

Place: 55 International Drive – Board Conference Room

Watch Meeting Via Live Stream: [https://townhallstreams.com/towns/pease\\_dev\\_nh](https://townhallstreams.com/towns/pease_dev_nh)

**BOARD OF DIRECTORS' MEETING**

**AGENDA**

- I. Call to Order:**
- II. Acceptance of Meeting Minutes: Board of Directors' Meeting of May 23, 2024 \* (Semprini)**
- III. Public Comment:**
- IV. Committees:**
  - A. Report:**
    - 1. Port Committee \*
    - 2. Finance Committee \*
- V. Consent Agenda Items:**
  - A. Consent Agenda Approvals \* (Conard):**
    - 1. Security Utility Vehicle – 4X4 John Deere \* (Fournier)
    - 2. Legal Services \* (Ferrini)
    - 3. 231 Corporate Drive LLC – 231 Corporate Drive - Variance Request \* (Levesque)
    - 4. Lonza – 101 International Drive – Equalization Tanks Concept Approval \*(Parker)
    - 5. Vanasse, Hangen, Brustlin, Inc. – Update Implementation Plan – Tradeport Intersection Improvement Implementation Plan \* (Semprini)
    - 6. Port City Air, Inc. (Great Circle Catering) – 282 Corporate Drive – Concept Plan \* (Conard)
    - 7. US Department of State – 31 and 32 Rochester Avenue - Lease Amendment No. 2 \* (Fournier)
- VI. Finance:**
  - A. Executive Summary \***
  - B. Reports:**
    - 1. FY2024 Financial Report for the Ten-Month Period Ending April 30, 2024 \*
    - 2. Cash Flow Projections for the Nine Month Period Ending February 28, 2025 \*
  - C. Approval:**
    - 1. Proposed FY 2025 Operating and Maintenance Budget and FY 2026 - FY2028 Forecast \* (Ferrini)

**VII. Licenses/Rights of Entry/Easements/Rights of Way:**

**A. Report \*:**

1. 603 Aero Space, LLC – Right of Entry – Aviation Avenue
2. ATDG, LLC – Right of Entry – 360 Corporate Drive
3. CDM Constructors Inc. and Northam Survey LLC - Right of Entry – Off Arboretum Drive
4. New Hampshire ANG – Right of Entry - 119 Arboretum Drive

**VIII. Leases:**

**A. Report \*:**

1. Sublease between 200 International LP and Global Dominion Access USA Corp – 200 International Drive (Suite #150)

**IX. Contracts:**

**A. Report \*:**

1. Sunbelt Rentals – Stump Grinder
2. Air Traffic Control Tower - Shade Replacement – Plastic-View
3. Pease Tradeport - Zero Turn Diesel Mower – James R. Rosencrantz & Sons, Inc.
4. Pease Golf Course - True 72” Four Drawer Refrigerated Chef Base - WebRestaurant

**X. Executive Director:**

**A. Reports:**

1. Updated Committee Assignments \*
2. Golf Course Operations \*
3. Airport Operations \*
  - a) Portsmouth International Airport at Pease (PSM)
  - b) Skyhaven Airport (DAW)
  - c) Noise Line Report
    - (i) May 2024 \*

**XI. Division of Ports and Harbors:**

**A. Reports:**

1. American Cruise Lines, Inc. – 555 Market Street Terminal – Right of Entry \*
2. Commercial Mooring Transfer – Elwell to Falzarano \*
3. Commercial Mooring Transfer – Murphy to Desrosiers \*
4. Commercial Mooring Transfer – MacDonald to Ribblett \*
5. Commercial Mooring for Hire – Esther’s Marina \*

**B. Approvals \*:**

1. Portsmouth Fish Pier - Replacement Building - Appledore Marine Engineering Services \* **(Levesque)**
2. Rye Harbor Marine Facility
  - a. Revetment Work \* **(Parker)**
  - b. Retail Platform - Appledore Marine Engineering Services \* **(Fournier)**

**C. Board Action on Mooring Permit Appeal:**

1. Appeal of Richard Wickson – Mooring Permit #8008 - Recommended Decision of Director Fournier \* **(Ferrini)**

**XII. New Business:**

**A. Report:**

1. Thermo Fisher Scientific, Inc. – 23 Hampton Street – Presentation to Board
2. Delos, LLC (PlaneSense) – 115 Flightline Road - Presentation to the Board

**B. Grant Applications Filed in May:**

**XIII. Special Event:**

**A. Report \*:**

1. Yellowfin Events LLC – Road Race to be held July 20, 2024

**XIV. Upcoming Meetings:**

Port Committee	July 11, 2024 @ 8:00 a.m.
Airport Committee	July 15, 2024 @ 8:00 a.m.
Board of Directors	August 8, 2024 @ 8:30 a.m.

**All Meetings begin at 8:30 a.m. unless otherwise posted.**

**XV. Board Discussion:**


1. Future Use of Harbors

**XVI. Directors' Comments:**

**XVII. Adjournment:**

**XVIII. Press Questions:**

**XIX. Consultation with Counsel:**

- \* Related Materials Attached
- \*\* Related Materials Previously Sent
- \*\*\* Related Materials will be provided under separate cover
- + Materials to be distributed at Board Meeting
-  Confidential Materials




# PEASE

INTERNATIONAL

555 Market Street, Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

TO: Pease Development Authority ("PDA"), Board of Directors

FROM:   
Myles Greenway, Interim Director of Ports and Harbors

DATE: June 5, 2024

SUBJECT: Rye Harbor Marine Facility, Retail Platform, Appledore Marine Engineering Services Proposal

Following the NH Fiscal Committee and NH Governor and Council's recent approval of the \$1,000,000 ARPA award for retail improvements at the Rye Harbor Marine Facility, the Division of Ports and Harbors (the "Division") requested and received a proposal from its on-call marine engineers, Appledore Marine Engineering, LLC ("AME") for Engineering Services related to construction of a Retail Platform at the Facility (the "Proposal"). The Proposal is attached and includes the following Scope of Work:

Scope	Fee
Project Management, Meetings and QC Services	\$ 63,392
Site Investigations, Surveys and Program Analysis	\$ 40,270
Design Services and Preparation of Contract Documents	\$ 74,118
Permitting Services	\$ 35,384
Construction Period Services	\$ 30,096
<b>Total Architectural and Engineering Services</b>	<b>\$243,260</b>

ARPA funded projects are on a tight schedule for getting projects "under contract" and funds "expended". Acceptance of the Proposal will help ensure that this time sensitive project will move forward and put the project "out to bid" for construction services as soon as possible.

As such, if the Board is interested in moving this project forward, the Division respectfully requests authorization from the PDA Board of Directors to accept AME's Proposal and to provide AME with notification to proceed with Engineering Services for the Retail Platform in an amount not to exceed \$243,260, as outlined in the Proposal.

# Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

May 23, 2024

Myles Greenway  
Acting Director  
Pease Development Authority – Division of Ports and Harbors  
555 Market Street  
Portsmouth NH 03801

[M.Greenway@peasedev.org](mailto:M.Greenway@peasedev.org)

Re: **Proposal for Engineering Services**  
Rye Harbor – Retail Platform Design

Dear Mr. Greenway:

Appledore Marine Engineering, LLC (AME) is pleased to present this proposal for the referenced project. This proposal presents the Scope of Work, Assumptions, Schedule, and Fees for the services required to complete the work.

## **Background**

The Rye Harbor facility has a section along the entrance drive dedicated to the retail sale of fish and light-prepared foods. These “fish shack” buildings allow the fishing industry to sell directly to the public fresh off the boat.



*Figure 1 Area of the subject project fish shacks.*



Rising water levels and an increase in the intensity of storms have resulted in periodic flooding of the fish shacks, causing severe damage and an interruption to operations. To improve the resiliency of the fish shacks, a project is being proposed to construct an elevated platform above the highest anticipated water level to support prefabricated buildings.



*Figure 2 Flooding in early 2024. Note fish shacks on the top left.*

We understand the State has authorized the use of ARPA SFRF funds under Section 602 (c)(1)(C) to fund the project up to \$1,000,000.

This project's scope is to provide the required services, including engineering, design, permitting, bidding, and construction observation, to support the construction of a retail platform and prefabricated buildings.

### **Scope of Work**

The Scope of Work outlined below provides for site investigations, design, engineering, and preparation of contract documents to design a new platform and prefabricated buildings. The proposal includes the following:

1. Site Investigations and Surveys;
2. Design Services and Preparation of Contract Documents (Drawings, Specifications, and Opinion of Construction Estimate);
3. Permitting Services;
4. Submission and Deliverables; and
5. Construction Period Services.

#### **1. Site Surveys and Investigations**

The following site surveys and investigations are required to define existing conditions to support the progression of the design services.

1. A topographic survey of the project area, including the location of wetland flags by a Wetland Scientist, the location of the Highest Observable Tide Line outside and along the limit of the survey area, and the location of apparent property boundary monuments (boundary information to be provided by the PDA).
2. Geotechnical subsurface investigations include up to four (4) borings (the actual number of borings will depend on the progress of work during the time available (one drill-crew day). Samples will be taken from the borings and evaluated for geotechnical properties. Geotechnical recommendations will be provided for the project, including foundation type and requirements, subgrade preparation, and reuse of on-site materials; and
3. Identification and field delineation of jurisdictional wetlands and the highest observable tide line within 100 feet of the project area.

## **2. Design Services and Preparation of Contract Documents**

We will provide professional services, including civil, structural, mechanical, and electrical engineering, as well as architectural, to support the platform design.

Professional services will include the following:

1. Removal drawings depicting selective demolition of components that will be removed;
2. Structural plans, elevations, and details following program requirements;
3. Design of foundation and structure;
4. Design of plumbing systems;
5. Design of electrical systems;
6. Design of site facilities, pavements, grading, and erosion control;
7. Design of utility services according to utility company standards and requirements;
8. Preparation of an opinion of probable construction costs;
9. Incorporate review comments and adjust drawings and specifications as necessary for the next submission and
10. Preparation of Contract Documents, including drawings and specifications. Division 00 and Division 01 specifications. We intend to leverage EJCDC bidding documents as provided on other PDA-DPH projects.



### **3. Permitting Services**

We have reviewed the applicable regulations and determined that the following permits are required. We will complete the required regulatory applications, consult with regulators as necessary, and prepare a package for the Owner's signature. Once identified, PDA-DPH must provide a check for the applicable permitting fees before submission.

1. A NHDES Shoreland permit application due to work within 250 feet of the high-water line;
2. A NHDES Standard Dredge and Fill Permit application due to work within 100 feet of the high-water line.
  - a. Meetings include a site walk with NHDES wetlands and the Town of Rye Conservation Commission and attendance at the Town of Rye Conservation Commission public meetings.
  - b. The project site is expected to be considered "developed" by NHDES Wetlands. If the project impacts undeveloped areas, then a Coastal Functional Assessment may be required by NHDES Wetlands, which is not included in this fee proposal. A modification to the contract may be processed if this is required.
3. An NHDES Application for an individual sewage disposal system. This item is associated with replacing/modifying the existing sewage holding tank for the food preparation shack.

### **4. Meetings**

We have included the following meetings to support collaboration with the PDA-DPH.

1. Pre-design (kick-off) meeting with Owner representatives to discuss project requirements;
2. Design review meeting with the Owner representatives following the Schematic Submission;
3. Design review meeting with the Owner representatives following the Pre-Final Submission and
4. A meeting arranged by the Owner for the purpose of sharing the project details with the public and gaining public input.



## **5. Construction Period Services**

Services under this task involve consulting with and advising PDA during construction. The services under this phase are limited to the level of engagement and awareness that the engineer is only knowledgeable of the onsite construction work based on submittals and RFI's from the contractor and periodic site visits to assess the level of completion and become generally familiar with the quality of work. During this phase, the contractor is responsible for notifying the Owner of conflicts or issues with the construction that require engagement by the engineer, as well as the construction means, methods, techniques, sequences, or procedures and site safety.

This task includes the following activities as requested by PDA:

- Reviewing for compliance with overall design intent, shop drawings, material certifications, and other submittals by the contractor.
- Visiting the project site at appropriate intervals as construction proceeds to observe and report on the progress and the overall quality of the completed work. We have planned five (5) site visits during critical construction milestones. Complete inspection reports documenting work progress after the scheduled site visits, noting specific observations, deficiencies, and photographs.
- Respond to the contractor's request for information (RFI's). We have based our estimate on 20 RFI's.
- Prepare a final punch list after notification by the contractor of substantial completion.
- Reviewing the contractor's as-built drawings for completeness.

This proposal is premised on a qualified, experienced contractor; therefore, weekly construction inspections are deemed unnecessary. If it is determined during construction that the contractor is having challenges achieving the design intent or quality of work, additional inspection services may be added through a modification to this contract.

The presence or duties of AME's/OPA's personnel at a construction site, whether as onsite representatives or otherwise, do not make AME/OPA or AME's/OPA's personnel in any way responsible for those duties that belong to PDA and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, scheduling, and procedures necessary for coordinating and completing all portions of the construction work following the construction contract documents and any health or safety precautions required by such construction work.

AME/OPA and AME's/OPA's personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty to inspect, note, observe, correct, or report on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except AME's/OPA's personnel.

The presence of AME/OPA personnel at a construction site provides PDA with a greater degree of confidence that the completed construction work will conform generally to the construction documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction contractor(s). AME/OPA neither guarantees the performance of the construction contractor(s) nor assumes responsibility for the construction contractor's failure to perform work following the construction documents.

### **DELIVERABLES**

We have reviewed the project requirements and determined the following deliverables would be required. If additional submissions are required to allow further owner input, a modification to the contract would be required.

1. Schematic design submission (drawings and opinion of cost);
2. Pre-final design submission (drawings, specifications, and opinion of cost);
3. Final Design Submission (drawings, specifications, and opinion of cost).

Each submission will include two hard copies and one electronic copy.

### **SUBCONSULTANTS**

We acknowledge that the project requires architectural and building design engineering services, which we will subcontract with OPA, a consultant in our master services agreement with the PDA-DPH.

### **EXCLUSIONS AND CLARIFICATIONS**

The following services are not anticipated to be required and are therefore not included in this proposal. If, during the progression of the work, additional services are deemed necessary, a modification to our contract may be completed.

1. Hazardous material testing, survey, and abatement;
2. Special inspections (Chapter 17, IBC);
3. Evaluation of soil vapor, radon, asbestos, or other potential environmental concerns not included in the ASTM or All Appropriate Inquiries (AAI) standards;

4. Regulated building material survey or management;
5. Historical/cultural resources investigation;
6. Revisions of project development program as requested by client, state, or local agencies;
7. As-built plans, easement plans, construction survey and/or certification;
8. Construction materials testing;
9. Renderings;
10. LEED certification;
11. Permitting except as noted above; and
12. Commissioning.

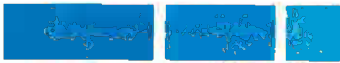
### **SCHEDULE**

We expect to proceed with the work immediately upon receipt of the signed acceptance of this proposal. We will work closely with the PDA-DPH to provide the Final Submission by October 1, 2024. To achieve this schedule, we would require notice to proceed within two weeks of proposal submission.

Permit applications will be developed and submitted to the review authorities as soon as the design development process and the PDA-DPH allow; however, the time required to complete the permitting process may extend beyond the Final Submission.

### **FEES FOR CONSULTING SERVICES**

Fees for consulting services will be on a fixed fee basis per the fee schedule detailed in the table below:



<b>Scope</b>	<b>Fee</b>
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The fixed fee includes all labor, reimbursable, and equipment expenses required to complete the work. Payment is due within thirty (30) days of the invoice date.

Please do not hesitate to contact me with any questions about this proposal.

Regards

Noah J Elwood, PE, BC. PE, BC. OE

President