

**TOWN OF RYE – TAP GRANT COMMITTEE
MEETING
Thursday, March 23, 2023 – 5:30 p.m.
Rye Town Hall**

Present: *Chair John Loftus, Lydia Tilsley, and Victor Azzi*

Others Present: *Selectman Tom King*

1. Call to Order and Pledge of Allegiance

Chair Loftus called the meeting to order at 5:41 p.m. and led the Pledge of Allegiance.

2. Discuss Scope Walk with NH DOT on 09 MAR 2023

The Committee gave their thoughts on the site walk that was held with NH DOT on March 9, 2023. The intent of the site walk was to view the Town Center and to observe the process for the release of students at the end of the day at the junior high.

Chair Loftus noted his concerns about students' safety at the intersection of Lang Road and Washington Road. Quite a few students cross that intersection and there are safety concerns. Member Azzi suggested revisiting all solutions for the intersection and have all options be considered. He also suggested getting some engineering advice about what other towns are doing and what might work for the Town Center.

3. Discuss any new items generated from the scope walk

The Committee agreed to include in the scope of work for the design engineer, the intersection of Lang Road and Washington Road. The also agreed that each end of the Town Center, along Washington Road, should be included for a preliminary design of what can be done in the future to tie into the work covered under the TAP Grant. Selectman King agreed to find out if funds would be available for these preliminary designs, if needed, from the Town.

4. Discuss engineering firms. As a reminder, we need to pick a minimum of three firms to interview and discuss the project with. We will need to understand the firm's experience with our size and type of project, their time availability, their completion record, and references, among other things. Also, we should take into account the physical location and size of the firm. So far, I have gone through little over half the list (see link). Some firms can do it all in house, while other sub out parts. Some of the firms are 3 or 4 deep for the same personnel position, while others may be subbing that part out.

The Committee reviewed the list of engineering firms approved by the State to work on the TAP Grant project. Chair Loftus noted that it's his understanding that the firms will do the preliminary engineering, along with the final engineering. Once an engineering firm is retained there can be discussion about whether more surveying is needed and who will be able to do that work. Some engineering firms may have inhouse surveyors and others may subcontract out that work. This is will be determined during the interviewing process. There was some discussion about the benefits of using a surveying firm who is familiar with Rye and has a history of working with the Town.

The Committee discussed criteria for choosing firms to interview. Some ideas considered:

- Location of firm; Portsmouth, Concord & Manchester
- Firm's interest
- Firm's timeline
- Recent projects of the same size and scope
- Tract record for meeting timelines and budget
- In-house talent versus subcontracting

Selectman King agreed to get a copy of the matrix prepared for the update of the master plan, which is being used by the Long Range Planning for contract selection.

There was also some discussion on the process for picking the firm. The selection is done with the oversight of the DOT. Three firms are selected to solicit RFP's. No discussion of monetary consideration is discussed at this phase. The Committee will review and rank the three firms and document the process. The Committee then asks NH DOT for approval for the highest ranking firm before proceeding to scope and fee negotiations.

The Committee agreed to split up the list of firms and review the information for possible firm selection. Members will try to come up with three choices from their list to review at the next meeting in order to pick the overall top firms.

- 5. Future schedule: we will need to schedule some meetings during the daytime so that we can meet with Jason and/or Matt.**

It was the consensus that there is some flexibility in scheduling meetings during the day.

- 6. Other business**

None

Adjournment

Motion by Victor Azzi to adjourn at 6:30 p.m. Seconded by Lydia Tilsley. All in favor.

Respectfully Submitted,
Dyana F. Ledger