Keene Housing

Keene Housing
Special Board of Commissioners Meeting
November 8, 2021

Community Connections Craft Workshop at Central Square Terrace

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

Keene Housing

BOARD OF COMMISSIONERS SPECIAL MEETING
MONDAY, NOVEMBER 8, 2021
4:30 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 Riverbend Construction Project (Resolution No. 709)

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. 709

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Contract for Capital Improvement Riverbend Building

2. Date of Board Meeting: 11/ 8 /2021

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the 2021 Riverbend Office and Maintenance Building project be awarded to Cheshire Builders and its funding not to exceed $210,000 pursuant to the November 5, 2021 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director.

4. All Backup Attached?

   Yes XX No ☐

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

5. Department Head Approval Signature Sandra L Clark Date: 11-8-21

6. Statement of availability of funds by Finance Director

   Funds Budgeted and Available Yes XX No __ Source _____

   Account #_____

   Finance Director Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 11/6/21

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director SLC
Subject: Approval of project/contract
Date: November 5, 2021

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

Location: Riverbend Apartment, West Swanzey

Project Name: Property Manager Office and Maintenance Building

- The scope of work for this project includes: The approximately 450 square foot building will house a property manager office, maintenance garage/storage and bathroom.
- The original budget approved by the Board for 2021: Architect fees only at $15,000, then it was decided to apply CARES ACT funds to this project. The start of the project moved to November, 2021and will use $110,000 the CARES ACT funds by 12/31/2021. The remaining balance of the project $100,000 is in our budget list in 2022, totally $210,000.
- 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 Request for Proposals were distributed to contractors on: September 1, 2021 and bids were due on October 5, 2021
- Number of contractors requesting RFP packets: Five
- Formal bid packets received by KH: Four
- Lowest or winning bid with alternates: $193,119
- Winning bid criteria if not price: price
- Board approval is being requested to award contract to: Cheshire Builders

Additional comments: