



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

OFFICE OF THE COMMISSIONER

25 Capitol Street – Room 120
Concord, New Hampshire 03301

26
Bm

LINDA M. HODGDON
Commissioner
(603) 271-3201

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

Bureau of Public Works Design & Construction

September 23, 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 Cowan Goudreau Architects, PLLC (Vendor Code 253376) 5 Eagle Square, Concord, NH 03301 in an amount not to exceed \$300,000 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, 2016.

Funding shall be provided through individual agency's projects, none of which shall be permitted unless sufficient appropriation is available.

EXPLANATION

The Department proposes to retain the private consulting firm of Cowan Goudreau Architects, PLLC to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This will be one (1) of five (5) open-ended agreements for 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.

This agreement is a proposed contract with the architectural services firm selected to provide on-call Architectural services. It is anticipated that Architectural Services can be handled by five (5) architectural firms through the contract period.

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. 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, which included Mark Nogueira, Michelle Juliano, Thomas Carleton, and Dana Abbott, 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 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 Architectural Services. Twenty-eight (28) 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	Harriman Associates	Schatelier Arch. Studio
Alba Architects	J5 Architects	SMP Architecture
Frank Anzalone	Lavallee Brensinger	SMRT
Architechnology	MFPA/FSM	TBC Architects
Barker Associates	Dennis Mires, The Architects	Tennant Wallace
CJ Architects	Misiaszek Turpin, LLC	H L Turner Group
CMK Architects	Randall Mudge & Assoc.	Warren Street Architecture
Cowan Goudreau	Oak Point Associates	Christopher Williams Arch.
Dignard Architectural Svcs	PGAL	
Duncan,Douglas,	Port One Architects	
McCallum Architects		

It is now the Department's intent to enter into Statewide Consultant Service Agreements with the five (5) highest rated firms as their legal documentation and Certificate of Insurance become available.

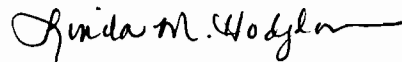
Architechnology	H L Turner
Cowan Goudreau	SMRT Inc.
Harriman Associates	

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A copy of Cowan Goudreau Architects, PLLC'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,

A handwritten signature in black ink, appearing to read "Linda M. Hodgdon", with a long horizontal flourish extending to the right.

Linda M. Hodgdon,
Commissioner

Interview/Selection date: August 7, 2013

**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	
Architechnology							81.5	<===== Highest Rating
Mark Nogueira	4	4	3.5	4	4	19.5		
Michelle Juliano	4	4	4	5	5	22		
Tom Carleton	4	5	3	4	3	19		
Dana Abbott	4	5	4	4	4	21		
CJ Architects							66.0	
Mark Nogueira	3	3	3	3.5	3	15.5		
Michelle Juliano	3	3.5	2	3	3	14.5		
Tom Carleton	4	5	4	3	4	20		
Dana Abbott	3	3	3	4	3	16		
Cowan Goudreau Architect							80.5	<===== Highest Rating
Mark Nogueira	4	4.5	3.5	4	4	20		
Michelle Juliano	4	4	4	5	4.5	21.5		
Tom Carleton	4	4	4	4	3	19		
Dana Abbott	4	4	4	4	4	20		
Harriman							81.5	<===== Highest Rating
Mark Nogueira	4.5	4	4.5	3.5	4	20.5		
Michelle Juliano	4	4	5	4	4	21		
Tom Carleton	4	4	4	4	4	20		
Dana Abbott	4	4	4	4	4	20		
Misiaszek Turpin							72.0	
Mark Nogueira	3	3.5	3	3.5	3.5	16.5		
Michelle Juliano	4	4	3.5	5	4	20.5		
Tom Carleton	4	5	3	4	4	20		
Dana Abbott	3	3	3	3	3	15		
Port One Architects							73.5	
Mark Nogueira	4.5	4	3.5	3.5	4	19.5		
Michelle Juliano	4	4	3	3	3	17		
Tom Carleton	4	4	3	3	3	17		
Dana Abbott	4	4	4	4	4	20		
SMRT							83.0	<===== Highest Rating
Mark Nogueira	4	3.5	4	4	4	19.5		
Michelle Juliano	4	4	4.5	4	4	20.5		
Tom Carleton	4	4	4	3	4	19		
Dana Abbott	4	5	5	5	5	24		
Tennant/Wallace							79.5	
Mark Nogueira	4	4	3	3.5	4	18.5		
Michelle Juliano	4	4	3	5	4	20		
Tom Carleton	4	4	3	3	3	17		
Dana Abbott	5	5	4	5	5	24		
HL Turner							87.0	<===== Highest Rating
Mark Nogueira	5	4.5	4.5	4.5	4.5	23		
Michelle Juliano	4	4	5	4	4	21		
Tom Carleton	4	4	4	3	4	19		
Dana Abbott	5	5	5	5	4	24		

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. His background in the private sector and State services provides insight into expertise, staffing and capacity of the 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, (PM4) 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.

The Project Manager (PM3) 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
Project Mgr.- PM3

Mark T. Nogueira – 24 years private/State service
Michelle Juliano - 25 years State service
Tom Carleton – 26 years Private/State Service
Dana Abbott – 42 years State Service

JUN 27 2013

Mark T Nogueira
Administrator, Bureau of Public Works
Design and Construction, PO Box 483, John O Morton
Building
7 Hazen Drive, Room 250, Concord, NH 03302-0483

June 26th, 2013

Re: RFP for - Architectural Statewide Agreement

Dear Mr. Nogueira



Cowan Goudreau Architects, PLLC, (CGA) is pleased to submit our qualifications for this RFP for Term Architectural Agreement as identified above.

CGA was formed in 2012 by principals Duene Cowan and Gary Goudreau, both registered architects practicing in New Hampshire for the past 30 years. The firm of Cowan Goudreau Architects PLLC brings together the combined talents of its two experienced principals & the established firms of Goudreau & Associates Architects PLLC and DC Designs Architects PLLC. Together we bring over 60 years of architectural experience to help solve your architectural challenges. Any project that CGA takes on always has the direct attention of one of the two principals, a distinct advantage for smaller, quick moving projects as well as those requiring particular design or detail attention.

Our expertise is varied, ranging from K-12 and University/College projects, to Municipal Public Safety, Commercial and Custom Residential design. Gary Goudreau has worked with the USNH and many of its project managers on both the Durham and Keene State College campuses for the past 15 years. Additionally, Duene Cowan has recently completed the Center for Intellectual Property for the UNH Law Center in Concord, NH and has completed many State of NH DOT and BPW projects. Both of us have extensive experience in renovation work as well as new construction.

CGA is a well-rounded, established architectural firm ideally suited to quickly respond to a variety of architectural needs. We believe our past experience with the USNH, the state of New Hampshire BPW and the number of repeat private sector clients we have worked with speaks well of the professional manner in which Cowan Goudreau Architects practices architecture. We would very much like to continue working with the State of New Hampshire BPW, Design & Construction in the future.

We are very excited about the Cowan Goudreau partnership and look forward to meeting with you to present our qualifications in person and answer any questions you may have. Please contact us if there's any additional information you require.

Regards,

Duene Cowan , NCARB
Cowan Goudreau Architects PLLC

Gary Goudreau, AIA, LEED AP
Cowan Goudreau Architects PLLC

JUN 27 2013

The challenge of a State-wide Architectural contract is the diversity required to effectively deal with multiple building types and scales as well as multiple and varied end-users. The principals of CGA have invested the last twenty five years doing just that. We have designed unique projects such as the Concord Clock Tower, high end board rooms and moot court rooms at Franklin Pierce Law Center and larger academic and municipal projects such as the new NHTI 36,000 ft.² Health & Education Center, the 17,000 ft.² renovation of MacRury Hall, and the brand-new \$4.5 million Franklin Pierce Center for Intellectual Property. Our experience is wide ranging, includes both new and renovated projects and our attention to detail and budgets never wavers.

All construction projects, no matter how good the initial architectural drawings, require on-site observation, interpretation of drawing details, evaluation of changing schedules or unforeseen conditions, especially in renovation work. CGA continues to work diligently with the client and the construction professional so that the best possible outcome can be achieved.

The firm's work is varied, as demonstrated by the following examples.

Current Municipal work:

- Center Harbor Town Office Complex / Police Station
- Town of Milford, NH Ambulance Headquarters facility
- Town of Tuftonboro, NH Fire and Rescue headquarters facility
- Town of Hampton, NH Fire and Rescue headquarters facility

Recent Education work:

- UNH LAW- Center for Intellectual Property

Recent State of NH work:

- Department of Safety, 1st & 2nd floor Space Planning
- NH Fire Training Academy - Firehouse Addition
- Antrim Rest Area (dwgs complete)
- Chesterfield Welcome Center (dwgs complete)

Franklin Pierce Law Center – 2 new tiered lecture halls & new board room, Reception area and new State of the art moot court room.

Renovation projects:

- Renovation of existing metal engineered building in Rochester, NH, new MetroCast HQTRs
- Renovation of a Manchester mill building into new corporate headquarters for JCN Contractors.
- Renovation of the Capital Shopping Center in Concord, including Marshall's shopping Ctr.
- Renovation and addition to the state of New Hampshire, Anderson archives building on fruit Street in Concord, New Hampshire. Involving ADA, life safety and re-roofing.

The principals of Cowan Goudreau are the recipients of the New Hampshire American Institute of Architects highest honor award for excellence in Architecture, The Plan NH Merit Award for Design Excellence, NH AIA Award for Design Excellence, NH Governors Citation for Excellence in Design and multiple citations for excellence in architecture.

How we would provide services

Our process takes advantage of our size and flexibility allowing us to move quickly into a project and complete it in a timely manner. Experience with multiple delivery approaches such as Design/Bid/Build, CM, fast track and sometimes just a few loose design sketches, gives us a variety of options to get a project done depending on the need. We have completed many design projects in the healthcare industry which demand creative approaches and multiple phasing in order to not shut down critical operations or minimize them. A project with the Department of Safety involved a 911 call center in the middle of a major renovation which was completed successfully with the implementation of 9 phases.

We maintain membership in the NFPA "National Fire Protection Agency" and the ICC "International Code Council" which allows us to resolve codes issues quickly. We maintain a good working relationship with the State Fire Marshalls Office & maintain our office in centrally located Concord, NH, which allows quick, impromptu meetings and site visits to various State projects.

Capabilities to perform

At CGA one of the two partners is always a project manager allowing us to keep tight control on deadlines. We utilize MS Project for project scheduling, have a large format digital engineering plotter, use sketch up pro for quick 3D models or presentations and Bluebeam Revu for all PDF submittal reviews. Our primary software for construction drawings is Datacadd & Autocad. We also keep an active relationship with several architectural firms to maximize cross utilization when unexpected project deadlines occur or when peer review is required. CGA maintains a \$3,000,000 professional Liability policy thru Atlantic Specialty Insurance Company. Currently the office has 5 municipal projects in construction and will be completed this summer. This provides us with the flexibility in our schedule to take on new projects.

Along with our formal training we regularly participate in continuing education seminars specific to current design and code issues. The following is a partial list of ongoing professional seminars attended by the CGA firm.

Innovative Educators - Developing & Providing Integrated Student Services In Higher Education: Creating The "One Stop" Shop For Students.

Dow- Cladding attachments over continuous insulation

Barrier One-Preventing Conc. Moisture & Failed Flooring

Marvin- Performance glazing, coatings, layers & gases

Weston Solutions- Green Roofs in New England

The four barriers to the building envelope

Solar hot water and heating systems

Universal Bath Design, InfoSpec, Inc.

Lighting Spatial Envelope by LiteControl

Future of Lighting by LiteControl

The role of PVC in sustainable exterior building products

Commercial wood window installation systems

Codes and Door Hardware, Ingersoll Rand Securities Technology

Commercial Wood Window Installation Systems

Learning Spaces & Student success, KI, Nat Porter, AIA certified

Water & Moisture management, AIA certified (BROSCO / Andersen)

Building Science: Heat, Air, and Moisture Transfer

Building Science: Water Intrusion in Building Enclosures

Building Science: Specifications for the Exterior Enclosure

Instant Enlightenment: Daylighting Basics for the Harried Designer
Rain Screen Cladding Systems

Project Team**Cowan Goudreau Architects PLLC**

Duene Cowan	Partner, Architect, Project Manager, resume attached
Gary Goudreau,	Partner, Architect, Project Manager, resume attached
Jeff Kuehl	Architectural Production Staff
Jim Cummings	Architectural Production Staff
Scott Coruth	Architectural Production, part-time support
Joan Florence	Book keeping / clerical, part-time

One of the two partners would act as a project manager and an in-house team is assembled as needed for the scale and schedule of a project.

Working for the project manager would be one of our job captains job captains. Both our job captains, Jeff Kuehl and Jim Cummings have been with the firm for 10 years. Jeff was a member of the United States Air Force, has over 20 years of design build experience in the construction industry and has a Bachelor of Science in Architectural Design. The other member of the firm is Jim Cummings. Jim has over 14 years of experience in design and architecture, 8 years' experience on a university campus managing day-to-day operations of a Student union and Auditorium. He has also completed 5 years at the Boston Architectural Center. Along with the project Manager and job captains, we typically handpick and employ a team of consultants specific to your project. This team of consultants usually includes structural, mechanical, electrical, plumbing engineers, civil engineers, code and LEED experts when required.

The typical team for each project would include consulting engineers, structural and M. E. P. professionals. We match the sub consultant with the need of each project. We would be happy to discuss potential use of other consultants not on our list.

The following is a list of the consultants that we typically use:

Structural: Trexler Engineering, Jeff Trexler PE, Dunbarton, New Hampshire
Tirey & Associates, Jeff Tirey PE, Littleton, New Hampshire
S. W. & C., Bob Brecknock PE, Manchester, New Hampshire
Summit Engineering - Structural Engineering, Robert R. Champagne, PE

M.E.P. Yeaton Associates, Inc. - MEP, Fire Protection, Tel / Data / Security
Wayne Fillion, PE, LEED AP, Principal in Charge
25 technical and administrative personnel
Rist Frost Shumway Engineering PC - Fire Protection, Tel / Data / Security
Chris Shumway, PE, LEED AP, BD&C Principal in Charge
75 technical and administrative personnel

Civil Engineering:

Nobis Engineering- Concord, NH,
Nobis has delivered over 800 development, revitalization, and privatization projects throughout New England since 1988.

TF Moran Inc. – Robert E Duval, PE, LEED AP
Principal, Chief Engineer

Geotechnical Engineering: Nobis Engineering

Survey: Richard D. Bartlett Associates Inc., Concord NH

Landscape Design - Costello Design, Kenneth D Costello, RLA, LEED AP Principal

F. DUENE COWAN, ARCHITECT - NCARB

Education:

Harvard University, Graduate School of Design, Office of Special Studies, CADD in Place 1988
Syracuse University, Graduate School of Design, Syracuse, NY, - Master of Architecture, 1983
Roger Williams College, Bristol, Rhode Island, - B.S. Architectural Engineering, 1979
NHTI, Concord, NH, - A.S. Architectural Eng. Technology, 1977



Awards and Honors:

Governor's Excellence in Energy Efficiency Award for the Beverly D Grappone Hall
First state of NH owned LEED certified building.
US Green Building Council silver certification for the Beverly D. Grappone Hall
NH AIA HONOR AWARD for Excellence in Architecture, Concord Clock Tower, 2000
NH Governors Citation for Excellence in Design, Concord Clock Tower, 2000
NH AIA Excellence in Architecture Citation Award for Custom Residence, 2000
Associated Builders & Contractors, Excellence in Construction Merit award, Commercial under \$2 million.

Professional Registration:

State of New Hampshire: License No. 1582
NCARB Registered: (National Council of Architectural Registration Boards)

Professional Experience:

2012-Present Founding Partner, Cowan Goudreau Architects, PLLC, Concord, NH
1990 - 2012 Principal, DC Designs Architects PLLC, Concord, NH
1987 - 1990 Associate Project Architect, McGowan Brook Reno Architects, Concord, NH
1984 - 1987 Project Architect, CADD Manager (Autocad), PMR Architects, Nashua, NH
1982 Job Captain, V.I.P. Structures, Syracuse, NY
1979 - 1981 Design Asst./ Draftsman, Dudley Walsh and Moyer Inc., Architects Concord, NH

Professional Affiliations:

NCARB (National Council of Architectural Registration Boards)
NFPA (National Fire Protection Agency)
ICC (International Code Council)

Professional & Civic Contributions:

2011-2012 Chartering Sponsor of Boy Scout Troop 90 of East Concord, NH
2011 New Hampshire Chapter, U.S. Green Building Council, quest speaker
2009 Invited member of AIA panel discussion on "Campus Planning & Design"
2002-Present Volunteer Member of the Concord Building Board of appeals Committee
1996-Present Volunteer Member of the Concord Architectural Design Review Committee
2006-2008 Volunteer Member of the Concord Main Street Design Committee
2009 Public Servant of the Year Award
2009 Award "Scout Master of the Year" DWC, Wannalancit Dist., BSA.
2004 M.V.H.S. Gateway Building: Donated Architectural services, Athletic Bldg.
2004 M.V.H.S. Press Box Building: Donated Architectural services for design.
2000 Concord Clock Tower, Donated Architectural design services, clock tower.

Professional Development:

2012 Innovative Educators - Developing & Providing Integrated Student Services in Higher Education.
2012 Dow- Cladding attachments over continuous insulation
2012 Barrier One-Preventing Conc. Moisture & Failed Flooring
2011 The four barriers to the building envelope

GARY L. GOUDREAU, ARCHITECT - AIA, LEED AP

Education:

Bachelor's of Architecture, 1980,
University of Maryland, College Park, MD.

Professional Registration:

State of New Hampshire, License No. 1337.
State of Massachusetts, License No. 30132.
State of Vermont, License No. 0030046696
NCARB Certificate No. 30499.
LEED Accredited Professional



Awards/Honors:

Plan NH Merit Award for Design Excellence for the Verizon Wireless Arena, 2002
NH AIA Award for Design Excellence, Rhodes Hall, Keene State College, 2000.
Second Place, Christa McAuliffe Planetarium Design Competition, Concord, NH, 1987
Honorable Mention for the Laconia Fire Station Design Competition, Laconia, NH, 1983
Honorable Mention for Thesis Design of a Ski Lodge in Waterville Valley, NH, 1980

Professional/Civic Affiliations:

Plan NH Member, March 2009 - 2010
Greater Derry Chamber of Commerce, 2003 - 2009
Derry Main Street Corporation, Board of Directors, 1/6/03 - 9/1/04
Londonderry Rotary Club, Londonderry, NH, 1989-1993
American Institute of Architects (current member), NH Chapter Board of Directors, 1985-1988

Employment Experience:

- 9/1/12 – Present: Cowan Goudreau Architects, PLLC – Founding principal. Responsible for day to day operational control over all aspects of the firm's practice, including client relations, programming, design, construction documents, specifications and construction administration.
- 2010 – 2012: Partner in the firm of Davis Goudreau Architects, Inc. in Portsmouth, NH. Managed commercial, institutional, municipal and educational projects ranging from \$1.5M to \$6M.
- 2002 – 2009: Goudreau & Associates Architects, PLLC – President and founding principal. Responsible for day to day operational control over all aspects of the firm's practice, including client relations, programming, design, construction documents, specifications and construction administration.
- 1994 – 2002: Lavalley/Brensinger, PA. Senior Project Manager for the educational design department. Managed commercial and educational projects ranging from \$1.5 M to \$46 M in construction cost.
- 1982 – 1994: PMR Architects, PC. Senior project Manager & Associate for a 15-person architectural and interior design firm in Nashua, NH. Managed commercial and institutional projects ranging from \$500,000 to \$5 M in construction cost.
- 1980 – 1982: Michael B. Ingram, Architect. Intern architect.



COWAGOU-01

AMORSE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/11/2013

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).

PRODUCER License # AGR8150 Clark Insurance 80 Canal St Manchester, NH 03101	CONTACT NAME:	
	PHONE (A/C, No, Ext): (603) 622-2855 FAX (A/C, No): (603) 622-2854	
INSURED Cowan Goudreau Architects PLLC 5 Eagle Square Concord, NH 03301	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Atlantic Specialty Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					EACH OCCURRENCE \$
	☐ COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	☐ CLAIMS-MADE ☐ OCCUR					MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$
	☐ POLICY ☐ PRO-JECT ☐ LOC					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO					BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	☐ OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	☐ CLAIMS-MADE				AGGREGATE \$
	☐ DED ☐ RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					☐ WC STATUTORY LIMITS ☐ OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y ☐ N ☐ N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
A	Prof Liability		DPL202512	12/9/2012	12/9/2013	Each Claim 3,000,000
A	Deductible		DPL202512	12/9/2012	12/9/2013	Each Claim 5,000

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

CERTIFICATE HOLDER**CANCELLATION**

State of New Hampshire Department of Administrative Services
BPW, PO Box 483, John O Morton Building
7 Hazen Drive, Room 250
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

but Cote

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/10/13

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 Davis Towle Morrill & Everett 115 Airport Road P O Box 1260 Concord, NH 03302-1260	CONTACT NAME:	
	PHONE (A/C, No, Ext): 603 225-6611	FAX (A/C, No): 603-225-7935
INSURED Cowan Goudreau Architects PLLC 5 Eagle Square Concord, NH 03301	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Peerless Insurance Co.	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☐ PROJECT ☐ LOC		BOP9370588	01/14/2013	01/14/2014	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS ☒ HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS ☒		BOP9370588	01/14/2013	01/14/2014	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB EXCESS LIAB DED ☒ RETENTION \$10000		CU8929930	01/14/2013	01/14/2014	EACH OCCURRENCE \$1,000,000 AGGREGATE \$100,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC9462488	01/23/2013	01/23/2014	☒ WC STATUTORY LIMITS ☐ OTHER 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)

Workers Compensation State: NH

The State of New Hampshire is included as additional insured on the General Liability when required in a written contract.

CERTIFICATE HOLDER

CANCELLATION

State of New Hampshire, Dept of
Administrative Services
Bureau of Public Works Design
and Construction, PO Box 483
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

[Signature]