



# State of New Hampshire

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

94 YOR

Charles M. Arlinghaus  
Commissioner  
(603) 271-3201

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

Bureau of Public Works  
Design and Construction  
Project No. 81036R– Contract C

January 22, 2020

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

## REQUESTED ACTION

1). Authorize the Department of Administrative Services to enter into an agreement with Smith Alvarez Sienkiewicz (**Vendor No. 260846**) Burlington, VT for a total price not to exceed \$911,743, for Professional Services for the Newington Turnpike Maintenance Facility, Newington NH. The contract is effective upon Governor and Council approval through June 30, 2022. **100% Turnpike Funds**

2.) Further authorize that a contingency in the amount of \$91,174 be approved for unanticipated expenses for the Newington Turnpike Maintenance Facility, bringing the total to \$1,002,917. **100% Turnpike Funds**

3). Further authorize that an amount of \$25,000 be approved for payment to the Department of Administrative Services, Bureau of Public Works Design and Construction (**Vendor Code 31152 B004**) for engineering services provided, bringing the total to \$1,027,917. **100% Turnpike Funds**

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

|  |                    |
|--|--------------------|
| 01-96-96-960017-75140000 SPAULDING TPK/US 4/NH16 | <u>SFY2020</u>     |
| 046-500463 – Design/Study                        | \$ 911,743         |
| 046-500463 - Contingency                         | \$ 91,174          |
| 046-500463 – Interagency Fees                    | <u>\$ 25,000</u>   |
| Sub-Total  | \$ 1,027,917       |
| <b>Grand Total</b>                               | <b>\$1,027,917</b> |

### **EXPLANATION**

This contract will provide for architectural and engineering design and construction administration services for the Newington Turnpike Maintenance Facility. The Department of Transportation currently operates at a facility in Dover which is undersized to meet the current required level of service especially given the Spaulding Turnpike expansion projects. The existing patrol shed does meet current needs and will be replaced with a more convenient location in Newington, NH.

In April 2019, the Bureau of Public Works Design & Construction solicited Registered Architects and Engineers in the State by public announcement (RFI) for interest in providing consultant services for Construction of two Field Maintenance Shop projects, selecting two consultants, one for this Seacoast Field Maintenance Shop and one for the South-Central Field Maintenance Shop.

Twelve (12) consultant firms submitted letters of interest and were considered for this assignment. These consultant firms were 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 the team, and overall suitability for the assignment. Ultimately a short list of three (3) firms was developed.

Interviews were held with the following three (3) Consultant firms on June 7, 2019.

H.L. Turner Group  
Concord, NH

Cowan Goudreau Architects  
Concord, NH

Smith, Alvarez, Sienkiewicz Architects  
Burlington, VT

Based on their technical proposal, presentation and experience on projects of a similar nature, the firm of Smith, Alvarez, Sienkiewicz, was chosen as best qualified for the project. The Consultant Selection Committee included representatives from the Department of Transportation, and the Bureau of Public Works Design and Construction. A copy of the firm's Statement of Qualifications is provided, herewith, for your information and convenience.

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.

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The agreement has been approved by the Attorney General as to form and execution; and the Department of Transportation has certified that the necessary funds are available. 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 and Construction.

Sincerely,

A handwritten signature in cursive script, appearing to read "Charles M. Arlinghaus".

Charles M. Arlinghaus,  
Commissioner

## 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<br>35 years private sector |
| Assist. Administrator PM5   | Michelle Juliano- 31 years State service                           |
| Civil Engineer PM4  | Roger Dionne- 33 years State Service                               |
| Administrator of<br>Bureau of Turnpikes<br>Dept of Transportation | John Corcoran – 32 years State Service                             |

Interview/Selection date: 7-Jun-19

**COMMITTEE PROPOSAL RATING FOR  
NEWINGTON MAINTENANCE FACILITY**

| 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 |
|---------------------------|-----------------------------|---------------------|--|-----------------------------------|--|-------------|------------------|
| Cowan Goudreau Architects |                             |                     |  |                                   |  |             | 83.0             |
| <i>Ted Kupper</i>         | 4                           | 4                   | 4                                      | 5                                 | 4                                      | 21          |                  |
| <i>Michelle Juliano</i>   | 4                           | 4                   | 4                                      | 4                                 | 4                                      | 20          |                  |
| <i>Roger Dionne</i>       | 4                           | 4                   | 4                                      | 4                                 | 5                                      | 21          |                  |
| <i>John Corcoran</i>      | 5                           | 3                   | 5                                      | 4                                 | 4                                      | 21          |                  |
| Smith Alvarez Sienkiewicz |                             |                     |  |                                   |  |             | 97.0             |
| <i>Ted Kupper</i>         | 4                           | 5                   | 5                                      | 5                                 | 5                                      | 24          |                  |
| <i>Michelle Juliano</i>   | 5                           | 5                   | 5                                      | 5                                 | 5                                      | 25          |                  |
| <i>Roger Dionne</i>       | 5                           | 4                   | 5                                      | 5                                 | 5                                      | 24          |                  |
| <i>John Corcoran</i>      | 5                           | 5                   | 5                                      | 5                                 | 4                                      | 24          |                  |
| Turner Group              |                             |                     |  |                                   |  |             | 73.0             |
| <i>Ted Kupper</i>         | 3                           | 4                   | 3                                      | 4                                 | 4                                      | 18          |                  |
| <i>Michelle Juliano</i>   | 4                           | 4                   | 4                                      | 4                                 | 4                                      | 20          |                  |
| <i>Roger Dionne</i>       | 3                           | 4                   | 3                                      | 5                                 | 3                                      | 18          |                  |
| <i>John Corcoran</i>      | 3                           | 5                   | 2                                      | 4                                 | 3                                      | 17          |                  |

<===== Highest Rating





SMITH-1 OP ID: DB

# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 02/06/2020

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 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><br>Poole Professional B&B - TM<br>107 Audubon Rd, 2-305<br>Wakefield, MA 01680<br>Thomas M. Mullard       | <b>CONTACT NAME:</b><br>PHONE: (AC, No, Ext): 800-371-1063      FAX (AC, No):<br>E-MAIL:<br>ADDRESS:  |                               |        |  |       |             |  |             |  |             |  |             |  |             |  |
|---|---|-------------------------------|--------|--|-------|-------------|--|-------------|--|-------------|--|-------------|--|-------------|--|
| <b>INSURED</b><br>Smith Alvarez Slenkiewicz<br>Architects, P.C.<br>117 St. Paul Street, 3rd Floor<br>Burlington, VT 05401 | <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 : XL Specialty Insurance Company</td> <td style="text-align: center;">37885</td> </tr> <tr> <td>INSURER B :</td> <td></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 : XL Specialty Insurance Company | 37885 | INSURER B : |  | INSURER C : |  | INSURER D : |  | INSURER E : |  | INSURER F : |  |
| INSURER(S) AFFORDING COVERAGE   | NAIC #  |                               |        |  |       |             |  |             |  |             |  |             |  |             |  |
| INSURER A : XL Specialty Insurance Company  | 37885   |                               |        |  |       |             |  |             |  |             |  |             |  |             |  |
| 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  | ADDITIONAL COVERAGE (IND, INV) | POLICY NUMBER              | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|--------------------------------|----------------------------|-------------------------|-------------------------|--|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |                                |                            |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS                           |                                |                            |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                    |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED    RETENTION \$  |                                |                            |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N                            |                            |                         |                         | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                   |
| A        | <b>Architects &amp; Engrs Professional Liab</b>  |                                | DPR9953459<br>\$25,000 DED | 01/21/2020              | 01/21/2021              | Per Claim 2,000,000<br>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.

**CERTIFICATE HOLDER**
**CANCELLATION**

|   |   |
|---|---|
| <b>NEWHA-2</b><br><br>State of New Hampshire<br>Department of Administrative Services<br>P.O. Box 483<br>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.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|---|---|

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SMITH | ALVAREZ | SIENKIEWYCZ ARCHITECTS

November 22, 2019

State of New Hampshire  
Department of Administrative Services  
Bureau of Public Works Design & Construction  
POB 483, 7 Hazen Drive – Room 250  
Concord, NH 03302-0483

Attn: Theodore Kupper

Re: Newington Turnpike Maintenance Facility

Dear Theodore:

Smith, Alvarez, Sienkiewicz Architects PC, as a corporation, does not own any vehicles. Therefore, no vehicles are included on our insurance policy.

Sincerely,



Stephen Smith  
Principal

SS/mb

LTR TX Newington Autos-Insurance 112219

