State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street – Room 100
Concord, New Hampshire 03301
(603) 271-3201 | Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

174

June 14, 2023

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

REQUESTED ACTION

1) Authorize the Department of Administrative Services to enter into an agreement with HDR Architecture, Inc. (VC#454693) Omaha, Nebraska, for a total price not to exceed $1,576,530 for Project Number 81296R Contract A for design and construction administration services for the ARPA Youth Development Center Replacement, New Hampshire. This contract is effective upon Governor and Council approval through the completion of construction administrative services, estimated to be May 14, 2024, unless extended in accordance with the contract terms. **100% Federal Funds.**

2) Further authorize a design contingency in the amount of $150,000 be approved for unanticipated design expenses for the ARPA Youth Development Center Replacement, New Hampshire, bringing the total to $1,726,530. **100% Federal Funds.**

3) Further authorize the amount of $67,000 be approved for payment to the Department of Administrative Services, Division of Public Works Design and Construction (VC#311152), for engineering services provided, bringing the total to $1,793,530. **100% Federal Funds.**

Funding is available in account titled Department of Health and Human Services as follows:

	FY 2023
05-95-94-940010-24650000 ARPA DHHS Fiscal Recovery Fund	
102-500731 – Contracts For Program Services	$ 1,576,530
102-500731 – Contracts For Program Services-Contingency	$ 150,000
102-500731 – Contracts For Program Services-DPW Fees	$ 67,000
Grand Total	**$ 1,793,530**

EXPLANATION

Pursuant to Chapter 2:2, I, Laws of 2023, the Department of Health and Human Services is responsible to construct a secured treatment facility to replace the Youth Development Center in Manchester. This contract is for professional design and construction administration services for the new secure juvenile treatment facility. The new facility will be between 20,000 SF and 25,000 SF and house up to eighteen (18) youth, as well as ancillary support spaces such as recreational, educational and administrative areas. The new facility will also have a more residential atmosphere. The location of the new facility is yet to be determined but will be centrally located in New Hampshire.

The existing facility is aging, oversized (+/-50,000 SF, 144 beds), and inefficient to staff, operate and maintain. The existing facility is also designed based on an outdated youth correctional model which is no longer accepted. The new facility will be designed according to current building codes and the American Correctional Association (ACA) Standards for Juvenile Correctional Facilities. The construction documents will be delivered by May 14, 2024.

In September 2022, the Division of Public Works Design & Construction solicited Registered Architects and Engineers, by public announcement in the State, for interest in providing consultant services for the design of the Youth Development Center Replacement Facility.

Four (4) consultant firms submitted letters of interest and qualifications and were considered for this assignment. These consultant firms were evaluated based on their submitted qualifications, including applicable experience of the firms and team members.

Fitzemeyer & Tocci Associates, Inc.	HDR Architecture, Inc.
Harriman Associates	Studio Nexus Architects + Planners

Ultimately a short list of three (3) firms was developed and these firms were requested to submit a technical proposal and attend an interview with the Consultant Selection Committee. These consultant firms were rated on the basis of comprehension of the assignment, clarity of the proposal, capacity to perform in a timely manner, quality and experience of the project manager and the team, and overall suitability for the assignment.

Interviews were held with the following three (3) Consultant firms on December 1, 2022.

Harriman Associates	Studio Nexus Architects + Planners
HDR Architecture, Inc.	

Based on their technical proposal, presentation and experience on projects of a similar nature, the firm of HDR Architecture, Inc. was chosen as best qualified for the project. A copy of the firm's Statement of Qualifications is provided, herewith, for your information and convenience. The Consultant Selection Committee included representatives from the Department of Health and Human Services and the Division of Public Works Design and Construction. An explanation of the Consultant Selection Committee is also provided, herewith, for your information.

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.

The agreement has been approved by the Attorney General as to form and execution; and the Department of Administrative Services has certified that the necessary funds are available. 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 and Construction.

Respectfully submitted,

Charles M. Arlinghaus,
Commissioner

Explanation of Consultant Selection Committee

ARPA – Youth Development Center Replacement, Project #81296R-A

Members are selected using the approved guidelines for the Division of Public Works Design and Construction "Selection of Engineering, Architects, and Surveyor Services". Per these guidelines, the Committee should consist of the Division Director plus 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. His background in the private sector provides insight into expertise, staffing and capacity of the 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 the consultants. She brings the expertise of the day-to-day working with consultants. Her past and present experience involves frequent interaction with consultants, including review of consultants' proposals and their engineering work.

The **Project Manager**, for the specific work for which the consultant is being hired, brings additional expertise concerning the capabilities of various consultants. His architectural/engineering knowledge and years of project management experience provide a more detailed perspective about the various consultants' strengths or weaknesses and how they would fit with the project needs.

Morissa Henn's career is focused on supporting families and communities at the intersections of public health, public policy, and healthcare delivery. She serves as **Associate Commissioner at the New Hampshire Department of Health and Human Services** where she leads cross-cutting efforts to integrate and improve services. This includes overseeing New Hampshire's child welfare and juvenile justice system, and its public mental health and substance misuse system. Previous roles include serving as Community Health Director at Intermountain Healthcare, a not-for-profit 24-hospital and 160-clinic integrated health system based in Utah. Morissa also spent eight years working on local and national child health policy issues in New York City

Joseph Ribsam, Jr. has served as the **Director of the New Hampshire Division for Children, Youth, and Families** where he is responsible for the state's child protection and juvenile justice systems, including the state's only secure facility for detained and committed youth, and is charged with leading a comprehensive transformation of those systems. Previously, he served ten years in New Jersey's Department of Children and Families in multiple roles, ultimately serving as Deputy Commissioner, with responsibility for child protection and children's behavioral health including the nation's first integrated, statewide Children's System of Care for Behavioral Health, Intellectual and Developmental Disability, and Substance Use Disorder. Before working in public child welfare, he was a licensed attorney and certified teacher in the state of New Jersey.

Position Title	Committee Member	Years of Experience
Director	Theodore Kupper, P.E.	7 years State service 35 years private sector
Deputy Director	Michelle Juliano, P.E.	33 years State service
Project Manager IV	Timothy Smith, R.A.	10 years State service 25 years private sector
Associate Commissioner, DHHS	Morissa Henn	2 years of State service 11 years combined private sector & other state service
Director, DHHS Division for Children Youth & Family	Joseph Ribsam, Jr.	5 years State service 15 years combined private sector & other state service

Interview/Selection date: 1-Dec-22

COMMITTEE PROPOSAL RATING FOR
SECURE JUVENILE TREATMENT FACILITY

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
HARRIMAN							99.5
Theodore Kupper	5	4	5	4	5	23	
Michelle Juliano	3	3.5	2	4.5	3.5	16.5	
Timothy Smith	4	4	5	4	4	21	
Morissa Henn	4	3	4	4	4	19	
Joseph Ribsam	5	3	3	5	4	20	
HDR							123.0 <=== Highest Score
Theodore Kupper	5	5	5	5	4	24	
Michelle Juliano	5	5	5	5	5	25	
Timothy Smith	5	4	5	5	5	24	
Morissa Henn	5	5	5	5	5	25	
Joseph Ribsam	5	5	5	5	5	25	
STUDIO NEXUS							76.5
Theodore Kupper	4	3	5	2	3	17	
Michelle Juliano	3.5	4	3	4	4	18.5	
Timothy Smith	3	4	3	3	3	16	
Morissa Henn	3	2	2	2	2	11	
Joseph Ribsam	3	3	3	3	2	14	

State of New Hampshire
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that HDR ARCHITECTURE, INC. is a Nebraska Profit Corporation registered to transact business in New Hampshire on July 22, 1976. 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: **1772**

Certificate Number: **0006231753**

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 16th day of May A.D. 2023.

David M. Scanlan
Secretary of State

CERTIFICATE

The undersigned hereby certifies that she is the Assistant Secretary of HDR Architecture, Inc., a Nebraska corporation (the "Corporation"), and that, as such, has custody of the minute books of the Corporation, and that, by Consent and Agreement of the Board of Directors, the following resolution was unanimously adopted:

> "**RESOLVED,** that effective immediately, and until termination of said individual from the Corporation, or until recision by the Corporation's Board of Directors, whichever occurs first, the following individuals are hereby granted the nondelegable authority to execute or approve on behalf of the Corporation, contracts, amendments or change orders for engineering services and architectural services incidental to engineering services to be rendered by the Corporation, . . . , or releases of claim or lien in connection with such services, such contracts, amendments, change orders or releases so executed or approved shall be binding upon the Corporation:
>
> . . . Gregory Kent Bonner – Vice President . . ."

The undersigned further certifies that the foregoing resolution has been spread in full upon the minute books of the Corporation and is in full force and effect.

DATED May 25, 2023.

HDR ARCHITECTURE, INC. CORPORATE SEAL NEBRASKA CORPORATION

Elizabeth C. Buell

Elizabeth C. Buell, Assistant Secretary

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/31/2023

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
Willis Towers Watson Midwest, Inc.
c/o 26 Century Blvd
P.O. Box 305191
Nashville, TN 372305191 USA

CONTACT NAME: Willis Towers Watson Certificate Center
PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378
E-MAIL ADDRESS: certificates@willis.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: Ohio Casualty Insurance Company	24074
INSURER C: Liberty Insurance Corporation	42404
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
HDR Architecture, Inc.
1917 South 67th Street
Omaha, NE 68106

COVERAGES **CERTIFICATE NUMBER:** W29131722 **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	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [X] LOC [ ] OTHER:	Y	Y	TB2-641-444950-033	06/01/2023	06/01/2024	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
							GENERAL AGGREGATE	$ 4,000,000
							PRODUCTS - COMP/OP AGG	$ 4,000,000
								$
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY	Y	Y	AS2-641-444950-043	06/01/2023	06/01/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
B	[ ] UMBRELLA LIAB [X] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 0	Y	Y	ECO(24)57919363	06/01/2023	06/01/2024	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? Y/N [No] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	WA7-64D-444950-013	06/01/2023	06/01/2024	[X] PER STATUTE [ ] 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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The State, its agencies, its agents, and employees are named as Additional Insureds on General Liability, Automobile Liability and Umbrella/Excess Liability on a Primary, Non-contributory basis where required by written contract. Waiver of Subrogation applies on General Liability, Automobile Liability, Umbrella/Excess Liability and Workers Compensation where required by written contract and as permitted by law. Umbrella/Excess policy is follow form over General Liability, Auto Liability and Employers Liability.

CERTIFICATE HOLDER

State of New Hampshire
Attn: Department of Public Works
7 Hazen Dr, Room 250
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

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AGENCY CUSTOMER ID: _____

LOC #: _____

ACORD ADDITIONAL REMARKS SCHEDULE

AGENCY Willis Towers Watson Midwest, Inc.	NAMED INSURED HDR Architecture, Inc. 1917 South 67th Street Omaha, NE 68106
POLICY NUMBER See Page 1	
CARRIER: See Page 1 / NAIC CODE: See Page 1	EFFECTIVE DATE: See Page 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Project: 81196R YDC Replacement Facility.

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CERTIFICATE OF LIABILITY INSURANCE

6/1/2024

DATE (MM/DD/YYYY) 5/30/2023

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
Lockton Companies
444 W. 47th Street, Suite 900
Kansas City MO 64112-1906
(816) 960-9000
kcasu@lockton.com

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Lloyd's of London	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
1016040
HDR ARCHITECTURE, INC.
1917 SOUTH 67TH STREET
OMAHA, NE 68106

COVERAGES **CERTIFICATE NUMBER:** 19606718 **REVISION NUMBER:** XXXXXXX

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			NOT APPLICABLE			EACH OCCURRENCE	$ XXXXXXX
	CLAIMS-MADE / OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ XXXXXXX
							MED EXP (Any one person)	$ XXXXXXX
							PERSONAL & ADV INJURY	$ XXXXXXX
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ XXXXXXX
	POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$ XXXXXXX
	OTHER:							$
	AUTOMOBILE LIABILITY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident)	$ XXXXXXX
	ANY AUTO						BODILY INJURY (Per person)	$ XXXXXXX
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$ XXXXXXX
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$ XXXXXXX
								$ XXXXXXX
	UMBRELLA LIAB / OCCUR			NOT APPLICABLE			EACH OCCURRENCE	$ XXXXXXX
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$ XXXXXXX
	DED / RETENTION $							$ XXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			NOT APPLICABLE			PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$ XXXXXXX
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ XXXXXXX
							E.L. DISEASE - POLICY LIMIT	$ XXXXXXX
A	ARCH & ENG PROFESSIONAL LIABILITY	N	N	P001412300	6/1/2023	6/1/2024	PER CLAIM: $2,000,000 AGGREGATE: $2,000,000.	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: 81196R YDC REPLACEMENT FACILITY. Errors & Omissions retention (deductible) is $75,000 or less

CERTIFICATE HOLDER

19606718
STATE OF NEW HAMPSHIRE
ATTENTION: DEPARTMENT OF PUBLIC WORKS
7 HAZEN DR, ROOM 250
CONCORD NH 03302

CANCELLATION See Attachment

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

Joseph M Agnello

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