

# ACTION ITEM MEMO

Port of Tacoma Commission



Item No: 6A  
Meeting Date: 12/17/24

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**DATE:** December 9, 2024  
**TO:** Port of Tacoma Commission  
**FROM:** Eric Johnson, Executive Director  
Sponsor: Erin Galeno, Chief Financial and Administrative Officer  
**SUBJECT:** Dickson Frohlich Phillips Burgess - General Legal Services Contract Extension

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**A. ACTION REQUESTED**

Request authorization to exercise the one-year extension option on contract number 071560 for general legal services with Dickson Frohlich Phillips Burgess PLLC in the amount of \$450,000 for a total contract value of \$1,563,800.

**B. 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. Dickson Frohlich Phillips Burgess PLLC was selected, and the Port entered a one-year agreement. In 2021, the Port entered a three-year agreement with a one-year extension.

The original agreement anticipated 800-1000 hours annually but has been trending closer to 1200 hours the last two years. Reasons for the increase include the Maritime Center project and stormwater litigation.

Date	Action	Amount
12/16/2021	Commission Authorization for 3 year contract and 1 year extension	\$ 1,050,000
10/6/2022	Amendment 1 - monthly amount increased from \$20,420 to \$25,524.75	\$ -
12/2/2022	Amendment 2 - firm name change	\$ -
5/20/2024	Amendment 3 - increased funds, monthly amount increased from \$25,524.75 to \$33,499.75	\$ 63,800
	Total	\$ 1,113,800

C. **SCOPE OF WORK**

Consultant will provide practical legal advice to the Port Executive Director, 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.

D. **TIMEFRAME**

The term of the contract extension is January 1, 2025 to December 31, 2025.

E. **FINANCIAL SUMMARY**

The monthly fixed fee for the general legal services contract extension is \$37,500 for a not to exceed amount of \$450,000.

**Source of Funds:** Funding for this contract will come from normal Port operations and has been included in the annual operating budget.

F. **NEXT STEPS**

Upon Commission approval the contract will be extended through December 31, 2025.