



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Division of Public Works Design &
Construction

December 27, 2021

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

REQUESTED ACTION

Authorize the Department of Administrative Services, Division of Public Works Design and Construction to enter into an agreement with SMRT, Inc., (Vendor Code 153153) 75 Washington Street, Suite 3A, Portland, Maine, 04101 for Architectural Services required for planning, design and construction of various Public Works' Projects as necessary and required by the Department. The contract is effective from the date of Governor and Council approval through June 30, 2025. The amount expended under this agreement shall not exceed \$750,000.

EXPLANATION

The Department proposes to retain the private consulting firm SMRT, Inc. to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This is one (1) of seven (7) open-ended agreements for Architectural Services that will be presented for approval. The agreement will enable the Department to respond quickly to unscheduled project requests and possible emergencies regarding Architectural issues. The decision as to which projects will be assigned will be made on a case-by-case basis depending on the particular expertise required and the firm's current workload.

This type of consulting agreement will be funded from the monies for each project. The majority of projects needing this type of Architectural Services consultant work are maintenance and capital funded projects.

This agreement is a proposed contract with the Architectural Services firm selected to provide on-call Architectural Services. It is anticipated that Architectural Services can be handled by seven (7) Architectural firms through the contract period.

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. Consensus scoring was used in this selection process in order to assure that the perspective of each committee member received proper consideration during scoring deliberations. Each committee member, which included Theodore Kupper, Michelle Juliano, and Gary Brown, brings different strengths and knowledge to the table. This allows thorough discussion and weighing of the different perspectives during the scoring process. This process also makes follow-up explanations to the unselected firms easier.

In June 2021, the Division of Public Works Design & Construction advertised in the Union Leader, the Division of Public Works Design & Construction website and email notification soliciting interest in providing on-call Civil Services. The following twenty-one (21) consultant firms submitted letters of interest.

AG Architects, PC	PortOne Architects
Anzalone Associates, Frank	Scott & Partners
CHA	Smith-Alvarez-Sienkiewicz
Duncan Douglas McCallum Architects	SMRT, Inc
Freeman French Freeman	Stone River Architects
Harriman Associates	Tennant Goucher Architects
JSA	The H. L. Turner Group, Inc.
KOAL, PLLC	Warrenstreet Architects, Inc.
Lavallee Brensinger Architects	Weston & Sampson
Misiaszek Turpin, PLLC	Williams Architects, PLLC, Christopher P.
Oak Point Associates	

These firms were evaluated based on years of experience, experience on relative projects and past experience with the Division of Public Works, if any. The ten (10) rated firms listed below, were sent a Request for Technical Proposals:

CHA	Scott & Partners
Freeman French Freeman	Smith-Alvarez-Sienkiewicz
JSA	SMRT, Inc
KOAL, PLLC	Stone River Architects
Oak Point Associates	Tennant Goucher Architects

The proposals were rated on the comprehension of the assignment, clarity of the proposal, capacity to perform in a timely manner, quality and experience of the project manager and team, and overall suitability for the assignment.

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It is now the Department's intent to enter into Statewide Consultant Service Agreements with the seven (7) highest rated firms as their legal documentation and Certificate of Insurance become available.

CHA
JSA
KOAL, PLLC
Oak Point Associates

Smith-Alvarez-Sienkiewicz
SMRT, Inc
Stone River Architects

A copy of SMRT Inc.'s Statement of Qualifications is provided, herewith, for your information and convenience.

The subject agreement has been approved by the Attorney General as to form and execution. 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 & Construction.

Respectfully submitted,



Charles M. Arlinghaus,
Commissioner

CHM/mak

Attachments

cc: Theodore Kupper, P. E.,
Administrator

Explanation of Architectural Statewide Consultant

Selection Committee

Members are selected using the approved guidelines for the Department of Public Works Design and Construction "Selection of Engineering, Architects, and Surveyor Services". Per these guidelines, the Committee should consist of the Department Administrator plus at least 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 consultants. She brings the expertise of the day-to-day working with consultants. Her past and present experience involves request interaction with consultants, including review of consultants' proposals and their engineering work.

The **Discipline Head** for the specific type of work for which the consultant is being hired (i.e. Mechanical, Civil, Architectural, Electrical, etc.), brings additional expertise concerning the capabilities of various consultants with whom they have worked. 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 need.

Administrator PM7	Theodore Kupper – 7 years State service 35 year private sector
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Assistant Administrator PM5	Michelle Juliano – 33 years State service
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Architect PM4	Gary Brown – 9 years State service 34 years private sector
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Architect PM4	Timothy Smith – 9 years State service 23 years private sector
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COMMITTEE PROPOSAL RATING FOR
ARCHITECTURAL STATEWIDE

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	
CHA							95.0	← Highest Rating
Ted Kupper	5	4	4	5	5	23		
Michelle Juliano	5	4	5	4	5	23		
Gary Brown	5	5	5	4	5	24		
Tim Smith	5	5	5	5	5	25		
Freeman French Freeman							59.0	
Ted Kupper	3	3	3	4	3	16		
Michelle Juliano	3	3	3	3	3	15		
Gary Brown	2	2	3	3	3	13		
Tim Smith	3	2	3	4	3	15		
JSA							82.0	← Highest Rating
Ted Kupper	4	4	4	4	4	20		
Michelle Juliano	4	4	4	5	5	22		
Gary Brown	3	4	4	4	3	18		
Tim Smith	4	4	4	5	5	22		
KOAL							94.0	← Highest Rating
Ted Kupper	4	5	5	5	5	24		
Michelle Juliano	5	5	5	5	5	25		
Gary Brown	4	4	4	4	5	21		
Tim Smith	5	5	4	5	5	24		
Oak Point							92.0	← Highest Rating
Ted Kupper	4	4	5	5	5	23		
Michelle Juliano	4	4	5	5	5	23		
Gary Brown	4	4	5	4	4	21		
Tim Smith	5	5	5	5	5	25		
Smith Alvarez Sienkiewicz							96.0	← Highest Rating
Ted Kupper	4	4	5	5	5	23		
Michelle Juliano	5	5	5	5	5	25		
Gary Brown	4	5	5	5	5	24		
Tim Smith	5	5	4	5	5	24		
Scott + Partners							78.0	
Ted Kupper	4	4	4	4	4	20		
Michelle Juliano	4	4	4	4	4	20		
Gary Brown	4	4	4	3	3	18		
Tim Smith	4	4	4	4	4	20		
SMRT							97.0	← Highest Rating
Ted Kupper	4	5	5	5	5	24		
Michelle Juliano	5	4	5	5	5	24		
Gary Brown	5	5	5	4	5	24		
Tim Smith	5	5	5	5	5	25		
Stone River							91.0	← Highest Rating
Ted Kupper	4	4	4	5	5	22		
Michelle Juliano	4	4	4	5	5	22		
Gary Brown	5	4	5	4	5	23		
Tim Smith	5	5	4	5	5	24		
Tennant Goucher							65.0	
Ted Kupper	3	3	3	3	3	15		
Michelle Juliano	4	4	3	3	3	17		
Gary Brown	3	2	3	3	3	14		
Tim Smith	4	4	3	4	4	19		

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of SMRT, Inc. held on December 10, 2021, at which all of the directors were present and waived notice, it was VOTED that:

Michael J. Chonko

Asst. Treasurer

Of this corporation, he and he hereby is authorized to submit bids and proposals, execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto, and such execution of any contract, deed or obligation in this corporation's name on its behalf by such Michael Chonko under seal of the company, shall be valid and binding upon this corporation:

A True Copy

ATTEST: *[Signature]*

Title: Clerk

Place of Business: Curtis Theater, One

Canal Plaza, Portland, Maine 04101

Date of this Certificate: December 13, 2021

I hereby certify that I am the clerk of SMRT Inc. and that Michael J. Chonko is the duly elected assistant treasurer of said corporation, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract:

[Signature]
Clerk RICHARD P. OLIVER

Corporate Seal:



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 SMRT, INC. is a Maine Profit Corporation registered to transact business in New Hampshire on March 18, 1998. 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: 290083

Certificate Number: 0005476233



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 6th day of December A.D. 2021.

A handwritten signature in cursive script, appearing to read "Wm Gardner".

William M. Gardner
Secretary of State