Hampshire (RSA 36:45-53);
2. The SNHPC Executive Committee authorized the Executive Director, Sylvia von Aulock, to execute any documents which may be necessary to effectuate the CTAP 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 in (2) above:

Sylvia von Aulock
(Printed name of officer authorized to sign)

IN WITNESS WHEREOF, I have hereunto set my hand as the Chairman of the SNHPC, this day of 18 Sept. 2018.

Frederick J. McGarry, Chairman
(Signature & Position of Certifying Officer)

STATE OF NEW HAMPSHIRE

County of Hillsborough

On this the 18th day of September 2018, before me Linda Moore
(Notary Public)

the undersigned officer, personally appeared, Frederick J. McGarry, who acknowledged himself to be the Chairman of the SNHPC, and that he, as Chairman, being authorized so to do, executed the foregoing instrument for the purpose therein contained.

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

Linda Moore
(Notary Public Signature)

Commission Expiration Date: 9/3/19
(Seal)





CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) 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, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ 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 Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ 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 Primex³. 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.

Participating Member: Southern New Hampshire Planning Commission 438 Dubuque Street Manchester, NH 03102		Member Number: 525	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624		
X	Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits	NH Statutory Limits May Apply
	General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	1/1/2018	1/1/2019	Each Occurrence \$ 1,000,000 General Aggregate \$ 2,000,000 Fire Damage (Any one fire) Med Exp (Any one person)	
	Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident) Aggregate	
	Workers' Compensation & Employers' Liability			Statutory Each Accident Disease - Each Employee Disease - Policy Limit	
	Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	
Description: CTAP Contract. 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.					

CERTIFICATE HOLDER:	X	Additional Covered Party	Loss Payee	Primex ³ - NH Public Risk Management Exchange By: <i>Tammy Denver</i> Date: 9/14/2018 tdenver@nhprimex.org Please direct inquires to: Primex ³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
State of New Hampshire Department of Transportation 7 Hazen Dr Concord, NH 03301				



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) 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, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ 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 Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ 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 Primex³. 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.

Participating Member: Southern New Hampshire Planning Commission 438 Dubuque Street Manchester, NH 03102	Member Number: 525	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
Type of Coverage	Effective Date <small>(mm/dd/yyyy)</small>	Expiration Date <small>(mm/dd/yyyy)</small>	Limits - NH Statutory Limits May Apply, If Not
<input type="checkbox"/> General Liability (Occurrence Form) <input type="checkbox"/> Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence General Aggregate Fire Damage (Any one fire) Med Exp (Any one person)
<input checked="" type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto	1/1/2018	1/1/2019	Combined Single Limit (Each Accident) \$5,000,000 Aggregate \$5,000,000
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2018	1/1/2019	<input checked="" type="checkbox"/> Statutory Each Accident \$2,000,000 Disease - Each Employee \$2,000,000 Disease - Policy Limit
<input type="checkbox"/> Property (Special Risk Includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)
Description: Proof of Primex Member coverage only.			

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange
NH Dept. of Transportation 7 Hazen Dr. Concord, NH 03302			By: <i>Tammy Denver</i> Date: 11/6/2018 tdenver@nhprimex.org Please direct inquires to: Primex ³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

NON-DISCRIMINATION ASSURANCES

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

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

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

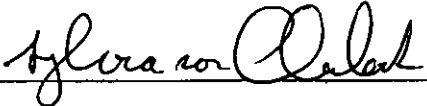
The AGENCY TITLE, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on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

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

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

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

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

Signature  Date: 9/18/18

Name/Title Sylvia von Aulock, Executive Director

Attachments: Appendix A

APPENDIX A

During the performance of this contract, the contractor, 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.