



Contra Costa County  
**Public Works  
Department**

Brian M. Balbas, Director

Deputy Directors  
Stephen Kowalewski, Chief  
Allison Knapp  
Warren Lai  
Carrie Ricci  
Joe Yee

November 19, 2020

Mr. John Petty  
Hensel Phelps  
226 Airport Parkway, Suite 150  
San Jose, CA 9110

*Via Email [JPetty@henselphelps.com](mailto:JPetty@henselphelps.com) & U.S. Mail)*

**RE: Contra Costa County Administration, Parking Deck and EOC / PSB, Martinez, CA 994553 (WH140D/F);** Withhold Agreement and Acceptance of Contract

Project No.: 250-1703 & 250-1706/C.1.1

Dear Mr. Petty:

We are in receipt of your letter of November 2020, requesting Project Completion for the above Project. We concur that the documents listed and submitted as attachments to the letter are complete and acceptable to the County.

Before we recommend to the County Board of Supervisors that they accept the Contract for the subject project as complete, we must have your concurrence with the following:

The County may withhold from monies otherwise due, in the amount of \$139,394 for design, materials and/or labor to complete the items listed on the attached "Withhold Summary." Design-Builder shall complete these items in an expeditious manner. If any item is satisfactorily completed prior to the issuance of the retention payment and can be certified as complete, then monies associated with that withhold item can be included in the payment. For those items not satisfactorily completed by January 15, 2021, the County may use the money withheld, in the amount designated at the respective line item, to complete the work, and deduct that amount from the balance due to the design-builder.

If you are in agreement with these conditions, please sign on the line provided at the bottom of this letter and return it to us to serve as notice of agreement. We will need your response by November 20, 2020, in order for the Board of Supervisors to act on acceptance of the contract at their meeting on December 08, 2020.

If you have questions or need more information, please contact me at (925) 957-2468.

Sincerely,

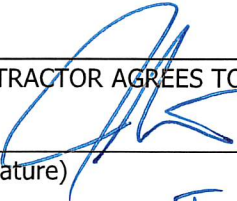
Ramesh Kanzaria  
Capital Projects Division Manager

Mr. John Petty  
Hensel Phelps  
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CONTRACTOR AGREES TO THE CONDITIONS DESCRIBED IN THIS LETTER:

(Signature)



(Date)

11/19/2020

(Printed Name and Title)

John Petty, PROJECT MANAGER

RK:dh  
Enclosures  
c: File: 250-1703 & 250-1706/C.1.1

Contra Costa County  
Public Works Department Projects 250-1703 & 250-1706

**Withhold Summary**

November 19, 2020

**Administration Building**

Item	Location	Description	Value
A		Delivery of Final Photographs (Admin)	\$2,000
B		Mt. Diablo Lobby Artwork	\$29,000
1	Site	Restore/Establish Hydroseed along fence at east property line	\$750
2	Lobby 175	Install shoe/cap at head of glass wall	\$2,500
3	168 Closed Session, 347C, & BOS offices	Install/Replace window film	\$3,500
4	BOS Offices	Install signage with supervisor names	\$1,200
5	BOS Offices N. of Door 184C	Messy conduit penetration not addressed	\$300
6	Level 1 Lobby	Complete terrazzo punchlist items on Level 1	\$4,000
7	Women's RR 327	Address exposed pipes at east wall of first stall	\$3,000
8	Level 1 & 2 Lobby	Deliver Visix Digital Wayfinding & Theme Packs	\$2,500
9	Building Cabling	Provide Commscope certified cabling infrastructure	\$15,000
10	Lobby 175	Repair damaged window stool at southeast corner of curtainwall	\$300
11	Lobby door 176A	Repair various damaged area on aluminum door and frame	\$300
12	Lobby Stair	Clean up details along wall & other punchlist items	\$4,500
13	Lobby corridor 158	Provide "Clerk of Board" at directory sign	\$250
14	near HR door 240	Fix cracked ceiling between access panels	\$450
15	Men's RR 236	Repair hollow metal frame damaged from terrazzo work	\$350
16	286 - Beverly Christie	Finish edge of ceiling tile at light fixture	\$250
17	284 Glynis Hughes	Extend/seal hollow metal frame to the floor	\$500
18	214	Replace Dianne Dinsmore office sign	\$350
19	west of door 279 at window	Clean up paint from end of wall	\$200
20	Lactation 323	Remove terrazzo splatter from wall & frames N side of door 324	\$250
21	Lounge 328	Correct water line exposed at front of refrig.	\$200
22	Level 4 lobby glass doors	Complete installation of door hardware	\$5,000
23	Exit door 423	Remove tape adhesive and clean door hardware	\$150
24	Level 2 and 3 corridors	Repair any damage to wall/paint resulting from Terrazzo work	\$1,500
25	Project Deliverables	Provide 3 selected aerial photos	\$1,500
26	Project Deliverables	LEED Certification	\$2,500
Administration Building Subtotal			\$82,300

**EOC/PSB Building**

Item	Location	Description	Value
A		Delivery of Final Photographs (EOC)	\$2,500
B		Completion of Alternate PV Connection	\$36,536
C		Upsized EOC Monument Sign Emblems	\$14,058
1	Project Deliverables	Provide 3 selected aerial photos	\$1,500
2	Project Deliverables	LEED Certification	\$2,500
EOC Subtotal			\$57,094

**Grand Total**

**\$139,394**