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SEP 29 '15 10:05 AM



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

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Assistant Commissioner
(603)-271-3204

Bureau of Public Works
Design & Construction

September 21, 2015

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

REQUESTED ACTION

Authorize the Department of Administrative Services (the Department), Bureau of Public Works Design and Construction to enter into an agreement with HEB Engineers, Inc. (Vendor Code 155401), North Conway, NH 03860 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, 2018. The amount expended under this agreement shall not exceed \$300,000.00.

EXPLANATION

The Department proposes to retain the private consulting firm of HEB Engineers, Inc to expedite the current project workload and provide appropriate technical expertise as required for specific 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 agreement will enable the Department to respond quickly to unscheduled project requests and possible emergencies regarding Civil/Structural 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 consultant work are maintenance and capital funded projects.

The consultant selection process employed by the Department for this project is in accordance with RSAs 21-l:22, 21-l:22-c, and 21-l:22-d, all applicable Federal Laws and the Department's procedures for "Selection of Engineers, Architects and Surveyors dated July 28, 2005.

In April 2015, 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. Twenty-five (25) consultant firms submitted letters of interest and were considered for this assignment. 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.

Louis Berger Group, Inc.	McFarland Johnson, Inc.
C & C Consulting Engineers, LLC	TF Moran, Inc.
CMA Engineers, Inc.	Nobis Engineering, Inc.
Colby Company, LLC	Oak Point Associates
Cuoco & Cormier Engineering Assoc.	Provan & Lorber
Engineering Ventures, PC	Quantum Construction Consultants
Fay, Spofford, Thorndike	Rist-Frost-Shumway Engineering, PC
GM2	SMRT
Harriman	Tighe & Bond
HEB Engineers, Inc.	STV
Hoyle, Tanner & Associates, Inc.	H. L. Turner Group
Jacobs Engineering Group, Inc.	VHB
Loureiro Engineering Associates, Inc.	

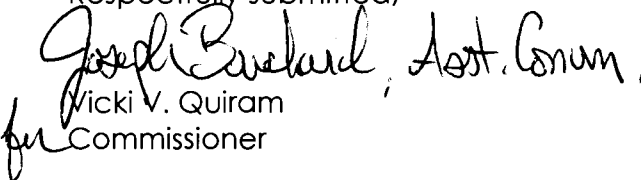
It is now the Department's intent to enter into Statewide Consultant Service Agreements with the four (4) highest rated firms as their legal documentation and Certificate of Insurance become available.

Colby Company, LLC	H. L. Turner Group
HEB Engineers, Inc.	Quantum Constr. Consultants

A copy of HEB Engineers, Inc's Statement of Qualifications is provided, herewith, for your information and convenience.

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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,

Vicki V. Quiram
for 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 **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.

The **Assistant Administrator** 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 **discipline head**, 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 they have worked with. 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	Theodore Kupper – 1 1/2 years State service 35 years private sector
Assist. Administrator PM5	Michelle Juliano- 27 years State service
Civil Engineer PM4	Roger Dionne- 29 years State Service

COMMITTEE PROPOSAL RATING FOR
CIVIL/STRUCTURAL STATEWIDE

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
COLBY							
Ted Kupper	4	4.5	4.5	4.5	4.5	22	72.0 ←===== Highest Rating
Michelle Juliano	5	5	5	5	5	25	
Roger Dionne	5	5	5	5	5	25	
						0	
CUOCCO & CORMIER							
Ted Kupper	2.5	2.5	3.5	3	3	14.5	52.5
Michelle Juliano	4	4	4	5	4	21	
Roger Dionne	3	3	4	4	3	17	
	0					0	
HEB ENGINEERS							
Ted Kupper	3.5	4	4	4	4	19.5	65.5 ←===== Highest Rating
Michelle Juliano	5	5	5	4	5	24	
Roger Dionne	4	4	5	5	4	22	
	0					0	
HL TURNER							
Ted Kupper	4	4	3.5	4.5	4.5	20.5	68.0 ←===== Highest Rating
Michelle Juliano	4.5	5	5	5	5	24.5	
Roger Dionne	4	4	5	5	5	23	
	0					0	
PATHWAYS							
Ted Kupper	3.5	3.5	4	4	4	19	64.0
Michelle Juliano	5	5	5	5	4	24	
Roger Dionne	4	4	4	4	5	21	
	0					0	
QUANTUM							
Ted Kupper	4	4	4	4	4	20	67.0 ←===== Highest Rating
Michelle Juliano	5	5	5	5	5	25	
Roger Dionne	4	4	5	5	4	22	
	0					0	
VHB							
Ted Kupper	3	3	3.5	3.5	3.5	16.5	65.5
Michelle Juliano	5	5	5	5	5	25	
Roger Dionne	5	5	5	5	4	24	
	0					0	



CERTIFICATE OF LIABILITY INSURANCE

HEBEN-1

OP ID: BC

DATE (MM/DD/YYYY)

10/08/2014

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).

PRODUCER Poole Professional Ltd.-TM 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Thomas M. Mullard	CONTACT NAME: PHONE (A/C, No. Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Travelers Property Casualty Co	25674
	INSURER B: Charter Oak Fire Ins. Co.	25615
	INSURER C: Travelers Indemnity Co.	25658
	INSURER D: Travelers Indemnity Co of CT	25682
INSURER E:		
INSURER F:		

INSURED
HEB Engineers, Inc.
 PO Box 440, 2605 White Mt. Hwy
 North Conway, NH 03860

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			6803C779890	11/01/2014	11/01/2015	EACH OCCURRENCE	\$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
B	AUTOMOBILE LIABILITY			BA3C781443	11/01/2014	11/01/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (PER ACCIDENT)	\$
								\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB			CUP3C885465	11/01/2014	11/01/2015	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE	\$ 1,000,000
	<input type="checkbox"/> DED	<input type="checkbox"/> CLAIMS-MADE						\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB3974T789	11/01/2014	11/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						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.

CERTIFICATE HOLDER**CANCELLATION**

STATN-3

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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