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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street - Room 100  
Concord, New Hampshire 03301  
[Office@das.nh.gov](mailto:Office@das.nh.gov)

**Charles M. Arlinghaus**  
Commissioner  
(603) 271-3201

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

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

January 21, 2022

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 Richardson Engineering, PLLC, (Vendor Code 308892) P. O. Box 288, 34 Lindsay Lane, South Berwick, Maine, 03908) for Electrical 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, 2025. The amount expended under this agreement shall not exceed \$300,000.

## EXPLANATION

The Department proposes to retain the private consulting firm Richardson Engineering, PLLC. 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 Electrical 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 Electrical 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 Electrical Engineering Services consultant work are maintenance and capital funded projects.

This agreement is a proposed contract with the Electrical Engineering services firm selected to provide on-call Electrical Engineering services. It is anticipated that Electrical Engineering services can be handled by four (4) Electrical 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, and David Goulet, 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 June 2021, 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 Electrical Services. The following sixteen (16) consultant firms submitted letters of interest.

Ackroyd Engineering, LLC  
Barton & Loguidice, LLC  
Lee F. Carroll, P. E.  
CHA  
CSI Engineering  
Dubois & King, Inc.  
Fitzmeyer & Tocci Associates Inc.  
Harriman Associates

McFarland Johnson  
NV5  
Oak Point Associates  
Richardson Engineering, PLLC  
SMRT, Inc.  
Weston & Sampson  
WV Engineering Associates, PA.  
Yeaton Associates, 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:

Ackroyd Engineering, LLC  
Lee F. Carroll, P. E.  
McFarland Johnson,, Inc.

NV5  
Oak Point Associates  
Richardson Engineering, PLLC

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.

Lee F. Carroll, P. E.  
McFarland Johnson, Inc.

Oak Point Associates  
Richardson Engineering, PLLC

A copy of Richardson Engineering, PLLC'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

CMA/mak

Attachments

cc: Theodore Kupper, P. E.,  
Administrator

Interview/Selection date: 3-Sep-21

**COMMITTEE PROPOSAL RATING FOR  
ELECTRICAL 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>Ackroyd Engineering</b>							<b>55.0</b>	
Ted Kupper	4	4	3	4	4	19		
Michelle Juliano	4	4	4	5	4	21		
David Goulet	3	3	3	3	3	15		
						0		
						0		
<b>Lee Carroll</b>							<b>65.0</b>	<===== Highest Rating
Ted Kupper	4	4	4	5	5	22		
Michelle Juliano	4	4	4	5	5	22		
David Goulet	5	4	4	4	4	21		
						0		
						0		
<b>McFarland Johnson</b>							<b>73.0</b>	<===== Highest Rating
Ted Kupper	5	4	5	5	5	24		
Michelle Juliano	5	5	5	5	5	25		
David Goulet	5	5	5	5	4	24		
						0		
						0		
<b>NV5</b>							<b>58.0</b>	
Ted Kupper	4	3	4	4	4	19		
Michelle Juliano	4	4	4	4	3	19		
David Goulet	4	4	4	4	4	20		
						0		
						0		
<b>Oak Point Associates</b>							<b>65.0</b>	<===== Highest Rating
Ted Kupper	4	4	5	5	4	22		
Michelle Juliano	4	5	5	4	5	23		
David Goulet	4	4	4	4	4	20		
						0		
						0		
<b>Richardson Engineering</b>							<b>68.0</b>	<===== Highest Rating
Ted Kupper	4	4	4	5	5	22		
Michelle Juliano	5	5	5	5	5	25		
David Goulet	4	4	5	4	4	21		
						0		
						0		

## Explanation of Electrical Statewide Consultant

### Selection Committee

Members are selected using the approved guidelines for the Department of Public Works Design and Construction "Selection of Engineering, Architects, and Surveyor Services". Per these guidelines, the Committee should consist of the Department Administrator plus at least 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 consultants. She brings the expertise of the day-to-day working with consultants. Her past and present experience involves request interaction with consultants, including review of consultants' proposals and their engineering work.

The **Discipline Head** for the specific type of work for which the consultant is being hired (i.e. Mechanical, Civil, Architectural, Electrical, 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 need.

Administrator PM7	Theodore Kupper – 7 years State service 35 year private sector
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Assistant Administrator PM5	Michelle Juliano – 33 years State service
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Mechanical Engineer PM3	David Goulet – 36 years State service
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# State of New Hampshire

## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that RICHARDSON ENGINEERING, PLLC is a Maine Professional Limited Liability Company registered to transact business in New Hampshire on September 13, 2017. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **778888**

Certificate Number: **0005665275**



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 9th day of February A.D. 2022.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

**Certificate of Authority # 1**

*(Corporation of LLC- Non-specific, open-ended)*

**Corporate Resolution**

I, Sara Richardson, hereby certify that I am duly elected Clerk/Secretary of  
*(Name)*

Richardson Engineering, PLLC. I hereby certify the following is a true copy of a  
*(Name of Corporation or LLC)*

vote taken at a meeting of the Board of Directors/shareholders, duly called and held on February  
*(Month)*

11, 20 22 at which a quorum of the Directors/shareholders were present and voting.  
*(Day) (Year)*

**VOTED:** That Sara Richardson, Principal (may list more than one person) is duly authorized to  
*(Name and Title)*

enter into contracts or agreements on behalf of Richardson Engineering, PLLC with  
*(Name of Corporation or LLC)*

the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

**I hereby certify** that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

**DATED:** February 11, 2022

**ATTEST:** Sara Richardson (Principal)  
*(Name and Title)*



RICHENG-01

EGLEASON

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/11/2022

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> PHONE (A/C, No, Ext): <b>(207) 774-6257</b>		FAX (A/C, No): <b>(207) 774-2994</b>
	<b>E-MAIL ADDRESS:</b> info@clarkinsurance.com		
<b>INSURED</b>  Richardson Engineering, PLLC 34 Lindsay Lane South Berwick, ME 03908	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A : MMG Insurance Company</b>		<b>15997</b>
	<b>INSURER B : Maine Employers Mutual Ins Co</b>		<b>11149</b>
	<b>INSURER C : Beazley Insurance Company Inc.</b>		<b>37540</b>
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		

### 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	
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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		BP13993074	10/17/2021	10/17/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							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
								\$
A	AUTOMOBILE LIABILITY  <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BP13993074	10/17/2021	10/17/2022	COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							<b>Included in GL</b>	\$ 1,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	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	5101801328	10/12/2021	10/12/2022	<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
C	Prof Liability			V2CD1E200101	10/17/2020	10/17/2022	Each Claim	1,000,000
C	Deductible: \$0			V2CD1E200101	10/17/2020	10/17/2022	Aggregate	2,000,000

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.

The hired & non-owned auto liability limit shown above is not a separate limit. It is included in the General Liability limit of \$1,000,000.

Electrical Engineering Services Contract

SEE ATTACHED ACORD 101

### CERTIFICATE HOLDER

### CANCELLATION

State of NH  
Department of Administrative Services  
PO Box 483  
Concord, NH 03302

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



**ADDITIONAL REMARKS SCHEDULE**

AGENCY <b>Clark Insurance</b>		NAMED INSURED <b>Richardson Engineering, PLLC 34 Lindsay Lane South Berwick, ME 03908</b>	
POLICY NUMBER <b>SEE PAGE 1</b>			
CARRIER <b>SEE PAGE 1</b>	NAIC CODE <b>SEE P 1</b>	EFFECTIVE DATE: <b>SEE PAGE 1</b>	

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

**Description of Operations/Locations/Vehicles:**

State, its agencies, agents and employees shall be listed as Additional Insured with respects to General liability, where required by written contract, executed before a loss for the ongoing operations of the insured

Workers Compensation includes coverage for work performed in NH per section 3.C.



**MMG INSURANCE COMPANY**

44 Maysville Road  
Presque Isle, Maine 04769



PORTFOLIO  
**PERSONAL AUTOMOBILE POLICY**

Policy No. AC12362119

DECLARATIONS

Policy Type  
RENEWAL

Policy Period (ANNUAL)

9/17/2021 To 9/17/2022 12:01 A.M. Eastern Standard Time

Named Insured  
SARA V RICHARDSON & CORY LEACH  
34 LINDSEY LN  
SOUTH BERWICK ME 03908-2209

Agent 111 18 207-774-6257  
CLARK INSURANCE  
1945 CONGRESS ST BLDG A  
PO BOX 3543  
PORTLAND ME 04104-3543

**OPERATOR(S) COVERED BY THIS POLICY**

	Age
1. SARA RICHARDSON	37
2. CORY LEACH	39

The individuals listed above are the ONLY drivers for which this policy is rated. If there are other drivers who operate one or more of your vehicles, please contact your insurance agent immediately.

**VEHICLE(S) COVERED BY THIS POLICY**

YR	MAKE/MODEL	VIN#	SYMBOLS			DED	
			OTC	COL	TER	OTC	COL
1.	2014 SUBARU FORESTER 2.5	JF2SJAEC6EH492848	32	16	002	250	500
2.	2014 FORD F-150 SUPERCREW	1FTFW1EFXEF98749	26	17	002	250	500

**NOTE:** N/A Indicates coverage does not apply to specified vehicle.

**POLICY COVERAGES**

	PREMIUM(S)	
	VEH #01	VEH #02
Bodily Injury: \$500,000 Per Person/\$500,000 Per Accident	123	123
Property Damage: \$500,000 Per Accident	77	77
Medical Payments: \$5,000 Per Person	15	15
Uninsured/Underinsured Motorists	69	69
\$500,000 Per Person/\$500,000 Per Accident		
Comprehensive	105	91
Collision	114	116
Transportation Expense: (Per Day/Maximum)	INCL	INCL
VEH: 1 - \$20/\$600, VEH: 2 - \$20/\$600		

TOTALS BY VEHICLE -----> **503 491**

MMG Driver Advantage 54

TOTAL POLICY PREMIUM -----> **\$1,048**