

PROJECT ACTION MEMO

Port of Tacoma Commission



Item No: 6A
Meeting Date: 8/18/26

DATE: August 10, 2026
TO: Port of Tacoma Commission
FROM: Eric Johnson, Executive Director
Sponsor: Debbie Shepack, Senior Real Estate Director
Project Manager: Kyle Smith, Engineering Project Manager II
SUBJECT: 5301 8th St E Roof Replacement Project Authorization for Construction (Project ID #101716.01)

A. **ACTION REQUESTED**

Request project authorization for construction in the amount \$870,000 for a total authorized amount of \$980,000, for work associated with the 5301 8th St E Roof Replacement Project, Project ID #101716.01.

Strategic Plan Initiative:

EV 2: Invest in assets that support living-wage job creation throughout Pierce County.

OS 2: Protect the public's investment by maintaining existing assets and positioning them for future growth.

B. **BACKGROUND**

The Port currently leases the property located at 5301 8th Street East, Fife, Washington, to Art Morrison Enterprises, Inc ("Art Morrison"). The site is fully occupied and consists of a 3,750-square-foot office building and a 14,250 square foot warehouse. Art Morrison employs 40 people at this location.

The roofs on both structures have experienced chronic leakage issues and have undergone numerous repairs over several years. However, continued patching is no longer a viable long-term solution. Deferring replacement work will likely result in further deterioration of the roofing systems and potential damage to the underlying building structures.

In addition, the existing gutters have reached the end of their useful life and are beyond repair, necessitating full replacement. Under the terms of the lease, the Port, as lessor, is responsible for the maintenance and repair of the building roofs and the replacement of the gutter systems.

C. **PROJECT DETAILS**

Scope of Project:

- Design and permit bid ready plans and specifications for a public works contract procurement
- Remove existing roof panels and gutters
- Rebuild roof with new standing seam metal roof panels and gutters

Scope of Work for This Request:

- Bid the public works project
- Remove existing roof panels and gutters
- Rebuild roof with new standing seam metal roof panels and gutters

Schedule:

Advertise for Bid	September 1, 2026
Open Bids	September 29, 2026
Notice of Award	October 2, 2026
Substantial Completion	December 31, 2026
Final Completion	January 31, 2027

D. FINANCIAL SUMMARY

Estimated Cost of Project

The total project cost including all stages is estimated at \$980,000.

Estimated Cost for This Request

The total estimated cost of the Construction for this project is \$870,000. If the cost of this estimate is anticipated to exceed the authorized amount, additional Commission authorization will be requested.

Estimated Sales Tax

The total estimated sales tax to be paid to local and state governments for this project is \$40,000.

Cost Details

Item	This Request	Total Previous Requests	Total Request	Total Project Cost	Cost to Date	Remaining Cost
DESIGN	\$ 0	\$ 110,000	\$ 110,000	\$ 110,000	\$ 17,000	\$ 93,000
CONSTRUCTION	\$ 870,000	\$ 0	\$ 870,000	\$ 870,000	\$ 0	\$ 870,000
TOTAL	\$ 870,000	\$ 110,000	\$ 980,000	\$ 980,000	\$ 17,000	\$ 963,000

Source of Funds

The 2026-2030 Capital Investment Plan (CIP) budget allocates \$977,000 with a total project cost of \$980,000 for the roof replacement at 5301 8th St E.

Financial Impact

Project costs will be capitalized and depreciated over an estimated useful life of 15 years resulting in annual depreciation of \$65,000.

E. ECONOMIC INVESTMENT/JOB CREATION

The current tenant, Art Morrison, employs approximately 40 jobs at this location.

F. ENVIRONMENTAL IMPACTS/REVIEW

Permitting: No environmental permits are required.

Remediation: No impacts.

Stormwater: Stormwater runoff will be directed to the existing drainage system. No additional stormwater runoff is anticipated as part of the project.

Air Quality: No impacts.

G. **PREVIOUS ACTIONS OR BRIEFINGS**

Date	Action	Amount
July 1, 2025	Executive Authorization for Design	\$110,000
TOTAL		\$110,000