

Request for Qualifications:

State of Washington
Department of Enterprise Services
Facility Professional Services
Olympia, WA

WA State Project No. **2023-276**

**Tenant Improvements for
Moses Lake Readiness Center**
for



Washington State Military Department

Submittal Date

August 9, 2023

Statement of Qualifications for

CORTNER
ARCHITECTURAL

CORTNER ARCHITECTURAL COMPANY

ARCHITECTURAL SERVICES, BUILDING ENVELOPE DESIGN & CONDITION ASSESSMENTS

August 9, 2023

Jeff Gonzalez, PE
Department of Enterprise Services (DES)
Engineering & Architectural Services | Facility Professional Services
Jeff.gonzalez@des.wa.gov | (360) 819-3240

RE: Project No. 2023-276
Tenant Improvements for Moses Lake Readiness Center (MLRC)
Washington State Military Department

Dear Jeff and Members of the Selection Committee,

Thank you for the opportunity to submit our statement of qualifications for architectural and engineering services for Tenant Improvements for the MLRC for the Washington State Military Department. Working with the State of Washington is a core component of our architectural practice and we are fortunate for experiences gained through work with many Washington State Agencies including those represented through DES.

Our team is uniquely qualified for this project. We are familiar with working at the MLRC and we are knowledgeable of its major building systems. Our recent relevant experience includes projects of similar size and scope for other State and municipal agencies. We are also well versed in the State of Washington capital budget process.

We appreciate your consideration and we look forward to continuing our partnership working with DES and the State Military Department through selection on this project. Please call me at (509) 363-1039 or e-mail jim@cortner-ps.com if you have any questions.

Sincerely,



James D. Cortner, AIA
Principal Architect



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson St. SE, Olympia, WA 98501
PO Box 41476, Olympia, WA 98504-1476

Consultant Selection Contact Form

Designated Point of Contact for Statement of Qualifications
For Design Bid Build, Design Build, Progressive Design Build, GC/CM & Job Order Contracting
(JOC) Selections

Firm Name: Cortner Architectural Company		
Point of Contact Name & Title: James Cortner, AIA - Principal Architect		
Email: jim@cortner-ps.com	Telephone: (509) 363-1039	
Address: 1903 W 3rd Avenue		
City: Spokane	State: WA	Zip: 99201

Executive Summary

<p>Location 1903 West 3rd Avenue Spokane, WA 99201 (509) 363-1039 info@cortner-ps.com www.cortner-ps.com</p> <p>Small Business Corp.</p> <p>Years in business 30+</p> <p>Principal James Cortner, AIA</p>	<p>Cortner Architectural Company is a highly dedicated team of design professionals who strive to deliver a truly spectacular project. Our team is recognized for our ability to complete projects on schedule and within budget. We do this by engaging with clients in a highly collaborative and service-oriented process.</p> <p>Cortner Architectural Company specializes in the design of commercial, institutional, and transportation buildings. We have the knowledge to create functional, sustainable, and operationally efficient facilities that maximize each client's budget.</p> <p>We have an exceptionally talented team that also specializes in solving building envelope issues such as roofing systems, wall systems, windows, doors, and waterproofing systems. We understand how to determine the primary cause of failure and develop cost-effective solutions for repair.</p> <p>With our office in Spokane, Washington, and projects throughout the state, we are accustomed to work throughout the Northwest and would enjoy the opportunity to work with you.</p>
<p>Customer Focus</p>	<p>Our concept of professional services is based on a commitment to promote and protect the Owner's interests. We rely on open and frequent communication and engage owners and stakeholders throughout the design and construction process.</p> <p>Our team provides an exceptional level of involvement. We are committed to providing value-added service. We not only satisfy a project's performance requirements but include excellent technical and aesthetic design solutions as well. All the while staying within strict compliance to project budget and schedule.</p>
<p>Philosophy</p>	<ol style="list-style-type: none"> 1. Craft sensible solutions that address the client's unique aesthetic, budget and scheduling needs. 2. Connect clients with industry experts who balance technology with proven design and construction practices. 3. Support clients with superior customer service and responsive delivery of quality products and services. 4. Build a culture that promotes honesty, accountability, fairness and respect for our clients, community and environment.

Qualifications of Key Personnel

Cortner Architectural Co. has assembled a unique team, highly qualified to perform the key functions required for this project. Our team experience working with the State Military Department, Army National Guard, and familiarity with the Moses Lake Readiness Center allow are unmatched. Jim Cortner will lead the team as the principal architect for this project. Alex Wolfe will be the job captain assigned to the project and be responsible for the day-to-day requirements. Cody, Danielle, Bill and Alan will provide architectural support as needed.

Cortner Architectural Co. has partnered with our subconsultant team on several recent projects including several for the State of Washington. Natalie Johnston will head our mechanical engineering group, and Nate O'Neel will lead our electrical engineering efforts. Kelly Karmel will lead our sustainability efforts, especially if the State desires the renovation to be LEED certified. While structural engineering is currently not anticipated, Dave Giordano will lead those efforts if required. Commissioning and Energy Code Consultants, while important, will be brought on board as needed to round-out the team and provide a one-stop-shop of subconsultants lead by Cortner Architectural Co.

Organizational Chart	Jeff Gonzalez, PE Department of Enterprise Services (DES) Engineering & Architectural Services Facility Professional Services Washington Military Department	
Cortner Architectural	<i>Prime Consultant Architecture</i> Jim Cortner, RA, AIA Principal-in-Charge <i>Support Staff</i> Bill Doyle Cost Estimator / Site Observer	Alex Wolfe Job Captain Cody Schwedling CAD Drafting
Subconsultants	<i>Mechanical Engineering</i> Natalie Johnston, PE MSI Engineers <i>Structural Engineering</i> Dave Giordano, PE DCI Engineers <i>Commissioning</i> Tom Gould TestComm, LLC	<i>Electrical Engineering</i> Nate O'Neel, PE Columbia Engineering Group LEED Kelly Karmel Design Balance Environmental (Asbestos/Lead) Sam Bailey Mountain Consulting Services

James D. Cortner
Principal Architect



Licenses
State of WA #12324

Education
MS - Texas A & M
BE - Vanderbilt Univ.

Predesign Services

- Electrical Signals Shop Predesign | Spokane, WA
Feasibility study, site investigation & concept development, WSDOT
- Eastern State Hospital New Boiler Plant | Medical Lake, WA
Feasibility study, site investigation & concept development, WA DSHS

New Construction

- New Boiler Plant Building at Eastern State Hospital | Medical Lake, WA
Predesign through construction administration. WA DSHS
- Public Services Building | Kennewick, WA
Predesign through construction administration. Benton County
- Tri-Cities Maintenance Facility Predesign | Moses Lake, WA
Predesign through construction administration, including funding support.
Grant Transit Authority

Security Related Projects

- Spokane Airport Customs Building | Spokane, WA
Predesign through construction administration. US Customs & Boarder Protection
- Immigration & Customs Enforcement Build Out | Oroville, WA
Predesign through construction administration. US Customs & Boarder Protection
- Evidence & Property Storage Building | Wenatchee, WA
Predesign through construction administration, Washington State Patrol

Alex Wolfe
Job Captain



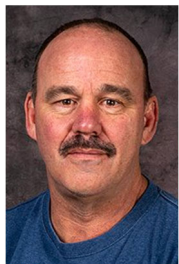
Education
M. Arch – WSU

Alex provides architectural design and CAD support for projects from design through construction closeout. He prepares and coordinates clear, concise construction drawings and the development of project specific details. Alex uses SketchUp to produce 3D modeling of projects.

Relevant Projects

- Yakima Building – Tenant Improvements
Department of Social & Health Services
- Region 3 Headquarters Addition
WA Department of Fish and Wildlife
- Pre-Wash Building – Geiger
WA Department of Transportation
- Pre-Wash Building – Wandermere
WA Department of Transportation

Bill Doyle
Cost Estimator/
Site Observer



Education
BA – Carroll College

Active in the construction industry for over 25 years, Bill will assist with the review of construction drawings for constructability and prepare estimated costs of construction. Additionally, Bill will provide field support during construction. He will monitor construction progress and review general conformance to construction plans and specs.

Relevant Projects

- Eastern State Hospital - New Boiler Plant Building
Department of Social & Health Services
- Geiger Building 200 Reroof
State Military Department, Army National Guard
- Yakima Building – Tenant Improvements
Department of Social & Health Services
- District Office Re-Roof
Washington State Patrol

NATALIE J. JOHNSTON, P.E.**Principal, Mechanical Engineer**

As Principal of MSI Engineers., Natalie brings creativity and innovation to both her firm and her projects. Working closely with clients, Natalie's passion is providing custom mechanical system solutions that fit each client's unique needs. Throughout the design process, she focuses on staying flexible to meet changing priorities, requirements, schedules and budgets, while always keeping her eye on the prize: satisfied clients.

As a project engineer for over 18 years, Natalie has been responsible for the mechanical systems design and construction administration for numerous Municipal and other Government Facilities, Office and Medical Buildings, and K-12 and Higher Education Facilities. These projects included new construction, phased construction, and renovation/retrofit applications.

**Education**

Bachelor of Science in Mechanical Engineering – Gonzaga University, Spokane, Washington (2003)

Professional Engineering Licenses

Washington, Oregon, Idaho, Montana, California, Hawaii

Professional Registrations, Affiliations and Awards

LEED (Leadership in Energy and Environmental Design) Certified Professional (since 2005)

American Society of Heating Refrigeration and Air Conditioning Engineers (since 2004)

Representative Project Experience

Benton County Administration Building – Kennewick, WA

Cooper Winery – Benton City, WA (event center)

Walter Clore Wine and Culinary Center – Port of Benton (event center)

Horn Rapids Office Building – Richland, WA (metal building)

PNNL Warehouse – Richland, WA (metal building)

Boardman Fire Station – Boardman, WA (metal building)

Chelan Public Works Building – Chelan, WA

Collins Aerospace Expansion – Spokane, WA (metal building)

Richland City Hall – Richland, WA

Richland Fire Stations #73, #74 & #75 – Richland, WA

Hermiston City Hall – Hermiston, OR



CHIEF EXECUTIVE OFFICER

Ty Nielson, Principal
Columbia Engineering Group

Ty Nielson, President and CEO of Columbia Engineering Group, is an engineer and business leader with over 15 years of experience in engineering and business management. Ty is a veteran and former US Navy Nuclear Propulsion Engineer. Ty earned his BS in electrical engineering and has experience in systems engineering, large scale critical power infrastructure, high voltage power systems engineering, and reliability engineering. With a passion for engineering, business, and leadership, Ty is visionary who is committed to excellence and innovation. His capability to analyze, strategize, build, lead, and inspire great teams and formulate solutions which meet client needs brings CEG to the front of the pack.

"Engineering is a team sport, from concept to completion. For every great engineering solution there is a great team that brought it to life. I love solving challenging problems and seeing the power of bringing talented people together to serve our communities." Ty, CEG

EDUCATION

Eastern Washington University
BS Electrical Engineering

US Navy Nuclear Power School

US Navy Electrical
Apprenticeship School

RELEVANT PROJECT EXPERIENCE

DOD | T3 230kV Transformer Refurbishment
DOD | Powerhouse 4160V Station Service Replacement
DOD | 110MW Generator Rotor Winding Replacement
DOD | 100MW Generator Stator Failure Root Cause Analysis
DOD | 15kV SF6 Breaker Refurbishment
DOD | T3 and T4 115kV High voltage bushing replacements
DOD | T7 550kV refurbishment and oil processing
DOD | Transformer Dissolved Gas Analysis
DOD | Ventilated lead acid battery capacity testing
DOD | 2.7GW Power train equipment evaluation
DOD | 230kV Transformer Forensic Failure Analysis
DOD | Electromagnetic Interference Analysis
DOD | 15kV isolated phase bus duct repair

DOD | Spare Transformer Evaluation and Refurbishment
DOD | Sweep Frequency Response Analysis
DOD | Infrared imaging and analysis
DOD | 90MW Generator Corona Probe and winding analysis
DOD | Regional Reliability Engineering Program Management
Microsoft | Data center hydronic system modifications
Plummer Forest Products | Manufacturing line extension
Food Cart | support structures
Happy Healthy Homes | Residential addition

^Limited project information due to DOD NDA



CHIEF OPERATIONS OFFICER

Nate O'Neel, Principal
Columbia Engineering Group

Nate O'Neel is the Chief Operations Officer and a seasoned engineer with over 15 years of experience in construction, engineering, and business serving multiple agencies. His ability to identify issues, understand agencies' objectives both long-term and short, & present options with detailed approaches builds trust and consensus with project execution. His project navigational skills of identifying outside factors that influence project success mitigates risk and provides a holistic view of the dynamics associated with each project. Nate's leadership style has been described as collaborative, attentive, and welcoming. Each of his projects is approached with sustainability, programmatic integration, schedule, & financial well-being.

"Engineering is my passion. I love the process of finding multiple solutions to complex problems within the Clients budget for them to choose from. I enjoy seeing a project grow from inception to closeout and every step along the way." Nate, CEG

EDUCATION

Eastern Washington University
BS Electrical Engineering

Eastern Washington University
Master of Business
Administration

RELEVANT PROJECT EXPERIENCE

DSHS | Pine Lodge Optional Standby Generator
DSHS | ESH Laundry Wasteline Replacement
DSHS | YVS 100-Cottage Generator Replacement
DSHS | ESH FSU Chiller Replacement
DSHS | Rosewood Generator Replacement*
OMD | M-F Armory HVAC Upgrade
WDFW | Region 3 Headquarters Renovation
City of Okanogan | Superior Court Phase I
Washington State Patrol | Storage Building
Microsoft | HVAC Upgrades
EWU | Martin Hall Fire Alarm*
Pend Oreille County Public Hospital District #1 | Newport Clinic*
Mose Lake School District | Administration Office*
Mose Lake School District | Warehouse*
Providence Health Care | Mother Gamblin 4th Floor Renovation*
Providence Health Care | St. Mary Medical Neuroscience*
Providence Health Care | Kadlec Mammography Clinic*

DSHS | ESH 1N3 & 3N3 Forensic Ward Renovation*
DSHS | Lakeland Village Electrical Infrastructure Phase 2*
DSHS | ESH Eastlake Emergency Generator Replacement*
DSHS | Lakeland Village Fiber Optic Improvement*
DSHS | Pine Lodge Lift Station*
Spokane Falls Community College | MV Electrical Infrastructure*
Providence Health Care | St. Mary Medical CT Room Remodel*
Universal Health Services | Inland Northwest Behavior Hospital*
Quincy School District | Quincy High School*
Quincy School District | Quincy Junior High Modernization*
Quincy School District | George Elementary School Gym Addition*
Quincy School District | Pioneer Elementary School Gym Addition*
Quincy School District | Mountain View Elementary School Gym Addition*
City of Spokane | Riverfront Park's Pavilion*
Ellensburg School District | Morgan Middle School*
EWU | Arc Flash Study*
Sacred Heart Medical Care | Doctor's Building Elevator Replacement*
EWU | Einstein Bros Bagel*
Plastic Surgery NW | Essential Electrical System*

*Experience gain prior to CEG

OMD | M-F Armory HVAC Upgrade

The Armory's HVAC system couldn't keep up with the way the spaces were being utilized resulting in large temperature swing from one space to another. The project re-evaluated the dated units & distribution with respect to space usage resulting in a modern HVAC system sized to keep up with programmatic demand. The project replaced several units, added roof-top units, adjusted the duct distribution, & modernized the automation system. CEG performed the mechanical, structural, & electrical design.



WDFW | Region 3 Headquarters Renovation

The Client outgrew the facility and the building no longer suited their programmatic needs. A study was performed that reviewed the programmatic needs versus costs of purchasing an alternate building, building new, or renovation coupled with current construction market conditions. Due to budget constraints, the Client selected to renovate several spaces within their existing building and add a large addition. CEG performed the electrical engineering including interior/exterior lighting & controls, power distribution, fire alarm, access control, & data infrastructure design.



Washington State Patrol | Equipment Building

A mission critical, expensive asset was being exposed to weather deterioration & risk of vandalism. The project design captured a new equipment storage building with interior/exterior lighting, fire alarm, intrusion detection, solar ready, & power distribution systems.*



Plastic Surgery NW | Essential Electrical System

The client noted operational deficiencies in their electrical system and programmatic needs required modernization. A robust electrical system was designed to support their essential equipment within operating rooms. The project redesigned the electrical distribution system to comply with their needs and current regulations.



*Sub-consultant

Relevant Experience

Project

10,500 SF

\$1.6 Million

construction cost

Location

Yakima, WA

Completed

August 2023

Reference

Gabe Baker

Project Manager

gabe.baker@des.wa.gov

(360) 801-4654

Delivery Method

Traditional

(Design-Bid-Build)

General Contractor

Concord Construction

Karl Lieberknecht

karll@

concordconstructioninc.com

(509) 848-3363

Yakima Office Building – Major Renovation (Tenant Improvements)

State Project No. 2022-286

Department of Social & Health Services – Leased Facilities

Cortner Architectural Co. worked with DSHS Leased Facilities to renovate and modernize 14,500 SF of Yakima Community Services Office. Multiple phases were required to accommodate construction in an occupied facility. Work includes expansion of the public lobby and primary service intake area, interview rooms, private and open offices, and social hubs among other improvements. Challenges included working under COVID protocols in addition to working in a fully occupied building. Departments included Community Services Division (CSD), State Operated Living Alternatives (SOLA) and the Department of Children, Youth and Families. Improvements include new LED lighting and architectural casework in addition to floor, wall and ceiling finish improvements.



Project Size
6,200 SF
\$9.7 Million
construction cost



LEED Silver
Certification

Location
Medical Lake, WA

Completed
August 2023

Reference
Phillip Lee, RA
Project Manager
leept@dshs.wa.gov
(509) 818-6301

Delivery Method
Traditional
(Design-Bid-Build)

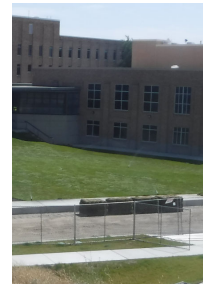
General Contractor
Lydig Construction
Tommy Kadoya
ttkadoya@lydig.com
(509) 534-0451

New Boiler Plant Building
State Project No. 2018-422
Department of Social and Health Services

Cortner Architectural Co. worked with Department of Social and Health Services on the OFM predesign, design through construction and project closeout for a new Boiler Plant Building at Eastern State Hospital in Medical Lake, Washington. Work includes demolition of the old Paint Shop and Electric Shop buildings, to make room for a new 6,200 SF boiler plant building with steam-tunnel connecting to the Kitchen and Eastlake Hospital. Upon completion of the new boiler plant and successful transfer to the three new boilers, the old boiler plant was decommissioned and demolished. Additional work included installation of a new solar array and connection into the power grid, paving improvements to Spruce Street and completion of an emergency access road joining Maple Street along the east entrance to the Eastern State Hospital Medical Lake campus.



before



after

Project

\$1.5 Million
construction cost

Location

Medical Lake, WA

Completed

August 2023

Reference

Celeste Breaux
 Project Manager
 celeste.breaux@
 dshs.wa.gov
 (509) 220-0385

Delivery Method

Traditional
 (Design-Bid-Build)

General Contractor

Graham Construction
 Joey Dickinson
[joey.dickinson@
 grahamus.com](mailto:joey.dickinson@grahamus.com)
 (509) 534-1030

**Eastern State Hospital 2019-2012 Patient Safety Improvements
 State Project No. 2020-444
 Department of Social & Health Services**

Cortner Architectural Co. worked with DSHS to provide patient safety improvements to Westlake and Eastlake Hospital at the Eastern State Hospital Medical Lake Campus. Challenges included working under COVID protocols in addition to working in a secure behavioral-health facility.

Work at Westlake Hospital includes the installation of ligature-resistant door hardware, restroom accessories (grab bars, mirrors, shower seats, soap dispensers and toilet tissue dispensers) and handrails. In addition, ligature resistant light fixtures were added to patient rooms.

Work at Eastlake Hospital includes the installation of ligature-resistant door hardware, restroom accessories (grab bars, mirrors, shower seats, soap dispensers and toilet tissue dispensers) and handrails.



Before

After



Before



After

Completed
August 2023

Reference
Joanie Thomas
Project Manager
thomasjl@wsu.edu
(509) 335-9027

Delivery Method
Traditional
(Design-Bid-Build)

**Owen Library Renovation for Herbarium Department
Washington State University – Pullman Campus**

Cortner Architectural Co. recently completed renovations of the 4th floor of the Owen Library to accommodate relocation of the Herbarium Department. Work includes architectural programming and analysis of the function of existing spaces. Working with WSU stakeholders, concept drawings were prepared for several locations before selecting Owen Library for the relocated space. Renovations included specimen intake, catalog area, offices, research, classroom, and specimen archives with fixed and condensed moveable storage units.

Completed
2023

Reference
Kevin Poitra
Project Manager
kpoitra@wsu.edu
(509) 335-4206

Delivery Method
Traditional
(Design-Bid-Build)

**Smith Gymnasium Renovation for Kinesiology Department
Washington State University – Pullman Campus**

Cortner Architectural Co. recently completed renovation to the lower level of Smith Gym to accommodate a new Kinesiology department. A new corridor was added to provide accessible access for the new department, lab space and office area.

Project
1,100 SF
\$116,800 - construction

Completed
2023

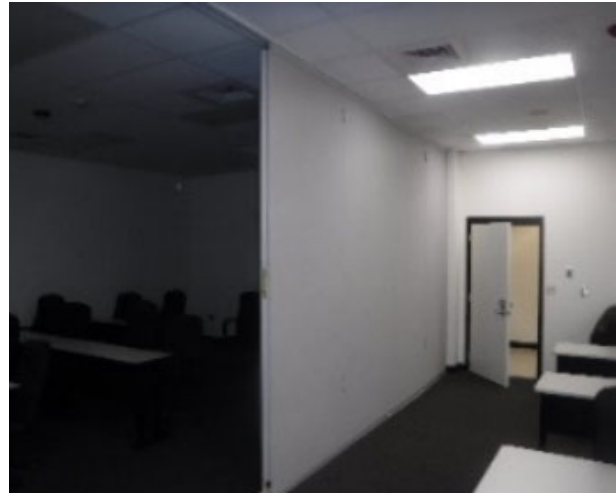
Reference
Sachin Saldanha
Project Manager
sachin.saldanha@mil.wa.gov
(253) 512-8404

Delivery Method
Job Order Contractor

General Contractor
Burton Construction
Scott Suemori
SSuemori@burtonconstruction.net
(509) 468-4932

**YTC RTI Building 951 – Classroom 122-123 Improvements
State of Washington Military Department – Army National Guard**

Cortner Architectural Co. worked with the Army National Guard to remove a partition wall between classrooms 122-123 and replace an operable partition wall. The work included design of a structural system to support the operable walls and details for concealing this structure within the existing facility, including a raised access floor system. Other improvements included new LED lighting, carpeting, wall base and paint.



Life Cycle Cost Analysis (LCCA) Experience

A critical part of every office of financial management (OFM) predesign is the Life Cycle Cost Analysis (LCCA) as completed under Washington Date DES guidelines. The LCCA is performed through the use of the Washington State Life Cycle modeling Tool (WA LCCT). Cortner Architectural has completed several OFM predesign reports and we are familiar working with both the WA LCCT and LCCA process.

We believe a fundamental aspect of good design is to address energy use, building maintenance and material durability early during the design phase. We work collaboratively with building owners and stakeholders to evaluate methods for reducing energy use while balancing the operational and maintenance needs with the available budget – ultimately, selecting the options that best fit the client and project.

Early in the design process, MSI Engineers can simulate energy efficient building design options. Our extensive experience modeling building energy use and life cycle costs in multiple software packages allows us to choose the best software option to simulate your project's unique characteristics, and give you the most accurate results. This analysis provides useful information to identify the most efficient building design and which building options may save on energy cost. Energy use comparison studies include:

- Daylighting Design
- Geothermal Heat Pumps
- Thermal Energy Storage
- Active and Passive Chilled Beam Design
- Efficient Motor and Drive Applications
- Controls and Operations

These design-level services provide the foundation for building design and system solutions.

Energy efficiency is critical for building design in the 21st century, but so is keeping costs under control. We understand those competing commitments and provide services that give building owners the ability to evaluate building alternatives and find the right options to meet projects energy efficiency goals and budget. We have learned that it is important to propose and establish sustainable options at the very beginning of the Schematic Design phase to ensure that the entire design team (including the owner) can test for project suitability. This has the added benefit of reducing the overall cost impacts of the proposed options by evaluating and integrating them into the building design at a very early stage.

Today's buildings often have a multitude of state, federal, and industry standards they must achieve, and we have the experience to make sure your project not only can meet your project's guidelines, but also exceed them. Our team has played a lead role on many projects where green building standards are either a required part of the project, or the project team's personal goal. Either way, our experienced team of engineers and staff can guide you through the processes of the most rigorous green building standards.

Sustainable Design Experience



Our team sees sustainable and energy-efficient design as one of our core responsibilities and we strive to balance a building environmental footprint with other design goals. Our objective is to create a healthy environment for building occupants with a sustainable environmental and economic impact.

Cortner Architectural Co. and our team has played a lead role in guiding owners to incorporating sustainable design solutions in their projects and boasts a portfolio of projects that have achieved LEED Gold and Silver Certifications, Energy Star Awards and Geothermal Excellence

Making cost effective decisions for your LEED project requires the ability to compare your efficiency options, and to understand their full lifetime costs. Our team can help you choose the most cost effective upgrades and navigate the LEED certification process to achieve your building's certification goals, such as:

- Optimize Energy Efficiency
- Minimize Operational Costs
- Reduce Environmental Impact
- Provide a Healthy and Comfortable Indoor Environment

Relevant Project Team Examples

- Eastern State Hospital New Boiler Plant, DSHS
LEED Silver
- Snow Removal Equipment Building, Spokane International Airport
LEED Gold
- Jenkins Wellness Center, Spokane Community College
LEED Gold
- 15+ LEED Project Certified
8 Gold, 4 Silver

MSI Engineers have the knowledge and experience to help guide either your existing or new construction project. We understand that our owners and architects need reliable, understandable, and actionable data when making design decisions. We can help evaluate your efficiency investments and provide the data you need to make sound sustainable decisions. With multiple LEED APs on staff, and LEED certified projects all over the U.S., MSI Engineers can ensure your project meets its environmental and efficiency goals with services that include:

- Design Performance Modeling
- Eco-Charrette Facilitation
- Energy Life Cycle Cost Analysis (ELCCA)
- Utility and Government Energy Incentive Assistance
- EA Credit 1 Compliant Whole Building Energy Simulation
- Credit Documentation & Certification Processing

Past Performance

	<p>Cortner Architectural Co. understands the importance of keeping a project within scope, budget and schedule. As your representative, we've developed techniques to control each of these parameters during both the design and construction phase. We validate appropriated budgets, develop accurate construction cost estimates and lead the Architect and Engineering team to keep projects on schedule and within both budgeted and awarded amounts.</p> <p>Our objective is to provide clear and concise construction drawings, buildable while being compliant with code and customer requirements. We work with owners and stakeholders to prioritize project goals and balance functionality, durability and maintenance – while working within available project budgets. With each progress design set, we include a detailed estimate on the cost of construction, then continually refine it as details emerge.</p>
<p>Scope</p>	<p>Our team will develop a list of items during programming meetings then work with stakeholders to prioritize their importance and develop a framework for the basis of design. We will start with those items that are required for the project then add items by priority working through stakeholder's "wish lists" all the while checking to see these items are compatible with the available budget and schedule.</p>
<p>Budget</p>	<p>Cortner Architectural Co. is constantly working with contractors, material-suppliers and equipment operators to keep current with market conditions and other factors that may influence contractor pricing. Our objective is to develop an accurate estimate on the cost of construction. We then use this estimate for adding priority items to the project scope. As we approach the estimated allowable construction cost, we may create alternate bid items for a contractor to price separately during the bidding process. This allows owners to incrementally add project scope without exceeding their maximum allowable construction cost.</p>
<p>Schedule</p>	<p>Schedules are often started by looking at the end of project. Seasonal influences, funding availability, and occupancy requirements often drive the project completion date. Working back from the required completion date, we determine a realistic construction and bidding duration to define the allowable design window.</p>
<p>Testimonial</p>	<p>“My favorite part of working with Cortner Architectural Company is their attention to detail and attentiveness to constructability. This is an often overlooked element of projects which, when executed properly as Cortner Architectural Company does, makes for much more thorough and straightforward design, design documents, and construction.”</p> <p style="text-align: right;">Jessica Charlton Project Manager Spokane Transit Authority</p>

Design Phase

Cortner Architectural Co. uses a multi-step approach to build quality control into our projects. Before design, we provide each team member with our Quality Assurance plan in order to integrate quality into the subconsultant fee structure. This plan helps create a uniform drawing base and quality level between subconsultants and the architectural team. To ensure design is controlled, our architectural team uses “checklists” developed from over 30-years of design and construction to coordinate ourselves and subconsultant trades. We also schedule review periods to ensure design remains aligned with the established scope, budget and schedule. Milestones are built into the schedule to ensure stakeholders have an opportunity to influence decisions, comment on design and provide feedback. During design, we are also coordinating between permitting and other agencies having jurisdiction (AHJs)

Construction Phase

Cortner Architectural is committed to your project from design through construction. Our goal is to work with the selected contractors to ensure the design and intended quality level are achieved during construction. We do this by actively remaining engaged during construction and communicating frequently between owner and contractor. Our team is responsive to answering contractor questions, promptly reviews product submittals, and quickly processes contractor applications for payments. We have developed a reputation for being “firm but fair” with contractors when negotiating on an owner’s behalf contract changes. Our quality assurance representative will be available for this project to regularly visit the project site, monitor progress and report on contractor activities.

Diverse Business Inclusion Strategies

Statement of Commitment	Cortner Architectural Company is committed to promoting the principles of competitive and fair access to all contracting and procurement activities; and we are committed to increasing contracting and procurement activities with minority and women owned businesses within the design, engineering and construction-related disciplines. This MWBE Outreach Plan was adopted by our firm in 2011.
Goal of this Plan	The goal of this plan is to identify realistic MWBE procurement opportunities, and to increase MWBE participation in contracting and procurement activities.
Roles and Objectives	Jim Cortner, Principal of Cortner Architectural Company, is primarily responsible for implementing and monitoring the success of this plan. Managing the outreach efforts and responsibilities since 2011, Jim spends time exploring companies for participation on projects. We utilize existing resources, such as the Office of Minority and Women's Business Enterprises (OMWBE) website and Directory of Certified Firms, to identify certified MWBE firms and promote MWBE awareness, opportunities and participation.
MWBE	<p>In an effort to increase the number of MWBE firms available to use as a resource, we have implemented the following practices with our vendors, consultants and business partners:</p> <ul style="list-style-type: none"> · Inquire as to each subconsulting firm's MWBE certification status. · Assist qualifying firms in navigating the certification process and the OMWBE website. · Request participating firms to register on the State's WEBS system.
Veteran-Owned	Cortner Architectural Company is committed to promoting increased participation and awareness of veteran-owned business enterprises. We utilize resources through the Washington State Department of Veterans Affairs to achieve participation goal for promoting veteran-owned business enterprises.
Small Business	Cortner Architectural Company is a small business (as determined by the US Small Business Administration.) We are committed to increasing contracting opportunities within the small business community. When selecting companies for design and consulting teams, we primarily choose other small business enterprises.
Plan Monitoring	This plan will be reviewed and updated on an annual basis, or as needed. The review will also include adjustment to ensure the success of this plan.

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)
2023-276

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

a. FIRM (OR BRANCH OFFICE) NAME Cortner Architectural Company			3. YEAR ESTABLISHED 1993	4. DUNS NUMBER 042541065
2b. STREET 1903 West 3rd Avenue			5. OWNERSHIP	
2c. CITY Spokane			2d. STATE WA	2e. ZIP CODE 99201
6a. POINT OF CONTACT NAME AND TITLE Jim Cortner, AIA – Principal Architect			a. TYPE Small business (WA State)	
6b. TELEPHONE NUMBER (509) 363-1039		6c. E-MAIL ADDRESS jim@cortner-ps.com		
8a. FORMER FIRM NAME(S) (If any) -			8b. YEAR ESTABLISHED -	8c. DUNS NUMBER -
7. NAME OF FIRM (If block 2a. is a branch office) N/A			b. SMALL BUSINESS STATUS Small business (WA State)	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
01	Architect	1	N/A	017	Commercial Buildings, Shopping Centers	3
14	Roofing/Envelope Consultant	1	N/A	029	Educational Facilities, Classrooms	3
17	Space Planning/Interior Design Services	1	N/A	030	Gyms, Stadiums, Field Houses	2
30	Cost Estimator	1	N/A	033	Boilers	2
43	Building Code/Code Plan Review Specialist	1	N/A	039	Garages /Parking, Vehicle Maintenance	2
47	CADD Drafting/ Scanning/Photography	2	N/A	048	Hospitals/Medical Facilities	2
			N/A	072	Office Buildings	3
			N/A	089	Rehabilitation (Buildings, Structures)	2
	Other Employees		N/A	201	Roofing, Design and Inspection	3
Total		7	N/A	212	Building Condition Assessment	1

<p>11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i></p> <table style="width: 100%;"> <tr> <td>a. Federal Work</td> <td style="text-align: center;">1</td> </tr> <tr> <td>b. Non-Federal Work</td> <td style="text-align: center;">4</td> </tr> <tr> <td>c. Total Work</td> <td style="text-align: center;">5</td> </tr> </table>	a. Federal Work	1	b. Non-Federal Work	4	c. Total Work	5	<p style="text-align: center;">PROFESSIONAL SERVICES REVENUE INDEX NUMBER</p> <table style="width: 100%;"> <tr> <td>1. Less than \$100,000</td> <td>6. \$2 million to less than \$5 million</td> </tr> <tr> <td>2. \$100,000 to less than \$250,000</td> <td>7. \$5 million to less than \$10 million</td> </tr> <tr> <td>3. \$250,000 to less than \$500,000</td> <td>8. \$10 million to less than \$25 million</td> </tr> <tr> <td>4. \$500,000 to less than \$1 million</td> <td>9. \$25 million to less than \$50 million</td> </tr> <tr> <td>5. \$1 million to less than \$2 million</td> <td>10. \$50 million or greater</td> </tr> </table>	1. Less than \$100,000	6. \$2 million to less than \$5 million	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million	4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million	5. \$1 million to less than \$2 million	10. \$50 million or greater
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b. Non-Federal Work	4																
c. Total Work	5																
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3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million																
4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million																
5. \$1 million to less than \$2 million	10. \$50 million or greater																

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE August 9, 2023
c. NAME AND TITLE Jim Cortner, AIA – Principal Architect	