

Instructions for Tenants

The following are instructions for Tenants interested in completing improvements on Port 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>.

The Port procedure identifies five stages associated with Tenant Improvements as presented below. All stages may not be necessary dependent on the proposed Tenant Improvement. Below are Tenant responsibilities for each stage.

Initial Review Stage

- Prepare and submit a Tenant Improvement Request form (in Word format) to the Port Representative completing all of the fields noted under Section 1. In addition, provide any plans, photos, 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 and agency reviews, permitting, bidding etc.
- If CAD drawings are being prepared, complete them in accordance with Port CAD Standards. (www.portoftacoma.com/Page.aspx?nid=422)
- Submit for and acquire all necessary 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 a copy of all permits, approvals and associated documents to the Port Representative.
- Upon request, meet with the Port Review Team to present the Construction Documents.
- Upon receipt of the reviewed Tenant Improvement Review Form address all comments and submit required documents to the Port for approval.
- As required, provide a copy of the performance bond and Builder's Risk insurance naming the Port as additional insured.

Construction Stage

- Procure a licensed contractor as required to complete the Tenant Improvements.
- Coordinate with the Port as required in Tenant Improvement Request form.
- Manage all construction activities.
- Coordinate Port and agency inspections as required.
- Acquire necessary approvals and acceptance of improvements with the Port and/or other agencies.

Close Out Stage

- Upon completion of work notify the Port Representative and request final acceptance of the Tenant Improvements
- Submit As-Built drawings, Operation & Maintenance Manuals, warranties, certificates and permit inspection acceptance, as required, to the Port Representative.