



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

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Division of Public Works
 Design and Construction
 Project No. 81018R – Contract A

August 27, 2018

His Excellency, Governor Christopher T. 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 Coover-Clark & Associates, Inc. (Vendor No. 271410) Denver, Colorado, for a total price not to exceed \$447,210 for Professional Services for the Adjutant General's Department, Concord Readiness Center Design, located in Concord, NH. The contract is effective upon Governor and Council approval through June 28, 2019. **100% Federal – Funds.**

2). Further authorize the amount of \$36,000 be approved for payment to the Department of Administrative Services, Division of Public Works Design and Construction (VC# 177875), for engineering services provided, bringing the total to \$483,210. **100% Federal Funds.**

Funding is available in account titled Adjutant General's Dept. as follows:

02-12-12-120030-15000000 Concord Readiness Center Design	<u>SFY19</u>
034-500152 – Design/Study	\$447,210
034-500152 – Interagency Fees	<u>36,000</u>
Grand Total	\$483,210



EXPLANATION

Per Chapter 228:1, I, B, Laws of 2017, for the Concord Readiness Center Design, which will include the design and prepare construction drawings for a new AASF Readiness Center approximately 14,755 S.F. addition to the existing facility. The site improvements will include new utilities to the addition, new parking and storm drainage structures, along with general site improvements. The addition will include administration offices, classrooms, kitchen and break room, lockers, shower facilities and storage.

In February 2018, the Division of Public Works Design & Construction solicited Registered Architects and Engineers, by public announcement in the State, for interest in providing consultant services for the design of the Pembroke Readiness Center.

Fifteen (15) consultant firms submitted letters of interest and were considered for this assignment. Based on their total years of experience, experience with projects of a similar nature, and past work with the Division of Public Works, a short list of four (4) firms was developed. These firms were asked to submit a technical proposal and attend an interview.

Interviews were held with the following four (4) Consultant firms on April 19, 2018.

Jacobs Engineering
Bedford, New Hampshire

Coover-Clark & Associates, Inc.
Denver, Colorado

Smith Alvarez Sienkiewicz
Burlington, Vermont

Stone River Architects
Bedford, New Hampshire

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, the team, and overall suitability for the assignment.

Based on their technical proposal and presentation, the firm of Coover-Clark & Associates, Inc. was chosen as best qualified for the project. The Consultant Selection Committee included representatives from the Adjutant General's Department and the Department of Administrative Services - Division 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.

The Federal funds to pay for this contract are provided to the Adjutant General's Department by the National Guard Bureau pursuant to Military Construction Cooperative Agreement for the mutual support of the State of New Hampshire and the New Hampshire

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Army National Guard. The cost of this contract shall be reimbursed to the State by the Federal government at a rate of 100%. In the event that federal funds are not available, General funds will not be requested to support this program

The agreement has been approved by the Attorney General as to form and execution, and the Adjutant General's Department 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.

Respectfully submitted,

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

Charles M. Arlinghaus
Commissioner

CONTRACT SUPPLEMENTAL INFORMATION SHEET

PROJECT: DPW Project No. 81018R, Contract A – Design of Concord Readiness Center, Concord, New Hampshire.

DESCRIPTION: Design and prepare construction drawing for a new AASF Readiness Center approximately 14,755 S.F. addition to the existing facility. The site improvements will include new utilities to the addition, new parking and storm drainage structures, along with general site improvements. The addition will include administration offices, classrooms, kitchen and breakroom, lockers, shower facilities and storage.

EXPLANATION: The Readiness Center is assigned for two Aviation units assigned to the New Hampshire Army National Guard. The Readiness Center is an addition to the existing Army Aviation Support Facility (AASF) in Concord NH. Building is located on the airstrip of the Concord Airport. The addition will provide space for support training, administrative and logistical requirements for the New Hampshire Army National Guard (NHARNG).

The project is critical to the NHARNG due to current situation of overcrowding in existing readiness center that house five ARNG units. Aviation soldiers are not co-located with their aircraft and equipment hampering training and logistics. The facility is 56 years old, which requires modernization and expansion to mitigate risks related to indoor air quality problems, occupational illnesses and injuries, exposure to hazardous materials and accidental falls.

The new facility will design, to a LEED Silver Sustainable Design. The Addition base design is for a building life cycle span of 50 years.

CONTRACT AMOUNT: \$447,210

Explanation of Consultant Selection Committee – Concord Readiness Center
2018

Members are selected using the approved guidelines for the Division 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 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 Project Manager, for the specific work the consultant is being hired for, brings additional expertise concerning the capabilities of various consultants. His years of project management experience and experience provide the more detailed perspective about the various consultants' strengths or weaknesses and how they would fit with the project needs.

The NH Army National Guard/Adjutant General's Department representative oversees the capital and maintenance program for NHARNG. He provides the detailed understanding of the Using Agency's needs, as well as in-depth understanding of Federal construction contract administration processes and project requirements needed for funding reimbursement. The Colonel has served as the Deputy CFMO and Engineer Officer

Administrator PM6	Theodore Kupper, PE -	4 years State Service, 35 years private sector
Assist. Administrator PM5	Michelle Juliano. PE -	29 years State Service
Project Manager – PM3	Gary Brown, R. A. –	6 years State Service. 21 years private sector
Lieutenant Colonel, NH Army National Guard Construction & Facilities Officer (CFMO)	Justin Strevig , Col. -	18 years – NH Army National Guard
Project Manager	Kenneth Coombs –	7 years State Service, 28 years Private sector,

Interview/Selection date: 19-Apr-18

**COMMITTEE PROPOSAL RATING FOR
CONCORD READINESS CENTER**

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
Coover Clark							125.0
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	5	5	5	5	5	25	
Gary Brown	5	5	5	5	5	25	
Justin Strevig	5	5	5	5	5	25	
Ken Coombs	5	5	5	5	5	25	
Jacobs Engineering							100.0
Ted Kupper	4	4	5	3	3	19	
Michelle Juliano	5	5	4	4	4	22	
Gary Brown	4	3	3	4	3	17	
Justin Strevig	3	5	5	4	3	20	
Ken Coombs	5	5	4	4	4	22	
Smith Alvarez Sienkiewicz							99.0
Ted Kupper	3	2	5	5	2	17	
Michelle Juliano	3	4	5	5	4	21	
Gary Brown	5	4	4	5	4	22	
Justin Strevig	1	1	5	5	3	15	
Ken Coombs	5	5	5	5	4	24	
Stone River Architects							106.0
Ted Kupper	5	5	5	3	4	22	
Michelle Juliano	5	5	4	4	5	23	
Gary Brown	3	4	3	3	4	17	
Justin Strevig	5	5	5	4	4	23	
Ken Coombs	5	5	4	3	4	21	

<===== Highest Rating

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/22/2018

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Colorado, LLC Prof Liab P.O. Box 7050 Englewood, CO 80155 800 873-8500	CONTACT NAME: PHONE (A/C, No, Ext): 800 873-8500		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURED Coover-Clark & Associates, Inc. 1938 Market Street Denver, CO 80202	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Hartford Casualty Insurance Company		29424
	INSURER B: Hartford Ins Co of the Midwest		37478
	INSURER C: Travelers Casualty & Surety Co. of Amer		31184
	INSURER D:		
	INSURER E:		


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.

INSUR LTR	TYPE OF INSURANCE	ADDL SUBR INSR NWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		34SBWIH5910	10/20/2017	10/20/2018	EACH OCCURRENCE: \$1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence): \$300,000 MED EXP (Any one person): \$10,000 PERSONAL & ADV INJURY: \$1,000,000 GENERAL AGGREGATE: \$2,000,000 PRODUCTS - COMPOP AGG: \$2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		34SBWIH5910	10/20/2017	10/20/2018	COMBINED SINGLE LIMIT (EA accident): \$1,000,000 BODILY INJURY (Per person): \$ BODILY INJURY (Per accident): \$ PROPERTY DAMAGE (Per accident): \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: \$ <input checked="" type="checkbox"/> RETENTION: \$10000		34SBWIH5910	10/20/2017	10/20/2018	EACH OCCURRENCE: \$5,000,000 AGGREGATE: \$5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) <input checked="" type="checkbox"/> N N/A If yes, describe under DESCRIPTION OF OPERATIONS below		34WEGBT7821	10/20/2017	10/20/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT: \$500,000 E.L. DISEASE - EA EMPLOYEE: \$500,000 E.L. DISEASE - POLICY LIMIT: \$500,000
C	Professional Liability Claims Made		105358958	10/20/2017	10/20/2018	\$2,000,000 per claim \$2,000,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Project Adjutant Generals Dept. Concord Readiness Center Design 81018R Contract A.
 Professional Liability Deductible: \$25,000

As required by written contract or written agreement, the following provisions apply subject to the policy terms, conditions, limitations and exclusions: The Certificate Holder and owner are included as Automatic (See Attached Descriptions)

CERTIFICATE HOLDER State of New Hampshire Department 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 
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