



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street - Room 120  
Concord, New Hampshire 03301

Charles M. Arlinghaus  
Commissioner  
(603) 271-3201

Joseph B. Bouchard  
Assistant Commissioner  
(603) 271-3204

Catherine A. Keane  
Deputy Commissioner  
(603) 271-2059

Division of Public Works  
Design and Construction  
Project No. 81145- Contract A

August 1, 2021

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

## REQUESTED ACTION

- 1). Authorize the Division of Public Works Design and Construction to enter into a contract with Smith Alvarez Sienkiewicz Architects (VC#260846) Burlington, Vermont for a total price not to exceed \$1,481,375 for the Littleton Field Maintenance Shop (FMS), Littleton, New Hampshire. This contract is effective upon Governor and Council approval through the completion of construction administration services, estimated to be December 1, 2023, unless extended in accordance with the contract terms. **100% Capital Funds.**
- 2). Further authorize that a contingency in the amount of \$4,674 be approved for unanticipated expenses related to design Type A and B services and an additional \$1,856 for expenses related to Type C services for the Littleton Field Maintenance Shop, Littleton, NH, bringing the total to \$1,487,905. **100% Capital Funds**
- 3). Further authorize the amount of \$46,938 be approved for payment to the Department of Administrative Services, Division of Public Works Design and Construction (VC# 311152), for engineering services provided, bringing the total to \$1,534,843. **100% Capital Funds.**

Funding is available in an account titled Department of Military Affairs and Veterans Services titled 02-12-12-120030-71650000 Military Construction as follows:

<b>Class - Account</b>	<b>DPW Description of Expense</b>	<b>SFY22</b>
034- 500152 – Design/Study Consultant	Type A & B Services	\$1,042,500
034- 500152 – Design/Study Consultant	Type C Services	\$438,875
** subject to availability of Federal funds		
034- 500152 – Contingency	Type A & B Services	\$4,674
** subject to availability of Federal funds		
034- 500152 – Contingency	Type C Services	\$1,856
** subject to availability of Federal funds		
034- 500152 – Interagency DPW Fees		\$46,938
	<b>Grand Total</b>	<b>\$1,534,843</b>

### EXPLANATION

Per Chapter 146:1, IC Laws of 2019 Minor Military Construction Statewide. This contract is for professional engineering and architectural services to design a new stand-alone 31,826 S.F. National Guard Field Maintenance Shop (FMS), renovate the existing 6,926 S.F. maintenance shop, and raze two existing storage sheds. General site improvements will also be included in this project. The new building will be located on State property, an approximately 17-acre parcel, which also includes a Readiness Center and Controlled Humidity and Preservation (CHP) building, both of which are eligible for the National Register of Historic Places. The existing FMS and two (2) storage sheds are also located on this property. The proposed FMS will include three (3) general purpose work bays, one (1) wash bay plus support and administrative office space. The new building will be designed to meet the Leadership in Energy and Environmental Design (LEED) Silver certification standard. Minor renovations to the existing FMS will convert the building space from vehicle maintenance to general storage. The existing facility was constructed in 1979 and fails to meet mission requirements due to its limited size and configuration. The current facility has only 26% of the space required, a deficiency of over 19,000 S.F. The work bays are too small and egress space does not meet Life Safety code. The existing shop is not capable of maintaining the size and type of the National Guard unit's equipment in a safe and secure environment, jeopardizing the mission, lives and equipment. Training opportunities will be lost and preventative equipment maintenance delayed.

On August 7, 2020, the Division of Public Works Design & Construction solicited Registered Architects and Engineers, by public announcement in the State, for interest in providing professional services for the design and construction administration of the Littleton Field Maintenance Shop.

Twelve (12) consultant firms submitted letters of interest and qualifications and were considered for this assignment. These consultant firms were evaluated based on their submitted qualifications, including applicable experience of the firms and team members. Ultimately, a short list of three (3) firms was developed and these firms were requested to submit a technical proposal and attend an interview with the Consultant Selection Committee.

Interviews were held with the following three (3) Consultant firms on October 23, 2020.

Smith Alvarez Sienkiewicz Architects Burlington VT	WBRC Architects Engineers Portland ME
The H.L. Turner Group, Inc Concord NH	

The three (3) firms were rated on the basis of: comprehension of the assignment; clarity of the proposal; capacity to perform in a timely manner; quality and similar experience of the project manager and the team; and overall suitability for the assignment. Based on their technical proposal and interview, the firm of Smith Alvarez Sienkiewicz Architects was chosen as the best qualified for the project. The Consultant Selection Committee included representatives from both the Department of Military Affairs and Veterans 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.

This agreement has been approved by the Attorney General as to form and execution; and the Department of Military Affairs and Veterans Services has certified that the necessary funds are available. Copies of the fully executed contract are on file at the Secretary of State's Office and the Department of Administrative Services, Division of Public Works Design and Construction.

Attached please find a copy of the committee scoring of the firms along with the contract supplemental information sheet.

Respectfully submitted,



Charles M. Arlinghaus,  
Commissioner

## CONTRACT SUPPLEMENTAL INFORMATION SHEET

**PROJECT:** DPW Project No. 81145R, Contract A – Littleton FMS, Littleton NH.

**DEPARTMENT:** Military Affairs and Veterans Services

**DESCRIPTION:** This contract is for professional engineering and architectural services to design a new stand-alone 31,826 S.F. National Guard Field Maintenance Shop (FMS), renovate the existing 6,926 S.F. maintenance shop, and raze two existing storage sheds. General site improvements will also be included in this project. The new building will be located on State property, an approximately 17-acre parcel, which also includes a Readiness Center and Controlled Humidity and Preservation (CHP) building, both of which are eligible for the National Register of Historic Places. The existing Field Maintenance Shop and two (2) storage sheds are also located on this property.

The proposed FMS will include three (3) general purpose work bays, one (1) wash bay plus support and administrative office space. The new building will be designed to meet the Leadership in Energy and Environmental Design (LEED) Silver certification standard. Minor renovations to the existing FMS will convert the building space from vehicle maintenance to general storage.

**EXPLANATION:** The existing facility was constructed in 1979 and fails to meet mission requirements due to its limited size and configuration. The current facility has only 26% of the space required, a deficiency of 19,379 SF. The work bays are too small and egress space does not meet Life Safety code. The existing shop is not capable of maintaining the size and type of the National Guard unit's equipment in a safe and secure environment, jeopardizing the mission, lives and equipment. Training opportunities will be lost and preventative equipment maintenance delayed.

Interview/Selection date: 10/23/2020

**COMMITTEE PROPOSAL RATING FOR  
LITTLETON FMS**

Consultant Name	Clarity of Proposal	Proposed Methodology	Work History	Capacity to Perform in a Timely Manner	Quality and Experience of PM/Team	Overall Suitability for the Assignment	QA/QC	Total Score	Cumulative Score
<b>THE TURNER GROUP</b>									<b>337.0</b>
<i>Ted Kupper</i>	8	11	9	9	15	14	4	70	
<i>Michelle Juliano</i>	8	12	10	8	15	15	5	73	
<i>Gary Brown</i>	7	10	8	10	12	14	3	64	
<i>Paige Kamal</i>	5	10	11	10	13	14	4	67	
<i>Ben Stevens</i>	8	10	10	10	15	5	5	63	
<b>SMITH ALVAREZ SIENKIEWYCZ</b>									<b>473.0</b>
<i>Ted Kupper</i>	9	15	14	13	20	19	5	95	
<i>Michelle Juliano</i>	8	13	14	12	18	20	5	90	
<i>Gary Brown</i>	9	15	15	12	20	18	5	94	
<i>Paige Kamal</i>	9	14	15	14	19	20	5	96	
<i>Ben Stevens</i>	9	15	15	15	20	20	4	98	
<b>WBRC ARCHITECTS ENGINEERS</b>									<b>322.0</b>
<i>Ted Kupper</i>	7	8	10	11	14	16	5	71	
<i>Michelle Juliano</i>	6	5	10	10	15	15	5	66	
<i>Gary Brown</i>	8	10	10	8	10	18	3	67	
<i>Paige Kamal</i>	8	12	13	12	15	16	4	80	
<i>Ben Stevens</i>	5	5	5	5	5	10	3	38	

<=== Highest Score

# State of New Hampshire

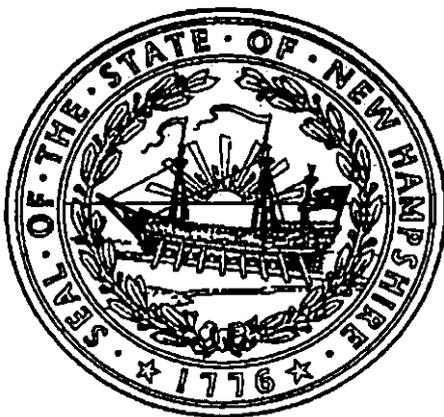
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SMITH, ALVAREZ, SIENKIEWYCZ ARCHITECTS, P.C. is a Vermont Professional Profit Corporation registered to transact business in New Hampshire on April 14, 2015. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 724371

Certificate Number: 0005344403



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 9th day of April A.D. 2021.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State





SMITH-1

OP ID: BC

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/12/2021

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**  
Poole Professional B&B - TM  
107 Audubon Rd, 2-305  
Wakefield, MA 01880  
Thomas M. Mullard

**CONTACT NAME:** Thomas M. Mullard

**PHONE (A/C, No, Ext):**

**FAX (A/C, No):**

**E-MAIL ADDRESS:**

**INSURER(S) AFFORDING COVERAGE**

**NAIC #**

**INSURER A:** XL Specialty Insurance Company

37885

**INSURER B:**

**INSURER C:**

**INSURER D:**

**INSURER E:**

**INSURER F:**

**INSURED**  
Smith Alvarez Stenkiewicz Architects  
117 St. Paul Street 3rd Floor  
Burlington, VT 05401

### 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 INSR	SUBR DWVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> Hired AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$      RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Arch/Eng Prof Liab Incl Pollution			OPR9970444	01/21/2021	01/21/2022	Per Claim 2,000,000 Aggregate 2,000,000

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

Re: Littleton FMS Maintenance Shop DPW#81145A

### CERTIFICATE HOLDER

### CANCELLATION

STNHD-1

State of New Hampshire  
Dept of Admin Services  
Public Works Design Construct  
7 Hazen Drive Room 250  
Concord, NH 03302-0483

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

# State of New Hampshire

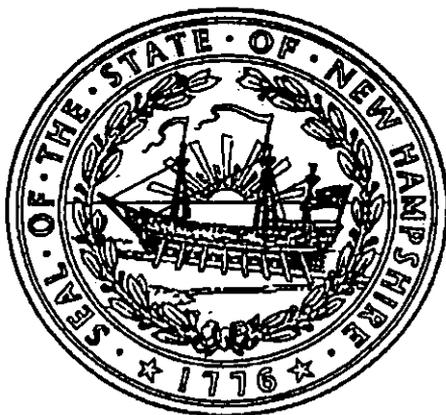
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William M. Gardner  
Secretary of State