



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers, Keene City Hall
April 9, 2026
6:00 PM

A. AGENDA ITEMS

1. Acceptance of Donation - Transportation Heritage Trail - Public Works Director
2. Relating to Chapter 30 - Emergency Management Ordinance O-2026-04
3. Relating to Personnel Ordinance O-2026-06
4. Execution of an Engineering Services Agreement for the Robin Hood Improvements Design Project - City Engineer & Parks and Recreation Director
5. Construction Services — WWTP Tank Repair Project Phase 1
6. Execution of a Change Order for Construction Services for the City Hall Parking Garage Project - City Engineer

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: April 9, 2026
To: Finance, Organization and Personnel Committee
From: Donald Lussier, Public Works Director
Through: Elizabeth Ferland, City Manager
Subject: **Acceptance of Donation - Transportation Heritage Trail - Public Works 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 \$20,000.00 from the Monadnock Conservancy and that the money be allocated for the Transportation Heritage Trail, Phase 1 (65M0008A).

Attachments:

None

Background:

The Transportation Heritage Trail, Phase 1, will improve 0.9 miles of the Cheshire Rail Trail between Eastern Ave and Rt. 101. The project will create a 10 foot wide paved trail, along with improvements to the existing trail head parking and connections to the Chapman Road and Marlboro Street neighborhoods.

The Monadnock Conservancy is a non-profit group who work with communities and landowners to conserve the natural resources, wild and working lands, rural character and scenic beauty of the Monadnock region. They care for our conservation lands, and they engage people in ways that strengthen their communities and their connections to the land. As a priority to meet their mission, the Monadnock Conservancy protects and stewards land that contributes to outdoor recreation.

Funding for Phase 1 includes a Congressionally Directed Spending grant in the amount of \$394,800 and a Transportation Alternatives Grant in the amount of 1,164,394.06. These federal grants will cover up to 80% of the project costs. We have also received prior donations by Pathways for Keene and the Monadnock Conservancy totaling \$58,599.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Relating to Chapter 30 - Emergency Management

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

That the ordinances of the City of Keene, as amended, Chapter 30 – Emergency Management is hereby stricken in its entirety and replaced as follows:

Chapter 30 - EMERGENCY MANAGEMENT AND HOMELAND SECURITY

ARTICLE I. - IN GENERAL

Secs. 30-1—30-25. - Reserved.

ARTICLE II. - EMERGENCY PREPAREDNESS

DIVISION 1. - GENERALLY

Sec. 30-26. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Emergency Event, includes any natural or human caused event that threatens the health, safety, or welfare, or property of City’s residents, businesses or visitors’ or constituted government. This includes but not limited to civil unrest, drought, extraordinary fire, flood, hazardous material (transport & fixed) incident, infectious disease, long term law enforcement incident, mass shooting, mass casualty incident, radiological incident, severe weather, technology incident/failure, terrorism, extreme temperatures, transportation incident, long term utility outage, potable water incident, wastewater incident or winter weather.

Emergency Management Director (EMD) or Director, means the city office appointed, per RSA 21-P:39, to perform emergency management duties.

Emergency Management, means the preparation for and the carrying out of all emergency functions, including but not limited to emergency response, recovery, and mitigation, training functions, or the utilization of first responders, in order to prepare for, prevent, minimize, and recover from injury, loss of life, or damage resulting from the occurrence or threat of occurrence of an emergency event.

Emergency response resources, means employees, equipment and facilities of all city departments, boards, institutions, and, in addition, it includes volunteer personnel, equipment and facilities contributed by or obtained from volunteer persons, organizations, or agencies.

First Responders means Federal, state, county, City and nongovernmental emergency public safety fire, law enforcement, public safety telecommunications or dispatchers, emergency response teams, emergency medical services providers including ambulance service providers, hospital emergency facilities, emergency management, public health, building officials, clinical care, public works, and other skilled and essential support personnel and volunteers, such as administrative staff, finance, human services, geographical information system, information technology, legal, parks and recreation, and individuals serving on state and community emergency response teams, medical reserve corps, disaster animal and health professional response teams that provide immediate support services necessary to perform emergency management functions.

Volunteer means any person or organization duly registered, identified and appointed by the emergency management director and assigned to participate in the emergency management activities.

Sec. 30-27. - Intent and purpose.

(a) It is the intent and purpose of this article to establish an office that will ensure the safety, resilience, and well-being of the community before, during, and after an emergency event. To prepare for, respond to, recover from, and mitigate the impacts of emergency events. Through education, training, and resource coordination, empower citizens and stakeholders to build a culture of preparedness, promoting a unified approach to safeguarding lives, property, businesses, and the environment in Keene.

(b) The city emergency management office will be the coordinating agency for all activity in connection with emergency planning; it will be the instrument through which the community may exercise the authority and discharge the responsibilities vested in it by RSA 21-P, Homeland Security and Emergency Management, as amended, the City Charter, code of ordinances, and this chapter.

(c) This chapter will not relieve any city department of the responsibilities or authority given to it by State Law, the City Charter or City ordinance, nor will it adversely affect the work of any volunteer agency organized for relief in emergency events.

Sec. 30-28. - Suspension of conflicting ordinances, orders, rules and regulations.

At all times when the orders, rules and regulations made and promulgated pursuant to this chapter shall be in effect, they shall supersede all existing City ordinances, orders, rules and regulations insofar as the latter may be inconsistent therewith.

Sec. 30-29. - Violations.

It shall be unlawful for any person to violate any of the sections of this chapter or provisions of the regulations or plans issued pursuant to the authority contained in this chapter or to willfully obstruct, hinder or delay any member of the emergency management organization in the enforcement of this chapter or any regulation or plan issued under this article.

Sec. 30-30. - Penalty.

Any person violating any section of this chapter or any rule or regulation promulgated under this chapter, upon conviction, shall be punished by a fine as provided in [section 1-15](#) of the City Code of Ordinances.

Secs. 30-31—30-55. - Reserved.

DIVISION 2. - ORGANIZATION

Sec. 30-56. - Authority to create; responsibilities of City Manager.

The City Manager is authorized and directed to create an organization for emergency management utilizing to the fullest extent the existing agencies within the community. The City Manager, as executive head of the municipal government, shall be responsible for the organization, administration and operation of emergency forces.

Sec. 30-57. - Composition.

The emergency management organization shall consist of the following:

- (a) The emergency management office shall be within the executive department of the city government and under the direction of the City Manager. There shall be an executive head of the emergency management office, who shall be known as the emergency management director, and such assistants and other employees as are deemed necessary for the proper functioning of the organization.
- (b) The employees, equipment and facilities of all city departments, boards, institutions and commissions will participate in the emergency management activities. Duties assigned to a city department shall be the same or similar to the normal duties of the department, as far as possible.
- (c) Volunteer persons and agencies offering service to and accepted by the city.

Sec. 30-58. - Appointment and qualifications of emergency management director, acting director.

- (a) The city council, per RSA 21-P:39, with a recommendation from the City Manager, shall appoint an emergency management director, who shall be a person versed and trained in planning operations involving the activities of many different departments or agencies which operate to protect the public health, safety and welfare if danger from Emergency Event occurs.
- (b) If there is an assistant emergency management director, they will be responsible for the emergency duties of the director during their absence or inability to act. If there is none, the City Manager will be responsible for the organization, administration, and operation of the emergency management office.

Sec. 30-59. - Emergency powers and duties of City Manager.

- (a) The City Manager may exercise the emergency power and authority necessary to fulfill their general powers and duties as defined in State Law and Section 35 of the City Charter, and City Code of Ordinances, Article III, Charter Officers – Division 2. The judgment of the City Manager shall be

the sole criteria necessary to invoke emergency powers provided in the State Law, City Charter, the Code of Ordinances and other appropriate authorities.

(b) During any period when emergency event threatens or when the city has been struck by an emergency event, within the definition of this chapter, or an emergency declaration by the Federal Government or State, the City Manager may promulgate such regulations as they deems necessary to protect health, safety, welfare, life and property of the residents, visitors and businesses of the community, continuity of government, and preserve of critical resources.

Such regulations may include but shall not be limited to the following:

- (1) Regulations prohibiting or restricting the movement of vehicles and/or people in order to facilitate the work of emergency management forces, or to facilitate the mass movement of persons from critical areas within or without the city.
- (2) Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to emergency events.
- (3) Such other regulations necessary to preserve public peace, health, safety, and welfare, and continuity of government.

(c) Regulations promulgated in accordance with the authority in subsection (b) of this section will be given widespread circulation by notifications published and publicized through social media networks, newspaper, radio networks and any other available communication network. These regulations will have the force of ordinance when duly filed with the city clerk, and violations will be subject to the penalties provided in State Law and City Code Section 1-15.

(d) The City Manager shall order emergency management forces to the aid of other communities when required in accordance with State statutes, mutual aid agreements, or may order emergency management forces if requested by other communities and may request the State or other political subdivisions of the state to send aid to the city in an emergency event when conditions in the city are beyond the resources or control of the local emergency management forces.

(e) The City Manager may obtain vital supplies, equipment and other properties found lacking and needed for the protection of health, safety, welfare, life and property of the residents, business and visitors and continuity of government and bind the city for the fair value thereof.

(f) The City Manager may require emergency services of any city officer or employee. If regular city forces are determined inadequate, the City Manager may require the services of such other personnel as they can obtain that are available, including citizen volunteers or organizations that provide emergency services. All duly authorized persons or organizations rendering emergency services shall be entitled to the privileges and immunities as are provided by State law, the City Charter, this Chapter and City ordinances for regular city employees and other registered and identified emergency management and disaster workers and, upon demand, may receive appropriate compensation for their emergency employment.

(g) The City Manager will cause to be prepared the basic emergency plan referred to in this chapter and will exercise, in their ordinary powers as City Manager, all of the special powers conferred upon them by any State statue or any other lawful authority.

Sec. 30-60. - Emergency powers and duties of Emergency Management Director.

The Emergency Management Director shall be responsible to the City Manager in regard to all phases of the emergency management activity. Under the supervision of the City Manager, they shall be responsible for the planning, coordination and operation of the emergency management activity in the city. Under the supervision of the City Manager, they shall maintain liaison with the Federal, State, and County authorities and the authorities of other nearby political subdivisions as to ensure the most effective operation of the emergency management plan. Their duties shall include but are not limited to the following:

- (a) Coordinating the recruitment of volunteer personnel, organizations, and agencies to augment the city personnel and facilities for emergency management.
- (b) Developing and coordinating plans for the immediate use of all of the city facilities, equipment, manpower and other resources for the purpose of minimizing or preventing damage to persons and property; and protecting and restoring of usefulness governmental services and public utilities necessary for the public health, safety and welfare.
- (c) Negotiating and concluding agreements with owners or persons in control of buildings or other property for the use of such buildings or other property for emergency management purposes and designating suitable buildings as public shelters.
- (d) Through public informational programs, educating residents and businesses as to actions necessary and required for the protection of their persons and property in an emergency event, as defined in this article, either impending or present.
- (e) Conducting public practice alerts to ensure the efficient operation of the emergency management forces and to familiarize residents with emergency management regulations, procedures and operations.
- (f) Coordinating the activity of all other public and private agencies or organizations, engaged in any emergency management activity.
- (g) Assuming such authority and conducting such activity as the City Manager may direct to promote and execute the emergency management plan.

Secs. 30-61—30-85. - Reserved.

DIVISION 3. - EMERGENCY MANAGEMENT BASIC PLAN

Sec. 30-86. - Preparation; adoption; contents.

- (a) An emergency management basic plan shall be adopted and maintained by resolution of the City Council upon the recommendation of the City Manager. In the preparation of this plan as it pertains to the city organization, it is the intent that the services, equipment, facilities, and personnel of all existing departments and agencies shall be utilized to the fullest extent. When approved, it shall be the duty of all municipal departments and agencies to perform the functions assigned by the plan and to maintain their portion of the plan in a current state of readiness at all times. The basic plan shall be considered supplementary to this article and shall have the effect of law whenever an Emergency Event, as defined in this article, has been proclaimed.

- (b) The City Manager shall prescribe in the basic plan those positions within the emergency management organization, in addition to their own, for which lines of succession are necessary.
- (c) Each individual and department head assigned responsibility in the basic plan shall be responsible for carrying out all duties and functions assigned therein. Duties will include the organization and training of assigned employees and volunteers. Each individual and department head shall formulate the operational plan for their functional area which, when approved, shall be a part of the basic plan.
- (d) Significant amendments to the basic plan shall be submitted to the city council.
- (e) When a required competency or skill for an emergency management function is not available within the city government, the City Manager is authorized to seek assistance from persons, agencies or organizations, outside of City government. The assignment of duties, when of a supervisory nature, shall also grant authority for the persons so assigned to carry out such duties prior to, during, and after the occurrence of an Emergency Event.
- (f) Such services from persons, agencies or organizations, outside of City government may be accepted by the city on a volunteer basis. Such citizens, agencies, or organizations, shall be enrolled as emergency volunteers in cooperation with the heads of city departments affected.
- (g) Some of the duties ascribed to the City Manager in this section will ordinarily be handled as a matter of routine by the emergency management director, but the responsibility and authority stem from and remain with the City Manager.

Sec. 30-87. - Liability.

- (a) All functions under this chapter and all other activities relating to emergency management are a governmental function for the protection of public peace, health, safety, and welfare and the continuity of government. Neither the City, nor agents and representatives of the city or any emergency volunteer, first responder, individual, receiver, firm, partnership, corporation, association, or trustee, or any of the agents thereof, complying with or reasonably attempting to comply with State law, or any order or rule adopted or regulation promulgated pursuant to the provisions of this Chapter, or pursuant to any ordinance relating to precautionary measures enacted by the City, shall not be liable for the death of or injury to persons, or for damage to property, as a result of any such activity.
- (b) Any person owning or controlling real estate or other premises or private property who grants a license or privilege or otherwise permits the designation or use of the whole or any part or parts of such real estate or premises or private property for emergency management functions during an actual or impending emergency event or practice exercise, together with his or her successors in interest, if any, shall not be civilly liable for negligently causing the death of, or injury to, any person on or about such real estate or premises or private property or loss of, or damage to, the property under such license, privilege or other permission for loss of or damage to the property of such person of such person.

In City Council March 19, 2026.
Referred to the Finance,
Organization and Personnel
Committee.


City Clerk

Jay V. Kahn, Mayor



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Related to Personnel

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

That the ordinances of the City of Keene as amended, are hereby further amended by removing the stricken text and inserting the bold text in Section 62-61 1a (3) "Insurances" of Chapter 62 entitled Personnel as follows:

- (3) If a regular full-time employee so chooses, the employee may elect, upon receipt by the city of written verification that the benefit is received by some other means, to receive taxable income in the amount of **\$5,000.00** ~~\$3,500.00~~ in lieu of the city health insurance benefit. To qualify for such payment, the election must be such that it will not subject the city to penalty or assessment and is compliant under the Affordable Care Act, Tricare or any other legislative requirements. This amount shall be distributed in a lump sum payment in December for the prior year (December 1 to November 30), or a pro-rated amount shall be distributed to the employee if employment ends or insurance election changes at some point during that time period. If both spouses are employed by the city and covered by the city medical plan benefit, this shall not apply.

Jay V. Kahn, Mayor

In City Council April 2, 2026.
Referred to the Finance, Organization
and Personnel Committee.

Cassi Wood
City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: April 9, 2026

To: Finance, Organization and Personnel Committee

From: Carrah Fisk-Hennessey, Parks and Recreation Director
Bryan Ruoff, City Engineer

Through: Donald Lussier, Public Works Director
Elizabeth Ferland, City Manager

Subject: **Execution of an Engineering Services Agreement for the Robin Hood Improvements Design Project - City Engineer & Parks and Recreation Director**

Recommendation:

Move to recommend that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute an agreement with CHA Consulting, Inc for the Robin Hood Improvements Design Project up to \$300,000.

Attachments:

None

Background:

The City of Keene, as part of the Robin Hood Park Improvements Project, applied for and was awarded a Land and Water Conservation Fund (LWCF) grant in the amount of \$500,000. In addition to the grant funding, the City has allocated funding in FY27 and FY28 through the Capital Improvement Program (CIP) for the design and construction of the project.

To help define the project scope and associated improvements, the City retained Dubois & King to conduct a preliminary study. This study included gathering input from the public and City staff and developing conceptual options for improvements to the facility.

As currently planned, the project includes two phases of construction. Phase 1 consists of the rehabilitation and renovation of the existing pool. Phase 2 includes improvements to recreational equipment, as well as enhancements to circulation and accessibility within the park. City staff have identified the pool rehabilitation as the higher priority component of the project. Anticipated pool improvements include installation of a new pool liner, upgrades to modern, energy-efficient mechanical systems, and architectural and ADA compliance enhancements.

In support of the project and in accordance with federal funding requirements, the City issued a Request for Qualifications (RFQ) in February 2026 for consulting engineering services for preliminary design, permitting, and final design, including preparation of contract documents (plans and specifications). The submission deadline for qualifications was March 4, 2026.

Eight (8) consultants submitted qualifications for the project. Submissions were reviewed and scored by a selection committee based on the established evaluation criteria, and three (3) firms were shortlisted for interviews. The selection committee consisted of Parks & Recreation Director Carrah Fisk Hennessey; Parks & Recreation Superintendent Frank Anderson; Parks & Recreation Programmer Jason Nadeau; Keene State College Professor Dr. Wanda Swiger; and City Engineer Bryan Ruoff.

Interviews with the three shortlisted consultants were conducted on March 19 and 20, after which CHA Consulting, Inc. was identified as the preferred consultant for the project.

The consultant qualification scoring criteria, as advertised in the RFQ, are listed below. The results of the selection committee's scoring are attached for reference.

Overall quality of qualifications and project understanding	20%
Experience of staff assigned to the project	15%
Submitting consultants' ability to complete all aspects of the project	15%
Project Teams Federal Funded Projects	20%
Previous Similar Project Experience	20%
Client references	10%

Funding for this project is available through the Capital Improvement Program (CIP) for the Robin Hood Park Improvements Project (65J0018A), with approximately \$300,038 in unencumbered funds available to support this contract. The Independent Government Estimate (IGE) for the required engineering services was prepared by the Engineering Division and estimated at approximately \$344,000 for CIP budgeting purposes and to meet federal funding requirements.



City of Keene, NH
 Contract No. 02-26-11
Robin Hood Park Improvements Design Project

Consultant Qualifications Submission Review Summary

Team Member	Activitas	BETA	CHA	Dry Landscaping Architects	DuBois & King	Oak Point Associates	SE Group	Woodward & Curran
Carrah Fisk Hennessey, P&R Director	4.23	3.98	4.29	3.57	4.20	3.96	3.77	3.96
Frank Anderson, P&R Superintendent	4.05	3.93	4.24	3.68	4.28	4.03	3.69	3.78
Dr. Wanda Graham-Swiger, KSC	4.35	4.35	3.94	3.59	3.65	3.59	3.69	3.87
TJ O'Brien, Infrastructure PM	4.25	3.91	4.32	3.74	4.25	4.19	3.74	3.74
Bryan Ruoff P.E., City Engineer	3.86	4.13	4.52	3.23	4.32	3.63	3.57	3.54
Weighted Score Totals:	20.73	20.29	21.30	17.80	20.69	19.40	18.45	18.88

Note: Review of consultants in response to the City's RFQ request and the associated qualifications submission that were received on March 4, 2026. The project is partially federal funded through a \$500,000 LWCF Grant.



City of Keene, NH
 Contract No. 02-26-11
Robin Hood Park Improvements Design Project

Consultant Interview Review Summary

Team Member	Activitas	CHA	DuBois & King
Carrah Fisk Hennessey, P&R Director	3.63	4.54	3.55
Frank Anderson, P&R Superintendent	3.69	4.66	3.75
Jason Nadeau, P&R Programmer	3.85	4.53	3.95
Dr. Wanda Graham-Swiger, KSC	3.89	4.86	3.78
Bryan Ruoff P.E., City Engineer	3.57	4.52	3.64
Weighted Score Totals:	18.62	23.10	18.67

Note: Review of consultants in response to the City's RFQ request and the associated qualifications submission that were received on March 4, 2026. With interviews scheduled on March 19th and 20th.
 The project is partially federal funded through a \$500,000 LWCF Grant.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: April 9, 2026

To: Finance, Organization and Personnel Committee

From: Aaron Costa, Asst. Public Works Directors/ Operations Mgr.
Donald Lussier, Public Works Director

Through: Elizabeth Ferland, City Manager

Subject: **Construction Services — WWTP Tank Repair Project Phase 1**

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 sole source professional services contract with Weston and Sampson Engineers, Inc. for construction-phase services for the WWTP Tank Repair Project - Phase 1 for an amount not to exceed \$104,000.00

Attachments:

None

Background:

Weston & Sampson Engineers are a full-service engineering firm providing engineering services in both drinking water and wastewater applications. The City has worked with Weston & Sampson frequently over the years, most recently on the following projects.

- 3 MG Tank Rehabilitation Project
- 1.5 MG Tank Rehabilitation Project
- Robertson Field Well Evaluation

This project funds concrete repairs and new coating systems for two primary clarifiers (steel components only), three septage tanks and the top of the sludge storage tank at the Wastewater Treatment Plant (WWTP). In 2025, the City contracted with Weston & Sampson to perform design and bidding phase engineering services for this project. Since they are already intimately familiar with the project's technical requirements, the Public Works Department recommends that they be retained to perform construction-phase services.

Weston & Sampson recently completed the 3MG Tank Rehabilitation Project for the City, which consisted of tank repair and a new interior and exterior coating system and is similar in nature to the scope of work for the WWTP Tank Repair Project.

Construction services contracts for coating system projects can be expensive due to the amount of onsite inspection services required for coating installations. If surfaces are not properly prepared and the coating system installation is not done in accordance with the specifications, they may fail prematurely.

Staff is recommending the City contract with Weston and Sampson Engineers to perform the construction services for an amount not to exceed \$104,000.00, of which \$55,990.00 is for Corrosion Probe, Inc., which is a third-party inspector. Funds are available in the WWTP Tank Repair Program capital project 32MW002AA.

Deliverables include:

Construction Administrative Services:

- Arrange a pre-construction meeting with the City and Contractor
- Review shop drawings
- Prepare change orders, if required
- Prepare supplementary drawings/sketches, if required
- Conduct up to two site visits
- Review and recommend contractor pay apps for payment
- Prepare and submit recommendation for substantial completion

Construction Inspection Services:

- Provide onsite inspection services for surface preparation
- Provide 27 days of onsite inspections during construction
- Monitor and measure ambient and atmospheric conditions
- Monitor mixing and application of coatings
- Measure thickness of coatings
- Adhesion testing
- Evaluate coating cure and re-coating, if required
- Detailed reports
- Final Inspection



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

Meeting Date: April 9, 2026

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer
Chelsea North, Parking Operations Manager

Through: Elizabeth Ferland, City Manager
Donald Lussier, Public Works Director

Subject: **Execution of a Change Order for Construction Services for the City Hall Parking Garage Project - City Engineer**

Recommendation:

Move to recommend that the Finance, Organization and Personnel Committee authorize the City Manager to do all things necessary to negotiate and execute a contract change order with Structural Preservations Systems, LLC in an amount not to exceed \$120,000 for the City Hall Parking Garage Rehab Project (22M006AA).

Attachments:

None

Background:

As part of the City Hall Parking Garage Rehabilitation Project (22M006AA), the City publicly bid the project with two components: a base bid and a bid alternate for additional repairs identified in the contract documents. The base bid included the repairs deemed immediately necessary for the facility, while the bid alternate included additional improvements desired by the City and design team but not considered immediately required. This approach allowed the City to establish the cost of the essential repairs while also obtaining competitive pricing for the additional desired work.

Following review of the bids received, the project was awarded to the base bid low bidder, Structural Preservations Systems, LLC, for the base bid scope only.

After the award, Public Works requested a price proposal to revise the specified concrete coating. The original specification included a silane siloxane concrete coating; however, the City requested pricing for a more effective and longer-lasting two-part epoxy traffic membrane, which has an expected service life of approximately 8–10 years and provides improved protection for the concrete.

This change order revises the coating system to the two-part epoxy traffic membrane and incorporates a reduced, selective portion of the bid alternate work based on the competitively bid pricing received during the bidding period.

Funding for this change order is available through the Capital Improvement Program for the City Hall Parking Garage Rehabilitation Project (22M006AA). A total of \$129,190 in unencumbered funds is available to cover the cost of this additional scope of work.