



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 6d

**ACTION ITEM**

**Date of Meeting** January 9, 2018

**DATE:** December 29, 2017

**TO:** Dave Soike, Interim Executive Director

**FROM:** Ralph Graves, Senior Director Capital Development

**SUBJECT:** Baggage Optimization Project – Phase 1 (CIP #C800612): Change Order #10 (Short Form)

**Amount of this request:** \$0

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to execute Change Order No. 10 to Contract MC-0318277, Baggage Optimization Project - Phase 1 at Seattle-Tacoma International Airport, to add \$357,263 to the contract. No additional funding or contract time is requested.

**SUMMARY**

This action is proposed with an abbreviated one-page memo in response to Commission bylaws discussions on December 12, 2017. At that time, commissioners suggested a trial effort to use a shortened memo for action on the unanimous consent calendar to reduce staff time for action items less than \$1 million that the Executive Director considers routine.

This change order request requires no budget (zero dollars) because it can be accommodated within previously authorized budget, and it requires no time (zero days) because it can be accommodated within existing contract schedule parameters. Commission action is required under the General Delegation of Authority because the value is over \$300,000.

This project installs new electrical switchgear and associated conduits and conductors in the baggage handling system. It originally was part of an enabling project, but the cost has grown to exceed the capacity of the small works contract. In order to get the work completed within the current Phase 1 construction schedule with minimal operational risks to the Port, the scope of work was removed from the enabling package and is being added to the Baggage Optimization Project – Phase 1 via Change Order No 10. The total estimated cost for the whole program for baggage is \$445 million including federal funds. This Phase 1 Change Order No. 10 is included within, and covered by, that program cost.

There are no attachments to this memo.