

COUNTY OF SAN MATEO

Inter-Departmental Correspondence

Date: August 6, 2001

Board Meeting Date: August 14, 2001

TO: Honorable Board of Supervisors

FROM: Neil R. Cullen, Director of Public Works

SUBJECT: Improvements - Aging and Adult Services Heating, Ventilation, Air Conditioning (Project No. P3P02)

RECOMMENDATION

Adopt a resolution adopting Plans and Specifications, determining prevailing wage scales and calling for sealed proposals to provide Heating, Ventilation and Air Conditioning (HVAC) improvements for the Aging and Adult Services area in the Health Services Administration Building, San Mateo.

Key Facts

The existing HVAC system is deficient as it:

- (a) creates drafts;
- (b) has poor temperature control; and
- (c) allows air to stagnate (no circulation) in some areas.

Discussion

We have worked with the Aging and Adult Services' staff and have developed contract plans and specifications to eliminate the deficiencies in the current system. We are also, at the request of Aging and Adult Services, requiring all interior work to be performed after regular business hours to avoid conflicts with staff during regular business hours. The contractor will be allowed to perform all other work associated with the HVAC modifications when the building is occupied.

Honorable Board of Supervisors

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Fiscal Impact

The construction is estimated to cost \$375,000 and General Funds have been appropriated in the 2001-2002 Capital Projects Budget to finance this work.

A form of resolution has been approved by County Counsel.



Neil R. Cullen
Director of Public Works

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cc: Margaret Taylor, Director of Health Services
Paul Beconsall, Facilities Management and Engineering Director
Charlene Silva, Director of Aging and Adult Services
Milt Mares, County Counsel
Brian C. Lee, P.E., Division Manager, Programs and Engineering Services
Michael F. Jackson, Principal Civil Engineer, Construction Management
Mark Hahn, Project Manager

Resolution No. _____

Board of Supervisors, County of San Mateo, State of California

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**Resolution Adopting Plans and Specifications,
Determining Prevailing Wage Scales and Calling for Sealed Proposals
for Aging and Adult Services' Heating, Ventilation and Air Conditioning (HVAC)
Improvements in the Health Services Administration Building
225 37th Avenue, San Mateo, CA (Project No. P3P02)**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, Plans and Specifications have been prepared and approved by the Director of Public Works for Aging and Adult Services' HVAC Improvements. Said Plans and Specifications have been filed in the office of the Director of Public Works, and presented to this Board for its approval, and this Board has considered same; and

WHEREAS, a schedule of prevailing wages for each craft or type of workman needed to execute this contract in the locality in which said work is to be performed has been established by the Department of Industrial Relations and has been referred to in said Specifications:

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED as follows:

1. That Plans and Specifications dated August 17, 2001, for the aforesaid project, are on file in the office of the Director of Public Works, to which reference is hereby

made for further particulars, are hereby approved and are adopted as the Plans and Specifications to be attached to in letting and performing the work under a contract for such improvements.

2. The schedule of prevailing wages referred to in said Specifications has been determined to contain the general prevailing rates of wages in the locality in which said work is to be performed for each type of workman needed to execute the contract.

3. The Department of Public Works is authorized and directed to issue a call for sealed proposals to be received by the Clerk of the Board of Supervisors, San Mateo County, on or before **2:00 p.m., Tuesday, September 18, 2001**, in said office in the Hall of Justice and Records, Redwood City, California. Said bids will then be transmitted to the County Manager's Office in said Hall of Justice and Records and be publicly opened and declared.

The Department of Public Works is further directed to cause the Notice inviting sealed proposals to be published for two times in the Independent Newspaper Group, a newspaper printed and published in this County, and to obtain an affidavit of said publication, a copy of which shall be placed on file with the Clerk of the Board of Supervisors.

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