



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Sheriff's Office



**Date:** March 10, 2014

**Board Meeting Date:** May 6, 2014

**Special Notice / Hearing:** None

**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Sheriff Greg Munks

**Subject:** Agreement with National Air Balance Company - Test and Balance Services

**RECOMMENDATION:**

Adopt a Resolution authorizing the Sheriff or his/her designee to execute:

- A) A Trade Contract agreement with National Air Balance Company to provide test and balance services for the Maple Street Correctional Center at 1300 Maple Street in Redwood City, for the term of May 6, 2014 through August 5, 2016, in an amount not to exceed \$205,000;
- B) An Owner Assignment and Novation Agreement, necessary to assign the Trade Contract from the County to the Construction Manager; and
- C) Change Orders with the Construction Manager for work associated with this Trade Contract, up to a maximum amount not to exceed 3% of the original Trade Contract amount or any other applicable limitation imposed by prior Board action or statute.

**BACKGROUND:**

After acquiring the 4.85 acres of land in Redwood City, east of Highway 101, on Maple Street at Blomquist Street in December 2010, and approving the scope and size of the jail project at that site in October 2011, the Board approved contracts for jail design, engineering and construction management services on May 8, 2012. By the end of March 2013 the demolition of existing buildings, as well as site clean-up and remediation, was completed. On April 9, 2013, the Board approved contracts for piles and rough grading. On May 7, 2013, the Board approved contracts for electrical, mechanical, plumbing, security electronics, and detention equipment. On August 6, 2013, the Board approved contracts for site utilities and elevators.

**DISCUSSION:**

In June 2013, the Sheriff's Office, using outreach that included local advertising and website posting, issued a Request for Statement of Qualifications (RFSOQ) to prequalify potential bidders as the first step of the County's selection process for firms to

provide test and balance services for the jail project. Three (3) firms responded to the RFSOQ and, after review of those responses, all three (3) firms were selected for prequalification: National Air Balance Company, Raglan System Balance, and Frank M. Booth. On March 20, 2014, Requests for Bids were sent to each of the prequalified firms. Three (3) firms returned timely bids. After the bids were reviewed, the County's Selection Committee made the recommendation to award the contract to National Air Balance Company as the lowest responsible bid received for the work.

The scope of work includes, but is not limited to, providing test and balance services for the Maple Street Correctional Center. This is to test and balance the air flow within the building ventilation systems. Regulations call for this third party verification.

The contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. If the Board approves the award to National Air Balance Company, the County will enter into the Trade Contract with National Air Balance Company. Upon execution of the Trade Contract, an Owner Assignment and Novation Agreement will be executed and the Trade Contract will be assigned to Sundt/Layton, the Construction Manager. Sundt/Layton will oversee the performance of the Trade Contract and thus shall be responsible for full liability and financial risk under the Construction Manager at Risk delivery method. A form of the assignment agreement was approved by the Board as part of the approval of the Agreement for Construction Management Services with Sundt/Layton.

County Counsel has reviewed and approved the Resolution and Agreement as to form. Contractor meets insurance certification requirements.

Approval of this Resolution contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring a safe and cost effective replacement jail facility.

**FISCAL IMPACT:**

The amount of the Trade Contract agreement with National Air Balance Company is \$205,000, with an additional authorization for change orders up to \$6,150 (3%). The County issued Lease Revenue Bonds in April 2014 to fund the Maple Street Correctional Center Project.

Exhibit A – RFP Process Matrix

## REQUEST FOR PROPOSAL PROCESS MATRIX

1.	General description of RFSOQ/RFP	Provide Test and Balance services.
2.	List key evaluation criteria	Proposals were evaluated based on the following: 1. Completeness of response submission 2. Personnel experience and qualifications 3. Depth and quality of respondent's performance 4. Successful track record on similar projects 5. Lowest responsible bid
3.	Where RFSOQ advertised	San Francisco Examiner McGraw/Hill Rose Report Posted on the Sheriff's Office web page
4.	In addition to advertisement, list others to whom the RFP announcement was sent	Sent to those enrolled to receive automatic notifications and announcements on the Sheriff's web page, Facebook and Twitter.
5.	Total number of RFSOQ's sent to prospective proposers	None directly
6.	Number of proposals received	Three (3)
7.	Who evaluated the proposals	Project Manager Sam Lin Tim Blood, Sundt/Layton Tamara Clarke, HOK
8.	In alphabetical order, names of RFSOQ proposers (or finalists, if applicable) and location	National Air Balance Company – Fremont, CA Raglan System Balance – Hayward, CA Frank M. Booth – Marysville, CA