# THE STATE OF NEW HAMPSHIRE
## DEPARTMENT OF TRANSPORTATION

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

*David Rodrigue, P.E.*
*Assistant Commissioner*

9

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, NH 03301

Bureau of Finance & Contracts
May 5, 2025

## REQUESTED ACTION

Authorize the Department of Transportation to pay for technical services **retroactively** in the amount of $71,000 for the period of July 1, 2023 through June 30, 2025 to the American Association of State Highway and Transportation Officials (AASHTO), Washington, DC, Vendor #170721, for continued membership in the national transportation organization, from the date of Governor and Council approval through June 30, 2025. Funding is 100% Federal Funds.

Funding is available as follows:

| | FY 2025 |
|---|---|
| 04-96-96-962515-2944 SPR Planning Funds | |
| 026-500251 Organizational Dues | $71,000 |

## EXPLANATION

This is **retroactive** because technical service program invoices from AASHTO are received after the July 1 effective date and communication issues with prior year invoice.

AASHTO provides to member states the opportunity to participate in several Technical Service Programs (TSPs). TSPs are voluntary, direct services developed to pool resources to fulfill specific needs. State DOTs use these programs instead of spending the time, money and resources to create their own program. AASHTO uses this technical service model to keep dues reasonable and ensure State's are paying only for what they need for service programs.

The subject AASHTO Performance Management (Formerly TPM) Technical Service Programs (TSP) provides access to the RITIS (Regional Integrated Transportation Information Systems) MAP-21data integration and reporting platform in order to meet federal performance measure requirements. RITIS was originally developed as part of a pooled fund study, TPF-5(326), with RIDOT and other member states. The AMPS Office and the Bureau of Planning rely on this tool for mandatory FHWA travel time reliability reporting for both required systems performance measures and highway performance (HPMS) reporting. This service also provides access to the four Metropolitan Planning Organizations (MPOs) who have the same performance requirements. In addition to the tool, the TPM Portal (tpm-portal.com) provides access to many useful resources that are used regularly in our continued implementation of Asset Management and we have benefitted from their work and resources on policies, research and resources.

The TSP provides ready access to this data and performance metrics for required federal reporting. The Department does not have the technical resources to develop, maintain or provide a similar reporting system. Such a system is

estimated to require approximately 700 hours to develop. The member developed and AASHTO supported portal and reporting tool is specific to transportation agency needs and a cost effective alternative to other commercially available data solutions. This service is federally funded through the Department's annual State Planning and Research (SPR) program.

This service is provided under the auspices of our membership in AASHTO. Membership in AASHTO assists the NH Department of Transportation in meeting its responsibility to address the transportation needs of the State of New Hampshire and support AASHTO's work representing the state departments of transportation through establishing engineering standards, policy development, technical services and delivering the safest, most efficient and effective state and national transportation systems. As a member of AASHTO, the NH Department of Transportation benefits greatly in the following areas: setting technical engineering standards; conducting materials and products research and testing; providing training and career development; and providing a forum for national/international administrative, safety, financial, legal, and operational state-of-the-art practices. A primary value to the State of this membership is leveraging the collective knowledge and experience of all state DOTs to bring to bear on transportation issues affecting New Hampshire, and that NH's voice and input on national transportation matters is represented and amplified.

AASHTO is a non-profit, non-partisan association representing and made up of the 50-member State Highway and Transportation Departments, the District of Columbia and Puerto Rico, and is essentially an instrument of the agencies. AASHTO is overseen by a Borad of Directors comprised of Commissioners/Secretary's of Transportation from all 50 States. Commissioner Cass serves on the Board of Directors as well as the Executive Committee overseeing the organization's operation and budget. AASHTO's activities involve all the principal transportation modes, with its major purpose to foster the development, operation and maintenance of a safe, efficient, integrated national transportation system.

Founded in 1914, AASHTO is a legally incorporated non-profit entity and exists to be of service to its member departments. NH has been a member since it's inception and several NHDOT Commissioners have served as AASHTO president during their terms. Composed primarily of the public officials in state agencies with responsibilities for highways and transportation, the Association also includes as an ex officio member, the U.S. Department of Transportation. In addition, a number of public highway transportation agencies in other nations belong to the Association as affiliate members and a number of sub-state transportation agencies in the United States belong as associate members.

AASHTO is a member sourced organization. Under AASHTO oversite, national standard design guidelines and specifications for highway and bridge design standards and materials have been established using the collective expertise of engineers from the member states (including several NHDOT staff members). Computer software for tracking bridge conditions as required by Federal Highway Administration is provided through AASHTO. Product evaluation is centralized through AASHTO, and lab accreditation for materials testing is handled by AASHTO. AASHTO also serves as a forum and clearing house for state DOTs to learn about innovation, best practices, and the latest approaches to addressing transportation issues and problems. AASHTO, due to its makeup of constituent states, is the gold standard of transportation expertise throughout the nation and the world.

Membership in AASHTO is on an agency basis, and only government agencies can belong. There are no individual memberships from either the public or private sectors. Member Department dues are calculated by AASHTO by distributing one-half total dues evenly among the 52 member departments and distributing the other one-half of total dues in accordance with each member departments Federal-aid highway apportionments of the year in which the dues is scheduled.

Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization?

*AASHTO was founded in 1914; the Department has been a member since AASHTO's inception.*

2. Is there any other organization, which provides the same or similar benefits that your agency belongs to?

*There are no other organizations that provide these benefits to the Department.*

3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?

*AASHTO is over all 50 U.S. states, the Department is the only NH state agency that is a member.*

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.)

*Membership dues are calculated by distributing one-half total dues evenly among the 52 member departments and distributing the other one-half of total dues in accordance with each member departments Federal-aid highway apportionments of the year in which the dues is scheduled. Membership dues have not increased for several years.*

5. What benefit does the state receive from participating in this membership?

*Membership in AASHTO assists the NH Department of Transportation in meeting its responsibility to address the transportation needs of the State of New Hampshire. As a member of AASHTO, the NH Department of Transportation benefits greatly in the following areas: setting technical engineering standards; conducting materials and products research and testing; providing training and career development; and offering a forum for considering national/international administrative, financial, legal, and operational state-of-the-art practices. For example, consolidated core policy principles for federal transportation reauthorization, and associated detailed topic area whitepapers, that are being developed by organization members under AASHTO oversite will be central to developing and guiding transportation reauthorization reflective of State's needs and priorities through congressional committees in the next year. Additionally, the regional subgroup of AASHTO, the Northeast Association of State Transportation Officials (NASTO), of which Commission Cass is currently president, also serves a valuable role in bringing leadership of northeast state DOTs together to work for common interests and transportation issues in this region.*

*The return on investment of AASHTO membership is considerable. As members and participants NH receives the design standards and manuals. If we had to purchase this material it would cost in excess of $55,000. There are over 65 DOT staff actively involved various AASHTO Committees and activities. The training and professional development value of this involvement, even at a nominal assumed cost would be a value range of $35,000 or more. If NH had to develop the design standards we help develop as member of AASHTO independently the cost would likely be hundreds of thousand of dollars.*

6. Are training or educational/research materials included in the membership? If so, is the cost included? Explain in detail.

*AASHTO has many educational seminars, research projects, and technical committees in which the travel expenses are included in the membership fee. AASHTO offers specific services and products that are discipline or software related and are available at an additional cost.*

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

*This membership is not required to receive federal grants, participate in licensing or certification of exams.*

8. Is there any travel included with this membership fee? Explain in detail any travel including the number of employees involved, the number of trips, destination of known and purposes of membership-supported trips.

*Some travel to membership meetings is included with the membership fees and can vary year to year.*

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and /or officers of the organization).

*As noted, AASHTO is a membership sourced organization historically based on a successful volunteer model to leverage and capitalize on the collective knowledge of state DOTs. As such, multiple personnel within the Department participate in various activities, projects, and committees with the different programs and discipline areas in AASHTO as necessary.*

10. Explain in detail any negative impact to the state if the Agency did not belong to this organization.

*Should the Department no longer be a member with AASHTO, the Department and the State would suffer. We would be less well informed of transportation issues affecting NH and would not have the voice or representation in Washington on transportation issues, in particular forthcoming reauthorization, that AASHTO affords. NHDOT would be much less effective in supporting NH's transportation system, needs and connectivity to the rest of the country if we were not part of AASHTO.*

Your approval of this resolution is respectfully requested.

Sincerely,

William J. Cass, P.E.
Commissioner

Attachments

**AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS**

# INVOICE

AASHTO

555 12th Street NW, Suite 1000
Washington DC 20004
United States

**Inv #:** SI022201

**Date:** 3/19/2024

**Fed ID:** 53-0204654

**Bill To:**
**New Hampshire Dept. of Transportation**
Nicholas Alexander
7 Hazen Drive
Concord NH 03302
United States

| Due Date | Terms | SO # | Cust ID | Customer PO |
|---|---|---|---|---|
| 3/19/2024 | Due on receipt | | C000037 | |

| Description | Quantity | Rate | Amount |
|---|---|---|---|
| FY 24 Performance Management TSP Additional Services | 1 | 33,600.00 | 33,600.00 |

**Remit To:**
AMER ASSOC STATE HIGHWAY TRAN OFFICALS
P.O. Box 7155051
Philadelphia, PA 19171-5051

| | |
|---|---|
| **Subtotal:** | $33,600.00 |
| **Invoice Discount:** | $0.00 |
| **Tax:** | $0.00 |
| **Total USD:** | $33,600.00 |

# Agreement to Participate in the AASHTO Transportation Performance Management Technical Service Program Optional Services: *Deep-Dive PM3 Planning Analytics and/or Customized Implementation Support and Web Portals*

## Background

The NEW HAMPSHIRE Department of Transportation, as a participant in AASHTO's *Transportation Performance Management Technical Services Program* (TPM **TSP**) Core Services1, would like to access elements of the *Deep-Dive PM3 Planning Analytics* as optional services, as detailed below. This agreement covers participation and services that will be provided for a period of approximately 18 months, beginning January 1, 2023 and ending June 30, 2024 (renewable beginning July 1, 2024 and annually thereafter for one year terms).

## Services

In addition to agreeing to participate in the core services of the **TSP**, this agreement covers the purchase of licenses for the optional services *Deep-Dive PM3 Planning Analytics* provided under the AASHTO TPM TSP as follows:

| | |
|---|---|
| X | **Task #1: PM3 (MAP-21) Federal Reporting Support**—Access via the RITIS web portal for 18 months for statewide coverage of the entire state of NEW HAMPSHIRE's NHS/NPMRDS, including out-of-state areas of in-state MPO planning areas (MPAs); with no usage or user limits for use of these tools. |
| | **Task #2: Extended network NPMRDS data**— Access via the RITIS web portal for 18 months to NPMRDS-formatted data expanded to the full TMC network (all TMC road segments, not just the NHS network); current year plus data backfill to January 1, 2016. |
| | **Task #3: Deep-dive NPMRDS Analytics**— Access via the RITIS web portal for 18 months to Deep-dive (NPMRDS) Analytics for NPMRDS-formatted data that provide additional performance measures, animated maps, graphs, congestion heat maps, user delay cost, and other capabilities; unlimited user accounts and usage for DOT and partnering agency/MPO/Consultant/University staffs. |
| | (Placeholder for additional optional services as needed) |

1 AASHTO TPM TSP core services include: 1) develop and deliver learning and capacity development resources; 2) establish and maintain the TPM Information Clearinghouse; and 3) support knowledge transfer among member departments. Participation in the AASHTO TPM TSP core services is required in order to access the optional services.

## Cost

**1. Core Services**—NEW HAMPSHIRE DOT anticipates renewing participation in the AASHTO TPM TSP Core Services at an annual cost of $15,000 for the AASHTO fiscal year of July 1, 2023 through June 30, 2024. The fee for TPM TSP core services was already paid by NEW HAMPSHIRE DOT for fiscal year 2023.

**2. Optional Services**—Based on 150% of the rates shown for NEW HAMPSHIRE DOT in Table 1A below (reflecting proration for the initial 18-month period of January 1, 2023 through June 30, 2024), we are committing $33,600 to the AASHTO TPM TSP for access to the *Deep-Dive PM3 Planning Analytics*.

**Total Cost**—NEW HAMPSHIRE DOT agrees to be invoiced for a total of $48,600 for the time period July 1, 2022 through June 30, 2024 for 18 months of the optional services and core services in FY 2024.

## Payment Schedule

NEW HAMPSHIRE DOT will be invoiced by AASHTO as follows for the services described and agreed to above:

- ☐ The total cost of $48,600 will be invoiced and paid during the current 2023 AASTO fiscal year (July 1, 2022 through June 30, 2023).
- ☐ The total cost of $48,600 will be paid in two installments of $31,800, one each during the AASHTO 2023 and 2024 fiscal years.
- X Other (please explain): The total cost of $48,600 will be invoiced and paid during the 2024 AASHTO fiscal year (July 1, 2023 through June 30, 2024).

## Contacts

Below is the Technical Contact and the Invoice Contact for the TSP:

| *Technical Contact* | |
|---|---|
| Name: | Casey Shingleton |
| Telephone: | 6032718733 |
| E-Mail: | Casey.Shingleton@dot.nh.gov |

| *Invoice Contact* | |
|---|---|
| Name: | Nicholas Alexander |
| Telephone: | 6032711620 |
| E-Mail: | nicholas.j.alexander@dot.nh.gov |

## Signature

Nicholas Alexander, Administrator
Office of Asset Management, Performance & Strategy
Commissioner's Office
NH Department of Transportation

June 13, 2023

## COST TABLES - NEW HAMPSHIRE

**Table 1A: State DOT annual costs for Tasks 1-4 (PM3 Tools, Expanded NPMRDS Dataset, Deep-Dive Analytics, and MPO Data Integration)**

| | | Task 1 | Task 2 | Task 3 | Task 4 |
|---|---|---|---|---|---|
| | | PM3 Tools / Easy Button | Expanded dataset w/ backfill** | Deep-Dive Analytics | Agency Data Integration (RITIS) |
| Statewide NHS Mileage | State DOT | Annual Cost to Agency* | | | |
| <2,500 | AK, CT, DE, DC, HI, ME, MD, NH, PR, RI, VT, WV | $22,400 | $41,700 | $92,300 | (TBD)*** |
| 2,500 to 5,000 | AL, AZ, AR, CO, ID, IN, KS, KY, LA, MA, MS, MT, NE, NV, NJ, NM, ND, OK, OR, SC, SD, TN, UT, VA, WA, WY | $26,300 | $58,300 | $123,000 | (TBD) |
| >5,000 | GA, IL, IA, MI, MN, MO, NY, NC, OH, PA, WI | $30,200 | $75,000 | $164,000 | (TBD) |
| Extra large states | CA, FL, TX | $35,100 | $106,700 | $184,500 | (TBD) |
| | * For agencies continuing from the expiring study, the initial period will be 18 months, from Jan 1, 2023 to June 30, 2024, with the first 6 months prorated at 50% | | ** Backfill to 2016; credit if prev. paid: -$16,700, -$23,300, -$30,000, or -$41,700 | | *** Costs vary per the number, size and complexity of agency data feeds |

**AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS**

# INVOICE

AASHTO

555 12th Street NW, Suite 1000
Washington DC 20004
United States

**Inv #:** SI022655

**Date:** 1/24/2025

**Fed ID:** 53-0204654

**Bill To:**
**New Hampshire Dept. of Transportation**
Nicholas Alexander
7 Hazen Drive
Concord NH 03302
United States

| Due Date | Terms | SO # | Cust ID | Customer PO |
|---|---|---|---|---|
| **1/24/2025** | Due on receipt | | **C000037** | |

| Description | Quantity | Rate | Amount |
|---|---|---|---|
| FY 25 Performance Management TSP Membership = $15,000 | 1 | 15,000.00 | 15,000.00 |
| FY 25 Performane Management TSP Additional Services = $22,400 | 1 | 22,400.00 | 22,400.00 |

**Remit To:**
AMER ASSOC STATE HIGHWAY TRAN OFFICALS
P.O. Box 7155051
Philadelphia, PA 19171-5051

| | |
|---|---|
| **Subtotal:** | $37,400.00 |
| **Invoice Discount:** | $0.00 |
| **Tax:** | $0.00 |
| **Total USD:** | $37,400.00 |

# Agreement to Participate in the AASHTO Transportation Performance Management Technical Service Program Optional Services: *Deep-Dive PM3 Planning Analytics and/or Customized Implementation Support and Web Portals*

## Background

The NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION, as a participant in AASHTO's *Transportation Performance Management Technical Services Program* (TPM TSP) Core Services, would like to access elements of the *Deep-Dive PM3 Planning Analytics* as optional services, as detailed below. This agreement covers participation and services that will be provided for a period of 12 months, beginning July 1, 2024 and ending June 30, 2025.

## Services

In addition to agreeing to participate in the core services of the TPM TSP, this agreement covers the purchase of licenses for the optional services *Deep-Dive PM3 Planning Analytics* provided under the AASHTO TPM TSP as follows:

| | |
|---|---|
| X | **TPM TSP Core Services**: 1) Develop and deliver learning and capacity development resources; 2) establish and maintain the TPM Information Clearinghouse; and 3) support knowledge transfer among member departments. *Participation in AASHTO TPM TSP core services is required in order to access the optional services.* |
| X | **Optional Task #1: PM3 (MAP-21) Federal Reporting Support**— RITIS web portal access for 12 months to the MAP-21 suite of target setting and PM3 reporting tools covering New Hampshire's NHS/NPMRDS highway network, including the "Easy Button" tool for the 2024 PM3 HPMS reports due by June 15, 2025. There are no usage or user seat limits for use of these tools. |
| | **Optional Task #2: Extended network NPMRDS data**—RITIS web portal access for 12 months to NPMRDS-formatted data expanded to the full TMC network (all TMC road segments, not just the NHS network); current year plus data backfill to January 1, 2016. |
| | **Optional Task #3: Deep-dive NPMRDS Analytics**— RITIS web portal access for 12 months to Deep-dive (NPMRDS) Analytics for NPMRDS-formatted data that provide additional performance measures, animated maps, graphs, congestion heat maps, user delay cost, and other capabilities; unlimited user accounts and usage for DOT and partnering agency/MPO/Consultant/University staffs. |
| | (Placeholder for additional optional services if needed) |

## Cost

**Core Services:** New Hampshire DOT is committing to participate in the AASHTO TPM TSP for the AASHTO Fiscal Year 2025 (July 1, 2024 – June 30, 2025).

- Core Services: $15,000

**Optional Services**: Based on the rate shown for New Hampshire DOT in Table 1A below, the cost for Optional Services for AASHTO Fiscal Year 2025 (July 1, 2024 – June 30, 2025) is:

- Task #1: $22,400
- Task #2: n/a
- Task #3: n/a
- Total for Optional Services: $22,400

**Total Cost:** New Hampshire DOT agrees to pay a total of **$37,400** for Fiscal Year 2025 AASHTO TPM TSP participation and optional services.

## Payment Schedule

New Hampshire DOT will be invoiced by AASHTO as follows for the services described and agreed to above *(please select one)*:

☐ The AASHTO TPM TSP Core Services cost of $15,000 will be paid separately, through the *Fiscal Year 2025 Comprehensive AASHTO TSP Solicitation process*. AASHTO will invoice the remaining amount of $22,400 directly to the agency, for the optional services selected above.

X AASHTO will invoice the total cost of $37,400 directly to the agency, for both Core Services and Optional Services.

## Contacts

Below is the Technical Contact and the Invoice Contact for the TSP:

| *Technical Contact* | |
|---|---|
| Name: | Casey Shingleton |
| Telephone: | 6032718733 |
| E-Mail: | Casey.Shingleton@dot.nh.gov |

| *Invoice Contact* | |
|---|---|
| Name: | Nicholas Alexander |
| Telephone: | 6032711620 |
| E-Mail: | nicholas.j.alexander@dot.nh.gov |

## Signature

Nicholas Alexander, Administrator
Office of Asset Management, Performance & Strategy
NH Department of Transportation

Nicholas Alexander

Signature

## COST TABLES – NEW HAMPSHIRE

Table 1A: State DOT annual costs for Tasks 1-4 (PM3 Tools, Expanded NPMRDS Dataset, Deep-Dive Analytics, and Agency Data Integration)

| DOT SECTION, 1-4 (for AASHTO agreement tables) | | | | | |
|---|---|---|---|---|---|
| | | Task 1 | Task 2 | Task 3 | Task 4 |
| (Eff. July 1 '24 to June 30 '25) | | PM3 Tools / Easy Button | Expanded dataset w/ backfill* | Deep-Dive Analytics | Agency Data Integration (RITIS) |
| Statewide NHS Mileage | State DOT | Annual Cost to Agency | | | |
| <2,500 | AK, CT, DE, DC, HI, ME, MD, NH, PR, RI, VT, WV | $22,400 | $41,700 | $92,300 | (TBD)** |
| 2,500 to 5,000 | AL, AZ, AR, CO, ID, IN, KS, KY, LA, MA, MS, MT, NE, NV, NJ, NM, ND, OK, OR, SC, SD, TN, UT, VA, WA, WY | $26,300 | $58,300 | $123,000 | (TBD) |
| >5,000 | GA, IL, IA, MI, MN, MO, NY, NC, OH, PA, WI | $30,200 | $75,000 | $164,000 | (TBD) |
| Extra large states | CA, FL, TX | $35,100 | $106,700 | $184,500 | (TBD) |
| | * 12-month credit for backfill if previously paid, by mileage bin: -$16,700, -$23,300, -$30,000, or -$41,700 | | * (see left) | | ** Costs vary per the number, size and complexity of agency data feeds |