



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
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Concord, New Hampshire 03301  
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(603) 271-3201

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Deputy Commissioner  
(603) 271-2059

Division of Public Works  
Design & Construction

August 29, 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 Wright - Pierce, (VC# 203111) Portsmouth, NH, 03801 for Civil - Structural Engineering 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.

## EXPLANATION

The Department proposes to retain the private consulting firm of Wright - Pierce to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This is one (1) of four (4) open-ended agreements for Civil - Structural Engineering services that will be presented for approval. The agreement will enable the Department to respond quickly to unscheduled project requests and possible emergencies regarding Civil - Structural Engineering 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 Civil - Structural Engineering Services consultant work are maintenance and capital funded projects.

This agreement is a proposed contract with the Civil - Structural Engineering services firm selected to provide on-call Civil - Structural Engineering services. It is anticipated that Civil - Structural Engineering services can be handled by four (4) Civil - Structural 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. 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, and Roger Dionne, 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 Architectural Services. The following twenty (20) consultant firms submitted letters of interest.

Civil Design Consultants, Inc.	Oak Point Associates
DMA Engineers, Inc.	Rist-Frost-Shumway Engineering, P. C.
Dubois & King, Inc.	SMRT Architects & Engineering
Fuss & O'Neill	Stantec
Harriman Associates	Team EngineerNH, PLLC (d/b/a Team Engineering)
HEB Engineers, Inc.	Turner Group
Hoyle, Tanner & Associates, Inc.	Underwood Engineers, Inc.
McFarland Johnson, Inc.	Vanasse, Hangen, Brustlin, Inc.
Milone & Macbroom	Wright - Pierce
TF Moran, Inc.	

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 six (6) rated firms listed below, were sent a Request for Technical Proposals:

HEB Engineers, Inc.	Underwood Engineers, Inc.
McFarland Johnson, Inc.	Vanasse, Hangen, Brustlin, Inc.
Team EngineerNH, PLLC (d/b/a Team Engineering)	Weston & Sampson
	Wright - Pierce

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 four (4) highest rated firms as their legal documentation and Certificate of Insurance become available.

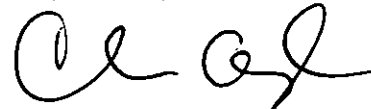
HEB Engineers, Inc.  
Underwood Engineers

Vanasse, Hangen, Bustlin, Inc.  
Wright - Pierce

A copy of Wright - Pierce'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, Division of Public Works Design & Construction.

Respectfully submitted,



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 35 years private sector
Assist. Administrator PM5	Michelle Juliano- 31 years State service
Civil Engineer PM4	Roger Dionne- 33 years State Service

Interview/Selection date: 9-Apr-19

**COMMITTEE PROPOSAL RATING FOR  
CIVIL 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	
<b>HEB Engineers</b>							<b>72.0</b>	<===== Highest Rating
<i>Ted Kupper</i>	5	5	5	5	5	25		
<i>Michelle Juliano</i>	5	5	5	5	5	25		
<i>Roger Dionne</i>	4	4	5	4	5	22		
<b>McFarland Johnson</b>							<b>66.0</b>	
<i>Ted Kupper</i>	5	5	5	5	5	25		
<i>Michelle Juliano</i>	5	5	5	5	5	25		
<i>Roger Dionne</i>	4	3	3	3	3	16		
<b>Team Engineering</b>							<b>56.0</b>	
<i>Ted Kupper</i>	4	4	4	4	3	19		
<i>Michelle Juliano</i>	4	4	4	4	4	20		
<i>Roger Dionne</i>	3	4	3	3	4	17		
<b>Underwood Engineers</b>							<b>68.0</b>	<===== Highest Rating
<i>Ted Kupper</i>	4	5	5	5	5	24		
<i>Michelle Juliano</i>	4	5	4	5	4	22		
<i>Roger Dionne</i>	4	4	4	5	5	22		
<b>VHB</b>							<b>72.0</b>	<===== Highest Rating
<i>Ted Kupper</i>	5	5	5	5	5	25		
<i>Michelle Juliano</i>	5	5	5	5	5	25		
<i>Roger Dionne</i>	5	4	4	4	5	22		
<b>Wright Pierce</b>							<b>68.0</b>	<===== Highest Rating
<i>Ted Kupper</i>	5	5	5	5	5	25		
<i>Michelle Juliano</i>	5	5	5	5	5	25		
<i>Roger Dionne</i>	4	4	3	3	4	18		



WRIGHT-01

DLIBBY-1

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/21/2019

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 License # 1780862  
HUB International New England  
275 US Route 1  
Cumberland Foreside, ME 04110

CONTACT NAME:  
PHONE (A/C, No, Ext): (207) 829-3450 FAX (A/C, No): (207) 829-6350  
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE NAIC #

INSURER A: Travelers Property Casualty Company of America 25674

INSURED

Wright-Pierce, c/o John Nelson  
11 Bowdoin Mill Island, Suite 140  
Topsham, ME 04086

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	ADOL SUBR INSR. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE X OCCUR	X	6306G894369	1/1/2019	1/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT X LOC OTHER:						
A	AUTOMOBILE LIABILITY					
	ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY		BA6G892930	1/1/2019	1/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A X	UMBRELLA LIAB X OCCUR					
	EXCESS LIAB CLAIMS-MADE		CUP7G000536	1/1/2019	1/1/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ Aggregate \$ 10,000,000
	DED X RETENTION \$ 0					
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N/A		UB9J121542	1/1/2019	1/1/2020	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Transportation		6306G894369	1/1/2019	1/1/2020	Leased & Rented Equip 10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: Civil Engineering Statewide Agreement 2019 to 2022

Workers Compensation includes the following States: ME, FL, MA, NH, NY, CT, RI

State of New Hampshire, its agencies, and its agents and employees are additional insured as respects General Liability as required by written contract.

### CERTIFICATE HOLDER

State of New Hampshire  
Dept. 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



WRIGHTP-01

C. JOHNSON

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/20/2019

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**PRODUCER**  
Ames & Gough  
859 Willard Street  
Suite 320  
Quincy, MA 02169

**CONTACT NAME:**  
**PHONE (A/C, No, Ext):** (617) 328-6555 **FAX (A/C, No):** (617) 328-6888  
**E-MAIL ADDRESS:** boston@amesgough.com

**INSURER(S) AFFORDING COVERAGE** **NAIC #**

**INSURER A:** Lexington Insurance Company A, XV **19437**

**INSURED**  
Wright-Pierce  
11 Bowdoin Mill Island  
Suite 140  
Topsham, ME 04086

**INSURER B:**  
**INSURER C:**  
**INSURER D:**  
**INSURER E:**  
**INSURER F:**

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

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$
	CLAIMS-MADE OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$
						PRODUCTS - COMP/OP AGG \$
						\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO OWNED AUTOS ONLY	SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	HIRED AUTOS ONLY	NON-OWNED AUTOS ONLY				BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
		DED RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
A	Prof. Liability		031711011	1/1/2019	1/1/2020	Per Claim Limit 5,000,000
A			031711011	1/1/2019	1/1/2020	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.

Civil Engineering Statewide Agreement 2019 to 2022  
Per Claim Deductible \$75,000

### CERTIFICATE HOLDER

State of New Hampshire  
Dept. of Administrative Services  
P.O. Box 483  
Concord, NH 03302

### CANCELLATION

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AUTHORIZED REPRESENTATIVE