

**ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES**

**SELECTION COMMITTEE A/E/CS/SC**

*Thursday, May 15, 2008*

**MINUTES**

1. The Chairman called the meeting to order at 9:13 a.m.
2. Members Present: Chairman: Louis A. DeQuattro, Jr., Esq.  
Public Member: James I. Higgins, Jr.
3. Department of Administration/Office of Human Resources (DOA): (9:13 a.m.)  
RFP #7072855 – Flexible Spending Account and COBRA Administration for State Employees  
Committee Voting Members Present: Chairman, Public Member, and Susan Rodriguez, Deputy Personnel Administrator  
**Cost: Flexible Spending Account**  
**\$140,072 (3 yr. contract with option for two 1 yr. extensions)**  
**No increase for 4<sup>th</sup> and 5<sup>th</sup> years**  
  
**COBRA Administration**  
**\$176,400 (3 yr. contract)**  
**State will retain 2% COBRA administration fee estimated at \$159,000 over 3 years**

The Agency Representatives, Susan Rodriguez, Deputy Personnel Administrator, and Deborah Blair, Chief of Employee Benefits, provided the following discussion: (1) an overview of the services set forth in the solicitation; and (2) an overview of the solicitation process.

After discussion and questioning, the Committee unanimously voted to accept the recommendation of the Department of Administration/Office of Human Resources, and to send forward to the Director of Administration for his approval for the Agency to negotiate a contract with Cornerstone Administrative Services, LLC, the most responsive and responsible of the 7 firms that responded to the RFP for the Flexible Spending Account.

After discussion and questioning, the Committee unanimously voted to accept the recommendation of the Department of Administration/Office of Human Resources, and to send forward to the Director of Administration for his approval for the Agency to negotiate a contract with United Healthcare, the most responsive and responsible of the 5 firms that responded to the RFP for the COBRA Administration. (9:40 a.m.)

4. Department of Administration/Division of Capital Projects and Property Management (DOA): (9:46 a.m.)

- A. LOI #7067849 – Architectural/Engineering/Design Services at Virks Building  
Committee Voting Members Present: Chairman, Public Member, and Arn Lisnoff,  
Chief, Property Management  
**Cost: \$348,900 fixed fee**

The Agency Representative, Arn Lisnoff, Chief, Property Management, provided the following discussion: (1) an overview of the services set forth in the solicitation; and (2) an overview of the solicitation process.

After discussion and questioning, the Committee unanimously voted to accept the recommendation of the Department of Administration/Division of Capital Projects and Property Management, and to send forward to the Director of Administration for his approval for the Agency to negotiate a contract with Durkee, Brown, Viveiros & Werenfels Architects, the most responsive and responsible of the 8 firms that responded to the LOI. (9:55 a.m.)

- B. LOI #7068846 – Architectural/Engineering/Design Services at Forand Building - DMV  
Committee Voting Members Present: Chairman, Public Member, and Arn Lisnoff,  
Chief, Property Management  
**Cost: \$996,000 fixed fee**

The Agency Representative, Arn Lisnoff, Chief, Property Management, provided the following discussion: (1) an overview of the services set forth in the solicitation; and (2) an overview of the solicitation process.

After discussion and questioning, the Committee unanimously voted to accept the recommendation of the Department of Administration/Division of Capital Projects and Property Management, and to send forward to the Director of Administration for his approval for the Agency to negotiate a contract with Lerner/Ladds + Bartels, Inc., the most responsive and responsible of the 11 firms that responded to the LOI. (10:09 a.m.)

- C. LOI #7068851 – Architectural/Engineering/Design Services at DoIT Operations Center  
Committee Voting Members Present: Chairman, Public Member, and Arn Lisnoff,  
Chief, Property Management  
**Cost: \$727,587 fixed fee**

The Agency Representative, Arn Lisnoff, Chief, Property Management, provided the following discussion: (1) an overview of the services set forth in the solicitation; and (2) an overview of the solicitation process.

After discussion and questioning, the Committee unanimously voted to accept the recommendation of the Department of Administration/Division of Capital Projects and Property Management, and to send forward to the Director of Administration for his approval for the Agency to negotiate a contract with Symmes Maini & McKee Associates, the most responsive and responsible of the 11 firms that responded to the LOI. (10:17 a.m.)

5. Department of Administration/Division of Information Technology (DoIT): (10:21 a.m.)  
RFP #7066840 – Active Directory Design and Implementation  
Committee Voting Members Present: Chairman, Public Member, and Ernie Smith, Chief of Operations, DoIT  
**Cost: \$356,320 (COPS funding)**

The Agency Representatives, John Landers, Chief Information Officer, and Ernie Smith, Chief of Operations, DoIT, provided the following discussion: (1) an overview of the services set forth in the solicitation; and (2) an overview of the solicitation process.

After discussion and questioning, the Committee unanimously voted to accept the recommendation of the Department of Administration/Division of Information Technology, and to send forward to the Director of Administration for his approval for the Agency to negotiate a contract with EMC Corporation, the most responsive and responsible of the 3 firms that responded to the RFP. (10:29 a.m.)

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the meeting was adjourned at 10:29 a.m.

Supporting documentation is on file at the Division of Purchases.