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Port of Tacoma **MEMORANDUM**

COMMISSIONERS

Personal Services Contract Briefing

DATE: February 21, 2025

TO: Port of Tacoma Commissioners

FROM: Meghan, Reckmeyer, Environmental Project Manager I
Jason Jordan, Sr. Director, Environmental & Planning Services

SUBJECT Notification for 072156 PORT Quiet Sound (Washington Maritime Blue) - Funding Increase.

A. ACTION REQUESTED

Staff is notifying the Commissioners of its intent to increase the value for the subject contract, by adding **\$7,828.00** which is greater than a 50% increase in the original contract.

In accordance with Resolution No. 2024-03-PT, Section IV.E-Personal Services Contract:

“(3) When an amendment to a contract, individually or cumulatively, which was approved by the Executive Director pursuant to Section IV.E.(1) hereinabove will exceed 50% of the original contract amount for the agreement and that amended cumulative amount remains less than \$350,000.00, the amendment must be filed with the Commission and made available for public inspection on the Port’s website seven (7) days prior to the proposed starting date of services under the amendments. Substantial changes in contract scope or substantial additions to the scope specified in the formal solicitation documents shall be authorized by the Commission unless authorization has been provided for otherwise pursuant to this Master Policy Directive.”

B. BACKGROUND

Port of Tacoma Staff requests a one-year renewal of the Personal Services Contract 072156 between Port of Tacoma and Maritime Blue to fund the Quiet Sound program. The initial term of this Agreement provided the option of two (2) one (1) year renewals at the sole discretion of the Port of Tacoma, for a possible total of three (3) years. In the Agreement, Port of Tacoma and Maritime Blue agreed to adjust scope and budget for inflation annually and increase contract by amendment.

In February 2024, Staff notified the Environmental Working Group of a 3% cost of labor increase request from Maritime Blue, which increases the annual compensation from \$7,600.00 to \$7,828.00. The Environmental Working Group approved this request.

C. FINANCIAL SUMMARY

The current balance of the contract is \$0. An additional \$7,828.00 is necessary to continue the service until its new expiration date of 1/31/2026.

Port staff intend to increase the original Contract No. 072156 amount as follows:

COST SUMMARY

Original Contract Amount	\$7,600.00
Previous Amendments N/A	\$0.00
This Amendment No. 01	\$7,828.00
Total Revised Contract Amount	\$15,428.00

D. NEXT STEPS

At the request of the Executive Director, the amendment will be issued in seven (7) business days from the date of this memo on **Friday, February 28, 2025**.