

# TOWN OF BARRINGTON NEW HAMPSHIRE



Design Build Services for Town Offices Building  
*Request for Qualifications*

## Qualifications Package



09/19/2019

270 West Road Suite 4A, Portsmouth, NH 03801 • 603 436-1006 • Build@CarenoConstruction.com

CARENO CONSTRUCTION COMPANY, LLC



09/19/2019

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COVER LETTER



4.1.1

September 19, 2019

**Attn: Conner MacIver**, Town Administrator and the Office of the Select Board  
Town of Barrington, New Hampshire  
33 Calef Highway, PO Box 660  
Barrington, New Hampshire 03825

Subject: Request for Design/Build Services Qualifications  
For New Town Offices

Dear Mr. MacIver,

Thank you for the opportunity to allow Careno Construction Company to submit our Qualifications Package for the Design Build Services for the New Town Offices.

The Town of Barrington's Design/Build Team will be led by multi award winning Careno Construction and our highly qualified partners who have countless successful completed projects together. Careno Construction, Port One Architects and Civil Consultants have a long standing history of successfully delivering Design/Build projects. Our team is currently the same team leading the Design/Build UNH Macfarlane Greenhouse Project, a highly complex multi-million dollar specialty project on the UNH Campus and the Design/Build City of Dover New Hampshire Facility and Grounds Offices and Maintenance Building. Our Design/Build team has also completed multiple office projects, maintenance buildings, churches and commercial projects and we have over 80 years of combined experience in municipal projects.

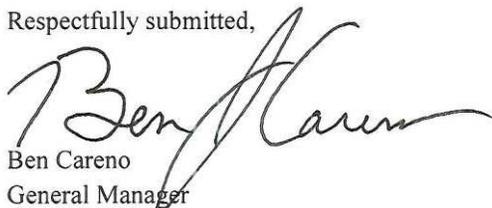
Recently completed similar Careno/Port One/Civil Consultants team projects include the UNH Grounds and Roads Building, the Newington Old Town Hall, The Generator Connection, the Barrington Congregational Church, multiple office projects, and the Newington Department of Public Works Office and Maintenance Building. We would love to review these projects on site with the Town's team to help finalize the Town's needs from experience and other end users.

Careno Construction's Design Build Team understands and strives to meet the high expectations of the Town of Barrington and we have always been successful on delivering the highest quality outcome.

It is our commitment to the Town of Barrington to provide excellent and responsive service from planning through completion, as we have done on numerous past and current projects. We hope this project will be another chance for our team to showcase our talents.

Please find enclosed, our qualifications based on an understanding of the requirements outlined by the RFQ.

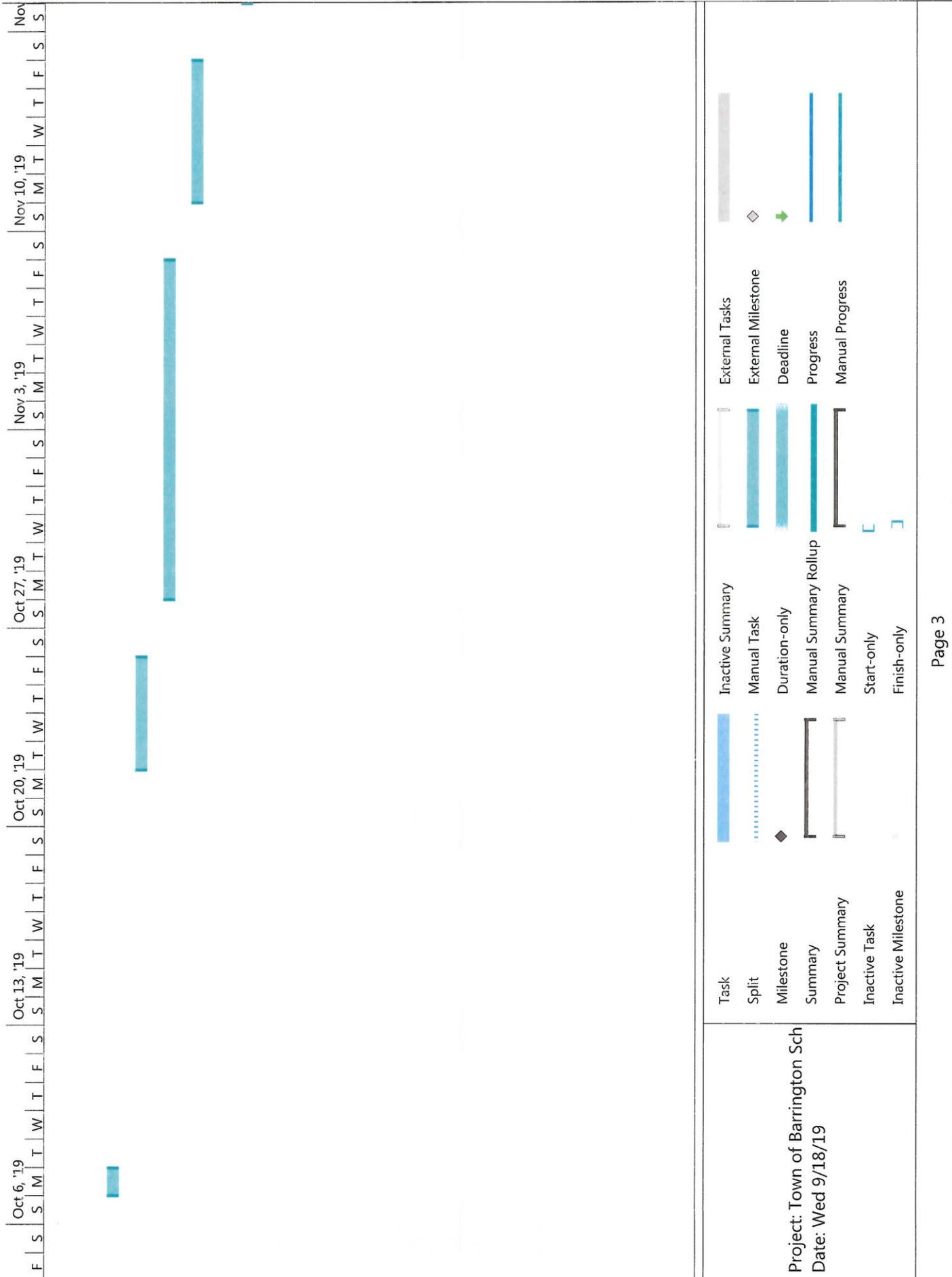
Respectfully submitted,

  
Ben Careno  
General Manager  
Careno Construction Company, LLC



TOWN OFFICES  
PROJECT SCHEDULE











RELEVANT  
EXPERIENCE



**PROJECT DATA FORM**

GENERAL CONTRACTOR: Careno Construction Company, LLC

Delivery Method:  design/bid/build;  design/build;  CM at risk (note: for this project preferred examples would be design/bid/build)

Project Name: Newington Town Hall

Project Address: Nimble Hill Road  
Newington, NH

Owner's Name: Town of Newington

Owner's Address: Nimble Hill Road  
Newington, NH

Owner's Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Architect of Record: Port One Architect

Architect's Address: 959 Islington Street  
Portsmouth, NH

Architect's Contact: Kelly Davis Phone Number: 603 436.8891

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1. Project Description (please emphasize similarities to proposed project):

Restoration of the existing Town Hall building and the addition of a two  
story building, to be used as a meeting place and function center for the  
Newington residents. A section of the first floor was renovated to house a  
Town Museum. The building required extensive restoration to the exterior  
and structural construction to the interior.

The project was Construction Management with design responsibilities.

We were able to renovate the facility for less than the anticipated budget.

Town of Barrington  
Town Offices



2. Construction Costs

Original Contract Amount:       \$ 820,270.00

Change Order Total:               \$ 0

Final Contract Amount:         \$ 820,270.00





## PROJECT DATA FORM

GENERAL CONTRACTOR: Careno Construction Company, LLC

Delivery Method:  design/bid/build;  design/build;  CM at risk (note: for this project preferred examples would be design/bid/build)

Project Name: Generator Connection Retail Plaza

Project Address: Route 125  
Barrington, NH

Owner's Name: Wayne Noyes/Noyes Properties

Owner's Address: Barrington, NH

Owner's Contact: Waynes Noyes Phone Number: 603 664.4004

Architect of Record: Port One Architects

Architect's Address: Islington St  
Portsmouth, NH

Architect's Contact: Kelley Davis Phone Number: 603 436.8891

Engineer of Record: Ross Engineering

Engineer's Address: Portsmouth, NH

Engineer's Contact: Alex Ross Phone Number: 603 433-7560





1. Project Description (please emphasize similarities to proposed project):

Construct a 2 story 16,000 sq. /ft. retail plaza.  
Wood construction, vinyl siding, asphalt roof.  
New construction from site work to building occupancy.

2. Construction Costs

Original Contract Amount: \$ 1,500,000.00

Change Order Total: \$ \_\_\_\_\_

Final Contract Amount: \$ 1,500,000.00

If change order total exceeds 5% of the original contract amount, please explain:

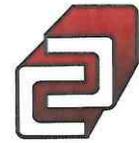
The building was built in three phases. This was a financial decision by the  
owner based on his 3 year business plan.  
\_\_\_\_\_  
\_\_\_\_\_

3. Project Complexity Attach additional page(s) if needed.

The lot was a challenge because it was considered a wet site and needed to  
be excavated before it could be built. We needed to truck in structural and  
suitable fill and super charge the earth over the winter months before this  
building could begin.  
\_\_\_\_\_  
\_\_\_\_\_

4. Project Schedule:

Required/Contracted Construction Duration: \_\_\_\_\_  
Notice to Proceed Date: Phase I /2009-2010 Phase II /2011-2012  
Date of Substantial Completion: 03/2013  
Date of Final Completion (final payment): 03/2013



Town of Barrington  
Town Offices

### Project Data Form

GENERAL CONTRACTOR: Careno Construction Company, LLC

Delivery Method:  design/bid/build;  design/build;  CM at risk (note: for this project preferred examples would be design/bid/build)

Project Name: Goss Southwest Wing Administration Fit Up

Project Address: 121 Technology Dr  
Durham, NH

Owner's Name: University of New Hampshire

Owner's Address: 22 Colovos Drive  
Durham, NH

Owner's Contact: Alex Brickett Phone Number: 207.450.9908

Architect of Record: Cowan Goudreau Architects, PLLC

Architect's Address: 5 Eagle Square  
Concord, NH

Architect's Contact: Gary Gourdreau Phone Number: 603.226.3990

Engineer of Record: Tighe & Bond

Engineer's Address: 117 Corporate Drive  
Portsmouth, NH

Engineer's Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_





1. Project Description (please emphasize similarities to proposed project):

Complete gut and 30,000 square foot renovation of office space into four  
separate departments, public space and common areas. This multi-million  
dollar project features major upgrades to electrical, mechanical, fire  
protection systems, aesthetic finishes, exterior site upgrades as well as many  
other trades.

2. Construction Costs

Original Contract Amount: \$ 799,985.00

Change Order Total: \$ 1,067,637.78

Final Contract Amount: \$ 1,867,622.78

If change order total exceeds 5% of the original contract amount, please explain:

UNH upgrades and new layouts. All Change Orders were owner initiated and Careno Construction  
"stepped up" to meet strict schedules by working weekends and long hours to ensure move-in dates  
were met.

3. Project Complexity Attach additional page(s) if needed.

Numerous and extensive changes throughout the project with Careno  
Construction reacting to each change with rapid return of detailed pricing  
and work schedules

4. Project Schedule:

Required/Contracted Construction Duration: \_\_\_\_\_

Notice to Proceed Date: 2/8/2017

Date of Substantial Completion: 7/27/2017

Date of Final Completion (final payment): 1/23/2018



### Project Data Form

GENERAL CONTRACTOR: Careno Construction Company, LLC

Delivery Method:  design/bid/build;  design/build;  CM at risk (note: for this project preferred examples would be design/bid/build)

Project Name: 68 South Main

Project Address: 68 South Main Street  
Rochester, NH

Owner's Name: Horizon Trust of NH, LLC

Owner's Address: 1 Raynes Avenue  
Portsmouth, NH

Owner's Contact: Bob McGuire Phone Number: 603 969-1338

Architect of Record: McHenry Architecture

Architect's Address: 4 Market St  
Portsmouth, NH

Architect's Contact: Brandon Holben Phone Number: 603 430-0274

Engineer of Record: McHenry Architecture

Engineer's Address: 4 Market St  
Portsmouth NH

Engineer's Contact: Brandon Holben Phone Number: 603 430-0274





1. Project Description (please emphasize similarities to proposed project):

This 12,000 sq. ft. new construction multi use building was recently completed in down town Rochester, NH. This building was built after the existing run down vacant building was demolished. This building was designed and constructed to match the historical integrity of down town Rochester and will serve as one of the landmarks entering the down town area. Building was built under strict security and safety measures requiring constant coordination between the City, Owner, utilities, workers and the neighboring businesses and residence. Work included Site construction, landscaping, concrete. Paving, sidewalks, masonry, steel, wood framing, finish carpentry, membrane roofing, thermal insulation, weatherproofing, Doors and Windows, Drywall, paint, flooring, elevator, ADA accessories, building sprinkler system, mechanical, plumbing, electrical and fire alarm.

2. Construction Costs

Original Contract Amount: \$ \$1,800,000.00

Change Order Total: \$ \_\_\_\_\_

Final Contract Amount: \$ \$1,800,000.00

If change order total exceeds 5% of the original contract amount, please exp

\_\_\_\_\_

3. Project Complexity Attach additional page(s) if needed.

Building was built under strict security and safety measures requiring constant coordination between the City, Owner, utilities, workers and the neighboring businesses and residence.

4. Project Schedule: Required/Contracted Construction Duration: 10 Months  
Notice to Proceed Date: Nov 2010  
Date of Substantial Completion: \_\_\_\_\_  
Date of Final Completion (final payment): Oct 2011

5. Coordination – If applicable, describe specific circumstances surrounding the requirement that the general contractor coordinate work with other contractors hired separately by the Owner working in adjacent buildings or roads.



**PROJECT DATA FORM**

GENERAL CONTRACTOR: Careno Construction Company, LLC

Delivery Method:  design/bid/build;  design/build;  CM at risk (note: for this project preferred examples would be design/bid/build)

Project Name: Newington DPW Office Maintenance Building/Salt Shed

Project Address: Nibble Hill Road  
Newington, NH

Owner's Name: Town of Newington

Owner's Address: 305 Nimble Hill Road  
Newington, NH

Owner's Contact: Charlie Smart Phone Number: 603.436.7640

Architect of Record: Fallon Architecture

Architect's Address: 501 Barn Door Gap Road  
Strafford, NH 03884

Architect's Contact: Tony Fallon Phone Number: 603.2693206

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1. Project Description (please emphasize similarities to proposed project):

We were hired to build a state of the art DPW Building and Salt Shed. This  
project was originally bid as a lump sum project however, due to the design  
needs the project became a Construction Management with loading,  
exterior features and structural steel and build a facility that was much user  
friendly for the Town of Newington. The Town Administrator, Architect and  
Careno more Design Overseeing project. We were able to change the  
structural Construction worked together and built a facility that included all  
of the features of a state of the art DPW facility. Careno coordinated with  
the Town Officials for interior equipment and tool set up for the efficient  
use of the space. The Town used the site during construction for heavy  
equipment and salt storage. Working next to the Air Runway we needed to  
coordinate with both the management of Pease Trade Port and the FCC.



2. Construction Costs

Original Contract Amount: \$ 919,850.00

Change Order Total: \$ (11,592.00)

Final Contract Amount: \$ 908,258.00

If change order total exceeds 5% of the original contract amount, please explain:

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PROJECT TEAM



4.2.1 Careno Construction Co. has completed a multitude of successful municipal projects. We manage our projects with our in-house staff including estimators, project managers, superintendents and foreman. Our seasoned project managers and superintendents are experienced workers who have spent years working in the construction industry, many of whom have been involved with similar projects to this one. These professionals have a thorough knowledge of construction materials and practices in general construction and have experience as craftsmen. Careno's project managers and superintendents will direct the construction, alterations, or repairs of buildings, roads, utilities, and other structures to ensure compliance with building codes, zoning regulations, contract drawings, and specifications.

Careno Construction will dedicate a team of construction leaders who take pride in the services we will provide to the Town of Barrington. Our team wants to be Barrington's "go to" contractor! Careno Construction will provide unmatched project leadership and maintain a constant focus on construction schedules. We will effectively communicate with the project participants, monitor the work and progress of trades, facilitate coordination, provide project documentation and follow up on the details and issues until resolved. We want to maximize the value you get for the construction budget. We will perform our tasks in an efficient manner with quick turnaround on estimates and fast track construction schedules.

In regards to daily operations, we will assign a superintendent and/or foreman to the work site throughout the building construction. The superintendent is there to direct and approve the work done by the trades, per plans and specs. He/she ensures that the work is done according to design specifications and writes a daily log report that details the daily activities of the job. This report includes daily weather conditions, as well as what trades were working on site and who visited.

# Team Diagram



Town of Barrington, NH  
*Owner*

Carenno Construction  
*Construction Manager*



Design  
Build

Architect &  
Engineers

Subcontractor  
Design / Build

Port One Architects  
*Architect*

Civil Consultants  
*Civil / Structural Engineer*

Robert Cummings &  
Associates  
*Fire Protection Engineer*

A.E. Lemire Co  
*HVAC & Plumbing  
Design / Build*

Yankee Electric  
*Electrical - Design / Build*

A-1 Foundations  
*Foundations*

White Diamond  
*Painting*

Carter Sprinkler  
*Fire Protection*

**Benjamin Careno**  
Project Executive/Partner



Ben Careno has been with Careno Construction since 2000 after graduating from Plymouth State University of the USNH system with a BA in management and minor in economics. Ben leads the overall construction operations of Careno Construction and heavily involved with all construction and operation activities.

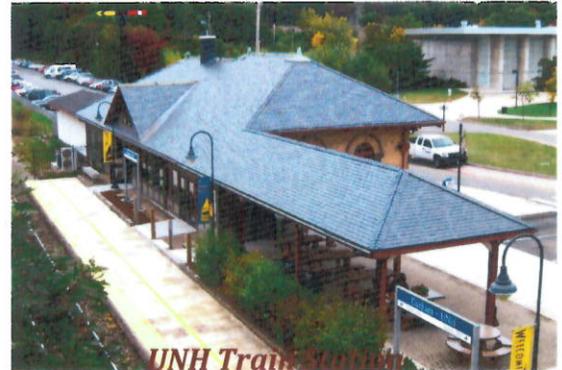
Ben will be the project executive for the Town of Barrington and his role will be coordinating the Careno Construction management team overseeing estimating, scheduling, accounting and documentation. Ben has successfully managed numerous municipal in New Hampshire.

Recent successful projects that Ben has managed are Liberty Mutual Dover and Portsmouth Upgrades, UNH Woodside Boiler Replacements, UNH MUB AHU, UNH Goss and Advanced Manufacturing Projects, UNH Whittemore Center Fire Alarm Upgrades among many others.

Ben has strong business skills to support the administration of contract documents for the preparation of construction schedules and cost values. He conducts job meetings and meets with Owners, Architects, Engineers and Consultants to review the progress of construction activities and the work performance results.

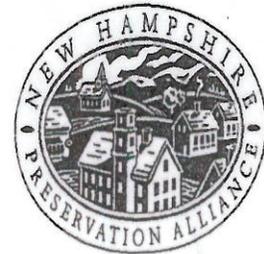


***New Construction***  
68 South Main St.  
Rochester, NH



***UNH Train Station***

UNH Campus  
Durham, NH



AWARD PRESENTED TO  
***CARENO CONSTRUCTION***  
***COMPANY***  
FOR THE RENOVATION OF THE  
UNH INTER MODAL TRANSIT  
CENTER



## Todd Harrington, AIA, Leed AP



### Project Manager

Todd Harrington is a Project Manager with Careno Construction, responsible for all phases of project management including managing project daily activities, changes, financial, logistics, estimating and contractual aspects. With a background in Architecture as well as Construction Todd; is able to foresee many potential issues early on in the planning stages in order to ask the right questions, and in most cases suggest a solution.

### LICENSES & AFFILIATIONS

- American Institute of Architects
- OSHA 10 Hr Certified
- Registered Architect
- LEED Accredited Professional
- NCARB Certification

### KEY RELEVANT PROJECTS

- Harvard University – SEAS – HAU Lab Renovation  
\$2M, 4000 SF Multi-Disciplinary lab space renovation. Work Included installation of fume hoods and supporting infrastructure, layout reconfiguration, new finishes, and all required lab equipment and supporting MEP systems.
- University of New Hampshire – Stillings Hall – Kitchen Renovations  
\$750K, Kitchen renovation including new epoxy floor system, plumbing, kitchen hood replacement, AHU replacement, walk in cooler, envelope modifications, and associated electrical and mechanical upgrades.
- Rudman Hall Chiller Upgrades  
\$670K, Chiller replacement for an active science building. Project challenges included tight logistics and detailed scheduling. Work included replacement of a stream of absorption chiller and associated mechanical, electrical and site work.
- Maine Department of Transportation Office Building  
\$8 M, office renovation to a 4 storey concrete structure. The entire building was demolished down to the structure, and a new envelope, interiors, and fully updated mechanical, electrical, and communication systems were added.
- Huttig Building Products, Distribution Center  
156,000 square foot preengineered metal building designed as distribution facility. The interior of the building is dedicated to the distribution process including high bay storage and 30 loading docks. In addition, the building contains administrative offices, a product showroom and training facilities.
- PetSmart – Plaistow, NH  
\$3.0M, 18,000 SF Out of the ground steel building. Project also included associated site development, and adjacent shell space



## Don Boisvert

General Site Superintendent



Don Boisvert had been a construction superintendent with Careno Construction for over 10 years. Don began his construction career as a Mason Tender and spent 6 years in Masonry. Don was on Staff in the Carpentry Apprentice Program at the Seabrook Nuclear Power Plant, working Heavy Construction. Don has over 30 years' experience in commercial construction, frame to finish. He owned his own Construction Company (Boisvert Builders) in Eliot, Maine, for over 26 years.

He also has extensive experience as an estimator and has been the Project Superintendent on numerous projects.

Don is a team player who is known for meeting deadlines, completing his projects on time and under budget. Don directs sub-contractors and suppliers with excellent communication skills. With his leadership the job gets done with results that are often above expectation. Don has been a Superintendent with Careno Construction for 12 years.

### UNH Paul Creative Arts Center



### Belknap County Commissioners Office Building Renovations



# PORT ONE ARCHITECTS



959 Islington Street  
Portsmouth, NH 03801  
603.436.8891  
[www.PortOneArchitects.com](http://www.PortOneArchitects.com)

## ABOUT THE FIRM

<b>W. Kelly Davis - AIA, NCARB</b>	<b>Principal</b>
<b>Evan Mullen - Associate AIA</b>	<b>Operations &amp; Project Manager</b>
<b>Geoff Pratt</b>	<b>Project Designer</b>
<b>Ben Gilbert</b>	<b>Architectural Designer</b>

Port One Architects, Inc was created as a continuation of founding partner Kelly Davis' established career as an architect in the northern New England region.

Commercial architecture is the primary focus of our practice. Our history with both private and publicly-funded projects has earned Port One a reputation for the successful delivery of functionally designed and budget conscious facilities for school districts, first-responders, town administration, and private developers alike.

Understanding client needs and overall project goals is the foundation on which Port One operates. Our process for every phase of each project incorporates client and stakeholder involvement to ensure the goals and expectations are met.

Our mission is to provide high quality architectural design, programming and construction administration services emphasizing low-impact, healthy and efficient solutions.

# PARTIAL PROJECT LIST

## EDUCATIONAL

Pelham Memorial School - Pelham, NH  
Pelham High School - Pelham, NH  
Strafford Elementary School - Strafford, NH  
Nottingham Elementary School - Nottingham, NH  
Community College System of NH  
Saint Anselm College - Goffstown, NH  
The Community School - South Tamworth, NH  
Good Shepard School - Barrington, NH  
Linden Hill School - Northfield, MA  
Monarch School of New England - Rochester, NH  
Phillips Andover Academy - Andover, MA  
St. Paul's School, Concord, NH  
SAU 15, Henry Moore School - Candia, NH  
SAU 21, Seabrook Elementary School - Seabrook, NH  
SAU 33, Raymond Schools - Raymond, NH  
SAU 43, Newport School District - Newport, NH  
SAU 50, Rye Elementary School - Rye, NH  
SAU 61, Henry Wilson Memorial School - Farmington, NH  
SAU 61, Valley View Community School - Farmington, NH

## COMMERCIAL

Rochester Volkswagen - Rochester, NH  
Frank Jones Brewery Redevelopment - Portsmouth, NH  
Team Nissan North - Lebanon, NH  
Adelman Business Park - Newington, NH  
Best Western - Hampton, NH  
Blue Fin Technologies Inc - Portsmouth, NH  
Cinema Plaza - Portsmouth, NH  
Coldwell Banker New England  
First Colebrook Bank - Portsmouth, NH  
First Congregational Church - Barrington, NH  
First United Methodist Church - Portsmouth, NH  
Generator Connection - Barrington, NH  
Granite State Indoor Range - Hudson, NH  
Laquinta Inn & Suites - Newington, NH  
Pinkerton Place Plaza, Londonderry, NH  
Port City Air, Pease Tradeport, Newington, NH  
Seacoast Volkswagen, Greenland, NH  
Worth Development Commercial Condos, Portsmouth, NH

## MUNICIPAL

Belmont Town Hall - Belmont, NH  
Boscawen Town Hall & Police Department - Boscawen, NH  
Carrol Fire Department - Carrol, NH  
Durham Police Department - Durham, NH  
Durham Town Offices - Durham, NH  
E. Kingston Police Dept. - E. Kingston, NH  
Eliot Police & Fire Departments - Eliot ME  
Farmington Public Saffety - Farmington, NH  
Greenfield Fire Department - Greenfield, NH  
Hopkinton Fire Department - Hopkinton, NH  
Hopkinton Dept. Pub. Works - Hopkinton, NH  
Littleton Police Department - Littleton, NH  
Londonderry Fire Department - Londonderry, NH  
Nashua E. Hollis Street Station - Nashua, NH  
Nashua Spit Brook Rd. Station - Nashua, NH  
Nashua Airport Rd. Station - Nashua, NH  
Newton Public Safety Complex - Newton, NH  
Portsmouth Fire Station 3 - Portsmouth, NH  
Windham Fire & Police - Windham, NH  
Stratham Police Department - Stratham, NH

## FIRM SERVICES

### ARCHITECTURE

Architectural Design Services  
Feasibility Studies  
Space Needs Assessment  
Building Envelope Analysis  
Photorealistic 3D Rendering  
Construction Administration

### PROJECT MANAGEMENT

Contractor Evaluation & Selection  
Project Coordination  
Cost Estimating & Control  
Scheduling & Fast-Track Design  
Construction Observation Phase

### ENGINEERING SUPPORT

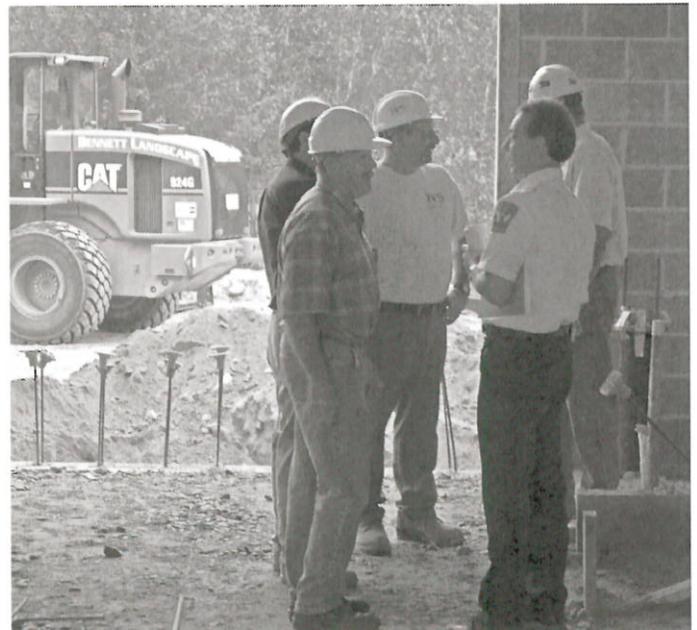
Civil Engineering & Survey  
Structural Engineering & Analysis  
HVAC & Plumbing Engineering  
Electrical Engineering  
Fire Protection Design  
Geo-Technical & Testing Services

### ADDITIONAL SERVICES

Master Planning  
Feasibility Studies  
Site Selection & Analysis  
Architectural Renderings  
Building Information Modeling

### MEMBERSHIPS & AFFILIATIONS

- American Institute of Architects
- National Council of Architectural Registration Boards
- NH Architects & Engineers Emergency Task Force
- NH Preservation Alliance
- Plan NH
- Big Brothers & Big Sisters of the Greater Seacoast
- NH Arch. & Engineers Emergency Response Task Force



■ *Firm Member*

**W. Kelly Davis AIA, NCARB**

Managing Principal - Port One Architects, Inc.  
Principal Architect & Head Project Manager

■ *Licenses*

New Hampshire #1579  
Massachusetts # 8571  
Maine #1868  
Rhode Island # 3501  
NCARB Certificate #39203

■ *Education*

Boston Architectural College: Bachelors of Architecture - 1981  
Northeastern University, B. A. Economics -1970

■ *Affiliations*

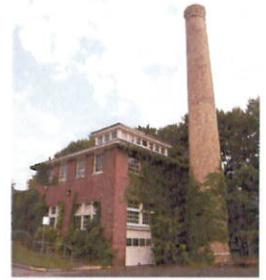
American Institute of Architects (AIA)  
National Council of Architectural Registration Boards (NCARB)  
Council of Educational Facility Planners Int'l. (CEFPI)  
Northeast Sustainable Energy Association: NESEA  
PlanNH

■ *Relevant  
Municipal Clients*

- Portsmouth Fire Department - Portsmouth, NH
- Milford Fire Department - Milford, NH
- Hopkinton Fire Department - Hopkinton, NH
- Hudson Fire Central Station - Hudson, NH
- Hopkinton Department of Public Works - Hopkinton, NH
- Nashua Fire Department - Nashua, NH
- Portsmouth Department of Public Works - Portsmouth, NH
- Londonderry Fire North Station - Londonderry, NH
- Littleton Police Department - Littleton, NH
- Stratham Police Department - Stratham
- Oyster River Cooperative School District - Durham, NH
- East Kingston Police Department - East Kingston, NH
- New Hampshire National Guard - Concord, NH

■ *Design Philosophy*

To provide clients with safe working environments in durable, long-term buildings with low operating costs



■ *Firm Member*

**Evan Mullen Associate AIA**  
Operations and Project Manager

■ *Education*

Boston Architectural College: Masters of Architecture - 2013  
University of New Hampshire: B.S. Business Admin. - 2004

■ *Affiliations*

American Institute of Architects (AIA) - Associate Member  
PlanNH - Member  
NH Architects & Engineers Emergency Response Team  
Big Brothers / Big Sisters of the Greater Seacoast  
Young Professionals for Mentoring (YP4M)

■ *Honors & Awards*

Alfred T. Granger Fellowship Award - 2011  
NCARB Think Tank Appointee - 2013

■ *Recent Projects*

- Forest Manor (Roch. Housing Authority) - Rochester, NH
- Nickless Affordable Housing for the Elderly - Rochester, NH
- Marsh View Affordable Housing - Rochester, NH
- Nashua Fire Rescue - Spit Brook Rd. - Nashua, NH
- Portsmouth Fire Department #3 - Portsmouth, NH
- Frank Jones Brew Yard Redevelopment - Portsmouth, NH
- Franklin Block Building (Residential Addition) - Portsmouth, NH
- Hudson Fire Department - Hudson, NH
- Pelham Memorial School - Pelham, NH
- Hopkinton Fire Department - Hopkinton, NH
- Hopkinton DPW - Hopkinton, NH
- Londonderry Fire Department - Londonderry, NH
- Coldwell Banker Real Estate - New England Region

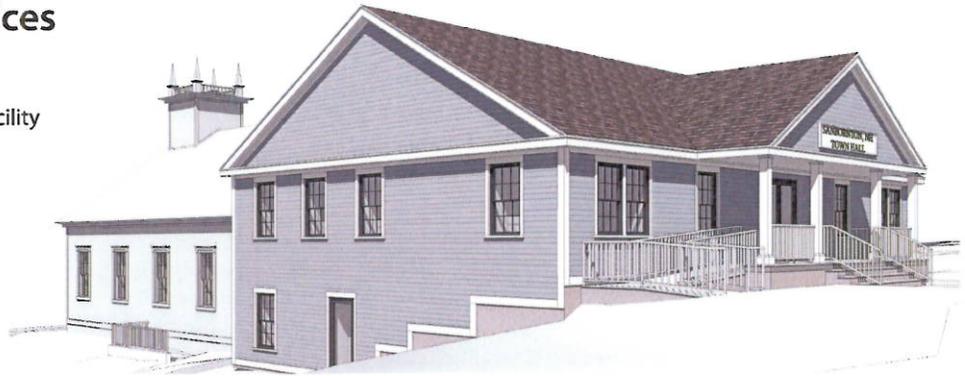
■ *Design Philosophy*

Designing buildings where people live or work requires a conscious effort towards creating healthy, functional spaces that meet our needs today and in the future.



## Sanbornton Town Offices Sanbornton, NH

**Project Scope:** New Town Offices Facility  
**Contact:** Katie Ambrose  
Town Administrator  
(603) 729-8090



The Sanbornton Town Office project proposes a new construction, 4,800 square foot, two-story building connected to the existing historic Town Meeting Hall. Town administrative and clerk operations will be relocated to this new facility, which has been designed to better accommodate their current and future space and security needs.

## Boscawen Municipal Office & Police Department Boscawen, New Hampshire

**Scope of Work:** Facility Assessment / Historic Renovations & Addition  
**Reference:** Town Administrator  
603-796-9188

This 13,000 s.f., \$1.45 million project included the adaptive reuse and restoration of the historic 1866 Penacook Academy into the Boscawen Municipal Offices. The attached 1960s elementary school was also converted into the Boscawen Police Department.



## Other Town Administration Clients:

- Eliot, ME Town Offices - Space Needs Assessment
- Durham, NH Town Offices - Space Needs Assessment
- Epsom, NH Town Offices - Space Planning and Conceptual Design

## Portsmouth Fire Department Portsmouth, NH

**Scope of Work:** Addition & Renovation  
**Date of Completion** Spring 2018  
**Reference:** Chief Steve Achilles  
603-427-1515

Design/Build interior and exterior alterations



## Londonderry Fire Dept. Central Station Londonderry, NH

**Scope of Work:** Addition & Renovation  
**Date of Completion** Current  
**Reference:** Chief Darren O'Brien  
603-432-1124

New construction utilizing existing apparatus bays as central core with administrative and operational support wings on either end



## Nashua Fire Rescue - Station 3 Nashua, NH

**Scope of Work:**

- Feasibility Study
- Conceptual Design
- Design & Construction Admin.

**Date of Completion:** February 2018

**Reference:** Chief Brian Rhodes  
(603) 594-3651

Two-story addition with interior and exterior alterations



## Londonderry North Fire Station *LEED - Silver* Londonderry, NH

**Scope of Work:** New Fire Station Facility  
**Date of Completion** February 2011  
**Reference:** Chief Darren O'Brien  
603-432-1124

New construction of LEED - Silver fire station

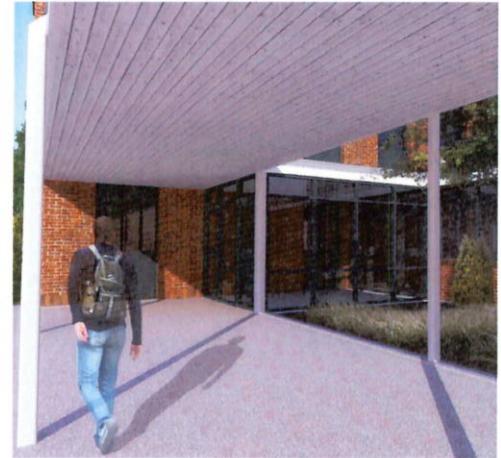


## Pelham School District Pelham, NH

**Reference:** Deb Mahoney - Business Administrator  
Pelham School District - SAU 28  
(603) 635-1145 x5004

- **Pelham Memorial School**  
Pelham, NH  
**Scope of Work:** Front Office/Admin. Renovation  
**Date of Work:** August, 2017
- **Pelham Memorial School**  
Pelham, NH  
**Scope of Work:** Cafeteria Window Replacement  
**Date of Work:** August, 2013
- **Pelham High School**  
Pelham, NH  
**Scope of Work:** HVAC Renovation / Locker Replacement  
**Date of Work:** August, 2014
- **Pelham Pre-K / Kindergarten**  
Pelham, NH  
**Scope of Work:** Schematic Design  
**Date of Work:** January 2011

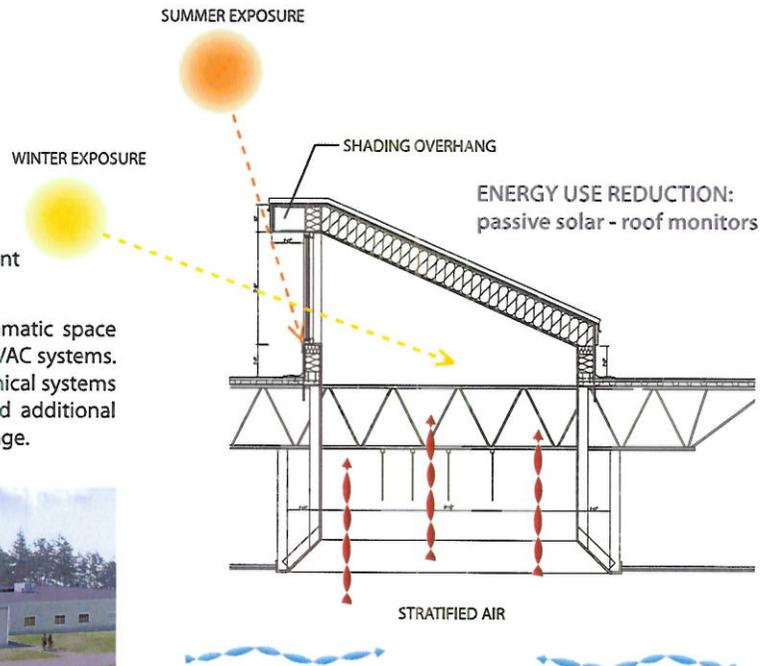
Schematic design of a 17,000 s.f. preschool and kindergarten school proposed for the existing district owned site.



## Strafford Elementary School Strafford, NH

**Scope of Work:** Addition / Renovation  
**Date of Completion:** August 2011  
**Project Cost:** \$5,600,000  
**Contact:** Dr. Michael Ludwell - Superintendent  
(603) 942-1290

The Strafford Elementary School project included a programmatic space needs study and an investigation into building envelope and HVAC systems. Schematic design led to efficiency improvements in the mechanical systems and an infill addition in the current courtyard space provided additional operational spaces including classrooms, music rooms and storage.



## Cannon Mountain Ski Lodge

**Project Scope:** Design & Construction  
**Status:** Planning & Design

Cannon Mountain and Franconia Ski Club have selected Port One Architects to provide design and construction administration services in two phases. Phase I - Schematic Design of the proposed Mittersill Competition Center is completed. Phase II of design and construction is expected to begin Winter '18 with construction expected to start in Spring '19 following a fundraising campaign.

The 9,500 sf facility will be open to the public and will support Ski Club competition operations.



## Coldwell Banker Real Estate

**Project Scope:** Space-use Analysis & Architectural Services  
**Status:** Continuous

Port One Architects provides space planning, design and construction administration for Coldwell Banker's facilities division in the New England region. Completed and ongoing projects include:

- |               |                   |                |
|---------------|-------------------|----------------|
| Acton, MA     | Canton, MA        | Portsmouth, NH |
| Bedford, NH   | Chestnut Hill, MA | Sharon, MA     |
| Bolton, MA    | Leominster, MA    | Warwick, RI    |
| Boston, MA    | Lexington, MA     | Wellesley, MA  |
| Brookline, MA | Newton, MA        | Weston, MA     |
| Cambridge, MA | Northborough, MA  | Winthrop, MA   |



## Frank Jones Brew Yard

Portsmouth, NH

**Project Scope:** Adaptive Re-use - Late 18th Century Mill Property  
**Date of Work:** Completed Summer 2018

The Frank Jones project is a redevelopment of the two remaining buildings on the historic Brew Yard property built in 1884. Port One provided planning, design and construction administration through completion.

The "Brew House" is a conversion to (60) residential apartment units and communal spaces including fitness and functions rooms.



## COMPANY ORGANIZATION

CIVIL CONSULTANTS is a professional consulting firm bringing together expertise from a variety of disciplines to provide a full scope of civil engineering and land surveying services.

The company was founded in 1977 and is based in South Berwick, Maine, and serves a wide range of clients, both public and private, including municipal, state & federal agencies, educational, commercial & industrial organizations, individuals and private developers.

In-house personnel have demonstrated experience and are highly qualified to assist clients in the following areas:

- 
- *Bid Evaluation & Administration*
  - *Boundary & Construction Survey*
  - *Cartographic Compilation*
  - *Commercial and Residential Site Development*
  - *CADD Drafting*
  - *Contract Bidding*
  - *Construction Administration*
  - *Construction Layout & Inspection*
  - *Control Surveying (GPS & Conventional)*
  - *Deformation Measurement*
  - *Drainage Analysis and Design*
  - *Environmental Assessments*
  - *Fiscal Impact Reports*
  - *Individual (Septic) Treatment*
  - *Hydrographic Surveys*
  - *Municipal Plan Review*
  - *Permitting and Regulatory Application and Review*
  - *Records Research*
  - *Roadway Design*
  - *Sewer Collection Systems and Soils Testing*
  - *Structural Engineering*
  - *Topographic Mapping*
  - *Volumetric Surveys*
  - *Water Supply and Distribution Systems*

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CIVIL CONSULTANTS maintains relationships with professionals and consultants that can provide a range of additional services in the areas of electrical engineering, mechanical engineering, soil mapping, wetlands mapping, wildlife studies, and hydrogeologic and geologic analysis.

Members of CIVIL CONSULTANTS hold professional engineering and surveying licenses in New Hampshire and Maine and are members of numerous professional societies and associations.

The staff at CIVIL CONSULTANTS also takes an active part in community concerns through memberships on local city/town boards and commissions as well as civic groups.



CIVIL CONSULTANTS staff included professionals from a variety of disciplines, primarily Surveying and Civil Engineering. Many hold multiple registrations.

The staff of CIVIL CONSULTANTS maintains and expands their expertise through membership in professional societies and attendance at seminars and courses.

In addition, many staff members are very active in their state and local communities through participation as members of various boards and commissions as well as civic and service organizations.

The following pages provide specific information about CIVIL CONSULTANTS' personnel.

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**President**

*Thomas W. Harmon, P.E., P.L.S.*

**Vice President  
Senior Project Engineer**

*Jay E. Stephens, P.E.*

**Vice President  
Senior Project Surveyor**

*Christopher H. Mende, P.L.S., L.L.S.*

**Vice President  
Structural/Civil  
Senior Project Engineer**

*Geoffrey R. Aleva, P.E.*

**Structural/Civil  
Senior Project Engineer**

*Neil J. Rapoza, P.E.*

**Staff Engineers**

*Daniel R. Caiazza, E.I.T.*

*Darian N. Murray*

**Surveyors**

*Michael P. Peverett, P.L.S.*

*Christopher B. Stone, L.S.I.T.*

**Survey Technician**

*Thomas H. MacKinney, Jr.*

**Technical Staff**

*Joseph A. Attisano*

**Administrative**

*Randi LaMarca-DuBois*

*Cinnamon A. Nevers*

*Sherry A. St. Pierre*



**Vice President  
Senior Civil/Structural Engineer  
Geoffrey R. Aleva, P.E.**

Geoff Aleva joined CIVIL CONSULTANTS in January 1996 as a staff engineer and currently fills the role as the firm's Structural Engineer/Senior Project Engineer.

Geoff's has expanded his responsibility to be a primary point of contact for many public and private clients. Geoff has established relationships and has earned the confidence of many contractors from small home renovators to large bridge construction firms as well as local Code Enforcement Officers.

Although his primary role is in structural analysis and building investigations, he also completes civil engineering and site plan projects at the firm.

Some of his site engineering projects include the Master Planning of a large campus expansion to Coe Brown Northwood Academy. The work involved preparing a complete existing conditions plan, assessing present student, faculty and facility needs and recommendations for future access including additional educational buildings and further campus expansion.

Phase I of the campus expansion was the construction of a new access road in order to reduce campus impact on busy NH Route 4. The work also involved the construction of new athletic fields and addressed outstanding wetland concerns. Phase I is complete.

The Academy's structural and building evaluations included forensics of existing structures to determine moisture infiltration issues and provide recommendation for repair.

Geoff has worked on numerous historic mill buildings and masonry structures and several recent projects have involved the design of remediation techniques to extend the lifespan of public housing structures.

Additionally, Geoff has developed a unique relationship with a national bridge painting contractor. Typically, these projects require complete analysis of the bridge from original drawings. The analysis and designs require that the lead paint abatement procedure not overstress the bridge during the renovations while maintaining traffic flow. Geoff has designed lead paint containmentments for the Route 95 Piscataqua River Bridge, in Portsmouth, New Hampshire, Queensboro Bridge in New York City, Lewis and Clark Bridge in Washington, Deer Isle and Bath bridges in Maine, Curtis Creek Bridge in Baltimore and numerous other bridges.

Geoff has also completed designs that review compliance with Americans with Disabilities Act for both interior and exterior of buildings. This work closely ties into the NFPA Life Safety Code. Geoff has prepared many designs for building layout and floor plans that meet client demands as well as code requirements.

**Professional Data**

*University of New Hampshire, B.S.,  
Civil Engineering, 1991*

**Registrations**

*Registered Professional Engineer:  
New Hampshire, Maine and  
Connecticut*

**Memberships**

*Structural Engineering  
Association of Maine*

*Structural Engineering  
Association of New Hampshire*

*American Concrete Institute*

*National Fire Protection Association (NFPA)*



**CIVIL  
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P.O. Box 100 South Berwick, Maine 03908 207-384-2550

**Vice President  
Senior Project Engineer  
Jay E. Stephens, P.E.**

Upon his graduation with a Masters Degree in structural engineering, Jay went to work for the city of Dover, New Hampshire. Jay joined CIVIL CONSULTANTS in 1986 after more than ten years as the City Engineer for the City of Dover. He acquired extensive experience in municipal operations and procedures while working for the City. Jay evaluated several City bridges for structural capacity and was responsible for water and sewer infrastructure operations, roadway and drainage evaluation and design. He reviewed all plans presented to the City for technical compliance and adequacy, and was responsible for the inspection of improvements developers turned over to the City for acceptance. Jay provided coordination and administrative services for several major construction projects during his tenure and routinely communicated with EPA and State officials.

Since joining CIVIL CONSULTANTS, Jay has been a Senior Project Engineer. His responsibilities include all phases of project from inception through scheduling, designing, approvals, permitting and construction. He also is responsible for performing or reviewing Environmental Property Site Assessment studies; Phase I and II.

Jay is pre-qualified to perform Stormwater Management Plan Reviews and Construction Compliance Inspections for the Maine DEP.

As a senior staff member, Jay provides guidance to junior personnel and insight into staff operations and procedures. In addition, Jay directs in-house review services for client communities in New Hampshire and Maine. He also manages CIVIL CONSULTANTS computer resources.

Jay retired from the Army Reserves in 2004 after 28 years. His last assignment was Chief of the Plans Division (Engineering) for the 94<sup>th</sup> Regional Readiness Command. His staff was responsible for all real estate actions as well as construction review and/or design for United States Army Reserve Facilities in the six New England States. Jay continues to provide similar services to the Army Reserve as contract consultant.

His municipal service and public involvement expand the services provided by CIVIL CONSULTANTS.

**Professional Data**

*University of New Hampshire, B.S.,  
Civil Engineering, 1973*

*University of New Hampshire, M.S.,  
Civil Engineering, 1975*

**Registrations**

*Registered Professional Engineer:  
Maine and New Hampshire*

*Branch Qualified Corps of Engineers  
Officer and retired Lieutenant Colonel in  
United States Army Reserve*

*Licensed Septic System Designer:  
New Hampshire*

**Memberships**

*American Society of Civil Engineers*

*Society of American Military Engineers*

*American Water Works Association*

*American Society for Testing and  
Materials*

*(Member of Subcommittee E-50-  
Environmental Assessment)*

*Member, City of Dover  
Utilities Commission*



**Civil/Structural  
Senior Project Engineer  
Neil J. Rapoza, P.E.**

Neil J. Rapoza joined the staff of CIVIL CONSULTANTS in the spring of 2002 as an intern while completing his B.S. from the University of New Hampshire. He graduated from the UNH Civil Engineering program in May of 2002, as an engineer-in-training and joined the CIVIL CONSULTANTS' engineering staff as Junior Engineer that summer. Neil's primary educational focus was on structural engineering including bridge design, steel reinforced concrete, timber and foundations.

During his college career, his work experience was with various construction companies in the Portsmouth, New Hampshire area where he gained supervisory knowledge and an understanding of the complexities of bridge construction and design.

His current work with the firm consists of various structural analysis and design projects. This includes analysis of the Queensboro Bridge in New York City for stresses due to sandblasting and painting containments on the bridge, as well as the design of the containments themselves. Other projects include the structural design of the Eldredge Lumber addition in York, several long-span residential framing designs, and renovation plans for buildings in the Downtown Initiative in downtown Somersworth, NH.

His experience includes many projects requiring analysis of existing structures and design of rehabilitation approaches, as well as full design of new commercial and residential structures.

In addition to structural projects, Neil has also been involved with several subdivision and site development designs. He has experience in preparing roadway and stormwater management plans, as well as stormwater treatment plans as required by the Maine Department of Environmental Protection and New Hampshire Department of Engineering Services. He has also performed reviews of subdivision designs and stormwater management plans for many of the surrounding towns.

Neil has kept up with current structural analysis and design practices and subdivision design requirements by attending training seminars and classes on a regular basis, including completion of the Maine Nonpoint Source Training & Resource Center's course on the new requirements for site development within the State of Maine.

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**Professional Data**

*University of New Hampshire, B.S.  
Civil Engineering, 2002*

**Registrations**

*Registered Professional Engineer  
New Hampshire, Maine and  
Rhode Island*

**Memberships**

*Structural Engineers of New Hampshire*

*Structural Engineers Association of  
Maine*



**CIVIL  
CONSULTANTS**

*P.O. Box 100 South Berwick, Maine 03908 207-384-2550*

**Vice President  
Senior Project Surveyor  
Christopher H. Mende, P.L.S., L.L.S.**

Chris came to CIVIL CONSULTANTS in 1984 after graduating from the Surveying Engineering program at the University of Maine, with highest honors where he concentrated on courses in Geodesy and Analytic Photogrammetry. As part of the program, Chris completed a thesis on the design and testing of a very close-range, non-metric camera, photogrammetric mapping system.

Chris' prior work experience includes work for the U.S. Forest Service Division of Cadastral Surveys, Bureau of Land Management, in Anchorage, Alaska; Lolo Engineering Group, Plains, Montana; and Schofield Brothers, Surveyors and Engineers, Framingham, Massachusetts. While in Alaska he completed numerous homestead and native claims allotment property line surveys and a number of control surveys. In addition, Chris served as a camp chief in charge of three 3-man survey crews and supporting personnel. Precise surveying work was performed in very rugged and remote areas under adverse environmental conditions. At the end of his first field season in Alaska, Chris and his camp received outstanding employee awards for completing the greatest number of surveys in the state that season.

Chris' experience as a forest engineering technician includes work surveying and designing forest haul roads and associated structures.

Most recently, Chris has been responsible for a variety of engineering, boundary, and topographic surveys, including primary responsibility for contracts with the National

Park Service, the United States Fish and Wildlife Service, and the United States Forest

He has conducted research on and has working experience with trigonometric leveling, astronomic positioning and photogrammetric volume measurements, deformation measurements, hydrographic surveys and Global Positioning System (GPS) surveying. He has authored many programs for survey-related calculations. He has taught surveying courses for the Division of Continuing Education at the University of New Hampshire, and prepared a chapter on distance measurement for American Congress on Survey and Mapping (ACSM) surveyor-in-training review manual. He also completed a 40-hour OSHA hazardous waste site worker protection training program.

Chris is responsible for technical review, software testing, and technical standards within the surveying group, as well as the design of control surveys. With his extensive training and research he is also responsible for CIVIL CONSULTANTS GPS equipment and surveys. Chris also co-authored a paper on least squares traverse adjustment which was presented to American Congress on Survey and Mapping (ACSM) members at a national convention. Chris has worked in most of the repositories for land records throughout Maine and New Hampshire, and has appeared in court as an expert witness regarding land disputes.

Over the years, he has pursued work with land resource conservation groups as well as work relating to municipal boundary retracement. Engineering surveys of high precision and advances in instrumentation are other areas of interest to Chris.

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**Professional Data**

*University of Maine, B.S.  
Surveying Engineering, 1984*

*University of New Hampshire, B.S.  
Forest Management, 1980  
Numerous continuing education courses and self  
study in the topic areas of  
adjustments, GPS, astronomic positioning,  
deformation measurements, instrumentation and  
survey law.*

**Registrations**

*Professional Land Surveyor  
Maine*

*Licensed Land Surveyor  
New Hampshire*



**Professional Land Surveyor  
Michael P. Peverett, P.L.S.**

Mike joined CIVIL CONSULTANTS in December 2000. Since graduating from the University of Maine in 1997, Mike has gained experience surveying in both Maine and Massachusetts performing all facets of survey projects from field to finish. Mike's responsibilities have included performing deed research, field operations, computations, data analysis, and CAD drafting. Prior to joining CIVIL CONSULTANTS, Mike was a Project Manager for a Surveying firm in Westbrook Maine. Mike's responsibilities included project cost estimating, preparation of proposals/contracts, directing field crews, computations, plan preparation, project cost analysis, and billing.

During summers throughout high school as well as his four years at the University of Maine, Mike worked as an instrument operator and rod person for a surveying firm in Rhode Island.

During the summer of 1997 Mike was employed by CIVIL CONSULTANTS as an instrument operator and rod person performing a corridor boundary survey for the Appalachian National Scenic Trail in the Carrabasset Valley Region of Maine.

Additionally, Mike worked part-time during the school year as a lab assistant at the University of Maine. He also worked as a chief of party and instrument operator for a surveying firm in Enfield, Maine

Since joining CIVIL CONSULTANTS, Mike has completed a wide variety of survey projects including boundary surveys ranging in size from small camp lots to 1,000 acre tracts, existing conditions / topographic surveys and photogrammetric control surveys.

Mike's particular experience in construction surveying and construction as-built surveying combined with his education has helped CIVIL CONSULTANTS provide clients in the construction industry with accurate survey information in the most timely and cost effective manner.

Mike's extensive training and experience in both conventional and GPS network design, measurements, data analysis and adjustment computations enables CIVIL CONSULTANTS to provide clients with reliable information utilizing the most efficient combination of conventional and GPS equipment.

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**Professional Data**

*University of Maine, Orono, B.S.  
Surveying Engineering, 1997*

**Registrations**

*Professional Land Surveyor  
Maine, #2362*

**Memberships**

*Maine Society of Land Surveyors  
Rhode Island Society of Land Surveyors*



**CIVIL  
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P.O. Box 100 South Berwick, Maine 03908 207-384-2550

### Familiarity / History within the Town/ Region

Civil Consultants has a long history of providing engineering services for local municipalities and governmental agencies. We are very familiar with the demands and conditions required to conduct analysis and design. Below is a brief list of projects with a short description the firm has completed for local Towns and public entities within the last 10 years. The listed projects cover a wide range of engineering services ranging from field survey, civil and storm water design, building analysis and review, master planning, construction review and project administration. This list does not include the services we have provided local municipalities in the previous 30 years. Civil Consultants has been located in same office in South Berwick, Maine since 1977.

#### Town of York, Maine:

- Redesign and Project Administration for the New Police Station.
- Design of new overhead door opening and supports for the Village Fire Station.
- Currently assisting Public Works Director with storm water evaluation and design.
- Survey to determine town boundaries.

#### Town of Wells, Maine:

- Redesign, Bidding and Project Administration for Town Transfer Station rebuild after fire.
- Design of Town Hall floor plan changes and service entry.
- Design of Beach ADA access ramps.
- Assist Public Works with review of new box culvert installation and sewer line protections.
- Design and MDEP permitting of drainage improvements in salt marsh along Drakes Island.
- Design and detailing of new simple span bridge for public works department.
- Design and Project Administration for repairs to library after snow related roof failure.
- Various structural engineering reviews for code office and public works departments.
- Field Survey to determine roadway ROW and existing conditions for roadway reconstruction.
- Review of public facilities and infrastructure after severe winter storms.

#### Town of Ogunquit, Maine:

- Review of Town's beach parking lots for restriping and optimization.
- Field survey to assist town with review of road ROW locations.
- Design and permitting of Marginal Way erosion control measures.
- Survey to determine town boundaries.

#### Town of Berwick, Maine:

- Analysis and design of interior and exterior improvements and renovations to the Fire Station.
- Engineering Assistance to Public Works director for various roadway and storm water improvements.



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## Municipal Experience

- Town Engineer services. Work included review of submitted plans, assistance to Public Works and design of various infrastructure improvements.
- Construction review of approved subdivision roadway and site improvements acting as Town Engineer.
- Field survey to assist town with review of road ROW locations and Town Boundaries.

### Town of South Berwick, Maine:

- Design of new bridge abutments for pre-engineering steel bridge replacement.
- Engineering assistance to Public Works director for various roadway and stormwater improvements.
- Provide engineering review of buildings for snow load impacts.
- South Berwick Police Department site design.

### City of Dover, New Hampshire:

- Analysis, design and project administration for repairs to deteriorated steel arch culvert.

### Town of Rollinsford, New Hampshire:

- Review of the proposed Town Stormwater Ordinances.
- Review of project for Planning Board.
- Inspection of roadway construction projects.
- Town Engineer services

### Town of Lee, New Hampshire:

- Town Engineer services. Work included review of submitted plans, assistance to Public Works and design of various infrastructure improvements.
- Inspection of construction projects (residential/commercial).

### Town of Newfield, New Hampshire:

- Town Engineer services. Work included review of submitted plans, assistance to Public Works and design of various infrastructure improvements.

### Dover New Hampshire Housing Authority:

- Engineering and Project Administration services for exterior weather proofing improvements to masonry building managed by the authority.
- Engineering and Project Administration services for underground repairs to foundations at housing authority managed properties.
- Engineering and project administration for drainage and streambank repairs.

### Portsmouth Housing Authority:

- Civil engineering services for roadway and utility reconstruction at Gosling Meadow housing authority managed property.
- Structural Engineering services for exterior renovations to structures at Gosling Meadows housing authority managed property.

## Municipal Experience

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- Civil Engineering services for site redevelopment for several in town housing authority properties.
- Engineering and Project Administration for masonry repairs to 6 story housing structure.
- Engineering and Project Administration for window replacement at two housing authority managed properties.
- Evaluation of housing authority properties for excessive snow loads.

### Somersworth Housing Authority

- Engineering and Project Administration for downtown initiative projects that included renovations to existing buildings along busy Main and Market Streets.
- Structural review of various structures managed by the housing authority.

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## Representative Experience

### York Police Station York, Maine

CIVIL CONSULTANTS contracted by Town of York Maine to provide design and project management for the conversion of the former American Legion building at 9 Hannaford Drive into a new full service Police Station for the York Police Department. Services provided included site design and permitting, preparation of all required architectural and structural building plans and detailing to complete the project.

#### York Police Department: Conversion Renovation Project Process:

- *Coordinated with Police Station Building Committee (PSBC) to determine best use of structure to meet current needs of a modern Police Department while considering possible future requirements of the Department, all while employing the best economy for the Town of York and their citizens.*
- *The roadway and parking surfaces were designed for reclamation and rearranged to accommodate the unique requirements for the new use, while avoiding impact on the surrounding properties and natural features of the lot.*
- *Prepared plans to convert existing 11,400 SF wooden open space structure to house all elements pertinent to an up-to-date police station which included regulatory review by Town Selectmen, Maine State Fire Marshal and consideration of the needs of the Police Department and its staff.*
- *Acting as the architect and coordinator of the project design team, CC assisted the Town and the Department with a project manual, prepared bid and contract documents with technical specifications, conducted a pre-bid meeting and recommended contractor selection.*
- *During construction, CC staff managed all aspects of construction oversight including shop drawing submittals, payment requests and construction changes and requests. The project will be completed timely and under budget.*

#### Client

Mr. Doug Bracy  
Chief of Police  
York Police Department,  
186 York Street  
York, Maine 03903  
207-363-1031 Ext 6801  
[dbracy@yorkpolice.org](mailto:dbracy@yorkpolice.org)



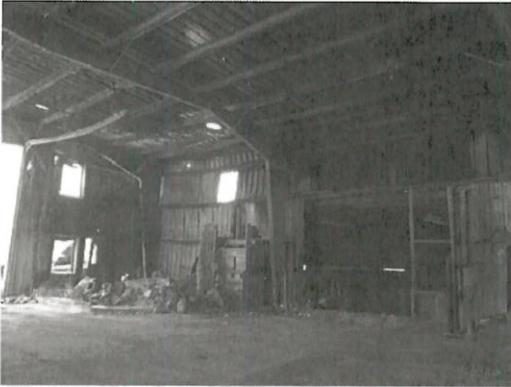
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## Structural Projects

### Transfer Station Town of Wells, Maine



Following a devastating fire at the Wells Transfer Station, Civil Consultants designed a new transfer station facility for the Town of Wells. CC designed and drafted plans, specifications, bid documents and provided contractor selection for the construction of the new facility. The work was completed in phases for the Town as follows:

- Inspection of fire damage and evaluation.
- Pre design meeting with Town, insurance company and tenant.
- Prepared bid and construction documents for rebuild of existing facility.
- Town of Wells Code review and breakdown of costs.
- Prepared design/bid specifications and details for tenant.
- Contractor bid administration and supervision and oversight.
- Construction Review and Contract Administration.
- Rehabilitation Design based on Design / Build requirements. (1430900)



#### Client

*Mr. Jonathan Carter, Town Manager  
Town of Wells  
Fire Department  
208 Sanford Road  
Wells, ME 04090  
207-646-5113*

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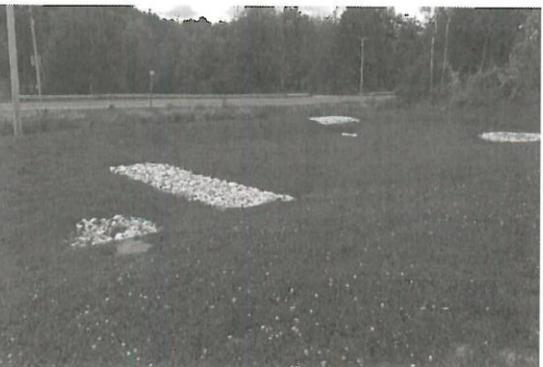
## Representative Experience

### **South Berwick Police Station South Berwick, Maine**

Contracted by the Town of South Berwick, Maine to provide survey and civil engineering design and agency site approvals for construction of a new Police Station. Services provided included land surveying, site design and approval by the South Berwick Planning Board. The station opened in the summer of 2019 and is located at 1 Farmgate Road.

**Client**

*Mr. Perry Ellsworth  
Town Manager  
Town of South Berwick  
180 Main Street  
South Berwick, Maine 03908  
207-384-3303  
[pellsworth@sbmaine.us](mailto:pellsworth@sbmaine.us)*



**CIVIL  
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## Representative Experience

### **Structural Engineering Coe Brown Northwood Academy Northwood, New Hampshire**

CIVIL CONSULTANTS (CC) was contracted by Coe Brown Northwood Academy (CBNA) located in Northwood, New Hampshire to prepare structural design and construction documents for the addition of a second floor to an existing wing of the Smith Hall building. Also included in the project was a complete renovation of the existing entry vestibule and foyer.

As the campus had previously received an Alteration of Terrain Permit for site improvements, CC coordinated with the NHDES to ensure all work would be in accordance with State regulations.

The work performed by CC through the progression of the project involved the following:

#### **Preparation of Requests For Qualifications (RFQ's)**

- *CC worked with CBNA to prepare RFQ's for an architectural firm to complete building plans to ensure that the renovated building met all State and local safety regulations and guidelines. Assistance was provided in assessing qualifications of prospective firms and through the selection process.*
- *A separate RFQ was prepared to select a general contractor to perform the work. This involved preparation of initial project drawings and details for pricing. Assistance from CC was provided when requested through the selection process.*

#### **Foundation Design**

- *CC developed foundation designs for new portions of the building, as well as provided options for strengthening existing foundations that would be affected by the proposed work.*



Existing entry



Renovated entry (first floor)



Renovated entry (second floor)



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### Structural Design

- CC provided framing plans and details to ensure a safe and efficient building. This process included modifying and augmenting previously installed structural components as well as developing new framing elements to limit the impact on the existing structure. Pre-fabricated steel stud wall panels and steel bar joists were utilized to provide the room layouts and open areas desired by CBNA resulting in improved classroom spaces for students and staff.
- The front entrance and foyer were also redesigned to allow for code-required egress while improving the appearance and versatility of the space. To provide access to the new classrooms, an open walkway to the addition was designed which also was incorporated as a focal point of the improved foyer.

### Construction Services

- Throughout construction, CC provided information and guidance to the general contractors and sub contractors as required for all aspects of the project. Through consistent cooperation and communication, the project was completed on time and on budget.

### Client

Mr. David Smith, Headmaster  
Coe Brown Northwood Academy  
907 First NH Turnpike  
Northwood, NH 03261  
603-942-5531



Previously existing classroom wing



Completed classroom wing expansion



Framing at reconfigured entry



**CIVIL  
CONSULTANTS**

P.O. Box 100 South Berwick, Maine 03908 207-384-2550

## Representative Experience



### **Portsmouth Housing Authority Portsmouth, New Hampshire**

CIVIL CONSULTANTS was contracted by Portsmouth Housing Authority (PHA) to utilize American Recovery Reinvestment Act (ARRA) Stimulus Funds and Grant Funding from the U.S. Department of Housing and Urban Development to complete several maintenance and rehabilitation projects.

The PHA project was broken down into three separate projects. The primary structural project was masonry repairs to Feaster Apartments.

#### **FEASTER APARTMENTS: Exterior Renovations**

The overall scope of construction of the Feaster Apartments Exterior Renovations involved the following items:

- *Repair spalled edges of exposed precast concrete slab plank at the floor levels.*
- *Detail Repair Repointed damaged brickwork.*
- *Repaired additional deteriorated areas observed during the inspection process.*



#### **Client**

*Mr. Craig Welch  
Executive Director  
Portsmouth Housing Authority  
245 Middle Street  
Portsmouth, NH  
603-436-4310*



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CONSULTANTS**

P.O. Box 100 South Berwick, Maine 03908 207-384-2550

## Representative Experience



### **Portsmouth Housing Authority Portsmouth, New Hampshire**

CIVIL CONSULTANTS contracted by Portsmouth Housing Authority (PHA) in order to utilize American Recovery Reinvestment Act (ARRA) Stimulus Funds and Grant Funding from the U.S. Department of Housing and Urban Development to complete several maintenance and rehabilitation projects.

The PHA Gosling Meadows Apartment project involved the following:

#### **GOSLING MEADOWS APARTMENTS: Roadway, Parking and Sidewalks**

- *New sewer service lines installed from building exteriors to the main located in the roadway.*
- *The roadway and parking surfaces were reclaimed and new pavement surface installed.*
- *The granite curbing reused and reset along the existing roadway edges.*
- *The sidewalks along the roadway rebuilt with ADA compliant tip downs and indicators.*
- *Interior bituminous walkways rebuilt with new bituminous materials.*
- *Disturbed areas re-graded and seeded.*

The engineering work involved review and updating of existing site plans. Field survey crews located improvements not indicated on the plans using GPS and traditional land surveying techniques.

Concurrent with the design a project manual was prepared to include bid and contract documents and technical specifications. The work and project manual followed HUD guidelines.

CC staff will oversee the bidding process, by holding a mandatory pre-bid meeting with perspective contractors followed by review of all bids and making recommendations for selection.

During construction, staff reviewed ongoing work, reviewed shop drawing submittals, payment requests and construction questions.

#### **Client**

*Mr. Craig Welch  
Portsmouth Housing Authority  
245 Middle Street  
Portsmouth, NH  
603-436-4310*



**CIVIL  
CONSULTANTS**

P.O. Box 100 South Berwick, Maine 03908 207-384-2550

# Robert Cummings & Associates, PLLC

181 Bow Bog Road  
(603) 496-3933

bobcfpe@comcast.net

Bow, NH 03304  
fax (603) 224-7467

## ROBERT B. CUMMINGS, P.E.

Mr. Cummings is a Registered Professional Fire Protection Engineer with a Bachelor of Science degree in Civil Engineering and a Master of Science degree in Fire Protection Engineering.

### CREDENTIALS / HIGHLIGHTS

Mr. Cummings brings over 30 years of experience in the field of fire protection. His well-rounded background has been gained from experience in the various positions he has held. They include authority having jurisdiction for the United States Air Force, system safety engineer for aircraft and weapon systems, design engineer for halon 1301 suppression systems, fire alarm and sprinkler system design engineer, and general code and life safety consultant. The projects that Mr. Cummings has provided engineering services on range from historic restorations with sensitive design issues to industrial projects with hazardous materials concerns.

### RECENT EXPERIENCE

*Citizens Bank, Manchester, NH:* Develop sprinkler system and fire pump design for high rise and low rise bank headquarters building located in Manchester, NH.

*Fire Station Design Committee:* Chairman and member of design committee for new fire station in the town of Windham, NH

*National Propane, Hanover, MA:* Fire Safety Assessment for LPG bulk tank storage.

*Washington National Airport, Washington, D.C.:* fire protection and life safety consultant for the new passenger terminal.

*SK Properties Assisted Living Facilities:* Developed Fire Protection systems Design Narrative for new building at multiple sites.

*Post Fire Investigation:* Several cases involving sprinkler/water damage and kitchen fires - see attached separate list

*WPAFB, Dayton, OH:* developed and oversaw fire protection policy and systems for Air Force industrial plants throughout the United States used by contractors to manufacture weapon systems; conducted plant inspections and reviewed new design projects and budget allocations.

*Trinity College, Old Library, Dublin, Ireland:* developed fire safety plan for the library and its contents, including The Book of Kells. The plan included compartmentation in nonpublic areas, automatic sprinkler protection, smoke and fire detection systems, and fire spread management.

*The Palace of Holyrood House, Edinburgh, Scotland:* developed fire safety plan for a heavy timber and stone palace dating back to the late 1300s. The plan included automatic sprinkler protection, smoke and fire detection systems, fire-spread management, and staff fire awareness training.

## **AFFILIATIONS**

National Society of Fire Protection Engineers  
Society of Fire Protection Engineers, International and New England Chapter  
National Fire Protection Association  
New Hampshire Fire Chiefs Association  
New England Fire Marshals Association

## **PROFESSIONAL HISTORY**

Robert Cummings & Associates PLLC, Bow, NH  
The MountainStar Group, Incorporated, Bloomington, MN  
Firepro Incorporated, Burlington, MA  
Gage-Babcock & Associates, Inc., Washington, D.C.  
United State Air Force, Industrial Facilities, WPAFB, OH  
Firepro Incorporated, Wellesley Hills, MA  
Fenwal, Incorporated, Ashland, MA

## **EDUCATION**

MS Fire Protection Engineering, Worcester Polytechnic Institute, Worcester, MA  
BS Civil Engineering, Worcester Polytechnic Institute, Worcester, MA

## **REGISTRATIONS**

Registered Professional Fire Protection Engineer in the States of:

New Hampshire  
Maine

Massachusetts  
Ohio



**ARMAND E. LEMIRE CO., INC.**  
**7 DARTMOUTH STREET**  
**P.O. BOX 16454, HOOKSETT, NH 03106**  
**PHONE (603) 625-5233 FAX (603) 625-5679**

Mr Ben Careno  
Careno Construction  
270 West Rd  
Portsmouth NH

9/9/19

Re:Barrington Town Hall

Ben, as requested, the following is a list of similar projects we've done in the past.

Rochester City Hall Annex  
Merrimack County Courthouse  
Belknap County Office Wing  
Rockingham County Courthouse  
Strafford County Complex  
Plaistow Public Safety  
Bedford Public Safety

This is just a short list of all the Municipal projects we've done over the years. Quite a few of these projects were "Design Build". Design Build projects are where we excel the best because we're actually doing the design and then have our Engineer review what we've designed and he tweaks the design if necessary but not very often.

I, myself is the person doing all of the design build projects and have been doing them for the past 25 yrs. My Company has had great success in these types of projects and are looking forward to working with Careno Construction and the Town of Barrington.

Sincerely,  
Armand Lemire President

*MECHANICAL CONTRACTORS – COMMERCIAL, INDUSTRIAL & RESIDENTIAL*

WBE/DBE CERTIFIED



# **YANKEE ELECTRIC & CO LLC.**

Since 1969

**172 South Main Street, Rochester, NH 03867**

**Tel. (603) 332-5741 Fax. (603) 332-5721**

**Licensed in New Hampshire, Maine and Massachusetts**

## **REFERENCES**

### **Recent Project Completed**

Auburn Town Hall Renovation – Complete renovation of town hall to include service upgrade, complete rewire and generator installation

Job Duration - 4 months

Projects Electrical Value - \$57,000.00

### **Recent Project Completed**

Shapleigh Middle School Addition – Electrical installation of a 20,000 sqft addition as well as renovation to the existing structure

Job Duration - 9 months

Projects Electrical Value \$180,000.00

### **Recently Completed Project**

Rochester Community Center (Davis Bacon Reporting) – Fit-up of approx 12,000 sq ft space for offices and conference rooms

Job Duration - 5 months

Design Build of electrical, fire alarm, tel/data

Projects Electrical Value \$40,000.00

### **Current Projects**

#### **Barrington Church**

3,000 sqft addition and renovation design build

Wiring of fire pump and service upgrade

Job Duration - 4 months

Project value - \$30,000

### **Recent Project Completed**

#### **St Joseph Church Addition**

10,000 sq ft addition to existing church with new services

Job Duration - 6 months

Project Electrical Value - \$135,000.00

**Recently Completed Project**

Center for Assessment

Renovation of an old church to an office building,

Including fire alarms and tel/data

Job Duration - 6 months

Project value- \$210,000

**Recently Projects Completed**

NHANG Rochester Armory

Renovation of existing armory

Including fire alarms and security.

Job Duration - 4 monthsProject value- \$140,000.00



RESPONDENT'S  
CAPABILITIES



## **Town of Barrington Design Build Project Approach**

Executing construction at a municipal level requires a detailed and highly experienced design build construction manager who understands the importance of communication, safety and leadership.

Careno Construction and our team have the past experience and proven system of managing major construction projects all over New Hampshire and beyond.

Careno Construction has reviewed the RFQ/P, the preliminary master plan with concept design and we have toured the proposed site location multiple times reviewing existing conditions. Careno Construction has a thorough understanding of the buildings' layout and occupants as we have completed several complex projects exactly like this building. We have a proven system to deliver the highest quality project on time and within budget. We have assembled a team that knows and understands the Design/Build process and the Town's standards.

Our past experience has shown us that there are many challenges that go along with Design Build projects. We find that lead times can hinder the completion of certain milestones. It is important to know what products require long lead times and specialty manufacturing. With this challenge comes a value engineering and alternative selection opportunity. We are able to explore other products of equal comparison that we can obtain more efficiently and usually more economically.

### **Careno Construction's Team Design/ Build project approach is as follows:**

Design and construction of an approx. 10, 000 square Town office building. Our concept design approach will account for the Town's needs and our layout will optimize the space to flow smoothly and efficiently. We will construct your building on a slab on grade with a front wall foundation. Our building will be energy efficient with insulated concrete wall panels or a wood frame/spray foam option, high efficiency mechanical systems and lighting, glazed windows, and the option to be equipped to handle future solar power roof panels.

### **Opportunities and Challenges**

Challenges and Solutions associated with the Town of Barrington's New Town Office Building:

**Schedule:** The most challenging aspect of this project is scheduling extensive work throughout a very restrictive time line. We feel that design development, review and construction will be challenging, but we are ready for the task.

In order to address the challenge of completing the project in an efficient work flow, we feel that upfront design work will drive the success of the project. We understand that proactive decision making at the design stage will be crucial. We believe our greatest competitive advantage is our ability to overcome challenges by our proven and tested diligence and construction knowledge.

A 'fast track' schedule will be introduced to drive the phased construction. We have a very limited time frame to complete this project in time for the fall season. Our past experience has showed us that there are many challenges that go along fast track projects. We find that lead times can hinder the completion of certain milestones. We will successfully complete this work by subcontracting with the vendors and major subcontractors as soon as possible, which will ensure materials are submitted, approved, ordered and delivered weeks prior to the start date.



**Time Constraints and lead times:** One of the foremost challenges is that we are working against time. With a goal of completing the whole project with an early spring start time frame, Careno Construction will immediately schedule field confirmations as part of our pre construction effort. This work is essential to be able to complete the plans that will need to be updated with measurements and access requirements. We feel it is the utmost importance to have a Careno Construction as a part of the Town's team for the preconstruction effort as we have the experience and knowledge to assist in helping map the best "means and method" install. We have carried civil surveying, test pit coordination and initial soil review as part of our concepts.

**Safety-** Appropriate steps must be taken to ensure workers are safely working in the construction zones. All work will be performed safely in well-marked and coordinated areas. The public will be protected at all times with security fencing and barriers protecting the construction site.

**Experience in Office Building Projects:** Careno Construction's management team of Ben Careno, Todd Harrington and Don Boisvert have years of experience managing projects that are office spaces in nature. Our knowledge and experience will be crucial during pre-construction, exploratory work, layouts and construction. Careno Construction will be able to adapt to any challenges that arise during construction and will be able to offer expedited resolutions to maintain construction progress. The down time of RFI's and requesting solutions onsite will be almost nonexistent as we will have the experience to handle directly on site and be creative in our solution.

**Exploratory Work/Surveying:** We will need to determine wetlands and soils immediately during the concept phase to ensure the buildings final location. We will need to identify the Scope of Work and the means and method to complete. We have the man power to meet the projects concepts and exploratory needs in order to complete design development.

**Subcontractor Availability and Man Power:** Careno Construction only uses pre-qualified subcontractors that we have typically worked with as a team on past projects. We always go into a project knowing that all team members can successfully complete our schedules set forth and have a full understanding of the contract documents. This prevents any unnecessary cost increases to our clients and scheduling conflicts.

**Accommodating the Public and the City:** The construction work will need to be meticulously coordinated and schedules strictly enforced. Careno Construction will provide dust protection, safety signage and safe pedestrian pathways.

**Surveying Foundation Set Points:** We have carried professional surveying to assist the Town's Design Build team on foundation corner points before and during excavation. We will work directly with the Town as a team to guide the civil construction. Our surveyors will also provide anchor bolt patterns to ensure the buildings erection is smooth.

**Code Compliance and Life Safety:** Past experience will be required as design development and construction will require extensive knowledge of code compliance. Careno Construction has completed maintenance and office buildings and we have a very positive relationship with the Town's Inspection Department. Our Fire Engineering/Life Safety Consultant, Robert Cummings Associates, will provide independent review of our plans during design and before final submission. We will be providing a stamped engineered letter with our submission.

**Solar Power:** Our designed building can come equipped with the option to provide support for a future (or as part of this project) solar power roof panels.



## Approach to CA Services

The staff at Careno Construction tailors our contract administration depending on the individual circumstances and preferences of the Owner. Our management team is constantly kept up to date on construction technologies, ensuring that the project managers and superintendents have the resources and technical expertise to build your facility with minimum interruptions and to your satisfaction. We make a commitment to provide the necessary time and effort, ensuring the appropriate information is available to ensure that the project will move along successfully and in a timely manner.

To ensure projects are completed as specified, a master schedule is developed and reviewed by each discipline. This allows for the coordination of all phases of work with the project team. We are committed to ensuring that each project has frequent organizational meetings, meticulous paperwork backup and review of design, energy and specification standards.

Careno Construction and our subcontractors will utilize our experience and strength in achieving a high level of quality, both in managing personnel and in the construction management delivery of this project. We will manage cost control from the design and development of the construction drawings and post occupancy.

Careno Construction enacts a proactive open style of project management identifying challenges before they become problems. This management style is the basis for success of the team and shall ensure the success of the Town of Barrington's New Town Offices.

### **Careno Construction's Contract Administration will include the following:**

- Establish and maintain a tracking system for all Project construction records (RFI's, Submittals, CO's)
- Lead all meetings and provide minutes
- Review the Project Schedule, Schedule of Values, Submittal Schedule, and Equipment list of proposed subcontractors
- Review periodic updates of all schedules
- Conduct Pre-Construction Conference at the site prior to start of construction by the Contractor
- Advising and consulting accordingly
- Observe progress and quality of the Work
- Ensure that consultants visit the site at least once each week to observe progress and quality of the work
- Submit written reports of meetings
- Keep the Town of Barrington's team informed of the progress and quality of the work
- Notify the Town of Barrington's team in writing of any work not in conformity with the Construction Documents
- Prepare an agenda, conduct, and provide minutes for weekly job conferences with all parties attending
- Application for Payment in an appropriate amount
- Interpret technical requirements of the Contract Documents and review subcontractors work performance
- Review construction materials testing
- Review and take appropriate action on submittals
- Respond to inquiries and questions and provide supplemental information as appropriate
- Clarify and interpret the intent and scope of the Construction Documents
- Provide assistance in the review of the requests for change orders
- Prepare Change Orders for the Town's approval and execution
- Prepare revised Contract Drawings to illustrate and document approved changes
- Conduct and participate in systems start-up observations, systems integration/operational demonstrations, Substantial Completion or pre-Final work observations to determine the Dates of Substantial Completion, and Final work observation
- Review and distribute the official punch list(s)
- Review guarantees and warranties
- Review and record as-built drawings



- Provide and review as-built documents for completeness at Substantial Completion and Final Completion
- Provide and review record drawings, O&M instructions, and all other close-out documentation
- Monitor the construction schedule
- Assist the Town in reviewing all relevant activities and advise the City of scheduled progress.
- Advise the Town on Warranty items

### **Submittal Development & Tracking**

Once subcontracts and purchase orders are awarded, the submittal process begins immediately. Our contracts with subcontractors specify that submittals must be produced in a certain time frame and documented proof that the process is underway.

From the initial invitations to bid to our selected list of subcontractors for each trade, Careno Construction makes it very clear that proposals are based on the specified materials. Our submittal process is very smooth from subcontractor package to our review to final approvals by the Town.

Once the subcontractor submittal packages are obtained by Careno Construction our project managers review the packages and if changes are needed, this is done before the packages are submitted for final review. This ensures the Town is able to quickly turn around the approved packages.

A submittal log featuring desired dates of submittals is produced to the City as a way of tracking the submittals. The items with the longest lead times are submitted first. This log is updated throughout the project showing actual delivery date and approval date. This allows all parties to keep track of outstanding items.

### **Request For Information Development and Tracking**

Requests for Information are initially generated by the vendor, subcontractor or general contractor. Careno Construction uses a specific RFI sheet indicating date requested and date an answer is needed. The request is recorded onto the Careno Construction RFI sheet and is distributed to the Town.

### **Approach to Project Documentation**

We believe one of the many competitive advantages Careno Construction has that makes us a successful and respected construction manager is our record keeping and documentation. Documented paper trails allow our clients to easily track the progress of the project.

Memorandums are prepared and distributed to the parties involved regarding coordination, RFI's, submittals or any crucial activity.

Weekly project meetings are scheduled at the project site, which include Owners, Architects, Engineers and subcontractors. We prepare the meeting agenda and distribute them to all invited attendees, record significant discussions and agreements achieved.

Meeting minutes are distributed to everyone concerned, including Owner and Architect, within three days of the meeting.

### **Key Personnel:**

We manage our projects with in-house project managers and superintendents. We have some of the most experienced project managers and superintendents, who have spent years working in construction. These professionals have thorough knowledge of construction materials and practices in general construction and have



experience as supervisors and craftsmen. Project managers and superintendents direct the construction, alterations, or repairs of buildings, roads, utilities, and other structures to ensure compliance with building codes and ordinances, zoning regulations, contract drawings, and specifications.

These professionals must be in good physical condition to climb about the construction site. They must have a good understanding about construction standards and codes. They must have prior experience with construction techniques, codes, ordinances and regulations. They must read and understand contract plans and specifications, and be familiar with record keeping and reporting duties. These people must be kept abreast of the constant changes with building codes, construction practices and technical development. Careno Construction encourages continuing education and training for our project managers and superintendents. We offer this through seminars and courses from construction membership agencies that we belong to.

Careno Construction will perform all estimating, contract administration, project management, supervision, quality assurance, carpentry, masonry and general labor in house.

### **Careno Construction Approach qualifying Subcontractors**

A construction manager must award subcontractors agreements based solely on their ability to perform their work as specified in the Contract documents. They must have the proper size work force and the financial stability to perform their work without delay when encountering problems or additional costs.

We understand that managing and selecting the right subcontractors does not simply involve asking them to allocate resources into the jobsite whenever an activity is scheduled and then push them to speed up the work without the consciousness of schedule and cost risks. Contracts in the construction industry have greatly increased in recent years and co-operation agreements with subcontractors as partners have helped to reduce organizational and transaction costs.

When we invite subcontractors to participate with a project, they must fully satisfy the conditions with experience and capability. In the process of preparing, entering into and performing the contracts, the subcontractors must submit in advance their experiences and qualifications needed to meet the objectives and requirements of the bidding package

To strengthen our construction management efficiency and effectiveness there are major points that the invited subcontractor (and material supplier) must meet to be considered:

- The subcontractor must be capable to perform the size of scope of work requested. They need to provide their qualifications
- The subcontractor must have an overall subcontract plan, i.e. what is their current works at the same time of this project, will they be overloading.
- They need to be familiar with the site conditions, plans & specifications in order to clearly understand the proper price of the bid package so as so prevent misunderstandings or misinterpretations during the project.
- The subcontractors should understand the risks that could happen by unforeseen conditions not generally covered in contractual provisions.
- Working with the CM they must be able to prepare a schedule with milestone and interim completion dates that satisfy the project needs. Subcontractors must use specified tools for tracking schedule and job cost.
- Subcontractor must consider unforeseen conditions such as the bad weather and undiscovered conditions so that other means and methods will keep the job on track.



- Subcontractor must understand the payment terms for the project along with job safety and insurance requirements
- Subcontractor must consider the facilities conditions and working environment before implementing the work at site. Great care must priority to occupants surrounding the project
- The CM may consider incentive in line of subcontractors' performances if it benefits the owner in cost or schedule savings.

### **Working with Inspectors**

As with all of our projects, we follow local codes and involve local and State code enforcement officials from the start.

We would contact the City's inspection department a few days before we have rough in electrical completed to schedule an inspection. This would allow us to keep on pace and not miss a step. This would be the same for final inspection.

Careno Construction is very familiar with Town's standards and local building codes. This means the correct materials are installed and in the correct methods.

### **Project Closeout**

At the end of the project, Careno Construction will provide final documentation including substantial completion, final completion, letter stating completion of the punch list and final billing. Lien waivers from Careno Construction and its subcontractors would be forwarded as well.

Careno Construction typically provides three to four Owner & Operator Manuals and As Builts to the City at the end of the Project. Both O&M's and record drawings are provided to the Owner in a digital format as well.

Careno's O & M's are organized per trade and per division for easy locating. The As Builts neatly detailed and outlined for changes made in the field. During the construction, Careno maintains one set of black or red line drawings at the site, which clearly and completely show the actual installations in accordance with the Contract requirements. This shall also include all Subcontractors' changes. This set of drawings shall be kept current at all times, and will serve as the record set of drawings during the course of the project

Along with the close out materials, Careno Construction provides a warranty submittal featuring labor and product warranties from each of our vendors and subcontractors.

Along with close out documentation, physical onsite training for the maintenance staff will occur on how to operate the systems installed.

Careno Construction will provide the following close out procedures:

- Final Cleaning
  - Interior and exterior
  - Glass
  - Clean equipment
  - Replace filters
  - Remove waste
- Starting of systems
  - Verify each piece of equipment has been checked for proper lubrication and settings
  - Verify tests and meter readings



- Verify wiring components
- Execute start of systems under manufacturer's representative's supervision
- Provide written report by manufacturer that system has been properly installed and is functioning correctly
- Demonstration and Training
  - Demonstrate operation and maintenance to the City's staff
  - Provide service maintenance logs to City staff
- Testing, Adjusting and Balance
  - Careno Construction will provide the services of an independent firm to perform a TAB report
  - Reports will be submitted to the City's commissioning agent
  - Any adjustments will be made
- Project Record Drawings
  - Will include red line drawings that will be continuously updated during construction
  - Drawings will include CO directives, sketches, modifications and actual field measurements
- Operation and Maintenance Data
  - Provide binder for project submittals
  - Provide binder for equipment installed and operation instructions
  - Provide binder for equipment maintenance instructions
  - Provide binder for equipment and finishes cleaning instructions
- Guarantees of Work
  - Provide Careno Construction warranty of work- standard one year
  - Provide subcontractors warranty of work
  - Provide Manufacturer's warranty work
  - Provide written guidance and instruction to obtain and validate manufacturer's warranties
  - Names, addresses and telephone numbers of repair and service companies for each major system installed

### **Litigation**

Careno Construction does not have any current or past litigation or claims files against the company.

### **Financials**

Careno Construction is a fully bonded construction company and we are not in default with any financial institutions, the Federal Government or the any States. Please see attached Bonding Capacity Letter.



PROJECT SAFETY



## **Carena Construction Company, LLC**

270 West Road Suite 4A  
Portsmouth, NH 03801  
603 436.1006

### **Safety Program**

It is the goal of Careno Construction Co. to maintain a safe work environment 24 hours a day, seven days a week, and fifty-two weeks a year. Careno Construction is very proud to have an EMR below 1.00.

It is the policy of Careno Construction Co., LLC and its employees to maintain a safe workplace at all times. All employees, Subcontractors and material suppliers shall follow the safety rules that are established by the Occupational Health and Safety Act, Careno Construction, and the Federal, State and Local Government. All employees must know their role in keeping the workplace safe. An employee must have a copy of the Careno Construction Safety Policy on each job site at all times. Subcontractors and material suppliers must also have a copy of their company's safety program placed in the field office and in their possession at all times.

The Company Safety Officer is Ben Careno and the safety committee includes the following Careno Construction employees: Chuck Locke, Bob Bossie and Marsha Thibodeau.

It is the responsibility of all Careno Construction employees and subcontractor employees to promote safety first and to enforce the company safety programs on all locations occupied by Careno Construction Co, LLC.

**CONSTRUCTION SAFETY HANDBOOK:** The Company will issue to each employee a Keller's Official OSHA Construction Safety Handbook. This handbook will cover subject areas that are the leading cause of injury and death at construction sites. This book is yours to keep as a handy reference. The company will provide mandatory safety training programs, which you will be required to attend. You may also be required to attend safety-training programs by safety professionals in the construction industry. A copy of the Code of Federal Regulations, Title 29, Part 1926 OSHA Requirements will be kept at each job site.

**VISITORS:** Visitors are not allowed on any of our construction sites or in our buildings without prior approval. A Careno Construction Project Manager or Superintendent must approve any visitors that want access to our construction sites. If approval is given, the visitors must follow the established project safety procedures before entering the job site or building. Personal protection equipment must be worn at all times. All approved visitors must register at the field office and provide information as to the purpose of their visit. They must also sign a hold harmless statement releasing Careno Construction Company LLC. and the building owner of any liability if an accident should occur.

**DRESS CODE FOR PROJECT SITES:** All employees and subcontractors must wear leather workboots. Clothes should be appropriate to the current weather conditions. Full-length trousers and shirts must be worn at all times. Personal protective clothing must be worn when required by OSHA for the type of work being performed. It is company policy that a copy of the Federal OSHA standards be present in the field office on each job site.

The Project Manager or Safety Officer will instruct all employees on how to use and interpret the OSHA construction standards for the required personal protection clothing and equipment to be worn on each project.

Construction employees are required to have hard hats, eye protection, and hearing protection readily accessible on all jobs. Failure to wear or have available the proper personal protection clothing or equipment will result in termination of employment.

Project Managers and Project Superintendents are to enforce the proper protective clothing and equipment requirements on each job site. Subcontractors and visitors must follow the same rules at all times.

**NO SMOKING (EXCEPT IN DESIGNATED AREAS):** It is company policy that cigarette, cigar or pipe smoking is not allowed inside any building under construction that is under the control of Careno Construction Company LLC. The job superintendent will designate an area for smoking away from the building.

**SEXUAL HARASSMENT:** Careno Construction Company LLC will not tolerate any type of verbal or physical behavior by a manager, administrator, superintendent, supervisor, office personnel, subcontractor or tradesperson, which constitutes sexual harassment of an employee.

Harassment is defined in the EEO Sex Discrimination Guideline as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Submission to such conduct is made either explicitly or implicitly as a term of

employment or assignment, or such conduct has the purpose to effect or substantially interfere with the individual's work performance or creating an intimidating, hostile or offensive working environment.

All subcontractors must also strictly adhere to these conditions and terms of Careno Construction sexual harassment policies. If you notice any form of harassment on our job sites by an employee or subcontractor, report them immediately to the job Project Manager or Superintendent. You must also immediately notify Paul Careno, Jeff Murray or Chuck Locke of any company policy violations.

**ALCOHOL AND DRUGS:** The use or presence of alcoholic beverages or drugs by employees is not allowed on any projects that are under the control of Careno Construction. Employees and subcontractors are forbidden to use or have present alcohol or drugs during company working hours. The consumption of or transportation of drugs or alcohol is not allowed in company vehicles or when a personal vehicle is being used for company business.

As part of the Careno Construction Safety Program, Management reserves the right to request each employee, at any time, to undergo random drug or alcohol testing. Careno Construction will pay the cost for this test. It is your responsibility to refrain from engaging in any activity that is illegal or immoral.

**ACCIDENT REPORTING:** Each Superintendent or Foreman shall maintain an accurate record of all accidents that result in minor or major injuries, trauma, occupational disease or death. Accident Injury Forms must be filled out at the time of the accident and faxed to

the main office to the attention of the Safety Officer. Accident forms must also be filled out for minor accidents, even though the employee may not require medical attention.

All accidents must be reported immediately to the Job Superintendent, Project Manager and the Company Safety Officer, Ben Careno. When the safety officer is not immediately available contact Paul Careno, Chuck Locke or Jeff Murray.

**FIRE PREVENTION:** Careno Construction Project Managers and Superintendents shall establish a program for fire prevention on each project. The program shall include a map showing egress locations, fire extinguisher locations and what to do and who to call in case of fire. A copy of this plan will be issued to employees and subcontractors.

Employees and subcontractors shall be cognizant of and observe all requirements for handling and storage of combustible materials and how to properly dispose of them.

**RADIOS & CELLPHONES:** It will be at the discretion of the Job Superintendent whether or not these items will be allowed on a Careno Construction job site.

**DAMAGE REPORTS:** In all instances where property and or equipment is damaged by employees or others, a full report of the facts and extent of the damage shall be written by Superintendent or Foreman and given to the Project Manager and the company Safety Officer. This report shall include the names of those involved, witnesses, and a complete description of the damage with an explanation on how it happened and what could have been done to prevent the loss. This report shall also include what corrective action was taken to prevent further damage or re-occurrence.

**INSPECTION:** Daily safety inspections shall be made noting the conditions found of the job-site including material storage and the proper use of equipment.

**SAFETY DATA SHEETS (SDS):** A copy of SDS for products that may be harmful if not used properly must be given to the employee or subcontractor before using the product.

**TELEPHONE NUMBERS:** Public safety numbers for the nearest hospital, ambulance, fire department, and police shall be conspicuously posted.

**HOUSEKEEPING:** During the course of construction, all debris shall be kept clear from work areas, passageways, stairs, as well as in and around building or other structures.

**FIRST AID KITS:** Each job site shall consist of materials approved by a consulting physician in a weatherproof container with individual sealed packages for each type of item. The contents of the first aid kit shall be checked by the company Safety Officer before being sent out on each job and again checked monthly to ensure that any expended items are replaced.

**PERSONAL PROTECTIVE EQUIPMENT:** Wearing of appropriate protective equipment for all operations where there is an exposure to hazardous conditions, or where OSHA indicates the need for using such equipment to reduce the hazards to each employee shall be strictly enforced.

**HEAD PROTECTION (HARD HAT):** A hard hat is required for employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, electrical shock or burns.

**HEARING PROTECTION:** Wherever it is not feasible to reduce the noise levels or duration of exposures, ear protective devices shall be used (i.e., cutting, jack hammering, grinding, etc.)

**EYE AND FACE / FOOT PROTECTION:** Employees shall use eye and face protection when operating machines or when a task presents potential eye or face injury from physical, chemical or radiation agents (i.e., cutting, mixing mortar, chipping, grinding, etc.). At all times employees will wear proper foot protection as per OSHA requirements (sneakers will not be allowed).

**RESPIRATORY PROTECTION:** Employees and subcontractors shall use respiratory protection when conditions are inadequate to prevent harmful exposures (i.e., cutting, chipping, grinding etc.).

**OPERATING EQUIPMENT AND MACHINERY:** Only those employees and subcontractors qualified by training or having experience shall operate equipment and machinery. Certification on the proper use of tools and equipment is mandatory when required by OSHA or the manufacturer.

**SAFETY HARNESS, LIFELINES, AND LANYARDS:** These shall be used only for employee and subcontractor safeguarding when working in areas where safety rails are not in place or cannot be placed (i.e., roof- when working within 25' of roof edge, where drop is more than 6 feet above ground or floor - see federal code regulation 1926.104 for capacity load required).

**CONDITION OF HAND & POWER TOOLS:** All hand/power tools and similar equipment, whether furnished by the employer, employees or subcontractor, shall be maintained in safe condition. Turn in any power tools that you feel are unsafe or fail to work properly.

**MATERIAL STORAGE:** Material stored inside buildings under construction shall not be placed within 6 feet of any hoist way or inside floor openings, nor within 10 feet of an exterior wall, which does not extend above the top of the material stored. Materials shall not be stored on scaffolds or runways in excess of supplies needed for immediate operations. When a loose brick stack reaches a height of 4 feet above floor level, it shall be tapered back 2 inches in every foot of height above the 4-foot level. When masonry blocks are stacked higher than 6 feet above floor level, the stack shall be tapered back 1/2 block per tier above the 6-foot level.

**RIGGING EQUIPMENT FOR MATERIAL HANDLING:** This work shall be inspected prior to use on each shift and as necessary during its use to ensure that it is safe. Defective rigging equipment shall be removed from service. Each synthetic web sling, nylon, polyester, or polypropylene, shall be marked or coded to show the name or trademark of manufacturers, the rate capacities for the type of hitch, and the type of material. Rated capacity shall not be exceeded.

**GUARDING:** When operating power tools that are designed to accommodate guards, such guards must be present when in use. Do not remove guards for any reason.

**BELTS, GEARS, SHAFTS, PULLEYS, SPROCKETS, SPINDILES, FLYWHEELS & CHAINS:** Any reciprocating, rotating or moving part of equipment shall be guarded. The employees and subcontractors must be instructed on the proper use before starting the work.

**LADDERS:** Ladders shall be used to give safe access to all elevations when either permanent or temporary stairways are not provided. The side rails shall extend not less than 36 (thirty-six) inches above the landing. Portable ladders in use shall be tied, blocked or otherwise secured to prevent their being displaced. Ladders shall not be placed in passageways, doorways, driveways or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.

**SCAFFOLDING:** Scaffolding shall be erected in accordance with the requirements set forth in the OSHA manual. The footing or anchorage for scaffolding shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.

**MANUALLY PROPELLED MOBILE SCAFFOLD:** When freestanding mobile scaffold towers are used, the height shall not exceed 4 (four) times the minimum base dimension. Casters shall be properly designed for strength and dimensions to support 4 (four) times the maximum intended load. All casters shall be provided with a positive locking device to hold scaffold in position. Platforms shall be tightly planked for the full width of the scaffold, except for necessary entrance openings. Platforms shall be secured in place. Scaffold shall be properly braced by cross bracing and horizontal bracing as mentioned previously.



## PROJECT REFERENCES



### Additional Project References – 4.5.1

Horizon Trust Development

**Bob McGuire**

603 969 1338

Multiple award winning projects including multi use buildings and luxury condos.

University of New Hampshire

**Stephanie Parsons**

603 534 0367

Multiple projects including many complex University of New Hampshire Projects and currently building a 12,000 square foot office/maintenance building for the her and the City of Dover.

Destefano Architects

**Lisa Destefano**

603 431 8701

Multiple high end projects. Currently renovating Liberty Mutual offices in Dover with them and a new wood framed assisted living facility with multiple individual living quarters.

University of New Hampshire

**Alex Brickett**

603 389 7006

Multiple large projects with time constraints including the Whittemore Center Ice Arena new humidification System.

University of New Hampshire

**Don Houde**

603 862 2985

Multiple projects including many complex University of New Hampshire Projects including a large design build research center.

Liberty Mutual Insurance

**Ken Martenson**

617 429 4992

Major site and concrete projects in the past and ongoing, office renovations, cafeteria renovations, etc.