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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. 80896 – Contract A

March 17, 2016

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

**REQUESTED ACTION**

1). Authorize the Department of Administrative Services to enter into an agreement with Colby Company, LLC (Vendor No. 254487) Portland, Maine, for a total price not to exceed \$1,097,000 for Architectural Engineering Services for the 3<sup>rd</sup> Floor Addition to the LEDU (Life Enhancement Dementia Unit) at the Veterans Home, Tilton, New Hampshire. The contract is effective upon Governor and Council approval through June 30, 2019. **35% Capital Funds, 65% Federal Funds.**

2). Further authorize that a contingency in the amount of \$30,000 be approved for owner requested changes during construction for the LEDU, bringing the total to \$1,127,000. **35% Capital Funds, 65% Federal Funds.**

3). Further authorize that an amount of \$28,102 be approved for payment to the Department of Administrative Services, Division of Public Works Design and Construction (**Vendor Code 177875**) for engineering services provided, bringing the total to \$1,155,102. **35% Capital Funds, 65% Federal Funds.**

Funding is available in account titled Veterans Home as follows:

05-43-43-430030-75490000 LEDU Building	<u>SFY16</u>
034-500152 – Design/Study	\$1,097,000
034-500152 – Contingency	30,000
034-500152 – DPW Fees - Interagency	<u>\$ 28,102</u>
<b>Grand total</b>	<b>\$1,155,102</b>

### **EXPLANATION**

Per Chapter 220:1, XVII, A, Laws of 2015, for the LEDU Building, which will construct a third floor addition with up to 50 new beds to accommodate a waiting list of over 100 veterans. The 31,000 SF addition will expand current dementia services as provided on the lower levels by utilizing the same building footprint. The addition will meet current codes and VA requirements for the needs of the Veterans at the home.

In September 2015, the Bureau 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 LEDU (Life Enhancement Dementia Unit).

Eleven (11) 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 16<sup>th</sup> and 17<sup>th</sup>, 2015.

Colby Co., LLC  
Portland, ME

Harriman Associates  
Auburn, ME

Morris Switzer  
Williston, VT

Moser, Pilon, Nelson Architects  
Wetherfield, CT

Based on their technical proposal, presentation and experience on projects of a similar nature, the firm of Colby Company, LLC was chosen as best qualified for the project. The Consultant Selection Committee included representatives from the Veteran's Home and the Bureau 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.

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The agreement has been approved by the Attorney General as to form and execution, and the Veterans 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,

A handwritten signature in black ink, appearing to read "Vicki V. Quiram". The signature is written in a cursive style with a large initial "V".

Vicki V. Quiram  
Commissioner

## CONTRACT SUPPLEMENTAL INFORMATION SHEET

PROJECT: DPW Project No. 80896R, Contract A – Third Floor Addition to the Life Enhancement Dementia Unit (LEDU). 139 Winter Street, Tilton, NH 03276

DESCRIPTION: The Proposed Third Floor Addition will include up to 50 new beds to accommodate a waiting list of over 100 veterans. The 31,000 SF addition will expand current dementia services as provided on the lower levels by utilizing the same building footprint. The addition will meet current codes and VA requirements for the needs of the Veterans at the home.

EXPLANATION: The elderly veteran's population is seeking admission to the NH Veterans Home at an increasing rate. Veterans are arriving later in life with mid to late stage dementia. This disease is expected to increase with the "Baby Boomer" generation seeking services to this facility. The addition to the home will assist to balance the need of available beds and staff to provide specific services.

The Architect/Engineering firm will evaluate the existing building, structure and systems to verify existing conditions and make any recommendations for upgrades. The new 50 bed addition will meet current VA requirements as well as current building codes, while using the same unit layout for residence rooms. Proposed services will include more laundry storage for residents, more flexible common area outside the rooms, and a common nurse station within the wing.

CONSTRUCTION ESTIMATE: \$11, 250,000 - Total available funds

COMMITTEE PROPOSAL RATING FOR  
3RD FLOOR ADDITION TO LEDU

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
COLBY							114.0
Ted Kupper	5	5	5	5	5	25	
Michelle Juliano	5	5	5	5	5	25	
Gary Brown	3	4	3	4	4	18	
Armand Plourde	5	4	5	4	4	22	
Jon Bossey	5	5	4	5	5	24	
HARRIMAN							110.0
Ted Kupper	5	5	3	4	4	21	
Michelle Juliano	5	5	4.5	5	4.5	24	
Gary Brown	3	3	5	5	4	20	
Armand Plourde	5	5	5	3	4	22	
Jon Bossey	5	5	4	5	4	23	
MORRISWITZER							80.0
Ted Kupper	3	3	3	3	3	15	
Michelle Juliano	4	4	4.5	3.5	4	20	
Gary Brown	2	2	3	4	3	14	
Armand Plourde	3	3	2	3	2	13	
Jon Bossey	4	3	4	4	3	18	
MOSER PILON NELSON							104.5
Ted Kupper	5	5	3	4	4	21	
Michelle Juliano	4.5	4	4	4.5	4.5	21.5	
Gary Brown	3	3	5	5	5	21	
Armand Plourde	5	4	3	4	3	19	
Jon Bossey	5	5	4	4	4	22	

<==== Highest Rating

Scoring System:

- 1 Poor
- 2 Not Very Good
- 3 Good
- 4 Very Good
- 5 Excellent

## Explanation of Consultant Selection Committee – 3<sup>rd</sup> Floor Addition to LEDU 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 Veterans Home Director, Armand Plourde, is responsible for managing all non-clinical daily operations at the facility. He provided detailed knowledge of daily operations specific to the nursing home facilities during the evaluation process.

The Veterans Home Plant Maintenance Engineer III, oversees day to day maintenance operations of the Veterans Home physical plant and oversees all capital projects. Jon has been in State of New Hampshire employment since August 1993 and has facilities, maintenance, and operational needs during the valuation process.

Administrator - PMVI	Theodore Kupper	1 ½ years State Service, 35 Private Sector
Asst. Administrator - PMV	Michelle Juliano	27 years State Service
Project Manager - PMIV	Gary Brown	3 yrs State Service, 34 Private Sector
Director Admin. Services	Armand Plourde	7 yrs State Service, 37 Private Sector
Plant Maint. Engineer III	Jon Bossey	7 years State Service



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/22/2016

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>  Colby Company, LLC 47A York Street Portland, ME 04101	<b>INSURER A:</b> RLI Insurance Company A+, XI <b>NAIC #</b> 13056	
	<b>INSURER B:</b>	
	<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 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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			PSB0005535	06/22/2015	06/22/2016	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 - COMPIOP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PSA0002055	06/22/2015	06/22/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PSE0002432	06/22/2015	06/22/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	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	PSW0003188	06/22/2015	06/22/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Prof Liability			RDP0020682	06/22/2015	06/22/2016	Per Claim Limit 2,000,000
A				RDP0020682	06/22/2015	06/22/2016	Aggregate Limit 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.

Project: # 80896 3rd Floor Addition to LEDU Building Veteran's Home

The Professional Liability Policy # RDP0020682 with RLI Insurance Company contains a per claim deductible of \$10,000

A 30 day Notice of Cancellation will be issued in accordance with policy terms and conditions

<b>CERTIFICATE HOLDER</b>  State of New Hampshire Bureau of Public Works Design & Construction PO Box 483 7 Hazen Drive, Room 250 Concord, NH 03302	<b>CANCELLATION</b>  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 <i>Jared Maxwell</i>