Keene Housing
Board of Commissioners Special Meeting
March 11, 2021

Central Square Terrace Onsite COVID-19 Vaccination Clinic

Online Access: www.zoom.us/join
Enter Meeting ID: 824 9578 2024 Password: 945597
To Access by Phone: 1-646-558-8656
To Report a Technical Issue, Please Call: 603-313-0214

Keene Housing

BOARD OF COMMISSIONERS SPECIAL MEETING
THURSDAY, MARCH 11, 2021
11:30 A.M.
Online Access: www.zoom.us/join
Enter Meeting ID: 824 9578 2024 Password: 945597
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AGENDA

I. Call to Order

II. Roll Call

III. New Business

a. Approval of Contract for Asphalt, Concrete, and Railing/Ramp Project (Resolution No. 691)

b. Approval of Contract for General Contractor for the Bennett Block Renovation Project (Resolution No. 692)

c. Informational Memo: Status of Community Development Block Grant (CDBG) Project for the Rehabilitation of Bennett Block

IV. Public Comment

V. Non-Public Session
Convene to Non-Public Session to discuss:
A personnel matter pursuant to RSA 91-A:3, II (a); and
The acquisition, sale, or lease of land pursuant to RSA 91-A:3, II (d).

VI. Adjournment

Keene Housing

Resolution No. 691

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Contract for Asphalt, Concrete, Railing/Ramp Project

2. Date of Board Meeting: 3/11/2021

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners authorizes the 2021 Asphalt project be awarded to Tom Call Excavation, LLC and its funding not to exceed $250,000 pursuant to the March 2, 2021 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director.

4. All Backup Attached?

Yes X No ☐

If no, what is missing and when will it be submitted: _____

5. Department Head Approval Signature Sandra F Clark Date: 3-4-21

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes XX No __ Source _____

Account # _____

Finance Manager Approval Signature _____ Date: 3/4/2021

7. Executive Director Approval Signature _____ Date: 3/4/2021

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director SLC
Subject: Approval of project/contract
Date: March 2, 2021

This memorandum summarizes the procurement process and requests Board approval to contract for the following project:

Location: North & Gilsum, Forestview, 309 Water, Roxbury Ct.

Project Name: Asphalt/concrete/railing/ramp Project

- The scope of work for this project includes: The removal and replacement of identified asphalt and concrete walkways inclusive of reinstatement of all disturbed lawns, the replacement of precast stairs and metal railings throughout the 4 properties, the concrete sealing of one handicapped ramp located at Roxbury Court.
- The budget approved by the Board: $ 400,000
- Any additional funding needed? NO
- An open invitation was added to the: KH web page, Facebook page, direct invitations to local firms, Construction Summary, Dodge Reports, The Blue Book, Reed Construction and Construct Connect.
- The Request for Proposals were distributed to contractors on: February 2, 2021 and bids were due on February 26, 2021
- Number of contractors requesting RFP packets: Six
- Formal bid packets received by KH: One
- Lowest or winning bid with alternates: $ 155,181
- Change Order potential: Upgrading to Concrete $ 94,819
- Winning bid criteria if not price: price
- Board approval is being requested to award contract to: Tom Call Excavation LLC

Additional comments: Although we advertised broadly only one bid was received. The bid is $244,819 below budget, we would like to upgrade some areas with concrete so we are asking for $250k approval at this time. We have worked with and have been very satisfied with Tom Call Excavation on past projects.

Keene Housing

Resolution No. 692

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Contract for General Contract for Bennett Block Renovation Project

2. Date of Board Meeting: 3/11/2021

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners authorizes the 2021 General Contract for the Bennett Block Renovation project be awarded to Schroeder Construction Management and its funding not to exceed $1,177,000 pursuant to the March 4, 2021 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director.

4. All Backup Attached?

Yes X No ☐

If no, what is missing and when will it be submitted: _____

5. Department Head Approval Signature Sandra L Clark Date: 3-5-21

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes XX No __ Source _____

Account # _____

Finance Manager Approval Signature _____ Date: 3/5/2021

7. Executive Director Approval Signature _____ Date: 3/6/2021

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director SLC
Subject: Approval of project/contract
Date: March 4, 2021

This memorandum summarizes the procurement process and requests Board approval to contract for the following project:

Location: Bennett Block 32 Washington Street

Project Name: Bennett Block Renovations

- The scope of work for this project includes: Replacement of windows and exterior doors, elevator penthouse siding, electrical service upgrades, upgrade to sprinkler system, structural reinforcement, new flooring, new appliances, paint and patch
- The total renovation budget approved by the Board: $ 1,360,000
- Construction portion plus contingency budget: $ 1,177,000
- Any additional funding needed? NO
- An open invitation was added to the: KH web page, Facebook page, direct invitations to local firms, Construction Summary, Dodge Reports, The Blue Book, Reed Construction
- The Request for Proposals were distributed to contractors on: January 19, 2021 and bids were due on March 2, 2021
- Number of contractors requesting RFP packets: Seven
- Formal bid packets received by KH: Five
- Lowest or winning bid with alternates: $ 815,835
- Change order potential: increase scope of work $ 361,165
- Winning bid criteria if not price: price
- Board approval is being requested to award contract to: Schroeder Construction Management

Additional comments: The bid was under budget and the KH team is looking to increase the scope of work to match the budget plus contingency. We are asking for approval to "not exceed: $ 1,177,000.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan
From: Linda Mangones, Special Adviser for Planning and Development
Subject: Status of CDBG project for the rehabilitation of Bennett Block
Date: March 5, 2021

This information memorandum is provided to inform the Keene Housing Board of Commissioners that Monadnock Affordable Housing Corporation (MAHC) has made substantial progress on its project to rehabilitate Bennett Block.

The following steps have been taken to accomplish the rehabilitation project:

1. MAHC has applied for and received approval of a $500,000 CDBG grant to be used for the rehabilitation of Bennett Block.

2. MAHC has signed an easement agreement and a parking lease with Monadnock Family Services. The easement allows MAHC access and use of its ramp and rear exits, and the parking lease provides a parking space for the commercial tenant.

3. All residential tenants have been relocated to other Keene Housing properties; most are choosing to remain in those properties, but a few will return to Bennett Block.

4. All funding sources are available for the project. Eversource has committed $152,000 to the project for energy savings improvements.

5. The design is complete, an Invitation for Bids has been issued, and five bids have been received. All bids fall under the budget. MAHC expects to sign a construction contract with the low bidder within the next few weeks, and to begin work by about April 1. Construction is expected to last 5-6 months.

6. At a meeting March 11, 2021, MAHC will authorize the signing of a promissory note for the final funding source for the project, a $200,000 loan from Green Gap Funding LLC to be used for energy saving improvements. To some extent, these funds will be used as interim financing for the energy improvements; when funds from the Eversource rebate are received, they will be used to pay down the principal balance of this loan.