



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

VICKI V. QUIRAM
 Commissioner
 (603)-271-3201

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

February 26, 2016

His Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

Sole Source/Retroactive

REQUESTED ACTION

Authorize the Department of Administrative Services, Division of Public Works Design and Construction to enter into a **sole source retroactive** amendment for the statewide consultant agreement with Lavallee Brensinger Architects, P.A. (Vendor #155101), originally approved by Governor and Council on September 14, 2011, Item #29, to extend the end date from June 30, 2014 to December 16, 2016 with a corresponding increase in the contract price by \$108,467 from \$500,000 to \$608,467. Retroactive effective from July 1, 2014 through December 16, 2016, upon Governor and Council approval. **100% General – Capital Funds.**

Funding is available in account titled Department of Administrative Services as follows:

01-14-14-140030-49760000	Capital Dome Repair	<u>SFY16</u>
034-500162	– Contract Repairs/Bldgs. & Grounds	\$ 108,467

EXPLANATION

This request is noted as **sole source** because the amount of the amendment is more than 10% of the original contract, and **retroactive** for the Capital Dome and Base Lantern project due to ongoing renovations and repairs which were put on hold until the existing roof framing system could be modified to increase its load-carrying capacity. The modifications were necessary in order for the roof to support the scaffolding required to complete the Dome and Lantern repair work. The Department is requesting a retroactive extension of the agreement expiration date to December 16, 2016, in order to finalize the project and issue final payment to Lavallee Brensinger Architects, P. A. The existing agreement had only \$871

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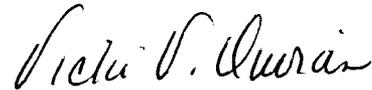
remaining in spending authority as of the original expiration date of June 30, 2014. Enclosed is the proposed Alteration Order for the documented changes to the current services.

Per Chapter 220:1, II, B, 9, Laws of 2015, for the State House Dome Repairs and consultant services.

The agreement has been approved by the Attorney General as to form and execution; and the Department of Administrative Services 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, Division of Public Works Design and Construction.

Attached please find a prior Governor and Council documentation for this agreement along with the contract supplemental information sheet.

Respectfully submitted,

A handwritten signature in black ink, reading "Vicki V. Quiram". The signature is written in a cursive style with a large, stylized initial "V".

Vicki V. Quiram
Commissioner

CONTRACT SUPPLEMENTAL INFORMATION SHEET

PROJECT: DPW Project #80633, Contract A – State of New Hampshire Dome Repairs- Platform Construction, 107 North Main Street, Concord New Hampshire. (Lavallee Brensinger Architects, P. A. Retroactive Increase).

DESCRIPTION: This project is part of the ongoing renovations and repairs to the Capital Dome and Base Lantern. The Dome and Lantern repairs were put on hold until the existing roof framing system could be modified to increase its load-carrying capacity. The modifications were necessary in order for the roof to support the scaffolding required to complete the Dome and Lantern repair work. A platform above the existing roof structure was constructed, along with structural modifications to the existing building. The platform surrounds the Dome and will remain permanently in place to fully support scaffolding loads of the current and future repair projects.

EXPLANATION: During the construction phase of the Dome/Lantern repairs project, it was determined that the existing roof structure could not support the scaffolding required to complete this work. In order to proceed with the project, Lavallee Brensinger Architect, P. A. (LBA) and their subconsultants investigated the building to accurately determine its existing structural capacity. They then identified the size and location of structural modifications which would support the scaffolding. The team went through numerous design concepts to find a solution which would meet the needs of this and future repair projects while adhering to the requirements for historic preservation. The result was a new platform design, which provides a flat working surface and support for the scaffolding needed for repairs to the Dome and Lantern. This platform will remain in place for future repair projects.

**CONSULTANT
RETROACTIVE
EXTENSION/INCREASE
EXPLANATION: \$108,467**

Originally, the Dome and Lantern repair project was to be completed in August, 2014. Due to delays caused by the unforeseen structural limitations, the team continued to find appropriate solutions while investigating the building structure and design options. Design options were developed by LBA and presented to the Department of Cultural Resources. Once the Department approved the preliminary design, LBA proceeded with construction drawings for bidding. This expedited approach will allow the original Dome/Lantern repair project to be completed in a one-year period. The Consultant's Statewide contract expired during this phase of the work.

LBA and their team conducted the original research and design for the Dome and Lantern repairs. They also played an integral role in the historic review with the State Historic Preservation Office. Therefore, it was necessary to keep the LBA team involved with the analysis and design of a solution because of their knowledge of the building and historic-related design issues. By having LBA do the work, the State avoided additional delays and the high cost of bringing in a new architectural/engineering team who would have to duplicate many of LBA's previous efforts.



CERTIFICATE OF LIABILITY INSURANCE

LAVAL-1 OP ID: AD

DATE (MM/DD/YYYY)

02/17/2016

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 Poole Professional Ltd. 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Thomas M. Mullard	CONTACT NAME: PHONE (A/C, No, Ext): 781-245-5400		FAX (A/C, No): 781-245-5463
	E-MAIL ADDRESS:		
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: XL Specialty Insurance Company	37885
INSURED Lavallee/Brensinger PA 155 Dow St., Suite 400 Manchester, NH 03101	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		
	INSURER G:		

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 WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP 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	Y/N	N/A				PER STATUTE	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Arch/Engrs Prof Liability			DPR9801369 DEDUCTIBLE \$75,000	01/18/2016	01/18/2017	Per Claim	3,000,000
							Aggregate	3,000,000

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 expenses.

CERTIFICATE HOLDER STONH-1 The State of New Hampshire Dept. of Public Works & Construction 1 Hazen Drive, PO Box 483 Concord, NH 03301	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 
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State of New Hampshire

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

*ORIG.
Copied*

LINDA M. HODGDON
Commissioner
(603) 271-3201

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

Bureau of Public Works
Design & Construction

August 17, 2011

His Excellency, Governor John H. Lynch
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Public Works Design and Construction to enter into an agreement with Lavallee, Brensinger Architects (Vc # 155101), Manchester, NH, in an amount not to exceed \$500,000 for professional 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, 2014. Funding is dependent upon specific projects assigned to the vendor.

EXPLANATION

The department proposes to retain the private consulting firm of Lavallee, Brensinger Architects to expedite the current project workload and provide appropriate technical expertise as required for specific projects. 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 consultant work are maintenance and capital funded projects.

This agreement is a proposed contract with the Architectural 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-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.

In March 2011, 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.

Amoskeag Architectural	Duncan, Douglas, McCallum	Momeyer Assoc.
Anzalone Associates	FSM Drawings, LLC	Moser Pilon Nelson
Banwell Architects	Harriman Assoc.	Mudge & Associates
Barker Architects	J5 Architects	Oak Point Assoc.
Berard Martel Architecture.	Jacobs Engineering	SMRT
C. N. Carley.	Lavallee, Brensinger	TBC Architects
CMK Architects	MFPA	Tennant/Wallace
Davis Goudreau	Dennis Mires	Turner
Dignard Architectural Services	Misiaszek Turpin, PLLC	Warren Street Architects
		C. Williams Architects

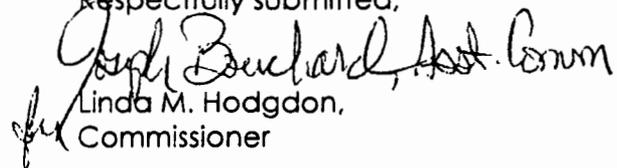
Subsequently, a short list of eight (8) consultant firms was developed and proposals were requested. The firms were then rated on the basis of comprehension of the assignment, clarity of the proposal, capacity to perform in a timely manner, quality and experience of the project manager and team, and overall suitability for the assignment.

It is now the department's intent to enter into a Statewide Consultant Service Agreement with the five (5) highest rated firms.

Oak Point Associates – Rated #1	Lavallee Brensinger Architects – Rate #4
Tennant Wallace Architects – Rated #2	Dignard Architectural – Rated # 5
Christopher P. Williams Architects, PLLC – Rated #3	

A copy of Lavallee, Brensinger Architects' 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

Interview/Selection date: 7-Jun-11

**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	
Barker Architects						0	73.5	
Mark Nogueira	4	3.5	3.5	4	4	19		
Michelle Juliano	4	3	4	3.5	4	18.5		
Rob Smith	5	5	3	4	4	21		
Tom Carleton	3	3	3	3	3	15		
CN Carley Assoc						0	72.0	
Mark Nogueira	5	3.5	3	3	3.5	18		
Michelle Juliano	4	2	3	4	4	17		
Rob Smith	5	5	5	5	4	24		
Tom Carleton	3	3	2	3	2	13		
Dignard Architectural						0	80.0	<===== #5 Rating
Mark Nogueira	5	5	3.5	4.5	4.5	22.5		
Michelle Juliano	5	5	4	4	5	23		
Rob Smith	5	3	3	4	3	18		
Tom Carleton	3	3	3	4	3.5	16.5		
Lavallee Brensinger						0	82.0	<===== #4 Rating
Mark Nogueira	4.5	4.5	4.5	4	4.5	22		
Michelle Juliano	5	3	4	4	5	21		
Rob Smith	3	5	5	5	4	22		
Tom Carleton	3	3	3	4	4	17		
Momeyer Assoc						0	54.5	
Mark Nogueira	2	2.5	2.5	4	2.5	13.5		
Michelle Juliano	3	2	2	3	3	13		
Rob Smith	3	3	3	5	3	17		
Tom Carleton	3	3	1	3	1	11		
Oak Point Assoc						0	93.0	<===== #1 Rating
Mark Nogueira	5	5	5	5	5	25		
Michelle Juliano	5	5	5	4	5	24		
Rob Smith	5	5	5	5	5	25		
Tom Carleton	3	5	3	4	4	19		
Tennant/Wallace Arch						0	83.5	<===== #2 Rating
Mark Nogueira	4.5	4.5	4	4.5	4.5	22		
Michelle Juliano	4.5	5	4	5	5	23.5		
Rob Smith	5	5	5	4	4	23		
Tom Carleton	3	3	3	3	3	15		
Christopher Williams						0	82.5	<===== #3 Rating
Mark Nogueira	5	4.5	4	4	4	21.5		
Michelle Juliano	4	4	4	4	4	20		
Rob Smith	5	5	5	5	5	26		
Tom Carleton	3	3	4	3	3	16		

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

Mark T. Nogueira – 21 years private sector & 2 years State Service

Asst. Administrator P5

Michelle Juliano - 23 years State service

Project Mgr - PM4

Robert Smith – 24 years State Service

Project Mgr.- PM3

Tom Carleton – 23 years private sector & 5 months State Service