

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Wednesday, April 13, 2005

MINUTES

Members Present:

Acting Chairman: William J. Anderson

Public Member: Gerry Bedrick

Agency Representative: John P. Ryan
>Department of Administration (DOA):

A quorum being present, the meeting was called to order by the Chairman. Minutes of the A/E/CS Selection Committee meeting of February 23, 2005 were approved by G. Bedrick and W. Anderson. The following agenda items were addressed and voted upon by the Committee:

1. Department of Administration (DOA): (9:00 a.m.)
 - A. LOI #B04231 – Fire Training Academy
Voting Members: W.Anderson, G. Bedrick, J. Ryan
Cost: \$516,000

J. Ryan noted that 11 responses were received and short-listed to 5 firms that were interviewed. Those firms were Edward Rowse Architects, Inc., DuBose Associates, Inc., RGB Corporation, William Kite Architects, and Kaestle Boos Associates, Inc.

The Technical Review Subcommittee is recommending RGB Corporation as its first choice based upon the interviews, references and the quality of its nationally recognized fire/burn building design consultant (Leonard Enz of RDG). RGB Corporation's cost proposal is the second lowest of the five finalists.

Mr. Anderson stated that the lowest cost proposal should receive the maximum score for that category. Although this was not done in the evaluation, it did not impact the outcome of the scoring.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Mr. Ryan and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Administration's Technical Review Subcommittee, as approved by the Associate Director, Division of Capital Projects and Property Management, and sends forward to the Director of Administration for her consideration the single name of RGB Corporation, the most responsive and responsible of the 11 firms that responded to the LOI. (9:08 a.m.)

2. Department of Human Services (DHS): (9:11 a.m.)

- A. Sole Source Request – Planning & Design Assistance – Strategic Prevention Framework State Incentive Grant (SPF SIG)
Voting Members: W.Anderson, G. Bedrick, J. Cataldo
Cost: \$150,000 (5 yr. contract)

J. Cataldo and J. Lee co-presented this item. It was noted that the SPF SIG grant is an \$11.7 million dollar, 5 year grant for the prevention of substance abuse, that was awarded to the Department of Human Services (DHS). The Department of Mental Health, Retardation and Hospitals, the recipient of the first five years of the SIG grant, had an agreement with Drug Abuse Treatment Association (DATA) for training and technical support for four years. DHS is requesting approval to enter into a similar agreement with DATA for the duration of the grant (4/1/05-3/31/10).

DATA provides training, technical and evaluation assistance to community-based providers and employs Paul Florin, Ph.D, who was the lead evaluator on the first SIG grant, and identified in the SIG II application as “key personnel.” Dr. Florin can only be replaced as the lead evaluator for the grant with written permission from the awarding agency. Dr. Florin, along with DATA, designed, tested and implemented evaluation instrumentation in the first four years of the SIG grant, which will save the state considerable expense in the future.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Ms. Cataldo and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Human Services, as approved by the Acting Director, and sends forward to the Director of Administration for her consideration the single name of Drug Abuse Treatment Association, to be awarded on a sole source basis.

- B. Sole Source Request – Statewide Evaluation Services – Strategic Prevention Framework State Incentive Grant (SPF SIG)
Voting Members: W.Anderson, G. Bedrick, J. Cataldo
Cost: \$60,960 (5 yr. contract)

J. Cataldo and J. Lee co-presented this item. It was noted that the Department of Mental Health, Retardation and Hospitals, the recipient of the first five years of the SIG grant for the prevention of substance abuse, had an agreement with the University of Rhode Island, Community Research and Service Team (URI), for statewide evaluation services for federal fiscal year 2004. DHS is requesting approval to enter into a similar agreement with URI for the duration of the grant (4/1/05-3/31/10).

The URI Community Research and Service Team has, for the past eighteen years, provided evaluation, consultations, training and technical assistance services for prevention and health promotion to communities, agencies and governmental units in Rhode Island and nationally. The team has experience in working with all Rhode Island municipal task forces throughout the state on alcohol, tobacco and other drug prevention programs, as well as experience working with most of the community based organizations (CBO’s) who provide prevention and health promotion services in the state. The team has provided evaluation training and technical

assistance to the thirteen community based organizations (CBO's), including most of the minority CBO's, who will be involved on the SPF SIG.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Ms. Cataldo and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Human Services, as approved by the Acting Director, and sends forward to the Director of Administration for her consideration the single name of the University of Rhode Island, Community Research and Service Team, to be awarded on a sole source basis. (9:18 a.m.)

3. University of Rhode Island (URI): (9:20 a.m.)

Single Source Consultant Contract – Web Enhancement/Software Design

Voting Members: W.Anderson, G. Bedrick, A. Morrissey

Cost: \$60,000 (3 yr. contract)

A. Morrissey noted that, within their delegated authority for consultants under \$20K, the University engaged the services of Thomas J. Murphy Consulting to purchase his Academic Program Portfolio Assessment Model that evaluates and compares academic departments and programs for investment decisions and improvement planning. Since that time, it was determined that the institutional needs for implementing the model would be best served through a web based application. Mr. Murphy has developed a web hosted service that would expand the capability of the current Academic Program Portfolio Assessment model.

The University is requesting a single source award to be made to Thomas J. Murphy because the model is proprietary to the consultant and the software is uniquely created to support this model. Mr. Murphy is the only source to advise the University concerning revisions for the model. Mr. Murphy has the web based model ready to implement, host results, and provide ongoing service to meet the web based hosting needs.

The general proprietary approach in this model has been adapted and successfully implemented by Mr. Murphy at a number of higher education institutions, including Northeastern and Connecticut State University. The adoption of an automated hosted and customizable decision tool to a university environment, as well as consulting experience specific to universities, are unique.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Ms. Morrissey and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the University of Rhode Island, as approved by the Vice President for Administration, and sends forward to the Director of Administration for her consideration the single name of Thomas J. Murphy, to be awarded on a single source basis. (9:27 a.m.)

4. Department of Environmental Management (DEM): (9:31 a.m.)

RFP #B03818 – Field Services and Support for Environmental Assessment

Voting Members: W.Anderson, G. Bedrick, M. Mulhare

Estimated Cost: \$100,000 over 5 years

M. Mullare noted that the Agency is seeking a contract for emergency field services (e.g., in the case of an oil spill, real time on-water monitoring beyond the capability of the department's current resources, and also fish kills). The Agency has had to rely on the National Oceanographic and Atmospheric Administration (NOAA) and other entities for the collection of ephemeral data. This work often cannot be done for several days and initial data can be lost. This information is used in natural resources damage assessments and claims.

Mr. Mulhare added that the Agency has a series of emergency contracts currently in place, and this contract would complete the group. There are three emergency response cleanup contractors on a master price agreement, a modeling contractor, and a training contractor. The Agency is recommending the selection of both firms that responded to the RFP, and the creation of a master price agreement.

Mr. Anderson noted that there were only two responses to the RFP and asked if there were limited opportunities in this field and are these two firms well known and respected firms. Mr. Mulhare answered that this is a specialized field requiring specific skills, such as on-water activities and economic analyses.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Mr. Mulhare and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Environmental Management's Technical Review Subcommittee, as approved by the Acting Director, and sends forward to the Director of Administration for her consideration the names of Science Applications International Corp. and Industrial Economics, Inc., the only two responses to the RFP. (9:38 a.m.)

5. Community College of Rhode Island (CCRI): (9:41 a.m.)

RFP #B04564 – Best Practices Management Study

Voting Members: W.Anderson, G. Bedrick, A. Sevigny

Estimated Cost: \$46,000

A. Sevigny noted that, as a result of Governor Carcieri's 'Big Audit,' the college implemented a 'Little Big Audit' to increase revenues, decrease costs, and become more cost effective. This was a two-phased process: first, to solicit suggestions from the college community and second, to evaluate areas of the college. Physical plant was chosen to be evaluated first because they are implementing a new administrative computer system banner. The college does not have internal expertise to conduct the review; therefore, an RFP was advertised.

Four firms responded to the RFP. Two of the firms were non-responsive because they did not have Physical Plant experience. This experience was stipulated in the RFP. Both remaining firms were interviewed; one firm was interviewed in person, the other by telephone because they are located in California. References on both firms were checked and all were favorable.

Mr. Anderson noted that there was a \$6500.00 difference in the cost proposals. Mr. Sevigny stated that Dhillon's cost proposal was lower because only one individual would be performing the work. Matrix Consulting Group proposed to send a team. The college favored the team concept. Both firms included travel expense in their total cost proposal.

Mr. Bedrick asked if this was the reason for the scoring under Approach. Dhillon received a score of 22; Matrix a score of 28. Mr. Sevigny explained that the plan for determining best practices submitted by Matrix seemed more comprehensive.

Mr. Anderson asked a question regarding anticipated savings. Mr. Sevigny answered that, over time, approximately \$100,000.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Mr. Sevigny and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Community College of Rhode Island's Technical Review Subcommittee, as approved by the Dean of Administration, and sends forward to the Director of Administration for her consideration the single name of Matrix Consulting Group, the most responsive and responsible of the 4 firms that responded to the RFP. (9:49 a.m.)

6. Rhode Island Public Telecommunications Authority (WSBE): (9:52 a.m.)

RFP #B04834 – High Definition Television Production Facility
Voting Members: W.Anderson, G. Bedrick, D. Merry
Estimated Cost: \$1,009,000

D. Merry noted that the purpose of the RFP is to select an integrator to provide WSBE with a state of the art high definition production facility.

Mr. Bedrick stated that the evaluation submitted by the Agency explained why UnivisionCrimson was not a good choice, but why is HB Communications, Inc. a good choice? Mr. Merry answered that HB Communications, Inc. has a good track record, and they have proven that they can do the work. The proposal from Univision bordered on being non-responsive. Because there were only three proposals deemed to be responsive, the proposal from Univision was evaluated. Azcar USA, Inc. submitted an excellent proposal, but their cost was \$217,000 higher than the others.

A discussion followed concerning the fact that the Agency wishes to exercise some of the options outlined in the proposal submitted by HB Communications, Inc. These options include: video switcher equipment, audio production, a large monitor screen, and closed captioning. Including the options would still keep the project within the Agency's budget of \$1,100,000.

Mr. Anderson recommended a motion to accept the proposal submitted by HB Communications, Inc. at the current cost of \$1,009,000, and requested that Mr. Merry furnish an addendum stipulating the other items to be included in this award.

Recommendation: Upon a motion made by Mr. Anderson, seconded by Mr. Merry and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Rhode Island Public Telecommunications Authority's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of HB Communications, Inc., the most responsive and responsible of the 4 firms that responded to the RFP. (10:01 a.m.)

Upon a motion made by Mr. Bedrick, seconded by Mr. Merry and unanimously carried, the meeting was adjourned at 10:02 a.m.

Gail M. Walsh
Recording Secretary

Supporting documentation is on file at the Division of Purchases.