

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Wednesday, December 28, 2005

MINUTES

Members Present:

Acting Chairman: William J. Anderson

Public Member: Gerry Bedrick

Agency Representative: Carmela Barone
>Department of Administration/Budget Office:

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

Minutes of the A/E/CS Selection Committee meeting of December 14, 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/Budget Office (DOA): (9:09 a.m.)
 - A. LOI #B05685 – Survey of Transit Services Non-Users (RIPTA)
Voting Members: W.Anderson, G. Bedrick, C. Barone
Cost: \$14,800

W. McKenna, C. Healey and C. Barone represented the Agency. C. Barone noted that Article 16 of Chapter 117 of the Rhode Island Public Laws, 2005, requires that the Budget Office hire a consultant to conduct a market survey of non-users of transit services of RIPTA. This project includes designing and conducting a market survey of non-users of transit bus services provided by RIPTA for purposes of increasing ridership based on the survey findings. One response was received from Acadia Consulting Group.

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/Budget Office's Technical Review Subcommittee, as approved by the Executive Director/State Budget Officer, and sends forward to the Director of Administration for her consideration the single name of Acadia Consulting Group, the only respondent to the LOI.

- B. LOI #B05686 – Management Study of RIPTA
 Voting Members: W.Anderson, G. Bedrick, C. Barone
Cost: \$263,607

The purpose of this LOI is to hire a qualified individual or firm to perform a management audit of the Rhode Island Public Transit Authority pursuant to Article 16 of Chapter 117 of the Rhode Island Public Laws of 2005. The management audit will assess the feasibility of transferring the Authority into the State Department of Transportation, and will be conducted under the auspices of the state Budget Office.

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/Budget Office’s Technical Review Subcommittee, as approved by the Executive Director/State Budget Officer, and sends forward to the Director of Administration for her consideration the single name of Abrams-Cherwony and Associates, the only respondent to the LOI. This acceptance is contingent upon the successful negotiation of the contract price and will be placed on the January 25, 2006 agenda. (9:17 a.m.)

2. Office of Health and Human Services (OHHS): (9:19 a.m.)

LOI #B05592 – Organizational Development Consultant
 RI Strategic Prevention Framework – State Incentive Grant
 Voting Members: W. Anderson, G. Bedrick, L. Barovier
Cost: \$127,500 as follows:

Executive Service Corps	\$51,000
Sarr Consulting Group	\$25,500
C. Kelly Smith	\$25,500
Synthesis	\$25,500

L. Barovier noted that the purpose of the LOI was to fund organizational development consultants to assist five community-based organizations that serve racial and ethnic minorities in the state of Rhode Island who were awarded funds for state infrastructure development, capacity and planning. It was important that the consultant have a history of doing organizational development for non-profits, and some history of this kind of work within diverse communities.

Three respondents are being recommended to perform one organizational development project each, while it was felt by the Technical Review Subcommittee that Executive Service Corps had the capacity to perform two projects at once.

Mr. Bedrick asked a question and a discussion followed concerning the relatively low score submitted by one of the reviewers. Ms. Barovier stated she felt the reviewer was concerned with regard to capacity; i.e., because these are small organizations, what would be their ability to perform this work if they were also involved in other projects. Ms. Barovier added that each respondent has a particular strength to offset the concern about organizational capacity, and the Agency would be monitoring each 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 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 Executive Service Corps, Sarr Consulting Group, C. Kelly Smith, and Synthesis, the 4 respondents to the LOI. (9:27 a.m.)

3. Department of Health (DOH): (9:30 a.m.)

- A. RFP #B05636 – Tobacco Dependency Referral – Quit Works Program
Voting Members: W. Anderson, G. Bedrick, B. Harvey
Cost: \$50,000 (1 yr. Contract w/option to renew 4 additional 12-month periods)

D. Reavey and B. Harvey represented the Agency. B. Harvey noted that, as part of the tobacco treatment project managed by JSI Research & Training Institute, Inc. (JSI), the Agency is adding a component called Quit Works whereby a patient at a physician's office, hospital, or health center who wishes to stop smoking can fill out a form and fax it to JSI who, in turn, will contact the patient. The purpose of this RFP is to hire a contractor to train staff in physicians' offices, hospitals and health centers to do this project. Year one will include two hospitals, two health centers, and two physician's offices. Additions will be made each year.

Mr. Anderson recused himself from voting due to a conflict of interest.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by D. Reavey 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 Quality Partners of Rhode Island, the only respondent to the RFP.

- B. Single Source Request – Strategic Planning for Tobacco-Related Disparities
Voting Members: W. Anderson, G. Bedrick, B. Harvey
Cost: \$23,200

D. Reavey and B. Harvey represented the Agency. D. Reavey noted that the reason the Agency is recommending a single source award is that the CDC is the funding source for the tobacco control program and they have recommended (although this is not a mandatory recommendation) three individuals who are capable of providing this training, service and facilitation. There is also a short turnaround time for this project. Ms. Harvey called the three individuals and learned that two are already providing these services for other states.

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 Cheryl L. Hunt on a single source basis. (9:41 a.m.)

Upon a motion made by Mr. Anderson, seconded by Mr. Bedrick and unanimously approved by the Committee, the meeting was adjourned at 9:41 a.m.

Supporting documentation is on file at the Division of Purchases.