



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 120
Concord, New Hampshire 03301
Office@das.nh.gov

Charles M. Arlinghaus
Commissioner
(603) 271-3201

Joseph B. Bouchard
Assistant Commissioner
(603) 271-3204

Catherine A. Keane
Deputy Commissioner
(603) 271-2059

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 Vanasse Hangen Brustlin, Inc. (VHB), (Vendor Code 174584) Bedford, New Hampshire, 03110 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 Vanasse Hangen Brustlin, 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.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
July 19, 2019
Page 3 of 3

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 – Vanasse Hangen Brustlin, 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
HEB Engineers							72.0
<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	
McFarland Johnson							66.0
<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	
Team Engineering							56.0
<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	
Underwood Engineers							68.0
<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	
VHB							72.0
<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	
Wright Pierce							68.0
<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	

<===== Highest Rating

<===== Highest Rating

<===== Highest Rating

<===== Highest Rating



VANAS-1

OP ID: CL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/26/2019

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 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).

PRODUCER 781-245-5400 Poole Professional Ltd. 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Christopher A. Poole	CONTACT NAME: Christopher A. Poole PHONE (A/C, No, Ext): 781-245-5400 FAX (A/C, No): 781-245-5463 E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Transportation Insurance Co</td> <td>20494</td> </tr> <tr> <td>INSURER B: Safety Insurance Company</td> <td>39454</td> </tr> <tr> <td>INSURER C: Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER D: Valley Forge Insurance Company</td> <td>20508</td> </tr> <tr> <td>INSURER E: XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Transportation Insurance Co	20494	INSURER B: Safety Insurance Company	39454	INSURER C: Continental Casualty Company	20443	INSURER D: Valley Forge Insurance Company	20508	INSURER E: XL Specialty Insurance Company	37885	INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Transportation Insurance Co	20494														
INSURER B: Safety Insurance Company	39454														
INSURER C: Continental Casualty Company	20443														
INSURER D: Valley Forge Insurance Company	20508														
INSURER E: XL Specialty Insurance Company	37885														
INSURER F:															

INSURED
 Vantage Hengen Brustlin, Inc.;
 VHB Eng. Surveying, Landscape
 Arch. & Geology P.C. Vantage
 Hengen Brustlin, LLC VHB Eng.,
 Inc. VHB Metro DC, LLC
 P. O. Box 6181
 Watertown, MA 02471

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 INSR	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 <input checked="" type="checkbox"/> Contract Liab. <input checked="" type="checkbox"/> Blanket Waiver GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	6018141932 NO DEDUCTIBLE XCU COVERAGE INCL	05/01/2019	05/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 V. Papers \$ 1,500,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical Expense \$ 5,000
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> 1501873 MA <input type="checkbox"/> Safety NOH	X	X	6018203376	05/01/2019	05/01/2020	EACH OCCURRENCE \$ 14,000,000 AGGREGATE \$ 14,000,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	X	6018203362 FOLLOWS FORM	05/01/2019	05/01/2020	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
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	6017185236 ALL STATES LONGSHORE/MARB	05/01/2019	05/01/2020	Per Claim \$ 5,000,000 Aggregate \$ 5,000,000
E	Arch/Eng E & O Incl PollutionLiab			DPR9945121 FULL PRIOR ACTS	07/19/2019	07/19/2020	Per Claim \$ 5,000,000 Aggregate \$ 5,000,000

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

RE: Statewide Agreement for Professional Services for Design & Construction Documents, On-Site Observation, and Inspection Services For Various Projects
 Professional Liability Deductible: \$75,000

See Attached

CERTIFICATE HOLDER

NHDEP-3

New Hampshire Department of
 Administrative Services-Div of
 Public Works Design & Construc
 7 Hazen Drive - Room 250
 Concord, NH 03302-0483

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



NOTEPAD:

HOLDER CODE NHDEP-3
INSURED'S NAME Vanasse Hangen Brustlin, Inc.;

VANAS-1
OP ID: CL

PAGE 2
Date 07/26/2019

RE: Statewide Agreement for Professional Services for Design & Construction Documents, On-Site Observation, and Inspection Services For Various Projects

New Hampshire Department of Administrative Services-Division of Public Works Design & Construction is included as additional insured per written contract under the general, auto, and umbrella liability policies subject to same terms and conditions. Coverage is primary and non-contributory. Waiver of subrogation applies to indicated policies in favor of additional insured. 30 day notice of cancellation except 10 day notice for non-payment of premium.

NOTEPAD:HOLDER CODE NHDEP-3
INSURED'S NAME Vanasse Hangen Brustlin, Inc.;VANAS-1
OP ID: CLPAGE 2
Date 07/26/2019

RE: Statewide Agreement for Professional Services for Design & Construction Documents, On-Site Observation, and Inspection Services For Various Projects

New Hampshire Department of Administrative Services-Division of Public Works Design & Construction is included as additional insured per written contract under the general, auto, and umbrella liability policies subject to same terms and conditions. Coverage is primary and non-contributory. Waiver of subrogation applies to indicated policies in favor of additional insured. 30 day notice of cancellation except 10 day notice for non-payment of premium.