

**TOWN OF RYE – TAP GRANT COMMITTEE  
MEETING  
Friday, October 13, 2023 – 10:00 a.m.  
Rye Town Hall**

**Present:** *Chair John Loftus, Victor Azzi, and Town Administrator Matt Scruton*

**1. Call to Order**

Chair Loftus called the meeting to order at 10:02 a.m. and led the Pledge of Allegiance.

**2. Discuss Final Interviews**

The Committee met to discuss the interviews with the three engineering firms, which were held on October 2<sup>nd</sup> and October 6<sup>th</sup>. As noted by Chair Loftus, this meeting is an opportunity to bring up features observed during the interviews that may affect the project. He also noted that the comments may or may not resonate with anyone else, but it may remind or bring attention to a selling point for reflection.

Each committee member used a ranking system to rank each firm in terms of qualifications, credentials, and interview presentation, as set forth by the Committee and the LPA process. There was discussion amongst the Committee as to how to use the ranking system in the process of choosing an engineering firm. Reference checks for the firms were done by Member Lydia Tilsley and that information was submitted to all committee members for review.

Observations by the Committee:

- All firms were well staffed, both internally and externally, and all credentials were good. (*J. Loftus*)
- Wright-Pierce had the most direct experience with LPA projects throughout N.H. (*M. Scruton*)
- LPA personnel assigned for Rye TAP project: 1) BETA – 6; 2) SLR – 1; and 3) WP – 3 (*J. Loftus*)
- All firms did a good job in discussing how they poll the public. All firms had a good means by how they would allow the public to participate in the process. (*M. Scruton*)
- All firms are qualified and experienced, some more than others. (*V. Azzi*)
- The timeline for each firm is approximately the same; late 2025. (*J. Loftus*)
- BETA listed their work on LPA projects, as part of their accomplishments. Projects in N.H. were included in that list. (*M. Scruton*)
- Some of the firms already have experience with Rye, but not in the areas needed for the TAP project. (*V. Azzi*)
- All firms indicated personnel availability for the project. (*J. Loftus*)
- Personnel management seemed very qualified and capable. (*M. Scruton*)
- Some concern in regards to the role of the surveyor in this project. The quality of the surveying firm is important, as this work is key to the project. (*V. Azzi*)

- Presentation by BETA was more thorough. The key issues and considerations in their PowerPoint presentation showed a more in-depth analysis and understanding. *(J. Loftus)*
- Based on the presentations, it seems that all firms would be able to communicate effectively with Rye's team. *(M. Scruton)*
- All firms seemed eager to be awarded the job, some more than others. *(V. Azzi)*
- Graphics presented by BETA were very well done, especially the video presentation. They were the only firm to do an in-depth video, which is very good for public understanding. *(V. Azzi)*
- Would have liked to have seen more LPA experience in N.H. with SLR. *(M. Scruton)*
- The past experience working in N.H. on LPA designated projects is of high importance. *(V. Azzi)*
- All three firms have interactive websites. *(J. Loftus)*
- All three firms had a grasp on the project scope. *(M. Scruton)*
- Location of the firm and proximity to Rye and the project is important. *(A. Azzi)*
- All three firms have worked on similar projects. *(J. Loftus)*
- Use of cones and other measures to test ideas was a good idea. All three firms indicated that they would have some way of testing plans before implementing construction and completion of the design. *(M. Scruton)*
- Similar projects done in N.H. that now exist and are in process to exist are important in the Committee's considerations to see results of the work of these firms. *(V. Azzi)*
- All firms have good personnel. *(J. Loftus)*
- It seems that all firms would be willing to help Rye's team through the process in regards to providing documentation and billing that meets the requirements for LPA. *(M. Scruton)*
- Concerned about the substance of the references. *(V. Azzi)*

Member Azzi spoke about his concerns with the way the references were obtained. Administrator Scruton noted that all three firms are on the State website for LPA firms. He is confident that all three firms are qualified and would do a good job. Member Azzi pointed out that all three firms are qualified, but not all are experienced with an LPA project with NH DOT. Administrator Scruton noted that two of the three firms had experience working with NH DOT on LPA projects. One firm did not; however, they are qualified and quite capable. Chair Loftus pointed out that the firms are filtered by the State in order to get on the LPA list.

Administrator Scruton noted that at a later date, the Town will also be needing assistance with the construction elements of the LPA process and will be reaching out to firms again. Two of the three firms were on the State list for construction.

Members will finalize their ranking forms and send them by email to Janice Ireland and Lydia Tilsley, who will be tallying the scores.

### **3. Other Business**

*None*

**Motion by John Loftus to adjourn the meeting at 10:53 a.m. Seconded by Matt Scruton. All in favor.**

Respectfully Submitted,  
Dyana F Ledger