



REQUEST FOR PROPOSAL

Jail Construction Project User Liaison



Proposals must be submitted to:
Lieutenant Deborah J. Bazan
Jail Planning Unit
San Mateo County Sheriff's Office
400 County Center
Redwood City, California 94063

I. INTRODUCTION

The County desires to contract for construction liaison services. This individual or firm will act as a liaison between the Sheriff and the firms that will be providing design, engineering, construction and other services related to this project. San Mateo County will be constructing a new jail. San Mateo County Sheriff Greg Munks is seeking responses from qualified firms and/or individuals, who have demonstrated the ability to oversee, manage, design, engineer or construct local correctional facilities or other large construction projects in California. The ideal firm or individual will have experience in construction management and the ability to act as a liaison for the Sheriff in all phases of the project.

II. BACKGROUND

San Mateo County currently has two correctional facilities located in the City of Redwood City. One is located on Maple Street and is referred to as the "Maple Street Correctional Facilities". The other is located on Bradford Street and is referred to as the Maguire Correctional Facility. The County is planning to replace the Maple Street Correctional Facilities, which includes the Women's Correctional Center for sentenced and pre-sentenced female inmates, the Men's Minimum Security Transitional Facility, the Women's Transitional Facility, Sheriff's Alternative Sentencing Bureau which includes Men's and Women's Work Furlough Program, the Sheriff's Work Program and the Electronic Monitoring Program.

The Maguire Correctional Facility houses pre-sentenced and sentenced male inmates and is a direct supervision facility. The population has grown and the facility cannot accommodate services to adequately address recognized needs for transitional and successful re-entry. The County desires to increase programs designed to reduce recidivism.

Because of changed inmate population demographics and needs, replacing the Maple Street Correctional Facilities requires comprehensive planning. The new facility must address not only replacing the Women's Correctional Center, but designing a facility with comprehensive re-entry services for men and women, to better meet the current and future needs of inmates and their post-custody needs.

In 2007 and in 2008 DMJM H&N completed needs assessments for both the women's and men's facilities. In January 2009 the Sheriff's Jail Planning Unit (JPU) prepared a comprehensive Pre-architectural Program as a step towards replacing the Maple Street campus and to add system capacity. The needs assessment and pre-architectural program are available for review on line at: www.co.sanmateo.ca.us/portal/site/sheriffs.

The Board of Supervisors accepted a Pre-architectural Program, and the JPU compiled and studied a list of potential sites for the replacement jail. The list of potential sites was narrowed down and the Woodhouse Industrial Park site was selected. In November 2010, an Initial Study was completed which led to the certification of a Mitigated Negative Declaration in accordance with the California Environmental Quality Act (CEQA). In December, 2010, the Board of Supervisors approved the acquisition of the Woodhouse Industrial Park property. The property is 4.67 acres in size and is located at 20, 50, 70 and 80, Chemical Way in Redwood City, east of HWY 101. The County took title of the property on December 30,

2010. There are existing tenants on the site and the liaison may or may not have activities related to relocation.

III. SCOPE OF WORK AND SPECIFICATIONS

- A. **Service:** The requested construction liaison services are described in detail in Section 3 (d). Proposers are encouraged to also include additional services which they believe may be required based on the project scope with a discussion of the reason for these other services.
- B. **Contract Form and Specifications:** The purpose of the attached sample agreement is to indicate the type of contract contemplated and to set forth some of the general provisions the County anticipates including in the final contract. In submitting a proposal, the Proposer will be deemed to have agreed to each clause unless the proposal identifies an objection, sets forth the basis for the objection, and provides substitute language to make the clause acceptable to the Proposer. Such objections and substitute language must be submitted no later than the deadline for the proposal. County reserves the right to modify or eliminate any clause and to add any additional clauses when preparing the agreement.
- C. **Contract Term:** The term of the County agreement with the selected proposer will be up to four years and is scheduled to begin on April 4, 2011 and terminate December, 2014. The agreement may provide for contract extensions if both parties agree to the renewal terms.

IV. GENERAL CONDITIONS OF SUBMISSION

- A. All proposals submitted become the property of the County. Should a Proposer wish to withdraw its proposal, a written letter so stating must be received by the County by March 10, 2011 at 5:00 pm.
- B. There is no expressed or implied obligation for the County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Costs for developing proposals are entirely the responsibility of the Proposer and will not be chargeable to or reimbursable by the County.
- C. All proposals submitted in response to this RFP shall become the exclusive property of the County and shall be subject to public disclosure pursuant to the California Public Records Act (Cal. Govt. Code Section 6250 et. seq.). The Act provides that access to information concerning the conduct of the people's business is a fundamental and necessary right to every person in the state. Public records are defined as any writing related to the conduct of the public's business. Public records are open to inspection during normal business hours. To the extent consistent with applicable provisions of the Public Records Act and applicable case law interpreting those provisions, the County and/or its officers, agents

and employees retain the discretion to release or to withhold disclosure of any information submitted in response to this RFP.

- D. There are specific exceptions to the Public Records Act. In the event the County receives a request for inspection of any proposal submitted pursuant to this RFP, it is the responsibility of the organization whose proposal has been requested to assert any right of confidentiality that may exist. The County will not make that assertion on behalf of the Proposer. Absent a judicial determination that the documents are exempt from disclosure, they will be subject to inspection.
- E. Submission of a proposal constitutes a complete waiver of any claims whatsoever against the County and its agents, officers or employees, that the County has violated a Proposer's right to privacy, disclosed trade secrets or caused any damage by allowing the proposal to be inspected.
- F. All proposals must remain valid for a period of not less than 120 days from the submission. This includes, but is not limited to pricing as well as nominated engagement staff.
- G. The County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.
- H. The County may, in its sole discretion, enter into contracts with multiple providers.
- I. The County reserves the right to contact current and former clients of the Proposer for information at anytime during the proposal process.
- J. The County reserves the right to accept or reject any or all proposals and may waive any requirements of this Request for Proposal if it deems it in the best interests of the County.
- K. The County reserves the right to contact individual Proposers for clarifying information at any time during the proposal process.
- L. The County may modify the RFP prior to the fixed date for submission of proposals by issuance of an addendum.

V. PROPOSAL CONTENTS

- A. Proposers should adhere to the format set forth below. Each of the required sections identified must be addressed and must be specifically labeled. The content and sequence of the proposal will be as follows:

Section	Title
1	Cover Letter
2	Table of Contents
3	Company and Service Summary
4	Financial Summary

5	Proof of Insurance
6	References
7	Other

Items 1 through 7 below contain brief descriptions of material that should be included in this proposal.

1. Cover Letter - Proposer shall identify the name of the organization that will be providing the services offered in the proposal. The name, address, telephone number, facsimile number and e-mail address of a principal contact for information regarding the proposal shall be supplied.
2. Table of Contents - Immediately following the Cover Letter, provide a comprehensive Table of Contents of the material included in the proposal. The Table of Contents must clearly identify the proposal sections and the applicable page numbers.
3. Company and Service Summary:
 - a. **Organizational Background** - Describe the proposer and whether it is an individual or solely owned business, corporation, etc. and the history of the organization and the services it provides.
 - b. **Experience in providing similar services.** Describe your experience working on similar construction projects. In your response, please also indicate whether you have had at least 10 years experience in providing these similar services, list and describe construction projects costing \$200 million or over that you have managed and list and describe any correctional facility experience.
 - c. **Administrative structure and staffing:** Attach an organizational chart. Identify the individual who will be designated at the Sheriff's "Liaison" who will provide the services listed below and list his or her qualifications, and experience. Describe key staff that will support the designated Liaison and for each designated staff member, state his or her roll and duties, qualifications, and experience. Describe how this project will fit into your overall organization.
 - d. **Services:** Describe your ability to provide the following liaison services:
 1. Assist the Sheriff in planning, design and construction phases of the project.
 2. Assist in managing all aspects of the Facility Development Process as recommended by the National Institute of Corrections.

3. Review, comment and represent the Sheriff's interests in all discussions concerning the project's architectural concepts, designs, drawings, and site planning. This includes assisting the Sheriff with selection of the project delivery method, architect and engineer selection, legal staff interface; all construction bids (including analyses of the bids submitted, contract negotiations and review of a cost matrix); participates in all value engineering discussions; drawings, FF and E and material specifications; and all environmental requirements. **This includes the approved Site Management Plan.**
4. Attend all critical project meetings and work with other county departments as directed by the Sheriff
5. This individual or firm will act as a liaison between the Sheriff and the firms that will be providing design, engineering, construction and other services related to this project. These liaison activities include but are not limited to reviews of construction schedules, material testing, soils testing, field observations, safety program adherence, and review all change orders. At project completion, tasks will include assisting the Sheriff with a complete "Punch List", testing of all mechanical and electrical equipment, and systems start up and commissioning, review all "As Built" drawings, ensure that all warranties are in place and catalog all user manuals, and assist in obtaining occupancy permits.
6. Provide creative problem solving and cost effective solutions.
7. Assist with the creation and maintenance of a thorough record keeping system for all documents relating to the project. Provide timely updates to include verbal briefings and formal written reports. These reports should include complete financial accounting of project costs, with particular attention to any potential project cost over runs, cost savings, contractor scheduling conflicts and value engineering proposals.
8. Be available for possible out of state travel to view other correctional facilities.
9. Assist with creation and implementation of transition plan for the new facility.
- e. **Other commitments.** List commitments or potential commitments, which may impact the ability to perform this contract.

4. Cost Proposal

Please list:

- a. The rate per hour of the designated liaison identified in your response Section 3 (c) above.
- b. The rate per hour of all key staff that will support the designated Liaison who are identified in your response to Section 3 (c) above.
- c. Expenses that you anticipate incurring performing the requested services.
- d. Estimated total charges for the services that will be incurred during the term of this contract. Explain how this estimate was determined.
- e. Any proposed billing structure that you would be amenable to, such as, but not limited to hourly or monthly flat rate.

5. Proof of Insurance

Attach insurance certificates indicating liability insurance with a minimum of \$1,000,000 for comprehensive general, and motor vehicle, and professional, and statutory limits for worker's compensation renewable on an annual basis. County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only. Any modifications or exceptions to limits or terms and conditions are subject to approval by the Risk Management Department.

6. Other

Provide any other information about you and or your company which may be helpful to the County in understanding why you should be selected as the contractor.

7. References

Include two government agency references that are recently familiar with the quality and reliability of your work. Include the name of the organization, contact person, mailing address, email address, and phone number for each reference.

8. Include a statement as to whether or not there have been legal claims (a lawsuit) filed by or against him/her/it in connection with similar services provided over the last 5 years; and if so, describe the parties involved and each of the claims and their outcome/resolution.

B. Proposal Format

1. Proposals must be submitted in paper format.
 - a. All proposals should be typewritten; have consecutively numbered pages; include any exhibits, charts, or other attachments; and be securely bound. No facsimiled or telephone proposals will be accepted.
 - b. The proposal must be signed by the person authorized to submit the RFP. An unsigned proposal may be rejected.
 - c. Submit one (1) original and six (6) copies of the complete proposal and one (1) electronic copy on a CD.
 - d. Submit the original proposal and all copies, including the CD, in a sealed package clearly indicating the title of this RFP in the upper left hand corner. Include name and address of the Proposer.
2. Proposals must be received by March 7, 2011 at 5:00 pm.

Address or deliver proposals to:

**Lieutenant Deborah Bazan
San Mateo County Sheriff's Office
Jail Planning Unit
400 County Center
Redwood City, CA 94063
Telephone: 650-508-6721
Email: dbazan@co.sanmateo.ca.us**

VI. PROPOSAL PROCESS

A. Schedule of Events

EVENT	DATE
Release of RFP	February 23, 2011
Deadline for Written Questions	February 28, 2011
Release Responses to Written Questions	March 2, 2011
Proposal Due Date and Time	March 7, 2011, 5:00 p.m.
Conduct Interviews	March 10, 2011
Announcement of Recommendation	March 11, 2011
Approval Board of Supervisors	March 29, 2011
Anticipated Contract Start Date	April 4, 2011

B. Submittal of Questions

Proposers requiring clarification of the intent or content of this RFP, or of the competitive proposal process, may request clarification by submitting written questions no later than **Monday, February 28, 2011** to:

**Lieutenant Deborah Bazan
San Mateo County Sheriff's Office
Jail Planning Unit
400 County Center
Redwood City, CA 94063
Telephone: 650-508-6721
Email: dbazan@co.sanmateo.ca.us**

All questions must be in writing and sent via e-mail to
dbazan@co.sanmateo.ca.us.

Verbal questions will not be answered. The Sheriff's Jail Planning Unit will post a list of all questions and responses to parties on March 2, at, 2011 at
<http://www.co.sanmateo.ca.us/portal/site/sheriff/>.

Other than what is set forth in this RFP, Proposers are specifically precluded from contacting County staff regarding this RFP, until a contract has been entered into with the successful Proposer.

VII. PROPOSAL SELECTION PROCESS AND EVALUATION

A. Submission Date

March 7, 2011 at 5:00 p.m.

B. Interviews and Additional Information

If the Sheriff determines, in his sole discretion, that additional information is required or desirable beyond that provided in the proposal(s) of any of the Proposer(s), the Sheriff shall invite the Proposer(s) to make oral and/or written presentations to the Evaluation Committee.

C. Evaluation of Proposals

1. Proposal Evaluation Committee

The Evaluation Committee will review the proposals and make a recommendation to the Sheriff. The Sheriff reserves the right to accept or reject the Committee's recommendation. The Sheriff will make a recommendation to the Board of Supervisors.

- The Sheriff or his designee will determine the Composition of the Evaluation Committee. Additionally, the Sheriff may use technical experts which may include County staff to assist the Committee. Each proposal will be reviewed to determine if the proposer can meet the requirements as set forth in this RFP. The proposer must demonstrate that each requirement is met. Where documentation relative to a specific requirement is incomplete or silent, it shall be assumed that the proposal is deficient.

D. Local Preference

When the combination of quality, price, terms and conditions are substantially equal, there will be a preference in selecting a proposer with San Mateo County goods, services and supplies.

E. Inability to Negotiate a Contract

After a Proposer has been recommended by the Sheriff, the Sheriff will negotiate a contract for submission to the County's Board of Supervisors for consideration and possible approval. If a satisfactory contract cannot be negotiated, the County may, in its sole discretion, begin contract negotiations with one or more than one of the remaining Proposers. The County may contract with more than one Proposer if the County determines, in its sole judgment, that more than one contractor is preferred to provide the specified services. The County may determine to contract with none of the proposers. The final decision as to whether the County will enter into an agreement rests with the Board of Supervisors.