



AUDIT COMMITTEE

Report to the
Board of Harbor Commissioners

FOR INFORMATION ONLY

DATE: APRIL 7, 2022

TO: THE BOARD OF HARBOR COMMISSIONERS THROUGH AUDIT COMMITTEE

SUBJECT: APRIL 2022 PROJECT DEVELOPMENT COMMITTEE REPORT

This report highlights the actions taken by the Project Development Committee (PDC) at its April 2022 meeting. On April 6, 2022, the PDC met to consider eleven project items. The committee also reviewed standing reports regarding newly opened work orders, the status of the unallocated Capital Improvement Program (CIP) fund budget, the financial model, grants, and the GASB 49 project list. Attached for review are the meeting minutes (Transmittal 1) and Unallocated CIP Fund Report FY 2021/2022 (Transmittal 2).

The following is a summary of the meeting minutes by category:

- 1) Schedule change – Five items were submitted and approved.
- 2) Budget/Schedule change – Two items were submitted and approved.
- 3) New project – Four items were submitted. Three were approved and one was deferred.

The Board of Harbor Commissioners (Board) approved \$12,000,000 in the fiscal year 2021/2022 CIP budget for unallocated capital improvements. The department uses this budget to fund new multi-year projects or fully fund projects within the current fiscal year. New projects at or in excess of \$100,000 are presented to the PDC for consideration. Staff presents projects under \$100,000 to the PDC for information and discussion. Staff then transmits the PDC meeting minutes to the Board for information.

The following is a summary of projects expected to utilize the unallocated CIP budget for fiscal year 2021/2022 to date:

- 17 PDC-approved projects totaling \$5,154,206
- 10 projects under \$100,000 totaling \$543,096

Various resources are available to move these projects forward. These include in-house staff, on-call consultant contracts, on-call site and marine improvement contracts, and annual contracts for supplies and materials. The Board approves these resources either through the annual budget process or as contracts that receive separate Board approval.

Marla Bleavins

Marla Bleavins (Apr 11, 2022 12:48 PDT)

EUGENE D. SEROKA
Executive Director

Attachments:

Transmittal 1: April 2022 PDC Pandect

Transmittal 2: Unallocated CIP Fund Report FY 2021/2022

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BUDGET CHANGE, SCHEDULE CHANGE**SUBJECT****ORIGINAL PROJECT COST** \$390,000**HARBOR ADMINISTRATION BUILDING- 2ND FLOOR CYBER RESILIENCE CENTER (CRC) REMODEL - BUDGET AND SCHEDULE CHANGE****SUMMARY**

Staff requests approval to increase budget and add four months to schedule for Harbor Administration Building (HAB) - 2nd Floor Cyber Resilience Center (CRC) Remodel.

Engineering Division recommends increasing budget from \$390,000 to \$480,000 to account for higher than anticipated labor costs due to an extended construction duration related to delays securing construction staff and construction materials.

Engineering recommends adding four months to project schedule to allow for delays securing staff and construction materials, tools, and equipment.

If approved by Project Development Committee (PDC) total project cost would be \$480,000 and project would be completed by May 31, 2022.

PDC ACTION Approved

COMMENT No comment.

SUBJECT**ORIGINAL PROJECT COST** \$276,000**BERTH 93- ELEVATOR NO. 2 RENOVATION - BUDGET AND SCHEDULE CHANGE****SUMMARY**

Staff requests approval to increase the budget and change the schedule for renovating Elevator No. 2 at Berth 93.

The Construction & Maintenance Division recommends increasing the budget by \$58,000 to account for the increase on material and labor costs due to procurement delays. Procurement delays occurred due to acquiring the administrative supporting documents from the vendor in order to piggyback on the one-time purchase order

The Construction & Maintenance Division recommends adding 12 additional months to the schedule to allow for delays due to procurement delays.

The total project budget is \$334,000 and the project will be completed by 6/30/2023.

PDC ACTION Approved

COMMENT No comment.

NEW PROJECT

Transmittal 1

SUBJECT**ORIGINAL PROJECT COST** \$10,787,800**FY 2022-23 C&M DEFERRED MAINTENANCE CIP PROJECTS – NEW PROJECTS****SUMMARY**

The Construction & Maintenance Division (C&M) requests \$10,787,800 in Fiscal Year (FY) 2022-2023 Capital Improvement Program (CIP) funding for ten major repair, remodel, and upgrade projects throughout the Port that largely have been deferred for years due to budgetary limitations. In coordination with the Engineering, Cargo & Industrial Real Estate, and Waterfront & Commercial Real Estate Divisions, ten projects were identified for initiation next fiscal year (see the attached list). \Projects may be added or removed from the C&M deferred maintenance program due to changing priorities and circumstances as the FY proceeds.

PDC ACTION Approved**COMMENT** No comment.**SUBJECT****ORIGINAL PROJECT COST** \$6,610,000**HARBOR ADMINISTRATION BUILDING THIRD FLOOR WORKSPACE SOLUTIONS – NEW PROJECT****SUMMARY**

Staff requests approval to initiate a new project for Harbor Administration Building (HAB) Third (3rd) Floor Workspace Solutions Project.

Proposed work includes replacing existing 40-year old office furniture and associated infrastructure to meet Harbor Department office size standards and improve 3rd floor layout. Project would construct new workspaces for currently budgeted positions and consultant staff, enlarge Conference Room 316 equipped for training, and reconfiguration of floor space.

Total project cost is \$6,610,000 and project will be completed by July 31, 2026.

PDC ACTION On Hold**COMMENT** No comment.**SUBJECT****ORIGINAL PROJECT COST** \$2,500,000**1025 S SEASIDE AVENUE - DEMOLITION AND LOT CONVERSION – NEW PROJECT****SUMMARY**

Staff requests approval to initiate a new project to demolish the Berth 240 Compressor Building.

The proposed work includes the demolition of a former compressor equipment building that is 10,500 square feet and 35 feet tall; lot will be paved with crushed miscellaneous base and a storm drain will be constructed to allow for proper drainage of the site. Work includes demolition of the concrete foundation, mechanical and electrical equipment; removal of lead and asbestos; and improvements to low impact development.

The total project cost is \$2,500,000 and the project will be completed by March 30, 2024.

PDC ACTION Approved**COMMENT** No comment.

SUBJECT**ORIGINAL PROJECT COST** \$250,000**BERTH 212-225 YUSEN TERMINALS (YTI) ELECTRIC UTILITY TRACTOR RIG (E-UTR) CHARGERS – NEW PROJECT****SUMMARY**

Staff requests approval to initiate a new project to install 2 (two) Electric Utility Tractor Rig (E-UTR) chargers at Berth 212-225 YTI.

Proposed work includes design, procurement, and installation of (2) E-UTR Chargers.

If approved by PDC, total project cost would be \$250,000, and project would be completed by June 30, 2023.

PDC ACTION Approved

COMMENT No comment.

SCHEDULE CHANGE**SUBJECT****ORIGINAL PROJECT COST** \$157,833**C&M YARD PLAN PARTIAL BLOCK WALL REMOVAL & ICE MACHINE INSTALLATION - SCHEDULE CHANGE****SUMMARY**

Staff requests approval to extend the C&M Yard Plan Partial Block Wall Removal & Ice Machine Installation schedule by 5 additional months with no additional increase in the budget.

The Construction & Maintenance Division recommends adding 5 additional months to the schedule to allow for delays due to staffing vacancies, supply chain delays and several support divisions diverted to container dwell support and other priority projects.

PDC ACTION Approved

COMMENT No comment.

SUBJECT**ORIGINAL PROJECT COST** \$500,000**BERTHS 212-224 (YUSEN TERMINAL) LEAK DETECTION EXPANSION - SCHEDULE CHANGE****SUMMARY**

Staff requests approval to extend the Berths 212-224 Leak Detection Expansion project schedule by 12 months with no additional increase in the budget.

The Engineering Division recommends adding 12 months to the schedule to allow for delays due to Construction and Maintenance Division's staff working on higher priority projects.

PDC ACTION Approved

COMMENT No comment.

SUBJECT**ORIGINAL PROJECT COST** \$4,405,000**HARBOR ADMINISTRATION BUILDING - BOARD HEARING ROOM AND EXECUTIVE SESSION ROOM REMODEL - SCHEDULE CHANGE****SUMMARY**

Staff requests approval to add seven months to project schedule for Harbor Administration Building Board Hearing Room and Executive Sessions Room Remodel with no increase to budget.

Engineering Division recommends adding seven months to schedule to account for delays incurred while working of higher priority projects.

PDC ACTION Approved**COMMENT** No comment.**SUBJECT****ORIGINAL PROJECT COST** \$889,500**CALTRANS PEDESTRIAN PATH AND PARKING RESTRIPIING - SCHEDULE CHANGE****SUMMARY**

Staff requests approval to add three months to schedule for Caltrans Pedestrian Path and Parking Restriping project with no increase to budget.

Engineering Division recommends adding three months to project schedule to allow for risk assessment, plan review circulation and city attorney review. Plans, specifications, and estimates (PS&E) are at 100%. This revised schedule aligns with the proposed North Gaffey Street Beautification Phase II project. Staff will advertise the North Gaffey Street Beautification Phase II project and this project as one construction contract utilizing common specification.

PDC ACTION Approved**COMMENT** No comment.**SUBJECT****ORIGINAL PROJECT COST** \$1,425,000**SOUTH SEASIDE AVENUE STORM DRAIN RESTORATION PROJECT - SCHEDULE CHANGE****SUMMARY**

Staff requests approval to extend the South Seaside Avenue Storm Drain Restoration schedule by four months with no additional increase in the budget.


The Engineering Division recommends adding four additional months to the schedule to match the schedule of a nearby project and combine the two projects under one construction contract. This change will allow for a competitive bid for the project scope and more efficient management of the contract work.

PDC ACTION Approved**COMMENT** No comment.

ADMINISTRATIVE ITEM GASB49 Report and Grants Report reviewed.
ACTION ITEM FOLLOW UP
WORK ORDER REPORT REVIEWED
UNALLOCATED BUDGET REPORT REVIEWED
ADDITIONAL DISCUSSION



Antonio V. Gioiello
Development



[Marla Bleavins \(Apr 11, 2022 12:48 PDT\)](#)

Marla Bleavins
Finance and Administration

Unallocated Capital Improvement Program Fund FY 21/22

(Budget set in June)

\$ 12,000,000

PDC Approved Projects

B. 120 - WBCT - Placement of CAB (25677)	\$	(148,000)
Port Pilot Radio Upgrade (25678)	\$	(920,000)
Air Quality Monitoring Stations Upgrade (25680)	\$	(521,280)
B. 153- Clock Tower Water Damage Repair (25681)	\$	(200,000)
B. 68 - Port Pilot Station Wharf Modifications (25682)	\$	(344,000)
Good Movement Workforce Training Facility (25684)	\$	(500,000)
LAXT Cargo Support Facility (25686) (Estimate Taken from PICS Report)	\$	(494,836)
B. 161 - Block Wall Removal and Ice Machine Installation (25692)	\$	(157,833)
B. 93 - Escalator No. 3 Modernization (25691)	\$	(228,257)
B. 120 - Site Development (25695)	\$	(600,000)
POLA Electric Vehicle Charging Station Program - Phase 1 (25696)	\$	(200,000)
Berth 44 Boatyard Site Preparations (25699)	\$	(100,000)
Mormon Island Street Reconstruction Program Phase 1 (25700)	\$	(50,000)
Everport Mitigation Cultural Resource Investigation (25701)	\$	(30,000)
B. 212-225 - Yusen Terminal Electric Utility Tractor Rig Chargers ()	\$	(10,000)
1025 S. Seaside Avenue - Demolition and Lot Conversion ()	\$	(150,000)
Harbor Administration Building - Third Floor Workspace Solutions ()	\$	(500,000)

Subtotal PDC Approved Projects \$ ***(5,154,206)***

Projects Under \$100,000

1500 Minor Street - Fence Installation (24683)	\$	(17,551)
Harbor Administration Building - Spare Conduits for Telecommunication Requirements (25685)	\$	(45,000)
LAXT Storm Water Discharge Line (24687)	\$	(40,664)
B. 174-181 - Administration Building In-Ground Roof Drain Piping (25688)	\$	(93,931)
Wilmington Waterfront - Avalon Pedestrian Bridge - DWP Marine Tank Farm Coordination (24690)	\$	(50,000)
Navy Way/Seaside Avenue Street Light Fixture Replacement (25693)	\$	(31,604)
B. 90-91 - Baggage Handling Building Emergency Ballast Replacement (25694)	\$	(85,160)
LAXT Access - Preliminary Engineering (25697)	\$	(31,597)
B. 45-47 - Mooring Upgrade Preliminary Engineering (25698)	\$	(52,589)
B. 52-53 - S.S. Lane Victory Relocation (25703)	\$	(95,000)

Subtotal Projects Under \$100,000 \$ ***(543,096)***

Balance as of March 29, 2022

\$ 6,302,698









Audit Committee Report Packet April 2022

Final Audit Report

2022-04-11

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