



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

90 - 6/17/26

May 13, 2026

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

REQUESTED ACTION

Authorize the New Hampshire Department of Environmental Services (NHDES) to amend a **SOLE SOURCE** contract (PO # 9005951) with DPC Engineering, LLC. (VC #442061 B001), Longmeadow, MA by increasing the price limitation by \$249,177.33 from \$650,601.95 to \$899,779.28, updating the existing scope of work to include oversight services to the ARPA grant funded disadvantaged wastewater improvement projects located at various resident owned mobile home cooperatives throughout New Hampshire, and extending the completion date to October 31, 2026 from June 30, 2026, effective upon Governor and Council approval through October 31, 2026. The original contract was approved by Governor and Council on May 3, 2023, Item #119. Overall funding is 44.46% federal funds and 55.54% Clean Water State Revolving Fund (CWSRF) Management Funds. Funding for this amendment is 100% Clean Water State Revolving Fund (CWSRF) Management Funds.

Funding is available in the following accounts:
03-44-44-441018-4788-102-500731

FY 2026
\$249,177.33

Department of Environmental Services, CWSRF Loan Management, Contracts for Program Services

EXPLANATION

NHDES requests approval of this contract amendment to the existing contract with DPC Engineering, LLC (DPC) to continue assisting the NHDES Wastewater Engineering Bureau (WWEB) by providing administrative, technical, and oversight services to the ARPA grant funded disadvantaged wastewater improvement projects located at various resident owned mobile home cooperatives throughout the state of New Hampshire. This amendment is a **SOLE SOURCE** request since the amount of the amendment is greater than 10 percent of the original contract price limitation. Many of the projects on which DPC has been providing oversight services have been extended past their original deadlines. As such, it would be impractical to change to different oversight engineer mid-project since another firm would have to come up to speed in the middle of construction. In addition, because of their work on these ARPA projects, DPC is uniquely qualified to help finalize these projects to meet the impending end date on all ARPA funds.

While DPC has nearly completed the existing scope of work, many of the disadvantaged projects have experienced significant delays, resulting in the need for additional time to complete critical infrastructure improvements. As these projects move into their construction phase, they will require increased on-site presence to provide project oversight and ensure timely completion. This contract extension will allow DPC to continue providing essential administrative, technical, and project oversight services. A modification of scope will also enable DPC to conduct additional site visits, thereby strengthening project oversight and expanding technical support. Additional funding is necessary to accommodate both the extended contract period and the expanded scope of work. These adjustments will ensure that DPC can deliver the level of administrative, technical, and oversight services required to support NHDES WWEB in achieving successful outcomes for the disadvantaged wastewater improvement

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Her Excellency, Governor Kelly A. Ayotte
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projects. DPC has consented to holding their existing rates of pay; revised hours and costs per task are reflected in an attached supplemental document to the amendment (TABLE: AMENDMENT NO. 1). To date, \$476,447.69 of the original \$650,601.95 contract funds have been spent.

In the event federal funds are no longer available, general funds will not be requested to perform this work. This amendment has been approved by the Department of Justice as to form, substance and execution.

We respectfully request your approval.



Robert R. Scott, Commissioner

**Amendment No. 1
TO AGREEMENT BETWEEN THE
N.H. DEPARTMENT OF ENVIRONMENTAL SERVICES
AND
DPC ENGINEERING, LLC**

**CONTRACT FOR SERVICES – TECHNICAL ASSISTANCE FOR DISADVANTAGED
WASTEWATER PROJECTS**

WHEREAS, the State of New Hampshire Department of Environmental Services (NHDES) has entered into a contract with DPC Engineering, LLC. in the amount of \$650,601.95 to assist the NHDES Wastewater Engineering Bureau by offering administrative, technical, and oversight services to the ARPA grant funded wastewater system improvement projects located at various resident owned mobile home cooperatives throughout the state, through June 30, 2026, which was approved by Governor and Council on May 3, 2023, Item #119.

WHEREAS, DPC Engineering, LLC. and the NHDES have agreed to amend the Agreement in certain respects.

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. The Completion Date as set forth in sub-paragraph 1.7 shall be changed from June 30, 2026 to October 31, 2026.
2. The Price Limitation as set forth in sub-paragraph 1.8 of the Agreement shall be changed to \$899,779.28 from \$650,601.95.
3. Delete Exhibit B and replace with Exhibit B – Amendment 1. Exhibit B – Amendment 1 are attached hereto and incorporated into this amendment and agreement by reference.

All other conditions outlined in the contract shall remain in effect.

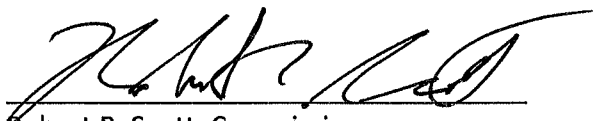
IN WITNESS WHEREOF, the respective parties have hereunto set their hands as of the dates indicated.



David R. Prickett, President
DPC Engineering, LLC.

04/09/2026

Date

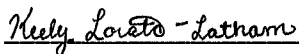


Robert R. Scott, Commissioner
N.H. Department of Environmental Services

5/14/26

Date

Reviewed and approved as to form, substance, and execution:



Assistant Attorney General Keely Lovato-Latham
Department of Justice

5/18/2026

Date



EXHIBIT B SCOPE OF SERVICES – Amendment 1

NHDES has offered funding from the American Rescue Plan Act (ARPA) for improvements to wastewater systems of mobile home cooperatives throughout the state of New Hampshire. Funding offers made in 2021 and 2022 total approximately \$15,631,000 across 25 resident owned cooperative applicants. DPC Engineering, LLC (DPC) will provide technical assistance and oversight to the funded projects throughout design and construction of the proposed upgrades. The following services will be provided to NHDES by DPC:

- A. Provide tracking of costs, schedule, and project milestones for 25 funded projects. Provide coordination with the funding recipient (cooperative), their engineer and contractor. Tracking of pertinent information will be in an electronic format (Microsoft Excel or similar) and shared in a monthly update meeting with NHDES. Identify issues with meeting deadlines established in the funding agreement with the cooperative.
- B. Provide technical input and guidance during attendance at project meetings with project owners, their engineers, and contractors to optimize project schedule. Coordinate among entities as needed to ensure that project meetings are happening at an adequate frequency for the scope of the project. Attend the project kickoff meeting and preconstruction meeting and one (1) additional meeting, for each of the 25 projects. Attend such meetings as a representative of NHDES.
- C. Review of remaining Engineering Contracts and associated Amendments (22 of 25 remaining) for Design and Construction Administration (including scope, schedule, and fee) and provide feedback and recommendations for approval to NHDES.
- D. Coordination of the remaining Environmental Review processes (19 of 25 remaining) for the funded projects with the NHDES Environmental Review lead, the cooperative's engineer, and the cooperative. Answer technical questions as needed during the process, ensure the Environmental Review template submitted on behalf of the cooperative covers the full scope of the wastewater project and is consistent with approved funding scope of work.
- E. Conduct limited review of design drawings and specifications (in parallel with NHDES primary review) prior to sending to NHDES for final design approval. Provide review of compliance with NHDES Administrative Rules for design on the 25 funded projects. Applicable Administrative rules include: Env-Wq 700 and Env-Wq 1000; and other rules as appropriate.
- F. Review cost estimates and provide comment or recommendation on bid alternates to assist in ensuring projects are able to meet established budgets based on available

Contractor's Initials: DPC

Date: 04/09/2024

grant funding.

G. Review the request to bid the Construction Contract from the cooperative's design engineer and recommend Authorization to Bid to NHDES.

H. Provide onsite project visits during construction to verify compliance with applicable Administrative Rules and contract documents, and to observe overall construction progress. A total of up to 346 site visits will be conducted during active construction. The number of visits for each individual community will be determined collaboratively by NHDES and DPC Engineering as construction progresses. Prepare observation reports documenting work in progress for NHDES. Review pay applications submitted by the Contractor and the cooperative's design engineer and provide recommendations to NHDES regarding payment.

I. Review and comment on the construction schedules during the course of construction to ensure the projects are being completed in a timely manner.

J. Review construction Change Orders for the life of each construction project. Provide feedback to the cooperative and their engineer, and provide recommendation to approve the Change Order to NHDES.

K. Provide assistance to the cooperative and their engineer with preparing disbursement requests and recommendation for Approval to NHDES.

L. Review the Request to Award the Construction Contract from the cooperative's design engineer and recommend Authorization to Award to NHDES.

M. Complete a Closeout Checklist for each project and coordinate with the cooperative and their engineer to ensure that the required documents are submitted.

N. Provide training in a web-based format to instruct the cooperatives on the preparation of a fiscal sustainability plan as a requirement of the funding. It has been assumed that this training will be provided to all cooperatives in a single session, and recorded for use by NHDES. Provide review of the prepared fiscal sustainability plans and work with cooperatives and their engineers to finalize the plan.

O. Provide technical and administrative support to cooperatives from the point of the final grant application, submission of design documents for review by NHDES, submission of Environmental Review templates, through construction. Provide support for cooperatives in meeting grant requirements through the life of the grant. Act as the primary point of contact for the owners and their engineers for the project and coordinate with NHDES to provide information and answers to questions as needed.

Contractor's Initials: DPC
Date: 04/09/2026



TABLE: AMENDMENT NO. 1

Technical Assistance to Disadvantaged Wastewater Projects
NHDES
March 26, 2026

OVERVIEW AND PURPOSE

NHDES received funding from the American Rescue Plan Act (ARPA) Program for improvements to wastewater systems of mobile home cooperatives throughout the State of New Hampshire. DPC is providing technical assistance and oversight to the funded projects throughout design and construction of the proposed upgrades.

This Amendment No. 1 is intended to adjust and extend the duration of the original Agreement, and to provide additional onsite active construction visits to help facilitate completion of the Projects by September 2026.

NATURE OF MODIFICATIONS (SCOPE AND SCHEDULE)

The original Agreement included the following tasks and fees, with a contract completion milestone of June 30, 2026:

Task ID	Task Description	Lump Sum Total by Task
A	Cost, Schedule & Milestone Tracking	\$ 116,163.59
B	Technical Input & Coordination Meetings (3 per	\$ 127,537.92
C	Review of Engineering Contracts (22 Projects)	\$ 7,067.17
D	Coordination of Environmental Reviews (19 Projects)	\$ 20,553.56
E	Review of Design Drawings & Specifications	\$ 26,975.52
F	Review of Cost Estimates & Bid Alternates	\$ 49,420.80
G	Review Requests to Bid	\$ 5,285.28
H	Active Construction Visits (3 per Project)	\$ 62,746.34
I	Review of Construction Schedules During	\$ 24,092.64
J	Review of Construction Change Orders	\$ 21,072.48
K	Assistance with Disbursement Requests	\$ 96,988.32
L	Review Requests to Award	\$ 5,285.28
M	Completion of Closeout Checklists	\$ 15,855.84
N	Fiscal Sustainability Plan Assistance	\$ 5,937.36
O	Technical & Admin. Support for Grant Requirements	\$ 65,619.84
Total =		\$ 650,601.95

NHDES requested that DPC's Agreement be extended through October 31, 2026, which is an additional four (4) months. Tasks A (Cost, Schedule & Milestone Tracking) and O (Technical & Administrative Support for Grant Requirements) were originally duration-based tasks and require adjustment based on this proposed change to Contract duration. Amendment No. 1 adjusts Tasks A and O duration and fees as shown in the following table. The original Agreement cost per month was used for the additional duration, which assumes no change to the hourly rates used in the original Agreement (fee matrix dated January 25, 2023), as a courtesy to NHDES.



Task ID & Description	Original Agreement			Amendment No. 1	
	Fee	Duration (Months)	Monthly Cost	Additional Duration (Months)	Additional Lump Sum Fee
A - Cost, Schedule & Milestone Tracking	\$ 116,163.59	32	\$ 3,630.11	4	\$ 14,520.45
O - Technical & Admin. Support for Grant Requirements	\$ 65,619.84		\$ 2,050.62		\$ 8,202.48
Total =	\$		181,783.43	\$	22,722.93

As part of this Amendment No. 1, NHDES requested that Task H (Active Construction Visits) also be adjusted to provide additional active construction site visits in support of the remaining projects. DPC has also held our original unit cost per trip (assumed two site visits per trip) from the original Agreement, as a courtesy to NHDES.

Based on an assumed average 10-week duration of remaining active construction for each of the 14 remaining projects, and an average of 2.3 visits per week per project, there is a total of 135 remaining trips budgeted under this Amendment No. 1. This includes an allowance (reduction) for the 24 trips remaining under the original Agreement. Amendment No. 1 adjusts Task H as shown in the following table. This is anticipated as a budgetary value, and remaining trips performed under this Amendment No. 1 will only be invoiced based on the number of actual trips.

Task H, Active Construction Visits	
Unit Cost per Site Visit, Original Agreement	\$ 1,677.44
Escalation to Year 4	0%
Unit Cost per Trip, Amendment No. 1	\$ 1,677.44
Number of Remaining Projects	14
Assumed Average # of Weeks Active Construction per Project	10
Assumed Average # of Visits per Week per Project	2.3
Total Estimated Remaining Visits	319
Assumed No. of Sites Visited per Trip	2
Total Estimated Remaining Trips	159
No. of Remaining Trips in Original Agreement (as of 3/25/26)	24
Total Additional Remaining Trips, Amendment No. 1	135
Amendment No. 1 Additional Fee for Trips (Allowance Based on Number of Visits)	\$ 226,454.40

SUMMARY OF FEES

Following is the summary of fees associated with Amendment No. 1 and the updated total fee for the Project:

Original Agreement (Tasks A through O) =	\$650,601.95
Amendment No. 1 (Lump Sum, Tasks A and O) =	\$22,722.93
Amendment No. 1 (Allowance Based on Number of Trips, Task H) =	\$226,454.40
Total (Agreement and Amendment No. 1) =	\$899,779.28

State of New Hampshire

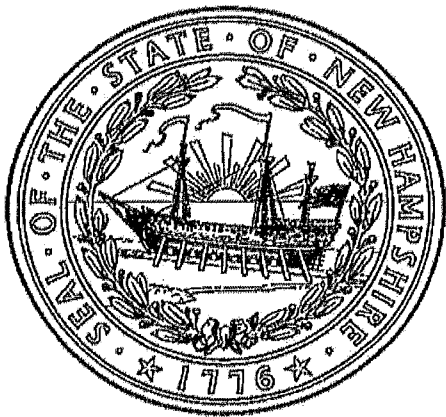
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that DPC ENGINEERING, LLC is a Massachusetts Limited Liability Company registered to transact business in New Hampshire on April 22, 2019. 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: **817890**

Certificate Number: **0007903597**



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 9th day of April A.D. 2026.

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

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, David R. Prickett hereby certify that I am the sole member of
DPC Engineering, LLC, LLC and have
been the sole member since 2014.

I certify that I am authorized to bind the LLC.

I hereby further certify and acknowledge that the State of New Hampshire will rely on
this certification as evidence that I have full authority to bind the LLC.

Signed: David R. Prickett

Date: 04/09/2026

State of ~~New Hampshire~~ ^{Massachusetts}, County of Hampden.

On this the 9 day of April, 2026, before me Jessica Garrison,
the undersigned officer, personally appeared David Prickett, known to me
(or satisfactorily proven) to be the person whose name is subscribed to the within
instrument and acknowledged that he/she executed the same for the purposes therein
contained. In witness whereof, I hereunto set my hand and official seal.

[Handwritten signature]



