Attention: Eric Lara
Department of Enterprise Services Project Managers
Email: eric.lara@des.wa.gov

RFQ # 2025-825

On-Call Architectural Services for Renton Technical College

Submitted by:
Osborn Architects Inc., PS
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Submission Due Date:
August 5, 2025 at 2:00 pm PST

OA

ARCHITECTURE
+ PLANNING

OAI ARCHITECTURE +PLANNING

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COVER LETTER

August 5, 2025

Attention: Eric Lara
Department of Enterprise Services Project Managers
Email: eric.lara@des.wa.gov

RE: 2025-825 On-Call Architectural Services for Renton Technical College

Osborn Architects, Inc. (OAI) shares Renton Technical College's (RTC) commitment to fostering inclusive and inspiring learning environments. As RTC's on-call architect from 2015 to 2021, we developed a deep familiarity with your campus, project delivery standards, and contractual expectations for public works administered through DES. Our past work also gave us a strong understanding of the City of Renton's jurisdictional requirements. We welcome the opportunity to continue this successful partnership in the upcoming biennium.

OAI is a full-service architectural firm specializing in the repair, renovation, and improvement of existing facilities. We deliver value-driven solutions that align operational needs with long-term performance and maintenance goals. Each year, we manage approximately 40 on-call projects, including accessibility upgrades, emergency repairs, tenant improvements, infrastructure and envelope work, and phased construction in occupied spaces. With deep experience navigating the varied scopes and fast-paced nature of on-call contracts, our team is skilled at managing multidisciplinary teams and providing seamless project delivery.

To support that effort, OAI partners with a trusted network of consultants to offer comprehensive design services from pre-design through warranty closeout. Our office is located just 12.5 miles from RTC, allowing us to provide consistent in-person support, rapid response times, and efficient coordination across all project phases.

OAI is a self-certified Mini-Business as defined under RCW 39.26.010 and is committed to supporting MWBE inclusion through the thoughtful selection of subconsultants. We maintain a robust database of MWBE-certified firms with whom we've built trusted, effective working relationships.

Thank you for considering OAI's qualifications. We value our past work with RTC and look forward to continuing our support of your campus improvement efforts.

Respectfully,

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

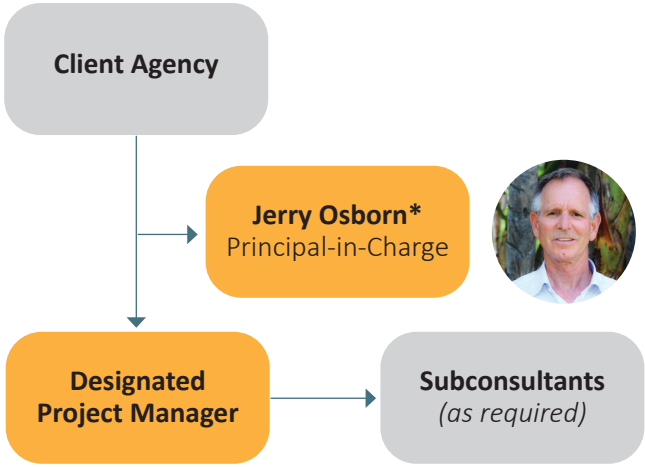
RFQ #2025-825
ON-CALL CAMPUS ARCHITECT

QUALIFICATIONS OF KEY PERSONNEL

SECTION 1
QUALIFICATIONS OF KEY PERSONNEL

We implement a flexible, client needs based project management approach. In Lieu of assigning a single project manager to a client, we strategically match project managers based on the specific scope, technical requirements, and client priorities for each task order. Cary, Joe, and Amy will serve as the primary project managers for RTC. The project managers are in turn supported by a additional team of secondary project managers who step into lead roles as needed to meet project milestones as dictated by schedule, scale, or specialization. This structure ensures continuity, responsiveness, and seamless information transfer between assigned staff and the consultant team. Typical on-call projects are small to medium in scale ranging from $50,000 to $1,500,000 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, we have identified the project managers best suited to lead based on the project's specific scope and requirements. When specialized expertise is needed, we will engage subconsultants in coordination with the RTC and the Department of Enterprise Services (DES) to ensure the best project fit. Subconsultant selection will be made in collaboration with both DES and RTC, drawing from our established database of consulting engineers with whom we routinely collaborate. We also typically collaborate with consulting engineers recommended by RTC and/or DES.

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

**Primary 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) and Project Manager *(Primary)*
Professional Experiences: 35+ Years
On-Call Experience: 29 Years
Professional License: Architecture #6273

As a native Washingtonian with 29 years of on-call 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 RTC, 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 provide robust oversight through construction and project closeout.

Jerry's Notable Project Experience at RTC:
- Buildings A and B HVAC Upgrades, RTC
- ADA Site Improvements, RTC
- Building I Utility Distribution System, RTC
- Building K1 and K2 Furnace Replacement, RTC
- Building I HVAC Replacement, RTC
- Facility Condition Survey, RTC

CARY GUENTHER, *AIA, NCARB*

Project Manager *(Primary)*
Professional Experiences: 35+ Years
On-Call Experience: 8 Years
Professional License: Architecture #7290

Cary has over 35 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:
- Building J Roof Replacement, RTC
- Campus Wide Toilet Room Renovations, RTC
- Culinary Arts Building Roof Replacement, South Seattle College
- Campus Wide Accessibility Survey, South Seattle College
- 5000 Building Roof Replacement, Shoreline Community College
- OCC Men's Hygiene Facility Renovation, Seattle Public Utilities

JOE MULLER, *AIA*

Project Manager *(Primary)*
Professional Experiences: 19 Years
On-Call Experience: 10 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. 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:
- Building A TIG Addition and HVAC Modifications, RTC
- Building E and F Masonry Restoration, RTC
- MAC Canopy and Exterior Doors Replacements, SCC
- Childcare Center Mansard Roof Replacement, SSC
- New Fire Science Building, Skagit Valley College
- Utilidor Repairs Phase II, Skagit Valley College
- 3000 Building Mansard Roof Replacement, Shoreline Community College

AMY BORER, *Associate AIA*

Project Manager *(Primary)*
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:
- Siegal Center Air Quality Study, SCC
- Siegal Center HVAC Improvements, SCC
- Arboretum Pond Demolition, SCC
- Greenhouse, South Seattle College
- Lower Woodland Office and Restroom Rehabilitation, Seattle Parks and Recreation (SPR)
- Langston Hughes Performing Arts Center Rehabilitation Study, SPR

MANVI DHINGRA, *Associate AIA*

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

Manvi is an architectural designer with over 8 years of experience across all project phases, including design development, construction documents, bidding, and closeout. Proficient in AutoCAD and Revit, she produces documentation that aligns with project and client standards. With an international architecture degree, she brings global design insight and effectively communicates design intent to construction partners.

Manvi's Notable Project Experience:
- 3000 Building Pedestrian Bridge Repairs, SCC
- Sanitary Sewer Repairs Phase II, Tacoma Community College
- Fire Station 30 HVAC Upgrades, City of Seattle

CLARK YODER, *Associate AIA*

Project Manager *(Secondary)*
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.

Clark's Notable Project Experience:
- Old Main Boiler Replacements, Skagit Valley College
- Relocate Makers Space and Ceramic Program Toilet Renovation, SSC
- Miscellaneous Roof Repairs, Shoreline Community College
- Electric Vehicle Charging Station (Whidbey), Skagit Valley College

MELISSA FORBES, *Associate AIA*

Project Manager *(Secondary)*
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.

Melissa's Notable Project Experience:
- Burnett Building Tenant Improvement, RTC
- South Campus Fire Alarm Upgrades, RTC
- Building A Mechanical Enclosure, RTC
- 9000 Building Toilet Room Renovations, Shoreline Community College

OAI ARCHITECTURE +PLANNING

RFQ #2025-825
ON-CALL CAMPUS ARCHITECT

PAST PERFORMANCE

SECTION 2
PAST PERFORMANCE

OAI takes a proactive, collaborative approach to developing project solutions that meet programmatic goals while staying within available budgets. Our process begins with an early understanding of the Owner's needs and priorities, followed by a thorough assessment of existing conditions. We then provide design options with corresponding cost implications to support informed decision-making. Working with our consultants, we identify cost drivers, opportunities for value engineering, and phasing strategies to maximize impact without compromising quality or program needs. We maintain open communication throughout with all stakeholders, ensuring that final solutions meet program goals, aligned with available funding, and constructible.

We have selected the following project examples to highlight our experience in effectively developing and managing project scope, budgets, and schedules.

Completed Fire Science Building

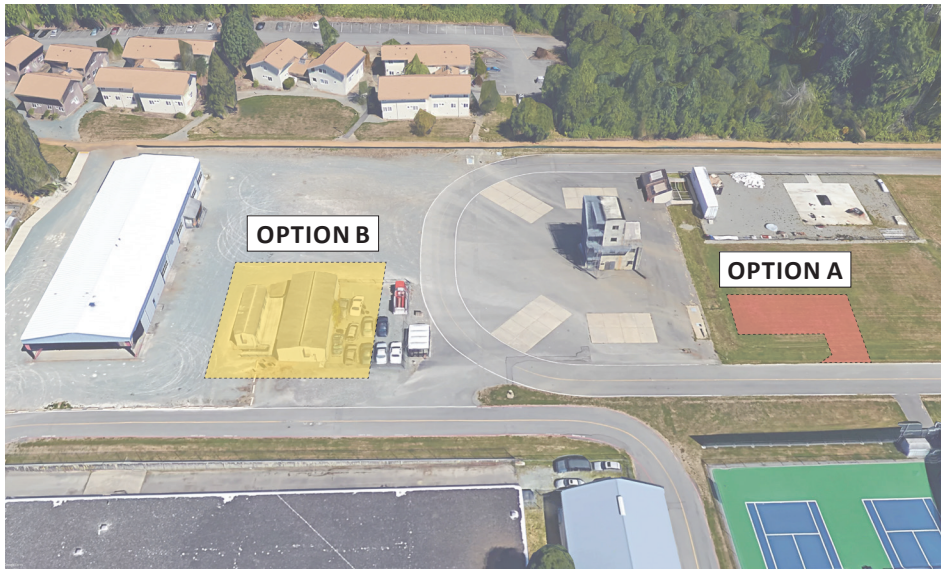
NEW FIRE SCIENCE BUILDING

Client: Skagit Valley College (SVC)
Scope Management and Budget Control

OAI partnered with SVC to develop a new Fire Science training facility that met programmatic needs within the capital budget. SVC had pursued this project for several years without success before consulting with OAI. From the outset, OAI worked closely with SVC leadership and program stakeholders to define functional priorities, evaluate cost implications, and minimize scope creep. Given the budget and schedule constraints, we recommended the use of a pre-engineered metal building (PEMB) to reduce costs.

Another cost-controlling strategy involved evaluating alternative facility locations to minimize utility trenching. As part of a value engineering exercise, OAI developed conceptual site plans for four distinct options. Option A considered the originally proposed "Infield" location, while Option B focused on the site of the existing portable classroom used by the Fire Science program. Although Option B required demolition of the portable, its proximity to existing utility connections offered substantial cost savings by significantly reducing trenching requirements. Each site included two programmatic variations: Options A1 and B1 featured a basic facility with a classroom, storage, and lab space, while Options A2 and B2 included additional fire apparatus bays.

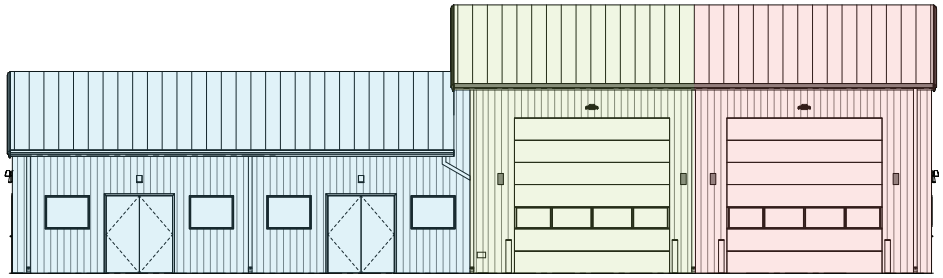
Option	Description	Sqft	Estimate
Option A1	Basic facility	1,600	$1,244,898
Option A2	Basic facility + two fire apparatus bays	3,200	$1,822,528
Option B1	Basic facility	1,600	$1,138,810
Option B2	Basic facility + two fire apparatus bays	3,200	$1,659,911



Site plan showing Options A and B

During the schematic design phase, we facilitated a pre-application meeting with the local building department. This early coordination allowed us to clarify zoning, permitting, and regulatory constraints prior to permit submission—avoiding delays and jurisdictional mandated revisions later in design.

During the design phase, it became clear that the project remained over budget. To address this, OAI structured the construction documents with a base bid and two additive alternates—allowing the College to prioritize essential program elements while retaining the option to expand as funding permitted. To support future flexibility, the pre-engineered metal building (PEMB) was designed to accommodate a future addition of a second apparatus bay. Ultimately, the project proceeded with the base bid and alternate 1 (one apparatus bay.)



Base Bid: Core training and support spaces with no apparatus bays

Alternate No. 1: Addition of one Fire Apparatus Bay

Alternate No. 2: Addition of a second Apparatus Bay

OAI also supported SVC in navigating a complex funding structure that included SBCTC Minor Works and $250,000 in local funds. Because the project spanned two biennia, we provided strategic coordination to align design and construction activities with state funding cycles. Notably, our team was able to get OFM to reappropriate $333,616.50 of SBCTC funding into the 23–25 biennium, ensuring construction could proceed without delay or the need for supplemental funding requests. Despite these complexities, construction was completed in 2024 with just 3.68% in change orders—demonstrating OAI's commitment to strategic budget management and efficient project delivery. Funding for the second apparatus bay is secured for the 25–27 biennium.

Left: *Damaged storefront;* ***Right:*** *Replaced storefront with additional structural support*

GOLF COURSE CLUB HOUSE STOREFRONT REPLACEMENT

Client: Seattle Parks and Recreation (SPR)

Emergency Repairs: Scope, Budget, and Schedule Management

Following a vehicle impact and attempted ATM theft at the Bill Wright Club House, OAI was engaged by Seattle Parks and Recreation to lead emergency storefront replacement efforts. The scope included rapid assessment, design, and installation of a new entry system under stringent time constraints.

OAI mobilized immediately, boarding up the damaged storefront, arranging temporary egress, and preparing bid documents for expedited procurement. We coordinated proposals from three qualified vendors and worked closely with the City of Seattle's Purchasing and Contracting Department to fast-track vendor selection. To support informed decision-making, OAI developed a comparison matrix evaluating cost, hardware, caulking, automatic door operators, and lead times.

	Herzog Glass	General Storefronts	McIntosh Glass*
Storefront	$97,782	$46,667	-
Hardware	Included	$15,573	-
Automatic Openers	Included	Included	-
Temporary Doors	Included	Excluded	-
Lead Times	8-10 weeks *(For temp doors)*	10-12 weeks	-
Caulking	Included	Included	-
Totals	**$97,782 10 weeks**	**$62,250 12 weeks**	**-**

**Would not comply with prevailing wage requirements*

Construction began promptly, and the new storefront and entry systems—originally damaged in January 2025—were fully replaced by early May 2025. To improve long-term durability and functionality, we incorporated additional structural reinforcement at the entry, addressing prior issues with mullion rigidity that had caused egress door misalignment.

This project demonstrated OAI's ability to respond rapidly to emergency conditions, develop and manage scope under emergency conditions, and deliver critical infrastructure repairs timely.

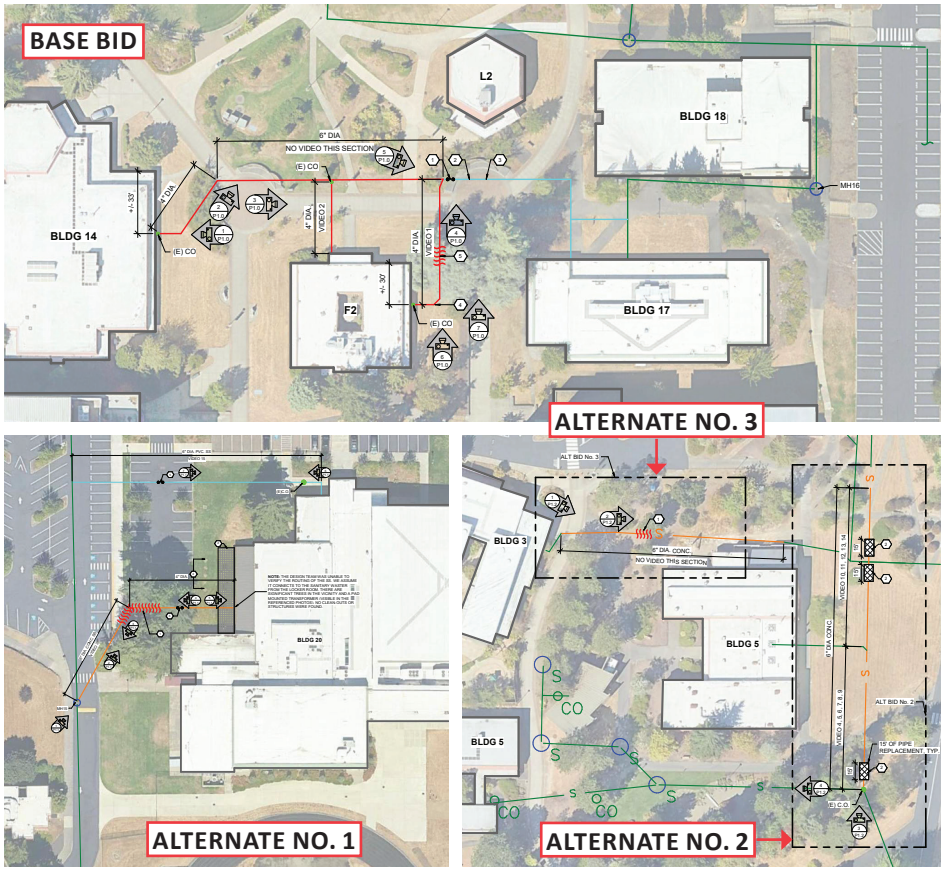
SANITARY SEWER REPAIRS

Client: Tacoma Community College (TCC)
Scope Development and Management

OAI supported TCC in developing a clearly defined and design scope for campus-wide sanitary sewer upgrades funded in the 23–25 biennium. The need for repairs was initially identified in the Facility Condition Survey, but supporting documentation provided by Washington State Board of Community and Technical Colleges (SBCTC) was minimal, inconsistent, and difficult to interpret—consisting only of a site plan with superimposed notes. When contacted for clarification, SBCTC staff confirmed there was no reliable underground utility information available.

Given the lack of dependable data, OAI led an extensive field verification effort to document actual system conditions. Our team physically opened manholes, measured invert depths, jetted lines, and used internal camera equipment to capture accurate length and conditions of the sanitary sewer piping. We identified mislabeled storm and sanitary structures, confirmed side sewer connections, and surveyed surface topography. This investigative work allowed us to create accurate underground utility information base map.

With this groundwork in place, OAI defined a scope of work focused on addressing the most critical system failures. We provided phased repair options, identified areas requiring excavation and surface restoration, and incorporated new structure locations to improve maintenance access. The construction documents included multiple bid alternates, which were strategically structured to allow the contractor to incorporate additional scope only after latent conditions were confirmed during the base bid work. This approach allowed the TCC to align the project scope with available funding and repair the maximum amount of sewer piping.



***Top:** Base bid; **Bottom Left:** Bid alternate No. 1; **Bottom Right**: Bid alternates No. 2 and 3*

RELOCATE MAKERS SPACE AND CERAMIC PROGRAMS - TOILET ROOM RENOVATION

Client: South Seattle College (South)
Scope and Schedule Management

As part of South's plan to relocate the Makers Space and Ceramics programs to the Automotive Repair Building (ARB), OAI was brought in to fast-track the conversion of two existing gender-specific restrooms and a locker room into a new all-gender toilet room. Originally assigned to another on-call architect, the project was transferred to OAI due to growing concerns about meeting the biennium funding deadline.

With only eight months remaining, OAI took over project delivery: design, permitting, finish selections, bidding, construction administration, and closeout. To meet the compressed schedule, we immediately coordinated with a toilet compartment vendor to identify quick-ship options for the full-height partitions - required for all-gender compliance—a known long-lead item. We also finalized lavatory and accessory selections early, aligning them with College standards and the functional needs of the ceramics and makers programs.

During design, our team discovered that the existing domestic water line was undersized for future plumbing needs anticipated with the ceramics and makers space. The water line was part of this project, preventing costly rework later. Throughout construction, we worked closely with the contractor to monitor progress. Activity logs were submitted monthly and later weekly, outlining completed work and upcoming milestones—to ensure compliance with the project schedule. This project also emphasizes the value of all the team members: the design and construction teams, college staff, and DES. The project was successfully completed prior to the end of the biennium.

Left: *"Trough" sink during construction;* ***Right:*** *New full height toilet partitions*

Activity Description	6/2	6/3	6/ 4	6/5	6/6	6/9	6/10	6/11	6/12	6/13	6/16	6/17	6/18	6/19	6/20	6/23	6/24	6/25	6/26	6/27
Wall and base tile	X	X																		
FRP janitor room	X																			
Window film				X																
PVC wall paneling					X	X														
HVAC trim				X																
Electrical trim								X	X	X										
Plumbing trim										X										
Fire alarm devices and pre-test								X	X	X										
Toilet partitions											X									
Excavate to new location (water line located)		X					X					X	X	X	X					
Tie-in to 4" main									X											
Tie-in to 2 1/2" building supply									X											
Inspection water main										X										
Backfill											X									
Asphalt												X								
Inspections																X	X	X		
Punch																			X	X

Above: *Partial Activity Log submitted the week of 6/2*

OAI ARCHITECTURE + PLANNING

RFQ #2025-825
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. Our diverse on-call portfolio, outlined below, brings valuable lessons learned and enables us to deliver a high level of service tailored to RTC's needs. OAI is currently serving as an on-call architect for the following public agencies:

- Bellingham Technical 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

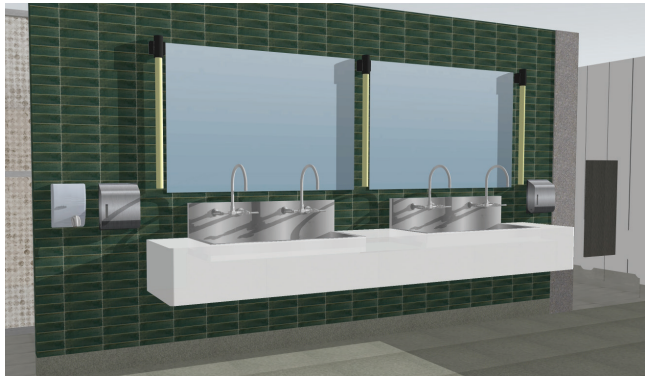
EXPERIENCE WITH RTC

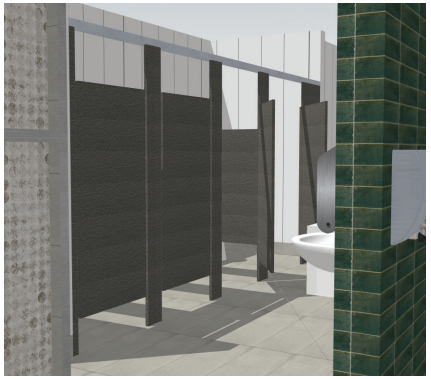
From 2015 to 2021, OAI served as an on-call campus architect for RTC and had the opportunity to support the college on the following projects:

- Buildings E and F Masonry Restoration and Waterproofing
- Building J Roof Replacement
- Campus Wide Toilet Room Renovation
- Burnett Building Tenant Improvements
- Building A TIG Addition and HVAC Improvements
- ADA Site Improvements
- Buildings A and B HVAC Upgrades
- South Campus Fire Alarm Upgrades
- Building K1 and K2 Furnace Replacement
- Building I HVAC Replacement

RELEVANT EXPERIENCE PUBLIC AGENCIES

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





Renderings for material and finish selection

OCC MEN'S HYGIENE FACILITY RENOVATION

Client: Seattle Public Utilities (SPU)
Project Team: Cary Guenther, Project Manager, Melissa Forbes, Project Support, and Jerry Osborn, PIC

SPU engaged OAI to renovate the men's hygiene facility at its Operations Control Center (OCC)—a 1960s-era building that had never received a comprehensive upgrade to its locker room, toilet room, or shower room. The facility serves field staff returning from job sites who require immediate access to hygiene amenities, making shared restrooms elsewhere in the building an impractical alternative.

OAI provided full project management and design services, beginning with an evaluation of interim solutions to maintain hygiene access during construction. This included assessing portable facilities and phasing options to ensure operational continuity. We collaborated closely with SPU to reconfigure the layout, significantly improving circulation, functionality, and durability across all three spaces.

The new design introduced accessible lockers, elbow-deep handwashing sinks, additional showers, and a continuous trough drain to facilitate easy cleaning by janitorial staff. At SPU's request, the design also prioritized user experience, aiming to create a "wow moment" for field staff. OAI delivered a modern, durable, and thoughtfully detailed environment that balances aesthetic impact with the demands of heavy daily use.

Throughout the project, we led stakeholder engagement, ensured ADA compliance, and kept the project on track despite logistical and operational constraints. The project is currently under review by the City of Seattle's Purchasing and Contracting Department and will be released for bid soon. This renovation reflects OAI's strength in managing worker-focused upgrades within critical, continuously operating public utility facilities.

Renovated 9000 Building Toilet Rooms

9000 BUILDING TOILET ROOM RENOVATIONS

Client: Shoreline Community College (ShCC)
Project Team: Melissa Forbes, Project Support; and Jerry Osborn, PIC

The renovation of the men's and women's restrooms on the first and second floors of the Pagoda Union Building (PUB) transformed the facilities into four sets of all-gender toilet rooms, reflecting ShCC's commitment to accessibility, inclusivity, and sustainability. To support more inclusive use, the existing restrooms were comprehensively reconfigured.

Corridor doors were removed to improve circulation, and ventilation systems were modified to accommodate the new layout. Urinals were replaced with water closets, and each room was fitted with full-height toilet compartments to ensure privacy. These partitions required increased ADA clearances in accessible stalls, as well as individual light fixtures, exhaust grilles, and sprinkler heads and fire alarm strobes in each compartment.

SAN JUAN CENTER

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

The San Juan Center, a satellite campus of SVC, plays a vital role in delivering accessible education to communities across the San Juan Islands. Constructed more than 35 years ago, the facility's aging infrastructure has become increasingly inefficient, falling short of current standards for indoor air quality, energy efficiency, and occupant comfort. This project focuses on modernizing the building's mechanical and lighting systems to enhance performance, support long-term sustainability, and improve the day-to-day experience for students, faculty, and staff through the following scope of work.

- **Removal of Obsolete Heating Equipment:**
  The existing heating system is outdated and no longer provides consistent or efficient thermal control. The project will fully remove the old system to prepare for integration of high-efficiency mechanical equipment that aligns with current energy codes and campus sustainability goals.
- **Installation of Modern Air Handling Units:**
  New air handling units will be installed to provide more reliable and efficient heating and ventilation throughout the building. These systems will support balanced air distribution, improve thermal comfort, and allow for better zoning and operational control.
- **Addition of Cooling Capabilities:**
  Select areas of the building will receive air conditioning for the first time, responding to seasonal overheating and expanding the building's year-round usability. This improvement will significantly enhance occupant comfort, particularly during warmer months.

- **Implementation of a Dedicated Outdoor Air System (DOAS):**
  The project will incorporate DOAS units to provide continuous, filtered outdoor air to interior spaces. This system will dramatically improve ventilation rates and indoor air quality, especially in classrooms and other high-occupancy areas, in accordance with modern health and wellness standards.
- **Lighting System Upgrade:**
  Outdated fluorescent lighting will be replaced in targeted areas with high-efficiency LED fixtures. This upgrade will reduce energy consumption, improve lighting quality, and lower long-term maintenance demands.

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 SVC 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**: OAI assessing and surveying the utilidor; **Middle**: New relief opening to provide fresh outside air and improve ventilation within the Utilidor.; **Right:** Repaired junction box after the source of the incoming water leak was sealed*

UTILIDOR REPAIRS PHASE I AND II

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

Since 2021, OAI has provided architectural services for a multi-phase rehabilitation of SVC's underground Utilidor system—a critical corridor supplying low-pressure steam, power, communications, and domestic water to more than 10 campus buildings. Portions of the system date back to the original 1957 campus construction and had significantly deteriorated due to age and harsh environmental conditions.

Following a series of site assessments, OAI developed a comprehensive deficiency list and prioritized the repairs by urgency. Phase I addressed immediate structural safety concerns, including utility support framing, concrete patching, and mitigation of active water infiltration. In support of the College's Facility Condition Survey, OAI also assisted in securing an additional $1.5 million for a second phase of work during the 2023–2025 biennium.

Phase II includes extensive infrastructure upgrades: installation of new access ladders and crossover platforms to improve safe navigation; structural bracing and replacement of all remaining deteriorated utility support framing; LED lighting replacements for improved visibility and efficiency; new ventilation systems and air relief openings to improve air quality and reduce condensation; and new sump pumps and wastewater piping to manage standing water. Additional scope includes domestic water heater replacement, electrical junction box repairs, hazardous material abatement, waterproofing improvements, steam pipe expansion joint replacement, and general cleaning throughout the system. The project also includes sealing sidewalk joints above the Utilidor to prevent surface water infiltration.

OAI led all design and construction support services and coordinate closely with engineering consultants to deliver this technically complex project on an active campus. The work involved phased construction in a confined environment, requiring close attention to safety, access logistics, and system continuity.

FACILITY CONDITION STUDIES

Client: Various Clients

OAI has extensive experience conducting Facility Condition Studies (FCSs) for public-sector clients, with a strong emphasis on community and technical college campuses. Our work helps facilities departments identify capital needs, prioritize repairs, and secure appropriate funding. Our assessments focus on key building systems, including the envelope, accessibility compliance, HVAC, and overall functionality. Each observed deficiency is rated using a standardized scale:

- **Priority 1** – Critical: Immediate repair required for life safety or to prevent further damage
- **Priority 2** – High: Significant deficiencies requiring near-term correction
- **Priority 3** – Moderate: Non-urgent but necessary repairs or upgrades
- **Priority 4** – Low: Minor deficiencies or future lifecycle replacements
- **Priority 5** – Excellent/New: Recently upgraded or in like-new condition

Left: *Station Bay with rendering of proposed location for the new units;* ***Right:*** *Existing Station bay with a fire truck showing the tight clearances*

FIRE STATION 30 HVAC UPGRADES

Client: City of Seattle (City)

Project Team: Manvi Dhingra, Project Manager; Joe Muller, Project Support; and Jerry Osborn, PIC

This renovation project for the City of Seattle focused on HVAC upgrades at Fire Station 30 (FS30), including the replacement and relocation of existing heat pumps that were previously inaccessible for routine maintenance. During our initial site review, we identified that the proposed ceiling-mounted heat pump location lacked the necessary clearance. We worked closely with the mechanical team to resolve this issue and proposed an alternate location that improved long-term access. Two new rooftop units (RTUs) were also proposed as part of the HVAC upgrades. OAI coordinated with our structural engineering consultant to confirm the roof's load-bearing capacity and ensured compliance with zoning height restrictions due to the building's location along historic Mt. Baker Boulevard. To address concerns about possible operational conflicts with fire truck movement, we produced a visual rendering that demonstrated adequate clearance and compatibility with the station's active operations—ultimately gaining stakeholder approval.

This project highlights OAI's ability to manage complex renovations in occupied public safety facilities. We coordinated across disciplines, adjusted quickly to site constraints, and maintained open communication with City staff throughout.

PARKS STUDENT UNION CONTROL UPGRADES

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

Parks Student Union (Parks) was originally constructed with pneumatic controls, with the long-term goal of converting the building to direct digital controls (DDC). Over time, several renovations introduced partial EMS upgrades. One earlier upgrade involved Barber Colman controls (then represented by CCI), which remain in place and are currently operated using an outdated computer system. As a result, Parks now contains a mix of legacy systems, with EvCC maintaining multiple head-end interfaces to manage building controls. The objective of this project was to consolidate the building's various control systems into a single, unified EMS platform. Bid specifications were structured to require system unification under either Alerton or Long Building Technologies. The scope included installing new controllers and valves on all HVAC equipment where EMS integration was warranted. Because many of the original valves and VAV boxes were not configured for digital controls, these devices were replaced with EMS-compatible components. The upgrade significantly improved the building's energy efficiency by allowing more precise equipment monitoring and tracking of energy consumption.

PARENT CHILDCARE CENTER FLOODING REPAIRS:

Client: Shoreline Community College (Shoreline)
Project Team: Melissa Forbes, Project Support and Jerry Osborn, PIC

OAI provided architectural services for emergency repairs to the Parent Childcare Center following significant flood damage. Given the urgency of restoring critical childcare operations, our team collaborated closely with DES and ShCC to facilitate a rapid and effective recovery. To expedite the project timeline, we worked directly with vendors to select in-stock or quick-ship materials and finishes. OAI developed two color board options and worked with ShCC to refine selections and secure timely approvals. We ensured that new finishes complemented the building's existing unique palette and conformed to campus standards. OAI also provided design, conducted closeout inspections, and responded to emerging needs throughout construction. Our team remained actively engaged through on-site observations, real-time design assistance, and submittal reviews—helping maintain project momentum and meet the accelerated schedule. This project demonstrates our ability to quickly and effectively oversee emergency response projects from assessment through completion.

Left: *Repaired Parent Childcare Center;* ***Middle****: 1600 Building new roof access ladder;* ***Left:*** *2900 Building new mansard access door*

MISCELLANEOUS ROOF REPAIRS

Client: Shoreline Community College (ShCC)
Project Team: Joe Muller and Clark Yoder, Project Support; Jerry Osborn, PIC

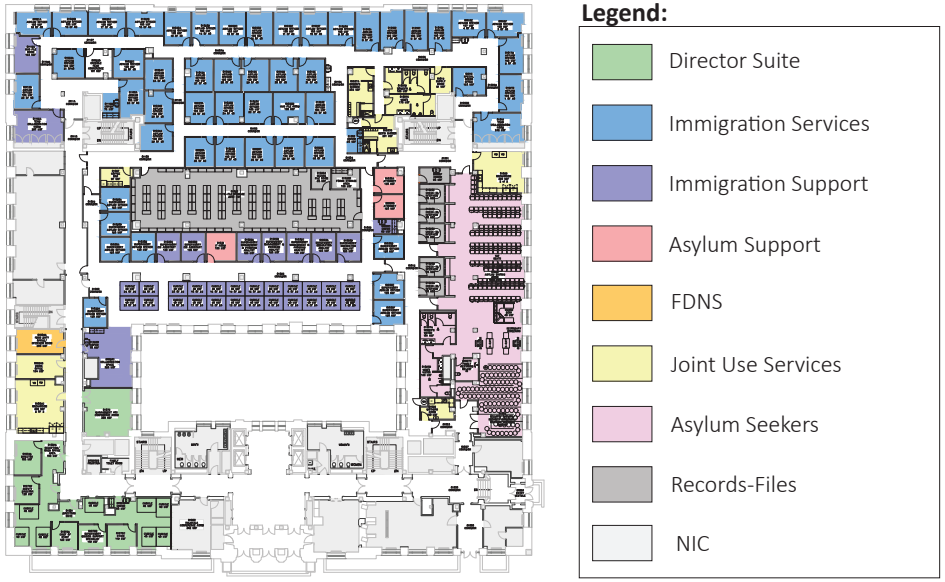
ShCC received State Board for Community and Technical Colleges (SBCTC) funding to address miscellaneous roof repairs. However, the original funding allocation did not specify the type or location of the required work. To define the project scope, OAI met with ShCC maintenance personnel to identify the roof-related issues most pressing for the College's facilities team. Based on these discussions and field observations, OAI developed a repair matrix outlining each issue, recommended corrective actions, and associated cost estimates. The items were ranked by priority and used to establish the final scope of work for the Miscellaneous Roof Repairs bid package. The recommended and implemented repairs included:

- **4000 Building** (Library): Replacement of the failed skylight
- **2900 Building** (Classroom Building): Replacement of rotted wood deck and soffits, and repairs to the perimeter roof
- **3000 Building** (Fitness Center): Replacement of rotted wood soffits and installation of new access doors into the mansard interstitial spaces
- **1000 Building** (Administration Building): Replacement of the deteriorated "cupola" roof areas
- **2900 Building:** Replacement of the mansard mechanical access door
- **1600 Building** (Theater): Installation of new roof access stairs
- **2000 Building** (Automotive): Repairs to exterior wall leaks

ASYLUM TENANT IMPROVEMENTS

Client: MJ Takisaki (MJT) and General Service Agency (GSA)
Project Team: Melissa Forbes, Project Designer; Manvi Dhingra, Project Support and Jerry Osborn, PIC

OAI served as the architect of record for a design-build project with MJT to renovate approximately 29,000 square feet of the ground level and first floor of the Seattle Federal Office Building (FOB). GSA is managing the project, with the U.S. Citizenship and Immigration Services (USCIS) as the client. This space will serve both asylum seekers and USCIS staff, addressing the need for local asylum services. The historic Seattle FOB, constructed between 1931 and 1933 and listed on the National Register of Historic Places, spans an entire city block near Seattle's Pioneer Square. As a registered historic building, all work must comply with the guidelines for historic structures.



First floor programming plan

The scope included extensive demolition and new construction, along with major upgrades to HVAC, plumbing, electrical systems, fire/life safety, IT, telecom, lighting, sound masking, and interior finishes. The renovations included new offices, conference rooms, restrooms, showers, breakrooms, and specialized security systems (PACS and IDS), all while maintaining safe egress routes and preserving the building's historic character.

The project posed several unique challenges due to space limitations, strict USCIS space allocation and design standards, and heightened security and access control requirements. Key milestones included design charrettes, phased submittals, and comprehensive federal review processes. Unfortunately, the project was indefinitely suspended under the current administration just prior to the start of construction.

New accessible parking and route to the 3000 Building

3000 BUILDING ACCESSIBLE IMPROVEMENTS

Client: Shoreline Community College (ShCC)
Project Team: Clark Yoder, Project Manager and Jerry Osborn, PIC

OAI supported ShCC in identifying and addressing significant accessibility barriers at the 3000 Building. A critical violation identified by an accessibility compliance specialist was the lack of an elevator connecting the first and second floors of the 3000 Building, which severely limited access for individuals with mobility impairments. Additional concerns included the location and configuration of accessible parking serving the Fitness Center. The designated ADA stalls were located at the 2900 Building and lacked a compliant accessible route to the 3000 Building's main entrance. Several of the stalls themselves were found to be noncompliant with current accessibility standards. In response, OAI designed a fully accessible route of travel from the parking area to the main entrance of the 3000 Building, including a new ramp to meet current ADA standards. Our design also included provisions for accessible parking. Once the planned elevator is installed, the 3000 Building will be fully accessible, aligning with Shoreline's commitment to campus-wide inclusivity and compliance with accessibility regulations.

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 on-call consultant. 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

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. Our internal culture reflects this commitment. Our firm is diverse—comprising 70% women, minorities, and veterans. We value the unique perspectives 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 #2025-825
ON-CALL CAMPUS ARCHITECT

STANDARD FEDERAL FORM 330 PART II

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*: 2025-825

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: 08/4/25

c. NAME AND TITLE: Jerry Osborn, President