



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 100
Concord, New Hampshire 03301
Office@das.nh.gov

FEB 15 '22 PM 2:51 RCVD

107 MLC

Charles M. Arlinghaus
Commissioner
(603) 271-3201

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

Catherine A. Keane
Deputy Commissioner
(603) 271-2069

January 3, 2022

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 KOAL, PLLC (Vendor Code 284559) 42 Gilford East Drive, Suite 4, Gilford, N. H. 03249, 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 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-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. 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 Architectural 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, Inc.	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, P. A.	

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, Inc.	SMRT, Inc
KOAL, PLLC	Stone River Architects
Oak Point Associates, P. A.	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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January 3, 2022

State 3 of 3

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, Inc.
KOAL, PLLC
Oak Point Associates, P. A.

Smith-Alvarez-Sienkiewicz
SMRT, Inc
Stone River Architects

A copy of KOAL, PLLC'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

CMA/mak

Attachments

cc: Theodore Kupper, P. E.,
Administrator

**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		

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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State of New Hampshire

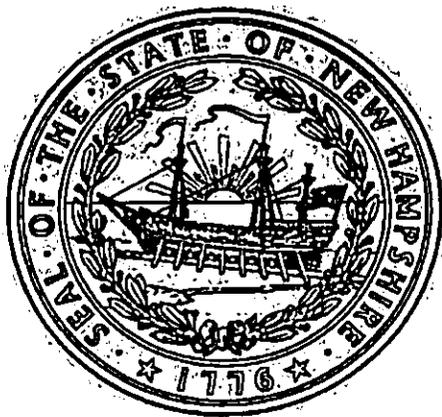
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that KOAL, PLLC is a New Hampshire Professional Limited Liability Company registered to transact business in New Hampshire on September 29, 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: 732606

Certificate Number: 0005649379



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 28th day of January A.D. 2022.

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

William M. Gardner
Secretary of State



- + ARCHITECTURE
- + PLANNING
- + SUSTAINABLE DESIGN
- + UNIVERSAL DESIGN
- + INTERIOR DESIGN

Certificate of Authority

January 28, 2022

Mary A. Kibbee, Business Administrator
Division of Administrative Services
Department of Public Works, Design and Construction
PO Box 483, John O. Morton Building
7 Hazen Drive, Room 250
Concord, NH 03302-0483

Dear Ms. Kibbee:

I, Donald Blajda, hereby certify that I am the Sole Member of KOAL, PLLC, a New Hampshire limited liability company filed on September 29, 2015 in accordance with RSA 304-C:31 and RSA 304-D.

I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above occupies the position indicated and that they have full authority to bind the business.

Sincerely,

A handwritten signature in black ink that reads 'Don W. Blajda'.

Donald Blajda
Sole Member

/s

cc: eFile



KOALPLL-01

RWATSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/28/2022

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 Rd 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			
INSURED Koal, PLLC Donald Blajda PO Box 24 Belmont, NH 03220	INSURER(S) AFFORDING COVERAGE		NAIC #	
	INSURER A: Eastern Alliance Insurance Group		10724	
	INSURER B:			
	INSURER C:			
	INSURER D:			
	INSURER E:			
INSURER F:				

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
	COMMERCIAL GENERAL LIABILITY <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 - COMPOP AGG \$ \$
	AUTOMOBILE LIABILITY <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) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N <input type="checkbox"/> N/A		0000589028	5/7/2021	5/7/2022	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Donald Blajda is excluded from Workers Compensation coverage.

Workers Compensation policy includes coverage for employees working in the state of New Hampshire

CERTIFICATE HOLDER State of NH, Department of Admin Services PO Box 483 Concord, NH 03302	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 <i>Rebecca Watson</i>
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