

Instructions for Tenants

The following are instructions for tenants interested in completing improvements on Port/NWSA property. Port policy and the Port's standard lease language allow for Tenant Improvements to Port property if approved by the Port. Specific lease provisions should be consulted for details. The port has developed a procedure for considering Tenant improvements which can be viewed at <http://portoftacoma.com/real-estate/tenant-resources>.

Note, this procedure applies to both Port of Tacoma and The Northwest Seaport Alliance (NWSA) leased properties. The Port procedure identifies five stages associated with Tenant Improvements as presented below. All stages may not be necessary and are dependent on the proposed Tenant Improvement. Below are Tenant responsibilities for each stage.

Initial Review Stage

- Prepare and submit a [Tenant Improvement Request](http://portoftacoma.com/real-estate/tenant-resources) form (in Word format) to the Port/NWSA Representative, completing all fields noted under Section 1. The form is available at the Port's website at <http://portoftacoma.com/real-estate/tenant-resources>. In addition, provide any design plans, photos, permits, quotes, etc. that may assist the Port in its assessment.

Design Stage (if required)

- Procure consultant/contractor services as required. Licensed engineering or architectural requirements should be defined by the Port during the Initial Review Stage.
- Prepare Construction Documents (plans and specifications) for Port/NWSA and agency reviews, permitting, bidding, etc.
- If CADD drawings are being prepared, complete them in accordance with Port Cad Standards, found at <https://www.portoftacoma.com/contracts/forms/>
- Submit for and acquire all required local, state, and federal permits necessary for the Tenant Improvements.
- Upon request by the Port, provide an estimated cost of the Tenant Improvements.

Review and Approval Stage

- Provide electronic copies (.pdf) of the Construction Documents (plans and specifications), cost estimate and updated schedule for Port review.
- Provide copies of all permits, approvals and associated documents to the Port/NWSA Representative.
- Upon request, meet with the Port Review Team to present the Construction Documents.

- Upon receipt of the signed Tenant Improvement Request Form, review Port decision.
 - If Deferred for Additional Information, then complete all preconstruction requirements and submit additional documentation for Port approval, as documented in Section 2 of the form.
 - If Approved, then proceed to construction stage.
- As required, provide a copy of the performance bond and Builder's Risk insurance naming the Port/NWSA as additional insured.

Construction Stage

- Procure a licensed contractor as required to complete the Tenant Improvements.
- Coordinate with Port/NWSA as required in Tenant Improvement Request form.
- Complete all requirements during construction, as document in Section 2 of the form.
- Manage all construction activities.
- Provide periodic progress updates to the Port/NWSA Representative.
- Coordinate Port/NWSA and agency inspections as required.
- Acquire necessary approvals and acceptance of improvements with the Port/NWSA and/or other agencies.

Close Out Stage

- Upon completion of construction, notify the Port/NWSA Representative.
- Complete all post-construction requirements, as documented in Section 2 of the form.
- Submit As-Builts drawings, Operation & Maintenance Manuals, warranties, certificates, and permit inspection acceptance, as required, to the Port/NWSA Representative.
- Contact the Port/NWSA Representative to request final acceptance of the tenant improvement.