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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

November 13, 2023

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

Re: Statewide Architectural Services Consultant Agreement – KOAL, PLLC for Professional Design and Construction Documents, On-site Observation, and Inspection for Architectural Services for Public Works' Projects.

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, NH 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, 2027. 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 six (6) 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 six (6) 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. The following members of the NH Division of Public Works Design and Construction were on the selection committee: Theodore Kupper, P.E – Director; Michelle Juliano, P.E. – Deputy Director; Timothy Smith, R.A. Public Works Project Manager IV; and Gary Brown, R. A. – Public Works Project Manager IV. Each member 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 2023, the Division of Public Works Design & Construction solicited Registered Architects, by public announcement in the State, for interest in providing on-call Architectural Services. The following eleven (11) consultant firms submitted letters of interest.

Banwell Architects
CHA Architecture, P. C.
HL Turner Group
JSA Design
KOAL, PLLC
Mires PA, Dennis The Architects
Oak Point Associates, P. A.
Randall T. Mudge
Smith-Alvarez-Sienkiewycz
SMRT, Inc
Stone River

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 eight (8) rated firms listed below, were sent a Request for Technical Proposals:

Banwell Architects
CHA Architecture, P. C.
JSA Design
KOAL, PLLC
Mires PA, Dennis The Architects
Oak Point Associates, P. A.
Smith-Alvarez-Sienkiewycz
SMRT, Inc

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 six (6) highest rated firms as their legal documentation and Certificate of Insurance become available.

CHA Architecture, P. C.
JSA, Inc.
KOAL, PLLC
Oak Point Associates, P. A.
Smith-Alvarez-Sienkiewycz
SMRT, Inc

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

Attachments: KOAL, PLLC's Statement of Qualifications

cc: Theodore Kupper, P. E.,
Director

Interview/Selection date: 10-Oct-23

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	
Banwell Architects							**80.5**	
Ted Kupper	4	4	4	5	5	22		
Michelle Juliano	5	4.5	4.5	5	5	24		
Timothy Smith	4	4	4.5	5	5	22.5		
Gary Brown	3	3	2	2	2	12		
CHA							**92.5**	<===== Highest Rating
Ted Kupper	5	5	5	5	4	24		
Michelle Juliano	4.5	4.5	5	5	5	24		
Timothy Smith	5	5	5	4.5	5	24.5		
Gary Brown	4	4	4	4	4	20		
JSA							**91.0**	<===== Highest Rating
Ted Kupper	5	4	5	5	5	24		
Michelle Juliano	5	5	5	5	5	25		
Timothy Smith	5	4	5	5	4	23		
Gary Brown	3	4	4	4	4	19		
KOAL							**91.5**	<===== Highest Rating
Ted Kupper	5	5	4	5	5	24		
Michelle Juliano	5	5	5	5	5	25		
Timothy Smith	5	5	4.5	5	5	24.5		
Gary Brown	4	3	3	4	4	18		
Dennis Mires PA							**82.5**	
Ted Kupper	5	5	4	4	4	22		
Michelle Juliano	4.5	4.5	4.5	5	4.5	23		
Timothy Smith	5	5	4	4.5	4	22.5		
Gary Brown	3	3	3	3	3	15		
Oak Point Associates							**93.0**	<===== Highest Rating
Ted Kupper	5	4	5	5	5	24		
Michelle Juliano	5	5	5	5	5	25		
Timothy Smith	5	5	5	5	5	25		
Gary Brown	4	4	4	3	4	19		
SAS							**93.5**	<===== Highest Rating
Ted Kupper	5	5	4	5	5	24		
Michelle Juliano	5	5	5	5	5	25		
Timothy Smith	5	5	4.5	5	5	24.5		
Gary Brown	4	4	4	4	4	20		
SMRT							**92.0**	<===== Highest Rating
Ted Kupper	5	4	5	5	5	24		
Michelle Juliano	5	5	5	5	5	25		
Timothy Smith	5	5	5	5	5	25		
Gary Brown	3	4	4	4	3	18		

KOAL PLLC

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

Quality Management System

KOAL, PLLC implements a quality management system (QMS) consisting of four processes: quality planning, quality assurance, quality control, and quality improvement.

Quality Planning:

KOAL, PLLC is committed to adopting systems that will help us deliver our objective of providing creative, meaningful, and useful design solutions. We want to provide the best possible project that we can deliver. We feel that these systems will assist in the collaboration with our clients, sub-consultants and contractors, reduce errors, omissions, inconsistencies and deficiencies that are present to some degree in any construction project.

- Our definition of quality is to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.
- The firm builds awareness of the standard of care while enhancing professional skills by: subscribing to and reading professional press including regional and local publications; reviewing the latest manufacturers' literature; attending seminars, workshops, and other continuing education offerings; examining other architects' work; and participating in peer reviews.

Quality Assurance:

KOAL, PLLC has defined procedures for guarding against defects before and during the completion of the work.

- Our firm selects only qualified staff and consultants that are current with the latest design and construction technologies.
- In preparing the Architectural Brief we review and understand the client's program, discuss any ambiguities, and have them clarified in the Architectural Brief.
- Conduct a thorough review of codes, regulations, ordinances, and standards applicable to the design of the project is completed during the document preparation.
- Hold regular progress and coordination meetings with the design team established.
- Complete a review of geotechnical and site survey information provided by the client.
- Ensure that the contract documents specify the requirement for submittals, mockups, tests and inspections, minimum qualifications, and manufacturer involvement.
- Ensure specifications establish minimum qualification requirements to ensure the work will be provided by experienced or trained installers. To verify that qualified installers are used, qualification statements, certifications, or other forms of verification are required as informational submittals.

Quality Control:

KOAL, PLLC has defined procedures for evaluating completed activities and elements of the design for conformance with the project requirements.

- Cost estimates are prepared at each phase of the design to ensure the project remains within the client's budget. Any budget issues are to be resolved before progressing to the next phase.
- An internal review of the various consultants is completed using a standardized checklist.
- A peer review is completed at the end of each phase by an architect not directly involved with the design. This type of review is very beneficial since it is conducted by someone completely unfamiliar with the project.
- A constructability review which focuses primarily on the mechanics of physically constructing the structure is conducted by a contractor or construction manager.
- Code plan review is verification that compliance has been achieved by the various disciplines involved in the project. This review may be achieved through a registered design professional not directly involved with the project or a third party service.
- The contract documents specify the requirement for the contractor to provide submittals, tests and inspections, minimum qualifications, and manufacturer involvement:
    - Submittals for test reports and inspections performed on completed work are specified to summarize the findings of test and inspections.
    - Tests and inspections are specified to be conducted at the fabrication shop (referred to as "source quality control") to evaluate the completed work before delivery to the project site.
    - Tests and inspections are specified to be conducted at the project site (referred to as "field quality control") evaluate work installed on the project.

Quality Improvement:

KOAL, PLLC has defined procedures for improving the Quality Management System. Otherwise, the same mistakes will continue to be made and opportunities to reduce cost and waste will never be realized.

- Feedback is solicited from clients, consultants, contractors and other participants involved in the project.
- Changer orders are evaluated to determine whether they were a result of ambiguity in the construction documents or other circumstance that was within our control.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/5/2023

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 DKB Group, LLC 7 Oak Pl Ste 8 Montclair NJ 07042	**CONTACT NAME:** Hayri Darzanoff **PHONE (A/C, No, Ext):** 973-337-5718 **FAX (A/C, No):** 973-337-5988 **E-MAIL ADDRESS:** hdarzanoff@dkbinsurance.com
INSURED KOALPLL-01 KOAL, PLLC 42 Gilford East Drive, Suite #4 Gilford NH 03249	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** RLI Insurance Company — 13056 **INSURER B :** Hudson Insurance Company — 25054 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1332624235 **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			PSB0009176	12/14/2023	12/14/2024	EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
A	**AUTOMOBILE LIABILITY**			PSB0009176	12/14/2023	12/14/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory In NH)**	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
B	Professional Liability			PRB 06 19 117876	12/15/2023	12/15/2024	Per Claim Aggregate	2,000,000 2,000,000

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

State, its agencies, and its agents and employees are each added as additional insured solely for work performed by the named insured limited to the General Liability Insurance Policy only if required by written contract to the extent of form number: PPB 304 02 12.

CERTIFICATE HOLDER

NH Dept. of Administrative Services Division of Public Works
Design and Construction
State of NH
7 Hazen Drive, Room 250
Concord NH 03301

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

Hayri Darzanoff

KOALPLL-01 RWATSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/24/2023

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	CONTACT NAME:	
Colby Insurance Group, Inc. 74 Pleasant Street New London, NH 03257	PHONE (A/C, No, Ext): (603) 526-2451	FAX (A/C, No): (603) 526-2903
	E-MAIL ADDRESS: insure@colby-group.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Eastern Alliance Insurance Group	10724
INSURED	INSURER B :	
Koal, PLLC 42 Gilford East Drive Gilford, NH 03249	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						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N / A		0000589028	5/7/2023	5/7/2024	E.L. EACH ACCIDENT	$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						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.

CERTIFICATE HOLDER

Community College System of New Hampshire
Attn: Matthew Moore
26 College Drive
Concord, NH 03301

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

Rebecca H. Watson

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/6/2023

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.

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PRODUCER DKB Group, LLC 7 Oak Pl Ste 8 Montclair NJ 07042	**CONTACT NAME:** Hayri Darzanoff **PHONE (A/C, No, Ext):** 973-337-5718 **FAX (A/C, No):** 973-337-5988 **E-MAIL ADDRESS:** hdarzanoff@dkbinsurance.com
INSURED KOALPLL-01 KOAL, PLLC 42 Gilford East Drive, Suite #4 Gilford NH 03249	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** RLI Insurance Company — 13056 **INSURER B :** Hudson Insurance Company — 25054 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1774886916 **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			PSB0009176	12/14/2022	12/14/2023	EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	POLICY [X] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			PSB0009176	12/14/2022	12/14/2023	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
B	Professional Liability			PRB 06 19 112986	12/15/2022	12/15/2023	Per Claim Aggregate	2,000,000 2,000,000

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State, its agencies, and its agents and employees are each added as additional insured solely for work performed by the named insured limited to the General Liability Insurance Policy only if required by written contract to the extent of form number: PPB 304 02 12.

CERTIFICATE HOLDER

NH Dept. of Administrative Services Division of Public Works
Design and Construction
State of NH
7 Hazen Drive, Room 250
Concord NH 03301

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

Hayri Darzanoff

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/06/2023

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PRODUCER	CONTACT NAME: Tricia Reeves	
Gallant Insurance 1364 Route 3A Bow NH 03304	PHONE (A/C, No, Ext): (603) 224-0993	FAX (A/C, No): (603) 224-7710
	E-MAIL ADDRESS: tricia@gallant-insurance.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
DONALD & MICHELE BLAJDA PO BOX 24 BELMONT NH 03220-0024	INSURER A : Maine Mutual Group Ins. Co.	15997
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** CL2382101851 **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						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 500,000
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS			AC12309052	06/29/2023	06/29/2024	BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
							Auto Loan Lease Coll	$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

2017 Ford Mustang 1FATP8UH4H5258369
2019 Ford F150 1FTEW1E57KFB55904

CERTIFICATE HOLDER

State of NH Dept of Administartive Services Division of Public Works
7 Hazen Dr Room 250
Concord NH 03301

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

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 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: **0006298410**

IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 18th day of August A.D. 2023.

David M. Scanlan

Secretary of State

KOAL PLLC

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

Certificate of Authority

November 13, 2023

Michelle Juliano, P.E., Assistant Administrator
Division of Public Works, Design and Construction
PO Box 483, John O Morton Building
7 Hazen Drive, Room 250
Concord, NH 03302-0483

Dear Sir or Madame:

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,

Donald Blajda
Sole Member

/s

cc: eFile