

## COVER MEMO

**Briefing Date/Time:** November 10, 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). This will be the 4<sup>th</sup> amendment to the contract.

### **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 for a not-to-exceed amount of \$99,999, subsequent to the Port performing a competitively solicited request for qualifications. TAS was selected for a contract under category D "Architecture" and category F "Project and/or Construction Management."

- In September 2024, the first contract amendment was executed, extending the contract expiration from December 31, 2024 to December 31, 2025.

- In April 2025, the second contract amendment was executed to update the rates in the contract rate schedule. This was the first update to the contract rate schedule since the initial contract execution in 2023.
- In May 2025, the third contract amendment was executed, extending the contract expiration from December 31, 2025, to December 31, 2027, and increasing the contract authority by \$400,001, bringing the total not-to-exceed amount to \$500,000. As noted in the May 12, 2025 Commission cover memo, this amendment was in preparation for collaboration with Thomas Architecture Studios to provide project design services and support for the new Port of Olympia Headquarters capital project. The amendment was authorized by the Commission on May 12, 2025.
- On September 22, 2025, Port staff – along with the principal of Thomas Architecture Studios – presented the current status, conceptual design, and anticipated completion timeline for the new Port of Olympia Headquarters capital project. In addition to the project update, it was noted in the Advisory presentation and cover memo that Port staff would be back to request approval for a then-estimated \$250,000 increase in contract authority to the Thomas Architecture Studios contract.
- On October 27, 2025, after further review of design and support costs, Port staff requested approval via the Consent Agenda for a \$100,000 increase in contract authority (reduced from \$250,000) for the Thomas Architecture Studios contract. However, the meeting agenda was amended, the Consent Agenda amendment was removed and placed on the Advisory Calendar, and the amendment was presented as a second Advisory.
- The current term of the TAS contract, as amended, is through December 31, 2027 with a not-to-exceed amount of \$500,000. Port staff is now requesting approval of a contract amendment to increase the contract authority by \$100,000, bringing the total not-to-exceed amount to \$600,000.

Thomas Architecture Studios has been providing services to the Port of Olympia since 2020. Projects/services undertaken by TAS as the primary consultant to the Port of Olympia include:

- Support for the Westman Mills development project
- The creation of the Destination Waterfront Development Plan
  - Sub task – Investigation of a Recreational Vehicle Park on Site “E”
  - Sub task – Investigation of a Waterfront Center on Site “D”
- Design for the Commission Meeting Room Upgrade project

- Design of the fire pump room for the Warehouse B project
- Design of the Port of Olympia Headquarters Project – ***Current Project***

In addition to acting as the primary consultant for the Port of Olympia, TAS was selected by Moffatt & Nichol as a subconsultant architect for the Maritime Administration Port Infrastructure Development Program project. They will be involved in designing the new maintenance facility and upgrades to the administration building.

As noted in the statement of qualification of Thomas Architecture Studios, as of 2022 TAS had served as the on-call architect for the City of Olympia for nine years. Port staff are not familiar with the projects that were completed on behalf of the City of Olympia.

**Documents Attached:**

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

**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 enables TAS to provides professional services in support of Port tasks and 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 tasks and projects 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.