

Please mute your microphone and turn off your video

Due to the number of participants we need to conserve bandwidth and minimize connection issues.

**We are talking now if
you can't hear us
check that your
speakers are on and
volume is up.**

Agenda

Introductions - Bill Oldenburg

General Meeting

- a) General Announcements & NHDOT Updates - Bill Oldenburg
 - a. NHDOT Working Virtually
 - b. Virtual Public Meetings
 - c. Electronic RFQ/RFP Submissions
 - d. Contract discussions during solicitations.
 - e. Shortlist Notification
 - f. Requests for debriefs on non-selection
 - g. Consultant Committee firm presentations
 - h. Upcoming Projects & RFP's
 - i. Changes in Technical Review requirements (LPA contracts)
- b) Updates on the LPA Program – CR Willeke, Municipal Highways Engineer
- c) Highway Sub-Committee Updates – Ron Grandmaison, Chief of Pavement Section
- d) Bridge Sub-Committee Updates – Loretta Girard Doughty, Bridge Design Admin.
- e) Contracts Sub-Committee Updates – Bill Oldenburg
- f) Every Day Counts 6 – Bill Oldenburg
- g) Question and Answer – Open Discussion

11th Bi-Annual NHDOT/ACEC Partnering Meeting

- NHDOT

- Bill Oldenburg
- ~~Keith Gota~~ (retired)
- Ted Kitsis
- Jim Marshall
- Loretta Girard Doughty
- CR Willeke

- FHWA

- Michelle Marshall

- ACEC

- Alex Koutroubas
- Chris Mullevey (HTA)
- Marty Kennedy (VHB)
- Rob Faulkner (CHA)
- Darren Blood (GM2)
- Mike Long (MJ)

Asking Questions

- Anytime during the Presentation we will take questions:
 - Chat Box.
 - “Raise Your Hand”.
 - Voice or Phone call
- We will also be taking questions at the end of the General Meeting.

General Announcements

- Due to COVID issues, Governor has instituted a hiring/promotion freeze.
- Keith Cota (42 yrs.) – “*Chief Project Manager*”
 - retired August 15
- Bill Hardiman (43 yrs.) – “*The Contracts Guy*”
 - retired September 30
- Jeff Brillhart – Former Assistant Commissioner
 - passed away September 15
- Exit 4A Design-Build contract was cancelled.

NHDOT Working Virtually

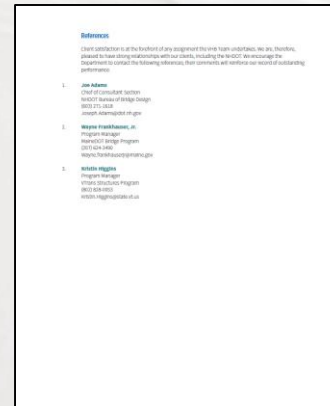
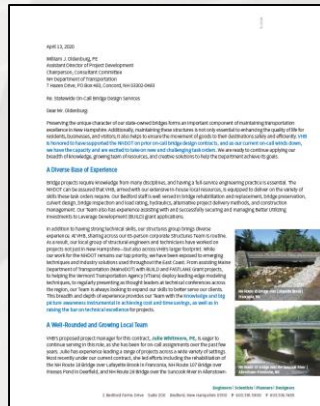
- In the JOM Building –
 - 30-40% Working Remotely
 - Extensive use of Zoom
 - We are now rolling out Teams
 - JOM is still “restricted access”
 - Consultant interaction has been “virtual”

Virtual Public Meetings

- Initially was a struggle to understand and find what our legal obligations were.
- We have attended Public Officials meetings, in person and remotely.
- We have held Public Informational meetings remotely.
- We have conducted remote Public Hearings.

Electronic RFQ Submissions

Interested firms must submit a **Letter of Interest**, no more than **2 pages** long, with **1 additional page identifying 3 current references**, on or before **April 13, 2020** to:
William J. Oldenburg, PE, Assistant Director of Project Development
Chairperson, Consultant Selection Committee
 via e-mail (receipt will be confirmed): **William.Oldenburg@dot.nh.gov**



2 Page Letter of Interest

1 Page of References

Filename: **“Firm Name – Contract Name”**

Please

**Yes pdf format,
 No Protection,
 No Passwords,
 No cover sheet,
 No tabs,
 No back cover,**

Electronic RFP Submissions

The Department is temporarily suspending the requirement to submit hardcopies of the technical proposals. An electronic version (.pdf format) is required as part of the Request for Proposal (RFP) requirements. There are two options to submit the .pdf file; if under 20mb email to William.Oldenburg@dot.nh.gov; if over 20mb upload the .pdf file onto a flash drive, CD or other acceptable media and submit as stated below.

Appendix 2.1.12.1a Technical Proposal Formatting Requirements (Standalone)

Standalone - Technical Proposal Format Requirements

Technical Proposals shall have the following requirements:

- Have full length binding.
- Have a front and back cover.
- Dividers with tabs for the sections and appendices are optional, but if used shall contain no technical or project related information (including condition pictures are acceptable).
- The maximum page size for any page within the proposal shall be 8.5" x 11". Single sided printing shall count as one page; double sided printing shall count as 2 pages.
- Minimum font style and size shall be size 11 Times New Roman, or equivalent.
- Minimum margins shall be 1/2" on all sides.

The following sections shall be included within the Technical Proposal:

1. Introduction Letter - 5 page maximum.
2. Project Understanding and Approach - Main body that explains the Consultant's approach for accomplishing the assignment (5 page maximum, unless instructed otherwise).
3. Organizational Chart and Project Team - Allow firm to explain their team members, capabilities, and vendor experience as well as show their organizational chart (2 pages maximum including sub consultants).
4. Appendix (attach the appendix the following shall be submitted):
 - Resumes (upper and mid-level staff anticipated to be assigned to the project) 10-page maximum.
 - Applicable Work Experience (examples of recent applicable work experience) 5-page maximum.

All the above information shall be reviewed when the Selection Committee scores the proposals. Failure to follow the formatting requirements could lead to your disqualification in scoring or disqualification from consideration.

The Technical Proposal shall be assessed on:

1. **Comprehensiveness/Understanding (C/U)** - How well the firm explained their understanding of the scope of work, what the work could involve and their approach to completing the project successfully.
2. **Quality of the Proposal (Q/P)** - Completeness, accuracy and thoroughness of the proposal. Is the proposal technically accurate, clear to read, understandable, spelling, accuracy and grammar correct.
3. **Capability to Perform as a Trade Master (C/TM)** - Based on past experience and references checks has the firm been in issue in the past. Firm's ability to deliver on time and on schedule.
4. **Quality & Experience of Project Manager/Team (Q/P/TM)** - Based on past experience, resumes, and submitted previous work experience does the project team deliver a quality product, work well together and have relevant and recent experience that is comparable to the project.
5. **Technical Performance (T/P)** - Based on past work performance, has the firm shown the necessary experience, knowledge, time management, resource allocation, etc. to complete the required work.
6. **Overall Reliability (O/R)** - Based upon all facts being considered, is this project something the firm could expect at accomplishing.

3/21/2020

**STATEMENT ON-CALL
BRIDGE DESIGN SERVICES**

TABLE OF CONTENTS

PREFACE

ARTICLE I - DESCRIPTION OF PROFESSIONAL SERVICES TO BE RENDERED

- A. DESCRIPTION OF SERVICES
- B. TYPE OF WORK
- C. LOCATION
- D. QUALITY CONTROL
- E. TASK SCOPE
- F. MATERIAL FURNISHED BY THE DEPARTMENT OF TRANSPORTATION
- G. WORK SCHEDULE AND PROGRESS REPORTS
- H. SUBMITTAL OF REPORTS, PLANS AND DOCUMENTS
- I. DELIVERABLES
- J. DATE OF COMPLETION

ARTICLE II - COMPENSATION OF CONSULTANT FOR ON-CALL SERVICES

- A. AGREEMENT GENERAL FEE
- B. METHOD OF COMPENSATION FOR TASK ORDERS
- C. COST PLUS FEE AND FEE PERCENT
- D. COST PER HOUR
- E. SUBCONSULTANT SUPPORTING SERVICES
- F. LABOR COSTS AND MATERIALS
- G. PERSONAL EXPENSES AND TRAVEL ACCT
- H. OTHER

ARTICLE III - GENERAL PROVISIONS

- A. BOARDING ETC.
- B. CONTRACT PROVISIONS

ARTICLE IV - STANDARD PROVISIONS

- A. STANDARD SPECIFICATION
- B. REVIEW BY STATE AND FIRM - CORRECTIONS - DIRECTIONS
- C. EXTENT OF CONTRACT
- D. ASSIGNMENT OF PERSONNEL
- E. ASSIGNMENT OF PERSONNEL
- F. ASSIGNMENT OF PERSONNEL
- G. ASSIGNMENT OF PERSONNEL
- H. ASSIGNMENT OF PERSONNEL
- I. ASSIGNMENT OF PERSONNEL
- J. ASSIGNMENT OF PERSONNEL
- K. ASSIGNMENT OF PERSONNEL
- L. ASSIGNMENT OF PERSONNEL
- M. ASSIGNMENT OF PERSONNEL
- N. ASSIGNMENT OF PERSONNEL
- O. ASSIGNMENT OF PERSONNEL
- P. ASSIGNMENT OF PERSONNEL
- Q. ASSIGNMENT OF PERSONNEL
- R. ASSIGNMENT OF PERSONNEL
- S. ASSIGNMENT OF PERSONNEL
- T. ASSIGNMENT OF PERSONNEL
- U. ASSIGNMENT OF PERSONNEL
- V. ASSIGNMENT OF PERSONNEL
- W. ASSIGNMENT OF PERSONNEL
- X. ASSIGNMENT OF PERSONNEL
- Y. ASSIGNMENT OF PERSONNEL
- Z. ASSIGNMENT OF PERSONNEL

Planned Project Summary

Project: **SRM Highway Design Services 2020** Number: **19111** **JM JD: 170**

Requisition: **Statewide Highway Design Services to provide on-call engineering for highway design and related infrastructure consulting services for various projects. Includes alternative contract arrangements.**

Project Type: **On-Call** **Local Review: Highway Design** **Approved For: \$1,000,000.00**

Table

| Task | Scheduled | Actual | Endorsement Number |
|-----------------------------------|-----------|-----------|--------------------|
| 1. Presentation of Project to CEC | 4/9/2020 | 4/9/2020 | |
| 2. Public Meeting | 4/10/2020 | 4/10/2020 | |
| 3. Letter of Intent from CEC | 5/8/2020 | 5/8/2020 | |
| 4. CEC Approval to Proceed | 5/28/2020 | 5/28/2020 | |
| 5. Monthly Review to Engineer | 6/10/2020 | 6/10/2020 | |
| 6. Engineer Approval to Proceed | 6/10/2020 | 6/10/2020 | |
| 7. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 8. Review of Proposal | 6/18/2020 | 6/18/2020 | |
| 9. CEC Review | 6/18/2020 | 6/18/2020 | |
| 10. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 11. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 12. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 13. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 14. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 15. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 16. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 17. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 18. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 19. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 20. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 21. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 22. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 23. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 24. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 25. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 26. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 27. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 28. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 29. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 30. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 31. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 32. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 33. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 34. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 35. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 36. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 37. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 38. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 39. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 40. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 41. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 42. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 43. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 44. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 45. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 46. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 47. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 48. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 49. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 50. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 51. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 52. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 53. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 54. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 55. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 56. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 57. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 58. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 59. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 60. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 61. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 62. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 63. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 64. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 65. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 66. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 67. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 68. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 69. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 70. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 71. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 72. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 73. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 74. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 75. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 76. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 77. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 78. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 79. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 80. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 81. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 82. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 83. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 84. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 85. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 86. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 87. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 88. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 89. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 90. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 91. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 92. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 93. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 94. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 95. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 96. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 97. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 98. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 99. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 100. Request for Proposal | 6/18/2020 | 6/18/2020 | |

Planned Project Summary

Project: **SRM Highway Design Services 2020** Number: **19111** **JM JD: 170**

Requisition: **Statewide Highway Design Services to provide on-call engineering for highway design and related infrastructure consulting services for various projects. Includes alternative contract arrangements.**

Project Type: **On-Call** **Local Review: Highway Design** **Approved For: \$1,000,000.00**

Table

| Task | Scheduled | Actual | Endorsement Number |
|-----------------------------------|-----------|-----------|--------------------|
| 1. Presentation of Project to CEC | 4/9/2020 | 4/9/2020 | |
| 2. Public Meeting | 4/10/2020 | 4/10/2020 | |
| 3. Letter of Intent from CEC | 5/8/2020 | 5/8/2020 | |
| 4. CEC Approval to Proceed | 5/28/2020 | 5/28/2020 | |
| 5. Monthly Review to Engineer | 6/10/2020 | 6/10/2020 | |
| 6. Engineer Approval to Proceed | 6/10/2020 | 6/10/2020 | |
| 7. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 8. Review of Proposal | 6/18/2020 | 6/18/2020 | |
| 9. CEC Review | 6/18/2020 | 6/18/2020 | |
| 10. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 11. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 12. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 13. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 14. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 15. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 16. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 17. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 18. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 19. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 20. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 21. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 22. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 23. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 24. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 25. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 26. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 27. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 28. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 29. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 30. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 31. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 32. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 33. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 34. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 35. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 36. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 37. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 38. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 39. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 40. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 41. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 42. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 43. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 44. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 45. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 46. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 47. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 48. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 49. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 50. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 51. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 52. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 53. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 54. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 55. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 56. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 57. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 58. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 59. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 60. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 61. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 62. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 63. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 64. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 65. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 66. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 67. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 68. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 69. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 70. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 71. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 72. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 73. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 74. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 75. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 76. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 77. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 78. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 79. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 80. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 81. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 82. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 83. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 84. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 85. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 86. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 87. Request for Proposal | 6/18/2020 | 6/18/2020 | |
| 88. Request for Proposal | 6/18/2020 | | |

Electronic RFQ/RFP Submissions

- You will receive an e-mail confirmation of receipt.
- I try not to be out on days that RFQ/RFPs are due.
 - If I am out, have no fear if you received an Out of Office reply you're OK.
- If for some reason the file is “undeliverable”, have no fear we'll work it out.
 - Occasionally we still have issues with proposals not coming thru our system due to file size.

Contract Discussions/Questions

RFQ:

| | |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contact Information: | For additional information contact: Joseph Adams, Bridge Design, at 603.271.1618 or Joseph.Adams@dot.nh.gov |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

RFP:

This material should be received at the Department no later than 4:00 pm on **Monday, June 29, 2020**. Technical and administrative questions relating to this project and the technical proposal request should be directed to Loretta Girard Doughty, PE, Administrator, NHDOT Bridge Design Bureau, at (603) 271-3921 Loretta.Doughty@dot.nh.gov, or to Joseph Adams, PE, Chief of Consultant Section, NHDOT Bureau of Bridge Design, at (603) 271-1618 Joseph.Adams@dot.nh.gov.

You may call and talk to these people to ask questions about the solicitation or the contract. They will answer to the best of their ability. They will be consistent with their answers to all firms.

Shortlist Notifications

- In the past there was no individual notification (we put it on the website – eventually).
- Now that we receive Letters of Interest via e-mail (i.e. we have your contact info) we can send out notifications to those firms that were not shortlisted.

Shortlist Notifications - SAMPLE

This is to inform you that on October 1, 2020 the Consultant Selection Committee met to review and shortlist firms for the Statewide Lawn Mower Racing contract that you had submitted a Letter of Interest for.

The following firms were shortlisted for further consideration:

1. *Dear John*
2. *Cub E Cadet*
3. *Husky Varna*

Thank you for your interest in working with NHDOT.

Request for Debriefs

Please understand that prior to G&C:

- *We cannot talk about the reason why one firm was selected over another.*
 - *We cannot talk about ways your firm could improve for the next solicitation.*
 - *We cannot let you see other firms Proposals until after G&C has approved the contract. You can never see a Statewide proposal.*
- If something happens between shortlisting and G&C award and we have to re-solicit the contract it gives you an unfair advantage.



Firm Presentations to the Consultant Committee

- Currently we have a list of firms that are interested in doing presentations to the Consultant Selection Committee.
- Most have said they would wait until after the COVID lockdown, but some are showing interest again.
- We will allow remote presentations if your interested.

Firm Presentations to the Consultant Committee

- Presentations:
 - 2nd and 4th Thursday of every month.
 - Start at 8:30am
 - 30 minutes plus 5-10 minutes of Q&A.
 - Can be about specific firm capabilities.
 - Submit electronic handouts prior to the meeting.
 - **CANNOT** do a presentation within a month prior to shortlisting or selection.

Upcoming Projects and RFP's




an official **NEW HAMPSHIRE** government website

AirRailHighwayBike/PedPublic Transit

search this site

- Home
- Traveler/Commuter Info
- Media Center
- Doing Business with DOT
 - Contractors
 - Engineers/Consultants
 - General Public
 - Municipalities
 - Transport Companies
 - Vendors
- Project Center
- Laws/Policies/Procedures
- Job Opportunities
- Divisions/Bureaus/Districts
- Contact Us
- Site Map

Doing Business with DOT > Engineers/Consultants



Information for Engineers and Consultants

Engineers and consultants doing business with the New Hampshire Department of Transportation will find links to business and technical information listed below.

For more information contact:
NH Department of Transportation
(603) 271-3734

Business Information

- Consultant Selection**
 - [Consultant Notification Sign-Up](#)
 - [Consultant Selection Information](#)
 - [Eligible Consultant List](#)
 - [Possible Action Projects – For Information Only](#)
 - [Projects Soliciting for Interest](#)
 - [Public-Private Partnership - Call for Projects](#)
 - [Short List Projects](#)
- Labor Compliance and Civil Rights**
 - [DBE and Minority/Women Owned Business Information](#)
 - [DBE Directory](#)
 - [DBE for Airport Projects](#)
 - [Labor Compliance and Civil Rights](#)

Upcoming Projects and RFP's



The screenshot shows the New Hampshire DOT website. The header includes the DOT logo and a navigation bar with links for Air, Rail, Highway, Bike/Ped, and Public Transit. A search bar is located on the right. The main content area is titled 'Consultant Selection > Possible Action Projects – For Information Only'. Below this, a paragraph explains that the list contains anticipated projects for January 2020 to June 2020, including Qualifications-Based contracts and Low-Bid contracts. The projects are categorized into Construction, Bridge Design, Highway Design Needs, and Rail.

Consultant Selection > Possible Action Projects – For Information Only

Below is a listing of Possible Action Projects anticipated for the 6 month period from January 2020 to June 2020. These may be Qualifications-Based contracts for consideration by the Consultant Selection Committee, or Low-Bid contracts which will be awarded to prequalified firms by low-bid in accordance with the procedures developed by the Bureau requiring services. This list is for information purposes only. For projects that the Department is seeking letters of interest please go to the [Projects Soliciting for Interest](#) page.

Construction:

- Statewide On-Call Construction Engineering and Inspection - \$1,500,000 each (3 contracts)

Bridge Design:

- Statewide Complex Bridge Inspection and Emergency Response - \$750,000 (1 contract)
- Campton 41472 – NH49 bridge over Pemigewasset River (124/129) Part A
- Rollinsford-Dover 42578 – Oak Street over Pan Am Railroad (069/046) Part A
- Statewide Bridge Design On-Call - \$1,000,000 each (4 contracts)

Highway Design Needs:

- Bedford 40664 – US 3 Widening from Hawthorne Dr. north to Manchester Airport Access Rd.
- Statewide Highway Design On-Call - \$1,000,000 each (4 contracts)
- Statewide Highway Design On-Call for Rail Crossings - \$500,000 (1 contract)
- Statewide Corridor Study Program Management - \$1,500,000 (1 contract)
- Statewide Highway Design On-Call SUE- \$500,000 (1 contract)

Rail:

- Develop/Update of the State's Rail Plan, last plan update was 2012.

New Hampshire Department of Transportation
PO Box 483 | 7 Hazen Drive | Concord, NH | 03302-0483
Tel: 603.271-3734 | Fax: 603.271.3914

This is the
Current
Listing from
Jan. 2020 -
July 2020

Upcoming Projects and RFP's

- List will be updated in July 2020 – **only kidding**
- New list will cover July 2020 – Dec. 2020 – **soon**
- New Solicitations until end of year
 - Bedford 16100: Toll Plaza conversion to AET
 - Bedford 40664: US 3 from Hawthorne Dr. north to Manchester Airport Access Rd.
 - Campton 41472: NH49 bridge over Pemi.
 - Rollinsford-Dover 42578: Oak St. bridge over RR.

Technical Review Requirements (LPA Program)

QBS Requirements:

2.1.17.5 Pre-award Technical Review

All prime consultants shall have a Technical Review completed. When the estimated fee for services for any sub-consultants is equal to or greater than \$200,000, a pre-award technical review shall be conducted.

- All prime consultants, no matter their contract value.
- All sub-consultants who have a cumulative total of active NHDOT contracts equal to or greater than \$200,000.

This shall now be the same requirement for the LPA Program:
TAP, CMAQ, SAB, etc..

Previously the threshold was \$10,000 it will now be \$200,000.
Sub-Consultant self-certification requirement in the near future.

Updates on the LPA Program

- CR Willeke, Municipal Highways Engineer,
in Planning & Community Assistance

ACEC Partnering Meeting 10/2/2020



NHDOT Local Public Agency (LPA) Program Updates

Local Federal Aid Programs

Approximately \$30 Million/Year

- Transportation Alternatives Program (TAP)
- Congestion Mitigation & Air Quality (CMAQ)
- Highway Safety Improvement Program (HSIP)
- ~~Safe Routes to School (SRTS)~~(ending)
- Municipal Off-System Bridge (MOBRR)
- Other Fed Aid,
- Emergency Relief (ER)
- Earmarks, etc...

Local State Aid Programs

Approximately \$7 Million/Year

- State Bridge Aid
- State Highway Aid (currently not funded)
- Second Annual State Bridge Aid report to Governor and Council should be complete by the end of October

**Somewhat different than in the past
..... the term “LPA” can refer to either
Federal or State Funded projects**

NHDOT Community Assistance Section

| | |
|----------------------|---------------------------------------|
| <u>Bill Watson</u> | Administrator, Planning & Comm. Asst. |
| <u>Tom Jameson</u> | Program Manager TAP & CMAQ |
| <u>Kevin Russell</u> | Project Manager, Roadway & Bridge |
| <u>Bob Hudson</u> | Project Manager, HSIP |
| <u>Ron Kleiner</u> | Bridge Engineer, State Bridge Aid |
| <u>Vacant/Frozen</u> | Program Manager |
| <u>Vacant/Frozen</u> | Part-time Project Manager |
| <u>Kim Ware</u> | Program Specialist |
| <u>Dawn Pulica</u> | Program Assistant |
| <u>C.R. Willeke</u> | Municipal Highways Engineer |

What are LPAs?

Local Public Agencies

- Municipalities
- School groups
- State Agencies
- Non-Profits (except TAP funded)

**LPA's receive Federal or State funds
thru NHDOT**

AKA "Sub-Recipients"

Federal LPA Training Requirements

- 1 Day of Planning & Community Assistant training plus
- ½ Day *Office of Federal Compliance (OFC)* training (for infrastructure projects)
- **Who must attend?**
 - LPA “Person in Responsible Charge”
 - Consultant Engineer of Record
 - Consultant Contract Administrator / Resident Engineer

LPA Certification good for four years

OFC Certification good for two years

Recent Notices for you to be aware of:

- 2020-01: Covid19 Construction Guidelines
- 2020-02: Electronic Reimbursements
- 2020-03: LPA Management Options
- 2020-04: PE/CE Line in the Sand
- 2020-05: PE/CE Conflict of Interest
- 2020-06: LPA Public Meeting Policy Covid19

Posted on our NHDOT web site:

**[www.nh.gov/dot/org/projectdevelopment/planning/
lpa.htm](http://www.nh.gov/dot/org/projectdevelopment/planning/lpa.htm)**

Click from NHDOT Main Web Page

Get the latest **CORONAVIRUS COVID-19** Update at <https://www.nh.gov/covid19>

A A A an official **NEW HAMPSHIRE** government website

New Hampshire
DOT
Department of Transportation

Air Rail Highway Bike/Ped Public Transit

search this site

Home
Traveler/Commuter Info
Media Center
Doing Business with DOT
Project Center
Laws/Policies/Procedures
Job Opportunities
Divisions/Bureaus/Districts
Contact Us
Site Map

Over A Century of Public Service

Our Mission: *Transportation excellence enhancing the quality of life in New Hampshire*

Quick Links









- COVID-19 Construction
- Project Guidelines
- LPA Program
- NH Airports
- Rail and Transit Info
- Traffic Volume Reports
- Facts and Figures
- Consultant Information
- Fuel Distribution
- Current Bid Results
- 10 Year Transportation Plan
- I-93 Salem-Manchester Project
- NH Turnpikes and Toll Rates
- NHDOT Legislative Presentations
- Police Work Zone Training









We're Hiring! Learn More

DOT News more news...

NHDOT Announces Roadwork On The F.E. Everett Turnpike Southbound In

Can click on Manual, Training, and Notices

| LPA Manual and Training | Notices (Notices Supersede LPA Manual when there appears to be a conflict) |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LPA Manual  | 2014-01 Work Zone Crash Reporting  |
| LPA Training and Registration | 2014-02 (outdated, pending change) |
| | 2020-01 Covid Guidelines and Procedures for DOT Construction  |
| | 2020-02 Federal + State Bridge Reimbursement Procedures  |
| | 2020-03 LPA Project Mgmt/Consultant Selection Options  |
| | 2020-04 Preliminary Engineering End Date/Construction Begin Date  |
| | 2020-05 Consultant Conflict of Interest Guide  |
| | 2020-06 LPA Public Meeting policy relative to COVID-19  |

| Implementation Details | Programs |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Checklist for LPA Projects  | Congestion Mitigation & Air Quality (CMAQ) |
| Federal Labor Compliance Documents | Emergency Relief  |
| Project Closeout Forms  | Highway Safety Improvement (HSIP) |
| QA/QC Material Standards  | Municipal Off-system Bridge Replacement & Rehabilitation (MOBRR)  |
| Right-of-Way Certificate  | Safe Routes to School (SRTS) |
| Utility and Railroad Certificate  | Scenic and Cultural Byways (Scenic Byways) |
| | Surface Transportation (STP)  |
| | Transportation Alternative Program (TAP) |

Notice #2020-02

Federal and State Bridge

Reimbursement Procedures

- **NHDOT no longer accepting
hardcopy/paper reimbursement
requests**
- **Submit all reimbursement
requests to:**
"ReimburseRequest@dot.nh.gov"

Notice #2020-03

LPA Project Management Options

Opt #1 - Locally Managed (current process)

Opt #2 - Prequalification by NHDOT
“Pre-Qual”

Opt #3 - NHDOT Managed
“On-Call”

LPA's can use multiple options – Example:

The LPA could pick:

Opt#2 for Preliminary Engineering services
and Opt#3 for Construction Engineering services

LPA Project Management Options

Opt#1 Locally Managed

- Is just the current LPA Federal or State process and will continue as an option
- With Option #1, the LPA manages the QBS process, hires the qualified firm, pays the bills, and seeks reimbursement from the NHDOT (typically 80%)

LPA Project Management Options

Opt#2 Prequalification by NHDOT

- Allows the LPA to select from NHDOT pre-qualified lists of firms capable and experienced in advancing LPA projects. There will be separate “Pre-Qual” lists for both PE and CE.
- The LPA solicits RFQ’s from at least 3 firms on the “Pre-Qual” list (no \$), reviews and ranks proposals, selects one firm, gets DOT approval for scope and fee, pays the bills, and seeks reimbursement from the NHDOT (typically 80%)
- PE and CE “Pre-Qual” Lists will be updated annually by NHDOT

LPA Project Management Options

Opt#3 NHDOT Managed

- LPA agrees in writing to allow the NHDOT to manage the LPA project. NHDOT collects LPA's share of project costs (typically 20%) upfront or possibly in advance of milestone phases (PE, ROW, CON)
- NHDOT manages the QBS process, hires the qualified consulting firm as an "On-Call", and directly pays the bills with Federal or State dollars and previously collected local dollars

LPA Project Management Options

- We want to emphasize that this is a new process currently under development and will evolve over time.
- Opt#2 CE "Pre-Qual" list to be posted on line soon
- Opt#2 PE "Pre-Quals" currently under review
- Option #3 NHDOT Managed PE and CE "On-Calls" have been shortlisted, requests for proposals to short listed firms is next step

Notice #2020-05

Conflict of Interest Guidelines

- June 12, 2013 Guideline reminder: firms that perform the engineering design for a project should not be selected for construction engineering for same project
- If Notice to Proceed to Advertise Bids received from NHDOT before January 1, 2021, then all LPA projects should be utilizing a different CE firm for construction than the PE firm that did the design
- If Notice to Proceed to Advertise Bids received from NHDOT **after Jan 1, 2021**, then all LPA's **shall comply with the guideline and change firms**

Notice #2020-05

Conflict of Interest Guidelines

Date Definition:

The defining date is the date an LPA project receives written approval to advertise (solicit bids) from NHDOT. The date of this communication from NHDOT will determine if you need to comply with Notice #2020-05.

Between now and end of year and want same firm for PE & CE

- Statement by firm - no conflict exists with a short plan on how that will continue, or
- Statement by the firm that a potential conflict could be perceived but mitigation measures will be implemented and tracked that will assure no conflict of interest, or
- Statement by the firm that a conflict exists. In this case, the Department, LPA and consultant would have to come to specific written agreement that through the firm's disclosure of any association, interest, or circumstance which could influence the firm's judgment or quality of services, every reasonable effort will be made to eliminate any potential conflicts.

Conflict of Interest after January 1, 2021

- A more formal waiver process is outlined in Notice #2020-05 as well as the June 12, 2013 guideline,
- However the NHDOT's intent is to not allow the same firm for PE and CE services on the same project and only grant waivers after January 1, 2021 on a very limited basis

Conflict of Interest

- The recently mentioned pre-qualified lists of PE and CE firms will help communities find qualified CE firms
- The upcoming NHDOT managed option will also help
- The six month transition time line will provide ample time for LPA's to line up separate CE services
- Lowers the risk and potential perception of conflict, as well as brings LPA's into compliance with existing 2013 guideline and NHDOT practice

Notice #2020-06

LPA Public Meeting Policy

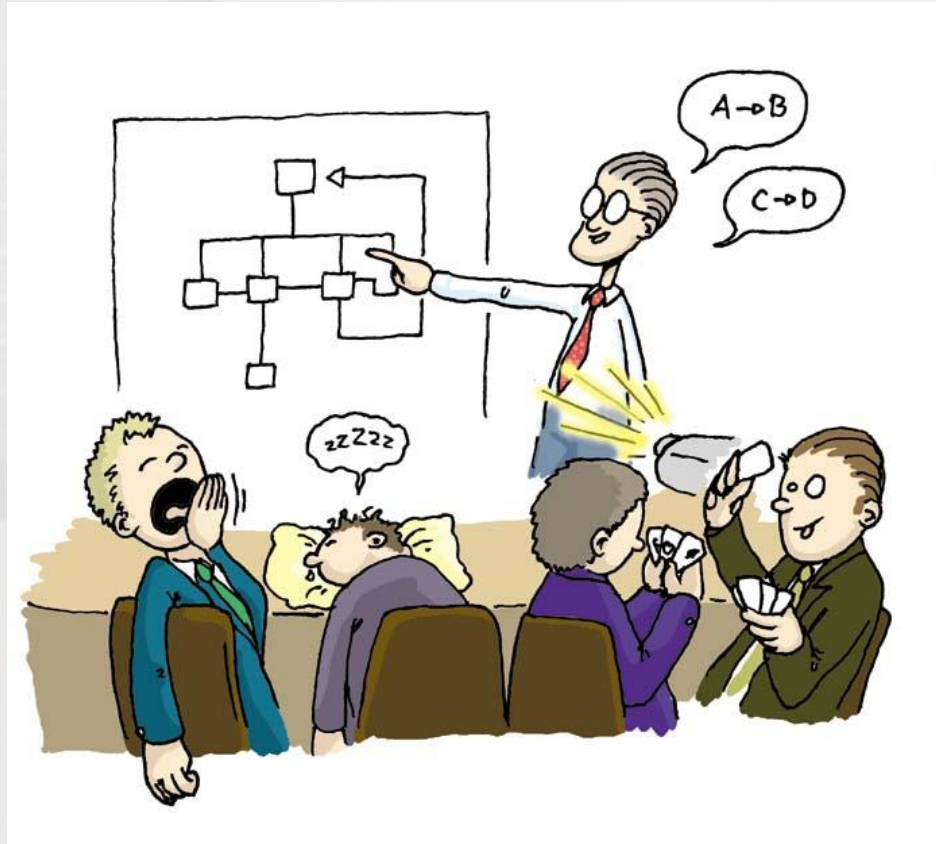
- For Federal and State Funded projects the intent is for the LPA to follow the local guidelines for meetings and social distancing when hosting public informational meetings (Local Concerns Meeting, Proposed Action Meetings, General Information Meetings)
- If the Informational Meeting is “virtual only” then direct abutters must be notified 30 days ahead of time via certified mail and also given a 10 day time period following the virtual meeting to submit comments/concerns to the sponsor.

Notice #2020-06

LPA Public Meeting Policy

- If a Public Meeting for eminent domain is necessary, likely in-person meeting will be required. See your NHDOT project manager for additional guidance

Thank you – Questions?



C.R. Willeke
Municipal Highways Engineer

Update: Bridge Design Sub-Committee

- Loretta Girard Doughty, Bridge Design Administrator

Update: Highway Design Sub-Committee

- Ron Grandmaison, Chief of Pavement Section in Highway Design

Update: Contracts Sub-Committee

- NHDOT

- ~~Keith Gota~~ (*retired*)
- Joe Adams
- Loretta Girard Doughty
- Jim Marshall
- Bill Oldenburg

- CONSULTANTS

- Marty Kennedy (VHB)
- Roch Larochelle (HDR)
- Jason Beaudet (CMA)
- Josh McAllister (HEB)
- Rich Tetreault (WSP)
- Ken Koornneef (Nobis)
- Darren Blood (GM2)

Update: Contracts Sub-Committee

- Standardized Scope and Fee
- Consultant Selection Manual
- COVID-19 Language
- 3D Contract Plan Deliverables
- Ownership of Plans
- Project Closeout Audit Language

Every Day Counts 6

Executive Session: September 23, 2020

EDC-6 Innovation Topics:

https://www.fhwa.dot.gov/innovation/everydaycounts/edc_6/

https://www.youtube.com/watch?v=_uKKZpTv3bQ&feature=youtu.be

Every Day Counts 6

Through the efforts of EDC:

STIC Grant funding - \$100,000/yr.

AID Demonstration Grant funding

<https://www.nh.gov/dot/programs/stic/index.htm>

General Discussion

Any one have any questions:

- Chat Box.
- “Raise Your Hand”.
- Voice or Phone call

Thank You

Winter Conference – January 15, 2021

Technical Exchange Conference – April 15, 2021

Next Partnering Meeting – May 5, 2021