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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

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Division of Public Works
Design and Construction
Project No. 80858R – Contract A

April 19, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 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 \$901,929.44 for Professional Services for the Pembroke Readiness Center Design, Pembroke, NH. The contract is effective upon Governor and Council approval through December 1, 2018. **100% Federal – Funds.**

2). Further authorize the amount of \$60,000.00 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 \$961,929.44. **100% Federal Funds.**

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

02-12-12-120030-24150000	Readiness Center Design	<u>SFY16</u>
034-500152	– Design/Study	\$901,929.44
034-500152	– Interagency Fees	<u>60,000.00</u>
	Grand Total	\$961,929.44

EXPLANATION

Per Chapter 220:1, I, E, 1 Laws of 2015, for the Pembroke Readiness Center Design, which will include Architectural and Engineering Services to design an approximately 28,000 SF National Guard Readiness Center of permanent construction to support training,

administrative and logistical requirement for the NH Army National Guard (NHARNG). This facility will be constructed in Pembroke, NH on state-owned land. The facility will include the following; administrative space, supply and soldier equipment storage space, classrooms, assembly hall, backup/emergency generator, and organizational vehicle parking within a secured perimeter fence. Construction will include all utility services, information systems, fire detection and alarm systems, roads, walks, curbs, gutters, storm drainage, parking areas, and site improvements. Facilities will be designed to a minimum life of 50 years, including energy efficiencies, building envelope and integrated building systems. Antiterrorism measures in accordance with DoD Minimum Antiterrorism for Building Standards will be provided.

In September 2015, 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.

Fourteen (14) 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 December 8 and 9, 2015.

Colby Company
Portland, ME

Coover-Clark & Associates, Inc.
Denver, CO

SMRT, Inc.
Portland, ME

H. L. Turner Group
Concord, NH

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-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.

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The Federal funds to pay for this contract are provided to the Adjutant General's Department by the National Guard Bureau pursuant to a Federal-State Master Cooperative Agreement for the mutual support of the State of New Hampshire and the New Hampshire 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, reading "Vicki V. Quiram". The signature is written in a cursive style with a large, prominent initial "V".

Vicki V. Quiram
Commissioner

CONTRACT SUPPLEMENTAL INFORMATION SHEET

PROJECT: BPW Project No. 80858, Contract A – Pembroke Readiness Center Design, Pembroke, NH.

DESCRIPTION: This project will provide the Adjutant General's Department with a new specially designed Readiness Center to support training, administrative and logistical requirements for the New Hampshire Army National Guard. This facility will be approximately 28,000 square feet and will be constructed in Pembroke, New Hampshire, on State-owned land. The facility includes the following integral items; backup/emergency generator, organizational vehicle parking, controlled waste facility, and flammable materials facility. Construction will include all utility services, information systems, fire detection and alarm systems, roads, walks, curbs, gutters, storm drainage, parking areas, and site improvements. Facilities will be designed to a minimum life of 50 years, including energy efficiency, building envelope and integrated building systems. Antiterrorism measures in accordance with Department of Defense Minimum Antiterrorism for Building Standards will be provided. This project will comply with the Army 1 SQFT for 1 SQFT disposal policy through the disposal of 27,626 SQFT.

CONTRACT AMOUNT: \$901,929.44

Explanation of Consultant Selection Committee – New Readiness Center, Pembroke
2016

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.

Administrator PM6	Theodore Kupper, PE –	2 years State Service, 35 years private sector
Assist. Administrator PM5	Michelle Juliano. PE -	27 years State Service
Project Manager – PM3	Timothy Smith –	3 years State Service, 21 years private sector
Adjutant General PM	Kenneth Coombs –	5 years State Service, 28 years private sector,

Interview/Selection date: Jan. 19 & 20, 2016

**COMMITTEE PROPOSAL RATING FOR
Readiness Center Design**

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
COLBY CO.							80.5
Ted Kupper	5	3	1	4	3	16	
Michelle Juliano	5	4.5	4	4	4	21.5	
Tim Smith	5	5	5	5	5	25	
Ken Coombs	4	3	5	3	3	18	
COOVER-CLARK							96.5
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	5	5	5	4.5	4	23.5	
Tim Smith	5	5	4	5	4	23	
Ken Coombs	5	5	5	5	5	25	
SMRT							85.0
Ted Kupper	5	4	3	5	4	21	
Michelle Juliano	5	4.5	5	4	4.5	23	
Tim Smith	4	5	5	4	4	22	
Ken Coombs	4	4	4	4	3	19	
HL TURNER GROUP							62.0
Ted Kupper	5	3	1	4	3	16	
Michelle Juliano	4	4	3	3	3	17	
Tim Smith	4	4	3	4	4	19	
Ken Coombs	3	1	3	1	2	10	

<==== Highest Rating

Scoring System:
 1 Poor
 2 Not Very Good
 3 Good
 4 Very Good
 5 Excellent

DESCRIPTIONS (Continued from Page 1)

Automobile Liability; and Additional Insureds under Umbrella/Excess Liability but only with respect to liability arising out of the Named Insured work performed on behalf of the certificate holder and owner.

The General Liability, Automobile Liability, Umbrella/Excess insurance applies on a primary and non contributory basis. A Blanket Waiver of Subrogation applies for General Liability, Automobile Liability, Umbrella/Excess Liability and Workers Compensation. The Umbrella/Excess Liability policy provides excess coverage over the General Liability, Automobile Liability and Employers Liability.

Please note that Additional Insured status does not apply to Professional Liability or Workers' Compensation.