

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT General Services	(2) MEETING DATE 12/18/2012	(3) CONTACT/PHONE Janette Pell, General Services Agency Director 781-5200	
(4) SUBJECT Submittal of a Resolution Adopting the Pre-Qualification Program for General Contractors and Sub-Contractors, pursuant to Public Contract Code Section 20101 to be used for the Women's Jail Expansion Project and Juvenile Hall Expansion Project. District 2.			
(5) RECOMMENDED ACTION It is recommended that the Board: 1. Approve the Resolution adopting the Pre-Qualification Program for General Contractors and Sub-Contractors interested in bidding on the Women's Jail Expansion Project and/or Juvenile Hall Expansion Project; and 2. Authorize the General Services Agency Director to release and make addendums as necessary, the Pre-Qualification Packages to potential bidders.			
(6) FUNDING SOURCE(S) Detention Facility Reserves	(7) CURRENT YEAR FINANCIAL IMPACT \$50,000.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP Attached	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date : 7/18/2006; 7/17/2007; 12/4/2007; 1/29/2008; 3/11/2008; 9/21/2010; 2/22/2011; 12/13/2011; 4/10/2012; 6/19/2012; 8/28/2012; 12/11/2012	
(17) ADMINISTRATIVE OFFICE REVIEW Vincent Morici			
(18) SUPERVISOR DISTRICT(S) District 2			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: General Services / Janette Pell  
781-5200

DATE: 12/18/2012

SUBJECT: Submittal of a Resolution Adopting the Pre-Qualification Program for General Contractors and Sub-Contractors, pursuant to Public Contract Code Section 20101 to be used for the Women's Jail Expansion Project and Juvenile Hall Expansion Project. District 2.

## **RECOMMENDATION**

It is recommended that the Board:

1. Approve the Resolution adopting the Pre-Qualification Program for General Contractors and Sub-Contractors interested in bidding on the Women's Jail Expansion Project and/or Juvenile Hall Expansion Project; and
2. Authorize the General Services Agency Director to release and make addendums as necessary, the Pre-Qualification Packages to potential bidders.

## **DISCUSSION**

The County has approved processing the development of two major correctional facility projects involving major expansion of the County women's jail and the County juvenile hall. These are large projects which are technically intricate. Both projects are partially funded with State revenue lease bonds which add requirements and establish time frames that increase the complexity of the process to develop these projects. The General Services Agency has determined that the establishment of a process to prequalify contractors is a widely used and accepted process that will assist in identifying contractors that have the expertise, experience, and resources to successfully carry out these projects. Prequalification is a means to help manage the risk associated with large and technically complex projects. An explanation of the pre-qualification process follows the brief project descriptions below.

### **Women's Jail Expansion (WJE) Project**

The Women's Jail Expansion Project was established to address overcrowding conditions for female inmates being held in custody at the San Luis Obispo County Jail. The project is funded by a combination of County and State funds. The State is providing \$25 million AB900 funding that will pay for 75% of the construction costs for the housing unit and medical facility. The project is designed to accommodate 108 female inmates single bunked or approximately 198 female inmates when double bunked and includes a new medical facility that will serve the entire jail complex.

There are four major components included in the Women's Jail Expansion Project:

1. The new women's jail housing unit will be approximately 38,000 square feet and estimated to cost \$27.5 million
2. The new medical facility will be approximately 7,400 square feet and estimated to cost \$6 million. The facility will serve both men and women inmates and will include office for inmate intervention programs.
3. A new security system upgrade is needed for the entire jail complex is estimated to cost \$2.9 million. Replacement of the existing jail security system is a facility priority and the replacement of this system is required, regardless of whether the women's housing unit and medical facility is constructed.

4. The proposed project to expand and remodel the existing Intake Release Center (IRC) at the jail is optional and estimated to cost \$5.5 million.

Authorization to bid is estimated to come before the Board of Supervisors in May 2013.

#### Juvenile Hall Expansion (JHE) Project

The Juvenile Hall Expansion Project is also funded by a combination of County and State funds. The State funding totals \$13 million and is derived from monies made available by SB81. The expansion project adds approximately 22,750 square feet to the existing juvenile facility. The expansion will add 20 beds within a new high security housing unit, three classrooms, counseling rooms, utility infrastructure, multipurpose facility and staff support offices with training room. The exterior improvements include a recreational yard, and canopy structure from the housing units to the new multipurpose building. This project requires expertise in special detention and security systems, and other design, structural and operational considerations related to the requirements to operate a 24 hour housing and treatment facility for in-custody youth.

The County contracted with the architectural firm Ravatt, Albrecht and Associates in February 2012 to design the expansion of the Juvenile Services Facility. The design team began preparation of the construction documents in December 2012, and anticipates submitting final documents to the State agencies in April 2013 for review and approval.

Authorization to bid is estimated to come before the Board of Supervisors in October 2013.

#### Pre-Qualification Program

The General Services Agency (GSA) is recommending using the pre-qualification process to identify contractors that have successfully completed work of a similar scope, complexity, and magnitude; helping to ensure that only qualified, responsive, and responsible bidders compete for the construction contract for both the Women's Jail Expansion and Juvenile Hall Expansion Projects (Projects). GSA intends to pre-qualify the General Contractors and will also include Sub-Contractor trades: mechanical; plumbing; electrical; detention equipment; and security electronics.

The approval of the Pre-Qualification Packages will be used for the pre-qualification of general contractors and sub-contractors that may participate in bidding on these projects. Submitted pre-qualification proposals will be reviewed by an Evaluation Committee following the guidelines stipulated in the Public Contract Code and criteria contained in the pre-qualification packages. Once the proposals are evaluated, a list of pre-qualified general contractors and sub-contractors will be created. These qualified contractors and sub-contractors will be asked to submit formal sealed bids for the Projects.

Pre-qualification of contractors are judged important to manage the risks associated with obtaining contractors that have the expertise and resources needed to successfully develop these projects. Given the technical complexity and size of the two projects, it is in the County's best interest to only accept bids from contractors who are experienced and fiscally capable of performing the required work. Sub-contractors will not directly bid on the two projects. Pre-qualified general contractors must select from the pool of pre-qualified sub-contractors for the trades listed above to assemble their lump sum bids for the projects. The Pre-qualification criteria that will be used places emphasis on requiring the general contractor and sub-contractor firms to have experience on large projects with an emphasis for general contractors with experience on large correctional facility projects.

The project-specific Pre-Qualification Program will include a Request for Pre-Qualification (RFPQ) for each of the two projects in the form of a standardized questionnaire to be completed by the construction firms, a uniform rating system to be applied by the County to the Contractor's responses to the RFPQ, and a process that will allow prospective bidders to appeal their proposed pre-qualification rating.

Pursuant to Public Contract Code 20101, the County may require prospective bidders to answer questions contained in a standard questionnaire. The prospective bidders will be required to complete a series of questions that provide a uniform system of qualifying the bidders. An appeal process, to include an informal hearing, will be established for those potential bidders who do not meet the minimum criteria and desire to appeal the County's decision. The Appeals Panel will consist of staff that has had no involvement in the pre-qualification selection process. The prospective bidder shall be given the opportunity to rebut any evidence used as a basis for disqualification and to present evidence to the Appeals Panel as to

why the prospective bidder should be found qualified and if the prospective bidder chooses to avail itself of this process. The Appeals Panel will review the information provided and make a final determination.

The pre-qualification package, which includes a pre-qualification questionnaire, uniform system of rating, and appeal process, included in this item, are all derived from documents developed by the State Department of Industrial Relations. These documents have been extensively reviewed by the contracting community and have been accepted as the standard documents for establishing a Pre-Qualification Program. Potential bidders who do not successfully qualify under this system will be given adequate notice and allowed to appeal their pre-qualification rating pursuant to the proposed appeal procedure.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel reviewed and approved the subject documents as to legal effect. Approval of the Pre-Qualification Program has been recommended by the WJE Steering Committee with participants from the Sheriff's Office, Auditor-Controller, County Administrative Office, County Counsel, and General Services Agency. Additionally, the JHE Steering Committee with participants from Probation, County Administrative Office, County Counsel, and General Services Agency approve the Pre-Qualification Program.

### **FINANCIAL CONSIDERATIONS**

The cost of the recommended Pre-Qualification Program could require expertise in evaluation of qualifications such as financial statements and is estimated not to exceed \$50,000 which will be funded from the funding allocated to the projects to expand the Women's Jail and Juvenile Hall.

### **RESULTS**

Adoption of the Pre-Qualification Program for the Projects will help ensure the County only receives bids from contractors who are pre-qualified as having experience, fiscal and staff resources, and expertise needed to perform the work necessary to successfully construct the expansion projects for the Women's Jail and Juvenile Hall.

### **ATTACHMENTS**

1. Vicinity Map
2. Resolution Adopting the Pre-Qualification Program
3. Pre-Qualification Packet – WJE General Contractors
4. Pre-Qualification Packet – WJE Sub-Contractors
5. Pre-Qualification Packet – JHE General Contractors
6. Pre-Qualification Packet – JHE Sub-Contractors