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State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street -- Room 120
Concord, New Hampshire 03301

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Division of Public Works
Design and Construction
Project No. 80908 – Contract A

April 12, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1). Authorize the Department of Administrative Services to enter into an agreement with Oak Point Associates (Vendor No. 174008) Portsmouth, NH, for a total price not to exceed \$606,768 for Professional Services for the Portsmouth Traffic Circle Liquor Store #38 Design in Portsmouth, NH. The contract is effective upon Governor and Council approval through July 31, 2017, unless extended in accordance with the contract terms. **100% Other – Funds.**

2). Further authorize that a contingency in the amount of \$50,000 be approved for unanticipated design expenses for the Portsmouth Traffic Circle Liquor Store #38 Design, bringing the total to \$656,768. **100% Other – Funds.**

3). Further authorize that an amount of \$18,247 be approved for payment to the Department of Administrative Services, Division of Public Works Design and Construction (Vendor Code 177875) for engineering services provided, bringing the total to \$675,015. **100% Other – Funds.**

Funding is available in account titled Liquor Commission as follows:

02-77-77-770030-51020000 Portsmouth Traffic Circle
Store #38

SFY16

034-500152 – Plans, Layout & Design	\$606,768
034-500152 – Plans, Layout & Design	50,000
034-500152 – Interagency Fees	<u>18,247</u>

Grand total **\$675,015**

EXPLANATION

Per Chapter 220:14, XII, H, Laws of 2015, this project includes design and construction administration of a new Liquor Store, consisting of a large retail space, a liquor storage space, public and employee bathrooms, and a Manager's office. The new facility will provide a total of 20,000 square feet of space. The existing store (12,000 SF) will remain operational during construction of the new store.

In September 2015, the Division of Public Works Design & Construction solicited Registered Architects and Engineers, by public announcement in the State, for interest in providing consultant services for construction of the Portsmouth Traffic Circle Liquor Store #38 Design.

Five (5) consultant firms submitted letters of interest and were considered for this assignment. These consultant firms were rated on the basis of comprehension of the assignment, clarity of the proposal, capacity to perform in a timely manner, quality and experience of the project manager and the team, and overall suitability for the assignment. Ultimately a short list of five (5) firms was developed.

Interviews were held with the following five (5) Consultant firms on February 1st and 4th, 2016.

Harriman
Auburn, ME

Oak Point Associates
Portsmouth, NH

Randall T. Mudge
& Assoc.
Lyme, NH

H. L. Turner Group
Concord, NH

Christopher P. Williams
Architects
Meredith, NH

Based on their technical proposal, presentation and experience on projects of a similar nature, the firm of Oak Point Associates was chosen as best qualified for the project. The Consultant Selection Committee included representatives from the New Hampshire Liquor Commission and the Division of Public Works Design and Construction. A copy of the firm's Statement of Qualifications is provided, herewith, for your information and convenience.

The consultant selection process employed by the Department for this project is in accordance with RSAs 21-l:22, 21-l:22-c and 21-l:22-d, all applicable Federal laws and the Department's procedures for "Selection of Engineers, Architects and Surveyors" dated July 28, 2005.

The agreement has been approved by the Attorney General as to form and execution, and the New Hampshire Liquor Commission has certified that the necessary funds are available. Copies of the fully executed agreement are on file at the Secretary of State's Office and the Department of Administrative Services – Division of Public Works Design and Construction.

Respectfully submitted,


Vicki V. Quiram
for Commissioner

CONTRACT SUPPLEMENTAL INFORMATION SHEET

PROJECT: BPW Project No. 80908R, Contract A – Portsmouth Traffic Circle Liquor Store Design, Portsmouth, NH.

DESCRIPTION: This contract will provide for design and construction administration of a new liquor Store, consisting of a large retail space, a liquor storage space, public and employee bathrooms and a Manager's office for the sale of Liquor. The new facility will be built adjacent to the existing store and will be approximately 20,000 square feet.

EXPLANATION: The NH Liquor Commission has found that increasing the size of a Liquor store can substantially increase the sale of their product. Portsmouth is the number 3 in sales in the State of New Hampshire so is a good choice for the larger store.

CONTRACT
AMOUNT: \$606,708

COMMITTEE PROPOSAL RATING FOR
LIQUOR STORE AT PORTSMOUTH TRAFFIC CIRCLE - DESIGN

Consultant Name	Comprehension of Assignment	Clarity of Proposal	Capacity to Perform in a Timely Manner	Quality and Experience of PM/Team	Overall Suitability for the Assignment	Total Score	Cumulative Score
HARRIMAN						0	67.5
Ted Kupper							
Michelle Juliano	5	4.5	5	4	4.5	23	
Gordon Graham	4	4	4	4	5	21	
Andy Davis	5	5	4.5	5	4	23.5	
RANDALL T MUDGE							63.5
Ted Kupper						0	
Michelle Juliano	4	4.5	4	5	4	21.5	
Gordon Graham	5	5	4	4	5	23	
Andy Davis	4	4	3	5	3	19	
OAK POINT ASSOC.							68.5
Ted Kupper						0	
Michelle Juliano	5	4.5	5	4.5	5	24	
Gordon Graham	4	4	4	4	4	20	
Andy Davis	5	5	5	4.5	5	24.5	
HL TURNER GROUP							65.0
Ted Kupper						0	
Michelle Juliano	5	4.5	4.5	4	4	22	
Gordon Graham	4	4	4	4	4	20	
Andy Davis	5	5	4	4.5	4.5	23	
CHRISTOPHER WILLIAMS							61.0
Ted Kupper						0	
Michelle Juliano	4	4.5	4	4.5	4.5	21.5	
Gordon Graham	5	4	4	4	4	21	
Andy Davis	4	4	3	4.5	3	18.5	

<==== Highest Rating

- SCORES:
- 1 Poor
 - 2 Not Very Good
 - 3 Good
 - 4 Very Good
 - 5 Excellent

Explanation of Consultant Selection Committee – Portsmouth Traffic Circle Liquor Store
2016

Members are selected using the approved guidelines for the Division of Public Works Design and Construction "Selection of Engineering, Architects, and Surveyor Services". Per these guidelines, the Committee should consist of the Bureau Administrator plus two other Project Managers.

The Administrator is a member of all the Selection Committees, serving to provide the larger perspective of the consultant capabilities that are desired, also bringing knowledge of the quantity of work and various types of anticipated projects the consultant may be called on to perform. He brings the perspective of achieving agency goals, using a balance of those consultants who have performed excellent work in the past, along with bringing in new consultant firms. His background in the private sector provides insight into expertise, staffing and capacity of the consultant firms. **The Administrator did not participate on this selection committee**

The Assistant Administrator manages the day-to-day oversight of the Consultant assignments, and is the second member of all the selection committees. Her job description specifically outlines her involvement in the management of the consultants. She brings the expertise of the day-to-day working with consultants. Her past and present experience involves frequent interaction with consultants, including review of consultants' proposals and their engineering work.

The Project Manager, for the specific work the consultant is being hired for, brings additional expertise concerning the capabilities of various consultants. His years of project management experience and experience provide the more detailed perspective about the various consultants' strengths or weaknesses and how they would fit with the project needs.

The NH Liquor Commission (NHLC) Real Estate and Leasing Administrator, oversees the leasing and administration of the NHLC statewide network of 79 liquor and wine outlets distribution points. He has served as Special Projects Manager on several large and capital funded initiations

Administrator PM6	Theodore Kupper, PE –	2 years State Service, 35 years private sector
Assist. Administrator PM5	Michelle Juliano. PE -	27 years State Service
Project Manager – PM4	Gordon Graham –	15 years State Service, 27 years private sector
Real Estate and Leasing Administrator	Andrew Davis –	9 years State Service, 14 years private sector,