

70 [Signature]



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 & 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, Bureau of Public Works Design and Construction to enter into an agreement with Yeaton Associates, Inc. (Vendor Code 154751) Littleton, NH 03561 for Electrical Engineering 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 Yeaton Associates, 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 Electrical Engineering Services firm selected to provide on-call Electrical Engineering Services. It is anticipated that Electrical Engineering Services can be handled by three (3) Electrical firms through the contract period.

The agreement will enable the Department to respond quickly to unscheduled project requests and possible emergencies regarding electrical 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 electrical 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-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.

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 Electrical Engineering Services. Fourteen (14) 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.

Ackroyd Engineering, LLC  
Lee F. Carroll, P. E.  
Colby Company, LLC  
CSI Engineering, LLC  
Fay, Spofford & Thorndike  
Fitzemeyer & Tocci Associates, Inc.  
Harriman Associates

Jacobs Engineering Group, Inc.  
Oak Point Associates  
Rist-Frost-Shumway Engineering, PC  
SMRT  
Stantec Consulting Services, Inc.  
WV Engineering Associates, PA  
Yeaton Associates, Inc.

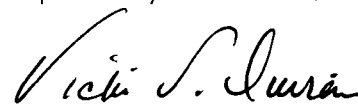
It is now the Department's intent to enter into Statewide Consultant Service Agreements with the three (3) highest rated firms as their legal documentation and Certificate of Insurance become available.

Ackroyd Engineering, LLC      Lee F. Carroll, P. E.  
Yeaton Associates, Inc.

A copy of Yeaton Associates, 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,



Vicki V. Quiram,  
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 year's State service
Electrical Engineer PM4	Gordon Graham- 12 years State Service, 25 years private

Interview/Selection date: 7/14/2015

**COMMITTEE PROPOSAL RATING FOR  
ELECTRICAL 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
ACKROYD ENGINEERING							73.0
Ted Kupper	5	5	3	5	5	23	
Michelle Juliano	5	5	5	5	5	25	
Gordon Graham	5	5	5	5	5	25	
						0	
HARRIMAN							69.0
Ted Kupper	5	5	5	5	2	22	
Michelle Juliano	5	5	5	5	4	24	
Gordon Graham	5	4	5	5	4	23	
						0	
LEE CARROLL							75.0
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	5	5	5	5	5	25	
Gordon Graham	5	5	5	5	5	25	
						0	
STANTEC							69.0
Ted Kupper	5	5	5	5	1	21	
Michelle Juliano	5	5	5	5	4	24	
Gordon Graham	5	5	5	5	4	24	
						0	
YEATON							74.0
Ted Kupper	5	5	4	5	5	24	
Michelle Juliano	5	5	5	5	5	25	
Gordon Graham	5	5	5	5	5	25	
						0	

<===== Highest Rating

<===== Highest Rating

<===== Highest Rating

