



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 8f

**ACTION ITEM**

**Date of Meeting** May 25, 2021

**DATE:** May 17, 2021

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Tina Soike, Director Engineering Services  
Janice Zahn, Assistant Engineering Director, Construction Services

**SUBJECT: Rental Car Facility (RCF) Pavement Remediation (CIP #C800977) Change Order**

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to execute change orders to Contract MC-0319802 Rental Car Facility (RCF) Pavement Remediation to provide additional weatherproof membrane preparatory coating work for an amount up to \$900,000 and time extensions of up to 90 calendar days.

**SUMMARY**

This change order request requires no budget (zero dollars) since it can be accommodated within previously authorized budget, and it requires additional time to procure and install additional deck coating products not originally specified. The coating will provide longer asset life. Expediting this authorization is necessary to procure, ship, receive and apply the coating during dry summer weather.

Commission action is required under the General Delegation of Authority because the value is over \$300,000 and the time extension may be over 60 days.

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 shortened one-page memorandums for action on the unanimous consent calendar to reduce staff time for action items less than \$1 million that the Executive Director considers routine.

**BACKGROUND**

The RCF Pavement Remediation project includes several major maintenance improvements and one security improvement for the facility that the Port has the responsibility to complete under the terms of the RCF Lease Agreement. The major elements of work include replacement of weather proofing membranes in employee and visitor parking. Upon demolition of the existing old membrane it was found that the existing concrete deck needed additional preparatory work and coatings to obtain a subsurface that is suitable to obtain a warrantable weatherproof system. The RCF Pavement Remediation project is funded by Customer Facility Charge (CFC) revenues. There are no attachments to this memo.