

COVER MEMO

Briefing Date/Time: August 10, 2026
Staff Contact/Title: James Sommer, Public Works Program Manager,
360.528.8005 JamesS@PortOlympia.com
Subject: 2025-1046 – Professional Services Contract Amendment
Purpose: ☐ Information Only ☒ Decision Needed

Type of Agenda Item:

This consent agenda item is a contract amendment for an increase in spending authority for the Port's contract with the civil engineering firm of Skillings, Inc. This will be the 1st amendment to the contract.

Background:

The Skillings contract (2025-1046) for Professional services was executed under Executive Director authority on October 13, 2025, after a competitively solicited request for qualifications. The contract contemplates work done under a series of task orders. The initial term of the contract is through September 30, 2028, with a not to exceed amount of \$99,999.00.

Under this contract there have been 2 task orders issued totaling \$64,317.00 in committed funds.

Summary and Financial Impact:

Port staff requests Commission authorization for the Executive Director to execute a contract amendment with Skillings.

This contract amendment with Skillings will add \$100,001.00 to its not-to-exceed professional services contract authority, for a new total not-to-exceed amount of \$200,000.00.

Environmental Considerations and Review:

N/A

Options with Pros and Cons:

This amendment enables Skillings 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 Skillings (Contract #2025-1046), as outlined in this cover memo.

Document(s) Attached:

- Statement of Qualifications - Skillings