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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

CHARLES M. ARLINGHAUS  
Commissioner  
(603)-271-3201

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

Division of Public Works  
Design & Construction

October 10, 2017

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Administrative Services, Division of Public Works Design and Construction to enter into an agreement with Scott + Partners, Inc. (Vendor Code 280576) Essex, VT, 05452 for Architectural 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, 2020. The amount expended under this agreement shall not exceed \$500,000.00.

**EXPLANATION**

The Department proposes to retain the private consulting firm of Scott + Partners, Inc. to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This is one (1) of six (6) open-ended agreements for on-call Architectural Services that will be presented for approval. The agreement will enable the Department to respond quickly to unscheduled project requests and possible emergencies regarding Architectural 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 Architectural Services 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. Consensus 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, which included Theodore Kupper, Michelle Juliano, Gary Brown and Timothy Smith, brings different strengths and knowledge to the table of which the other members of the committee quite often may not be aware. 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 2017, the Division of Public Works Design & Construction advertised in the Union Leader, the Division of Public Works Design & Construction website, and email notification soliciting interest in providing on-call Architectural Services. Twenty-seven (27) 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.

AG Architects, PC	Dennis Mires, P.A., The Architects
Alba Architects, LLP	Randall T. Mudge & Associates
Frank Anzalone Associates	Oak Point Associates
CJ Architects	Samyn D'Elia Architects
CMK Architects	Scott & Partners
Cowan Goudreau	Smith Alvarez Stenkiewicz Architects
Gorman Richardson Lewis Architects	SMRT Architects & Engineers
Harriman Associates	Stone River Architects
Jordan Design, PLLC	Tennant Goucher Architects
JSA Architects	H. L. Turner Group
D. A Kinsella Company	Warrenstreet Architects, Inc.
Koal PLLC	Weston & Sampson
Lavallee/Brensinger Architects	Christopher P. Williams Arch, PPLC
Manypenny Murphy Architecture	

It is now the Department's intent to enter into Statewide Consultant Service Agreements with the six (6) highest rated firms as their legal documentation and Certificate of Insurance become available.

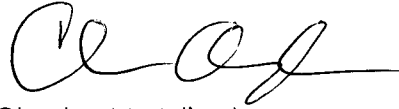
Manypenny Murphy Architecture	Oak Point Associates
Scott and Partners	Smith Alvarez Stenkiewicz Architects
SMRT Architects & Engineers	Tennant Goucher Architects

A copy of Scott + Partners, Inc. Statement of Qualifications is provided, herewith, for your information and convenience.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
October 10, 2017  
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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, Division of Public Works Design & Construction.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'C. Arlinghaus', with a long horizontal flourish extending to the right.

Charles M. Arlinghaus  
Commissioner

COMMITTEE PROPOSAL RATING FOR  
Architectural 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
ALBA							75.0
Ted Kupper	3	3	3	4	3	16	
Michelle Juliano	5	5	4	4.5	4.5	23	
Gary Brown	3	3	3	4	3	16	
Tim Smith	3.5	3.5	3.5	5	4.5	20	
GRLA							86.5
Ted Kupper	4	4	4	4	4	20	
Michelle Juliano	4	4	3.5	4	4	19.5	
Gary Brown	5	5	5	5	5	25	
Tim Smith	3.5	4.5	4.5	5	4.5	22	
KOAL							78.5
Ted Kupper	4	3	3	4	4	18	
Michelle Juliano	4.5	4.5	4.5	5	5	23.5	
Gary Brown	4	3	3	4	4	18	
Tim Smith	4.5	3.5	3	4	4	19	
ManyPenny Murphy							89.5
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	5	5	4	5	4	23	
Gary Brown	4	4	4	4	4	20	
Tim Smith	4.5	4.5	4	4	4.5	21.5	
Oak Point							90.5
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	5	5	5	5	5	25	
Gary Brown	1	2	5	5	4	17	
Tim Smith	4.5	4.5	5	5	4.5	23.5	
Scott & Partners							93.0
Ted Kupper	5	5	5	5	4	24	
Michelle Juliano	5	5	5	4.5	5	24.5	
Gary Brown	5	5	4	4	5	23	
Tim Smith	4.5	4.5	4	4.5	4	21.5	
Smith Alvarez Sienkiewicz							94.0
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	5	5	5	5	5	25	
Gary Brown	4	4	5	4	4	21	
Tim Smith	4.5	5	4.5	4.5	4.5	23	
SMRT							89.5
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	4.5	4.5	5	4	4	22	
Gary Brown	3	3	5	4	4	19	
Tim Smith	4.5	5	4.5	5	4.5	23.5	
Stone River							83.5
Ted Kupper	4	3	4	3	4	18	
Michelle Juliano	5	5	5	4.5	5	24.5	
Gary Brown	4	4	3	3	4	18	
Tim Smith	4.5	5	4.5	4.5	4.5	23	
Tennant Goucher							89.5
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	4.5	5	5	5	5	24.5	
Gary Brown	3	5	3	4	4	19	
Tim Smith	4.5	4	4	4.5	4	21	

<===== Highest Rating

<===== Highest Rating

<===== Highest Rating

<===== Highest Rating

<===== Highest Rating

<===== Highest Rating

## 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, Architectural, Electrical 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 PM7	Theodore Kupper – 3 years State service 35 years private sector
Assist. Administrator PM5	Michelle Juliano- 29 years State service
Mechanical Eng. PM4	Beverly Kowalik - 24 years State service
Civil Engineer PM4	Roger Dionne- 31 years State Service
Electrical Engineer PM4	Gordon Graham- 15 years State Service, 25 years private
Architectural PM4	Gary Brown - 34 years private sector and 5 years State service



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/11/2017

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 have ADDITIONAL INSURED provisions or 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> Essex Agency, Inc. 2 Railroad Street P.O. Box 239 Essex Junction VT 05452-0239	<b>CONTACT NAME:</b> Michelle Southwell <b>PHONE (A/C, No, Ext):</b> (802)878-5334 <b>FAX (A/C, No):</b> (802)878-0852 <b>E-MAIL ADDRESS:</b> michelle@essexagency.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Cincinnati Casualty</td> <td>28665</td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Cincinnati Casualty	28665	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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<b>INSURED</b> Scott + Partners Inc. 7 Carmichael St Ste 102 Essex Jct VT 05452																					

**COVERAGES**                      **CERTIFICATE NUMBER:** 17-18 Master                      **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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ECP 0439463	05/18/2017	05/18/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ECP 0439463	05/18/2017	05/18/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<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		N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Architectural Statewide Agreement expires 6/30/2020  
 The State of New Hampshire, its agencies, and its agents and employees are named as Additional Insureds with regard to General Liability.

**CERTIFICATE HOLDER**

State of New Hampshire Dept of Administration Services  
 Div. of Pub Works Design & Con  
 PO Box 483  
 Concord NH 03302

**CANCELLATION**

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/21/2017

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).

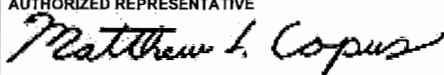
<b>PRODUCER</b> Hall & Company 19660 10th Ave NE Poulsbo WA 98370	<b>CONTACT NAME:</b> Jim Ledbetter	<b>PHONE (A/C, No, Ext):</b> 360-626-2019	<b>FAX (A/C, No):</b> 360-598-3703
	<b>E-MAIL ADDRESS:</b> jledbetter@hallandcompany.com		
<b>INSURED</b> 5276 Scott + Partners Inc 7 Carmichael Street Suite 102 Essex Junction VT 05452		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Underwriter's at Lloyds, London	
		<b>INSURER B :</b>	
		<b>INSURER C :</b>	
		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	

**COVERAGES** **CERTIFICATE NUMBER: 389028224** **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
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab: Claims Made			ANE167416117	1/20/2017	1/20/2018	\$2,000,000 Per Claim \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Additional Insured Status is not available on Professional Liability Policy.  
Re: Statewide Agreement – Architectural Services  
Professional Liability Deductible is \$10,000

<b>CERTIFICATE HOLDER</b>  State of New Hampshire Department of Administrative Services Division of Public Works Design & Construction PO Box 483 Concord NH 03302	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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