

## STATE OF NEW HAMPSHIRE

### INTER-DEPARTMENT COMMUNICATION

DATE: February 24, 2025

AT: Construction Bureau

**FROM:** Zachary Paight, P.E. [TCC/le](#)  
Contract Administrator

**SUBJECT:** **Jaffrey X-A001(234) 16307**  
Reconfigure “Dogleg” Intersection of US 202, NH 124, and NH 137

**TO:** Construction Files *via*  
Nickie Hunter, P.E.  
Administrator

#### MEMORANDUM Corrected

On Wednesday, February ~~19~~2025, at 11:00 AM, a Pre-Construction Conference was held at the District 4 Office located at 19 Base Hill Road in Swanzey, NH and was attended by:

NAME	REPRESENTING	PHONE	E-MAIL ADDRESS
Timothy Chapman	NHDOT Construction	603-491-6305	<a href="mailto:Timothy.C.Chapman@dot.nh.gov">Timothy.C.Chapman@dot.nh.gov</a>
Zachary Paight	NHDOT Construction	603-209-8807	<a href="mailto:Zachary.W.Paight@dot.nh.gov">Zachary.W.Paight@dot.nh.gov</a>
Tyler Aborn	NHDOT Construction	603-545-1086	<a href="mailto:Tyler.J.Aborn@dot.nh.gov">Tyler.J.Aborn@dot.nh.gov</a>
Chris Robert	ED Swett	603-224-7401	<a href="mailto:Chris@edswett.com">Chris@edswett.com</a>
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Bob Juliano	NHDOT	603-271-2731	<a href="mailto:Robert.A.Juliano@dot.nh.gov">Robert.A.Juliano@dot.nh.gov</a>
Brett McCrea	NHDOT Utilities	603-271-1988	<a href="mailto:Brett.McCrea@dot.nh.gov">Brett.McCrea@dot.nh.gov</a>
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Deidra Benjamin	NHDOT BOE	603-892-8256	<a href="mailto:Deidra.L.Benjamin@dot.nh.gov">Deidra.L.Benjamin@dot.nh.gov</a>
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Kirk Stenersen	NHDOT Dist.4	603-352-2302	<a href="mailto:Kirk.L.Stenersen@dot.nh.gov">Kirk.L.Stenersen@dot.nh.gov</a>
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Nahum Forgette	Eversource	603-757-7357	<a href="mailto:Nahum.Forgette@eversource.com">Nahum.Forgette@eversource.com</a>
David Kestner	CCI	603-433-2119	<a href="mailto:David.Kestner@consolidated.com">David.Kestner@consolidated.com</a>
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## **PROJECT DESCRIPTION**

This project will improve traffic congestion and safety deficiencies through the Jaffrey US 202 “dogleg” intersections (US 202 / NH 124 / Blake Street / Stratton Road and NH 137 / NH 124/US 202) by providing a newly constructed segment of US 202 including a new bridge over the Contoocook River.

This newly relocated section of US 202 will begin at a newly constructed 3-legged, roundabout at River Street, with the new segment continuing over the new bridge (Br No 153/081) and landing near Blake Street where it will be one leg of a proposed 5-legged roundabout with Stratton Road, NH 124 East (Turnpike Road), US 202 (Peterborough Street) and NH 124 West (Main Street and former US 202).

This project will also reconstruct State owned NH 124 West (Turnpike Road) for 450’, NH 124 East (Main Street) for approximately 500’, NH 137 North (River Street) for approximately 100’, former US 202 and future NH 137 (River Street) south for approximately 425’, and US 202 South (River Street) for approximately 450’. This project will reconstruct town owned Stratton Road for approximately 500’ and Blake Street for approximately 250’.

The new US 202 bridge over the Contoocook River is a 92’ clear span structure with 8 curved steel girders supporting a concrete deck.

This project also performs bridge preservation work on the State-owned existing NH 124 and formerly US 202 (Main Street) bridges over Contoocook River (Br No 155/084) and over Mill Race Inlet (Br No 154/084).

This project also has extensive landscaping and amenities for the splitter islands and center circle of both roundabouts, Main Street, new section of US 202, and War Memorial parcel.

This project also reconstructs the State-owned Blake Street parking lot with conduit provisions for future EV charging stations to be installed and maintained by the Town of Jaffrey.

## **CONTRACTOR’S PROPOSED SCHEDULE**

A CPM Schedule is required for this project and should meet the requirements detailed in 108.03.A.

The contract completion date is June 30, 2028.

Delayed advertising date and delays in bid opening could cause issues based on original consultant schedule.

## **LIST OF SUBCONTRACTORS**

Anticipated subcontractors are as follows:

- E.D. Swett for bridge/concrete work
  - HP Fleming as second tier sub for micropile installation
- T.F. Moran for environmental and stormwater items
- East Coast Signals for lighting/signal work

Per amendment to Section 108.01, substitution of approved subcontractors will not be allowed except for reasons acceptable to the Department.

Subcontractor Approvals: Prime Contractors must submit requests for the approval of all Subcontractors (including lower-tier subcontractors) no later than 5 days prior to the start of work. Subcontractors will not be allowed to work on the project without prior approval. All contractors, subcontractors, and independent contractors must complete and submit a Work Certificate Form prior to starting work on any State project. Any company that fails to provide a completed Work Certificate before the start of work; or any company suspected of making a false statement or fails to supply sufficient documentation to support its compliance with RSA 228:4-b, will be ordered to suspend all work, and the NH DOL will be notified. **Per NHDOT Standard Specifications Section 108.01, “No payment will be made for work performed by any Subcontractor, Lower-Tier Subcontractor, or Independent Contractor performing work without consent by the Department.”** If you have any questions regarding this requirement, please call the Office of Federal Compliance at (603) 271-2467 or NHDOT Construction Office at (603) 271-2571.

Note about non-NH based subcontractors: Primes should allow more time to complete subcontractor approvals for non-NH based subcontractors who have not worked on NHDOT projects previously. These contractors must complete additional forms.

Disadvantaged Business Enterprise (DBE) Requirements: To comply with CFR 49, Part 26, Contract Administrators, inspectors, and/or OFC will perform Commercially Useful Function (CUF) reviews for each DBE contractor on the project. If a contractor is a DBE, it is important that they be aware of this requirement and make an effort to reach out to NHDOT as well.

A pdf of the CUF review may be found at the following link:  
<https://www.nh.gov/dot/org/administration/ofc/documents/ofc-form-21-cuf-review.pdf>

An online fillable version of the CUF review is also available at:  
<https://www.nh.gov/dot/org/administration/ofc/documents/ofc-form-21-cuf-fillable-pdf.pdf>

**UTILITY SCHEDULES**

Utility	Work Effort	Advance Notice Time	Anticipated Time
Eversource Energy	Set new poles, guys, and anchors	4 Weeks	3 Weeks
Eversource Energy	Place new wires on new poles and perform tree trimming	4 Weeks	5 Weeks
FirstLight Fiber	Place new wires on new poles and perform splicing	4 Weeks	2 Weeks
Comcast	Place new wires on new poles and perform splicing	4 Weeks	6 Weeks
Consolidated Communications	Place new aerial and underground cables to new poles, perform splicing, transfer aerial cables and service wires to the new poles, and teardown and removal of all aerial and underground cables and service wires	2 Weeks	20 Weeks
Eversource Energy	Remove old poles	2 Weeks	2 Weeks

### Underground Utilities

2 weeks advance notice for Consolidated Communications to breakout and relocate sections of telephone cable and conduit over 18 weeks.

Contractor will need to relocate a portion of Jaffrey DPW sewer line and water line, 2 days' notice for Town to inspect work.

### Bridge-mounted Utilities

Blockouts for future utilities through bridge abutments.

## **ENVIRONMENTAL REQUIREMENTS**

The Bureau of Environment's Environmental Coordinator for this project is Deidra Benjamin.

Many plans and permits required prior to the start of work, SWPPP already submitted. Suggests we hold a more targeted meeting prior to beginning of work to discuss requirements of contaminated soil & water with appropriate DOT, DES, and contract parties.

The following environmental permits are required and have been issued for the project (check only as appropriate):

*Wetlands Bureau Permit / permit #2023-00858*

*Corps of Engineers State Programmatic General Permit (SPGP) / permit # NAE-2024-01298.*

*Shoreland Protection Permit #2024/01933*

*This project required coverage under the EPA's National Pollutant Discharge Elimination System's (NPDES) Construction General Permit (CGP).*

*EPA's Notice of Intent (NOI) and Notice of Termination. A copy of the notifications and EPA's response shall be given to the Contract Administrator and Environmental Coordinator.*

*Other: Dewatering Remedial General permit*

It will be the Contractor's responsibility to secure permits, variances and the like for work not ordered or not shown on the plans.

All permits must be visible and posted on the project.

The following environmental submittals are required (check only as appropriate). If required, the subject plan shall be submitted and approved prior to starting the affected work.

*A Storm Water Pollution Prevention Plan (SWPPP).*

SWPPP has been submitted for approval.

An Invasive Species Protection Plan.

Project Operations Plan (POP).

Other: Vibration Monitoring Plan. Chris Roberts asked for clarification if vibration monitoring should include additional properties to those included in the proposal. It was decided that other buildings near pile driving and micropile installation should be monitored as well.

Other: Stream diversion plan, cold weather stabilization plan

Chris Roberts also looked for clarification on the process and work to be done during the river drawdown period.

**A REVIEW OF THE PLANS, SPECIFICATIONS AND TRAFFIC CONTROL PLAN (TCP) WAS MADE WITH THE FOLLOWING PROJECT SPECIFIC COMMENTS:**

- Pedestrian accommodations: Pedestrian accommodation work plan (TPAR) to be submitted 15 days prior to Sandt Michener. This will be very involved: sidewalk ramps, channelization devices, signs, etc. This is an area with high pedestrian volumes, especially school children.
- Rail trail shall not be impacted during snowmobile season, shall have warning signs and traffic redirected other times of the year when required.
- Contractor shall coordinate with the Jaffrey Town Manager, Superintendent of Schools, Planning and Economic Director, and the public relative to the schedule of work. Determination of what will require notification and type of notification will be determined by Town Administrator and the CA at a separate meeting.
- The Town of Jaffrey has received contractor's schedule, TCP (via plan set), and sign package (via plan set).
- Custom signs: some businesses have already requested during ROW negotiations to have signs made indicating they are open (Pizza Barn). Park Theatre has asked me already as well.
- Salvage materials: Traffic signalization equipment from both intersections.
- Will monitor traffic levels with Contractor during work hours, adjustments may need to be made to work hours if backups are not manageable. School buses (notify Superintendent of Schools in advance of expected long delays, paving etc.), be cognizant of NH Ball Bearing & Millipore shift changes.
- There is a funeral home onsite. NH law states that the lead vehicle must abide stop signs and traffic signals (and flaggers and police by extension) after the lead vehicle enters an intersection, all following members of the procession have right-of-way.
- Maintain 12 parking spaces while Blake Street parking lot is closed.
- Coordinate with Reds for fuel and vehicle deliveries via flatbed.
- Preformed removable tape has been included for traffic control purposes for when lines cannot be striped the same day.
- 15' clear zone for roadside obstructions.
  
- Water and Sewer work for Town. What is non par and what is par? Tighe & Bond plans, quantities per note? Town DOW to provide BUR with CADD files.

- Toole Design plans for islands and parks. Town has design comps and CADD.
- Town is OK with bid costs for park and beautification items.
- Bridge deck removal considerations for rigid frame. Deck removal and repairs shall be done in phases. Sounding area sketch shall be submitted to engineer for consideration of areas of repair that may be worked on concurrently.
- 540.512- Discrete Anodes, actual quantity may vary based on repair work. On-site training and assistance from supplier required. Anodes may be returned to supplier through agreement with Vector and NHDOT ONLY IF they are kept in storage per 540 spec. Existing rebar will require hand scaling and possibly retying in order to provide continuity per manufacturers spec.

**THE IMPORTANCE OF THE FOLLOWING IS ALSO BROUGHT TO THE CONTRACTOR'S ATTENTION:**

*Dig-Safe:* The Contractor shall be responsible to notify the **DIG-SAFE** Call Center at least 72 hours in advance of starting any excavation or erecting permanent construction signing. Municipal and/or privately owned utilities shall be notified separately by the Contractor. The dig safe numbers shall be given to the Contract Administrator.

*Pit Agreement Forms include Municipal notification.* There will be approximately 0 CY of surplus material from this project. Current Pit and Disposal Agreements may be found on the NHDOT's website at <https://www.nh.gov/dot/business/contractors.htm>. Pit and Disposal Agreements where required must be completed and provided to the Contract Administrator prior to movement of material.

*Excavation Tax:* The Contractor is reminded of the requirements of Section 107.02 and RSA 72-B, Excavation Tax. An Excavation Tax Certificate is not required for this contract. Note: If surplus calculation is less than 1,000 CY, excavation tax is not required. A Notice of Intent to Excavate application can be obtained at the local tax assessor's office or from the NH Department of Revenue Administration. The current Excavation Tax Certificate shall be posted on the job site at the Contractor's project bulletin board.

*Construction signing and traffic control devices* must be in good repair with adequate reflectivity/new as required and the contractor must maintain the inventory of signs and devices in good condition.

*Regulatory and warning signs* shall be maintained or relocated as necessary and notification of the NHDOT Bureau of Traffic (271-2291) is required when signs are moved.

*TMC Notification:* The NHDOT has implemented a "Real-Time System Management Information Program." It is a requirement of the project to notify the TMC immediately when a lane closure is set up and again when it has been removed. A call needs to be made to the TMC when the first advanced warning sign is set up for the impending lane closure or event. A second call needs to be made to the TMC when the last advance warning sign for the lane closure or event is removed. Typically, the Contract Administrator will make this call, but it is encumbered upon the Contractor to make sure the Contract Administrator is notified when this work is being done. The project team is expected to develop project specific protocol to meet this notification requirement. NOTE: This Real-Time System Management Information Program has been formalized due to a FHWA mandate (see Section 1201 of SAFETEA-LU Act).

Flaggers and Uniformed Officer Use:

- Use shall be in accordance with NHDOT policy and guidelines. See NHDOT Work Zone Traffic Control Standard Plan TC-2 at: <https://www.nh.gov/dot/org/projectdevelopment/highwaydesign/standardplans/index.htm>
- Use should be discussed with and approved by the CA in advance.
- All flaggers and officers on the project shall have been trained in accordance with Item 618 specifications.
- When calling for detail officer, remind the desk that this is a NHDOT project and NHDOT approved training is required.
- The contractor should ask the relevant police department if they have a list of trained officers to help minimize confusion. No training. No pay.

TCP Changes: If the contractor feels the Traffic Control Plan for the project can be improved, a proposal shall be submitted in writing for review and approval.

MWZA: A Municipal Work Zone Agreement (MWZA) recognizing the Department's authority to control project traffic was signed by the Town of Jaffrey on Aug 30, 2024.

Maintaining the public trust:

- No gifts allowed
- If office supplies are needed, they are to be purchased per specification by Contractor personnel off a list generated by the CA. Giving the CA a contractor/company credit card or an account to acquire supplies is not allowed

EEO and OSHA: Applicable requirements must be followed at all times.

Certificates of Compliance and Qualified Products List (OPL): Documentation is required prior to payment.

Submittal Protocol: Unless otherwise directed, electronic submittals are acceptable for most initial and final submissions. If requested, paper copies may be required as outlined in Specification 105.02. Contractor may be asked to use Bluebeam for submittal uploads, especially for large files.

When sending submittals or other correspondence via email, please include the project name, project number, relevant item# and submittal, RFI, or correspondence subject in the Subject line. For example, ***Project Name\_Project Number(s)\_ItemXXX\_Name of Submittal.***

This subject line format will help the District Construction Engineer (DCE) or Contract Administrator (CA) to more quickly track and sort submittals. When responding to a submittal, the DCE or CA will *Reply All* to the initial email submission so that the email chain is kept in-tact and remains traceable as much as possible.

Typical submittals that should be sent directly to the DCE:

- Submittals for documentation and approval
- Design RFIs
- Initial CPM or Bar Graph Schedules (also send to CA as a cc:) – *ref. 108.03.A.1.2*

Typical submittals that should be sent directly to the CA:

- QPL Information
- Schedule Updates

- Day to day project questions
- Buy America Source Documentation (*note: only required if federally funded*)
- Certified Payrolls (*note: required if federally funded, may be required for extra work*)
  - Payroll submissions must be separate attachments and be titled in the following format: **Contractor’s name**, abbreviated is fine, **followed by the week ending date (yyyy/mm/dd)**.

Documentation that should be submitted and uploaded directly through iCX:

- Subcontractor Approval Submissions
- Change Order Approvals
- Certificates of Compliance

For any documentation that doesn’t clearly fall under any of the above categories, please send to both the CA and DCE.

**FEDERAL REQUIREMENTS:**

The requirements of BUILD AMERICA, BUY AMERICA (PUBLIC LAW 117-58) will apply to this project.

**OFFICE OF FEDERAL COMPLIANCE (OFC) - (603) 271-2467**

The Office of Federal Compliance (OFC) highlighted requirements pertinent to on-site activities that include the following:

1. OSHA-10 requirements apply to this project. The Prime Contractor is responsible for ensuring his/her subcontractors are in compliance with RSA 277:5-a.
2. OFC Compliance Audits: The OFC will perform Compliance Audits approximately once every three (3) to four (4) weeks. When audits have discrepancies, Prime Contractors are afforded seven (7) calendar days to make corrections. Prime Contractors who do not respond appropriately within 7 calendar days, and have not requested, in writing, and received an extension by the OFC, are in “noncompliance.” Project estimates may be withheld at the discretion of the Engineer and the Office of Federal Compliance.
3. Time Sheets: Every contractor shall create and maintain time sheets for every worker performing work on the project. Contractors must be prepared to provide copies of time sheets if requested. Time sheets shall reflect:
  - a. The number of hours worked in each classification and county.
  - b. Lunch periods taken if not paid for by the company.
  - c. Number of hours and locations worked elsewhere (non-covered work including “shop” time and private work).
  - d. Travel time that is considered work time under Title 29, Part 785 (Fair Labor Standards Act of 1938). Note: It is recommended that Superintendents/Foremen work closely with their company payroll person to ensure employees are being paid a rate of pay commensurate to the work classification being performed.
4. Superintendents and Foremen:
  - a. Salaried Superintendents/Foremen:

- Salaried superintendents/foremen, whose primary duty is to supervise the project, are exempt from Davis Bacon requirements; however, these individuals shall be listed on payrolls for accountability purposes. At no time shall these individuals perform in a classification more than 20% of the work week.
  - Salaried superintendents/foremen who perform in a classification 20% or more during the workweek shall be listed on payrolls and all payroll information shall be shown.
- b. Working Superintendents/Foremen (Hourly): Working superintendents/foremen shall be shown on payrolls, be properly classified, and have all payroll information shown regardless of the number of hours worked.
5. *Interviews:* The OFC will perform interviews, as needed, to verify information provided on certified payrolls and to ensure Federal EEO requirements are being fulfilled.
6. *Owners Who Work On Site:*
- a. Owners/Executive Officers of companies who plan to be on site **cannot** exclude themselves from Workers' Compensation coverage requirements, in accordance with Title XX of the Transportation laws, RSA 228:4-b. Owners found in violation shall be removed from the project site, subject to a civil penalty of up to \$2,500 and \$100 per day of noncompliance and will be subject to sanctions as deemed appropriate by the NHDOT.
- b. Whereas the NHDOT OFC must monitor compliance with Workers Compensation Insurance requirements, Owners are required to list themselves on certified payrolls, even if they have no employees. Side A of the payroll shall have the project name and number, week ending date, the owner's name, the appropriate work classification followed by "Owner," and the number of hours worked on site. No pay information is required.
7. *Certified Payroll Reports:*
- a. Payrolls are due weekly and must be submitted to the NHDOT Contract Administrator **within 14 calendar days from the end of the week in which work was performed**. For tracking purposes, the NHDOT uses Saturday as the week ending date.
- b. Prime to ensure subcontractor and lower-tier subcontractor payrolls are submitted to the NHDOT within 14 calendar days and that subcontractor payrolls meet Federal and NHDOT requirements **PRIOR** to submitting them to the NHDOT. Primes who fail to submit all payrolls, including those of their subcontractors, within 14 calendar days, will be considered in "noncompliance."
- c. Projects Having Multiple Counties or Categories: For work on projects that involve two or more counties (or categories – Heavy/Highway/Building), Certified payroll reports must have the applicable wage schedule (or county) indicated on each payroll submission. Payroll submissions that do not have the applicable county (or category) will be returned to the Contractor for correction.

- d. Signatures: “Pen to paper” signatures are required on payrolls with originals maintained at the company home office. Emailed copies of these payrolls submitted to the NHDOT are acceptable. Payrolls not meeting this requirement will be returned for correction.
  - e. Payrolls shall be submitted electronically (email) as a pdf document to the NHDOT Contract Administrator. The file name shall be in the following format: Contractor’s name (abbreviated is acceptable) **followed by the “week ending” date (yyyy/mm/dd)**. The Contractor’s and each Subcontractor’s payroll shall be submitted as separate, individual files. Example: PrimeContr – 2014-12-03; SubcontraA – 2014-12-03; SubcontraB – 2014-12-03.
8. Classifications: A small number of classifications have been described in the OFC Special Attention document which is included in each contract. The Prime Contractor should ensure each subcontractor and lower-tier subcontractor receives a copy of the Special Attention prior to entering into agreements. To ensure there is no confusion relative to which carpenter classification to use, the below information is provided:
- a. Carpenter (Formwork Only): Formwork carpenters construct the forms that retain concrete in the construction of bridges, foundations, and other concrete structures. This also includes pre-manufactured forms made of steel, wood, fiberglass, or heavy plastic. Work under this class also includes bracing required to hold the forms in place.
  - b. Carpenter (Excluding Formwork): Involves all carpentry work not directly related to the placing of concrete. This includes, without limitation, scaffolding, safety rail, platforms, walkways, stairs, demo containment, buildings, and bracing that is not in direct contact with concrete.
  - c. Dismantling: Work to dismantle previously constructed forms, scaffolding, safety rail, platforms, walkways, stairs, or demo containment where the use of personal fall protection safety devices are not in use can be performed by Common or General Laborers.
  - d. Questions involving proper classification of workers should be addressed **prior** to performing work on the project.
9. FHWA-1273 Violations: If there is a violation of required Contract provisions (including the timely submission of certified payrolls), contractors will often receive a “reminder” on the first violation (by project). However, in accordance with FHWA-1273, Section I, Paragraph 3, “A breach of any of the stipulations contained in these Required Contract Provisions may be sufficient grounds for withholding of progress payments, withholding of final payment, termination of the contract, suspension / debarment or any other action determined to be appropriate by the contracting agency and FHWA.” Repeated violations most often result in withholding of project estimate payments; however, the NHDOT may also request a contractor to develop, and have approved by the NHDOT, a Corrective Action Plan before estimate payments can be resumed.
10. Conformances:
- a. The Prime Contractor is responsible for ensuring all work performed on site is correctly classified on payrolls and that conformances (SF1444s) for additional

work classifications are submitted to the Office of Federal Compliance “3-4 weeks” **prior** to utilizing the work classification (per contract) (includes subcontractors/lower-tier subcontractors who will submit same through the Prime Contractor).

- b. The Prime Contractor shall ensure SF1444 submissions are in accordance with the U.S. Department of Labor’s (USDOL) Memorandum No. 213. A copy can be obtained at: <http://www.wdol.gov/aam/aam213.pdf>. Submissions received that are not in accordance with the USDOL memorandum shall be returned to the Prime Contractor for correction. The Prime Contractor is responsible for briefing all subcontractors and lower-tier subcontractors on the requirements.

11. ***Bulletin Board:*** The contractor shall erect and maintain a bulletin board on which to post the notices, rates, and related items that are required to be posted. The board shall be a minimum of 4 foot by 8 foot in order to allow sufficient space, without overlapping, for both State and Federal poster/information, as required. **The project name and number shall be clearly displayed.** Additional work classifications and their rates, requested by the contractor and subsequently approved by the USDOL, shall also be posted. Bulletin boards shall be an enclosure and the posted documents shall be protected from the elements by glass or Plexiglas. Boards shall be erected on the site of work, be placed in a conspicuous and accessible location where it can be easily seen by all workers. If placing the bulletin board on the site of work is not feasible, either for safety reasons or due to the work taking place, the Contractor may recommend placing it in an adjacent location subject to NHDOT approval. If the NHDOT deems the alternate location as unsuitable (the location is too distant or will not be utilized by all subcontractors, etc.), the NHDOT may instead require the use of employee bulletin board handouts in accordance with FHWA policy. Contractors have two options for posters: Option 1 – Using “all-in-one” Federal and State posters; or Option 2 – Arranging posters in a predetermined manner (see attached) as provided by the NHDOT. The bulletin board shall remain the property of the Contractor and **shall remain on site until completion of the work.**

12. ***On-The-Job Training (OJT):***

This project has no OJT requirements.

13. ***Asbestos Removal:*** Primes shall ensure all workers performing asbestos removal sign-in on a daily basis. The OFC Form 20 shall be used for this purpose (found at <https://www.nh.gov/dot/org/administration/ofc/documents.htm>). Project superintendents shall provide completed sign-in sheets to the NHDOT Contract Administrator before the close of business each day (or as soon as crews have completed sign-in procedures for the day).

14. ***Additional DBE Requirements:*** All necessary and reasonable steps must be made to ensure that DBE’s have a non-discriminatory opportunity to compete for and perform contracts in accordance with the Code of Federal regulations 49, Part 26. A list of certified DBEs is available at the NHDOT website at <https://www.nh.gov/dot/business/contractors.htm> or you can contact the NHDOT External EEO Coordinator at (603) 271-6612 for a directory. The contractor shall submit quarterly to the Department certification of the total dollar amounts paid to each DBE. Contract Administrators, inspectors, or the OFC will perform

Commercially Useful Function (CUF) reviews for each DBE subcontractor on the project. Completed reviews will be submitted to the NHDOT External EEO Coordinator.

15. Prompt Payment Notices and Certifications:

The Prime Contractor shall pay all Subcontractors for the work performed no later than 21 calendar days from the date the Prime Contractor received payment from the Department for said work, including materials in accordance with 109.07 and/or 109.08 paid for in the progress payments. Subcontractors are required to pay their Subcontractors and/or material suppliers within 21 calendar days from the date they receive payment for satisfactory work performed or supplies received.

This Prompt Pay requirement shall be made part of all subcontracts and agreements.

If the Prime Contractor believes that any portion of the payment should be withheld from the Subcontractor, the Prime Contractor shall notify the NHDOT Contract Administrator in writing, prior to the estimate being processed. The NHDOT Office of Federal Compliance shall be made part of this notification. The NHDOT may withhold payment for the portion of work in dispute pending resolution.

The determination of whether work has been satisfactorily performed is the responsibility of the Engineer.

The Prime Contractor must include, in all subcontract agreements, notices to Subcontractors of their right to prompt payment, and of the Department's policy prohibiting Prime Contractors from holding retainage from Subcontractors under 49 CFR 26.29. Failure of a Prime Contractor or a Subcontractor to comply with these prompt payment provisions may result in sanctions.

Prompt Payment Certifications: The Prime Contractor or any Subcontractor who receives payment for work and/or materials shall submit a "Monthly Prompt Pay Certification," OFC Form 18, to the NHDOT Office of Federal Compliance **no later than the 10<sup>th</sup> calendar day of each month**. For months during which contractors do not make payments to subs or material suppliers, contractors are still required to report to OFC that they did not make any payments during those months. Please call (603) 271-6612 if questions.

16. Trucking: The Contractor shall ensure trucking operations are in accordance with the NHDOT Trucking Guidance brochure dated November 2, 2015.

- a. Owner Operators: Owner/operator truck drivers (drivers who own the vehicle they are driving) shall be included on the hiring contractor's payroll. Hours worked and rates of pay are not required.
- b. Contractor: Trucking companies with "employee" drivers require subcontractor approvals. Certified payrolls are required.

**PROJECT PERSONNEL**

The Contractor’s contact personnel relative to project requirements are as follows:

PROJECT SUPERINTENDENT	Jesse St. Pierre
TRAFFIC CONTROL COORDINATOR	TBD
SAFETY OFFICER	Tim St. Pierre
PROJECT SITE EEO OFFICER	Tim St. Pierre

**EMERGENCY WEEKEND AND /OR NIGHT MAINTENANCE CONTACTS**

Please see attached list for Project and Emergency Contact Personnel.

cc: Attendance List

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**PROJECT CONTACT INFORMATION**

PROJECT NAME:	<b>Jaffrey</b>
PROJECT NUMBER:	<b>16307</b>
PROJECT LOCATION:	<b>Intersection of NH 124 and 202 in Jaffrey, NH</b>
CONTRACTOR:	<b>BUR Construction</b>

**LIST IN PRIORITY ORDER, CONTRACTOR PERSONNEL TO BE NOTIFIED IN CASE OF EMERGENCY WEEKEND AND/OR NIGHT MAINTENANCE NEEDS.**

	NAME	PHONE
1.	Roger Rutkowski (Project Manager)	802-299-6615
2.	Jesse St. Pierre (Superintendent)	603-287-7125

**IF THE ABOVE CONTRACTOR PERSONNEL CANNOT BE REACHED, PLEASE CALL:**

CONTRACT ADMINISTRATOR:	Zach Paight
DAYS:	603-209-8807
NIGHT/WKND:	603-209-8807

DISTRICT CONST. ENGINEER:	Tim Chapman
DAYS:	603-491-6305
NIGHT/WKND:	603-491-6305

**RETURN COMPLETED FORM TO CONSTRUCTION FOR DISTRIBUTION**

Copy to Maintenance District 4	✓	Transportation Management Center	✓
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