

COVER MEMO

Briefing Date/Time: September 22, 2025

Staff Contact/Title: Alex Smith, Executive Director, 360.528.8001,
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Subject: Colibri NW LLC Contract – Consent Action

Purpose: ☐ Information Only ☒ Decision Needed

Overview:

- This is an Action item for the Consent Calendar.

Background:

In 2024, Peter Phillips, of Colibri NW, LLC gave a presentation to the Economic Development Subcommittee of the Port of Olympia Citizens Advisory Committee (POCAC). Mr. Phillips specializes in marinas, ports and marine transit, and has particular interest and expertise in passenger ferry service and electric ferry manufacturers. Mr. Phillips gave a presentation about electric hydrofoil passenger ferries and “fast ferry” service to the POCAC Subcommittee.

The presentation generated a lot of interest in pursuing an electric ferry manufacturer for the Port Peninsula, and potentially looking into electric ferry passenger service to and from Olympia. The Port retained Colibri NW to provide its expertise in exploring passenger-only fast ferry operations, clean marine manufacturing, and other maritime related industries to the Port Peninsula. Mr. Phillips was instrumental in getting Artemis ferries to bring their electric hydrofoil ferry for demonstration rides in Olympia.

The Colibri contract was for six months (January through the end of May, 2025), with a not-to-exceed amount of \$18,000. Under the contract, Colibri was paid a flat fee of \$3,000 per month. A copy of the initial 6 month contract, with the initial scope of work, is attached.

The contract was amended twice: once to extend the contract through December of 2025, and again to increase the not-to-exceed amount of the contract to \$25,000.

Colibri's August billing caused the \$25,000 total contract amount to be exceeded by \$2,000, and the September billing added another \$3,000 to what is owed Colibri under the contract. Pursuant to Port Policy 1001, the Commission must approve an increase in the amount of the contract above \$25,000.

We are seeking an increase in the total contract amount to \$30,000 to pay Colibri NW the outstanding \$5,000.

Staff will come back to the Commission with a new proposed contract for future work with Colibri NW and Mr. Phillips.

Documents Attached:

Contract 2024-1046 between the Port and Colibri NW LLC

Summary:

Colibri NW has provided the Port with advice and expertise pursuant to a contract that pays a flat monthly fee for services. The work under the contract has exceeded the authorized amount by \$5,000. Increasing the authorized amount requires Commission approval.

Staff Recommendation:

Staff seeks Commission approval to increase the Colibri NW contract amount by \$5,000, for a new not-to-exceed total of \$30,000.