



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street – Room 100  
Concord, New Hampshire 03301  
(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

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Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

September 16, 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 CHA Architecture, P. C. (Vendor Code 391352) 48 Dartmouth Street, Portland, ME., 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 to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This is the last 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, Gary Brown, and Timothy Smith brings different strengths and knowledge to the table. This allows a 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 Architecture, P.C.	Smith-Alvarez-Sienkiewicz, P. C
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	

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 Architecture, P. C.	Scott & Partners
Freeman French Freeman	Smith-Alvarez-Sienkiewicz, P. C.
JSA, Inc.	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. The following seven (7) firms received the highest ratings and were selected to enter into an agreement with the Department to provide Statewide Consultant Services.

CHA Architecture, P. C.	Smith-Alvarez-Sienkiewicz, P. C.
JSA, Inc.	SMRT, Inc
KOAL, PLLC	Stone River Architects
Oak Point Associates	

CHA Architecture, P.C. is the last of the seven (7) selected firms with which the Department will enter into Statewide Consultant Service Agreements. These agreements were brought forth as their legal documentation and Certificate of Insurance became available.

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

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	
<b>CHA</b>							<b>95.0</b>	← 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		
<b>Freeman French Freeman</b>							<b>59.0</b>	
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		
<b>JSA</b>							<b>82.0</b>	← 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		
<b>KOAL</b>							<b>94.0</b>	← 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		
<b>Oak Point</b>							<b>92.0</b>	← 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		
<b>Smith Alvarez Sienkiewicz</b>							<b>96.0</b>	← 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		
<b>Scott + Partners</b>							<b>78.0</b>	
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		
<b>SMRT</b>							<b>97.0</b>	← 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		
<b>Stone River</b>							<b>91.0</b>	← 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		
<b>Tennant Goucher</b>							<b>65.0</b>	
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 **Director** 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 **Deputy Director** 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.

Director	Theodore Kupper – 7 years State service 35 year private sector
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Deputy Director	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 CHA ARCHITECTURE, P.C. is a Maine Professional Profit Corporation registered to transact business in New Hampshire on August 31, 2018. 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; and the attached is a true copy of the list of documents on file in this office.

Business ID: 802285

Certificate Number: 0005744096



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 1st day of April A.D. 2022.

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

William M. Gardner  
Secretary of State



# State of New Hampshire

## Department of State



Business Name : **CHA ARCHITECTURE, P.C.**

Business ID : **802285**

### Filing History

Filing#	Filing Date	Effective Date	Filing Type	Annual Report Year
0005691975	03/07/2022	03/07/2022	Annual Report	2022
0005577213	01/10/2022	01/10/2022	Annual Report Reminder	N/A
0005314800	03/25/2021	03/25/2021	Annual Report	2021
0005167889	01/17/2021	01/17/2021	Annual Report Reminder	N/A
0004808599	02/19/2020	02/19/2020	Annual Report	2020
0004717114	01/07/2020	01/07/2020	Annual Report Reminder	N/A
0004552045	07/11/2019	07/11/2019	Amendment	N/A
0004405673	02/11/2019	02/11/2019	Annual Report	2019
0004341087	01/02/2019	01/02/2019	Annual Report Reminder	N/A
0004173141	08/31/2018	08/31/2018	Business Formation	N/A

### Trade Name Information

Business Name	Business ID	Business Status
No Trade Name(s) associated to this business.		

### Name History

Name	Name Type
PDT ARCHITECTS, P.C.	Prev Legal
PDT ARCHITECTS, P.C.	Prev Home State



# State of New Hampshire

## Department of State



### Principal Information

Name	Title
Kevin Aitken	Other Officer
Karl D. Leabo	Other Officer
Michael Platt	Secretary
Dom Bernardo	Treasurer
David Hatton	Other Officer
William Pearce	Other Officer
David Hatton	Director
Robert Curtis	Vice President
Chan Byun	Other Officer
Robert Curtis	Director
Jordan Hudak	Director

**CORPORATE RESOLUTION**

I, Michael A. Platt, Secretary of CHA Architecture, P.C., a professional corporation organized and existing under the laws of the State of Maine, hereby certify that the following resolution was duly adopted by the Board of Directors of said corporation, at a meeting duly held on the 14<sup>th</sup> day of January, 2022.

**RESOLVED**, that Jordan Hudak, Director of the corporation, is hereby authorized to negotiate, make, execute and approve on behalf of this corporation, and to bind the corporation with respect to, any and all contracts, proposals and other business transactions, and all amendments, statements, certifications and other documents required in connection with such contracts or transactions or otherwise related thereto.

**AND I DO FURTHER CERTIFY** that the resolution set forth above has not been in any way altered, amended, revoked, or repealed and is now in full force and effect.

**IN WITNESS WHEREOF**, I hereunto set my hand this 28<sup>th</sup> day of March, 2022.



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Michael A. Platt  
Secretary



CHAHOLDING

MCALLAHAN

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/27/2022

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).

<b>PRODUCER</b> Ames & Gough 859 Willard Street Suite 320 Quincy, MA 02169	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (617) 328-6555		FAX (A/C, No): (617) 328-6888
	<b>E-MAIL ADDRESS:</b> boston@amesgough.com		
<b>INSURED</b>  CHA Architecture, P.C. 49 Dartmouth Street, Suite 2 Portland, ME 04101	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Phoenix Insurance Company A++, XV		25623
	<b>INSURER B:</b> Travelers Indemnity Company, A++, XV		25658
	<b>INSURER C:</b> Travelers Casualty Insurance Company of Americ		19046
	<b>INSURER D:</b> Berkshire Hathaway Specialty Insurance Company		22276
	<b>INSURER E:</b> <b>INSURER F:</b>		

**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 checked="" type="checkbox"/> PRO JECT <input checked="" type="checkbox"/> LOC OTHER:	X		630-7E170386	8/1/2022	8/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X		810-4S407410	8/1/2022	8/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-4S539836	8/1/2022	8/1/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB-4S429322	8/1/2022	8/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liab			47-EPP-308429-04	8/1/2022	8/1/2023	Per Claim 6,000,000
D				47-EPP-308429-04	8/1/2022	8/1/2023	Aggregate 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) If AI box is checked, GL Endorsement Form #CGD604, Auto AI #CAT499 to the extent provided therein applies and all coverages are in accordance with the policy terms and conditions.

RE: Statewide Agreement for Professional Services

State of NH, Department of Administrative Services and the agents, and employees shall be included as additional insured with respects to General and Auto Liability where required by written contract. A 30 Day Notice of Cancellation is provided in accordance with the policy terms and conditions. Professional Liability per claim deductible is \$75,000. Workers Compensation policy includes coverage for employees working in the State of New Hampshire.

<b>CERTIFICATE HOLDER</b>  State of NH, Department of Administrative Services Division of Public Works Design & Construction P.O. Box 483 Concord, NH 03302	<b>CANCELLATION</b>  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>Jared Maxwell</i>
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