



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
November 29, 2018
6:30 PM**

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

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1. Use of Unspent Project Balance to Improve Park Avenue - Public Works Department
 2. Design Change Order – Cheshire Rail Trail - Phase III Project - Public Works Department
 3. Project Evaluator for IMLS Grant- Little Makers: Library STEM and Maker Activities for Very Young Learners Contract - Keene Public Library

MORE TIME ITEMS:

- A. Councilor Manwaring - License Fees for Events Requiring Staff Protocols

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

November 19, 2018

TO: Finance, Organization and Personnel Committee

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Use of Unspent Project Balance to Improve Park Avenue - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to use \$438,000 in unspent balances from the completed FY18 Road Rehabilitation Projects (90018, 90237, and 90249) for the rehabilitation of Park Avenue and to move Park Avenue from Fiscal Year 2021 to Fiscal Year 2019.

BACKGROUND:

The construction of the Cheshire Rail Trail, Phase III Project is scheduled for the spring/summer of 2019. This project is funded with a Federal Highway Administration (FHWA) "Transportation Alternative Program" (TAP) Grant. Under the TAP Grant program, the federal government reimburses 80% of eligible project costs.

A portion of this multi-use trail project will include an on-street loop along Park Avenue and Summit Road. The Multi-Use Trail project includes funds to only improve the shoulders of Park Avenue, which will become bike lanes. The project does not include the rehabilitation of the remainder (travel lanes) of Park Avenue. Park Avenue is currently planned for repaving in FY21. The cost to rehabilitate the remainder would not be an eligible cost of reimbursement by the Federal Government. The FY21 budget for this work, including design and contingency, is approximately \$447,000.

Over the last two years, the City has benefited from very attractive pricing for Asphalt. Because of this, the City has unspent project balance of approximately \$438,000 in the road improvement projects (Projects Accounts 90018, 90237, and 90249).

Since the the shoulders are being completed on Park Avenue as part of the Multi-Use Trail Project and the rehabilitation work is scheduled for FY21 it makes sense to move the remainder of work on Park Avenue up to coincide with the Multi-Use Trail Project. This will also provide the opportunity for more competitive bid pricing due to the larger scope of paving work. The design consultant will separate the eligible vs. ineligible costs so that we can be reimbursed for all eligible expenses. Finally, there is anticipated savings in design since the paving work is being completed as part of the larger project and therefore it is anticipated the remaining \$438,000 is sufficient.



City of Keene, N.H.
Transmittal Form

November 19, 2018

TO: Finance, Organization and Personnel Committee

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Design Change Order – Cheshire Rail Trail - Phase III Project - 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 design change order with CHA Consulting, Inc. for the Cheshire Rail Trail Phase III project in an amount not to exceed \$11,264.00, with funding for the participating and non-participating cost to come from the unspent project balance of the FY18 Road Rehabilitation projects.

BACKGROUND:

The City is currently planning for the construction of the Cheshire Rail Trail, Phase III in 2019. This project is funded with a Federal Highway Administration (FHWA) “Transportation Alternative Program” (TAP) Grant. Under the TAP Grant program, the federal government reimburses 80% of eligible project costs.

A portion of this trail project will include an on-street loop along Park Avenue and Summit Road. The Rail Trail project includes funds to improve the shoulders of Park Avenue, which will become bike lanes which are eligible cost for reimbursement. However, the rehabilitation of the travel lanes portion of park Avenue are not an eligible cost for reimbursement. Staff has submitted a separate request for authorization to accelerate the repaving of Park Avenue from FY21 to FY19 so that the work can be completed in conjunction with the CRT improvements. If the Council approves that request, the City's consultant will need to incorporate additional information into the CRT contract documents for this work. The estimated cost of this work is \$1,763. During the review of the project by the New Hampshire Department of Transportation (NHDOT) they requested additional information which required additional unanticipated survey, design, and technical work by the City's consultant. The total cost of this additional work is \$9,501. This expense is eligible for the 80% reimbursement with the City's share being \$1,900. They will also need to carefully delineate eligible and ineligible project costs in order for the City to be reimbursed to the maximum extent possible. The total cost to the City for this change order is \$3,664. The funds for this Change Order will come from the unspent balance of the FY18 Road Rehabilitation projects.



City of Keene, N.H.
Transmittal Form

11/16/2018

TO: Finance, Organization and Personnel Committee

FROM: Gail Zachariah, Head of Engagement, Outreach, and Youth Services

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Project Evaluator for IMLS Grant- Little Makers: Library STEM and Maker Activities for Very Young Learners Contract - Keene Public Library

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommends to the City Council that contract RFP 02-19-02 Project Evaluator for IMLS Grant be awarded to Peer Associates.

BACKGROUND:

An IMLS grant “Library STEM and Maker Activities for Very Young Learners,” was awarded to the Keene Public Library and accepted by City Council. The grant will provide programs for children age two (2) to six (6) and their parents or care providers. Programs are scheduled to begin in January 2019 and conclude September 20, 2021. Project evaluation is a core component of the grant. Approval of the evaluation contract with Peer Associates will enable the Keene Public Library to fulfill the requirements of the award.

The RFP was advertised on Public Purchase, City website under Public Notices from October 30th to November 26th and it ran in the Keene Sentinel. Peer Associates was the sole submitter. Peer Associates is a small NH evaluation firm that specializes in evaluating science-based education programs. Joy Kubarek will serve as the Principal Investigator. Dr. Kubarek is currently situated in Wilton, NH and serves as adjunct faculty at Antioch University, New England. Dr. Kubarek has over 15 years of experience conducting programs, research, and evaluation at institutions at such as ECHO Leahy Center for Lake Champlain, Louisville Zoo, and the Missouri Botanical Garden.

A selection committee comprised of Gail Zachariah (Head of Engagement, Outreach, and Youth Services), Tammy Parrott (Assistant Director), Tracy Snow (Little Makers Project Director), and Maureen Meyer (Substitute Librarian) reviewed the submission. The committee looked for a background with similar projects, references, and costs as well as approach and philosophy of evaluation. Consideration was given to such matters as contractor integrity, compliance with public policy, a record of past performance, and financial and technical resources. The committee was impressed and agrees that Peer Associates is well qualified. The committee recommends awarding the contract to Peer Associates.

The evaluation will include both formative and summative work with a naturalistic mixed-methodology, supporting the collection and analysis of quantitative and qualitative data. The search committee was particularly impressed by the evaluation approach taken by Peer Associates. Dr. Kubarek will train library staff in the established observation protocol. Retrospective pre-post surveys of parents/caretakers will be designed and administered. Interviews and focus groups will be conducted.

Peer Associates’ budget is \$59,000 (\$17,000 year 1, \$22,000 year 2, \$20,000 year 3) and will be funded through the IMLS grant.