

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Monday, November 22, 2004

MINUTES

Members Present:

Chairman: Peter S. Corr

Public Member: George deTarnowsky

Agency Representative: Orestes P. Monterey, Ph.D.

>Rhode Island College, Office of Capital Projects (RIC):

A quorum being present, the meeting was called to order by the Chairman. Minutes of the A/E/CS Selection Committee meeting of November 10, 2004 were approved by P. Corr and G. deTarnowsky. The following agenda items were addressed and voted upon by the Committee:

1. Rhode Island College (RIC): (9:11 a.m.)

LOI #B03718 – Upgrade and Modernization of Building #7, East Campus

Voting Members: P. Corr, G. deTarnowsky, O. Monterey

Cost: \$91,000

O. Monterey noted that this project is a rehabilitation of one of the ten buildings formerly occupied by the Department of Children, Youth and Families; i.e., the Paul Sherlock Center for Disabilities. The college has resources available in asset protection for the design in advance of funding next year for construction.

Seven proposals were received, and the four firms chosen to be interviewed were: William Kite, RGB, Louis Torrado and Vision III Associates. In addition to evaluating competence, ability to perform and past performance, the firms were also measured on presentation. Presentation includes the firm's familiarity with the scope of work, level of enthusiasm, and if all staff and consultants to be utilized on the project are in attendance at the presentation, and the quality of the presentation.

Dr. deTarnowsky asked how the Agency measured the firm's workload. Dr. Monterey answered that workload includes the level of current projects, and at what stage of design are these projects, as shown on Standard Forms 254 and 255. Also measured is the composition of staff; i.e., how many architects, engineers, etc. Dr.

Monterecy added that the firms are asked if they can handle the project within the requested timeframe.

Dr. deTarnowsky asked why would a firm bid if they did not feel they could complete the work within the specified timeframe. Dr. Monterecy answered that some firms are overloaded, but still submit a proposal. He further explained that, if a firm is involved in many projects, a low level or non-experienced architect might be assigned, rather than a principal.

Dr. Monterecy stated that the Agency is recommending RGB because they are highly qualified and their proposed cost is excellent.

Recommendation: Upon a motion made by Dr. deTarnowsky, seconded by Dr. Monterecy and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of Rhode Island College's Technical Review Subcommittee, as approved by the President, and sends forward to the Director of Administration for her consideration the single name of Robinson Green Beretta, the most responsive and responsible of the 7 firms that responded to the LOI. (9:18 a.m.)

2. Department of Health (DOH): (9:22 a.m.)

LOI #B03870 – Health Planning/Health Services Research

Voting Members: P. Corr, G. deTarnowsky, M. Dexter

Cost: \$20,000/year (1 yr. contract w/option for 2 additional years)

M. Dexter and D. Reavey presented this item. M. Dexter noted that the purpose of the LOI is to contract with a vendor to provide health planning and health research services to the RI Department of Health and the Health Services Council. Harvey Zimmerman is the principal at Spectrum Research Services, Inc., the sole respondent to the LOI.

Dr. deTarnowsky asked if the function of this vendor is to coordinate a planning process. Mr. Dexter responded that Mr. Zimmerman does research and reporting for the Agency and, specifically, the Health Services Council, to determine if there is a need for a service; e.g., PET scanning services, angioplasty, etc.

Mr. Corr introduced a discussion concerning the fact that Spectrum Research Services, Inc. was the only respondent to the LOI. Ms. Reavey noted that this LOI is a renewal of a contract currently held by Mr. Zimmerman and Spectrum Research, and that the Agency had considered awarding on a sole source basis because of the difficulty in generating new responses. Dr. deTarnowsky stated that continuing to award on a sole source basis essentially quiets any attempts at bidding by other qualified vendors. It was also brought up that this is a relatively small contract to be performed on an as

needed basis, so this may have discouraged other vendors.

Recommendation: Upon a motion made by Dr. deTarnowsky, seconded by Mr. Dexter and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Health's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Spectrum Research Services, Inc., the only respondent to the LOI. (9:31 a.m.)

Upon a motion made by Dr. deTarnowsky, seconded by Ms. Reavey and unanimously carried, the meeting was adjourned at 9:31 a.m.

Gail M. Walsh

Recording Secretary

Supporting documentation is on file at the Division of Purchases.