

COVER MEMO

Briefing Date/Time: October 14, 2025

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Subject: Professional Services Contract Amendment – Moffatt & Nichol

Purpose: ☐ Information Only ☒ Decision Needed

Overview:

- This item is on the Consent agenda.
- Action is requested from the commission tonight.

Background:

This agenda item addresses one of our competitively solicited on-call Professional Services contracts. In March of 2022, the Port of Olympia released a Request for Qualifications (RFQ) for our On Call Professional Services pool. The solicitation requested interested eligible firms submit their qualifications for the following services.

- Community, Economic, Land Use and Environmental Planning
- Engineering
- Surveying
- Architecture
- Landscape Architecture
- Project and/or Construction Management
- Archeological / Cultural Resources
- Arboricultural Services

The Moffatt & Nichol, Inc. contract (2022-1017) for on call professional services was executed under Executive Director authority on April 13, 2022, after the competitively solicited request for qualifications was performed. Moffatt & Nichol was selected for a contract under category A “Community, Economic, Land Use and Environmental Planning” and category B “Engineering”.

- The current term of the contract is through December 31, 2026, with a not to exceed amount of \$500,000.00.
- Under this contract there have been 5 task orders issued totaling \$467,298.00 in committed funds.
- This leaves \$32,702.00 in uncommitted funds for new scopes of work through December 31, 2026.

Documents Attached:

- Moffatt & Nichol Statement of Qualifications

Summary and Financial Impact:

The Port is requesting the commission to authorize the Executive Director to sign a contract amendment with our on-call Professional Services consultant Moffatt & Nichol.

- The amendment is with Moffatt & Nichol 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 is to provide Professional Services support as needs arise throughout the year on various projects. By not adding contract authority, the Port would be limited in their ability to move forward with named capital projects and perform tasks that require services as outlined above.

Staff Recommendation:

Approval of amendment for the Professional Services contract of Moffatt & Nichol, Contract #2022-1017, to add \$250,000.00 to the contract authority for a new total not to exceed amount of \$750,000.00.