Attention: Jeremy Orenstein
Department of Enterprise Services Project Managers
Email: jeremy.orenstein@des.wa.gov

RFQ # 2025-831

On-Call Architectural Services for Tacoma Community College

Submitted by:
Osborn Architects Inc., PS
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Submission Due Date:
June 26, 2025 at 2:00 pm PST

OAI
ARCHITECTURE
+ PLANNING

OAI ARCHITECTURE +PLANNING

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COVER LETTER

June 26, 2025

Attention: Jeremy Orenstein
Department of Enterprise Services Project Managers
Email: jeremy.orenstein@des.wa.gov

RE: 2025-831 On-Call Architectural Services for Tacoma Community College

At Osborn Architects Inc. (OAI), we deeply value Tacoma Community College's mission to serve the community through safe, functional, and accessible campus environments. As your on-call architect from 2019–2021 and again from 2023–2025, we've built strong working relationships with your team and gained a deep understanding of your facilities, systems, and institutional priorities.

OAI is a full-service architectural firm specializing in the renovation, repair, and improvement of existing buildings. Our ten-person team—including three registered architects—delivers cost-conscious, performance-oriented solutions that support long-term operations and maintenance. We collaborate with a dependable network of consultants to provide complete architectural services from design through closeout. Each year, we manage approximately 40 on-call projects across Washington, including accessibility upgrades, emergency repairs, classroom renovations, and phased construction in occupied spaces.

We are well-versed in the project types discussed during the pre-submittal meeting and bring experience leading complex, multidisciplinary teams. Our portfolio includes campus-wide improvements such as system upgrades, infrastructure repairs, envelope rehabilitation, and interior modernizations—all tailored to the unique needs of higher education institutions.

Located on Harbor Island in southwest Seattle, OAI is strategically positioned to provide timely, on-the-ground support to TCC. Our office is approximately 35 miles from campus, enabling us to maintain a consistent presence and respond quickly as needs arise.

We are a self-certified mini business under RCW 39.26.010 and a self-certified Public Works Small Business Enterprise (PWSBE), a race- and gender-neutral designation for firms owned by economically disadvantaged individuals, as outlined by the Washington State Office of Minority & Women's Business Enterprises.

Thank you for considering our qualifications. We are proud of our ongoing partnership and look forward to continuing to support TCC's campus improvement efforts.

Respectfully,

Jerry Osborn AIA, LEED®, NCARB, President
Osborn Architects Inc., PS
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OAI ARCHITECTURE +PLANNING

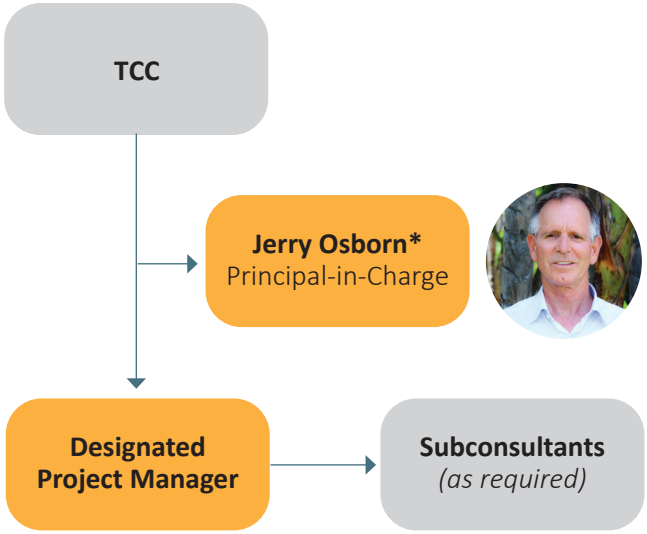
RFQ #2025-831
ON-CALL CAMPUS ARCHITECT

QUALIFICATIONS OF KEY PERSONNEL

SECTION 1
QUALIFICATIONS OF KEY PERSONNEL

For on-call contracts, we implement a flexible, needs-based project management approach. Instead of assigning a single project manager to a client, we strategically match project managers based on the specific scope, technical requirements, and client priorities of each task order. Cary, Manvi, Joe, and Amy will serve as the core project managers for this contract. They are supported by a secondary team of three additional project managers who can step into lead roles as needed to meet project demands related to schedule, scale, or specialization. This structure ensures continuity, responsiveness, and smooth knowledge transfer across all engagements. Our typical on-call projects are small to medium in scale and often include one or more of the following:

- Infrastructure Repairs/Upgrades
- Building Envelope Repairs/Improvements
- Planning/Investigation/Studies
- Renovations/Tenant Improvements
- Rehabilitation/Preservation
- Building System Repairs/Upgrades
- Accessibility Compliance
- Life Safety Compliance
- Emergency Repairs



For each project type listed, we designated which project managers are most likely to oversee that project type, ensuring alignment with the project's specific scope and requirements. As needed, we will engage subconsultants in coordination with the TCC and the DES to ensure the best fit for the project.







Project Types	Cary Guenther*	Manvi Dhingra*	Joe Muller*	Amy Borer*	Ellen Zouras	Clark Yoder	Melissa Forbes
Infrastructure Repairs/Upgrades	X					X	
Building Envelope Repairs/Improvements	X		X		X	X	
Planning/Investigation/Studies			X	X	X		X
Renovations/Tenant Improvements		X		X	X		X
Rehabilitation/Preservation	X			X	X		
Building System Repairs/Upgrades	X	X	X		X		
Accessibility Compliance	X	X					X
Life Safety Compliance			X			X	
Emergency Repairs**	X	X	X	X	X	X	X

**Core Project Managers*
***Emergency repair projects will be assigned based on the type and scope of the emergency.*

JERRY OSBORN, *AIA, NCARB, LEED AP*

Principal-in-Charge (PIC)
Professional Experiences: 35+ Years
On-Call Experience: 29 Years
Professional License: Architecture #6273

As a native Washingtonian with 29 years of experience, Jerry has consistently supported clients with on-call projects across civic agencies and colleges. He thrives on challenging projects that demand innovative solutions and technical expertise, with a particular emphasis on facility upgrades. Jerry's meticulous approach from project inception mitigates risk and delivers practical solutions that balance scope, budget, and long-term value. As the primary point of contact for DES, Jerry will assemble and lead the project team, participate actively in stakeholder meetings, and oversee critical problem-solving phases. He ensures that design solutions meet client expectations while emphasizing durability, sustainability, and maintenance considerations. Additionally, Jerry will monitor project budgets, schedules, and jurisdictional compliance, providing robust oversight through construction and project closeout.

Jerry's Notable Project Experience:
- Earley Business Warehouse 407 Temporary Tenant Structures (Pre-engineered Metal Building), Port of Tacoma
- Camp Long Facility Condition Assessment, Seattle Parks and Recreation
- Magnuson Park Building 2 Occupancy Study, Seattle Parks and Recreation
- Operation Control Center Electrification Study, Seattle Public Utilities
- Duvall Electrical Enclosure, Tres West Engineers and Seattle Public Utilities
- Roof Condition Assessments, Seattle Parks and Recreation

CARY GUENTHER, *AIA, NCARB*

Project Manager *(Core)*
Professional Experiences: 40+ Years
On-Call Experience: 8 Years
Professional License: Architecture #7290

Cary has over 40 years of experience in the practice of architecture, specializing in civic, commercial, educational, and healthcare projects. With extensive expertise in public sector project management, he is proficient across all phases of project design, including schematic design, construction documentation, detailing, specifications, and adherence to building and land use codes, as well as QA/QC review.

As the firm's code and functional anchor, Cary ensures every design is grounded, constructible, and compliant with relevant standards. His previous service on the City of Edmonds' Architectural Design Board, where he provided advisory recommendations on planning and design matters to the Mayor, City Council, and Planning Department, further underscores his commitment to excellence in public sector design.

Cary's Notable Project Experience:
- Thurston County Courthouse Building 3 Roof Replacement, Thurston County
- Discovery Park Environmental Learning Center Site and Building Accessibility Improvements, Seattle Parks and Recreation
- Laurelhurst and Montlake Community Centers Site and Building Accessibility Improvements, Seattle Parks and Recreation
- Magnuson Park Building 11 Accessible Lift, Seattle Parks and Recreation (SPR)
- West Central Headquarters Roof Replacement and Electrical Upgrades, SPR
- Operations Control Center Structural Column Damage and Electrical Upgrades, Seattle Public Utilities

MANVI DHINGRA, *Associate AIA*

Project Manager *(Core)*
Professional Experiences: 8 Years
On-Call Experiences: 6 Years

Manvi is an architectural designer with over 8 years of experience. Her experience spans many different stages of a project. These stages include preliminary design and development, construction documents, bidding, and closeout. Proficient in AutoCAD and Revit document standards, she helps create solutions that meet project specifications and company standards. With an Architecture degree from an international institute, she has a keen interest and knowledge of architectural methods from around the globe. Manvi excels at communicating a design idea to our construction partners.

Manvi's Notable Project Experience:
- Fabulich Center Toilet Room Renovation, Port of Tacoma
- Red Barn Ranch Campus Masterplan, Seattle Parks and Recreation (SPR)
- Lake City Community Center Emergency Demolition, SPR
- Kalkus Hall Accessible Toilet Room Addition, Washington State University
- Lake Young Building Masterplan, Seattle Public Utilities (SPU)
- Operations Control Center Lighting Controls/Computer Center HVAC, SPU

JOE MULLER, *AIA*

Project Manager *(Core)*
Professional Experiences: 19 Years
On-Call Experience: 9 Years
Professional License: Architecture #24032032

Joe brings 19 years of experience in project management and estimating. He has worked on a wide range of projects across the Pacific Northwest, with a particular focus on vocational institutes. As an experienced project manager and estimator, Joe excels at integrating programmatic needs with functional requirements, translating them into effective built environments. In his previous role, Joe provided envelope consulting services and led multiple high-stakes design-assist projects. His extensive civic project experience spans educational, healthcare, public service, and institutional facilities, showcasing his versatility and expertise in delivering successful outcomes across diverse sectors.

Joe's Notable Project Experience:
- Devonshire Apartments Complete Renovation, Community Roots Housing
- Evergreen Ridge Apartment Complex Building Envelope and Miscellaneous Maintenance, Mercy Housing Northwest
- Harbor Patrol Maintenance Building Envelope Repairs, City of Seattle
- Cedar River Watershed Education Center Envelope Maintenance and Repairs Phase I and II, Seattle Public Utilities
- Electric Vehicle Charging Station (Whidbey), Skagit Valley College

AMY BORER, *Associate AIA*

Project Manager *(Core)*
Professional Experiences: 3 Years
On-Call Experiences: 3 Years

Amy joined OAI full-time after earning her master's degree in architecture from Washington State University, following two summers as an intern with our team. Amy embodies his dedication to enhancing public spaces. Her connection highlights the strong, collaborative relationships we build with our clients. Since joining OAI, Amy has contributed to a variety of projects, including her current roles as construction administrator for the Lower Woodland Office and Restroom Rehabilitation and project manager for the Langston Hughes Center for the Performing Arts Building Envelope Study. Her leadership in these projects highlights her expertise in both construction and design, underscoring her significant value to our team.

Amy's Notable Project Experience:
- Lower Woodland Office and Restroom Rehabilitation, Seattle Parks and Recreation (SPR)
- Langston Hughes Performing Arts Center Rehabilitation Study, SPR
- Siegal Center Air Quality Study, Seattle Central College
- Jackson Elementary Electrical Study Modeling, Brink Electric
- Fabulich Center Building Condition Assessment, Port of Tacoma

ELLEN ZOURAS, *Associate AIA*

Project Manager *(As needed)*
Professional Experiences: 12 Years
On-Call Experiences: 2 Years

Ellen's experience includes leading capital projects for Community Roots Housing, a nonprofit affordable housing provider, where she collaborated with diverse stakeholders. Her community-focused design approach emphasizes sustainability, inclusivity, and strong connections between people and place.

CLARK YODER, *Associate AIA*

Project Manager *(As needed)*
Professional Experiences: 12 Years
On-Call Experience: 4 Years

Clark manages complex projects with a focus on efficiency, team coordination, and on-time delivery. His background includes military logistics, UAS mission oversight, and high-volume shipping operations. At OAI, he also provides aerial photography as a certified drone pilot.

MELISSA FORBES, *Associate AIA*

Project Manager *(As needed)*
Professional Experiences: 17
On-Call Experience: 9 Years

Melissa specializes in civic, education, and institutional projects, with expertise in interior design and tenant improvements. As OAI's design lead, she develops clear visual models, guides clients through design options, and curates materials and finishes to ensure cohesive, functional spaces.

OAI ARCHITECTURE +PLANNING

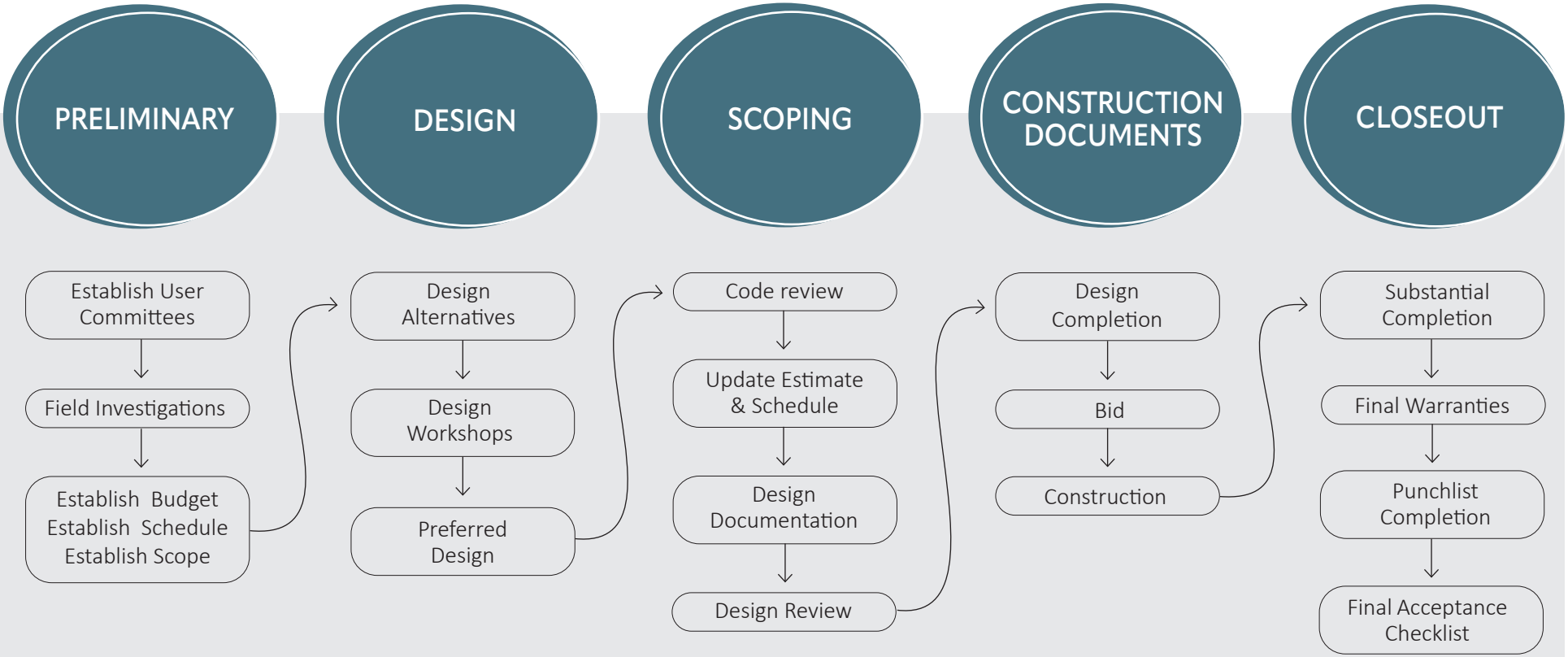
RFQ #2025-831
ON-CALL CAMPUS ARCHITECT

GENERAL PROJECT APPROACH

SECTION 2
GENERAL PROJECT APPROACH

If selected as an On-Call Campus Architect, OAI will approach each task with efficiency, thoughtful analysis, and focus. We know from experience that skilled Project Management and clear communication are essential for project success. OAI's Project Manager are proactive, organized, and results-driven. From the beginning, they establish well-defined team roles and responsibilities to promote accountability and optimize performance, helping us manage scope, schedule, and budget throughout the duration of each project.

Strong working relationships are at the heart of what we do. We collaborate closely with clients, sub-consultants, contractors, fostering trust and open communication. To support this, we use tools such as Bluebeam, SharePoint, OneDrive, and Teams to organize and share information. Our structured and consistently updated project documents, combined with weekly team meetings, ensure that multiple team members can step in and support projects seamlessly when needed. This approach has been successfully applied on numerous on-call projects with state agencies and other public-sector clients.



PROJECT APPROACH OUTLINE

1 SCOPING *(Assessing the Project Needs)*

Conduct coordinated site visits with the TCC, DES, facility managers, and user groups to observe conditions firsthand, verify repair needs, and refine project requirements.

2 REVIEW SECONDARY CONSIDERATIONS

- Understand the associated cost of repairs: Develop a preliminary cost range and engage the State and the client agency to ensure project design goals and budgets are reconciled.
- Review scheduling ramifications: Determine expectations for the beginning, duration, timing, and completion of construction. Review considerations for public safety, staging requirements, and tenant impacts such as noise, unpleasant odors, and dust control.
- Review long term facility goals: Determine the intended service life of the building. Explore sustainable short-term and long-term solutions.

3 DESIGN ALTERNATIVES AND PREFERRED DESIGN

Weigh recommended solutions against primary and secondary project goals:

- Does the desired solution fulfill the performance expectations?
- Is it affordable? If not, can the solution be modified to meet the budget?
- Can it realistically be completed within the scheduled milestones?
- Does it negatively impact ongoing building activities? If so, can the impact be successfully mitigated?
- Does it provide sustainable benefits (i.e. increased energy efficiency, prolonged equipment service life, provide better thermal performance, reduced maintenance needs, and/or utility rebate)?

Proposed solutions are evaluated, modified, and solidified into the project solution and/or accepted design.

4 PERMITTING

Jurisdictional requirements are included as part of the project delivery schedule and are typically established early on in the planning process. Typical permit types include plan review, trade, and the Puget Sound Clean Air Agency approval (required in advance for removal of asbestos-containing materials). Often, 30-day panel metering is required to verify the existing power system is capable of assuming the new power loads anticipated.

5 BIDDING AND PROCUREMENT

Determine the best procurement method with the client agency: design-bid-build, job-order contracting (JOC), or state small works roster. Each method has unique advantages and restrictions. We will reach out and procure construction bids from qualified MWBE contractors and sub-contractors. *Note: GCCM and Design Build are not relevant for the scale of on-call projects.*

6 CONSTRUCTION ADMINISTRATION

Our goal is to help the construction team remain focused on maintaining the established schedule and providing quality construction.

- Timely review of contractor questions, submittals, and RFI's
- Meeting on-site to review challenging construction issues
- Performing on-going “punch in-progress” during construction site visits. This reduces the punch and closeout process, while providing the project team better leverage to address that defective work is corrected
- Monitor construction schedule, facility impacts, and consultant coordination
- Negotiate change orders in a fair manner with all parties involved

7 PROJECT CLOSE-OUT

Our goal is to expeditiously facilitate the closeout process.

- Perform punchlist walk-through(s) and verify construction completion.
- Resolve any outstanding cost changes
- Review contractor O&M manuals and verify warranties meet specification requirements
- Coordinate and assist with commissioning completion
- Incorporate all construction field changes into As-Built documents
- Ensure all permits have been finalized
- Inspect project at one-year warranty date

It is not uncommon for us to be called to the site several times within the warranty year. We make ourselves readily available when issues arise (during and after the warranty period expires) to ensure latent issues are resolved to your satisfaction.

STANDARD PRACTICES

Example: Roofing Projects

Based on our extensive experience delivering durable, code-compliant roofing systems, we have developed a set of standard practices that we implement across all roofing projects. These elements not only enhance long-term maintainability but also improve safety and accessibility for facilities teams.

Fall Protection: We incorporate permanent fall protection systems into every roofing project. Our process begins with an on-site walkthrough with the facility's maintenance staff to understand how the roof is accessed and maintained. This input informs a tailored anchor layout that ensures coverage in all necessary areas. Once installed, 25% of the anchors are field-tested, each subjected to a 1,800-lb load for five minutes without movement, per standard protocols. This approach enables the use of pre-engineered attachment details from the anchor manufacturer.

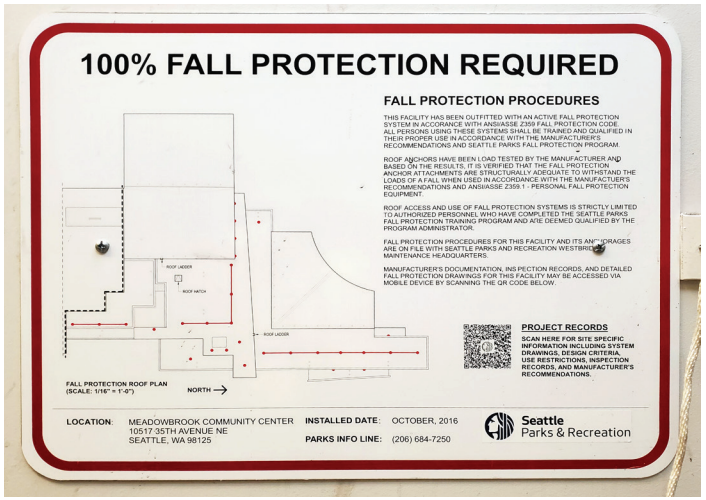
To support ongoing maintenance and safety, we also provide a fall protection plaque that includes a site plan showing all anchor locations, along with a QR code linking to digital documentation and inspection records. Since 2015, we have worked with Seattle Parks and Recreation to implement fall protection systems on over 50 of their buildings and structures—part of a broader portfolio of more than 300 facilities.

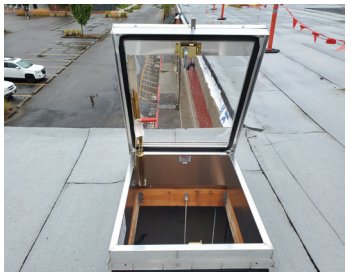
Roof Plaque: To eliminate the need for time-consuming searches through record drawings or project manuals, we include a durable metal roof plaque on every roofing project. This plaque is called out in the project manual and includes critical information such as:

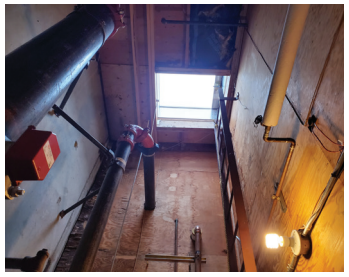
- Completion date
- Installer warranty expiration
- Manufacturer roof warranty expiration
- Manufacturer and reference number
- Installer contact information and project number
- Detailed description of the roofing assembly

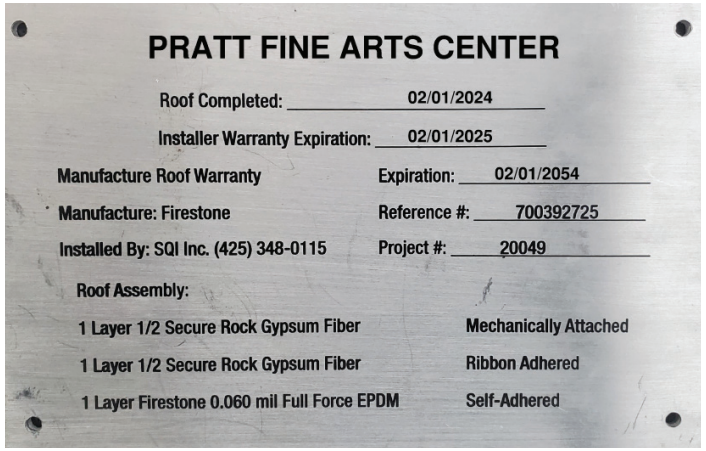
This small addition has proven invaluable for facilities and maintenance teams when assessing roof conditions, performing repairs, or scheduling warranty inspections.

Transparent Roof Hatch: Whenever a roof hatch is installed or replaced, we specify a clear bubble-style hatch (typically type GS and GSS from Bilco). Traditional hatches can create safety challenges due to poor visibility and tight access. The transparent bubble design improves safety by allowing natural light into the access shaft, making it easier to locate the latch and navigate the transition from ladder to roof. The domed shape also provides additional headroom for easier maneuvering.









Top: *Fall protection plaque with site map and QR code;*
Middle: *Transparent Roof Hatch, exterior and interior views;*
Left*: Roof plaque with assembly and warranty details*

OAI ARCHITECTURE + PLANNING

RFQ #2025-831
ON-CALL CAMPUS ARCHITECT

RELEVANT EXPERIENCE & DIVERSE BUSINESS INCLUSION STRATEGIES

SECTION 3
RELEVANT EXPERIENCE

OAI has extensive experience providing on-call architectural services to public agencies. In addition to TCC, OAI is currently serving as an on-call architect for the following public agencies:

- Bellingham Technical College
- Seattle Colleges (North Seattle College, Seattle Central College, and South Seattle College)
- Shoreline Community College
- Skagit Valley College
- The Evergreen State College
- Whatcom Community College
- Thurston County
- City of Seattle
- Seattle Parks and Recreation
- Seattle Public Utilities
- Port of Tacoma

2023-2025 TCC EXPERIENCE

Over the 2023–2025 biennium, we had the opportunity to support TCC on the following project.

Tacoma Community College (2023-2025)

- Building 17 Roof Recover
- Sanitary Sewer Repairs Phase I
- Reader Board Replacements
- Building 7 Elevator Controls
- Sanitary Sewer Repairs Phase II

RELEVANT EXPERIENCE PUBLIC AGENCIES

The following relevant experience section highlights projects that align with the budgeted scope of work and remain within the $300,000 project-specific agreement maximum outlined in the RFQ. This section focuses on our DES experience, and showcase our work with other public agencies and demonstrating the breadth of projects and services OAI has delivered in support of their goals.

Right and Middle: *South 12th Street;* ***Le*** *: South 19th Street*

READER BOARDS REPLACEMENT

Client: Tacoma Community College (TCC)
Project Team: Jerry Osborn, PIC

OAI assisted TCC with the replacement and repair of the reader boards located at the South 19th Street and South 12th Street campus entrances. The project involved upgrading the electronic message components of two pole-mounted monument signs. Work included removal of the existing sign faces, shop refinishing through sanding and re-coating, replacement of acrylic and vinyl backing at the logo and lettering, and full reassembly and commissioning of the signage. The project remained on time and within budget through all phases of work.

SANITARY SEWER REPAIRS PHASE I AND II

Client: Tacoma Community College (TCC)
Project Team: Manvi Dhingra, Project Support; and Jerry Osborn, PIC

The need for sanitary sewer repairs was first identified in the Facility Condition Survey and funded as part of the 2023–2025 biennium. Initial supporting documentation from SBCTC (via Steve Lewindowski) consisted of a campus site plan with superimposed notes that were difficult to interpret. When OAI contacted Steve for clarification on the source of the utility data, the paraphrased response was essentially: there is no reliable underground utility information—"good luck."

Given the limited and unreliable information, OAI began by verifying the utility data shown on the existing campus map. Our team physically pulled manhole covers, measured pipe depths, jetted the lines, and used camera equipment to record accurate footage of the sanitary system. This investigative work allowed us to develop a reliable and current site utility drawing. During this discovery phase, we identified side sewer connections, confirmed pipe depths, documented obstructions, and surveyed surface topography. We also discovered that many manhole covers were mislabeled—storm drains marked as sanitary sewer structures and vice versa.

We used our findings to develop detailed bid documents. The design included new structure locations for maintenance access, areas requiring excavation for repair or replacement, and surface restoration where disruptions were necessary. Mislabeled manhole covers were replaced with properly marked clean-out covers to clearly identify the correct drainage system. Recognizing the elevated risk associated with underground utility work, OAI structured the bid package to include multiple alternates. These alternates were only incorporated into the construction contract after completion of the approved base work and confirmation of field conditions during construction.

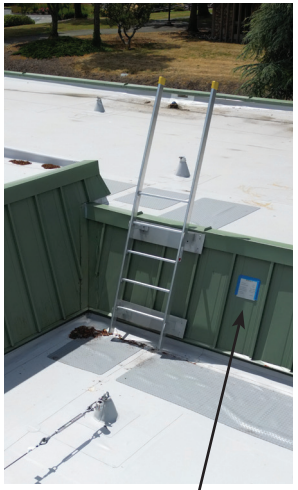
BUILDING 17 ROOF RE-COVER

Client: Tacoma Community College (TCC)
Project Team: Jerry Osborn, PIC

OAI assisted TCC in designing and implementing a full roof replacement for Building 17, which featured a failing single-ply Hypalon membrane installed over an older built-up roofing (BUR) system. Hypalon, a synthetic roofing membrane popular in the 1980s and 1990s due to its low cost and self-cleaning properties, had long surpassed its service life. In this case, the membrane had deteriorated to the point of resembling "cheesecloth." Numerous failed patching attempts and persistent ponding—particularly on the north section of the roof—further indicated the need for full replacement. Record drawings showed that a prior architect attempted to resolve ponding issues by adding a new drain, but the measure proved ineffective. Complicating the project, Building 17's roof includes multiple levels connected by an unsecured ladder placed by maintenance staff, which posed a safety hazard. Additionally, the sheet metal mansard roof assemblies restricted any increase in roofing height, limiting the ability to add tapered insulation and requiring careful design coordination.

OAI performed roof core sampling to verify the existing assembly and tested suspect underlayment materials for asbestos as part of environmental due diligence. The final design featured a fully adhered, 60-mil minimum thickness single-ply PVC membrane—a highly reflective system widely regarded by roofers and manufacturers as superior to TPO in terms of performance and longevity. The system was designed to meet eligibility for a 20-year no-dollar-limit (NDL), non-prorated, watertight manufacturer's warranty—achieved without removing the existing Hypalon membrane, except at drains and scuppers. In those locations, the existing membrane and underlayment were removed and replaced in accordance with manufacturer warranty requirements.

The project scope also included the full replacement of roof drains and scuppers, as well as the installation of a new fixed roof access ladder. The ladder was secured to the ribs of the mansard, allowing for safe rooftop access without creating new roof penetrations. All sheet metal flashings were replaced with prefinished, factory-coated metal that carries a 30-year finish warranty In addition, the existing rooftop fall protection anchors were tested in accordance with OSHA-compliant L&I protocols, with at least 25% of the anchors load tested to 1,800 pounds for five minutes. New fall protection systems were also installed where coverage had previously been incomplete.



Left: *New PVC roofing assembly*; ***Right:*** *New fixed access ladder*

ACCESSIBLE ROUTE FINDING, SIGNAGE AND SITE IMPROVEMENT RECOMMENDATIONS

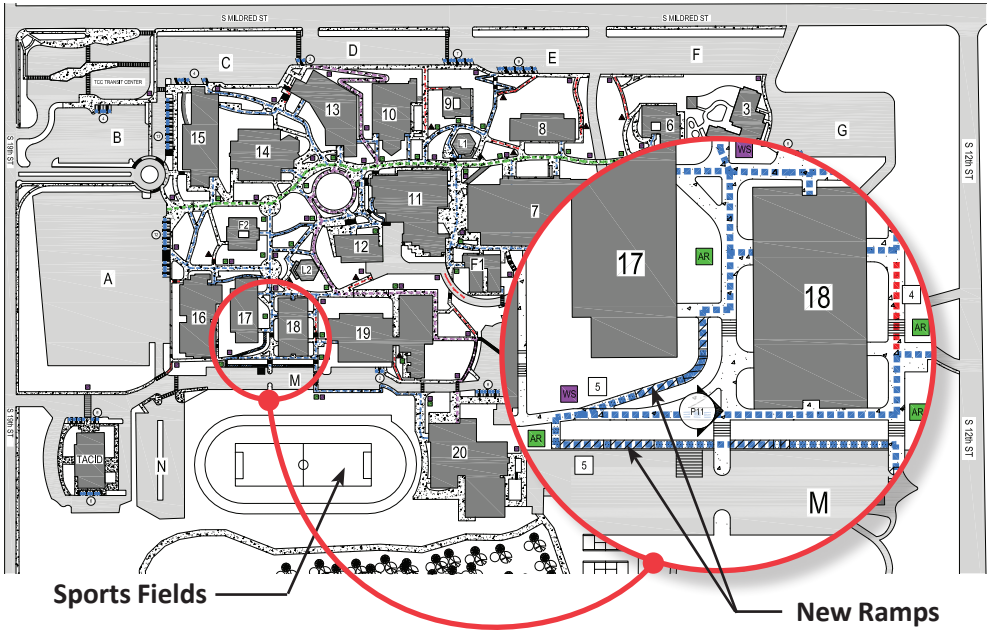
Client: Tacoma Community College (TCC)
Project Team: Melissa Forbes, Project Manager; Manvi Dhingra, Project Support; and Jerry Osborn, PIC

TCC retained OAI to support the development of universal access and wayfinding signage across its 150-acre campus. As part of this effort, OAI conducted a comprehensive site walk-through to evaluate campus pathways, entrances, and building access points for ADA compliance. To supplement the standard code-based accessibility review, the assessment included participation from a staff member and a student who rely on mobility assistance, offering critical user-based insights into real-world navigation challenges faced on campus.

The primary goal of our assessment was to ensure safe, intuitive, and fully accessible routes of travel throughout the campus environment. Following the walk-through, we compiled a findings report that included the following key recommendations:

- **New Signage:** Due to the campus's varied topography and several steep grades, we recommended the installation of "Caution: Steep Slope" signs, directional "Accessible Route" signage, and additional wayfinding elements to guide users to compliant paths of travel.
- **New Accessible Ramps:** Based on our review of topographical data, we proposed the installation of new accessible ramps to improve connectivity between key areas. A critical recommendation was to add a ramp between Buildings 17 and 18 to provide an accessible route to the sports fields located between Parking Lot N and Building 20, which serve as the campus's designated emergency assembly area. Currently, there is no compliant accessible path from the center of campus to the assembly area due to excessive slope grades along all existing routes.

Notably, accessibility is the only project category that allows reallocation of funds from other project types that are unable to move forward, giving TCC a long-term roadmap to utilize as funding becomes available.



***Top:** Site plan; **Bottom:** Enlarged portion of the site plan highlighting new accessible ramps*

FIRE STATION 30 ACCESSIBLE RAMP

Client: City of Seattle (City)
Project Team: Clark Yoder, Project Manager; Melissa Forbes, Project Support; and Jerry Osborn, PIC

The City of Seattle engaged OAI to assist with the replacement of a damaged accessible lift that had failed after water entered from below during exterior power washing. While the initial intent was to replace the lift in-kind, our team conducted a feasibility review and determined that any new lift would remain vulnerable to the same water intrusion issues. In response, we proposed evaluating options for a permanent accessible ramp as a more durable and code-compliant solution.

Rendering of new accessible ramp

Our first ramp concept was located near the existing lift; however, implementation would have required relocating an adjacent generator—something the City wished to avoid due to cost and operational concerns. OAI conducted additional site analysis and identified a viable solution in the vegetated southwest corner of the site. We then designed a compact, U-shaped ramp that preserved existing trees and landscaping while fitting within the site's tight constraints. Every inch of the layout was carefully configured to meet ADA slope and clearance requirements without triggering impacts to adjacent infrastructure

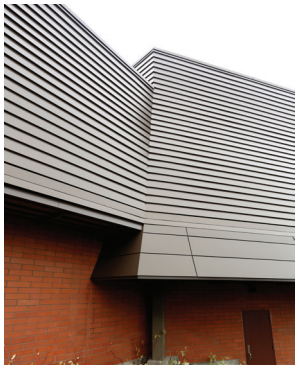
This project highlights OAI's problem-solving capabilities and our commitment to delivering long-term solutions within complex operational environments. We collaborated closely with City staff to reassess the project scope, identify viable alternatives, and develop a design that met accessibility goals without compromising site function. Construction is currently underway. Throughout the project, we maintained open communication, carefully managed the schedule, and ensured the design met ADA standards—all while addressing site-specific challenges with flexibility and precision.

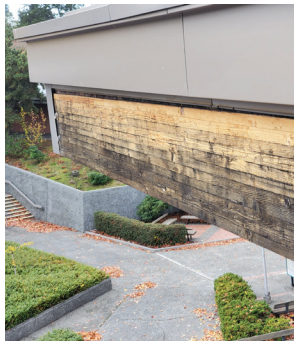
2900 BUILDING TRANSFORMER REPLACEMENT

Client: Shoreline Community College (Shoreline)
Project Team: Jerry Osborn, PIC

DES brought OAI onto the project after limited progress with the original design team. At that point, the lead time for a new transformer of the required size ranged from nine months to a year—exceeding the remaining time in the biennium. OAI immediately contacted electrical supply vendors and identified a compatible replacement transformer available locally in Seattle on a first-come, first-served basis. We worked closely with the college to rapidly initiate a procurement bid and secure the unit. Installation was completed through DES's small works process. The transformer was successfully installed without any unforeseen impacts to campus operations.

Off-hours installation of the 2900 Building Transformer





Top: *Completed mansard roof with new metal panels;* ***Bottom Left:*** *Weathered glulam beam prior to repairs;* ***Bottom Right****: Glulam beam wrapped in low-maintenance aluminum composite panels*

1600 BUILDING MANSARD ROOF REPLACEMENT

Client: Shoreline Community College (Shoreline)
Project Team: Joe Muller, PM; Jerry Osborn, PIC

OAI led the replacement of 8,200 square feet of asbestos shingle mansard siding on the 1600 Building. The new design features 'Bermuda-style' metal panels, chosen to replicate the building's original architectural character. To create a crisp accent band along the lower edge of the mansard, aluminum composite material (ACM) panels were installed with sharp breaks and clean joint lines.

In addition to the mansard replacement, the project included a 2,000 square foot membrane roof replacement, new roof ladders, access hatches, and upgraded weather barriers. Due to the building's complex geometries and transitions, the design required extensive detailing to ensure proper installation and long-term performance.

The campus had previously used a wide range of siding types, profiles, and colors, resulting in a fragmented appearance. OAI helped establish a cohesive standard for metal siding and flashing profiles and colors, contributing to a more unified campus aesthetic.

The original cost estimate was $403,306, and the awarded low bid came in at $403,000. The project was completed with minimal change orders, totaling $4,153 (1.03%), demonstrating accurate cost forecasting and effective project management.

PUB BEAM REPAIRS

Client: Shoreline Community College (Shoreline)
Project Team: Joe Muller, Project Manager; Jerry Osborn, PIC

The Pagoda Student Union Building (PUB) at Shoreline, constructed in 2006, features prominent exposed glulam beams along its exterior. Over time, the protective wood finishes began to deteriorate, resulting in a weathered and inconsistent appearance. Compounding the issue, the beams are located more than 20 feet above grade, making them virtually inaccessible for routine maintenance by facilities staff.

To provide a long-term, low-maintenance solution, OAI developed a design to wrap the exposed beams with aluminum composite panels instead of applying new coatings that would require ongoing upkeep. The new panels were carefully detailed to match the color and profile of the adjacent metal fascia, ensuring the repair blended seamlessly with the existing architecture. The result is a durable, low-maintenance finish that protects a critical structural element while maintaining the building's aesthetic integrity.

OLD MAIN BOILER REPLACEMENT

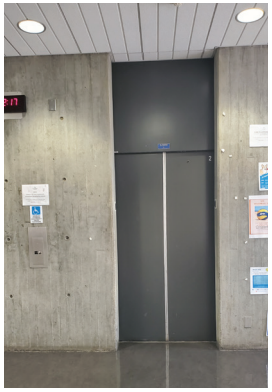
Client: Skagit Valley College (SVC)
Project Team: Joe Muller, Project Manager; Clark Yoder, Project Support; and Jerry Osborn, Principal-in-Charge

The Old Main Boiler Replacement Project reflects SVC's ongoing commitment to reducing carbon emissions on its campuses. Located on SVC's Whidbey Island Campus, the 39,610-square-foot building was originally constructed as a hospital in 1942 and later transferred to the college by the U.S. Navy. Today, it houses classrooms and administrative functions.

The project involved replacing an aging gas-fired boiler with two new electric units and upgrading 44 failing radiators to new convectors. Additional improvements included installation of digital direct controls (DDC) for remote system monitoring and management, as well as the addition of isolation valves at each convector to support improved maintenance and operation. To ensure uninterrupted heating throughout construction, bid documents required the contractor to provide a temporary boiler system.

Early in design, OAI identified that electric resistance boilers would no longer be permitted under the upcoming 2021 Washington State Energy Code (WSEC) revisions. In response, the team expedited design and permitting efforts to ensure full compliance under the existing code framework. All building permits were secured ahead of the May 2024 WSEC update deadline. Bid documents were released in June 2024 with an estimated construction cost of $712,945. The project received three bids, and Apex Mechanical was awarded the contract for $696,149—within 3% of OAI's estimate.

Because the building remained occupied throughout construction, OAI coordinated closely with SVC and the mechanical contractor to minimize disruption to students and staff. Boiler shutdowns were scheduled during academic breaks, and OAI provided expedited submittal reviews to maintain project momentum. Room-by-room work plans were developed and continuously updated in collaboration with college staff to accommodate changing schedules and user needs. Construction began in August 2024 and was completed on schedule, with Final Acceptance issued in February 2025. The project closed with a total of $22,650 in change orders—approximately 3.25% of the base contract value.



Left: *New hoistway doors;* ***Middle:*** *Durable, modern finishes;* ***Right****: Car 8 vactor operations*

ELEVATOR MODERNIZATION AND EMERGENCY REPAIRS

Client: Seattle Central College (Central)
Project Team: Jerry Osborn, PIC

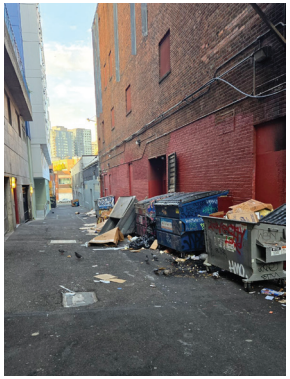
Central engaged OAI to support a series of elevator modernization and emergency repair projects across campus, with a primary focus on the Broadway Edison (BE) Building and the Fine Arts Building. These projects addressed both planned upgrades and urgent equipment failures, balancing performance, safety, sustainability, and operational continuity.

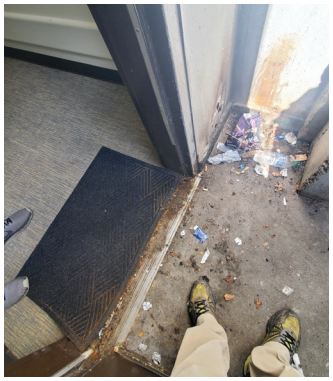
BE Building Traction Elevator 1 and 2 Modernization: OAI led the modernization of two traction elevators in the BE Building—the busiest facility on the urban campus. The scope included new car finishes, hoistway cables, energy-efficient motors and controllers with regenerative capabilities, as well as upgrades to machine room lighting, cooling systems, fire sprinklers, and fire alarms. To minimize downtime and disruption, OAI worked closely with stakeholders to develop a modular design approach, allowing for efficient installation. Materials were carefully selected to withstand heavy use, meet sustainability goals, and reduce long-term maintenance needs, all while staying within budget.

BE Building Car 6 Traction Elevator Interior Modernization: OAI also modernized the interior of Car 6 in the BE Building, establishing a new finish standard for future elevator renovations. The design included re-skinning the cab and hoistway doors, using durable, visually appealing materials—many sourced from renewable resources. The standardized finish palette ensures long-term consistency, ease of maintenance, and improved aesthetics across the elevator system.

BE Building Car 8 Freight Elevator Hydraulic Jack Replacement: Following the discovery of hydraulic fluid contamination in the elevator jack hole, OAI supported an emergency response to remove the failed hydraulic jack in Car 8, a freight elevator in the BE Building. OAI then developed bid documents for the installation of a new jack and protective casing. The project restored elevator functionality, addressed environmental safety, and was completed with minimal disruption to campus operations.

Fine Arts Building Hydraulic Elevator Emergency Repair: In the Fine Arts Building, OAI provided architectural support for the emergency replacement of a failed hydraulic jack. The project was executed on an accelerated schedule to quickly restore elevator service and ensure safe, reliable operation.





Left: *Looking south, from Pine Street, down the alley;* ***Bottom Left:*** *Door 8 with Significant damage;* ***Bottom Right****: Damaged threshold on door 7*

ALLEY DOOR REPLACEMENT RESEARCH

Client: Seattle Central College (Central)
Project Team: Manvi Dhingra, Project Support; Jerry Osborn, PIC

Central engaged OAI to evaluate and recommend improvements to the doors, frames, and hardware at the east exit of the Fine Arts Building, which opens into the alley between Pine and Pike Streets. This alley frequently experiences unauthorized use and encampments, leading to ongoing safety, hygiene, and access concerns.

Several rooms adjacent to this alley are currently unoccupied due to persistent odor infiltration—specifically from urea—through the existing door assemblies. In response, OAI is developing recommendations to improve the integrity and durability of these doors to better seal the building envelope and enhance occupant health and safety. In parallel, OAI has initiated preliminary discussions with the College regarding the potential to gate the alley, with the goal of reducing recurring security and sanitation issues associated with its current use.

ASPHALT CONCRETE REPLACEMENT CONSIDERATIONS

Many existing parking lots were constructed before stormwater detention and water quality requirements were established by local jurisdictions. As a result, replacing or disturbing subgrade material can trigger costly compliance upgrades. However, if subgrade impacts are minimized, the need for detention and water quality systems can often be avoided.

Because most asphalt failures are rooted in subgrade issues, determining the appropriate repair approach is not always straightforward. When the subgrade remains stable, resurfacing options that avoid excavation can be considered. These include grinding the existing surface and applying a new asphalt overlay, or applying a seal coat over the existing pavement. While seal coating is significantly less expensive, it offers a much shorter service life compared to an asphalt overlay. Choosing the right approach requires balancing cost, longevity, and regulatory considerations.



Left: *Active cracking with exposed, corroded steel;* ***Middle:*** *Exposed reinforcing steel cleaned and prepared for repair;* ***Right:*** *Patch repairs along the under side of the concrete deck*

3000 BUILDING PEDESTRIAN BRIDGE REPAIRS

Client: Shoreline Community College (Shoreline)
Project Team: Manvi Dhingra, Project Support; Jerry Osborn, PIC

OAI led the design and construction oversight for structural and surface repairs to the pedestrian bridge and connecting ramp at Shoreline's 3000 Building. Repairs were performed both above and below the concrete slab to restore structural integrity and extend the life of the bridge. On the walking surface, areas of spalled concrete were removed and patched using repair mortar. Existing joint sealants were removed, cleaned, and replaced, and all visible cracks were repaired prior to applying a protective traffic coating. Along the south edge of the bridge, deteriorated sections were reinforced with new embedded rebar and patched with mortar and aggregate to match the existing concrete surface.

On the underside of the structure, loose concrete was removed using high-pressure washing. Spalled areas were cleaned and repaired, and existing light fixtures and conduit were temporarily detached as needed. Exposed reinforcing steel was cleaned, treated with rust-inhibitive coating, and patched to restore protection and performance.

The result is a structurally sound, weather-resistant pedestrian bridge designed to endure continued campus use with reduced maintenance demands.

OCC ELECTRIFICATION STUDY

Client: Seattle Public Utilities (SPU)
Project Team: Jerry Osborn, PIC

OAI was engaged by SPU to support the electrification of its Operations Control Center (OCC)—the central command facility for managing the city's public water and sewer systems. As one of Seattle's most critical infrastructure assets, any modifications to the OCC require careful planning to ensure uninterrupted operations. The study includes:

- Evaluation of HVAC system conversion to fully electric systems in compliance with the City of Seattle's Energy Code
- Planning for fleet vehicle charging infrastructure
- Load analysis and coordination with Seattle City Light to determine new service requirements
- Assessment of on-site energy generation capacity and distribution
- Phasing strategies to ensure continuous OCC operations during implementation
- Development of associated cost estimates for electrical upgrades

SECTION 4
DIVERSE BUSINESS INCLUSION STRATEGIES

OAI is committed to advancing diversity, equity, and inclusion in all aspects of our practice. We actively seek out partnerships with local, small, and diverse business entities that bring added value to our clients and deliver high-quality professional consulting services. It is our standard practice to include qualified WMBE firms on our project teams, and we proactively engage these firms as part of our outreach and marketing efforts for new opportunities.

OAI Demographic Breakdown	40% Women	30% Men	20% Women of Color	10% Veteran

Our internal culture reflects this commitment. Our firm is diverse—comprising 70% women, minorities, and veterans—and all of our interns to date have been women or women of color. We value the unique perspectives and lived experiences of our staff, which enrich our design process and foster innovation. OAI promotes equity through inclusive hiring, mentorship, professional development, and community engagement initiatives.

We recognize that integrating inclusion into business practices strengthens both our projects and our profession. Our approach includes:

- **Scope Alignment:** We identify project scopes that align with the strengths of MWBE firms. Work related to building system upgrades, infrastructure improvements, life safety compliance, and feasibility studies often allows for significant WMBE participation.
- **Subcontracting Opportunities:** OAI supports MWBE firms through strategic subcontracting, enabling them to build capacity and gain experience while contributing meaningfully to larger projects.
- **Project Sizing and Access:** We recognize that smaller projects are often more accessible to emerging MWBE firms. For larger projects, we encourage team-building approaches that enable multiple MWBE firms to collaborate effectively.
- **Database and Outreach:** OAI maintains a curated database of certified MWBE firms and selects partners based on each project's specific needs. We also coordinate with client agencies early in project development to ensure selected subconsultants align with agency goals and operations.
- **Monitoring and Accountability:** We track MWBE participation on a project-by-project basis, review progress monthly, and communicate regularly with our clients. If participation falls short of voluntary goals, we work to reallocate scope or identify new opportunities for engagement in future phases.

Through these strategies, OAI remains committed to fostering an equitable and inclusive business environment—both within our office and across every project we undertake.

OAI ARCHITECTURE +PLANNING

RFQ #2025-831
ON-CALL CAMPUS ARCHITECT

STANDARD FEDERAL FORM 330 PART II

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*: 2025-831

PART II - GENERAL QUALIFICATIONS

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

2a. FIRM (*or Branch Office*) NAME	Osborn Architects, Inc. (OAI)
2b. STREET	1001 SW Klickitat Way, Ste 204
2c. CITY	Seattle
2d. STATE	WA
2e. ZIP CODE	98134
3. YEAR ESTABLISHED	2015
4. UNIQUE ENTITY IDENTIFIER	N79EPA47G8L3
5. OWNERSHIP a. TYPE	S-Corporation
b. SMALL BUSINESS STATUS	Small Business Enterprise (self-certified)
6a. POINT OF CONTACT NAME AND TITLE	Jerry Osborn, President
6b. TELEPHONE NUMBER	206.920.6348
6c. EMAIL ADDRESS	josborn@oaips.com
7. NAME OF FIRM *(If Block 2a is a Branch Office)*	

8a. FORMER FIRM NAME(S) *(If any)*	8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c. Number of Employees (1) FIRM	c. Number of Employees (2) BRANCH
02	Administrative	2	
06	Architect	3	
48	Project Manager	5	
	Other Employees		
	Total	10	

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Profile Code	b. Experience	c. Revenue Index Number *(see below)*
A11	Auditoriums & Theaters	1
C05	Child Care/Development Facilities	1
C06	Church; Chapels	1
C11	Community Facilities	4
D07	Dining Halls; Clubs; Restaurants	1
E02	Educational Facilities; Classrooms	3
E05	Elevators; Escalators; People Movers	1
F02	Field Houses; Gyms; Stadiums	1
H11	Housing (Residential, Multi-Family....)	3
I05	Interior Design; Space Planning	2
L04	Libraries; Museums; Galleries	1
M08	Modular Systems Design; Pre-Fab....	2
O01	Office Buildings; Industrial Parks	2
R04	Recreation Facilities (Parks, Marinas....)	3
R06	Rehabilitation (Buildings; Structures....)	3
R12	Roofing	2

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

a. Federal Work	1
b. Non-Federal Work	6
c. Total Work	6

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE: Jerry Osborn

b. DATE: 06/25/25

c. NAME AND TITLE: Jerry Osborn, President