

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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

CHARLES M. ARLINGHAUS Commissioner (603)-271-3201 JOSEPH B. BOUCHARD Assistant Commissioner (603)-271-3204

Division of Public Works
Design and Construction
Project No. 80966R – Contract B

March 22, 2018

His Excellency, Governor Christopher T. Sununu and the Honorable Council State House Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services to enter into an agreement with Scott + Partners, Inc. (Vendor No. 280576) Essex Junction, VT, for a total price not to exceed \$750,000 for Professional Services for the Glencliff Dementia Treatment Improvement, Glencliff, NH. This design phase contract is effective upon Governor and Council approval through February 28, 2019. 100% General - Capital Funds.

Funding is available in account titled Department of Health and Humans Services – Glencliff Home as follows:

05-91-91-910030-15450000 Glencliff Home Improvements

SFY18

034-500152 - Plans, Layout & Design

\$750,000

EXPLANATION

Per Chapter 228:1, X, B, Laws of 2017, this project includes design and construction administration of the Dementia Treatment Improvement at the Glencliff Home in Glencliff, New Hampshire. This project includes the design of an addition to the Brown Building at the Glencliff Home in order to provide an additional 15 beds for dementia residents and additional physical environment necessary for their treatment.

In October 2017, 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 Glencliff Dementia Treatment Improvement.

His Excellency, Governor Christopher T. Sununu and the Honorable Council March 22, 2018 Page 2 of 2

Twelve (12) 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 7, 2017.

Scott + Partners, Inc., Essex Junction, VT.	Smith-Alvarez-Sienkiewycz Architects
	Burlington, VT.
SMRT Architects/Engineers	WarrenStreet Architects
Portland, ME.	Concord, NH

Based on their technical proposal, presentation and experience on projects of a similar nature, the firm of Scott + Partners, Inc. were chosen as best qualified for the project. The Consultant Selection Committee included representatives from the Dept. of Health and Human Services – Glencliff Home 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 21-1:22, 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.

The agreement has been approved by the Attorney General as to form and execution, and the Department of Health and Human Services – Glencliff Home 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

Charles M. Arlinghaus
Commissioner

CONTRACT SUPPLEMENTAL INFORMATION SHEET

PROJECT:

DPW Project No. 80966, Contract B - Glencliff Home

Dementia Treatment Improvement.

DESCRIPTION:

This project includes the design of an addition to the Brown Building at the Glencliff Home in order to provide an additional 15 beds for dementia residents and additional physical environment necessary for their treatment. The Glencliff Home as a facility needs to improve the handling of the complexities associated with combination of dementia and illness/developmental disability. The Center for Medicare and Medicaid Services, the organization that has regulatory oversight of Glencliff Home, has established rules that delineate the compliance for care of residents with dementia. The rules stress that the physical environment has a huge impact on the care and treatment of those suffering from dementia. Glencliff Home presently has one unit specifically dedicated to residents suffering from this disease and some environmental improvements have been made to promote a higher level of care.

EXPLANATION:

This project will allocate funds for the design of the proposed addition, and will enable Glencliff Home to prepare a capital budget estimate for moving forward with a request for the construction of the unit.

Interview/Selection date: 7-Dec-17

COMMITTEE PROPOSAL RATING FOR Glencliff Home Dementia Unit

			Canacity to	bue wileno	Overall		
	Comprehension	Clarity of	Perform in a	Experience	Experience Suitability for	Caster Contract	Cumulative
Scott + Partners	The state of the s	rioposai	illiery maille	01 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	me Assignment	i otal scole	9000
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Michelle Juliano	4	4.5	4.5	4	22	22	
Beverly Kowalik	5	5	5	4	5	24	
JO White	2	က	5	5	5	23	
						0	
Smith-Alvarez-Sienkiewycz Architects							57.0
Ted Kupper	က	4	4	4	-	16	
Michelle Juliano	က	4	4	4	က	18	
Beverly Kowalik	5	4	2	2	2	15	
JO White	1	1	က	1	2	80	
						0	
SMRT Architects/Engineers							0.0
Ted Kupper	0	0	0	0	0	0	
Michelle Juliano	0	0	0	0	0	0	
Beverly Kowalik	0	0	0	0	0	0	
JO White	0	0	0	0	0	0	
						0	
WarrenStreet Architects							78.0
Ted Kupper	4	4	4	4	2	18	
Michelle Juliano	3.5	4	3	4.5	4	19	
Beverly Kowalik	5	4	5	4	က	21	
JO White	3	3	5	5	4	20	
						0	

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, Architectural, Electrical 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.

The **Agency Representative**, from the Glencliff Home is the Project Manager who has administrative oversight of all large maintenance projects and capital improvement projects.

Administrator PM7

Assist. Administrator PM5 Mechanical Eng. PM4 Civil Engineer PM4 Electrical Engineer PM4

Project Manager

Theodore Kupper – 4 years State service

35 years private sector

Michelle Juliano- 30 years State service Beverly Kowalik - 25 years State service Roger Dionne- 32 years State Service Gordon Graham- 16 years State Service,

25 years private

J. O. White – 44 years State Services



CERTIFICATE OF LIABILITY INSURANCE

03/19/2018

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.

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). CONTACT NAME: Michelle Southwell PRODUCER PHONE Essex Agency, Inc. (802) 878-5334 (802) 878-0852 (A/C, No, Ext): 2 Railroad Street michelle@essexagency.com ADDRESS: P.O. Box 239 INSURER(S) AFFORDING COVERAGE **Essex Junction** VT 05452-0239 Cincinnati Casualty 28665 INSURER A: INSURED INSURER B : Scott + Partners Inc. INSURER C : 7 Carmichael St Ste 102 INSURER D INSURER E VT 05452 Essex Jct INSURER F : 17-18 Master **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. ADDL SUBR POLICY EFF POLICY EX (MM/DD/YYYY) (MM/DD/YYYY) TYPE OF INSURANCE POLICY NUMBER LIMITS COMMERCIAL GENERAL LIABILITY 1,000,000 EACH OCCURRENCE DAMAGE TO RENTED CLAIMS-MADE X OCCUR 1.000,000 \$ PREMISES (Ea occurrent 5.000 \$ MED EXP (Any one person) Α ECP 0439463 05/18/2017 05/18/2018 1,000,000 PERSONAL & ADV INJURY 2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE 2,000,000 POLICY PRODUCTS - COMP/OP AGG \$ OTHER COMBINED SINGLE LIMIT (Ea accident) AUTOMOBILE LIABILITY \$ 1,000,000 ANY AUTO \$ BODILY INJURY (Per person) OWNED AUTOS ONLY HIRED SCHEDULED AUTOS NON-OWNED ECP 0439463 05/18/2017 05/18/2018 **BODILY INJURY (Per accident)** \$ PROPERTY DAMAGE **AUTOS ONLY** AUTOS ONLY s 1,000,000 Uninsured motorist UMBRELLA LIAB EACH OCCURRENCE OCCUR **EXCESS LIAB** AGGREGATE CLAIMS-MADE DED RETENTION \$ WORKERS COMPENSATION PER STATUTE AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE E.L. EACH ACCIDENT OFFICER/MEMBER EXCLUDED (Mandatory in NH) E.L. DISEASE - EA EMPLOYEE If yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Glencliff Home: Dementia Treatment Improvement Project 80966-B The State of New Hampshire, its agencies, and its agents and employees are named as Additional Insureds with regard to General Liability and Auto Liability. **CERTIFICATE HOLDER** 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. State of New Hampshire Dept of Administration Services Div. of Pub Works Design & Construction AUTHORIZED REPRESENTATIVE

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John Southwell

PO Box 483 Concord

NH 03302



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DATE (MM/DD/YYYY) 03/19/2018

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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). CONTACT Jesse Keast PRODUCER License # 0C41366 E-COMP, A Division of Granite Insurance Brokers 6600 Koll Center Parkway #100 Pleasanton, CA 94566 PHONE (A/C, No, Ext): (888) 493-2667 FAX (A/C, No): E-MAIL ADDRESS: jkeast@goecomp.com INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Travelers Indemnity Company of Connecticut 25682 INSURED INSURER B: Scott & Partners Inc. INSURER C: 7 Carmichael St, Ste 102 INSURER D : Essex Junction, VT 05452 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 ADDL SUBR POLICY EFF POLICY EXP
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Concord, NH 03302

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PRODUCER									CONTACT NAME: Jim Ledbetter						
Hall & Company									PHONE (A/C, No, Ext): 360-626-2019 (A/C, No): 360-598-3703						
19660 10th Ave NE Poulsbo WA 98370									E-MAIL ADDRESS: jledbetter@hallandcompany.com						
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State of New Hampshire
Department of Administrative Services
Division of Public Works Design & Construction

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AUTHORIZED REPRESENTATIVE

Matthew L. Copus