



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

November 14, 2023

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

Re: Statewide Mechanical Engineering Services Consultant Agreement – Harriman Associates, Inc. for Professional Design and Construction Documents, On-site Observation, and Inspection for Mechanical Engineering 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 Harriman Associates, Inc. (Vendor Code 167611) 46 Harriman Drive, Auburn, ME., 04210 for Mechanical 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, 2027. The amount expended under this agreement shall not exceed \$500,000.

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 five (5) open-ended agreements for Mechanical 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 Mechanical 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 Mechanical Engineering Services consultant work are maintenance and capital funded projects.

This agreement is a proposed contract with the Mechanical Engineering Services firm selected to provide on-call Mechanical Engineering Services. It is anticipated that Mechanical Engineering Services can be handled by five (5) Engineering 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; and David Goulet – Public Works Project Manager III. 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 Mechanical Engineers, by public announcement in the State, for interest in providing on-call Mechanical Engineering Services. The following eight (8) consultant firms submitted letters of interest.

B2Q
CHA Architecture, P. C.
DuBois & King
Harriman Associates, Inc.

HL Turner Group
McFarland-Johnson, Inc.
Oak Point Associates
SMRT, Inc.

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 seven (7) rated firms listed below, were sent a Request for Technical Proposals:

B2Q
CHA Architecture, P. C.
DuBois & King
Harriman Associates, Inc.

McFarland-Johnson, Inc.
Oak Point Associates
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 five (5) highest rated firms as their legal documentation and Certificate of Insurance become available.

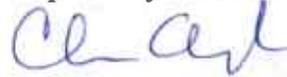
CHA
DuBois & King
Harriman Associates, Inc.

McFarland Johnson, Inc.
SMRT, Inc.

A copy of Harriman Associates, Inc.'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: Harriman Associates, Inc.'s Statement of Qualifications

cc: Theodore Kupper, P. E.,
Director

Interview/Selection date: 19-Oct-23

**COMMITTEE PROPOSAL RATING FOR
Mechanical Statewide Agreement**

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	
B2Q							43.0	
Ted Kupper	3	3	3	2	2	13		
Michelle Juliano	3	4	3	3	3	16		
David Goulet	3	3	3	2	3	14		
CHA							58.0	<===== Highest Rating
Ted Kupper	3	4	3	4	3	17		
Michelle Juliano	4.5	5	4.5	5	5	24		
David Goulet	3	4	3	4	3	17		
DuBois & King							54.5	<===== Highest Rating
Ted Kupper	3	3	3	3	4	16		
Michelle Juliano	4.5	4.5	4.5	4.5	4.5	22.5		
David Goulet	3	3	4	3	3	16		
Harriman							56.5	<===== Highest Rating
Ted Kupper	3	3	4	3	3	16		
Michelle Juliano	4.5	5	5	5	5	24.5		
David Goulet	3	3	4	3	3	16		
McFarland Johnson							66.0	<===== Highest Rating
Ted Kupper	4	4	4	4	5	21		
Michelle Juliano	5	5	5	5	5	25		
David Goulet	4	4	4	4	4	20		
Oak Point							49.5	
Ted Kupper	3	3	3	3	2	14		
Michelle Juliano	4	4.5	4.5	4.5	4	21.5		
David Goulet	3	3	3	3	2	14		
SMRT							55.0	<===== Highest Rating
Ted Kupper	3	3	3	2	4	15		
Michelle Juliano	5	5	5	5	5	25		
David Goulet	3	3	3	3	3	15		

QUALITY ASSURANCE / QUALITY CONTROL (QA/QC) PROGRAM

Quality Assurance

The Harriman team will utilize several QA/QC mechanisms to ensure our services for the State of New Hampshire meet owner expectations, critical facility needs, health and safety requirements, and industry best practices. Our QA/QC program focuses on three major categories: communication and collaboration; incorporation of best practices; and document review.

1. Communication and collaboration. Open communication and collaboration are hallmarks of our approach. Our project manager serves as primary point of contact for our team. He will follow meetings with a team debrief to make sure all are working with a common understanding. Formal notes will be taken to document each meeting and step of the process so there is clarity about what has been discussed, what needs to be accomplished, and who will do the work.

We use Zoom and Microsoft Teams for virtual meetings and collaborative design software such as Bluebeam Studio and Revit to bring the team together for as much direct collaboration as possible. Management oversight is assisted by database software such as Newforma to track communication, documentation, information exchange, and construction administration.

Our culture is built on collaboration and we welcome input from diverse contributors. This, above all else, builds the foundation for high quality design.

Project administration provides an additional layer of quality control via editing, oversight, and ensuring deliverables meet rigorous standards. The QA/QC role of our project administrators (PAs) is extremely valuable as bid sets near completion and during construction administration.

2. Incorporation of best practices. Quality starts with having the best people on the job. Our team includes some of the best practitioners in their respective fields.

3. Documentation review. We allocate time for internal and external document reviews during the project scheduling process. Staff members who are outside the core project team will conduct coordination and technical peer reviews throughout the project. Regular internal review meetings among team members will be conducted to ensure that performance is consistent with client expectations, meet objectives and goals of the project as well as best practices.

Quality Control

We have a unique Quality Control (QC) process. A full-time technical staff member with over 35 years' experience will review drawings at every stage for accuracy, completeness, and technical proficiency. They serve as a technical resource for the entire office in all departments. This process ensures our technical details, designs and procedures are constantly being evaluated, resulting in a very low percentage of change orders due to designer errors.

Using an assigned quality assurance team, we schedule formal reviews involving all project team members at the ends of key milestones in the design process — schematic design and design development. Reviews are also held when construction documents and bidding specifications are completed. The quality assurance team provides written comments at each milestone review. Clients are welcome to attend these reviews; this provides an opportunity for issues to be clarified before moving on to the next phase.

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 HARRIMAN ASSOCIATES is a Maine Profit Corporation registered to do business in New Hampshire as HARRIMAN ASSOCIATES, INC. on December 20, 1972. 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: 1730

Certificate Number: 0006325542



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 25th day of September A.D. 2023.

A handwritten signature in black ink, appearing to read "D. Scanlan", written over a faint circular stamp.

David M. Scanlan

Secretary of State

Certificate of Authority

Corporate Resolution

I, Leonard A. Lamoreau, **herby certify** that I am duly elected Corporate Clerk of Harriman Associates. I hereby certify the following is a true copy of a Harriman Associates vote taken at a meeting of the shareholders, duly called and held on June 19, 2023 at which a quorum of the shareholders were present and voting.

VOTED: That David W. Story, Principal is duly authorized to enter into contracts or agreements on behalf of Harriman Associates with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: 11/13/2023 ATTEST: 

Leonard A. Lamoreau, Corporate Clerk

