

THE NORTHWEST SEAPORT ALLIANCE
MEMORANDUM

MANAGING MEMBERS
STAFF BRIEFING

DATE: July 21, 2017

TO: Managing Members

FROM: John Wolfe, Chief Executive Officer, NWSA
Sponsor: Erin Galeno, Chief Financial and Administrative Officer, NWSA
Project Manager: Christopher Carey, Transition Program Manager, NWSA

SUBJECT: NWSA Work Space Needs Assessment and Headquarters Search Update

A. BRIEFING REQUESTED

Consultants from Gensler will provide a summary of the information gathered through Managing Member and staff engagement sessions, Work Space Needs Assessment survey results and staff workshops as part of the first phase of the NWSA Work Space Needs Assessment and Headquarters Search body of work.

B. BACKGROUND

On August 4, 2015, the Port of Tacoma and the Port of Seattle jointly formed the Seaport Alliance to manage the two ports' maritime terminals (excluding grain and cruise terminals) and certain industrial properties. The Seaport Alliance was formed as a Port Development Authority (PDA), pursuant to a provision in Title 53 RCW that grants ports that meet certain criteria the authority to create a separate PDA. As formed, the Seaport Alliance is to continue for an indefinite term until dissolution. As approved, the charter for the Seaport Alliance (the "Charter") may be amended only by mutual agreement of both ports as the Seaport Alliance's Managing Members. In accordance with the PDA charter, the NWSA shall do all things necessary to maintain its existence separate from each Managing Member (homeport).

Currently, the NWSA is incurring approximately \$2 million annually in allocated work space costs between the Port of Tacoma Administration building and Pier 69 at the Port of Seattle. Neither facility is meeting the current needs of the NWSA or is prepared to address the future work space needs. This body of work will enable the NWSA to develop both a short-term and long-term strategy and plan to accommodate the work requirements (physical and virtual) for the NWSA.

SCOPE OF WORK

The Scope of Work is divided up into two phases;

- Phase 1: Needs Assessment
- Phase 2: Market Assessment and Securing the identified location(s).

Managing Members will be involved in both phases and will authorize the second phase of the contract.

C. CURRENT STATUS

- Project scoping and kick-off completed in May
- Managing Member engagements completed beginning of June
- Staff departmental/work group engagement sessions completed end of June
- Work Space Needs Assessment survey completed beginning of July
- Staff cross-functional group workshops completed mid-July

D. NEXT STEPS

PHASE 1:

- Work space research insights report
- Work space criteria framework development
- Criteria for evaluation of long-term work space options

PHASE 2 (requires Managing Member approval to advance):

- Market search
- Short list candidate properties
- Site selection