



**PORT OF TACOMA
REQUEST FOR PROPOSALS**

No. 070716

**Northwest Seaport Alliance Greenhouse Gas
Inventory**

Issued by
Port of Tacoma
One Sitcum Plaza
P.O. Box 1837
Tacoma, WA 98401-1837

| RFP INFORMATION | |
|------------------|--|
| Contact: | Heather Shadko, Procurement |
| Email Addresses: | procurement@portoftacoma.com |
| Phone: | 253-428-8697 |
| Submittal Date | OCTOBER 13, 2017 @ 2:00 PM (PST) |

**PLEASE SUBMIT ALL CORRESPONDENCE AND PROPOSALS
VIA E-MAIL DIRECTLY TO THE PROCUREMENT CONTACT LISTED ABOVE
AND INCLUDE 'NWSA GREENHOUSE GAS INVENTORY' IN THE SUBJECT
LINE**

PORT OF TACOMA
Request for Proposals (RFP) #070716
Northwest Seaport Alliance Greenhouse Gas Inventory

The Port of Tacoma is issuing this RFP on behalf of the Northwest Seaport Alliance (NWSA) who is looking to procure services from a highly qualified team to calculate the carbon footprint of the Port of Tacoma and the NWSA itself.

A. BACKGROUND

The Port of Tacoma (POT) is a major center for container cargo, bulk, break-bulk, autos and heavy-lift cargo. Created by Pierce County citizens in 1918, the Port of Tacoma has become one of the largest container ports in North America and one of the top 50 in the world. The Port of Tacoma manages a diverse set of business operations relating to maritime trade. To learn more about the Port of Tacoma, visit www.portoftacoma.com.

The Northwest Seaport Alliance is a marine cargo operating partnership of the ports of Seattle and Tacoma. Combined, the ports are the fourth-largest container gateway in North America. The NWSA regional marine cargo facilities are a major center for bulk, breakbulk, project/heavy-lift cargoes, automobiles and trucks. To learn more about The Northwest Seaport Alliance, visit www.nwseaportalliance.com.

The Northwest Seaport Alliance utilizes licensed properties from the homeports of the Port of Seattle and the Port of Tacoma, who still have their own operations separate from the NWSA. The NWSA does not own any property. The Facilities Guide in Appendix D denotes NWSA-managed and POT properties.

The Air Quality and Sustainable Practices group at the NWSA aims to align our work with industry best practices, set challenging but attainable emissions reduction targets, guide the NWSA strategic direction and business decisions for capital improvement projects, and establish a framework by which we may reward and partner with customers, while offering best-in-class service to our customers and community. As a new organization we need to first benchmark our environmental performance to be able to compare ourselves against other competitor ports. The results of this project will provide benchmark data for NWSA and Port of Tacoma operations and GHG reduction efforts in the future.

Puget Sound Maritime Emissions Inventory & Northwest Ports Clean Air Strategy

In 2005, 2011, and 2016 the Ports of Seattle and Tacoma contributed to the Puget Sound Maritime Air Emissions Inventory which modeled activity-based emissions for maritime-related sources in the greater Puget Sound region air shed. The inventories include greenhouse gases (CO₂e) as a contaminant, however, the inventory only accounts for emissions from equipment and transportation and does not include all sources of emissions from the ports, e.g., tenant purchased energy, marine terminal operator electricity, employee commuting, etc.

The 2016 inventory should be complete by end of 2017. The methodology of this NWSA/POT GHG Inventory should be reconciled with PSEI methodology to make the findings comparable and consistent with the 2005 and 2016 PSEI data. The 2005 and 2011 PSEI may be reviewed at the following location: <https://pugetsoundmaritimeairforum.wordpress.com/>.

The Northwest Ports Clean Air Strategy (NWPCAS) was developed in 2007 and adopted in 2008 in collaboration between Port Metro Vancouver (PMV), the Port of Seattle (POS), and the Port of Tacoma (POT) with the aim of reducing air emissions from maritime and port-related activities that affect air quality and contribute to climate change in the Puget Sound-Georgia Basin air shed. The strategy is the first such port program in the U.S. to proactively and voluntarily outline emission reduction targets.

The goals of the strategy are:

- Goal 1: Reduce diesel particulate matter (DPM) emissions per ton of cargo by 75% by 2015, and by 80% by 2020, relative to 2005.
- Goal 2: Reduce greenhouse gas emissions (GHG emissions) per ton of cargo by 10% by 2015 and by 15% by 2020, relative to 2005.

The targets in the strategy are activity-based, like the reporting in the PSEI. The targets in the strategy do not take into account other indirect emissions for which the port is responsible, e.g., electricity use.

Recently POT and NWSA had first readings for a revised goal for GHG reductions:

By 2030:

- 50% below 2005 levels (scope 1, 2, & 3 emissions)

By 2050:

- Carbon Neutral (scope 1 & 2 emissions)
- 80% below 2005 levels (scope 3 emissions)

Port of Seattle adopted similar goals and revised their [Century Agenda](#) accordingly in April 2017. This inventory will help staff evaluate progress toward the new 2030 and 2050 goals. The NWPCAS will be updated in 2018. Results from the GHG Inventory and the new NWSA, POT and POS GHG policy resolutions will inform new goals for the strategy. See [Attachment E for background on NWSA and POT GHG Reduction Resolutions](#).

Green Marine

Green Marine is a voluntary marine industry initiative with the goal of achieving levels of environmental performance that exceed regulatory requirements. Participants must benchmark their annual environmental performance through the program's self-evaluation guides annually, have their results verified by an accredited external verifier and agree to publication of their individual results. The Northwest Seaport Alliance joined Green Marine in 2016.

The Green Marine program provides a framework for continuous improvement by requiring participants to demonstrate year-over-year improvement to maintain their Green Marine certification. From the second evaluation onwards, participants have to demonstrate an annual improvement of one level in at least one performance indicator until Level 2 is achieved for all performance indicators. To advance in the 'Greenhouse Gases and Air Pollutants' performance indicator, NWSA must complete an annual report on greenhouse gas emissions resulting directly from the port's activities. The GHG Inventory must also fulfil these requirements. Additional information on the program can be found here: <https://www.green-marine.org/>

The Port anticipates awarding a single contract to the selected vendor.

The Port's Standard Terms and Conditions are included as Attachment B to this RFP. By submitting a Proposal, the Proposer represents that it has carefully read and agrees to be bound by the Port's Standard Terms and Conditions. Identify during the question submittal and response period, any sections you consider onerous, clarify why you consider these sections onerous, propose alternative language and describe why it is in the Port's best interests to adopt the alternative language.

Proposals submitted with altered or conditioned Terms and Conditions without prior written agreement from the Port will be considered non-responsive and not considered for evaluation.

B. SCOPE OF SERVICES:

Through this RFP the port aims to select a single vendor who can:

1. Back-calculate a 2005 baseline greenhouse gas inventory for the NWSA and POT;
2. Clearly identify which emissions are allocated to POT, NWSA, and Port of Seattle;
3. Inventory NWSA and POT scope 1, 2, and 3 GHG emissions for 2016 and verify results with a third party;
4. Reconcile the methodology used in the Puget Sound Maritime Emissions Inventory and this GHG inventory.
 - a. Scope 1 and 2 emissions will arise from POT-owned facilities at the Port Administration building in Tacoma, the Fabulich Center and the Port of Tacoma Maintenance building. Proposed Scope 3 emissions will include, but are not limited to, emissions associated with management of Port waste, Port staff travel, tenant energy use and tenant commuting. The boundary of the Scope 3 emissions will be the Puget Sound airshed, as established in the NWSA and POT GHG Reduction Resolutions, and in keeping with other port GHG inventories.
5. Evaluate projections for 2025, 2030, and 2050 targets that account for growth and include recommendations for achieving targets

Proposing vendors are expected to provide examples of previous work in organizational greenhouse gas inventories.

The proposed project schedule is as follows:

| | |
|---------------------------------|-----------|
| Contract Services Secured | 11/1/2017 |
| Project Kick-Off Meeting | 11/6/2017 |
| Data Collection Completed | 1/10/2018 |
| Draft Report Completed | 1/26/2018 |
| Final Report Completed | 2/9/2018 |
| Lessons Learned Review Complete | 2/9/2018 |

C. DELIVERABLES:

Deliverables will include:

NWSA & POT GHG EMISSION INVENTORY

TASK 1 – CALCULATE 2005 GHG EMISSION BASELINE

- A. Following the GHG Protocol and World Ports Climate Initiative, propose methodology (e.g. data sources, process for data gaps, scope, boundary)
- B. Conduct interviews with staff and tenants, as necessary
- C. Calculate 2005 baseline for POT and NWSA
- D. Utilize and reconcile with 2005 Puget Sound Maritime Emissions Inventory data

TASK 2 – CALCULATE 2016 GHG EMISSIONS

- A. Following the GHG Protocol and World Ports Climate Initiative, calculate 2016 Scope 1, 2, and 3 emissions for NWSA and POT
- B. Conduct interviews with staff and tenants, as necessary
- C. Utilize and reconcile with 2016 Puget Sound Maritime Emissions Inventory
- D. Coordinate verification through a third party

TASK 3 – FINAL REPORT

- A. Summarize findings and include estimated projections for 2025, 2030, and 2050 targets that account for growth
- B. Include recommendations for achieving targets
- C. Provide at least 1 draft report for review to NWSA staff
- D. Document findings, including results with full data and analysis in appendices
- E. Report data to the Carbon Disclosure Project

TASK 4 – LESSONS LEARNED REVIEW

- A. Produce a 'Lessons Learned' review for internal use by NWSA staff
- B. Review will also provide recommendations for the NWSA for future studies and inventories

D. RFP ELEMENTS & EVALUATION CRITERIA:

Proposals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the firm's/team's abilities to meet the requirement of this RFP. Emphasis will be on completeness of content. The written proposals should be prepared in the sequential order as outlined below.

Proposals are limited to **10 numbered pages** (8 ½ by 11 inch) **including** the cover letter and all appendices. All pages shall be in portrait orientation with 1 inch margins. Font size shall be 11 point or larger. Proposals that do not follow this format will not be reviewed.

The cover letter shall include the RFP title and number as well as the name, title, email address, phone number and address of the proposing team's main contact and include the following information:

- Describe any claim submitted by any client against the firm within the past two years related to the services provided by the firm or its key personnel. For purposes of this request, "claim" means a sum of money in dispute in excess of 5% of the firm's fee for the services provided.
- Any real or perceived conflicts of interests for team members, inclusive of the prime, sub-consultants and key team members.

Proposals are to address, and will be evaluated upon, the following criteria:

INITIAL EVALUATION PHASE

1. Qualifications & Experience.....10 PTS

- Describe the qualification and experience of the firm submitting the proposal, including:
 - Describe key personnel of the proposed team and overall organization of the project team. Provide a summary of background, experience, technical competence and qualifications of key personnel (include working titles, degrees, certificates and licenses, etc.) and their project specific roles and responsibilities. Emphasize experience and expertise in performing services of similar scope and complexity.
 - Staffing model including identifying the level to which consultants used are staff or independent contractors.

2. Solution 40 PTS

- Describe in detail the solution proposed, including:
 - Describe in detail the approach to modelling the emissions resulting from a TEU travelling through the NWSA and onwards. Identify sources of data and information to be used, and modelling software to be utilized.
 - Describe in detail the approach to calculating the GHG emissions of NWSA/POT (Scope 1, 2 and 3). Identify sources of data.

3. Project Approach 25 PTS

- Describe the consultant's proposed project management approach. Include a draft project plan defining project phases, tasks, resources (both consultant and Port) and anticipated task durations.
- Assumptions and Risks: Define the assumptions made regarding accomplishing the Scope of Services. Define the factors the consultant believes are risks to the successful completion of this project and proposed mitigation strategies.
- Coordination & Communication: Provide a plan for communications and coordination between the Consultants team and the Port.
- Explain company QA/QC process and note its benefits/advantages.
- Include a summary of innovative ideas and suggestions for enhancing the scope of services.
- Identify meaningful sustainable/cost savings methods that are used as part of field/office practices (recycling options, minimized mobilizations, idle and noise reduction, alternative fuel and renewable energy usage, reuse of excavated materials, etc.)

4. Compensation 25 PTS

Compensation information MUST be provided separately from the proposal, in an individual PDF document.

All rates and costs/fees quoted shall be:

- **Fixed, fully burdened, including, but not limited to, administrative overhead and all direct/indirect expenses.**
- Quoted in US Dollars,
- Full cost inclusive of sales tax and other government fees, taxes and charges, and
- Valid throughout the contract period unless otherwise amended and agreed to by both parties in writing.

5. References 20 PTS

Ensure completion of a **minimum of 3 and maximum of 5 references** submitted using Attachment C. All references must be received by the Port by the proposal due date. The Port will evaluate the reference checks to assess the proposed team's overall performance and success of previous, similar work. Reference checks will also be utilized to validate information contained in the proposal. The Port may contact submitted reference sites directly to accomplish this.

FINAL EVALUATION PHASE (if applicable)

6. Interviews 100 PTS

Interviews may be conducted with the top-ranked proposers. Failure to participate in the interview process will result in the proposer's disqualification from further consideration. Interviews will be held at the Port of Tacoma, Tacoma, WA. Travel costs will not be reimbursed for the interview. Proposers will not be allowed to alter their written proposals during interviews.

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

ATTACHMENT B – PERSONAL SERVICES TERMS AND CONDITIONS

ATTACHMENT C – REFERENCE QUESTIONNAIRE

ATTACHEMENT D – FACILITIES GUIDE

ATTACHMENT E – NWSA & POT RESOLUTIONS, and COMMISSION MEMO

PROCUREMENT PROCESS

SOLICITATION TIMELINE:

| | |
|------------------------------|---|
| Issuance of RFP | SEPTEMBER 26, 2017 |
| Last Day To Submit Questions | OCTOBER 4, 2017 |
| Proposal packets due | OCTOBER 13, 2017 @ 2:00 PM (PST) |
| Short List Consultants* | OCTOBER 17, 2017 |
| Interviews (if required)* | OCTOBER 26 & 27, 2017 |
| Final Selection* | OCTOBER 30, 2017 |
| Execute Contract* | NOVEMBER 2017 |

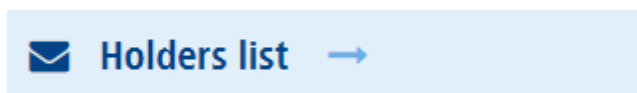
*Dates are tentative.

All status updates on the above solicitation timeline will be announced on the [Port's website for this solicitation](#).

VENDOR OBLIGATION

Port of Tacoma Requests for Bids, Requests for Proposals and Requests for Qualifications can be accessed on the Port's website, www.portoftacoma.com under 'Contracts'; 'Procurements'.

When viewing the details page for this procurement on the Port's Website firms have the option of subscribing to the Holder's List.



By subscribing to the Holder's List, firms will automatically be notified when new documents or changes relating to this procurement occur.

***Only those who have subscribed to the Holder's List will receive notifications throughout the procurement process, up until a firm is selected.**

COMMUNICATION / INQUIRES

Proposers who, relative to this scope of services, contact any individuals or Commission members representing the Port, other than the Procurement Representative listed on the RFP may be disqualified from consideration.

Written questions about the meaning or intent of the Solicitation Documents shall only be submitted to the Procurement Department, procurement@portoftacoma.com (**Solicitation Name** in the subject line).

Proposers who may have questions about provisions of these documents are to email their questions by the date listed above. The Port will respond to all written questions submitted by this deadline.

ADDENDA

The Port may make changes to this Solicitation. Oral or other interpretations, clarifications or submittal instructions will be without legal effect. Any information modifying a solicitation will be furnished in a formal, written addendum. If at any time, the Port changes, revises, deletes, increases, or otherwise modifies the Solicitation, the Port will issue a written Addendum to the Solicitation. Addenda will be posted to the Port's web site and conveyed to those potential submitters who have requested to be placed on the Holder's List.

SUBMITTAL PROCESS

Proposals must be received via email on or before the date and time outlined on the front page of this RFP. Send your electronic submittal to:

procurement@portoftacoma.com.

Name of Firm, RFP Title (Subject Line)

Please submit proposal, including all appendices and compensation in separate Adobe Acrobat PDF format. Submittals need to be limited to **9 MB in total email size**. It is the Consultant's responsibility to verify the receipt of the submittal. Electronic verification will be provided upon request.

***Late proposals will not be accepted by the Port. Proposals received after the stated date and time will not be reviewed and shall be deemed non-responsive.**

All proposals submitted shall be valid and binding on the submitting firm for a period of ninety days following the Proposal submittal deadline and for any extension of time granted by the submitting firm.

EVALUATION AND AWARD PROCESS

An evaluation team will review each proposal and evaluate all responses received based upon the criteria listed herein. The Port may request clarifications or additional information, if needed. After the evaluation team individually scores each proposal, the scores are tallied and the firms are ranked based on the scores.

A selection may be made based on the proposals and initial evaluation criteria alone. Alternatively, the evaluation team may create a short list of the top ranked firms and invite the short listed firms in for interview and/or check references. Scores for reference checks and interviews will be tallied and added to the short listed firm's initial evaluation scores. Final selection will be based on reference checks and interviews.

The Port intends to select the Proposer who represents the best value to the Port and begin the negotiation and award process based on the evaluated scores.

The selected Consultant will be invited to enter into contract negotiations with the Port. Should the Port and the selected firm(s) not reach a mutual agreement, the Port will terminate negotiations and move to the next highest ranked firm and proceed with negotiations.

The Port reserves the right to accept or reject any or all information in its entirety or in part and to waive informalities and minor irregularities and to contract as the best interest of the Port may require. The Port reserves the right to reject any or all Proposals submitted as non-responsive or non-responsible.

Procedure When Only One Proposal is received

In the event that a single responsive proposal is received, the Proposer shall provide any additional data required by the Port to analyze the proposal. The Port reserves the right to reject such proposals for any reason.

GENERAL INFORMATION

News releases pertaining to this RFP, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the Port.

COSTS BORNE BY PROPOSERS

All costs incurred in the preparation of a Proposal and participation in this RFP and negotiation process shall be borne by the proposing firms.

SMALL BUSINESS AND DISADVANTAGED BUSINESS OPPORTUNITIES

The Port of Tacoma encourages participation in all of its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation/invitation or as a subcontractor to a Bidder/Proposer. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/submittals, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids/submittals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply. The selected firm will be required to show evidence of outreach.

PUBLIC DISCLOSURE

Proposals submitted under this Solicitation will be considered public documents and, with limited exceptions, will become public information and may be reviewed by appointment by anyone requesting to do so following the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between the Port and the selected Consultant.

If a firm considers any portion of its response to be protected under the law, the vendor shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "TRADE SECRET" on each page for which the protection is sought. If a request is made for disclosure of such portion, the Port will notify the vendor of the request and allow the vendor not less than ten (10) days to seek a protective order from the Courts or other appropriate remedy and/or waive the claimed confidentiality. Unless such protective order is obtained and provided to the Port by the stated deadline, the Port will release the requested portions of the Proposals. By submitting a response the vendor assents to the procedure outlined in this paragraph and shall have no claim against the Port on account of actions taken under such procedure.

Port of Tacoma Terms And Conditions Personal Services Agreement

In consideration of the mutual covenants, obligations, and compensation to be paid by the Port to Consultant, it is agreed that:

1. Key Personnel

The Consultant and/or its subconsultants' key personnel, as described in its Consultant selection submittals, shall remain assigned for the duration of the Project unless otherwise agreed to by the Port.

2. Relationship of the Parties

Consultant, its subconsultants and employees, is an independent Contractor. Nothing contained herein shall be deemed to create a relationship of employer and employee or of principal and agent.

3. Conflicts of Interest

Consultant warrants that it has no direct or indirect economic interest which conflicts in any manner with its performance of the services required under this Agreement. Consultant warrants that it has not retained any person to solicit this Agreement and has not agreed to pay such person any compensation or other consideration contingent upon the execution of this Agreement.

4. Compliance with Laws

Consultant agrees to comply with all local, state, tribal and federal laws and regulations applicable to the project, including building codes and permitting regulations existing at the time this Agreement was executed and those regarding employee safety, the work

place environment, and employment eligibility verifications as required by the Immigration and Naturalization Service. Consultant shall obtain all professional licenses and permits required to complete the scope of work as defined.

5. Records and other Tangibles

Until the expiration of six years after the term of this Agreement, Consultant agrees to maintain accurate records of all work done in providing services specified by the Agreement and to deliver such records to the Port upon termination of the Agreement or otherwise as requested by the Port.

6. Ownership of Work

The services to be performed by Consultant shall be deemed instruments of service for purposes of the copyright laws of the United States. The Port has ownership rights to the plans, specifications, and other products prepared by the Consultant. Consultant shall not be responsible for changes made in the models, programs, reports or other products by anyone other than the Consultant. Consultant shall have free right to retain, copy and use any tangible materials or information produced but only for its own internal purposes. Use of models, programs, reports or other products prepared under this Agreement for promotional purposes shall require the Port's prior consent.

7. Disclosure

All information developed by the Consultant and all information made available to the Consultant by the Port,

and all analyses or opinions reached by the Consultant shall be confidential and shall not be disclosed by the Consultant without the written consent of the Port.

8. Compensation

As full compensation for the performance of its obligations of this Agreement and the services to be provided, the Port shall pay Consultant as specified in the Agreement.

9. Payment Schedule

Consultant shall submit detailed numbered invoices showing contract number, description of work items being invoiced, title of project, total authorized, total current invoice, balance of authorization, labor categories, hours, and hourly rate by the 10th of the month to be paid by the end of the current month, unless other terms are agreed to by the parties.

10. Costs and Disbursements

Consultant shall pay all costs and disbursements required for the performance of its services under this Agreement.

11. Insurance - Assumption of Risk

a) As a further consideration in determining compensation amounts, the Consultant shall procure and maintain, during the life of this Agreement, such commercial general and automobile liability insurance as shall protect Consultant and any subconsultants performing work under this Agreement from claims for damages from bodily injury, including death, resulting there from as well as from claims for property damage which may arise under this Agreement, whether arising from operations conducted by the Consultant, any

subconsultants, or anyone directly or indirectly employed by either of them.

- b) With respect to claims other than professional liability claims, Consultant and its subconsultants agree to defend, indemnify and hold harmless the Port of Tacoma, its appointed and elective officers and its employees from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatever kind and nature, including attorney fees and costs by reason of any and all claims and demands on it, its officers and employees, arising from the negligent acts, errors or omissions by the Consultant in the performance of the Consultant's professional services.
- c) With respect to professional liability claims only, Consultant and its subconsultants agree to indemnify and hold harmless the Port of Tacoma, its appointed and elective officers and its employees from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatever kind and nature, including attorney fees and costs by reason of any and all claims and demands on it, its officers and employees, arising from the negligent acts, errors or omissions by the Consultant in the performance of the Consultant's professional services.

12. Standard of Care

Consultant shall perform its work to conform to generally accepted professional standards. Consultant shall, without additional compensation, correct or revise any errors or omissions in such work.

13. Time

Time is of the essence in the performance by the Consultant of the services required by this Agreement.

14. Assignability

Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the Agreement to any party without prior written consent of the Port.

15. Term of this Agreement

The effective dates of this Agreement are as specified. This Agreement may be terminated by the Port for cause when the Port deems continuation to be detrimental to its interests or for failure of the consultant to perform the services specified in the Agreement. The Port may terminate this Agreement at any time for government convenience in which case it shall provide notice to the Consultant and reimburse the Consultant for its costs and fees incurred prior to the notice of termination.

16. Disputes

If a dispute arises relating to this Agreement and cannot be settled through direct discussions, the parties agree to endeavor to settle the dispute through a mediation firm acceptable to both parties, the cost of which shall be divided equally. The Port reserves the right to join any dispute under this Agreement with any other claim in litigation or other dispute resolution forum, and the Consultant agrees to such joinder, so that all disputes related to the project may be consolidated and resolved in one forum. Venue for any litigation shall be the Pierce County Superior Court of the state of Washington and the prevailing party

shall be entitled to recover its costs and reasonable attorney's fees.

17. Extent of Agreement

This Agreement represents the entire and integrated understanding between the Port and Consultant and may be amended only by written instrument signed by both the Port and Consultant.

Attachment “A”

HOURLY RATES

**Consultant
Project Name**

Personnel

Hourly Rates

| | |
|------------------|----|
| Sr. Consultant 2 | \$ |
| Sr. Consultant 1 | \$ |
| Consultant 2 | \$ |
| Consultant 1 | \$ |
| Project 2 | \$ |

All other fees will be paid per the Port of Tacoma Terms & Conditions.

Additional labor categories are not authorized without prior written approval from the Port's Project Manager.

ATTACHMENT C
REFERENCES QUESTIONNAIRE

INSTRUCTIONS TO THE PROPOSER:

Proposers are allowed three (3) completed reference questionnaires. The completed references questionnaires must be from individuals, companies, or agencies with knowledge of the proposer's experience that is similar in nature to the products or services being requested by this RFP, and are within the last three years from the date this RFP was issued.

If more than three (3) qualifying references are received, the first three (3) fully completed references received will be used for evaluation purposes. References will be averaged.

1. Proposers must complete the following information on page 2 of the "Reference's Response To" document before sending it to the Reference for response.

- a. Print the name of your reference (company/organization) on the "REFERENCE NAME" line.
- b. Print the name of your company/organization on the "PROPOSER NAME" line.
- c. Enter the RFP Closing date and time in Instruction 5 (see the INSTRUCTIONS block.)

2. Send the "Reference's Response To" document to your references to complete.

NOTE: It is the proposer's responsibility to follow up with their references to ensure timely receipt of all questionnaires. Proposers may e-mail the Procurement Representative prior to the RFP closing date to verify receipt of references.

**REFERENCE QUESTIONNAIRE
REFERENCE'S RESPONSE TO:
RFP Number: 070716
RFP Title: NWSA Greenhouse Gas Inventory**

REFERENCE NAME (Company/Organization): _____

PROPOSER NAME (Company/Organization): _____ has submitted a proposal to the Port of Tacoma, provide the following services: NWSA Greenhouse Gas Inventory. We've chosen you as one of our references.

INSTRUCTIONS

1. Complete **Section I. RATING** using the Rating Scale provided.
2. Complete **Section II. GENERAL INFORMATION** (*This section is for information only and will not be scored.*)
3. Complete **Section III. ACKNOWLEDGEMENT** by manually signing and dating the document.
(*Reference documents must include an actual signature.*)
4. E-mail **THIS PAGE** and your completed reference document, **SECTIONS I through III** to:

Procurement: Heather Shadko

E-mail: procurement@portoftacoma.com
5. This completed document **MUST** be received no later than **October 13, 2017 @ 2:00PM**. (Pacific Time). Reference documents received after this time will not be considered. **References received without an actual signature will not be accepted.**
6. DO **NOT** return this document to the Proposer.
7. In addition to this document, the Port may contact references by phone for further clarification if necessary.

Section I. RATING

Using the Rating Scale provided below, rate the following numbered items by circling the appropriate number for each item:

| Rating Scale | |
|--------------------------------|-------|
| Category | Score |
| Poor or Inadequate Performance | 0 |
| Below Average | 1 – 3 |
| Average | 4 – 6 |
| Above Average | 7 - 9 |
| Excellent | 10 |

Circle **ONE** number for each of the following numbered items:

1. Rate the overall quality of the firm's services:

10 9 8 7 6 5 4 3 2 1 0

2. Rate the response time of this firm:

10 9 8 7 6 5 4 3 2 1 0

3. Rate how well the agreed upon, planned schedule was consistently met and deliverables provided on time. *(This pertains to delays under the control of the firm):*

10 9 8 7 6 5 4 3 2 1 0

4. Rate the overall customer service and timeliness in responding to customer service inquiries, issues and resolutions:

10 9 8 7 6 5 4 3 2 1 0

5. Rate the knowledge of the firm's assigned staff and their ability to accomplish duties as contracted:

10 9 8 7 6 5 4 3 2 1 0

6. Rate the accuracy and timeliness of the firm's billing and/or invoices:

10 9 8 7 6 5 4 3 2 1 0

7. Rate the firm's ability to quickly and thoroughly resolve a problem related to the services provided:

10 9 8 7 6 5 4 3 2 1 0

8. Rate the firm's flexibility in meeting business requirements:

10 9 8 7 6 5 4 3 2 1 0

9. Rate the likelihood of your company/organization recommending this firm to others in the future:

10 9 8 7 6 5 4 3 2 1 0

Section II. GENERAL INFORMATION

1. Please include a brief description of the services provided by this firm for your business:

2. During what time period did the firm provide these services for your business?

Month:_____ Year:_____ to Month:_____ Year:_____

Section III. ACKNOWLEDGEMENT

I affirm to the best of my knowledge that the information I have provided is true, correct, and factual:

Signature of Reference

Date

Print Name

Title

Phone Number

Email Address

ATTACHMENT D









Facilities Guide

NORTH & SOUTH HARBORS
SEATTLE • TACOMA, U.S.A.









**THE NORTHWEST
SEAPORT ALLIANCE**
Gateway to Solutions

CONTAINER TERMINALS

| | Size | Ship Berths | Berth Depth | Cranes | Truck Lanes | Scales | Reefer Plugs | Rail Ramps |
|------------------------------|---|---|---|---|---|---|---|---|
| |  |  |  |  |  |  |  |  |
| NORTH HARBOR • SEATTLE | | | | | | | | |
| T-18 SSA | 196 acres 79 ha | 3 4400 ft | 50 ft 15.2 m | 10 6x24 wide 1x23 wide 3x19 wide | 20/9 inbound/ outbound | 22 12 @ Gate 1 8 @ Gate 4 2 @ Gate 3 | 1227 | On-dock |
| T-25/ T-30 SSA | 70 acres 28 ha | 2 2700 ft | 50 ft 15.2 m | 6 3x23 wide 3x13 wide | 13 | 11 | 451 | Near-dock |
| T-46 TIL | 82 acres 33 ha | 2 2300 ft | 50 ft 15.2 m | 5 3x22 wide 2x16 wide | 9/8 inbound/ outbound | 7 | 538 | Near-dock |
| T-115 Lynden | 70 acres 28 ha | 4 1600 ft | 30 ft 9.2 m | Barge | 8/6/4 inbound/ outbound | 5 | 400 | Near-dock |
| SOUTH HARBOR • TACOMA | | | | | | | | |
| West Sitcum APMT | 135 acres 55 ha | 2 2200 ft | 51 ft 15.5 m | 5 4x18 wide 1x14 wide | 8/6 inbound/ outbound | 6 | 875 | Near-dock |
| Husky ITS | 93 acres 38 ha | 2 2700 ft | 51 ft 15.5 m | 4 1x18 wide 1x17 wide 2x16 wide | 7/4 inbound/ outbound | 7 | 600 | On-dock |
| East Sitcum TCT | 54 acres 22 ha | 1 1100 ft | 51 ft 15.5 m | 4 3x15 wide 1x14 wide | 5/2 inbound/ outbound | 2 | 300 | On-dock |
| PCT Ports America | 140 acres 57 ha | 2 2087 ft | 51 ft 15.5 m | 7 7x23 wide | 10/6 inbound/ outbound | 6 | 654 | On-dock |
| WUT WUT | 123 acres 50 ha | 2 2600 ft | 51 ft 15.5 m | 6 4x18 wide 2x24 wide | 9/4 inbound/ outbound | 7 | 884 | On-dock |
| TOTE TOTE | 48 acres 19 ha | 3 RO/RO ramps | 51 ft 15.5 m | N/A | 5/4 inbound/ outbound | 4 | 140 | Off-dock |

Leased acreage, excludes on-dock intermodal yards in South Harbor

NON-CONTAINER TERMINALS

| | Size | Ship Berths | Berth Depth | Wharf Height | Cargo | Rail Ramps |
|-------------------------------|---|---|---|--|---|---|
| |  |  |  |  |  |  |
| NORTH HARBOR • SEATTLE | | | | | | |
| T-5 | 185 acres 75 ha | 2 2900 ft | 50 ft 15.2 m | 19 ft 5.8 m | Breakbulk Autos | On-dock |
| SOUTH HARBOR • TACOMA | | | | | | |
| T-7 | 12 acres 5 ha | 3 1800 ft | 51 ft 15.5 m | 18 ft 5.5 m | Breakbulk Autos | On-dock |
| East Blair One | 20 acres 8 ha | 1 1200 ft | 51 ft 15.5 m | 21.5 ft 6.5 m | Breakbulk | On-dock |
| Blair | 8 acres 3 ha | 1 600 ft | 51 ft 15.5 m | 22 ft 6.7 m | Autos | None |
| West Hylebos | 18 acres 7 ha | 1 800 ft | 35 ft 11 m | 21 ft 6.4 m | Bulk | Off-dock |

LAND & FACILITIES

Land ownership

1758 acres (711 ha) in King and Pierce counties, Washington state

Container terminals

1012 acres (410 ha); 10 terminals, 23 berths, 47 cranes

Non-container terminals

243 acres (98.3 ha); 5 terminals

Waterway depth & tidal range

-50 ft MLLW (-15.5 m MLLW) or greater; tidal range is 12 ft

Intermodal rail facilities

Five on-dock intermodal yards

- Hyundai Intermodal Yard, South Harbor • 22.5 acres (9.1 ha)
- North Intermodal Yard, South Harbor • 26 acres (10.5 ha)
- PCT Intermodal Yard, South Harbor • 25.2 acres (10.1 ha)
- Terminal 5, North Harbor • 16.4 acres (6.6 ha)
- Terminal 18, North Harbor • 10 acres (4 ha)

Three near-dock intermodal yards

- South Intermodal Yard, South Harbor • 17.8 acres (7.2 ha)
- BNSF Seattle Intermodal Gateway, North Harbor
58 acres (23.4 ha)
- Union Pacific Argo Yard, North Harbor • 90 acres (36.4 ha)

One off-dock intermodal yard

- BNSF South Seattle Intermodal Facility, North Harbor
48 acres (19.4 ha)

DISTRIBUTION RESOURCES

Warehousing

Adjacent to the 2nd largest concentration of warehousing on the West Coast.

Near terminal transload facilities

Multiple locations with specialized buildings, equipment and skilled-labor for handling retail, agricultural and industrial cargo. 90+ facilities in the greater Puget Sound.

Cold storage facilities

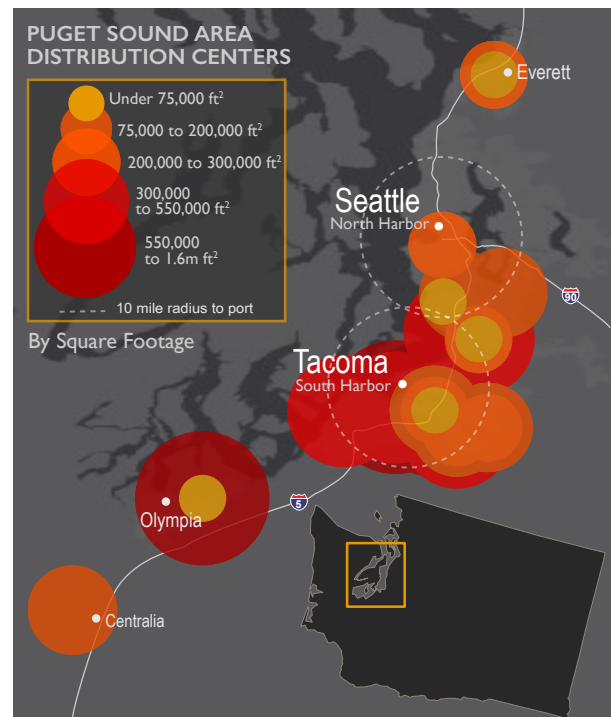
Privately-owned and operated, offering one million square feet of warehouse space for storage of frozen, chilled and temperature sensitive commodities.

FTZ #5 & #86

2 zones, serving both harbors. Activate your own site or partner with a 3PL operating within our zones.

Fumigation services

Conveniently located near container terminals in both harbors. On-terminal fumigation available for breakbulk shipments.



RAIL SERVICE

2

Class 1 railroads
BNSF & UP

5th

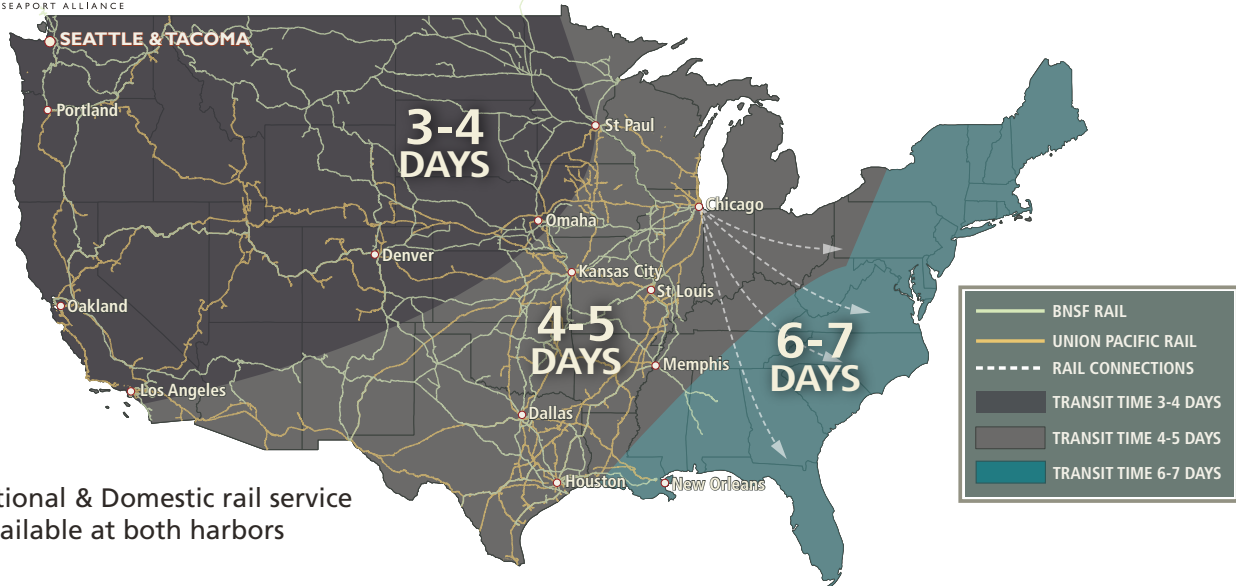
Morning service to
Chicago

OVER 50

Weekly
departures

4-5

Weekly short-haul
round trips to Portland



International & Domestic rail service
available at both harbors

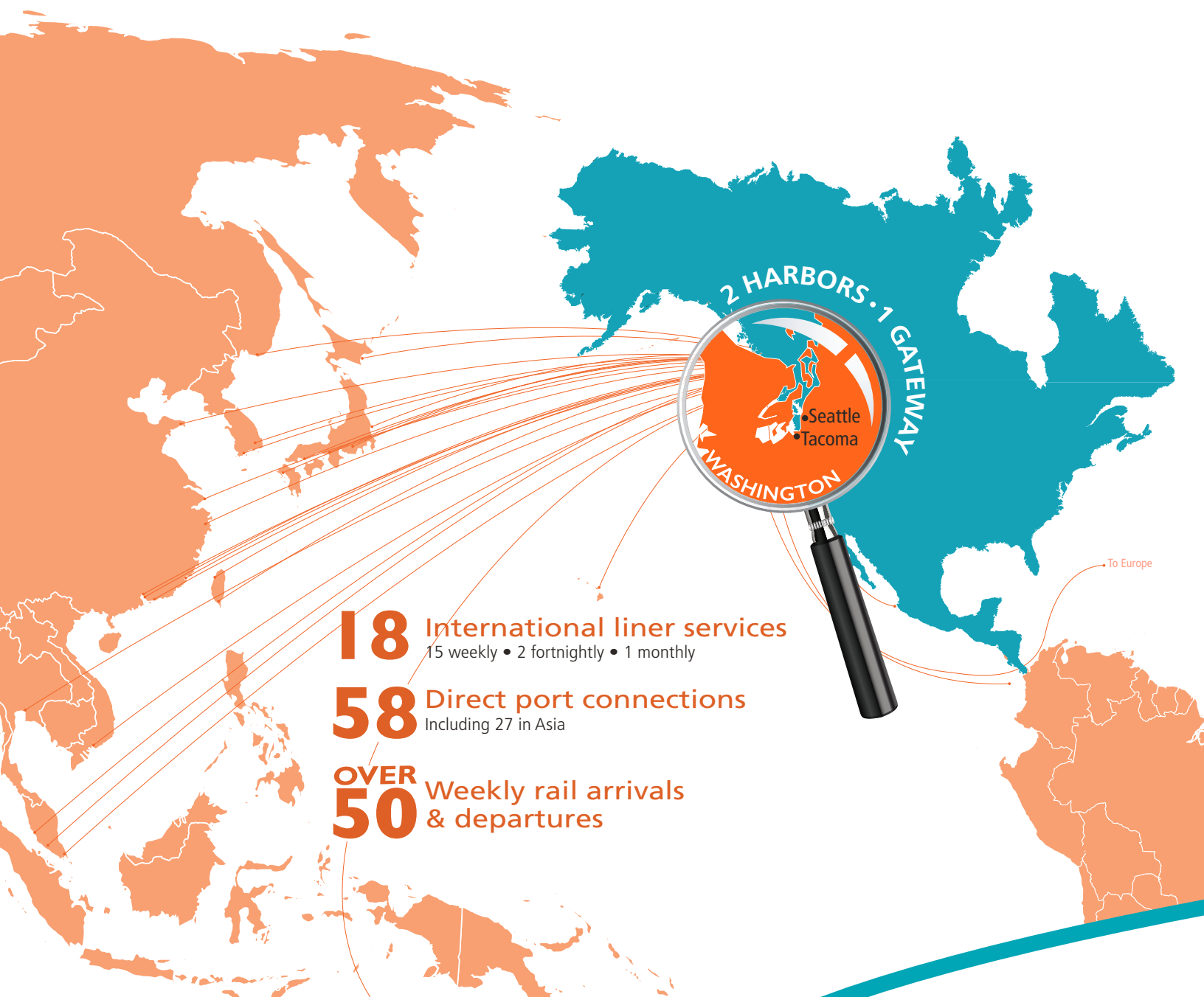
GATEWAY TO THE WORLD

Two Harbors • One Gateway

All major international carriers offer weekly service between the Pacific Northwest and major load centers in Asia, Europe, South America, and other ports around the globe.

Strategically located in the Northwest corner of the U.S., we offer shorter transit times from Asia and are the first and last call for many liner services. More than 80% of commerce from the lower 48 to Alaska crosses our docks.

Coupled with on-dock intermodal service, flexible transload capabilities, high & heavy expertise and maritime support services, The Northwest Seaport Alliance terminals move your cargo quickly and efficiently.



GATEWAY TO SOLUTIONS

Make our competitive advantages yours

The Northwest Seaport Alliance is a marine cargo partnership between the ports of Seattle and Tacoma, two of the nation's premier harbor complexes.

We are the first alliance of its kind in North America. Our combined terminal facilities, carriers, and support services provide flexible options to suit your unique supply chain needs.

Our commitment to working hand in hand with our supply chain partners to provide cost effective, innovative shipping solutions is unparalleled in the industry.

It's all about helping you get the job done!



Big-Ship
Ready



Room
to grow



Hassle-free
connections



Cargo
handling
experts



Best-in-class
customer
service

For more information, please contact our business development team

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THE NORTHWEST
SEAPORT ALLIANCE

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800-657-9808
nwseaportalliance.com



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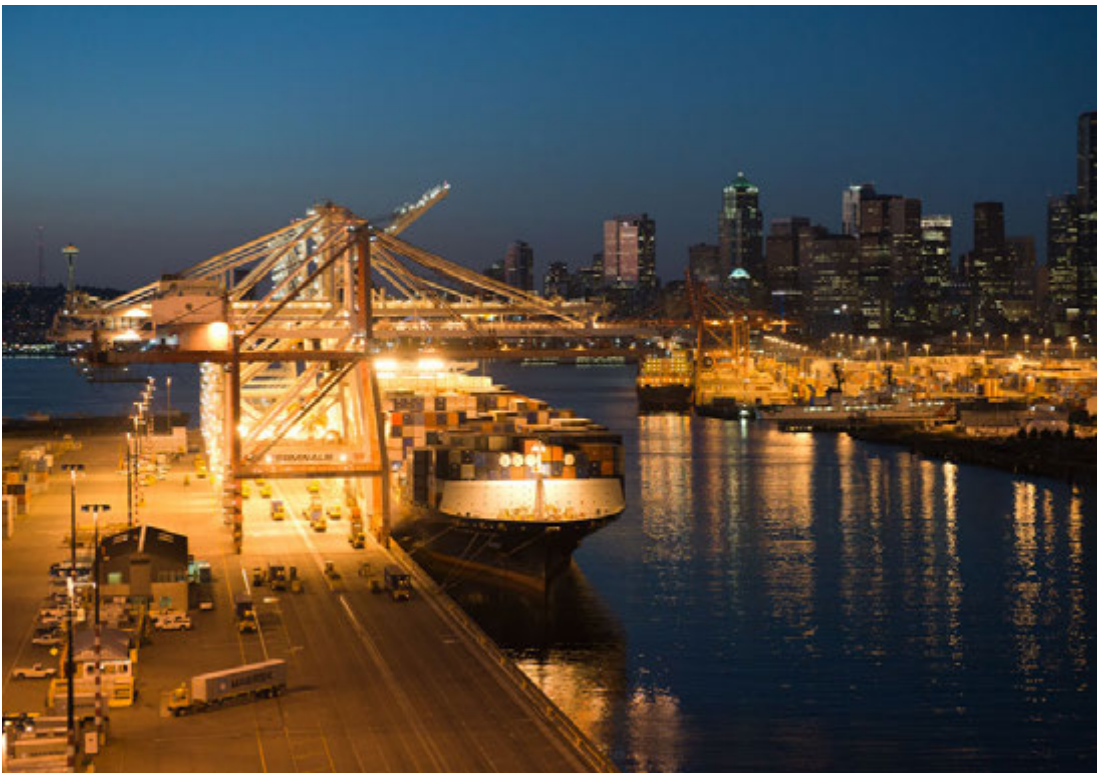
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THE NORTHWEST
SEAPORT ALLIANCE



South Harbor • Blair Waterway, Tacoma



North Harbor • T-18, East Duwamish Waterway, Seattle

RESOLUTION NO. 2017-02

**A RESOLUTION OF
THE NORTHWEST SEAPORT ALLIANCE
GREENHOUSE GAS REDUCTION TARGETS**

A Resolution establishing absolute greenhouse gas reduction targets for the Northwest Seaport Alliance, in keeping with the Paris Accord.

WHEREAS, The Northwest Seaport Alliance (“Alliance”), a port development authority of the State of Washington, organized pursuant to Chapter 53.57 RCW, is the fourth-largest container gateway in North America, supports over 48,000 family-wage jobs and generates \$379 million in state and local taxes annually to support education, police, fire services and road improvements; and

WHEREAS, the Alliance values the environment, our neighbors, and intends to grow responsibly to ensure a sustainable future; and

WHEREAS, the Alliance is committed to integrated economic, environmental, and social decision-making and

WHEREAS, today the transportation industry is highly reliant on fossil fuels, the Alliance will continue to support energy efficiency, innovation, alternative fuel sources and renewable energy to advance the movement of commerce; and

WHEREAS, the homeports of Seattle and Tacoma and the Alliance have demonstrated leadership in reducing air emissions through the Northwest Ports Clean Air Strategy since 2008 and are on track with goals to reduce diesel particulate matter (DPM) emissions, to decrease immediate and long-term health effects on adjacent communities and to reduce greenhouse gas emissions; and

WHEREAS, after the appropriate State Environmental Policy Act (SEPA) review, the Port of Seattle follows the goals in the Century Agenda, including the strategic objective to be the greenest, and most energy efficient port in North America and reduce air pollutants and carbon emissions, specifically: scope 1 and 2 emissions 15 percent below 2005 levels by 2020; 50 percent below 2005 levels by 2030; and carbon neutral or carbon negative by 2050 and scope 3 emissions 50 percent below 2007 levels by 2030 and 80 percent below 2007 levels by 2050.

WHEREAS, after the appropriate SEPA review, the Port of Tacoma adopted a Greenhouse Gas Reduction Resolution to reduce Scope 1 and 2 emissions 50 percent below 2005 levels by 2030; and carbon neutral or carbon negative by 2050 and Scope 3 emissions 50 percent below 2005 levels by 2030 and 80 percent below 2005 levels by 2050.

WHEREAS, the Alliance has demonstrated leadership through the use of cleaner fuels, installation of shorepower and use of on-dock rail;

NOW, THEREFORE, BE IT RESOLVED BY THE MANAGING MEMBERS OF THE NORTHWEST SEAPORT ALLIANCE TO HEREBY ADOPT THE FOLLOWING RESOLUTION:

1. The Alliance adopts greenhouse gas reduction targets in keeping with the Paris Agreement and in alignment with the global reductions necessary for keeping warming to within 2-degrees Celsius by 2050. The Alliance will reduce greenhouse gas emissions within the Puget Sound airshed as follows:

By 2030:

- 50% below 2005 levels (scope 1, 2 & 3 emissions)

By 2050:

- Carbon Neutral (scope 1 & 2 emissions)
- 80% below 2005 levels (scope 3 emissions)

2. To accomplish these goals, the Alliance will advance initiatives specific to the operations it controls and work to influence other stakeholders whose emissions fall beyond the Port's authority. The Alliance is committed to partnering with tenants, cargo owners, shipping lines, manufacturers, warehousing and other key stakeholders to drive demand for cost-effective and innovative greenhouse gas reduction technologies and solutions to meet our collective goals.
3. The Alliance adopts this Resolution as an Alliance State Environmental Policy Act basis for mitigation.

ADOPTED by a majority of the members of The Northwest Seaport Alliance at a regular meeting held on the **3rd day of October, 2017**, a majority of the members being present and voting on this resolution and signed by its Co-Chairs and attested by its Co-Secretaries under the official seal of said Managing Members in authentication of its passage this 3rd day of October, 2017.

Tom Albro, Co-Chair
The Northwest Seaport Alliance

Richard P. Marzano, Co-Chair
The Northwest Seaport Alliance

ATTEST:

Clare Petrich, Co-Secretary



The Northwest Seaport Alliance

Item No.: 4A_Attach

Meeting: 10/03/17

Stephanie Bowman, Co-Secretary
The Northwest Seaport Alliance

A Resolution of the Port of Tacoma Commission

WHEREAS, the Port of Tacoma (Port) is the economic engine of Pierce County, the Puget Sound Region and the state, generating over 29,000 direct and indirect family-wage jobs and \$223 million in state and local taxes annually, and

WHEREAS, the Port values the environment, our neighbors, and intends to grow responsibly to ensure a sustainable future, and

WHEREAS, the Port is committed to integrated economic, environmental, and social decision-making and

WHEREAS, the Port provides best in class environmental stewardship and has returned more than 420 acres of property to productive use after legacy contamination cleanup, restored more than 100 acres of critical habitat for fish and other wildlife, and pioneered low-impact development technologies to treat industrial stormwater runoff and

WHEREAS, today the transportation industry is highly reliant on fossil fuels, the Port will continue to support energy efficiency, innovation, alternative fuel sources and renewable energy to advance the movement of commerce, and

WHEREAS, the Port has demonstrated leadership in reducing air emissions through the Northwest Ports Clean Air Strategy since 2008 and is on track with goals to reduce diesel particulate matter (DPM) emissions, to decrease immediate and long-term health effects on adjacent communities, and to reduce greenhouse gas emissions, and

WHEREAS, the Port previously undertook SEPA environmental review on the Northwest Ports Clean Air Strategy, and

WHEREAS, the Port has demonstrated leadership through the use of cleaner fuels, installation of shorepower, and use of on-dock rail and

NOW, THEREFORE, be it resolved that:

The Port adopts greenhouse gas reduction targets in keeping with the Paris Accords and in alignment with the global reductions necessary for keeping warming to within 2-degrees Celsius by 2050. The Port will reduce greenhouse gas emissions within the Puget Sound airshed as follows:

By 2030:

- 50% below 2005 levels (scope 1, 2 & 3 emissions)

By 2050:

- Carbon Neutral (scope 1 & 2 emissions)
- 80% below 2005 levels (scope 3 emissions)

To accomplish these goals, the Port will advance initiatives specific to the operations it controls and work to influence other stakeholders whose emissions fall beyond the Port's authority. The Port is committed to partnering with tenants, cargo owners, shipping lines, manufacturers, warehousing and other key stakeholders to drive demand for cost-effective and innovative greenhouse gas reduction technologies and solutions to meet our collective goals.

ADOPTED by a majority of the members of the Port of Tacoma Commission at a regular meeting held on the **21st day of September, 2017**, a majority of the members being present and voting on this resolution and signed by its President and attested by its Secretary under the official seal of said Commission in authentication of its passage this 21st day of September, 2017.

Richard P. Marzano, President
Port of Tacoma Commission

ATTEST:

Clare Petrich, Secretary
Port of Tacoma Commission

THE NORTHWEST SEAPORT ALLIANCE
MEMORANDUM

MANAGING MEMBERS
ACTION ITEM

| | |
|------------------------|------------------------|
| Item No. | <u>4A</u> |
| Date of Meeting | <u>October 3, 2017</u> |

DATE: September 13, 2017

TO: Managing Members

FROM: John Wolfe, CEO

Sponsor: Jason Jordan, Director, Environmental and Planning Services

Project Manager: Sara Cederberg, Senior Manager, Air Quality and Sustainable Practices

SUBJECT: Second Reading and Final Adoption: Greenhouse Gas Policy Resolution 2017-02

A. ACTION REQUESTED

To adopt by resolution an update to the Northwest Seaport Alliance's (NWSA) greenhouse gas (GHG) reduction targets and define the scope and boundary of which emissions sources are included.

Staff recommends that the Northwest Seaport Alliance adopt GHG emission reduction targets as follows:

By 2030:

- 50% below 2005 levels (scope 1, 2, & 3 emissions)

By 2050:

- Carbon Neutral (scope 1 & 2 emissions)
- 80% below 2005 levels (scope 3 emissions)

To accomplish these goals, NWSA will work with the homeports to advance initiatives specific to the operations they controls and work to influence other stakeholders whose emissions fall beyond the NWSA's authority. The NWSA is committed to partnering with tenants, cargo owners, consumers, shipping lines, manufacturers, warehousing and other key stakeholders to drive demand for cost-effective and innovative greenhouse gas reduction technologies and solutions to meet our collective goals.

Staff will develop an implementation plan over the next six months.

NWSA acknowledges carbon emission offsets may be a useful short-term tool, but will not be included in the ultimate evaluation of the target. See *Appendix A: Defining Emission Language* for the definition of scopes 1, 2, 3, boundary and methodology.

B. SYNOPSIS

Port of Seattle and Port of Tacoma were early adopters of climate targets via adoption of the Northwest Ports Clean Air Strategy in 2008. Now, the ports can renew their commitment and align with industry best practices to update the Greenhouse Gas emission targets to align with science-based targets, in keeping with the Paris Agreement. This will establish a comprehensive baseline and a target. Staff will develop an implementation plan over the next six months.

C. BACKGROUND

First Reading

No public comments were received at the first reading on September 5, 2017. Commissioners asked staff to develop a plan for implementing the goals and to outline the proposed budget in greater details as well as to provide an update on the Volkswagen Mitigation Fund.

Staff anticipates the overwhelming majority of emissions to be Scope 3 emissions and the emissions that have been tracked through the Puget Sound Maritime Emissions Inventory since 2005. Therefore, staff expects many of the programs and strategies in place through the Northwest Ports Clean Air Strategy and other Port initiatives, like installing shorepower, will be supportive of these new goals.

Regardless, staff will complete a comprehensive inventory and develop an implementation plan over the next six months. The 2016 Puget Sound Maritime Emissions Inventory data will be complete by the end of 2017. The implementation plan will account for efficiencies to be gained through current technologies, state of emerging technologies, and identify partners to close gaps where there are no clear solutions today.

This Resolution along with the results of the inventories will be the basis by which staff develops the update to the Northwest Ports Clean Air Strategy over the course of 2018.

The 2011 Puget Sound Maritime Emissions Inventory estimated an 11% reduction in CO₂e between 2005 and 2011. In 2005, approximately 1.1 million tons of CO₂e of emissions in the Puget Sound airshed were associated with POT and Port of Seattle (including cruise operations and other properties outside of NWSA managed properties) – roughly equivalent to the emissions from 220,000 passenger vehicles driven for one year.

Historic costs for Port of Tacoma and Port of Seattle for air emissions reductions range between \$430,000 and \$2.3 million annually between 2009 and 2016. Future capital improvement project budgets are proposed to include \$1.5 million annually. This includes both north and south harbor projects under the Northwest Seaport Alliance. Examples of some of the programs the budget covers include costs for an annual GHG inventory, green energy offsets, terminal outreach programs, community projects, automation for energy consumption reporting for annual emissions inventories, developing the annual progress report for the Northwest Ports Clean Air Strategy, pilot project funding (e.g. Clean Ships, new equipment),

and time for three staff members. Additional capital improvement projects, like lighting upgrades or smart meters, would be capitalized in project costs.

Updating NWSA targets will align our work with industry best practices, set challenging but attainable emissions reduction targets, guide our strategic direction and business decisions for capital improvement projects, and establish a framework by which we may reward and partner with customers.

Puget Sound Maritime Emissions Inventory & Northwest Ports Clean Air Strategy:

In 2005, 2011 and 2016 the Ports of Seattle and Tacoma contributed to the Puget Sound Maritime Air Emissions Inventory which modeled activity-based emissions for maritime-related sources in the greater Puget Sound region airshed. The NWSA is leading the 2016 regional effort as a full port partner.

The inventories include greenhouse gases (CO₂e) as a contaminant, however, the inventory only accounts for emissions from equipment and transportation and does not include all sources of emissions from the ports, e.g. tenant purchased energy, marine terminal operator electricity, employee commuting, etc. That is, the inventory reflects the amount of fuel used over time to perform a task and is linked to the volume of cargo moving through the port. Overall emissions can be hidden by changes in cargo throughput. The proposed Greenhouse Gas Reduction Resolution calculate total emission reductions from a 2005 baseline and would not change as cargo throughput changes.

The Northwest Ports Clean Air Strategy (NWPCAS) was developed in 2007 and adopted in 2008 in collaboration between Port Metro Vancouver (PMV), the Port of Seattle (POS), and the Port of Tacoma (POT) with the aim of reducing air emissions from maritime and port-related activities that affect air quality and contribute to climate change in the Puget Sound-Georgia Basin air shed. The strategy is the first such port program in the U.S. to proactively and voluntarily outline emission reduction targets. The NWSA has been a full port partner in the strategy since its formation in 2015, alongside the Ports of Seattle and Tacoma.

The goals of the strategy are:

- Goal 1: Reduce diesel particulate matter (DPM) emissions per ton of cargo by 75% by 2015 and by 80% by 2020, relative to 2005.
 - In 2010/11, the average reduction was 22%. This will be updated following the 2016 emissions inventory. Staff anticipates progress toward this goal to increase significantly following the implementation of the 2015 North American Emissions Control Area which requires using low sulfur fuel.
- Goal 2: Reduce greenhouse gas emissions (GHG emissions) per ton of cargo by 10% by 2015 and by 15% by 2020, relative to 2005.
 - In 2010/11, the average reduction was 9%. This will be updated following the 2016 emissions inventory.

The targets in the strategy are activity-based, like the reporting in the emissions inventory. The targets in the strategy do not take into account other indirect emissions for which the port is responsible, e.g. electricity use.

Updating our targets would align the Northwest Seaport Alliance with current global and regional commitments (e.g. Port of Seattle (POS) and King County targets). These goals are on par with those defined in the Paris Agreement, which the POS and POT have already committed to upholding by joining the “We Are Still In” coalition. Most importantly, these targets are in alignment with the global reductions necessary for keeping warming to within a 2-degrees Celsius increase.

Staff recommends setting an absolute target (e.g. total metric tons of CO₂e emitted) as opposed to an intensity-based target and specific goals for different scopes of emissions. This streamlines efforts between POT and POS (and therefore the Northwest Seaport Alliance) and allows the NWSA to directly compare and benchmark ourselves to competitor ports such as the Port of Vancouver (see other industry targets in *Appendix B: Review of Government & Port Targets*).

By adopting GHG reduction targets and scope and boundary definitions that are in line with regional and global commitments, we can further align our capital improvement decisions with strategic goals, better utilize resources and further collaborate with local entities.

D. FINANCIAL IMPLICATIONS

Source of Funds:

All costs associated with annual inventories, capacity building and capital improvements are not estimable at this time and will follow standard approval and authorization process. The 2017-2021 CIP budget includes \$560,000 for Environmental Sustainability Initiatives and \$4.6 million for the Northwest Ports Clean Air Strategy. No additional funds are being requested and the goal of associated programs and projects is to demonstrate overall cost savings through efficiency measures.

Economic Investment/Job Creation:

Adopting the proposed Greenhouse Gas Reduction Resolution would have direct and indirect economic implications for the NWSA and its tenants. Driving inefficiency out of both NWSA and tenant systems (i.e. reducing wasted fuel, time and materials) will reduce costs and create new opportunities for investment.

Potential tenant economic investments from adoption of Greenhouse Gas Reduction Resolution:

- Investment in energy management and/or emission tracking technology, with resulting savings.
- Investment in waste reduction and tracking technologies, with resulting savings in waste management costs.
- Investment in alternative fuels for vessels and cargo related equipment.
- Investment in electric cargo-handling equipment.
- Reduction in fuel costs from increased electrical equipment usage.

- Investment in employee commuting schemes (i.e. carpools, electric vehicle charging points), with efficiency improvements and fuel savings due to fewer single-occupancy vehicle trips.

Potential NWSA economic investments resulting from adoption of Greenhouse Gas Reduction Resolution:

- Partnership with utility companies for both waste and energy usage (electricity, natural gas, etc.) to streamline reporting, reward efficient tenant behavior and internal port operations, resulting in reduced waste and energy costs.
- Investment in port-owned electric cargo-handling equipment.
- Reduction in fuel costs from increased electrical equipment usage.
- Incentivizing NWSA staff to alternatively commute through incentive schemes, metro passes, etc.
- Investing in electric vehicles within the port fleet and charging stations for NWSA business travel, with a resulting reduction in fuel costs for the port fleet.

Below are a few of the many examples from ports who have realized significant cost savings through their climate and sustainability initiatives.

| Port | Case Study |
|---------------------------------------|---|
| Vancouver Fraser Port Authority | Collectively saved \$670,000 annually through an initiative that assisted 11 tenants in minimizing emissions, primarily through energy efficiency and waste reduction |
| Port Authority of New York/New Jersey | Reduced utility expenses by more than \$2.2 million by aggregating most of their accounts and holding a reverse auction for retail electric supply. |
| Georgia Ports Authority | <p>Saved over \$9,270,000 annually (4,500,000 gallons of diesel fuel) by using electrified refrigerated container racks</p> <p>Reduced energy and costs by 59% from a high tech new lighting system to light the container yard</p> <p>Saved 1,857,000 gallons of fuel annually by electrifying ship-to-shore cranes</p> |

With the adoption of this Greenhouse Gas Reduction Resolution, there is the opportunity to create a number of new jobs within tenants' organizations. These could include jobs created to internally monitor, track and account for greenhouse gas reporting and resulting reductions, manage piloting new emission reduction technologies or creating programs to reduce tenant commuting. New and emerging industries may be attracted to locate their premises close by NWSA operations, creating new jobs.

ALTERNATIVES CONSIDERED AND THEIR IMPLICATIONS

Alternative 1: Adopt this GHG Policy Resolution for the NWSA. This will set absolute GHG reduction targets for both NWSA and tenant energy use, making the Port's emission reduction efforts more accountable and transparent.

Alternative 2: Maintain existing targets. The activity-based emission targets set in the Northwest Ports Clean Air Strategy would still stand, although our full Scope 1, 2 and 3 emissions would not be measured and managed.

Alternative 3: Increase targets. Adopt this GHG Policy Resolution for the NWSA and amend the target to be 100% carbon neutral by 2050. Given the current state of technology and IMO projections for shipping emissions, NWSA has limited control and would rely heavily on external entities to provide commercially available solutions for vessel fuel, zero emission cargo handling equipment, locomotives and heavy-duty trucks. Staff recommends tracking emissions toward this goal, but not formally adopting this target.

Alternative 1 is the recommended course.

F. ENVIRONMENTAL IMPACTS / REVIEW

Permitting: Permitting of individual efficiency projects and initiatives will happen as those proposals are brought forth. Port State Environmental Policy Act (SEPA) reviews are likely to change in that more detailed GHG analyzes are necessary under this policy. Further, the Port may begin incorporating GHG mitigation into its own projects and imposing GHG mitigation in Mitigated Determinations of Non-Significance for tenant projects.

Remediation: N/A

Stormwater: Indirect impacts

Air Quality: Several of the strategies that reduce GHG emissions will also improve local air quality. For example, switching from diesel to electric vehicles and equipment will reduce PM2.5 emissions. Adopting this resolution has the co-benefit of supporting other targets outlined in the Northwest Ports Clean Air Strategy.

G. ATTACHMENTS TO THIS REQUEST

- Computer slide presentation.
- Resolution No. 2017-02

H. PREVIOUS ACTIONS OR BRIEFINGS

| <u>Date</u> | <u>Action</u> |
|--------------------|---|
| September 21, 2017 | Port of Tacoma adoption of GHG Policy Resolution 2017-04-PT |
| September 5, 2017 | Northwest Seaport Alliance first reading of GHG Policy Resolution 2017-02 |

| | |
|------------------|---|
| August 17, 2017 | Port of Tacoma first reading of GHG Policy Resolution 2017-04-PT |
| April 11, 2017 | Port of Seattle adoption of Amendment to Century Agenda GHG Reduction Goals |
| January 26, 2016 | POS Commission chartered Energy and Sustainability Committee |

APPENDIX A: DEFINING EMISSION LANGUAGE

Boundary:

Staff recommends the Puget Sound airshed serve as the operational boundary for measurement as it is a realistic target for the NWSA to collect data. The boundary determines which emission sources are included in the GHG inventory and goals and what sources are omitted.

The current Puget Sound Maritime Air Emissions Inventory uses the Puget Sound airshed and excludes emissions from the Georgia Basin as well as any emission sources outside of the Puget Sound airshed. Staff recommends aligning the NWSA's scope 3 boundary with this airshed, as it is consistent with the World Ports Climate Initiative recommendations and similar to other port leaders on this issue. This is also aligned with the geographical boundary used in the Puget Sound Maritime Air Emissions Inventory to assign activity-based emissions to the ports.

If any boundary target outside of the airshed were to be adopted, there may be issues of "double-counting" emissions (counting what another entity has already accounted for). The port has strong relationships with entities inside the Puget Sound airshed boundary, compared with relationships that stretch as far back as the cargo manufacturers (a global boundary) which makes collecting data more attainable.

Scope:

The proposed Greenhouse Gas Reduction Resolution recommends reductions of port emissions across scope 1, 2 and 3 emissions – emissions that the NWSA has varying levels of control over.

Due to the global acceptance of the Greenhouse Gas Protocol, scope 3 emissions are now expected to be included in an organization's calculations and goal setting. Therefore, in order to set comprehensive GHG emission reduction targets, NWSA must identify which value chain activities to include in scope 3 emissions.

Scope 1 – accounts for all direct emissions under the operations of the NWSA. As the NWSA does not own property, Scope 1 emissions will be managed by the homeports.

- Fuel combustion in facilities (boilers, furnaces, etc.)
- Fuel used by homeport-owned vehicles
- Fuel used by any homeport-owned and operated cargo handling equipment

Scope 2 – accounts for all indirect emissions. Purchased electricity, steam, heating and cooling for port-owned building consumption. Scope 2 emissions will be mostly managed by the homeports. Allocations for NWSA will be determined during the GHG emissions inventory.

- 1) e.g., POT Administration building, Pier 69

Scope 3 – accounts for all other sources of GHG emissions created within the NWSA's value chain. Recommended sources are listed below in Table 1.

- Several of these emission sources are already tracked through the Puget Sound Maritime Emissions Inventory (identified with an "X" below). For reference, SeaTac airport is already tracking staff commuting and business travel, waste management and tenant electricity/natural gas usage for the Airport Carbon Accreditation.

Table 1. Scope 3 Recommendations

| Scope 3 Sources | Port's Level of Influence over the Source | Already tracked in Emissions Inventory |
|---|---|--|
| Port Owned/Operated Sources | | |
| Mgmt. of waste (transport, disposal, recycle) | High – Direct control | |
| Port staff business travel | High – Direct control | |
| Port staff commuting | High – Direct control | |
| Tenant Owned/Operated Sources | | |
| Tenant electricity use | Medium – Influence through lease/ incentives | |
| Tenant natural gas use | Medium – Influence through lease/incentives | |
| Tenant commuting | Low – Influence through incentives | |
| Tenant cargo-handling equipment | Medium – Influence through lease/incentives | X |
| Ocean-going vessels | Medium – Influence through MTO lease/incentives | X |
| Harbor craft (e.g., tugboats) | Medium – Influence through incentives | X |
| Cargo-related locomotives | Low | X |
| Cargo-related drayage trucks | Medium – Influence through incentives | X |

Global Standardization:

The urgency of acting on climate change continues to increase at a growing rate. Measuring and managing GHG emissions allow government and industry to calculate and reduce their impact and contributions to climate change.

To date, several organizations have driven efforts in standardizing GHG emission practices and methodologies.

Paris Agreement: Setting a Global Goal

The Paris Agreement was adopted out of the 21st Conference of the Parties (COP21), where countries identified and adopted a global goal that provides the guiding track for organizations who are setting their own targets. The global goal is as follows: **Countries are to establish national contributions to hold the increase in the global average temperature to below 2°C above pre-industrial levels by 2050 and aim to limit the temperature increase to 1.5°C.**

Science-Based Targets Initiative (SBTi): Standardizing Target-Setting

SBTi has done this by developing three main approaches to setting science-based targets that equally limit emissions, but allow for an organization to choose how they reduce, whether it is based on:

- 1) the global reduction target
- 2) its contribution to its respective sector's impact or,
- 3) its contribution to global economic activity.

It is an effort following the Paris Agreement to provide structure for how companies could achieve the target.

GHG Protocol: Standardizing Calculations (and adding scope 3)

The GHG Protocol was developed by a partnership between The World Resources Institute (WRI) and the World Business Council for Sustainable Development (WBCSD). The Protocol has created the most widely accepted and used collection of comprehensive, global, standardized guidebooks for calculating greenhouse gas emissions. It enables organizations to measure, manage and verify GHG emissions in a way that provides comparability. In 2011, the Scope 3 Standard was published, indicating the importance of including scope 3 emissions and driving a global movement for reporting those emissions.

These organizations have created globally accepted ways of calculating emissions and setting targets, and because stakeholders have demanded rigorous accountability of companies to protect themselves from false claims, those that do not include scope 3 fall short in the public eye. Moreover, science based targets are becoming increasingly expected.

Methodology:

There are two accepted methodologies for measuring GHG emissions and setting reduction targets: absolute and intensity-based target setting. While both are widely used, the NWSA must decide which method aligns best with its strategic goals. Also included under each method is an example of a tool or approach to help organizations set their reduction goals.

The absolute targets proposed in the NWSA Greenhouse Gas Reduction Resolution are in line with current best practice and hold greater accountability for the port. Intensity-based targets can change every year depending on growth. For example, if an intensity-based target is based on metric tons of CO₂e produced per ton of cargo, the target can become diluted as the organization grows in tons of cargo shipped. In turn, the reductions necessary to uphold our commitment could be jeopardized.

Absolute Target Method

Measure, track and reduce the total quantity of GHGs emitted by an organization (e.g., metric tons of CO₂e emitted). Under this approach, an organization may choose to align its GHG target with the absolute quantity of emission reductions required globally (i.e., 49% by 2050 from 2010 levels).¹

- The 3% Solution Tool

WWF's Carbon Target Profit Calculator tool (developed by WWF, CDP, McKinsey & Co., and Point 380) helps organizations calculate a "back of the envelope" absolute reduction target for 2020. It is not intended to replace customized, science-based target calculations for goal setting but can help an organization determine approximate ranges for absolute emissions reduction, taking into consideration emissions within a base year and expected change in market share between the base year and 2020.²

Intensity Target Method

Measure, track, and reduce the quantity of total emissions per unit of economic output of an organization (e.g., metric tons of CO₂e per ton of cargo). Under this approach, an organization may choose to align its GHG target based on the organization's relative economic contribution to its respective sector's carbon intensity.³

- The Sectoral Decarbonization Approach

Sectoral Decarbonization is a science-based calculation approach used to set a GHG target by deriving an organization's relative economic contribution to its respective industry sector. Carbon intensity is calculated for each sector (e.g. metric tons of CO₂e per ton of cargo). Then, based on an organization's total economic activity (e.g., how many tons of cargo are shipped in one year), one can derive the quantity of metric tons to reduce in order to return to base year levels.⁴

¹ <http://sciencebasedtargets.org/methods/>

² <https://www.worldwildlife.org/projects/the-3-solution#overview>

³ <http://sciencebasedtargets.org/methods/>

⁴ <http://sciencebasedtargets.org/sda-tool/>

APPENDIX B: REVIEW OF GOVERNMENT & PORT TARGETS

Numerous government and industry organizations have set aggressive climate targets to reduce emissions at the international level (e.g. Paris Agreement), at the country, state, and city level and at the maritime industry level (e.g. IMO, Green Marine). Both the home ports (POS and POT) were an early adopters of climate targets through the Northwest Ports Clean Air Strategy, of which the NWSA is now a full partner to.

| Institutions | GHG Goals |
|---|--|
| City of Seattle | Zero net emissions by 2050 |
| City of Tacoma | 80% below 1990 levels by 2050 |
| King County | 80% below 2007 levels by 2050 (same goal as LA/LB) |
| Pierce County | Currently n/a |
| Puget Sound Clean Air Agency (PSCAA) | 80% below 1990 levels by 2050 |
| State of Washington | 57.5% below 2005 levels by 2050 (scope 1 & 2) 50% below 1990 levels by 2050 (scope 3) |

As the NWSA determines what actions it wants to take on climate and sustainability, it is important to set emission targets and reduction goals. The table below summarizes targets set by leading and competitor ports as well as local and state GHG reduction goals to compare against.

Many ports around the world have just now begun to tackle the issue of defining scope 3 emissions, despite having guidance from the WPCI since 2010. The POT will be a leader in the industry by defining its scope 3 emissions, with most other ports likely to follow our lead.

The following ports have set GHG reduction targets for 2050:

- Port of LA: 80% below 1990 levels by 2050
- Port of Long Beach: 80% below 1990 levels by 2050
- Port Authority of NY/NJ: 80% below 2006 levels by 2050
- Port of Rotterdam: 20% by 2020, 50% by 2030, and 80% by 2050
- Port of Gothenburg: 20% of 2010 levels by 2030
- Hamburg: 30% of 1990 by 2020, 80% of 1990 by 2050 (not to exceed 4 million tons)

The following ports have not set GHG reduction targets past 2020:

- Vancouver Fraser Port Authority (NWPCAS)

The following ports have not set any public GHG reduction targets:

- Port of Oakland
- Prince Rupert
- Port of Savannah

To inform the NWSA in its discussion to define scope 3 sources, four examples of how competitors have defined the scope of their emissions are identified below.

| Port | Scope 1 | Scope 2 | Scope 3 |
|--|---|---|---|
| Port Authority of New York / New Jersey ⁵ | Fuel consumption and activity of cargo handling equipment, heavy-duty diesel vehicles, railroad locomotives, harbor craft | Heating and air conditioning | <ul style="list-style-type: none"> • Tenants (e.g., aircraft movements, electricity consumption) • Customers (vehicle movement across tunnels and bridges) • Employees (port employee commuting) |
| Vancouver Fraser Port Authority ⁶ | Fuel consumption | Electricity and hot water consumption | Port staff business travel and commuting, paper, waste |
| Prince Rupert Port Authority ⁷ | Equipment fleets and fuel consumption of marine vessels, rail locomotives, on-road vehicles, cargo handling equipment | Electric-supplied cargo handling equipment | Tenant activity, vendor ship movements within port boundaries, and a landside area that incorporated most of the local rail and truck movement to and from marine terminals |
| Port of Los Angeles ⁸ | GHG emissions under direct control of the port (e.g., municipal harbor department) | GHG emissions generated by the purchase of electricity, heat, steam purchased | GHG emissions from sources not directly influenced by the port but related to maritime |

⁵ <https://www.panynj.gov/about/pdf/EY2014-report-final.pdf>

⁶ <https://www.portvancouver.com/wp-content/uploads/2017/05/Sustainability-Report-2016.pdf>

⁷ <http://www.rupertport.com/port-authority/sustainability/carbon-emissions>

⁸ <https://www.portoflosangeles.org/Publications/POLA%20FY13-14%20Sustainability%20Report%202016%2002%2029.pdf>

| | | | |
|--|-------------------------|--------------------------|--|
| | vehicles and equipment) | by the Harbor Department | activities at the port (all port tenant emissions) |
|--|-------------------------|--------------------------|--|

To inform the NWSA in its discussion to define its boundary, four examples of how other ports have defined the boundary of their emissions are identified below:

| Port | Boundary |
|---|--|
| Port Authority of New York & New Jersey | OGV geographical domain to include all vessels that call on Port Authority marine terminals within the three-mile demarcation line off the eastern coast of the United States |
| Port of Houston Authority | inventory includes over 45 nm of channels to the sea buoy |
| Ports of Los Angeles and Long Beach | have included the South Coast Air Basin over-water boundaries which extend over 130 nautical miles (nm) out to sea and are bounded by the basin's borders to the north and south |
| Vancouver Fraser Port Authority | Geographical domain spans the Lower Fraser Valley, out to Vancouver Island and up to Squamish |