

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Wednesday, June 22, 2005

MINUTES

Members Present:

Acting Chairman: William J. Anderson

Public Member: Gerry Bedrick

Agency Representative: Arn Lisnoff

>Department of Administration/Capital Projects and Property Management (DOA):

A quorum being present, the meeting was called to order by the Chairman. Minutes of the A/E/CS Selection Committee meeting of June 8, 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/Capital Projects and Property Management (DOA) on behalf of Rhode Island School for the Deaf (RISD): (9:09 a.m.)

LOI #B04964 – Programming and New Facility Feasibility Study

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

Cost: \$133,400

A. Lisnoff noted that the Rhode Island School for the Deaf, which is a state operated specialty school, is presently housed in a facility that is inadequate to meet the current and future needs of the school. The first step in developing a new school is to hire a firm to work with the department to develop specifications for that new school.

Eight responses were received. Four of the eight, including two Rhode Island firms and two Massachusetts firms, were interviewed. Only the four firms selected for interviews were required to submit cost proposals. The major issues addressed in the LOI were that the respondents have generic kindergarten through Grade 12 school development experience and specialization in the development of acoustic spaces and schools for the deaf. The two out of state firms had more experience in both areas. Cost proposals were valued at 20% of the total score. The firm being recommended, Design Partnership of Cambridge, has had extensive K through 12 design experience. This firm intends to partner with Winter and Company, a firm expert in designing schools for the deaf and acoustical spaces.

Mr. Bedrick asked if the evaluation committee felt that the cost proposal submitted by Design Partnership of Cambridge in the amount of \$133,400 was appropriate and Mr. Lisnoff answered yes.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Mr. Anderson 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/Division of Capital Projects and Property Management's Technical Review Subcommittee, as approved by the Associate Director, and sends forward to the Director of Administration for her consideration the single name of Design Partnership of Cambridge, the most responsive and responsible of the 8 firms that responded to the LOI. (9:21 a.m.)

2. Military Staff – Emergency Management Agency (RIEMA): (9:23 a.m.)

RFP #B04722 – Multi-Hazard Flood Map Modernization Plan
Voting Members: W. Anderson, G. Bedrick, P. Pogue
Cost: \$68,809

P. Pogue noted that the Natural Disasters Program for the state of Rhode Island is in the Emergency Management Agency. Flooding is the most predominant disaster threat in Rhode Island and in the country. Flood insurance rate maps are regulatory tools that are held up in court, and Rhode Island's flood maps are seriously out of date. The product of this RFP will be digital maps that will be accessible on line. The firm being recommended for this work, Dewberry and Goodkind, Inc., also prepared the state's five-year flood map modernization business plan. Dewberry and Goodkind, Inc. has had a thirty-two year relationship with Rhode Island in terms of old maps, hydrology and hydraulic studies, and flood insurance studies. They are updating flood maps in three other states.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Mr. Anderson and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Military Staff – Emergency Management Agency's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Dewberry and Goodkind, Inc., the only respondent to the RFP. (9:31 a.m.)

3. Department of Human Services (DHS): (9:33 a.m.)

RFP #B04933– Day Program for People with Cognitive Disabilities
Voting Members: W. Anderson, G. Bedrick, D. Kayala
Cost: \$300,000

D. Kayala noted that this proposal was written using a federal grant for nursing home transitions in order to establish a day program for people with cognitive disabilities in the state of Rhode Island. Currently there are none. This RFP was issued twice; the first time there were no responses. The only respondent, Generations Adult Day Health Programs, Ltd., met the minimum requirements of the RFP, and a site visit was scheduled in response to the concerns of the evaluation committee. After the site visit, the committee agreed that the respondent was qualified to perform the work requested in the RFP.

Mr. Bedrick asked Ms. Kayala's opinion as to why there were no bidders after the first solicitation and now only one response. Ms. Kayala answered that the timeline of the federal grant was for three years, so the criteria in the RFP stipulated that the project be started quickly. Some potential bidders did not think they could get a program up and running within a 9-month period. The timeline was very important in terms of being able to use grant funds.

Mr. Bedrick asked what is the biggest concern with this vendor. Ms. Kayala answered the fact that this firm did not have past experience with this type of population prevented them from receiving the maximum points in most areas. The second area of concern was that this firm should have included broader letters of support, although the Agency was able to get recommendations for them.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Mr. Anderson 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' Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Generations Adult Day Health Programs, Ltd., the only respondent to the RFP. (9:38 a.m.)

4. Board of Governor's for Higher Education (RIBGHE): (9:41 a.m.)

RFP #B05097– Higher Education Indicator System
Voting Members: W. Anderson, G. Bedrick, S. McAllister
Cost: \$406,500 (3 yr. contract)

S. McAllister noted that the Board of Governor's for Higher Education oversees the University of Rhode Island, the Community College of Rhode Island, and Rhode Island College. One of the goals of the board is to provide a cost effective, affordable and accessible education. The purpose of this RFP is to hire a firm to study how effective higher education programs are, both academic and auxiliary programs, by developing a performance indicator system.

Mr. Bedrick asked if this work can be done in house. Mr. McAllister answered that the Agency does not have sufficient staffing to do this work and that it would be more cost effective to contract with a firm that does this work.

Mr. Bedrick asked if there is anything unique and specialized in the Rhode Island higher education system that a Rhode Island firm would have more expertise than a firm doing work more globally. Mr. McAllister answered no; this is a peer evaluation where standards and benchmarks are measured according to national norms.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Mr. McAllister and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Board of Governor's for Higher Education's Technical Review Subcommittee, as approved by the Commissioner, and sends forward to the Director of Administration for her consideration the single name of Northeastern University Center for Labor Market Studies, the only respondent to the RFP. (9:48 a.m.)

5. Department of Health (DOH): (9:50 a.m.)

RFP #B04835– Health Communications Campaigns

Voting Members: W. Anderson, G. Bedrick, A. Bagnall-Degos

Cost: \$891,000 (through 12/31/05)

Mr. Anderson noted that Policy Studies, Inc. has proposed that, if awarded this contract, they will pass along the 15% commission paid on media buys to the Department of Health in the form of additional media purchasing power and charge hourly for their time to manage the media buy.

Mr. Anderson also noted that an issue of concern is a statement on Page 2 of Policy Studies' letter of June 3: "Any time a consultant is not billable to a specific project, the cost gets loaded into overhead. The cost of maintaining these specialized resources combined with the relatively short duration of projects yields a higher overhead rate." The state of Rhode Island should not pay for a consultant not working on a specific project, whether it is related to the state or not.

Mr. Anderson commented concerning outside procurement making up about 65% of the proposal, a good portion being in the printing area. He added that the Department of Health has a printing facility that can be used for many of these applications. Ms. Bagnall-Degos added that the department uses the print shop whenever possible; however, the capacity of the internal print shop is very limited and sometimes it is more cost effective to have certain printing done on the outside.

Mr. Anderson noted that the Division of Purchases is looking at revising our standard RFP form. This will include the area of overhead particularly as it relates to outside procurement.

Mr. Bedrick added that fringe benefits, overhead in general, and divisional overhead as proposed by Policy Studies, Inc. are too high and continue to be areas of concern.

A lengthy discussion followed concerning the above matters.

Recommendation: Upon a motion made by Mr. Anderson, seconded by Mr. Bedrick 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 Policy Studies, Inc., the most responsive and responsible of the 6 firms that responded to the RFP, for the initial contract period through 12/31/05; however, modify language in the RFP as it relates to outside procurement and to utilization of the internal print shop and re-advertise the RFP. (10:15 a.m.)

Upon a motion made by Mr. Bedrick, seconded by Mr. Anderson and unanimously carried, the meeting was adjourned at 10:15 a.m.

Gail M. Walsh
Recording Secretary

Supporting documentation is on file at the Division of Purchases.