

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Thursday, May 25, 2006

MINUTES

Members Present:

Acting Chairman: Louis A. DeQuattro, Jr., Esq.

Public Member: Gerry Bedrick

Agency Representative: David Frieder, Architect
>Department of Administration/Office of Capital Projects

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

Minutes of the rescheduled April 26, 2006 meeting of the A/E/CS Selection Committee held on May 2, 2006 were approved by L. DeQuattro and G. Bedrick.

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

1. Department of Education (RIDE): (9:13 a.m.)

Sole Source Request – RI School for the Deaf Feasibility Study

Voting Members: L. DeQuattro, G. Bedrick, D. Frieder

Cost: \$40,000

Mr. Frieder noted that originally \$200,000 had been budgeted for this project, and DPC Architecture, Inc. offered a cost proposal of \$133,400 for the programming, feasibility study and preliminary design for a new Rhode Island School for the Deaf building. The cost proposal submitted by DPC Architecture, Inc. was accepted in 2005. Since that time, several additional sites have been proposed for the new facility; therefore, this phase of the project includes a feasibility study and site analysis of the sites now being considered. It is the recommendation of the agency that DPC Architecture, Inc. be awarded the contract for the additional work on a sole source basis because they performed the work under the original contract.

Recommendation: Upon a motion made by Mr. DeQuattro, 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 on behalf of the Department of Education, and sends forward to the Director of Administration for her consideration the single name of DPC Architecture, Inc. on a sole source basis. (9:17 a.m.)

2. Department of Corrections (DOC): (9:19 a.m.)

- A. Sole Source Request – Business Management Consulting – Correctional Industries Program
Voting Members: L. DeQuattro, G. Bedrick, R. Frechette
Cost: \$40,000

Mr. Frechette noted that about a year ago the agency received notice they were in violation of EPA regulations as they relate to air quality controls and reporting. It was determined at that time that it was necessary to seek a consultant to address the complaint and to improve the quality of business management at correctional industries.

Adams Hill Consulting, Inc. was hired for the business management consulting portion of this project and, at the time, their contract was anticipated to be under \$20,000. In the process of reviewing functions such as internal reporting, order management and general financial management, it was determined that the scope of the work would be greater than originally predicted. It is the recommendation of the agency to award the contract for the additional work to Adams Hill Consulting, Inc. on a sole source basis.

Recommendation: Upon a motion made by Mr. DeQuattro, 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 Adams Hill Consulting, Inc. on a sole source basis.

- B. Increase to Purchase Order for Environmental Consultant – Sole Source Request
Voting Members: L. DeQuattro, G. Bedrick, R. Frechette
Cost: \$26,458

Mr. Frechette noted that this project was also in response to the findings that the agency was not in compliance with EPA air quality controls and reporting. Quotes were received from several firms for this project that was anticipated to be under \$20,000. Alliance Environmental Group, Inc. was awarded the contract in the amount of \$16,000; however, it was determined that additional buildings at the Department of Corrections must be brought into compliance, a system of record keeping established and training for department personnel conducted. It is the recommendation of the agency to award the contract for the additional work to Alliance Environmental Group, Inc. on a sole source basis.

Recommendation: Upon a motion made by Mr. DeQuattro, 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 Alliance Environmental Group, Inc. on a sole source basis. (9:34 a.m.)

3. Department of Environmental Management (DEM): (9:52 a.m.)

RFP #B06067 – Technical Assistance Contract Services (TAC)

Voting Members: L. DeQuattro, G. Bedrick, M. DeStefano

Renewal of MPA #309 (3 Yr. Contracts w/Option for 3 Annual Renewals)

M. Cote, Senior Environmental Scientist, C. Gianfrancesco, Principal Environmental Scientist, and M. DeStefano, Supervising Engineer, represented the agency. M. DeStefano noted that the purpose of the RFP was to solicit environmental engineering and technical firms to perform various duties for the department, e.g., installing monitoring wells, environmental site assessments, remedial designs, and technical reviews.

C. Gianfrancesco added that the solicitation was divided into four categories: investigation and assessment work, remedial investigation and remedial design work, underground storage tank investigation and remediation, and CERCLA investigations that are specific EPA investigations. Many of these projects are funded through federal grants. The selection process for the TAC firms is conducted in accordance with federal guidelines. A lengthy discussion followed concerning the evaluation of the proposals.

Recommendation: Upon a motion made by Mr. DeQuattro, 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 following firms: (10:12 a.m.)

Category 1: Environmental Assessment and Review

Woodard & Curran, Cheshire, MA
EA Engineering, Science and Technology, Bedford, MA
Fuss & O'Neill, Providence, RI
MACTEC Engineering and Consulting, Wakefield, MA
Louis Berger Group (LBG), Inc., Providence, RI
Pare Engineering, Lincoln, RI
GZA GeoEnvironmental, Inc., Providence, RI

Category 2: Environmental Remediation and Review

Woodard & Curran, Cheshire, MA
EA Engineering, Science and Technology, Bedford, MA
Fuss & O'Neill, Providence, RI
Louis Berger Group (LBG), Inc., Providence, RI
GZA GeoEnvironmental, Inc., Providence, RI

Category 3: Petroleum Assessment and Remediation

Jacques Whitford Company, Inc., Lincoln, RI
Woodard & Curran, Cheshire, MA
Fuss & O'Neill, Providence, RI

Louis Berger Group (LBG), Inc., Providence, RI
EarthTech, Concord, MA
Beta Group, Inc., Lincoln, RI
LFR, Inc., Warwick, RI
Lincoln Environmental, Lincoln, RI

Category 4: CERCLA Program Assessments

Louis Berger Group (LBG), Inc., Providence, RI

4. Department of Health (DOH): (10:16 a.m.)

- A. LOI #B06139 – Mentor Support Capacity Program
Voting Members: L. DeQuattro, G. Bedrick, D. Reavey
Cost: \$55,374 (1 Yr. Contract w/Option to Renew 4 Additional Years)
Federally Funded

J. Shedd noted that the department has a federally-funded program called Men2B that trains men as positive role models for boys. The objectives of the program include reducing teen pregnancy, violence and substance abuse. The purpose of the LOI was to seek a consultant to evaluate the Men2B program with the men who are in the program and also to partner with an entity to assist the agency to bring this training to men who are in mentoring roles. Under this program, 190 men will be trained per year.

Recommendation: Upon a motion made by Mr. DeQuattro, 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 the single name of Chamber Education Foundation d/b/a RI Mentoring Partnership, the most responsive and responsible of the 3 firms that responded to the LOI.

- B. LOI #B06140 – Graphic Arts/Design Services
Voting Members: L. DeQuattro, G. Bedrick, D. Reavey
Cost: \$35,000 (1 Yr. Contract w/Option to Renew 3 Additional Years)
Federally Funded

C. Hall-Walker, Communications Manager for the Tobacco Control Program for DOH, noted that the department has previously worked with a graphic arts designer to develop newspaper ads, newsletters, and other printed materials that promote the 1-800 quit smoking telephone service and the smoke free workplace law. The purpose of the LOI is to hire a graphic designer to work with the department to facilitate the workload associated with the Tobacco Control Program as well as with diverse community based agencies to reach out to those groups specifically targeted by the tobacco industry. Of the two highest scoring proposals, Egan Design and Rebecca Chandler, Egan Design offered a lower cost proposal as well as more experience in the area of tobacco control.

Recommendation: Upon a motion made by Mr. DeQuattro, 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 Egan Design, the most responsive and responsible of the 7 firms that responded to the LOI.

- C. LOI #B06141 – Media Consultant Services
Voting Members: L. DeQuattro, G. Bedrick, D. Reavey
**Cost: \$60,000 (1 Yr. Contract w/Option to Renew 3 Additional Years)
Federally Funded**

C. Hall-Walker noted that the role of this consultant is to work with a media committee representing some of the agencies that are funded by the department's Tobacco Control Program as well as the American Cancer Society, American Lung Association and the American Heart Association. Their responsibilities include developing, planning, implementing and evaluating campaigns; research, planning and design input, as well as media purchasing, event scheduling, and working with funded agencies to develop those same activities.

Recommendation: Upon a motion made by Mr. DeQuattro, 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 Margaret Thomas of Strategic Marketing, the most responsive and responsible of the 5 firms that responded to the LOI.

- D. LOI #B06142 – Emergency Communications Services
Voting Members: L. DeQuattro, G. Bedrick, D. Reavey
Cost: \$50,000 (2 Month Contract w/Option to Renew 2 Additional Years) Federally Funded

M. Takach noted that this project includes three components for a marketing or public relations agency: risk communications training for senior staff members at the DOH, preparation of correct messages during emergencies and setting up additional facets of a community network in times of emergency, including the ability to communicate information in many languages. It was the opinion of the evaluation committee that Policy Studies Institute be awarded the contract because they have the most experience with social marketing and marketing to special populations.

Recommendation: Upon a motion made by Mr. DeQuattro, 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 Policy Studies Institute, the most responsive and responsible of the 3 firms that responded to the LOI.

- E. RFP #B06154 – Disease Surveillance Improvement Project
Voting Members: L. DeQuattro, G. Bedrick, D. Reavey

L. Cheviarini noted that this RFP includes the implementation of two systems: National Electronic Disease Surveillance System (NEDSS) that is an upgrade from the department's current system for tracking and reporting notifiable conditions in Rhode Island, and Outbreak Management System (OMS). Currently, the department uses several stand-alone systems. Two proposals were received; one vendor did not meet the minimum requirements for consideration. The cost proposals will be evaluated and presented at the next meeting of the A/E/CS Selection Committee.

Recommendation: Upon a motion made by Mr. DeQuattro, 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 CGH Technologies, Inc., the more responsible and responsive of the 2 firms that responded to the LOI. This approval is contingent upon an acceptable cost proposal being presented at a subsequent meeting of the A/E/CS Selection Committee.

- F. RFP #B04835 – Health Communications Campaign
Voting Members: L. DeQuattro, G. Bedrick, D. Reavey
Cost: Approx. \$776,000
Extending Contract for 1 Yr – July 31, 2007

D. Reavey noted that this item was brought before the A&E about a year ago and concerns were raised with regard to overhead charges and indirect costs contained in the cost proposal submitted by the recommended vendor, Policy Studies Institute. The A/E/CS Selection Committee approved the award of the contract to Policy Studies Institute for one year only. The agency is now requesting to exercise their option to renew this contract for another year.

A lengthy discussion followed concerning these issues.

Recommendation: Upon a motion made by Mr. DeQuattro, 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 Policy Studies Institute, for an extension of their contract for a period of one year until July 31, 2007. (11:19 a.m.)

Upon a motion made by Mr. DeQuattro, seconded by Mr. Bedrick and unanimously approved by the Committee, the meeting was adjourned at 11:19 a.m.

Supporting documentation is on file at the Division of Purchases.