Keene Housing

Keene Housing
Board of Commissioners Special Meeting
July 13, 2021

Freshly Picked Strawberries from
Stone Arch Village Senior's Community Garden

Meeting Location:
Keene Housing
831 Court Street
Keene, NH 03431

Keene Housing

BOARD OF COMMISSIONERS SPECIAL MEETING
TUESDAY, JULY 13, 2021
3:00 P.M.
KEENE HOUSING
831 COURT STREET
KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. New Business

a. Approval of Contract for Capital Improvements at Harper Acres (Resolution No. 701)

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. 701

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Contract for Capital Improvements at Harper Acres

2. Date of Board Meeting: 7/13/2021

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the 2021 Harper Acres Improvement project be awarded to All Seasons Construction and its funding not to exceed $209,000 pursuant to the July 7, 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 _____ Date: _____

6. Statement of availability of funds by Finance Director

   Funds Budgeted and Available Yes XX No __ Source _____

   Account #_____

   Finance Director Approval Signature _____ Date: 7/8/2021

7. Executive Director Approval Signature _____ Date: 7/8/2021

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director
Subject: Approval of project/contract
Date: July 7, 2021

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

Location: Harper Acres

Project Name: HA Improvements

- The scope of work for this project includes: The Harper Acres improvements include sky light removal (14), brick entry work (10 buildings), replacing soffits on buildings, interior fire doors replacement (6 at 18 buildings).
- The budget approved by the Board: $ 197,000
- Any additional funding needed? The contract will be for $209,000. The bid is $12,000 over budget. There is budget available from another project that is planned to be under budget.
- 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: May 26 to June 2, 2021 bid notices and documents were sent out to eight contractors. Bids were due on July 1, 2021.
- Number of contractors showing interested in bidding: Three
- Formal bid packets received by KH: Two
- Lowest or winning bid with alternates: $ 209,000
- Winning bid criteria if not price: price
- Board approval is being requested to award contract to: All Seasons Construction

Additional comments: Although we advertised broadly only two bids was received, the low bid was close to budget. We have worked with and have been very satisfied with All Seasons Construction on past projects.