



State of New Hampshire

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

21 *JB*

LINDA M. HODGDON
Commissioner
(603) 271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603) 271-3201

Bureau of Public Works
Design & Construction

September 11, 2013

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

REQUESTED ACTION

Authorize the Department of Administrative Services (the Department), Bureau of Public Works Design and Construction to enter into an agreement with Architechnology (Vendor Code 158244), 37 Osgood Road, Sanbornton, NH, 03269 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 upon Governor and Council approval through June 30, 2016. The amount expended under this agreement shall not exceed \$300,000.00.

EXPLANATION

The Department proposes to retain the private consulting firm of Architechnology to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This is the first of five (5) open-ended agreements for architectural services that will be presented for approval. The remaining four (4) agreements will be presented at a future Governor and Executive Council meeting for approval. The Department is seeking an earlier approval for Architechnology's agreement, as their services are critically needed to address the new Capital Budget repair 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 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) architectural firms through the contract period.

The consultant selection process employed by the Department for this project is in accordance with RSAs 21-1:22, 21-1:22-c, and 21-1:22-d, all applicable Federal Laws and the Department's procedures for "Selection of Engineers, Architects and Surveyors dated July 28, 2005. Cumulative 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 Mark Nogueira, Michelle Juliano, Thomas Carleton, and Dana Abbott, 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 April 2013, 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. The following table lists the twenty-eight (28) consultant firms that submitted letters of interest and were considered for this assignment:

Ackroyd Engineering	Harriman Associates	Schatelier Arch. Studio
Alba Architects	J5 Architects	SMP Architecture
Frank Anzalone	Lavallee Brensinger	SMRT
Architechnology	MFPA/FSM	TBC Architects
Barker Associates	Dennis Mires, The Architects	Tennant Wallace
CJ Architects	Misiaszek Turpin, LLC	H L Turner Group
CMK Architects	Randall Mudge & Assoc.	Warren Street Architecture
Cowan Goudreau	Oak Point Associates	Christopher Williams Arch.
Dignard Architectural Svcs	PGAL	
Duncan, Douglas, McCallum Architects	Port One Architects	

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 Statewide Consultant Service Agreements with the following five (5) highest rated firms that were selected, as their legal documentation and Certificate of Insurance become available:

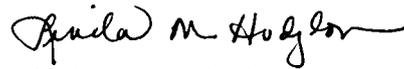
Architechnology	H L Turner
Cowan Goudreau	SMRT Inc.
Harriman Associates	

Her Excellency, Governor Margaret Wood Hassan
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September 11, 2013
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A copy of Architechnology 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

**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	
Architechnology							81.5	<===== Highest Rating
Mark Nogueira	4	4	3.5	4	4	19.5		
Michelle Juliano	4	4	4	5	5	22		
Tom Carleton	4	5	3	4	3	19		
Dana Abbott	4	5	4	4	4	21		
CJ Architects							66.0	
Mark Nogueira	3	3	3	3.5	3	15.5		
Michelle Juliano	3	3.5	2	3	3	14.5		
Tom Carleton	4	5	4	3	4	20		
Dana Abbott	3	3	3	4	3	16		
Cowan Goudreau Architect							80.5	<===== Highest Rating
Mark Nogueira	4	4.5	3.5	4	4	20		
Michelle Juliano	4	4	4	5	4.5	21.5		
Tom Carleton	4	4	4	4	3	19		
Dana Abbott	4	4	4	4	4	20		
Harriman							81.5	<===== Highest Rating
Mark Nogueira	4.5	4	4.5	3.5	4	20.5		
Michelle Juliano	4	4	5	4	4	21		
Tom Carleton	4	4	4	4	4	20		
Dana Abbott	4	4	4	4	4	20		
Misiaszek Turpin							72.0	
Mark Nogueira	3	3.5	3	3.5	3.5	16.5		
Michelle Juliano	4	4	3.5	5	4	20.5		
Tom Carleton	4	5	3	4	4	20		
Dana Abbott	3	3	3	3	3	15		
Port One Architects							73.5	
Mark Nogueira	4.5	4	3.5	3.5	4	19.5		
Michelle Juliano	4	4	3	3	3	17		
Tom Carleton	4	4	3	3	3	17		
Dana Abbott	4	4	4	4	4	20		
SMRT							83.0	<===== Highest Rating
Mark Nogueira	4	3.5	4	4	4	19.5		
Michelle Juliano	4	4	4.5	4	4	20.5		
Tom Carleton	4	4	4	3	4	19		
Dana Abbott	4	5	5	5	5	24		
Tennant/Wallace							79.5	
Mark Nogueira	4	4	3	3.5	4	18.5		
Michelle Juliano	4	4	3	5	4	20		
Tom Carleton	4	4	3	3	3	17		
Dana Abbott	5	5	4	5	5	24		
HL Turner							87.0	<===== Highest Rating
Mark Nogueira	5	4.5	4.5	4.5	4.5	23		
Michelle Juliano	4	4	5	4	4	21		
Tom Carleton	4	4	4	3	4	19		
Dana Abbott	5	5	5	5	4	24		

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
Asst. Administrator PM5
Project Mgr - PM4
Project Mgr.- PM3

Mark T. Nogueira – 24 years private/State service
Michelle Juliano - 25 years State service
Tom Carleton – 26 years Private/State Service
Dana Abbott – 42 years State Service



June 24, 2013

Mark T Nogueira, PE
Administrator, Bureau of Public Works Design and Construction
NH Department of Administrative Services
7 Hazen Drive, Room 250
PO Box 483
Concord, NH 03302-0483

RECEIVED

JUN 27 2013

Bureau of Public Works

Reference: Technical Proposal for Statewide Architectural Services

Dear Mr. Nogueira:

Thank you for inviting my firm to submit a Technical Proposal to perform Statewide architectural services. This package provides information on my firm's qualifications to perform these services.

Accomplishing the required services

My firm has provided architectural services under Statewide contracts over the past 14 years, and the practical knowledge I have gained will be very helpful with future State projects.

Experience with State projects

A broad experience with State projects provides insight into their pacing, review processes and structure. My firm has worked with six Using Agencies through the years on more than a dozen projects, and I know how things work and what preparations are required. I also have the patience needed to do a good job.

Many – maybe most – State projects are largely “nuts and bolts” problem-solving exercises: neither high profile nor requiring unusual design responses. In my experience, it is essential that the design team respect and provide as much attention to these types of projects as to more interesting design efforts. The payoff here is in carefully defining the problem and solving it well.

It has also been my experience that the lack of design challenges on many State projects may belie their complexity. I recognize that projects on old buildings with layers of earlier renovations, code compliance issues, and likely building envelope failures will require sustained engagement and attention to detail.

General experience

My firm has completed many studies and construction projects relating to accessible design (ADA). I like this field and understand its principles, and I keep current with the regulations.

As may be seen on the project list at the end of this letter, my firm also has substantial experience with the design of high performance buildings; I have completed many studies and construction projects that focus on energy efficiency, indoor air quality and other green design issues. Most of my consultants have experience in this field.

I also have considerable experience in analyzing existing buildings for life safety compliance and working out upgrades. I gained this experience as a designer of additions and renovations to various public school and other institutional buildings in New Hampshire. I am familiar with the intricacies of the State Fire and

Building Codes and how these codes interact, and know how to work with local and State officials. My consultants have a similar depth of experience.

My firm uses both AutoCad and Revit for design and development of working drawings. Revit makes 3D visualization practical during all phases of a project, while maintaining full AutoCad compatibility. SketchUp Pro may also be used for preliminary design work. Our software expertise results in clear documents and good communication at every phase of design and construction.

Project delivery and quality assurance

I am a firm believer in preparing a clear and detailed “Basis of Design” document at the very beginning of each project. This document – the foundation for everything that follows – defines the Using Agency’s needs and outlines the design team’s response to these needs. It is an excellent communication tool between the client (Using Agency), the project manager and the architect. It summarizes the design intent of all consultants, and provides guidance during the Schematic Design and Design Development phases. And it is also the basis of the design fee agreement, so the clearer and more complete this document is, the happier the consultants will be.

I have implemented a QC/QA program adapted to State projects (see attached document). This QC/QA program formalizes good design practice and embeds lessons learned on earlier projects. It clarifies the performance level expected of all team members and makes scheduling milestones explicit. Although a formal QC/QA process takes extra time, it reduces errors whose consequence usually gets magnified later on, and is therefore a valuable tool.

As part of the QC/QA program, peer reviews will be performed at the 75% and 90% completion stages of Construction Documents for all but the simplest projects. For more complex projects, a peer review will also be performed at the Design Development phase.

One of the advantages for a client in working with a small or single-practitioner firm is the single point of responsibility for all phases of each project, along with a consistent viewpoint and depth of engagement. This translates into better quality control of the project.

Performing assignments in a timely manner

Should my firm be selected to provide Statewide architectural services, our anticipated workload this fall will allow ample time to fulfill any commitments required for State projects. And later on, I will apply both my experience and the motivation to complete design projects within a promised schedule.

I also make an effort to work with experienced consultants who have a demonstrated ability to meet deadlines. In addition, before retaining engineering consultants for each project, I am careful to provide them with the project timeline and ensure that they have adequate manpower to complete the project on time, without any sacrifice in the quality of deliverables.

Project members

The architectural project manager for all projects will be Tibor Farkas, R.A. Additional design and drafting help will be available for projects that warrant it.

We will select our consultants from among the engineering firms listed below, with whose help we have delivered successful projects in the past. Permission will be requested from the BPW Project Manager, if use of other consultants is contemplated.

Civil engineers:

- Meridian Land Services (Amherst, NH) – project manager: Gerard Gagne PE
- SVE Associates (Keene) – project manager: Rob Hitchcock PE

Structural engineers:

- Steffensen Engineering (Auburn, NH) – project manager: Lou Cote or Stephen Richard
- Fisher Engineering (Gilford, NH) – project manager: Joel Fisher PE

Electrical engineers:

- Ackroyd Engineering (Manchester, NH) – project manager: Charles Ackroyd PE
- Downing Engineering (Harrisville, NH) – project manager: Russell Downing PE

Mechanical engineers:

- McGill Engineering (Danville, VT) – project manager: Douglas McGill PE
- Kohler & Lewis (Keene, NH) – project manager: Adam Kohler PE

Cost consultants:

- Eckman Construction (Bedford, NH) – estimator: Bob Early
- Turnstone Construction (Milford, NH) – estimator: Phil Cote

Commissioning:

- GWR Engineering (Charlotte, VT) – commissioning agent: Bill Root PE

Peer reviews:

- Paul Marinace, R.A.
- Michael C. Piazza, R.A.

Listing of completed institutional projects

A listing of selected institutional projects completed by my firm is included at the end of this letter.

Thank you for considering my firm for Statewide architectural services.

Sincerely yours,



Tibor Farkas, R.A.
Architechnology



SELECTED INSTITUTIONAL PROJECTS (in reverse chronological order)

Projects for the Bureau of Public Works

- **ADA upgrades at Youth Development Center**, Manchester, NH (2012-13), *project manager: Jonathan Fudala*
- **Renovations at Lebanon Armory**, Lebanon, NH (2012-13), *project manager: James Hagggett*
- **Coos County Courthouse Reroofing**, Lancaster, NH (2012), *project manager: James Hagggett*
- **McAuliffe-Shepard Discovery Center Reroofing**, Concord, NH (2012), *project managers: Gregory Goucher & Ken Coombs*
- **Renovations at Two Armories**, Lebanon & Milford, NH (2011-12), *project manager: James Hagggett*
- **Report on Repurposing of Tobey Building**, State Office Park South, Concord, NH (2010-11), *project manager: Jeffrey Shute*
- **Renovations at Three Armories**, Hillsborough, Littleton & Manchester, NH (2010-11), *project manager: Jeffrey Shute*
- **Bus Terminal, I-93 Exit 4**, Londonderry, NH (2005-07), *project manager: Gregory Goucher*
- **Elevator Upgrading at Londergan Hall & State House Annex**, Concord, NH (2005), *project manager: Gordon Graham*
- **LULA Elevator at Main Building**, State Office Park South, Concord, NH (2002), *project manager: Carl Cote*
- **ADA Upgrades at Five Armories**, Franklin, Lancaster, Littleton, Nashua & Portsmouth (2001-02), *project manager: Carl Cote*
- **ADA Upgrades at Hillsborough County Courthouse**, Manchester, NH (2001), *project manager: Don Blajda*
- **ADA Upgrades at Concord Armory**, Concord, NH (2000), *project manager: Don Blajda*

Other Institutional Projects

- **Additions & renovations at private school**, Sanbornton, NH (2010-11). *Total reworking of building complex, including changes in function, code upgrades, super-insulation and new environmental systems.*
- **Project Architect** (not architect of record) **for various additions, renovations & new schools** in New Hampshire. *All of these projects included extensive technical analysis of existing facilities, site design, development of program requirements in consultation with client, and appropriate architectural responses to life safety and energy use issues. Recently completed projects include:*
 - Rochester School District – *various additions and renovations (2005-10)*
 - Westmoreland School, Westmoreland, NH – *renovations (2010)*
 - Richards Elementary School & Newport Middle High Schools, Newport NH – *additions & renovations (2007-09)*
 - Epping Middle & High Schools, Epping, NH – *additions & renovations (2005-06)*
 - Hood Middle School, Derry, NH – *additions & renovations (2004-05)*

- **Assisted living facility**, Sanbornton, NH (1998-2000). *Project incorporated full handicapped accessibility, superinsulation and passive solar design, heat recovery ventilation system, and use of low allergenic interior materials.*
- **International School Bangkok**, Thailand – additions and renovations (1997-99). *These projects were a follow-up on our facilities audit report. Additions included a multipurpose auditorium, classroom expansion & extensive renovations to existing campus. Work was done in association with local consultants.*

Master Planning & Facilities Audits

- **Author** (not architect of record) **of Master Plan reports for:**
 - *Five Elementary Schools, Keene, NH (2011)*
 - *Mascoma Valley Regional High School, Canaan, NH (2010)*
 - *Stevens High School, Claremont, NH (2009-10)*
 - *Keene Middle School, Keene, NH (2008-09)*
 - *Amherst School District, Amherst, NH (2007-08)*
- **Bangkok Patana School**, Thailand (British school, 1850 students, 250,000 sq. ft. facility) – campus expansion master plan (2001-02). *Work included programming & schematic design for new buildings, complete reconfiguration of vehicular and pedestrian circulation, audit of existing facilities, configuration of a new 10-acre athletic complex and an energy conservation report.*
- **Singapore American School**, Singapore (2700 students, 750,000 sq. ft. facility) – report on potential for campus expansion (2000). *Analysis included an evaluation of space needs and an update of an existing master plan.*
- **International School Bangkok**, Thailand (1950 students, 350,000 sq. ft. facility) – full facilities audit for the campus (1995-99). *Work included capacity analysis, detailed program and building systems evaluation, and wheelchair accessibility analysis for the whole campus. Report was followed by design of additions and renovations to existing campus, in association with local consultants, and a full facilities audit update of same campus four years later.*

Energy Conservation Reports

- **Comprehensive energy conservation reports for International School Bangkok, Bangkok Patana School** (both in Thailand) **& Singapore American School**, Singapore (1995-2001). *Reports reviewed in detail the energy use throughout each campus. Recommendations included envelope improvements, lighting upgrade, substantial mechanical systems upgrades, and improved controls. Recommendations ranged in scale from O&M improvements (short payback & low cost) to energy conservation measures (longer payback and/or higher cost).*
- **Various energy conservation reports** for school buildings, public libraries and fire stations in New Hampshire. *These were either for internal use by client, or for energy grants from the Governor's Office of Energy, NH.*

LICENSED STAFF

- **Tibor Farkas, R.A.**

B.Sc. (Architecture) (1970), B.Arch. (1975) McGill University, Montreal, Canada

M.Arch. (1985) University of British Columbia, Vancouver, Canada

Licensed Architect in New Hampshire

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

09/05/2013

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 MALONEY ASSOC INS - MANCHESTER 1650 Elm Street, Suite 501 Manchester, NH 03101-1217	Phone: 603-277-9500 Fax: 603-626-5580	CONTACT NAME: PHONE (A/C No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Tibor Farkas Architect, d/b/a Architechnology 37 Osgood Road Sanbornton, NH 03269	INSURER A: MMG Insurance Company		15997
	INSURER B: CNA		
	INSURER C: The Hanover Insurance Company		
	INSURER D:		
	INSURER E:		
	INSURER F:		

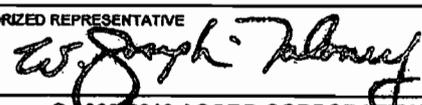
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Businessowners	X		BP0447197	08/20/2013	08/20/2014	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 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
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			A2V8553072	01/01/2013	01/01/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional Liability			SFH288304168	05/01/2013	05/01/2014	Per Claim 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Department of Administrative Services, 7 Hazen Drive, Concord, NH 03301 is named as an additional insured with respect to General Liability. Professional Liability subject to a \$1,000 per claim deductible

CERTIFICATE HOLDER DEPT011 Department of Administrative Services Ref: Open-End Agreement 7 Hazen Drive 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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