

# Town Hall Space Needs

## Summary

- A Request for Qualifications was prepared and presented to the Selectmen for a Space Needs study within the Town Hall. The Selectmen agreed to go forward and elicit bids. Selectmen Meeting Minutes of April 11, 2011. ([http://www.town.rye.nh.us/pages/RyeNH\\_SelectMin/BOS\\_Minutes\\_4-11-11.pdf](http://www.town.rye.nh.us/pages/RyeNH_SelectMin/BOS_Minutes_4-11-11.pdf))
- On April 16<sup>th</sup> and 17<sup>th</sup>, 2011 The Town placed an advertisement on the Town website and in the Portsmouth Herald, Fosters Daily Democrat and the Manchester Union Leader for RFQ #11-01 "Rye Town Hall Facilities Need Assessment"
- A committee was formed comprised of Town residents, employees and staff. (Michael Magnant, Town Administrator; Priscilla Jenness, Selectmen, Gregg Mikolaities; Joe Tucker; Paula Merritt; Mel Low; Kimberly Reed, Planning Administrator; Cyndi Gillespie, Assistant Town Administrator/Town Finance Director; and Dennis McCarthy, DPW Director.)
- Thirteen (13) RFQ's were received. A list of the firms is included in the appendix of this documentation.
- A process was established to determine if the submittals were complete and addressed areas of concern in the RFQ based on the three sections of the proposal. The list of firms ranking and qualification check list is listed in the appendix of this documentation.
- The Committee met on Monday June 13, 2011 to review the RFQ's received. Selectmen's Meeting Minutes of May 23, 2011. ([http://www.town.rye.nh.us/pages/RyeNH\\_SelectMin/BOS\\_Minutes\\_6-23-11.pdf](http://www.town.rye.nh.us/pages/RyeNH_SelectMin/BOS_Minutes_6-23-11.pdf))
- Each committee member reviewed the 13 submittals and rank them within the process provided. The committee met on July 6, 2011. At this meeting; the committee members compared individual notes on the submittals and selected the top three candidates for interviews and recommendation to the Board of Selectmen.
- The committee interviewed the top three firms. Richard M. Monahan, Jr. AIA Architects and Christopher P. Williams Architects, PLLC on July 26, 2011 and AG Architects on August 9, 2011.
- The committee narrowed its selection and recommended AG Architects to the Board of Selectmen. Selectmen's Meeting Minutes of August 22, 2011. ([http://www.town.rye.nh.us/pages/RyeNH\\_SelectMin/BOS\\_Minutes\\_8-22-11.pdf](http://www.town.rye.nh.us/pages/RyeNH_SelectMin/BOS_Minutes_8-22-11.pdf))
- Within the scope of work for this project, AG Architects conducted surveys and interviews with staff, committees and boards for the efficiency of the Town Hall. A review of working relationships between Town departments was considered during this process.
- A public survey was mailed to all the residents of Rye asking for their input into the space needs and any concerns they have regarding Town Hall. A copy of the survey is included in the appendix of this document.
- A meeting was conducted on December 6, 2011 to discuss the findings of the study with the Rye Town Hall Facility Needs Assessment selection committee.
- A public presentation was given by AG Architect at the Selectmen's meeting on December 22, 2011 to present the findings of the study. Selectmen's Meeting Minutes of December 22, 2011. ([http://www.town.rye.nh.us/pages/RyeNH\\_SelectMin/BOS\\_Minutes\\_12-22-11C.pdf](http://www.town.rye.nh.us/pages/RyeNH_SelectMin/BOS_Minutes_12-22-11C.pdf))
- A public presentation was given by AC Architect at the Rye Public Library on Thursday, January 26, 2012 the final report of the space needs analysis was presented.