

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Wednesday, July 27, 2005

MINUTES

Members Present:

Acting Chairman: William J. Anderson

Public Member: Gerry Bedrick

Agency Representative: Arn Lisnoff, Administrator
>Department of Administration/Office of 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 July 13, 2005 were approved by W. Anderson and G. Bedrick. The following agenda items were addressed and voted upon by the Committee:

1. Department of Administration/Office of Capital Projects & Property Management (DOA): (9:00 a.m.)

LOI #B05244 – Replacement of Roofs at Woonsocket & Newport Area
Vocational Technical Schools
Voting Members: W.Anderson, G. Bedrick, A. Lisnoff
Cost: \$20,300

A. Lisnoff noted that five responses were received; one was non-responsive. The four remaining firms were felt to be capable of doing this work; however, Castellucci, Galli Corporation is being recommended because they offered the best cost proposal.

Mr. Anderson noted that Castellucci, Galli Corporation received the maximum score of 100 points. He further noted that Castellucci Galli has developed a specialty in the area of roof design and does a great deal of roof design work in the state.

Mr. Lisnoff added that the perfect score of 100 received by Castellucci, Galli Corporation was due to their cost proposal. He agreed that they have developed a specialty in roof design and, especially, flat roofs and school roof design.

Mr. Bedrick introduced a discussion regarding the fact that the difference between the cost proposal of \$20,300 submitted by Castellucci Galli Corporation and the next lowest respondent was \$51,800. Mr. Lisnoff added that Castellucci Galli is a small firm with very low overhead. His division has used them extensively.

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/Office of Capital Projects & 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 Castellucci, Galli Corporation, the most responsive and responsible of the 5 firms that responded to the LOI. (9:10 a.m.)

2. Department of Human Services (DHS): (9:12 a.m.)

RFP #B05080 – Web-Based Resource Directory and Benefits Screener
Voting Members: W. Anderson, G. Bedrick, F. Spinelli
Cost: \$316,900

F. Spinelli noted that the department has had input from beneficiaries and the public that consumers of government services and their families should be able to access what services are available in the community through the internet. The agency felt a helpful tool would be the development of a resource directory accessible in several languages. Included in the program would be a benefits screener to assist the user to determine their eligibility for these government benefits and services.

The Agency wishes to utilize a technology called Web Services, and to create a database and a hub to provide entities in the community with the html to access the information. They will partner with Crossroads Rhode Island who will assist in populating the database.

Five responses were received and analyzed on the basis of the bidder's experience, background and twelve criteria on technical proposals (e.g., data migration, administration of website, web services technology, access for people with disabilities, etc.). EDS, Inc. and SAIC offered the best technical proposals; SAIC offered the better cost. SAIC also offered a marketing plan that included a mass mailing.

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 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 SAIC, the most responsive and responsible of the 5 firms that responded to the RFP. (9:20 a.m.)

3. Office of Health and Human Services: (9:22 a.m.)

LOI #B05197– Strategic Planning Group for Diverse Populations
Voting Members: W. Anderson, G. Bedrick, J. Lee
Cost: \$500,000 (\$100,000/each agency)

J. Lee, Project Manager, Strategic Prevention Framework Grant, noted that in October of 2004 Rhode Island was awarded the largest non-block grant in Rhode Island’s history. This is a five-year 11.75 million dollar substance abuse prevention grant funded by the federal Department of Health and Human Services.

The review of the winning grant application cited “Minority community based organizations have been involved as partners from the very beginning of the process and will continue to be involved” as a key reason why Rhode Island won. LOI B05197 was developed in order to fund qualified minority community-based organizations to provide expert consultant services required to prepare a strategic plan for provision of culturally appropriate substance abuse prevention services to diverse communities.

The Technical Review Subcommittee recommended that five awardees be awarded \$100,000 each in accordance with the terms of the Letter of Interest. One agency, Family Service, did not demonstrate the requisite experience “in statewide strategic planning committees, workgroups or task forces for health promotion or substance abuse prevention.”

Mr. Bedrick commented that all of the awardees demonstrated strengths and weaknesses. He asked how the agency will follow up with those weaknesses to assure that the \$11 million dollars will provide the types of results that are hoped for. Mr. Lee answered that any weaknesses will be addressed in the contracting process; there will also be an evaluation and monitoring of progress on a quarterly basis. Further, the Agency will be hiring through the LOI process an organizational development consultant, a third party consultant who will be involved in outlining the organizational development needs, capacities and progress of each minority based organization. He added that the very purpose of this grant is to identify and address those weaknesses, and if there were no weaknesses identified, there would be no justification for the grant money because this is an infrastructural development grant.

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 Office of Health and Human Services’ Technical Review Subcommittee, as approved by the Managing Director, and sends forward to the Director of Administration for her consideration the names of Center for Hispanic Policy and Advocacy, John Hope Settlement House, Progreso Latino, Socio-Economic Development Center for SEA, Inc., and the Urban League of Rhode Island, the most responsive and responsible of the 6 firms that responded to the LOI. (9:32 a.m.)

4. University of Rhode Island (URI): (9:35 a.m.)

RFP #B05210– Ticketing/Marketing/Sales – URI Athletics
Voting Members: W. Anderson, G. Bedrick, J. G. Burke
Cost: \$200,000

G. Burke noted that the purpose of the RFP is to enter into an agreement with a sports advertising agency to produce an effective and comprehensive plan to attract season ticket holders, as well as individual game ticket holders, to URI Athletics, primarily in the areas of men's and women's basketball.

The Leffler Agency has had extensive experience with both professional sport organizations and major Division 1 schools. Their technical approach, references, work record and costs are excellent.

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 University of Rhode Island's Technical Review Subcommittee, as approved by the Vice President for Business and Finance, and sends forward to the Director of Administration for her consideration the single name of The Leffler Agency, the only respondent to the RFP. (9:40 a.m.)

5. Department of Elderly Affairs (DEA): (9:43 a.m.)

LOI #B05309– Communications and Public Relations Services
Voting Members: W. Anderson, G. Bedrick, R. Rodriguez
Cost: \$750,000

R. Rodriguez noted that in October of 2004 the Rhode Island Department of Elderly Affairs received a \$1.9 million dollar grant from the Center for Medicaid and Medicare Services for the purpose of educating and assisting members of the state pharmaceutical assistance program; namely, RIPAE (Rhode Island Pharmaceutical Assistance for the Elderly) with regard to a newly created Medicare Part D program, which is a prescription assistance program.

The purpose of this LOI is to hire a firm to provide full service marketing, advertising and public relations support for implementation of this new Medicare Part D program. A requirement of the LOI was that the agency fees would not exceed 25% of the total budget. Five agencies adhered to this requirement. The firm being recommended, Advertising Ventures, Inc. presented an excellent proposal, adhered to the 25% fee requirement, and provided examples of the work they intended to perform.

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 Elderly Affairs' Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Advertising Ventures, Inc., the most responsive and responsible of the 11 firms that responded to the LOI. (9:50 a.m.)

Upon a motion made by Mr. Anderson, seconded by Mr. Bedrick and unanimously carried, the meeting was adjourned at 9:51 a.m.

Gail M. Walsh
Recording Secretary

Supporting documentation is on file at the Division of Purchases.