

STATE OF NEW HAMPSHIRE

Planning and Community Assistance

Project: New Castle 42517
FED#: X-A004(889)
Project Scoping Meeting

Date: July 23, 2019
9:30 AM

Location: NHDOT
7 Hazen Drive
Planning and Community Assistance Conf Room

Attendees: Thomas Jameson, NHDOT
Town of New Castle Representatives

Meeting Agenda

Review following information:

Funding

Current status of TAP funding:

PE (Preliminary Design) \$36,000 FY2020
PE (Final Design) \$18,000 FY2021
ROW (Acquisition) \$20,000
Construction \$275,000 FY2023
Construction Engineering \$54,000 FY2023

TAP Total = \$403,000

Note: All PE funds are programmed only as of this scoping meeting.

General Overview of Approval Process

Project Scoping Meeting – July 23, 2019

- Review information in Meeting Agenda.
- **Project sponsor needs to prepare and submit a preliminary project schedule to DOT Planning (refer to LPA Section 3 for sample schedule).** NHDOT needs to obtain a realistic construction advertisement date for this project as soon as possible.
- **Project sponsor is not eligible for reimbursement of federal funds until a letter is received from NHDOT with Notice to Proceed with Engineering Study.**

Scope of work

Construct bicycle shoulders and sidewalk along Wentworth Road, NH 1B from Beach Hill Road to Neals Pit Lane in the Town of New Castle

Local Project Agreement (LPA)

- NHDOT sent an original executed copy of the local project agreement on June 19, 2019.

QBS Process

- Refer to Local Public Agency Manual for the Development of Projects (LPA Manual). **LPA Version V3.0 is available on the NHDOT website.** The QBS process is a two-step process. Step 1 is consultant selection and step 2 is consultant negotiation.

Step 1 – Consultant Selection

- Process defined in Section 13 – Consultant Selection by Qualified Based Selection (QBS).
- When the Town completes the QBS process all documentation is submitted to NHDOT for review with request for consultant approval. If all documentation is acceptable, NHDOT will issue QBS approval with Notice to Proceed (NTP) with Contract Negotiations.

Step 2 – Consultant Contract Negotiation and Execution

- Process defined in Section 14 – Contract Requirements for Project Design from LPA Manual
- Upon completion of the scope and fee preparation and negotiation process, sponsor submits all documentation to NHDOT for review and approval.
- Once NHDOT has determined that the contract requirements described in section 14 have been met, NHDOT Planning issues an approval letter of contract proposal (step 2) and NTP with the Engineering Study. Prior to issuing the NTP, NHDOT will need to prepare a project estimate in ProMIS to **obligate Preliminary Design (PD) funds.**
- Sponsor submits an executed PE Contract to DOT Planning.

Engineering Study

- Includes Concept plans.
- Local Concerns Public Meeting-give program funding, project schedule, overview of project with potential issues to be addressed
- Purpose and Need Statement
- Existing Conditions and Design Criteria
- Environmental Review and Documentation.
- Alternative Analysis with proposed action selected.
- Structure Studies and Recommendations
- Cost estimate (contingencies allowed).
- Public Presentation of Proposed action- 2nd public meeting. Review alternatives investigated and why proposed action selected. Can be separate meeting or part of regularly scheduled meeting(i.e. Selectmen)
- Town submits Engineering Study to NHDOT Planning for review and approval.
- NHDOT Planning issues approval letter of Engineering Study with comments as required and notice to proceed with preliminary design. (allow 3 to 4 weeks in project schedule for DOT review and approval of Engineering Study).

Preliminary Design

- Preliminary plans and details for selected alternative. Address NHDOT comments on Engineering Study
- Cost estimate (contingencies allowed).
- NHDOT Planning issues approval letter of Preliminary Design with comments as required and notice to proceed with final design (allow 3 to 4 weeks in project schedule for DOT review and approval of preliminary design)
- **National Environmental Policy Act (NEPA) process must be complete before NTP with final design letter will be issued.**

Final Design

- Final plans and details advancing design and addressing DOT comments on Preliminary Design
- **ROW negotiations and acquisitions can't begin until NEPA Approval obtained**
- Specifications and Bid Documents.
- Cost estimate (**NO** contingencies allowed).
- NHDOT Planning issues approval letter of final design with comments as required (allow 3 weeks in project schedule for DOT review and approval of final design).

PS & E/Bid Documents

- Final plans, bid documents, cost estimate ready to go out for bid.
- Sign-off required by DOT Environmental. (Most projects meet criteria for Programmatic Categorical Exclusion).
- ROW Certificate, Utility & Railroad Certificate, TCC determination
- NHDOT Planning issues approval letter of PS & E package and Authorization to Advertise project for bidding (allow 3 weeks in schedule for DOT review of submission and FHWA approval of PS & E Estimate to obligate construction funds, assuming that all comments from final design have been addressed).

Bidding Phase

- Town advertises for Bid. A minimum 3-week bid period is required.
- Town reviews bids and submits bid analysis and selected bidder to DOT Planning.
- NHDOT Planning issues Bid Approval letter to Town.
- Town submits signed Contract Agreement to DOT Planning and Community Assistance Section, with copy of Notice of Award.
- Date of construction contract award is the end of the reimbursements for Preliminary Engineering. **All engineering and administration performed by consultant after this date will be part of construction services, which is part of the construction phase of project.**

Special Considerations

- Please note that there are 2 parts to the LPA training that is required for the PIRC. Part 1 consists of a full day of training to become LPA certified. Part 2 consists of a ½ day training to become certified by the Office of Federal Labor Compliance (OFC). Both parts of the training are required for Person in Responsible charge for Town and consultant and resident engineer. This training is done in spring and fall of each year by OFC and should be taken when project is close to construction.
- Consultant and any sub-consultants over \$10,000 in cost needs an approved overhead rate from NHDOT
- **Project sponsor is not eligible for project reimbursement of federal funds until a letter is received from NHDOT with Notice to Proceed with Engineering Study.**
- This project is scheduled for construction in federal fiscal year 2023, which starts on October 1, 2022.

Project Schedule (to be provided by Town)

Construction Phase (to be discussed at later date)

Project Close Out (to be discussed at later date)