

**ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES**

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

*Thursday, May 29, 2008*

**MINUTES**

1. The Chairman called the meeting to order at 9:28 a.m.
2. Members Present: Chairman: Louis A. DeQuattro, Jr., Esq.  
Public Member: James I. Higgins, Jr.
3. The Chairman and Public Member approved the minutes of the open meeting and the Executive Session dated April 24, 2008.
4. Department of Revenue/Division of Property Valuation (DOR):  
RFP #7076854 – Property Tax Equalization Study  
Committee Voting Members Present: Chairman, Public Member, and Peder Schaefer, Chief, Division of Property Valuation  
**Cost: \$20,000 – FY08**  
**\$60,000/Yr. – Three Years**  
**Three year contract with option to renew for 3 additional years**

The Agency Representatives, James Savage, Supervisor, Local Government Assistance, and Peder Schaefer, Chief, Division of Property Valuation, 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 Revenue/Division of Property Valuation, and to send forward to the Director of Administration for his approval for the Agency to negotiate a contract with SBTS Services, the most responsive and responsible of the 4 firms that responded to the RFP. (9:44 a.m.)

5. University of Rhode Island (URI): (9:47 a.m.)
  - A. LOI #7065820 – IT Telecommunications Management System  
Committee Voting Members Present: Chairman, Public Member, and Tanya Roberts, Senior Technical Programmer  
**Cost: \$174,000**

The Agency Representatives, Tanya Roberts, Senior Technical Programmer, Richard Miller, Technical Support Specialist, and Jay David, Manager, Network Planning & Services, 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 University of Rhode Island, and to send forward to the Director of Administration for his approval for the Agency to negotiate a contract with Compco, Inc., the most responsive and responsible of the 3 firms that responded to the RFP. (9:53 a.m.)

- B. RFP #7065835 – Supplemental Sales Services – Whispering Pines (10:02 a.m.)  
Committee Voting Members Present: Chairman, Public Member, and Thomas Mitchell, Director, W. Alton Jones Campus  
**Cost: Annual Retainer of \$7500 plus 10% commission on room sales**

The Agency Representative, Thomas Mitchell, 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 University of Rhode Island, and to send forward to the Director of Administration for his approval for the Agency to negotiate a contract with the David Green Organization, the only respondent to the RFP. (10:12 a.m.)

- 6. Department of Transportation (DOT): (10:16 a.m.)
  - A. RFP #7066860 – Jobs Access/Reverse Commute and New Freedom Programs  
DOT solicitation on behalf of RI Public Transit Authority  
Committee Voting Members Present: Chairman, Public Member, and Robert Letourneau, Supervising Planner

**Jobs Access/Reverse Commute**

**Award: RIPTA - \$310,534**  
**Family Resources - \$92,267**  
**100% federal funds**

**New Freedom Program**

**Award: RIPTA - \$208,990**  
**Valley Cab - \$50,000**  
**100% federal funds**

The Agency Representative, Robert Letourneau, 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 Transportation, and to send forward to the Director of Administration for his approval to award grant funding to RIPTA and Family Resources in the amounts specified, these vendors being the most responsive and responsible of the 3 vendors who responded to the Jobs Access/Reverse Commute portion of the RFP.

After discussion and questioning, the Committee unanimously voted to accept the recommendation of the Department of Transportation, and to send forward to the Director of Administration for his approval to award grant funding to RIPTA and Valley Cab in the amounts specified, these vendors being the only respondents to the New Freedom portion of the RFP. (10:28 a.m.)

- B. RFP #7065826 – Highway Safety Outreach Program Targeting the City of Woonsocket (10:29 a.m.)  
Committee Voting Members Present: Chairman, Public Member, and Christos Xenophontos, Contracts Administrator  
**Cost: \$30,000 annually – 1 yr. contract with option to renew for 4 additional years/100% federal funding**

The Agency Representatives, Christos Xenophontos, James Barden and Janice Loiselle from the Office of Highway Safety, and Lucy Murray, Contracts and Specifications, 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 Transportation, and to send forward to the Director of Administration for his approval for the Agency to negotiate a contract with Connecting for Children and Families, the only respondent to the RFP. (10:35 a.m.)

- C. RFP #7072854 –Statewide Seatbelt Observational and Public Awareness Surveys (10:36 a.m.)  
Committee Voting Members Present: Chairman, Public Member, and Christos Xenophontos, Contracts Administrator  
**Cost: 4 year contract**  
**Years 1 and 2: \$76,404**  
**Years 3 and 3: \$78,696**  
**100% federal funding**

The Agency Representatives, Christos Xenophontos, James Barden and Janice Loiselle from the Office of Highway Safety, and Lucy Murray, Contracts and Specifications, 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 Transportation, and to send forward to the Director of Administration for his approval for the Agency to negotiate a contract with Advantage Marketing Information, Inc., the most responsive and responsible of the 3 firms that responded to the RFP. (10:41 a.m.)

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the meeting was adjourned at 10:41 a.m.

Supporting documentation is on file at the Division of Purchases.