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 Cota (retired)
  – Ted Kitsis
  – Jim Marshall
  – Loretta Girard Doughty
  – CR Willeke

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

• FHWA
  – Michelle Marshall
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.
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

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

Filename: “Firm Name – Contract Name”
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.

**Proposal Formatting**
- **Filename:** “Firm Name – Contract Name”

**Draft Scope of Work**
- No Protection, No Passwords,

**Negotiation Schedule**
- Things we send you
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:

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.
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:
  - 2\textsuperscript{nd} and 4\textsuperscript{th} 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
Upcoming Projects and RFP’s

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 Solicitation for Interest page.

Construction:

- Statewide On-Call Construction Engineering and Inspection - $1,000,000 each (2 contracts)

Bridge Designs:

- Statewide Composites Bridge Inspection and Emergency Response - $750,000 (1 contract)
- Canobie 41472 - NH48 bridge over Farmington River (124/125) Port A
- Ralston/Dover 42278 - QAI Street over Pan Am Railroad (069/046) Port A
- Statewide Bridge Design On-Call - $1,000,000 each (4 contracts)

Highway Design Needs:

- Bedford 40664 - US 3 Widening from Hurdthorne 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 SCE - $500,000 (1 contract)

Rails:

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

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

Bill Watson       Administrator, Planning & Comm. Asst.
Tom Jameson      Program Manager TAP & CMAQ
Kevin Russell    Project Manager, Roadway & Bridge
Bob Hudson       Project Manager, HSIP
Ron Kleiner      Bridge Engineer, State Bridge Aid
Vacant/Frozen    Program Manager
Vacant/Frozen    Part-time Project Manager
Kim Ware         Program Specialist
Dawn Pulica      Program Assistant
C.R. Willeke     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
Click from NHDOT Main Web Page
Can click on Manual, Training, and Notices

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<th>LPA Manual and Training</th>
<th>Notices (Notices Supersede LPA Manual when there appears to be a conflict)</th>
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<td>2014-01 Work Zone Crash Reporting</td>
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<td>LPA Training and Registration</td>
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<td>2020-01 Covid Guidelines and Procedures for DOT Construction</td>
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**Implementation Details**

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<td>Federal Labor Compliance Documents</td>
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<td>Surface Transportation (STP)</td>
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<td></td>
<td>Transportation Alternative Program (TAP)</td>
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</tbody>
</table>
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 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 online 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 timeline 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.
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 Cota *(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