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**State of New Hampshire**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**OFFICE OF THE COMMISSIONER**  
 25 Capitol Street – Room 120  
 Concord, New Hampshire 03301

VICKI V. QUIRAM  
 Commissioner  
 (603)-271-3201

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

Bureau of Public Works  
 Design and Construction  
 Project No. 80802R – Contract A

August 20, 2015

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

**REQUESTED ACTION**

1). Authorize the Department of Administrative Services to enter into an agreement with Colby Company, LLC. (Vendor No. 254487) Portland, ME., for a total price not to exceed \$970,207, for Professional Services for the Seacoast Field Maintenance Shop (FMS), Rochester. The contract is effective upon Governor and Council approval through June 30, 2018. **100% Federal Funds**

2). Further authorize that an amount of \$182,367 be approved for payment to the Department of Administrative Services, Bureau of Public Works Design and Construction (Vendor Code 177875) for engineering services provided, bringing the total to \$1,152,574. **100% Federal Funds**

Funding is available in account titled Adjutant General as follows:

02-12-12-120030-09070000 Seacoast FMS	<u>SFY16</u>
034-500152 – Design/Study	\$ 692,926
034-500152 – Interagency Fees	<u>\$ 29,700</u>
Sub-Total	\$ 722,626
02-12-12-120030-24130000 Construction Seacoast FMS	
034-500152 – Construction Administration	\$ 277,281*
034-500152 – Interagency Fees	<u>\$ 152,667*</u>
Sub-Total	\$ 429,948

**Grand Total**

\$1,152,574

\*Type "C" services, amounting to \$277,281 and Interagency Agency fees of \$152,667 are subject to Federal Funds availability at a later date.

**EXPLANATION**

Per Chapter 220:1, I, C Laws of 2015, for the Seacoast Field Maintenance Shop, this contract will provide for design and construction administration of a new 27,000 gross square foot National Guard Vehicle Field Maintenance Shop, consisting of 6,500 +/- square foot administrative and support space plus five maintenance bays, to support maintenance and repair of 139 combat and tactical vehicles for NHARNG in the coastal region of the State. Also included will be two detached buildings consisting of a 600 SF flammable materials facility and a 300 SF Controlled Waste Facility.

In December 2014, the Bureau of Public Works Design & Construction solicited Registered Architects and Engineers in the State by public announcement (RFI) for interest in providing consultant services for Construction of two Field Maintenance Shop projects, selecting two consultants, one for this Seacoast Field Maintenance Shop and one for the South-Central Field Maintenance Shop.

Twenty-Seven (27) consultant firms submitted letters of interest and were considered for this assignment. 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. Ultimately a short list of six (6) firms was developed.

Interviews were held with the following six (6) Consultant firms on February 3<sup>rd</sup> and 4<sup>th</sup>, 2015.

CHA Consulting  
Keene, NH

CSS Architects  
Wakefield, MA

Colby Company, LLC  
Portland, ME.

DHK Architects  
Boston, MA

Jacobs Engineering  
Bedford, NH

Smith, Alvarez, Sienkiewicz,  
Architects  
Burlington, VT

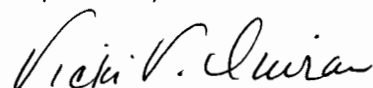
Based on their technical proposal, presentation and experience on projects of a similar nature, the firm of Colby Company, LLC, was chosen as best qualified for the project. The Consultant Selection Committee included representatives from the NH Army National Guard, Adjutant General's Department and the Bureau of Public Works Design and Construction. A

copy of the firm's Statement of Qualifications is provided, herewith, for your information and convenience.

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 Adjutant General's Department has certified that the necessary funds are available for Type 'A' and 'B' services, with Type 'C' available at a later date. 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 and Construction.

Respectfully submitted,

A handwritten signature in black ink, reading "Vicki V. Quiram". The signature is written in a cursive style with a large, looping initial "V".

Vicki V. Quiram  
Commissioner

CONTRACT SUPPLEMENTAL INFORMATION SHEET

PROJECT: BPW Project No. 80802R, Contract A – Seacoast Field Maintenance Shop, Rochester, NH

DESCRIPTION: This contract will provide for design and construction administration of a new 27,000 gross square foot National Guard Vehicle Field Maintenance Shop, consisting of 6,500 +/- square foot administrative and support space plus five maintenance bays, to support maintenance and repair of 139 combat and tactical vehicles for NHARNG in the coastal region of the State. Also included will be two detached buildings consisting of a 600 SF flammable materials facility and a 300 SF Controlled Waste Facility.

EXPLANATION: Along with a second facility planned for Hooksett, this will replace the existing field maintenance service facility in Manchester which is badly outdated, undersized at only 3,400 SF and cannot be adapted to meet NGB requirements. The facility will be staffed by 12 full time NHARNG technicians with 3 vehicles on site. The site will be developed with a pavement area totaling 6,500 SY. The new facility will be located on existing State owned land that is currently operated by the NH Army National Guard and the construction budget will be approximately \$8,031,000.

CONTRACT VALUE: \$970,208, including \$277,281 for Type "C" services, subject to Federal Funds availability at a later date.

Interview/Selection date: Feb. 3 and 4, 2015

**COMMITTEE PROPOSAL RATING FOR  
Two (2) Field Maintenance Shops - Seacoast and South Central Regions**

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
<b>CHA Consulting</b>							<b>101.0</b>
<i>Theodore Kupper</i>	5	3	3	5	2	18	
<i>Michelle Juliano</i>	4	4	4	4	4	20	
<i>Thomas Carleton</i>	5	5	4	4	4	22	
<i>Larry Rea</i>	3	3	3	4	5	18	
<i>Ken Coombs</i>	5	4	5	5	4	23	
<b>Colby Company</b>							<b>104.0</b>
<i>Theodore Kupper</i>	5	5	3	3	4	20	
<i>Michelle Juliano</i>	5	5	4	4	5	23	
<i>Thomas Carleton</i>	5	5	5	4	5	24	
<i>Larry Rea</i>	3	1	3	3	3	13	
<i>Ken Coombs</i>	5	5	5	5	4	24	
<b>CSS Architects</b>							<b>83.0</b>
<i>Theodore Kupper</i>	3	3	3	4	3	16	
<i>Michelle Juliano</i>	4	3	3	4	4	18	
<i>Thomas Carleton</i>	3	3	3	4	2	15	
<i>Larry Rea</i>	5	3	3	3	2	16	
<i>Ken Coombs</i>	4	4	4	3	3	18	
<b>DHK Architects</b>							<b>71.0</b>
<i>Theodore Kupper</i>	1	1	3	3	1	9	
<i>Michelle Juliano</i>	4	3	3	4	4	18	
<i>Thomas Carleton</i>	3	5	3	3	3	17	
<i>Larry Rea</i>	1	1	3	3	2	10	
<i>Ken Coombs</i>	3	4	4	3	3	17	
<b>JACOBS</b>							<b>102.0</b>
<i>Theodore Kupper</i>	5	3	3	4	2	17	
<i>Michelle Juliano</i>	3	3	3	4	3	16	
<i>Thomas Carleton</i>	5	5	4	3	4	21	
<i>Larry Rea</i>	5	5	3	5	5	23	
<i>Ken Coombs</i>	5	5	5	5	5	25	
<b>Smith-Alvarez-Sienkiewicz</b>							<b>105.0</b>
<i>Theodore Kupper</i>	5	5	3	3	5	21	
<i>Michelle Juliano</i>	5	5	5	5	5	25	
<i>Thomas Carleton</i>	5	5	5	4	4	23	
<i>Larry Rea</i>	3	1	3	3	2	12	
<i>Ken Coombs</i>	5	5	5	5	4	24	

<===== 2nd Highest Rating

<===== 1st Highest Rating

## Explanation of Consultant Evaluation 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 Administrator 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 provides insight into expertise, staffing and capacity of the consultant firms.

The Assistant Administrator manages the day-to-day oversight of design and construction contracts, and is the second member of all the selection committees. Her job description specifically outlines her involvement in the management of consultant agreements. She brings the expertise of the day-to-day working with Agencies, Consultants and with General Contractors. Her past and present experience involves frequent interaction with General Contractors, Consultants, and Agency Representatives.

The Project Manager brings in depth knowledge of the project history, including technical concerns that must be addressed to complete the project design. As an Architect, he also brings extensive expertise concerning construction administration and building design. His years of project management experience provide the more detailed perspective of how the Consultants would fit with the project needs.

The NH Army National Guard (NHARNG) representative oversees the capital and maintenance program for NHARNG. He provides the detailed understanding of the Using Agency's needs, as well as in-depth understanding of Federal construction contract administration processes and project requirements needed for funding reimbursement.

Administrator PM6

Theodore Kupper – 35 years private sector,  
1 1/2 years State Service

Assist. Administrator PM5

Michelle Juliano - 27 years State service

Project Mgr – PM4

Thomas Carleton - 23 years private sector and 5 years State service

NHARNG, CW2

Lawrence Rea - 35 years U.S. Military Service, including 6 years Federal project oversight; 12 years private sector;

NHARNG, Project Manager

Kenneth Coombs – 28 years private sector and 5 years State Service.



COLBYCOMPA

RHAAS

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/10/2015

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).

<b>PRODUCER</b> Ames & Gough 859 Willard Street Suite 320 Quincy, MA 02169	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (617) 328-6555	FAX (A/C, No): (617) 328-6888
	E-MAIL ADDRESS: boston@amesgough.com	
<b>INSURED</b>  Colby Company, LLC 47A York Street Portland, ME 04101		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: RLI Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
		<b>NAIC #</b> 13056

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			PSB0005535	06/22/2015	06/22/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			PSA0002055	06/22/2015	06/22/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PSE0002432	06/22/2015	06/22/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	PSW0003188	06/22/2015	06/22/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Prof Liability			RDP0020682	06/22/2015	06/22/2016	Per Claim Limit 2,000,000
A				RDP0020682	06/22/2015	06/22/2016	Aggregate Limit 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
All Coverages are in accordance with the policy terms and conditions.

The Professional Liability Policy above has a Per Claim deductible of \$10,000 and Aggregate deductible of \$30,000

### CERTIFICATE HOLDER

### CANCELLATION

State of New Hampshire Department of Administrative Services PO Box 483 7 Hazen Drive Concord, NH 03302	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 <i>Jared Maxwell</i>
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