



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

December 8, 2020

Ken McDonald, Project Administrator
Town of New Castle
PO Box 367
New Castle, NH 03854

RE: NEW CASTLE, X-A004(889), #42517
Wentworth Road, NH 1B from Beach Hill Road to Neals Pit Lane
Transportation Alternative Program (TAP)
QBS APPROVAL

Dear Mr. McDonald:

The Department has reviewed your summary of the qualifications-based selection (QBS) process the Town of New Castle used for the above-referenced project. The submitted scoring sheet used to rank the firms showed a detailed review of the consultant's ability to design and implement this project.

CMA Engineers was selected by the Town of New Castle as the number one choice from the pool of consultants. The Department approves both the QBS process used to select a firm, as well as your recommendation to enter into scope and fee negotiations with CMA Engineers.

When negotiating the scope and fee, please make sure the consultant's scope includes all work through bid services. All work prior to a construction contract is part of the planning and engineering phase. The Department will need to approve the scope and fee that is developed before you can enter into an agreement with the consultant.

For the Department's review, we will need to see tasks, hours, labor rates, overhead, and profit broken out in a spreadsheet. Consultants are limited to \$60 an hour maximum for direct salaries. Also, if it is a cost-plus-fixed-fee contract, the profit is capped at 10% and if it is a lump sum contract, the profit is capped at 15%.

Sincerely,

Thomas E. Jameson, PE
Project Manager
Bureau of Planning and Community Assistance
Tel. (603) 271-3462

Cc: Thomas Maher, New Castle Select Board
Kim Rummo, NHDOT Planning & Community