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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 120
Concord, New Hampshire 03301
Office@das.nh.gov

Charles M. Arlinghaus
Commissioner
(603) 271-3201

Joseph B. Bouchard
Assistant Commissioner
(603) 271-3204

Catherine A. Keane
Deputy Commissioner
(603) 271-2059

Division of Public Works Design &
Construction

November 5, 2019

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 Richardson Engineering, PLLC, (VC# 308892) 34 Lindsay Lane, South Berwick, ME 03908 for Electrical 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, 2022. The amount expended under this agreement shall not exceed \$300,000.00.

EXPLANATION

The Department proposes to retain the private consulting firm of Richardson Engineering, LLC to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This is one (1) of three (3) 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 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 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 Electrical services. It is anticipated that Electrical Services can be handled by two (2) additional electrical 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. 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. 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 February 2019, 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 Electrical Services. The following table lists the fourteen (14) consultant firms who submitted letters of interest and were considered for this assignment:

Ackroyd Engineering, LLC	Oak Point Associates
Lee F. Carroll, PE	Richardson Engineering, PLLC
Dubois & King, Inc.	Rist Frost Shumway Engineering PC
Fitzmeyer & Tocci Associates, Inc	SMRT Architects & Engineering
Harriman	Stantec Consulting Services
McFarland Johnson Inc	WV Engineering Associates PA
NV5	Yeaton Associates

These firms were evaluated based on years of experience, experience on relative projects and past experience with the Division of Public Works, if any. The top five (5) rated firms listed below, were sent a Request for Technical Proposals:

Ackroyd Engineering, LLC	Richardson Engineering, PLLC
Lee F. Carroll, PE	Stantec Consulting Services, Inc
Oak Point Associates	

The proposals were rated on the 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.

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.

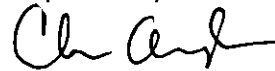
Ackroyd Engineering, LLC
Lee F. Carroll, PE

Richardson Engineering, PLLC

A copy of Richardson Engineering, PLLC, 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, Division of Public Works Design & Construction.

Respectfully submitted,



Charles M. Arlinghaus,
Commissioner

CMA/bjt

Attachments

cc: Theodore Kupper, P. E.,
Administrator

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 – 5 years State service 35 years private sector
Assist. Administrator PM5	Michelle Juliano- 31 years State service
Electrical Engineer PM4	Gordon Graham- 17 years State Service, 25 years private

Interview/Selection date: 5-Jun-19

**COMMITTEE PROPOSAL RATING FOR
ELECTRICAL STATEWIDE AGREEMENT**

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, LLC							75.0	<===== Highest Rating
<i>Ted Kupper</i>	5	5	5	5	5	25		
<i>Michelle Juliano</i>	5	5	5	5	5	25		
<i>Gordon Graham</i>	5	5	5	5	5	25		
Lee F. Carroll, PE							75.0	<===== Highest Rating
<i>Ted Kupper</i>	5	5	5	5	5	25		
<i>Michelle Juliano</i>	5	5	5	5	5	25		
<i>Gordon Graham</i>	5	5	5	5	5	25		
Oak Point Associates							62.0	
<i>Ted Kupper</i>	4	3	5	5	3	20		
<i>Michelle Juliano</i>	4	4	5	4	4	21		
<i>Gordon Graham</i>	4	3	5	5	4	21		
Richardson Engineering							67.0	<===== Highest Rating
<i>Ted Kupper</i>	5	4	5	5	4	23		
<i>Michelle Juliano</i>	4	4	4	5	4	21		
<i>Gordon Graham</i>	5	4	5	5	4	23		
Startec Cons. Services							65.0	
<i>Ted Kupper</i>	4	3	5	5	4	21		
<i>Michelle Juliano</i>	5	5	5	4	4	23		
<i>Gordon Graham</i>	4	3	5	5	4	21		



RICHENG-01

ZHENRY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/16/2020

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).

PRODUCER Clark Insurance 1945 Congress Street, Bldg A PO Box 3543 Portland, ME 04104-3543	CONTACT NAME: Zachary G. Henry	
	PHONE (A/C, No, Ext): (207) 523-2272	FAX (A/C, No): (207) 774-2994
E-MAIL ADDRESS: zhenry@clarkinsurance.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: MMG Insurance Company		15997
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

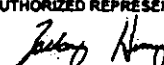
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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 CERTIFICATION 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"/> PROJE CT <input type="checkbox"/> LOC OTHER:	X		BP13219887	12/7/2019	12/7/2020	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 - COM/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For Professional Liability coverage, the aggregate limit is the total insurance available for all covered claims presented within the policy period. The limit will be reduced by payments of indemnity and expense.

Electrical Engineering Services Contract
State of New Hampshire, its agents, agencies and employees are Additional Insured's by automatic status, when required by written contract, when executed prior to any loss, with regards to general liability arising out of the ongoing operations of the insured.

CERTIFICATE HOLDER State of NH Department of Administrative Services 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 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/27/2019

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).

PRODUCER Clark Insurance 1945 Congress Street, Bldg A PO Box 3543 Portland, ME 04104-3543	CONTACT NAME: PHONE (A/C, No, Ext): (207) 774-6257 FAX (A/C, No): (207) 774-2994	
	E-MAIL ADDRESS: info@clarkinsurance.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : XL Specialty Insurance Co		37885
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED

Richardson Engineering, PLLC
 34 Lindsay Lane
 South Berwick, ME 03908

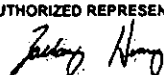
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <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 - COMPOP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N 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 \$
A	Prof Liability			DPS9918811	10/17/2017	10/17/2020	Each Claim 1,000,000
A	Deductible - \$0			DPS9918811	10/17/2017	10/17/2020	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 For Professional Liability coverage, the aggregate limit is the total Insurance available for all covered claims presented within the policy period. The limit will be reduced by payments of indemnity and expense.

Electrical Engineering Services Contract

CERTIFICATE HOLDER State of NH Department of Administrative Services 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 
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MMG INSURANCE COMPANY

44 Maysville Road
Presque Isle, Maine 04769

PORTFOLIO

PERSONAL AUTOMOBILE POLICY

DECLARATIONS

Policy No. AC12362119

Policy Period (ANNUAL)

9/17/2019 To 9/17/2020

12:01 A.M. Eastern Standard Time

Policy Type
AMENDED EFFECTIVE

9/17/2019

Named Insured
SARA V RICHARDSON & CORY LEACH
34 LINDSEY LN
SOUTH BERWICK ME 03908-2209

Agent 111 18 207-774-6257
CLARK INSURANCE
1945 CONGRESS ST BLDG A
PO BOX 3543
PORTLAND ME 04104-3543

OPERATOR(S) COVERED BY THIS POLICY

- 1. SARA RICHARDSON
- 2. CORY LEACH

The individuals listed above are the ONLY drivers for which this policy is rated. If there are other drivers who operate one or more of your vehicles, please contact your insurance agent immediately.

VEHICLE(S) COVERED BY THIS POLICY

YR	MAKE/MODEL	SYMBOLS			DED	
		OTC	COL	TER	OTC	COL
1.	2014 SUBARU FORESTER 2.5	32	16	002	250	500
2.	2014 FORD F-150 SUPERCREW	26	17	002	250	500

NOTE: N/A Indicates coverage does not apply to specified vehicle.

POLICY COVERAGES

	PREMIUM(S)	
	VEH #01	VEH #02
Bodily Injury: \$500,000 Per Person/\$500,000 Per Accident	144	144
Property Damage: \$500,000 Per Accident	90	90
Medical Payments: \$5,000 Per Person	17	17
Uninsured/Underinsured Motorists	79	79
\$500,000 Per Person/\$500,000 Per Accident		
Comprehensive	126	109
Collision	142	145
Transportation Expense: (Per Day/Maximum)	INCL	INCL
VEH: 1 - \$20/\$600, VEH: 2 - \$20/\$600		

TOTALS BY VEHICLE -----> 598 584

MMG Driver Advantage 54

TOTAL POLICY PREMIUM -----> \$1,236

State of New Hampshire
Department of Administrative Services
PO Box 483
Concord, NH 03302

December 13, 2019

Re: Workers Compensation Insurance

To Whom It May Concern:

We are a Maine base PLLC and I am the sole proprietor and only employee. I have chosen to opt out of Worker's Compensation coverage as Maine allows pursuant to RSA 281-A.

Please let me know if you have any questions.

Thank you,

Sara Richardson, P.

Digitally signed by Sara Richardson, P.E.
DN: cn=US, email=rsara@richardson-eng.com, o=Richardson
Engineering, PLLC, cn="Sara Richardson, P.E."
Location: South Berwick, Maine
Reason: I am the author of this document
Date: 2019.12.13 13:51:48-0500

Sara Richardson, P.E.
Richardson Engineering, PLLC

Enclosures: Predetermination Letter & Application – State of Maine (9 Pages)



STATE OF MAINE
WORKERS' COMPENSATION BOARD
27 STATE HOUSE STATION
AUGUSTA, ME 04333-0027
TEL: (207) 287-7071 / FAX: (207) 287-5413
TTY: MAINE RELAY 711

RICHARDSON ENGINEERING PLLC
PO BOX 288
S BERWICK, ME 03908

(207) 384-1055

Based on the information provided by **RICHARDSON ENGINEERING PLLC**, the application dated 11/26/2019 is **APPROVED** and a rebuttable presumption is granted for the period **11/27/2019** to **11/26/2020**.

A handwritten signature in cursive script that reads "Lisa Bachelder".

Lisa Bachelder
Supervisor, Coverage Unit
Workers' Compensation Board

11/27/2019
Date

NOTICE OF APPEAL RIGHTS

You have the right to appeal this decision within 10 days from the date of the Board's decision (above). See 39-A M.R.S.A. §105(4). All appeals must be in writing and mailed to: Lindsay Lizzotte, Maine Workers' Compensation Board, 27 State House Station, Augusta, ME 04333-0027.

Note to Employing Units: You should request a copy of the entire application in addition to this form.