

No	RFP Questions - T91 Cruise Terminal Management	Answers
1	Date for submission and answer of questions is shown as 16 May and 26 May respectively in the table in section 3, while shown as 14 May and 23 rd May in section 6.5.2. Which is correct?	Date for submitting questions is 16 May and anticipated date for responses is 26 May.
2	Date of proposal submission is shown as 13 June in the table in section 3, while shown 9 June in section 6.1. Which is correct?	Date for proposal submission is 07 July. See updated RFP dated May 23, 2025.
3	Financial proposal sections 3 and 4 requiring 10 year cashflow. Please advise what revenue and cost items other than the Total Port Directed Cruise Fee Revenue and our proposed share to the port of that Revenue, should be included? Are you requiring a cashflow of all our projected revenues and costs for the 10 year period? Would the revenue and costs include those of providing stevedoring and security services? If the cashflow statement is required to show income from CHI / Events services please provide details of what has been received over the past 2 years. Ideally please provide an example template for the cashflow showing all material income and cost items you expect to see.	The intent of this financial proposal is for the port to understand our cash flow from this lease. The projected cash flow for the ten year period should include your organization's revenue-share and the port's revenue-share of the assumed \$50M revenue in Port Directed Cruise Fees. There was no event revenue in 2023. In 2024, the event revenue was \$3,638.38. A single stevedore will be identified by the tenant and contracted and paid directly by the cruise line at a fair market rate. Security is contracted by the tenant and costs are passed onto the cruise lines through the Port of Seattle tariff. Tenant may not mark up fees charged by stevedore, security or other ground handling firms. We are only requiring a cash flow submittal that includes the revenue share between your organization and the port for the annual \$50M in Port Directed Cruise fees over a 10-year period.
4	Car parking: is the car parking space available to generate revenue for the terminal operator during the cruise off season?	The parking area is available to the cruise terminal operator only during the cruise period which is defined as seven days prior to the first ship and seven days after the last ship.
5	Please provide the most recent facility condition report especially on high cost items such as gangways (passenger and crew) and all mechanical and electrical systems within the terminal building that are the responsibility of the terminal operator/tenant to maintain/repair including air conditioning/heating system, escalators and elevators, CCTV, fire prevention and other security systems. Please include what maintenance has been recommended for these items and what has been spent on maintenance and repairs in the past 2-3 years.	The T91 Gangway Assessment and Pier 91 Audit Report (Building Tune Up) for 2025 have been added to the RFP website under "New Supporting Documents May 23, 2025." The port anticipates adding the inspection reports for the HVAC, elevators, escalators, and fire suppression system on Wednesday, March 28, 2025.
6	Environmental compliance of the building. Please confirm the extent to which the building and its systems are currently compliant with all applicable environmental regulations etc. If there is significant capex spend required by the terminal operator/tenant to meet current and future standards, a 5 year lease may not be sufficient to support a reasonable return on investment if the full cost is to be born by tenant. In this case is the tenant able to surcharge the cruise lines for such cost?	The Port confirms that the Smith Cove Cruise Terminal building is in compliance with applicable environmental regulations. Capital improvements are the responsibility of the port. Ongoing maintenance is the responsibility of the tenant. The Port would not support the tenant charging a surcharge to the cruise lines for such costs.
7	Are the current parking staff unionized? If so, can you provide the bargaining agreement?	The agreement is currently between the parking operator and the cruise terminal operator. It is our understanding that the parking vendor's staff is not unionized. Parking shuttles are not included in the parking vendor agreement. The tenant is responsible for providing and operating the shuttles which are driven by ILWU.
8	Can the Port provide data related to revenue generated and parking volume during the operating period for the last three year?	The agreement is between the parking operator and the cruise terminal operator. The number of vehicles that parked at Terminal 91 in 2024 was 12,880. This was an average of 80 vehicles per cruise. The port does not currently have visibility to revenue from the parking operation as it is not included in the revenue share.
9	Are employees required to be badged by the Port and is there a cost for badging?	Employees of the cruise terminal operator will not be issued a Port of Seattle badge. The terminal operator will be responsible for providing badges to staff and other shoreside operators. A port owned badge printer is available to the terminal operator at Smith Cove Cruise Terminal not including consumables (badge blanks, ink, etc.).
10	Is cleaning and maintenance of the lot the responsibility of the contractor including during inclement weather?	Tenant is responsible to keep the parking areas clean and in good order during the cruise period.
11	Is the lot security done by the Port and are there security cameras?	The port does not provide security specifically for the parking areas. There are no cameras in Lot D. Port security does hourly checks of the entire terminal and is onsite 24/7.
12	Is the parking system equipped with License Plate Recognition (LPR)?	No
13	How is parking enforcement done for violators?	Parking enforcement is the responsibility of the tenant for the parking areas identified in the lease. Currently, parking passes are issued by the cruise terminal operator.
14	How many bus stops are there in the parking lot?	Two in Lot D. The shuttle stops at the Rideshare Hub and employee parking.
15	Are the spaces for cell phone waiting area part of the 800 total parking spaces?	The cell phone parking lot is not included in the 800 spots in Lot D.
16	There is a slight difference between the parking map provided in the RFP and the parking website. Which one is current? (see attachment)	The area depicted in the RFP is the area currently identified in the draft lease as the Parking Area. The map on the parking operator's website depicts how they are utilizing the space.
17	Please confirm the weighting of operational approach, financial proposal, and management approach in the scoring of the RFP responses (section 13.4).	Operational approach is the most important criteria and is moderately more important than financial proposal and management approach. See updated RFP.
18	For item #4, please clarify whether the Port expects to receive \$50 million annually from the proposing entity or if the \$50 million is a forecast for the terminal's total revenue?	The port's forecast of \$50 million is the total revenue from port directed cruise fees (per passenger fee and dockage).
19	Please confirm whether the proposal responses are due on June 9 or June 13.	Date for proposal submission is 07 July. See updated RFP dated May 23, 2025.

20	According to Port Tariff item 4005, baseline security is included in the bundled port fees, however in the draft lease agreement, clause 1.27, it says that Port Directed Cruise fee revenue specifically does not include: “(iii) fees associated with security services (whether baseline or otherwise)”. Please clarify whether the provision of security services by the Tenant can be subject to a fee separate than item 4005.	Security is contracted by the tenant and costs are passed onto the cruise lines through the tariff. The tenant can not mark up fees charged by security.
21	Please provide 3 years of historical utilities expense for the Tenant.	\$710,367.95 (\$214,867.32 - 2022, \$255,166.67 - 2023, \$240,333.95 - 2024)
22	Regarding waste diversion goals, can the port provide the most recent comprehensive waste audit at Terminal 91 and/or provide the existing waste facilities at T91 for terminal occupant use (e.g., number and/or presence of mixed waste compactor, recyclable compactor, compostable dumpster/pallet disposal areas, etc.)?	The port does not have a waste audit for P91. The tenant is responsible for dumpster rental. The stevedore is responsible for disposal of pallets. Waste receptacles and recycling bins are provided in the terminal. The ships typically off load garbage and recycle in Victoria. The cruise line is responsible for any waste off loaded from the vessels.
23	Please provide historical records pertaining to maintenance and repair of the escalators and escalators, including any warranties.	The port anticipates adding the latest escalator and elevator inspection reports to the RFP website on Wednesday, May 28, 2025.
24	Please provide a count of how many bathrooms are in the terminal building.	There are two womans and two mens restrooms on the second floor (passenger waiting area) and three womans and three mens on the first floor (lobby and luggage hall). There are two gender neutral restrooms outside under the awning for a total of 12.
25	Is it the intention of the Port in this RFP and draft lease agreement that the Tenant will be responsible for annual maintenance of building systems such as life maintenance (sprinklers, fire, HVAC, etc.)? If so, please see questions 24 and 36.	Correct. The tenant will be responsible for maintenance of building systems.
26	What types of services has the port’s maintenance staff provided to the terminal over the last three years and please provide cost amounts.	The port anticipates adding the 2022, 2023, and 2024 Maintenance Allowance Reports (account 6290) to the RFP website on Wednesday, May 28, 2025.
27	Please define exactly what baseline security measures are included in the Port Tariff, and which are not.	Baseline Security includes the following: Traffic Control officers to manage traffic flow at the terminal Perimeter security guards for access control Two luggage check stations with operators for checked luggage operations Four passenger screening stations with security screeners for passengers and carry-on screening Four ID check stations with security personnel each for identification validation
28	Please provide the last three years of annual reconciliation reports as noted in section 4.2 in CTA lease	Cruise Terminal of America's 2022, 2023, and 2024 Annual Financial Reports have been added to the RFP website under "New Supporting Documents May 23, 2025."
29	Please provide the last three years of annual plans as noted in section 4.6 of the CTA lease.	Cruise Terminals of America's annual plan (cover letter, annual plan, revenue projections) for 2024 has been added to the RFP website under "New Supporting Documents May 23, 2025
30	Is Exhibit G in the RFP properly labeled? In the RFP there is a reference without a linked file and it is defined as Port Principals, but on the website Exhibit G is referred to as the Best Management Practices for Dock Operations at Cruise Terminals at Port of Seattle Pier 91. Please provide a reference to the Port Principals referred to in the RFP.	Exhibit G, Port Principals, has been added to the RFP website.
31	Does the Port expect the Tenant to insure Port property, and does that include the building? What else does it include? Or is property insurance limited to Tenant-owned property?	The port owns and insures the building, infrastructure such as piping, electrical, sewer and sanitary, paving, etc. such that we do not have a requirement for the tenants to insure these items. If the tenant has damages to its personal property that is theirs to insure (replace/repair). If tenant builds an improvement, then we ask that it be insured.
32	What is the Port’s valuation of the Port property it expects the Tenant to insure, in particular the terminal, the terminal building and any other infrastructure, if the answer to question 12 is affirmative?	See question 12 above.
33	Please provide a 3-year history of annual stormwater utility charges to the existing tenant/operator.	\$282,255.26 (\$88,880.19 - 2022, \$92,968.33 - 2023, \$100,406.74 - 2024)
34	Please describe any infrastructure, currently existing or planned by the Port of Seattle, to allow for the charging of electrical equipment such as forklifts, passenger vehicles, cranes, and other stevedoring or handling equipment.	There is currently no EV charging available at P91. The port is in the planning stages and will work with the tenant to determine the best path forward. Capital investment in EV charging stations would be the responsibility of the port. More information is available on the port's website. See the Maritime Climate and Air Action Plan (strategies “CHE1-3, FV1-3”).
35	Please provide a complete and full inventory (including make, model, quantity and approximate age or remaining life) of all port-owned or port-provided assets and equipment that will be available to the Tenant for use in the operations (e.g. x-ray scanners, chairs, tents, stanchions, crowd-control barriers, elevators, escalators, PPBs, Shore power systems, BMS, fire suppression sprinklers/standpipe, parking revenue control, electronic signage and all security equipment.	The inventory we have available has been added to the RFP website under "New Supporting Documents May 23, 2025."
36	Please describe the obstacles preventing 100% use of shore power plug in today by cruise vessels at Terminal 91.	The current shore power connection points are located on the south east and south west of the pier. The port purchased two cable positioning devises (one for each berth) that provide a range of 40 feet in each direction. Ships with shore power on only port or starboard side, mid-ship connections, or ships that are in port the same day as another ship with only port of starboard side have limitations to reaching the current connection points. The port has a capital project to install additional sawtooth boxes on each side of the pier to accommodate a broader range. The target completion date is 2027.
37	The Port Management Agreement between the State of WA and the Port of Seattle Port Authority expires in Oct 2027. What is the status of renewing that agreement? Is this going to impede the ability of the Tenant to have a lease at Terminal 91 beyond 2027?	It is currently being negotiated, and expected to have no impact on the ability of Tenant to have a lease at Terminal 91
38	Is the Tenant entity required to be an entity formed in Washington?	No

39	Can you provide an example of Flow-Through Event Revenue and how it is determined?	Examples of event revenue include trade shows, conferences, weddings, meetings, etc. at the Terminal 91 facility. Historically, the Port has received 25% of the gross revenue for any events that the tenant coordinates hosting at T91.
40	As the tenant is responsible for Real Property Taxes, what is the most recent amount paid for such taxes at the property?	Tenant is required to pay Leasehold Excise Tax, which is currently 12.84% of the Contract Rent, as described in Sections 1.3.14, 4.1.1, 4.1.2, 4.3 and 10.1
41	How often are Event Activities held and are any special accommodations required?	On average, there are 4-6 events at Smith Cove Cruise Terminal at P91. These are managed by Columbia Hospitality (CHI)per their management agreement with the Port of Seattle. CHI must reach out to the cruise terminal manager to confirm the date is available. No further accommodations are required by the cruise terminal manager.
42	Are any alterations needed for which we should get advance approval rather than going through the Alterations requirements in Section 6? Is a tenant improvement allowance available for these required alterations?	There are no alterations needed at this time. The port will work with the tenant to identify future capital projects to improve the guest experience.
43	What is actually required of the tenant to “actively attract, promote, and facilitate cruise traffic?”	Examples include maintaining a website, participating in industry events as appropriate, working with the port to foster relationships with the cruise lines, and providing information as requested by potential new customers.
44	Is there a reasonable estimate of what Operating Expenses will be, or in the alternative, what have Operating Expenses been in the recent past?	The port does not have visibility to historical operational expenses.
45	Are you aware of any material maintenance or repair issues required at the property now that we would need to promptly take care of upon entering the property?	The port is not aware of any current urgent repairs.
46	<p>Considering that responses to the submitted questions are expected to be published on May 26th, and that the current bid submission deadline is set for June 13th, this leaves prospective bidders with approximately two weeks to review and incorporate the clarifications into their respective proposals.</p> <p>Given the limited time available for such critical adjustments, we respectfully request an extension of six to eight weeks to the bid submission deadline. We kindly propose that the new deadline be rescheduled to a date in August, to allow for a more thorough and comprehensive submission.</p>	Date for proposal submission is 07 July. See updated RFP dated May 23, 2025.
47	The relative importance of the evaluation criteria has been identified in Article 13.4 on Page 13. We understand that "Operational Approach" is the most important factor, however it is stated that "Financial Proposal" and "Operational Approach" are equal in value. Please confirm that the Port meant "Management Approach" rather than Operational Approach here. In other words, Financial Proposal and Management Approach are equal in value. Please clarify.	Operational approach is the most important criteria and is moderately more important than financial proposal and management approach. See updated RFP.
48	Could you kindly provide further clarification regarding the evaluation criteria for awarding the lease? The evaluation methodology outlined in the RFP appears to be quite general and does not place significant emphasis on the "Financial Proposal". Given that all prospective bidders are expected to demonstrate substantial operational experience—and that currently "Operational Approach" section is weighted as the most critical factor—could you please elaborate on how the Port intends to distinguish and score similar operational plans to ensure a fair and meaningful differentiation among proposals.	Proposals will be evaluated as described in the RFP, including Section 13.4.
49	<p>In reference to Submittal Document 5: Financial Proposal, Element 5 of the RFP, we acknowledge the requirement to provide information regarding the legal entity that will execute the Lease Agreement with the Port, as well as the entity’s audited financial statements for the past three fiscal years.</p> <p>We respectfully wish to clarify that, under our organizational framework, each port and its associated operations are managed through a dedicated Special Purpose Vehicle (“SPV”) owned—either directly or indirectly—by our holding company. Accordingly, our intention is to submit the audited financial statements of the holding company for the past three fiscal years. Should we be selected as the preferred bidder, a new SPV, owned by the holding company, would be established to execute the Lease Agreement with the Port.</p> <p>We respectfully seek confirmation as to whether this structure would be acceptable to the Port for the purposes of this RFP.</p>	For the purpose of this RFP, the port will accept the audited financial statements of the holding company. More information would be needed as to the Special Purpose Vehicle before the port could confirm the acceptance of that SPV for the lease agreement.
50	Could you kindly confirm whether it would be acceptable for the awarded bidder to establish a new entity in Seattle, Washington post-award, in the event that the prospective bidder is a consortium formed by two or more companies.	The port would require additional financial information before confirming the acceptance of a new entity.
51	<p>Please clarify whether the Tenant is expected to provide exclusive stevedore services for all operations at Pier 91? The RFP indicates the Tenant may “shall select a single stevedoring service provider for all cruise ships calling at the Terminal.” However, the Carnival berthing agreement indicates the cruise lines may select their own. If cruise lines are permitted to select their own stevedoring provider(s), what rights and obligations would the Tenant have regarding stevedoring personnel, including matters related to the assignment and direction of work, discipline, scheduling, etc.?</p> <p>The same questions apply for terminal and passenger security (“The Tenant shall be responsible for providing all security measures, personnel, and materials necessary for the operations of the Terminal”), and passenger check-in services.</p>	Due to the confined space available operationally, a single stevedore will be identified by the tenant and contracted and paid directly by the cruise line at a fair market rate. This is the current arrangement with Cruise Terminals of America and Carnival Corp. Security is contracted directly by the tenant for all shoreside terminal and passenger security needs.

52	Could you kindly provide the total number of personnel currently employed at the Port by the existing operator, who perform functions that would fall under the Tenant responsibility? Please include the classifications or job titles for each position; the job descriptions; whether they are represented by a labor organization and, if so, which labor organization. To the extent possible, please provide copies of the relevant collective bargaining agreements covering those workers. Additionally, please clarify whether there are any requirements, conditions, and/or restrictions related to the Tenant’s employment of any of these employees.	The Port of Seattle does not have visibility to the list of employees of the terminal operator or any agreements they may have. Staff ranges from General Manager, Security Manager, Operations, Traffic Control, Administration, Billing, and Accounting. The port does not have restrictions related to employees of the cruise terminal manager.
53	<p>Please provide clarifications and information on the following points regarding the parking facilities associated with the Port:</p> <p>-Historical revenue figures generated from parking operations.</p> <p>-Could you confirm the total number of parking spaces available for cruise passengers, as it is currently advertised as 800 on your website.</p> <p>-Is the parking facility managed directly by the Tenant, or by an alternative operator.</p> <p>-Who is responsible for determining and approving the applicable parking rates listed on www.cruiseseattleparking.com.</p> <p>-Please provide the number of unionized employees associated with the parking operations.</p>	The agreement is currently between the parking operator and the cruise terminal operator. The number of vehicles that parked at Terminal 91 in 2024 was 12,880. This was an average of 80 vehicles per cruise. The port does not have visibility to revenue from the parking operation. There are 800 parking spots in Lot D. Currently, the tenant has an agreement with an alternative operator. The tenant and operator set the rate based on fair market value. The port does not have visibility to the number of staff employed by the parking operator. It is our understanding that they are not unionized. Parking shuttles are not included in the parking vendor agreement. The tenant is responsible for providing and operating the shuttles which are driven by ILWU.
54	Could you kindly provide a detailed terminal layout and any available diagrams illustrating the existing passenger flow at the terminal	Drawing of the terminal building have been added to the RFP website under "New Supporting Documents May 23, 2025."
55	Could you kindly confirm whether the Tenant is permitted to generate (non-cruise-related) event revenues during the off-season period.	The Tenant grants the port a license for all event activities throughout the year and is not permitted to hold events. Tenant does receive revenue from the port's agreement with Columbia Hospitality. This agreement has been added to the RFP website under "New Supporting Documents May 23, 2025."
56	Please kindly provide sample invoices issued to a cruise line.	Invoices to the cruise lines are produced and processed by the terminal operator.
57	Could you please provide details regarding any existing subtenants (including their operations), such as retail outlets, food and beverage vendors, and other commercial operators.	All existing subtenants are on a one year agreement with the current cruise terminal operator expiring after the 2025 season. These include office space for Intercruises Agency, Intercruises Shore Ops, Metro Shore Services, American Corporate Security, TJ's Crew Service, and Scoot-Around Mobility Equipment.
58	As per Article 6.4.1 on Page 8 of the RFP, there is a reference to RFP number and title at the submission. Would you please clarify the subject number and title?	This requirement has been updated to ask for the RFP title and proposal due date and time in the subject line of the email. The RFP title is Cruise Terminal Manager at Smith Cove Cruise Terminal at Pier 91.
59	In Submittal Document 4 - Management Approach, it is requested to provide the name of the individual who will lead negotiations. The negotiations are expected to be run by two or more individuals. Please confirm if that's acceptable. Additionally, could you please provide who will be leading negotiations on behalf of the Port? Will there be a designated selection or evaluation committee involved in the negotiation process?	Please provide one main point of contact. It is understood that two or more may be involved in the negotiations. For the port, Linda Springmann, Director Cruise Business & Elliott Bay Operations, will be the lead on lease negotiations. A panel of five senior port staff from various departments will conduct the evaluation and selection of the successful respondent to the RFP.
60	In Submittal Document 5 - Financial Proposal, the financial statements have been requested. Please confirm that the financial statements will not be counted in the three pages limit.	Correct. Per Document Five, Number 4, the excel document shall not count toward the general page limitation for this submittal.
61	Exhibit G Port Principals is missing. Please advise if it will made available pre-proposal submission.	Exhibit G, Port Principals, has been added to the RFP website.
62	<p>We would like to clarify the Port Directed Cruise Fee Revenue referenced in Section 4.1.1 of the Draft Lease and Submittal Document 5 – Financial Proposal of the RFP.</p> <p>- Historical Data: Please provide the breakdown of the Port’s Port Directed Cruise Fee Revenue over the past three years, including the tariff items that contributed to this revenue.</p> <p>- Revenue Categorization:</p> <p>Please indicate which tariff items are treated as revenue under the "Terminal 91 Lease Area and Terminal 91 Parking Area", and which are treated under the "Terminal 91 Preferential Use Area"?</p> <p>Please reference the corresponding line items from Port of Seattle Terminal Tariff No. 5, as published on the Port’s website, for greater clarity.</p> <p>- Revenue Estimate Clarification:</p> <p>- In Submittal Document 5, it is stated that “although total revenue will vary by year based on the number of passengers and any per-passenger fee or dockage fee rate change, assume the Port’s total annual net revenue of \$50 million in per-passenger fees for each year of the Lease term.” Could the Port kindly provide a potential breakdown of this \$50 million annual net revenue by service type and by the respective Terminal Lease Area or Terminal 91 Preferential Use Area?</p>	<p>Cruise Terminal of America's 2022, 2023, and 2024 Annual Financial Reports have been added to the RFP website under "New Supporting Documents May 23, 2025."</p> <p>Of the Port Directed Cruise Fee Revenue, which includes the passenger fee and dockage, 30% of this revenue is categorized as lease revenue and 70% is categorized as preferential use fee revenue. This calculation is based on square footage of the use areas identified in Exhibit A Site Map. Based on the 30% / 70% lease vs preferential use calculation, \$15M would be considered lease revenue and \$35M would be considered preferential use revenue.</p>
63	Please confirm that Dockage Fee and Passenger Fee are the only two tariff items that would be considered while determining the Tenant's Gross Revenues that is subject to Percentage of Directed Cruise Fee Revenue calculation.	Correct
64	Please share the historical operational expense and maintenance & repair expense.	The 2022, 2023, and 2024 Maintenance Allowance Reports (account 6290) have been added to the "New Supporting Documents May 23, 2025." The port does not have visibility to historical operational expenses.
65	As per the 2026 call schedule, there are 29 calls saying ("MSC Hold") which has 0 PAX. Are these firm booking by MSC without specifying which vessel will be visiting? If so, what's the expected vessel capacity in term of passenger?	MSC has confirmed their homeport vessel for 2026 to be the Poesia at a double berth capacity of 2,550 passengers.

66	In reference to Exhibit D – Tenant Duties and Responsibilities, Clause (IV) Reporting and Recordkeeping, Subsection 7(c) concerning Vessel Scheduling, it is noted that “100% of homeporting cruise ships must be shore power capable and utilize shore power by 2027.” We kindly request confirmation that, as set forth in Port of Seattle Commission Order No. 2024-08, adopted on June 11, 2024, the Executive Director of the Port of Seattle is tasked with ensuring and enforcing compliance with this requirement.	Per Section 8.1.1 and Section 9.2 of the draft lease, the port will be responsible for approving all homeport vessel berth requests. The tenant is responsible for confirming to the port that all ships requesting a homeport berth are shore power equipped and the location of their shore power will allow them to connect.
67	<p>In reference to Submittal Document 3: Environmental Stewardship Proposal, Element 2, it is noted that the Tenant is required to align with the Port’s objective of achieving a 50% reduction in carbon emissions by 2030 and reaching carbon neutrality by 2050. The emissions are categorized into Scope 1, Scope 2, and Scope 3 (indirect emissions).</p> <p>In this context, could you kindly clarify whether the Tenant is expected to focus exclusively on those emissions that are under its control, including Scope 1 & 2 and some Scope 3 emissions, or if the requirements also extend to those Scope 3 emissions that are not under their control across the broader value chain?</p>	The port confirms that the tenant is responsible to focus on emissions under their control. The tenant will be expected to work with the port, cruise lines, and other vendors to accommodate these efforts. As an example, working with stakeholders to adjust operations as needed to accommodate electrification.
68	With reference to Clause 11.2.1 (Liability Insurance) of the Draft Lease, which states that operations liability insurance shall include warehousemen’s legal liability coverage in the amount of \$250,000, we would appreciate further clarification on whether the Tenant is expected to carry out any warehousing operations under the Lease. Specifically, it would be helpful to understand whether there are any associated products and/or completed operations activities or exposures. This information will assist in determining whether the inclusion of this requirement reflects a standard provision within the Port’s contract template or has been included to address specific operational risks foreseen under this agreement.	The port has determined that we do not need warehousemen's liability coverage. The port does not support the cruise lines leaving goods in the luggage hall overnight. See updated lease.
69	With reference to Clause 11.2.2 (Auto Liability Insurance) of the Draft Lease, could you kindly provide a comprehensive list of all vehicles currently owned by the Port that would become the responsibility of the Tenant following the award? The list should include, at a minimum, the year, make, model of each vehicle.	There are currently no vehicles owned by the port that would become the responsibility of the tenant.
70	We understand that the Port expects to maintain its own insurance policies including commercial property insurance on the buildings and structures of which the Premises are a part. Could you please provide a summary of the Port’s current insurance policies (or self-insurance programs) in place with respect to the Port’s buildings and structures at Terminal 91? Additionally, can you kindly confirm as to whether there is any material property pertaining to the terminal building, piers, equipment, or other physical assets— that the Port anticipates would need to be insured by Tenant under the Lease and that should be taken into consideration at this stage for insurance coverage purposes? If so, please also provide details on the nature and estimated values of such assets to ensure appropriate insurance planning and risk assessment.	The port owns and insures the building, infrastructure such as piping, electrical, sewer and sanitary, paving, etc. such that we do not have a requirement for the tenants to insure these items. If the tenant has damages to its personal property that is theirs to insure (replace/repair). If tenant builds an improvement, then we ask that it be insured.
71	In reference to Submittal Document 3: Environmental Stewardship Proposal, Element 2, could you kindly provide i) the 2005 baseline data for cruise operations, as this will serve as the reference point for assessing the proposed 50% reduction target in Scope 1 and Scope 2 emissions by 2030, ii) the emissions data for the cruise terminal operations in 2023 and 2024, and iii) any interim or final “progress reports” or other updates on emissions reductions to date.	More information on the port's emission reporting can be found at Puget Sound Air Emissions Inventory: Puget Sound Maritime Air Emissions Inventory and Port of Seattle GHG Emissions Inventory: Measuring Greenhouse Gas Emissions at Port of Seattle.
72	In reference to Submittal Document 3: Environmental Stewardship Proposal, we kindly request confirmation as to whether adequate facilities and sufficient space are available to accommodate the required charging infrastructure for the proposed equipment and vehicles. Furthermore, can you kindly confirm if any planning or permitting has already occurred and, if not, whether the necessary permits and planning approvals for the installation of charging stations can be obtained by, or with the assistance of, the Port in a timely manner to ensure alignment with the established emissions reduction targets.	There is currently no EV charging available at P91. The port is in the planning stages and will work with the tenant to determine the best path forward. Capital investment in EV charging stations would be the responsibility of the port. More information is available on the port's website. See the Maritime Climate and Air Action Plan (strategies “CHE1-3, FV1-3).
73	In reference to Submittal Document 3: Environmental Stewardship Proposal, kindly confirm whether the terminal roof, as well as the canopies located at the bus pick-up areas, are structurally capable of accommodating and supporting the installation of solar panels. Additionally, can you please confirm if any planning or permitting has already occurred and, if not, whether the requisite permits and planning approvals for such installations can be secured with the assistance of the Port.	The Maritime Solar Feasibility Study has been added to the website under "New Supporting Documents May 23, 2025." See section 4.1 and Appendix C which provides an analysis of the feasibility of solar at the cruise terminal and includes structural analysis. Roof repair and solar capital plan (port cost). Planning and permitting has not occurred.
74	In reference to Submittal Document 3: Environmental Stewardship Proposal, Element 2, what is the scope of existing or pre-approved solar and electric vehicle (EV) infrastructure and would it be possible to incorporate the pre-approval of new and/or expanded solar and (EV) infrastructure into the proposal in order to facilitate and streamline future implementation efforts.	There is currently no EV charging available at P91. The port is in the planning stages and will work with the tenant to determine the best path forward. Capital investment in EV charging stations would be the responsibility of the port. More information is available on the port's website. See the Maritime Climate and Air Action Plan (strategies “CHE1-3, FV1-3).
75	In reference to Submittal Document 3: Environmental Stewardship Proposal, Element 2, could you please clarify the current pricing structure for Onshore Power Supply (OPS), including any regulation and/or orders by the Washington Utilities and Transportation Commission, rate adjustment process (if any), whether a connection fee applies, and how billing is administered? Additionally, could you confirm what percentage of homeporting vessels utilized OPS in 2024, noting that we believe the figure was approximately 35% in 2023.	Currently the shore power equipment is owned and operated by Carnival Corp. They have an agreement with Watts Marine and Seattle City Light. The port and tenant have no responsibility or visibility for billing and there is no connection fee. If the Port takes ownership of shorepower in the future, it would directly bill for those services. For this year, we expect up to 71% of the homeport calls (P91 and P66) could connect to shorepower. This number was 47% in 2024 and 35% in 2023.

76	In reference to Submittal Document 3: Environmental Stewardship Proposal, Element 2, with respect to Scope 1 and Scope 2 emissions, could you kindly confirm whether data on port operational emissions is being collected and/or reported, and, if so, the methodology. With respect to Scope 3 cruise ship emissions, could you kindly confirm whether such data is currently being collected? If so, we would appreciate clarification on the methodology—specifically, whether the data is being provided directly by the cruise lines, derived through standardized assumptions, or calculated by a third-party service provider.	The port's emission reporting can be found at Puget Sound Air (and GHG) Emissions Inventory: Puget Sound Maritime Air Emissions Inventory and Port of Seattle GHG Emissions Inventory: Measuring Greenhouse Gas Emissions at Port of Seattle . Scope 3 emissions inventories and data are collected and calculated by a third party (Starcrest). However we do use shore power info to make our own emissions estimates. The PSEI is entirely third party.
77	In reference to Submittal Document 3: Environmental Stewardship Proposal, Elements 3 and 4, could you provide details on the current water supply and usage systems in place, including how water consumption is measured and controlled, and any known water supply issues (e.g., rationing, mandated recycling, etc.)? Could you confirm whether there is potential to reduce potable water usage beyond code requirements—for example, through the installation of low-flow fixtures, sensor-activated taps, or rainwater capture systems or whether analysis has taken place to assess this?	Pier 91 Tune Up Audit Report has been added to the RFP website under "New Supporting Documents May 23, 2025." See page 9 for audit findings related to water consumption. In summary, Water use has been largely consistent year after year, with an annual peak in July or August of approximately 140 CCF/month on average. Higher summertime use is predominantly due to cruise passenger consumption, as there is little to no landscaping on site. There are no cooling towers.
78	In reference to Submittal Document 3: Environmental Stewardship Proposal, Element 4, could you kindly provide data on current and historic (up to 5 years) annual water usage, including the flow rate specifications for all relevant fixtures, including toilets, urinals, sink faucets, kitchen faucets (if applicable), and showers?	The port does not keep data related to the flow of each fixture. We anticipate adding the annual water usage on Wednesday, May 28, 2025.
79	In reference to Submittal Document 3: Environmental Stewardship Proposal, Element 4, is there potential to incorporate a rainwater catchment system on the terminal roof or other water catchment systems in the leased premises? Have there been any existing studies regarding potable water consumption reductions? We would seek to evaluate whether such a system could meaningfully reduce potable water consumption. Additionally, could you confirm whether the necessary planning permissions for this installation could be obtained without issue.	There have been no studies led by the Port focused on water consumption reduction at this facility. We do see potential but that would depend on what is being proposed and structural support, etc. Initially, we don't see issues with permitting but again, this depends on what is being proposed and possibly design review by City of Seattle, King County, and Washington Department of Ecology which all takes time.
80	In reference to Submittal Document 3: Environmental Stewardship Proposal, Element 5, will the existing waste collection and recycling process continue under the current arrangement (at a cost), or will the Tenant be required to appoint an external contractor to manage waste management and recycling efforts. Could you kindly provide data regarding existing waste diversion rates?	Waste off load from the ships is typically done in Victoria. Any offload done in Seattle is handled by the cruise line. The port does not see costs or tonnage. Terminal generated waste and recycle is the responsibility of the tenant. The Port has a diversion rate goal of 60% and would appreciate the opportunity to engage the terminal operator in waste management audits and tracking the annual diversion rate.
81	With reference to Clause Section 4.9.2 of the Draft Lease, which states that the Port may require Rent and other payments to be made quarterly in advance in the event of three late payments within a 12-month period, we noted that the clause includes a reference to another section; however, the referenced section appears to be incorrectly cited and is currently presented as an error. Could you please provide the correct section reference.	See updated lease, this reference was updated to reference Section 4.1.
82	Could you kindly clarify the responsibilities of the Tenant with respect to the existing bus and shuttle services at the Port? Section 8.1.3 of the Draft Lease provides that Tenant shall "Coordinate with the cruise line tour operator all passenger movement within and through the Premises, ground transportation outside the Premises, including off-site staging areas, during disembarkation and embarkation, and concierge services for passengers." We understand that the buses are currently provided on a complimentary basis and that the shuttle services are operated by a third-party provider. In this context, will the Tenant be required to manage these transportation services and assume the associated operational costs?	The tenant is responsible for passenger and traffic flow throughout the terminal including the passenger and employee parking lots, staging lanes, Rideshare Hub, and traffic circulation lot in front of the terminal. The tenant is responsible to provide and manage the shuttle from the terminal to passenger parking, employee parking, and the Rideshare Hub. This is currently being provided by the stevedore and driven by ILWU. The tenant will work with the cruise lines, their shore service provider, and independent bus and shuttle (hotel, airport, etc.) operators to manage the bus, taxi, and pov circulation.
83	With reference to Clause 2.2 of the Draft Lease Agreement, which states that the Tenant acknowledges it has examined the Premises and accepts them in their present condition, could you kindly clarify whether the Tenant will be permitted to conduct its own technical due diligence prior to the execution of the Lease Agreement?	The port will offer the successful proposer an additional site visit prior to the execution of the lease.
84	In the event that the Tenant and the Port mutually agree to undertake improvements aimed at enhancing guest satisfaction, would the Port consider the implementation of a Capital Recovery Fee (CRF) mechanism to facilitate the recovery of the associated capital investment costs.	Yes, this would be considered.
85	Can you please provide any information regarding existing or threatened informal or formal enforcement actions for non-attainment or violations of environmental regulations, including but not limited to Clean Water Act, Clean Air Act, and any applicable local regulations?	The port is not aware of any threatened or formal enforcement actions by environmental regulators.
86	Can you please provide information relating to existing Best Management Practices, identified in Exhibit E, and any pending modifications thereto?	The Best Management Practices are guided by the Washington Department of Ecology regulations and port policy. Each year, the port sends to the terminal operator and vessel agents for distribution regardless of whether or not there have been updates. We are not aware of any pending updates at this time.
87	The Port Management Agreement with DNR is due to expire on October 31, 2027. Please confirm whether a replacement or extension to the Port Management Agreement will be in effect to extend the term of the Port Management Agreement through the entire term of the Lease.	The Port will negotiate any future extension or Port Management Agreement with the Department of Natural Resources. Any future extension or agreement is not expected to impact the lease.
88	Does Port, CTA or the incumbent security company own the x-rays and magnetometers?	The x-ray and magnetometers are port owned and will be available for tenant use.
89	Who provides TWIC readers and, if the tenant/security vendor, how many are required?	There are seven port owned hand held TWIC readers available to the tenant.
90	Who provides the 24/7 security patrol at lot D customer parking? If the Port, what is the daily/weekly/monthly charge to tenant for this service?	The port does not provide security specifically for the parking areas. Port security does hourly checks of the entire terminal and is onsite 24/7. There is no charge to the tenant for the port security at Terminal 91.

91	Can you provide the security staffing breakdown for each cruise line/cruise ship? This includes the man hours needed per position for guard, screener, traffic control and supervisor on single ship and double ship days, broken down by cruise line/cruise ship.	The 2025 Security Components have been added to the RFP website under "New Supporting Documents May 23, 2025."
92	Who is responsible for providing TWIC readers for the terminal? How many are needed?	There are seven port owned hand held TWIC readers available to the tenant.
93	If an x-ray or magnetometer needs to be replaced/purchased, who is responsible for the cost of the replacement/purchase? If Tenant is responsible, please provide details of age of machines, date of last maintenance	Per Section 13.1.1 of the draft lease, the tenant is responsible for all repair, maintenance, and replacement of the x-ray and magnetometers. The port will work with tenant on possible grant opportunities. The inventory has been added to the RFP website under "New Supporting Documents May 23, 2025."
94	Does the per passenger fee include an element for x-ray and manometer machine usage or does the terminal operator invoice the cruise lines directly?	The terminal operator invoices the cruise line directly.
95	Are security vendor costs required to be shown in the cash flow spreadsheet requested in Submittal Document 5 Financial Proposal Item 3?	The intent of this financial proposal is for the port to understand our cash flow from this lease. The projected cash flow for the ten year period should include your organization's revenue-share and the port's revenue-share of the assumed \$50M revenue in Port Directed Cruise Fees.
96	Please explain how the Tenant will get reimbursed for costs spent on security services provided to the cruise lines? Same question for K9 services that we understood are provided by the Tenant's security vendor.	Tenant collects all fees from cruise line and remits Port Allocation to the Port. K9 services are contracted through the cruise lines.
97	Would Port consider allowing the Tenant to invoice the cruise lines directly for security services rather than them being included in the bundled per passenger rate? We understand certain customers of Pier 91 would prefer this approach as it gives them more flexibility on staffing for their specific needs and facilitates transparency over cost.	If all cruise lines are in agreement with discontinuing baseline security in the tariff, the port would consider this approach.
98	Is tenant responsible for issuing Port IDs? If so, please provide details of this responsibility including allowable charges to vendors who need Port IDs	The terminal operator will be responsible for providing badges to staff and other shoreside operators. A port owned badge printer is available to the terminal operator at Smith Cove Cruise Terminal not including consumables (badge blanks, ink, etc.). There should be no charge for the initial issuance of the badge.
99	Are stevedoring vendor costs required to be shown in the cashflow spreadsheet requested in Submittal Document 5 Financial Proposal Item 3?	The intent of this financial proposal is for the port to understand our cash flow from this lease. The projected cash flow for the ten year period should include your organization's revenue-share and the port's revenue-share of the assumed \$50M revenue in Port Directed Cruise Fees.
100	Page 34 of RFP states we need to create and maintain dispatch system and invoicing. Are there charges for taxi's, ride share, coaches and other vehicles to enter the pier? What is the nature of the invoicing? What are the specific requirements for the dispatch system? What does the current terminal operator use?	Currently, transportation providers are welcome to pick up and drop off cruise passengers free of charge. There is no dispatch system aside from radio communication from the bus and taxi staging lanes. The port and tenant will work together to design and implement a system to more efficiently manage this process. The port would like proposers to provide options.
101	RFP states CHI Event company is to be paid during peak and non-peak season for accounting fees. What do these fees relate, including what are the services for and how much are the fees? Does tenant need to	The current terminal manager has an agreement with Columbia Hospitality for accounting services. This is not a requirement.