



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Date: **May 16, 2020**

To: **Local Public Agencies (LPA) & Consultant Community (ACEC)**

From: **Bureau of Planning and Community Assistance**
New Hampshire Department of Transportation (NHDOT)

Re: **Notice #2020-03: LPA Project Management and Consultant Selection Options**

Dear Local Public Agencies (LPA's) and consultants interested in working on LPA projects. We are writing to inform you of new options currently under early development to assist in the administration of Federal and State funded LPA projects. During a recent January 2020 "brainstorming" session with approximately 30 LPA and consultant community representatives, the Department heard concerns relative to the time involved and complexity of managing LPA projects. To this end, we have looked at several ways to expedite the LPA process and are currently developing a "menu" of LPA Project Management and Consultant Selection options to assist communities and help provide choices best suited for each community.

The following 3 LPA project management options are currently under development:

- 1) Locally Managed
- 2) Prequalification by NHDOT
- 3) NHDOT Managed

Option #1 "Locally Managed" is the current LPA Federal or State process and would continue as an option. For this option the LPA would manage the Qualification Based Selection (QBS) process, hire the qualified consulting firm, pay the bills, and seek reimbursement from NHDOT (typically 80%).

Option #2 "Prequalification by NHDOT" is currently under development and would allow the LPA to select from yet to be developed NHDOT pre-qualified lists of firms capable and experienced in advancing LPA projects for both Preliminary Engineering and Construction Engineering. For this option, the LPA would review NHDOT's pre-qualified list, solicit proposals from at least 3 firms on one of the future lists, review and rank proposals, hire the consultants, pay the bills, and seek reimbursement from NHDOT. This option is similar to option #1, but would save time up front during QBS and help ensure communities are working with qualified firms. The pre-qualified list of firms would be updated annually.

Option #3 “NHDOT Managed” is also currently under development and would allow the LPA to agree in writing to let the NHDOT manage the project. For this option, the NHDOT would collect the municipalities share of project costs (typically 20% for most projects) upfront or possibly in advance of milestone phases, manage the QBS process, hire consultants, and directly pay the bills with Federal or State dollars and previously collected local dollars.

The three options noted above will be available for all phases of a project: Preliminary Engineering (PE), Right-of-Way, Other, and Construction. In addition, an LPA will be able to mix options. As an example, an LPA could pick Option #2 “Prequalification by NHDOT” for the PE phase and Option #3 “NHDOT Managed” for the construction phase.

Over the next few months you will see solicitations from NHDOT related to Options #2 and #3 noted above. It is likely that Option #3 solicitations for Preliminary Engineering (PE) and Construction Engineering (CE) services will be done prior to Option #2 solicitations.

We want to emphasize that this is a new process currently under development and will evolve over time. The Bureau will continue to provide additional updates over time and gladly take feedback from stakeholders involved in the LPA program. Please refer any questions or concerns to either C.R. Willeke or Bill Watson.

C.R. Willeke, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance
603-271-6472
Charles.Willeke@dot.nh.gov

Bill Watson, PE
Administrator
Bureau of Planning and Community Assistance
603-271-3344
Bill.Watson@dot.nh.gov