

142 MLC



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street - Room 120  
Concord, New Hampshire 03301

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 and Construction  
Project No. 81071- Contract A

March 10, 2021

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

### REQUESTED ACTION

1). Authorize the Division of Public Works Design and Construction to enter into a contract with SMRT, Inc (VC# 153153), Portland, Maine, for a total price not to exceed \$399,000 for professional services related to the Kitchen Renovation, NH State Prison for Men, Concord, New Hampshire. This contract is effective upon Governor and Council approval through completion of the construction administration phase of the underlying Kitchen Renovation project, unless extended in accordance with the contract terms. **100% Capital - General Funds.**

2). Further authorize that a contingency in the amount of \$25,000 be approved for unanticipated expense for the Kitchen Renovation, NH State Prison for Men, bringing the total to \$424,000. **100% Capital - General Funds**

Funding is available in account titled Department of Corrections as follows:

	<u>SFY21</u>
02-46-46-460030-1219000 Kitchen Renovation	
034-500152 - Design/Study Consultant	\$ 399,000
034-500152 - Contingency	\$ 25,000
<b>Grand Total</b>	<b>\$ 424,000</b>

## EXPLANATION

Per Chapter 146:1,IVB Laws of 2019 Kitchen Renovations. This contract is for professional design and construction administration services for the Kitchen Renovation at the NH State Prison for Men. The project will expand Food Services into a new building in the prison yard area and repurpose the existing Food Services area. The Food Services area was constructed in 1981 to prepare food for 900 residents. The Department of Corrections currently prepares food three times per day for over 1,500 residents. The existing roof over the kitchen and dry storage area is a flat, concrete, high-traffic walkway covered in epoxy. The roof/walkway will receive a new epoxy coating. The dry storage area will be relocated into the renovated part of the existing Food Services area. Some of the large built-in ovens, freezers and coolers are failing and will be replaced with energy efficient units. The existing kitchen area is experiencing significant deterioration, requires constant maintenance, and no longer meets health and safety standards. The exterior ramp above the kitchen area is leaking and is causing structural damage to the building. Tarps and hoses are being used to divert water away from food preparation areas. Failing floor tiles and collapsed drains also cause health and safety issues. The existing elevator is no longer safe for human transport and is only used to transport food carts to the serving areas. A small staircase, which is not code compliant, connects the kitchen to the service area. A new kitchen area is needed to meet health and safety standards. The new kitchen will be located on the same level as the serving areas, making food transportation and serving operations more efficient.

On September 24, 2019, the Division of Public Works Design & Construction solicited Registered Architects and Engineers, by public announcement in the State, for interest in providing professional services for the Kitchen Renovations.

Five (5) consultant firms submitted letters of interest and qualifications and were considered for this assignment. These consultant firms were evaluated based on their submitted qualifications, including applicable experience of the firms and team members. Ultimately, a short list of three (3) firms was developed and each was requested to submit a technical proposal and attend an interview with the Consultant Selection Committee.

Interviews were held with the following three (3) Consultant firms on December 10, 2019.

KOAL, PLLC Belmont, NH	WarrenStreet Architects Concord, NH
SMRT, INC Portland, ME	

The three (3) firms were rated on the basis of: comprehension of the assignment; clarity of the proposal; capacity to perform in a timely manner; quality and similar experience of the project manager and the team; and overall suitability for the assignment. Based on their technical proposal and interview, the firm of SMRT Inc. was chosen as the best qualified for the project. The Consultant Selection Committee included representatives from both the Department of Corrections and the Division of

Public Works Design and Construction. A copy of the firm's Statement of Qualifications is provided, herewith, for your information and convenience.

With the emergence of the coronavirus pandemic at the beginning of last year, this contract was temporarily put on hold. The Department has recently been advised that the contract may move forward and is just now presenting it to the Governor and Council for approval.

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.

This agreement has been approved by the Attorney General as to form and execution; and the Department of Corrections has certified that the necessary funds are available. Copies of the fully executed contract are on file at the Secretary of State's Office and the Department of Administrative Services, Division of Public Works Design and Construction.

Attached please find a copy of the tabulation of bids for this project along with the contract supplemental information sheet.

Respectfully submitted,



Charles M. Arlinghaus,  
Commissioner

## CONTRACT SUPPLEMENTAL INFORMATION SHEET

PROJECT: DPW Project No. 81071, Contract A – Kitchen Renovation, NH State Prison for Men, Concord NH

DESCRIPTION: This contract is for professional design and construction administration services for the Kitchen Renovation at the NH State Prison for Men. The project will expand Food Services into a new building in the prison yard area and repurpose the existing Food Services area. The Food Services area was constructed in 1981 to prepare food for 900 residents. The Department of Corrections currently prepares food three times per day for over 1,500 residents. The existing roof over the kitchen and dry storage area is a flat, concrete, high-traffic walkway covered in epoxy. The roof/walkway will receive a new epoxy coating. The dry storage area will be relocated into the renovated part of the existing Food Services area. Some of the large built-in ovens, freezers and coolers are failing and will be replaced with energy efficient units.

EXPLANATION: The existing kitchen area is experiencing significant deterioration, requires constant maintenance, and no longer meets health and safety standards. The exterior ramp above the kitchen area is leaking and is causing structural damage to the building. Tarps and hoses are being used to divert water away from food preparation areas. Failing floor tiles and collapsed drains also cause health and safety issues. The existing elevator is no longer safe for human transport and is only used to transport food carts to the serving areas. A small staircase, which is not code compliant, connects the kitchen to the service area. A new kitchen area is needed to meet health and safety standards. The new kitchen will be located on the same level as the serving areas, making food transportation and serving operations more efficient.

Interview/Selection date: 10-Dec-19

**COMMITTEE PROPOSAL RATING FOR  
KITCHEN RENOVATION**

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
<b>KOAL</b>							<b>96.5</b>
<i>Ted Kupper</i>	5	5	4	5	5	24	
<i>Michelle Juliano</i>	3	4	3.5	3.5	3.5	17.5	
<i>James Haggett</i>	3	3	3	4	3	16	
<i>Timothy Smith</i>	5	5	3	5	3	21	
<i>Jonathan Hanson</i>	5	4	3	3	3	18	
<b>SMRT</b>							<b>119.0</b>
<i>Ted Kupper</i>	5	5	5	5	5	25	
<i>Michelle Juliano</i>	4	4	4	5	4	21	
<i>James Haggett</i>	5	5	5	5	5	25	
<i>Timothy Smith</i>	5	5	5	5	5	25	
<i>Jonathan Hanson</i>	4	5	4	5	5	23	
<b>WarrenStreet</b>							<b>76.0</b>
<i>Ted Kupper</i>	4	5	4	5	5	23	
<i>Michelle Juliano</i>	2	2	2	3	3	12	
<i>James Haggett</i>	3	1	3	4	2	13	
<i>Timothy Smith</i>	1	1	3	5	3	13	
<i>Jonathan Hanson</i>	4	2	3	3	3	15	

<==== Highest Score

# State of New Hampshire

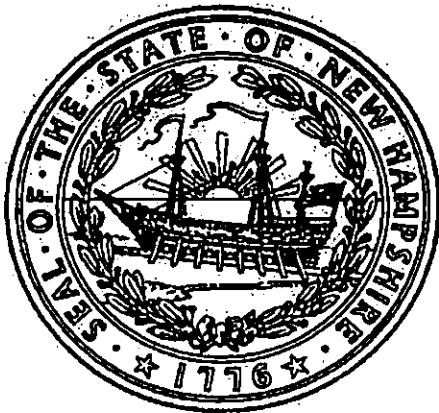
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SMRT, INC. is a Maine Profit Corporation registered to transact business in New Hampshire on March 18, 1998. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 290083

Certificate Number: 0005358618



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 28th day of April A.D. 2021.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State



SMRTINC-01

VSANTOSUOSSO

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/28/2021

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> Ames & Gough 859 Willard Street Suite 320 Quincy, MA 02169	<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): (617) 328-6555      FAX (A/C, No): (617) 328-6888 E-MAIL ADDRESS: boston@amesgough.com														
<b>INSURED</b> SMRT, Inc. 75 Washington Ave, Suite 3A PO BOX 618 Portland, ME 04101	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: RLI Insurance Company A+, XI</td> <td style="text-align: center;">13056</td> </tr> <tr> <td>INSURER B: Travelers Casualty &amp; Surety Co. of America A++, XV</td> <td style="text-align: center;">31194</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: RLI Insurance Company A+, XI	13056	INSURER B: Travelers Casualty & Surety Co. of America A++, XV	31194	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: RLI Insurance Company A+, XI	13056														
INSURER B: Travelers Casualty & Surety Co. of America A++, XV	31194														
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 INSD	SUBR WYD	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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		PSB0004101	7/1/2020	7/1/2021	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMPOP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X		PSA0001819	7/1/2020	7/1/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0	X		PSE0003158	7/1/2020	7/1/2021	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	PSW0002671	7/1/2020	7/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B	Prof. Liability			106380453	9/26/2020	9/26/2021	Per Claim Limit	5,000,000
B				106380453	9/26/2020	9/26/2021	Aggregate Limit	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 All Coverages are in accordance with the policy terms and conditions.

Project: NH #81071A State of NH Men's Prison Kitchen

New Hampshire Bureau of Public Works, the State, its agencies, and its agents and employees shall be listed as Additional insured with respects to General, Auto, and Excess liability where required by written contract. A 30-day notice of cancellation will be issued in accordance with policy terms and conditions. Professional Liability Policy Claims Made Deductible: \$70,000.

**CERTIFICATE HOLDER****CANCELLATION**

New Hampshire Dept. of Admin. Services Division of Public Works Design & Construction 7 Hazen Drive Concord, NH 03301	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 
--------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Thomas, Brenda**

---

**From:** Suzette Bois <SBOIS@SMRTInc.com>  
**Sent:** Friday, May 28, 2021 1:09 PM  
**To:** Thomas, Brenda  
**Subject:** Contract 81071A

**EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.**

---

Brenda – This confirms that SMRT Inc. does not own any vehicles.

**Suzette Bois CPA**  
Senior Principal and Chief Financial Officer

SMRT Architects and Engineers  
p: 877.700.7678  
d: 207.321.3877  
C: 207-650-8781  
smtinc.com