

**Londonderry Town Council Meeting
Monday, February 2, 2026, 7:00 p.m.
Moose Hill Council Chambers**

Meeting Link: <https://www.youtube.com/live/Fv6v2euLJwE?si=DzQufniLpkuVYyYV>

Council Members Present: Chair Ron Dunn; Vice Chair Shawn Faber; Councilors Dan Bouchard, Deb Paul, Ted Combes

Council Members Absent: None

Other Staff Present: Town Manager Shaun Mulholland; Deputy Town Manager Kellie Caron; Administrative Services Director Kirsten Hildonen; DPW Director Dave Wholley

A. CALL TO ORDER

Chair Dunn called the meeting to order at 7 p.m. and led the Pledge of Allegiance.

B. PUBLIC COMMENT

Chair Dunn opened public comment.

Name: Richard Belinsky

Address: 89 Hall Road

Mr. Belinsky repeated questions asked at earlier meetings. He questioned why Town employees are entering the Library during the current closure due to the recent leak and the presence of mold, and recommended action to be taken.

Marge Badois, Conservation Commission Chair, announced the Musquash Field Day will be held on February 14th from 10 to 2.

Donna Plant, Assistant Library Director, thanked the Town and the community for their support during the past week.

Name: Ann Chiampa

Address: 28 Wedgewood

Ms. Chiampa shared historical information on the Potter House. She asked about funds that were intended to reconstruct it and not spent.

Name: Alan Roy

Address: Trolley Car Lane

Mr. Roy announced he will be running for Town Council.

Name: Jan McLaughlin

Address: Rainbow Drive

Ms. McLaughlin spoke to the need to resolve the problem in the Library. She asked that the

47 wood from the Potter House be used for Londonderry projects.

48

49 **Name:** Kristine Perez

50 **Address:** 5 Wesley Drive

51 Ms. Perez asked questions resulting from the recent water system presentation.

52

53 Chair Dunn closed public comment.

54

55 Chair Dunn announced that additional topics have been added to the Agenda.

56

57 **C. LEACH LIBRARY**

58 Mr. Mulholland explained the planned phased approach to address the mold issue, reoccupy
59 the building, and put measures into place to permanently resolve the problem.

60

61 The Council discussed how the work will be funded. They agreed to meet with the Library
62 Trustees at the February 5th Trustee meeting to discuss how to move forward.

63

64 Library Board of Trustees Chair Liz Thomas expressed concern about the time this work will
65 take and the effect it will have on Library employees.

66

67 **D. PAVING CONDITION INDEX (PCI)**

68 DPW Director Dave Wholley and Deputy Director James Danis spoke to the need for a Paving
69 Condition Index as part of developing a formalized road program. Mr. Danis reviewed the
70 benefits of having a PCI and how it would be utilized. An RFP was published to complete a
71 PCI and a consultant selected. Mr. Danis reviewed the steps involved and the timeline to
72 complete the project.

73

74 **E. BOARD APPOINTMENTS AND REAPPOINTMENTS**

75 None

76

77 **F. PUBLIC HEARINGS**

78

79 **1. Receive public input, discuss and act upon a proposed amendment to the Purchasing**
80 **Policy.**

81

82 *Vice Chair Faber moved to open the public hearing. Seconded by Councilor Combes.*
83 *Motion carried 5-0-0. Chair votes in the affirmative.*

84

85 Chair Dunn asked for public comment.

86

87 **Name:** Joseph Gagnon

88 **Address:** 219 Winding Pond Road

89 Mr. Gagnon spoke in support of the Council's involvement in approving long-term
90 contracts and expenditures over \$15,000.

91

92 *Vice Chair Faber moved to close the public hearing. Seconded by Councilor Combes.*

93 *Motion carried 5-0-0. Chair votes in the affirmative.*
94

95 Mr. Mulholland noted the proposed policy resolves some issues with the current policy,
96 but more issues remain. Staff has not had time to test the proposed policy. He
97 recommended taking time to review and test the proposed policy before approval.
98

99 Councilor Bouchard expressed concern about legal costs involved in amending this policy
100 and the need for the entire Council to be informed about discussions with counsel, which
101 the Council discussed. He asked that all Council members be copied on emails with
102 counsel regarding the purchasing policy.
103

104 Councilor Bouchard invoked councilor privilege to have time to research this. This topic
105 will be addressed at the next regular Council meeting.
106

107 **G. NEW BUSINESS**

108 **1. Discuss and act upon the Londonderry Historical Society's request for Potter House**
109 **wood**

110 Ms. Hildonen and Linda Green, president of the Londonderry Historical Society, offered
111 background information on the donation of the Potter House to the Historical Society.
112 Ms. Hildonen reviewed the status of the \$150,000 appropriated via warrant articles to
113 disassemble, relocate, and reconstruct the house, and what work was done towards this
114 goal. The beams are currently stored on the Historical Society property. Ms. Hildonen
115 explained the request to instruct the Town Manager's office to research legal options for
116 deciding what can be done with the beams and foundation.
117

118 Ms. Green explained the Historical Society would like something to be done with the
119 beams, whether this is done by the Town or the Historical Society, noting the amount of
120 work that would be needed to do so.
121

122 The Council agreed the Town Manager's office should move forward with obtaining a
123 legal opinion on this. They asked that the beams be inspected to determine their condition
124 and Ms. Green agreed to have this done.
125

126 **2. Discuss and approve an expenditure from the Expendable Maintenance Trust Fund**
127 **for winter maintenance.**

128 Director Wholley presented a request for funding to provide snow plowing for municipal
129 facilities.
130

131 *Councilor Bouchard moved that the Londonderry Town Council hereby approves*
132 *Order 2026-03 and directs the Trustees of the Trust Fund to disburse \$18,000 from the*
133 *Expendable Maintenance Trust Fund for winter maintenance of Town facilities.*
134 *Seconded by Councilor Paul. Motion carried 5-0-0. Chair votes in the affirmative.*
135

136 **3. Discuss motion for reconsideration to rezone Map 12 Lot 68 (2 Litchfield Road).**

137 Ms. Caron presented background on this motion for a rehearing. Mr. Mulholland
138 reviewed the arguments made in support of this motion.

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Councilor Bouchard moved that the Town Council deny the Motion for Rehearing regarding Ordinance 2025-10, amending the Zoning Ordinance to rezone 2 Litchfield Road (Map 12, Lot 068) from C-III with Historic District Overlay to AR-1. Seconded by Councilor Paul. Motion carried 3-2-0. Chair votes in the affirmative.

4. Discuss alternate funding mechanisms for infrastructure.

Mr. Mulholland reviewed a white paper created by his office on the Town's options to fund infrastructure improvements, listing the pros and cons of each. It is up to the Council to provide direction on next steps.

5. Discuss and determine next steps regarding the selection of Legal Counsel for the Town.

Mr. Mulholland explained information was compiled at the request of Councilor Paul regarding selecting new legal counsel for the Town. The Council discussed the benefits and drawbacks of changing counsel, expressing concern that costs will be higher with other firms and the same expertise might not be available.

Councilor Bouchard moved that the Town Council directs the Town Manager to issue the Request for Qualifications (RFQ) to solicit a law firm to serve the Town of Londonderry and coordinate the process.

Discussion: The Council asked for clarification of the RFQ process, which Mr. Mulholland provided. They expressed concern that this process will be time-consuming and that other firms will not be able to provide the same service as the current firm. They questioned why an RFQ process has been proposed.

Seconded by Councilor Paul. Motion carried 5-0-0. Chair votes in the affirmative.

H. OLD BUSINESS

None

I. APPROVAL OF CONSENT ITEMS

- 1. Town Council meeting minutes from January 9, 2026**
- 2. Sewer Warrant**
- 3. Pavement Condition Index Study**

Councilor Bouchard moved to approve the Consent items. Seconded by Councilor Paul. Motion carried 5-0-0. Chair votes in the affirmative.

J. OTHER BUSINESS

1. Liaison Reports

Councilor Combes reported on a recent meeting with the airport director, who plans to offer a presentation to the Council in an upcoming meeting. Councilor Combes will be attending the Old Home Day Committee meeting on February 5th.

185 Chair Dunn reported on the water presentation made by the Utilities Committee in
186 coordination with Town Staff, noting it was very well received.

187
188 Councilor Bouchard commended Town and Library Staff on working together to provide
189 Library services while the Library is closed.

190
191 Vice Chair Faber commended Chair Dunn on his work on the water presentation, and the
192 work being done to provide clean, affordable water to residents.

193
194 Councilor Paul reported on events she attended during the week and mentioned the
195 upcoming Deliberative Sessions.

196
197 Ms. Hildonen reported the next public input session on the Strategic Plan is March 19th
198 at 6:30 p.m.

199

200 **2. Town Manager Report**

201 Mr. Mulholland noted the Council needed to extend the interim purchasing limits until the
202 purchasing policy is approved.

203
204 *Councilor Bouchard moved to continue the current purchasing policy. Seconded by*
205 *Councilor Combes. Motion carried 5-0-0. Chair votes in the affirmative.*

206
207 Mr. Mulholland requested funding for MRI to conduct an internal investigation.

208
209 *Councilor Bouchard moved to approve funding for MRI to conduct an internal*
210 *investigation. Seconded by Councilor Combes. Motion carried 5-0-0. Chair votes in the*
211 *affirmative.*

212
213 Mr. Mulholland requested an expenditure of \$600 for software to evaluate the Town
214 Manager's performance.

215
216 *Councilor Bouchard moved to approve \$600 for software to evaluate the Town*
217 *Manager's performance. Seconded by Councilor Combes. Motion carried 5-0-0. Chair*
218 *votes in the affirmative.*

219
220 Mr. Mulholland presented a multi-year contract through 2030 for consulting from
221 Whitney Consulting Group, the Town's assessor.

222
223 *Councilor Combes moved to approve the contract with Whitney Consulting Group.*
224 *Seconded by Councilor Bouchard. Motion carried 5-0-0. Chair votes in the affirmative.*

225
226 Mr. Mulholland asked that a motion be made at the Deliberative Session to add \$250,000
227 from the Unassigned Fund Balance to the Expendable Trust Fund to address the mold
228 issues at the Library. Councilor Bouchard agreed to do this. Mr. Mulholland will share
229 information on the mid-course corrections that will be made to the budget to help fund
230 this work.

231
232 Ms. Hildonen requested Council approval for a one-year contract with CrisisGo Safety
233 iResponse at an annual cost of \$1,695.75 and one-time set up cost of no more than \$1,880
234 for silent alarms.

235
236 *Councilor Bouchard moved to approve this contract. Seconded by Councilor Combes.*
237 *Motion carried 5-0-0. Chair votes in the affirmative.*
238

239 **3. Deputy Town Manager Report**

240 Ms. Caron reported the draft Master Plan is available for review and comment through the
241 end of February 2026. There will be a presentation for the Planning Board at their
242 February 4th meeting and a formal public hearing at the March 4th meeting.

243
244 The final Planning Board work session on the PUD ordinance will be held on February
245 11th, with a public hearing to follow. Tentatively, it will be presented to the Council for a
246 first reading in March.

247
248 **K. PUBLIC COMMENT**

249 Chair Dunn opened public comment.

250
251 **Name:** Richard Belinsky
252 **Address:** 89 Hall Road
253 Mr. Belinsky spoke to the benefits of changing legal counsel and to the mold issues in the
254 Library.

255
256 Chair Dunn closed public comment.

257
258 **L. NON-PUBLIC SESSION**

259 A non-public hearing was scheduled under RSA 91-A:3, II(b), regarding the hiring of any
260 person as a public employee.

261
262 *The Council conducted a roll call vote to enter non-public session: Combes - aye, Faber -*
263 *aye, Dunn - aye, Bouchard - aye, Paul - aye.*

264
265 The cameras were turned off at 9:35 p.m.

266
267 **M. MEETING SCHEDULE**

- 268 • February 7, 2026, Londonderry High School Cafeteria, 9 a.m. - Deliberative Session
- 269 • February 17, 2026, Moose Hill Council Chambers, 7 p.m.
- 270 • March 2, 2026, Moose Hill Council Chambers, 7 p.m.

271
272 **N. ADJOURNMENT**

273
274 The meeting was adjourned.

275
276 *Minutes prepared by Beth Haggeli*

December 17, 2025

*Consultant Proposal for Town of Londonderry
New Hampshire Public Works Department*

Pavement Condition Index (PCI)

Prepared for:

Town of Londonderry

Prepared by:

Kimley»Horn



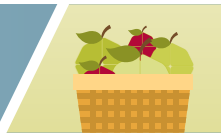


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SECTION

1

Letter of Interest



1. Letter of Interest

Donna Limoli
Town of Londonderry
Attn: Finance Department Purchasing Agent
268 B Mammoth Road
Londonderry, NH 03053

Kimley-Horn and Associates, Inc.
271 Waverley Oaks Road
Suite 302
Waltham, MA 02452

**RE: Town of Londonderry New Hampshire Public Works Department
Request for Proposals (RFP) – Pavement Condition Index Reporting**

December 17, 2025

Members of the Selection Committee:

Kimley-Horn is pleased to submit our consultant proposal to provide consulting and engineering services related to the Town of Londonderry's update of the PCI. With decades of experience serving municipalities across New Hampshire and the nation, we bring a proven team, a thoughtful approach, and a deep understanding of the unique challenges faced by communities like the Town of Londonderry. As you review our qualifications, please consider the following strengths we bring to this project:



Our People and Unique Approach: Our pavement management team is led by licensed professional engineers with advanced degrees in pavement and materials research who have spent their careers supporting municipal pavement management programs. The PM is a former City Engineer who lives one mile from the Londonderry town line and understands the realities of public works operations. **More than an exercise in data visualization, we focus on engineering pavement solutions that are grounded in practical implementation, while partnering with our clients to educate, inform, and support the improvement and funding of their pavement networks. Our team includes experts in pavement design, GIS, and asset management, all committed to delivering a seamless and valuable experience to improve roadway conditions and maximize the return on investment for your residents.**



Exceptional Data Integrity: We bring the leading-edge pavement data collection technology that provides downward facing cameras and laser-based imaging for exceptional accuracy and repeatability. This technology creates 3D profiles of road surfaces better suited to pick up rutting, raveling, and crack characteristics, as well as limit the impact of lighting and shadowing. This approach, compared to other LiDAR-based systems for PCI collection, most closely mirrors a manually collected ASTM D-6433 ground survey. It can simultaneously collect imagery for asset location and extraction. We have collected more than 15,000 miles of pavement data with our data collection partner, ICC, and have a robust quality review process ready to go. **This approach to high-quality data collection for your baseline survey means building your program on a strong foundation with better data and the need for less frequent data collection updates.**



DRIVE Technology Solution: Our prioritization recommendations are powered by DRIVE, our intuitive, web-based pavement management platform. DRIVE provides real-time access to network health, pavement condition data, and capital planning tools during project development with an option for town access. Its **cost-benefit value (CBV) prioritization model ensures that every dollar spent delivers the greatest possible impact**, customized to Londonderry's treatment options and local construction costs.

By choosing Kimley-Horn, you can trust our high standards to provide transparent, accurate, and actionable PCI reports that help the Town of Londonderry make informed decisions for maintaining and improving your infrastructure. If you have any questions, **please contact me at todd.connors@kimley-horn.com or 617.858.8512.**

Sincerely,

Kimley-Horn and Associates, Inc.

Todd Connors, PE
Project/Client Manager & Primary Contact

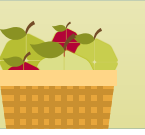
Kathy Keegan, PE*
Vice President, QC/QA Manager

**Authorized to sign on behalf of firm*

SECTION

2

CONSULTANT Knowledge and Experience



2. CONSULTANT Knowledge and Experience

Kimley-Horn

Our Waltham, MA office is home to a team of engineers and planners who have experience partnering with municipalities across New England and the nation. **Kimley-Horn** specializes in delivering context-sensitive, forward-thinking solutions that support practical implementation. Our local pavement management group is especially proud of its work supporting cities and towns with empirical strategies that extend pavement life, optimize budgets, and improve roadway safety and performance. Kimley-Horn has all the required experience to complete this project in our local office using a trusted partner for data collection—allowing us to be nimble with responsiveness, schedule, and cost.

We understand that effective pavement management requires more than just technical know-how—it demands collaboration, creativity, transparency, and an understanding of community priorities. That’s why we work closely with municipal staff, community stakeholders, and multidisciplinary teams to ensure every recommendation is tailored, actionable, and aligned with your long-term goals.

At Kimley-Horn, our culture is built on people, performance, and purpose—values that align closely with the mission of public service. We are known for our responsive, collaborative approach and for building strong, lasting partnerships with local governments across the country.

This commitment to excellence has earned us national recognition, including a #22 ranking on *Fortune’s* “100 Best Companies to Work For” in 2025, and a #8 ranking on *Engineering News-Record’s* “Top 500 Design Firms”—a reflection of our technical strength and consistent delivery on complex, community-focused projects. We bring this same level of dedication to every pavement management engagement helping municipalities make informed, cost-effective decisions that protect infrastructure investments and serve the public good.

ICC-IMS



Kimley-Horn is proud to partner with International Cybernetics Company, LP (ICC) and IMS Infrastructure Management Services (IMS) on this pavement management project, leveraging their extensive expertise and innovative solutions to deliver exceptional results. ICC and IMS joined forces in 2022 to revolutionize pavement management and infrastructure solutions. This merger combines decades of expertise in consulting services, data collection, equipment manufacturing, and software development to meet any pavement-related challenges agencies may face. Their team offers practical

solutions that make positive impacts, from advancing pavement management programs to securing increased infrastructure funding. Over the past five years, they have invested \$5 million in enhancing their Unify™ software suite, solidifying their position as an industry leader in integrated, end-to-end data collection, processing, and visualization tools. ICC offers services including automated and semi-automated pavement condition assessments, non-destructive pavement testing, pavement management system implementation and training, and ROW asset inventory development using advanced technologies. Their team of professional engineers and pavement management specialists meet all state and industry requirements, maintaining rigorous equipment and operator certifications to ensure the highest accuracy, reliability, and compliance.

Our Experience

Kimley-Horn has collaborated on complex pavement and asset management programs and technical investigations throughout the country—experiences that allow us to uniquely serve the Town using the local resources and familiarity provided by our project manager, **Todd Connors, PE**. Our team is well-versed in a wide range of data collection techniques and pavement management software, and it is true, PCI ratings based on measurable data and calculated using the ASTM standard are an excellent choice for your baseline survey. Our expertise allows us to support the Town in completing an accurate pavement condition index (PCI) report, identifying short- and long-term budget needs, preparing cost estimates, recommending a capital improvement plan, and providing valuable pavement management expertise as the Town progresses through this plan.

The core project team of Todd Connors, Kathy Keegan, and Chris Jacques are all licensed professional engineers with a combined 70 years of experience in public works, roadway design, and pavement management. One important aspect of our experience sets us apart from other teams; our commitment to a practical solution. Implementation is when most studies or programs falter, and that is exactly when our public works experiences shine.

Beyond technical expertise, we also bring a strong understanding of local treatment practices, contractor capabilities, and regional construction costs. This insight allows us to develop accurate cost estimates and budget scenarios that reflect real-world conditions, ensuring your plan is not only strategic, but also implementable.

DRIVE™ Software Deployment

To support this effort, Kimley-Horn will deploy our branded **DRIVE** (Database for Roadway Inventory, Visualization, and Evaluation) software. **DRIVE was developed specifically by pavement engineers to meet the needs of municipalities**

Pavement Condition Index (PCI) Reporting



managing networks under 500 miles—bridging the gap between technical analysis and real-world project planning.

What Makes DRIVE Unique? DRIVE is a decision-support tool that prioritizes pavement investments using a structured, cost-benefit evaluation framework. Unlike traditional approaches, DRIVE integrates multiple prioritization factors to help the Town make the most effective use of limited resources while maintaining long-term network performance. Key **prioritization factors** include:

- **Pavement Condition.** Segments are ranked based on current condition and rate of deterioration, ensuring timely intervention before more costly treatments are required.
- **Traffic Volume and Roadway Importance.** Higher-volume and higher-priority roads—such as major collectors and arterials—are weighted more heavily to reflect their greater impact on mobility and safety.
- **Cost-Effectiveness of Treatment Timing.** DRIVE identifies the optimal window for applying maintenance or rehabilitation, maximizing return on investment and minimizing lifecycle costs.
- **Consequences of Deferral.** The tool considers the long-term implications of delaying treatment, helping the Town avoid accelerated deterioration and higher future costs.
- **Budget-Constrained Optimization.** DRIVE recommends funding the most beneficial projects first, continuing until the available budget is fully allocated—ensuring that every dollar spent delivers the greatest possible value.

By combining these factors, DRIVE enables the Town to make data-informed, transparent, and defensible decisions about **which roads to treat now and which can be deferred without compromising overall network health.**

The DRIVE dashboard is a user-friendly, web-based interface that provides a snapshot of pavement conditions, planned construction, and key statistics. DRIVE also allows for the inclusion of other available infrastructure data—such as sidewalk conditions, ADA ramps, and utility coordination—to support a holistic capital improvement planning process.

Below, we’ve highlighted key projects that demonstrate our ability to deliver pavement management solutions that are **effective, efficient, and community-focused**—both locally and nationwide. A common theme is that pavement management works to reduce lifecycle costs with proper maintenance treatments applied at the right time. This practice tends to expand the number of miles treated on an annual basis and bolsters the case for increased funding.

Project Examples

CITY OF MANCHESTER, PAVEMENT AND SIDEWALK ASSESSMENT, MANCHESTER, NH

PROJECT TEAM: Chris Jacques, Todd Connors, Kathy Keegan

Kimley-Horn prepared an ASTM D6433 PCI assessment and implemented a pavement management program for the 420-mile roadway network that they continue to update and manage annually. Maintenance recommendations include traditional and preservation treatments such as crack sealing, chip seals, microsurfacing, overlays, reclamation, and reconstruction.

Project approach, reporting, and presentation helped build support for the program amongst policy makers as well as residents and municipal staff. Consideration of reduced lifecycle costs changed the context of capital planning away from a “worst-first” approach.

GIS: ESRI-based GIS (maintained by the City and augmented by project). The Town has a robust GIS system and required seamless integration.

Data Collection Technology: LCMS (Downward-Facing Cameras and Lasers) with 360° Cameras – baseline conditions collected to ASTM standard and asset extraction (approximately 20 asset classes). After five years, data was collected using forward-facing camera technology and on shorter intervals. We expect to move back to LCMS2 to get a solid baseline ASTM update.

Software Tool/Data Integration: Kimley-Horn’s DRIVE pavement management software was implemented. Data were also integrated with the City’s Maximo - asset management/work order management tool.

Program Impact to Client: Upon implementation of the program, the budget analyses results were presented to the Board and, after educating the Board on PCI and future condition projections, the Board **doubled the funding for the resurfacing budget for each of the last two program cycles.** The City’s PCI has improved by 10 points since implementing the Kimley-Horn approach.

The Program has expanded to include a condition assessment and CIP recommendation for the Town’s 250-mile sidewalk network. Successful collaboration has led to various projects including downtown sidewalk assessments and evaluations for the parking lots for 21 public schools.

“Kimley-Horn’s DRIVE tool provides us with a sleek and innovative user-interface with ample engineering horsepower to generate a cost-effective pavement plan. DRIVE’s project planner tool exceeded our expectations and is a game-changer for us!”

-Owen Friend-Gray, Deputy DPW Director, City of Manchester

TOWN OF SUDBURY, PAVEMENT MANAGEMENT PROGRAM, SUDBURY, MA

PROJECT TEAM: Chris Jacques, Todd Connors, Kathy Keegan, Joe Fabrizio

Pavement Condition Index (PCI) Reporting



Kimley-Horn performed a PCI update for the Town's 140-mile roadway network in 2021 and again in late 2023 with pavement engineers performing a manual QC/QA validation of the distress data collected using forward-facing cameras to verify that the initial data quality was accurate.

Utilizing the condition data and discussions with the Town regarding a treatment library tailored to their experiences, Kimley-Horn prepared several budget scenarios to analyze the budget impact of roadway conditions.

GIS: ESRI-based GIS (maintained by Town)

Data Collection Technology: Video-based data collection, forward-facing cameras supplemented by manual rating to achieve ASTM D6433 standard

Software Tool/Data Integration: Kimley-Horn's DRIVE pavement management software was implemented.

Program Impact to Client: A Deterioration Analysis was completed after the second cycle of data collection to compare the two datasets and identify any outliers or significant changes to both **check the model and address streets with accelerated deterioration characteristics**. This provided the Town data to support observations and ultimately a request for additional roadway resurfacing dollars.

MASSPORT, ROADWAY PAVEMENT MANAGEMENT PROGRAM UPDATES AT BOSTON LOGAN INTERNATIONAL AIRPORT, BOSTON, MA

PROJECT TEAM: Chris Jacques, Kathy Keegan, Joe Fabrizio

This project generally included implementation of a pavement management program for select roadways within the Boston Logan International Airport network, including terminal and non-AOA roadways. Relative conditions were determined for each roadway segment to establish a prioritized roadway rehabilitation plan.

GIS: ESRI-based GIS (maintained by client)

Data Collection Technology: Video-based data collection – artificial intelligence interpretation of the imagery with LiDAR scanning and windshield analysis to document typical distress types and severities for baseline conditions collected to ASTM standard

Software Tool/Data Integration: Excel-based results and PAVER (Federal Aviation Administration) software tool for analysis since this is the same tool used for their airside pavements.

Program Impact to Client: Massport was looking for a low-cost solution to provide relative conditions of their roadway network. Based on traffic, manual collection (walking) was not feasible, so forward-facing cameras were used. True PCI was not collected, but relative condition enabled Massport to quickly validate assumptions for their five-year capital improvement plan.

RHODE ISLAND AIRPORT CORPORATION (RIAC), STATEWIDE AIRPORT PAVEMENT MANAGEMENT PROGRAM, STATEWIDE, RI

PROJECT TEAM: Kathy Keegan, Chris Jacques

Kimley-Horn implemented a statewide airport pavement management program (APMP) that included each of RIAC's six airports including both airside and landside pavements. The pavement networks were developed from scratch in GIS including creating segments and incorporating decades of construction history. Recommendations were developed that included schedule, cost, and specific pavement rehabilitation needs all documented in report format.

GIS: ESRI-based GIS were developed by Kimley-Horn.

Data Collection Technology: Manual data collection to ASTM D6433 standard

Software Tool/Data Integration: Data analysis was completed using the Federal Aviation Administration's PAVER tool, which is required for aviation pavement. Kimley-Horn developed an ESRI GIS Web-Based interface that allowed easy access for data visualization.

Program Impact to Client: Since this was an initial implementation, the client received GIS maps to integrate in future rehabilitation projects. RIAC also began to systematically repair their pavement, when previously they did not have the data to support funding a program.

CITY OF LAWRENCEVILLE, PAVEMENT MANAGEMENT, LAWRENCEVILLE, GA

PROJECT TEAM: Chris Jacques, Kathy Keegan

The City of Lawrenceville, GA is home to approximately 30,000 residents and maintains a roadway network of 100 centerline miles. Kimley-Horn was successful in implementing a pavement management and roadway asset management program that helped them prioritize roadway needs in a cost-effective manner.

GIS: ESRI-based GIS (maintained by City)

Data Collection Technology: Video-based data collection was completed with forward-facing images to meet the needs of the client.

Software Tool/Data Integration: DRIVE – pavement management software

Program Impact to Client: The City was able to understand network-wide conditions and appropriately plan construction activities for the next several years.

"The DRIVE tool is a living pavement management plan. If our priorities or budget shift from year to year, we have the ability to adjust on the fly to still meet our goals. Kimley-Horn delivered exactly what we envisioned and needed to support our pavement plan."

-Jim Wright, former City Engineer for the City of Lawrenceville

SECTION

3

**CONSULTANT
Project Approach**



3. CONSULTANT Project Approach

Kimley-Horn's approach to pavement management is rooted in a commitment to data quality and actionable insights. Every step—from data collection to analysis to final recommendations—is carefully validated to ensure the Town receives a reliable, defensible, and cost-effective pavement management program. **Our pavement management projects are led by pavement engineers and include GIS integration for data management and impactful data visualization.**

Project Initiation

Our team has consistently demonstrated the ability to set clear project plans, methodology, and timelines that align with our clients' needs. During project initiation, we will facilitate a kickoff meeting to finalize the proposed approach, confirming expectations for communication, schedule, and deliverables. Reviewing initial steps with you will ensure smooth execution.

We will provide a detailed review of data collection methods, equipment, and analytic strategies. Subsequent meetings will help us customize the analysis to the Town, specifically: exploring viable pavement treatment options customized to your specific roadway conditions; understanding budgets; and defining condition improvement goals for your roadway network. This important step will inform the analytic portion of the project where cost-benefit values, budget scenarios, and work plans are completed.

GIS Integration

Prior to beginning data collection, Kimley-Horn will work with the Town to validate an inventory of the 192-mile roadway network. Inventory data related to roadway surface type, segmentation limits (to/from streets), lane widths, and work history will be compiled. This process will result in a GIS shapefile with linear segmentation as provided by the Town and is a necessary input for our data collection vendor. We use GIS as our base tool for data collection and management, as it allows easy integration with the resultant pavement data as well as with many commercial-off-the-shelf asset and work order management systems commonly used by our clients. Using the existing GIS files from the Town, we can validate the data and prepare for data collection. We will deliver a GIS product with updated pavement data that is compatible with the Town's OpenGov asset management system. On a similar project for the City of Manchester, for example, we provided a Maximo-compatible GIS product that easily integrated with their asset management/work order system.

Data Collection, Processing, and Quality Review

Kimley-Horn has implemented many data collection solutions for various projects. Our goal is to understand our clients' objectives and provide a solution that meets their needs and is within their budget expectations. Based on our understanding of your needs, we recommend the use of Laser Crack Measurement System (LCMS2) technology. This technology will provide Pavement Condition Index (PCI) data in accordance with ASTM D6433. Our vendor is ICC, and we have partnered extensively with them on pavement management

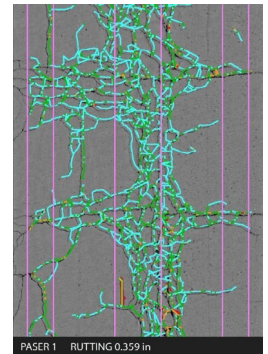
projects having **successfully executed more than 35 projects together throughout the past five years.**

ICC's IrisPRO vehicle includes an inertial profiler to measure smoothness (ride quality); LCMS2 (provided by manufacturer Pavemetrics) for pavement distress that includes downward facing cameras and lasers that measure 3D distress required by ASTM such as rutting as well as widths and depths of cracks; and a digital imaging system (Ladybug5+ 360 degree high-resolution roof mounted camera) for use in asset extraction. LCMS2 is used by DOT's for submitting data to the federal Highway Performance Monitoring System (HMPS) to secure federal funding and so repeatability and accuracy are required.

We believe the LCMS2 and Ladybug5+ approach will provide you with high quality pavement distress and PCI data that will generate accurate capital improvement plans. **This accurate baseline can allow for less frequent data collection intervals.** The use of forward-facing cameras only, rather than downward-facing, even in combination with LiDAR, means that true ASTM D6433 distress cannot be collected as 3D distress types aren't visible. While vendors who complete their surveys using forward-facing cameras will often use the term 'PCI', this may not accurately represent the resultant condition rating. ASTM is a standardized rating. For example, a road with a PCI rating of 70 in Londonderry, should be equivalent in condition to a PCI of 70 in Manchester. **Kimley-Horn prefers a standardized and non-proprietary approach.**

Shadows and lighting can also have dramatic impacts on the resultant data from these approaches. The LCMS2 mitigates this by using laser illumination and can collect data in daytime or nighttime. Less accurate data necessitates more frequent data collection.

ICC will process the data. While much of this is automated, such as the detection of cracks and rutting (see photo), there is a manual review process that provides further quality checks.



Kimley-Horn will focus on quality pavement distress data which is why **our project teams include pavement engineers with a deep understanding of distress types, causes, and repair treatments.** Members of our team have been doing PCI surveys using ASTM D-6433 for a combined 40+ years and are uniquely qualified to provide quality review of the data. We both walk and drive the pavement, separate from the ICC collection, to survey up to 20% of the data to confirm the results. Because of the resultant high data quality, this reduces the driving and review needed when developing the Capital Improvement Plan. Our extensive partnership with ICC will allow us to employ a QA/QC approach that has been refined through many projects using the same collection system, giving this collection a headstart to ensuring confidence in accuracy of the PCI results.

As there is no ASTM standard for developing a PCI rating for gravel road segments, we will apply our firm's experience on past projects to develop a methodology using the Pavement Surface Evaluation and Rating (PASER) system developed by the University of Wisconsin. This will be adjusted to a 100-point scale and used to rank gravel sections. We will work with the Town on a prioritization strategy that



will consider condition, traffic volume, cost, environmental concerns, safety, and overall practicality.

Budget Analysis and Capital Plan Recommendations

Kimley-Horn has used many pavement management softwares over the years and have listened to municipal clients regarding desired elements within an effective asset management software. This has inspired Kimley-Horn to create the DRIVE tool. The user-friendly dashboard, inventory management, treatment library flexibility, budgeting capabilities, and prioritization methodology within this software will be leveraged to prepare detailed analysis of the pavement condition data.

Upon confirmation of the pavement condition data, Kimley-Horn will coordinate and facilitate a workshop meeting with the Town to discuss and finalize the treatment library and typical budget expectations for use in budget analyses and capital planning. Selection of Town-specific treatment types, costs, and related information will help tailor the resultant rehabilitation plan to Town needs. Analysis of the data will be done within the DRIVE tool, but the data can be delivered in GIS or other simpler tools such as Excel.

Pavement performance models will be used to consider pavement conditions, surface type, functional classification, and past work history. These are implemented in DRIVE and used in budget scenarios and to develop capital plans.

The robust cost-benefit value (CBV) analysis in our DRIVE software will be used to initially prioritize the pavement repair needs and is based on the current condition of the asset, unit cost and life extension for the selected treatment, and AADT/ functional class. The objective of the capital plan development is to optimize the timing of improvements to maximize the life of a roadway for the best benefit. The CBV analysis, will yield the “raw” pavement repair work plan. We will make initial budget recommendations based on these needs and discuss the annual budget with the Town. We will then run multiple budget scenarios that show the impact of increasing or decreasing funding on the Town’s overall network PCI. Once a budget is finalized, Kimley-Horn will then build a practical plan from the basis of the output in DRIVE. This may include adjusting treatment types and timing to provide a plan that is efficient, logical, and meets the overall needs of the Town.

Kimley-Horn takes a comprehensive approach to capital plan development and ultimately develops a plan that considers appropriate timing/phasing, proximity to other projects, existing Town priorities, and other factors. Condition values are, of course, an important factor but Kimley-Horn’s capital plan recommendations will consider more than just segments below a threshold value. To these ends, the process can be described as iterative as the weight of the above factors are applied across varying budget scenarios and treatment allocations.

Reporting

Upon completion of the project, Kimley-Horn will prepare and submit a Final Project Report for review and approval by the Town. This report will serve as a formal record of the project’s scope, methodology, findings and recommendations. Our report is detailed, with graphical elements such as maps, charts, tables, and infographics to illustrate

key data and findings structured to support informed decision-making by municipal staff and leadership.

We will also be prepared to assist the Town in presenting the results of the PCI report and impacts of funding decisions to the Town Council and Town Manager. We have extensive experience with this in many municipalities including neighboring Manchester.

Proposal Alternate #1: Road Management Software System

Kimley-Horn’s DRIVE software will be used by our analysis team for the project and so will already be fully configured with specific data collected as well as the Town’s existing GIS data. Under this alternative, access will be provided directly to town authorized users and supported with the necessary licenses and training.

Kimley-Horn has used many pavement management software tools to serve clients including: PAVER, Cartegraph, GIS, Streetsaver, and the original New Hampshire’s RSMS to name a few. Over time, it was clear that many of these tools either did not adequately or cost-effectively serve municipalities with less than 500 miles. Kimley-Horn developed DRIVE to manage and visualize pavement condition data along with other assets such as sidewalks, curbs, and curb ramps that may be included in the roadway resurfacing program. Information about DRIVE is publicly available here: <https://www.kimley-horn.com/solutions/asset-management/drive/>, but there are three important components to highlight:

- 1. DRIVE Dashboard:** The dashboard allows a quick snapshot of the Town’s pavement condition, resurfacing plan, and pavement data statistics. This piece can be used by anyone without training.
- 2. Treatment Toolbox with Costs:** This customizable tool will be tailored to Town-specific treatments and costs.
- 3. Project Planner:** Utilizing Kimley-Horn’s CBV approach, this tool allows for dynamic project selection as the plan is executed over time. Data can be transferred to the Work History module and products such as GIS or Open Gov.

Proposal Alternate #2: Additional Asset Data Extraction

The IrisPRO data collection approach allows for asset data to be collected without extraction during the initial project phases. This alternative contemplates the geolocation of various roadway elements such as curb, sidewalk, ramps, pavement markings, drain/sewer structures, water valves/hydrants, and signs. Essentially, anything that can be captured in the LadyBug5+ camera can be inventoried. These features will be identified and processed in a manner that allows importation into the existing Town GIS and Open Gov systems.

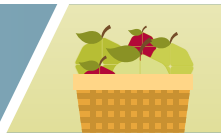


Figure: Examples of assets collected by ICC and the resultant GIS display

SECTION

4

**CONSULTANT
Schedule**



4. CONSULTANT Schedule

Kimley-Horn is committed to completing this project on time and within budget. Our proposed schedule is designed to meet the Town’s expectations with data processing in February/March and analysis in March with deliverables in early April.

To support timely delivery, our schedule includes internal milestones, review periods, and contingency buffers. A preliminary schedule and task sequencing are illustrated below and will be further refined during the Kick-Off Meeting. Our team has sufficient availability during the project window and will actively manage resources to maintain momentum. We will also coordinate closely with Town staff to align construction schedules, budget planning, and Council meeting dates.

Task/Milestones	January	February	March	April	May	June
NTP						
Project Kickoff and GIS Integration						
Data Collection (1 week)⁽¹⁾						
Data Processing and Quality Review⁽²⁾						
Analysis and Reporting						
Weather Contingency						

Milestones:

- Jan 15 - Kick-Off Meeting
- Feb 16 - Data Collection
- April 3 - Final Report

Notes:

(1) Data Collection: Data collection will take less than a week. It will be optimum to collect when the streets and sidewalks are clear so the desired asset data will be visible in the imagery. Depending on the winter, this may be as late as April.

(2) Data Processing: This typically takes 1 month for 1 week of data collection. Quality review in the field can occur in parallel.

The Kimley-Horn team has the resources to complete all tasks at any time. Our vendor, ICC, works closely with us on a multi-month data collection project in the Northeast in March through June and can easily leave that project to come to Londonderry when the weather is right. We can be flexible and accomodating to deliver the program as quickly as possible.

SECTION

5

Overall Project Team



5. Overall Project Team

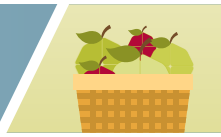
Kimley-Horn's organizational chart is provided below, illustrating a streamlined team structure designed for efficiency and responsiveness. Our **key personnel will be fully available** to dedicate their time and expertise to the Town of Londonderry. We also are well-positioned to scale our efforts, with **additional staff available** to ensure adherence to schedule and deliverables. Resumes for all key team members, including designated project/client manager, QC/QA manager, and key discipline "experts," can be found in the **Appendix**.



SECTION

6

Financial and Insurance Resources



6. Financial and Insurance Resources

Financial Statement

Kimley-Horn and Associates, Inc. is a full-service engineering and consulting firm with approximately 9,500 employees and 148 offices. The Company had 2024 revenues of \$2.8 billion. Kimley-Horn has been in business since 1967. We are financially strong, and we are committed to our continued financial health. As of December 31, 2024, the Company had total assets of \$1.8 billion and stockholder’s equity of approximately \$363 million. In addition to the financial resources noted, Kimley-Horn also has an untapped \$125 million line of credit available for short-term cash flow needs. The Company’s cash flow continues to be very strong. We maintain a disciplined focus on business fundamentals, operate the firm conservatively, and our internal controls and business standards are designed to keep our foundation strong.

Kimley-Horn uses two institutional lenders, Wells Fargo and PNC. If necessary, reference information can be obtained from the following contacts:

Michael Pugsley

Senior Vice President

☎ (919) 881-6469

🏠 Wells Fargo Bank, N.A.

150 Fayetteville Street, Suite 600

PO Box 3008

Raleigh, NC 27601

Lesley Wilson

SVP, Relationship Manager

☎ (919) 788-7573

🏠 The PNC Financial Services Group

301 Fayetteville Street, 21st Floor

Raleigh, NC 27601

For any questions regarding Kimley-Horn’s financial status, please contact Lindsey Balltzglier, Director of Accounting, at 919.678.4141.

Insurance Statements

Kimley-Horn

Kimley-Horn’s insurance information for policy period 04/01/2025 to 04/01/2026 is below. A KH 2025 sample Certificate of Insurance can be found at the end of this section.

PRODUCER:

Edgewood Partners Inc. Center/Greyling

Alpharetta, GA 30022

Jerry Noyola

☎ 770-220-7699

✉ greylingcerts@greyling.com

Type of Insurance	Insurance Carrier	Limits	Deductible
Commercial General Liability	National Union Fire Insurance Company of Pittsburgh	2 million per occurrence 4 million aggregate	\$100,000 Property
Automobile Liability	National Union Fire Insurance Company of Pittsburgh	2 million combined single limit per accident	\$250/500 Comp/Collision
Umbrella Liability	Allied World Assurance Company	5 million per occurrence 5 million aggregate	None
Workers Compensation	New Hampshire Insurance Company California – National Union Fire Insurance Company	Statutory	None

Pavement Condition Index (PCI)



Type of Insurance	Insurance Carrier	Limits	Deductible
Employer's Liability	New Hampshire Insurance Company California – National Union Fire Insurance Company	2 million each accident 2 million disease - each employee 2 million disease - policy limit	None
Professional Liability	Lloyds of London	2 million per claim 2 million aggregate Note: We have a \$10M single policy and depending on the RFQ requirements, we can issue a COI in the amount of either \$2M, \$5M, or \$10M for the project.	1 million per claim

Subconsultants

For this project, we are teaming with ICC-IMS. Their COI can be found after Kimley-Horn's on the following page.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/20/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Edgewood Partners Insurance Agency 3780 Mansell Rd. Suite 370 Alpharetta GA 30022		CONTACT NAME: Jerry Noyola PHONE (A/C. No. Ext): 7702207699 E-MAIL ADDRESS: greylingcerts@greyling.com		FAX (A/C. No):
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: National Union Fire Ins Co of Pittsburg		19445
INSURED Kimley-Horn Engineering and Landscape Architecture of New York, P.C. 1 N. Lexington Avenue, Suite 505 White Plains NY 10601		INSURER B: Allied World Assurance Co (U.S.) Inc.		19489
		INSURER C: New Hampshire Insurance Company		23841
		INSURER D: Lloyd's of London		85202
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 550635109

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GL5268169	4/1/2025	4/1/2026	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 25,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA4489663 (AOS) CA2970071 (MA)	4/1/2025 4/1/2025	4/1/2026 4/1/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			03127930	4/1/2025	4/1/2026	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC067961230 (AOS) WC013711885 (CA)	4/1/2025 4/1/2025	4/1/2026 4/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 2,000,000
D	Professional Liability			B0146LDUSA2504949	4/1/2025	4/1/2026	Per Claim Aggregate	\$ 2,000,000 \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Evidence of Coverage

CERTIFICATE HOLDER**CANCELLATION**

Sample Certificate

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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SECTION

7

Conflict of Interest



7. Conflict of Interest

Neither **Kimley-Horn and Associates, Inc.**, nor any of its employees, agents, or subconsultants, has identified a possible conflict of interest or the appearance of one for doing business with the Town of Londonderry.

SECTION

8

References



8. References

Kimley-Horn and Associates, Inc., is proud of the relationships we have developed with our clients. Much of our success over our nearly six decades in business is directly related to our efforts to provide high-quality, timely services for all our clients. **In fact, 90% of our work is from repeat clients.** We invite you to contact our references; these individuals will tell you that we listened to their needs, met their schedules, accomplished their goals, and delivered results. The references below directly correspond to the project experience shown in this proposal and are all makers of municipalities for whom Kimley-Horn has worked.

City of Manchester, NH

Owen Friend Gray, PE

DEPUTY DIRECTOR OF PUBLIC WORKS

☎ 603.624.6444

✉ ofriend@manchesternh.gov

📍 475 Valley Street, Manchester, NH 03103

Town of Sudbury, MA

Dan Nason

FORMER PUBLIC WORKS DIRECTOR

☎ 978.456-4100x313

✉ dnason@harvard-ma.gov

📍 275 Old Lancaster Road, Sudbury, MA 01776

Massachusetts Port Authority (MASSPORT)

Sarah Dennechuk LeGuelaff, PE

SENIOR PROJECT MANAGER OF CAPITAL PROGRAMS AND ENVIRONMENTAL AFFAIRS

☎ 617.568.5971

✉ sdennechuk@massport.com

📍 1 Harborside Drive, Suite 200S, East Boston, MA 02128

City of Lawrenceville, GA

Eranildo Lustosa Alves Junior, MSc, EI

ENGINEER IV

☎ 678.407.6698

✉ eranildo.lustosa@lawrencevillega.org

📍 70 South Clayton Street, Lawrenceville, GA 30046



Appendix



Todd Connors, PE

Project/Client Manager

Todd is a civil engineer with 32 years of experience in pavement management, consulting, public works, and contracting. Through his role as City Engineer for Manchester, NH, and again as a regional manager for a pavement preservation contractor serving local municipal agencies, Todd has managed road networks and projects of varying sizes. He is particularly adept with the implementation stage using practical knowledge in selecting the right treatment for the right road as well as overall project planning and execution. Extensive experience in pavement preservation treatments has helped numerous municipalities reduce their life cycle costs and expand the number of annual miles treated.

Professional Credentials

- Bachelor of Science, Civil Engineering, University of New Hampshire, Durham
- Professional Engineer in New Hampshire

Relevant Experience

City of Falls Church, West Falls Pavement Condition Assessment, VA — Project Manager

***Town of Merrimac, Cold-In-Place Recycling Projects, MA** — Regional/Project Manager (contractor)

***Town of Hopkinton, Annual Cold-In-Place-Recycling Project, MA** — Regional/Project Manager (contractor)

***City of Haverhill, Annual Microsurfacing Project, MA** — Regional/Project Manager (contractor)

***City of Beverly, Annual Crack Sealing Program, MA** — Regional/Project Manager (contractor)

***Town of Lunenburg, Initial Fog Seal Project, MA** — Regional/Project Manager (contractor)

***Town of Stow, Rubber Cape Seal Project, MA** — Regional/Project Manager (contractor)

***City of Manchester, Engineering Division Operations, NH** — City Engineer

***City of Manchester, Rockingham Rail Trail (TAP Grant), NH** — City Engineer

***City of Manchester, Adaptive Traffic Signals (CMAQ Grant), NH** — City Engineer

***City of Manchester, RAISE Grant Application/Award Team, NH** — City Engineer

**Completed prior to joining Kimley-Horn*



Kathy Keegan, PE

QC/QA Manager and Senior Pavement Engineer

Kathy has more than 30 years of pavement management experience with half of these years working in New England. Kathy's background is pavement management and design across many transportation sectors including local municipalities, Metropolitan Planning Organizations (MPOs), State DOTs, Department of Defense installations including the US Air Force and National Guard Bureau, airports, and parking facilities for private entities. This diversity in experience and perspective has allowed for creative and collaborative solutions in data collection, risk-based analysis, and development of Capital Programs. As a member of the steering committee for Kimley-Horn's New Ventures Technology Solutions team, she has implemented pavement and asset management software solutions.

Professional Credentials

- Master of Engineering, Pavement Engineering, Carleton University, Ontario
- Bachelor of Engineering, Civil and Environmental Engineering, Carleton University, Ontario
- Professional Engineer in Massachusetts, Maryland, and Missouri

Relevant Experience

Virgin Islands Port Authority, Cyril E. King Airport Pavement Management System Update, St. Thomas, Virgin Islands — QC/QA Manager

Idaho Aviation Statewide Network Pavement Management Update — QC/QA Manager

City of Sherman, Pavement Management Program, TX — QC/QA Manager

Town of Highland Park, Pavement Asset Management, TX — QC/QA Manager

City of Lone Tree, Transportation Asset Data Collection Services, CO — QC/QA Manager

Oakland International Airport, Airport Pavement Management System (APMS) Update, CA — QC/QA Manager

Clark County, Airport Pavement Management Program Services, NV — QC/QA Manager

City of Lawrenceville, Pavement Management, GA — QC/QA Manager

City of Manchester, Pavement and Sidewalk Condition Assessment (FY20-500-24), Manchester, NH — Project Manager (2013 to 2023), Quality Manager (2023 to present)

Town of Sudbury, MA, Pavement Management Program Update (Roadways and Parking Lots) — Quality Manager

Delaware Department of Transportation, Road Rating Services for Pavement Management — Project Manager

MassPort, Airport Pavement Management Program Updates at Hanscom Airfield, Worcester Regional Airports, and Boston Logan Roadways, MA — Project Manager (2019 to 2023), Quality Manager (2023 to present)

City of Mt. Juliet, Pavement and Asset Management, TN — Quality Manager

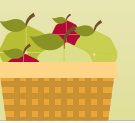
City of Odessa, Pavement Management System Update, TX — Quality Manager

Town of Mead, Pavement and Asset Management Update, CO — Quality Manager

Travis County, Pavement Management Update, TX — Project Manager

US Air Force, Airfield Pavement Management, more than 20 Bases through US and outside of US — Project Manager

US National Guard Bureau, Road and Parking Lot Pavement Management, throughout the US — Quality Manager



Chris Jacques, PE

GIS/Pavement Analysis Lead

Chris is a pavement engineer who provides municipal engineering and GIS experience and a pavement management background. He brings extensive experience in pavement condition field surveys and ADA assessments. Chris has worked with several municipalities in this capacity and also brings experience working on-site for a large municipality in a staff augmentation City Engineer role. In this role, Chris managed city programs and staff, awarded and prepared construction contracts, and observed contractor work during construction.

Professional Credentials

- Master of Science, Civil Engineering, University of New Hampshire, Durham
- Bachelor of Science, Civil Engineering, University of New Hampshire, Durham
- Professional Engineer in Massachusetts

Relevant Experience

City of Manchester, Pavement and Sidewalk Management, NH — Roadway and Sidewalk Program Manager and GIS Coordinator

MassPort, Roadway Pavement Management Program Updates at Boston Logan International Airport, Boston, MA — Project Manager

Town of Sudbury, Pavement Management Program, MA — Project/GIS Manager

City of Lawrenceville, Pavement Management, GA — Project/GIS Manager

Rhode Island Airport Corporation, Statewide Airport Pavement Management Program, Statewide, RI — Project Manager

Kimco Realty Pavement Management Program Nationwide, US — Project Analyst

Virginia DOT (VDOT), DMV Weigh Station Assessment, Richmond, VA — Project Engineer

FDOT Aviation Office, Statewide Airfield Pavement Management Program – System Update, Statewide, FL — Project Engineer

Delaware Department of Transportation, Road Rating Services, Statewide, DE — Project Engineer



Joe Fabrizio, EIT, ENV SP

Project Analyst

Joe is a transportation and asset management analyst in the Waltham office. Joe has gained valuable experience in pavement management collection, analysis, and planning through airport projects as well as local municipality projects. Additionally, he has previous experience in road safety audits, improving intersections, and land development.

Professional Credentials

- Bachelor of Science, Civil Engineering, Villanova University
- Engineer-in-Training in Massachusetts
- Envision Sustainability Professional

Relevant Experience

City of Manchester, Design of Annual Roadway Rehabilitation Program and Construction Oversight, NH — Project Analyst

Massport 2023 Airfield Capital Improvement Projects, Boston, MA — Project Analyst

Town of Sudbury, Pavement Management Plan, MA — Project Analyst

Town of Fairhaven, Bridge Street Improvement Project, MA — Project Analyst

Town of Reading, Walkers Brook Drive Design, MA — Project Analyst

Town of Shrewsbury, Comprehensive Transportation and Multitmodal Study, MA — Project Analyst

Town of Weymouth, Lovell Field Pedestrian Bridge Design and MBTA Lot Connection, MA — Project Analyst

Indianapolis Airport Authority, Airfield Pavement Management Program, IN — Project Analyst

Norfolk International Airport, Runway Rehabilitation, VA — Project Analyst



Geoff Dew

Data Collection



Geoff is an accomplished data analysis manager with 18 years of experience in pavement and asset data collection and processing. He manages the data processing team and associated tasks, from verifying incoming data streams to overseeing each step of the data processing efforts. His experience includes 500,000 miles of data processing for 12 DOTs, including delivering more than 3.5 million unique assets across 70 different asset types. Geoff actively develops project-specific manuals, trains staff, manages project quality control measures, and thoroughly prepares data for post-processing. In addition, he has meticulously designed and implemented SOPs and DQMPs on both the department and project levels.

Professional Credentials

- Durham College,
Business Administration,
Human Resources
Management Diploma

Relevant Experience

Delaware DOT (DeIDOT) Pavement Condition Data Collection Statewide, DE — QC/QA

Arizona DOT (ADOT) Network Data Collection & Processing Statewide, AZ — QC/QA

Wyoming DOT (WYDOT) Network Pavement Data Collection & Processing Statewide, WY — Project Principal/Technical Director

Tennessee DOT (TDOT) Pavement Data Collection & Processing Statewide, TN — QC/QA

Dallas, Texas Pavement Condition Survey Project Citywide, Dallas — QC/QA



TOWN OF LONDONDERRY DEPARTMENT OF PUBLIC WORKS

David M. Wholley – Director James A. Danis, P.E. – Deputy Director

PAVEMENT CONDITION INDEX (PCI) REQUEST FOR PROPOSALS LONDONDERRY, NH

ADDENDUM No. 1

December 10, 2025

This Addendum forms part of and modifies the Request for Proposals (RFP) for Survey Services for the Town of Salem. The items set forth herein, whether of omission, addition, substitution or clarification, are all to be included in and shall form part of the proposed work and Proposals submitted to the Town of Salem, New Hampshire. No changes are being made to the RFP submittal deadline as a part of this Addendum.

CLARIFICATIONS AND CHANGES

Bidders are advised of the following clarifications and changes generated by questions regarding the published RFP. Answers are provided in **BOLD** print under each question:

1. Question Received: Can the experience of the individual project manager be used under Consultant Knowledge and Experience?

The intent of the Consultant Knowledge and Experience section is to define the history of service provided by the firm as a whole rather than outline a specific individual's experience. Where the individual's experience is more relevant than the firm's history then that information should be effectively articulated in a manner to draw attention to the Project Team and/or the individual's resume.

2. Question Received: Can the project schedule be pushed with the presence of winter creating difficulties in proper data collection.

Yes, the project schedule will get pushed due to the presence of snow and road conditions. Proposal Alternate #2 considers extraction of other data such that the presence of snow would hinder or prohibit proper extraction of data. The hope is that the contract will immediately be awarded and that the current snow cover will melt allowing for a window to conduct field data collection. However, where snow cover prohibits proper data collection, the Town will work with the selected CONSULTANT on a revised schedule. It

is noted that final delivery of a report will be expected on an expected timeline after consideration of winter delays if they occur.

3. Question Received: What budgeting threshold should be considered in the reporting?

This is the information that is expected to be provided by the CONSULTANT such that the Town can maintain or increase an overall PCI score. A budget proposal will be discussed during the development of the final report.

4. Question Received: The RFP notes that the product will need to be compatible with and importable into OpenGov. Does the Town have the scenario builder module for OpenGov?

The Town of Londonderry is actively working toward a full integration of OpenGov. Part of the integration will be the scenario builder module. The scenario builder will not be available to the Town until after the final report is delivered.

****END OF ADDENDUM NO. 1****

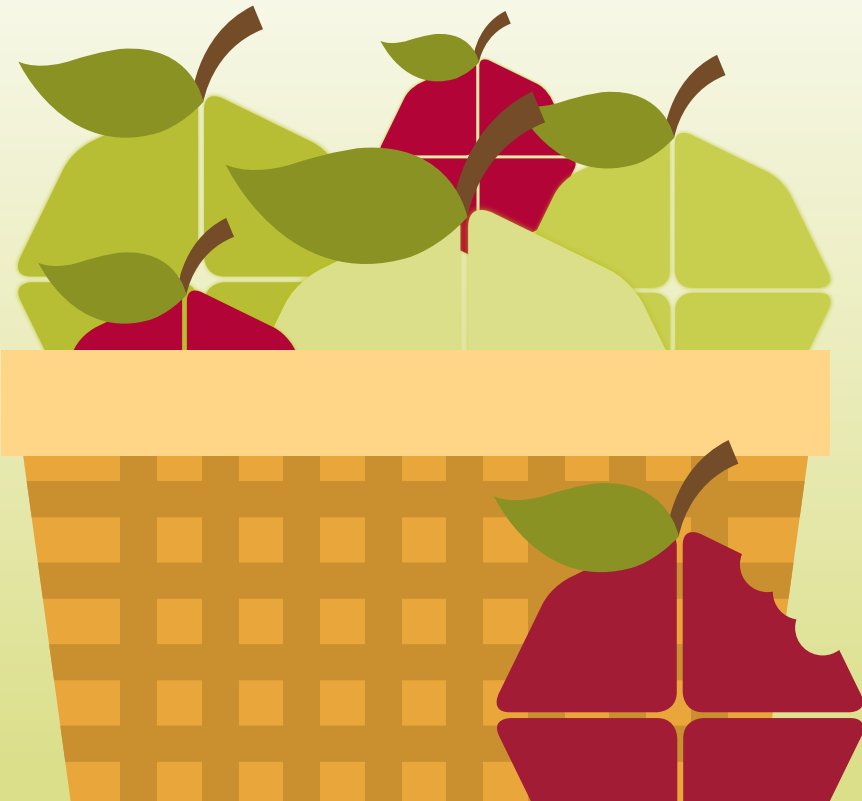
Acknowledged 12/10/2025



Kimley»»Horn

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December 17, 2025

*Consultant Cost Proposal for Town of Londonderry
New Hampshire Public Works Department*

Pavement Condition Index (PCI)

Prepared for:

Town of Londonderry

Prepared by:

Kimley»Horn



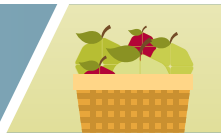


Table of Contents

Consultant Cost Proposal *Consultant Proposal has been submitted separately per the RFP instructions.*

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2. Cost & Manpower Allocation.....	2-1
3. Allowances.....	3-1

SECTION

1

Cover Letter



1. Cover Letter

Donna Limoli
Town of Londonderry
Attn: Finance Department Purchasing Agent
268 B Mammoth Road
Londonderry, NH 03053
December 17, 2025

Kimley-Horn and Associates, Inc.
271 Waverley Oaks Road
Suite 302
Waltham, MA 02452

RE: Town of Londonderry New Hampshire Public Works Department Request for Proposals – Pavement Condition Index Reporting

Members of the Selection Committee:

Kimley-Horn is pleased to submit our consultant cost proposal to provide consulting and engineering services related to the Town of Londonderry's Pavement Condition Index (PCI) Reporting project. We have included a Cost & Manpower Allocation, Alternative #1 & #2 pricing, and Allowances.

The total proposed cost of services (itemized base plus alternatives) plus any allowances is as follows:

Total Cost: \$59,729
Alternate #1: \$1,500 per year
Alternate # 2: \$26,607 see schedule
No allowances

If you have any questions, please contact me at todd.connors@kimley-horn.com or **617.858.8512**.

Sincerely,

Kimley-Horn and Associates, Inc.

Todd Connors, PE
Project/Client Manager & Primary Contact

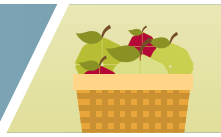
Kathy Keegan, PE*
Vice President, QC/QA Manager

**Authorized to sign on behalf of firm*

SECTION

2

Cost & Manpower Allocation



2. Cost & Manpower Allocation

Kimley-Horn will provide the services described within the Request for Proposals for total Year 1 cost of \$59,729. This includes labor costs, subconsultant fees, and expense costs as itemized below. These costs represent the “base services” and the proposed two alternates are provided separately.

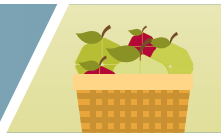
Personnel	Project Manager	QC/QA Manager	Pavement Engineer	Analyst	Administrative Support	Subconsultant Fees	Total Cost
<i>Rate</i>	\$320/hr	\$425/hr	\$260/hr	\$175/hr	\$130/hr	\$177/mile	
Task	# Hours						
Project Initiation	4		2		4		\$2,320
GIS Integration			4	16			\$3,840
Data Collection, Processing & Quality Review	2	1	10	10		\$33,984	\$39,399
Budget Analysis and Capital Planning Recommendations	1	1	8	16			\$5,625
Reporting	4	1	8	24	2		\$8,245
Total Labor Cost	\$3,520	\$1,275	\$8,320	\$11,550	\$780	\$33,984	\$59,429

Expense Description	Expense Cost
Data Collection (mileage, incidentals)	\$300.00
Total Expenses	\$300.00
Total Costs	\$59,729.00

Labor Rates for “Base Services” and Proposal Alternate 1 & 2

Given the current rate of inflation, Kimley-Horn cannot commit to fixed labor rates for the duration of the contract but can commit to labor rates which will be good for the first year of the contract and propose that we negotiate a fair and reasonable escalation with the Town on an annual basis.

Role	Chosen Labor Rate
Analyst	\$175
Pavement Engineer	\$260
Project Manager	\$320
QC/QA Manager	\$425
Administrative Support	\$130



Alternates

■ **Alternate 1:** Road Management Software System

- We propose that the cost-benefit value (CBV) prioritization approach within the DRIVE software is the most effective capital planning strategy. The platform is a comprehensive suite for condition assessments, deterioration models, budget scenarios, and capital plans spatially arranged and compatible with an ESRI based GIS system.
- Selection of this alternative will enable full implementation of the tool and town access to the budget scenarios and dynamic capital planning strategies. Alternate 1 represents basic access with the ultimate cost and training dependent upon the level of use requested and the appropriate training.
- Our software offering, DRIVE, is available at the following cost for a 192-mile network:
- Annual Subscription Cost (Year 1-5): \$1,500

■ **Alternate 2:** Additional Asset Data Extraction

- The selected data collection technique will capture a variety of additional right-of-way assets for extraction at a later date. If authorized under this alternative, items will be geolocated and defined with selected attributes and delivered in a format suitable for addition to the Town’s GIS database.
- Pricing is based on the miles of road rather than the number of units as approximated below. Although there is no general discount offered for selection of multiple datasets, the ultimate cost will depend on which assets are chosen and the related miles of service area.

Asset	Quantity	Collection Length	Cost/Mile	Budget
Curb	75 miles	75 miles	\$19.40	\$1,455.00
Sidewalk	2 miles	2 miles	\$19.40	\$38.80
Handicap Ramps	100 units	2 miles	\$22.90	\$45.80
Yellow/White Lines	100 miles	100 miles	\$29.00	\$2,900.00
Stop Bars	2/intersection	192 miles	\$8.80	\$1,689.60
Drain Basins/MH	5,000 units	192 miles	\$33.00	\$6,336.00
Sewer Manholes	500 units	35 miles	\$33.00	\$1,155.00
Water Castings	500 units	15 miles	\$33.00	\$495.00
Hydrants	100 units	15 miles	\$18.70	\$280.50
Signs	3,500 units	192 miles	\$63.60	\$12,211.20

Asset extraction is based on the length, or mileage, of road processed for each class, so published quantities have been extrapolated into a linear quantity. In effect, 500 sewer manholes were estimated to be spread out over 35 miles of road for the purposes of pricing. Assumptions have been made in several instances where the extraction area has not been scoped out, which may lead to adjustments in pricing.

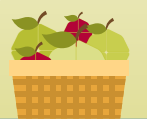
■ **Cost of Asset Extraction:** \$26,607



SECTION

3

Allowances



3. Allowances

Kimley-Horn has no cost allowances to provide.

Kimley»»Horn

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www.kimley-horn.com





January 27, 2026

James A. Danis, PE
Deputy Director of Public Works
268B Mammoth Road
Londonderry, NH 03053

Re: Letter Agreement for Professional Services for
Pavement Condition Index (PCI) Reporting
268 B Mammoth Road
Londonderry, NH 03053

Dear James:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) submits this Letter Agreement (“Agreement”) to the Town of Londonderry (“Client”) for providing our consultant proposal to provide consulting and engineering services related to the roadway conditions assessment described as the Town of Londonderry’s Pavement Condition Index (PCI) Reporting (“Project”).

Project Understanding

As part of an ongoing capital improvements program, the Town of Londonderry, NH requests PCI ratings over its entire 192 mile roadway network. The development of a data-driven approach to assess, forecast, and maintain the Town’s Annual Road Program will be utilized as the primary tool to maintain its largest asset. The integrity of the Annual Road Program will be based on accurate and reliable data associated with a PCI.

Kimley-Horn intends to produce a final deliverable that consists of condition assessments of municipal street segments, maintenance and rehabilitation prioritization, and a 5-year capital improvement plan. The condition assessments will be limited to qualitative and quantitative data describing pavement conditions. For the purposes of data collection, Kimley-Horn’s effort will be limited to collecting data that can inform decision making and deferred maintenance needs.

It is anticipated that the results of this effort will be used by Kimley-Horn to develop a program of Maintenance and Rehabilitation (M&R). This effort will seek to inform future maintenance planning for these roadways. The desired outcome of this project is the development and prioritization of M&R treatments, cost estimating for the repairs, and comprehensive reporting with a Capital Improvement Plan (CIP) for a 5-year maintenance forecast.

Information Provided By Client

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client’s consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- GIS records related to roadway segments, construction history, and functional classification

Scope of Services

Kimley-Horn will provide a detailed scope of the services consistent with the Request for Proposals and response.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at Kimley-Horn's then-current hourly rates. Additional services Kimley-Horn can provide include, but are not limited to, the following:

- User-specific GIS dashboard for data management and project tracking
- LiDAR, or Topographic survey
- Contract management and site inspections
- History of maintenance and repairs
- Condition of other assets related to pavement
- Construction administration
- Creating work orders
- Updating of exhibits to reflect each year's repair

Schedule

Kimley-Horn will perform the services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule. Final schedule is weather dependent and will be developed at Kick-Off Meeting.

Fee and Expenses

Kimley-Horn will perform the Services in above Tasks on a labor fee plus expense basis. Labor fee will be billed on an hourly basis according to Kimley-Horn's agreed upon rates.

Task Number & Name		Fee	Type
1	Project Initiation	\$2,320	Hourly
2	GIS Integration	\$3,840	Hourly
3	Data Collection, Processing & Quality Review	\$39,399	Hourly
4	Budget Analysis and Capital Planning Recommendations	\$5,625	Hourly
5	Reporting	\$8,245	Hourly
Total		\$59,429	

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. However, Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our agreed upon rates. Direct reimbursable expenses such as express delivery services, air travel, and other direct expenses will be billed at 1.10 times cost. Administrative time related to the project may be billed hourly.

Payment will be due within 45 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Kimley-Horn" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to the Town of Londonderry

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in a PDF. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

____ Please email all invoices to _____

____ Please copy _____

To proceed with the services, please have an authorized person sign this Agreement below and return to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on this project.

We appreciate the opportunity to provide these services. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Todd Connors, PE

Chris Jacques, PE

Project Manager

Town of Londonderry

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

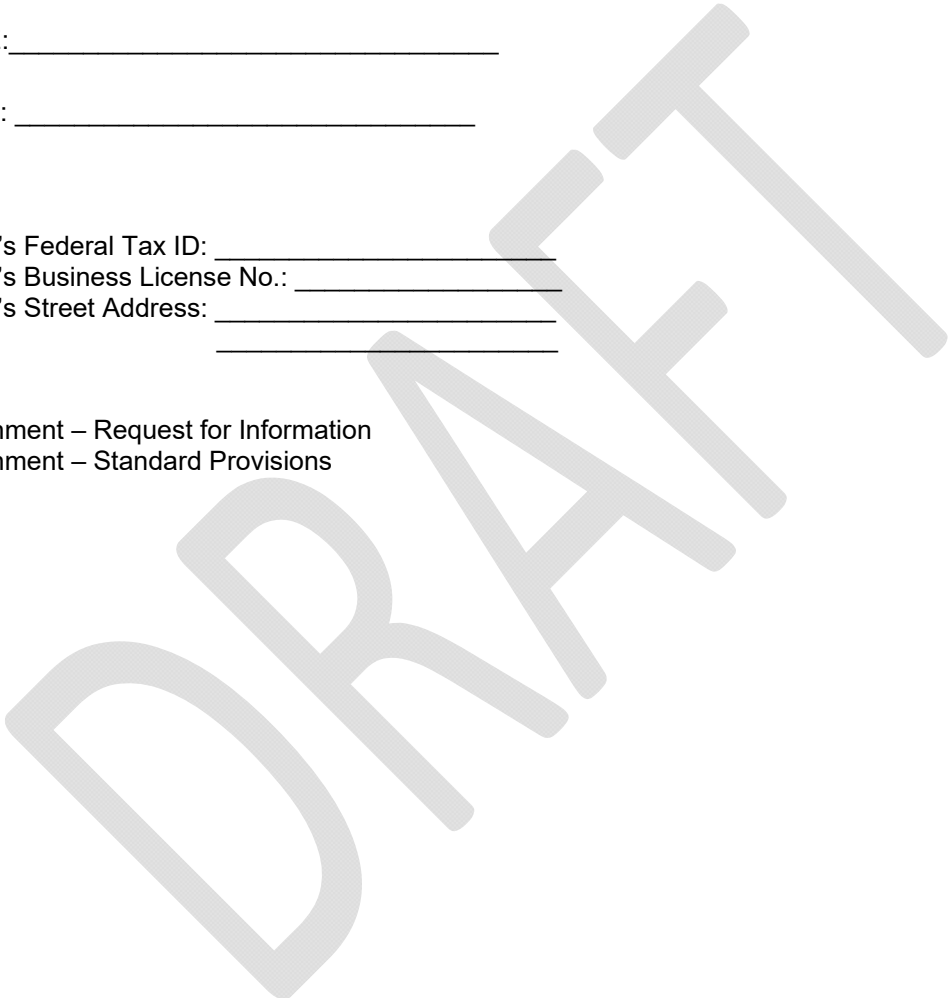
DATE: _____

Client's Federal Tax ID: _____

Client's Business License No.: _____

Client's Street Address: _____

Attachment – Request for Information
Attachment – Standard Provisions



Request for Information

Please return this information with your signed contract; failure to provide this information could result in delay in starting your project

Client Identification

Full, Legal Name of Client						
Mailing Address for Invoices						
Contact for Billing Inquiries						
Contact's Phone and e-mail						
Client is (check one)	Owner	<input type="checkbox"/>	Agent for Owner	<input type="checkbox"/>	Unrelated to Owner	<input type="checkbox"/>

Property Identification

	Parcel 1	Parcel 2	Parcel 3	Parcel 4
Street Address				
County in which Property is Located				
Tax Assessor's Number(s)				

Property Owner Identification

	Owner 1	Owner 2	Owner 3	Owner 4
Owner(s) Name				
Owner(s) Mailing Address				
Owner's Phone No.				
Owner of Which Parcel #?				

Project Funding Identification – List Funding Sources for the Project

Attach additional sheets if there are more than 4 parcels or more than 4 owners

KIMLEY-HORN AND ASSOCIATES, INC.
STANDARD PROVISIONS

- 1) **Kimley-Horn's Scope of Services and Additional Services.** Kimley-Horn will perform only the services specifically described in this Agreement ("Services"). Any services that are not set forth in the scope of Services described herein will constitute additional services ("Additional Services"). If requested by the Client and agreed to by Kimley-Horn, Kimley-Horn will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay Kimley-Horn for any Additional Services an amount based upon Kimley-Horn's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.
- 2) **Client's Responsibilities.** In addition to other responsibilities herein or imposed by law, the Client shall:
 - a. Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
 - b. Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
 - c. Provide Kimley-Horn all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which Kimley-Horn may rely upon.
 - d. Arrange for access to the site and other property as required for Kimley-Horn to provide its services.
 - e. Review all documents or reports presented by Kimley-Horn and communicate decisions pertaining thereto within a reasonable time so as not to delay Kimley-Horn.
 - f. Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
 - g. Obtain any independent accounting, legal, insurance, cost estimating, and feasibility services required by Client.
 - h. Give prompt written notice to Kimley-Horn whenever the Client becomes aware of any development that affects Kimley-Horn's services or any defect or noncompliance in any aspect of the project.
- 3) **Period of Services.** Unless otherwise stated herein, Kimley-Horn will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that Kimley-Horn does not control. If such delay or suspension extends for more than six months, Kimley-Horn's compensation shall be renegotiated.
- 4) **Method of Payment.** Client shall pay Kimley-Horn as follows:
 - a. Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 45 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by Kimley-Horn and applied against the final invoice. Interest will be added to accounts not paid within 45 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 60 days after Kimley-Horn's transmittal of its invoice, Kimley-Horn may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
 - b. The Client will remit all payments electronically to:

Account Name: KIMLEY-HORN AND ASSOCIATES, INC.
Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104
Account Number: 2073089159554
ABA#: 121000248
 - c. The Client will send the project number, invoice number and other remittance information by e-mail to payments@kimley-horn.com at the time of payment.
 - d. If the Client relies on payment or proceeds from a third party to pay Kimley-Horn and Client does not pay Kimley-Horn's invoice within 60 days of receipt, Kimley-Horn may communicate directly with such third party to secure payment.
 - e. If the Client objects to an invoice, it must advise Kimley-Horn in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.
 - f. If Kimley-Horn initiates legal proceedings to collect payment, it shall recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings.

Such expenses shall include the cost, at Kimley-Horn's normal hourly billing rates, of the time devoted to such proceedings by its employees.

- g. The Client agrees that the payment to Kimley-Horn is not subject to any contingency or condition. Kimley-Horn may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of Kimley-Horn to collect additional amounts from the Client.
- 5) **Use of Deliverables.** All documents, data, and other deliverables prepared by Kimley-Horn are related exclusively to the services described in this Agreement and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this project or on any other project. Any modifications by the Client to any of Kimley-Horn's deliverables, or any reuse of the deliverables without written authorization by Kimley-Horn will be at the Client's sole risk and without liability to Kimley-Horn, and the Client shall indemnify, defend and hold Kimley-Horn harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. Kimley-Horn's electronic files and source code remain the property of Kimley-Horn and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the deliverables prepared by Kimley-Horn, the hardcopy shall govern.
- 6) **Intellectual Property.** Kimley-Horn may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Kimley-Horn or its affiliates ("Intellectual Property") in the performance of this Agreement. Intellectual Property, for purposes of this section, does not include deliverables specifically created for Client pursuant to the Agreement and use of such deliverables is governed by section 5 of this Agreement. Unless explicitly agreed to in writing by both parties to the contrary, Kimley-Horn maintains all interest in and ownership of its Intellectual Property and conveys no interest, ownership, license to use, or any other rights in the Intellectual Property to Client. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Kimley-Horn and its affiliates. If Kimley-Horn's services include providing Client with access to or a license for Kimley-Horn's (or its affiliates') proprietary software or technology, Client agrees to the terms of the Software License Agreement set forth at <https://www.kimley-horn.com/khts-software-license-agreement> ("the License Agreement") which terms are incorporated herein by reference.
- 7) **Opinions of Cost.** Because Kimley-Horn does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. Kimley-Horn cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Kimley-Horn's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
- 8) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. Kimley-Horn shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by Kimley-Horn as a result of such termination.
- 9) **Standard of Care.** The standard of care applicable to Kimley-Horn's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by Kimley-Horn's performance of services, and it is agreed that Kimley-Horn is not a fiduciary with respect to the Client.
- 10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and Kimley-Horn, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of Kimley-Horn and Kimley-Horn's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims,

losses, costs, attorneys' fees, or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of Kimley-Horn or Kimley-Horn's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by Kimley-Horn under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. This Section is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section shall require the Client to indemnify Kimley-Horn.

- 11) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.
- 12) **Construction Costs.** Under no circumstances shall Kimley-Horn be liable for extra costs or other consequences due to changed or unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Kimley-Horn shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before Kimley-Horn has issued final, fully approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.
- 13) **Certifications.** All requests for Kimley-Horn to execute certificates, lender consents, or other third-party reliance letters must be submitted to Kimley-Horn at least 14 days prior to the requested date of execution. Kimley-Horn shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate to facts of which Kimley-Horn does not have actual knowledge, or that would cause Kimley-Horn to violate applicable rules of professional responsibility.
- 14) **Dispute Resolution.** All claims arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.
- 15) **Hazardous Substances and Conditions.** Kimley-Horn shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Kimley-Horn's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. Kimley-Horn will notify the Client of unanticipated hazardous substances or conditions of which Kimley-Horn actually becomes aware. Kimley-Horn may stop affected portions of its services until the hazardous substance or condition is eliminated.
- 16) **Construction Phase Services.**
 - a. If Kimley-Horn prepares construction documents and Kimley-Horn is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against Kimley-Horn in any way connected thereto.
 - b. Kimley-Horn shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, equipment maintenance and inspection, sequence, schedule, safety programs, or safety practices, nor shall Kimley-Horn have any authority or responsibility to stop or direct the work of any contractor. Kimley-Horn's visits will be for the purpose of observing construction and reporting to the Client whether the contractors' work generally conforms to the construction documents prepared by Kimley-Horn. Kimley-Horn neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.
 - c. Kimley-Horn is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and Kimley-Horn for all claims and liability arising out of job site accidents; and that the Client and Kimley-Horn shall be made additional insureds under the contractor's general liability insurance policy.
- 17) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and Kimley-Horn, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and Kimley-Horn. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance

of services by Kimley-Horn, without the written consent of Kimley-Horn. Kimley-Horn reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If Kimley-Horn exercises this right, Kimley-Horn will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

- 18) **Confidentiality.** The Client consents to the use and dissemination by Kimley-Horn of photographs of the project and to the use by Kimley-Horn of facts, data and information obtained by Kimley-Horn in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, Kimley-Horn shall use reasonable care to maintain the confidentiality of that material.

- 19) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State where the Project is located. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by Kimley-Horn. If Client requires Kimley-Horn to register with or use an online vendor portal for payment or any other purpose, any terms included in the registration or use of the online vendor portal that are inconsistent or in addition to these terms shall be void and shall have no effect on Kimley-Horn or this Agreement. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

Pavement Condition Index (PCI) Reporting

FEBRUARY 2, 2026

Presented by James Danis, P.E.

Deputy Director of Public Works



Request for Proposals (RFP)

- Published December 2025
- 7 Consultants submitted

2025 Pavement Condition Index (PCI) Reporting - Ratings Summary

Firm	Round 1	Round 2		Round 3	
	Consultant Proposal Rating (70% Max)	Consultant Cost Proposal Rating (20% Max)	Consultant Proposal + Cost Proposal Rating (90% Max)	References (10% Max)	Total Rating (100% Max)
Beta Group	58.8%	6.7%	65.5%		
Applied Research Ass.	53.9%	1.3%	55.2%		
Kimley-Horn	59.5%	18.7%	78.2%	10.0%	88.2%
Stantec	57.4%	6.7%	64.1%		
Applied Pavement Tech	58.1%	8.0%	66.1%		
Tighe & Bond	56.0%	13.3%	69.3%	10.0%	79.3%
Quality Eng Solutions	53.2%	5.3%	58.5%		

Kimley»»Horn

SELECTED CONSULTANT
- Todd Connors, PE

Benefits of Pavement Management



- Protects a community's investment by maximizing the life span of the roadway network
- Provides the ability to plan ahead and predict budgetary needs (minimize costs while maximizing value)
- Apply the appropriate treatment at the correct location and time
- ***Provides foundation for decision making***

Proactive vs. Reactive

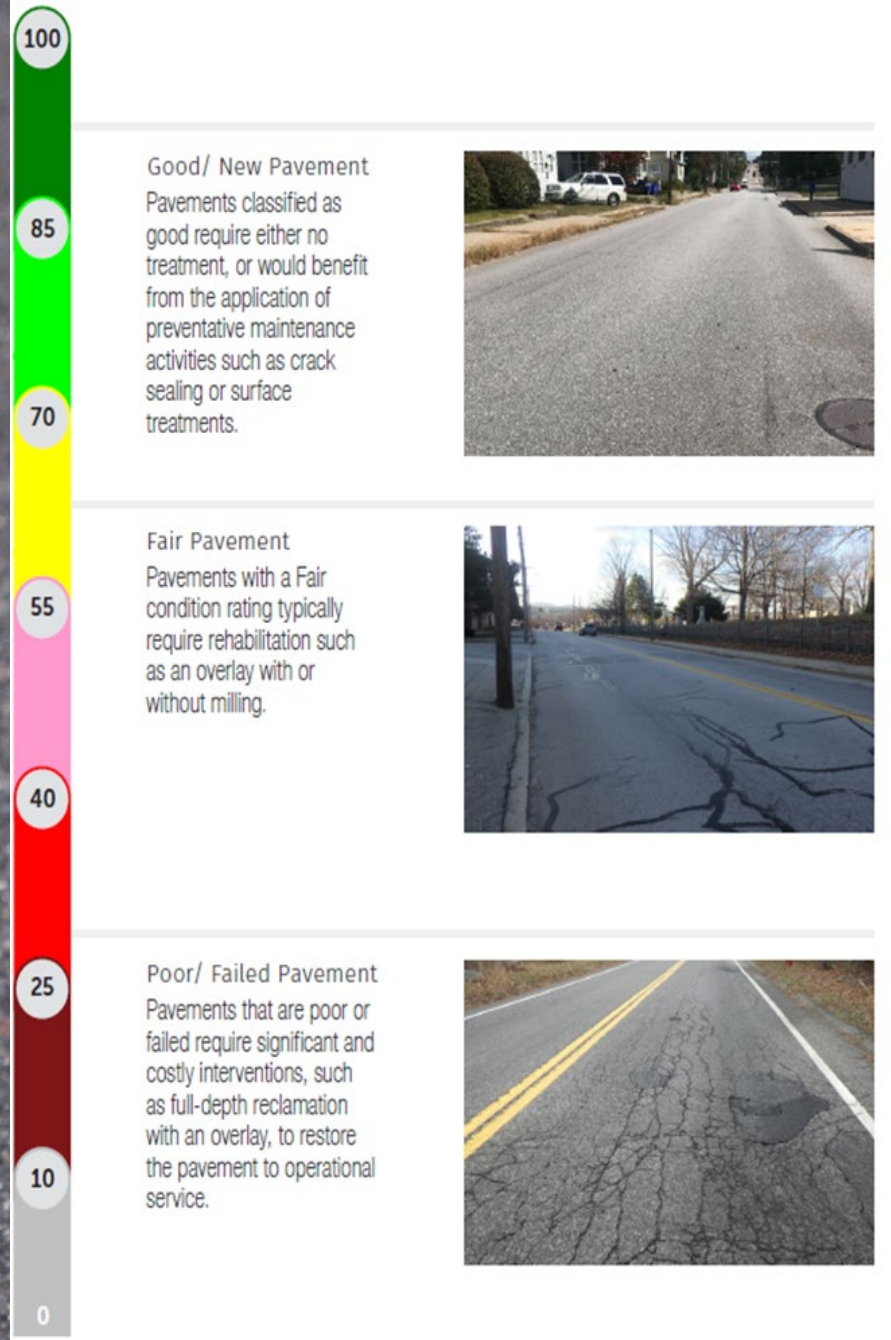
What is PCI Reporting?

A decision-making strategy for maximizing the life of a roadway network at the lowest possible cost.

Basis:

- A **standardized 0–100 rating** that measures the condition of roadway pavement.
- **Observed surface distresses** such as cracking, rutting, and potholes.
- **Allows consistent comparison** of roadway conditions across the entire network.
- Supports **data-driven, cost-effective planning** for maintenance and rehabilitation.

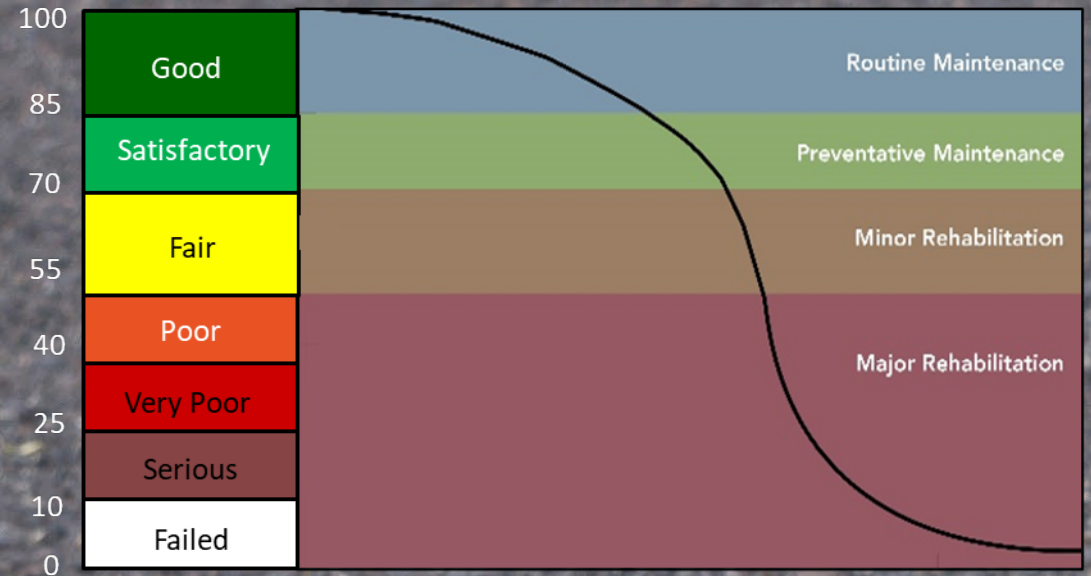
Road Program
Critical 1st Step



Program Goals & Objectives

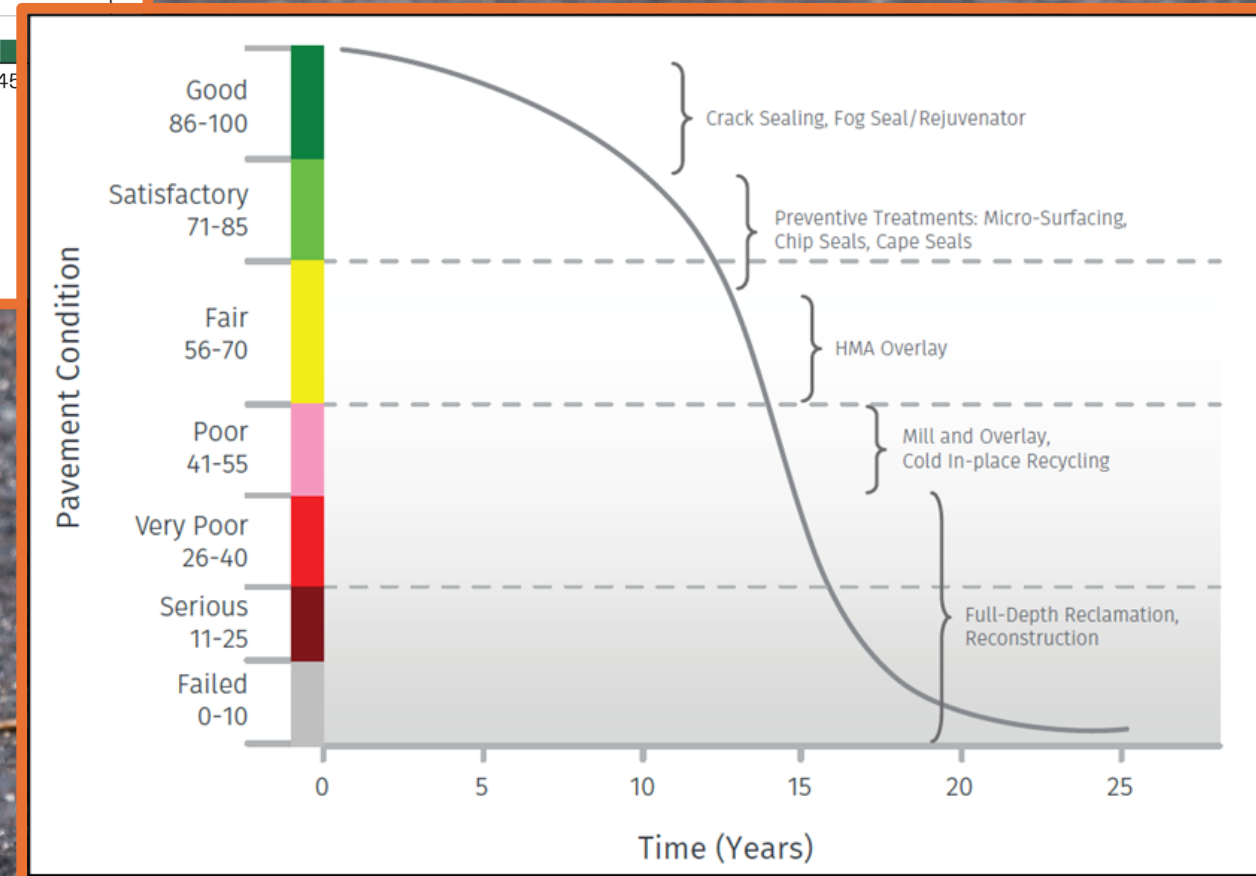
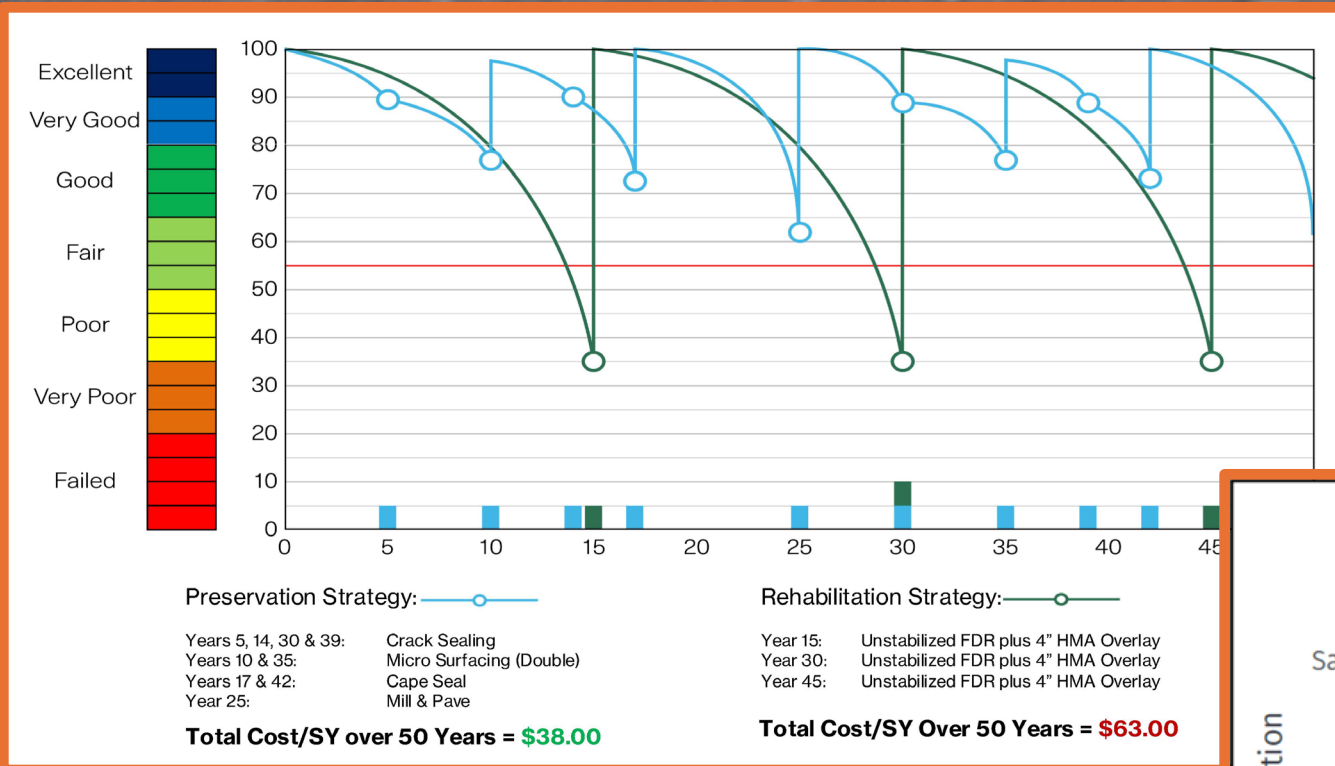
- ✓ Conduct Pavement Condition Assessment
- ✓ Understand Roadway Conditions & Needs
- ✓ Evaluate Repair Strategies & Benefits
- ✓ Establish Estimated Backlog of Improvements
- ✓ ***Develop Prioritized Plan***

Pavement Deterioration Curve



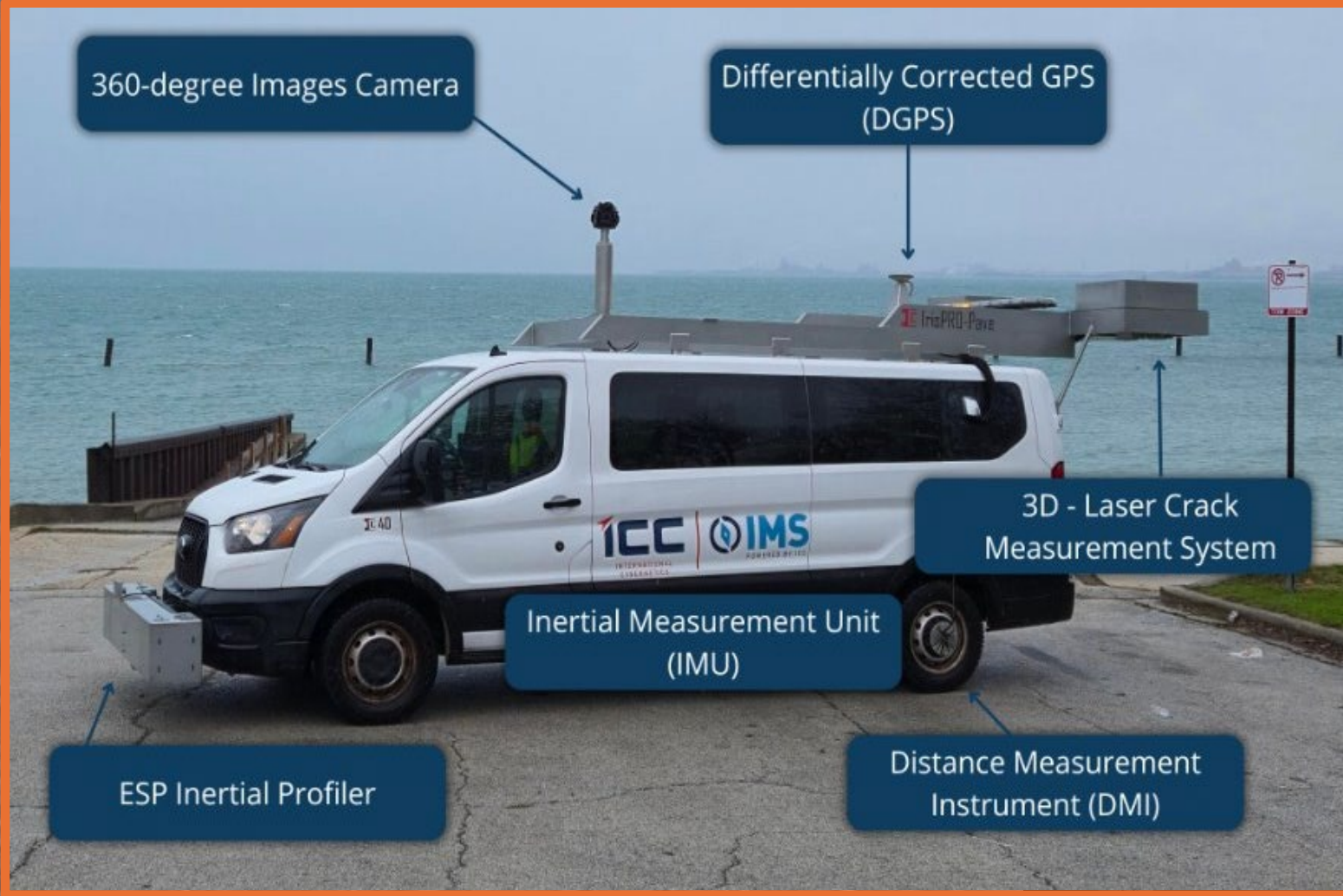
CIP Tool

PCI Reporting Approach

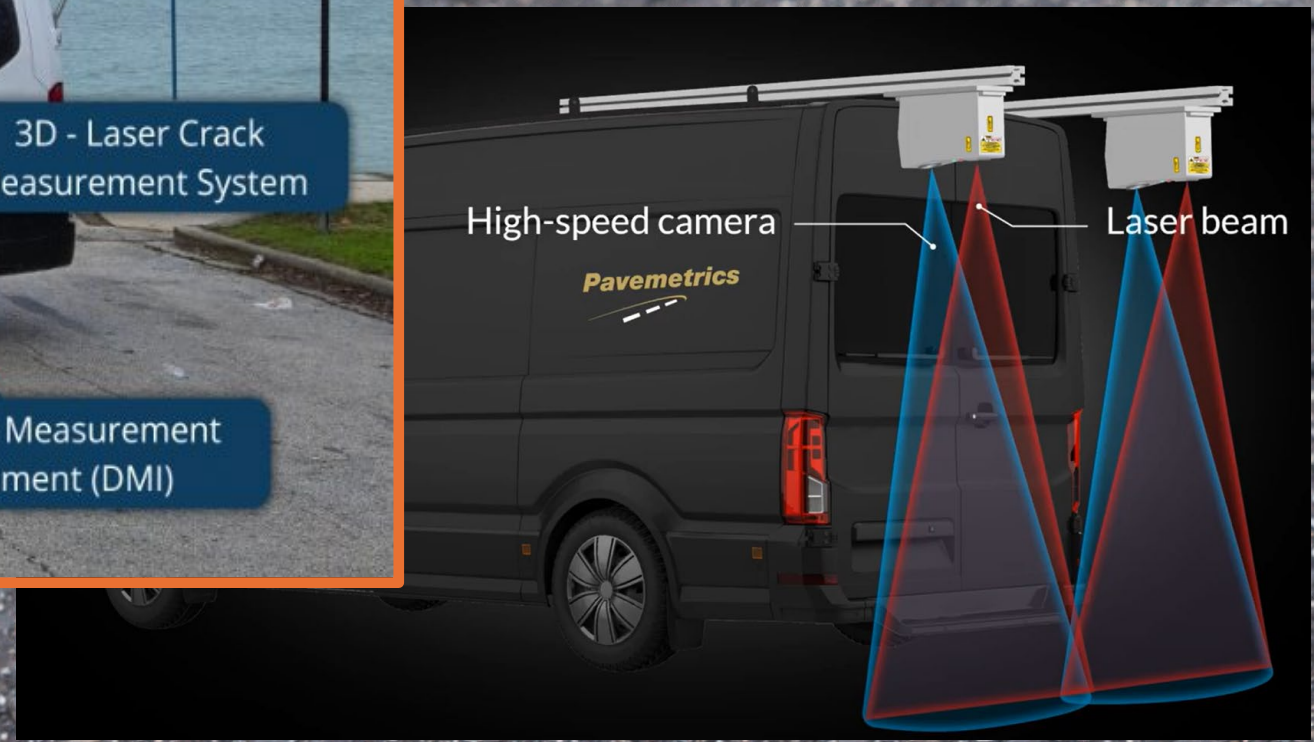


- Data Collection Technology
- Data Analysis
- Budget Scenarios

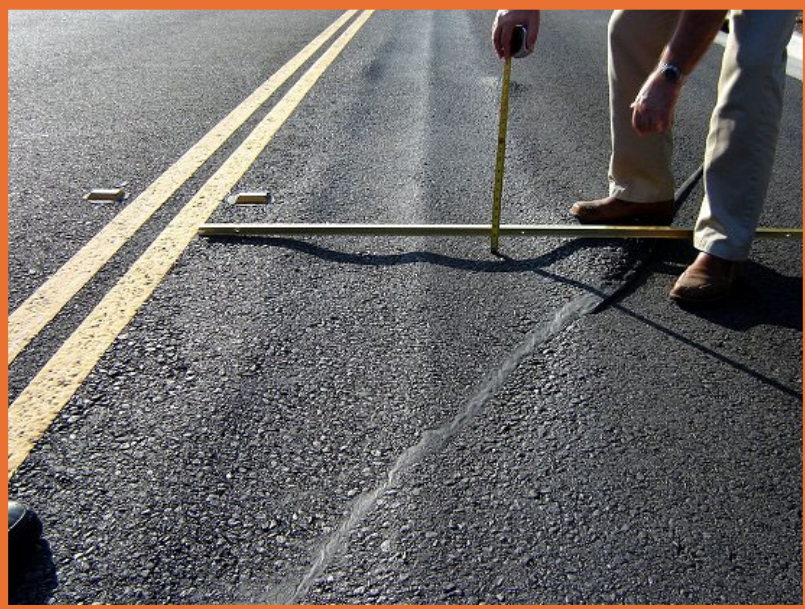
Data Collection Technology



- Ability to rate and measure cracking and other surface defects
- Laser illuminates pavement and camera takes rapid pictures



Boots on the Ground



APHALT PAVEMENT INSPECTION SHEET

ROAD NAME:

DATE:

CONDITIONAL SURVEY BY: GROUP No. 6

AREA OF SAMPLE:

SECTION:

Distress Type:		Section Sketch:
1. Alligator cracks	11. Patching	
2. Bleeding	12. Polished aggregate	
3. Block cracking	13. Potholes	
4. Bumps and sags	14. Railroad crossing	
5. Corrugation	15. Rutting	
6. Depression	16. Shoving	
7. Edge cracking	17. Slippage cracking	
8. Reflection cracking	18. Raveling	
9. Lane/shoulder drop offer	19. Swell	
10. Long & Trans cracking		

EXISTING DISTRESS TYPE, QUANTITY & SEVERITY					
TYPE					
QUANTITY & SEVERITY					
TOTAL SEVERITY					

PCI CALCULATION				
DISTRESS TYPE	DENSITY	SEVERITY	DEDUCTIVE VALUE	
				PCI = 100 - CDV
				RATING =

9 and 10 which are measured in linear m.

Quality Control

Data Analysis

B+

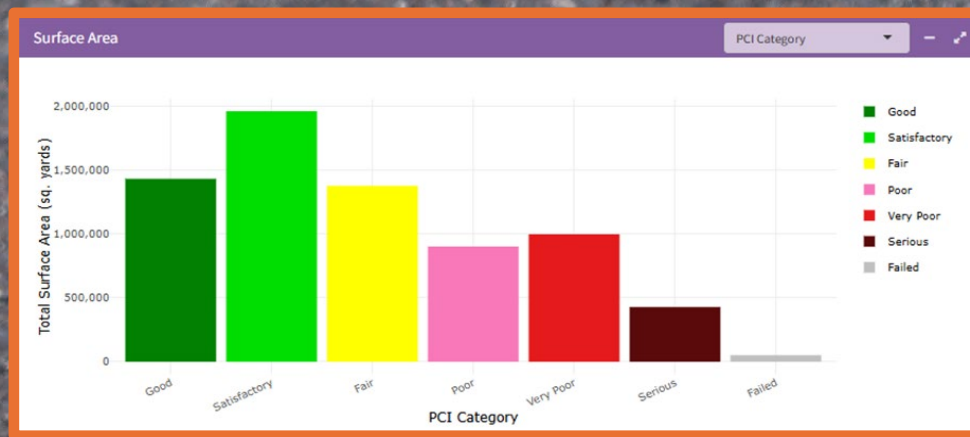
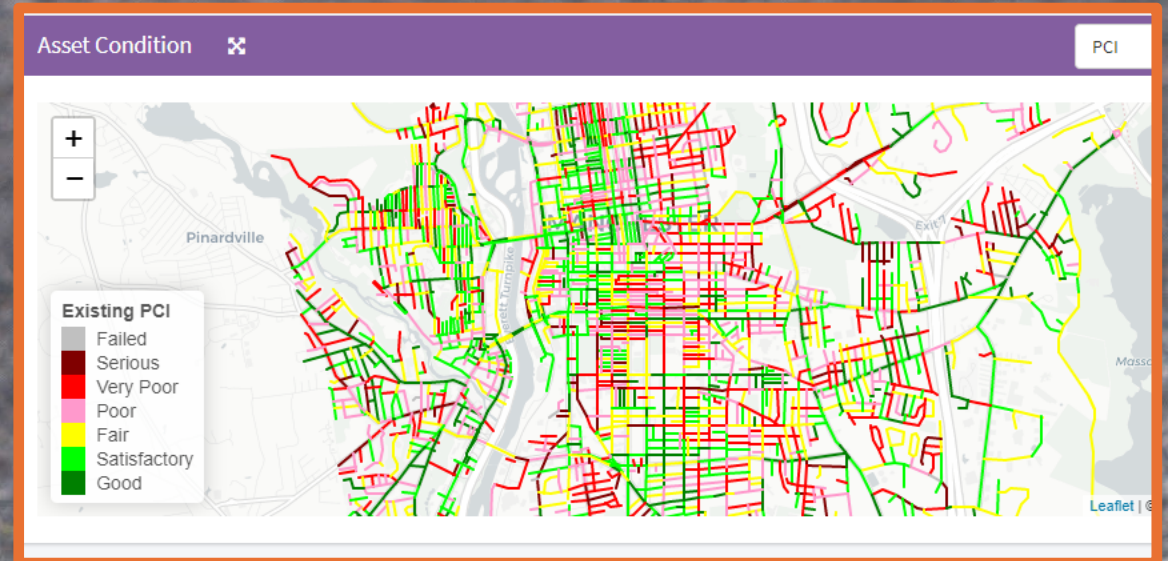
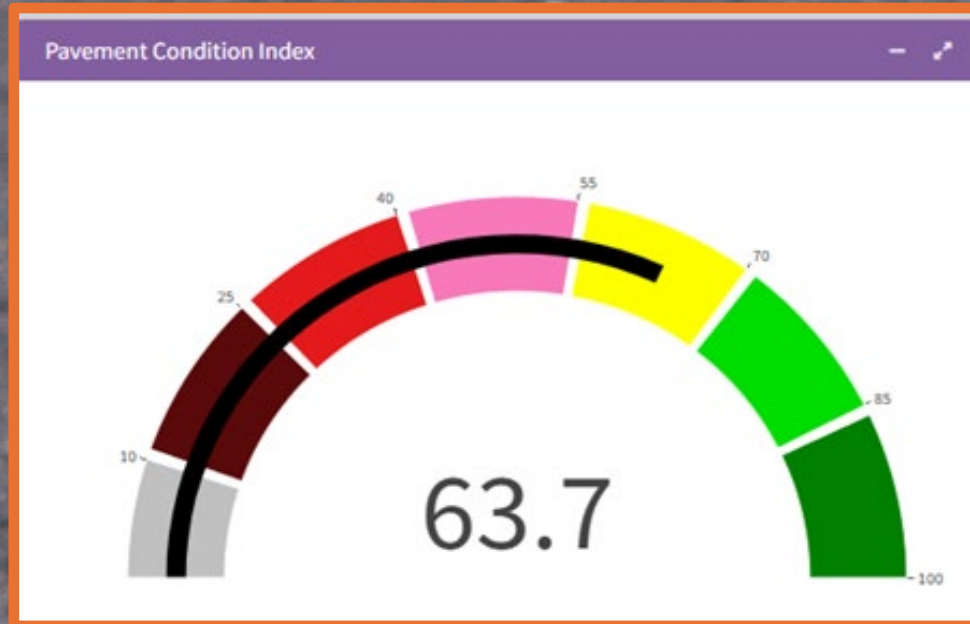
Identifier	Street Name	From	To	Section Area (SF)	Distress Type	Severity	Estimated Qty	Qty Units	PCI Deduct	Section PCI	Section PCI Category
26TH::01	26TH ST	NORTH FOUR MILE RUN	END	3,102	L&T Cracking	Low	114	Ft	8.3	70	Fair
26TH::01	26TH ST	NORTH FOUR MILE RUN	END	3,102	L&T Cracking	Medium	217	Ft	26.3	70	Fair
26TH::01	26TH ST	NORTH FOUR MILE RUN	END	3,102	Weathering	Low	2,771	SqFt	5.2	70	Fair
ABBOTT::01	ABBOTT LN	S WEST ST	END	10,344	Weathering	Low	10,344	SqFt	5.2	95	Good
ANNE::01	ANNE ST	JACKSON ST	KNOLLWOOD DR	24,552	Alligator Cracking	Medium	6,305	SqFt	58.4	31	Very Poor
ANNE::01	ANNE ST	JACKSON ST	KNOLLWOOD DR	24,552	Patch/Utility Cut	Low	7,375	SqFt	27.5	31	Very Poor
ANNE::01	ANNE ST	JACKSON ST	KNOLLWOOD DR	24,552	Patch/Utility Cut	Medium	1,414	SqFt	23.9	31	Very Poor
ANNE::01	ANNE ST	JACKSON ST	KNOLLWOOD DR	24,552	Weathering	Medium	15,762	SqFt	12.7	31	Very Poor
BERRY::01	BERRY ST	BERRY ST	CLEAVE DR	5,275	Alligator Cracking	Medium	306	SqFt	40.1	39	Very Poor
BERRY::01	BERRY ST	BERRY ST	CLEAVE DR	5,275	Block Cracking	Medium	1,941	SqFt	29.6	39	Very Poor
BERRY::01	BERRY ST	BERRY ST	CLEAVE DR	5,275	L&T Cracking	Medium	238	Ft	21.5	39	Very Poor
BERRY::01	BERRY ST	BERRY ST	CLEAVE DR	5,275	Weathering	Medium	5,275	SqFt	14.9	39	Very Poor
BERRY::02	BERRY ST	E BROAD ST	BERRY ST	5,376	Alligator Cracking	Medium	753	SqFt	50.8	39	Very Poor
BERRY::02	BERRY ST	E BROAD ST	BERRY ST	5,376	Block Cracking	Low	538	SqFt	8.0	39	Very Poor
BERRY::02	BERRY ST	E BROAD ST	BERRY ST	5,376	Block Cracking	Medium	269	SqFt	10.3	39	Very Poor
BERRY::02	BERRY ST	E BROAD ST	BERRY ST	5,376	L&T Cracking	High	52	Ft	17.8	39	Very Poor
BERRY::02	BERRY ST	E BROAD ST	BERRY ST	5,376	L&T Cracking	Medium	170	Ft	17.9	39	Very Poor
BERRY::02	BERRY ST	E BROAD ST	BERRY ST	5,376	Rutting	Low	34	SqFt	5.4	39	Very Poor
BERRY::02	BERRY ST	E BROAD ST	BERRY ST	5,376	Weathering	Medium	5,376	SqFt	14.9	39	Very Poor
BERRY::03	BERRY ST	BROOK DR	BERRY ST	12,100	Alligator Cracking	Low	242	SqFt	16.4	69	Fair
BERRY::03	BERRY ST	BROOK DR	BERRY ST								
BERRY::03	BERRY ST	BROOK DR	BERRY ST								
BERRY::03	BERRY ST	BROOK DR	BERRY ST								
BIRCH::01	BIRCH ST	OFFUTT D									
BIRCH::02	BIRCH ST	OFFUTT D									
BROADMONT::01	BROADMONT TER	N TUCKAHOE									

Network Rating = 79

Estimated Costs of Improvements (Entire Road Analysis)

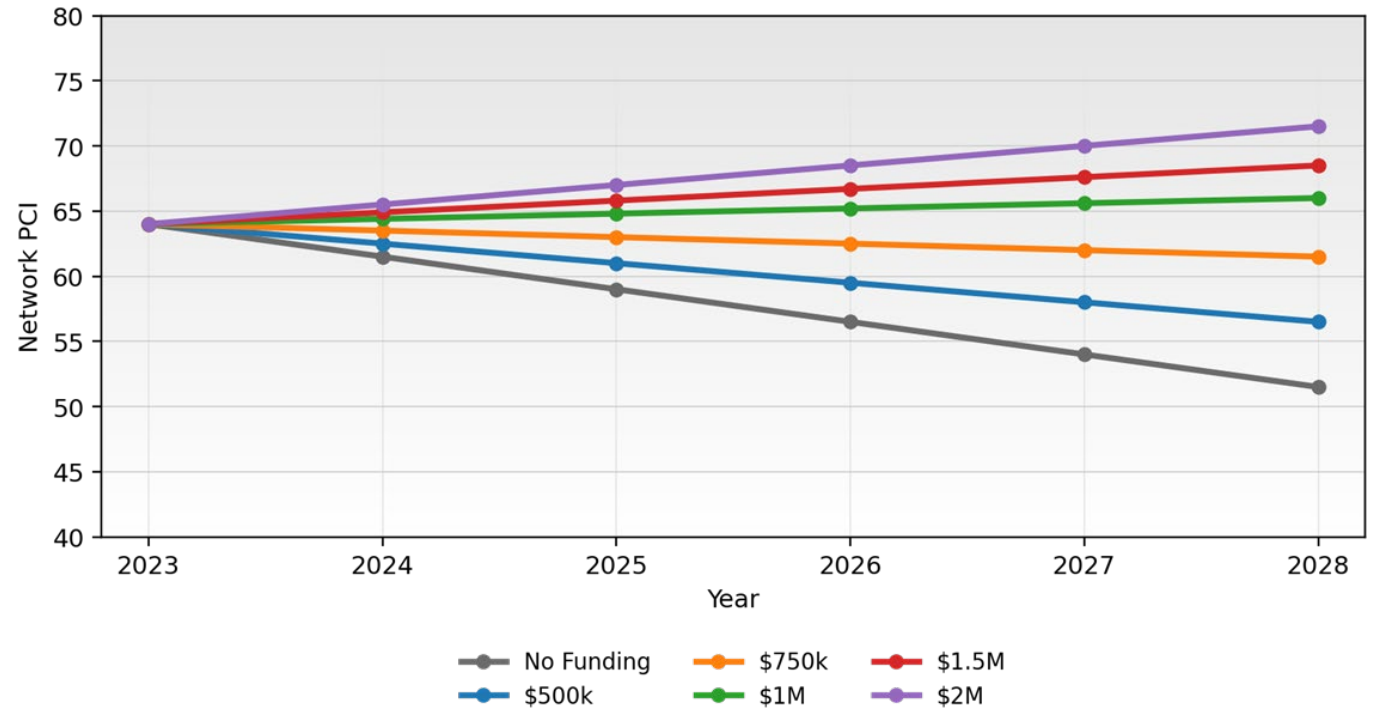
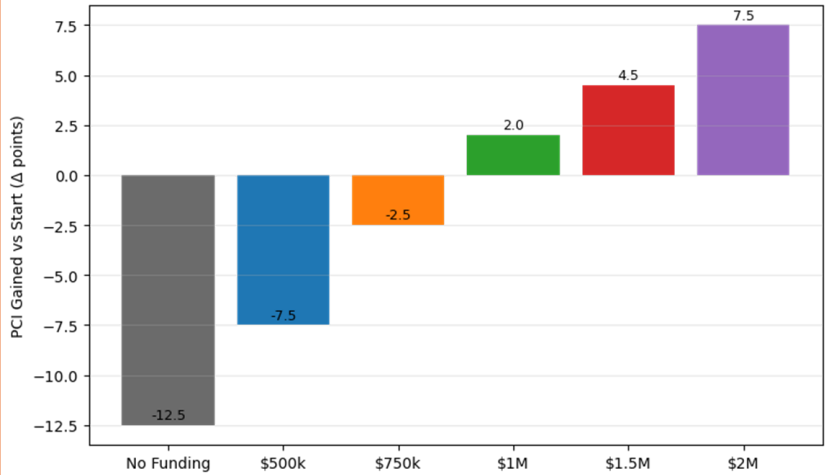
Repair Method	Average Unit Cost (\$/SY)	PCI Range	Length (Miles)	Square Yards	% Repair	Estimated Cost	% Cost
Reclamation Local	\$84.00	0-60	8.92	121,081	4.85%	\$10,170,856	23.76%
Mill and Overlay	\$34.00	60-72	37.51	539,182	20.38%	\$18,332,183	46.38%
Preventative Maintenance	\$9.00	72-85	80.58	1,289,436	43.81%	\$11,604,925	28.95%
Routine Maintenance	\$0.75	85-92	32.38	487,791	17.60%	\$365,842	0.91%
Defer Maintenance	\$0.00	92-100	24.55	339,629	13.35%	\$0.00	0%
Total			183.94	2,777,119	100%	*\$40,473,807	100%

Pavement Network Dashboard



- Network Average PCI
- Roadway Condition by Surface Area (or %)
- Street Map Color-Coded by PCI

Budget Scenario Analysis



Next Steps

Capital Planning & Prioritization



Capital Improvement Planning Timeline





More “Good”
Roads

Fewer “Bad”
Roads



Roadway Asset Collection

- Extracted from Calibrated Imagery
- 20+ Different Asset Types Can Be Collected
- 3+ Attributes
- Geolocated Within 1m



Signs



Signals



Pavements



Trees



Guardrails



Manholes



Parks



Streetlights



Stormwater



Traffic Cones



Water



Complete Streets

Questions ?



TOWN OF LONDONDERRY
NEW HAMPSHIRE

PUBLIC WORKS DEPARTMENT
AUGUST 2025

REQUEST FOR PROPOSALS

PAVEMENT CONDITION INDEX (PCI)
REPORTING

Copy No. _____

REQUEST FOR PROPOSALS (RFP)
Pavement Condition Index (PCI) Reporting
November 2025

The Town of Londonderry, NH (the Town) is seeking proposals from qualified firms (the CONSULTANT) to provide consulting and engineering services related to update of the town's Pavement Condition Index (PCI). Services are intended to be comprehensive and include all aspects of work needed to generate a revised PCI for the Town by street segment for approximately 192-miles (385 lane miles) of roadway.

The Contract shall also include a check and verification of PCI during the third year following final delivery of the updated PCI and all associated documents. The Contract shall also include an annual on-call service-based tasks for 5-years necessary to provide updates in all areas of this RFQ.

It is expected that the Work on this project shall commence in fall of 2025, and that final documents will be delivered by April 3, 2026.

Copies of the RFP may be obtained from the Town's Bids webpage (<https://www.londonderrynh.gov/bids>) or by contacting:

Donna Limoli
Town of Londonderry
268B Mammoth Rd
Londonderry NH 03053
Tel. 603-432-1100 x139
Email: dlimoli@londonderrynh.gov

All questions regarding this RFP shall be directed through the public works office contact in writing.

One (1) original, two (2) copies, and (1) electronic .pdf of the proposal must be received at the public works administrative office at the above address, no later than **11:00 AM on Wednesday, December 17, 2025**. Late proposals will not be considered. Emailed or faxed proposals will not be considered. A pre-proposal meeting will not be conducted.

All decisions in reference to the bid will be made by the Londonderry Public Works Director or an authorized agent. The Town of Londonderry reserves the right to accept or reject any and/or all proposals, to waive any formalities and informalities in the proposals received, and to accept any proposal, which in its opinion, may be in the best interest of the Town. Bids will not be accepted from any proposer who is considered either suspended or debarred from doing business with the Federal Government and is listed as ineligible on the System for Award Management (SAM) website. The Town of Londonderry further reserves the right to reduce the scope of work to an amount proportional to available funds and/or to otherwise limit the work as may be deemed in the best interest of the Town.

Section 1: Background

As part of an ongoing capital improvements program, the Town of Londonderry, NH is pursuing consulting services from a qualified firm to assess the Town of Londonderry PCI ratings over its entire roadway network (approximately 192 centerline miles). The development of the Town's Annual Road Program will be utilized as the primary tool to maintain its largest asset. The integrity of the Annual Road Program is significantly based on accurate and reliable data associated with a PCI. The town of Londonderry will update PCI values every five years and has need for additional annual services to maintain the integrity of the PCI values and to provide scenarios from which the final program may be developed by Staff.

The purpose of this document is to describe the scope of work and responsibilities required for the completion of the pavement condition assessment and asset mapping project for the Town of Londonderry, NH. The Consultant will be tasked with:

- Perform a pavement condition survey of the Town's entire roadway network (excluding State maintained and private roadways).
- Establish a PCI rating for each road segment.
- Confirm and update all existing road segments within the Town
- Update the existing roadway GIS asset databases
- Implement a surface condition management system to model roadway pavement performance, recommend maintenance and rehabilitation strategies, and manage a robust capital improvement program.
- Develop a fiscally constrained five-year plan for roadway preservation and rehabilitation inclusive of a comprehensive report.

Contract duration shall be five (5) years. The Town may, at its sole option and discretion, elect to extend the contract with the CONSULTANT for two additional PCI update 5-year cycles. It is understood that the majority of work will occur in the first year of each cycle with additional incidental tasks being completed by the selected Consultant annually on an as-needed basis to maintain the integrity of the data provided to the Town and to provide necessary support related to the development of an annual Road Program.

In addition to providing hard documents, the CONSULTANT shall also provide the Owner with electronic format copies of same (.pdf, Word, Excel, etc.). Ownership of all files and data shall be to the Town of Londonderry.

Section 2: Scope of Services

Although the following is a summary of the anticipated services, the description is intended as a guide in the development of a response to this RFP and is not intended to be all inclusive.

Detailed Proposals must contain description of how the CONSULTANT proposes to carry out the requirements of the RFP. Perspective firms are invited to provide a Proposal inclusive of tasks deemed necessary to complete work successfully and of how the Town of Londonderry will be best served by their firm. The CONSULTANT should include any latitudes, prohibitions or limitations placed on the services presented in the CONSULTANT'S proposal. **It must be**

stated if some services or personnel cannot be provided as specifically required in the RFP with justification of the same. The objective is to clarify all service options and personnel.

The consultant must demonstrate a thorough project understanding within their proposal to be considered. It is understood that references throughout this document to items of work and services to be performed are the responsibility of the CONSULTANT unless otherwise expressly stated as the responsibility of others. As such, the noted items shall be included with the proposed fee.

Project Approach is summarized as follows:

- Assign staff to perform the asset identification, asset mapping and surface condition survey for the entire roadway network consisting of approximately 192 center lane miles of road.
- Task experienced pavement engineers to review and analyze the pavement data, identify distresses, and suggest pavement repair strategies for the Town.
- Apply a software solution to perform a pavement condition rating calculation.
- Provide any/all files necessary in required formats for seamless integration of all assets collected into the Town's GIS.
- Analyze data, model treatment strategies, create reports, create maps, create graphs, and estimate budgets for all roadway improvements.
- Follow proven production and QA/QC processes to carry out the service tasks.
- Use a documented verification and acceptance approach to ensure the Town of Londonderry receives the services that meet all specifications and requirements.

Project Initiation: The CONSULTANT's proposal acceptance and award will be contingent upon acceptance of proposed data collection methodology and general project approach. During a project kickoff meeting the Consultant will present the proposed Project Approach, which includes project equipment, software, methodology, schedules, and deliverables. Pending acceptance, the proposed approach will be finalized based on the Town's needs. Project communication protocol, documentation, accounting methodologies, data format, and standards will be confirmed during the meeting. Additionally, the meeting will review and discuss initial steps, such as confirming schedule, meeting dates, project understanding, and information required.

The Town will provide any existing database, previous inventory road centerlines and GIS layers for project use upon request by the Consultant. Using the existing roadway asset/centerline data the CONSULTANT will create a pavement database based on the assets. Each road segment record in the GIS database will have a corresponding record in the pavement database and have a unique identifier so that the pavement database can be imported into the Town's GIS platform (ArcGIS Online) system. Consultant will expand the roadway asset/centerline data as needed to reflect the current conditions or ambiguities discovered during field during inspections.

Distress Rating: The Consultant shall collect surface conditions and distress information for asphalt roadways. Each type of distress shall be measured in severity and quantity for each road segment according to ASTM D-6433 from which an itemized data set and documentation of

findings will be provided. Compiled distress rating calculations shall then be utilized to develop a PCI on a 100-point scale. A clear correlation shall be established between surface conditions and distresses as the basis for the formulation of a PCI.

The resultant PCI information shall be sufficient to evaluate and model lifecycle and deterioration of the roadway segments necessary for budgeting and long-range planning. In addition, all recommended methods for treatment will be presented, the benefits and deficits of each, and their applicability to the distresses. Project documentation shall include a discussion outlining treatment methods currently utilized or regionally available as well as the correlation to roadway distress types.

Londonderry's Road Program will also consider conversion of gravel roads to paved surfaces. There is a clear difference between gravel road PCI and paved road PCI. The PCI report will speak to the distinction between the two as well as incorporate a scenario providing for gravel road conversions (approximately one road per year). The gravel road discussion and corresponding ratings in the report shall include O&M costs, environmental concerns, and road way safety concerns in an effort to identify the advantages of converting all gravel roads within the Town. There are four gravel roads in Londonderry with a total length of 0.6 mile (1.2 lane miles).

Data Collection: It is understood that there is a myriad of available options in roadway data collection. The Consultant is responsible for narrating, in the response to this RFP, how a proposed solution or alternatives are best and most suitable for the Town. Independent of methodology for collecting surface conditions, the proposal shall describe a quality control process using manual collection to ensure data integrity and consistency of distress ratings/treatment recommendations. It is expected that approximately 20% of the road network will be QC'd through field verification by a senior pavement technician to confirm the accuracy and consistency of the data being collected.

This RFP does not predetermine a specific methodology of data collection. However, the Town requires that the methodology of data collection permits extraction of other georeferenced data sets such as curb, signs, and castings under a separate task order without having to conduct additional field work. Such tasks are not part of the initial PCI scope.

The CONSULTANT will collect data as required and necessary for a seamless integration into the Town's network. The data must be geo-referenced and fully compatible with ArcGIS and able to be incorporated into the Town's Open Gov asset management software. The end product from this task is expected to be a GIS-compatible shapefile or geodatabase with appropriate PCI ratings (0-100 scale). In addition, each type of distress shall be summarized for each segment of road. The gravel road assessment may utilize different scaling and ratings as may be proposed by the CONSULTANT. The collective data shall be compatible in both ArcGIS Online and Open Gov environments for viewing/analysis to support future planning, utility coordination and work order management.

Data collection road and weather conditions shall be optimal such that accurate and complete data sets are collected. Roadways shall be dry and clear of snow and leaf cover. Data collection shall be conducted during daylight hours and NOT during rain or snow events.

GIS Integration: Prior to data collection, the CONSULTANT will coordinate with Town staff to (1) review existing GIS road network data, (2) ensure the provided product will be fully compatible with the existing GIS data, ArcGIS Online and Open Gov asset management software and (3) develop a written plan for data collection that is consistent with Londonderry's goals and objectives.

The Town will provide a GIS layer of street centerlines including an internal asset ID and attributes inclusive of pavement width, number of lanes, last treatment date & type, and unique name in a file geodatabase. All attributes shall be reviewed and updated as necessary during the field survey. All data collected shall include and relate to the unique Asset ID for each street segment. The CONSULTANT shall inventory pavement conditions according to street segment included in this step.

Reporting: Within the context of required and expected discussion in a PCI update report the CONSULTANT shall discuss the Town of Londonderry's current and long-term pavement management goals so that the Town may determine the best pavement management strategy based on the PCI value ranges and specific distress types and severity levels. Project documentation shall include a discussion outlining treatment methods currently utilized as well as the correlation to roadway distress types with a list of current treatment practices and the most recent unit price contracts. It is noted that the PCI report is both an educational document as well as a planning document. The CONSULTANT shall provide background discussion on; how/why the report is useful, PCI, data collection, graphs/tables, budgeting process, what the data means, differing surface treatments methods/advantages/economy/longevity, etc. The educational component of the PCI report will be drafted in a manner that a layperson can read and understand what a PCI is, why it is important, and how it is used as a tool to develop an effective Road Program. The remaining content of the report shall be the actual data, development of a plan and scenarios, and recommendations such that the Town has a complete understanding of the condition of the road system and has the information needed to develop a road improvement plan over time.

The CONSULTANT will work with the Town to create a series of alternative roadway surface repair strategies utilizing a road management software program. Such strategies shall develop pavement treatment hierarchy and/or decision-making matrix, including backup supporting each recommended methodology. This task shall include iterative "what-if" scenarios at various capital funding levels and various treatment strategy settings to identify the advantages and disadvantages of each strategy. The ultimate goal will be to generate a PCI report with the optimum 10-year work plan at a necessary funding level to maintain and/or achieve a defined overall town wide PCI rating. Under the annual incidental tasks during each 5-year cycle the Consultant may further be tasked to update scenarios annually with input from staff for future needs.

This task shall also include development of customized deterioration curve(s) based on historical road maintenance and current findings. Development of the curve(s) along with the corresponding mathematical equation will be used to forecast PCI ratings in x-years. Following formulation of new deterioration curves the CONSULTANT shall apply the equation to each year in the 5-year cycle in an effort to maintain the most accurate PCI information in support of the annual Road Program. Incidental tasks during year #3 in the cycle will include a spot check in approximately 20% of the roadways to confirm accuracy of the predicted deterioration curve(s).

In addition to providing PCI ratings for each segment of road for each year in the 5-year cycle, the CONSULTANT will be tasked with providing a composite PCI for each road in its entirety for each year in the 5-year cycle. Ultimately, the road program is developed principally on a composite PCI rating of the entire road. The intent of this task is not meant to override the normal protocols of predictive software. Instead, this task is a supplemental reference through development of a weighted average of each road per unit length.

Finally, Excel files and appended spreadsheets will separate roadways by classification (local, industrial, collector/arterial, and gravel).

PCI Report Deliverables:

- Detailed background discussion of the importance of a Road Program related to effective pavement preservation. How/why the report is useful, what is a PCI, data collection, graphs/tables, budgeting process, what the data means, differing surface treatments methods/advantages/economy/longevity, etc.
- Pavement distress summary of findings for each type of distress on each roadway segment.
- Pavement Condition Rating on all Town road segments based on ASTM D6433 defined pavement distresses
- Composite Pavement Condition Rating on all town roads developed through a weighted average of all roadway segments on a given road.
- Development of a gravel road ratings system and prioritization of gravel road conversion projects within the context of a road program funding scenario.
- Development and/or revision of deterioration curves with corresponding equation(s) from which deteriorating PCI values can be directly calculated.
- Year by year pavement condition projections for each road segment based on customized pavement deterioration curves.
- Year by year pavement condition projections for each total road length developed from a weighted average of each road segment length.
- Consultation and Development of a pavement maintenance and rehabilitation strategy for the systematic application of treatment types to all pavement segments based on multiple criteria including pavement condition rating, functional classification, etc. Such discussion shall also appear in the report.
- Provide a draft multi-year rehabilitation program utilizing historic budget information for review by Town staff.

- Discussion on Pavement Maintenance and Rehabilitation recommendations for pavement segments based on current and projected conditions.
- Discussion on Road Program recommendations based on specified funding levels.
- Average Network Condition and Repair Backlog projections for multiple funding scenarios. Such projections shall also appear in discussion form within the body of the report.
- Discussion on determination of funding requirements to meet specified network goals.
- Inventory and Analysis deliverables in file formats compatible with Microsoft Office, Acrobat, and ESRI platforms.
- Assist the Town of Londonderry in presenting the results of the PCI report and the impacts of various funding decisions to the Town decision makers and Boards.

Proposal Alternate #1 - Road management software system: Within the context of the requirements of this RFP the CONSULTANT will provide incidental annual services inclusive of developing budget scenarios from which a Road Program may be developed. The CONSULTANT'S software to complete such tasks is not required as a deliverable product. It is also understood that most communities receive access to the CONSULTANT's software along with associated training so staff may develop multiple iterations of a proposed road program based on numerous factors which are fluidly changing on a very frequent basis. The Town of Londonderry desires necessary software licensing and training to complete these tasks. Selection of a Consultant will be significantly based on the base scope in this RFP and corresponding report as defined above. This Alternate may be a consideration in selection if a Proposal includes simple, intuitive, and cost-effective software.

Under this Alternate the CONSULTANT will provide a license to a predictive software program to analyze roadway condition data as well as provide budgeting and forecasting tools to formulate short- and long-term capital plans. This Alternate will also include necessary setup, configuration and training in the software. A specific software product is not predetermined; however, the ideal product should be ArcGIS Online compatible such that iterative Road Program scenarios may be directly imported. The subtasks of Alternate #1 will include:

- Provide a 5-year minimum license for predictive software.
- Configure the software to reflect the rehabilitation alternatives and repair methods agreed to with the Town of Londonderry.
- Configure the system to reflect the current and local costs for the repair methods.
- Configure the system to reflect the preferred treatment methods for critical PCI thresholds.
- Model of automated treatments bands and repair recommendations.
- Review the rehabilitation program with Staff and modify analysis parameters iteratively to produce the final repair program required.
- Provide textual and map reports of the repair program, including options to produce through the user interface.
- Provide necessary training on the user interface.

Proposal Alternate #2 – Additional Asset Data Extraction: The Town of Londonderry desires to update and add to its entire GIS database. The intent of this Alternate is to take advantage of simultaneous work efforts. Where there can be a financial advantage to extracting additional data for additional assets then the Town will direct such discounted work efforts to be done. Perspective Consultants are invited to provide a fee structure such that additional discounts are provided for each additional data set extracted from the field data collection up to and including all noted additional data sets. It is understood that discounted asset data extraction efforts presented in the Cost Proposal, which do not occur during the initial PCI work effort, may be renegotiated as required.

For the purposes of this RFP additional data sets include any combination of the following: Curbs (including type), signs (itemized by type), drain castings (catch basin and drain manhole), sewer castings, water castings, hydrants, stop bars, sidewalks, cross walks, handicap ramps, double yellow and fog lines, and centerline. It is noted that data collection technology is not necessarily required to be capable of collecting all additional data sets but should be capable of collecting most.

Extracted data sets shall be properly identified, located, and georeferenced to submeter accuracy.

Total existing asset quantities are not precisely known. Data sets for any noted item under this Alternate shall be provided in total. For the purposes of a Cost Proposal under this Alternate the following assumptions shall be made.

- Curb – 75 miles
- Sidewalk – 2 miles
- Handicap Ramps – 100
- Double Yellow and fog lines – 100 miles
- Stop Bars – Avg 2 per intersection
- Catch Basins and Drain Manholes – 5,000
- Sewer Manholes – 500
- Water castings – 500
- Hydrants – 100
- Signs – 3,500

The CONSULTANT's fee may be adjusted (up or down) according to actual quantities of noted assets. It is understood that negotiated fee adjustments would occur in scenarios where a large deviation in assumed quantities exists in relation to actual labor efforts. The Town and the CONSULTANT will negotiate a protocol for fee adjustments as may be appropriate prior to the execution of work under this Alternate.

Section 3: Submission of Proposal

Responses to this Request for Proposals (RFP) shall consist of two separate documents, as follows:

1. The ***Consultant Proposal*** shall be submitted in the format outlined below. One (1) original Consultant Proposal, two (2) copies, and electronic .pdf shall be provided in a

sealed package labeled 'Proposal for Pavement Condition Index (PCI)'. No unbound or loose papers shall be included. Cost information must not be included in any part of the Consultant Proposal.

2. The **Cost Proposal** shall be submitted in the format outlined below. One (1) original Cost Proposal and one (1) copy shall be provided in a separate sealed envelope labeled 'Cost Proposal – Pavement Condition Index (PCI)'
3. **Electronic submission** in .pdf format of both the Consultant Proposal and the Cost Proposal shall accompany hard copy submission documents.

If forwarded by mail, the mailing envelope must contain separate Consultant Proposal and Cost Proposal envelopes and shall be addressed to the Town of Londonderry, Attn: Finance Department Purchasing Agent, 268 B Mammoth Road, Londonderry, NH 03053. To ensure proper tracking Registered Mail is preferred but not required.

Faxed or emailed submissions will not be considered.

Submission Deadline - Consultant Proposal and Cost Proposal must be received at the office of the Purchasing Agent, at the address indicated in this RFP, no later than **11:00 AM on December 17, 2025**. Late proposals will not be considered.

Section 4: Format & Content of Proposal

To enable the Town to perform a fair comparative analysis and evaluation of proposals, Consultants shall structure and compose their proposals in the format outlined below. *Promotional materials are unnecessary and unwanted, please do not include them in the proposal.*

Consultant Proposal

1. **Letter of Interest (1 Page):** Each Consultant Proposal must include a Letter of Interest, identifying the CONSULTANT, their place of business, name, email and telephone number of the person to contact about the proposal, and the project under consideration. The Letter of Interest shall be signed by a representative of the CONSULTANT that is authorized to enter into contracts.
2. **CONSULTANT Knowledge and Experience (2-3 pages):** Include a statement of qualifications that includes a summary of experience that pertains to the disciplines described in the Scope of Services (Section 2). The firm shall provide at least 5 examples with brief summaries of the location and scope of similar recent projects that show experience in any of the tasks. **Importantly, Examples should provide discussion of how the firms approach to the work, reporting and presentation affected change and ultimately contributed to increased funding levels within the community's road program.**

3. **CONSULTANT Project Approach (1-2 pages):** Include a narrative of project approach that provides discussion of items noted in Section 2 – Scope of Services. With the understanding there are many different ways to complete services requested, it is up to perspective firms to present their efficient cost-effective approach and why the approach is best suited to the Town of Londonderry. If needed, one additional page may be utilized to provide discussion on RFP Alternates.
4. **CONSULTANT Schedule:** Provide a project schedule outlining timeframes for completion. In general, the project schedule should be such that it provides completion of tasks with update/review progress meetings. The project schedule shall be submitted in the form of a Gant Chart, with any accompanying narrative included as footnotes, and should demonstrate the ability of the CONSULTANT to meet the timelines indicated herein or otherwise explain why the Town timeline is not achievable. The schedule provides discussion on and clearly defines how the project will be managed noting Londonderry will be a priority given the firm’s current backlog of work. **BASE DATA COLLECTION MUST BE COMPLETED DURING OPTIMAL CONDITIONS. ROAD CONDITIONS SHALL BE CLEAR OF SNOW/ICE AND/OR LEAF COVER AND SHALL CONDUCTED DURING DAYLIGHT HOURS WITHOUT RAIN, SNOW, FOG OR OTHER CONDITION PREVENTING PROPER AND ACCURATE DATA COLLECTION.**
5. **Overall Project Team (1 page):** Identify up to 5 members of the CONSULTANT’S project team, including sub consultants. Append resumes of key persons (1 page each), who would likely be working with Town staff, particularly the designated program/client manager, project managers and key discipline "experts".
6. **Financial and Insurance Resources:** The CONSULTANT shall include a statement or other information affirming that the firm has financial resources sufficient to secure all necessary labor and equipment to complete the work, and to cover the cost of other anticipated reimbursable allowances that would clearly document the financial ability to execute this project and/or indicate that they have the ability to obtain such resources. Proper insurance for employees, subconsultants, and subcontractors shall be required of the selected CONSULTANT, as will the ability to provide Professional Liability Insurance to the Town as identified in the general conditions.
7. **Conflict of Interest:** The CONSULTANT shall describe all current or potential conflicts of interest related to performance on this project. Relationships with property owners, developers, and other consultants, whether in recent past (past three years), present, or potentially in the future by interest in a pending project, which may serve to provide financial benefit to the CONSULTANT, must be identified. If there is potential or present conflict of interest, the CONSULTANT must identify methods they will employ to address said conflicts.
8. **References:** Provide a minimum of three (3) references for whom the firm has performed work of a similar nature. Include names of contact persons, with addresses and telephone numbers, so that the Town may contact them. All references **must** be key decision

makers from municipalities for whom the firm has worked. Do not include Town of Londonderry personnel.

Consultant Cost Proposal

The Consultant Cost Proposal shall not be included with the Consultant Proposal, but rather, shall be submitted in a separate sealed envelope labeled ‘Cost Proposal – Pavement Condition Index (PCI)’. CONSULTANTS shall structure and compose their proposals in the format outlined below.

1. **Cover Letter:** Each Cost Proposal must include a Cover Letter identifying the CONSULTANT, their place of business, name, email, and telephone number of the person to contact about the proposal, the project under consideration, and shall make reference to the total proposed cost of services (itemized base plus Alternates, if any) plus any allowances. The Cover Letter shall be signed by a representative of the CONSULTANT that is authorized to enter into contracts.
2. **Cost & Manpower Allocation:** Provide, in spreadsheet form, a breakdown of personnel and sub-consultants that will be involved in the project, along with the associated man-hours for each person or sub-consultants and their proposed billing rate. The cost of reimbursable items and cost allowances shall be indicated within the associated task and included in the cost totals. Separate costs and allocations shall be provided for each Alternate, if proposed.
3. **Allowances:** Any cost allowances shall be clearly identified in the proposal. Allowances should reflect a reasonable attempt to accurately quantify the anticipated work effort for the allowance item.

Prices offered by the CONSULTANT, excluding allowances that are identified above, will be firm and not subject to change without a mutually agreed change in the scope of work. Labor rates will be fixed for the duration of the contract. All prices should include all labor, material costs, mark ups, and any discounts if offered.

Alternative 2 Cost Proposal: As applicable provide discount discussion related to number of assets being extracted from the field data. It is understood that discounted asset data extraction efforts presented in the Cost Proposal, which do not occur during the initial PCI work effort, may be renegotiated as required.

Section 5: Proposal Evaluations

This section shall serve as the criteria from which the RFP responses will be evaluated. In preparing a proposal the Town recommends that the CONSULTANT address the criteria clearly in their proposal and demonstrate the ability to meet each criterion. Statements should be verifiable to the greatest extent. See also Section 4 for additional content requirements.

1. Strength and duration of successful performance in the business of providing services as described herein (and for a minimum continuous period of not less than five years).
2. Previously completed projects. The CONSULTANT has completed not less than five (5) similar projects for municipalities. Did the Consultant's work assist in Road Program funding increases withing a community?
3. Project Approach: The CONSULTANT has provided a clear, concise and thorough discussion on project approach. The firm's methodology is clearly identified, and reasoning is provided why the approach is best suited for Londonderry.
4. A clear and concise project schedule has been provided in the form requested. The schedule identifies significant project tasks, key project benchmarks, and provides sufficient specificity to clearly show the critical path towards completion of the project and also relates the non-critical path tasks into the overall project. The schedule clearly demonstrates that the CONSULTANT will meet the timelines desired.
5. The CONSULTANT has addressed how the project will be managed within the context of ongoing and backlogged work of both the CONSULTANT and any sub consultants.
6. Strength of proposed project team. The project team has demonstrated sufficient experience and has worked successfully together on other projects. The project leaders have a high level of technical expertise in the nature of the work outlined in this RFP. Experience and ability of personnel conducting the field survey will be a significant factor in selection.
7. The CONSULTANT has demonstrated suitable financial and insurance resources, or the ability to obtain same, for this project.
8. The CONSULTANT has no conflict of interest or appearance of conflict of interest with any other party, or such relationships are not sufficient to warrant concern. Discussion has been provided if a conflict arises.
9. The CONSULTANT has received positive references from all clients contacted by the Town.
10. The degree of compliance with the requirements and requested format of this RFP.
11. CONSULTANT selection will not be based solely on the Consultant Proposal. While the Cost Proposal will be a significant factor in evaluation of the RFP response, the selection process will be based on a combination of qualifications and price.

The Town reserves the right to reject any and all proposals received in response to the RFP.

Section 6: Responsibilities of the CONSULTANT

1. Prior to final selection, the CONSULTANT will be asked to attend an interview and

submit any additional information, which the Town may deem necessary to determine the CONSULTANT'S qualifications.

2. The successful CONSULTANT will be the prime contractor for those services indicated in their proposal and will be required to assume total responsibility for the services offered in this proposal whether or not the firm is the firm delivering all the services. The Town will consider the successful CONSULTANT to be the sole point of contact regarding all contractual matters, including performance or service, unless otherwise stated.
3. The CONSULTANT shall provide the staff and resources as outlined in the RFP and shall not assign to other staff or sub consultants without the written approval of the Town.
4. The CONSULTANT shall complete the scope of work and shall commit staff and resources to professionally and expeditiously complete such scope. The CONSULTANT, by virtue of their prior professional experience shall understand and endeavor to determine the possible obstacles that could interfere with the completion of the scope. The CONSULTANT shall make such obstacles known to the Town and provide the Town with solutions to overcome such obstacles.
5. No costs or expenses incurred by the CONSULTANTS in responding to this RFP will be borne by the Town.
6. Non-Discrimination in Employment and Affirmative Action. The CONSULTANT shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, or physical/mental handicap. The CONSULTANT agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment.
7. Upon evaluation of the RFP responses received, the Town will seek to enter into a contract with the selected CONSULTANT. If the CONSULTANT fails, neglects or refuses to execute the contract within fourteen (14) days after notification that they have been selected by the Town, the Town may at its option terminate and cancel its action and commence contractual discussions with another CONSULTANT.
8. Incorporated by reference into the contract will be all of the information presented in or with this RFP and the CONSULTANT'S response thereto.

Section 7: Negotiation & Informalities

1. The Town reserves the right to negotiate with the selected CONSULTANT regarding variation to the original RFP, Contract, and Cost, if deemed to be in the best interest of the Town to do so.

2. The Town reserves the right to waive any item of this RFP, which in the opinion of the Town is an informality. The Town has the right to accept or reject any or all proposals in whole or in part if it is deemed to be in the Town's interest to do so.

Section 8: RFP Questions & Revisions

1. Any questions or inquiries regarding this RFP must be submitted in writing. In order to be considered, they must be received by the Londonderry Public Works administrative contact no later than five (5) calendar days prior to the RFP submission deadline. Any revisions to the RFP will be provided in the form of an Addendum, posted on the Town's Bids and Proposals webpage at: <https://www.londonderrynh.gov/bids>.

Section 9: General Conditions

Irregular Proposals: Proposal will be considered irregular and may be rejected for any of the following reasons however, the Town retains the right to waive informalities and irregularities at its sole discretion:

- If the proposal does not include all information listed in this RFP.
- If there are unauthorized additions, conditional or alternate proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- If the proposer adds any provisions reserving the right to accept or reject an award.
- If there are any exclusions specifically required by this RFP.

Delivery of Proposals, Withdrawal, Opening, and Disqualification: All proposals shall be filed prior to the time and at the place specified in in this RFP. Bids submitted after this time will not be accepted. Faxed or emailed proposals are not acceptable. The Town is not responsible for delayed mail that misses the deadline.

A proposer will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

Either of the following reasons may be considered as being sufficient for the disqualification of a proposer and the rejection of his proposal:

- Evidence of collusion among proposers.
- Failure to supply complete information as requested by the proposal specifications.

The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the Town's sole judgment, is in the best interest of the Town of Londonderry.

Award: If a contract is awarded, the award will be made to the proposer that displays the best mix of qualifications, experience, availability, and price as it pertains to the type of services in Section 2 above, as soon as practical after the review process. Any award shall carry all conditions carried in this RFP.

Cancellation: The Town reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability to the Town.

Laws: The Contractor shall comply with all State and Local laws, ordinances, regulations, and requirements applicable to work hereunder.

Contract Document Content and Priority: The complete contract documents for the project shall consist of the following items in descending order of priority. This RFP (as the most senior document), CONSULTANT responses/proposals to this RFP, CONSULTANT contract terms and conditions, amendments to the CONSULTANT contract, Task Orders issued under the Contract. Each document shall be subordinate to the next senior document where a conflict between documents arises.

Ownership and Use of all Documents: The Town of Londonderry shall be the owner of all documents and all data in all formats. The exception to this provision is the ownership of intellectual property substantially developed by the CONSULTANT separate from and not necessarily required by the Contract Documents. The CONSULTANT shall retain a perpetual license to utilize the Contract Documents for their express purposes. The Town of Londonderry recognizes and accepts that the integrity and use of the Contract Documents and data for future purposes beyond the terms of this RFP and subsequent Contract shall be at the risk of the Town of Londonderry without first coordinating and confirming such information with the CONSULTANT.

Contractor and Subcontractor Insurance: The Contractor shall deliver at the time of execution of a contract; certificates of all insurance required hereunder and shall be reviewed prior to approval by the Town of Londonderry. The certificates of insurance shall state that the companies issuing insurance will endeavor to mail to the Town of Londonderry ten (10) days-notice of cancellation, alteration or material change of any listed policies. The Contractor shall keep in force the insurance required herein for the period of the Contract. At the request of the Town of Londonderry, the Contractor shall promptly make available a copy of all listed insurance policies. The requested insurance must be written by a Company licensed to do business in New Hampshire at the time the policy is issued.

The Town of Londonderry, NH shall be listed as an additional insured on a primary and non-contributory basis in General Liability, Auto Liability and Umbrella Liability policies required for the contract. The Contractor shall require each Subcontractor employed on the Project to maintain the coverage listed below unless the Contractor's insurance covers activities of the Subcontractor on the Project.

No operations under this Contract shall commence until certificates of insurance attesting to the below listed requirements have been filed with and approved by the Town, required accounting information (W-9, etc.) and the Contract approved by the Town.

Indemnification: The Owner and Consultant shall at all times indemnify and save harmless each other and their officers, and employees on account of any claims, damages, losses, litigation, expenses, counsel fees, and compensation arising out of any claims, damages, personal injuries and/or property losses sustained by any person or entity, to the extent caused by the negligent acts, errors or omissions of the indemnifying party, its employees, or subcontractors in connection with work completed under the contract.

Insurance Coverage: The Consultant shall demonstrate that its staff is protected by Workers Compensation and Employers' Liability insurance in compliance with statutory limits and that the CONSULTANT has coverage under professional liability, public liability and property damage insurance policies. Certificates for such policies will be provided to Client upon request. Minimum coverages shall be as follows:

- Comprehensive General Liability (including Products Completed, Contractual Property, and Personal Injury coverage): \$1,000,000 per occurrence / \$2,000,000 aggregate
- Automobile Liability (Property Damage): \$1,000,000 per occurrence
- Professional Liability: \$1,000,000 per claim and in the aggregate

Where the CONSULTANT is found to be negligent in the performance of their duties, the Comprehensive General Liability and Professional Liability Limits of the CONSULTANT shall define the CONSULTANT'S maximum compensation obligation as may be litigated. The CONSULTANT shall not cap damages at any lesser value or contract amount.

Accident Protections: It is a condition of this Contract, and shall be made a condition of each subcontract entered into pursuant to the Contract, that a CONSULTANT and any SUBCONSULTANT shall not require any laborer or mechanic employed in the performance of the Contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to health or safety, as determined by construction safety and health standards of the Occupational Safety and Health Administration, United States Department of Labor, which standards include, by reference, the established Federal Safety and Health regulations for Construction. These standards and regulations comprise Part 1910 and Part 1926 respectively of Title 29 of the Code of Federal Regulations and are set forth in the Federal Register. In the event any revisions in the Code of Federal Regulations are published, such revisions will be deemed to supersede the appropriate Part 1910 and Part 1926, and be effective as of the date set forth in the revised regulation.

Subcontracts: The CONSULTANT shall be fully responsible to the Town of Londonderry for the acts and omissions of SUBCONSULTANTS and of persons employed by him in the same manner as he is responsible for the acts and omissions of persons directly employed by him.

Extras: Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the Town has ordered the same, in writing.

Default and Termination of Contract: If the CONSULTANT does not proceed in accordance with the Contract, then the Town of Londonderry will have full power and authority without violating the Contract to take the prosecution of the work out of the hands of the

CONSULTANT. The Town of Londonderry may enter into an agreement for the completion of said Contract according to the terms and conditions thereof or use such other methods as in his opinion will be required for the completion of said Contract in an acceptable manner.

All extra costs and charges incurred by the Town of Londonderry resulting from such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said CONSULTANT. If such expenses exceed the sum which would have been payable under the contract, then the CONSULTANT shall be liable and shall pay to the Town of Londonderry the amount of such excess.

Reasons for termination include, but are not limited to:

- CONSULTANT fails to begin work under Contract within the time specified in the notice to proceed;
- Fails to perform the work with sufficient workmen and equipment, or with sufficient materials to assume prompt completion of said work;
- Performs the work unsuitably or neglects or refuses to remove materials or to perform a new such work as may be rejected as unacceptable and unsuitable;
- Discontinues the prosecution of the work;
- Fails to resume work, which has been discontinued, within a reasonable time after notice to do so;
- Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency;
- Makes an assignment for the benefit of creditors;

The Town of Londonderry will give notice, in writing, to the CONSULTANT for such delays, neglect, and default. CONSULTANT shall respond within 14 days to such notice with corrective action, to the Town's satisfaction, or be subject to Contract termination.