

COVER MEMO

Briefing Date/Time: September 28, 2026

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

Subject: Professional Services Contract Amendment – Thomas
Architecture Studios

Purpose: ☐ Information Only ☒ Decision Needed

Type of Agenda Item:

- Consent calendar

Overview:

- This consent agenda item is a contract amendment for an increase in the total amount of the Port's contract with Thomas Architecture Studios (TAS). This will be the fifth amendment to this 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

A contract (# 2023-1012) was executed with TAS for on call professional services under Executive Director authority on April 1, 2023 following the competitively-solicited request for qualifications. TAS was selected under category D "Architecture" and category F "Project and/or Construction Management." The contract had an initial not-to-exceed amount of \$99,999.

- 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 project. The amendment was authorized by the Commission on May 12, 2025.
- In November 2025, the fourth contract amendment was executed, increasing the contract authority by \$100,000, bringing the total not-to-exceed amount to \$600,000. The amendment was authorized by the Commission on November 10, 2025.
- To date, there have been five task orders (TO) executed resulting in a total not-to-exceed expenditure of \$594,237.50, leaving approximated \$5,762.50 of contract authority remaining for new unassigned scope through the contract expiration date of December 31, 2027. The task orders covered everything from designing upgrades to the Commission meeting room when the Port changed from three to five Commissioners; to design work and project management support for the new Port Headquarters building.
- The current term of the TAS contract, as amended, is through December 31, 2027 with a not-to-exceed amount of \$600,000. Port staff is now requesting approval of a contract amendment to increase the contract authority by an additional \$125,000, bringing the total not-to-exceed amount to \$725,000.
- The additional funds are to cover the costs of TAS finishing the remaining design and project management work needed for the Port Headquarters project.

Documents Attached:

- Thomas Architecture Studios Statement of Qualifications
- Thomas Architecture Studios Amendment No. 5

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 \$125,000.00 to its not-to-exceed on-call professional services contract authority, for a new total not-to-exceed amount of \$725,000.00.

Affected Parties:

- Port staff and tenants.

Options with Pros and Cons:

This amendment enables TAS to continue providing professional services in support of Port 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 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.