

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION AUTHORIZING AND DIRECTING THE PRESIDENT OF THE BOARD TO EXECUTE AN AGREEMENT WITH KAZIKA CONSTRUCTION, INC. FOR CONSTRUCTION SERVICES TO MODIFY LEASED OFFICE SPACE AT 260 HARBOR DRIVE IN BELMONT, TO ACCOMMODATE DEPARTMENT OF HOUSING STAFF, FOR AN AMOUNT NOT TO EXCEED \$565,000

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

WHEREAS, since September 1, 2024, the San Mateo County Department of Housing (“DOH”) has leased office space at 260 Harbor Suite in addition to its existing office space located at 264 Harbor in Belmont in order to accommodate the growth in DOH staff given the expanded responsibilities and volume of affordable housing work managed by the department; and

WHEREAS, the landlord replaced carpets, lighting and paint prior to the commencement of the lease, but construction is necessary to build out the space for DOH staff, including providing new windows, doors, ceiling tiles, redistribution of existing light fixtures and HVAC system, power/data outlets and new restroom fixtures and finishes, which will involve all major systems in the office; and

WHEREAS, DOH has obtained drawings for the necessary improvements to the 260 Harbor suite and conducted a competitive sealed bid process to identify a qualified contractor to provide construction services in accordance with the drawings and plans for the space; and

WHEREAS, staff has selected Kazika Construction, Inc. as the lowest qualified bidder to provide the construction services; and

WHEREAS, the Board has been presented with a proposed agreement with Kazika for construction services to modify leased office space at 260 Harbor Drive to accommodate DOH staff for an amount not to exceed Five-Hundred Sixty-Five-Thousand Dollars and Zero Cents (\$565,000.00); and

WHEREAS, this Board has been presented with a form of said agreement and has examined it and approved it as to both form and content and desires to enter into the agreement.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the President of the Board is hereby authorized and directed to execute an agreement with Kazika Construction, Inc. for construction services to modify leased office space at 260 Harbor Drive to accommodate DOH staff, for an amount not to exceed \$565,000, and the Clerk of the Board shall attest the President's signature thereto.

BE IT FURTHER RESOLVED that the Board hereby authorizes the Director of the Department of Housing or designee, acting in consultation with County Attorney, to execute agreement amendments, if necessary, that modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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