



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner

May 29, 2025

Mary Moritz, Town Administrator
Town of Bethlehem
PO Box 189
Bethlehem, NH 03574

RE: Bethlehem-Sugar Hill-Franconia, X-A005(336), #44160
Profile Community Trail along NH 18 and other off-road locations
Federal Aid Program – Earmark NH-097
FIRST PROJECT AGREEMENT (revised from original sent August 18, 2023)

Dear Ms. Moritz:

The NH Department of Transportation (NHDOT) attended a scoping meeting with the Town of Bethlehem (Bruce Caplain, Angela Figallo McShane, and Rosalind Page) on June 30, 2023, to discuss the scope, schedule, and budget for the above noted project. Attached for your signature is a revised Project Agreement between NHDOT and the Towns of Bethlehem, Sugar Hill, and Franconia for design services only (no construction). This standard agreement is required for all Local Public Agency projects funded through NHDOT. **Please leave the date blank on the first page of this agreement.**

In addition to our standard project agreement, we are requiring the three Town's involved with this project to execute a separate local level "Sponsor-Co-Sponsors" agreement. This (attached) local level agreement, which was developed by the Town of Bethlehem, identifies the roles, responsibilities, and required financial commitments of the project. The NHDOT will not be able to execute our Project Agreement without first verifying a Sponsor-Co-Sponsors local level agreement has been executed.

Once both the "NHDOT Project Agreement" and the "Sponsor-Co-Sponsors Agreement" has been signed by all three communities please email both agreements back to me. I will obtain the required signature here at the Department, date the local project agreement, and forward executed originals back to you and the co-sponsors.

Along with both signed agreements, three (3) other items are required:

- 1) Unique Entity Identifier (UEI) number as described below (for Bethlehem, Franconia, and Sugar Hill),
- 2) Certificate of Authority as described below (for all three communities),
- 3) Proposed "Person in Responsible Charge" including their LPA certificate number (for all three communities)

The UEI number is the non-proprietary identifier that has replaced the Dun and Bradstreet Data Universal Numbering System (DUNS) number as of April 4th, 2022. The UEI number can be requested in, and assigned by, the System for Award Management (SAM.gov) if your Town does not have one already.

The “Certificate of Authority” shows that the person signing the agreement has the right and authority to sign the agreement on behalf of the Town.

Examples of what this could be:

- Meeting minutes that identify that the Board of Selectmen has authorized the Town Administrator/Town Manager to sign contracts and agreements
- The Town charter or other Town guiding documents, or
- If other options are not possible, then we request a notarized statement on a standardized form

Execution of the agreement does NOT mean that you can begin to spend funds that you expect to have reimbursed as part of the project (there are no exceptions to this). However, there may be steps that are worthwhile to take to advance your project once the agreement is executed. Please ask me for more details and information once you are ready to begin. We will follow up with you periodically, but it is ultimately up to the Person in Responsible Charge of the project to advance the project.

As your project progresses, you will be required to execute an amended project agreement for any significant changes in your project’s scope, schedule, or budget.

The reference document titled “New Hampshire Department of Transportation Local Public Agency (LPA) Manual for the Development of Projects” can be downloaded from our website at the link at:
<https://www.nh.gov/dot/org/projectdevelopment/planning/lpa.htm>

Please become familiar with the LPA manual as well as the LPA training material as you advance your project. We have attached a checklist for your use in tracking the progress of your project.

Important Note – time is of the essence as this project’s federal earmark funds only remain available for obligation thru September 30, 2026. The Town will need to have an approved Engineering Study and an approved Scope and Fee for the rest of Preliminary Engineering (Preliminary Design and Final Design) by September 1, 2026, to complete design services with these earmark funds.

Thank you for your attention to these matters and I look forward to helping you begin this project. Please do not hesitate to contact me if you have any questions.

Sincerely,



Nicholas B. Sanders, PE
Project Manager
Bureau of Planning and Community Assistance
Telephone: (603) 271-6454

NBS/lbw
Attachments

cc via email: C.R. Willeke, NHDOT