

**TOWN OF RYE – TAP GRANT COMMITTEE  
MEETING  
Thursday, April 13, 2023 – 5:30 p.m.  
Rye Town Hall**

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

**1. Call to Order**

Chair Loftus called the meeting to order at 5:32 p.m. and led the Pledge of Allegiance.

**2. Review and Approve Meeting Minutes**

- **March 6, 2023**

**Motion by John Loftus to accept the minutes of March 6, 2023 as written. Seconded by Lydia Tilsley. All in favor.**

- **March 9, 2023**

**Motion by John Loftus to accept the minutes of March 9, 2023 as written. Seconded by Tom King. All in favor.**

- **March 23, 2023**

The following corrections were noted:

- Page 2, 5<sup>th</sup> bullet should read: **Track record for meeting timelines and budget**
- Page 3, 2<sup>nd</sup> paragraph, 3<sup>rd</sup> sentence should read: **At a minimum, three firms are selected to solicit RFP's.**

**Motion by John Loftus to accept the minutes of March 23, 2023 as amended. Seconded by Lydia Tilsley. All in favor.**

- 3. Committee members will share thoughts on the 3 Engineering firms they have selected.** Due to the shortness of time, I suggest we keep each contractor discussion to 3 minutes. It would also be helpful if you could make written bullet points for each Company you have selected, and have at least 3 copies to hand out to the other committee members. I realize 3 minutes is short, but we can come back if we have time, and/or continue at the following meeting. The idea here is to see why each of us picked certain firms and share ideas, not make final decisions.

**The Committee reviewed the engineering firms selected from the DOT list of qualified firms for the TAP Grant project.**

**BETA Group, Manchester:** BETA Group is a large firm with in-house capabilities for Rye's project. The website for the company is very professional and provides a lot of information about their services. The firm has been providing services in roadway, bridge, and traffic engineering for over forty years, along with the capability to act as a local public agency. Transportation projects are a specialty in the firm's N.H. office with ten professionals whose primary focus is on traffic design and analysis. They are well versed in traffic safety projects. Overall, this firm is very well qualified for the project.

**CDM Smith, Manchester:** CDM Smith is a large firm with capabilities in-house for the Town Center project. The firm has twenty-six years of experience. Part of their experience includes design work on the New Castle to Rye bridge. They pride themselves in prioritizing on time and on budget delivery for each phase of projects handled by their firm. They also work with leveraging the best resources to support the client's needs. The firm is very well qualified for the project.

**CMA Engineering, Portsmouth:** CMA Engineering did the original work so they are very familiar with the project. This is a local firm with offices in Portsmouth, Manchester, and Portland. CMA has acted at a local public agent for many towns in NH and has represented over one hundred municipalities. This is a well-qualified firm.

**Wright-Pierce, Portsmouth:** Wright-Pierce currently has twenty-two professional engineers; many who specialize in highways, bridges, multi-use pathways, and traffic projects. The firm has worked on similar projects to Rye's in Lebanon and Somersworth, NH. They have a great deal of experience with projects involving sidewalks and bike lanes.

**Western and Sampson Engineers, Manchester:** Western and Sampson has a great deal of experience with projects involving sidewalks; including the towns of Bradford, Wilton, Laconia, and Rochester. The firm was involved in the current construction along Peverly Hill Road in Portsmouth. They are also involved in a bicycle lane project for Maplewood Avenue, also in Portsmouth. Their work in Wilton NH looked most like the project that is proposed for Rye.

**TEC Engineering Corp., Hampton:** TEC Engineering was involved in the recent improvements made to Banfield Road in Portsmouth. The firm uses subcontractors for some of their work, so not all pieces of the project are managed in-house. They have a great deal of experience with rotary projects. Many of those projects included bicycle lanes and pathways.

**McFarland and Johnson, Concord:** McFarland and Johnson has a great deal of experience in projects that are similar with Rye; such as, traffic calming, complete streets, and sidewalks. The firm has staff in-house to handle the Town Center project with a strong focus on traffic engineering talent. They have worked on many local jobs; including, the transformation of Main Street in downtown Concord. The firm recommends Doucette Surveying; however, they will choose a surveyor based upon the specific site and needs of the client.

**Jacobs Engineering, Bedford:** Jacobs Engineering has offices in Bedford and Boston. Their staff includes traffic engineers, so many pieces of the project can be addressed in-house. Much of their experience is related to traffic flow, traffic calming, complete street projects, sidewalks, and right-of-way studies. Their experience also includes analysis of bicycle, pedestrian, and vehicular crash histories and flow rates.

**Kleinfelder, Manchester:** Kleinfelder is a national company but has a presence in New England with their Manchester office. Their firm does a lot of work involving traffic studies, and right-of-ways. The survey work would be handled by a subcontractor through this firm. Kleinfelder has handled a lot of work in New England, particularly in Maine, including the traffic circle in Kittery.

#### **4. Other business**

The Committee discussed the next step and process in the TAP Grant project, which would be to draft an RFQ for public posting. It was noted that the next step does not involve pricing and negotiating with any firms. It's just a process of soliciting for firms who may be interested in taking on the project. From the RFQ process, firms will be narrowed down to possibly four or five for the Committee to interview.

#### For next meeting:

- Committee members to review the other members' recommended firms for further discussion.
- Committee members will also go over the RFQ process in more detail, which is explained in the requirements for the TAP Grant.
- Selectman King will speak with Town Administrator Scruton about setting up a drop box online for shared files and information regarding the project.

Vice-Chair Tilsley noted that Katherine Brown has expressed interest in being on the Committee. She will forward her information to Chair Loftus.

#### **Adjournment**

**Motion by Tom King to adjourn at 6:26 p.m. Seconded by Lydia Tilsley. All in favor.**

Respectfully Submitted,  
Dyana F. Ledger