



Item: 7C
Date: 12/16/21

General Legal Personal Services Agreement

December 16, 2021
Port of Tacoma
Commission Meeting



ACTION REQUESTED

Request Commission approval to delegate signing authority to the Port's Executive Director or his designee to enter a three-year Personal Services Agreement with one 1-year extension with the Phillips Burgess LLC for a total not to exceed amount of \$1,050,000.

BACKGROUND

- The Port of Tacoma does not have in house staff to provide general legal services.
- In 2020, the Port conducted a public procurement for general legal services.
- Phillips Burgess LLC was selected to service as general legal counsel and the Port entered a one-year agreement.
- Based on the work performed in 2021, Port staff is requesting a longer-term agreement.

SCOPE OF WORK



Consultant shall provide practical legal advice to the Port Executive Director, the Port Staff, and the Port Commission, regarding the legal risks of certain courses of action, recommend legal strategies, ensure compliance with all relevant laws and statutes, recommend and engage special legal counsel on matters as directed and approved by the Port Commission or the Port Executive Director, and represent the Port as its general legal counsel.



TIMEFRAME

Contract length:

January 1, 2022 – December 31, 2025
(including the one-year extension)

FINANCIAL SUMMARY



The Commission approved 2021 budget includes \$254,000 for general legal services.

The Plan of Finance includes general legal services expenditures annually.

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