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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

CHARLES M. ARLINGHAUS
Commissioner
(603)-271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603)-271-3204

Division of Public Works
Design and Construction
Project No. 80986 – Contract A

February 15, 2018

His Excellency, Governor Christopher T. Sununu
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 KOAL, PLLC, (Vendor No. 284559) Belmont, NH, for a total price not to exceed $256,736 for Professional Services for the Department of Environmental Services Construction and Operations Facility, Concord, NH. The contract is effective upon Governor and Council approval through December 31, 2018, unless extended in accordance with the contract terms. **100% General - Capital Funds.**

2). Further authorize that a contingency in the amount of $30,000 be approved for unanticipated design expenses for the Construction and Operations Facility, bringing the total to $286,736. **100% General - Capital Funds.**

Funding is available in account titled Department of Environmental Services as follows:

03-44-44-440030-16870000 Construction and Operations Facility	SFY18
034-500152 – Design/Study	$256,736
034-500152 – Design/Study	30,000
Total	**$ 286,736**

EXPLANATION

Per Chapter 228:1, VIII, G, Laws of 2017, for the design of Construction and Operations Facility. This project includes the design of a new construction and maintenance facility for the Department of Environmental Services-Dam Bureau. The facility is planned to be approximately 27,000 square feet to house vehicle maintenance

areas, equipment storage, supplies, and office space. It is proposed to be located on State-owned land on Silk Farm Road near exit 2 of I-89.

In October 2017, 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 Construction and Operations Facility.

Seventeen (17) 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 four (4) firms was developed.

Interviews were held with the following four (4) Consultant firms on December 14, 2017.

KOAL, PLLC Belmont, NH	Dennis, Mires, PA Manchester, NH
Oak Point Associates Portsmouth, NH	Tennant Goucher Architects Bedford, NH

Based on their technical proposal, presentation, and experience on projects of a similar nature, the firm of KOAL, PLLC were chosen as best qualified for the project. The Consultant Selection Committee included representatives from the Department of Environmental Services 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-I:22, 21-I:22-c and 21-I: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 Department of Environmental Services 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,

Charles M. Arlinghaus
Commissioner

CONTRACT SUPPLEMENTAL INFORMATION SHEET

PROJECT: DPW Project No. 80986, Contract A – Design of a Construction and Operations Facility, Concord, New Hampshire.

DESCRIPTION: This project is for the design of a new construction and maintenance facility for the Dept. of Environmental Services-Dam Bureau. The facility is planned to be approximately 27,000 square feet to house vehicle maintenance areas, equipment storage, supplies and office and staff space. It is located on Silk Farm Rd. near exit 2 of I-89.

EXPLANATION: The goal is to provide a preliminary design and probable cost of construction for this facility to include all associated sitework.

Interview/Selection date: 14-Dec-17

COMMITTEE PROPOSAL RATING FOR
Construction and Operations Facility

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
KOAL, PPC							**94.5** <===== Highest Rating
Ted Kupper	5	4	5	5	4	23	
Michelle Juliano	4	4.5	4	5	5	22.5	
Keith Hemingway	5	4	5	5	5	24	
Kent Finemore	5	5	5	5	5	25	
Dennis Mires, PA							**88.5**
Ted Kupper	4	4	5	5	4	22	
Michelle Juliano	5	4.5	4	4	4	21.5	
Keith Hemingway	5	4	5	3	4	21	
Kent Finemore	5	5	5	5	4	24	
Oak Point Associates							**84.0**
Ted Kupper	3	3	5	4	3	18	
Michelle Juliano	5	4	5	4	4	22	
Keith Hemingway	4	3	5	5	3	20	
Kent Finemore	5	5	5	5	4	24	
Tennant Goucher Architects							**88.0**
Ted Kupper	5	4	5	4	4	22	
Michelle Juliano	4	4.5	4	5	4.5	22	
Keith Hemingway	5	5	3	4	3	20	
Kent Finemore	5	5	4.5	5	4.5	24	

Explanation of Consultant Committee Selection

Members are selected using the approved guidelines for the Bureau 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.

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 **discipline head**, for the specific type of work the consultant is being hired for (i.e. Mechanical, Civil, Architectural, Electrical etc.), brings additional expertise concerning the capabilities of various consultants they have worked with. Their years of project management experience provide the more detailed perspective about the various consultants' strengths or weaknesses and how they would fit with the project needs.

The **Agency Representative**, for NHDES Dam Bureau serves on the selection committee for this project. In his position at NHDES, his responsibilities include administration of most consultant contracts the Dam Bureau executes, including advertising of Requests For Qualifications/Proposals, coordination of selection committee actions to interview and select consultants for contracts under NH RSA 21-I:22, working with consultants to prepare engineering contract approval requests, day-to-day work with consultants to assure timely and complete deliverables, review and compilation of comments on draft deliverables, preparation of invoice management, and administration of several ongoing contracts at once.

Administrator PM7	Theodore Kupper – 3 years State service 35 years private sector.
Assist. Administrator PM5	Michelle Juliano- 29 years State service.
Mechanical Eng. PM4	Beverly Kowalik - 24 years State service.
Civil Engineer PM4	Roger Dionne- 31 years State Service.
Electrical Engineer PM4	Gordon Graham- 15 years State Service, 25 years private sector.
Architectural PM4	Gary Brown – 34 years private sector and 5 years State service.
Assistant Chief Engineer	Kent Finemore – 25 years State Service, 9 year private sector.

KOALPLL-01 JSALADINO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/05/2018

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
Colby Insurance Group Inc
276 Newport Road Suite 211
New London, NH 03257

CONTACT NAME:
PHONE (A/C, No, Ext): (603) 526-2451 FAX (A/C, No): (603) 526-2903
E-MAIL ADDRESS: insure@colby-group.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Lloyd's of London	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Koal, PLLC
Donald Blajda
PO Box 24
Belmont, NH 03220

COVERAGES CERTIFICATE NUMBER: 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	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE OCCUR	X		PSG00436996	12/15/2017	12/15/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 250,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 1,000,000
	OTHER:						CYBER LIABILITY	$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$
A	Professional Liabili	X		PSG00436996	12/15/2017	12/15/2018	Liability	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
State, its agencies, and its agents and employees are additional insured as required by written contract. If the company provides notice of cancellation to the insured they will endeavor to provide the same notice to additional insured's. The Professional Liability deductible does not exceed $75,000 per claim. Construction and Operations Facility, Project #80986, Contract A.

CERTIFICATE HOLDER

NH Dept. of Administrative Services Division of Public Works
Design and Construction
7 Hazen Drive, PO Box 483
Concord, NH 03302-0483

CANCELLATION

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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