



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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Jm

LINDA M. HODGDON
Commissioner
(603) 271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603) 271-3204

Bureau of Public Works
Design and Construction
Project No. 80545, Contract B

November 16, 2012

His Excellency, Governor John H. Lynch,
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 Dubois & King, Inc. (Vendor No. 160381) Portland, Maine, for a total price not to exceed \$624,300 for Professional Services for a Facilities Analysis & Sustainment Plan – NH Army Reserve National Guard. The contract is effective upon Governor and Council approval through July 30, 2014, unless extended by the Department in accordance with the contract documents. **100% Federal Funds.**

2). Further authorize the amount of \$36,000 be approved for payment to the Department of Administrative Services, Bureau of Public Works Design and Construction (**Vendor Code 177875**) for engineering services provided, bringing the total to 660,300. **100% Federal Funds.**

Funding is available in account titled Adjutant General as follows:

02-12-12-120010-22450000	Army Guard Facilities	<u>FY13</u>
	103-500736 – Contract Repairs: Bldg. & Grounds	<u>\$624,300</u>
02-12-12-120010-22550000	Interagency Fees	
	217-502682 – BPW Fees	<u>\$ 36,000</u>
	Grand Total	\$660,300

EXPLANATION

This project will include architectural and engineering evaluation of Statewide facilities to develop a detailed facility analysis to include the following: condition of facilities; short and long term maintenance items with associated schedules; energy audit survey; life safety analysis of each facility; recommendations and associated costs for upgrades, priorities, and cost of not doing the work; life cycle analysis of all work; staffing plan development; and organizational structures required to maintain current facilities. The information will be presented in Xcel spreadsheets that are tied to

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drawings, photos and narratives for each facility. Additionally, underground utility locating, mapping and documentation will be completed at the Concord State Military Reservation.

In June 2012, 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 Facilities Analysis & Sustainment Plan.

Seventeen (17) 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 three (3) firms was developed.

Interviews were held with the following four (4) Consultant firms on June 1, 2012.

Acadia Engineers & Constructors
Newmarket, NH

CDM Smith
Manchester, NH

Dubois & King
Williston, VT

H. L. Turner
Concord, NH

Based on their presentation and experience on projects of similar nature, the firm of Dubois & King, Inc. was chosen as best qualified for the project. The Consultant Selection Committee included representatives from the New Hampshire Army National Guard, and 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.

The agreement has been approved by the Attorney General as to form and execution; and the Adjutant General's Office 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 – Bureau of Public Works Design and Construction.

Sincerely,



Linda M. Hodgdon
Commissioner

LMH/BK/mkl

Attachment

CONTRACT SUPPLEMENTAL INFORMATION SHEET

PROJECT: BPW Project No. 80545R, Contract B - New Hampshire Army National Guard Facilities Analysis and Sustainment Plan, Statewide.

DESCRIPTION: This project will include architectural and engineering evaluation of Statewide facilities to develop a detailed facility analysis to include the following: condition of facilities; short and long term maintenance items with associated schedules; energy audit survey; life safety analysis of each facility; recommendations and associated costs for upgrades, priorities, and cost of not doing the work; life cycle analysis of all work; staffing plan development; and organizational structures required to maintain current facilities. The information will be presented in Xcel spreadsheets that are tied to drawings, photos and narratives for each facility. Additionally, underground utility locating, mapping and documentation will be completed at the Concord State Military Reservation.

EXPLANATION: This study will enable the New Hampshire Army National Guard to develop a baseline of their facilities infrastructure conditions, perform energy audits with recommendations and associated costs for improving efficiency; evaluate life safety at each facility; and review and develop a Maintenance Staffing Plan to better manage resources and identify training and staffing needs. Additionally this study will deliver a tool intended to aid the Guard in better planning for maintenance and budgeting for overall operational efficiencies within their existing facilities.

CONTRACT
AMOUNT: \$624,300

**COMMITTEE PROPOSAL RATING FOR
FACILITIES ANALYSIS & SUSTAINMENT PLAN**

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
Acadia Engineers & Const.						0	79.0
Michelle Juliano	3.5	5	4	4	4.5	21	
Beverly Kowalik	3.5	4	4	3	3.5	18	
Tom Roberts	5	5	4	3	3	20	
Paige Tattersall	5	5	3	3	4	20	
CDM Smith						0	62.5
Michelle Juliano	3.5	4.5	4	4.5	4	20.5	
Beverly Kowalik	3	3	3	3	3	15	
Tom Roberts	4	3	3	3	3	16	
Paige Tattersall	3	1	3	3	1	11	
DuBois & King						0	89.0
Michelle Juliano	4	5	4	4.5	4.5	22	
Beverly Kowalik	3	5	4.5	5	4.5	22	
Tom Roberts	5	5	5	4	3	22	
Paige Tattersall	5	5	5	4	4	23	
HL Turner						0	70.0
Michelle Juliano	3.5	4.5	4	4	4	20	
Beverly Kowalik	4	3	3	4	3	17	
Tom Roberts	4	4	3	4	2	17	
Paige Tattersall	3	3	3	4	3	16	

<----- Highest Rating

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, 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 is a member of all the Selection Committees managing 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, 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 NHARNG representatives oversee the capital and maintenance program for the Adjutant General. They provided the detailed knowledge of the specific Guard's needs during the evaluation process.

Assist. Administrator PM5	Michelle Juliano- 24 years State service
Mechanical Eng PM4	Beverly Kowalik- 19 years State service
Energy Manager	Tom Roberts (NHARNG) 19 years of State Service
Plans and Programs Manager	E. Paige Tattersall, CPT (NHARNG) 5 year Military Service



CERTIFICATE OF LIABILITY INSURANCE

OP ID: AD

DATE (MM/DD/YYYY)

10/22/12

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).

PRODUCER Poole Professional Ltd.-TM 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Thomas M. Mullard	Phone: 800-371-1063 Fax:	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: DUBOI-2	FAX (A/C, No):																				
	INSURED DuBols & King, Inc. P.O. Box 339 Randolph, VT 05060		<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td>XL Specialty Insurance Co.</td> <td>37885</td> </tr> <tr> <td>INSURER B :</td> <td></td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	XL Specialty Insurance Co.	37885	INSURER B :			INSURER C :			INSURER D :			INSURER E :			INSURER F :	
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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 INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$								
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				<table border="1"> <tr> <td>WC STATUTORY LIMITS</td> <td>OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATUTORY LIMITS	OTHER													
E.L. EACH ACCIDENT	\$													
E.L. DISEASE - EA EMPLOYEE	\$													
E.L. DISEASE - POLICY LIMIT	\$													
A	Prof. Liability		DPR9702637 DEDUCTIBLE \$60,000	08/01/12	08/01/13	Per Claim 2,000,000 Aggregate 2,000,000								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 For professional liability coverage, the aggregate limit is the total insurance available for all covered claims presented within the policy period. The limit will be reduced by payments of indemnity and expense.
 RE: Facilities Analysis & Sustainment Plan 80545R, Contract B, Governor & Council Documents.

CERTIFICATE HOLDER STONH-4 State of New Hampshire, Dept. of Administrative Services P.O.Box 483 Concord, NH 03302	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 
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Client#: 5514

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ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/11/2012

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PRODUCER: People's United Ins. Agency VT, 100 Bank Street 4th Floor, PO Box 485, Burlington, VT 05401. CONTACT NAME: Dinah Jacobsen, PHONE (A/C, No, Ext): 802 863-2841, FAX (A/C, No):, E-MAIL ADDRESS: Dinah.Jacobsen@peoples.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Netherlands Insurance Company, NAIC #: 24171; INSURER B: Peerless Insurance Co., NAIC #: 24198.

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include: A GENERAL LIABILITY (BOP9427222), B AUTOMOBILE LIABILITY (BA9313388), B UMBRELLA LIAB (CU9243669), A WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (WC9243671).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Re: Facilities Analysis & Sustainment Plan Public Works Project No. 80545R The State of New Hampshire is named as additional insured under general liability as required by written contract for work performed by insured subject to terms and conditions of the policy.

CERTIFICATE HOLDER: State of New Hampshire, Dept of Administrative Services, Bureau of Public Works Design & Construction, PO Box 483, 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: Dinah Jacobsen

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