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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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Commissioner  
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Assistant Commissioner  
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Division of Public Works  
Design and Construction  
Project No. 80895 – Contract A

January 11, 2016

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

**REQUESTED ACTION**

Authorize the Department of Administrative Services to enter into an agreement with SMRT Inc. (Vendor No. 153153) Portland, Maine, for a total price not to exceed \$1,084,000 for Professional Services for the Merrimack County Superior Courthouse, Concord, NH. The contract is effective upon Governor and Council approval through December 1, 2018. **100% Capital – Funds.**

Funding is available in account titled Administrative Services – Court Facilities as follows:

01-14-14-146530-49820000 Merrimack Cty Superior Courthouse SFY16

034-500152 – Design/Study **\$1,084,000**

**EXPLANATION**

Per Chapter 220:1, II, D, 1 Laws of 2015, this project will include Architectural Services to design a 34,500 square foot courthouse on State-owned land in Concord to replace the existing lease in Concord. The existing courthouse is deficient in the following areas: ADA compliance, operational efficiency, prison transport and control, and the heating, ventilation and air conditioning system.

In October 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 Construction of the Merrimack County Superior Courthouse.

Eight (8) consultant firms submitted letters of interest and were considered for this assignment. 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 and the team, and overall suitability for the assignment. Ultimately a short list of four (4) firms was developed.

Interviews were held with the following four (4) Consultant firms on December 8 and 9, 2015.

Haarriman, Ricci, Greene  
Auburn, ME.

Lavallee-Bresinger  
Manchester, NH

PDT Architects  
Portland, ME.

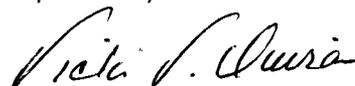
SMRT, Inc.  
Portland, ME

Based on their technical proposal, presentation and experience on projects of a similar nature, the firm of SMRT, Inc. was chosen as best qualified for the project. The Consultant Selection Committee included representatives from the Department of Administrative Services – Court Facilities and the 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-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.

The agreement has been approved by the Attorney General as to form and execution; and the Department of Administrative Services – Court Facilities 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,



Vicki V. Quiram  
Commissioner

Explanation of Consultant Selection Committee – Merrimack County Superior Courthouse  
2015

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 Dept. of Administrative Services – Bureau of Court Facilities, Administrator manages the Department of Administrative Services' - Division of Plant and Property Management which handles the operation, maintenance, and renovation of approximately 93 state-owned facilities. In addition, the division oversees 40 leased facilities. Stephen has worked for the state for over 8 years.

The Department of Administrative Services – Bureau of Court Facilities, Administrator III manages the Bureau of Court Facilities which oversees the daily operation, maintenance and renovation of 18-state-owned courthouse facilities. The bureau also handles 20 leased courthouse facilities. Sarah has worked for the state for almost 7 years.

The New Hampshire Judicial Branch Director of the Administrative Office of the Courts, oversees the Administrative Office of the Courts which provides core administrative support to all judges, staff, and courts in the judicial branch of the State. Members of his staff have participated in oversight of several courthouse construction projects. Previously, he worked as Clerk of Strafford Superior Court for fifteen years. He brings to the process thirty-five years of court experience and deep knowledge of the services and roles of trial courts.

Administrator PM6	Theodore Kupper, PE –	1 ½ years State, 35 private sector
Assist. Administrator PM5	Michelle Juliano. PE	27 years State service

Project Manager – PM3  
Administrator III  
Administrator P&P  
Director

Jeffrey Shute –	34 years State service
Sarah Lineberry –	6 years State service
Stephen Lorentzen -	8 years State service
Donald D. Goodnow -	35 years State Service

COMMITTEE PROPOSAL RATING FOR  
MERRIMACK COUNTY SUPERIOR COURT - NEW COURTHOUSE

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>HARRIMAN</b>							<b>107.5</b>
Ted Kupper	5	5	4	5	4	23	
Michelle Juliano	5	4.5	4	4	4.5	22	
Jeff Shute	4.5	4	4.5	4	3.5	20.5	
Stephen Lorenzen	5	1	3	3	3	15	
Sarah Lineberry	3	1	3	3	3	13	
Don Goodnow	2	3	3	4	2	14	
<b>LAVALLEE-BRENSINGER</b>							<b>140.5</b>
Ted Kupper	5	5	5	5	4	24	
Michelle Juliano	4.5	4.5	4	4.5	4.5	22	
Jeff Shute	4.5	4	4.5	4	4.5	21.5	
Stephen Lorenzen	5	5	5	4	4	23	
Sarah Lineberry	5	5	5	5	5	25	
Don Goodnow	5	5	5	5	5	25	
<b>PDT ARCHITECTS</b>							<b>124.0</b>
Ted Kupper	5	5	3	5	4	22	
Michelle Juliano	4	4	4	4.5	4.5	21	
Jeff Shute	4.5	4	4.5	4	4	21	
Stephen Lorenzen	5	3	5	3	4	20	
Sarah Lineberry	5	5	3	5	3	21	
Don Goodnow	3	3	4	5	4	19	
<b>SMRT</b>							<b>146.5</b>
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	5	4.5	5	4.5	5	24	
Jeff Shute	5	4	5	5	4.5	23.5	
Stephen Lorenzen	5	5	5	5	4	24	
Sarah Lineberry	5	5	5	5	5	25	
Don Goodnow	5	5	5	5	5	25	

<==== Highest Rating

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/8/2016

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).

<b>PRODUCER</b> Ames & Gough 859 Willard Street Suite 320 Quincy, MA 02169	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (617) 328-6555      FAX (A/C, No): (617) 328-6888 E-MAIL ADDRESS: boston@amesgough.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  SMRT, Inc. 144 Fore Street Portland, ME 04101	<b>INSURER A:</b> RLI Insurance Company A+, XI	NAIC # 13056
	<b>INSURER B:</b> Travelers Casualty and Surety Company	19038
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</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.

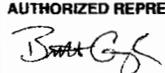
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/>	X	PSB0004101	07/01/2015	07/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
GENL AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						
A	<b>AUTOMOBILE LIABILITY</b> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/>	X	PSA0001819	07/01/2015	07/01/2016	SCHEDULED AUTOS NON-OWNED AUTOS <input checked="" type="checkbox"/> COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0	X	PSE0003158	07/01/2015	07/01/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	PSW0002671	07/01/2015	07/01/2016	PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	<b>Prof Liability</b>		106380453	09/26/2015	09/26/2016	Per Claim 2,000,000
B			106380453	09/26/2015	09/26/2016	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
All Coverages are in accordance with the policy terms and conditions.

Re: Merrimack County Superior Courthouse NH Project #80895; SMRT Project # 15223-00

New Hampshire Bureau of Public Works shall be listed as additional insured with respects to General, Auto and Umbrella Liability where required by written contract. A 30 Day Notice of Cancellation is provided in accordance with the policy terms and conditions. Professional liability policy per claim deductible is not more than \$75,000.

**CERTIFICATE HOLDER      CANCELLATION**

New Hampshire Bureau of Public Works Attn: Mary Kibbee-Lee PO Box 483 Hazen Drive 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 
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