PORT OF TACOMA
MEMORANDUM

DATE: **September 11, 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 Funding Increase & Extension – Personal Services Amendment (PSA)PA000000072**

A. NOTIFICATION

Staff is notifying the Port of Tacoma Commission of the intent to increase funds by **$345,000.00** and extend the period of performance for PSA PA000000072. 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. 2026-04-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. The contract shall be extended to twelve (12) calendar months from December 31, 2026, to the revised completion date of **December 31, 2027**.

B. BACKGROUND

The Consultant provides Real Estate Legal Services to Port staff. During 2026, the Real Estate Department's workload was driven by numerous high-profile and legally complex transactions, including major ground leases, lease restructures, lease terminations, redevelopment agreements, interlocal agreements, easement matters, property settlements, and tenant relocations. Key projects such as the Saxum development, Silverback Industries lease termination, Safe Boats Amended & Restated Lease, Maritime Skills Center agreements, and Marine View Drive property negotiations required substantial attorney involvement for legal strategy, contract drafting and revision, negotiation support, title and risk review, environmental and regulatory analysis, dispute avoidance, and preparation of Commission-related documents. These projects generated a significant volume of legal work beyond routine lease administration and required specialized real estate counsel to mitigate risk while advancing the Port's redevelopment, operational, and economic development priorities.

C. FINANCIAL SUMMARY

To cover 2026 remaining costs ($70,000.00) and 2027 costs ($275,000.00), an increase of **$345,000.00** is necessary to continue the service at expected usage rates through contract end date of December 31, 2027.

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

Original Contract Amount	$150,000.00	12/27/24
Amendment 01 (Increase Funds)	$74,999.00	05/19/25
Amendment 02 (Increase Funds)	$40,000.00	10/14/25
Amendment 03 (Extension)	$0.00	12/10/25
Amendment 04 (Increase Funds)	$225,000.00	01/28/26
Amendment 2026 Rates	$0.00	01/01/26
Amendment 05 (Increase Funds and Extension)	$345,000.00	
Total Revised Contract Amount	**$834,999.00**	

¶

D. ADMINISTRATION

Per RCW 53.19.060(2), this memorandum will be filed on **September 18, 2026**, with the Commission and made available for public inspection on the Port of Tacoma public website for seven calendar days.