



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

OFFICE OF THE COMMISSIONER 25 Capitol Street – Room 120 Concord, New Hampshire 03301

> JOSEPH B. BOUCHARD Assistant Commissioner (603) 271-3204

Bureau of Public Works Design & Construction

October 15, 2013

Her Excellency, Governor Margaret Wood Hassan and the Honorable Council State House Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Public Works Design and Construction to enter into an agreement with H.E. Bergeron Engineers Inc., (Vendor Code 155401) PO Box 440, 2605 White Mountain Highway, North Conway, NH, 03860-0440 in an amount not to exceed \$300,000 for Civil/Structural 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, 2016.

EXPLANATION

The Department proposes to retain the private consulting firm HEB Engineers Inc., to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This is one (1) of four (4) open-ended agreements for Civil/Structural services that will be presented for approval. The agreement will enable the Department to respond quickly to unscheduled project requests and possible emergencies regarding Civil/Structural services 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 Civil/Structural services consultant work are maintenance and capital funded projects.

This agreement is a proposed contract with the Civil/Structural services firm selected to provide on-call Civil/Structural services. It is anticipated that Civil/Structural services can be handled by four (4) Civil/Structural firms through the contract period.

The consultant selection process employed by the Department for this project is in accordance with RSAs 21-1:22, 21-1:22-c, and 21-1:22-d, all applicable Federal Laws and the Department's procedures for "Selection of Engineers, Architects and Surveyors dated July 28,

Her Excellency, Governor Margaret Wood Hassan and the Honorable Council October 15, 2013 Page 2 of 2

2005. Cumulative scoring was used in this selection process in order to assure that the perspective of each committee member received proper consideration during scoring deliberations. Each committee member, Mark Nogueira, Michelle Juliano and Roger Dionne, 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 April 2013, the Bureau of Public Works Design & Construction advertised in the Union Leader, the Bureau of Public Works Design & Construction website and email notification soliciting interest in providing on-call Civil/Structural Services. The following table lists the twenty-four (24) consultant firms that submitted letters of interest and were considered for this assignment.

HEB Engineers Inc.

CHA

Colby Company, LLC

Dubois & King

Engineering Ventures

Harriman Hoyle & Tanner Associates

Jacobs Engineering

Loureiro Engineering SFC Engineering McFarland Johnson **SMRT**

Stantec Consulting Svcs MHF Design Consultants

MJS Engineering RFS Engineering

Nobis Engineering

Oak Point Associates Tighe & Bond Quantum H. L. Turner Group

SCT Engineering VHB

The firms were then 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 team, and overall suitability for the assignment. It is now the Department's intent to enter into Statewide Consultant Service Agreements with the four (4) highest rated firms as their legal documentation and Certificate of Insurance become available.

> HEB Engineers Inc. Quantum Construction Consultants

McFarland-Johnson Inc. Vanasse Hangen Brustlin Inc.

A copy of HEB Engineers 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, Bureau of Public Works Design & Construction.

Respectfully submitted,

Jinda MHOGlor

Linda M. Hodgdon, Commissioner

Explanation of Statewide Consultant Committee Selection

Members are selected using the approved guidelines for the Bureau of Public Works Design and Construction "Selection of Engineering, Architects, and Surveyor Services". Per these guidelines, the Committee should consist of the Bureau Administrator plus two other Project Managers.

The <u>Administrator</u> 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 and State services provides insight into expertise, staffing and capacity of the consultant firms.

The <u>Assistant Administrator</u> 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 <u>Discipline Head</u>,(PM 4) for the specific type of work the consultant is being hired for (i.e. Mechanical, Civil, etc.), brings additional expertise concerning the capabilities of various consultants with whom they have worked. Their years of project management experience provide the more detailed perspective about the various consultants' strengths or weaknesses and how they would fit with the project needs.

Administrator - PM6 Asst. Administrator - PM5 Project Mgr - PM4 Mark T. Nogueira – 24 years private/State Service Michelle Juliano - 25 years State service Roger Dionne - 27 years State service

COMMITTEE PROPOSAL RATING FOR CIVIL STATEWIDE

			Capacity to	Quality and	Overall			
Consultant Name	Comprehension of Assignment	Clarity of Proposal	Perform in a Timely Manner	Experience of PM/Team	Suitability for the Assignment	Total Score	Cumulative Score	
HE Bergeron	C. F. Go. G. H. H. G. K.	тороса	Timory internior	OTT MINTOUTH	are riouigiment	100010010	66.0	<===== Highest Rating
Mark Nogueira	5	5	5	5	5	25	88.0	Highest Rating
Michelle Juliano	4	4	3.5	4.5	4	20		
Roger Dionne	4	5	4	4	4	21	1	
reger Browns	·	_ •	<u> </u>	<u> </u>	-7	0	†	
Hoyle, Tanner & Assoc				_			62.0	
Mark Nogueira	4.5	4.5	5	5	4.5	23.5	1	
Michelle Juliano		3	3.5	5	4	19.5	1	
Roger Dionne	4	4	3	4	4	19	1	
0						0	1	
McFarland-Johnson							64.0	<===== Highest Rating
Mark Nogueira	4.5	4.5	5	4	4.5	22.5	1	
Michelle Juliano	4	4.5	4.5	4	4.5	21.5	1	
Roger Dionne	4	5	4	4	3	20	1	
0						0	1	
Quantum Const. Cons.							68.0	<==== Highest Rating
Mark Nogueira	5	4	4	4.5	4.5	22	1	
Michelle Juliano	4	3.5	5	5	4.5	22		
Roger Dionne	5	4	5	5	5	24	1	
0						0	1	
Tighe & Bond							59.0	
Mark Nogueira		4.5	4.5	4	4	21.5		
Michelle Juliano		4	3.5	4	4	19.5		
Roger Dionne	3	3	4	4	4	18		
0						0		
HL Turner							63.5	
Mark Nogueira		4	5	4.5	4	21.5		
Michelle Juliano		3.5	4.5	4.5	4.5	21		
Roger Dionne	3	5	4	4	5	21		
0						0		
VHB							65.0	<==== Highest Rating
Mark Nogueira		4	5	4.5	4	22]	
Michelle Juliano		3.5	5	4	4.5	21		
Roger Dionne		5	4	4	4	22		
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CERTIFICATE OF LIABILITY INSURANCE

HEBEN-1

DATE (MM/DD/YYYY)

OP ID: LL

10/15/2013

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 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).

Poole Professional LtdTM 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Thomas M. Mullard		Phone: 800-371-1063				
		Fax:	PHONE FAX (A/C, No, Ext): (A/C,		X C, No):	
			E-MAIL ADDRESS:			
THOMAS IN	, manura		INSURER(S) AFFORDING COV	ERAGE	NAIC#	
			INSURER A: Travelers Property Casua	alty Co	25674	
HEB Engineers, Inc. PO Box 440, 2605 White Mt. Hw		INSURER B: Charter Oak Fire Ins. Co.		25615		
	North Conway, NH 03860		INSURER C: Travelers Indemnity Co.		25658	
	Notal Collway, Nil 03000		INSURER D : Travelers Indemnity Co o	25682		
		INSURER E:				
			INSURER F:			

CERTIFICATE NUMBER: REVISION NUMBER: COVERAGES

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	5	
	GENERAL LIABILITY						EACH OCCURRENCE	\$	2,000,000
A	X COMMERCIAL GENERAL LIABILITY			6803C779890	11/01/2013	11/01/2014	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	1,000,000
ĺ	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	\$	5,000
							PERSONAL & ADV INJURY	\$	2,000,000
							GENERAL AGGREGATE	\$	4,000,000
l	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$	4,000,000
	POLICY PRO- JECT LOC							\$	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000
В	ANY AUTO X ALL OWNED AUTOS X HIRED AUTOS X HIRED AUTOS X AUTOS X AUTOS X AUTOS X AUTOS X AUTOS		BA3C781443		11/01/2013	11/01/2014	BODILY INJURY (Per person)	\$	
								\$	
							PROPERTY DAMAGE (Per accident)	\$	
								\$	
	X UMBRELLA LIAB OCCUR						EACH OCCURRENCE	\$	1,000,000
С	EXCESS LIAB CLAIMS-MADE			CUP3C885465	11/01/2013	11/01/2014	AGGREGATE	\$	1,000,000
	DED RETENTION \$							\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY D ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		UB3974T789				X WC STATU- TORY LIMITS OTH- ER		
D					11/01/2013		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 (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Interest of the State of New Hampshire is included as an additional insured under the General and Auto Liability, subject to all policy terms and conditions.

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STATN-3

CANCELLATION

State of New Hampshire Dept. of Administrative Serv. Bureau of PW Design & Const. P.O. Box 483, 7 Hazen Drive Concord, NH 03302-0483

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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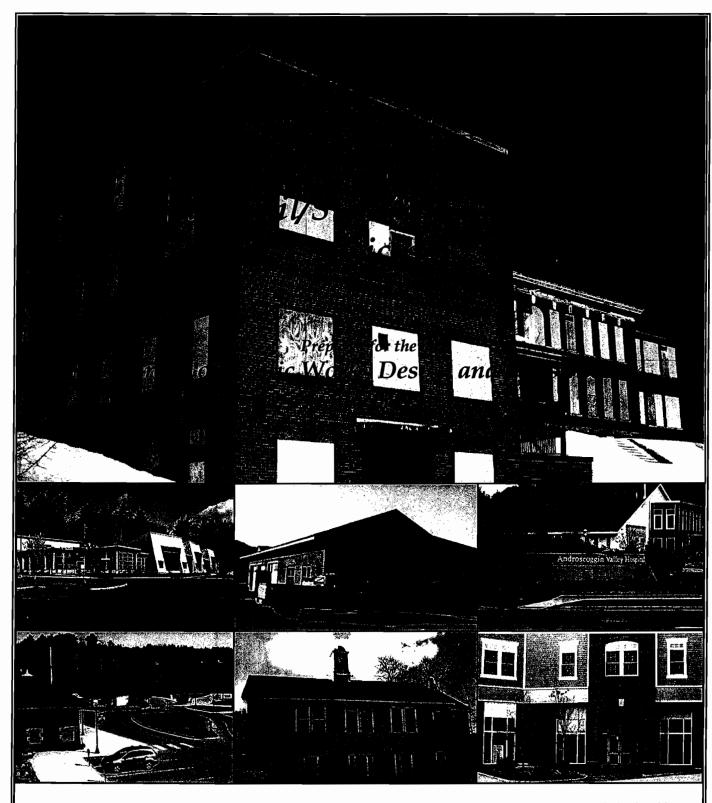


CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 09/16/2013

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 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 cornfer rights to the certificate holder in lieu of such endorsement(s). Phone: 800-371-1063 CONTACT NAME: Poole Professional Ltd.-TM PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C. No): Fax: 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Thomas M. Mullard INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Travelers Casualty & Surety 19038 HEB Engineers, Inc. INSURED INSURER B : PO Box 440, 2605 White Mt. Hwy INSURER C : North Conway, NH 03860 INSURER D INSURER E INSURER F: **CERTIFICATE NUMBER: REVISION NUMBER:** COVERAGES 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. ADDL SUBR POLICY EFF POLICY EXP
(MM/DD/YYYY) (MM/DD/YYYY) TYPE OF INSURANCE POLICY NUMBER GENERAL LIABILITY EACH OCCURRENCE DAMAGE TO RENTED COMMERCIAL GENERAL LIABILITY PREMISES (Ea occurrence) 2 CLAIMS-MADE **OCCUR** MED EXP (Any one person) PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ GEN'L AGGREGATE LIMIT APPLIES PER: PRODUCTS - COMP/OP AGG \$ POLICY LOC OMBINED SINGLE LIMIT **AUTOMOBILE LIABILITY** (Ea accident) BODILY INJURY (Per person) \$ ANY AUTO ALL OWNED AUTOS SCHEDULED BODILY INJURY (Per accident) \$ AUTOS NON-OWNED PROPERTY DAMAGE HIRED AUTOS AUTOS (Per accident) 2 UMBRELLA LIAB \$ **EACH OCCURRENCE EXCESS LIAB** CLAIMS-MADE **AGGREGATE** \$ DED RETENTION \$ \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY WC STATU-TORY LIMITS E.L. EACH ACCIDENT ANY PROPRIETOR/PARTNER/EXECUTIVE 2 OFFICER/MEMBER EXCLUDED? (Mandatory in NH) E.L. DISEASE - EA EMPLOYEE \$ if yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT Prof. Liability 105264259 03/28/2013 03/28/2014 Per Claim 2,000,000 DEDUCTIBLE: \$25,000 2,000,000 Aggregate DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) For professional liability coverage, the aggregate limit is the total insurance available for all covered claims presented within the policy period. The limit will be reduced by payments of indemnity and expense. CERTIFICATE HOLDER CANCELLATION STATN-3 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. State of New Hampshire Dept. of Administrative Serv. Bureau of PW Design & Const. AUTHORIZED REPRESENTATIVE P.O. Box 483, 7 Hazen Drive Concord, NH 03302-0483





Submitted by:

H.E. Bergeron Engineers, Inc.

2605 White Mountain Highway Post Office Box 440 North Conway, NH 03860 www.hebengineers.com (603) 356-6936

H.E. Bergeron Engineers, Inc.

PO Box 440, 2605 White Mountain Hwy North Conway, NH 03860-0440 (603) 356-6936 (phone) (603) 356-7715 (fax) www.hebengineers.com

June 25, 2013

Mark T. Nogueira, P.E., Administrator NH Bureau of Public Works Design and Construction 7 Hazen Drive, Room 250 PO Box 483 Concord, NH 03302-0483



Re: Civil/Structural Statewide Agreement – Technical Proposal

Dear Mr. Nogueira and members of the selection committee,

We are very pleased to have been selected to present this technical proposal for the Bureau's statewide civil/structural agreement. We feel HEB is well qualified to meet your project needs and believe the following information will assure you of our abilities.

We believe the following considerations are advantages of the HEB team:

- In-House Services: The ability to provide survey, civil and structural engineering services out of one office allows HEB to provide efficient and coordinated design services. This will prove beneficial particularly on the Bureau's multi-disciplinary projects.
- IDIQ Experience: HEB's experience with term contracts for the US Postal Service, USDA-Forest Service, National Park Service and US Fish & Wildlife will serve us well when working with the Bureau. We understand the need to be responsive while providing quality services within your timeframe. We also understand the importance of identifying the appropriate scope, schedule and team for each project as no two are identical.
- <u>Building Experience</u>: We have a wealth of knowledge in survey, civil and structural engineering projects for both new and renovated building projects. We have found the success of these projects to be rooted in close coordination with the owner, Architect and M/E/P consultant. This experience will benefit Bureau projects.
- Firm Size: A term contract with the Bureau will have the highest priority in our office
 which may not be the case with other, larger firms. We will be very responsive and
 provide you with exceptional client service throughout the contract.

We are committed to providing senior level staff to all of our projects who are supported by knowledgeable technical and administrative staff, working in a team environment focused on meeting your expectations, whenever you need them.

Sincerely,
H.E. Bergeron Engineers, Inc.

Jay J. Poulin, PE
Vide President/Lead Civil Engineer

Enclosures: Resumes of Key Staff

HEB Quality Control/Quality Assurance Program

Copy: File

Approach to Bureau Projects

Our project approach will be guided by two primary principles: Responsiveness and Quality Services.



You require a consultant who will respond to your needs quickly and provide you with quality engineering services. At HEB, your projects will have the highest priority and, as a smaller-sized firm, our ability to be flexible and responsive will be a benefit to you. As a full-service firm, we can provide land surveying as well as civil and structural engineering by licensed professionals in each service area.

Every project is different and at HEB we strive to approach each project in a way that best meets the needs of our clients and community. In developing projects with the Bureau, our approach will include:

- **Identifying project goals** Understanding the goals and priorities of the proposed project are critical to the success of the project. We will listen to you as we collectively develop the project scope of work and schedule.
- Developing project team Based on the understanding of the project goals, we will assemble an experienced team of licensed professionals appropriate for the scope of work.
- Negotiating work orders We will work closely with the Bureau in developing work orders utilizing the Statewide Agreement format. Our responsiveness in developing the work orders will allow HEB to provide quick execution of the proposed work.
- Coordinating kick-off meeting Once the work order is complete, we have found that
 a kick-off meeting with all appropriate project representatives is an effective and
 important step in the development of the project to be sure everybody is working toward
 the same goals.

Site design projects, including coordination of geotechnical and survey components, drainage design, parking design, site access, utilities and permitting activities are performed through our Civil/Survey Group. We have three licensed professional engineers and three licensed land surveyors within the Civil/Survey Group and are well-versed in state permitting requirements and design principals. Our civil engineering staff has worked on these types of projects together for nearly a decade. We have won awards for our construction administration services from FHWA and believe our approach to site design, which typically includes several public input opportunities and context sensitive design, will work effectively for Bureau projects, whatever their size and situation.

HEB's Structural Group has a great deal of experience with new and rehabilitated building design, structural assessments, and renovation analyses. Over the years, we have worked directly with owners, in collaboration with architects, and as a third-party reviewer of building projects throughout the state. Chris Fournier, HEB Lead Structural Engineer, was recently honored with a 2013 Rising Star in Structural Engineering from industry management resource ZweigWhite. The award recognizes structural engineers ages 40 and under working in the United States who have demonstrated exceptional technical ability, an aptitude for leadership, or have attained distinction in teaching, research or public service benefiting the structural engineering profession, their employers, project owners or society in general. We are confident our structural engineering expertise, working in conjunction with our Civil/Survey Group, will provide a streamlined, professional service to the Bureau.

Ability to Perform

Our ability to perform for the Bureau is based on two important factors: **Number of Professional Staff** and **Term Contract Priority**.



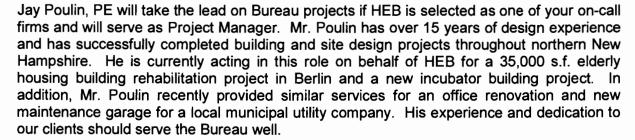
Our firm is well-versed in planning, designing, permitting, preparing construction documents, and construction administration for civil and structural projects of all sizes. We take great pride in our ability to meet our clients' expectations, timeframes and budgets. We have at several licensed professionals in each of our civil, structural, and survey groups which ensures our clients have an experienced team working on their projects at all times. At HEB, our staff works together in a variety of ways and they are as comfortable taking the lead as they are in providing technical support or quality assurance checking. This approach to design allows us to meet deadlines and project needs and to maintain excellent client communications throughout.

We are committed to and able to meet tight schedules, as seen in recent building projects such as the GCEDC Enterprise Center at Plymouth and the Berlin Water Works Office Improvements. Another project of note is the roof rehabilitation currently underway at the Mount Washington Hotel in Bretton Woods. Despite complicated coordination between various members of the design team, owner and contractors, these projects have been completed on time and within budget. This kind of performance is expected at HEB and, if selected, we will ensure Bureau projects are equally successful.

As previously mentioned, a term contract with the Bureau will have high priority in our office which may not be the case with other, larger firms. We understand the importance of being responsive in this type of contract and will be prepared to deliver quality engineering services. Our experience providing term contract services recently to the USDA-Forest Service for Civil and Structural Engineering in the White Mountain National Forest is an example of our commitment to term contract clients. At HEB, we value our term contract clients and work hard to establish close and effective working relationships to put your mind at ease and allow for seamless project flow.

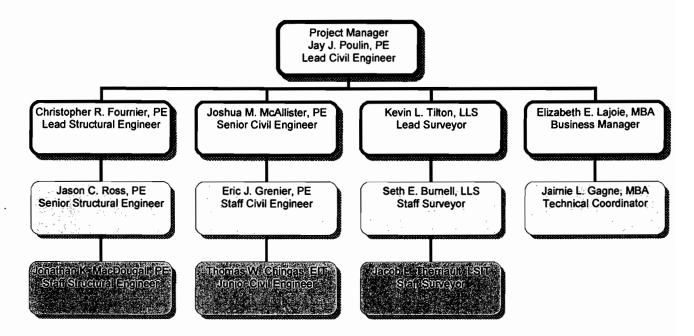
Our location in North Conway, NH, along with our in-house survey services, will be an additional benefit to the Bureau, if selected. We have been working in the North Country for nearly forty years and have a large library of property information and existing data. Having this information on hand can greatly reduce the amount of time spent in predesign phases of our projects and we often rely on our historical data to find and work with existing conditions in an efficient way. We are rarely caught short with unexpected delays during design phases because of our research activities at the beginning of a project. This can include right-of-way determinations, existing easements, permitting complications, and the like. This allows us to develop an attainable project approach and schedule, which in turn allows us to ensure your satisfaction with the completed project.

Project Team





Mr. Poulin will be supported by our experienced staff of engineers, surveyors, technicians and administrators as needed for the successful completion of the work. Our focus on continual training and technical expertise enables us to provide you versatile project teams for your projects, as outlined in the project team organizational chart below:



As a multi-service design firm, HEB works across disciplines effectively. Our staff is comfortable working together on a variety of project types and sizes and is committed to meeting your project needs and schedules.

Why HEB?

We believe we can provide the responsiveness, quality design, and project outcomes you expect from your on-call design teams. As an employee-owned company, we are committed to our clients throughout our organization and, if selected, we believe the Bureau will find HEB to be professional and easy to work with for any sized project. We look forward to hearing from you and would be happy to answer any additional questions you may have regarding our team, our approach to projects, or our experience.



Jay J. Poulin, PE Lead Civil Engineer

Mr. Poulin received his Civil Engineering degree in 1997 from Clarkson University, with additional studies in technical communications. Since then, he has developed a diverse background in site and subdivision design, environmental permitting, infrastructure evaluation and airport planning and design. In 2008, he was invited to join HEB's leadership group and became a shareholder of the firm. He is responsible for comanagement of the Civil/Survey Group and is well-versed in state and federal agency requirements and municipally-managed programs. In 2012 he was elected Vice President of Business Development at HEB and is responsible for client and agency liaison, HEB's client services initiatives, and is active in several North Country charitable organizations.

SPECIALIZATION:

Commercial Site Development

- Environmental Site Assessment
- Parking Lot & Site Design

Municipal Infrastructure

- Roadway Planning & Design
- Pathway & Recreational Planning & Design
- Water & Sewer Planning & Design
- Landfill Design & Monitoring
- Regulatory Documentation & Compliance

Architectural Partnership

- Educational Site Planning & Design
- Regulatory Documentation & Compliance
- Construction Administration

Federal Agencies

Watershed Analysis & Stormwater Design

- Regulatory Documentation & Compliance
- Construction Administration
- Master Planning & Evaluation
- Airport Planning & Design
- Utility Planning & Design
- Funding Coordination
- Construction Administration
- Private Site Planning & Design
- Non-Profit Site Planning & Design
- Funding Coordination
- Utility Planning & Design

LICENSURE:

Professional Engineer - New Hampshire, Maine, Massachusetts Licensed Designer of Subsurface Disposal Systems - New Hampshire

CERTIFICATION:

NHDOT Local Public Assistance

MEMBERSHIP:

National Society of Professional Engineers (NSPE)

CIVIC INVOLVEMENT:

Berlin Industrial Development Park Authority (BIDPA), Member Tillotson Local Grants Committee, Member Androscoggin Valley Hospital Board of Directors, Member

EDUCATION:

Clarkson University - Bachelor of Science Civil and Environmental Engineering, 1997

EXPERIENCE:

H.E. Bergeron Engineers, Inc. - North Conway, NH 2003 - Present Lead Civil Engineer (Civil/Survey Group)

Gale Associates - Bedford, NH 2002 - 2003 Project Engineer

DuBois & King, Inc. - Nashua, NH 1998-2002

Project Engineer







Christopher R. Fournier, PE Lead Structural Engineer

Mr. Fournier currently serves as the Structural Group Leader at HEB in addition to his duties as Lead Structural Engineer. He is responsible for project management, structural analysis and design of bridges and other structures, structural assessments, and construction administration. In 2011, he was invited to join HEB's leadership group and became a shareholder of the firm. Mr. Fournier is well-versed in state and federal agency requirements and municipally-managed programs.

SPECIALIZATION:

Bridge Engineering

- Field Inspection & Assessment
- Replacement / Rehabilitation Design

Building Engineering

- Field Inspection & Assessment
- Steel Concrete Wood Masonry

Tower Engineering

- Field Inspection & Inventory

- Construction Administration
- Load Rating
- Structural Analysis & Design
- Special Inspections

- Reinforcement Design

Structural Analysis & Design

Professional Engineer - New Hampshire, Maine, Vermont, Massachusetts, Connecticut

CERTIFICATION:

NHDOT Local Public Agency

MaineDOT Local Project Administration

Tower Climbing Safety and Rescue (OSHA - CFR 1910 and 1926)

'Rising Star in Structural Engineering' 2013, Structural Engineer Magazine 'Young Professional' 2013, SEI Structures Congress

MEMBERSHIP:

American Society of Civil Engineers (ASCE)

American Society of Civil Engineers New Hampshire Sections (ASCE-NH)

Structural Engineers Institute (SEI)

Structural Engineers of NH (SENH)

SENH Board of Directors, Member

American Council of Engineering Companies (ACEC)

ACEC-NH Consultant Quality Initiative (CQI) Contracts Subcommittee, Member

PUBLISHED WORK:

Fournier, C.R. (2013) Wood-framed Stair Stringer Design and Construction. Structure March:44-47.

Fournier, C.R., Davids, W.G., Nagy, E., Landis, E.N. (2007) Morphological lattice models for the simulation of softwood failure and fracture. Holzforschung 61:360-366.

Landis, E.N., Fournier, C.R., Davis, W.G. (2003). Modeling scale effects in wood with lattice models. In: Proceedings of the 16th ASCE Engineering Mechanics Conference, Seattle, WA.

University of Maine - Master of Science Structural Engineering, 2005, summa cum laude University of Maine - Bachelor of Science Civil Engineering, 2004, summa cum laude

EXPERIENCE:

H.E. Bergeron Engineers, Inc. - North Conway, NH 2006 - Present Lead Structural Engineer (Structural Group)





Joshua M. McAllister, PE, CPESC, MBA Senior Civil Engineer

Mr. McAllister received his Civil Engineering degree from Clarkson University in 2002 and began his career at HEB in 2004. In 2008, he was invited to join HEB's leadership group and became a shareholder of the firm. Mr. McAllister received his license as a Certified Professional in Erosion and Sediment Control in 2010 as well as completing his Masters of Business Administration program through Plymouth State University. His areas of expertise include hydraulic/hydrology studies, riverbank stabilization, high-profile commercial developments, roadway and subdivision design, and construction administration. At HEB, he is responsible for drainage analysis and design, site planning and permitting, municipal engineering review and construction observation services, and roadway design.

SPECIALIZATION:

Commercial Site Development

- Erosion & Sediment Control Planning
- Parking Lot & Site Design

Municipal Infrastructure

- Roadway Planning & Design
- Municipal Engineering Review
- Regulatory Documentation & Compliance

Architectural Partnership

- Educational Site Planning & Design
- Regulatory Documentation & Compliance

Federal Agencies

Watershed Analysis & Stormwater Design

- Regulatory Documentation & Compliance
- Construction Administration
- Riverbank Stabilization Design
- Water & Sewer Planning & Design
- Construction Administration
- Private Site Planning & Design
- Non-Profit Site Planning & Design
- Hydrologic & Hydraulic Analysis

LICENSURE:

Professional Engineer - New Hampshire, Maine, Vermont Certified Professional in Erosion & Sediment Control

CERTIFICATION:

NHDOT Local Public Assistance
MaineDOT Local Project Administration

MEMBERSHIP:

American Society of Civil Engineers (ASCE-NH)
International Erosion Control Association (IECA-NE)
Plan NH

CIVIC INVOLVEMENT:

Conway Area Humane Society, Board of Directors, Treasurer Kennett High School Drafting/Engineering Advisory Committee, Member MWV Young Professionals, Member Leadership MWV, Class of 2009

EDUCATION:

Plymouth State University - Master of Business Administration, 2010 Clarkson University - Bachelor of Science Civil and Environmental Engineering, 2002

EXPERIENCE:

H.E. Bergeron Engineers, Inc. - North Conway, NH 2004 - Present Senior Civil Engineer (Civil/Survey Group)

Bohler Engineering, PC - Sterling, VA / Albany, NY 2003 - 2004Project Engineer





Kevin L. Tilton, LLS Lead Surveyor

Mr. Tilton joined HEB upon graduation from UNH's Thompson School in 2005. He has considerable experience with boundary and engineering surveys, deed research and plan compilation. He is responsible for survey project management at HEB, including client communications, coordination of field survey, survey computations and survey field crew oversight, as well as quality checking and team management. Mr. Tilton also acts as HEB's Kennett High School liaison, working with the local math and tech programs to develop surveying and drafting projects for local students.

SPECIALIZATION:

Property Surveying

- Boundary Surveying
- Topographic Surveying

Conservation Surveying

- Boundary & Easement Surveying
- Deed Research

Infrastructure Surveying

- Client Coordination & Project Management
- Line & Corner Monumentation
- Large Tract Survey (USFS, USF&W, NPS)
- Client Coordination & Project Management

- Roadway & Bridge Surveying
- Water & Sewer Surveying
- Right-of-Way Mapping

- Base Mapping
- · Easement Documentation
- Construction Layout

LICENSURE:

Licensed Land Surveyor - New Hampshire (since 2009)

MEMBERSHIP:

NH Land Surveyors Association (NHLSA) White Mountain Board of Realtors (WMBR), Affiliate Member

CIVIC INVOLVEMENT:

NSPS Trig-Star Program, Kennett High School, Teacher Kennett High School Trades Day, Guest Presenter Kennett High School Drafting/Engineering Advisory Committee, Member White Mountain Milers, Member

University of New Hampshire - AS Applied Science, Civil Technology, 2005

EXPERIENCE:

H.E. Bergeron Engineers, Inc. - North Conway, NH 2005 - Present Project Surveyor (Civil/Survey Group)





Elizabeth E. Lajoie, MBA Business Manager

Ms. Lajoie began working at HEB in 2006 and became Business Manager in 2010. She is in charge of all financial aspects of the business and oversees day-to-day operations including facility management, staffing and recruiting, insurance coverage negotiations, contract review, and marketing activities. Ms. Lajoie joined HEB's shareholder group in 2008 and heads the firm's Resource Group. She also serves as the firm's Corporate Secretary and earned her Master's degree in Business Administration from Plymouth State University in 2013.

SPECIALIZATION:

Financial Management

- Financial Analysis & Reports
- Annual Audits & Overhead Review
- Contract Review & Negotiation

Marketing Development

- Public Relations & Community Involvement
- · Advertising & Sponsorship

Operations Management

- Quality Control/Quality Assurance Program
- Operational Coordination

Human Resource Management

- Policies & Procedures
- Training

- Budgeting
- AR/AP
- Strategic Planning
- Proposals & Presentations
- Communications
- · Technology Management
- Strategic Planning

Licensure Programs

Documentation & Reporting

MEMBERSHIP:

American Council of Engineering Companies (ACEC-NH)
Plan NH

CIVIC INVOLVEMENT:

HEB Cares! Program Coordinator
Mt. Washington Valley Economic Council, Education Committee Member
Jen's Friends Cancer Foundation, Volunteer
Leadership MWV, Graduate (Class of 2010)

EDUCATION:

Plymouth State University - Masters of Business Administration, 2013, *DMD Honors Society* Plymouth State University - Graduate Certificate in Organizational Communication, 2012 University of New Hampshire - Certificate of Engineering Management, 2008 Carleton College - Bachelor of Arts, 1999, *cum laude*

EXPERIENCE:

H.E. Bergeron Engineers, Inc. - North Conway, NH 2006 - Present Resource Group Leader, Business Manager

Physician Engineered Products, Inc. - Fryeburg, ME 2003 - 2006 Chief Operations Officer

Additional professional experience details available upon request

