



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
July 27, 2017
6:30 PM**

Mitchell H. Greenwald
Carl B. Jacobs
Terry M. Clark
Thomas F. Powers
Bettina A. Chadbourne

-
1. Acceptance of Donations to Library Renovation Project - Parks, Recreation and Facilities Department
 2. New Market Tax Credits and a Library Update - Parks, Recreation and Facilities Department
 3. Library Renovation Construction Contract - Parks, Recreation and Facilities Department
 4. Cheshire TV - Expenses Associated with Interim Relocation - Parks, Recreation and Facilities Department
 5. NH Department of Justice 2017 Grant - Police Department
 6. Tax Deed Waiver Request for 2013 & 2014 - Finance Department
 7. Greater Goose Pond Forest Stewardship Plan Consultant Selection - Planning Department
 8. Contract Change Order - Bridge Design - Public Works Department
 9. Relating to the Reallocation of Bond Proceeds for Emergency Bridge Repairs - Public Works Department
Resolution R-2017-27
 10. Wells Street Parking Structure - Contract Change Order - Public Works Department

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

July 20, 2017

TO: Finance, Organization and Personnel Committee

FROM: Campaign Chairs for the Next Chapter Campaign

THROUGH: Medard Kopczynski, City Manager

ITEM: 1.

SUBJECT: Acceptance of Donations to Library Renovation Project - Parks, Recreation and Facilities
Department

RECOMMENDATION:

That the City accepts donations of \$ 513,832.96 listed in the April, May and June statements of the Cambridge Trust Bank (See attached reports) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive

ATTACHMENTS:

Description

Cambridge Trust Reports April, May and June 2017

Contributions April, May, June

BACKGROUND:

On June 30, 2015 the City Council authorized the establishment of a Temporarily Restricted City Trust Fund to receive and distribute funds for the Library Renovation Project. The Friends of the Library hired Patty Farmer as Campaign Manager. Together with the Library Trustees, they have put in place the Campaign Committee with Judith Putnam and Alfreida (Dita) Englund as Co-Campaign Chairs and Ernest Hebert as the Honorary Chair.

Since early 2016, the Campaign Committee has been reaching out to individuals in the community, foundations and corporations. The attached reports contain details of the monies received in April, May and June. Gifts from donors who wish to remain anonymous are directed to the Friends of the Library and are included in the Cambridge Trust Bank reports as part of the Friends of the Library donation. Donors have received acknowledgement of their donations.

The campaign continues to raise moneys. Patty Farmer completed her contract in April. Julie Dickson has been hired by the Friends as Campaign Gift Processing Administrator. The intent is to continue to bring forward Cambridge's monthly reports for acceptance by the City Council. The reports then go the Trustees of the City held Trust funds for approval and acceptance. This process was reviewed by the City Finance Department, the Library Trustees, the Friends of the Library Board, the City Attorney and Terry Knowles, Assistant Director, Charitable Trust Unit of the Department of the Attorney General.

MS-9 CRF LIBRARY
 REPORT OF THE TRUSTEES OF TRUST FUNDS FOR THE CITY OF KEENE, NH
 FOR PERIOD ENDING JUNE 30, 2017
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)
 AS OF: APRIL 30, 2017

Principal								Year to Date (YTD)						
BALANCE BEGIN OF MONTH	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES	PRINCIPAL FEES *	WITHDRAWALS	BALANCE END OF MONTH APRIL 30, 2017	GRAND TOTAL PRINC & INC APRIL 30, 2017	MARKET VALUE APRIL 30, 2017	NEW FUNDS	CASH GAIN OR LOSS	PRINCIPAL FEES	WITHDRAWALS	INCOME	INCOME FEES	EXPENDED
1,766,257.63	31,450.00	-	(988.41)	-	1,796,719.22	1,799,588.00	1,799,588.00	1,346,840.45	-	(7,983.83)	(266,216.74)	2,854.66	-	-
1,766,257.63	31,450.00	-	(988.41)	-	1,796,719.22	1,799,588.00	1,799,588.00	1,346,840.45	-	(7,983.83)	(266,216.74)	2,854.66	-	-

MS-9 CRF LIBRARY
 REPORT OF THE TRUSTEES OF TRUST FUNDS FOR THE CITY OF KEENE, NH
 FOR PERIOD ENDING JUNE 30, 2017
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)
 AS OF: MAY 31, 2017

Principal						Year to Date (YTD)								
BALANCE BEGIN OF MONTH	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES	PRINCIPAL FEES *	WITHDRAWALS	BALANCE END OF MONTH MAY 31, 2017	GRAND TOTAL PRINC & INC MAY 31, 2017	MARKET VALUE MAY 31, 2017	NEW FUNDS	CASH GAIN OR LOSS	PRINCIPAL FEES	WITHDRAWALS	INCOME	INCOME FEES	EXPENDED
1,796,719.22	284,632.96	-	(969.76)	(74,500.00)	2,005,882.42	2,009,521.65	2,009,521.65	1,631,473.41	-	(8,953.59)	(340,716.74)	3,625.11	-	-
1,796,719.22	284,632.96	-	(969.76)	(74,500.00)	2,005,882.42	2,009,521.65	2,009,521.65	1,631,473.41	-	(8,953.59)	(340,716.74)	3,625.11	-	-

MS-9 CRF LIBRARY
 REPORT OF THE TRUSTEES OF TRUST FUNDS FOR THE CITY OF KEENE, NH
 FOR PERIOD ENDING JUNE 30, 2017
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)
 AS OF:

Principal								Year to Date (YTD)						
BALANCE BEGIN OF MONTH	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES	PRINCIPAL FEES *	WITHDRAWALS	BALANCE END OF MONTH JUNE 30, 2017	GRAND TOTAL PRINC & INC JUNE 30, 2017	MARKET VALUE JUNE 30, 2017	NEW FUNDS	CASH GAIN OR LOSS	PRINCIPAL FEES	WITHDRAWALS	INCOME	INCOME FEES	EXPENDED
2,005,882.42	197,750.00	-	(1,217.66)	(2,500.00)	2,199,914.76	2,204,495.07	2,204,495.07	1,829,223.41	-	(10,171.25)	(343,216.74)	4,566.19	-	-
2,005,882.42	197,750.00	-	(1,217.66)	(2,500.00)	2,199,914.76	2,204,495.07	2,204,495.07	1,829,223.41	-	(10,171.25)	(343,216.74)	4,566.19	-	-

Donations received by Cambridge Trust Company
 April, May, and June 2017
 Library Renovation Trust Fund

Deposit date	DONOR	Gift amount
4/4/17	Stephen Ide*	\$55.00
4/4/17	Bob and Margaret Trebilcock	\$500.00
4/5/17	Friends of KPL	\$11,675.00
4/6/17	Kathryn M. Dale*	\$500.00
4/6/17	Mary Delisle and George Foskett	\$500.00
4/7/17	Christine and Scott Curtis*	\$25.00
4/7/17	Mimi and Pete Delaney	\$500.00
4/7/17	The Main Street America Group	\$2,500.00
4/7/17	Pegg Monahan and Harry Wolhandler	\$100.00
4/7/17	Jane and Leslie Pitts*	\$5,000.00
4/13/17	Steve and Kathy Bill	\$25.00
4/13/17	Barbara and Carl Dematteo*	\$1,000.00
4/13/17	Anonymous	\$20.00
4/14/17	Christine and Scott Curtis*	\$25.00
4/14/17	Karrie Kalich and Tim Sampson	\$100.00
4/18/17	Robert and Lisa Cummings	\$500.00
4/18/17	Friends of KPL	\$5,450.00
4/20/17	Thomas Powers*	\$125.00
4/20/17	Gary and Susan Tochterman*	\$500.00
4/21/17	Christine and Scott Curtis	\$25.00
4/26/17	Georgia and Vincent McMahon	\$100.00
4/28/17	Christine and Scott Curtis*	\$25.00
4/28/17	Margaret Kasschau	\$1,000.00
4/28/17	Steve ad Melinda Silverstein-Belden	\$100.00
4/28/17	Jeanne Williams	\$1,000.00
4/28/17	Karen Wilson	\$100.00
5/1/17	Chris McDermitt	\$50.00
5/3/17	McVoy Richard and Joy Ackerman	\$500.00
5/5/17	Christine and Scott Curtis	\$25.00
5/5/17	Joyce Lehman	\$1,000.00
5/8/17	Alec Doyle and Eve Alintuck	\$250.00
5/8/17	Friends of KPL	\$11,537.45
5/10/17	Paul and Barbara Koutras	\$500.00
5/12/17	Christine and Scott Curtis	\$25.00
5/12/17	John LeFrancois and Suzanne M. Charboneau	\$100.00
5/12/17	Amy and Rob Noyes*	\$5,000.00
5/15/17	Craig and Sylvia McBeth	\$1,000.00
5/16/17	Richard K. Fox and Karen Wolk*	\$4,000.00
5/16/17	Richard K. Fox and Karen Wolk	\$6,000.00
5/17/17	Norman Babineau	\$50.00
5/18/17	Putnam Foundation*	\$250,000.00
5/19/17	Christine and Scott Curtis	\$25.00
5/19/17	Friends of KPL	\$1,445.51
5/22/17	Connie Joyce	\$100.00
5/24/17	Jennifer DeCoste and Gregory Alexander*	\$1,000.00
5/25/17	Mary Ann Lindberg (Philanthropy Resource Center)	\$50.00
5/26/17	Christine and Scott Curtis	\$25.00

Donations received by Cambridge Trust Company
 April, May, and June 2017
 Library Renovation Trust Fund

5/30/17	Edward and Kathleen Burke *	\$500.00
5/30/17	Friends of KPL	\$1,350.00
5/30/17	Steve ad Melinda Silverstein-Belden*	\$100.00
6/2/17	Christine and Scott Curtis	\$25.00
6/5/17	Putnam Foundation	\$100,000.00
6/7/17	Friends of KPL	\$10,000.00
6/9/17	Michael and Kathryn Blair	\$250.00
6/9/17	Jan and Rick Cohen	\$50,000.00
6/9/17	Christine and Scott Curtis	\$25.00
6/9/17	Friends of KPL	\$35,000.00
6/12/17	Cheryl and Jay Kahn	\$500.00
6/12/17	Joe Steinfield and Virginia Eskin	\$1,000.00
6/14/17	Amelie Gooding	\$25.00
6/14/17	Janice Walker	\$225.00
6/15/17	Jim Margraf	\$200.00
6/16/17	Christine and Scott Curtis	\$25.00
6/16/17	Jeff Rubin	\$100.00
6/23/17	Christine and Scott Curtis	\$25.00
6/23/17	Susan and John McGinnis	\$100.00
6/26/17	Jon L. Wakelyn and Joyce B. Walker	\$100.00
6/29/17	Christine and Scott Curtis	\$25.00
6/29/17	Roberta Gianferrari	\$25.00
6/29/17	Don Hayes	\$100.00
	TOTAL	\$513,832.96

* Represents pledge installment contributions

JCD



City of Keene, N.H.
Transmittal Form

July 11, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation, and Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 2.

SUBJECT: New Market Tax Credits and a Library Update - Parks, Recreation and Facilities Department

RECOMMENDATION:

Accept as informational.

BACKGROUND:

On December 15, 2016, City Council unanimously voted to carry out the intent of the Finance, Organization and Personnel Committee. The intent be that the City Manager be authorized to do all things necessary to negotiate and execute a Development Agreement with Monadnock Economic Development Corporation (MEDC), or its assigns, the Library Trustees and the Friends of the Keene Public Library, together with all other necessary documents and agreements in a form acceptable to the City Attorney, including but not limited to purchase and sale agreements, deed(s) of transfer, financing documents, and leases, for the purpose of financing, constructing, operating and maintaining the Library Renovation Project.

With this authorization in place, work continued with MEDC and Tappe Architects to develop construction documents and finalize the Guaranteed Maximum Price (GMP) and with the Trustees, Friends and Capital Campaign Committee to raise funds.

On June 28th, notice of New Market Tax Credits (NMTC) through MEDC was received. NMTC funding can be used for the renovation of the Library Annex and the new construction linking the Annex to the Main library. With this information, the Development Agreement between the City and MEDC and the accompanying agreement will be finalized. Additionally, city staff will be working with MEDC to provide the necessary documentation for the bank closing on the NMTC.

The Library Renovation Project also entails work within the Main Library which is not covered by NMTC. The work will be funded through the Capitol Campaign and necessitate a separate agreement.

The construction project is poised to start in September.



City of Keene, N.H.
Transmittal Form

July 11, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation, and Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 3.

SUBJECT: Library Renovation Construction Contract - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a sole source professional services contact with Engleberth Construction for construction management services required for the Library Restoration project for an amount not to exceed \$614,371.00 with funding to come from the Library fundraising efforts.

BACKGROUND:

The Library Renovation Project is divided into two components delineated by the New Market Tax Credits (NMTC) acquired through Monadnock Economic Development Corporation (MEDC). Funding directly through the NMTC can only be applied to the Library Annex and the Connector component. All additional work for the project related to the main Library will need to be completed and funded through the fundraising efforts of the Trustees and Friends of the Keene Public Library.

Engleberth Construction has been hired through MEDC to be the construction management firm. In order to consolidate services and fees, the City is looking to sole source a contract with Engleberth for the remaining work that is directly related towards the Library Renovation project, but do not fall under the umbrella of the NMTC's. It is both efficient and cost effective to keep the same team in place and coordinate the work with that happening in the Annex and the Connector.

These services include the following:

Base Project Value	\$	150,000
Alternate 2.2a Flooring Replacement- 2nd Level Youth Library	\$	78,725
Alternate 2.2b Flooring Replacement- Main Level	\$	138,945
Alternate 2.2c Flooring Replacement- Basement Level	\$	37,805
Alternate 2.2d Flooring Replacement- 2nd Level Non Youth	\$	16,309
Alternate 2.2e Flooring Replacement - 3rd Level	\$	30,061
Alternate 2.3 Window Repairs	\$	54,353
Alternate 2.4 Plumbing Upgrades	\$	29,232
Alternate 2.5 Light Fixtures	\$	34,487
	\$	569,917
Add on factor @ 7.8% (of any that are chosen)	\$	44,454
	\$	614,371

This work and associated costs has been thoroughly reviewed with the Steve Hornton, Project Manager retained by MEDC, Engelberth, and the design team and are a part of the Tappé Architects construction documents.

It should be noted that Engleberth Construction Company was hired by MEDC using a purchasing process similar to the City's. In addition, several city staff were involved in the review and selection process.



City of Keene, N.H.
Transmittal Form

July 21, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 4.

SUBJECT: Cheshire TV - Expenses Associated with Interim Relocation - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a temporary lease agreement with Cheshire TV for the studio relocation during Library Restoration project for an amount of \$1,000.00 per month.

BACKGROUND:

As part of the process for the Library Renovation project, Cheshire TV needs to be temporarily relocated from the Annex Building. Through discussions with City staff, the location to best meet the needs is located in the existing Library in the Kay Fox Room. The room is large enough for the creation of studio and production rooms and this interim use of the room will not be disrupting current Library programming beyond the existing construction project. Cheshire TV has worked with staff to determine the necessary layout of the room to meet the day to day operations of the studio.

Currently, Cheshire TV utilizes the space at the Annex for \$1458.60 rent per month that is accounted for in the Heberton Hall rental revenue fund. In addition, an average monthly electric bill of \$251.21 is paid for by Cheshire TV.

Therefore, to accommodate Cheshire TV into the Kay Fox Room, the City will need to cover the increased electricity demand to the library facility, and the use of the space. Considering the size will be significantly reduced from the existing studios, the temporary rental rate including electricity will be reduced to \$1,000.00 per month.



City of Keene, N.H.
Transmittal Form

7/24/17

TO: Finance, Organization and Personnel Committee

FROM: Steven Russo, Police Chief

THROUGH: Medard Kopczynski, City Manager; Steve Thornton, Finance Director

ITEM: 5.

SUBJECT: NH Department of Justice 2017 Grant - Police Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a grant of \$80,000 from the New Hampshire Department of Justice to assist in the costs associated with our participation in the New Hampshire Drug Task Force.

BACKGROUND:

The Keene Police Department has one detective assigned to the New Hampshire Drug Task Force. This assignment can create overtime shifts in the Bureau of Uniformed Patrol. The purpose of this grant is to help cover the costs associated with those open shifts. This grant is for two years, \$40,000 per year with the second year funding to be confirmed at the start of FY 2019.



City of Keene, N.H.
Transmittal Form

06/23/17

TO: Finance, Organization and Personnel Committee

FROM: Mary Alther, Revenue Collector

THROUGH: Steve Thornton, Finance Director, Medard Kopczynski, City Manager

ITEM: 6.

SUBJECT: Tax Deed Waiver Request for 2013 & 2014 - Finance Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to waive tax deeding for the attached list of properties until October 13, 2017.

ATTACHMENTS:

Description

tax deed waiver list

BACKGROUND:

In accordance with RSA 80:76 the tax collector must execute the deed unless the City Council directs the collector to waive the process. A waiver is appropriate if the acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks.

The attached properties are on the deed list for the 2013 and 2014 tax years. City staff request additional time to thoroughly assess the remaining properties for any possible liabilities to the City.

Address	Property ID	Type
33 Colorado St.	002010110000	3 Family
15 Cross St.	004070080000	2 Family
71 Carroll St.	006040480000	2 Family
185 Elm St.	007010080000	Single Family
70 Carroll St.	007010260000	2 Family
5 May Ave.	014010180000	Commercial
11 Oak St.	019050050000	2 Family
198 Baker St.	033020320000	Single Family
0 Marlboro St.	044020020100	Land /out building
0 Marlboro St.	011020040000	Land
21 Davis St.	048040120000	Commercial
344-346 West St.	049030080000	2 Family
182 Pearl St.	050020010000	Single Family
163 Island St.	051040460000	Single Family
169-171 Island St.	051040470000	3 Family
267 Pearl St.	053010180000	2 Family
20 Appleton St.	055010050000	2 Family
41 Avon St.	056020050000	Commercial
37 Park Ave.	064010150000	Res/Commercial
329 Park Ave.	103030080000	Single Family
54 Stanhope Ave.	103040160000	Single Family
471 Elm St.	117010020000	Single Family
92 Beaver St.	125010040000	Single Family
23 Minerva Lane	142010150000	Manufactured Home
123 Butternut Dr.	168022010000	Single Family
0 Old Gilsum Rd.	173020030000	Land
792 Court St. J	176010016000	Condominium
0 Chapman Rd.	203010020000	Land
797 Marlboro Rd.	901230070000	Land
888 Marlboro Rd.	901230310000	Commercial
218 Concord Rd.	904190080000	Land
61 Jordan Rd.	907180120000	Single Family
244 Base Hill Rd.	911260020000	Land
18 Imperial Dr.	911260131018	Manufactured Home
1 Schult St.	911260132001	Manufactured Home
4 Schult St.	911260132004	Manufactured Home
47 Schult St.	911260132047	Manufactured Home
29 Oriole Ave.	913170140017	Manufactured Home
71 Oriole Ave.	913170140069	Manufactured Home
18 Blue Jay Ct.	913170140117	Manufactured Home
21 Blue Jay Ct.	913170140122	Manufactured Home
9 Nut Hatch Lane	913170140142	Manufactured Home
74 Sparrow St.	913170140185	Manufactured Home
62 Sparrow St.	913170140191	Manufactured Home
44 Sparrow St.	913170140209	Manufactured Home
9 Starling St.	913170140310	Manufactured Home
42 Starling St.	913170140341	Manufactured Home
53 Starling St.	913170140366	Manufactured Home



City of Keene, N.H.
Transmittal Form

7/21/2017

TO: Finance, Organization and Personnel Committee

FROM: Tara Kessler, Planner

THROUGH: Medard Kopczynski, City Manager

ITEM: 7.

SUBJECT: Greater Goose Pond Forest Stewardship Plan Consultant Selection - Planning Department

RECOMMENDATION:

Move that the Finance Organization and Personnel Committee recommend that the City Manager do all things necessary to negotiate and execute a professional services contract with Moosewood Ecological, LLC for professional services for the Greater Goose Pond Forest Stewardship Plan in an amount not to exceed \$30,000. In the event that a satisfactory contract and fee cannot be agreed upon, the City Manager is authorized to negotiate with the next highest ranked firms in turn.

BACKGROUND:

On April 6, 2017, the City Council approved the request from the Conservation Commission to use up to \$30,000 of the Land Use Change Tax Fund for the purposes of hiring a consultant to prepare a forest stewardship plan for the Greater Goose Pond Forest.

In 2009, a Conservation Easement was placed on the property's 1,044 acres. This easement, which is held by the Society for the Protection of NH Forests, requires that all land uses and management activities be conducted in accordance with a written wildlife habitat and land management plan. The proposed Stewardship Plan would serve as this management plan for the forest area.

A Request for Qualifications (RFQ #02-17-19) was released on June 2, 2017 for services to prepare a Forest Stewardship Plan for the Greater Goose Pond Forest. By the due date of June 26, 2017, the City received two statements of qualification. A selection committee was formed by the City Manager to review and score each submission. This committee was composed of the following representatives:

- Andy Bohannon, Parks, Recreation & Facilities Director
- Donna Hanscom, Assistant Public Works Director
- Sadie Butler, Vice Chair of the Conservation Commission
- Tara Kessler, Planner

The committee used the following criteria to review each statement of qualification: understanding of project; experience/capability of consultant team; proposed project approach; experience with similar projects; clarity of statement; and capacity to perform work on time. Following an independent review of each submission, the committee determined it would interview the top-ranked firm Moosewood Ecological, LLC. A summary of the committee's scores for these statements of qualifications is included in Table 1.

Table 1. Committee Scores on Submitted Statements of Qualifications		
<i>Firm Name:</i>	<i>Moosewood Ecological</i>	<i>New England Forestry Consultants</i>
Reviewer 1 Score:	5	2.15
Reviewer 2 Score:	5	2.2
Reviewer 3 Score:	5	2.35
Reviewer 4 Score:	3.8	1.55

The selection committee conducted an interview with Moosewood Ecological, LLC on July 18, 2017. Committee members scored the interview based on the following criteria: understanding of project; proposed project schedule; key personnel experience; related projects/pertinent experience; resources (in-house vs. subcontracting); proposed schedule; responsiveness to concerns; and quality of presentation.

After the interview, the committee members met to discuss their scores, which are included in Table 2 below. The committee felt confident the firm meets the qualifications required for performing the work.

Table 1. Committee Scores on Consultant Interview	
<i>Firm Name:</i>	<i>Moosewood Ecological</i>
Reviewer 1 Score:	37
Reviewer 2 Score:	40
Reviewer 3 Score:	40
Reviewer 4 Score:	32

This project will be funded from the Land Use Change Tax Fund project cost center (Cost Center #90203), which has a remaining balance of \$97,504.

It is anticipated that timeframe for this project will be August 2017 through July of 2018.



City of Keene, N.H.
Transmittal Form

July 24, 2017

TO: Finance, Organization and Personnel Committee

FROM: Donald R. Lussier, P.E., City Engineer

THROUGH: Medard Kopczynski, City Manager

ITEM: 8.

SUBJECT: Contract Change Order - Bridge Design - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a change order with CHA, Inc. for an amount not to exceed \$11,000 for the Engineering Study phase of the bridge design project.

BACKGROUND:

The Rt. 10/Winchester Street Bridge over Ash Swamp Brook is one of the City's 14 "red-listed" bridges and is slated to be repaired/replaced as part of the New Hampshire Department of Transportation's (NHDOT's) ten-year plan. The bridge project is being funded through the States Municipal Bridge Aid Program, as such, the NHDOT reimburses the City for 80% of the cost of design and construction. The City had previously selected CHA, Inc. as the design consultant for this project.

As part of their Engineering Study scope of work, CHA submitted a Request for Project Review to the New Hampshire Division of Historical (NHDHR) Resources in February, 2017. The NHDHR responded to the initial submission with a request to complete a historical inventory of the 1941 bridge. This inventory was not anticipated and is outside the scope of CHA's current contract, and is required to be completed before NHDOT will authorize the City to proceed with the next phase of design. Therefore a contract change order is required. The change order will cover the cost for an archaeological/historical sub-consultant to complete the inventory as well as the additional coordination to be performed by CHA.

As required by the NHDOT's Municipal State Aid Bridge program, the change order must be pre-approved by the NHDOT. The City's portion of the cost for this change will not exceed 20% of \$11,000.00, or \$2,200.00.

The total of all change orders to date exceeds the City Manager's ten (10) percent authority therefore requiring City Council authorization. The total cost of this contract, including this change order and the previously approved change order, is within the budget allocated by City Council as part of the FY 16 CIP (90277).



City of Keene, N.H.
Transmittal Form

July 14, 2017

TO: Finance, Organization and Personnel Committee

FROM: Kürt D. Blomquist, P.E., Public Works Director/Emergency Management Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 9.

SUBJECT: Relating to the Reallocation of Bond Proceeds for Emergency Bridge Repairs - Public Works Department

RECOMMENDATION:

That Resolution R-2017-27, Relating to the Reallocation of Bond Proceeds from the FY15 Rehabilitation Project (90249) for Emergency Bridge Repairs is recommended for adoption by the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Resolution R-2017-27

BACKGROUND:

The City has three (3) bridges that have experienced unplanned failures that have either closed the bridge to traffic or created other restrictions.

The Baker Street Bridge over Beaver Brook has been restricted to one lane. A twenty-four (24) inch metal storm drain line located under the northern lane of Baker Street on the eastern side of the bridge has failed. The failure was the result of the corrugated metal rusting and collapsing, creating a “sink hole” and void under the eastern approach slab of the bridge. The Department has placed temporary barriers to close the northern lane to traffic. The Public Works Highway Division has been monitoring the issue to ensure the situation does not become worse or threaten the other lane of travel. If repairs are not done the bridge may have to be closed.

The proposed repair will include removing the concrete approach slab, replacing the failed storm drain line, back-filling, casting a new slab and restoring the road surface. The estimated cost of the repair is \$40,000. The plan is to add this work into the Baker Street Rehabilitation Project which is currently out to bid.

The Whitcombs Mill Road Bridge over White Brook has been closed since the discovery of significant guard rail damage during a routine inspection. The Whitcombs Mill Road Bridge is a one lane bridge and is on the State's Red List. The estimated cost for repairing the curbs and installing a new guard rail system on both sides of the bridge is \$32,000.

The guardrail on the east side of the Winchester Street/NH Rt. 10 Bridge over Ash Swamp Brook was sheared off in a vehicular accident. Temporary barriers have been in place creating lane restrictions. Due to high vehicle volume, 16,000 Average Annual Daily Traffic (including trucks), it is appropriate that the guardrail replacement

be with a crash-tested New Hampshire Department of Transportation metal beam rail system. The estimated cost is \$15,400.

The total cost for the emergency repairs for the three bridges is \$87,400.



CITY OF KEENE

R-2017-27

Seventeen

In the Year of Our Lord Two Thousand and

Relating to the Reallocation of Bond Proceeds from the FY15 Rehabilitation

A RESOLUTION Project (90249) for Emergency Bridge Repairs

Resolved by the City Council of the City of Keene, as follows:

That the sum of eighty-seven thousand and four hundred dollars (\$87,400) in bond proceeds be allocated from the FY15 Road Rehabilitation Project Account (90249) for emergency bridge repairs on the Baker Street Bridge, NH Rt. 10/Winchester Street Bridge and the Whitcombs Mill Road Bridge.

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

July 24, 2017

TO: Finance, Organization and Personnel Committee

FROM: Donald R. Lussier, P.E., City Engineer

THROUGH: Medard Kopczynski, City Manager

ITEM: 10.

SUBJECT: Wells Street Parking Structure - Contract Change Order - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a contract change order with Desman Associates, Inc. for the construction administration of the Wells Street Parking Structure Repairs Project in an amount not to exceed \$16,519.

BACKGROUND:

Repairs to the Wells Street Parking garage were completed in the fall of 2015 by Krisha Construction. During the late winter / early spring of 2016, several defects in the waterproofing membrane were observed.

City staff, in consultation with the design engineer and the membrane manufacturer, has determined the extent of required repairs and the methods to be employed. The construction contractor has agreed to complete these repairs under the terms of its five-year warranty. Therefore, no additional construction costs will be incurred for the warranty repair work.

The parking membrane is a specialty item and is an area that staff does not have the necessary expertise. The requested change will allow the City's design consultant to perform construction observation during the repairs.

Cost of this contract, including the proposed change order is within the budget appropriated by the City Council as part of the FY 16 Capital Improvement Project. Council approval is required since the change exceeds the City Manager's authority to approve change orders up to 10%.