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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

VICKI V. QUIRAM
Commissioner
(603)-271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603)-271-3204

Bureau of Public Works
Design & Construction

September 3, 2015

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

REQUESTED ACTION

Authorize the Department of Administrative Services (the Department), Bureau of Public Works Design and Construction to enter into an agreement with Tennant/Wallace Architects, AIA, PA., (Vendor Code 268002) Bedford, NH 03110, 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, 2018. The amount expended under this agreement shall not exceed \$500,000.00.

EXPLANATION

The Department proposes to retain the private consulting firm of Tennant/Wallace Architects, AIA, PA 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. This agreement with Tennant/Wallace Architects, AIA, PA 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-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.

In April 2015, 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. Twenty-eight (28) consultant firms submitted letters of interest and were considered for this assignment. 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.

Alba Architects , LLP	Dennis Mires, PA
Frank Anzalone Associates	Moser Pilon Nelson Architects
Architechnology	Randall T. Mudge & Associates
Black River Design Architects	Oak Point Associates
Catlin & Petrovick Architects	Przekaza Design Associates
Colby Company, LLC	Samyn-D'Elia Architects, PA
Cowan/Goudreau Architects, PLLC	SISR Architecture, LLC
Corzilius Matuszewski Krause Architects	Smith Alvarez Stenkiewicz Architects
DHK Architects	SMRT
Dignard Architectural Services	STV
FSM Drawings	Tennant Wallace Architects
Harriman	H. L. Turner Group
Lavallee/Brensinger Architects	Warrenstreet Architects, Inc.
McHenry Architecture	Christopher P. Williams Arch, PPLC

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.

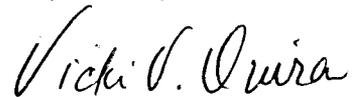
Architechnology	Oak Point Associates
Christopher P. Williams	Tennant/Wallace Architects
Dignard Architectural	

A copy of Tennant/Wallace Architects, AIA, PA.'s Statement of Qualifications is provided, herewith, for your information and convenience.

Her Excellency, Governor Margaret Wood Hassan
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September 3, 2015
Page 3 of 3

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,

A handwritten signature in black ink that reads "Vicki V. Quiram". The signature is written in a cursive style with a large, stylized initial "V".

Vicki V. Quiram
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, 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 PM6	Theodore Kupper – 1 1/2 years State service 35 years private sector
Assist. Administrator PM5	Michelle Juliano- 27 years State service
Architectural PM4	Thomas Carleton - 23 years private sector and 4 years State service

Interview/Selection date: 7/17/2015

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
ARCHITECTNOLOGY Ted Kupper	4	4.5	3	4.5	4.5	20.5	70.5 ←===== Highest Rating
Michelle Juliano	5	5	5	5	5	25	
Tom Carleton	5	5	5	5	5	25	
BLACK RIVER DESIGN						0	50.0
Ted Kupper	4	3	1	3	1	12	
Michelle Juliano	3	4	3	4	3	17	
Tom Carleton	4	4	4	5	4	21	68.0 ←===== Highest Rating
CHRISTOPHER WILLIAMS						0	
Ted Kupper	4	3.5	4	4	4.5	20	
Michelle Juliano	5	4	5	5	5	24	64.0
Tom Carleton	5	5	4	5	5	24	
DENNIS MRES						0	
Ted Kupper	4	4	4	4.5	4.5	21	68.0 ←===== Highest Rating
Michelle Juliano	4	4	3	4	4	19	
Tom Carleton	5	4	5	5	5	24	
DIGNARD						0	68.0 ←===== Highest Rating
Ted Kupper	4	4	3.5	4	4.5	20	
Michelle Juliano	5	5	5	5	5	25	
Tom Carleton	5	5	4	5	4	23	62.5
HARRIMAN						0	
Ted Kupper	4	3	4.5	3.5	3.5	18.5	
Michelle Juliano	4	4	3	5	4	20	68.5 ←===== Highest Rating
Tom Carleton	5	5	4	5	5	24	
OAK POINT ASSOC						0	
Ted Kupper	4	3	4.5	3.5	3.5	18.5	68.5 ←===== Highest Rating
Michelle Juliano	5	5	5	5	5	25	
Tom Carleton	5	5	5	5	5	25	
TENNANT/WALLACE						0	65.0 ←===== Highest Rating
Ted Kupper	4	3.5	3	4.5	4	19	
Michelle Juliano	4	5	4	5	5	23	
Tom Carleton	5	5	4	5	4	23	0



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/25/2015

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).

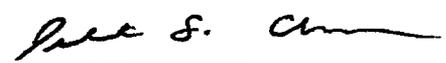
PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101		CONTACT NAME: Michelle Weldon PHONE (A/C, No. Ext): (603) 669-3218 E-MAIL ADDRESS: mweldon@crossagency.com FAX (A/C, No): (603) 645-4331																						
INSURED TENNANT/WALLACE ARCHITECTS AIA 110 RIVERWAY PLACE BEDFORD NH 03110		<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A</td> <td>Hartford Casualty Ins Co</td> <td>29424</td> </tr> <tr> <td>INSURER B</td> <td>Hartford Fire Ins Co</td> <td>19682</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A	Hartford Casualty Ins Co	29424	INSURER B	Hartford Fire Ins Co	19682	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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COVERAGES **CERTIFICATE NUMBER:** 15-16 GL & WC **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:			04SBAUL1111	2/19/2015	2/19/2016	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 - COMP/OP AGG	\$ 4,000,000
							Exclusion of Terrorism	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						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	04WECNN9777 (3a.) NH All officers included	2/19/2015	2/19/2016	<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

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

CERTIFICATE HOLDER State of NH Department of Administrative Services PO Box 483 7 Hazen Drive 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 Jill Charnley/JSC 

September 16, 2015



Coverage: Auto
Reference Number: 9605455951

Liz & Peter F Tennant
12 Seabee St
Bedford, NH 03110-6457

Dear Liz & Peter F Tennant,

Thank you for trusting the AARP Auto Insurance Program from The Hartford to meet your auto insurance needs. We appreciate your business.

We're writing to you to confirm that the following policy is in effect for TENNANT,PETER F and that there is no lapse in coverage.

Policy Number: 9605455951
Policy Effective Date: February 28, 2015
Policy Expiration Date: February 28, 2016
Description: 2007 Toyota Sienna 5TDZK23CX7S086721, 2009 Honda Fit JHMGE88489S055317, Bodily Injury: \$500,000/\$500,000

If you have any questions, please call one of our customer care representatives at 1-800-423-6789. We are open Monday through Friday from 7 a.m. to 11 p.m., your time and Saturday from 8 a.m. to 6 p.m., Eastern Time.

Sincerely,

A handwritten signature in black ink that reads "Douglas Elliot".

Douglas Elliot, President
The Hartford

P. S. As a reminder, you can log in to thehartford.com/myaccount to securely manage your account, view your policies, pay a bill and more.

In New Hampshire, the AARP Auto Insurance Program from The Hartford is underwritten by Hartford Fire Insurance Company, Hartford Accident & Indemnity Insurance Company or Hartford Underwriters Insurance Company. The AARP Home Insurance Program from The Hartford is underwritten by Hartford Insurance Company of The Midwest or Hartford Underwriters Insurance Company. The AARP Special Dwelling Insurance Program from The Hartford is underwritten by Hartford Underwriters Insurance Company.

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