

COVER MEMO

Briefing Date/Time: September 22, 2025

Staff Contact/Title: James Sommer, Public Works Program Manager,
360.528.8005, JamesS@PortOlympia.com

Subject: Dancing Goats Port HQ Conceptual Design

Purpose: ☒ Information Only ☐ Decision Needed

Overview:

- This item is an advisory regarding a contract amendment with our on-call architectural firm, Thomas Architecture Studios. Tonight's presentation will provide a status update for our Port HQ project with Thomas Architecture Studios.
- Action will be requested at the October 14, 2025 commission meeting via the Consent Agenda.

Background:

The Thomas Architecture Studio contract (2023-1012) for on call Professional services was executed under Executive Director authority on April 1, 2023, after the competitively solicited request for qualifications was performed. Thomas Architecture Studio was selected for a contract under category D "Architecture" and category F "Project and/or Construction Management".

- The current term of the contract is through December 31, 2027, with a not to exceed amount of \$500,000.00.
- Among other projects, the Port is working with Thomas Architecture Studio to provide project design services and support for the new Port of Olympia Headquarters capital project.

Documents Attached:

- PowerPoint presentation
- Thomas Architecture Studio Statement of Qualifications

Summary and Financial Impact:

The Port is requesting the commission to authorize the Executive Director to sign a contract amendment with one of our on-call Professional Services consultants.

- The amendment is with Thomas Architecture Studio to continue providing on-call professional services by adding \$250,000.00 to the contract authority for a new total not to exceed amount of \$750,000.00.

Affected Parties:

Port staff and tenants.

Options with Pros and Cons:

This amendment provides professional services support, as needed, for the new Port Headquarters building during construction, as well as for other projects that arise throughout the duration of this contract. Without this amendment to increase spending authority, the Port may be limited in its ability to advance planned capital projects and perform tasks requiring the services outlined above.

Staff Recommendation:

Approval of an amendment to the professional services contract with Thomas Architecture Studios (Contract #2023-1012) via the Consent Agenda at the October 14, 2025 Commission meeting.