



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
January 26, 2017
5:30 PM**

Mitchell H. Greenwald
Carl B. Jacobs
Terry M. Clark
Thomas F. Powers
Vacancy

-
1. Goose Pond Dam Improvements - Consultant Selection - Public Works Department
 2. Siting and Architectural Design of Wheelock Park Facilities - Parks, Recreation and Facilities Department
 3. American Legion Ball Field Agreement - Parks, Recreation and Facilities Department
 4. Relating to Parking Meter Rates - Holidays - Police Department
Ordinance O-2017-01
 5. Informational Update on the Charter Officer Evaluation Process
 6. FY 2018-2023 Proposed Capital Improvements Program
Public Health and Safety
Transportation

Non Public Session
Adjournment



January 19, 2017

TO: Finance, Organization and Personnel Committee

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

THROUGH: Medard Kopczynski, City Manager

ITEM: 1.

SUBJECT: Goose Pond Dam Improvements - Consultant Selection - 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 professional service contract with DuBois & King, Inc. for engineering and technical services for the Goose Pond Dam and Dike Improvements Project for an amount not to exceed \$106,389 with funding from Project Cost Center 90228.

BACKGROUND:

The City received a "Letter of Deficiency" (LOD) related to the Goose Pond Dam and Dike in October 2009 from the New Hampshire Department of Environmental Services (NHDES) Dam Bureau. Several of the deficiencies were corrected using City personnel and equipment. However, the other deficiencies identified by the NHDES were above common maintenance activities and would require detailed engineering investigation and design. The City Completed a Dam Master Plan in 2011 that contained a schedule for the corrections and upgrading of the City's High Hazard Dams including the Goose Pond Dam and Dike. The City Council appropriated funds for design and technical services as part of the FY 2017 Capital Improvement Plan (CIP). Construction funds are proposed as part of the FY 2019 CIP.

The City issued a Request for Proposals (RFP) for engineering and technical services required to address the identified deficiencies. A staff team comprising of the Parks and Recreation Director, the City Engineer and a Civil Engineer reviewed and ranked the five responses that were received. Proposals were reviewed based on the following criteria and weight:

Record of completing similar projects	20%
Experience/Training of assigned personnel	10%
Quality of Proposal	10%
Understanding of Project	20%
Compliance with Schedule	10%
Fee and Staffing levels	20%
Client References	10%

From the five responses the team identified the following three firms for interviews.

- The H.L. Turner Group
- DuBois & King, Inc.
- Pare Corporation

Interviews were held on January 17, 2017 by the review team. The firms were evaluated on the following criteria:

Understanding of Project	20%
Study Approach	10%
Key Personnel	10%
Pertinent Experience	10%
Cost / Fee	10%
Quality of Presentation	20%
Proposed Schedule	10%
Responsiveness to Concerns	10%

Below is a table of the composite scores of the team and the ranking of the three firms.

<u>Firm</u>	<u>Score</u>
Dubois & King, Inc	13.6
The H.L. Turner Group	12.7
Pare Corporation	12.3

It is recommended that the City Manager be authorized to negotiate and execute a professional service contract with DuBois & King, Inc. for design and technical services. DuBois & King submitted the lowest cost proposal, but this was not the sole reason for their selection.



January 20, 2017

TO: Finance, Organization and Personnel Committee

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

THROUGH: Medard Kopczynski, City Manager

ITEM: 2.

SUBJECT: Siting and Architectural Design of Wheelock Park Facilities - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to approve the expenditure of \$32,000.00 for the purposes of awarding Catlin & Petrovick for the Siting and Architectural Design of Wheelock Park Facilities.

ATTACHMENTS:

Description

02-17-04 Ranking Review

BACKGROUND:

The purpose of the RFP process was to solicit and hire an architectural firm to provide professional services for siting and design of two American with Disabilities Act (ADA) compliant restrooms at Wheelock Park as well as a new concession stand.

The RFP resulted in the receipt of five proposals for the site and architectural design of the concession stand and restrooms in Wheelock Park. After review of the proposals, two firms were interviewed; through this process Catlin & Petrovick (\$32,000) were recommended to be the architect of project choice.

This project is supported through the Capital Improvement Program FY 17 for Wheelock Park Improvements. The budget for the remaining projects is \$314,013.

Project Schedule as outlined in RFP:

Bid:	May 2017	On Schedule
Begin Construction:	June 2017	On Schedule

City of Keene
Project No. 02-17-04

Ranking of Proposals

Proposal Review Summary

Team Member	Firm #1	Firm #2	Firm #3	Firm #4	Firm #5
	C&P	Savoy	Scully	KCS	WSA
	Rank	Rank	Rank	Rank	Rank
Andy Bohannon	2.0	5.0	4.0	1.0	3.0
Chuck Sweeney	2.0	5.0	3.0	1.0	4.0
Brett Rusnock	4.0	5.0	3.0	1.0	2.0
PROPOSED FEE:	32K	84k	42k	34k	37k
Total	2			1	

Comments:
Interview C&P and KCS

Consultant Interview Summary

	Firm #1	Firm #2	Firm #3
	C&P	KCS	
	Rank	Rank	Rank
Chuck Sweeney	4.8	4.1	
Brett Rusnack	4.5	3.9	
Andy Bohannon	4.2	3.9	
PROPOSED FEE:	\$ 32	\$ 34	
Total	13.5	11.9	

Comments:
Recommendation of Caitlin & Petrovick



City of Keene, N.H.
Transmittal Form

January 20, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 3.

SUBJECT: American Legion Ball Field Agreement - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to negotiate and execute a control and use agreement between the American Legion Post #4 and the City of Keene for of the softball fields located at 797 Court Street.

BACKGROUND:

In September 2010, a 25 year control and use agreement concluded between the Gordon Bissell American Legion Post # 4 and the City of Keene for the use of softball fields located on Court Street. Since that time, one year agreements have been in place with the most recent agreement having expired in October 2016.

The 2016, an agreement fee of \$5000 was paid in two installments of \$2500 from the two adult softball leagues and the City.

This action will allow the City Manager to begin conversations with the Post Commander relating to future agreements.



City of Keene, N.H.
Transmittal Form

January 16, 2017

TO: Mayor and Keene City Council

FROM: Ginger Hill, Parking Services Manager

THROUGH: Brian Costa, Police Chief

ITEM: 4.

SUBJECT: Relating to Parking Meter Rates - Holidays - Police Department

COUNCIL ACTION:

In City Council January 19, 2017.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Ordinance O-2017-01, Relating to Parking Meter Rates - Holidays, be referred to the Finance, Organization and Personnel Committee for their consideration and a recommendation back to City Council.

ATTACHMENTS:

Description

Ordinance O-2017-01

BACKGROUND:

In response to former Councilor Kahn's request that the City consider waiving parking meter rates during the Thanksgiving Holiday, staff has prepared the attached Ordinance. This Ordinance also includes the list of City observed Holidays as part of the amendment in response to a suggestion from Councilor Powers.



CITY OF KEENE

O-2017-01

Seventeen

In the Year of Our Lord Two Thousand and

AN ORDINANCE
Relating to Parking Meter Rates – Holidays

Be it ordained by the City Council of the City of Keene, as follows:

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by adding the bolded underlined text and deleting the strike through text to the following provisions of Article III, "Parking", of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" Division 4, "Leased Spaces", Section 94-153 "Exceptions to parking regulations" as follows:

Sec. 94-153. - Exceptions to parking regulations.

The following vehicles shall be exempt from parking regulations as specified herein;

- (6) During the period seven days immediately preceding the Christmas Day holiday each year meter fees will be suspended at every metered space in the city, however established time limits will remain in effect.
- (7) During the period starting the day of Thanksgiving and extending through the entire Holiday Weekend each year meter fees will be suspended at every metered space in the city, however established time limits will remain in effect.**
- (8) On the following holidays and observed holidays: New Year's Day, Martin Luther King/Jonathan Daniels Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day and Christmas Day, each year meter fees will be suspended at every metered space in the city, however established time limits will remain in effect.**
- ~~(7)~~ **(9)** During any defined period where suspended by a vote of the city council under such terms and conditions as it may require.

In City Council January 19, 2017.
Referred to the Finance, Organization and
Personnel Committee.

City Clerk

Kendall W. Lane, Mayor