

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Wednesday, July 26, 2006

MINUTES

Members Present:

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

Public Member: Gerry Bedrick

Agency Representative: David Sheldon

>Department of Administration/Division of Facilities Management:

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

Minutes of the July 12, 2006 meeting of the A/E/CS Selection Committee were approved by L. DeQuattro and G. Bedrick.

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

1. Department of Administration/Division of Facilities Management (DOA): (9:00 a.m.)

LOI #B05856 – Architectural and Engineering Services for Malfunctioning Individual Sewage Disposal Systems

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

D. Sheldon noted that the Department of Mental Health, Retardation and Hospitals operates approximately 300 group homes. This LOI consists of two parts: First, certain towns in the southern part of the state require that existing septic systems must be evaluated and repairs must be made. There are also emergency situations that must be acted upon quickly. The second phase of the project is the monitoring of septic systems owned by the state and reporting to the various towns and to the state. Three firms responded to the LOI and the subcommittee evaluated the technical proposals. Firms must score a minimum of 50 points in order to continue to the cost proposal phase of the evaluation; two of the three firms qualified. A discussion followed.

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/Division of Facilities Management's Technical Review Subcommittee, as approved by the Associate Director, to solicit and evaluate sealed cost proposals from the qualified firms. (9:21 a.m.)

2. Department of Labor and Training/Division of Workers' Compensation (DLT): (9:23 a.m.)

RFP #B05994 – Marketing/Advertising Services
Voting Members: L. DeQuattro, G. Bedrick, M. Carey
Cost: \$45,450

M. Carey and N. Lyon represented the Agency. M. Carey noted that the purpose of the RFP is for a campaign to publicize to the employees of the state the workers' compensation system and the importance to employers of having workers' compensation insurance.

A question was raised concerning the fact that the recommended firm, Advertising Ventures, Inc., offered a proposal substantially lower than the other respondents and did the Agency feel it was adequate to do the work required. Mr. Carey answered that the evaluation subcommittee asked the firm to explain their proposal, and Advertising Ventures stated that they have done a number of campaigns like this, which was outlined in their proposal. They feel they can perform the work required under this RFP for the fee as submitted.

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 Labor and Training/Division of Workers' Compensation's 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 5 firms that responded to the RFP. (9:32 a.m.)

3. Department of Environmental Management/Office of Water Resources (DEM): (9:35 a.m.)

RFP #B06395 – Monitoring Freshwater Benthic Macroinvertebrates
Voting Members: L. DeQuattro, G. Bedrick, K. DeGoosh
Cost: \$119,200

A. Gates and K. DeGoosh represented the Agency. K. DeGoosh noted that the Agency is mandated by the Clean Water Act and EPA to assess the water quality of the state through its bugs, in both wadeable and non-wadeable streams. The University of Rhode Island had performed these studies for ten years and ESS Group, Inc. has done the work for the last four years. Six tasks were included in the RFP; however, the Agency eliminated two tasks to be done internally. Mr. DeQuattro asked if the cost calculations were refigured subtracting out those two tasks. Ms. DeGoosh answered the cost was recalculated only for the recommended firm. A discussion followed concerning the scoring of the cost 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/Office of Water Quality's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of ESS Group, Inc., the most responsive and responsible of the 4 firms that responded to the RFP. This is a conditional approval pending the recalculation of the point scores based on the recommendation to eliminate certain tasks set forth in the memorandum supporting the Agency's initial request. The conditional approval is also based upon the recalculation showing no change in the final recommendation. (9:58 a.m.)

4. Department of Human Services (DHS): (9:58 a.m.)
LOI #B06193 – External Quality Review Organization Services
Voting Members: L. DeQuattro, G. Bedrick, S. Reniere
Cost: \$112,000 (75% federal, 25% state)

S. Reniere noted that federal regulations state the Agency must conduct an external quality review of all administrative programs that participate in RItE Care. Mr. DeQuattro asked how many managed care programs are there. Ms. Reniere answered that three programs participate in RItE Care: Neighborhood Health Care, United, and Blue Chip. Mr. Bedrick asked if this was a new requirement and Ms. Reniere answered no, this is the second LOI requesting this service. There has been a contract in place for the last three years. Island Peer Review Org., Inc. (IPRO) has performed the work under this contract and they have done an excellent job.

A lengthy discussion followed concerning the cost proposals. No weight was given to cost in the evaluation of the proposals, the scoring was done entirely on technical merit. Cost estimates for two sample tasks were given by each of the three responsive bidders. The recommended firm, IPRO, received the highest score for technical merit and offered the lowest cost estimates for two sample tasks.

A discussion followed concerning how the budgeted amount of \$112,000 was determined by the Agency and the scope of work that might be accomplished for that amount.

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 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 Island Peer Review Org., Inc., the most responsive and responsible of the 4 firms that responded to the LOI. This is a conditional approval pending the submission of satisfactory information requested as to justification for the \$112,000 budget.

Upon a motion made by Mr. DeQuattro, seconded by Mr. Bedrick and unanimously approved by the Committee, the meeting was adjourned at 10:30 a.m.

Supporting documentation is on file at the Division of Purchases.