



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



L.A.M.
18

VICTORIA F. SHEEHAN
COMMISSIONER

WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

Bureau of Finance & Contracts
October 4, 2017

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

REQUESTED ACTION

Authorize the Department of Transportation to pay membership dues Retroactively in the amount of \$93,683 for the period of July 1, 2017 through June 30, 2018 to the American Association of State Highway and Transportation Officials (AASHTO), Washington, DC, Vendor #170721 for continued membership in the national transportation organization from the date of Governor and Council approval through June 30, 2018. Funding is 87% Federal Funds, 12% Highway Funds, 1% Other Funds.

Funding is available as follows:

Table with 2 columns: Description and FY 2018 amount. Rows include Public Transportation (\$5,000), Executive Office (\$15,683), Employee Training (\$14,000), and SPR Research Funds (\$59,000). Total: \$93,683.

EXPLANATION

This is Retroactive because membership invoices for AASHTO are received at various times throughout the year.

Membership in AASHTO assists the NH Department of Transportation in meeting its responsibility to address the transportation needs of the State of New Hampshire. As a member of AASHTO, the NH Department of Transportation benefits greatly in the following areas: setting technical engineering standards; conducting materials and products research and testing; providing training and career development; and offering a forum for considering national/international administrative, financial, legal, and operational state-of-the-art practices.

AASHTO sets highway and bridge design standards using the expertise of engineers from the member states (including several NHDOT staff members). Computer software for tracking bridge conditions as required by Federal Highway Administration is provided through AASHTO. Product evaluation is centralized through AASHTO, and lab accreditation for materials testing is handled by AASHTO. AASHTO serves as a forum for CEO's and staff to learn about innovation, best practice, and the latest approaches to addressing transportation issues and problems.

Membership in AASHTO is on an agency basis, and only government agencies can belong. There are no individual memberships from either the public or private sectors. Member Department dues are calculated by AASHTO by distributing one-half total dues evenly among the 52 member departments, and distributing the other one-half of total dues in accordance with each member departments Federal-aid highway apportionments of the year in which the dues is scheduled.

AASHTO is a non-profit, non-partisan association representing the 50 member State Highway and Transportation Departments, the District of Columbia and Puerto Rico, and is essentially an instrument of the agencies. AASHTO's activities involve the principal transportation modes, with its major purpose to foster the development, operation and maintenance of an integrated national transportation system.

Founded in 1914, the American Association of State Highway and Transportation Officials is a legally incorporated non-profit entity and exists to be of service to its member departments. Composed primarily of the public officials in state agencies with responsibilities for highway and transportation, the Association also includes as an ex officio member, the U.S. Department of Transportation. In addition, a number of public highway transportation agencies in other nations belong to the Association as affiliate members and a number of sub-state transportation agencies in the United States belong as associate members.

Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization?

AASHTO was founded in 1914; the Department has been a member since AASHTO's inception.

2. Is there any other organization, which provides the same or similar benefits that your agency belongs to?

There are no other organizations that provide these benefits to the Department.

3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?

AASHTO is over all 50 U.S. states, the Department is the only NH state agency that is a member.

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.)

Membership dues are calculated by distributing one-half total dues evenly among the 52 member departments, and distributing the other one-half of total dues in accordance with each member departments Federal-aid highway apportionments of the year in which the dues is scheduled.

5. What benefit does the state receive from participating in this membership?

Membership in AASHTO assists the NH Department of Transportation in meeting its responsibility to address the transportation needs of the State of New Hampshire. As a member of AASHTO, the NH Department of Transportation benefits greatly in the following areas: setting technical engineering standards; conducting materials and products research and testing; providing training and career development; and offering a forum for considering national/international administrative, financial, legal, and operational state-of-the-art practices.

6. Are training or educational/research materials included in the membership? If so, is the cost included? Explain in detail.

AASHTO offers products and services that are software related and are available at an additional cost. AASHTO has many educational seminars in which the travel expenses are included in the membership fee.

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

This membership is not required to receive federal grants, participate in licensing or certification of exams.

8. Is there any travel included with this membership fee? Explain in detail any travel including the number of employees involved, the number of trips, destination of known and purposes of membership-supported trips.

Some travel to membership meetings are included with the membership fees, and can vary year to year.

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and /or officers of the organization).

Various personnel within the Department participate in various activities with the different programs in AASHTO as necessary.

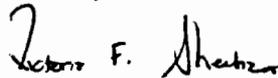
10. Explain in detail any negative impact to the state if the Agency did not belong to this organization.

Should the Department no longer be a member with AASHTO, all the benefits outlined in the Explanation would not be realized.

This resolution for FY 2018 will consolidate membership dues for various programs for Governor and Council approval.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan
Commissioner

Attachments

AMERICAN ASSOCIATION
OF STATE HIGHWAY AND
TRANSPORTATION OFFICIALS

AASHTO

JOHN F. COX, PRESIDENT
DIRECTOR, WYOMING DEPARTMENT OF TRANSPORTATION

BUD WRIGHT, EXECUTIVE DIRECTOR

444 NORTH CAPITOL STREET NW, SUITE 249, WASHINGTON, DC 20001
(202) 624-5800 • FAX: (202) 624-5806 • WWW.TRANSPORTATION.ORG

FEDERAL I.D.#: 53-0204654

July 1, 2017

BILLED TO:

Ms. Victoria Sheehan
Commissioner
New Hampshire Department of Transportation
7 Hazen Drive
Concord, NH 03302-0483

INVOICE # - C000036-6410-2017

RECEIVED
COMMISSIONERS OFFICE

JUN 26 2017

THE STATE OF NEW HAMPSHIRE
DEPT. OF TRANSPORTATION

Support AASHTO's FY 2018 participation in all Engineering Technical Service Programs.

Engineering Technical Service Programs	Order #	AMOUNT
Multi-State Transit Technical Assistance Program (MTAP)		\$ 5,000
Total for New Hampshire Department of Transportation		\$ _____

PLEASE RETURN A COPY OF THE INVOICE WITH YOUR CHECK. YOUR CANCELLED CHECK IS YOUR RECEIPT.

Make checks payable to: **AASHTO**

Send remittance to:

AASHTO 1
P.O. Box 615051
Washington, DC 20061-5051

AMERICAN ASSOCIATION
OF STATE HIGHWAY AND
TRANSPORTATION OFFICIALS

AASHTO

JOHN F. COX, PRESIDENT
DIRECTOR, WYOMING DEPARTMENT OF TRANSPORTATION

BUD WRIGHT, EXECUTIVE DIRECTOR

444 NORTH CAPITOL STREET NW, SUITE 249, WASHINGTON, DC 20001
(202) 624-5800 • FAX: (202) 624-5806 • WWW.TRANSPORTATION.ORG

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JUN 26 2017

BILLED TO:

THE STATE OF NEW HAMPSHIRE
DEPT. OF TRANSPORTATION

Ms. Victoria Sheehan
Commissioner
New Hampshire Department of Transportation
7 Hazen Drive
Concord, NH 03302-0483

Support AASHTO's FY 2018 participation in all Engineering Technical Service Programs.

Engineering Technical Service Programs	Order #	AMOUNT
Transportation and Civil Engineering (TRAC) and Developing Elementary Students Program (RIDES) Program		\$ 14,000
Total for New Hampshire Department of Transportation		\$ _____

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Washington, DC 20061-5051

AMERICAN ASSOCIATION
OF STATE HIGHWAY AND
TRANSPORTATION OFFICIALS

AASHTO

JOHN F. COX, PRESIDENT
DIRECTOR, WYOMING DEPARTMENT OF TRANSPORTATION

BUD WRIGHT, EXECUTIVE DIRECTOR

444 NORTH CAPITOL STREET NW, SUITE 249, WASHINGTON, DC 20001
(202) 624-5800 • FAX: (202) 624-5806 • WWW.TRANSPORTATION.ORG

FEDERAL I.D.#: 53-0204654

July 1, 2017

BILLED TO:

Ms. Victoria Sheehan
Commissioner
New Hampshire Department of Transportation
7 Hazen Drive
Concord, NH 03302-0483

INVOICE # - C000036-6450-2018

RECEIVED
COMMISSIONERS OFFICE

JUN 26 2017

THE STATE OF NEW HAMPSHIRE
DEPT. OF TRANSPORTATION

Support AASHTO's FY 2018 participation in all Engineering Technical Service Programs.

Engineering Technical Service Programs	Order #	AMOUNT
National Transportation Product Evaluation Program (NTPEP)		\$ 17,000
Total for New Hampshire Department of Transportation		\$ _____

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Make checks payable to: **AASHTO**

Send remittance to:

AASHTO 1
P.O. Box 615051
Washington, DC 20061-5051

AMERICAN ASSOCIATION
OF STATE HIGHWAY AND
TRANSPORTATION OFFICIALS

AASHTO

JOHN F. COX, PRESIDENT
DIRECTOR, WYOMING DEPARTMENT OF TRANSPORTATION

BUD WRIGHT, EXECUTIVE DIRECTOR

444 NORTH CAPITOL STREET NW, SUITE 249, WASHINGTON, DC 20001
(202) 624-5800 • FAX: (202) 624-5806 • WWW.TRANSPORTATION.ORG

FEDERAL I.D.#: 53-0204654

July 1, 2017

BILLED TO:

Ms. Victoria Sheehan
Commissioner
New Hampshire Department of Transportation
7 Hazen Drive
Concord, NH 03302-0483

INVOICE # - C000036-6455-2018

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COMMISSIONERS OFFICE

JUN 26 2017

THE STATE OF NEW HAMPSHIRE
DEPT. OF TRANSPORTATION

Support AASHTO's FY 2018 participation in all Engineering Technical Service Programs.

Engineering Technical Service Programs	Order #	AMOUNT
Snow and Ice Cooperative Program (SICOP)		\$ 4,000
Total for New Hampshire Department of Transportation		\$ _____

PLEASE RETURN A COPY OF THE INVOICE WITH YOUR CHECK. YOUR CANCELLED CHECK IS YOUR RECEIPT.

Make checks payable to: **AASHTO**

Send remittance to:

AASHTO 1
P.O. Box 615051
Washington, DC 20061-5051

AMERICAN ASSOCIATION
OF STATE HIGHWAY AND
TRANSPORTATION OFFICIALS

AASHTO

DAVID BERNHARDT, P.E., PRESIDENT
COMMISSIONER, MAINE DEPARTMENT OF TRANSPORTATION

BUD WRIGHT, EXECUTIVE DIRECTOR

444 NORTH CAPITOL STREET NW, SUITE 249, WASHINGTON, DC 20001
(202) 624-5800 • FAX: (202) 624-5806 • WWW.TRANSPORTATION.ORG

FEDERAL I.D.#: 53-0204654

INVOICE # - C000036-6466-2018

July 1, 2017

BILLED TO:

Ms. Victoria Sheehan
Commissioner
New Hampshire Department of Transportation
7 Hazen Drive
Concord, NH 03302-0483

RECEIVED
COMMISSIONERS OFFICE

JUN 26 2017

Support AASHTO's FY 2018 participation in all Engineering Technical Service Programs.

Engineering Technical Service Programs	Order #	AMOUNT
Equipment Management Technical Services Program (EMTSP)		\$ 3,000
Total for New Hampshire Department of Transportation		\$ _____

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Make checks payable to: **AASHTO**

Send remittance to:

AASHTO 1
P.O. Box 615051
Washington, DC 20061-5051

AMERICAN ASSOCIATION
OF STATE HIGHWAY AND
TRANSPORTATION OFFICIALS

AASHTO

JOHN F. COX, PRESIDENT
DIRECTOR, WYOMING DEPARTMENT OF TRANSPORTATION

BUD WRIGHT, EXECUTIVE DIRECTOR

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(202) 624-5800 • FAX: (202) 624-5806 • WWW.TRANSPORTATION.ORG

FEDERAL I.D.#: 53-0204654

INVOICE # - C000036-6320-2018

July 1, 2017

BILLED TO:

Ms. Victoria Sheehan
Commissioner
New Hampshire Department of Transportation
7 Hazen Drive
Concord, NH 03302-0483

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COMMISSIONERS OFFICE

JUN 26 2017

THE STATE OF NEW HAMPSHIRE
DEPT. OF TRANSPORTATION

Support AASHTO's FY 2018 participation in all Engineering Technical Service Programs.

Engineering Technical Service Programs	Order #	AMOUNT
Load and Resistance Factor Design (LRFD) Bridges and Structures		\$ 15,000
Specification Maintenance (LRFDSM)		
Total for New Hampshire Department of Transportation		\$ _____

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AASHTO 1
P.O. Box 615051
Washington, DC 20061-5051

AMERICAN ASSOCIATION
OF STATE HIGHWAY AND
TRANSPORTATION OFFICIALS

AASHTO

DAVID BERNHARDT, P.E., PRESIDENT
COMMISSIONER, MAINE DEPARTMENT OF TRANSPORTATION

BUD WRIGHT, EXECUTIVE DIRECTOR

444 NORTH CAPITOL STREET NW, SUITE 249, WASHINGTON, DC 20001
(202) 624-5800 • FAX: (202) 624-5806 • WWW.TRANSPORTATION.ORG

FEDERAL I.D.#: 53-0204654

INVOICE # - C000036-6457-2018

July 1, 2017

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COMMISSIONERS OFFICE

JUN 26 2017

BILLED TO:

Ms. Victoria Sheehan
Commissioner
New Hampshire Department of Transportation
7 Hazen Drive
Concord, NH 03302-0483

THE STATE OF NEW HAMPSHIRE
DEPT. OF TRANSPORTATION

Support AASHTO's FY 2018 participation in all Engineering Technical Service Programs.

Engineering Technical Service Programs	Order #	AMOUNT
Transportation System Preservation (TSP ²)		\$ 20,000
Total for New Hampshire Department of Transportation		\$ _____

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AMERICAN ASSOCIATION
OF STATE HIGHWAY AND
TRANSPORTATION OFFICIALS

AASHTO

444 N. Capitol Street, N.W., Suite 249
Washington, DC 20001
202-624-5800

*Vendor # 170721
B001*

INVOICE

Invoice Number: SI016006A

Invoice Date: 01/03/17

Federal ID #: 53-0204654

Bill

To: New Hampshire Department
of Transportation
Victoria F. Sheehan, Commissioner
7 Hazen Drive
P.O. Box 483
Concord, NH 03302-0483

Due Date 01/03/17
Terms Net 0

Customer ID C000037
Customer P.O. No.

Item/Description	Qty	Quantity	Unit Price	Total Price
AASHTO Annual Membership Dues For Calendar Year 2017	1	1	31,365.73	31,365.73

Vendor # 170721, B001

960015-3038-026-500251

**RECEIVED
FINANCE AND CONTRACTS**

JUN 12 2017

NH DEPT. OF TRANSPORTATION

1/2

JAN - JUNE 2017

\$15,682.87

1/2

JULY - DEC 2017

\$15,682.86

**RECEIVED
FINANCE AND CONTRACTS**

AUG 07 2017

NH DEPT. OF TRANSPORTATION

[Signature]
6/12/17

Remit To:
AASHTO 1
P.O. Box 615051
Washington, DC 20061-5051

Subtotal:	31,365.73
Invoice Discount:	0.00
Tax:	0.00
Total:	31,365.73