

COVER MEMO

Briefing Date/Time: October 27, 2025

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Subject: Professional Services Contract Amendment – Thomas Architecture Studios

Purpose: ☐ Information Only ☒ Decision Needed

Overview:

- This consent agenda item is a contract amendment for an increase in spending authority with the Port's on-call architectural firm, Thomas Architecture Studios (TAS).
- Port staff, along with the principals of Thomas Architecture Studios, provided the Port Commission a presentation on September 22, 2025. This presentation served as an Advisory for this consent agenda item, and included the current status, conceptual design, and anticipated completion timeline for the new Port of Olympia Headquarters capital project.

Background:

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.

- A. Community, Economic, Land Use and Environmental Planning
- B. Engineering
- C. Surveying
- D. Architecture
- E. Landscape Architecture
- F. Project and/or Construction Management
- G. Archeological / Cultural Resources
- H. Arboricultural Services

The TAS contract (2023-1012) for on call professional services was executed under Executive Director authority on April 1, 2023, after the Port performed a competitively solicited request for qualifications. TAS was selected for a contract

under category D “Architecture” and category F “Project and/or Construction Management”.

- The current term of the TAS contract, as amended, is through December 31, 2027, with a not-to-exceed amount of \$500,000.00.
- In addition to several other ongoing smaller projects, TAS is the principal consultant providing project design services and support for the new Port of Olympia Headquarters capital project.

Documents Attached:

- Thomas Architecture Studios Statement of Qualifications
- Thomas Architecture Studios Amendment No. 4

Summary and Financial Impact:

Port staff requests the Commission to authorize the Executive Director to execute a contract amendment with TAS, an existing on-call Professional Services consultant.

- This contract amendment with TAS will add \$100,000.00 to its not-to-exceed on-call professional services contract authority, for a new total not-to-exceed amount of \$600,000.00.

Affected Parties:

Port staff and tenants.

Options with Pros and Cons:

This amendment provides professional services support 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 will be limited in its ability to advance planned capital projects and perform tasks requiring the services outlined above.

Staff Recommendation:

Approval of amendment via the Consent Agenda for the Professional Services contract of Thomas Architecture Studios (Contract #2023-1012), as outlined in this cover memo.