



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
February 24, 2022
5:30 PM

A. AGENDA ITEMS

1. New Hampshire Department of Justice Grant Acceptance - Fire Department
2. Downtown Infrastructure Improvements and Reconstruction Project - Consultant Selection - Public Works Department
3. Proposed Capital Improvement Plan (CIP) for FY 2023-2029

B. MORE TIME ITEMS

1. Councilor Filiault - Charter Amendment Related to Municipal Primary

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: February 24, 2022

To: Finance, Organization and Personnel Committee

From: Mark Howard
Fire Chief

Through: Elizabeth Dragon
City Manager

Subject: New Hampshire Department of Justice Grant Acceptance - Fire Department

Recommendation:

That the Finance, Organization and Personnel Committee recommend to the full City Council the acceptance of the New Hampshire Department of Justice Grant awarded to the Keene Fire Department totaling \$84,425 and to allow the City Manager to do all things necessary for the acceptance and execution of the grant.

Attachments:

None

Background:

On December 15, 2021, the Fire Department submitted a grant to the New Hampshire Department of Justice related to COVID-19 Staffing Request. The grant submitted totaled \$84,425 and would be used to off-set the cost of assigning additional overtime staffing in January and February of 2022. On February 14, 2022, the Fire Department was notified by New Hampshire Department of Justice that we have been awarded the \$84,425 grant.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: February 24, 2022

To: Finance, Organization and Personnel Committee

From: Kurt Blomquist, ACM/Public Works Director

Through: Elizabeth Dragon, City Manager

Subject: **Downtown Infrastructure Improvements and Reconstruction Project - Consultant Selection - Public Works Department**

Recommendation:

The Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute professional service contracts for engineering, technical, and construction services with Stantec Consulting Services, Inc. for the Downtown Infrastructure Improvements and Reconstruction Project. Further, if the City cannot come to an agreement, the City Manager is authorized to move to the second highest ranked proposer.

Attachments:

None

Background:

The City is moving forward with the implementation of the Downtown Infrastructure Improvements and Reconstruction process. The City issued on December 28, 2021 a request for qualifications (RFQ) from engineering and planning firms to provide engineering, technical and construction services. Proposals were due February 3, 2022.

The City stated it was looking for a firm that had relevant project experience focusing on downtown and urban type reconstruction projects. Firms that could demonstrate unique approaches to infrastructure replacement/upgrades. Since this project was occurring in the downtown area and will involve multiple and diverse interest groups, the City was interested in unique approaches to management of public processes and communications.

The City received two proposals, Stantec Consulting Services and Weston & Sampson. A review team was established which reviewed the RFQ submissions and participated in interviews of both firms. The firms were reviewed on the follow areas.

- Qualifications – completion of similar projects,
- Understanding and Approach to the project,
- Experience of Project Team,

- Resources – in-house and subcontractors: experience, availability, etc.

The team unanimously supported recommending Stantec Consulting Services as the preferred firm. Stantec demonstrated that the firm had substantial experience working on downtown-oriented projects. They proposed a team that had relevant experience in New Hampshire and other New England States. They talked about several unique approaches for assessing traffic and utilities. They discuss the importance of communication with all stakeholders throughout the project and possible ways to accomplish this communication.

City of Keene, New Hampshire
2023-2029 Capital Improvement Program
FOP Review February 24, 2022

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