



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Concord, New Hampshire 03301

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January 21, 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 Oak Point Associates, P. A. (Vendor Code 174008) 85 Middle Street, Portsmouth, N. H. 03P 801, (231 Main Street, Biddeford, Maine, 04005) for Electrical Engineering 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 \$300,000.

EXPLANATION

The Department proposes to retain the private consulting firm Oak Point Associates, P. A. to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This is one (1) of four (4) open-ended agreements for Electrical Engineering services that will be presented for approval. The agreement will enable the Department to respond quickly to unscheduled project requests and possible emergencies regarding Electrical Engineering 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 Electrical Engineering Services consultant work are maintenance and capital funded projects.

This agreement is a proposed contract with the Electrical Engineering services firm selected to provide on-call Electrical Engineering services. It is anticipated that Electrical Engineering services can be handled by four (4) Electrical 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 David Goulet, 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 Electrical Services. The following fifteen (15) consultant firms submitted letters of interest.

Ackroyd Engineering, LLC	McFarland Johnson
Barton & Loguidice, LLC	NV5
Lee F. Carroll, P. E.	Oak Point Associates, P. A.
CHA	Richardson Engineering, PLLC
CSI Engineering	SMRT, Inc.
Dubois & King, Inc.	Weston & Sampson
Fitzmeyer & Tocci Associates Inc.	WV Engineering Associates, PA.
Harriman 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 six (6) rated firms listed below, were sent a Request for Technical Proposals:

Ackroyd Engineering, LLC	NV5
Lee F. Carroll, P. E.	Oak Point Associates, P. A.
McFarland Johnson,, Inc.	Richardson Engineering, PLLC

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.

It is now the Department's intent to enter into Statewide Consultant Service Agreements with the four (4) highest rated firms as their legal documentation and Certificate of Insurance become available.

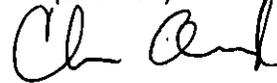
Lee F. Carroll, P. E.
McFarland Johnson, Inc.

Oak Point Associates, P.A.
Richardson Engineering, PLLC

A copy of The Oak Point Associates, P. A.'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

Interview/Selection date: 3-Sep-21

**COMMITTEE PROPOSAL RATING FOR
ELECTRICAL 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	
Ackroyd Engineering							55.0	
Ted Kupper	4	4	3	4	4	19		
Michelle Juliano	4	4	4	5	4	21		
David Goulet	3	3	3	3	3	15		
						0		
						0		
Lee Carroll							65.0	<----- Highest Rating
Ted Kupper	4	4	4	5	5	22		
Michelle Juliano	4	4	4	5	5	22		
David Goulet	5	4	4	4	4	21		
						0		
						0		
McFarland Johnson							73.0	<----- Highest Rating
Ted Kupper	5	4	5	5	5	24		
Michelle Juliano	5	5	5	5	5	25		
David Goulet	5	5	5	5	4	24		
						0		
						0		
NVS							58.0	
Ted Kupper	4	3	4	4	4	19		
Michelle Juliano	4	4	4	4	3	19		
David Goulet	4	4	4	4	4	20		
						0		
						0		
Oak Point Associates							65.0	<----- Highest Rating
Ted Kupper	4	4	5	5	4	22		
Michelle Juliano	4	5	5	4	5	23		
David Goulet	4	4	4	4	4	20		
						0		
						0		
Richardson Engineering							68.0	<----- Highest Rating
Ted Kupper	4	4	4	5	5	22		
Michelle Juliano	5	5	5	5	5	25		
David Goulet	4	4	5	4	4	21		
						0		
						0		

Explanation of Electrical 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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Mechanical Engineer PM3	David Goulet – 36 years State service
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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 OAK POINT ASSOCIATES is a Maine Professional Profit Corporation registered to do business in New Hampshire as OAK POINT ASSOCIATES, P.A. on February 16, 1994. 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: 89991

Certificate Number: 0005451876



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 5th day of October A.D. 2021.

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

William M. Gardner
Secretary of State

OAK POINT ASSOCIATES

Certificate of Vote

I, Thomas Danylik, hereby certify that I am duly elected Clerk of Oak Point Associates.

I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors of the Corporation, duly called and held on January 28, 2022 at which a quorum of the Board was present and voting

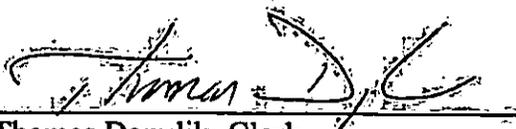
VOTED:

That the President of the Corporation, Robert C. Tillotson, is hereby authorized, empowered and directed to enter into any such agreements and other such agreements with the State of New Hampshire as may be necessary to carry out and consummate the rendering of architectural and engineering services and to execute and deliver all documents and instruments as may be presently necessary or later become necessary in order to effect the purpose of this vote on behalf of and under the seal of this Corporation.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of January 28, 2022, and that Robert C. Tillotson, Lynn Lamontagne and Robert Tillotson, II are the duly elected Director and Director/Stockholders, respectively of this corporation.

Attest:

Date: January 28, 2022


Thomas Danylik, Clerk

