

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Wednesday, July 13, 2005

MINUTES

Members Present:

Acting Chairman: William J. Anderson

Public Member: Gerry Bedrick

Agency Representative: Thomas E. Wright

>Department of Administration/Division of Facilities 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 22, 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/Division of Facilities Management (DOA): (9:00 a.m.)
LOI #B05168 – Fire Code Compliance in State Buildings
Voting Members: W.Anderson, G. Bedrick, T. Wright
Cost: Approximately \$300,000 per year (3 yr. contract with option for 2-1 yr. extensions)

T. Wright noted that the department is recommending a multiple award because there are at least twenty major buildings and 180 group homes that must be reviewed for compliance with new state fire codes. Four firms responded to the LOI with fees ranging from 5.8% to 13% of the anticipated construction cost. The department is recommending that all four firms be selected. All of the respondents listed sub-consultants with expertise in this area. This solicitation will result in a master price agreement to be utilized by all agencies and municipalities.

Mr. Anderson asked if Hughes Associates would be amenable to negotiating their 13% fee downward and Mr. Wright answered that he felt they would. The other respondents to the LOI also indicated that their fees would be negotiable. Mr. Anderson noted that the fee submitted by Engitek, Inc. (5.85%) seemed too low to be reasonable.

Mr. Bedrick asked the approximate dollar value for the code compliance project and Mr. Wright answered that the Department of Administration/Division of Facilities Management has one million dollars for code compliance for FY 2006; this amount does not include funding allocated to other agencies.

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 Administration/Division of Facilities Management's Technical Review Subcommittee, as approved by the Associate Director, and sends forward to the Director of Administration for her consideration the names of Robinson Green Beretta Corporation, Arup, Engitek, Inc., and Hughes Associates, the four respondents to the LOI. This recommendation is made with the stipulation that a range of fees be set between 8-11.5%. (9:09 a.m.)

2. Department of Transportation (DOT): (9:12 a.m.)

LOI/TECH #B04798 – On-Call Consultant: To Provide Engineering Services on behalf of the RIDOT Highway and Bridge Maintenance Division
Voting Members: W. Anderson, G. Bedrick, J. Baker
Cost: \$150,000 (1 yr. contract with option for 2-1 yr. extensions)
80% Federal/20% State

J. Baker, N. Moghadam, and L. Murray represented the Agency. L. Murray noted that this was a solicitation for consultant services to prepare designs for construction contracts on behalf of the RIDOT Maintenance Division. Fourteen responses were received.

J. Baker noted that the scope of work included drainage, lighting, impact attenuators, fencing, signs and guardrails. The Agency sought a consultant to assist in maintaining highway assets, specifically, drainage and lighting. The scoring was based on a total of 100 points with 25 points being allotted for each of the following categories: project approach, staff qualifications, firm experience, and existing workload. Gordon R. Archibald, Inc. received the highest score and submitted a proposal that included an excellent project approach and staff qualifications; they also received the highest score for existing workload. Their proposal included a sub-consultant, Plexus Corporation, to do scheduling that is an important part of this project. Also included was Antonio Franco Associates as electrical engineer.

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 Transportation's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Gordon R. Archibald, Inc., the most responsive and responsible of the 14 firms that responded to the LOI. (9:18 a.m.)

3. Department of Education (RIDE): (9:22 a.m.)

- A. LOI #B04854– Performance Appraisal Training
Voting Members: W. Anderson, G. Bedrick, P. Rossi
Cost: \$35,000

P. Rossi and K. Cooper, President of Local 2012, American Federation of Teachers (AFT), represented the Agency. P. Rossi noted that this project is a joint venture with the AFT. During the last contract discussions, improvements to the performance appraisal were discussed in terms of design and delivery; a part of this was training. The original solicitation received no responses; this LOI received only one response.

Mr. Anderson asked what the reason for the lack of responses might be. Ms. Rossi stated that budget constraints resulted in no responses to the first solicitation (total amount was \$10,000); the Agency was able to offer additional money for the second solicitation.

Mr. Bedrick commented that the experience of the only respondent was in the private sector. He asked if this was a concern to the Agency. Ms. Rossi answered that, based on the kinds of work the recommended firm has performed in other sectors and the fact that this firm did have experience working with non-profits, this was not a concern.

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 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 Filion Human Resources, LLC, the only respondent to the LOI. (9:26 a.m.)

- B. LOI #B005034–Teacher Certification Partnership Grant Services (9:27 a.m.)
Voting Members: W. Anderson, G. Bedrick, J. Gaudiosi
Cost: \$1,050,000 (5 yr. contract)

J. Gaudiosi and S. Olsen represented the Agency. J. Gaudiosi noted that the Department of Education received a federal Teacher Quality Enhancement Grant whereby the department will partner with the eight institutions of higher education that prepare teachers, the Office of Higher Education and two school districts. The purpose of the LOI was to secure support services for the department to implement this federal grant. The federal grant addresses the performance assessment of candidates in teacher preparation and focuses on the development of a non-traditional teacher preparation program. There was only one respondent to the LOI and Mr. Gaudiosi felt this is because states are struggling in response to the *No Child Left Behind Act* and are seeking firms with expertise in performance assessment systems and working to standards. There are not many firms available with that kind of expertise.

S. Olsen noted that the only respondent, TBA Consulting Group (TBA), scored very highly in the technical evaluation. The review committee felt it was impressive that TBA had performed similar work in the states of Connecticut, New Hampshire and South Carolina. TBA lost some points in the evaluation because they did not have a PhD on staff as yet, but they soon will have. They also lost some points because they were not directly involved in the creation of standards

for emergency certification or non-traditional certification, although they knew about it. They have proven themselves in the national arena and also in Rhode Island.

Mr. Bedrick asked if there are other firms that do this work. Mr. Olsen answered he was not familiar with any other firms. Mr. Bedrick asked if the Agency was comfortable with the cost proposal as submitted by TBA, and Mr. Olsen answered yes, this amount was within the confines of the budget.

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 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 TBA Consulting Group, the only respondent to the LOI. (9:35 a.m.)

4. Department of Elderly Affairs (DEA): (9:37 a.m.)

RFP #B04853– Access Assistance for Elders and Adults with Disabilities
Voting Members: W. Anderson, G. Bedrick, J. D'Agostino
Cost: \$200,000 (\$50,000 to each approved agency)

J. D'Agostino noted that the Agency sought regional agencies to increase services to the elderly and physically disabled in their own communities and to offer extended hours of operation on Saturdays and on Tuesday and Thursday evenings. One proposal, that was later disqualified, was received for the Washington area of the state, and no proposals were received for the Blackstone area; therefore, those areas will be re-solicited.

Only one proposal was received from the Newport area, that proposal being from Child and Family Services of Newport. This agency has a good history of providing services for case management with the Department of Elderly Affairs. There was also only one proposal from the Kent County area, that proposal being from West Bay Community Action. This agency submitted a very sound proposal and also has a long history of case management with the department.

Two proposals were received for the Providence area with Crossroads Rhode Island offering the stronger of the two. Crossroads Rhode Island will partner with Meals on Wheels. Two proposals were also received for the North Western area of the state with Tri-Town Community Action offering the stronger proposal of the two. That agency has a long history with the department for case management and community elder services.

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 Department of Elderly Affairs' Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the names of Child and Family Services of Newport-Newport County, West Bay Community Action-Kent County, Crossroads Rhode Island-Providence Area, and Tri-

Town Community Action-North Western area, the most responsive and responsible of the 8 firms that responded to the RFP. (9:44 a.m.)

5. Department of Labor and Training (DLT: (9:46 a.m.)

RFP #B04857– Transitional Employment Services for Ex-Offenders

Voting Members: W. Anderson, G. Bedrick, L. D’Agostino

Cost: \$324,250 (1 yr. contract with option for 2-1 yr. extensions based upon availability of funds)

L. D’Agostino noted that, through a Memorandum of Understanding with the Department of Corrections, the Agency sought to hire a firm to assist in providing a series of services to ex-offenders. This is a redesign of a previous RFP and the second solicitation for this work. The focus of this RFP was to develop transitional employment services for serious and violent ex-offenders, ages 18-35, and to create a self-sustaining industry-based employment service.

Three proposals were received, one disqualified, and the remaining two firms were interviewed. Based upon the interviews, the evaluation committee felt the proposal submitted by Amos House was succinct and clearly focused whereby Amos House would develop a business component specifically for this group utilizing community partners.

Mr. Bedrick asked if the proposed amount of money was adequate for this project. Ms. D’Agostino answered that she felt it was modest for the volume of work to be done, and had the funding been higher, more responses would probably have been received. Additional federal funds could, however, be made available next year after review of the program.

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 Labor and Training’s Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Amos House, the most responsive and responsible of the 3 firms that responded to the RFP. (9:58 a.m.)

6. Executive/E 9-1-1 Uniform Emergency Telephone System (10:02 a.m.)

RFP #B05063– Automatic Location Identification/Database Management

Voting Members: W. Anderson, G. Bedrick, R. Labelle

Cost: \$871,577

R. Labelle and W. Gasbarro, Esq., represented the Agency. R. Labelle noted that the Agency has had a bundled contract with Verizon for maintenance, database and network for the E 9-1-1 system. The maintenance portion of the contract expired last year, an RFP was advertised, and another firm received the award. The remainder of the bundled contract expired May 23, 2005 and the Agency solicited vendors through this RFP. The RFP was based on similar RFP’s in New Hampshire, Vermont, and Phoenix, Arizona, and followed the NENA (National Emergency Number Association) technical information document that requires a compilation of all land line telephone numbers in the state. Currently maintained by Verizon, under this RFP the database will now be maintained on site which will result in better quality control.

There were six respondents. Some vendors' platforms did not interface with the current platform which is Microsoft. After evaluating price, vendor history, expertise and other criteria, the Agency is endorsing AK Associates with microDATA. The Agency anticipates a savings of over \$2 million dollars over a five year period, not counting hidden costs.

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 Executive Department/E 9-1-1 Uniform Emergency Telephone System's Technical Review Subcommittee, as approved by the Executive Director, and sends forward to the Director of Administration for her consideration the single name of AK Associates, Inc. with microDATA, the most responsive and responsible of the 6 firms that responded to the RFP. (10:12 a.m.)

7. Department of Mental Health, Retardation and Hospitals (MHRH): (10:15 a.m.)

- A. RFP #B04961– Community-Based Substance Abuse Prevention Services
 Voting Members: W. Anderson, G. Bedrick, R. Baccus
Cost: \$860,000 (part of federal Substance Abuse Block Grant) broken down as follows:

RIEAP, Inc. – Partial Funding	\$79,000
Initiatives for Human Development – Full Funding	\$58,000
Metropolitan Regional Career & Technical Center – Full Funding	\$70,000
Comprehensive Community Action, Inc. – Partial Funding	\$90,000
RiverzEdge Arts Project	\$60,000
Initiatives for Human Development – Partial Funding	\$100,000
Child and Family Services of Newport County – Partial Funding	\$78,000
Socio-Economic Development Center for Southeast Asians – Partial Funding	\$66,000
Providence Housing Authority – Partial Funding	\$90,000
Urban League of RI – Partial Funding	\$90,000
Pawtucket Substance Abuse Prevention Task Force – Partial Funding	\$79,000

R. Baccus noted that this is \$860,000 of a federal Substance Abuse Block Grant. The total block grant award is \$6.5 million dollars; the Agency has received approximately \$4 million. Federal regulation requires that 70% of the award must be used for treatment, 20% for prevention. This RFP is for prevention. Thirty-one proposals were received and evaluated.

Mr. Bedrick introduced a discussion about the evaluation process and the fact that the overall scores were relatively low. Mr. Baccus explained that the scores are based not only on what the vendor wishes to accomplish, logic models and goals, but also on the quality of the written proposal.

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 Mental Health, Retardation and Hospital's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the names of RIHEAP, Inc., Initiatives for Human Development, Metropolitan Regional Career & Technical Center, Comprehensive Community Action, Inc., RiverzEdge Arts Project, Initiatives for Human Development, Child & Family Services of Newport County, Socio-Economic Development Center for Southeast Asians, Providence Housing Authority, Urban League of RI, and Pawtucket Substance Abuse Prevention Task Force, the most responsive and responsible of the 31 firms that responded to the RFP. (10:27 a.m.)

- B. RFP #B05203– Hospital Therapeutic Recreation Program (10:28 a.m.)
Voting Members: W. Anderson, G. Bedrick, J. Racofsky
Cost: \$160,412.48 (3 yr. contract with 2-1 yr. extensions)

John Racofsky noted that both vendors being recommended under RFP #B05203 and RFP #B05204 have performed this work on a sole source basis at Eleanor Slater Hospital for many years; the Greater Providence YMCA since 1992 and Expressive Therapies Center, Inc. since 1993. There was only one respondent for each RFP.

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 Mental Health, Retardation and Hospitals' Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Greater Providence YMCA, the only respondent to the RFP. It was also recommended that the contract be for 3 years with an option for two 1-year extensions unless opposed to language in the RFP.

- C. RFP #B05204 – Expressive Therapy Dance Movement Services
Voting Members: W. Anderson, G. Bedrick, J. Racofsky
Cost: Years 1 and 2: \$21,840/yr.
Years 3-5: Year 1 plus COLA

The narrative for this RFP is identical to RFP #B05203 above. There was only one respondent for this RFP.

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 Mental Health, Retardation and Hospitals' Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Expressive Therapies Center, Inc., the only respondent to the RFP. (10:32 a.m.)

8. Department of Health (DOH): (10:37 a.m.)

- A. RFP #B04508– Capital Improvement Plan Preparation
Voting Members: W. Anderson, G. Bedrick, C. Commons
Cost: \$30,000

C. Commons, Sr. Environmental Scientist in the Office of Drinking Water Quality, noted that a single report was written for both RFP #B04508 and B04509. The Office of Drinking Water Quality oversees the Capacity Development Program. Under this program, the Agency identifies small public water systems experiencing difficulty complying with EPA and state regulations as they relate to providing quality public drinking water. Problems might occur due to a lack of technical, managerial or financial capacity of the entity.

Through these two contracts, the Capital Improvement Plan Preparation and the Operations & Maintenance Manual Preparation, the Office of Drinking Water Quality hopes to provide technical assistance to these small public water systems.

Under the Capital Improvement Plan Preparation program, the Agency is seeking a firm to obtain an overview of the water system and its infrastructure and to generate a replacement schedule for the various components of the system. The firm will also generate a sinking fund, (how much the entity must set aside each year to replace these components). Under the Operations & Maintenance Manual Preparation program, manuals would be written to provide training and technical expertise to continue to provide quality public drinking water.

Two separate RFP's were advertised; however, the kinds of expertise for each were very similar. The same two companies bid on both contracts and they were ranked together because the requirements of both RFP's were so similar.

Maine Rural Water Association, a non-profit, could not do the work required given the dollar amount and offered a proposal with a lesser scope of work. RCAP Solutions, Inc. (RCAP), also a non-profit, receives funding from EPA and USDA to provide technical assistance to small communities, whether publicly or privately owned entities, such as water systems, waste water districts, etc. RCAP could provide the deliverables and had adequate staffing and expertise to survey the water systems, and write capital improvement plans and operations manuals. They answered all of the requirements of both requests.

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 RCAP Solutions, Inc., the more responsive and responsible of the 2 firms that responded to the RFP.

- B. RFP #B04509– Operations & Maintenance Manual Preparation
Voting Members: W. Anderson, G. Bedrick, C. Commons
Cost: \$30,000

The narrative for this RFP is identical to RFP #B04508 above.

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 RCAP Solutions, Inc., the more responsive and responsible of the 2 firms that responded to the RFP. (10:43 a.m.)

C. LOI #B04837 – Research-Based Outreach Strategy (10:44 a.m.)

Voting Members: W. Anderson, G. Bedrick, L. Green

Cost: 74,766

Leonard Green noted that services requested under this LOI are part of the Agency's Master Patient Index program, and are funded through the Federal Agency for Healthcare Research and Quality. The overall scope of the Master Patient Index program is to enable physicians and healthcare providers to pull together healthcare information on a patient to increase the quality of their care and to reduce accidents that can occur. (e.g., a recent news story told about a patient who was prescribed the wrong medication).

Input from providers is needed (provider engagement) and evaluated (evaluation component) and there is also a governance engagement. The purpose of this LOI is the consumer engagement component. The concept is that the patient has a right to say yes or no to allow information to be shared; they may choose to opt in or opt out of the program. The selected vendor will offer ideas as to how this should be constructed and what are the consumer's concerns regarding privacy issues and access to information.

The evaluation committee felt that experience not only in the area of healthcare was important, but experience with Rhode Island healthcare. Clarendon Group, Inc. has a good deal of experience with the Rhode Island healthcare market. The only other vendor, High Point Communications Group, Inc., is well experienced in research for consumerism. They are out of New Hampshire and have very little experience in the Rhode Island healthcare market. There were some budgetary concerns as well.

Mr. Bedrick asked why the uniqueness of Rhode Island is an important issue. Mr. Green answered that healthcare is personal and unique, as is that which affects your healthcare. The committee felt it was important that a vendor have experience with the Rhode Island healthcare system and the issues that affect Rhode Islanders.

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 Clarendon Group, Inc., the more responsive and responsible of the 2 firms that responded to the RFP. (10:55 a.m.)

9. Department of Environmental Management (DEM): (10:59 a.m.)

LOI #B04783– Scientific Fish Illustrator

Voting Members: W. Anderson, G. Bedrick, J. O'Brien

Cost: \$46,150

Glenn Miller and John O'Brien represented the Agency. J. O'Brien noted that the Agency is completing a piece of work that has been going on for about 10 years. They are systematically sampling every fresh water pond, lake, stream and river in Rhode Island inventorying fish populations, species composition and distribution. This kind of comprehensive survey has never been done before. They are getting ready to publish this in a series of forms, a very scientific publication and publications going out to the public. To complement the scientific information collected over the years, the Agency would like to have scientific illustrations of all the species of fish they have been sampling. A scientific illustration gives a very accurate detailed description of the fish, in both black and white drawings and colored drawings. A qualified scientific illustrator is needed who can portray accurate dimensions and qualities of the subject.

Five responses were received, one was disqualified, and four were evaluated. The recommended respondent, Robert Golder, is well experienced in the field of scientific illustration and best meets the requirements of the LOI.

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 Environmental Management's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Robert Golder, the most responsive and responsible of the 5 firms that responded to the LOI. (11:05 a.m.)

9. Community College of Rhode Island (CCRI): (11:07 a.m.)

RFP #B04734– Deferred Payment Program

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

Cost: No Cost to State

A. Sevigny noted that CCRI partners with a third party called a preferred billing company to assist students in financing their education. For the past ten years, CCRI partnered with AMS for this service. Two companies responded to the RFP, but AMS did not.

Tuition Management Systems (TMS) offered the better of the two proposals, although the scoring was close. FACTS proposed charging the student a \$30 fee to provide an invoice. TMS offered better customer service and an in-state facility where students could make payments. TMS also offered a plan to handle late enrollments.

Mr. Bedrick asked if there was an advantage to this group vs. AMS. Mr. Sevigny answered that TMS and AMS have offered similar proposals in the past. AMS has been acquired by a larger company and is no longer a local company, they are in Fall River.

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 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 Tuition Management Systems, the more responsive and responsible of the 2 firms that responded to the RFP. (11:11 a.m.)

Upon a motion made by Mr. Anderson, seconded by Mr. Bedrick and unanimously carried, the meeting was adjourned at 11:11 a.m.

Gail M. Walsh
Recording Secretary

Supporting documentation is on file at the Division of Purchases.