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



*Victoria F. Sheehan*  
 Commissioner

*William Cass, P.E.*  
 Assistant Commissioner

Bureau of Highway Design  
 November 5, 2018

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

**REQUESTED ACTION**

Authorize the Department of Transportation to enter into an Agreement with Hoyle, Tanner & Associates, Inc., Manchester, NH, Vendor #154903, for an amount not to exceed \$750,000.00, for on-call engineering services for various transportation projects located throughout the State, effective upon Governor and Council approval through January 31, 2022.

Funds to support this request are available in the following account in State FY 2019, and are contingent upon the availability and continued appropriation of funds in FY 2020, FY 2021, and FY 2022, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified:

	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
04-096-96-963515-3054				
Consolidated Federal Aid				
046-500464 Gen Consultants Non-Benefit	\$125,000.00	\$250,000.00	\$250,000.00	\$125,000.00

The Consolidated Federal Fund, AU 3054, is utilized at this time to encumber funds for this request. Actual funding sources will be determined by each particular project incurring expenses as a result of this request.

**EXPLANATION**

The Department requires on-call consulting engineering and technical highway design services to increase the Bureau of Highway Design's capacity to address needed highway related engineering issues and projects. The work includes preliminary and final design efforts involving preparation of plans, estimates, specifications, and studies to address all facets of highway infrastructure and issues. Typical assignments may include providing engineering, technical, and/or drafting services for construction of new or rehabilitation of existing roadways, minor drainage structures (culverts), intersection improvements, multi-use recreational paths/bikeways, Park-and-Ride lots, roadway channelization, signalization, safety studies, road safety audits, safety signage, sidewalk improvements, and at-grade railroad/highway crossing upgrades. Landscape design/drafting, review of commercial development drive requests and traffic impact statements, providing Design-Build assistance, and other improvements that provide enhanced facilities for alternative modes of transportation are also envisioned.

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

Manager, the Administrators of the Bureaus of Highway Design, Bridge Design, Environment, and Materials and Research, and the Municipal Highways Engineer.

The consultant selection process for this qualifications-based contract was initiated by a solicitation for consultant services for six (6) Statewide On-Call Highway Design Services contracts. The assignment was listed as a "Project Soliciting for Interest" on the Department's website on January 29, 2018, asking for letters of interest from qualified firms. From the list of firms that submitted letters of interest, the Committee prepared a long and then short list of Consultants on March 22, 2018 for consideration and approval by the Assistant Commissioner. Upon receipt of that approval, twelve (12) shortlisted firms were notified on April 20, 2018 through a technical "Request For Proposal" (RFP). Committee members individually rated the firms' technical proposals on June 14, 2018 using a written ballot to score each firm on the basis of comprehension of the assignment, clarity of the proposal, capacity to perform in a timely manner, quality and experience of the project manager and the team, and overall suitability for the assignment. (A compilation of the completed individual rating ballots and the ranking summary form is attached.) The individual rankings were then totaled to provide an overall ranking of the twelve (12) firms, and the Committee's ranking was submitted to the Assistant Commissioner for consideration and approval. Upon receipt of the Assistant Commissioner's approval, the short listed firms were notified of the results and the six (6) highest-ranking firms were asked to submit a fee proposal for negotiations.

The long list of twenty-six (26) consultant firms that were considered for this assignment, with the twelve (12) short-listed firms shown in bold, is as follows:

**Consultant Firm**

AECOM  
**BETA Group, Inc.**  
 CDR Maguire, Inc.  
 CHA Consulting, Inc.  
**CLD/Fuss & O'Neill**  
 CMA Engineers, Inc.  
 CME Associates, Inc.  
 DuBois & King, Inc.  
**GM2 Associates, Inc.**  
 Gorrill-Palmer Consulting Engineers, Inc.  
 Green International Affiliates, Inc.  
**Greenman-Pedersen, Inc.**  
**HDR Engineering, Inc.**  
 HEB Engineers  
**HNTB Corporation**  
**Hoyle, Tanner & Associates, Inc.**  
**Jacobs Engineering Group, Inc.**  
**Louis Berger U.S., Inc.**  
**McFarland-Johnson, Inc.**  
 Milone & MacBroom, Inc.  
 Parsons Corporation  
**Stantec Consulting Services, Inc.**  
 TEC, Inc.  
 Tighe & Bond, Inc.  
**Vanasse Hangen Brustlin, Inc.**  
 WSP USA, Inc.

**Office Location**

Manchester, NH  
**Manchester, NH**  
 Milton, MA  
 Keene, NH  
**Manchester, NH**  
 Portsmouth, NH  
 East Hartford, CT  
 Bedford, NH  
**Concord, NH**  
 South Portland, ME  
 Westford, MA  
**Portsmouth, NH**  
**Manchester, NH**  
 Conway, NH  
**Westbrook, ME**  
**Manchester, NH**  
**Manchester, NH**  
**Manchester, NH**  
**Concord, NH**  
 Manchester, NH  
 Boston, MA  
**Bedford, NH**  
 Hampton, NH  
 Portsmouth, NH  
**Bedford, NH**  
 Manchester, NH

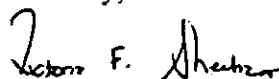
The firm of Hoyle, Tanner & Associates, Inc. has been recommended for one of the six contracts. This firm has an excellent reputation and has demonstrated their capability to perform the required services in previous similar contracts with the Department. Background information on this firm is attached.

Hoyle, Tanner & Associates, Inc. has agreed to furnish the on-call services for an amount not to exceed \$750,000.00. The cost for individual Task Orders assigned under this contract will be negotiated and use of a cost plus fixed fee or lump sum method of compensation will be determined based on the complexity and scope of engineering and technical services required. No new tasks may be assigned after the above-noted completion date, however, completion of previously assigned work begun prior to the completion date shall be allowed, subject to the written mutual agreement of both parties, which shall include a revised date of completion.

This Agreement (Statewide On-Call Highway Design Services 41880) has been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available. Copies of the fully-executed Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

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

Sincerely,



Victoria F. Sheehan  
Commissioner

Attachments

# ARCHITECT - ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)

## PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME <b>Hoyle, Tanner &amp; Associates, Inc.</b>			3. YEAR ESTABLISHED 1973	7. DUNS NUMBER 066755828
2b. STREET 150 Dow Street			5. OWNERSHIP	
2c. CITY Manchester			a. TYPE Corporation	
2d. STATE NH	2e. ZIP CODE 03101		b. SMALL BUSINESS STATUS Yes	
6a. POINT OF CONTACT NAME AND TITLE Christopher R. Mulleavey, P.E., President			7. NAME OF FIRM (if block 2a is a branch office)	
6b. TELEPHONE NUMBER (603) 669-5555 x141		6c. E-MAIL ADDRESS cmulleavey@hoyletanner.com		
8a. FORMER FIRM NAME(S) (if any)			8b. YR. ESTABLISHED	8c. DUNS NUMBER

### 9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c. No. of Employees	
		(1) FIRM	(2) BRANCH
63	Environmental Coordinator	2	2
	Land Acquisition Specialist	1	1
64	Engineering Intern	3	2
02	Administrative	20	17
	Airport Engineer	13	10
	Aviation Planner	1	1
08	CADD Technician	6	5
12	Civil Engineer	5	1
15	Construction Inspector	10	8
23	Environmental Engineer	11	4
	Highway Engineer	3	3
57	Structural Engineer	12	9
60	Transportation Engineer	7	6
	Other Employees	1	0
Total		95	69

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Profile Code	b. Experience	c. Revenue Index Number <sup>1</sup> (see below)
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	5
A06	Airports; Terminals & Hangars; Freight Handling	4
B02	Bridges	4
E09	Environmental Impact Studies, Assessments or	3
G01	Garages; Vehicle Maintenance Facilities; Parking	2
H07	Highways; Streets; Airfield Paving; Parking Lots	4
I01	Industrial Buildings; Manufacturing Plants	3
O01	Office Building; Industrial Parks	4
P06	Planning (Site, Installation and Project)	3
S04	Sewage Collection, Treatment & Disposal	5
S07	Solid Wastes; Incineration; Landfill	4
S13	Stormwater Handling & Facilities	2
S09	Structural Design; Special Structures	1
T03	Traffic & Transportation Engineering	2
W03	Water Supply; Treatment & Distribution	4

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)


a. Federal Work	1
b. Non-Federal Work	8
c. Total Work	8

### PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- |   |   |
|---|---|
| 1. Less than \$100,000                  | 6. \$2 million to less than \$5 million   |
| 2. \$100,000 to less than \$250,000     | 7. \$5 million to less than \$10 million  |
| 3. \$250,000 to less than \$500,000     | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million   | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater               |

### 12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	e. DATE 12/21/2016
c. NAME AND TITLE Christopher R. Mulleavey, P.E., President	



## **TODD CLARK, PE**

*Senior Vice President - Senior Transportation Engineer*

*Years In Industry: 27 ♦ Years With Firm: 16*

### **Registrations:**

Professional Engineer: NH, MA, ME, VT, FL

### **Education:**

University of Massachusetts  
Dartmouth, BS,  
Civil/Structural Engineering-  
Water Resources, 1991

### **Certifications:**

- AASHTO Roadside Design, National Highway Institute
- Access Management, Location and Design, National Highway Institute
- Design and Operation of Work Zone Traffic Control, National Highway Institute
- M.S.E. Walls, Reinforced Soil Slopes and Soil Nail Walls, NHDOT and FHWA
- NH LPA Certification for Labor Compliance
- NH LPA Certification Training
- NHDOT/NHDES Water Quality Workshops

### **Professional Associations:**

- American Society of Civil Engineers (ASCE)
- Boston Society of Civil Engineers Section (BSCES) - T&DI Chair (2016), Transportation Committee Chair (2014)

Mr. Clark has extensive experience in the transportation engineering field on projects with complicated roadway, traffic control, environmental and Right-of-Way components. His strengths include evaluation of complex traffic control and phased construction for interstate and arterial corridors including compliance with stringent stormwater regulations. Todd serves as a Principal-in-Charge and Project Manager for state-agency and municipal transportation projects serving NHDOT, MassDOT, and MaineDOT, and is a former state-agency highway design employee. He is Hoyle, Tanner's director of our Northeast Transportation Services Group, implementing design techniques, software to provide value to our projects, quality control and assurance, and mentoring and training.

### **Experience:**

**I-93 Pavement Rehabilitation, Thornton-Woodstock, NH:** Principal-in-Charge responsible for development of project scope, budget, and schedule, quality control and client coordination. Scope: Assist NHDOT to prepare contract documents to advertise an I-93 rehabilitation project. Encompassing approximately 37 lane miles and including exits 29 and 30 ramps. Plans development did not follow the Department's standard format by eliminating topographic survey, vertical control, and cross sections. To expedite advertising, a streamlined design process was utilized in coordination with the NH Department of Transportation staff to scope improvements during Hoyle, Tanner's existing conditions assessments presentation, with costing scenario data.

**NHDOT - Central Region Resurfacing (28415), NHDOT Districts 3, 5, & 6, NH:** Principal-in-Charge responsible for development of project scope, budget, and schedule, quality control and client coordination. Scope: Prepare fast track design of 16.6 miles of pavement resurfacing across three NHDOT Maintenance Districts in Central New Hampshire. The project includes pavement resurfacing, guardrail and drainage improvements, signage and marking replacements, and associated bridge improvements in seven project locations. Due to the projects accelerated schedule and "Book Type" format, topographical survey was not provided. Hoyle, Tanner was tasked with performing extensive field investigations to document existing conditions; collect GPS data of key features; and perform condition assessments of guardrail, drainage, and signage. Hoyle, Tanner then worked with NHDOT to develop the scope of work for each location that fit the project's goals and the Department's budget.

**Dolf Brook Watershed Analysis & Culvert Replacement, Hopkinton, NH:** Principal-in-Charge responsible for resource allocation, training, monthly tracking, and client coordination. Scope: Hoyle, Tanner was selected by the Town of Hopkinton, New Hampshire to design replacements for five structurally deficient culverts along Dolf Brook. Our efforts include topographical survey, watershed hydrology analysis, culvert hydraulic analysis and design, roadway design with multimodal accommodations, and NHDES permitting with Stream Crossing Rule compliance.

----- Responsive. Consistent. Competent.™ -----

**PROJECT: Statewide On-Call Highway Design Services (6 Contracts)**

**DESCRIPTION:** Six (6) Statewide On-Call Highway Design Agreements, anticipated to have a tiered maximum value approach: Two (2) \$1,000,000; Two (2) \$750,000; Two (2) \$500,000, each over a three-year term, are needed to provide on-call engineering for highway design and related technical/professional consulting services for various projects, including alternative contract procurement methods, located throughout the State. Typical assignments may include, but are not limited to, the following tasks: Preliminary design, final design, and development of contract plans and documents for highway projects. Some examples include but are not limited to: construction of new or rehabilitation of existing roadways, intersection improvements, drainage systems, signalization, Park and Ride lots, right-of-way plan development; Programmatic projects, example include pavement preservation, guard rail design and replacement, culvert rehabilitation/replacement, Highway safety improvement program support, road safety audits, at grade railroad/highway crossing upgrades; Review of development drive requests and traffic impact statements, and other improvements that provide enhanced facilities for alternative modes of transportation, are also envisioned; Environmental efforts to prepare and complete all appropriate environmental documentation, including natural and cultural resource investigations and permitting requirements; Traffic analysis, overhead sign structure design, bridge design services associated with the highway assignment; Hydraulic calculations and analyses associated with bridges, waterways, and drainage structures; Technical writing assignments, including preparation of reports, procedures, manuals, etc.; Geotechnical evaluations and analysis; Assist the Department in the public involvement process; Other additional tasks as needed to support assigned projects/tasks.

**Services Required: RDWY, TRAF, BRDG, STRC, ENV, HYD, NOIS, WET, GEO**

**SUMMARY**

Beta Group, Inc.	9	12	9	11	6	6	53
CLD/Fuss & O'Neill	11	11	12	12	10	4	60
GM2 Associates, Inc.	3	6	11	2	2	1	25
Greenman-Pedersen, Inc.	5	3	5	3	5	10	31
HDR Engineering, Inc.	6	5	8	6	4	9	38
HNTB Corporation	12	4	7	9	12	12	56
Hoyle Tanner & Associates, Inc.	4	8	3	10	3	2	30
Jacobs Engineering Group, Inc.	7	7	6	5	7	11	43
Louis Berger US, Inc.	10	10	10	7	11	5	53
McFarland-Johnson, Inc.	1	2	1	1	1	7	13
Stantec Consulting Services, Inc.	2	9	2	9	9	3	33
Vanasse Hangen Brustlin, Inc.	8	1	4	4	8	8	33

**EVALUATION OF TECHNICAL PROPOSALS**

Rating Considerations	Scoring of Firms											
	Beta Group, Inc.	CLD/Fuss & O'Neill	GM2 Associates, Inc.	Greenman-Pedersen, Inc.	HDR Engineering, Inc.	HNTB Corporation	Hoyle Tanner & Associates, Inc.	Jacobs Engineering Group, Inc.	Louis Berger US, Inc.	McFarland-Johnson, Inc.	Stantec Consulting Services, Inc.	Vanasse Hangen Brustlin, Inc.
Comprehension of the Assignment	17	14	19	15	16	17	19	13	18	19	19	19
Clarity of the Proposal	18	14	17	19	15	17	19	15	17	19	19	18
Capacity to Perform in a Timely Manner	18	18	17	18	15	17	19	15	17	19	19	15
Quality & Experience of PM/Team	17	18	19	19	18	17	19	15	18	19	19	18
Previous Performance	7	8	9	8	8	7	9	8	8	10	10	9
Overall Suitability for the Assignment	9	7	9	9	9	7	10	8	7	10	9	8
Total	83	84	91	89	82	93	95	85	96	95	97	91

- Ranking of Firms:
- 1. MJ
  - 2. Stantec
  - 3. GM2
  - 4. HTA
  - 5. GPI
  - 6. HDR
  - 7. Jacobs
  - 8. ~~HTA~~ VHB
  - 9. ~~HTA~~ SETA
  - 10. LBG
  - 11. CLD
  - 12. HNTB

Rating Considerations	Scoring of Firms											
	Beta Group, Inc.	CLD/Fuss & O'Neill	GM2 Associates, Inc.	Greenman-Pedersen, Inc.	HDR Engineering, Inc.	HNTB Corporation	Hoyle Tanner & Associates, Inc.	Jacobs Engineering Group, Inc.	Louis Berger US, Inc.	McFarland-Johnson, Inc.	Stantec Consulting Services, Inc.	Vanasse Hangen Brustlin, Inc.
Comprehension of the Assignment	20%	12	16	14	18	16	18	15	16	14	20	16
Clarity of the Proposal	20%	12	10	18	18	19	18	14	15	12	20	14
Capacity to Perform in a Timely Manner	20%	10	10	14	14	14	14	14	14	14	14	15
Quality & Experience of PM/Team	20%	12	15	14	17	16	14	14	15	16	14	12
Previous Performance	10%	6	8	9	2	8	8	7	8	8	9	4
Overall Suitability for the Assignment	10%	5	7	8	9	8	7	8	8	7	9	10
Total	100%	57	70	74	84	80	81	76	78	71	82	73

- Ranking of Firms:
- 1. VHB
  - 2. MJ
  - 3. GPI
  - 4. HNTB
  - 5. HDR
  - 6. GM2
  - 7. Jacobs
  - 8. HTA
  - 9. STANTEC
  - 10. LOUIS BERGER
  - 11. CLD/Fuss
  - 12. BETA

# EVALUATION OF TECHNICAL PROPOSALS (continued)

Rating Considerations		Scoring of Firms											
		B E T A	D E T A	C L D	G M 2	G R E E M A N	H D R	I N T B	H Y L E	J A C O B S	L O U I S	M C F A R L A N	S T A N T E C
Comprehension of the Assignment	20%	19	20	20	20	19	20	20	20	18	20	20	20
Clarity of the Proposal	20%	20	5	15	17	16	18	18	18	16	20	20	18
Capacity to Perform in a Timely Manner	20%	15	15	10	18	16	17	20	17	17	20	20	15
Quality & Experience of PM/Team	20%	15	18	15	16	16	17	20	17	15	20	20	20
Previous Performance	10%	5	6	7	10	7	7	10	8	6	10	10	9
Overall Suitability for the Assignment	10%	5	5	9	9	6	7	10	8	5	10	10	9
Total	100%	78	69	76	90	80	88	98	88	77	100	100	91

- Ranking of Firms:
- |            |           |         |
|------------|-----------|---------|
| 1. M-D     | 5. GPC    | 9. BETA |
| 2. STANTEC | 6. JACOBS | 10. LBG |
| 3. HTA     | 7. HNTB   | 11. GM2 |
| 4. VHS     | 8. HDR    | 12. CLD |

Rating Considerations		Scoring of Firms											
		B E T A	D E T A	C L D	G M 2	G R E E M A N	H D R	I N T B	H Y L E	J A C O B S	L O U I S	M C F A R L A N	S T A N T E C
Comprehension of the Assignment	20%	19	19	19	19	19	17	17	19	19	19	19	19
Clarity of the Proposal	20%	19	19	19	17	17	18	18	19	18	18	18	17
Capacity to Perform in a Timely Manner	20%	20	15	17	19	17	17	17	17	17	17	17	17
Quality & Experience of PM/Team	20%	19	15	16	16	16	16	16	16	16	16	17	17
Previous Performance	10%	8	6	8	8	8	8	8	8	8	8	9	9
Overall Suitability for the Assignment	10%	8	8	9	9	9	9	9	9	9	9	9	9
Total	100%	83	82	88	88	86	85	85	87	86	89	86	88

- Ranking of Firms:
- |                            |                       |                       |
|----------------------------|-----------------------|-----------------------|
| 1. McFarland Johnson       | 5. Jacobs Engineering | 9. HNTB Corporation   |
| 2. GM2 Associates          | 6. HDR Engineering    | 10. Hyle Tanner       |
| 3. Greenman-Pedersen       | 7. Louis Berger       | 11. Beta Group        |
| 4. Vanasse Hangen Brustlin | 8. Stantec Consulting | 12. CLD/Fox & O'Neill |

Rating Considerations		Scoring of Firms											
		B E T A	D E T A	C L D	G M 2	G R E E M A N	H D R	I N T B	H Y L E	J A C O B S	L O U I S	M C F A R L A N	S T A N T E C
Comprehension of the Assignment	20%	19	17	19	19	19	16	18	18	16	19	17	18
Clarity of the Proposal	20%	19	19	19	19	16	18	15	15	19	19	17	17
Capacity to Perform in a Timely Manner	20%	16	16	18	17	19	15	19	17	16	20	17	16
Quality & Experience of PM/Team	20%	16	15	19	16	16	15	18	16	16	20	17	17
Previous Performance	10%	9	9	10	10	9	10	9	9	10	9	10	10
Overall Suitability for the Assignment	10%	9	9	10	9	9	8	10	9	9	10	9	9
Total	100%	88	80	95	90	91	79	93	85	99	99	88	87

- Ranking of Firms:
- |        |           |            |
|--------|-----------|------------|
| 1. MJ  | 5. GPC    | 9. Stantec |
| 2. GM2 | 6. BETA   | 10. CLD    |
| 3. HTA | 7. Jacobs | 11. LBG    |
| 4. HDR | 8. VHS    | 12. HNTB   |

Rating Considerations		Scoring of Firms											
		B E T A	D E T A	C L D	G M 2	G R E E M A N	H D R	I N T B	H Y L E	J A C O B S	L O U I S	M C F A R L A N	S T A N T E C
Comprehension of the Assignment	20%	17	18	20	15	14	14	14	15	18	17	19	16
Clarity of the Proposal	20%	17	18	20	15	14	15	14	15	18	17	19	16
Capacity to Perform in a Timely Manner	20%	17	18	20	15	14	15	14	15	18	17	19	16
Quality & Experience of PM/Team	20%	17	18	20	15	14	15	14	15	18	17	19	16
Previous Performance	10%	8	9	10	6	6	5	10	5	8	7	9	7
Overall Suitability for the Assignment	10%	8	9	10	4	4	5	10	5	8	7	9	7
Total	100%	84	90	100	72	76	69	96	70	88	82	94	78

- Ranking of Firms:
- |            |         |            |
|------------|---------|------------|
| 1. GM2     | 5. LBG  | 9. HDR     |
| 2. HTA     | 6. Beta | 10. GTI    |
| 3. Stantec | 7. MJ   | 11. Jacobs |
| 4. CLD     | 8. VHS  | 12. HNTB   |

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**ATTACHMENTS**

- A. CONSULTANT'S CERTIFIED EMPLOYEE SALARY SCHEDULE  
(SEE ARTICLE I SECTION C – STAFFING)
- 1. CERTIFICATION WITH REGARD TO THE PERFORMANCE OF PREVIOUS  
CONTRACTS OR SUBCONTRACTS, ETC.
- 2. CONSULTANT DISCLOSURE STATEMENT FOR PREPARATION OF  
ENVIRONMENTAL EVALUATIONS
- 3. CERTIFICATION OF CONSULTANT/SUBCONSULTANT
- 4. CERTIFICATION OF STATE DEPARTMENT OF TRANSPORTATION
- 5. CERTIFICATION FOR FEDERAL-AID CONTRACTS EXCEEDING \$100,000 IN  
FEDERAL FUNDS
- 6. CERTIFICATION OF GOOD STANDING
- 7. CERTIFICATION OF INSURANCE
- 8. CERTIFICATION OF AUTHORITY / VOTE
- 9. SIGNATURE PAGE

AGREEMENT  
FOR PROFESSIONAL SERVICES

PREAMBLE

THIS AGREEMENT made this 6 day of Nov in the year 2018 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 Hoyle, Tanner & Associates, Inc., with principal place of business at 150 Dow Street, in the City of Manchester, State of New Hampshire, hereinafter referred to as the CONSULTANT, witnesses that:

The Department of Transportation, State of New Hampshire, hereinafter referred to as the DEPARTMENT, requires on-call engineering and technical design services for various highway projects located throughout the STATE. These services are outlined in the CONSULTANT'S technical proposal dated May 25, 2018.

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

## ARTICLE I

### **ARTICLE I - DESCRIPTION OF PROFESSIONAL SERVICES TO BE RENDERED**

NOW THEREFORE, in consideration of the undertakings of the parties hereinafter set forth, the DEPARTMENT hereby engages the CONSULTANT, who agrees to render services to the DEPARTMENT which shall include, but not be restricted to, the following items, in accordance with conditions and terms hereinafter set forth:

#### **A. DESCRIPTION OF SERVICES**

The types of services required under the terms of this AGREEMENT shall generally include, but are not necessarily limited to, the following:

Provide engineering and/or technical drafting services and/or landscape design/drafting services and/or environmental analysis and documentation through the preparation of plans and estimates for various highway projects or stages of projects (Pre-Preliminary Plans, Preliminary Plans, Right-of-Way Plans, Preliminary PS&E, PS&E, and NEPA environmental documents).

#### **B. SCOPE OF WORK – HIGHWAY DESIGN**

Task Orders issued under this Agreement may include providing engineering, technical, and/or drafting services for construction of new or rehabilitation of existing roadways. This work may include drainage structures (culverts), drainage systems, intersection improvements, roadway channelization, signalization, safety signage, sidewalk improvements, guardrail design, environmental permitting, erosion control, environmental BMPs, and public participation. Technical writing assignments could include preparation of reports, procedures, manuals, etc. Specifically, the following shall apply:

- a. Preliminary design, final design, and development of contract plans and documents for highway projects. Some examples include, but are not limited to: construction of new or rehabilitation of existing roadways, intersection improvements, drainage systems, signalization, Park and Ride lots, right-of-way plan development, at-grade railroad/highway crossing upgrades.
- b. Programmatic projects; examples include pavement preservation, guardrail design and replacement, culvert rehabilitation/replacement, Highway Safety Improvement Program support, road safety audits.
- c. Review of development drive requests and traffic impact statements, and other improvements that provide enhanced facilities for alternative modes of transportation.
- d. Environmental efforts to prepare and complete all appropriate environmental documentation, including natural and cultural resource investigations and permitting requirements.
- e. Traffic analysis, overhead sign structure design, bridge design services associated with the highway assignment.
- f. Hydraulic calculations and analyses associated with bridges, waterways, and drainage structures.
- g. Technical writing assignments, including preparation of reports, procedures, manuals, etc.
- h. Geotechnical evaluations and analysis.

## ARTICLE I

- i. Assist the Department in the public involvement process.
- j. Provide Design-Build oversight assistance.
- k. Other additional tasks as needed to support assigned projects/tasks.

### **C. STAFFING**

The CONSULTANT shall submit **Attachment A** (Certified Employee Salary Schedule - furnished to the CONSULTANT by the DEPARTMENT), a list of qualified personnel including their labor classification and current direct-labor wage rates, which, along with any subsequent versions, will be included in both the DEPARTMENT'S and the CONSULTANT'S copy of the fully-executed AGREEMENT.

The CONSULTANT shall also submit the **Salary Rate Calculation Form** (furnished to the CONSULTANT by the DEPARTMENT) which contains the average salary rates for Task Order cost development by the CONSULTANT and the DEPARTMENT prior to entering into negotiations for Task Orders under this AGREEMENT.

The CONSULTANT shall utilize the personnel submitted to the DEPARTMENT during Task Order negotiations for the performance of the work. If at any time the CONSULTANT is unable to use the personnel specified in Attachment A, or there are changes in classifications or salary rates, the CONSULTANT shall submit a revised Attachment A.1 (A.2, A.3, etc.). As part of the Final Audit, the salary rates used by the CONSULTANT for invoicing during the life of the AGREEMENT may be reviewed. If there are discrepancies, the salary rates included in the relevant Attachments A shall rule over the invoiced rates.

### **D. QUALITY CONTROL**

The CONSULTANT is expected to perform in a professional manner and all work shall be neat, well organized, fully comply with the requirements of this AGREEMENT and Task Orders, and meet the specified accuracy requirements. The DEPARTMENT will reject any data that does not comply with the above. The DEPARTMENT will decide when the data and services have fully met the project requirements. The CONSULTANT will not be paid for insufficient work.

### **E. TASK ORDERS**

As needs develop, the DEPARTMENT will issue specific Task Orders to the CONSULTANT. A Task Order is an individually funded order with its own unique scope of work issued against the basic contract scope of work, terms and conditions, to carry out a specific project for the DEPARTMENT. These Task Orders will be initiated by a Request for Proposal (RFP) letter that may include a detailed description of the project or elements of work, an outline of the services required, responsibilities of the parties, materials to be supplied by the DEPARTMENT, specified accuracy requirements, and other information necessary to complete the work for the Task Order. The CONSULTANT shall then submit to the DEPARTMENT for approval a scope of work and fee proposal that includes the names of all

## ARTICLE I

personnel to be assigned to the Task Order and a tentative work schedule and completion date for each Task Order assigned. The DEPARTMENT will review the CONSULTANT'S proposal and schedule negotiations, if necessary, to clarify the proposed scope of work, discuss the personnel proposed, the number of work hours needed, and any other associated proposed costs in order to establish the final not-to-exceed or lump-sum amount for the Task Order. Upon approval of the CONSULTANT'S proposal by the DEPARTMENT and FHWA (if applicable), the DEPARTMENT will issue a Task Order Authorization to Proceed Letter. The CONSULTANT shall sign the Authorization to Proceed Letter and return it to the DEPARTMENT. A conference may be required to turn over a Task Order to the CONSULTANT. Costs associated with the CONSULTANT'S preparation of a scope of work and fee for a Task Order are non-reimbursable.

### **F. MATERIAL FURNISHED BY THE DEPARTMENT OF TRANSPORTATION**

The DEPARTMENT will furnish the CONSULTANT with the appropriate materials (plan, profile, summary and cross-section sheets, etc.), in electronic and/or hardcopy format, as needed to perform the assigned work.

### **G. WORK SCHEDULE AND PROGRESS REPORTS**

The CONSULTANT shall be aware that the services to be performed under this AGREEMENT will be on an as-needed basis. In addition, the CONSULTANT shall realize that emergency situations may arise that will require immediate response/action.

Following approval of the contract by the Governor and Council, the CONSULTANT shall be available to begin performance of the services designated in the Contract promptly upon receipt from the DEPARTMENT of a Notice to Proceed Letter. Upon receipt of a Task Order Authorization to Proceed Letter, the CONSULTANT shall complete the services required for each Task Order without delay unless unable to do so for causes not under the CONSULTANT'S control.

It is imperative that close coordination between the CONSULTANT and the DEPARTMENT be maintained at all times so as to ensure compliance with the DEPARTMENT'S requirements for specific Task Orders.

The CONSULTANT'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.

The CONSULTANT shall report progress monthly for each active Task Order with activity during the billing period, in accordance with the DEPARTMENT'S Standardized Invoicing.

### **H. SUBMISSION OF REPORTS, PLANS AND DOCUMENTS**

Each submission shall be supplemented with such drawings, illustrations and descriptive matter as are necessary to facilitate a comprehensive review of proposed concepts. Any and all CAD/D-related work during the course of this project shall be performed in conformance with the DEPARTMENT'S CAD/D

## ARTICLE I

Procedures and Requirements in effect at the time of execution of this AGREEMENT, which will be coordinated on each assignment.

Upon completion of the AGREEMENT, the CONSULTANT shall turn over all documentation, including, but not limited to, all reports, test results, drawings, plans, and all financial supporting documentation in their original format and in the format submitted to the DEPARTMENT.

### **I. DELIVERABLES**

All work and supporting documents for Task Orders completed under this AGREEMENT shall be developed by the CONSULTANT and delivered to the DEPARTMENT according to the following formats:

**Electronic Transfer of Data:** The DEPARTMENT requires the following to ensure compatibility with software used by the DEPARTMENT and to ensure the efficient and timely exchange of computer files between the DEPARTMENT and the CONSULTANT.

All files submitted must be fully compatible with the formats listed in this document without any conversion or editing by the DEPARTMENT. Any files requiring conversion and/or editing by the DEPARTMENT will not be accepted. All files shall be virus free. All files shall use the DEPARTMENT'S file naming convention.

**Computer Aided Design/Drafting (CAD/D) files:** All CAD/D files shall be in accordance with the Deliverable Requirements described in the DEPARTMENT'S CAD/D Procedures and Requirements in effect at the time this AGREEMENT was executed, or any later version. All files submitted must be fully compatible with the current version of MicroStation being used by the DEPARTMENT. (The DEPARTMENT'S CAD/D Procedures and Requirements document can be found on the CAD/D website by following the "Downloads" link at [www.nh.gov/dot/cadd/](http://www.nh.gov/dot/cadd/).)

**Word Processing, Spreadsheet, and Database Files:** For each Phase, all relevant files shall be provided in a format fully compatible, as appropriate, with the following:

Word Processing: Microsoft Word 2010 or NHDOT compatible version

Spreadsheets: Microsoft Excel 2010 or NHDOT compatible version

Databases: Microsoft Access 2003 or NHDOT compatible version

These specifications will be updated as necessary to reflect changes in DEPARTMENT software such as adding new software or updating to new versions of existing software. In such instances, the CONSULTANT will be promptly notified.

**Computer File Exchange Media:** Electronic files shall be exchanged between the DEPARTMENT and the CONSULTANT using the following media as appropriate for Windows Operating Systems:

Compact Disc (CD): Files on CD(s) should be actual size, not compressed.

DVD: Files on DVD(s) should be actual size, not compressed.

## ARTICLE I

Email: Files 10 MB or smaller may be transferred via Email. If compressed, the files should be self-extracting and encrypted based on content.

**Copies:** The CONSULTANT shall provide hard (paper) and electronic copies of the deliverables for each Phase of Work. For all deliverables, provide electronic copies in two electronic versions; an electronic version in the original electronic file format (i.e., MicroStation (\*.DGN), Microsoft Word (\*.DOC), Microsoft Excel (\*.XLS), etc.) and an electronic version in Adobe Acrobat (\*.PDF) file format.

### **Website Information:**

- a. Website Content: All external NHDOT websites created for Task Orders under this AGREEMENT shall meet the ADA Section 508 requirements as stated in the NH DoIT Website Standards. Those standards are outlined in <https://www.nh.gov/doit/vendor/documents/nh-website-standards.pdf>.
- b. Website Documents: All documents posted to a website created for Task Orders under this AGREEMENT, or that are submitted to be posted to a NHDOT website, shall meet ADA Section 508 accessibility requirements. A checklist for document compliance is provided in <https://www.section508.gov/content/build/create-accessible-documents> (go to second link down under "Checklists").

Upon completion of the AGREEMENT, the CONSULTANT shall turn over all documentation, including, but not limited to, all reports, test results, drawings, plans, and all financial supporting documentation in the formats described above.

### **J. DATE OF COMPLETION**

The date of completion for the professional services rendered under this AGREEMENT is January 31, 2022 unless terminated earlier upon the depletion of the total amount payable under this AGREEMENT, or extended as allowed by the following provision:

No new tasks may be assigned after the above noted completion date, however, the CONSULTANT shall complete any tasks begun prior to the completion date, but not yet completed, in accordance with the methods of compensation specified in Article II and all other applicable portions and contractual requirements of this Agreement. This shall be subject to the written mutual agreement of both parties, which shall include a revised Date of Completion to allow completion of the previously assigned work.

ARTICLE II

**ARTICLE II - COMPENSATION OF CONSULTANT FOR ON-CALL SERVICES**

**A. AGREEMENT GENERAL FEE**

In consideration of the terms and obligations of this AGREEMENT, the STATE, through the DEPARTMENT, hereby agrees to pay and the CONSULTANT agrees to accept as full compensation for the combined total cost of all work, expenses, and profit for Task Orders issued under this AGREEMENT, an amount not to exceed \$750,000.00. (The CONSULTANT shall note that no payments will be made for work, expenses, or profit, whether authorized or not, exceeding the \$750,000.00 total amount.)

**B. METHOD OF COMPENSATION FOR TASK ORDERS**

The method of compensation for Task Orders issued under this agreement will either be a **Cost-Plus-Fixed-Fee** format with method of payment as described in Section C, or a **Lump-Sum** format with method of payment as described in Section D. A **Task Order Fee Summary** will be included in the DEPARTMENT-issued Authorization to Proceed for a Task Order.

**C. COST-PLUS-FIXED-FEE FORMAT**

1. **Task Order Cost Development** - The negotiated not-to-exceed cost of each cost-plus-fixed-fee format Task Order will be computed as follows:

$$\begin{aligned} & \text{Labor Costs [hours x average rates* + indirect cost rate x (hours x rates)]} \\ & + \text{Fixed Fee (negotiated amount)} \\ & + \text{Direct Expenses (estimated amount)} \\ & + \text{Subconsultant Costs (estimated amount or lump sum)} \\ & = \underline{\hspace{10em}} \\ & = \text{Negotiated Task Order Cost} \end{aligned}$$

\* The average rates are the Average NHDOT Allowed Rates from the most-current version of the **Salary Rate Table** (see Article I Section C - Staffing).

2. **Task Order Cost Reimbursement** - In consideration of the terms and obligations of this AGREEMENT, the STATE, through the DEPARTMENT, hereby agrees to pay and the CONSULTANT agrees to accept as full compensation for all services rendered to the satisfaction of the DEPARTMENT for each Task Order (except as otherwise herein provided) an amount equal to the sum of the following costs (a)+(b)+(c)+(d)+(e):

- a. Actual salaries\* approved by the DEPARTMENT paid to technical and other employees by the CONSULTANT, including salaries to principals, for the time such employees are directly utilized on work necessary to fulfill the terms of this AGREEMENT.

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



## ARTICLE II

- b. Overhead costs applicable to the direct salary costs. The indirect cost rate of 162.10%, as submitted to and approved by the DEPARTMENT, will be applied to the direct salary costs. The CONSULTANT agrees that the indirect cost rate shall be extended at that rate for the duration of the Contract in accordance with 23 CFR 172.11 (b)(1)(vi). An overtime premium of one and one half times the direct labor rate for non-exempt employees working beyond the standard 40 hours per workweek may be allowed for special circumstances when approved by the DEPARTMENT in writing in advance. The overhead portion of non-exempt employees' salary rates shall not be adjusted. Engineers are not eligible for overtime premium rates.
- c. A fixed fee amount based on the estimated risk to be borne by the CONSULTANT [maximum 10.00% of Labor Costs (including overhead costs)] for profit and non-reimbursed costs.
- d. Reimbursement for direct expenses, including work performed by other parties, such as borings, laboratory tests, field survey, special electronic computer services, services of other specialists, printing, photogrammetry, traffic counts, reproductions and travel not included in normal overhead expenses. The reimbursable costs for mileage and for per diem (lodging and meals) shall be that allowed by the CONSULTANT'S established policy but shall not exceed that allowed in the Federal Acquisition Regulation (Subpart 31.205-46) and in the Federal Travel Regulation. Mileage and per diem costs shall be subject to approval by the DEPARTMENT.
- e. Reimbursement for actual cost of subconsultants.

The actual amount payable under each category (a), (b), (d), and (e) will be estimated for each Task Order and shall be changed only upon mutual agreement of the DEPARTMENT and CONSULTANT. The fixed fee (c) shall only change when there has been a significant increase or decrease in the scope of work. The estimated amounts for (a), (b), (d), and (e) and the actual amount for (c) are listed in the Fee Summary section of the Authorization to Proceed for each Task Order.

- 3. **Task Order Limitation of Costs** – The total amount to be paid for any Task Order shall not exceed the sum of the amounts shown in the Task Order Fee Summary limits contained in the Authorization to Proceed Letter. It is expected that the CONSULTANT agrees to use best efforts to perform the work specified in the Task Order Scope of Work and all obligations under this contract within such limiting amount.
- 4. **Task Order Payments** - Monthly payments on account may be made upon submission of invoices by the CONSULTANT to the DEPARTMENT. The CONSULTANT shall follow

## ARTICLE II

the DEPARTMENT'S Standardized Invoicing format. The fixed fee shall be invoiced during the billing period based upon the overall percent complete calculated within the approved progress report found in the DEPARTMENT'S Standardized Invoicing.

### **D. LUMP-SUM FORMAT**

**Task Order Cost Reimbursement** - The negotiated total amount of each lump-sum format Task Order will be considered full compensation for all services for the Task Order performed to the satisfaction of the DEPARTMENT. Said lump-sum amount includes all labor, overhead, profit (maximum 15.00% of total labor + total overhead; based on the estimated risk to be borne by the CONSULTANT), direct expenses, and subconsultant costs. The CONSULTANT shall follow the DEPARTMENT'S Standardized Invoicing format. The lump-sum amount may only be adjusted (increased or decreased) if there is a significant change in the scope or character of the work, as determined by the DEPARTMENT. Any change to the lump-sum amount shall be documented in writing by a DEPARTMENT Bureau-level amendment. For a substantial lump-sum Task Order, the DEPARTMENT'S Lump Sum Article II for standalone agreements will be furnished to the CONSULTANT for additional reference information.

### **E. SUBCONSULTANT SUPPORTING SERVICES**

Subconsultant Supporting Services were not anticipated during negotiations for this AGREEMENT.

Note: Subconsultants can be engaged at any time if needed for a Task Order, whether they were included in the CONSULTANT'S Technical Proposal or not. Subconsultant costs may be either negotiated as a not-to-exceed amount for each Task Order and reimbursed at actual cost or negotiated as a lump-sum amount. See Article IV.G – SUBLETTING for subconsultant Professional Liability Insurance information.

### **F. TASK ORDER AMENDMENTS**

If revisions to a Task Order scope of work, and/or the fee summary or completion date included in the Task Order Authorization to Proceed is/are required, it shall be documented in writing by a DEPARTMENT Bureau-level amendment. The amendment will be filed with the Authorization to Proceed in the AGREEMENT.

### **G. RECORDS, REPORTS, AND FINAL AUDIT**

The CONSULTANT shall maintain adequate cost records for all work performed under this AGREEMENT. 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 final payment is made and all other pending matters are closed, for examination by the STATE, Federal Highway Administration, or other authorized representatives of the Federal Government, and copies

## ARTICLE II

thereof shall be furnished if requested. Applicable cost principles are contained in the Federal Acquisition Regulation (FAR) in Title 48 of the Code of Federal Regulations (Subpart 31.2 and Subpart 31.105).

**For Cost-Plus-Fixed-Fee Task Orders only:** All costs are to be determined by actual records kept during the term of the AGREEMENT, which are subject to Final Audit by the STATE and Federal Governments. The final payment, and all partial payments made, may be adjusted to conform to this Final Audit. In no case will any adjustments exceed the negotiated amount for any Task Order. All Subconsultant costs may also be subject to Final Audit by the STATE and Federal Governments.

Upon completion of services required by this AGREEMENT, the CONSULTANT shall submit a final expenditure report of any unbilled portion of the allowable costs or fixed fee and adjustments, if necessary, for Final Audit of actual costs.

ARTICLE III

**ARTICLE III - GENERAL PROVISIONS**

**A. HEARINGS, ETC.**

(Not applicable to this AGREEMENT)

**B. CONTRACT PROPOSALS**

(Not applicable to this AGREEMENT)

## ARTICLE IV

### ARTICLE IV - STANDARD PROVISIONS

#### A. STANDARD SPECIFICATIONS

The CONSULTANT agrees to follow the provisions of the Design Manuals, Standard Specifications for Road and Bridge Construction, and Standard Plans for Road and Bridge Construction of the DEPARTMENT; A Policy on Geometric Design of Highways and Streets and LRFD Bridge Design Specifications of the American Association of State Highway and Transportation Officials (AASHTO), and amendments thereto, and/or other professional codes or standards applicable to the services to be performed under this AGREEMENT. When a publication (including interim publications) is specified, it refers to the most recent date of issue in effect at the time of execution of this AGREEMENT.

#### B. REVIEW BY STATE AND FHWA - 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 150 Dow St., 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 at any time, and for any cause, to terminate the work required of the CONSULTANT by this AGREEMENT, by written notice of such termination provided to the CONSULTANT by the DEPARTMENT, and, in the event of such a termination of this AGREEMENT, without fault on the part of the CONSULTANT, the CONSULTANT 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. If no contract or contracts for construction of the project contemplated by this AGREEMENT is (are) entered into within two (2) years after satisfactory

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completion of the services outlined in Article I, all of the services contemplated by this AGREEMENT shall be deemed to have been completed. It shall be a breach of this AGREEMENT if the CONSULTANT shall fail to render timely the services required under this AGREEMENT, 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 the happening of any one or more of the foregoing contingencies, or upon the substantial breach of any other provisions of this AGREEMENT by the CONSULTANT, its officers, agents, employee, and subconsultants, the DEPARTMENT shall have the absolute right and option to terminate this AGREEMENT forthwith, and, in addition, may have and maintain any legal or equitable remedy against the CONSULTANT for its loss and damages resulting from such breach or breaches of this AGREEMENT; provided, however, that as to all plans, drawings, tracings, estimates, specifications, reports, proposals, sketches, diagrams and calculations, together with all material and data theretofore furnished to the DEPARTMENT by the CONSULTANT, of a satisfactory nature in accordance with this AGREEMENT, which plans, drawings, tracings, etc., are of use to the DEPARTMENT, the CONSULTANT 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 CONSULTANT 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 CONSULTANT, without undue delays and without additional cost to the DEPARTMENT.

Furthermore, prior to final approval of plans, specifications, estimates, reports or documents by the DEPARTMENT, the CONSULTANT shall make such revisions of them as directed by the DEPARTMENT, without additional compensation therefor except as hereinafter provided:

1. If, after its written approval thereof, the DEPARTMENT shall require changes to the plans or documents that revise engineering or other factors specifically approved, thereby necessitating revisions of the contract plans or documents, or,
2. When applicable, if during the term of this AGREEMENT, a revision of the alignment is ordered to the extent that the revised alignment will lie completely or partially outside the limit of the survey data plotted by the CONSULTANT (this does not apply to those adjustments and refinements to the alignments anticipated under the scope of work), or,
3. If, after approval by the DEPARTMENT of the final contract plans or documents, the CONSULTANT shall be ordered in writing by the DEPARTMENT to make revisions, or to

## ARTICLE IV

perform services other than those necessary in order to adapt said plans, reports or documents to conditions observed during field inspections and encountered during construction; the CONSULTANT shall be entitled to compensation therefor in accordance with Article II, Section B, such compensation to be in addition to the fee specified in Article II, Section A, for its original work on the plans, reports or documents.

### **E. ADDITIONAL SERVICES**

If, during the term of this AGREEMENT, additional professional 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 CONSULTANT to perform such services, and the CONSULTANT shall be paid a fee in accordance with the provisions of Article II, Section B.

If, during the term of this AGREEMENT, additional professional services are performed by the CONSULTANT 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 CONSULTANT for such additional design services in accordance with the provisions of Article II, Section B.

If additional services are performed by the CONSULTANT 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, drawings, tracings, estimates, specifications, proposals, sketches, diagrams, calculations, reports or other documents collected, prepared, or undertaken either manually or electronically by the CONSULTANT, under the provisions of this AGREEMENT, immediately shall become the property of the DEPARTMENT, and, when completed, shall bear the CONSULTANT'S endorsement. The CONSULTANT shall surrender to the DEPARTMENT, upon demand at any time, or submit to its inspection, any data, plan, drawing, tracing, estimate, specification, proposal, sketch, diagram, calculation, report or document which shall have been collected, prepared, or undertaken by the CONSULTANT, pursuant to this AGREEMENT, or shall have been hitherto furnished to the CONSULTANT by the DEPARTMENT. The CONSULTANT shall have the right, with the written approval of the DEPARTMENT, 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 CONSULTANT shall not sublet, assign or transfer any part of the CONSULTANT'S services or obligations under this AGREEMENT without the prior approval and written consent of the DEPARTMENT.

All subcontracts shall be in writing and those exceeding \$10,000 shall contain all provisions of this AGREEMENT, including "Certification of CONSULTANT/Subconsultant". For subconsultants working on design, hazardous materials, geotechnical services, etc., the minimum limits of their professional

## ARTICLE IV

liability (errors and omissions) insurance coverage shall be not less than \$2,000,000 in the aggregate, with a deductible of not more than \$75,000. For subconsultant contracts with less risk, e.g., wetland evaluations, materials inspection and testing, structural steel fabrication inspection, underwater bridge inspection, research, bridge deck condition surveys, land surveying, mapping, noise studies, air-quality studies, etc., the minimum limits of their professional liability (errors and omissions) insurance coverage shall be not less than \$1,500,000 in the aggregate, with a deductible of not more than \$50,000. For subconsultant contracts with no risk, e.g., archaeology, cultural resources, data gathering, traffic counting etc., professional liability insurance shall not be required. Subconsultants completing field exploration for geotechnical, hazardous materials/environmental, and subsurface exploration shall also have pollution liability insurance coverage not less than \$2,000,000 in the aggregate, with a deductible of not more than \$75,000. If coverage is claims made, the period to report claims shall extend for not less than three years from the date of substantial completion of the construction contract. A copy of each subcontract shall be submitted for the DEPARTMENT'S files.

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

The CONSULTANT 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, railroad and utility agencies whose facilities and services may be affected by the construction of this project. The services shall be performed so as to cause minimum interruption to said facilities and services.

### **I. BROKERAGE**

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, 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 CONSULTANT, 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. Independent Contractor**

The CONSULTANT agrees that its relation to the STATE is as an independent contractor and not as an agent or employee of the STATE.

#### **2. Claims and Indemnification**

##### **a. Non-Professional Liability Indemnification**



## ARTICLE IV

The CONSULTANT 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 CONSULTANT 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 CONSULTANT or its subconsultants in the performance of this AGREEMENT.

b. Professional Liability Indemnification

The CONSULTANT agrees to 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 CONSULTANT or its subconsultants in the performance of professional 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 CONSULTANT 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 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. professional liability (errors and omissions) insurance coverage of not less than \$2,000,000 in the aggregate. If coverage is claims made, the period to report claims shall extend for not less than three years from the date of substantial completion of the construction contract. No retention (deductible) shall be more than \$75,000; and
4. 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

## ARTICLE IV

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 CONSULTANT 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.

### 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 assignment of the CONSULTANT, generally established by the scope of work in this AGREEMENT, shall not be modified in any way without prior approval of the Governor and Council.

## **L. EXTENSION OF COMPLETION DATE(S)**

If, during the course of the work, the CONSULTANT anticipates that he cannot comply with one or more of the completion dates specified in this AGREEMENT, it shall be the CONSULTANT'S responsibility to notify the DEPARTMENT in writing at least ninety (90) days prior to the completion date(s) in question. The CONSULTANT 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**

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees and successors in interest agrees as follows:

- (1) Compliance with Regulations: The CONSULTANT shall comply with Title VI of the Civil Rights Act of 1964 regulations relative to nondiscrimination in federally-assisted programs of the DEPARTMENT, such regulations entitled Title 49 Code of Federal Regulations, Part 21, as they

## ARTICLE IV

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 CONSULTANT, with regard to the work performed by it during the AGREEMENT, shall not discriminate on the grounds of race, color, religion, age, sex, handicap, sexual orientation, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment specific to this project. The CONSULTANT 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 CONSULTANT 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 CONSULTANT of the CONSULTANT'S obligations under this AGREEMENT and the REGULATIONS relative to nondiscrimination on the grounds of race, color, religion, age, sex, handicap, sexual orientation, or national origin.
- (4) Information and Reports: The CONSULTANT 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 Federal Highway Administration to be pertinent to ascertain compliance with such REGULATIONS, orders and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to the DEPARTMENT or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the CONSULTANT'S noncompliance with nondiscrimination provisions of this AGREEMENT, the DEPARTMENT shall impose sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - (a) withholding of payments to the CONSULTANT under the AGREEMENT until the CONSULTANT complies; and/or
  - (b) cancellation, termination or suspension of the AGREEMENT, in whole or in part.
- (6) The CONSULTANT 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

## ARTICLE IV

CONSULTANT becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the CONSULTANT may request the DEPARTMENT to enter into such litigation to protect the interests of the STATE, and, in addition, the CONSULTANT 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 subagreements hereunder.
- (8) Incorporation of Provisions: The CONSULTANT 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 CONSULTANT should contact them regarding related compliance issues.

### **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 subagreements financed in whole or in part with Federal funds. Consequently, the DBE requirements of 49 CFR Part 26 apply to this AGREEMENT.
2. Disadvantaged Business Enterprise (DBE) Obligation. The STATE and its Consultants 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 Consultants 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 Consultants shall not discriminate on the basis of race, color, religion, age, sex, handicap, sexual orientation, or national origin in the award and performance of agreements financed in whole or in part with Federal funds.

## ARTICLE IV

3. Sanctions for Non-Compliance. The CONSULTANT is hereby advised that failure of the CONSULTANT, 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.

### O. DOCUMENTATION

The CONSULTANT shall document the results of the work to the satisfaction of the DEPARTMENT and the Federal Highway Administration. This shall include preparation of progress reports, plans, specifications and estimates and similar evidences of attainment of objectives called for in this AGREEMENT.

### P. CLEAN AIR AND WATER ACTS

If the amount of the AGREEMENT or subcontract thereunder exceeds \$100,000, the CONSULTANT or subconsultant shall comply with applicable standards, orders or requirements issued under Section 306 of the Federal Clean Air Act (43 U.S.C. 1857(h)), Section 508 of the Federal Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. The CONSULTANT or subconsultant shall report violations to the FHWA and to the U. S. Environmental Protection Agency Assistant Administrator for Enforcement (EN-329).

Attachment I

**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 \_\_\_\_\_, 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 Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

Hoyle, Tanner & Associates, Inc.

(Company)

By: 

Senior Vice President

(Title)

Date: 11/6/2018

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

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

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

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

*Attachment 2*


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

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

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

11/6/2018

(Date)



(Signature)

Attachment 3

CERTIFICATION OF CONSULTANT/SUBCONSULTANT

I hereby certify that I am the Senior Vice President and duly-authorized representative of the firm of Hoyle, Tanner & Associates, Inc. and that neither I nor the above firm I here represent has:

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

I/WE do also, under penalty of perjury under the laws of the United States, certify that, except as noted below, the company or any person associated therewith in the capacity of (owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of Federal funds): (a) is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency; (b) has not been suspended, debarred, voluntarily excluded or determined ineligible 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.

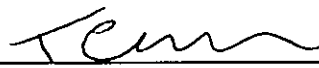
except as here expressly stated (if any):

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.

11/6/2013

(Date)



(Signature)



**CERTIFICATION OF STATE DEPARTMENT OF TRANSPORTATION**

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

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

except as here expressly stated (if any):

11/19/18  
(Date)

  
(Signature)

*Attachment 5*

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

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

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

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

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

Attachment 9

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

Consultant

WITNESS TO THE CONSULTANT

By: [Signature]  
SENIOR VICE PRESIDENT

Dated: 11/6/2018

CONSULTANT

By: [Signature]  
Senior Vice President  
(TITLE)

Dated: 11/6/2018

Department of Transportation

WITNESS TO THE STATE OF NEW HAMPSHIRE

By: [Signature]

Dated: 11/19/18

THE STATE OF NEW HAMPSHIRE

By: [Signature]  
Director of Project Development  
for DOT COMMISSIONER

Dated: 11/19/18

Attorney General

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

Dated: 11/27/18

By: [Signature]  
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

HOYLE, TANNER & ASSOCIATES, INC.

Certificate of Vote

I, Frank E. Wells, hereby certify that I am a duly elected **Assistant Secretary of Hoyle, Tanner & Associates, Inc.**

I hereby certify the following is a true copy of a vote taken by Directors of the Corporation on November 6, 2018.

**Voted:** That Hoyle, Tanner & Associates, Inc. enter into an Agreement with the State of New Hampshire, acting through its Department of Transportation, for the provision of engineering services for the following project:

**STATEWIDE ON-CALL  
HIGHWAY DESIGN SERVICES  
41880**

**Voted:** To authorize Todd M. Clark or Christopher R. Mulleavey on behalf of Hoyle, Tanner & Associates, Inc., to enter into the said Agreement with The State of New Hampshire, acting through its acting through its Department of Transportation, and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto which, in his judgment, may be necessary, desirable or appropriate to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of November 6, 2018 and that **Todd M. Clark** and **Christopher R. Mulleavey** are duly elected **senior vice president** and **president**, respectively, of this corporation.

Attest:


Date: November 6, 2018

  
\_\_\_\_\_  
Assistant Secretary

(CORPORATE SEAL)

STATE OF NEW HAMPSHIRE  
HILLSBOROUGH, SS

The foregoing instrument was acknowledged before me this 6th day of November, 2018.

  
\_\_\_\_\_  
Susan Wilson, Notary Public  
My commission expires: July 22, 2020

# State of New Hampshire

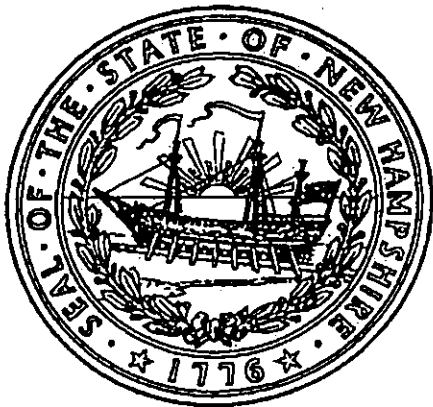
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that HOYLE, TANNER & ASSOCIATES, INC. is a New Hampshire Profit Corporation registered to transact business in New Hampshire on February 10, 1975. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 10883

Certificate Number: 0004071332



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 2nd day of April A.D. 2018.

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

William M. Gardner  
Secretary of State



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/06/2018

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

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

<b>PRODUCER</b> FIAI/Cross Insurance 1100 Elm Street  Manchester NH 03101	<b>CONTACT NAME:</b> Tara Dean, CIC <b>PHONE (A/C No, Ext):</b> (603) 669-3218 <b>E-MAIL ADDRESS:</b> tdean@crossagency.com	<b>FAX (A/C No):</b> (603) 645-4331
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Hoyle, Tanner & Assoc., Inc. 150 Dow Street  Manchester NH 03101	<b>INSURER A:</b> Hartford Fire Ins Co	NAIC # 19682
	<b>INSURER B:</b> Hartford Casualty Ins Co	29424
	<b>INSURER C:</b> Twin City Fire Ins Co	29459
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	


**COVERAGES**                      **CERTIFICATE NUMBER:** 18-19 All Manch NH                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			04UUNUX6485	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			04UUNUX6485	10/01/2018	10/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			04XHUIP9300	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	04WBQJ8832	05/01/2018	05/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Project: Statewide On-Call Highway Design Services. Project # 41880. State if New Hampshire is included as additional insured with respects to the CGL as required by written contract. 30 day cancel notice applies with the exception of non-pay which is 10 day notice.

<b>CERTIFICATE HOLDER</b>  State of New Hampshire Department of Transportation PO Box 483  Concord NH 03302-0483	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 11/06/2018

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

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

<b>PRODUCER</b> Ames & Gough 859 Willard Street Suite 320 Quincy, MA 02169	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (617) 328-6555 <b>FAX (A/C, No):</b> (617) 328-6888 <b>E-MAIL ADDRESS:</b> boston@amesgough.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> Continental Casualty Company (CNA) A, XV <b>NAIC #</b> 20443	
<b>INSURER B:</b>	
<b>INSURER C:</b>	
<b>INSURER D:</b>	
<b>INSURER E:</b>	
<b>INSURER F:</b>	

**INSURED**  
  
 Hoyle, Tanner & Associates, Inc.  
 150 Dow Street  
 Manchester, NH 03101

### COVERAGES                                      CERTIFICATE NUMBER:                                      REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG \$ \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)    Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Prof. Liability			AEH006161277	06/01/2018	06/01/2019	Per Claim Limit      3,000,000
A				AEH006161277	06/01/2018	06/01/2019	Aggregate Limit      3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 All Coverages are in accordance with the policy terms and conditions.

RE: Statewide on-call Highway Design Services - Project No. 41880

Per Claim Deductible: \$75,000

30 Day Notice of Cancellation will be issued in accordance with policy terms and conditions.

### CERTIFICATE HOLDER

### CANCELLATION

State of New Hampshire  
 Department of Transportation  
 P.O. Box 483  
 Concord, NH 03302-0483

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

AUTHORIZED REPRESENTATIVE

*John P. O'Keefe*