



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street - Room 120  
Concord, New Hampshire 03301  
[Office@das.nh.gov](mailto:Office@das.nh.gov)

107 mlc

Charles M. Arlinghaus  
Commissioner  
(603) 271-3201

Joseph B. Bouchard  
Assistant Commissioner  
(603) 271-3204

Catherine A. Keane  
Deputy Commissioner  
(603) 271-2059

Division of Public Works  
Design & Construction

August 20, 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 Oak Point Associates, (Vendor Code 174008), Portsmouth, NH 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, 2022. 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 five (5) open-ended agreements for 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.

This agreement is a proposed contract with the architectural services firm selected to provide on-call Architectural services. It is anticipated that Architectural Services can be handled by five (5) additional 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. 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. 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 table lists the twenty-four (24) consultant firms who submitted letters of interest and were considered for this assignment:

Alba Architects, LLP	SBA Architects
Frank Anzalone Associates	Schatelier Architectural Studio
CMK Architects, P. A.	Scott + Partners
Harriman Associates	Smith-Alvarez-Sienkiewicz Architects
JSA Architects	SMRT Architects & Engineering
KOAL PLLC	Stone River Architects
Lavallee Brensinger Architects	Tennant Goucher Architects
Randall T. Mudge & Associates	The H. L. Turner Group
Oak Point Associates	UK Architects, PC
PHB Architects, PLLC	Warrenstreet Architects, Inc.
Port One Architects	Christopher P. Williams, Architects, PLLC
Samyn-D'Elia Architects, P. A.	Wright-Pierce

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 top eight (8) rated firms listed below, were sent a Request for Technical Proposals:

Alba Architects, LLP	Smith-Alvarez-Sienkiewicz Architects
KOAL PLLC	SMRT Architects & Engineering
Oak Point Associates	Stone River Architects
Scott + Partners	Tennant Goucher Architects

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 five (5) highest rated firms as their legal documentation and Certificate of Insurance become available.

Alba Architects, LLP  
KOAL PLLC  
Oak Point Associates

Smith-Alvarez-Sienkiewicz  
Stone River Architects

A copy of Oak Point Associates' 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
Architectural PM4	Gary Brown - 7 years State Service, 34 years private sector
Architectural PM4	Timothy Smith - 6 years State service, 25 years private sector

**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	
<b>Alba Architects, LLP</b>							<b>89.5</b>	<===== Highest Rating
Ted Kupper	5	5	5	5	5	25		
Michelle Juliano	5	5	4	5	5	24		
Gary Brown	4	3	3	3.5	3	16.5		
Tim Smith	5	5	5	5	4	24		
<b>KOAL, PLLC</b>							<b>92.0</b>	<===== Highest Rating
Ted Kupper	5	5	5	5	5	25		
Michelle Juliano	5	5	5	5	5	25		
Gary Brown	3	3	3	4	4	17		
Tim Smith	5	5	5	5	5	25		
<b>Oak Point Associates</b>							<b>93.5</b>	<===== Highest Rating
Ted Kupper	5	5	5	5	5	25		
Michelle Juliano	4	5	5	5	5	24		
Gary Brown	4	3	4.5	4	4	19.5		
Tim Smith	5	5	5	5	5	25		
<b>Scott + Partners</b>							<b>83.5</b>	
Ted Kupper	5	5	5	4	4	23		
Michelle Juliano	4	4	4	4	4	20		
Gary Brown	3.5	3.5	3.5	4	3	17.5		
Tim Smith	4	5	5	5	4	23		
<b>Smith-Alvarez-Sienkiewicz</b>							<b>96.0</b>	<===== Highest Rating
Ted Kupper	5	5	5	5	5	25		
Michelle Juliano	5	5	5	5	5	25		
Gary Brown	5	4	4	4	4	21		
Tim Smith	5	5	5	5	5	25		
<b>SMRT Architects &amp; Engineers</b>							<b>87.5</b>	
Ted Kupper	5	5	5	5	4	24		
Michelle Juliano	5	5	5	5	4	24		
Gary Brown	4	3.5	3	3	3	16.5		
Tim Smith	4	5	5	5	4	23		
<b>Stone River Architects</b>							<b>89.5</b>	<===== Highest Rating
Ted Kupper	5	5	5	5	5	25		
Michelle Juliano	4	5	4	5	4	22		
Gary Brown	3.5	3.5	3	3.5	4	17.5		
Tim Smith	5	5	5	5	5	25		
<b>Tennant Goucher Architects</b>							<b>77.5</b>	
Ted Kupper	5	4	3	4	2	18		
Michelle Juliano	4	4	4	5	4	21		
Gary Brown	3	3	3	4	3.5	16.5		
Tim Smith	4	5	4	5	4	22		



OAKPOIN-01

MLABRECQUE

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/27/2019

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).

<b>PRODUCER</b> Clark Insurance 1945 Congress Street, Bldg A PO Box 3543 Portland, ME 04104-3543	<b>CONTACT NAME:</b> Mary Labrecque, AAI, AINS, MLIS		
	<b>PHONE (A/C, No., Ext):</b> (207) 523-2268	<b>FAX (A/C, No.):</b> (207) 774-2994	
<b>E-MAIL ADDRESS:</b> mlabrecque@clarkinsurance.com			
<b>INSURED</b>  Oak Point Associates PO Box 1259 Biddeford, ME 04005	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Tri-State Insurance Company of Minnesota		31003
	<b>INSURER B:</b> Continental Western Insurance Company		
	<b>INSURER C:</b> Acadia		31325
	<b>INSURER D:</b> MEMIC		
<b>INSURER E:</b> XL Specialty Insurance Co		37885	
<b>INSURER F:</b>			

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		ADV5244623-13	5/23/2019	5/23/2020	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ 300,000						
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COM/POP AGG \$ 4,000,000
							\$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			CAA5100503-16	5/23/2019	5/23/2020	COMBINED SINGLE LIMIT (Ea. accident) \$ 2,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			CUA5244624-13	5/23/2019	5/23/2020	EACH OCCURRENCE \$ 3,000,000
							AGGREGATE \$ 3,000,000
							\$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	N/A	5101800856	5/23/2019	5/23/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
							\$
E	<b>Prof Liability</b>			DPR9944253	6/15/2019	6/15/2020	Each Claim 3,000,000
E	Deductible \$25,000			DPR9944253	6/15/2019	6/15/2020	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 expense.

Architectural Statewide Agreement (2019-2020)

State of New Hampshire, It agencies, agents and employees are additional insured's, by automatic status, when required by written contract, when executed prior to any loss, with regards to general liability arising out of the ongoing operations of the Insured.

<b>CERTIFICATE HOLDER</b>  State of New Hampshire Department of Administrative Services 7 Hazen Drive Concord, NH 03302	<b>CANCELLATION</b>  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 
--	--