



*Victoria F. Sheehan*  
Commissioner

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



*William Cass, P.E.*  
Assistant Commissioner

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

Bureau of Planning & Community Assistance  
September 21, 2022

26

**REQUESTED ACTION**

Authorize, the Department of Transportation to enter into a **sole source** Agreement with the University of New Hampshire, Earth System Research Center, Durham, New Hampshire (Vendor #315187) for a total fee not to exceed \$100,000.00. This Agreement is to provide Geographical Information System (GIS) management, hosting, research, and data quality controls services effective upon Governor and Council approval, through June 30, 2024. 100% Federal Funds.

Funding is available as follows in State FY 2023 and is contingent upon the availability and continued appropriations of funds for Fiscal Year 2024, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified:

	<u>FY 2023</u>	<u>FY 2024</u>
04-96-96-962015-2944 SPR Planning funds		
072-500575 Grants to Non-Profits-Federal	\$50,000.00	\$50,000.00

Actual funding sources will be determined by each particular task order that will incur expenses as a result of this request.

**EXPLANATION**

The Department requests this sole source agreement with the New Hampshire Geographically Referenced Analysis and Information Transfer (GRANIT) Program, which is part of the Earth System Research Center because GRANIT is the New Hampshire's Statewide Geographic Information System (GIS) Clearinghouse. GRANIT staff has expert knowledge in GIS development, hosting and management for applications and data services. Because GRANIT staff has specific experience in this area from their collaborative work with the NH Department of Transportation on numerous cooperative GIS projects and initiatives, we request this sole source approval.

This contract will provide the ability for the Department to implement web-based GIS applications to effectively display, analyze and report asset inventories and condition for data driven planning decisions and performance management using interactive web-based map viewers and dashboards for the Department's asset management efforts.

Many of the GIS map viewers and dashboard applications will support local and regional asset inventories that the Department manages, specifically bridges and municipal transportation asset inventories collected by the Regional Planning Commissions or Municipalities through the Department's Statewide Asset Data Exchange Service (SADES).

This contract is an on-call agreement with initial task orders to continue the development, support, and hosting of the pilot NH Roads and Projects map viewer and development of a GIS portal for SADES transportation asset inventories and development of additional priority map viewers and dashboards as identified by the Department's Inventory Workgroup. The anticipated funding source of Statewide Planning and Research (SPR) Part-1 has been identified based on the scope of the individual task orders that are likely to be issued.

The funding source of Statewide Planning and Research (SPR) Part-1 is 80% Federal Funds with 20% state match. Turnpike toll credit is being utilized for match requirement, effectively using 100% Federal Funds. The Capital Budget Overview Committee approved the use of Turnpike Toll Credits on November 30, 2020.

This Agreement 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. Subsequent to Governor and Council approval, the Agreement will be on file at the Department of Transportation.

Expenses incurred will be charged against the designated project account number and reimbursement for costs shall be borne by the above-listed funds in the total amount of \$100,000.00 in accordance with Federal Aid Program requirements.

Your approval of this submission is respectfully requested.

Respectfully,



Victoria F. Sheehan  
Commissioner

VFS/GLD/dmp  
Attachments



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



*Victoria F. Sheehan*  
**Commissioner**

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

The Honorable John Cloutier, Chairman  
Capital Budget Overview Committee  
State House  
Concord, New Hampshire 03301

Bureau of Planning and Community Assistance  
October 30, 2020

**REQUESTED ACTION**

Pursuant to the provisions RSA 228:12-a, Use of Toll Credits, the Department requests the Capital Budget Overview Committee approve the Department of Transportation's use of Toll Credits to meet funding match requirements for the proposed Statewide Planning and Research (SPR) Transportation Planning Work Program for 2022-2023. The estimated cost of all work efforts over the 2 year period is \$10,334,000.00. Based on the estimated cost, the maximum amount of Turnpike Toll Credit needed is \$2,066,800.00.

**EXPLANATION**

The Department's SPR Transportation Planning Work Program includes in-house planning activities such as the development of the State's Ten Year Transportation Plan, and the federally required four year Statewide Transportation Improvement Program (STIP). The Department also maintains Geographic Information Systems (GIS) mapping data sets to support federally required roadway and bridge inventory reporting, public road mileage, as well as, asset inventories that support the Department's Asset Management Efforts. In addition, funding in the SPR Planning Work Program is set aside for contracts with the nine Regional Planning Commissions (RPCs) in New Hampshire. The RPCs provide transportation planning services for their communities in support of the Ten Year Plan, the STIP, and other federally required efforts. Four of the nine Regional Planning Commissions, also known as Metropolitan Planning Organizations (MPOs), have additional federal requirements and dedicated funding just for these efforts. These contracts with the RPCs help the Department meet federal requirements and provide a valuable connection from the Department to the 234 communities within the State to develop transportation priorities and plans in support of the Ten Year Plan.

The current balance of Toll Credits is approximately \$197.6 million.

Funding is from the annual State Planning and Research (SPR) program, a mandated federal program set-aside. Your approval of the above action is respectfully requested.

Sincerely,

A handwritten signature in black ink that reads "Victoria F. Sheehan".

Victoria F. Sheehan  
Commissioner

Attachments

# 2022-2023 NHDOT SPR Planning Program

## Executive Summary

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### Introduction

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The purpose of this SPR Work Program summary is to propose transportation planning activities to be completed by or through NHDOT during State FYs 2022 and 2023. It is developed to meet federal requirements and all agreements between NHDOT and FHWA. The work program is intended to facilitate review procedures, funding applications, grant decisions and allocations, technical and financial monitoring and periodic evaluation of substantive and procedural aspects for intermodal transportation planning. This SPR Work Program and the Regional Planning Commission (RPC) Work Programs included by reference will meet federal requirements and emphasis areas.

The Program is broken down into 5 work categories:

#### **1. Administration and Training**

- a. Proper oversight of RPC contracts
- b. Management of Performance Measures for the Department and collaboration with Regional Planning Commissions as they manage and implement their own Work Programs
- c. Oversight of nine (9) 2022-2023 UPWPs and SPR Work Programs
- d. Training to meet federal requirements

#### **2. Policy and Planning**

- a. Development of the 2023-2032 Ten Year Plan for State approval, including all public involvement, GACIT meetings and supporting efforts
- b. Management of the 2021-2024 Statewide Transportation Improvement Program (STIP) and development of the 2023-2026 STIP for Federal approval
- c. Continued maintenance and development of Project Management software system (ProMIS) to meet federal needs for accurate project information
- d. Update to the State's Long Range Transportation Plan (last updated in 2010)
- e. Eligible Bike/Pedestrian planning activities
- f. Update of the State's Rail Plan

#### **3. Public Involvement and Coordination**

- a. Attendance at Regional Planning Commission technical and policy committee meetings
- b. Ongoing support and maintenance of the Department's Public Involvement Plan and public outreach efforts for planning purposes

#### **4. Plan Support**

- a. Traffic data counts and analysis

- b. Asset inventory data collection and analysis – Statewide Road Surface Management System, Pavement management, Bridge management, SADES development and support, and other identified systems
  - c. Support for Asset Management through software and business process improvements
  - d. GIS (Geographical Information System) mapping maintenance support efforts to meet federal requirements and Department needs
- 5. Technical Assistance and Support**
- a. Freight and other statewide planning efforts not already mentioned as needed
  - b. Administration, oversight and payment of nine Regional Planning Commission Contracts

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**Budget Information**

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The budget is based upon the NHDOT submitted 2022-2023 state budget, which has a separate account (#2944) for SPR Planning activities. Information is provided in state budget appropriation detail.

Expenditures	FY 2022	FY 2023
020 Current Expenses	\$ 12,500	\$ 12,500
024 Maint. Other Than Build.- Grnds	\$ 500	\$ 500
030 Equipment New/Replacement	\$ 5,000	\$ 5,000
037 Technology - Hardware	\$ 1,000	\$ 10,000
038 Technology - Software	\$ 539,163	\$ 320,886
039 Telecommunications	\$ 2,500	\$ 2,500
046 Consultants	\$ 1,212,497	\$ 360,598
066 Employee training	\$ 12,340	\$ 12,516
070 In-State Travel Reimbursement	\$ 2,000	\$ 2,000
072 Grants-Federal	\$ 3,900,000	\$ 3,900,000
081 Out-Of State Travel Fed Reim	\$ 10,000	\$ 10,000
<b>Total</b>	<b>\$ 5,697,500</b>	<b>\$ 4,636,500</b>
<b>Grand Total</b>	<b>\$ 10,334,000</b>	

**COOPERATIVE PROJECT AGREEMENT**

between the

**STATE OF NEW HAMPSHIRE, Department of Transportation**  
and the

**University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE**

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **NH Department of Transportation**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **6/30/24**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **Statewide On-Call GRANIT GIS Services 2023-2024**

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

**State Project Administrator**

Name: Glenn Davison  
 Address: NH Department of Transportation  
7 Hazen Drive, PO Box 483  
Concord, NH 03303-0483  
 Phone: 603-271-7145

**Campus Project Administrator**

Name: Lisa Scigliano  
 Address: Sponsored Programs Administration  
51 College Road  
Durham, NH 03824  
 Phone: 603-862-0529

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

**State Project Director**

Name: Peter Stamnas  
 Address: NH Department of Transportation  
7 Hazen Drive, PO Box  
483 Concord, NH  
03303-0483  
 Phone: 603-271-1696

**Campus Project Director**

Name: David Justice  
 Address: UNH Earth System Research Center  
Morse Hall  
8 College Road  
Durham, NH 03824  
 Phone: 603-862-4698

F. Total State funds in the amount of \$100,000 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share \_\_\_\_\_ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/ Cooperative Agreement No. A004(898) from **Federal Highway Administrator** under CFDA# 20.205. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) \_\_\_\_\_ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H.  State has chosen **not to take** possession of equipment purchased under this Project Agreement.  
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the University of New Hampshire and the State of New Hampshire, \_\_\_\_\_ have executed this Project Agreement.

**By An Authorized Official of:  
University of New Hampshire**  
Name: Karen M. Jensen  
Title: Director, Pre-Award Compliance  
Signature and Date:  
Karen Jensen Digitally signed by Karen Jensen  
Date: 2022.08.05 10:33:08 -0400

**By An Authorized Official of:**  
Name: Peter E. Stammers  
Title: Director of Project Development  
Signature and Date:  
[Signature] 8/25/2022

**By An Authorized Official of: the New  
Hampshire Office of the Attorney General**  
Name: Samuel Burgess  
Title: Attorney  
Signature and Date: [Signature] 9/26/22

**By An Authorized Official of: the New  
Hampshire Governor & Executive Council**  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature and Date: \_\_\_\_\_

## EXHIBIT A

- A. Project Title:** Statewide On-Call - GRANIT GIS Services 2023-2024
- B. Project Period:** Governor and Council Approval - June 30, 2024
- C. Objectives:** The GIS services required under this agreement shall generally include, but not limited to GIS Transportation needs as follows:
- Development of web map applications
  - Hosting, maintenance, and technical support
  - Research new technologies and software features
- D. Scope of Work:** GRANIT will provide GIS services to develop, host, and support interactive web map applications based on the Department of Transportation's needs and specifications. All web map applications will be free and have unrestricted access to the public, unless specified by the Department. GRANIT will coordinate with the State Project Administrator.

GRANIT will provide agreed upon services required to accomplish the objectives in this project agreement that include but not limited to the following:

### 1.0) GRANIT GIS Services

The main initiatives of this proposal are outlined below:

- Development and enhancements of GIS applications to support NHDOT.
- Hosting, maintenance & technical support for GRANIT developed GIS applications
- Research new technologies and software features to improve and enhance GIS applications developed by GRANIT or NHDOT
- Provide technical support for GIS applications

### 1.1) Development of web map applications

GRANIT will develop a scope of work for each new web map application using the steps outlined below:

- Identify user goals and needs to define attributes features for the web map application
- Identify available datasets and web map services to build the GIS application
- Build GIS application(s) based on inputs above
- Provide training and technical support for developed GIS applications
- Provide application administration and management for applications hosted by GRANIT

### 1.2) Hosting, Maintenance & Technical Support

GRANIT will provide hosting, maintenance, and support services for completed web map applications and Web Map Services (WMS).

### 1.3) Research New Technology and Software Features

The vendor (Esri & GeoCortex) software used for web map applications development undergo quarterly updates releases of significant software feature changes and enhancements. GRANIT will undertake the research of these new features and their potential deployment into the GIS map applications. This would include producing proof-of concept modules for review by the GIS Section.

- 1.4) Provide technical support for GIS application support including users support, training sessions, and technical development support to GIS application development staff.
- E. **Deliverables Schedule:** Task orders will be developed for the proposed scope of work. Campus shall provide the State line item costs for approval prior to specific task initiation. If needed, change orders will be communicated directly to the UNH-PD, by NHDOT Project Director.
- F. **Budget and Invoicing Instructions:** All invoice will include a summary of work completed for the task order, Form UNH91378 that can provide the expense breakdown by invoice, and Personal reimbursement forms for Direct Expenses. No expenses incurred prior to a notice to proceed will be reimbursed. The Agreement allows for a value of work not to exceed \$100,000. Campus will submit invoices to the State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoice shall be based on actual project expenses during the invoicing period and shall show current and cumulative expenses by major cost categories. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 60 days of the project period end date.

## EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here:  None or **Uniform Guidance** issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.