



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Julia R. Bueren, Public Works Director/Chief Engineer  
Date: April 19, 2016

Subject: Adopt Resolution of Acceptance and Notice of Completion for the Tenant Improvements at 2530 Arnold Drive, Suite 350, Martinez, Project (WH509B)

**RECOMMENDATION(S):**

- (1) ADOPT Resolution No. 2016/323 accepting as complete the construction contract work performed by Vila Construction Co., for the Tenant Improvements at 2530 Arnold Drive, Suite 350, Martinez, for the Health Services Department project.
- (2) DIRECT the Clerk of the Board to file with the County Recorder a certified copy of Resolution No. 2016/323 and the attached Notice of Completion no later than fifteen (15) days after adoption.

**FISCAL IMPACT:**

There is no direct fiscal impact resulting from the adoption of the Resolution of Acceptance and Notice of Completion, but the adoption and recording will limit the period for filing stop payment notices and bond claims on this contract.

**BACKGROUND:**

In order to support implementation of the Health Service Department's (HSD) ccLink

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **04/19/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 19, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Ramesh Kanzaria,  
(925) 313-2144

By: June McHuen, Deputy

electronic health records system (EHR) the HSD Information Technology (IT) Unit moved into 2530 Arnold, Suite 350. This suite was previously occupied by the Office of Revenue and Collections, and still had the cashier windows, small counseling rooms, and offices that were too small for multiple staff yet too large for a single manager. The suite required remodeling in order to make it functional for an IT office environment, which will enhance productivity by allowing

### BACKGROUND: (CONT'D)

the work teams to locate collectively. This project also allows more staff to be relocated from other HSD IT locations, thereby making former spaces available for other functions.

On August 25, 2015, the Board of Supervisors awarded the construction contract to Vila Construction Co. for the subject project. The above contract work has been completed in accordance with the approved plans and specifications. It is recommended that the project be accepted by adoption a Resolution of Acceptance and Notice of Completion (Resolution No. 2016/323).

### CONSEQUENCE OF NEGATIVE ACTION:

Accepting a contract as complete is standard procedure and allows for proper closeout of the contract. If the above contract is not accepted as complete, the period for filing stop payment notices and bond claims may be extended.

### ATTACHMENTS

Resolution No. 2016/323

Notice of Completion