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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street
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

August 26, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Division of Public Works Design and Construction to enter into an amendment to an existing contract with HDR Architecture, Inc. (VC#454693) Omaha, Nebraska, by increasing the price limitation by $150,000 for a total price not to exceed $2,421,022 for Project Number 81296R Contract A for design and construction administration services for the ARPA Youth Development Center Replacement in Hampstead, New Hampshire. This contract is effective upon Governor and Council approval through the completion of the construction administrative phase, estimated to be July 31, 2026, unless extended in accordance with the contract terms. The original contract was approved by Governor and Council on June 14, 2023, Item #174, amended by Governor and Council on September 25, 2024, Item #188, and further amended through the use of contingencies. **100% Federal Funds.**

Funding is contingent upon Governor and Executive Council approval of an accept and expend request for $1,942,791 included on this agenda. The accept and expend was approved by the Fiscal Committee on September 5, 2025.

	FY 2026
05-95-94-940010-24650000 ARPA DHHS Fiscal Recovery Fund	
102-500731 – Contracts for Program Services	$ 150,000
Activity # 00FRF602GS9501A	

EXPLANATION

Pursuant to Chapter 2:2, I, Laws of 2023, the Department of Health and Human Services (DHHS) is responsible to construct a new Youth Development Center (YDC) secure treatment Facility. While there

are several vendors involved with this project, this contract with HDR Architecture is for professional design and construction administration.

In September 2022, the Division of Public Works solicited Registered Architects and Engineers, by public announcement, for interest in providing design and construction administration. Four (4) firms submitted letters of interest and were considered for this assignment. The firms were then evaluated based on years of experience, experience on relative projects, and past experience with the State, if any. Three (3) of the firms were sent a Request for Technical Proposal which were rated on 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 State entered into an agreement with the highest rated firm, HDR Architecture, Inc. which was approved by the Governor and Executive Council on June 14, 2023, Item #174 for $1,576,530. Subsequent amendments, in accordance with contract terms' have increased the contract through use of contingency funds ($223,105) and the Governor and Executive Council approval ($471,387). With the approval of this amendment, the not-to-exceed value would be $2,421,022.

The scope and philosophy of the YDC project has not changed since the passage of the legislation to build the facility, operational for 12 youth, to be designed with a residential feel and environment and to provide trauma informed and therapeutic care. The tasks assigned to this professional services firm and its subcontractors have grown over the term of the technical services contract, as the project developed and a site was chosen.

To strike a balance between the security and treatment objectives, the complex site, the site location and the dynamic construction environment at this time, the firm and its subcontractors have had to investigate and adjust scope with the input of advisory committee members, town officials, youth treatment professionals, and the community. It is important to remember that the YDC does not have the ability to turn away detained or committed youth to another facility either locally, or out of state; the ultimate decision of whether a youth is sent to YDC is not made by DHHS, but by a judge.

Numerous meetings with town officials, town committees, public hearings, and discussion with other stakeholders lead to increases in the scope of services or tasks taken on by the engineers and in the time spent on those tasks. The increase is due to three factors: increase in square footage, increase complexity of the site requiring further design work, and increase in time for design meetings and consultation.

This amendment allows for construction administration to be available until July 2026 to align with the current estimated completion date of the project. The proposed $2.4 million amended contract amount will represent about 7% of the total cost of the project through construction. Costs in the neighborhood of 10% are typical for the professional services and construction management contracts for state design-bid-build construction projects and are typical in the industry.

The amendment 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. The Department has determined that the vendor is in good standing with the Secretary of State's Office, has secured the required levels of insurance, and has provided evidence of authority to execute and be bound by the contract. Documents supporting these assertions are available at the agency, for review upon request.

Respectfully submitted,

Charles M. Arlinghaus,
Commissioner

Contract Reconciliation:

Original contract:	$ 1,576,530
Previous increases to the Contract Value per terms of the Contract utilizing Contingency	$ 223,105
Previous amendment approved through G&C	$ 471,387
Contract Value:	$ 2,271,022
Current Amendment:	$ 150,000
New Contract Total:	$ 2,421,022

AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

This AMENDMENT TO THE CONTRACT ("Amendment") is entered into this 25th day of August, 2025, by and between the State of New Hampshire, acting by and through the Commissioner, Department of Administrative Services (hereinafter "State," "Commissioner," "Department" respectively) and HDR Architecture, Inc. (hereinafter "Consultant") (the State and the Consultant may hereinafter singularly and/or collectively be referred to as "Party" or "Parties").

WHEREAS, in September 2022, the State solicited interest in providing professional design and construction administration services for the Youth Development Center Replacement Facility. Four (4) firms submitted letters of interest and were considered for this assignment. The firms were then evaluated based on years of experience, experience on relative projects and past experience with the State, if any. Three (3) of the firms were sent a Request for Technical Proposal which were rated on 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 State entered into an agreement with the highest rated firm, HDR Architecture, Inc.

WHEREAS, on June 14, 2023, New Hampshire Governor and Council approved the professional services agreement ("Agreement") with the Consultant (Item # 174) for an initial contract not-to-exceed amount of $1,576,530, which includes all phases of design and construction administration for a new secure juvenile treatment facility.

WHEREAS, after the State, through subsequent amendments (totaling $694,492) in accordance with the terms of the contract, has a current not-to-exceed amount with the Consultant of $2,271,022.

WHEREAS, PART 8 of the Agreement stipulates the Agreement can only be extended or amended in any way with the approval of the Governor and Council.

NOW THEREFORE, the Parties mutually agree to amend the Agreement, as follows:

1. Amend the not-to-exceed amount of $2,271,022, by increasing the Agreement by $150,000 to an amended not-to-exceed amount of **$2,421,022**.

2. Funds are to supplement existing CA services through July of 2026.

3. Except to the extent specifically set forth herein, this Amendment does not alter the terms of the Contract. All terms of the Contract remain in full force and effect.

4. Capitalized terms used herein and not otherwise defined herein shall have the meanings assigned to them in the Contract.

5. This Amendment and all obligations of the Parties are contingent upon appropriate State approval.

IN WITNESS WHEREOF, the Parties hereto have set their hands the date first-written above.

CONSULTANT:
HDR ARCHITECTURE, INC.

DATED: 8/25/2025 BY: _____
Name: Matthew Fickett, LEED, AIA
Title: Managing Principal
Authorized Representative

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES:

DATED: 8/28/2025 BY: Lori Weaver
Name: Lori Weaver
Title: Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES:

DATED: 8-26-25 BY: _____
Name: Charlie M. Arlinghaus
Title: Commissioner

ATTORNEY GENERAL:

This is to certify that the above contract Increase has been reviewed by this office And is approved as to form and execution.

DATED: 8/29/2025 BY: _____
Assistant Attorney General

SECRETARY OF STATE:

This is to certify that the Governor and Council approved this contract agreement/ Amendment.

DATED: _____ BY: _____
Secretary of State

August 25th, 2025 (Delivered via email)

HDR Contract A - Amendment 8/25/2025
Contract Value as amended = $2,271,022
This Amendment = $150,000
Revised Contract Value = $2,421,022

APPROVED Timothy D Smith 2025.08.26 07:21:30 -04'00'

Tim D. Smith, Architect
Project Manager IV
New Hampshire Department of Administrative Services
Division of Public Works, Design and Construction
7 Hazen Drive, Suite 250
Concord, NH 03301
timothy.d.smith@das.nh.gov

Subject: Additional Service Request 8 – Extended CA
ARPA – Youth Development Center Replacement Facility
Project Number: 81296R, Contract A
HDR Project No. 10376623

Dear Mr. Smith,

We are pleased to present the following proposal for extended construction administration services.

Previous reallocations of funding within the project have resulted in several months of construction administration for which the design team is not retained to provide support. Based on our discussions on Friday, August 22nd and Monday, August 25th, we propose to provide support on a time-and-materials basis, up to a $150,000 cap.

We and our consultants will perform tasks such as you direct, and invoice for time spent monthly. We will provide the current rates of each person requested before they perform any tasks, and we will adjust our rates on January 1st of each year and provide notice to you of that change. We will provide notice to you before we reach the fee cap and seek your direction regarding task priority if we do not expect to be able to complete all the tasks requested under that cap.

If this proposal is acceptable, please return one signed copy for our records so that we may include the adjusted fee within our services.

Please do not hesitate to call if you require additional information, or if you have any questions. We look forward to continuing to work with you on the New Hampshire Youth Development Center Replacement Facility and appreciate your consideration of our request.

Sincerely,

HDR Architecture, Inc.

Matthew Fickett
Associate Vice President, Managing Principal
Authorized Representative

cc: Nicolas Castaneda (HDR)
Gerry Guerrero (HDR)
Tommy Sinclair (HDR)
Kevin Klemas (HDR)

Signature: _____ Date: 8.27.25
(Signature approval on behalf of the State of New Hampshire Department of Administrative Services)

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GC 9/25/24

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street
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

September 8, 2024

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

REQUESTED ACTION

1) Authorize the Division of Public Works Design and Construction to enter into a **Sole Source** amendment to an existing contract with HDR Architecture, Inc. (VC#454693) Omaha, Nebraska, by increasing the price limitation by $471,387 for a total price not to exceed $2,105,952 for Project Number 81296R Contract A for design and construction administration services for the ARPA Youth Development Center Replacement, New Hampshire. Previous amendments of $58,035, utilizing contract contingency, increased the original contract from $1,576,530 to $1,634,565. This contract is effective upon Governor and Council approval through the completion of the construction administrative phase, estimated to be July 31, 2026, unless extended in accordance with the contract terms. The original contract was approved by Governor and Council on June 14, 2023, Item #174. **100% Federal Funds.**

2) Further authorize a design contingency in the amount of $100,000 be approved for unanticipated design expenses for the ARPA Youth Development Center Replacement, New Hampshire, bringing the total to $571,387. **100% Federal Funds.**

3) Further authorize the amount of $46,295 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 $617,682. **100% Federal Funds.**

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

	FY 2024
05-95-94-940010-24650000 ARPA DHHS Fiscal Recovery Fund	
Activity # 00FRF602GS9543A	
103-502507 – Contracts For OP Services-Design	$ 471,387
103-502507 – Contracts For OP Services-Contingency	$ 100,000
103-502507 – Contracts For OP Services -DPW Fees	$ 46,295
Grand Total	**$ 617,682**

EXPLANATION

This contract amendment is listed as sole source because the increase in the price limitation is greater than 10% of the original contract amount.

The existing contract with HDR Architecture was approved by the Governor and Council on June 14, 2023, item #174 to provide professional services and construction management services related to a project building a new Youth Development Center. This amendment would increase the not-to-exceed price limitation of those services by $471,387, from $1,634,565 to $2,105,952.

The item includes a commensurate increase in the contingency and in money allocated for DPW fees. It would also change the contractual delivery date for design documents to August 2, 2024. The completion date of the contract is still through the completion of services but the estimate of that date is now listed as July 31, 2026.

The scope and philosophy of the YDC project has not changed since the passage of the legislation to build the facility – a no-more-than 18-resident facility to be designed with a residential feel and environment and to provide trauma informed and therapeutic care. The tasks assigned to the professional services firm and its subcontractors as well the time expected to be spent on them has grown over the term of the technical services contract, as the project developed and a site was chosen.

To strike a balance between the security and treatment objectives, the complex site, the site location and the dynamic construction environment at this time, the firm and its subcontractors have had to investigate and adjust scope with the input of advisory committee members, town officials, youth treatment professionals, and the community. It is important to remember that the YDC does not have the ability to turn away committed youth to another facility either locally, or out of state; the ultimate decision of whether a youth is sent to YDC is not made by DHHS, but by a judge.

Numerous meetings with town officials, town committees, public hearings, and discussion with other stakeholders lead to increases in the scope of services or tasks taken on by the engineers and in the time spent on those tasks. The increase is due to three factors: increase in square footage, increase complexity of the site requiring further design work, and increase in time for design meetings and consultation.

First, the total budget was last revised on November 8, 2023 at the Legislative Fiscal Committee when the estimate of the square footage required was increased following design and community meetings and the overall budget increased by 30%. The increase in square footage is due to the fact that design development and consultation with national experts revealed the need to incorporate several key operational features that are required: intake/orientation unit, crisis unit, and medical unit.

Second, the site topography presented challenging features. As the site became better understood and input from town stakeholders was incorporated, additional work was needed to address solutions surrounding the steep slope of the campus, poor soil permeability, lack of public water supply, and storm drainage.

Third, more time was needed to bring key stakeholders together with the design team on several important factors. This project is particularly complicated from a construction standpoint not just because of the topography of the site, but the careful integration of therapeutic and secure design elements. For

example, many of the materials are highly specialized – balancing durability, tamper-resistance, and security with the look and feel of trauma informed care in a residential feeling environment. Naturally, this requires many more meetings and hours as well until that work is complete.

The proposed $2.1 million amended contract amount for professional services and construction management will represent about 8.5% of the total cost of the project through construction. Costs in the neighborhood of 10% are typical for the professional services and construction management contracts for state design-bid-build construction projects and are typical in the industry.

The amendment 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

Original contract:	$ 1,576,530
Previous increases to the Contract Value per terms of the Contract utilizing Contingency	$ 58,035
Current Contract Value:	$ 1,634,565
Amendment:	$ 471,387
New Contract Total:	$ 2,105,952

AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

This AMENDMENT TO THE CONTRACT ("Amendment") is entered into this _7_ day of June, 2024, by and between the State of New Hampshire, acting by and through the Commissioner, Department of Administrative Services (hereinafter "State," "Commissioner," "Department" respectively) and HDR Architecture, Inc. (hereinafter "Consultant") (the State and the Consultant may hereinafter singularly and/or collectively be referred to as "Party" or "Parties").

WHEREAS, in September 2022, the State solicited interest in providing professional design and construction administration services for the Youth Development Center Replacement Facility. Four (4) firms submitted letters of interest and were considered for this assignment. The firms were then evaluated based on years of experience, experience on relative projects and past experience with the State, if any. Three (3) of the firms were sent a Request for Technical Proposal which were rated on comprehension of the assignment, clarity of the proposal, capacity to perform in a timely manner, quality and experience of the project manger and team, and overall suitability for the assignment. The State entered into an agreement with the highest rated firm, HDR Architecture, Inc.

WHEREAS, on June 14, 2023, New Hampshire Governor and Council approved the professional services agreement ("Agreement") with the Consultant (Item # 174).

WHEREAS, the original not-to-exceed amount of $1,576,530 has been amended per the terms of the contract to a not-to-exceed amount of $1,634,565.

WHEREAS, the Consultant has been hired to work on the Youth Development Center Replacement Facility for the State under the Agreement, the total fees of which have reached the not-to-exceed amount of $1,634,565.

WHEREAS, the Agreement was based on the scope of a new secure juvenile treatment facility to replace the Youth Development Center in Manchester. 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 location of the new facility is yet to be determined but will be in the central New Hampshire area.

WHEREAS, the Agreement provides that the Consultant shall deliver the Construction Documents to the Department on or before May 14, 2024.

WHEREAS, the scope required to complete the design and construction administration of the Youth Development Center Replacement Facility required adjustment due to 1) increase in square footage of the facility; 2) increased complexity of the site requiring further design work; and 3) increase in time for design meetings and consultation.

WHEREAS, the Consultant's continued professional services are required to complete the design and construction administration of the Youth Development Center Replacement Facility, Division of Public Works Project #81296R-A.

WHEREAS, PART 8 of the Agreement stipulates the Agreement can only be extended or amended in any way with the approval of the Governor and Council.

NOW THEREFORE, the Parties mutually agree to amend the Agreement, as follows:

1. Amend the not-to-exceed fee of $1,634,565 to $2,105,952 as full compensation for the combined total cost of all work, expenses and profit.

2. Amend PART 5, Item 1, the Consultant shall deliver the Construction Documents to the Department on or before August 2, 2024.

3. Except to the extent specifically set forth herein, this Amendment does not alter the terms of the Contract. All terms of the Contract remain in full force and effect.

4. Capitalized terms used herein and not otherwise defined herein shall have the meanings assigned to them in the Contract.

5. This Amendment and all obligations of the Parties are contingent upon appropriate State approval.

IN WITNESS WHEREOF, the Parties hereto have set their hands the date first-written above.

CONSULTANT:
HDR ARCHITECTURE, INC.

DATED: 08/27/24

BY: _____
Name: Matthew Fickett, AIA, CPHC LEED
Title: Managing Principal

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES:

DATED: 08/27/2024

BY: _____
Name: Morissa Henn
Title: Deputy Commissioner, DHHS

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES:

DATED: 8-27-24

BY: _____
Name: Charlie M. Arlinghaus
Title: Commissioner

ATTORNEY GENERAL:

This is to certify that the above contract Increase has been reviewed by this office And is approved as to form and execution.

DATED: 9/13/24

BY: _____
Assistant Attorney General

SECRETARY OF STATE:

This is to certify that the Governor and Council approved this contract agreement/ Amendment.

DATED: _____

BY: _____
Secretary of State

GC 4/14/23

MLC

State of New Hampshire

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

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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

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