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State of New Hampshire  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER  
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Concord, New Hampshire 03301

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Division of Public Works  
Design & Construction

October 10, 2017

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 Oak Point Associates (Vendor Code 174008) Portsmouth, NH, 03801 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, 2020. The amount expended under this agreement shall not exceed \$500,000.00.

**EXPLANATION**

The Department proposes to retain the private consulting firm of Oak Point Associates to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This is one (1) of six (6) open-ended agreements for on-call 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.

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. 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 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 2017, 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 Architectural Services. Twenty-seven (27) 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.

AG Architects, PC	Dennis Mires, P.A., The Architects
Alba Architects, LLP	Randall T. Mudge & Associates
Frank Anzalone Associates	Oak Point Associates
CJ Architects	Samyn D'Elia Architects
CMK Architects	Scott & Partners
Cowan Goudreau	Smith Alvarez Stenkiewicz Architects
Gorman Richardson Lewis Architects	SMRT Architects & Engineers
Harriman Associates	Stone River Architects
Jordan Design, PLLC	Tennant Goucher Architects
JSA Architects	H. L. Turner Group
D. A Kinsella Company	Warrenstreet Architects, Inc.
Koal PLLC	Weston & Sampson
Lavallee/Brensinger Architects	Christopher P. Williams Arch, PPLC
Manypenny Murphy Architecture	

It is now the Department's intent to enter into Statewide Consultant Service Agreements with the six (6) highest rated firms as their legal documentation and Certificate of Insurance become available.

Manypenny Murphy Architecture	Oak Point Associates
Scott and Partners	Smith Alvarez Stenkiewicz Architects
SMRT Architects & Engineers	Tennant Goucher Architects

A copy of Oak Point Associates' Statement of Qualifications is provided, herewith, for your information and convenience.

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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,

A handwritten signature in black ink, appearing to read 'C. Arlinghaus', written in a cursive style.

Charles M. Arlinghaus  
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
ALBA							75.0
Ted Kupper	3	3	3	4	3	16	
Michelle Juliano	5	5	4	4.5	4.5	23	
Gary Brown	3	3	3	4	3	16	
Tim Smith	3.5	3.5	3.5	5	4.5	20	
GRLA							86.5
Ted Kupper	4	4	4	4	4	20	
Michelle Juliano	4	4	3.5	4	4	19.5	
Gary Brown	5	5	5	5	5	25	
Tim Smith	3.5	4.5	4.5	5	4.5	22	
KOAL							78.5
Ted Kupper	4	3	3	4	4	18	
Michelle Juliano	4.5	4.5	4.5	5	5	23.5	
Gary Brown	4	3	3	4	4	18	
Tim Smith	4.5	3.5	3	4	4	19	
ManyPenny Murphy							89.5
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	5	5	4	5	4	23	
Gary Brown	4	4	4	4	4	20	
Tim Smith	4.5	4.5	4	4	4.5	21.5	
Oak Point							90.5
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	5	5	5	5	5	25	
Gary Brown	1	2	5	5	4	17	
Tim Smith	4.5	4.5	5	5	4.5	23.5	
Scott & Partners							93.0
Ted Kupper	5	5	5	5	4	24	
Michelle Juliano	5	5	5	4.5	5	24.5	
Gary Brown	5	5	4	4	5	23	
Tim Smith	4.5	4.5	4	4.5	4	21.5	
Smith Alvarez Stenkiewicz							94.0
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	5	5	5	5	5	25	
Gary Brown	4	4	5	4	4	21	
Tim Smith	4.5	5	4.5	4.5	4.5	23	
SMRT							89.5
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	4.5	4.5	5	4	4	22	
Gary Brown	3	3	5	4	4	19	
Tim Smith	4.5	5	4.5	5	4.5	23.5	
Stone River							83.5
Ted Kupper	4	3	4	3	4	18	
Michelle Juliano	5	5	5	4.5	5	24.5	
Gary Brown	4	4	3	3	4	18	
Tim Smith	4.5	5	4.5	4.5	4.5	23	
Tennant Goucher							89.5
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	4.5	5	5	5	5	24.5	
Gary Brown	3	5	3	4	4	19	
Tim Smith	4.5	4	4	4.5	4	21	

<===== Highest Rating

<===== Highest Rating

2

<===== Highest Rating

<===== Highest Rating

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## 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 – 3 years State service 35 years private sector
Assist. Administrator PM5	Michelle Juliano- 29 years State service
Mechanical Eng. PM4	Beverly Kowalik - 24 years State service
Civil Engineer PM4	Roger Dionne- 31 years State Service
Electrical Engineer PM4	Gordon Graham- 15 years State Service, 25 years private
Architectural PM4	Gary Brown - 34 years private sector and 5 years State service

