



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

27
Jm

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 H L Turner Group, Inc., (Vendor Code 156919) 27 Locke Road, 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 H L Turner Group, Inc. to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This is 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-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. 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.

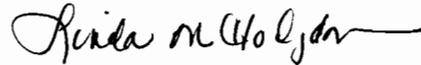
Architechnology	H L Turner
Cowan Goudreau	SMRT Inc.
Harriman Associates	

Her Excellency, Governor Margaret Wood Hassan
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September 23, 2013
Page 3 of 3

A copy of H L Turner Group, 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,



Linda M. Hodgdon,
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	
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

THE H.L. TURNER GROUP INC.

June 26, 2013

Mr. Mark Nogueira, Administrator
Bureau of Public Works Design & Construction
NH Department of Administrative Services
7 Hazen Drive, Room 250
Concord, NH 03302-0483

RECEIVED

JUN 27 2013

Bureau of Public Works

SUBJECT: Technical Proposal for Statewide Architectural Services

Dear Mr. Nogueira:

On behalf of our firm, The H.L. Turner Group Inc., we are pleased to submit this Technical Proposal in response to your request to provide Statewide Architectural On-Call Services. We've reviewed the "Statewide Agreement for Performing Professional Services for Design and Construction Documents, On-site Observation, and Inspection Services for Various Projects" and we are prepared to comply and deliver on the projected work effort.

As a full service Architectural and Engineering firm, The Turner Group is a diverse group of professionals and design staff headquartered in Concord, New Hampshire. We have one professional architect registered in the State of New Hampshire who is supported by five full-time technical staff, of which our senior designer is in the process of becoming registered. Our team is capable of delivering and performing the requested services on time and within budget.

Our team of professionals not only have the experience and talent to deliver successful projects, but they have also proven themselves capable of gaining security clearance at state, county, and federal government level as well as for classified projects for private industry. Additionally, we encourage our staff to further their training and education. As such, many of our field staff have received their OSHA 10 Hour Card.

The architectural division at The Turner Group has provided our expertise on numerous projects of all types and sizes. Recently, our team has assisted the BPWD&C on a variety of projects, such as the renovation to the Rochester Armory and the barracks at the Training Site in Center Strafford, the building envelope study at the NHDES & HHS offices on Hazen Drive in Concord, and the window replacement on numerous State buildings as part of the AARA funding. This experience gives us an understanding of the types and scope of projects that could be assigned as part of this solicitation.

We would appreciate the opportunity to provide professional architectural to the NHBPW D&C. We trust that you will find all the requested information as you review this proposal. Please feel free to contact us at 603/228-1122 or by e-mail at bhickey@hlturner.com or dhart@hlturner.com.

Sincerely,
THE H.L. TURNER GROUP INC.


William D. Hickey
Vice President

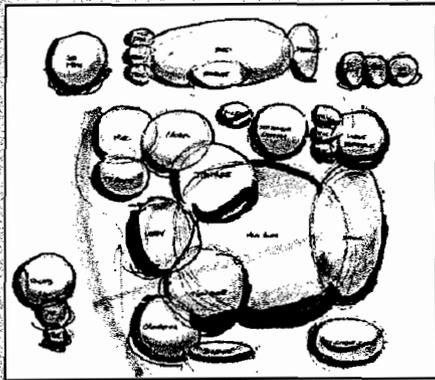

David B. Hart, AIA, NCARB
Associate

27 Locke Road
Concord, NH 03301

Phone: 603/228-1122
Fax: 603/228-1126
www.hlturner.com



Our experience and team approach to design allows us to develop cost effective, common sense solutions for all types of architectural design projects, including Americans with Disabilities (ADA) review and design, life safety code review and design, energy improvements, new buildings, building additions, building renovations, and re-roofing. We integrate our experience, understanding of codes and regulations, and our knowledge about healthy and efficient buildings into all of our designs. We utilize the latest design software including, AutoCAD and Revit plan preparation software and our technical specifications are developed using Arcom's MasterSpec and Altarix. To ensure we have the latest version of each software package we utilize annual agreements for all the software packages operated in the office.



The Essence of Space Planning

As part of the initial steps we take when evaluating a project's scope and required expertise, we will assign a project manager (PM). That PM will meet with representatives from NHDAS - BPWD&C to gain an understanding of the project requirements. We will then provide a proposal outlining the scope of work, fee, and schedule. Each proposal will include a spreadsheet that breaks down the tasks to be accomplished, an hourly allocation for each task by personnel and a total fee based on the approved hourly rates. Once the authorization to proceed has been received, we will begin work on the project. During the proposal phase any consultants such as landscape architects or interior designers will be identified and a scope of work and fee will be included in the proposal. Since we are a full service architectural and engineering firm, all civil, structural, mechanical, plumbing and fire protection engineering services required on a project will be completed by in-house personal. This allows for fewer sub-consultant "mark-ups" on proposals.

As we have experienced in the past, projects can require a quick response. Our company headquarters are located in Concord, NH just off exit 16 on I-93 in East Concord. This central location provides convenient highway access and minimizes our travel time to locations around the state. Our office is located 4 miles from the NHDAS - BPWD&C headquarters on Hazen Drive in Concord.

Project Delivery

Review Existing Information and Project Objectives - Review all previous documents and reports to fully understand the program for this project. Review all available specifications, existing site information, and any other available information. Visit the proposed site and establish a project timeline.

Meetings/Interviews - Conduct meetings and interviews as necessary and throughout the program with the users to validate the space program for the proposed project. Meet with end users and BPWD&C to review the final space programming parameters.

Develop a Concept Plan - Based on the space programming and other information gathered, work to develop concept sketches. Provide program schemes, revise the concepts, and narrow the options until a single preferred concept is agreed to. As needed, we will develop floor plans, elevations, site plans, 3D views, perspectives, and other images to help the public better understand the project.

Schematic Documents - Based on the conceptual design and any new feedback from the team, we will develop a set of schematic drawings and outline specifications for the project.

These drawings will include, but not be limited to: preliminary code review, schematic floor plans, elevations, sections, site plan, schematic design of building systems, and 3D views. In addition to the drawings and based on the conceptual design and schematic drawings we can provide an Architect's opinion of cost of the project at this time, that reflects the construction cost of the building as well as all other ancillary costs (soft costs).

Design Development Documents - Based on the schematic design and any comments based on the review, we will develop a set of design development drawings and a draft project manual for the project as described in the RFP. These drawings will be a more detailed and complete set of drawings, including information from all disciplines. We will provide final design development documents and presentation to the BPWD&C for approval. Based on the design development drawings, we will provide a design development level Architect's opinion of cost of the project at this time and based on that we will confer with BPWD&C to verify that the project remains on budget.



Project Delivery Continued

Construction Documents - Based on the design development documents and any comments from the review, we will develop a set of construction drawings and a project manual (specifications) for the project for bidding purposes. We will provide a final construction documents package and presentation to BPWD&C for approval prior to bidding.

Pre-Construction Meeting - Meeting with the contractor and BPWD&C (if desired) to describe critical items during construction. TTG will also describe the quality of the project.

Shop Drawing Review - Review of all product shop drawings in a timely manner and provide notes on any items that do not meet specifications.

Construction Meetings and On-Site Observation - Attend weekly on-site construction meetings and to oversee the progress of construction. Work with BPWD&C and the Contractor to evaluate the weekly progress and address any items that have occurred since the last meeting. Provide written field observation reports to BPWD&C and the Contractor.

Mock-Up Reviews - In order to aid in the overall quality and correctness of the final building, we have determined that requesting full size construction mock-ups of critical details in the building is a valuable action. We will coordinate with the Contractor to review mock-ups and correct them as needed.

Requests for Information (RFI) and Field Questions - During construction questions will arise. A team member will be available to answer field questions and respond in a timely manner.

Application for Payment Review - Review, comment, and certify when appropriate, all Contractor and Subcontractor Applications for Payment to verify that the work is complete to the level of the invoicing.

Change Order Review - Review and comment on all change order requests, including legitimacy of the request, cause of the request, and fairness in price.

Meetings - Available for regular progress meetings with the BPWD&C as requested.

Final Punch List - A check that all items were installed as described in the project documents and are working as intended. We will provide a document with all outstanding items and a dollar value on any uncompleted items.

Closeout Documents - Provide BPWD&C and the Contractor all the appropriate forms once the project is complete and all parties have signed-off that it meets substantial completeness. We will team with the BPWD&C in seeking opportunities and providing documentation for any rebates that may be available.

As-Built Plans - When the construction is nearing completion, we will require that the Contractor submit marked-up drawings and plans that depict the as-built condition of the construction in the field and where the as-built work departs from the project drawings. The design plans will be revised as required to reflect the as-built conditions.



2 Pillsbury Street | Before



2 Pillsbury Street | 3D Rendering of Design



2 Pillsbury Street | At Completion of Construction

Capabilities: The Turner Group is a full service architectural and engineering firm, we provide architectural, civil, structural, mechanical and plumbing engineering. The only sub-consultant required for the majority of the building projects that we are involved with is electrical engineering. Being able to use our professionals for the majority of the services required, and having long standing relationships with electrical engineering firms, allows us a quicker response time and the quality of the work will meet the rigorous standards we have in place for all projects. Our experience with multiple project types and delivery systems allows us to bring expertise in a number of different areas to the variety of assignments at the BPWD&C.

More than fifty-nine percent of our work is for repeat clients. We believe the value of our work products is the reason that we have the amount of repeat client work that we do. Repeat clients include the New Hampshire Army National Guard, Millipore Corporation, General Electric, The City of Concord, NH, The Town of Bow, NH, the Hampstead, Salem, Windham, and Pelham School Districts, Pennichuck Water Works, Pease Development Authority, United States Post Office, and Enel Green Power North America. Ninety-six percent of the projects that we have provided professional architectural services for are small to medium size projects with a fee up to \$99,999.

Currently, our projects include both renovation and new construction in the educational, industrial, commercial, recreational, and renewable energy sectors. We are working on moisture, air intrusion, and building envelope studies throughout Massachusetts and Northern New England. Since 2011 we have been assisting a national firm; leading their east coast efforts evaluating building envelopes, facades, and roofs. In the summer of 2012 alone, we evaluated building envelopes for projects in Boston, MA, that sold for more than three hundred million dollars.

Boys and Girls Club - Lynn, MA



Building Information Modeling (BIM): We offer BIM capabilities as a main design tool to develop plans. The State will benefit from our team being an interdisciplinary firm, providing the majority of engineering services in-house. All key disciplines are well established BIM users and we foresee a seamless integration of their work. The BIM platform can easily be converted to AutoCAD at anytime during the design process.

The primary difference between BIM technologies and CAD is that CAD was developed as a two-dimensional drafting tool, whereas BIM is a three-dimensional modeled database of information capable of managing a greater amount of information beyond the vector data. The model contains detailed information that is linked to other building related components. For example, the elimination of a door within the model is automatically reflected in the door schedule.

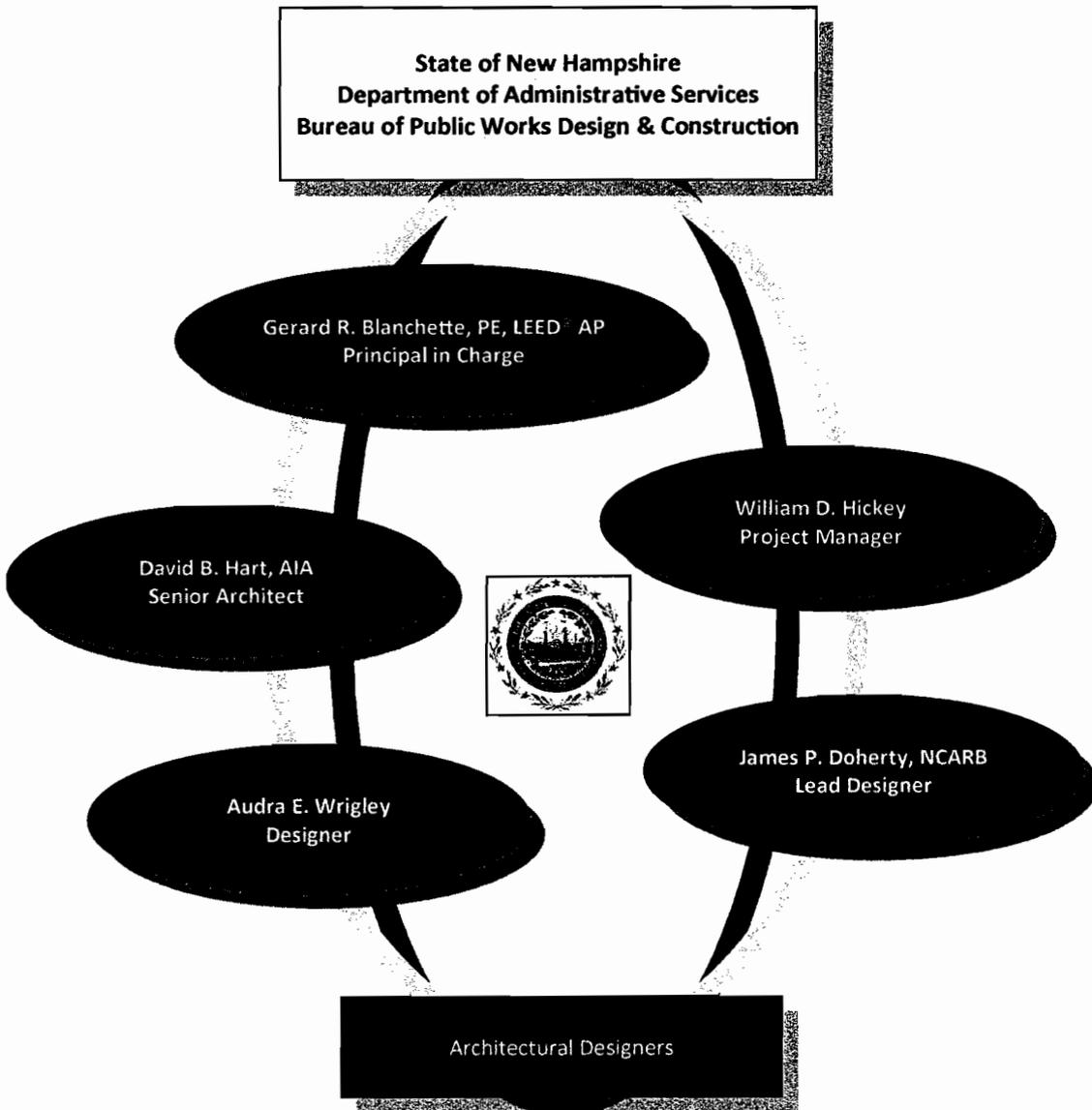
BIM becomes a powerful tool for designers in determining the building's performance. Sunlight can be modeled to see how light enters the building on a certain day of the year, or how the building's interior spaces appear visually by taking a virtual walk-thru during design. Specifically to your prison facility, BIM models allow us to create virtual views that simulate camera angles and viewpoints from control rooms. This has proven to be a very effective means of identifying blind spots.

The BIM software prevents accidental coordination oversights, such as the placement of ductwork where steel beams exist. This feature greatly reduces the number of errors and omissions that result in costly change orders. BIM modeling can also aid cost estimators, contractors and the CM by assigning each building element a unique code, allowing quantity take-offs to be extracted at any given time. This will enable both the design team, state representatives, and the CM to have a more precise estimate of the project cost.

The use of BIM also aids in bridging the gap between traditional design/construction deliverables and facilities management, operations and other capital program functions. Including BIM in the deliverable strategy not only provides a more collaborative environment through planning, design and construction, but also facilitates rich data capture throughout, including commissioning, not realized with traditional CAD/printed deliverables. This new accessibility to the building's data allows the facilities, operations and maintenance teams to be more productive with the overall management and preventive maintenance of the facility. This in turn allows exposure to other cost/management benefits including more accurate facilities condition assessments, total cost of ownership, risk management, improvement of building sustainability, schedulable maintenance and overall predictable behavior of the facility.

The Turner Group proposes to provide the services requested by using the experience of Dave Hart, AIA, as the lead architect and Bill Hickey, as the primary project manager to lead the team on these projects. Dave and Bill have worked together for over ten years on projects of various types and sizes. Having the project manager gain an understanding of the project requirements at the outset allows that person to designate work to the proper design team member which puts in place a project delivery that is cost effective and timely. The team will be assisted by five technical staff members including, Jay Doherty who will be responsible for a project's architectural elements. Because each of our disciplines manage other specialized projects this allows the entire design team to have a broad understanding of effective project delivery.

As the BPWD&C's primary points of contact, Dave and Bill will guide the flow of project information. As senior team leaders, Dave and Bill will communicate the information to the appropriate design team members and any information or requirements that flow from the design team back to the BPWD&C will be communicated through these project managers. Internal communication is critical to a project's success.



Project Team





HLTURN-01

JMAGGIO

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 Ames & Gough 859 Willard Street Suite 320 Quincy, MA 02169	CONTACT NAME: PHONE (A/C, No, Ext): (617) 328-6555 319		FAX (A/C, No): (617) 328-6888	
	E-MAIL ADDRESS:			
INSURED The H. L. Turner Group, Inc. 27 Locke Road Concord, NH 03301	INSURER(S) AFFORDING COVERAGE		NAIC #	
	INSURER A : RLI Insurance Company		13056	
	INSURER B :			
	INSURER C :			
	INSURER D :			
	INSURER E :			
INSURER F :				

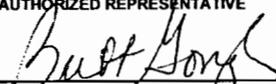
COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> 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"/> PROJECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR 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) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A					<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Prof. Liability			RDP0009114	1/1/2013	1/1/2014	Per Claim Limit: 1,000,000
A				RDP0009114	1/1/2013	1/1/2014	Aggregate Limit: 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Per Claim Deductible: \$25,000

CERTIFICATE HOLDER**CANCELLATION**

Department of Administrative Services 25 Capital Street 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 

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/11/2013

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PRODUCER Foy Insurance Group - Manchester 1889 Elm St Manchester NH 03104	CONTACT NAME: Heidi SanSouci
	PHONE (A/C, No, Ext): (603) 641-8111 FAX (A/C, No): (603) 641-9849
	E-MAIL ADDRESS: Heidi.SanSouci@FoyInsurance.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Hartford Casualty Insurance Co NAIC # 29424
	INSURER B: Twin City Fire Ins Co 29459
	INSURER C: Hartford 00914
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER **Master 12/13** 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 INSR	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			04SBALH1798	12/10/2012	12/10/2013	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> SS 00 08 04 05						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY			04UECLW8271	12/10/2012	12/10/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							Uninsured motorist combined \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			04SBALH1798	12/10/2012	12/10/2013	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$ 1,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input type="checkbox"/> CLAIMS-MADE					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			04WECRI9127	12/10/2012	12/10/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> N	N/A				E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
RE: **Architectural Statewide Agreement**

The State of New Hampshire is additional insured if written signed contract, agreement, or permit to such exists prior to loss subject to form indicated above in General Liability section.

CERTIFICATE HOLDER

CANCELLATION

Department of Administrative Services 25 Capital Street 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 Melissa Fini/MELIS