

**TOWN OF RYE – TAP GRANT COMMITTEE
MEETING
Thursday, July 27, 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

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

2. Review meeting minutes from July 13, 2023

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

3. Discuss the 3 RFQ in general

The Committee received three requests for qualifications (RFQ) from engineering firms for the TAP Grant project. Packets of interest were received from BETA Group; SLR International Corporation, and Wright-Pierce. A minimum of three firms must be interviewed as part of the requirements for the TAP Grant.

Member Azzi requested a copy of the posting that the engineering firms responded to. Selectman King agreed to follow up with Town Administrator Matt Scruton to get this information.

4. Continue discussion about answering the three firms who have shown interest in this project. What additional information package shall be tendered? Review and refine list that has been started.

The Committee reviewed the list of information that should be included in the packets to the firms prior to interviews.

- **Surveys** – Member Azzi provided a set of three surveys, which is a compilation of most of the information prepared by James Verra and Associates over the years for the Rye Town Center. The surveys cover the intersection at Central and Washington Road to Grange Park. Another survey provided is associated with Washington Road for a previous plan with the Town to subdivide the property which is now called the Library Common. Member Azzi will follow up with the Town to find the two missing sheets that is associated with the Library Common property.

- **Relative drawings from pervious projects** – Includes conceptual drawings from CMA Engineering and Ironwood Engineering. The surveys and conceptual drawings will be provided to the firms in electronic format on thumb drives.
- **Input from the Rye Town Center Committee** – Chair Loftus will speak with the Town Center Committee to get their input.
- **Tie-ins required for the two ends of the project (Grange Park and war memorial) -** It was noted that the Town would like a conceptual for these two items, even if it has to be paid for separately. It was agreed that Lang Road really affects this project; such as, the crosswalks, traffic engineering, vehicle traffic lanes, stop signs, etc. The Committee will have some input, but the final will be up to the engineer based upon the safest and best design.
- **Consideration of Lang Road intersection** – This is part of the TAP Grant.
- **Traffic monitoring for Lang Road/Washington Road intersection** – This information is to be provided by Police Chief Walsh.
- **Videos of school drop-off and end of day pickup** – The video will be emailed to the firms.
- **Input and questions from the TAP Grant Subcommittee**
- **Selection criteria**
- **Site walk**

Chair Loftus noted that he asked the members of the Town Center Committee to speak with people in town to get their thoughts, as a lot of them have school aged children. That information will be consolidated and submitted to the TAP Grant Committee. Thoughts from different people may bring attention to the design on something that the engineer may not have thought was important.

The Committee discussed the pre-interview process.

- The pre-interview will be done with all firms at one time. The intent is to provide information to the firms that is needed to discern how they are going to do the job, which will be presented at the formal interview.
- A site walk with all three firms will be conducted as part of the pre-interview. This will be done so everyone can hear the same questions and discussion about the project. Firms are welcome to visit the site on their own to observe pickup and drop-off at the school, as it would be best to see this in person, not just on video.
- Firms will be given a certain amount of time after the pre-interview to prepare their presentations and ask any additional questions before the formal interviews begin. Enough time needs to be allowed in order for the questions to be answered and then sent out to the other firms, as all firms must have the same information.
(*The Committee will be discussing the timeline at a future meeting.*)
- Formal interviews will be done separately for each firm.

It was agreed that Chair Loftus and Member Tilsley will work on drafting a letter to the firms inviting them to the pre-interview and site walk.

5. Set a tentative schedule for pre-interviews

To be discussed at the next meeting

6. Other Business

- Chair Loftus recommended to the members that they review Sections 12 and 13, along with Appendix A, of the TAP Grant information, as it's relevant to what they are doing now.
- The Committee authorized Chair Loftus to draft a letter that will be sent to firms confirming receipt of their RFQ. This will be sent to Town Administrator Scruton to be finalized and sent.

John Loftus moved that he will draft a letter for Town Administrator Matt Scruton to send to firms who have applied to acknowledge their packages were received. Seconded by Victor Azzi. Vote: 2-0 – *(Member Tilsley adjourned from the meeting at 6:32 p.m. Not present for vote)*

- Next meeting scheduled for Thursday, August 3rd, 5:00 p.m., Rye Library

Adjournment

Motion by John Loftus to adjourn at 6:56 p.m. Seconded by Victor Azzi. Vote: 2-0

Respectfully Submitted,
Dyana F Ledger