



**Commission Meeting
Monday, October 27, 2025
5:30 PM**

Percival Plaza – Olympics Room
626 Columbia Street NW
Olympia, WA 98501

The meeting agenda is available on the Port's website as of October 23, 2025.
<https://www.portolympia.com/commission>

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Executive Director Report
- E. Public Comment

This public comment period is the opportunity for public input on the agenda items on this evening's agenda, in addition to an opportunity for public comment on any other port business. Individual public comments are limited to 3 minutes per person. *See bottom of agenda for instructions on how to provide public comment.

NOTE: Guidelines for public comment can be found in the Commission Rules in Resolution 2025-03 Article VI.

- Comments should be directed to Commission: Comments should be directed to the Commission as a whole and should not include comments about individual Port staff or members of the public.
- Courtesy: All speakers (members of the public, Port staff, and Commissioners) shall be courteous in language and demeanor and shall confine remarks to those facts that are germane and relevant to the question or issue under discussion.

- F. Consent Calendar
 - 1. Professional Services Contract Amendment – Thomas Architecture Studios
 - 2. Website Redesign Vendor Contract
- G. Pending Issues or Business
 - 1. Budd Inlet Cleanup
 - 2. Marine Terminal Warehouse
 - 3. Dancing Goats Building Renovations
 - 4. Airport Master Plan Update
 - 5. Peninsula Master Plan
 - 6. Foreign-Trade Zone

Port of Olympia Mission

Creating economic opportunities and building community for all of Thurston County through responsible resource use.

H. Action Calendar

1. None

I. Action/Other Calendar

1. None

J. Advisory Calendar

1. 2026 Draft Budget and Capital Investment Plan: Alex Smith, Executive Director

K. Commissioner Reports/Discussion

L. Other Business

M. Meeting Announcements

N. Adjourn

***Attendance and Public Comment Hybrid Meeting Information**

Attend Remote or In-Person

The public are welcome to attend the meeting in person, or may view or listen to the meeting using one of the following platforms:

In-Person: 626 Columbia Street NW, Olympia
Olympics Room, Suite 1-B

Zoom: Go to <http://www.zoom.us/join> and enter the Webinar ID 869 3689 5067 and Passcode 217142.
Instructions and access details (a link to the meeting) will be emailed to you once a short registration form is complete. (Check Spam or Junk folder and move Zoom link email to your Inbox to view/ access link.)

YouTube: www.youtube.com/@portofolympia1922

Phone: Call (253) 215-8782, listen for the prompts and enter the Webinar ID 869 3689 5067 and Passcode 217142.

Verbal Public Comment

Those wishing to provide verbal public comment may do so in-person or by Zoom:

In-Person: Use the sign-up sheet located at the meeting location.

Virtual / **Must pre-register** using the following Zoom link no later than 90 minutes prior to the meeting:
via Zoom: https://us06web.zoom.us/webinar/register/WN_QYxNgHXdSNWhWxV52u43sw
Instructions and access details (a link to the meeting) will be emailed to you once registration is complete. (Check Spam or Junk folder and move Zoom link email to your Inbox to view/ access link.) Registration for remote/ virtual verbal public comment closes at 4:00 p.m. on the day of the meeting.

Written Public Comment

Written public comment may be submitted to commissioncoordinator@portolympia.com by 12:00 p.m. on the date of the meeting. All written comments will be compiled and sent to the Commissioners prior to the meeting.

Port of Olympia Mission

Creating economic opportunities and building community for all of Thurston County through responsible resource use.

COVER MEMO

Briefing Date/Time: October 27, 2025

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

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.



T H O M A S
architecture studios

RFQ No. 2022-1000

Statement of Qualifications for

PORT OF OLYMPIA

On Call Professional Services Pool

THOMAS ARCHITECTURE STUDIOS

525 Columbia Street SW
Olympia, WA 98501

360.915.8775
www.tasolympia.com

Ron Thomas, AIA, President

March 4, 2022





March 4, 2022

Christopher Martinez
Contract & Grant Administrator
Port of Olympia
606 Columbia Street NW, Suite 300
Olympia, WA 98501

Mr. Martinez and Selection Committee:

RE: Statement of Qualifications for the Port of Olympia
On-Call Professional Services Pool/ RFQ NO. 2022-1000

Thomas Architecture Studios (TAS) is pleased to present our Statement of Qualifications to the Port of Olympia for the On-Call Professional Services Pool. Our firm's interest in on-call services is directly tied to our desire to improve our community's facilities, while continuing to be a leader in the ongoing renaissance of our region. It has been our pleasure to work alongside Port of Olympia staff over the past several years in our role as the architect for various projects such as the new Port of Olympia Administration Building, the Port of Olympia Destination Waterfront Development Vision, and Westman Mill - a mixed-use development on leased Port property.

TAS is a design-oriented architecture firm built on over 45 years of consistently successful new construction, adaptive re-use, and on-call projects focused on functional, sustainable, and safe facilities that improve and contribute to the vibrancy of our community. Our team-oriented process includes active participation and open communication among all project stakeholders. Our approach focuses on project understanding, communication, cohesive design, and delivery. Our knowledge and design creativity are well-suited for determining the best approach for a variety of on-call project types. Additionally, we excel at community outreach by providing a transparent and fully engaging approach, whether in-person or remotely. TAS currently has a staff of 19 architects, planners, project managers, and project facilitators that are highly efficient at providing our clients with personal, highly creative, on-time service.

In addition to serving as the on-call architect for the City of Olympia for the past nine years and Thurston County for the past seven years, TAS has extensive, recent relevant experience working with municipal clients on the type of architectural services you seek throughout Thurston, Pierce, Kitsap, and Lewis Counties. At times, these services have been provided through on-call contracts and others on sole-source contracts.

On-call projects are vital to our community's commitment to "maintain what we have" and ensure that management of facilities and stewardship of resources provide the foundation upon which the high quality of public service and community assets can continue to be provided. TAS is focused and positioned for exactly the type and scope of projects you anticipate, and we will strive to exceed your design and project management expectations. We look forward to continuing to work with you on Port of Olympia projects, including anything that arises from this On Call Professional Service Pool contract.

TAS has the ability to manage multiple consultants as an overall project coordinator. This ensures seamless project flow, teamwork amongst consultants, and adherence to project schedules. We position ourselves to be readily available as an invaluable resource—a team of professionals the Port can confidently turn to on an as-needed basis to meet any of your architectural or community planning and economic development needs.

Respectfully Submitted,

Ron S. Thomas, AIA, President
Thomas Architecture Studios

Amos Callender, AIA, Project Manager
Thomas Architecture Studios



ARCHITECTURAL SERVICES EXPERIENCE

TAS has been serving as on-call architects in our community for various organizations and municipalities. We offer innovative approaches and techniques to everyday design challenges. Our ability to quickly understand initial ideas from our clients and escort them through the design process is one of the many reasons why our clients continue to call on TAS.

RELEVANT PROJECT EXAMPLES

With over 30 active projects in Olympia, TAS is actively engaged in helping our community realize some of the social environmental and economic sustainability goals that have been identified over the past four decades:

- Thurston County Courthouse
- Kitsap County Courthouse
- City of Olympia On-Call
- Lewis County PUD
- Thurston County On-Call
- Life Center Christian Academy On-Call

Basic Architectural Services including: Initial concepts and evaluations; scoping; cost estimates; Schematic Design; Design Development; Construction Documents; Permitting Assistance; and Construction Administration/Construction Management.

Other Services: Programming, grant scoping and application support, public outreach, bid support, and high-quality renderings.

DEVELOPMENT OPPORTUNITIES:

We are driven by the desire to see the potential in a project, turning an opportunity into an asset. We have worked with municipalities and developers to bring to life vacant or under-utilized land, renovated industrial warehouses, and infilled mixed-use developments with office and retail space. Our Campus Lofts project is a great example of an adaptive reuse of an abandoned Class B office building to an AIA award-winning, multifamily development and reflects how TAS is *improving lives by design* within our community.



Similar to the work performed by TAS for the Port's Destination Waterfront Development Vision, TAS can provide initial assessments for potential development, ensure compliance with local jurisdictions and regulations, and provide options for the Port to consider. These initial quick studies in conceptual alternatives and development analysis leads to project scoping and cost estimates. We work with highly skilled cost estimators and provide as much detailed information as possible, resulting in a more accurate cost estimate to help inform key personnel and commissioners in their planning and decision-making process.



DESTINATION WATERFRONT DEVELOPMENT VISION 2020-2201

Project Highlights:

- Establish 13 parcels along Port waterfront property and identify potential uses for development
- Collaborate with Port Staff, Commissioners, Advisory Committee, and the public
- Community outreach to solicit feedback on project direction through remote meetings & online polls
- Continuation of work previously established in the Port's Vision 2050 Action Plan
- Work with local Port regulations and local jurisdiction to identify and record limitations or restrictions for each site
- Identify and establish connections to downtown core through gateways and connectors to spur economic development
- Manage multiple disciplines/ team members in a highly collaborative and innovative process

Our consistent track record of delivering projects on time and within budget provides our clients reassurance that TAS has their best interests in mind from inception to final inspection.





EXHIBIT A – CONSULTANT PROFILE

FIRM/CONSULTANT INFORMATION

Legal name of Firm:

THOMAS ARCHITECTURE STUDIO, INC.

Address of Firm:

Firm Name

525 COLUMBIA STREET SW

Address

OLYMPIA, WA 98501

City, State, Zip Code

Note: This information must match the information from the Firm's Business License.

Firm's Washington State Department of Revenue Registration Number/Unified Business Identifier (UBI) Number:

U.B.I. 603 152 014

Note: A nine-digit UBI number is assigned to each registered businesses in Washington.

Taxpayer Identification No. (TIN):

TIN: 45-3613859

Note: Your TIN will be either a number issued by the IRS (e.g., Employer Identification Number, Federal Tax Identification Number) or a number issued by the Social Security Administration (i.e., your Social Security Number). Do Not provide a Social Security Number.

AUTHORIZED REPRESENTATIVE AND CONTRACT MANAGER

Authorized Representative:

Name: Ron Thomas

Title: President

Email: ron@tasolympia.com

Phone: 360.915.8775

Authorized Representative:

Name: Amos Callender

Title: Project Manager

Email: amos@tasolympia.com

Phone: 360.915.8775

Authorized Representative:

Name: _____

Title: _____

Email: _____

Phone: _____

Contract Administrator:

Name: _____

Title: _____

Email: _____

Phone: _____



REFERENCES.

Provide a minimum of three (3) references for which the Firm has delivered services similar in scope as described in the Solicitation.

REFERENCE 1	
Company Name:	Port of Olympia
Contact:	Sam Gibboney, Executive Director
Phone:	360.528.8001
Email:	samG@portolympia.com
REFERENCE 2	
Company Name:	Kitsap County Courthouse
Contact:	Karen Goon, County Administrator
Phone:	360.337.7080
Email:	kgoon@co.kitsap.wa.us
REFERENCE 3	
Company Name:	Thurston County Courthouse
Contact:	Rick Thomas, Special Project Coordinator
Phone:	360.791.8449
Email:	rick.thomas@co.thurston.wa.us

STATEMENT OF TRUTH.

I certify that I am an Authorized Representative of the Consultant who has the authority and knowledge to complete the below Certification. Furthermore, I certify that all information provided is true and correct.

X  , President/ Principal 3/4/2022
Authorized Representative Signature, Title, Date

Certification Instructions:

1. Mark one (1) box per line item,
2. If you mark False to any of the line items, you must, provide a detailed explanation on an additional sheet of paper.
3. Any skipped line items, or failure to include a written explanation to any of the line items you answer False, may result as your submittal being rejected as non-responsive.

CERTIFICATION		
No.	Certifications of the Consultant	Must check one (1) box per line item
1.	Consultant and/or its principals are not presently nor has ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with any federal, state, or local governmental entity within the United States.	☒ True ☐ False
2.	Consultant has not, within the three (3) year period preceding the date of this Solicitation, been convicted or had a civil judgment rendered against Consultant for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a governmental contract; violation of any federal or state antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Consultant further certifies that it is not presently indicted or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in this paragraph.	☒ True ☐ False
3.	Consultant has not been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced Competitive Solicitation date.	☒ True ☐ False
4.	Consultant complies with all applicable requirements regarding civil rights. Such requirements prohibit discrimination against individuals based on their status as protected veterans or individuals	☒ True ☐ False

CERTIFICATION		
No.	Certifications of the Consultant	Must check one (1) box per line item
	with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin.	
5.	Per Workers Rights (Executive Order 18-03) Consultant does not require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.	☒ True ☐ False
6.	Consultant has not, within the three (3) year period preceding the date of this Solicitation, had one (1) or more federal, state, or local governmental contracts terminated for cause or default.	☒ True ☐ False
7.	Except as validly contested, Consultant is not delinquent and has paid or has arranged for payment of all taxes due to the State of Washington and has filed all required returns and reports as applicable.	☒ True ☐ False
8.	Consultant is financially stable and solvent, has adequate cash reserves to meet all financial obligations, has not commenced bankruptcy proceedings voluntarily or otherwise, and is not subject to any judgments, liens, or encumbrances of any kind affecting title to any Goods or Services that are the subject of this Solicitation.	☒ True ☐ False
9.	Consultant is in good standing in the State of Washington and the jurisdiction where Consultant is organized, including having timely filed all required annual reports.	☒ True ☐ False
10.	If awarded a Contract, Consultant will not utilize subcontractors to provide services subject to this Solicitation. If False, Consultant must attached a list of all potential sub-consultants/sub-contractors.	☐ True ☒ False
11.	Consultant certifies that are in compliance with all Local, State, and Federal mandates regarding COVID-19, including but not limited to, face mask requirements and vaccination requirements.	☒ True ☐ False

CERTIFICATION		
No.	Certifications of the Consultant	Must check one (1) box per line item
12.	Consultant is a Washington Small Business as defined in RCW 39.26.010 If Yes, please indicate Size: ☐ Microbusiness: Annual gross revenue of less than one million dollars. ☐ Minibusiness: Annual gross revenue of more than one million dollars, but less than three million dollars. ☒ Small Business: Annual gross revenue of less than seven million dollars over each of the three prior consecutive years.	☒ Yes ☐ No
13.	Consultant is a Certified Veteran-Owned Business under RCW 43.60A.190 If yes, provide Bidder's WDVA certification no.:	☐ Yes ☒ No
14.	Consultant/Firm is certified as a minority or woman owned business with the Washington State Office of Minority & Women's Business Enterprises (OMWBE)? If yes, provide Bidder's OMWBE certification no.:	☐ Yes ☒ No
15.	Consultant certifies that the references provided have worked with Consultant and that such individuals and firms have full permission, without any additional requirement or release, to provide such references and information to The Port. Consultant hereby authorizes The Port (or its agent) to contact Consultant's references and others who may have pertinent information regarding Consultant's prior experience and ability to perform a Contract, if awarded.	☒ Yes ☐ No
16.	Consultant certifies that it shall provide immediate written notice to The Port if, at any time prior to a Contract award, Consultant learns that any of its certifications set forth herein were erroneous when submitted or have become erroneous by reason of changed circumstances.	☒ Yes ☐ No



LIST OF SUB-CONSULTANTS

TAS will serve as your architect and day-to-day project manager, delivering thoughtful design solutions and bringing in technical expertise of our specialized consultants to help you achieve your project goals. We have carefully selected the following subconsultants for your on-call projects based on their strong working relationship with TAS for nearly two decades, in addition to their familiarity with working on Port of Olympia projects. If the Port has a list of preferred subconsultants, please let us know, and we will be happy to work with them.



CIVIL ENGINEERING TRAFFIC ENGINEERING

Jared VerHey, Project Manager
SCJ Alliance
8730 Tallon Lane NE, Suite 200
Lacey, WA 98516
360.352.1465
jared.verhey@scjalliance.com
www.scjalliance.com



STRUCTURAL ENGINEERING

Jeff Klein, Principal
PCS Structural Solutions
1250 Pacific Avenue, Suite 701
Tacoma, WA 98402
253.383.2797
jklein@pcs-structural.com
www.pcs-structural.com



LANDSCAPE ARCHITECTURE

John Payne, ASLA, RLA, ISA, Principal
SiteWorks
3720 Reading Street SE
Olympia, WA 98501
718.483.0034
jpayne@siteworkscm.com
www.siteworkscm.com



MECHANICAL/ ELECTRICAL ENGINEERING AND PLUMBING

Rick Hultz, PE, Principal
Hultz BHU Engineers, Inc.
1111 Fawcett Avenue
Tacoma, WA 98402
253.383.3257
rickh@hultzbhu.com
www.hultzbhu.com



LAND SURVEY

Ken Frazier, PLS, President
Foresight Surveying, Inc.
1583 N National Avenue, Suite 2210
Chehalis, WA 98532
360.748.4000
foresight@localaccess.com



LAND SURVEY

Blair Prigge, PLS, EIT
MTN2COAST, LLC
2320 Mottman Road SW, Suite 106
Tumwater, WA 98512
360.239.1497
blair@mntn2coast.com
www.mtn2coast.com



GEOTECHNICAL ENGINEERING

Luke McCann, Principal Engineering Geologist
Quality GEO NW, PLLC
4631 Whitman Lane SE, Suite D
Lacey, WA 98513
360.878.9705
luke@qualitygeonw.com
www.qualitygeonw.com



COST ESTIMATING

Bill Acker, Owner
Bill Acker Consulting Services
13494 Eastbrook Drive SW
Port Orchard, WA 98367
360.895.1756
bill@fargwatt@harbornet.com
www.billackerconsulting.com





PROFESSIONAL REFERENCES

PORT OF OLYMPIA

Sam Gibboney, Executive Director

360.528.8001 | samg@portolympia.com

www.portolympia.com

606 Columbia St. NW, Suite 300
Olympia, WA 98501

Destination Waterfront Development Vision: Master planning for under utilized property on Port Peninsula in downtown Olympia. Large scale public outreach, and coordination with advisory panel & Port commissioners.

Admin Building: Schematic Design planning for new Port headquarters including main operations, support space, meeting & training spaces.

Scope of Services: concept design, master planning, schematic design, program confirmation, construction costs & total project cost estimates, public opinion surveys, commissioner presentations, public outreach

KITSAP COUNTY

Karen Goon, Administrator

360.337.4403 | kgoon@co.kitsap.wa.us

www.kitsapgov.com

614 Division Street, MS-4
Port Orchard, WA 98366

New Courthouse Master Plan & Design, Space Needs & Feasibility Assessment, Courtroom & Energy Improvements

Scope of Services: concept design, master planning, schematic design, program confirmation, technical committee coordination, construction costs & total project cost estimates, commissioner presentations, public outreach

THURSTON COUNTY

Rick Thomas, Project Manager

360.791.8449 | thomasr@co.thurston.wa.us

www.thurstoncountywa.gov

2000 Lakeridge Drive SW
Olympia, WA 98502

New Courthouse & Civic Center : Comprehensive Comparative Feasibility Study & Informed Public Outreach, Courthouse Renovations vs. Replacement, Comparative Feasibility Study, Thurston County Space Needs Assessment

Scope of Services: concept design, comparative analysis, master planning, schematic design, program confirmation, construction costs & total project cost estimates, advisory panel coordination, commissioner presentations, public outreach presentations





T H O M A S
architecture studios

THOMAS ARCHITECTURE STUDIOS

525 Columbia Street SW
Olympia, WA 98501

360.915.8775
www.tasolympia.com



**CONTRACT NO. 2023-1012
AMENDMENT NO. 04
ON CALL PROFESSIONAL SERVICES**

Contract Manager: James Sommer
Consultant/Firm: Thomas Architecture Studios, Inc. (TAS)
Consultant/Firm Representative: Ron Thomas

This Fourth Amendment is made by and between the Port of Olympia, a Washington municipal corporation (the "Port") and Thomas Architecture Studios, Inc. (TAS) (the "Consultant"), and collectively sometimes referred to as "Parties" or individually as "Party" to the above referenced contract which was previously executed by an authorized representative of both Parties.

The Parties now desires to amend the contract as allowed through mutual agreement as described in the original contract documents.

The Parties hereby agree to the following changes:

1. An increase of \$100,000.00 for a new total Not-to-Exceed amount of \$600,000.00.

This amendment constitutes the entirety of the amended Sections listed and supersedes any and all prior representations, either verbal or written, during the negotiations of these changes. In the event that any portion of the original contract conflicts with this, or any amendment, the document most recently mutually executed shall take precedence.

The Parties have read the above referenced contract, previous amendments, and this amendment in its entirety and assert they have full authority to bind their respective party to these changes.

Executed and Effective, as of the latter of dates of the mutual signatures below.

THE PORT OF OLYMPIA
606 Columbia St. NW, STE 300
Olympia, WA 98501

THOMAS ARCHITECTURE STUDIOS, INC.
525 Columbia St. SW
Olympia, WA 98501

Alexandra K. Smith Date
Executive Director

Ron Thomas Date
President

COVER MEMO

Briefing Date/Time: October 27, 2025

Staff Contact/Title: Karen Andrade, Communication Specialist
karena@portolympia.com, 565-669-8820
Mike Reid, Director of Community & Economic Development, miker@portolympia.com

Subject: Website Redesign Vendor Contract

Purpose: ☐ Information Only ☒ Decision Needed

Consent agenda item for approval of vendor contract to update and redesign the Port of Olympia website.

Overview:

In July 2025, the Communications and Marketing team solicited an RFP for a web design agency to update and redesign the Port of Olympia's existing website. We received 33 proposals, from which we narrowed down and interviewed three vendors that most closely met the requirements and needs outlined in the RFP.

All proposals were reviewed and vetted by a vendor selection review committee using an internal scoring process as follows:

Project Understanding & Approach: Demonstrates clear understanding of project goals and user needs. Clear and thorough approach to the design, development, content migration and deployment process.	15 Points	15%
Team Experience & Qualifications: Proven experience with similar public sector or port-related projects; strong portfolio and team credentials.	15 Points	15%
Technical Solution: Strength and feasibility of the proposed solution including CMS, mobile responsiveness, search, intranet, multilingual features, and accessibility.	20 Points	20%
Accessibility & Inclusivity: Clear plan for meeting WCAG 2.1 standards and inclusive design principles.	10 Points	10%
Design, User Experience and User Interface Quality	10 Points	10%

Quality and clarity of visual design approach, including mobile-first and responsive layouts.		
Security & Compliance Meets or exceeds security expectations and demonstrates understanding of compliance requirements.	5 Points	5%
SEO & Analytics Strategy On-page SEO best practices and analytics integration well-defined.	5 Points	5%
Support, Maintenance & Training Provides sustainable post-launch support, training, and documentation.	5 Points	5%
Reasonableness of Cost Clear, detailed pricing and overall value. Competitive but not necessarily lowest bid.	15 Points	15%
Total	100 Points	100%

After two rounds of review, we narrowed the selection to interview three of the top scoring finalists. Our review committee selected Snowberry Media for the contract.

We ask that the commission review the information presented today, which will outline the scope of the project, Snowberry Media's proposal and qualifications and the financial commitment of the project.

Background:

Last year, the commission allocated up to \$100,000 in the 2025 budget for the redesign of the Port of Olympia website primarily citing the need for improved search and navigation functions, specifically to help users more easily located port services, documents, news, events and resources.

The RFP for this project is based on input from staff, community members and the commission as well as website metrics and a content audit of the site.

Summary and Financial Impact:

The projected cost for the design and implementation is \$74,325. A breakdown of the cost of services is included in PowerPoint.

Affected Parties:

Internally, the project will involve input and contribution from each department and the commission.

Externally, an updated and improved website will positively impact a wide range of users and stakeholders, including local businesses and community members, tourists and visitors outside Thurston County, and government entities.

Options with Pros and Cons:

If the contract is approved, we will start the project in November 2025 and be on track for completion by July of 2026.

Without approval, we would restart the search for another vendor which would delay the project another 6 months and take staff time away from other priority Port projects.

Environmental Considerations:

While there are no direct environmental considerations, an updated website will allow the Port's environmental programs and policies to be easier to locate and access.

Next Steps/Timeframe:

If the contract is approved, the project is slated to begin Nov. 2025 with completion by July 2026. This timeline is approximate and may vary depending on needs and requirements identified in the Discovery Phase of the project.

Staff Recommendation:

Staff recommends approving the contract with Snowberry Media.

COVER MEMO

Briefing Date/Time: October 27, 2025

Staff Contact/Title: Alex Smith, 360.528.8001, alexs@portolympia.com

Subject: 2026 Draft Budget and Capital Investment Plan

Purpose: ☒ Information Only ☐ Decision Needed

Overview:

This is an advisory presentation with no action requested.

This is part of the 2026 Budget development schedule and is designed to present a second review of the Port Budget and initial review of the proposed 2026 Capital Investment Plan (CIP).

Background:

The 2026 Budget cycle is modeled on the 2025 cycle. It is designed to ensure opportunity for Commission review and feedback and opportunities for public comment on the draft budget prior to it being presented to the Commission for adoption. This presentation is the second review of the draft operating and non-operating budgets, and the first review of the proposed CIP.

Next Steps/Timeframe: The remaining steps include:

- **November 10, 2025:** Regular Commission Business Meeting where the draft 2026 budget will be presented and a public hearing held on the proposed budget;
- **November 17, 2025:** Commission Work Session where final adjustments to the budget can be made;
- **November 24, 2025:** Regular Commission Business Meeting where the 2026 budget will be presented for adoption.