



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
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Division of Public Works  
Design & Construction

July 19, 2019

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

## **REQUESTED ACTION**

Authorize the Department of Administrative Services, Division of Public Works Design and Construction to enter into an agreement with Underwood Engineers, Inc., (Vendor Code 155587) Portsmouth, New Hampshire, 03801 for Civil - Structural Engineering 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, 2022. The amount expended under this agreement shall not exceed \$300,000.

## **EXPLANATION**

The Department proposes to retain the private consulting firm of Underwood Engineers, Inc. to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This is one (1) of four (4) open-ended agreements for Civil - Structural Engineering services that will be presented for approval. The agreement will enable the Department to respond quickly to unscheduled project requests and possible emergencies regarding Civil - Structural Engineering 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 Civil - Structural Engineering Services consultant work are maintenance and capital funded projects.

This agreement is a proposed contract with the Civil - Structural Engineering services firm selected to provide on-call Civil - Structural Engineering services. It is anticipated that Civil - Structural Engineering services can be handled by four (4) Civil - Structural 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. Consensus 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 Theodore Kupper, Michelle Juliano, and Gary Brown, 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 February 2019, the Division of Public Works Design & Construction advertised in the Union Leader, the Division of Public Works Design & Construction website and email notification soliciting interest in providing on-call Architectural Services. The following twenty (20) consultant firms submitted letters of interest.

Civil Design Consultants, Inc.	Oak Point Associates
DMA Engineers, Inc.	Rist-Frost-Shumway Engineering, P. C.
Dubois & King, Inc.	SMRT Architects & Engineering
Fuss & O'Neill	Stantec
Harriman Associates	Team EngineerNH, PLLC (d/b/a Team Engineering)
HEB Engineers, Inc.	Turner Group
Hoyle, Tanner & Associates, Inc.	Underwood Engineers, Inc.
McFarland Johnson, Inc.	Vanasse, Hangen, Brustlin, Inc.
Milone & Macbroom	Weston & Sampson
TF Moran, Inc.	Wright - Pierce

These firms were evaluated based on years of experience, experience on relative projects and past experience with the Division of Public Works, if any. The six (6) rated firms listed below, were sent a Request for Technical Proposals:

HEB Engineers, Inc.	Underwood Engineers, Inc.
McFarland Johnson, Inc.	Vanasse, Hangen, Brustlin, Inc.
Team EngineerNH, PLLC (d/b/a Team Engineering)	Wright-Pierce

The proposals were rated on the 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 four (4) highest rated firms as their legal documentation and Certificate of Insurance become available.

HEB Engineers, Inc.  
Underwood Engineers

Vanasse, Hangen, Brustlin, Inc.  
Wright-Pierce

A copy of Underwood Engineers, Inc.'s 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, Division of Public Works Design & Construction.

Respectfully submitted,



Charles M. Arlinghaus  
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, 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.

Administrator PM7	Theodore Kupper – 5 years State service 35 years private sector
Assist. Administrator PM5	Michelle Juliano- 31 years State service
Mechanical Eng. PM4	Beverly Kowalik - 26 years State service
Civil Engineer PM4	Roger Dionne- 33 years State Service
Electrical Engineer PM4	Gordon Graham- 17 years State Service, 25 years private
Architectural PM4	7 years State Service, 34 years private sector
Senior Mechanical Engineer	David Goulet - 34 years State Service

Interview/Selection date: 9-Apr-19

**COMMITTEE PROPOSAL RATING FOR  
CIVIL 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	
<b>HEB Engineers</b>							<b>72.0</b>	<===== Highest Rating
<i>Ted Kupper</i>	5	5	5	5	5	25		
<i>Michelle Juliano</i>	5	5	5	5	5	25		
<i>Roger Dionne</i>	4	4	5	4	5	22		
<b>McFarland Johnson</b>							<b>66.0</b>	
<i>Ted Kupper</i>	5	5	5	5	5	25		
<i>Michelle Juliano</i>	5	5	5	5	5	25		
<i>Roger Dionne</i>	4	3	3	3	3	16		
<b>Team Engineering</b>							<b>56.0</b>	
<i>Ted Kupper</i>	4	4	4	4	3	19		
<i>Michelle Juliano</i>	4	4	4	4	4	20		
<i>Roger Dionne</i>	3	4	3	3	4	17		
<b>Underwood Engineers</b>							<b>68.0</b>	<===== Highest Rating
<i>Ted Kupper</i>	4	5	5	5	5	24		
<i>Michelle Juliano</i>	4	5	4	5	4	22		
<i>Roger Dionne</i>	4	4	4	5	5	22		
<b>VHB</b>							<b>72.0</b>	<===== Highest Rating
<i>Ted Kupper</i>	5	5	5	5	5	25		
<i>Michelle Juliano</i>	5	5	5	5	5	25		
<i>Roger Dionne</i>	5	4	4	4	5	22		
<b>Wright Pierce</b>							<b>68.0</b>	<===== Highest Rating
<i>Ted Kupper</i>	5	5	5	5	5	25		
<i>Michelle Juliano</i>	5	5	5	5	5	25		
<i>Roger Dionne</i>	4	4	3	3	4	18		

