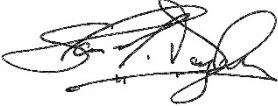




ADD-ON STAFF REPORT
#19-067

TO : Chair and Board of Directors

FROM : Shawn M. Donaghy, Chief Executive Officer 

DATE : October 8, 2019

SUBJECT : Contracting Authority Increase: Board of Directors Meeting Chambers

OBJECTIVE:

To increase the contracting authority for remodeling the Board of Directors Meeting Chambers located at 10600 NE 51st Circle, Vancouver, WA.

PRESENT SITUATION:

In April 2019, the Board of Directors authorized the Chief Executive Officer to enter into contracts for the remodel of the Board of Directors Meeting Chambers in an amount not to exceed \$350,000. During the design phase of the remodel, it was discovered that the HVAC system for the room was not adequate for a public gathering space. The recommendation is to install a standalone unit for the room that will function independently but tie into the existing operating system.

BUDGET:

Staff is requesting the contracting authority for the Board of Directors Meeting Chambers remodel be increased by \$100,000 for a total not to exceed amount of \$450,000. These costs will be 100 percent locally funded and covered under the adopted 2019-2022 Capital Budget line item for C-TRAN 2030 Capital Improvements.

PROPOSAL:

That C-TRAN be provided a not to exceed contracting authority for the Board of Directors Meeting Chambers in an amount not to exceed \$450,000.

ACTION:

That the C-TRAN Board of Directors authorizes the Chief Executive Office to execute contracts and payment for the Board of Directors Meeting Chambers remodel in an amount not to exceed \$450,000.