**Section 1**

*Section 1 is to be completed by the Tenant and submitted (in Word format) to the Tenant’s Port/ NWSA Representative for consideration. Refer to Tenant Improvement Procedure #5001 at* <http://portoftacoma.com/real-estate/tenant-resources>

| **General Information** | | | |
| --- | --- | --- | --- |
| **Company:** |  | **Date Submitted:** | Click or tap to enter a date. |
| **Address:** |  | | |
| **Contact Person:** |  | **Port/NWSA Rep:** |  |
| **Contact Phone:** |  |
| **Contact email:** |  | **Tenant Funding:** | % |

| **Improvement Title:** |  |
| --- | --- |

| **Improvement Justification** |
| --- |
| *Provide the justification/reason for completing the proposed improvements and anticipated impact to Port/NWSA assets.* |
|  |

| **Scope of Work** |
| --- |
| *Describe in* ***detail*** *the proposed scope for an understanding and assessment of the project. Attach drawings, aerials, permits, contractor estimate/quote, contractor scope, etc. that will assist in explaining the location and intent of improvements as well as expedite your request.* |
|  |

| Anticipated Schedule | | |
| --- | --- | --- |
| Activity | Start Date | Completion Date |
| Design |  |  |
| Permitting |  |  |
| Construction |  |  |

| Estimated Cost of Improvements: | $ |
| --- | --- |

| Agreement of Tenant |
| --- |

Tenant represents and agrees that Tenant has completed sufficient due diligence, engineering, and review to fully understand the design, construction, and operation of existing or potential future improvements and conditions on the Premises; that the Tenant Improvement and the plans and specifications prepared by Tenant therefor comply with all applicable laws, rules, regulations, standards, ordinances, permits and permit requirements, orders, prevailing wage requirements, and decrees, as currently in effect or as may be hereafter amended or issued, of all governmental bodies having authority over the Tenant Improvement or the Premises or any activity conducted thereon; and that the Tenant Improvement shall not result in any adverse impact to or from any existing or potential future improvements or conditions on the Premises.

Tenant acknowledges and agrees that Tenant at its sole cost shall be solely responsible for the design and construction or installation of the Tenant Improvement including but not limited to any mitigation, remediation, and other conditions required by any agency, for operation of the Tenant Improvement, and for all required inspection, maintenance, repair, payment of prevailing wages as required, and replacement of the Tenant Improvement. Tenant further acknowledges and agrees that notwithstanding the Port/NWSA’s consent to the proposed Tenant Improvement and acceptance of the completed Tenant Improvement, and notwithstanding anything to the contrary, the Port/NWSA shall have no liability of any kind or nature whatsoever with respect to any Tenant Improvement or any part thereof, or any other injury, loss, damage, or expense related to the Tenant Improvement or any part thereof, or any impact of any Tenant Improvement on any existing or potential future improvements or conditions, or any impact of any existing or potential future improvements or conditions on any Tenant Improvement. Tenant shall be solely responsible for any impact of the Tenant Improvement on any existing or potential future improvements or conditions, and for any impact of any existing or potential future improvements or conditions on any Tenant Improvement.

Tenant agrees that the Port/NWSA shall have no liability of any kind or nature whatsoever with respect to any Tenant Improvement or any part thereof, and that Tenant at its sole cost shall comply with all applicable permitting, construction, installation, and operation requirements for the Tenant Improvement, and all applicable laws, (including the payment of prevailing wages as appropriate) rules, regulations, standards, ordinances, permits and permit requirements, orders, and decrees, as currently in effect or as may be hereafter amended or issued, of all governmental bodies having authority over the Tenant Improvement or the Premises or any activity conducted thereon, and that Tenant at its sole cost shall defend, indemnify, and hold the Port/NWSA harmless from and against all claims, costs (including but not limited to attorney fees), fees, fines, penalties, liabilities, losses, and damages that the Port/NWSA may incur by reason of the Tenant Improvement or any part thereof or by reason of any charge, claim, litigation, or enforcement action related to the Tenant Improvement or any part thereof or any actual or claimed violation of any of the foregoing.

**Section 2**

*Section 2 is to be completed by Port/NWSA staff and returned to the Port/NWSA Representative for distribution to the Tenant.*

|  |  |
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| **General Information** | |
| **Port/NWSA Representative:** |  |
| **Engineering Project Manager:** | Choose an item. |

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| **Port/NWSA Responsibility:** |  | Yes |  | No |  | **Port Parcel No.** |  |

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|  | **Department** | **Reviewer** |  | **Department** | **Reviewer** |
| X | Engineering | PM Name | X | **NWSA** Commercial Business Development | Zhu |
| X | Environmental and Planning | Archer |
| X | Maintenance | Patterson | X | Real Estate-**POT** | Shepack |
| X | Finance | Kelley | X | Real Estate-**NWSA** | Vo |
| X | Risk Management | Kern | X | Security | Millan |
| X | Labor Relations | Dehner | X | Operations | Bellerud |
| X | Contracts & Purch | Rothwell | X | GIS/CAD | Miller |
| X | Info Tech | Miller |  |  |  |

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| **Recommendations** | | |
| **No.** | **Reviewer** | **Recommendation** |
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| **Requirements Prior to Construction Authorization** | | | | |
| **No.** | **Reviewer** | **Requirement** | **Approved By** | **Date** |
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| **Requirements During Construction** | | | | |
| **No.** | **Reviewer** | **Requirement** | **Approved By** | **Date** |
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| **Requirements After Construction** | | | | |
| **No.** | **Reviewer** | **Requirement** | **Approved By** | **Date** |
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| **Decision** | | | |
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|  | Deferred for additional information |  | Approved proceed w/Construction Phase |
|  | Final Acceptance Approval |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Director, Engineering** |  | **Date** |

Including all attachment listed below will expedite the process.

Attachments:

* Drawings
* Permits
* Contractor Scope
* Contractor Estimate/Quote