



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**Victoria F. Sheehan**  
**Commissioner**

**William Cass, P.E.**  
**Assistant Commissioner**

Date: **May 18, 2020**

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

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

Re: **Notice #2020-04: Preliminary Engineering (PE) End Date & Construction Engineering (CE) Begin Date (aka “the line in the sand”)**

To facilitate, clarify and simplify efficient record keeping for engineering costs on LPA projects, we are sending this letter to clarify the “Line in the Sand” date that defines the end of Preliminary Engineering (PE) and the beginning of Construction Engineering(CE) on Federal and State funded NHDOT LPA projects.

Previously, as part of LPA Federal Aid Certification training we taught that CE begins on the date the low bid construction contract is signed. This date has caused some difficulties for consulting firms billing the switchover correctly. This has also confused the review and approval of reimbursement requests received at NHDOT. It is also difficult to confirm on those projects where NHDOT does not receive copies of signed and executed contracts.

NHDOT has decided to move the “line in the sand” date to the actual date that NHDOT’s Notice to Proceed to Award the Low Bid letter is sent from the NHDOT to the LPA. At this point Community Assistance will have reviewed and approved the Contractor bid analysis and the CE scope and fee. The date of NHDOT’s Notice to Proceed to Award the Low Bid will be the new date that CE and Construction charges can occur and the same date that no more PE charges will be allowed.

It is important for the LPA to then ensure that the construction contract is awarded and the CE consultant allowed to begin. There is risk for the LPA if the Construction contract and/or CE contract is not awarded for several days or weeks after NHDOT’s notice to proceed, so NHDOT strongly encourages timely execution of both, with copies of all signed and executed contracts furnished to NHDOT after signing for confirmation.

We realize that it may be difficult to implement this new clarification on current projects that are in design and close to advertising for construction. With that in mind, we are implementing this change effective in Federal FY2021 (projects with advertising dates after October 1, 2020). We also will be flexible with consultant’s estimation of hours in the Bid Phase and the CE phase for projects advertising between now and then to attempt to alleviate issues in the short run where there may be questions on how to scope PE versus CE tasks and efforts.

We expect that this change will help consultants segregate bid efforts (PE) from early CE/Pre Construction Meeting efforts, and will help the NHDOT more efficiently and effectively track costs on LPA projects.

As part of this change, the following LPA Bid Phase training slide will be updated with the following:

**BP #5**

## Submit to NHDOT


### If NHDOT concurs with Bid Analysis and Request to Award:

NHDOT issues written notice to proceed to award construction contract

Construction Phase begins on **the date NHDOT issues the written notice above** the date the Sponsor executes the Construction Contract (PE is over!!)

Sponsor arranges for the Pre-Construction Meeting

Section #26



The following LPA Final Design training slide will also be updated with the following:

**FD #3**


## Select Engineer for CE Services

### When does CE start?

CE begins on **the date NHDOT issues our Notice to Proceed to Award the Low Bid letter** the day Construction Contract is signed

Bid Phase Services are part of PE  
PE charges cannot be incurred after **NHDOT Notice to Proceed to Award Low Bid letter is issued** Construction Contract is signed.

Sections #13, #14 & #27



Please refer any questions or concerns to either C.R. Willeke or Bill Watson.

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