



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

William Cass, P.E.  
Assistant Commissioner

Bureau of Highway Design  
July 20, 2020

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

The Department of Transportation requests placing this item on the Consent Calendar.

Authorize the Department of Transportation to amend Contract #4009473, with Alta Planning + Design, Inc., Cambridge, MA, Vendor #286265, for the development of a Statewide Pedestrian and Bicycle Transportation Plan, by extending the completion date from August 31, 2020 to August 31, 2021, effective upon Governor and Council approval. The original Agreement was approved by Governor and Council on October 17, 2018, Item #12. Time extension only, no new funding.

**EXPLANATION**

On October 17, 2018, the Governor and Council authorized the subject engineering and planning services Agreement (Item #12; copy of Resolution attached) in the amount of \$284,230.00 to develop a Statewide Pedestrian and Bicycle Transportation Plan and Limited Economic Impact Study to assess pedestrian and bicycle transportation infrastructure, practices, policies and needs and to identify opportunities for improvement. The Plan will develop guidance and provide direction to expand safety and access for pedestrian and bicycle use of the State's transportation network. The Plan will identify significant pedestrian and bicycle networks and barriers throughout the State, evaluate opportunities for improved non-motorized connectivity to meaningful destinations, including transit connections. The Consultant will review the current NH Statewide Bicycle and Pedestrian plan and related policies, NHDOT long range and performance based planning documents, a sampling of regional and local bicycle and pedestrian plans and master plans, and public input data on transportation priorities; inventory existing conditions around the State for pedestrian and bicycle transportation safety and accommodation; develop a vision, goals, objectives, and performance measures for advancing walking and bicycling for transportation in New Hampshire; conduct a public involvement process that includes efforts such as listening sessions around the state, a project website, social media outreach, collaboration with regional planning commissions and metropolitan planning organizations, surveys, focus groups, and public presentations of draft and final documents; consult with a project steering committee, including NHDOT staff and NHDOT Complete Streets Advisory Committee (CSAC) members; develop a plan for implementing the vision, goals, objectives and performance measures identified; conduct an Economic & Community Impact Study for pedestrian and bicycle transportation in New Hampshire; and develop a short video summarizing the Economic Impact Study findings.

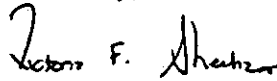
On January 8, 2020, the Governor and Council authorized a time extension amendment to the Agreement to extend the original completion date of February 28, 2020 to August 31, 2020 (Item #5A; copy of Resolution attached) to allow the consultant sufficient time to complete the summary of public engagement, an economic impact analysis, a Walking and Bicycling in New Hampshire promotional video, and the Final Pedestrian and Bicycle Transportation Report and Plan.

This amendment to the Agreement is to extend the contract's previously-amended completion date to allow the consultant and the Department sufficient time for the following key tasks to be completed in a thorough manner: 1) Perform additional Statewide data analysis and evaluation of highway characteristics as they relate to the accommodation of pedestrians and bicyclists on State highways. Progress on this effort thus far has revealed the need for a more thorough investigation; 2) Review the results of this data analysis through expanded collaboration with the regional planning commissions, to either confirm or modify the results; 3) Produce the draft Pedestrian and Bicycle Transportation Plan, providing sufficient time for review and comment by the Department, regional planning commissions, and other pedestrian and bicycle stakeholders; 4) Evaluate and incorporate stakeholder comments in the production of the final Plan; 5) Convene a public forum for the dissemination of the final Plan. Of the original \$284,230.00 amount for this contract, there is a balance of approximately \$45,000 remaining (100% Federal funds).

This amended Agreement has been approved by the Attorney General as to form and execution. Copies of the fully-executed amended Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

It is respectfully requested that authority be given to amend this Agreement for consulting services as outlined above.

Sincerely,



Victoria F. Sheehan  
Commissioner

Attachments



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

William Cass, P.E.  
Assistant Commissioner

Development of a Statewide  
Pedestrian and Bicycle  
Transportation Plan and  
Economic Impact Study  
41694

Bureau of Highway Design  
Room 200  
Tel. (603) 271-2171  
Fax: (603) 271-7025

(Agreement Dated August 12, 2018,  
Contract No. 4009473)

July 20, 2020

Ms. Jennifer Baldwin  
Principal  
Alta Planning + Design, Inc.  
800 South Broadway, Unit 2F  
Baltimore, MD 21231

Dear Ms. Baldwin:

This letter amends Article I, Section F (Date of Completion) in the above-referenced Agreement. The original and amended dates are as follows:

Original Completion Date	February 28, 2020
Amended to	August 31, 2020
By this letter, amended to	August 31, 2021

This no-additional-cost change order for the extension is as requested by your letter dated June 12, 2020.

This amendment becomes effective upon approval by the Governor and Council.

Sincerely,

James A. Marshall, P.E.  
Administrator

*Peter Stamnas*

Approved: Peter E. Stamnas, P.E.  
Director of Project Development

We concur in the above Amendment.

ALTA PLANNING + DESIGN, INC.

By: *Matt Hayes*

Title: Matt Hayes, Vice President, as duly authorized

JAM/wjh

s:\highway-design\towns\statwide\41694 sw ped-bike\letters\time extension #2\alta 07-20-20 tcl#2.docx

**AGREEMENT AMENDMENT**

**DEVELOPMENT OF A STATEWIDE PEDESTRIAN AND BICYCLE  
TRANSPORTATION PLAN AND ECONOMIC IMPACT STUDY**

**ALTA PLANNING + DESIGN, INC.**

IN WITNESS WHEREOF the parties hereto have executed this amended AGREEMENT on the day and year first above written.

**Consultant**

WITNESS TO THE CONSULTANT

By: Brian Edmund Dresbeck

Brian Dresbeck, Corporate Compliance Specialist

Dated: July 27, 2020

CONSULTANT

By: Matt Hayes

Matt Hayes, Vice President, as duly authorized (Title)

Dated: July 27, 2020

**Department of Transportation**

WITNESS TO THE STATE OF NEW HAMPSHIRE

By: [Signature]

Dated: 7/30/20

THE STATE OF NEW HAMPSHIRE

By: Peter Stamnas  
Director of Project Development  
for DOT COMMISSIONER

Dated: 7/30/20

**Attorney General**

This is to certify that the above-amended AGREEMENT has been reviewed by this office and is approved as to form and execution.

Dated: Aug 3, 2020

By: [Signature]  
Assistant Attorney General

**Secretary of State**

This is to certify that the GOVERNOR AND COUNCIL on \_\_\_\_\_ approved this amended AGREEMENT.

Dated: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Secretary of State

(Corporation, Non-Profit Corporation)

**Corporate Resolution**

I, Natalie Lozano, hereby certify that I am duly elected Clerk/Secretary/Officer of  
(Name)  
Alta Planning + Design, Inc.. I hereby certify the following is a true copy of a vote taken at  
(Name of Corporation)

a meeting of the Board of Directors/shareholders, duly called and held on April 1, 2019,  
at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That Matt Hayes, Vice President (may list more than one person) is  
(Name and Title)

duly authorized to enter into contracts or agreements on behalf of

Alta Planning + Design, Inc. with the State of New Hampshire and any of  
(Name of Corporation)

its agencies or departments and further is authorized to execute any documents  
which may in his/her judgment be desirable or necessary to effect the purpose of  
this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force  
and effect as of the date of the contract to which this certificate is attached. This authority  
remains valid for thirty (30) days from the date of this Corporate Resolution. I further certify  
that it is understood that the State of New Hampshire will rely on this certificate as evidence that  
the person(s) listed above currently occupy the position(s) indicated and that they have full  
authority to bind the corporation. To the extent that there are any limits on the authority of any  
listed individual to bind the corporation in contracts with the State of New Hampshire, all such  
limitations are expressly stated herein.

DATED: July 27, 2020

ATTEST: Natalie Lozano  
(Name & Title)

Natalie Lozano, Corporate Secretary as duly authorized

# State of New Hampshire

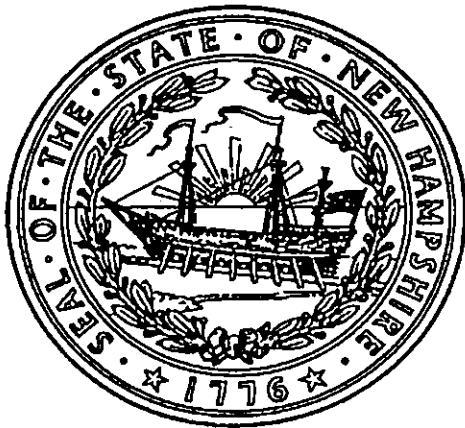
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ALTA PLANNING + DESIGN, INC. is a California Profit Corporation registered to transact business in New Hampshire on November 29, 2011. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 662355

Certificate Number: 0004930077



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 12th day of June A.D. 2020.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/28/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Parker, Smith & Feek, Inc. 2233 112th Avenue NE Bellevue, WA 98004	CONTACT NAME:	
	PHONE (A/C, No, Ext): 425-709-3600	FAX (A/C, No): 425-709-7460
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Alta Planning + Design, Inc. 711 SE Grand Ave Portland, OR 97214	INSURER A:	Hartford Casualty Ins. Co.
	INSURER B:	Trumbull Insurance Company
	INSURER C:	Twin City Fire Ins. Co.
	INSURER D:	Continental Casualty Company
	INSURER E:	
	INSURER F:	

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	52UUNHB2172	09/01/2019	09/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJ <input checked="" type="checkbox"/> LOC					\$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS		52UUNHB2172	09/01/2019	09/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					\$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		52XHUHB1180	09/01/2019	09/01/2020	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	52WEAA6IPB	09/01/2019	09/01/2020	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability		MCH114135257	11/01/2019	09/01/2020	\$5,000,000 Each Claim/Aggregate; 10/17/2001 Knowledge Date

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Job No. 00-2018-201 - NHDOT Statewide Bike Pedestrian Plan. State of New Hampshire is an additional insured on the general liability policy per the attached endorsements/forms. Professional and Pollution deductible is \$75,000 per claim.

CANCELS AND REPLACES PREVIOUSLY ISSUED CERTIFICATE.

## CERTIFICATE HOLDER

State of New Hampshire  
Attn: Michelle Drouin  
7 Hazen Drive  
Concord, NH 03301

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
*Diana Dever*

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Victoria F. Sheehan  
Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION

G+C #102  
Date 10-17-18



William Cass, P.E.  
Assistant Commissioner

Bureau of Rail & Transit  
June 25, 2018

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Transportation to enter into an Agreement with the firm of Alta Planning + Design, Inc., Cambridge, MA, Vendor #286265, for an amount not to exceed \$284,230.00, for the development of a Statewide Pedestrian and Bicycle Transportation Plan, effective upon Governor and Council approval, through February 28, 2020. 100% Federal Funds.

Funds to support this request are available in the following account in State FY 2019, and are contingent upon the availability and continued appropriation of funds in FY 2020, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified:

	<u>FY 2019</u>	<u>FY 2020</u>
04-96-96-962515-2944		
SPR Planning		
046-500464 Consultants-Gen Consultants Non-Benefit	\$165,000.00	\$119,230.00

**EXPLANATION**

The Department requires professional engineering and planning consulting services to develop a Statewide Pedestrian and Bicycle Transportation Plan and Limited Economic Impact Study to assess pedestrian and bicycle transportation infrastructure, practices, policies and needs and to identify opportunities for improvement. The Plan will develop guidance and provide direction to expand safety and access for pedestrian and bicycle use of the State's transportation network. The Plan will identify significant pedestrian and bicycle networks and barriers throughout the State, evaluate opportunities for improved non-motorized connectivity to meaningful destinations, including transit connections. The Consultant will review the current NH Statewide Bicycle and Pedestrian plan and related policies, NHDOT long range and performance based planning documents, a sampling of regional and local bicycle and pedestrian plans and master plans, and public input data on transportation priorities; inventory existing conditions around the State for pedestrian and bicycle transportation safety and accommodation; develop a vision, goals, objectives, and performance measures for advancing walking and bicycling for transportation in New Hampshire; conduct a public involvement process that includes efforts such as listening sessions around the state, a project website, social media outreach, collaboration with regional planning commissions and metropolitan planning organizations, surveys, focus groups, and public presentations of draft and final documents; consult with a project steering committee, including NHDOT staff and NHDOT Complete Streets Advisory Committee (CSAC) members; develop a plan for implementing the vision, goals, objectives and performance measures identified; conduct an Economic & Community Impact Study for pedestrian and bicycle transportation in New Hampshire; and develop a short video summarizing the Economic Impact Study findings.

The consultant selection process employed by the Department for this qualifications-based contract is in accordance with RSAs 21-1:22, 21-1:22-c, 21-1:22-d, 228:4 and 228:5-a, and all applicable Federal laws and the Department's "Policies and Procedures for Consultant Contract Procurement, Management, and Administration" dated August 25, 2017. The Department's Consultant Selection Committee is a standing committee that meets regularly to administer the process and make determinations. The Committee is comprised of the Assistant Director of Project Development (Chair), the Chief Project Manager, the Administrators of the Bureaus of Highway Design, Bridge Design, Environment, and Materials and Research, and the Municipal Highways Engineer.



The consultant selection process for this qualifications-based contract was initiated by a solicitation for consultant services for the Development of a Statewide Pedestrian and Bicycle Transportation Plan and Economic Impact Study. The assignment was listed as a "Project Soliciting for Interest" on the Department's website on March 10, 2017 asking for letters of interest from qualified firms. From the list of firms that submitted letters of interest, the Committee prepared a long and then short list of Consultants on April 27, 2017 for consideration and approval by the Assistant Commissioner. Upon receipt of that approval, three shortlisted firms were notified on August 28, 2017 through a technical "Request for Proposal" (RFP). Committee members individually rated the firms on October 5, 2017 using a written ballot to score each firm on the basis of comprehension of the assignment, clarity of the proposal, capacity to perform in a timely manner, quality and experience of the project manager and the team, previous performance, and overall suitability for the assignment. (A compilation of the completed individual rating ballots and the ranking summary form is attached.) The individual rankings were then totaled to provide an overall ranking of the three firms, and the Committee's ranking was submitted to the Assistant Commissioner for consideration and approval. Upon receipt of that approval, the short listed firms were notified of the results and the highest-ranking firm was asked to submit a fee proposal for negotiations.

The long list of six consultant firms that were considered for this assignment, with the three short-listed firms shown in bold, is as follows:

Consultant Firm

Alta Planning + Design, Inc.  
Fitzgerald & Halliday, Inc.  
Howard Stein & Hudson  
TEC  
Toole Design Group  
Weston & Sampson, Inc.

Office Location

Cambridge, MA  
Hartford, CT  
Boston, MA  
Hampton, NH  
Boston, MA  
Manchester, NH

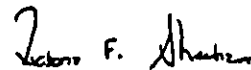
The firm of Alta Planning + Design, Inc. was recommended for this contract. This firm has an excellent reputation and has demonstrated their capability to perform the required services. Background information on this firm is attached.

Alta Planning + Design, Inc. has agreed to furnish the required services for an amount not to exceed \$284,230.00. This is a reasonable fee and is commensurate with the complexity of the project and the scope of the engineering and planning services to be furnished.

This Agreement (Development of a Statewide Pedestrian and Bicycle Transportation Plan and Economic Impact Study 41694) has been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available. Copies of the fully-executed Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

It is respectfully requested that authority be given to enter into an Agreement for consulting services as outlined above.

Sincerely,



Victoria F. Sheehan  
Commissioner

Attachments

Attachment 9

IN WITNESS WHEREOF the parties hereto have executed this AGREEMENT on the day and year first above written.

Consultant

WITNESS TO THE CONSULTANT

By: [Signature]  
Logan Stewart

Dated: 8/12/18

CONSULTANT

By: [Signature]  
Vice President, as duly authorized  
(TITLE)

Dated: 8/12/18

Department of Transportation

WITNESS TO THE STATE OF NEW HAMPSHIRE

By: [Signature]

Dated: 9/17/18

THE STATE OF NEW HAMPSHIRE

By: [Signature]  
DOT COMMISSIONER

Dated: 9/17/18

Attorney General

This is to certify that the above AGREEMENT has been reviewed by this office and is approved as to form and execution.

Dated: 9/21/18

By: [Signature]  
Assistant Attorney General

Secretary of State

This is to certify that the GOVERNOR AND COUNCIL on OCT 17 2018 approved this AGREEMENT.

Dated: OCT 17 2018

Attest: [Signature]  
By: [Signature]

DEPUTY SECRETARY OF STATE

I, **Natalie Lozano**, am the duly elected Corporate Secretary of Alta Planning + Design, Inc., and acting in my representative capacity hereby certify the Joint Shareholder and Board Resolution as set forth below, was adopted by unanimous written consent of the Shareholders and Directors acting jointly on December 31st, 2017 and has not been revoked or amended and remains in full force and effect as of the date following my signature below.

**Dated** January 1, 2018

By:   
Natalie Lozano, Corporate Secretary

#### **RESOLUTION SIX**

##### **Election Of Carolyn Sullivan As Vice-President, And Authorities And Chief Financial and Administrative Officer And Member Of The Board**

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that Carolyn Sullivan is hereby elected and appointed to serve as a **Vice-President and Chief Financial and Administrative Officer** of the Company to serve until resignation or a successor is duly elected or appointed and is empowered with only such authority as to bind the Company for transactions for professional services provided by the Company to clients of the Company and **FURTHER**, elected and appointed as a member of the Board of Directors and to so serve until her successors have been elected and qualified, or until her earlier resignation, removal, or death.

#### **ACCEPTANCE OF APPOINTMENT AS**


##### **Vice-President, And Authorities And Chief Financial and Administrative Officer And Member Of The Board**

I, **Carolyn Sullivan**, hereby accept my appointment as **Vice-President, And Authorities And Chief Financial and Administrative Officer And Member Of The Board For Alta Planning + Design, Inc.** to serve until my successor has been duly elected or appointed, and I am empowered with only such authority as to bind the Company for transactions for professional services provided by the Company to clients of the Company and **FURTHER**, elected and appointed as a member of the Board of Directors and to so serve until my successor has been elected and qualified or appointed, or until my earlier resignation, removal, or death.

**Dated** January 1, 2018

By:   
Carolyn Sullivan

This resolution grants Carolyn Sullivan the authority to sign on behalf of Alta Planning + Design, Inc. for the New Hampshire Statewide Pedestrian and Bicycle Transportation Plan and Economic Study.

  
\_\_\_\_\_  
Carolyn Sullivan, Vice President, as  
duly authorized  
Date: 8/12/18

  
\_\_\_\_\_  
Natalie Lozano, Corporate Secretary, as  
duly authorized  
Date: 8/12/18

# State of New Hampshire

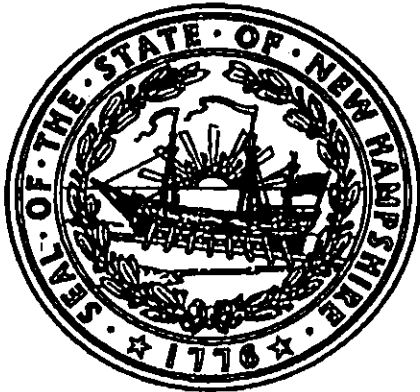
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ALTA PLANNING + DESIGN, INC. is a California Profit Corporation registered to transact business in New Hampshire on November 29, 2011. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 662355

Certificate Number: 0004113263



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 26th day of June A.D. 2018.

A handwritten signature in black ink, appearing to read "Wm Gardner".

William M. Gardner  
Secretary of State



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/31/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

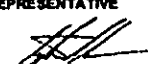
<b>PRODUCER</b> Parker, Smith & Feek, Inc. 2233 112th Avenue NE Bellevue, WA 98004	<b>CONTACT NAME:</b> PHONE (A/C No, Ext): 425-709-3600      FAX (A/C No): 425-709-7460 E-MAIL: ADDRESS:														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Hartford Fire Insurance Co.</td> <td></td> </tr> <tr> <td>INSURER B: Hartford Casualty Ins. Co.</td> <td></td> </tr> <tr> <td>INSURER C: Continental Casualty Company</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hartford Fire Insurance Co.		INSURER B: Hartford Casualty Ins. Co.		INSURER C: Continental Casualty Company		INSURER D:		INSURER E:		INSURER F:
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B: Hartford Casualty Ins. Co.															
INSURER C: Continental Casualty Company															
INSURER D:															
INSURER E:															
INSURER F:															
<b>INSURED</b> Alta Planning + Design, Inc 711 SE Grand Ave Portland, OR 97214															

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$0 Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	52UUNHB2172	9/1/2018	9/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Eg. Occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> \$1,000 Comp		52UUNHB2172	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Eg. accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		52XHUB1180	9/1/2018	9/1/2019	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	52WEAA6IPB ** Stop Gap Liability WA OH	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability		MCH114135257	9/1/2018	9/1/2019	\$5,000,000 per claim \$5,000,000 per aggregate \$75,000 per claim deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Job No. 00-2018-201 - NHDOT Statewide Bike Pedestrian Plan. State of New Hampshire is an additional insured on the general liability policy per the attached endorsements/forms.

<b>CERTIFICATE HOLDER</b>  State of New Hampshire Attn: Michelle Drouin 7 Hazen Drive Concord, NH 03301	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

G+C #5A  
Date 1/8/2020

William Cass, P.E.  
Assistant Commissioner

Bureau of Highway Design  
November 22, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

The Department of Transportation requests placing this item on the Consent Calendar.

Authorize the Department of Transportation to amend Contract #4009473, with Alta Planning + Design, Inc., Cambridge, MA, Vendor #286265, for the development of a Statewide Pedestrian and Bicycle Transportation Plan, by extending the completion date from February 28, 2020 to August 31, 2020, effective upon Governor and Council approval. The original Agreement was approved by Governor and Council on October 17, 2018, Item #12. Time extension only, no new funding.

**EXPLANATION**

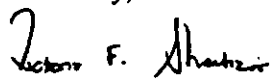
On October 17, 2018, the Governor and Council authorized the subject engineering and planning services Agreement (Item #12; copy of Resolution attached) in the amount of \$284,230.00 to develop a Statewide Pedestrian and Bicycle Transportation Plan and Limited Economic Impact Study to assess pedestrian and bicycle transportation infrastructure, practices, policies and needs and to identify opportunities for improvement. The Plan will develop guidance and provide direction to expand safety and access for pedestrian and bicycle use of the State's transportation network. The Plan will identify significant pedestrian and bicycle networks and barriers throughout the State, evaluate opportunities for improved non-motorized connectivity to meaningful destinations, including transit connections. The Consultant will review the current NH Statewide Bicycle and Pedestrian plan and related policies, NHDOT long range and performance based planning documents, a sampling of regional and local bicycle and pedestrian plans and master plans, and public input data on transportation priorities; inventory existing conditions around the State for pedestrian and bicycle transportation safety and accommodation; develop a vision, goals, objectives, and performance measures for advancing walking and bicycling for transportation in New Hampshire; conduct a public involvement process that includes efforts such as listening sessions around the state, a project website, social media outreach, collaboration with regional planning commissions and metropolitan planning organizations, surveys, focus groups, and public presentations of draft and final documents; consult with a project steering committee, including NHDOT staff and NHDOT Complete Streets Advisory Committee (CSAC) members; develop a plan for implementing the vision, goals, objectives and performance measures identified; conduct an Economic & Community Impact Study for pedestrian and bicycle transportation in New Hampshire; and develop a short video summarizing the Economic Impact Study findings.

This amendment to the Agreement is to extend the contract's original completion date to allow the consultant sufficient time to complete the summary of public engagement, an economic impact analysis, a Walking and Bicycling in New Hampshire promotional video, and the Final Pedestrian and Bicycle Transportation Report and Plan. Of the original \$284,230.00 amount for this contract, there is a balance of approximately \$105,000 remaining (100% Federal funds).

This amended Agreement has been approved by the Attorney General as to form and execution. Copies of the fully-executed amended Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

It is respectfully requested that authority be given to amend this Agreement for consulting services as outlined above.

Sincerely,



Victoria F. Sheehan  
Commissioner

Attachments



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

William Cass, P.E.  
Assistant Commissioner

Development of a Statewide  
Pedestrian and Bicycle  
Transportation Plan and  
Economic Impact Study  
41694

Bureau of Highway Design  
Room 200  
Tel. (603) 271-2171  
Fax: (603) 271-7025

(Agreement Dated August 12, 2018,  
Contract No. 4009473)

November 21, 2019

Mr. Phil Goff, LEED AP  
Alta Planning + Design, Inc.  
722 Cambridge Street  
Cambridge, MA 02141

Dear Mr. Goff:

This letter amends Article I, Section F (Date of Completion) in the above-referenced Agreement. The original and amended dates are as follows:

Original Completion Date	February 28, 2020
By this letter, amended to	August 31, 2020

This no-additional-cost change order for the extension is as requested by your letter dated November 6, 2019.

This amendment becomes effective upon approval by the Governor and Council.

Sincerely,

James A. Marshall, P.E.  
Administrator

Approved: Peter E. Starnas, P.E.  
Director of Project Development

We concur in the above Amendment.

ALTA PLANNING + DESIGN, INC.

By:

Title: Vice President, as duly authorized

JAM/wjh

s:\highway-design\towns\statewide\41694 sw ped-bike\letters\alta 11-21-19 tel.docx



**AGREEMENT AMENDMENT**

**DEVELOPMENT OF A STATEWIDE PEDESTRIAN AND BICYCLE  
TRANSPORTATION PLAN AND ECONOMIC IMPACT STUDY**

**ALTA PLANNING + DESIGN, INC.**

IN WITNESS WHEREOF the parties hereto have executed this amended AGREEMENT on the day and year first above written.

**Consultant**

WITNESS TO THE CONSULTANT

By:   
Logan Stewart, Contracts Assistant  
Dated: Nov. 26, 2019

CONSULTANT

By:   
Vice President, as duly authorized (Title)  
Dated: Nov. 26, 2019

**Department of Transportation**

WITNESS TO THE STATE OF NEW HAMPSHIRE

By:   
Phyllis Gourelat  
Dated: December 9, 2019

THE STATE OF NEW HAMPSHIRE

By:   
DIRECTOR OF PROJECT DEVELOPMENT  
RHDOT COMMISSIONER  
Dated: December 9, 2019

**Attorney General**

This is to certify that the above-amended AGREEMENT has been reviewed by this office and is approved as to form and execution.

Dated: 12/20/2019

By:   
Assistant Attorney General

**Secretary of State**

**JAN 08 2020**

This is to certify that the GOVERNOR AND COUNCIL on \_\_\_\_\_ approved this amended AGREEMENT.

Dated: JAN 08 2020

Attest:   
By: \_\_\_\_\_

**DEPUTY SECRETARY OF STATE**

I, **Natalie Lozano**, am the duly elected Corporate Secretary of Alta Planning + Design, Inc., and acting in my representative capacity hereby certify the Joint Shareholder and Board Resolution as set forth below, was adopted by unanimous written consent of the Shareholders and Directors acting jointly on December 31st, 2017 and has not been revoked or amended and remains in full force and effect as of the date following my signature below.

**Dated** January 1, 2018

**By:**   
Natalie Lozano, Corporate Secretary

**RESOLUTION SIX**

**Election Of Carolyn Sullivan As Vice-President, And Authorities  
And Chief Financial and Administrative Officer And Member Of The Board**

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that Carolyn Sullivan is hereby elected and appointed to serve as a **Vice-President and Chief Financial and Administrative Officer** of the Company to serve until resignation or a successor is duly elected or appointed and is empowered with only such authority as to bind the Company for transactions for professional services provided by the Company to clients of the Company and **FURTHER**, elected and appointed as a member of the Board of Directors and to so serve until her successors have been elected and qualified, or until her earlier resignation, removal, or death.

**ACCEPTANCE OF APPOINTMENT AS**

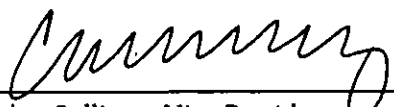
**Vice-President, And Authorities  
And Chief Financial and Administrative Officer And Member Of The Board**

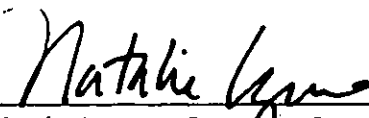
I, **Carolyn Sullivan**, hereby accept my appointment as **Vice-President, And Authorities And Chief Financial and Administrative Officer And Member Of The Board For Alta Planning + Design, Inc.** to serve until my successor has been duly elected or appointed, and I am empowered with only such authority as to bind the Company for transactions for professional services provided by the Company to clients of the Company and **FURTHER**, elected and appointed as a member of the Board of Directors and to so serve until my successor has been elected and qualified or appointed, or until my earlier resignation, removal, or death.

**Dated** January 1, 2018

**By:**   
Carolyn Sullivan

This resolution grants Carolyn Sullivan the authority to sign on behalf of Alta Planning + Design, Inc. for the New Hampshire Statewide Pedestrian and Bicycle Transportation Plan and Economic Study.

  
\_\_\_\_\_  
Carolyn Sullivan, Vice President, as  
duly authorized  
Date: **Nov. 26, 2019**

  
\_\_\_\_\_  
Natalie Lozano, Corporate Secretary, as  
duly authorized  
Date: **Nov. 26, 2019**

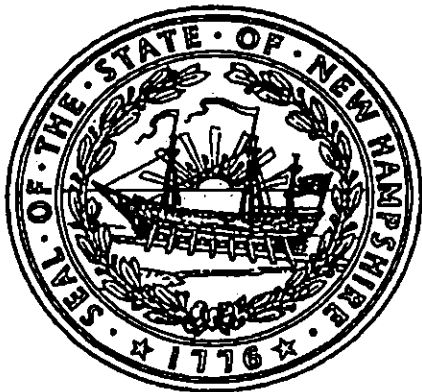
**State of New Hampshire**  
**Department of State**

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ALTA PLANNING + DESIGN, INC. is a California Profit Corporation registered to transact business in New Hampshire on November 29, 2011. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 662355

Certificate Number: 0004623826



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 3rd day of December A.D. 2019.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Parker, Smith & Feek, Inc. 2233 112th Avenue NE Bellevue, WA 98004	CONTACT NAME:	
	PHONE (AAC, No, Ext): 425-709-3600	FAX (AAC, No): 425-709-7460
INSURED Alta Planning + Design, Inc 711 SE Grand Ave Portland, OR 97214	ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Hartford Casualty Ins. Co.	
	INSURER B: Trumbull Insurance Company	
	INSURER C: Twin City Fire Ins. Co.	
	INSURER D: Continental Casualty Company	
INSURER E:		
INSURER F:		

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER. <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC	X		52UUNHB2172	09/01/2019	09/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			52UUNHB2172	09/01/2019	09/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			52XHUHB1180	09/01/2019	09/01/2020	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	52WEAA6IPB	09/01/2019	09/01/2020	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability			MCH114135257	11/01/2019	09/01/2020	\$5,000,000 Each Claim/Aggregate; \$75,000 per claim deductible 10/17/2001 Knowledge Date

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Job No. 00-2018-201 - NHDOT Statewide Bike Pedestrian Plan. State of New Hampshire is an additional insured on the general liability policy per the attached endorsements/forms.

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	AUTHORIZED REPRESENTATIVE 

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