

**ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES**

**SELECTION COMMITTEE**

**Wednesday, November 23, 2005**

**MINUTES**

Members Present:

Acting Chairman: William J. Anderson

Public Member: Gerry Bedrick

Agency Representative: Orestes P. Monterey, Ph.D.  
Director of Capital Projects, Administration and Finance  
>Rhode Island College (RIC):

A quorum being present, the meeting was called to order by the Chairman.

Minutes of the A/E/CS Selection Committee meeting of November 10, 2005 were approved by G. Bedrick and W. Anderson.

The following agenda items were addressed and voted upon by the Committee:

1. Rhode Island College (RIC): (9:00 a.m.)

LOI B05450 – Design and Specifications for Modernization of Parking Lot K  
Voting Members: W.Anderson, G. Bedrick, O. Monterey  
**Cost: \$53,590**

Dr. Monterey noted that of the four firms that submitted proposals, two were interviewed. Those firms were Beta Group, Inc. and Crossman Engineering, Inc. Both are excellent firms; however, cost was an important factor with Beta Group offering a cost proposal of \$67,500 and Crossman Engineering proposing a fee of \$53,590. Based on the interviews and ranking procedure, Crossman Engineering, Inc. is being recommended for this project.

Mr. Anderson noted that Maguire Group was ranked closely in third place and asked what was the deciding factor against this firm. Dr. Monterey answered that their cost proposal was too high at \$71,952.

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 Rhode Island College's Technical Review Subcommittee, as approved by the President, and sends forward to the Director of Administration for her consideration the single name of Crossman Engineering, Inc., the most responsive and responsible of the 4 firms that responded to the LOI. (9:05 a.m.)

2. Department of Health (DOH): (9:06 a.m.)

RFP #B05474 – Parent Consulting Services

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

D. Reavey and L. Petrone represented the Agency. L. Petrone noted that this RFP is jointly issued by both the Department of Health and the Department of Human Services. The purpose of the RFP is to hire a community-based agency to provide for the recruitment, hiring, training, and placement of parent consultants in a variety of health care settings. The goal of the program is to engage people who are recipients of services and knowledgeable about services from the user perspective in order to better design the system to meet their needs.

Mr. Anderson stated that certain weaknesses of the only proposal received were noted in the evaluation as follows: “not clear what agency is including as “administrative support” and fully loaded rates for some positions are higher than review team expected.”

Mr. Anderson further stated that, although the purpose of the A/E/CS/SC is to address recommendations from agencies, it is also a negotiation team. While the only respondent to this RFP scored very well, he felt improvements could be made in the cost proposal and services to be provided under the contract and recommended a meeting with the vendor, Rhode Island Parent Information Network.

Ms. Petrone answered that programmatic vs. administrative cost was a concern of the technical review subcommittee and, after studying the cost proposal, approximately 25% was allocated to administration and 75% to delivery of services.

A discussion was held concerning the subject of cost and delivery of services and Mr. Anderson requested that certain additional information be provided.

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 Health’s Technical Review Subcommittee, as approved by the Director, until the December 14, 2005 meeting of the A/E/CS/SC pending the receipt of additional information and negotiation by the committee. (9:25 a.m.)

Upon a motion made by Mr. Anderson, seconded by Mr. Bedrick and unanimously approved by the Committee, the meeting was adjourned at 9:25 a.m.

Supporting documentation is on file at the Division of Purchases.