



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

June 4, 2021

Charles Arlinghaus
Commissioner
New Hampshire Department of Administrative Services
25 Capital Street
Concord, N.H. 03301

Dear Commissioner Arlinghaus,

Pursuant to my authority under RSA 21-P:43; RSA 4:45; RSA 4:47; and Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05, 2021-06, 2021-08, and 2021-10 I have amended my prior approval of your written request, in attachment, to take the following actions related to Federal Coronavirus Relief Funds:

1. Authority for the Department of Administrative Services (DAS), Division of Plant and Property to amend an accept and expend request, in the amount of \$900,000 from the State of New Hampshire Department of Health and Human Services (DHHS), Office of Administration, for the relocation of tenants in the Philbrook Building, by extending the completion date from June 30, 2021 to June 30, 2022 with no additional cost. (100% Agency Income)

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Christopher T. Sununu".

Christopher T. Sununu
Governor



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street – Room 120
Concord, New Hampshire 03301
Office@das.nh.gov

Charles M. Arlinghaus
Commissioner
(603) 271-3201

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

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

6/2/2021

His Excellency, Governor Christopher T. Sununu
State House
Concord, New Hampshire 03301

Requested Action under RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, and 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05, 2021-06, 2021-08 and 2021-10

Dear Governor Sununu,

I request authorization for the Department of Administrative Services, Division of Plant and Property, to amend an accept and expend request, in the amount of \$900,000, from the State of New Hampshire Department of Health and Human Services, Office of Administration (DHHS), for the relocation of tenants in the Philbrook Building, by extending the completion date from June 30, 2021 to June 30, 2022. The original accept & expend request was approved on July 14, 2020. No additional Costs. **100% Agency Income.**

EXPLANATION

In July 2020 DHHS requested an immediate move of the tenants in the Philbrook Building: The Office of Professional Licensure and Certification, The Governor's Council on Disability, The Office of the Child Advocate, and the American Legion. DHHS requested an accelerated move timeline because it determined the Philbrook Building was the best location to house psychiatric patients that need to be in a secure environment and construction began in July 2020. By way of background, The Philbrook Building was previously a secure psychiatric facility for adolescents before it was repurposed and converted to office space.

The move required the tenants to move to locations which required additional construction and furniture, fixtures, and equipment to be complete, to meet security and ADA compliancy needs for state agencies. The estimates for the required work have been lengthy and changing due to the construction environment with the COVID-19 situation. Therefore, the Department requests an additional year to use the remaining funds to allow for the completion of the work.

Respectfully Submitted,

Charles M. Arlinghaus
Commissioner
Department Administrative Services



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

July 14, 2020

Charles Arlinghaus
Commissioner
New Hampshire Department of Administrative Services
25 Capital Street
Concord, N.H. 03301

Dear Commissioner Arlinghaus,

Pursuant to my authority under RSA 21-P:43; RSA 4:45; RSA 4:47; and Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, and 2020-14 have approved your written request, in attachment, to take the following actions related to the COVID-19 Public Health Emergency:

1. Accept and expend funds from the State of New Hampshire Department of Health and Human Services, Office of Administration, in an amount not to exceed \$900,000 for the relocation of tenants in the Philbrook Building, budgeted consistent with the information in the request in attachment, effective **retroactive** from July 1, 2020 through June 30, 2021 (100% Agency Income)

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in cursive script that reads "Christopher T. Sununu".

Christopher T. Sununu
Governor

CC Lori Shibinette, Commissioner, Department of Health and Human Services



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street – Room 120

Concord, New Hampshire 03301

Office@das.nh.gov

Charles M. Arlinghaus
Commissioner
(603) 271-3201

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

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

July 7, 2020

His Excellency, Governor Christopher T. Sununu
State House
Concord, New Hampshire 03301

Requested Action under RSA 21-P:43, RSA 4:45, RSA 4:47, and Executive Order 2020-04 as extended by Executive Order 2020-05, 2020-08, 2020-09, 2020-10, and 2020-14

Dear Governor Sununu,

I request **retroactive** authorization for the Department of Administrative Services, Division of Plant and Property, to accept and expend funds from the State of New Hampshire Department of Health and Human Services, Office of Administration, in an amount not to exceed \$900,000 for the relocation of tenants in the Philbrook Building, for the period of July 1, 2020 through June 30, 2021. **100% Agency Income.**

Funds are to be budgeted in Fiscal Year 2021 in the following account:

01-14-14-141510-59660000, Department of Administrative Services Anna Philbrook Center

Class - Account	Description	FY21 Current Adjusted Authorized	Requested Action	Revised FY21 Adjusted Authorized
001	TRANSFERS FROM OTHER AGENCY	291,140	900,000	1,191,140
	GENERAL FUNDS	23,536	-	23,536
	TOTAL REVENUE	\$314,676.00	\$900,000.00	\$1,214,676.00
010-500100	PERSONAL SERVICES PERM CLAS	46,290		46,290
018-500106	OVERTIME	2,501		2,501
020-500200	CURRENT EXPENSES	15,925		15,925
022-500255	RENTS-LEASES OTHER THAN STA	725		725
023 -500266	HEAT ELECTRICITY WATER	127,055		127,055
030-500311	EQUIPMENT NEW REPLACEMENT	4,150		4,150

039-500188	TELECOMMUNICATIONS	1,047		1,047
047-500240	OWN FORCES MAINT BUILD-GRN	16,721		16,721
048-500226	CONTRACTUAL MAINT BUILD-GRN	23,379	900,000	923,379
050-500109	PERSONAL SERVICE TEMP APPOI	39,406		39,406
060-500601	BENEFITS	31,712		31,712
070-500704	IN STATE TRAVEL REIMBURSEME	500		500
103-500741	CONTRACTS FOR OP SERVICES	5,265		5,265
	TOTAL EXPENDITURES	\$314,676.00	\$900,000.00	\$1,214,676.00

EXPLANATION

The current tenants of the Philbrook Building; The Office of Professional Licensure and Certification, The Governor's Council on Disability, The Office of the Child Advocate, and the American Legion, will be moved to other locations in state buildings and in privately owned space. The move is being conducted at the request of the Department of Health and Human Services. The Philbrook Building was previously a secure psychiatric facility for adolescents before it was repurposed and converted to office space. Because the building still retains some secure features, it was determined to be the best location to house psychiatric patients that need to be in a secure environment. Construction on the Philbrook Building is set to begin in July 2020 which necessitates an immediate move.

This request is retroactive to capture all costs incurred to move the tenants from the Philbrook Building to other locations.

Respectfully Submitted,



Charles M. Arlinghaus
 Commissioner

PROPOSED relocation of Philbrook Personnel to LEASED SPACE and STATE SPACE

Note: All information is estimated per current plans as of 6-18-20. Updated budget will be revised weekly.

Topic	Talley	Comments/Notes
OPLC: Staff located in open office areas	73	OPLA currently occupies approx. 21,000 SF of space in the Philbrook building. They have a large qty of files, break area, kitchen, many shared conference rooms and a maternal care room
OPLC: Private offices requested	12	
OPLC: LG. Conf. rm, Maternal Care, Kitchen for Hearing rooms, storage and filing, Data Rms		
Total OPLC Staff:	85	
GCD: Staff located in open office areas	4	GCD currently occupies 2047SF of space
GCD: Private offices requested	3	
GCD: (2) conference rm, use of kitchen, and Maternal Care rm. and Data room	2	
GCD: Hearing or board room use	1	
Total GCD Staff:	7	
Am Leg: Staff located in	2	The new location will be equal in space and private offices with conference room approx. 1597SF. They will need to have their Comcast equipment moved to the new location.
(6) Private offices requested	4	
(1) conference rm, use of kitchen, Maternal Care rm. and Data room (note: they are not on	1	
Total AmLeg Staff:	6	
OCA: Staff located in open office areas	3	OCA currently occupies 620SF of space. The office area and a small conference room
OCA: Private offices requested	2	
OCA: use of (1) conference rm, kitchen, Maternal Care rm. and Data room	1	
Total OCA Staff:	5	
Total Staff:	103	
Rental space has Common Area between departments of approx 1143 and includes the restrooms and emergency extl.	variable	The Rental space at 7 Eagle has a common area (Restrooms) . Parking for Employees and guests to be negotiated.
Estimated RENTAL SQUARE FOOTAGE:	20,000	<i>Note: Bldg common area is variable and not accounted in this scenario.</i>

<u>ESTIMATED FY1 ANNUAL LEASE FOR OPLC</u>		
<u>WITHOUT FIT UP Included in the lease:</u>		7 Eagle Sq. 15,000SF @ 22.50 = \$337,500.00 @12 months (\$27,525.00) Plus electricity over \$3,560.00 a year
Estimate \$22.00 SF lease rate. Assume 1% escalation annually each subsequent fiscal Year after the first 60 months	\$337,500.00	
Estimated Increase FY 6	\$340,875.00	
Estimated Increase FY 7	\$344,283.75	
Estimated increase FY 8	\$347,726.59	
Estimated increase FY 9	\$351,203.85	
Estimated Increase FY 10	\$354,715.89	
TOTAL 10 YEAR COSTS:	\$2,076,305.08	

<u>ESTIMATED FY1 ANNUAL LEASE FOR GCD</u>		
<u>WITHOUT FIT UP Included in the lease:</u>		Heights 2,000 SF @ 21.00 = \$42,000.00 @12 months (\$3,500) Modified gross. No Janitorial
Estimate \$21.00 SF lease rate. 5 Year	\$42,000.00	
Estimated Increase FY 2	\$42,000.00	
Estimated Increase FY 3	\$42,000.00	
Estimated increase FY 4	\$42,000.00	
Estimated Increase FY 5	\$42,000.00	
TOTAL 5 YEAR COSTS:	\$210,000.00	Term of the Lease

<u>Additional One-Time (FY 1) Costs for</u>		
<u>OPLC to move:</u>		
Fit up_demo and construction of walls for uses	120,000	Estimate based on preliminary plans as of 6-16-20
Electrical - power poles and modifications	50,000	Estimate based on preliminary plans as of 6-16-20
HVAC - Split units for data rooms	20,000	Estimate based on preliminary plans as of 6-16-20
Move of Existing desks, furniture, equip & Boxes: Est. of 1000 (85 staff) furn, equip,	\$30,000.00	Estimate \$350 per person x 85 staff
Modular tear down, relocate and Install	\$30,000.00	Estimate to tear down, relocate and reinstall (75) work stations per plan as of 6-16-20
Moving materials (Boxes, tape) (800 boxes)	\$3,000.00	Estimate 100 box @ 250.00 and tape
Move of Filing and storage (movable unit)	\$30,000.00	Estimate based on volume of filing and type. Final quote required
Additional modular parts, AED, Fire Extinguishers, Interior Signage, Exterior signage	\$60,000.00	Estimate for new Interior signage, exterior signage, AED, First aid, Fire Extingisher, Assitlve Listening devlves, modular furniture parts and furniture repair parts
DoIT/Tele systems	\$70,000.00	Estimate \$350.00 per drop (person x85 staff and printers and conf rooms - 200Drops)
Move Multifunction Printer	\$3,000.00	(6) copler printers MFP
Access Control: Readers/System	\$70,000.00	Provide access control/security In new space - Card Readers
Server/UPS/Data Racks etc.	\$81,600.00	required for new locations Racks Patch Panel, Switch, Router, Patch cable, Flex stak, net work card, UPS, etc
Subtotal:	\$567,600.00	
Contingency 1% of total	\$5,676.00	End-user varlance from plans - One time Move Contingency
Estimated total MOVE (FY 1) costs:		\$573,276.00

<u>Additional One-Time (FY 1) Costs for</u>		
<u>OCA move to Johnson:</u>		
Fit up_demo and construction of walls for uses	40,000	Estimate based on preliminary plans as of 6-16-20 Bathroom change, office walls removed
Electrical - power poles and modifications	2,000	Estimate based on preliminary plans as of 6-16-20
HVAC - Window units (7) @ 500.00	3,500	Estimate based on preliminary plans as of 6-16-20
Move of Existing desks, furniture, equip & Boxes: Est. of 1000 (5 staff) furn, equip,	\$2,500.00	Estimate \$350 per person x 5 staff and filling
Modular tear down, relocate and Install	\$2,000.00	Estimate to tear down, relocate and reinstall (3) work stations per plan as of 6-16-20
Moving materials (Boxes, tape) (80 boxes)	\$300.00	Estimate 80 box
Additional modular parts, AED, Fire Extinguishers, Interior Signage, Exterior signage	\$4,000.00	Estimate for new Interior signage, exterior signage, AED, First aid, Fire Extingisher, Assitlve Listening devlves,
DoIT/Tele systems	\$2,450.00	Estimate \$350.00 per drop (person x5 staff and printers and conf rooms - 7Drops)
Move Multifunction Printer	\$500.00	(1) copier printers MFP
Access Control: Readers/System	\$2,000.00	Provide access control/security In new space - Card Readers
Server/UPS/Data Racks etc.	\$10,000.00	required for new locations Racks Patch Panel, Switch, Router, Patch cable, Flex stak, net work card, UPS, etc
Subtotal:	\$69,250.00	
Contingency 1% of total	\$693.00	End-user varlance from plans - One time Move Contingency
Estimated total MOVE (FY 1) costs:		\$69,943.00

<u>Additional One-Time (FY 1) Costs for</u>		
<u>American legion move to Dolloff:</u>		
Fit up_demo and construction of walls for uses	30,000	Estimate based on preliminary plans as of 6-16-20 Add (3) office walls, ceiling and flooring
Electrical - modifications	10,000	Estimate based on preliminary plans as of 6-16-20
HVAC - Window units (5) @ 500.00	2,500	Estimate based on preliminary plans as of 6-16-20

Move of Existing desks, furniture, equip & Boxes: Est. of 50 (5 staff) furn, equip, Moving materials (Boxes, tape) (800 boxes)	\$2,500.00 \$250.00	Estimate \$350 per person x 6 staff and filling Estimate 50 box @ 250.00 and tape
Additional modular parts, AED, Fire Extinguishers, Interior Signage, Exterior signage	\$2,000.00	Estimate for new Interior signage, exterior signage
DoIT/Tele systems Comcast	\$3,000.00	Estimate \$350.00 per drop (person x6 staff and printers and conf rooms - 7 Drops)
Subtotal:	\$50,250.00	
Contingency 1% of total	\$503.00	End-user variance from plans - One time Move Contingency
Estimated total MOVE (FY 1) costs: \$50,753.00		

Additional One-Time (FY 1) Costs for GCD to move 54 Regional:		
Lease negotiation @ 21.00 SF for 7000SF	42,000	Estimated Annual rent @ 3500.00 a month 5 yr lease
Fit up demo and construction of walls for uses	120,000	Estimate based on preliminary plans as of 6-16-20
Electrical - power poles and modifications	50,000	Estimate based on preliminary plans as of 6-16-20
HVAC - Split units for data rooms	20,000	Estimate based on preliminary plans as of 6-16-20
Move of Existing desks, furniture, equip & Boxes: Est. of 200 (11 staff) furn, equip, Modular tear down, relocate and install	\$3,850.00 \$4,800.00	Estimate \$350 per person x 11 staff Estimate to tear down, relocate and reinstall (8) work stations per plan as of 6-16-20
Moving materials (Boxes, tape) (200 boxes)	\$800.00	Estimate 200 box @ 4.00 and tape
Additional modular parts, AED, Fire Extinguishers, Interior Signage, Exterior signage	\$6,000.00	Estimate for new interior signage, exterior signage, AED, First aid, Fire Extingisher, Assitlve Listening devises, modular furniture parts and furniture repair parts
DoIT/Tele systems	\$4,550.00	Estimate \$350.00 per drop (person x11 staff and printers and conf rooms - 13Drops)
Move Multifunction Printer	\$500.00	(1) copler printers MFP
Access Control: Readers/System	\$6,000.00	Provide access control/security In new space - Card Readers
Server/UPS/Data Racks etc.	\$13,000.00	required for new locations Racks Patch Panel, Switch, Router, Patch cable, Flex stak, net work card, UPS, etc
Subtotal:	\$271,500.00	
Contingency 1% of total	\$2,715.00	End-user variance from plans - One time Move Contingency
Estimated total MOVE (FY 1) costs: \$274,215.00		

TOTAL ESTIMATED EXPENSES TO MOVE STAFF FROM PHILBROOK EXCLUDING LEASE COSTS	
OPLC	573,276.00
OCA	69,943.00
GCD	274,215.00
American Legion	50,753.00
TOTAL	968,187.00

$(69,943)$ OCA costs absorbed by DAS
Estimate \$ 898,244