

**TOWN OF RYE – TAP GRANT COMMITTEE
MEETING
Thursday, June 8, 2023 – 5:00 p.m.
Rye Town Hall**

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

1. Call to Order and Pledge of Allegiance

Chair Loftus called the meeting to order at 5:07 p.m. and led the Pledge of Allegiance.

2. Minutes

- **April 13th**

Motion by John Loftus to approve the minutes of April 13, 2023 as written. Seconded by Lydia Tilsley. All in favor.

- **April 27th**

The following corrections were noted:

- Page 1, 2nd paragraph under item 2 it should read: **Member Azzi noted that more surveying work is needed because the drawings point out that in some areas the alignment with the center line of the road, as built, may not be as wide as needed in order to have bike lanes and sidewalks, along with two travel lanes.**

Motion by John Loftus to accept the change to the minutes (insert A) presented by Member Azzi. Seconded by Lydia Tilsley. All in favor.

- Page 1, 3rd paragraph under item 1 it should be noted: **It was known that the grant had not been formalized and there was a source of money that would pay James Verra Surveying, which the Town had already approved. Member Azzi had conversations with Town Administrator Scruton on that point.**
- Page 1, Jim Verra should be: **James Verra**

Motion by John Loftus to accept the corrections to the April 27th minutes. Seconded by Lydia Tilsley. All in favor.

3. Review RFQ again, if needed

Chair Loftus noted that Town Administrator Matt Scruton has the RFQ and it's all set to go. Leah Thomas made one minor edit and also changed the word "walkways" to "sidewalks." The rest of the RFQ was exactly what the Committee had before.

Member Azzi commented that walkways are needed as well as sidewalks because they are not synonyms. Sidewalks are along the side of a road. Walkways might be running from the back of the Town Hall to the church and other places that are not alongside roads.

Chair Loftus noted that he will speak with Administrator Scruton and make that insert. If not, it will just go with the word "sidewalks." He continued that other than that the RFQ is set to go. In the meeting with Leah Thomas, it was noted that the RFQ was going to be direct mailed to the nine firms. Leah said if this was done it didn't have to be in the newspaper. The RFQ is also going to be posted on 'Construction Summary' and a couple of NH municipal websites. The intent is to send the RFQ out within the next couple of days. Chair Loftus agreed to send the Committee the website addresses where the RFQ will be posted. He pointed out that there was also discussion at the meeting with Leah about the sixty days from date of publishing for the time for firms to respond. It was suggested to cut that back to thirty-five days. The time of four to six weeks is normal.

The Committee discussed whether sixty days would be appropriate for a response time. Member Azzi commented that the time is longer than what a lot of firms may need, but it's not too long for firms that are busy right now. Chair Azzi pointed out that at this part of the inquiry, the firm only has to respond back that they're interested. They don't have to put together a package or contract.

After discussion, it was agreed by the Committee that five weeks (35 days) would be reasonable.

**Motion by Lydia Tilsley to change the time to thirty-five days, down from sixty days.
Seconded by John Loftus. All in favor.**

4. Discuss answering firms who show interest in this project after we post the RFQ. What additional information package shall be tendered?

Chair Loftus noted that the intent is to narrow down the selection to three to five firms from the ones that respond. During that process, the firms can be invited to do a pre-interview and site walk. At that point, the Committee can give them additional information to consider; for example, surveys and past conceptual drawings. Each firm that comes to the pre-interview should receive the same package. It's also recommended that the firms are all asked the same questions. Chair Loftus read from the LPA regarding the process. It was noted that the pre-interview is not mandatory.

The Committee agreed to do both a pre-interview and site walk with the firms, as part of the selection process.

The Committee discussed how to handle questions from firms during the thirty-five day period. There was agreement that all questions should be listed with the responses sent to all firms. The Committee decided to seek advice from Leah Thomas on how to handle questions from firms.

The Committee discussed what information should be provided in the packets to the firms:

- Surveys
- Conceptual drawings
- Input and observations from Rye Town Center Committee and TAP Committee
 - At some point, Lang Road should be discussed (probably after a firm is chosen)
 - There should also be a tie-in with Central & Wallis with Washington (Needs to be separated out from the TAP – conceptual engineering study)
- Problems with school drop-off and pick-up – traffic calming (film those times during the day for review – confirm with Police Chief Walsh)

Information for packets will be reviewed at a future meeting. The Committee reviewed the process and forms in the LPA; Section 12, Appendix A.

5. Other Business

Chair Loftus noted that the last information from CMA was estimated cost, which was \$925,000. That included the base alternative and there were six additions that were added to the price. He pointed out this was done in March 2021. CMA added inflation to 2025 at 12%. Chair Loftus reviewed the items included in that cost.

For next meeting: Members to review Section 12, Appendix A.

Adjournment

Motion by John Loftus to adjourn at 6:17 p.m. Seconded by Lydia Tilsley. All in favor.

Respectfully Submitted,
Dyana F. Ledger