

Procedure Statement

The Port of Tacoma (Port) and the Northwest Seaport Alliance (NWSA) allow tenants to make changes, alterations and improvements to their leased property, as appropriate per the lease terms, and if approved by the Port/NWSA. This procedure applies to Port and NWSA licensed properties in both South harbor and North harbor.

Purpose

This procedure gives guidance to tenants and Port/NWSA for submitting and reviewing Tenant Improvement Requests. It sets review and approval standards, clarifies decision making, and ensures required deliverables are met.

Scope

This procedure is applicable to all regular status, limited duration, contracted and temporary employees. Where this policy conflicts with the specific provisions of an applicable Collective Bargaining Agreement (CBA), the CBA will prevail.

Definitions

TERM	DEFINITION
Tenant Improvements	Improvements, alterations or other changes on Port/NWSA property that are facilitated by the Tenant including ordinary maintenance and repairs if a Port/NWSA asset is altered.
Department Review Team	Individuals within various Port/NWSA/Port of Seattle (POS) departments delegated to review the proposed tenant improvements.
Team Reviewer	Additional individuals, outside of the designated Department Review Team, delegated to review the proposed tenant improvements.
Port/NWSA Representative	Point of contact responsible for coordination with the Tenant and managing the tenant improvement request including documentation and follow-up.
Project Manager	Individual in the Port Engineering Department or POS Waterfront Project Management Group assigned by the Sr. Director of Engineering to facilitate the tenant improvement review process.

Guidelines

Submittal and Review Process

1. Tenant Submittal

The tenant completes Section 1 of the Tenant Improvement Request (TIR) form (Word format) and submits it via email to the Port/NWSA Representative. Tenant is to provide as much detail as possible and fill in Section 1 completely. The tenant must include all supporting documentation (design plans, photos, permits, quotes, etc.). CAD drawings must comply with Port/NWSA CAD standards.

2. Initial Port/NWSA Review

The Port/NWSA Representative reviews the submitted TIR form for lease compliance and alignment with the maintenance matrix. The Port/NWSA Representative fills out the Section 2 header information except for the Project Manager field.

3. SharePoint Upload & Workflow Initiation

The Port/NWSA Representative creates a new folder in the SharePoint shared location, saves the TIR form and supporting documents to the shared SharePoint folder, and initiates the workflow.

4. Assignment by Sr. Director, Engineering

The Sr. Director, Engineering receives the workflow notification, assigns a Project Manager, and fills in the Project Manager field in Section 2 of the TIR form.

5. Project Manager Review

The Project Manager reviews the TIR to assess:

- permit requirements,
- significant issues, concerns, or constraints,
- conformance with Port standards (e.g., design, permitting, SWPPP),
- feasibility of the proposed schedule,
- estimated Port/NWSA review effort (if required), and
- any other applicable items.

The Project Manager will work directly with the tenant to resolve any issues or missing information.

6. Initiation of Technical Review

Once satisfied that the TIR submittal is complete, the Project Manager initiates the Department Review Team workflow and sets a deadline for the review period.

7. Department Review Team Actions

- The Department Review Team evaluates the submittal and records comments in Section 2 of the TIR form.
 - Recommendations – Items in this section are informational and do not require any action by the tenant.
 - Requirements Prior to Construction Approval – Items in this section must be completed by the tenant before construction approval. The commentor will need to approve any items in later reviews to allow construction approval.
 - Requirements During Construction – Items in this section must be completed during construction and are not required before construction starts. The tenant shall provide all required documentation and shall schedule inspections by Port/NWSA staff as necessary. Items in this section must be completed by the tenant before Final Acceptance is granted.

- Requirements After Construction – Items in this section must be completed by the tenant before Final Acceptance is granted and the TIR is closed.
 - If the Department Reviewer requires others on their team to review the request, then the Department Reviewer initiates the Team Review workflow with a deadline for the review period. Team Reviewers evaluate the submittal and record comments in Section 2 of the TIR form in the applicable sections as defined above.
 - The Department Reviewer receives workflow notifications as each Team Reviewer completes their review.
 - Once notified that all Team Reviewers have completed their review, the Department Reviewer completes their review and hits the “Complete” button in SharePoint. This will automatically notify the Project Manager of review completion and record that Department Reviews as complete in the workflow.
 - The Project Manager receives workflow notifications as each Department Reviewer completes their review.
8. Comment Resolution
 When all Department reviews are complete or the review comment period has ended, the Project Manager takes action on the form and forwards the TIR form to the Sr. Director, Engineering via the SharePoint workflow. Actions to be taken include selecting either:
- **Deferred** – *additional information required, or*
 - **Approved** – *proceed to construction phase.*
9. Final Engineering Review & Decision
 The Sr. Director, Engineering reviews the complete package and either accepts or changes the Project Manager’s action.
- If the final disposition is **Approved – proceed with construction**, the Sr. Director signs the form via AdobeSign and uploads the signed document to SharePoint.
 - If the final disposition is **Deferred – additional information required** the Sr. Director, Engineering will not sign the form.
- The workflow is then returned to the Project Manager and Port/NWSA Representative for tenant notification.

TIR Forms Marked “Deferred for Additional Information”

If the TIR is **not approved** during the Submittal and Review Stage, the following process applies:

1. Return of TIR Form
 The Port/NWSA Representative receives notification of the unsigned TIR form via the SharePoint workflow.
2. Issue Resolution with Tenant
 The Port/NWSA Representative works with the tenant to address the comments and required revisions noted in Section 2 of the TIR form.
3. Tenant Response
 The tenant responds directly to each Review Team comment by completing the “Tenant Response” column on the TIR form for all items requiring action.
4. Tenant Resubmittal
 The tenant submits the updated TIR form, along with any additional required documentation, to the Port/NWSA Representative.

5. SharePoint Resubmittal Workflow

The Port/NWSA Representative saves the updated TIR form and all additional documents to the shared folder and initiates the resubmittal workflow in SharePoint.

6. Reinitiation of Review

The Sr. Director and assigned Project Manager restarts the review process

7. This cycle continues until either:

- The tenant submits enough information for the TIR form to be approved, or
- The tenant chooses to withdraw/cancel the TIR request.

TIR Forms Marked “Approved, Proceed with Construction”

After the TIR form is marked Approved, Proceed with Construction and the Sr. Director, Engineering has signed the form, the following shall apply:

The Port/NWSA representative will return the signed form to the tenant with a cover letter. The cover letter will require the tenant’s acknowledgement to follow all requirements and will require a signature. Once the tenant sends back the signed cover letter, they are clear to proceed with the construction phase. The Port/NWSA representative will then

- Coordinate with the Tenant as required in the TIR Form.
- Request/schedule any Port/NWSA inspections, as required.
- Act as a liaison between the Project Manager and tenant, as required.

After receiving a signed TIR form, the tenant will:

- Procure a licensed contractor as required to complete the work as approved on the form.
- Coordinate with the Port/NWSA representative, as required.
- Manage all construction activities.
- Coordinate Port/NWSA and agency inspections as required/requested.
- Provide periodic updates on construction progress to the Port/NWSA representative.

Final Acceptance and TIR Close Out

1. Tenant Notification of Completion

Once all work is complete, the tenant notifies the Port/NWSA Representative and requests final acceptance of the Tenant Improvements.

- a. As required, the tenant must provide: As-Built drawings, O&M manuals, warranties, certificates, and permit inspection approvals.

2. Port/NWSA Representative Processing

The Port/NWSA Representative uploads all submitted closeout documents to the SharePoint folder and initiates the Final Acceptance workflow.

3. Project Manager Review

The Project Manager:

- a. receives the workflow request,
- b. reviews the closeout documentation, and
- c. distributes materials to be reviewed and approved by the appropriate reviewers as needed.

- d. The Project Manager then requests Final Acceptance approval from the Sr. Director, Engineering.
- 4. Final Acceptance by Sr. Director, Engineering
Upon confirming that all work and documentation meet Port/NWSA requirements, the Sr. Director, Engineering signs the Final Acceptance line on the TIR form.

Any employee who violates this procedure is subject to corrective action, up to and including termination.

References

Tenant Improvement Request form
CAD standards and Procedures.

Approval

Debbie Shepack

Debbie Shepack, Sr. Director, Port Real Estate

Feb 11, 2026

Date

Jim Vo

Jim Vo (Feb 11, 2026 15:31:33 PST)

Jim Vo, Sr. Director, NWSA Real Estate

Feb 11, 2026

Date

History

DATE	BRIEF DESCRIPTION OF CHANGE(S)
10/07/2011	Initial publication as Procedure 5001 (ENG)
2/10/2026	Substantive revisions; reassigned to Real Estate Department; new number assigned: RE03

Next Review: 02/01/2027