



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
January 24, 2019
5:30 PM**

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

-
1. Request to Solicit and Report on Donations - Human Resources Department
 2. Request to Accept Wellness Grant - Human Resources Department
 3. Pamela Russell Slack - Public Restrooms at Former Transportation Center
 4. Downtown Restroom - Parks, Recreation and Facilities Director
 5. Adopt A Bench Donation - Parks, Recreation and Facilities Director
 6. Acceptance of Donation -St. James Thrift Shop - Parks, Recreation and Facilities Director
 7. Sponsorship Update - Parks, Recreation and Facilities Director
 8. Taxiway 'A' Engineering Contract - Airport Manager
 9. Solar Exemption Discussion - Assessing Department
 10. Relating to Water and Sewer Rates
Ordinance O-2019-02
 11. Capital Improvement Program - Public Health, Safety and Transportation

MORE TIME ITEMS:

- A. Future Consideration of 12 Gilbo Avenue - Parks, Recreation and Facilities Department
- B. Councilor Manwaring - License Fees for Events Requiring Staff Protocols

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

January 24, 2019

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth A. Fox, ACM/Human Resources Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Request to Solicit and Report on Donations - Human Resources Department

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to solicit and accept donations from local and regional businesses and service vendors to be used for events sponsored by employees in 2019.

BACKGROUND:

The internal employee groups that Human Resources supports solicited donations on one occasion this past year outside Community Night 2018. These donations were used to help fund the meal associated with the annual recognition event, and the Welcome & Recognition Committee forwarded them to the Holiday Luncheon Committee.

- Northeast Delta Dental, \$250.
- HealthTrust, \$150.

In addition to the Annual Recognition Event, events sponsored by employees may include the employee/retiree health fair, community night, job fairs, and other activities that help support a high quality of life for employees that support the services and amenities that enhance the quality of life for those who live, learn, and work in, as well as enjoy, the City of Keene.

We are very appreciative of the donations given by our service vendors and members of the greater Keene community.



City of Keene, N.H.
Transmittal Form

January 24, 2019

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth A. Fox, ACM/Human Resources Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Request to Accept Wellness Grant - Human Resources Department

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the wellness grant from HealthTrust to be used for employee wellness activities in 2019.

BACKGROUND:

Our health insurance vendor, HealthTrust, rewards member groups that train employees to act as Wellness Coordinators. Each employee, up to a maximum of four per organization, may be rewarded with \$500 each in wellness grant funds to be used as incentives for the group. The City put four people through HealthTrust's Wellness Coordinator Academy in January 2019, making us eligible for a \$2,000 grant. Our Wellness Coordinators for this calendar year are Maria Castellano and Duncan Watson of Public Works and Sherryl Zinn and Vicki Flanders of Human Resources.

Each Wellness Coordinator is required to complete at least one wellness campaign per calendar year, and is accountable for explaining how the funds were spent and how many participants were part of each campaign.

We are very appreciative of this grant opportunity for our employees, retirees, and their family members who are part of the HealthTrust group.



City of Keene, N.H.
Transmittal Form

January 8, 2019

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: 3.

SUBJECT: Pamela Russell Slack - Public Restrooms at Former Transportation Center

COUNCIL ACTION:

In City Council January 17, 2019.
More time granted.

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that this item be placed on more time.

ATTACHMENTS:

Description

Pamela Russell Slack Communications

BACKGROUND:

The Chairman pointed to the need for public restrooms downtown – he referred to the letter from Pamela Russell Slack regarding this matter and Ms. Russell Slack's request for putting this item on more time to allow her to attend when the matter is discussed.

Chair Greenwald made the following motion which was seconded by Councilor Chadbourne.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that this item be placed on more time.

December 11, 2018

To the Mayor and City Council:

I am requesting the Mayor and City Council do a comparison cost analysis between constructing bathrooms at the transportation center and The Portland Loo. Please include the installation of two bathrooms, connecting the bathrooms to the sewer line, the cost of maintaining the bathrooms daily and an approximate cost for an attendant. My concern with reopening the public bathrooms at the Transportation Center that without proper monitoring there will be significant issues as there were in the past. Safety should be considered.

I have included some information about the Portland Loo, which is solar powered, easy to clean with open grating to deter crime. Perhaps the Portland Loo could be incorporated into the plans for the skate park.

Thank you



Pamela Russell Slack
260 Beaver Street
Keene NH
03431

In City Council December 20, 2018.
Referred to the Municipal Services,
Facilities and Infrastructure Committee.



City Clerk



TRANSIT PLANNERS

Each solar-powered kiosk is easy to clean, with open grating to deter crime.

LOO LOOKS



See Gallery here...

DESIGNED BY THE CITY, FOR THE CITY

Portland's famous stand-alone bathroom, The Portland Loo, was developed by Madden Fabrication in conjunction with the City of Portland. Free and accessible around the clock, the Loos are designed specifically to prevent problems that are commonly experienced with public toilets. The sleek and modern kiosk discourages crime with graffiti-proof wall panels and open grating. And, they're easy to clean, with commonly used components that are easy to replace or upgrade. First installed over 10 years ago, The Portland Loo has proven to be a durable and inexpensive solution to keep your city clean and crime-free.

[READ MORE](#)

THE PROOF IS IN THE POTTY

**PREVENTS
CRIME**

The sleek and modern kiosk discourages crime with graffiti-proof wall panels and open grating that allows you to see if and how many people are inside.

READ MORE

**EASY TO
CLEAN &
MAINTAIN**

The coating on the steel wall panels makes it simple to clean with a hose, and all plumbing and building components are common and easy to replace or upgrade.

**INEXPENSIVE
TO INSTALL
AND RUN**

It can be delivered on site as a complete enclosure, and requires minimal utilities that can operate on solar power or low level volt power.

READ MORE

LOO, WHO?
READ MORE



City of Keene, N.H.
Transmittal Form

January 18, 2019

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Downtown Restroom - Parks, Recreation and Facilities Director

RECOMMENDATION:

Accept as informational.

BACKGROUND:

At the October 25, 2018 Finance, Organization, and Personnel Committee more time was granted for determination of the future use of 12 Gilbo Ave. The purpose provided staff the opportunity to continue working with a local architect to gain a true cost of converting the existing floor plan to a public restroom. The project was originally proposed in the Capital Improvement Program (CIP) to be funded in FY2020; this has since changed with the project being removed for the purpose of including it into a larger project for the downtown and Gilbo Avenue footprint.

Previously in the Transportation Center, when a public bus service operated a daily schedule, a public restroom was available through the inside of the bus station. Upon closure of the station, a reconfiguration occurred placing the public restrooms in the rear of the building along the Cheshire Rail Trail alley between Margarita's. This proposal utilized the current leased space at 12 Gilbo Avenue with an entrance street side to create more visibility; the restroom was a single ADA compliant stall. The budget estimate proposed in the CIP was \$104,600.00 (Construction \$88,000, Contingency (7.5%) \$6,000, Design Fees \$10,000).

In comparison to the Portland Loo, depending on features, was estimated at \$134,000.00.



City of Keene, N.H.
Transmittal Form

January 18, 2019

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Adopt A Bench Donation - Parks, Recreation and Facilities Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of a bench from the Keene High School Class of 1956 and that the bench be placed along the Cheshire Rail Trail.

BACKGROUND:

The Keene High School Class of 1956 purchased a bench to donate to the City through the Adopt-A-Bench program. The bench was given in memory of their classmates.

The bench will be installed upon its delivery near Pitcher Street.

The Adopt A Bench Program provides and bench, a plaque, and the installation for \$1,200.00.



City of Keene, N.H.
Transmittal Form

January 18, 2019

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 6.

SUBJECT: Acceptance of Donation -St. James Thrift Shop - Parks, Recreation and Facilities Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$750.00 from the St. James Thrift Shop and that the money is used by the City's Martin Luther King Jr. / Jonathan Daniels Committee for its annual programming.

BACKGROUND:

For many years the St. James Episcopal Church Thrift Shop has made an annual donation towards the programming effort of the Martin Luther King Jr. / Jonathan Daniels Committee. This year's donation is \$750.00. This will greatly assist the Committee with future programs that will focus on the celebration of diversity and social justice.



City of Keene, N.H.
Transmittal Form

January 18, 2019

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 7.

SUBJECT: Sponsorship Update - Parks, Recreation and Facilities Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee accept the sponsorship update for Wheelock Park and the summer concert series as informational.

BACKGROUND:

The sponsorship policy adopted in April 2016 continues to provide new opportunities. Local businesses have found the sponsor relationship to be beneficial and allow them to reach a larger audience and gain additional exposure through the Parks and Recreation Department.

American House has sponsored the summer concert series to provide additional concert dates. The summer concerts will start June 12th and continue through August 28th. The financial value of the sponsorship is \$5,000.00.

SepticPro has secured three banner placements at Wheelock Park for a one year agreement beginning February 1, 2019 with an option to renew on an annual basis. In addition, they have sponsored one additional summer concert for the downtown concert series. The financial value of the sponsorship is \$1,250.00.

Additional sponsorship opportunities are still in progress. To learn more about opportunities through the department, organizations should contact the department online or by phone.



City of Keene, N.H.
Transmittal Form

January 15, 2019

TO: Finance, Organization and Personnel Committee

FROM: Jack Wozmak, Airport Manager

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 8.

SUBJECT: Taxiway 'A' Engineering Contract - Airport Manager

RECOMMENDATION:

Move that the City Manager be authorized to all things necessary to execute a Professional Engineering Services contract with Dubois & King for the design and construction administration of the Taxiway 'A' extension and reconstruction.

ATTACHMENTS:

Description

Dubois & King Taxiway A Contract

BACKGROUND:

We have begun the engineering and design work to carry out the extension and reconstruction of Taxiway 'A' consistent with the airport Capital Improvement Plan and Airport Master Plan. The extension will add approximately 1,390 feet servicing the primary runway (02/20). The current taxiway was constructed in 1989. The taxiway will remain in the current location with the extension continuing to the South. The extension of this taxiway will provide a path to the end of runway 02 and will eliminate the dangerous practice of planes having to back up in order to take off. Completion of this grant is subject to receipt of grants from the FAA and NHDOT. The City portion is 5% and is included within the existing Keene Capital Project Plans. The Professional Engineering Services contract has been reviewed by the City Attorney and the City Engineer. The contract fees have been reviewed independently by a separate consultant for reasonableness and completeness, per FAA regulations.

**AGREEMENT FOR
PROFESSIONAL ENGINEERING SERVICES**

**RELOCATE AND LIGHT TW A EXTENSION AND
RECONSTRUCT AND LIGHT TW A, TW A1 AND TW T**

SBG 08-18-2018

AT THE

**DILLANT-HOPKINS AIRPORT
KEENE, NEW HAMPSHIRE**

DECEMBER 2018

**Prepared By:
DuBOIS & KING, INC.
18 Constitution Drive, Suite 8
Bedford, NH 03110**

**DILLANT-HOPKINS AIRPORT
KEENE, NH**

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Attachments

Engineering Fee Summary and Labor-hour Spreadsheets

Certificate of Insurance

**AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES
FOR THE FOLLOWING:**

**RELOCATE AND LIGHT TW A EXTENSION AND
RECONSTRUCT AND LIGHT TW A, TW A1 AND TW T**

SBG 08-18-2018

AT THE

**DILLANT-HOPKINS AIRPORT
KEENE, NEW HAMPSHIRE**

THIS AGREEMENT entered into this ____ day of December 2018 by and between the City of Keene, acting through its Airport Commission, hereinafter referred to as the Owner, and the firm of DuBois & King, Inc., 18 Constitution Drive, Suite 8, Bedford, NH, referred to as the Engineer, for study development and administrative services in connection with improvements to the Dillant-Hopkins Airport as hereinafter specified:

WITNESSETH THAT:

WHEREAS, the Owner proposes to perform the extension of Taxiway A (1800' x 35') and reconstruction of Taxiway A (4000' x 35'), Taxiway A1 (approx. 35' x 500'), Taxiway A2 (approx. 35' x 500') and Taxiway T (approx. 35' x 500'). Taxiway A and the stubs are currently not lit so new taxiway edge lighting and signage will be included with the project. Taxiway stubs reconstruction will be from the holdlines and east but pavement west of the hold lines on these stub taxiways will be narrowed to meet current FAA standards and will not be reconstructed. Other components of the project shall consist of grading, TW lighting, erosion control, storm drainage design, paving, marking and environmental permitting.

WHEREAS, the Owner desires professional engineering services in connection with the aforesaid study to be developed in compliance with the regulations of the Federal Aviation Administration (FAA), and the New Hampshire Department of Transportation – Bureau of Aeronautics (NH DOT) hereinafter referred to as the State Bureau of Aeronautics; and;

NOW THEREFORE, the Engineer for the fees and reimbursements estimated to total \$ 599,688 for this project and not to be exceeded unless a supplemental agreement is executed by both parties to the Agreement with approval by the participating Agencies named above, agrees to furnish professional engineering services to the Owner in accordance with the following Articles:

ARTICLE A - COLLECTION OF DATA

The Engineer or Sub-consultant agrees to furnish and perform professional services as follows:

1. Assist the Dillant Hopkins Airport (herein referred to as Owner) in defining the project scope and preparing a project budget.
2. Arrange, attend, and conduct a Pre-Design Conference with the Owner, the New Hampshire Department of Transportation – Bureau of Aeronautics (NHDOT) and prepare a memorandum of the meeting.
3. Collect and organize existing plans of record, to the extent they are available, to aid in the preparation of an existing conditions base plan and to aid in the establishment of existing utilities in the immediate area.
4. Determine the limits of survey, establish horizontal and vertical control, and collect existing field topographic survey data for the reconstruction portion of the project area. The Engineer will coordinate with and retain the services of a qualified surveyor to perform topographic surveys.
5. Reduce the field survey, plot notes, add contours and prepare an existing conditions base plan to be utilized for final engineering.
6. Arrange for and subcontract with a qualified soil testing contractor to conduct soils exploration within the project limits to determine existing soils conditions. All geotechnical investigation shall be in accordance with the procedures outlined in the FAA Advisory Circular 150/5320-6F Airport Pavement Design and Evaluation. The Engineer will determine the appropriate locations and number of borings to be conducted and field stake boring locations. Geotech work will follow response from SHPO on the D&K RPR submission to SHPO.

ARTICLE B - STUDIES, DESIGN AND CONSTRUCTION DRAWINGS, SPECIFICATIONS AND CONSTRUCTION DOCUMENTS

The Engineer or Sub-consultant agrees to furnish and perform professional services as follows:

1. Arrange for the preparation of a geotechnical report summarizing the data collected, observations made and conclusions generated by the soil testing contractor. Begin to analyze the report for conceptual soil treatment design.
2. Prepare a conceptual horizontal layout plan for Taxiway A and stubs.
3. Analyze existing drainage patterns for runway extension area and prepare a conceptual storm drainage design to collect runoff and discharge without erosion or contamination to sensitive areas. The drainage will be designed in accordance with the federal National Pollutant Discharge Elimination System (NPDES), the New Hampshire Department of Environmental Services (NHDES), local regulations and common engineering practice.
4. Prepare conceptual vertical layout plan for Taxiway A extension including profiles.
5. Prepare conceptual vertical layout plan for Taxiway A reconstruction including profiles.

6. Prepare conceptual vertical layout plan for Taxiway A1 reconstruction including profiles.
7. Prepare conceptual vertical layout plan for Taxiway A2 reconstruction including profiles.
8. Prepare conceptual vertical layout plan for Taxiway T reconstruction including profiles.
9. Develop typical pavement sections.
10. Prepare a conceptual pavement marking plan
11. Prepare a conceptual Taxiway edge lighting plans.
12. Identify haul routes and contractor staging areas.
13. Prepare a conceptual construction phasing plan.
14. Prepare an index of technical specifications and outline bid items.
15. Perform a detailed quality assurance / quality control of the conceptual construction documents.
16. Prepare conceptual quantity take-off and estimate.
17. Produce conceptual design drawings for submission to the Owner for review and comment.
18. Attend a conceptual design review meeting.
19. Finalize the horizontal layout plan for Taxiway A extension.
20. Finalize the horizontal layout plan for Taxiway A reconstruction.
21. Finalize the horizontal layout plan for Taxiway A1 reconstruction.
22. Finalize the horizontal layout plan for Taxiway A2 reconstruction.
23. Finalize the horizontal layout plan for Taxiway T reconstruction.
24. Prepare preliminary grading and drainage plans including erosion control measures for Taxiway A extension.
25. Prepare preliminary grading and drainage plans including erosion control measures for Taxiway A reconstruction.
26. Prepare preliminary grading and drainage plans including erosion control measures for Taxiway A1 reconstruction.
27. Prepare preliminary grading and drainage plans including erosion control measures for Taxiway A2 reconstruction.
28. Prepare preliminary grading and drainage plans including erosion control measures for Taxiway T reconstruction.
29. Perform preliminary storm drainage calculations and prepare a storm drainage report for the project.
30. Prepare preliminary storm drainage and erosion control.
31. Finalize the vertical layout plan for Taxiway A extension.
32. Finalize the vertical layout plan for Taxiway A reconstruction.
33. Finalize the vertical layout plan for Taxiway A1 reconstruction.
34. Finalize the vertical layout plan for Taxiway A2 reconstruction.
35. Finalize the vertical layout plan for Taxiway T reconstruction.
36. Develop Taxiway A extension cross sections.
37. Develop Taxiway A reconstruction cross sections.
38. Develop Taxiway A1 reconstruction cross sections.
39. Develop Taxiway A2 reconstruction cross sections.
40. Develop Taxiway T reconstruction cross sections.

41. Perform preliminary pavement design.
42. Prepare preliminary pavement marking plan.
43. Prepare preliminary taxiway edge lighting plan.
44. Perform preliminary electrical analysis of the proposed lighting.
45. Develop preliminary electrical details and prepare one-line diagrams for various power connections including electrical vault modifications.
46. Develop a preliminary sequence of operations and phasing plan.
47. Prepare Construction Safety & Phasing plan and submit form 7460 to FAA.
48. Prepare a draft set of technical specifications and bid items.
49. Perform a detailed quality assurance / quality control of the preliminary construction documents.
50. Prepare preliminary quantity take-off and estimate.
51. Produce preliminary design drawings for submission to NHDOT and the Owner for preliminary review and comment.
52. Attend a preliminary design review meeting.
53. Perform final pavement design per FAA advisory circular design criteria.
54. Prepare final grading and drainage plan with erosion control and water quality measures for Taxiway A extension.
55. Prepare final grading and drainage plan with erosion control and water quality measures for Taxiway A reconstruction.
56. Prepare final grading and drainage plan with erosion control and water quality measures for Taxiway A1 reconstruction.
57. Prepare final grading and drainage plan with erosion control and water quality measures for Taxiway A2 reconstruction.
58. Prepare final grading and drainage plan with erosion control and water quality measures for Taxiway T reconstruction.
59. Finalize storm drainage calculations and storm drainage report for the entire project.
60. Develop final Taxiway A extension cross sections.
61. Develop final Taxiway A reconstruction cross sections.
62. Develop final Taxiway A1 reconstruction cross sections.
63. Develop final Taxiway A2 reconstruction cross sections.
64. Develop final Taxiway T reconstruction cross sections.
65. Prepare final pavement marking plan.
66. Prepare final taxiway edge lighting and signage plan.
67. Perform final electrical analysis of the proposed edge lighting and airfield signage.
68. Finalize marking, lighting and signage details.
69. Prepare final construction sequence of operations and phasing plan.
70. Prepare a final set of bid documents.
71. Perform a detailed quality assurance / quality control of the final construction documents.
72. Prepare final quantity take-off and estimate.
73. Attend final design review meeting.

ARTICLE C – PERMITTING

1. Attend Wetland Permit pre-application meeting with NHDES, USACE.
2. Prepare documentation of minimization and avoidance measures for design of project.
3. Conduct a file review with the NH Natural Heritage Bureau, coordinate with NH Fish & Game and NH Audubon society.
4. Develop wetland mitigation narrative
5. Conduct wetland delineation reconstruction portion of the project area by a certified wetlands scientist.
6. Prepare wetlands delineation report.
7. Prepare wetlands impact plans.
8. Attend Swanzey Conservation Commission meetings (3 budgeted).
9. Develop a compensatory mitigation proposal.
10. Prepare and submit NHDES Wetland Application.
11. Attend Alteration of Terrain permit pre-application meeting with NHDES.
12. Prepare soil survey mapping and report.
13. Prepare infiltration feasibility report.
14. Prepare and submit NHDES Alteration of Terrain permit application.

ARTICLE D - BIDDING ARRANGEMENTS

1. Prepare bid proposal forms and contract document packages ready for online plan distribution, including preparation of plan holder documentation forms.
2. Prepare advertisement for construction bids. Coordinate with owner to place ad in the newspaper, Dodge Reports & the Central Register.
3. Distribute plans during the bid process.
4. Administer return of bid documents.
5. Arrange, attend and conduct a Pre-Bid Conference.
6. Respond to RFI's and prepare Addenda.
7. Provide Owner assistance during bid process.
8. Coordinate and administer receipt of bids and conduct bid opening.
9. Analyze bid results, prepare bid abstract, verify contractor qualifications, contact references, review contractor qualifications including superintendent resume, contractor equipment list, and financial statements and prepare a recommendation of construction contract award.
10. Advise Airport on award of construction contract.
11. Prepare and review construction contracts for proper form of Contract Bonds, DBE requirements, required federal certifications and proper signatures by the contractor prior to submitting to Owner for execution.

ARTICLE E - ADMINISTRATION

1. Prepare the grant application including project justification, program narrative, and required attachments for submission to NHDOT. Distribute and coordinate grant application to NHDOT.
2. Prepare engineering contract, scope of services and fee schedule.
3. Coordinate with NHDOT for grant offer and execution and return to NHDOT.
4. Prepare DBE plan for three year period.
5. Review contractor payment requests; make payment recommendations, and prepare NHDOT reimbursement requests six (6) including supporting invoices and documentation.
6. The Engineer shall provide project administration support required due to Federal participation in the project; specifically, the Engineer shall consult and correspond, as necessary, with the Owners financial officer on the following:
 - Obtaining data on funds expended and identifying which funds may be eligible for participation in Federal Grant payments.
 - Obtaining data on the Owners administrative costs and identifying which costs may be eligible to satisfy Federal participation.
7. The Engineer shall consult as necessary with the Federal Auditor or State Auditor in connection with the preparations of a final audit and provide overall project coordination.
8. Maintain records for a period of seven years after the date of final completion.
9. Prepare documents and paperwork to close-out documents to meet FAA and NHDOT project record requirements.

ARTICLE F - CONSTRUCTION ENGINEERING SERVICES

1. Arrange for and conduct the Pre-Construction Conference.
2. Review and process contractor submittals/shop drawings.
3. Review and process up to four (4) change order proposals.
4. Review contractor's monthly construction schedule.
5. Make approximately six (6) periodic observation visits to the construction site.
6. Resident inspector support.
7. Prepare, analyze and submit six (6) pay estimates for Contractor, Owner, and Engineer signature and Final Construction Documentation.
8. Arrange and conduct final project inspection with Contractor, Owner, and NHDOT.
9. Field survey measurements and prepare as-built drawings.
10. Coordination with Owner/NHDOT.
11. Update the Airport Layout Plan to reflect the project construction.

ARTICLE G - RESIDENT ENGINEER

1. Attend a Pre-Construction Conference.
2. Resident Inspection. (14 weeks @ 50 hrs/week)
3. Coordinate, attend and document final inspection with the Owner and Contractor.
4. Provide final closeout and prepare documentation.

ARTICLE H - GENERAL PROVISIONS

1. Additional Services

If, during the term of this Agreement, additional services are required, other than those services specified above, the Owner may, in writing, order the Engineer to perform such services, and for such services, the Engineer shall be paid for direct payroll plus 164.36% for overhead, (or the current federal allowed overhead then in effect) plus subconsultants, plus a fixed fee, plus out-of-pocket expenses directly chargeable to the project.

Additional work, beyond the limits of this Agreement, will not be performed by the Engineer without the advance approval of the Owner and the concurrence of the Federal Aviation Administration and NHDOT – Bureau of Aeronautics in writing.

2. Termination of Agreement for Cause

If, through any cause, the Engineer shall fail to fulfill in timely and proper manner his obligations under this Agreement, or if the Engineer shall violate any of the covenants, agreements, or stipulations of this Agreement, the Owner shall thereupon have the right to terminate this Agreement by giving written notice to the Engineer of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, finished or unfinished documents, data, studies, and reports prepared by the Engineer under this Agreement shall, at the option of the Owner, become its property and the Engineer shall be entitled to receive just and equitable compensation for any work completed on such documents.

3. Termination for Convenience of the Owner

The Owner may terminate this Agreement any time by a notice in writing from the Owner to the Engineer. If the Agreement is terminated by the Owner as provided herein, the Engineer will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Engineer covered by this Agreement, less payments of compensation previously made: Provided, however, that if less than sixty percent of the services covered by this Agreement have been performed upon the effective date of such termination, the

Engineer shall be reimbursed (in addition to the above payment) for the portion of the actual out-of-pocket expenses (not otherwise reimbursed under this Agreement) incurred by the Engineer during the Agreement period which are directly attributable to the uncompleted portion of the services covered by this Agreement.

4. Court Appearances

The Engineer shall be paid for professional services in a legal action or expert witness case for preparation and court appearances, a fee of \$1,000.00 per eight hour day, \$600.00 per half day or any fraction thereof, plus any company personnel required, at the personnel costs times a factor of 3.0. The Engineer shall be reimbursed for direct non-salary expenses, including, but not limited to, automobile travel at the current Federal maximum rate (now \$0.55 per mile), commercial air travel at cost, long distance telephone, subsistence, printing and reproduction.

The fee is not related to the findings of any Court concerning the adequacy or inadequacy of the Engineer's services, but is to be paid by the Owner regardless of the decision of the Court.

5. The Engineer shall be compensated for any additional expenses incurred by attending meetings at geographical locations other than: Bedford N.H., Keene NH., or Concord NH.
6. The Owner must assist in obtaining town authority approvals, give the Engineer access to the airport, issue NOTAMS for the Engineer and supply historical file data when needed by the Engineer.
7. The Engineer shall assign an experienced Registered Professional Engineer, acceptable to the OWNER, FAA and NHDOT, to be in responsible charge of the work performed under the Agreement. The Engineer shall not replace the person in charge without permission of the OWNER. The Engineer shall assign such personnel to the work as may be necessary from time to time to complete the work required.
8. When the tentative schedule, Article F, is extended by a length of time (greater than six (6) months) sufficient to cause a change in employee wage rates and project expense rates, due to circumstances beyond the control of the Engineer, the Engineer shall be entitled to renegotiate the uncompleted lump sum fee and cost-plus-fixed fee estimated amounts contained within this Agreement in proportion to the change in employee wage rates and project expense rates.
9. The Owner may extend the date for delivery of completed plans and contract documents beyond the time specified when the work has been delayed for reasons beyond the control of the Engineer, or due to a delay in submission of material being furnished by

the Owner. The Engineer may present to the Owner in writing his request for extension of the allotted time together with its justification therefore. The Owner will evaluate such request and he may grant such extension of time as is warranted thereby after approval of the Federal Aviation Administration and the NHDOT Bureau of Aeronautics.

10. The Engineer agrees that he will, before commencing the performance of this Agreement, provide Workmen's Compensation Insurance for the benefit of persons employed under this Agreement, and shall continue such insurance in full force and effect during the term of this Agreement. In addition, the Engineer shall procure and maintain insurance during the term of this Agreement in the amounts and for the types of coverage indicated below:

Commercial General Liability Insurance with limits to \$2,000,000 per occurrence and \$4,000,000 in aggregate;

Automobile Liability, Bodily Injury and Property Damage, with limits to \$1,000,000 combined single incident. The Engineer shall furnish proper certificates evidencing this coverage.

Umbrella liability of \$5,000,000 per occurrence and \$5,000,000 in aggregate.

Worker's Compensation and Employer's Liability of \$500,000 per each accident; \$500,000 disease and \$500,000 policy limit.

ARTICLE I- PERFORMANCE

A tentative schedule for the execution of the above-mentioned engineering services shall be established at a pre-design conference attended by the Owner, the Engineer, Federal Aviation Administration and State Aeronautics Agency and shall become part of this contract. The Engineer shall not start work until a completed, signed and an approved agreement is received by all parties. If so ordered in writing by the Owner, the Engineer may begin the agreement work prior to receiving a completed contract. The initial project schedule is as follows:

INITIAL PROJECT SCHEDULE

<u>Item</u>	<u>Completion/Submission Date</u>
Contract Execution	January 7, 2019
Preliminary Submittal	January 15, 2019
Final Submittal	February 15, 2019

Advertise for Bids	February 19, 2019
Bid Opening	March 22, 2019
Grant Application to NHDOT	April 1, 2019
Award & Execute Construction Contract	July 2019
Construction Start	July 2019
Construction Completion	December 2019

ARTICLE J - BASIS OF PAYMENT

The Owner hereby agrees to pay the Engineer for services performed under this Agreement as follows: Articles A, B, C and D shall be based on a lump sum fee.

- a. Article A, Collection of Data. The fee for Article A is a lump sum amount of \$56,750.00 arrived at as follows:

Direct Payroll	\$ 6,331.00
Overhead (164.36%)	\$ 10,405.00
Fixed Fee (10%)	\$ 1,674.00
Expenses	<u>\$ 38,340.00</u>
Lump Sum Fee for Article A	\$ 56,750.00

- Article B – Study Preparation. The fee for Article B is a lump sum amount of \$217,103.00 arrived at as follows:

Direct Payroll	\$ 72,449.00
Overhead (164.36%)	\$119,077.00
Fixed Fee (10%)	\$ 19,152.00
Expenses	<u>\$ 6,425.00</u>
Lump Sum Fee for Article B	\$217,103.00

- Article C – Permitting. The fee for Article C is a lump sum amount of \$62,072.00 arrived at as follows:

Direct Payroll	\$ 19,413.00
Overhead (164.36%)	\$ 31,907.00
Fixed Fee (10%)	\$ 5,132.00
Expenses	<u>\$ 5,620.00</u>
Lump Sum Fee for Article C	\$ 62,072.00

Article D – Bid Phase. The fee for Article D is a lump sum amount of \$20,490.00 arrived at as follows:

Direct Payroll	\$ 6,245.00
Overhead (164.36%)	\$ 10,264.00
Fixed Fee (10%)	\$ 1,651.00
Expenses	<u>\$ 2,330.00</u>
Lump Sum Fee for Article D	\$ 20,490.00

Article E – Administration. The fee for Article E is a lump sum amount of \$38,500.00 arrived at as follows:

Direct Payroll	\$ 12,954.00
Overhead (164.36%)	\$ 21,291.00
Fixed Fee (10%)	\$ 3,425.00
Expenses	<u>\$ 830.00</u>
Lump Sum Fee for Article E	\$ 38,500.00

Article F – Construction Engineering Services. The estimated fee for Article F is a not-to-exceed amount of \$109,860.00 arrived at as follows:

Direct Payroll	\$ 23,931.00
Overhead (164.36%)	\$ 39,333.00
Fixed Fee (10%)	\$ 6,326.00
Expenses	<u>\$ 40,270.00</u>
Not to exceed Fee for Article F	\$109,860.00

Article G – Resident Inspection. The estimated fee for Article G is a not-to-exceed amount of \$94,913.00 arrived at as follows:

Direct Payroll	\$ 28,960.00
Overhead (164.36%)	\$ 47,598.00
Fixed Fee (10%)	\$ 7,655.00
Expenses	<u>\$ 10,700.00</u>
Not to Exceed Fee for Article G	\$ 94,913.00

- b. Payments are to be made to the Engineer monthly based on an estimated percent of completion of Articles A, B, C, D and E. Payments will be made monthly for engineering services under Article F and G for labor-hours actually worked at the actual payroll rate plus the applicable overhead rates plus a fixed fee plus all out-of-pocket expenses directly chargeable to the project.

- c. The out-of-pocket expenses will also include, but are not limited to, travel mileage billed at the maximum allowed Federal mileage rate (now \$0.55 per mile), long distance telephone calls, faxes, and postage.
- d. The fixed fee shall not be increased except by a Supplemental Agreement amendment for additional services, which substantially increases the scope of services or time for completion.
- e. Any state sales taxes for professional services, which may be applicable to the consulting engineer's services furnished under this contract shall be paid by the Owner.
- f. In the event payment to the Engineer is delayed beyond 60 days from the date of the Engineer's invoice, the Engineer shall receive at the current prime rate of the Chase Manhattan Bank, interest on the unpaid balance from said sixtieth day, subject to state limitations on maximum interest rates.
- g. DuBois & King agrees to name the City of Keene and the New Hampshire Department of Transportation as additional insured on its Commercial General Liability insurance policy for the duration of the Dillant-Hopkins Airport project.

ARTICLE K - ASSURANCE STATEMENT OF THE ENGINEER

DuBois & King, Inc., the Engineer for the subject project, hereby assures that the services performed will be conducted in compliance with the following:

- a. Compliance with Regulation. The Engineer shall comply with the Regulation relative to nondiscrimination in Federally assisted programs of the Department of Transportation "DOT" Title 49 Code of Federal Regulation, Part 21, as they may be amended from time to time hereinafter referred to as the Regulations, which are herein incorporated by reference and made a part of this Agreement.
- b. Nondiscrimination. The Engineer with regard to the services performed, shall not discriminate on the grounds of race, color, sex or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Engineer shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.

- c. Solicitations for Subcontracts. In solicitations by competitive bidding or negotiation made by the Engineer for services to be performed under a subcontract including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Engineer of the Engineer's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- d. Information and Reports. The Engineer shall provide information and reports required by the Regulations, directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Owner or the NHDOT Bureau of Aeronautics to be pertinent to ascertain compliance with such Regulations, orders and instructions, where any information required of an Engineer is in the exclusive possession of another who fails or refuses to furnish this information, the Engineer shall so certify to the Owner or the NHDOT Bureau of Aeronautics as appropriate, and shall set forth what efforts it has made to obtain the information.
- e. Sanctions for Noncompliance. In the event of the Engineer's noncompliance with the nondiscrimination provisions of this contract, the Owner shall impose such contract sanctions as are appropriate, including but not limited to:
1. withholding of payments to the Engineer under the Agreement until the Engineer complies, and/or
 2. cancellation, termination, or suspension of the Agreement, in whole or in part.
- f. Incorporation of Provisions. The Engineer shall include the provisions of paragraphs "a" through "e" in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Engineer shall take such action with respect to any subcontract or procurement as the Owner or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event an Engineer becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Engineer may request the Owner to enter into such litigation to protect the interests of the Owner and/or the interests of the United States and the State.
- g. Disadvantaged Business Enterprise DBE Assurance Policy. It is the policy of the Department of Transportation (DOT) that disadvantaged business enterprises, as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this agreement.

- h. DBE Obligation. The Engineer agrees to ensure that disadvantaged business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, Contractors shall take necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform Agreement. Contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

ARTICLE L - CERTIFICATIONS OF ENGINEER

I hereby certify that I am the President and duly authorized representative of DuBois & King, Inc. whose address is 18 Constitution Drive, Suite 8, Bedford, NH 03110, and that neither I nor the above firm I here represent has:

- a. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Engineer) to solicit or secure this Agreement,
- b. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or
- c. paid, or agreed to pay, to any firm, organization, or person (other than a bona fide employee working solely for me or the above Engineer) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the Agreement; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Bureau of Aeronautics of the New Hampshire Department of Transportation, in connection with this Agreement involving participation State Block Grant, and is subject to applicable State and Federal laws, both criminal and civil.

Jeffrey W. Tucker, P.E.
President

ARTICLE M- COOPERATION

The Engineer shall cooperate with representatives and employees of the City of Keene and also the representatives of the Federal Aviation Administration, State Bureau of Aeronautics so that the project may proceed expeditiously and economically. It is understood that the Owner, the Federal Aviation Administration, and the State Bureau of Aeronautics will furnish the Engineer with any data pertaining to this work, which they may have in their possession.

ARTICLE N - PRINCIPAL PARTIES CONTRACT APPROVAL SIGNATURES

DuBois & King, Inc.

By _____

Jeffrey W. Tucker, P.E.
President

ACCEPTED _____ 2018

APPROVED, AS TO FORM

By _____
Elizabeth A. Dragon, City Manager

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 FILE NAME: TWASXTENSIONFee.xls
 1/17/2018

Dillant-Hopkins Airport
 Construct & Light Taxiway A Extension

DUBOIS & KING, INC.

Summary

	CATEGORIES OF LABOR										TOTAL HOURS	
	PROJECT DIRECTOR	PROJECT MANAGER / SENIOR ENGINEER	PROJECT MANAGER / SPECIAUST	RESIDENT INSPECTOR	ELECTRICAL ENGINEER	WETLAND SCIENTIST	SENIOR TECHS. / DRAFTERS	ADMIN SUPPORT				
Article A - Data Collection	24	33	32	0	0		56				12	157
Article B - Design	135	301	628	0	88		648				48	1846
Article C - Permitting	12	63	255	0	0	76	80				0	486
Article D - Bid Phase	21	28	80	0	0		0				44	153
Article E - Administration	31	92	96	0	0		0				100	319
Article F - Construction Engineering Services	50	158	192	0	40		80				50	570
Article G - Resident Inspection	0	0	0	724	0		0				0	724
Total Hours:	273	675	1251	0	128	76	864				254	4,255
Total Hours:	6.4%	15.6%	29.6%	0.0%	3.0%	1.8%	20.3%				6.0%	4,255
Hourly Rates:	\$59.75	\$48.50	\$40.00	\$40.00	\$40.00	\$40.00	\$20.00				\$28.00	4,255
Direct Labor:	\$16,312	\$32,738	\$50,440	\$0	\$5,760	\$3,040	\$28,920				\$7,112	
Fringe Costs @ 164.3500% = \$279,876											\$170,282	
Fixed Fee @ 10.0% = \$46,016											\$496,173	

Articles A - F Direct Expenses

I. Subsistence

Transportation:

Vans/Trucks
 Passenger Vehicles
 Travel-Air/Ground/Parking
 Partial Per Diem
 Full Per Diem
 Hotel

0 Miles @
 8000 Miles @
 0
 0 Days @
 64 Days @
 64 Days @

\$0
 \$4,565
 \$0
 \$1,600
 \$6,400

Subtotal = \$12,565

Meals:

Rooms & Lodging:

II. Project Support Expenses

III. Subcontractors

Telephone/Fax =

\$700
 \$500
 \$2,550
 \$700
 \$700

Subtotal = \$5,550

\$5,000
 \$29,000
 \$47,400
 \$5,000

Subtotal = \$86,400

\$104,515

Sub Total Expenses =

SUMMARY: Total Direct Labor = \$495,173

Total Direct Expenses = \$104,515

Total Price = \$599,688

	Mileage	Per Diem	Hotel	Tel/Fax	Perage	Repro/Print	Copying	Misc.	Subs	Survey	Testing
Data collection	800	0	0	100	100	100	100	100	0	13000	22400
Design	500	0	0	100	100	750	100	100	\$5,000	0	0
Permitting	400	0	0	0	200	200	0	0	5000	0	0
Bid	600	0	0	200	200	1200	200	200	0	0	0
Admin	600	0	0	100	100	100	100	100	0	0	0
Const/Spec	1400	0	0	100	100	100	100	100	0	14000	25000
Esc	4000	64	64	100	100	100	100	100	0	0	0
	5300	64	64	700	900	2550	700	700	10000	29000	47000

Dillard-Hopkins Airport Construct & Light TWA Extension		
Summary		
	Engineering	Expenses
Article A Data Collection	18411	38240
Article B Design	210679	6425
Article C Permitting	56452	217164
Article D Bid Phase	18160	62072
Article E Administration	37670	20490
Article F Construction Phase Services	69590	830
Article G Resident Engineering	84215	40270
	492177	10789
		54915
		599692
		Total
		56751
		217164
		62072
		20490
		38500
		109860
		84915
		599692

JOB NO.: 324797
 FILE NAME: TWAEXTENSIONFea.xls
 11/1/2018

Dillant-Hopkins Airport
 Construct & Light Taxiway A Extension

DUBOIS & KING, INC.

Article A - Collection of Data

	CATEGORIES OF LABOR								TOTAL HOURS
	PROJECT DIRECTOR	PROJECT MANAGER / SENIOR ENGINEER	PROJECT ENGINEER / SPECIALIST	RESIDENT INSPECTOR	ELECTRICAL ENGINEER	WETLAND SCIENTIST	SENIOR TECHS. / DRAFTERS	ADMIN. SUPPORT	
Article A - Collection of Data	18	16	0				0	8	40
1 Define Scope and prepare project budget, meet with Dillant-Hopkins Airport	6	6	0					2	14
2 Attend Pre-Design Conference & Prepare Memorandum	0	2	4					0	22
3 Locate and review prior project plans	1	4	8					2	15
4 Coordinate with certified land surveyor to perform site survey	0	1	12					0	53
5 Reduce the field survey and prepare existing conditions base plan	1	4	8					0	13
6 Arrange for subsurface investigation to determine existing soil conditions									
Total Hours:	24	33	32	0	0	0	0	12	157
Total Hours:	15.3%	21.0%	20.4%	0.0%	0.0%	0.0%	0.0%	7.6%	157
Hourly Rates:	\$59.75	\$48.50	\$40.00	\$30.00	\$45.00	\$40.00	\$30.00	\$20.00	\$28.00
Direct Labor:	\$1,434	\$1,601	\$1,280	\$0	\$0	\$0	\$1,680	\$0	\$336
Fringe Costs @ 184.3600% = \$10,406									Total Direct Labor = \$6,331
Fixed Fee 10.0% = \$1,674									Total Labor Cost = \$18,411

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Dillard-Hopkins Airport
 Construct & Light Taxiway A Extension
 Article B - Studies, Design & Construction
 Drawings, Specifications & Construction Documents

DUBOIS & KING, INC.

	CATEGORIES OF LABOR										TOTAL HOURS							
	PROJECT DIRECTOR	PROJECT MANAGER / SENIOR ENGINEER	PROJECT SPECIALIST	RESIDENT INSPECTOR	ELECTRICAL ENGINEER	SENIOR TECH. / DRAFTSMAN	ADMIN. SUPPORT											
64 Develop Final TW T Reconstruction cross sections	1	2	8								16					27		
65 Prepare Final pavement parking plan	0	1	4								16					21		
66 Prepare Final Taxiway Edge lighting and signage plan	0	2	4								16					22		
67 Perform Final electrical analysis of proposed edge lighting & airfield signage	0	2	4		8											9		
68 Finalize marking, lighting and signage details	1	2	4													22		
69 Prepare final construction sequence of operations and phasing plan	1	4	8													28		
70 Prepare final set of technical specifications and bid items	2	6	12													60		
71 Perform detailed QA/QC of final construction documents	24	6	40		8							24				24		
72 Prepare final quantity take-off and estimate	1	16	40													105		
73 Attend Final Design review meeting	6	6														12		
Total Hours:	135	301	628	0	88	0	648	0	48							1,846		
Total Hours:	7.3%	16.3%	33.8%	0.0%	4.8%	0.0%	35.1%	0.0%	2.6%							1,846		
Hourly Rates:	\$59.75	\$48.50	\$40.00	\$30.00	\$45.00	\$30.00	\$30.00	\$20.00	\$28.00							1,846		
Direct Labor:	\$8,066	\$14,589	\$25,120	\$0	\$3,960	\$0	\$19,440	\$0	\$1,344							\$72,449		
Fringe Costs @ 164,3600% = \$119,077											Total Direct Labor =	\$72,449						
Fixed Fee 10.0% = \$15,153											Total Labor Cost =	\$210,679						

Article B - Studies, Design & Construction Drawings, Specifications & Construction Documents - Continued

I. Direct Expense																
Subcontract																
Transportation:																
Van/Trucks																
Passenger Vehicles																
Trench/Excavation/Gravel/Asphalt																
Permit/Dem																
Fuel/Per Diem																
Hotel																
Meals																
Rooms & Lodging:																
Project Support Expenses																
Subtotal =																\$275
Telephone/Fax =																\$100
Postage =																\$100
Reproduction =																\$750
Copying =																\$100
Miscellaneous =																\$100
Subtotal =																\$1,150
Subtotal =																\$5,000
Total =																\$6,425

Article B - Studies, Design & Construction Drawings, Specifications & Construction Documents - Continued

II. Subcontract																
Van/Trucks																
Passenger Vehicles																
Trench/Excavation/Gravel/Asphalt																
Permit/Dem																
Fuel/Per Diem																
Hotel																
Meals																
Rooms & Lodging:																
Project Support Expenses																
Subtotal =																
Telephone/Fax =																
Postage =																
Reproduction =																
Copying =																
Miscellaneous =																
Subtotal =																
Total =																

III. Subcontract

Subcontract																
Van/Trucks																
Passenger Vehicles																
Trench/Excavation/Gravel/Asphalt																
Permit/Dem																
Fuel/Per Diem																
Hotel																
Meals																
Rooms & Lodging:																
Project Support Expenses																
Subtotal =																
Telephone/Fax =																
Postage =																
Reproduction =																
Copying =																
Miscellaneous =																
Subtotal =																
Total =																

SUMMARY:

Total Labor =	\$210,679
Total Direct Expenses =	\$6,425
Total Price =	\$217,104

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 11/1/2018

Dillant-Hopkins Airport
 Construct & Light Taxiway A Extension

DUBOIS & KING, INC.

Article D - Bid Phase

	CATEGORIES OF LABOR										TOTAL HOURS
	PROJECT DIRECTOR	PROJECT MANAGER / SENIOR ENGINEER	PROJECT ENGINEER / SPECIALIST	ENGINEERS / SENIOR DESIGNER	RESIDENT INSPECTOR	ELECTRICAL ENGINEER	SENIOR TECHS / DRAFTERS	TECHS / DRAFTERS	ADMIN SUPPORT		
1 Prepare Bid Proposal	1	2	4						4		11
2 Prepare Advertisement	0	2	4						4		10
3 Dist. of bid documents	0	0	2						4		8
4 Administer Return of Bid Documents	0	0	4						4		8
5 Arrange, attend and conduct Pre Bid conferences	6	6	0						4		16
6 Respond to RFIs, Prepare Addenda	2	2	16						0		20
7 Provide Owner Assistance during bid process	2	2	6						4		14
8 Coordinate and administer receipt of bids & conduct bid Opening	4	4	0						0		8
9 Analyze Bid Results, Prepare Abstract, Verify Quals.	2	4	12						4		22
10 Advise Commission on award of construction contract	2	2	0						0		4
11 Prepare, Review, Approve Constr. Contract	2	4	12						16		34
Total Hours:	21	28	80	0	0	0	0	0	44		153
Total Hours:	13.7%	18.3%	39.2%	0.0%	0.0%	0.0%	0.0%	0.0%	28.8%		153
Hourly Rates:	\$59.75	\$46.50	\$40.00	\$25.00	\$30.00	\$45.00	\$30.00	\$20.00	\$28.00		\$6,245
Direct Labor:	\$1,255	\$1,358	\$2,400	\$0	\$0	\$0	\$0	\$0	\$1,232		\$1,232
Fringe Costs @ 10.0% = \$10,264											\$6,245
Fixed Fee 10.0% = \$1,651											\$18,160

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 11/12/2018

Dillant-Hopkins Airport
 Construct & Light Taxiway A Extension

DUBOIS & KING, INC.

Article D - Bid Phase

		CATEGORIES OF LABOR								TOTAL HOURS
		PROJECT DIRECTOR	PROJECT MANAGER / SENIOR ENGINEER	PROJECT ENGINEER / SPECIALIST	ENGINEERS / DESIGNER	RESIDENT INSPECTOR	ELECTRICAL ENGINEER	SENIOR TECHS / DRAFTERS	TECHS / DRAFTERS	ADMIN SUPPORT
I. Substantive										
Transportation:										
	Vans/Trucks				\$0.550 / Mile =		\$0			
	Passenger Vehicles				\$0.550 / Mile =		\$330			
	Travel-Air/Ground/Parking		600 Miles @		Allowance =		\$0			
	Partial Per Diem		0 Days @		\$6 / Day =		\$0			
	Full Per Diem		0 Days @		\$25 / Day =		\$0			
	Hotel		0 Days @		\$70 / Day =		\$0		\$330	
Subtotal =										
II. Project Support Expenses										
	Telephone/Fax =						\$200			
	Postage =						\$200			
	Reproduction =						\$1,200			
	Copying =						\$200			
	Miscellaneous =						\$200		\$2,000	
Subtotal =									\$2,000	
Total =									\$2,330	

SUMMARY: Total Labor = \$18,160

Total Direct Expenses = \$2,330

Total Price = \$20,490

JOB NO.: 324797
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 11/1/2018

Dillant-Hopkins Airport
 Construct & Light Taxiway A Extension

DUBOIS & KING, INC.

Article F - Construction Engineering Services

CATEGORIES OF LABOR	PROJECT DIRECTOR	PROJECT MANAGER / SENIOR ENGINEER	PROJECT ENGINEER / SPECIALIST	ENGINEERS / SENIOR DESIGNER	RESIDENT INSPECTOR	ELECTRICAL ENGINEER	SENIOR TECHS. / DRAFTERS	TECHS. / DRAFTERS	ADMIN. SUPPORT	TOTAL HOURS
Article F - Construction Engineering Services										
1 Pre-Construction Conference	6	6	0						4	16
2 Review and Process Contractor Submittals/Shop Drawings	1	8	60			40			0	109
3 Review and Process Change Orders (4)	6	12	40						16	74
4 Review Contractors Project Schedule	1	4	8						0	13
5 Periodic Site Visits (7)	4	42	0						0	46
6 Resident Inspector Support	8	20	40						4	72
7 Prepare Analyze and submit six (6) pay estimates for contractor	6	12	12						24	54
8 Final project inspection	6	6	0						2	14
9 Field measurements and prepare as-built drawings	2	16	16						0	74
10 Coordination with Owner/NHDOT and FAA	8	16	0						0	24
11 Update Airport Layout Plan	2	16	16						0	74
	50	158	192	0	0	40	80	0	50	570
Total Hours:	8.8%	27.7%	33.7%	0.0%	0.0%	7.0%	14.0%	0.0%	8.8%	570
Hourly Rates:	\$59.75	\$48.50	\$40.00	\$25.00	\$30.00	\$45.00	\$30.00	\$20.00	\$28.00	\$70.00
Direct Labor:	\$2,988	\$7,653	\$7,680	\$0	\$0	\$1,800	\$2,400	\$0	\$1,400	\$23,931
										\$69,590
										\$23,931
										\$69,590

Fringe Costs @ 10.0% = \$38,333
 Fixed Fee \$6,326
 Total Labor Cost = \$69,590

JOB NO.: 324797
 FILE NAME: TWAEXTENSIONFee.xls
 11/7/2018

Dillant-Hopkins Airport
 Construct & Light Taxiway A Extension

DUBOIS & KING, INC.

Article F - Construction Engineering Services

	CATEGORIES OF LABOR							TOTAL HOURS		
	PROJECT DIRECTOR	PROJECT MANAGER / SENIOR ENGINEER	PROJECT ENGINEER / SPECIALIST	ENGINEERS / SENIOR DESIGNER	RESIDENT INSPECTOR	ELECTRICAL ENGINEER	SENIOR TECHS / DRAFTERS		TECHS. / DRAFTERS	ADMIN. SUPPORT
Article E - Construction Engineering - Direct Expenses										
I. Substances										
Transportation:										
Vans/Trucks			0 Miles @	\$0.550 / Mile =		\$0				
Passenger Vehicles			1400 Miles @	\$0.550 / Mile =	\$770					
Travel-Air/ground/Parking				Allowance =	\$0					
Partial Per Diem			0 Days @	\$8 / Day =	\$0					
Full Per Diem			0 Days @	\$25 / Day =	\$0					
Hotel			0 Days @	\$70 / Day =	\$0					
										Subtotal = \$770
II. Project Support Expenses										
Telephone/Fax =						\$100				
Postage =						\$100				
Reproduction =						\$100				
Copying =						\$100				
Miscellaneous =										Subtotal = \$500
III As-Built Survey						\$14,000				Subtotal = \$14,000
IV Quality Assurance and Materials Testing						\$25,000				Subtotal = \$25,000
										Subtotal = \$40,270
										Total = \$40,270
SUMMARY:										
						Total Labor = \$69,590				
						Total Direct Expenses = \$40,270				
						Total Price = \$109,860				

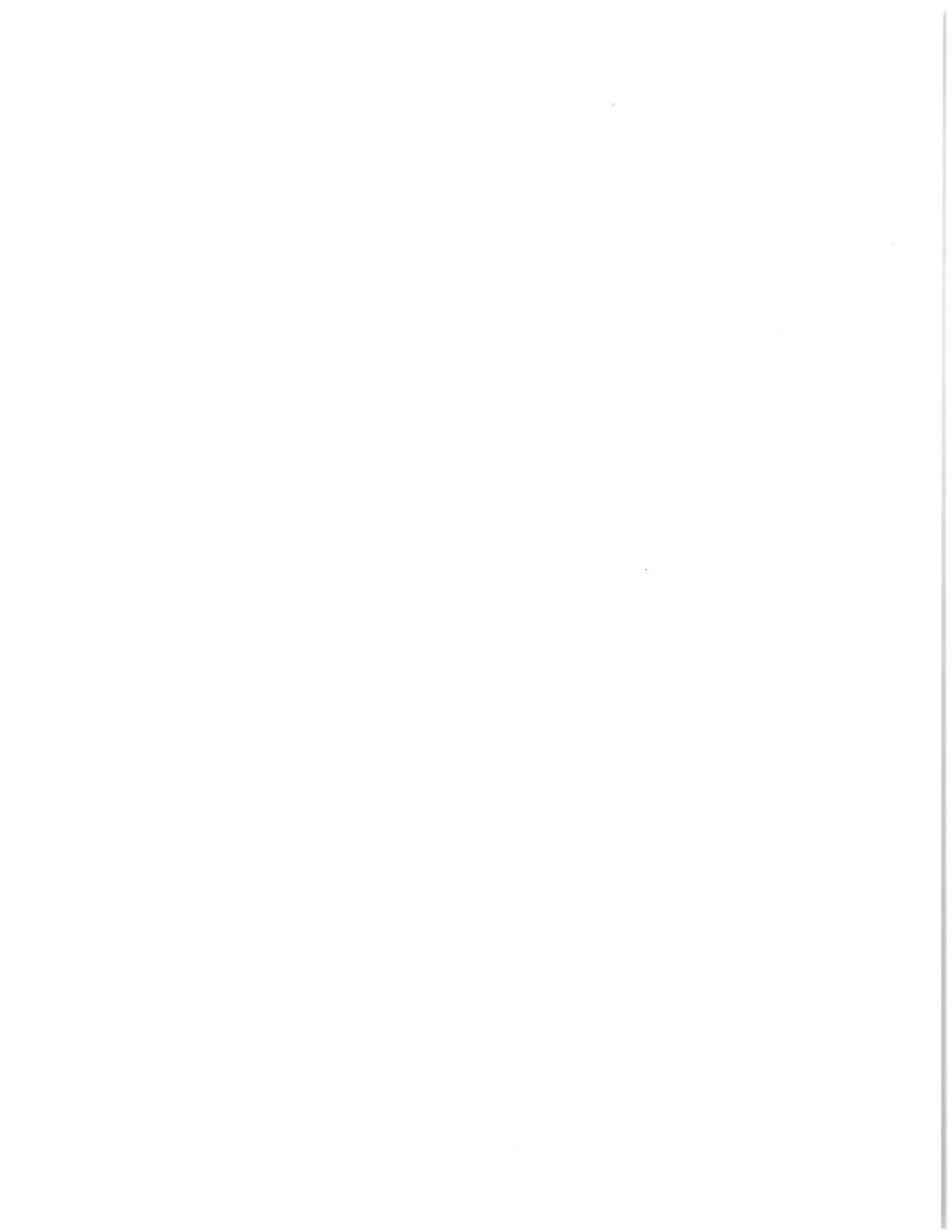
JOB NO.: 324787
 FILE NAME: TW\EXTENSION\Fee.xls
 1/1/2018

Dillant-Hopkins Airport
 Construct & Light Taxiway A Extension

DUBOIS & KING, INC.

Article G - Resident Inspection

	CATEGORIES OF LABOR										TOTAL HOURS
	PROJECT DIRECTOR	PROJECT MANAGER / SENIOR ENGINEER	PROJECT ENGINEER / SPECIALIST	ENGINEERS / SENIOR DESIGNER	RESIDENT INSPECTOR	ELECTRICAL ENGINEER	SENIOR TECHS. / DRAFTERS	TECHS. / DRAFTERS	ADMIN. SUPPORT	TOTAL HOURS	
Article G - Resident Engineer					8 700 8 8						8 700 8 8
1 Attend Pre-Construction Conference											
2 Resident Inspection (14 Weeks @ 50 hr/week)											
3 Final Inspection											
4 Provide Final Closeout and Prepare Documentation											
Total Hours:	0	0	0	0	724	0	0	0	0	0	724
Total Hours:	0	0	0	0	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0
Hourly Rates:	\$59.75	\$48.50	\$40.00	\$25.00	\$40.00	\$45.00	\$30.00	\$20.00	\$0	\$0	\$28.00
Direct Labor:	\$0	\$0	\$0	\$0	\$29,360	\$0	\$0	\$0	\$0	\$0	\$0
Fringe Costs @ 164.3600% = \$47,599 Fixed Fee 10.0% = \$7,656											
Total Direct Labor = \$28,860 Total Labor Cost = \$84,215											





City of Keene, N.H.
Transmittal Form

January 10, 2019

TO: Finance, Organization and Personnel Committee

FROM: Dan Langille, City Assessor

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 9.

SUBJECT: Solar Exemption Discussion - Assessing Department

RECOMMENDATION:

For Discussion

BACKGROUND:

On March 15, 2007, Resolution R-2007-11 was adopted, as a way to encourage the use and development of alternative energy in the City by way of solar energy systems. At that time, an exemption of up to \$10,000, based on the cost of the system, was offered and approved applicants were given this reduction off the total assessed value of their property, without any added assessed value for the system itself. The application of this resolution really was a tax credit and not an exemption and is not what was intended or allowed in the statutes. Despite any good intentions of the exemption it needed to be updated and on May 4, 2017 R-2007-11 was rescinded and R-2017-18 was adopted.

R-2017-18 increased the exemption to up to \$30,000 off the assessed value of the system and systems were now going to be assessed. This new amount was proposed to maintain the spirit of the original intent and would offer an exemption negating any increase in assessed value for the solar systems. \$30,000 was selected as it covered a majority of the systems in the City at the time.

Today the City is continuing to see smaller residential systems installed and recently several interested parties have contacted the Assessing Department inquiring about larger solar projects. The systems that are being discussed would far exceed the \$30,000 value. We have heard that by not exempting them that it is cost prohibitive and as a result these systems would not be installed.

A majority of communities in NH fully exempt any assessed value associated with solar energy systems. In order for Keene to continue to maintain the original intent of offering the exemption and to remain competitive in attracting and encouraging the use of solar energy, the amount of the City's current solar exemption should be discussed further and fully exempting the systems should be considered.

Solar Energy System: " *Definition:*" *a system which utilizes solar energy to heat or cool the interior of a building or to heat water for use in a building and which includes one or more collectors and a storage container. The definition also includes a system that provides electricity for a building by the use of photovoltaic panels.*"



City of Keene, N.H.
Transmittal Form

January 15, 2019

TO: Mayor and Keene City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 10.

SUBJECT: Relating to Water and Sewer Rates

COUNCIL ACTION:

In City Council January 17, 2019.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Ordinance O-2019-02 relating to water and sewer utility rates have a first reading at the January 17, 2019 meeting of the City Council and that it be referred to the Finance, Organization and Personnel Committee for a recommendation.

ATTACHMENTS:

Description

Ordinance O-2019-02

Water Sewer Household and commercial rate impact examples

BACKGROUND:

City staff has conducted its annual review of the water and sewer fees that provide the primary sources of revenue for the Water and Sewer utility enterprise funds. The results of that review are contained in the rate change recommendation incorporated into Ordinance O-2019-02.

The rate structure utilized by the city has two key components for each service account.

The first is a fixed component, based on meter size. It is designed to recover the principal and interest cost of capital projects funded by bonds and the loan portion of state aid programs.

The second component is a volume based rate that is designed to provide funding for operations, maintenance, and capital costs of the water distribution and treatment systems, as well as the wastewater collection and treatment systems.

The volume rate is the same for all customers and is charged for each 100 cubic feet (hcf) of water used.

As part of the development of the 2019-2024 Capital Improvement Program and the FY19 Operating Budget, projected debt service, capital, and operating costs for FY19 were run through a rate setting model that

calculates the fixed rate based upon meter hook up size, and the volumetric rate based upon current water consumption.

This process produced combined water and sewer rates for 2019 that are higher than the current utility rates but in line with the rates budgeted for FY19.

In the water fund, the rate model calls for a \$0.27 increase from \$4.51 to \$4.78 per hcf in the water rate associated with the volume of water consumed. This increase is attributed to an increase in operation and maintenance costs. The rate amount projected in the FY19 budget was \$4.64.

The fixed portion of the water rate increased \$.21 based on increases in capital expenditures and debt service.

Water	Increase in Costs
Volume Rate Increase - Operating Costs	
Admin-grounds, public awareness admin charges	\$ 27,600
Mains & Trench Repairs	\$ 22,150
Supplies	\$ 9,200
Meters	\$ 68,047
	<hr/>
	\$ 126,997
 Fixed Rate Increase - Debt and Capital Costs	
Debt and Capital Increase	\$ 50,000
 Loss of Black Brook TIFD Revenue	 \$ 100,228

The rate model also generates rates for the sewer system operational expenses and capital and debt service expenses. A sewer volume rate increase of \$0.11 is recommended, from \$5.20 to \$5.31, with an increase of \$2.08 on the fixed portion of the sewer rate. The FY19 sewer rate projected in the FY19 budget was \$5.46. The proposed FY19 sewer rate is \$0.15 lower than anticipated.

Sewer	Increase in Costs
Volume Rate Increase - Operating Costs	
Additional Maintenance & Supplies	\$ 54,240
 Fixed Rate Increase - Debt and Capital Costs	
Debt and Capital Increase (Bond Sale 2018)	\$ 209,495
 Loss of Black Brook TIFD Revenue	 \$ 36,518

Other contributing factors to the increase in rates are the loss of TIFD revenue in both the Water and Sewer Funds as well as a decrease in overall consumption over the past few years.

	FY18	FY17	FY16
Water	-4.87%	-2.14%	-0.22%
Sewer	-4.90%	0.10%	-2.49%

To put the proposed rate changes in perspective, typical residential users (household with a 5/8" meter hookup, and annual water usage of between 80 and 132 hcf) could see a yearly increase in the combined utility bills that range from \$39.56 to \$59.32 depending on actual water usage.

Commercial customers could see increases in water and sewer combined quarterly bills that range from approximately \$61.57 to \$2,245.85. The actual impact of the rate change will vary based upon the volumes of water used.

Calculations demonstrating these estimates are attached.

It is recommended that the new rates become effective for all bills being issued in February 2019.



CITY OF KEENE

O-2019-02

In the Year of Our Lord Two Thousand and Nineteen

AN ORDINANCE Relating to Water and Sewer Utility Charges

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

That Appendix B Fee Schedule of the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the stricken text and inserting the bolded text in the accompanying rate schedule in Section 98-511 (a) and in Section 98-512 (a) of Appendix B so that Section 98-511 (a) and Section 98-512 (a) would read as follows:

Appendix B

	effective	effective
<u>Section 98-511 (a). Water</u>		
<u>Meter Rates</u>		
Volume Rate (\$ per hcf)	4.51 2018	4.78 2019
Fixed Quarterly Charge (meter size in inches)		
5/8 inches	7.08	7.29
3/4 inches	10.19	10.50
1 inch	18.12	18.66
1 1/2 inches	40.77	41.99
2 inches	72.48	74.65
3 inches	163.07	167.96
4 inches	289.91	297.97
6 inches	652.29	671.86

Section 98-512 (a). Sewer

Rates

	<u>2018</u>	<u>2019</u>
Volume Rate (\$ per hcf)	5.20	5.41
Fixed Quarterly Charge (meter size in inches)		
5/8 inches	51.88	53.96
3/4 inches	74.71	77.70
1 inch	132.81	138.13
1 1/2 inches	298.83	310.78
2 inches	531.25	552.50
3 inches	1195.32	1243.13
4 inches	2125.00	2210.00
6 inches	4781.26	4972.51

Kendall W. Lane, Mayor

In City Council January 17, 2019.
Referred to the Finance, Organization
and Personnel Committee.



City Clerk

CITY OF KEENE, NEW HAMPSHIRE

Typical Household Cost Comparison FY 19 Rate Setting

FAQ Consumption

- 20 units = 20 HCF per quarter
- 20 per quarter X 4 = 80 HCF per year = 8,000 CF per year
- 27 units = 27 HCF per quarter
- 27 per quarter X 4 = 108 HCF per year = 10,800 CF per year
- 33 units = 33 HCF per quarter
- 33 per quarter X 4 = 132 HCF per year = 13,200 CF per year

2018 actual rates		ACTUAL					
Sewer Fixed	\$51.88	\$51.88				\$51.88	
Sewer Consumption	\$5.20	\$104.00	20	27	33	\$171.60	
Water Fixed	\$7.08	\$7.08				\$7.08	
Water Consumption	\$4.51	\$90.20	20	27	33	\$148.83	
		\$253.16	Quarterly Bill	Quarterly Bill	Quarterly Bill	\$379.39	
		\$1,012.64	Annual Cost	Annual Cost	Annual Cost	\$1,517.56	
		(\$2.88)	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE	(\$2.75)	
		(\$11.52)	ANNUAL COST INCREASE	ANNUAL COST INCREASE	ANNUAL COST INCREASE	(\$11.00)	
2019 proposed rates							
Sewer Fixed	\$53.96	\$53.96				\$53.96	
Sewer Consumption	\$5.31	\$106.20	20	27	33	\$175.23	
Water Fixed	\$7.29	\$7.29				\$7.29	
Water Consumption	\$4.78	\$95.60	20	27	33	\$157.74	
		\$263.05	Quarterly Bill	Quarterly Bill	Quarterly Bill	\$394.22	
		\$1,052.20	Annual Cost	Annual Cost	Annual Cost	\$1,576.88	
		\$9.89	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE	\$14.83	
		\$39.56	ANNUAL COST INCREASE	ANNUAL COST INCREASE	ANNUAL COST INCREASE	\$59.32	

