

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Wednesday, October 25, 2006

MINUTES

Members Present:

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

Public Member: Gerry Bedrick

Agency Representative: Ralph C. Lee, Associate Director
>Department of Corrections/Facilities and Maintenance

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

Minutes of the A/E/CS Selection Committee meetings of October 11, 2006 and October 16, 2006 were approved by L. DeQuattro and G. Bedrick.

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

1. Department of Corrections/Facilities and Maintenance (DOC): (9:08 a.m.)
 - A. LOI #B05870 – Building Envelope Repairs/Minimum Security
Voting Members: L. DeQuattro, G. Bedrick, R. Lee
Cost: \$40,000

This item was previously discussed at the September 19, 2006 meeting. R. Lee reiterated that this project is for repairs to the slate roof and brick exterior at the Minimum Security building and a discussion followed. The discussion included the fact that the proposal included hourly rates rather than a fixed fee. Mr. Lee explained that, after the recommended firm has been approved, cost negotiations can take place and the architect will submit a lump sum fee.

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 Castellucci, Galli Architects, the most responsive and responsible of the 4 firms that responded to the LOI. The Agency will return to the A/E/CS/SC with the final proposal submitted by Castellucci, Galli Architects.

- B. LOI #B05871 – Building Envelope Repairs/Donald Price Facility
Voting Members: L. DeQuattro, G. Bedrick, R. Lee
Cost: \$40,000

R. Lee noted that this item was also discussed at the September 19, 2006 meeting and this project is similar to LOI #B05870. 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 Corrections' Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Edward Rowse Architects, the most responsive and responsible of the 5 firms that responded to the LOI. The Agency will return to the A/E/CS/SC with the final proposal submitted by Edward Rowse Architects. (9:24 a.m.)

2. Department of Mental Health, Retardation and Hospitals (MHRH): (9:30 a.m.)

- A. LOI #B05854 – Primary Electrical Distribution System
Voting Members: L. DeQuattro, G. Bedrick, J. Jerue
Cost: No Budgeted Amount – APA is for Emergencies

J. Jerue noted that the purpose of this LOI was to solicit firms to be included on an Agency Price Agreement to provide emergency engineering services relating to the primary electrical distribution system at the Agency.

Mr. Bedrick asked a question as to why all three respondents received the maximum score of 30 points for their cost proposals. Mr. Jerue answered that there is no estimate for cost, any anticipated work would be done on an emergency basis, and each firm submitted competitive hourly rates. Mr. Jerue was requested to provide additional information regarding the cost proposals. Mr. Bedrick also introduced a discussion on the scoring of the technical proposals and the fact that the scores were lower than the narrative remarks would indicate. He cautioned that the scores should support the remarks.

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 Mental Health, Retardation and Hospitals' Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the names of Edwards & Kelcey and DMC Engineering, the most responsive and responsible of the 3 firms that responded to the LOI. Mr. DeQuattro stated that any project anticipated to cost \$20,000 or more must be approved by the A/E/CS/SC.

- B. LOI #B05855 – Secondary Electrical Distribution System
Voting Members: L. DeQuattro, G. Bedrick, J. Jerue
Cost: No Budgeted Amount – APA is for Emergencies

J. Jerue noted that the purpose of this LOI was to solicit firms to be included on an Agency Price Agreement to provide emergency engineering services relating to the secondary electrical distribution system at the Agency. Mr. Bedrick expressed the same concerns as with the previous LOI with regard to the scores not supporting the narrative remarks. He asked Mr. Jerue to provide additional cost information.

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 Mental Health, Retardation and Hospitals' Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the names of Edwards & Kelcey, DMC Engineering and Gaskell Associates, the most responsive and responsible of the 5 firms that responded to the LOI. (9:51 a.m.)

3. Department of Administration/Division of Information Technology (DOA): (9:57 a.m.)

RFP #B06298 – Design/Implement Self-Supporting Web Portal
Voting Members: L. DeQuattro, G. Bedrick, H. Boksenbaum

This item was presented at the September 19, 2006 meeting of the A/E/CS/SC. Mr. DeQuattro asked a question with regard to a statement in the evaluation that reads: "The Committee recommends that the option of migrating to JSR-168 technology not be exercised at this time." Mr. Boksenbaum explained that JSR-168 is portlet technology which is cutting edge web portal software. This allows programs to imbed things in other programs, and allows data to come out of sophisticated back-end databases. This was an option in the RFP which the Agency chose not to exercise.

Mr. DeQuattro asked if the following statement was mandated in the RFP: "The Committee further recommends that that contract explicitly require the vendor to complete DoIT's document 'Security Assurance Plan' and provide the documentation requested in DoIT's document 'Security Assurance Plan Support Documentation.'" Mr. Boksenbaum answered that it was not mandated in the RFP because these two documents were not complete at the time. The Agency operated from drafts of these documents in order to provide internal checklists of the state and what vendors were offering in terms of security, and knowing that there would be new developments in this area before the execution of the contract.

A discussion followed concerning disclosure/security issues and Mr. Boksenbaum stated these issues were addressed in the RFP and will be detailed in this contract. The State will have the right to have a security audit conducted at any time by an independent third party.

Mr. DeQuattro asked a question concerning a statement that reads: “Consequently, cost was not intended to be a consideration in evaluation.” Mr. Boksenbaum answered that, because this is a self-supporting web portal, this referred to the fact that, in the evaluation, no score was assigned for cost. A lengthy discussion followed concerning the scoring of this RFP.

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) recommends that the Agency request Best and Final Offers and detailed cost proposals from each of the respondents and return to the A/E/CS/SC for approval. (10:17 a.m.)

Upon a motion made by Mr. DeQuattro, seconded by Mr. Bedrick and unanimously approved by the Committee, the meeting was adjourned at 10:17 a.m.

Supporting documentation is on file at the Division of Purchases.