



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Date: **April 8, 2020**

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

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

Re: **Notice #2020-02: Federal and State Bridge Reimbursement Procedure**

Hello Municipal Partners and other Stakeholders.

The New Hampshire Department of Transportation (NHDOT) is now requiring electronic “pdf” submittal of reimbursement requests for locally managed projects with Federal and/or State funds being reimbursed thru the NHDOT.

Hard copy paper reimbursement requests will no longer be accepted. If you have recently submitted a paper request, your NHDOT project manager may request that you re-submit electronically.

Please submit all reimbursement requests to the following email address:

ReimburseRequest@dot.nh.gov

Reimbursement Requests should include the same information normally required. See attached slides from LPA Training for federally funded projects and attached State Bridge Aid guidelines for state funded projects.

Now that we have an email account set up specifically for reimbursement requests, the previous guidance from last week to send to your Project Manager with cc to Kim, Dawn, and Sharon is no longer necessary:

~~“We are STRONGLY ENCOURAGING YOU to submit reimbursement requests electronically if you have the ability. Simply email to the DOT Project Manager you are working with, with copies to Kimberly.Ware@dot.nh.gov, Dawn.Pulica@dot.nh.gov and Sharon.Allaire@dot.nh.gov. This will ensure that we receive, review and process (if complete) in a timely manner.”~~

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Bureau of Planning and Community Assistance
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Admin #5 **Step #5 - Progress Report**

- **Monthly** Progress Reports from the Sponsor are **required**
- Shall be submitted once Scoping Meeting is held




Section #12 

Admin #6 **Reimbursement Request**

Eligible costs

- Only eligible costs can be reimbursed
- Only work that has been previously authorized by NHDOT can be reimbursed
- NHDOT reimburses a % share based on Project Agreement (typically 80%)

See LPA Manual Section #12 for description of eligible PE, ROW and Construction costs


Section #12 

Admin #5 **Progress Report**

Content:

- Briefly describes the activities completed during the month
- Notes the items remaining for project or milestone completion
- Gives an estimated time of completion for tasks

See handout for example progress report

Section #12 

Admin #6 **3 Types of Reimbursement Requests**

- 1) Consultant requests**
 - engineering, architectural and surveying services
- 2) Construction requests**


- 3) Other Goods and Services requests**


Reimbursement requests will vary depending on types noted above


Section #12 

Admin #6 **Step #6 - Reimbursement Request**

- **Monthly** Reimbursement Requests from the Sponsor are also **required**
- This requires **timely**:
 - Bills from Vendor to Sponsor
 - Payment to Vendor from LPA
 - Reimbursement requests to NHDOT



See handout for example reimbursement request


Section #12 

Admin #6 **Consultant Reimbursement Requests**

Monthly Package to NHDOT:

- Use sponsor letterhead
- State amount requested
- Provide proof of sponsor payment, and
- *Provide running summary of costs incurred (this will become the project financial summary at end of project)

***New Requirement**

Section #12 


Admin #6 **Consultant Reimbursement Requests**

Also Provide:

- Copies of each consultant invoice with detailed information including summary of contract total, current expenditures and spent to date

Cost Plus Fixed Fee invoices require more information than Lump Sum invoices

See Section #12


Section #12 

Admin #6 **Consultant Reimbursement Request**

Sponsor and Consultant cover letter certification statements

**"Sponsor / Consultant acknowledges that they have reviewed the enclosed invoice and believe it to accurately reflects the work performed."*


***Required statement from both sponsor and consultant**

Section #12 



Admin #6 **Consultant Reimbursement**


For Cost Plus Fixed Fee Invoices Include:

- Direct labor rates billed
- Indirect labor rates (overhead)
- Time sheets
- Proof of direct expenses
- Fixed Fee (profit) justification

Section #12 

Admin #6 **Construction Reimbursement Request**


- **Construction Engineering (CE)** Requests shall follow the same process as the **Consultant Process** 
- **Construction Contractor** requests will be covered this afternoon in the Construction Part 1 

Section #12 

Admin #6 **Consultant Reimbursement**

A Note About Fixed Fee (Profit)

- **Fixed Fee** for all consultant contracts is **fixed** and billed as **% of project completion** (not a % of labor)
- Invoices should justify the amount of fixed fee billed with the progress to date
- If service is completed with fewer hours, consultant is still entitled to entire **fixed** fee

Section #12 

Admin #6 **Other Goods and Services**

What are they?


- Buying **Goods** or **Services** for projects other than consultant services and construction
- **Examples:**
 - Safe Routes to School **bike helmets** (Goods) 
 - **Appraisal** as part of Right-of-Way process (Service) 

Section #28 

Admin #6 **Other Goods and Services**

Rules for soliciting for Goods:

TYPE OF PURCHASE	PRICE RANGE	ACTION
GOODS	UNDER \$500	KEEP RECEIPTS
GOODS	\$500 TO \$2000	CHECK 3 VENDORS
GOODS	> \$2,000	BID

Section #28 

Admin #6 **Other Goods and Services**

Reimbursement requests \$2,000 or more provide proof of:


- Bid solicitation 
- Written specifications used to bid 
- Regional or statewide newspaper ad with dates published 
- Electronic media publication 

Section #28 

Admin #6 **Other Goods and Services**


Rules for soliciting for Services:


TYPE OF PURCHASE	PRICE RANGE	ACTION NEEDED
SERVICE	< \$1,000	3 QUOTES PHONE OR WEB
SERVICE	\$1,000 TO \$2000	3 WRITTEN QUOTES
SERVICE	> \$2,000	BID

Section #28 

Admin #6 **Other Goods and Services**

\$2k + \$2K + \$2K = Trouble

- Multiple small orders under \$2,000 to avoid bidding is not allowed 
- Cost shall be considered ineligible for reimbursement

Section #28 

Admin #6 **Other Goods and Services**

Reimbursement requests under \$2,000

Sponsor shall provide documentation of the process used and the prices/quotes obtained

Section #28 

Admin #6 **Reimbursement Request**

For All Types of Requests:

- We look for required information and if acceptable, approve the request and process payment to the Sponsor
- Once the request is approved, we generate a letter to the Sponsor noting the approval and stating that payment should be received within 3 weeks

Section #12 

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
PROCESS FOR MUNICIPALLY-MANAGED
STATE BRIDGE AID PROGRAM PROJECTS

A municipality desiring to manage the design and construction of a bridge rehabilitation or replacement project and to receive State Bridge Aid under the applicable provisions of RSA 234 shall comply with the following requirements:

The municipality shall apply for a preliminary estimate of the total cost of rehabilitating or replacing a bridge on the form titled "Application for Preliminary Estimate - Bridge Aid" available from the NH Department of Transportation (NHDOT), Bureau of Planning and Community Assistance or the District maintenance office. The form is also available on NHDOT's website (www.nhdot.com).

Upon receipt of the Application, NHDOT will conduct an examination of the site and send the municipality a preliminary cost estimate that will indicate the approximate scope and limit of work and minimum design standards for alignment (horizontal and vertical) and width (roadway and bridge). This will establish the baseline criteria for the project. NOTE: NHDOT will accept variances to the established minimum criteria provided the municipality acknowledges in its written request that it recognizes that the proposed bridge width or alignment of roadway approaches do not meet the minimum design standards of NHDOT and the municipality accepts all responsibilities associated with construction that is in variance with NHDOT's standard design practice.

Under the Municipal Managed process, a municipality has two options available to conduct both the design and the construction phases of work.

Design Phase

1. Design may be performed with municipal staff, provided the designer is a Licensed Professional Engineer registered in the applicable branch classification required (i.e. Structural Engineer for bridge design) or
2. The municipality may hire a consultant based on a qualification selection procedure per RSA 21-I:22 (see Attachment A for generalized procedure).

Construction Phase

1. Construction may be performed by municipal forces ("Force Account") using existing municipal contracts for materials acquisition or
2. The municipality may contract out all or portions of the work by the competitive bid process.

Bridge Aid provided to a municipality under this process shall consist of reimbursement at the rate of 80% of all qualifying costs that are found in compliance with the process, which includes costs incurred for design, construction, and construction engineering.

In general, this process will encompass the following steps and required procedures:

- A. After receipt of NHDOT's Preliminary Estimate, the municipality shall notify NHDOT's Municipal Highways Engineer in the Bureau of Planning and Community Assistance of its

intent to conduct the project and whether it will perform the work with municipal forces or with consultant engagement and contract construction.

- B. Should a consultant be engaged, the municipality shall provide complete documentation of selection process and subsequent fee negotiation (refer to Attachment A).
- C. The municipality shall process the design in accordance with “Design Procedures for Municipally-Managed Bridge Aid Projects” (Attachment B).
- D. Upon approval of finalized plans and specifications by NHDOT, the municipality may proceed by “Force Account” method or advertise the work for bid and send a copy of the advertisement to the Bureau of Planning and Community Assistance.
- E. Upon receipt of bids, the municipality shall submit a tabulation of bids received to the Bureau of Planning and Community Assistance for approval of the award to the low bidder.
- F. The municipality shall provide on-site construction inspection by a licensed professional engineer.

REIMBURSEMENT

Reimbursement shall occur in the following manner:

Design Costs

NHDOT will reimburse the municipality 80% of design costs incurred that are deemed appropriate and within an acceptable range for the type and magnitude of project designed or are otherwise justifiable in the opinion of NHDOT. Reimbursement will occur after approval of the finalized plans and specifications and submittal of “municipality-paid” invoices if consultant designed or submission of staff-related charges if designed by the municipality.

Construction Costs

At the time of approval to proceed with Force Account work by the municipality or upon approval of award to the low bidder, NHDOT will reimburse the municipality one-half (1/2) of the State's 80% share of the Force Account estimate or of the contract award.

Upon final completion of the work and NHDOT inspection for conformity with the approved plans and specifications, NHDOT will reimburse the balance of the State's Share of qualifying costs. Reimbursement will be based on “municipality-paid” invoices to the contractor. Only work included in the approved bid documents as participating elements or extra work orders approved by NHDOT shall qualify for reimbursement.

Construction Engineering Costs

Qualifying costs for Construction Engineering, whether provided by municipal staff or contracted services (to include shop drawing, fabrication and falsework review, laboratory and field testing of materials, and construction inspection), shall be reimbursed at the rate of 80% provided they do not exceed the acceptable range of costs for a project of this type and magnitude, or type of services provided, or are otherwise justifiable in the opinion of NHDOT.

Miscellaneous Costs

Costs incurred in the production of contract plans and proposals, advertisement for bid, and property rights-of-way to include appraisals, land damages, deed preparation, and recording fees at the County Registry of Deeds qualify for reimbursement if deemed reasonable by NHDOT.

Consultant and Contractor Evaluations

NHDOT engages many consultants and contractors to perform work. In order to maintain a level of quality, NHDOT prepares performance evaluations of these firms. This material assists in determining on an annual basis whether these firms should continue to be classified as qualified to provide services to NHDOT.

In order to expand our information base and to provide some insight to a municipality on prospective consultant or contractor providers, we ask that the performance evaluation forms provided in Attachment C be completed at completion of services and submitted to NHDOT's Assistant Director of Project Development. Your cooperation in this regard is appreciated.

The information gathered is considered confidential. Access to the submitted evaluations through NHDOT will be limited to a categorization of the assessed performance without provision of the actual written report. Municipalities may contact NHDOT's Contracts Administration Office at (603) 271-3402 for this information. NHDOT will indicate the source of the evaluations by municipality so that others may consult with them regarding their experience with consultant or contractor providers.
