

**ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES**

**SELECTION COMMITTEE**

*Friday, July 28, 2006*

**MINUTES**

Members Present:

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

Public Member: Gerry Bedrick

Agency Representative: David Sullivan, Tax Administrator  
>Department of Administration/Division of Taxation:

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

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

1. Department of Administration/Division of Taxation: (9:05 a.m.)

RFP #B06490 – Marketing/Advertising Services – Division of Taxation (Tax Amnesty Program)

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

**Cost: \$200,000**

D. Sullivan noted that the tax amnesty ends at the end of September; therefore, there are time constraints to complete this project. Advertising Ventures, Inc. was the only respondent to the RFP, and Mr. Sullivan stated that their qualifications were extremely good. Mr. Sullivan stated he did not feel that this project would cost the budgeted amount of \$200,000 allotted for the entire tax amnesty program, and that the department would probably negotiate media buys and different areas of the advertising proposal to lessen the cost. The supplier will be paid on a deliverables basis, rather than hourly. Mr. DeQuattro suggested that the department contact the Department of Administration/Legal Division for assistance in writing the contract for this project.

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 Taxation's Technical Review Subcommittee, as approved by the Tax Administrator, and sends forward to the Director of Administration for her consideration the single name of Advertising Ventures, Inc., the only respondent to the RFP. (9:12 a.m.)

2. University of Rhode Island: (9:15 a.m.)

RFP #B06058 – Request for Real Estate Feasibility Study  
Voting Members: L. DeQuattro, G. Bedrick, T. Frisbie-Fulton  
**Cost: \$201,260**

T. Frisbie-Fulton noted that the purpose of the real estate market study is to enrich the living environment for the students on campus by looking at strategic issues such as increasing enrollment, reducing traffic on campus, enhancing quality of visits to campus and enhancing academic programs. The study will also include market feasibility and land location of specific projects to include; housing for retired alumnae who may be interested in volunteer working opportunities or for part time study, affordable housing for faculty, graduate student housing, a university inn for conferences and visiting parents' housing, and a golf learning center to train students in the golf service sector. The study would be conducted in phases; first, a master planning/land planning effort and an evaluation of Rhode Island markets for these target areas; and second, business models and cash flow analyses and development of an RFP for private development. This would likely be a private/public endeavor.

Economics Research Associates (ERA) of New York, NY demonstrated very good management skills, understanding of the project, and offered staff with experience on similar real estate studies. They will be partnering with Karen Bacchus Associates, a woman owned business from New York, who has done a number of residential marketing studies assisting universities in RFP packages for development of leased land. ERA will also partner with Goody Clancy Associates, a Boston architectural planning firm, who spent about a year working with URI developing a Master Plan. They also included Pare Engineering who has a very strong understanding of wetlands as well as local transportation networks.

Both ERA and Saratoga Associates scored equally after the technical evaluation and interview and both had strong Master Planning skills. Each firm was asked to demonstrate how they would approach the market analysis side of the project. Both firms gave very good responses, but ERA offered a stronger proposal. Saratoga Associates' cost proposal was more than double that of ERA. Payment under this contract will be made on a fixed fee deliverables 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 University of Rhode Island's Technical Review Subcommittee, as approved by the Vice President for Administration, and sends forward to the Director of Administration for her consideration the single name of Economics Research Associates, the most responsive and responsible of the 7 firms that responded to the RFP. (9:35 a.m.)

Upon a motion made by Mr. DeQuattro, seconded by Mr. Bedrick and unanimously approved by the Committee, the meeting was adjourned at 9:35 a.m.

Supporting documentation is on file at the Division of Purchases.