

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Thursday, September 15, 2005

MINUTES

Members Present:

Acting Chairman: William J. Anderson

Public Member: Gerry Bedrick

Agency Representative: Christos Xenophontos, Contract Administrator
>Department of Transportation (DOT):

A quorum being present, the meeting was called to order by the Chairman. Minutes of the A/E/CS Selection Committee meeting of August 24, 2005 were approved by W. Anderson and G. Bedrick. The following agenda items were addressed and voted upon by the Committee:

1. Department of Transportation (DOT): (9:17 a.m.)

LOI/TECH #B04715 – RIDOT Construction Management Services:
Programmatic Contract Time Determination/Project Schedule Monitoring
Voting Members: W.Anderson, G. Bedrick, C. Xenophontos

C. Xenophontos, J. Caroselli, M. Murray and A. Gill represented the Agency. C. Xenophontos noted that this solicitation was for combined Letters of Interest and technical proposals. He stated that the Rhode Island Department of Transportation was a pioneer among state DOT's when, in the early 90's they established, prior to advertising a project for construction, a detailed schedule of contract milestones and completion dates. Parallel to this was a requirement for contractors to submit monthly schedules and updates for each contract during the construction phase of the project. These schedules would be reviewed and monitored by the same individuals who developed the initial schedules.

Due to staffing and expertise limitations of the department, this service was outsourced primarily to a small number of specialized firms working as sub-consultants to prime consultants doing the design. The specialized nature of these services, combined with the small number of firms providing this type of service, created conflicts of interest in that a particular firm might be working on one project for RIDOT and on another for the contractor. Despite RIDOT's efforts to standardize scheduling and reporting requirements, the use of multiple firms working as sub-consultants for multiple prime consultants did not allow the department to generate programmatic reports and to monitor the projects effectively for items such as resources the contractor is utilizing, progress of the project, critical path for the project, is it on schedule or is it becoming supercritical (i.e., a critical activity starts falling behind).

To generate programmatic reports and monitor the projects both on an individual basis and programmatic basis and to avoid a conflict of interest, the Federal Highway Administration approved the solicitation of a single firm to provide these services.

Seven firms responded to the solicitation; one was determined to be non-responsive because that firm could not meet the project's DBE goal of 5%. Mr. Xenophontos added that in the Scope of Work there is a conflict of interest requirement that necessitates the selected consultant to divest themselves of any work for any contractor within three months of selection.

Mr. Bedrick introduced a discussion concerning the cost of this project, \$1.9 million dollars per year for four years. Mr. Xenophontos explained that this is not additional to what is being spent now; the department is now actually spending more money by hiring a number of specialized firms as sub-consultants. There may be some benefit of scale by hiring only one firm.

Mr. Bedrick further discussed the subject of cost to the selected firm and how that may have factored into the evaluation of the proposals. Mr. Xenophontos answered that the RFP was based on qualifications rather than cost. He further explained that the majority of federal highway funded projects are advertised in this way; this project will be back charged to the Federal Highway Administration.

A lengthy discussion followed concerning the consideration of cost in the evaluation process. Mr. Xenophontos further explained that this contract provides for a cap on overhead expenses of 2.25% and a cap on salary rates of \$50.00 per hour. He stated that the two highest scoring firms in the technical evaluation, both of which currently are working on projects for the department, are quite similar in what they charge for overhead and salaries. The number of hours to be charged will be negotiated after award of the contract.

Recommendation: Upon a motion made by Mr. Anderson and seconded by Mr. Bedrick, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) tabled the recommendation of the Department of Transportation's Technical Review Subcommittee until the September 28, 2005 meeting of the A/E/CS/SC pending the submission of salary, overhead, fringe benefits and profit numbers for the two highest scoring firms, Plexus and Project Technologies. Mr. Xenophontos voted against the recommendation. (10:05 a.m.)

2. Department of Health (DOH): (10:09 a.m.)

RFP #B05194 – Design/Build Forensic Evidence Storage Room – State Police Headquarters

Voting Members: W. Anderson, G. Bedrick, D. Uliss

Cost: \$35,000

Dr. Uliss noted that one of the issues for the department is where to store criminal evidence. Evidence must be stored much longer than in the past, sometimes for 25-30 years. The state police maintain an evidence storage facility in Scituate and have agreed to allow the Department of Health to partition that space to store their evidence. The two areas must be kept completely separate; therefore, this design will be for a climate-controlled room with an outside entrance for the use of the Department of Health only.

One response was received from Robinson Green Beretta (RGB). This firm is also designing the new state police headquarters and is well aware of forensic security needs and the building process that must be accomplished so not to compromise evidence already being stored there by

the state police. The proposal submitted by RGB deals with these factors in a responsible way and their cost is reasonable as well.

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 Robinson Green Beretta, the only respondent to the LOI. (10:14 a.m.)

3. Department of Corrections (DOC): (10:21 a.m.)

LOI #B05211 – Sex Offender Treatment
Voting Members: W. Anderson, S. Smallman
Cost: \$25,000

S. Smallman, Assistant Administrator for Probation and Parole, noted that the Department of Corrections has 27,000 offenders under its jurisdiction in probation and parole. Of those 27,000, 750 are sex offenders under the supervision of this department where they are encouraged to participate in treatment. This contract is intended to supplement the ability of the Department of Corrections to ensure that sex offender treatment is available and affordable. The first focus of the contract is for funding for indigent clients; the second is staff training.

The proposal submitted by Counseling and Psychotherapy Center, Inc., the incumbent on this project, was extremely detailed and responded to every element of the LOI. It included many attachments demonstrating their ability to perform the requirements of this contract.

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 Corrections' Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Counseling and Psychotherapy Center, Inc., the more responsive and responsible of the two firms that responded to the LOI. (10:35 a.m.)

2. Department of Elderly Affairs: (10:39 a.m.)

A. RFP #B05397 – Access Assistance for Elders & Adults with Disabilities
Voting Members: W. Anderson, J. D'Agostino
Cost: \$50,000 to each of two vendors

Mr. Anderson noted that this was the second solicitation for this project. The first, RFP #B04853, generated responses for only four of the six areas of the state to be served.

J. D'Agostino noted that the Department of Elderly Affairs received a response from Tri-Town Community Action for the Washington County area and East Bay Community Action for the Blackstone County area.

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 names of Tri-Town Community Action for Washington County area and East Bay Community Action for Blackstone County area, the only respondents to the RFP.

- B. RFP #B05486 - Education and Call Center
Voting Members: W. Anderson, J. D'Agostino
Cost: 706,211

J. D'Agostino noted that six proposals were received. The Education and Call Center will support the department's One Stop seamless access program for services for elders and adults with disabilities (now named The Point).

The six respondents submitted good proposals; however, the department is recommending Electronic Data Systems (EDS) because they are experienced in setting up call centers (196 call centers around the world), and they furnished the lowest cost proposal. EDS was chosen over the next highest scorer, NRI Community Services, because of their experience in setting up call centers. NRI does not have experience in this area.

A discussion followed concerning the scoring as it relates to the lowest cost proposal. Mr. Anderson advised that the lowest cost proposal must receive the highest score for cost. This is not a subjective score.

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 Electronic Data Systems, the most responsive and responsible of the 6 firms that responded to the RFP. (10:50 a.m.)

Upon a motion made by Mr. Bedrick, seconded by Mr. Anderson and unanimously carried, the meeting was adjourned at 10:51 a.m.

Supporting documentation is on file at the Division of Purchases.