



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Department of Housing



Date: January 16, 2015
Board Meeting Date: February 10, 2015
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors (Sitting as the Board of Commissioners for the Housing Authority)

From: William Lowell, Executive Director, Housing Authority

Subject: Kitchen Remodel Project at El Camino Village

RECOMMENDATION:

Acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo, adopt a resolution authorizing the Executive Director of the Housing Authority to execute an agreement with Kazika Construction for remodeling the kitchens of resident units at El Camino Village, for the term of February 10, 2015 through June 30, 2015, in an amount not to exceed \$198,885.

BACKGROUND:

The Housing Authority of the County of San Mateo (HACSM) owns and operates El Camino Village, a public housing property in Colma ("Property") that is approximately 15 years old. Over the past three years, HACSM has completed two larger projects to the Property's exterior. In 2011, a retaining wall was built at the back of the property to alleviate erosion and drainage issues; in 2012, all of the windows and sliding doors in resident units were replaced and the building exterior painted.

There are 30 units at the Property and HACSM is interested in updating the unit interiors by remodeling the kitchens in the resident units. The remodeling will include replacement of cabinets, countertops, and sinks in addition to the installation of new energy efficient appliances, if ones are not already in place.

DISCUSSION:

HACSM conducted an Invitation for Bids (IFB) on the project in accordance with the Department of Housing and Urban Development's Procurement Handbook for Public Housing Agencies, 7460.8, Revision 2. A public bid opening was conducted on December 18, 2014, at which time sealed bids were received. The contract was awarded to the lowest responsive and responsible contractor, Kazika Construction, a

local business. The project is scheduled to begin on or around February 17, 2015, and should be completed within 120 days.

County Counsel has reviewed and approved the Resolution as to form.

HACSM intends to use the County template for the contract with Kazika Construction. County Counsel will review and approve the draft contract prior to finalization and execution.

Approval of this Resolution contributes to the Shared Vision 2025 outcome of a Livable Community by enabling HACSM to improve its affordable housing portfolio and community quality of life for residents.

FISCAL IMPACT:

There is no Net County Cost associated with this action. The Housing Authority is funded 100% by the U.S. Department of Housing and Urban Development and the project cost is funded through El Camino Village capital project funds and replacement reserves.