



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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January 5, 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 Lee Carroll, P. E., (Vendor Code 152664) P. O. Box 357, 1 Madison Avenue, Gorham, New Hampshire, 03581) 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 Lee Carroll, P. E. 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
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
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.

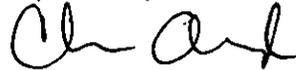
Lee F. Carroll, P. E.
McFarland Johnson, Inc.

Oak Point Associates
Richardson Engineering, PLLC

A copy of The Lee F. Carroll, P. E.'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 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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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		

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 LEE F. CARROLL PE ELECTRICAL CONSULTANTS is a New Hampshire Trade Name registered to transact business in New Hampshire on October 08, 2002. 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: 415872

Certificate Number : 0005459262



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 22nd day of October A.D. 2021.

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

William M. Gardner
Secretary of State

Sole Proprietorship Certification of Authority

I, Lee F. Carroll, hereby certify that I am the Sole Proprietor of Lee F. Carroll, PE;
Electrical Consultants.

I certify that I am authorized to bind the sole proprietorship.

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 currently occupies the position
indicated and that they have full authority to bind the sole proprietorship.

DATED: 6 January 2022

ATTEST: Lee F. Carroll
(Name and Title) Proprietor



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/03/2022

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 Vallancourt & Woodward Inc 15 Exchange Street P O Box 8 Berlin, NH 03570	603-752-2440		CONTACT NAME: PHONE (A/C, No, Ext): 603-752-2440	FAX (A/C, No): 603-752-2583
	INSURER(S) AFFORDING COVERAGE			
INSURED Lee F. Carroll PE P.O. Box 357 1 Madison Avenue Gorham, NH 03581	INSURER A: Acadia Ins Co		NAIC #	
	INSURER B: Technology Ins Co			
	INSURER C: CNA			
	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
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC OTHER:			CPA0071377-30	10/10/2021	10/10/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	TWC4035497	12/31/2021	12/31/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.I. EACH ACCIDENT \$ 500,000 E.I. DISEASE - EA EMPLOYEE \$ 500,000 E.I. DISEASE - POLICY LIMIT \$ 500,000
C	Professional Lia			AEH004316913	01/22/2022	01/22/2023	Ea Claim 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Statewide Electrical Engineering Services
 Excluded from Workers Compensation coverage is Lee Carroll.
 Professional liability deductible is \$1,000 per claim.
 State, its agencies, and its agents and employees are listed as additional insureds General Liability only.

CERTIFICATE HOLDER State of New Hampshire Dept of Administrative Services 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 