

DATE: **January 9, 2026**

TO: **Port of Tacoma Commissioners**

FROM: **Sponsor & Project Manager: Debbie Shepack, Sr. Director, Real Estate**

CC: **Eric Johnson, Executive Director**
Heather Burgess, Port Legal Counsel

SUBJECT: **PORT Real Estate Legal Services 2025 Funding Increase – Personal Services Amendment (PSA)PA000000072**

A. NOTIFICATION

Staff is notifying the Port of Tacoma Commission of the intent to increase the value of PSA PA000000072, by **\$225,000.00**. This increase, together with prior amendments, is greater than fifty percent (50%) of the original contract amount of \$150,000.00. Per Port Master Policy Resolution No. 2025-03-PT, Section IV.E.4, when an amendment to a personal services contract, individually or cumulatively, will exceed fifty percent (50%) of the original authorized amount, the amendment must be sent to the Commission and made available for public inspection seven days prior to the proposed starting date of services under the amendments.

B. BACKGROUND

The Consultant provides Real Estate Legal Services to Port staff.

C. FINANCIAL SUMMARY

To cover 2026 costs, an increase of **\$225,000.00** is necessary to continue the service at expected usage rates through contract end date of December 31, 2026.

Staff intends to increase PSA PA000000072 - PORT Real Estate Legal Services 2025 – as follows:

COST SUMMARY

Original Contract Amount	\$150,000.00
Amendment 01 (Increase Funds)	\$74,999.00
Amendment 02 (Increase Funds)	\$40,000.00
Amendment 03 (Extension)	\$0.00
Amendment 04 (Increase Funds)	\$225,000.00
Total Revised Contract Amount	\$489,999.00

D. ADMINISTRATION

Per RCW 53.19.060(2), this memorandum will be filed on **January 16, 2026**, with the Commission and made available for public inspection on the Port of Tacoma public website for seven calendar days.