Attention: Colin Bott
Department of Enterprise Services Project Managers
Email: colin.bott@des.wa.gov

RFQ # 2025-830

On-Call Architectural Services for Shoreline Community College

Submitted by:
Osborn Architects Inc., PS
1001 SW Klickitat Way, Ste 204
Seattle, WA 98134
www.oaips.com
206.920.6348

Submission Due Date:
July 24, 2025 at 2:00 pm PST

OAIP ARCHITECTURE + PLANNING

OAI ARCHITECTURE +PLANNING

TABLE OF CONTENTS

COVER LETTER

July 24, 2025

Attention: Colin Bott
Department of Enterprise Services Project Managers
Email: colin.bott@des.wa.gov

RE: 2025-830 On-Call Architectural Services for Shoreline Community College

Osborn Architects, Inc. (OAI) recognizes and deeply values the mission of Shoreline Community College (ShCC)—to foster inclusive and inspiring and learning environments. As a trusted on-call architect since 2015, OAI has developed close working relationships with ShCC and DES, gaining firsthand knowledge of the campus facility operations and capital planning goals; contractual requirements for public works as administered by DES; and the jurisdictional requirements of the City of Shoreline. OAI looks forward to the opportunity to collaborate with Shoreline in the upcoming biennium.

OAI is a full-service architectural firm specializing in the repair, renovation, and improvement of existing facilities. The firm delivers value-driven solutions that balance operational needs with long-term performance and maintenance goals. Each year, OAI manages approximately 40 on-call projects, ranging from accessibility upgrades and emergency repairs to tenant improvements, infrastructure and envelope work, including construction in occupied facilities. With extensive experience navigating the varying scopes and pace of on-call contracts, OAI is adept at managing multidisciplinary teams and ensuring seamless project delivery. To that end, OAI collaborates closely with a trusted network of consultants providing comprehensive design services from pre-design through the warranty period closeout.

Located just 13.5 miles from ShCC and linked directly by Highway 99, OAI is strategically positioned to provide timely, in-person support. Our proximity allows for a consistent on-site presence, rapid response times, and efficient coordination throughout all phases of the project.

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 its subconsultant team. The firm maintains a database of trusted, MWBE-certified firms with whom it has established successful working relationships.

Thank you for considering OAI's qualifications. The firm values its ongoing partnership with Shoreline and looks forward to continuing its support through the colleges' upcoming campus improvement efforts.

Respectfully,

Jerry Osborn AIA, LEED®, NCARB, President
Osborn Architects Inc., PS
1001 SW Klickitat Way, Ste 204, Seattle, WA 98134
206.920.6348 | josborn@oaips.com

OAI ARCHITECTURE +PLANNING

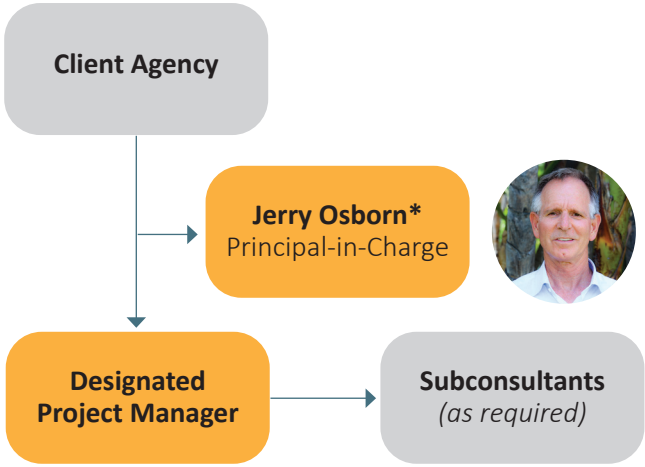
RFQ #2025-830
ON-CALL CAMPUS ARCHITECT

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, Clark, and Melissa will serve as the primary project managers for the colleges. The project managers are in turn supported by a secondary 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 ShCC and the Department of Enterprise Services (DES) to ensure the best project fit. Subconsultant selection will be made in collaboration with both DES and ShCC, drawing from our established database of consulting engineers with whom we routinely collaborate. We also typically collaborate with consulting engineers recommended by the ShCC and/or DES.

Project Types	Cary Guenther*	Clark Yoder*	Melissa Forbes*	Joe Muller	Ellen Zouras	Manvi Dhingra	Amy Borer
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
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 Seattle Colleges, 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 ShCC:
- 9000 Building Toilet Room Renovations, ShCC
- 2900 Building Annex Learning Center North Tenant Improvements, ShCC
- 2900 Building Transformer Replacement, ShCC
- 3000 Building Pedestrian Bridge and Ramp Concrete Repairs, ShCC
- 1600 Building Orchestra Pit Emergency Flooding Repairs, ShCC
- 9000 Building Metal Fascia Replacement, ShCC
- Dental Building Pre-Design, ShCC
- Equity Center, Multi-Cultural Center and Benefits Hub Renovation, ShCC
- 1600 Building Mansard Roof Replacement, ShCC

CLARK YODER, *Associate AIA*

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

Clark brings over a decade of management experience across both public and private sectors. He partners closely with clients to consistently deliver high-impact results on schedule and within budget. With a strong command of project management techniques, Clark prioritizes team development while aligning goals to enhance efficiencies in complex projects.

Previously, he managed logistics and the transportation of critical equipment for military operations in the U.S. and Afghanistan. His operational expertise spans overseeing large-scale, high-risk Unmanned Aircraft System (UAS) missions to streamlining high-volume sorting, packaging, and shipping operations. Clark serves as our skilled drone pilot, capturing high-quality aerial photographs.

Clark's Notable Project Experience:
- Miscellaneous Roof Repairs, ShCC
- 3000 Building Accessibility Paving Improvements, ShCC
- Site Lighting Upgrades, ShCC
- Old Main Boiler and Radiant Heater Replacement, Skagit Valley College
- San Juan Center HVAC Units Replacement, Skagit Valley College
- Electric Vehicle Charging Station (Whidbey), Skagit Valley College

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, and educational 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 recommendations on planning and design to the Mayor, City Council, and Planning Department, underscores his commitment to excellence in public sector design.

Cary's Notable Project Experience:
- 5000 Building Roof Replacement, ShCC
- 2700, 2800, and 2900 Buildings Roof Repairs, ShCC
- 3000 Building Fitness Center, ShCC
- 3000 Building Basement Modifications, ShCC
- Site Accessibility Survey, ShCC
- Operations Control Center Men's Hygiene Facility Renovation, Seattle Public Utilities

MELISSA FORBES, *Associate AIA*
Project Manager *(Primary)*
Professional Experiences: 17
On-Call Experience: 9 Years

As a lifelong Washingtonian, Melissa has worked on projects all over western Washington, specializing in civic, education, and institutional facilities projects. With 17 years of experience, she is an expert in interior design and tenant improvements. She is skilled at envisioning new ways to re-use existing space, adding value and functionality. Before joining OAI, Melissa owned a small business, developing visualizations for a variety of clients. She has the ideal skill-set for handling the wide array of projects required for on-call work. Melissa is OAI's design lead. She is able to synthesize design ideas into visual models. Assisting clients and staff in visualizing design alternatives, additionally, Melissa oversees material, color, and finish selections for OAI, ensuring cohesive and thoughtful design choices. She carefully curates each element to align with the project's vision and goals. Note, Melissa is also our primary specification writer.

Melissa's Notable Project Experience:
- Bookstore Feasibility Study, ShCC
- Parent Childcare Center Emergency Flooding Repairs (Material and Finishes), ShCC
- 9000 Building Toilet Room Renovations (Material and Finishes), ShCC
- 1400 Building Parking Lot Accessible Improvements, ShCC
- Seattle Federal Building U.S. Customs and Immigration Services Asylum Tenant Improvement, M.J. Takisaki and GSA (Design Build)
- Parks Hall Toilet Room Renovations, Everett Community College

AMY BORER, *Associate AIA*
Project Manager *(Secondary)*
Professional Experiences: 3 Years
On-Call Experiences: 3 Years

Amy joined OAI full-time after earning her Master of Architecture from Washington State University, following two summers as an intern. She reflects our commitment to enhancing public spaces and building strong client relationships. Since joining the firm, Amy has contributed to a range of projects. Her leadership and expertise in both design and construction make her a key asset to our team.

Amy's Notable Project Experience:
- Siegal Center HVAC Improvements, Seattle Central 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 design insight and effectively communicates design intent to construction partners.

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

JOE MULLER, *AIA*
Project Manager *(Secondary)*
Professional Experiences: 19 Years
On-Call Experience: 10 Years
Professional License: Architecture #24032032

Joe brings 19 years of experience in project management and estimating across the Pacific Northwest. He excels at aligning programmatic goals with functional requirements to create effective built environments. Previously, he led an envelope consulting firm that assisted with high-stakes design projects. His civic project portfolio spans education, public service, and institutional facilities, reflecting his versatility and proven track record of successful project delivery.

Joe's Notable Project Experience:
- 1900 Childcare Center Mansard Roof Replacement, ShCC
- 3000 Building Mansard Roof Replacement, ShCC
- 2900 Building Mansard Access Door Replacement, ShCC

OAI ARCHITECTURE +PLANNING

RFQ #2025-830
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

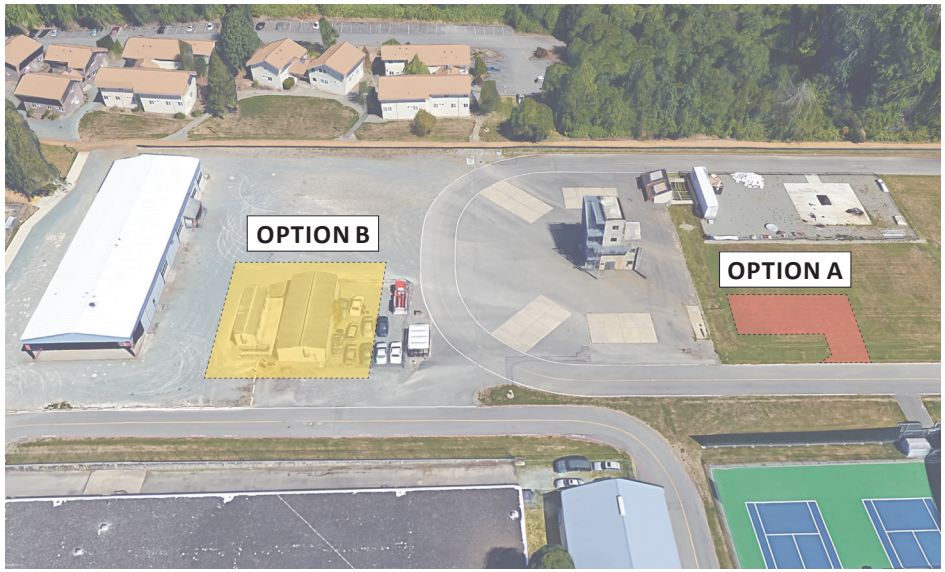
NEW FIRE SCIENCE BUILDING

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.

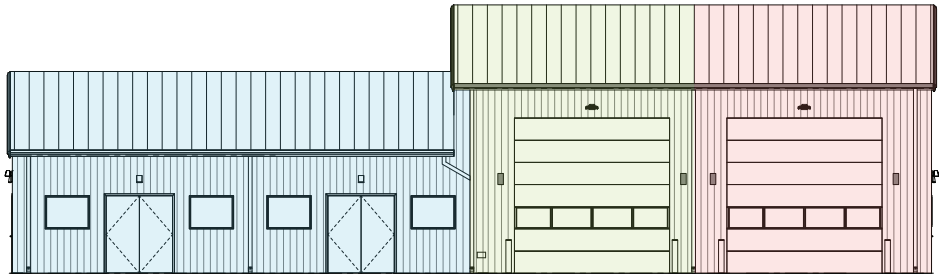
Option	Description	Sqft	Estimate
Option A1	Basic facility	1,600	$1,244,898
Option A2	Basic facility + two fire apparatus bays	3,200	$1,822,528
Option B1	Basic facility	1,600	$1,138,810
Option B2	Basic facility + two fire apparatus bays	3,200	$1,659,911



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 construction. 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.

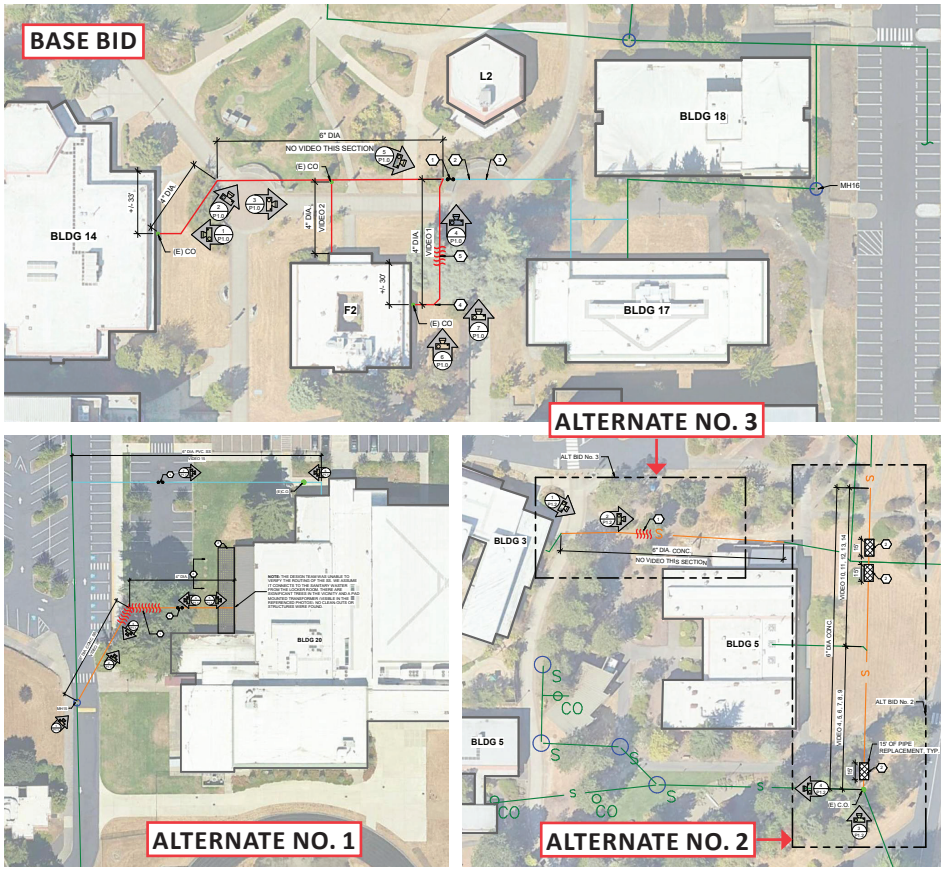
SANITARY SEWER REPAIRS

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 contracted 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 the previous architect in 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 #2025-830
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 ShCC, 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

Our diversity in on-call experience, as noted in the list above, will provide ShCC with a high level of on-call experience based on our "lessons learned" by our on-call work with other public agencies.

2023-2025 EXPERIENCE WITH SHCC

Over the 2023–2025 biennium, OAI had the opportunity to support ShCC on the following projects.

- 2900 Building Annex Learning Center North Tenant Improvement
- Parent Childcare Center Emergency Flooding Repairs
- Miscellaneous Roof Repairs
- 2900 Building Transformer Replacement
- 3000 Building Pedestrian Bridge and Ramp Concrete Repairs
- 1600 Building Orchestra Pit Emergency Flooding Repairs

OAI ARCHITECTURE +PLANNING

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 public agency 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.

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.

3000 BUILDING PEDESTRIAN BRIDGE REPAIRS

Client: Shoreline Community College (ShCC)
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 ShCC'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.





Top Left: *Active cracking with exposed, corroded steel;* ***Top Middle:*** *Patched concrete;* ***Top Right:*** *Patch repairs along the under side of the concrete deck;* ***Bottom:*** *New accessible ramp to the 3000 Building*

3000 BUILDING ACCESSIBLE IMPROVEMENTS

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

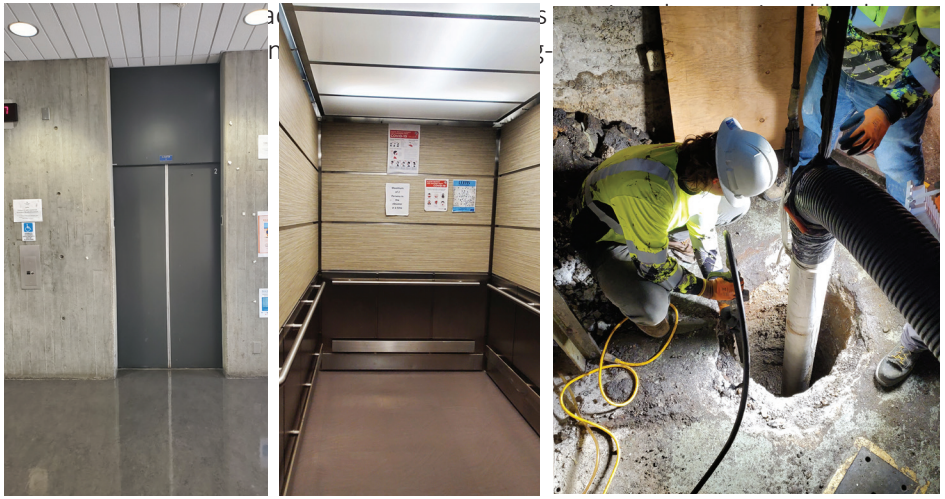
OAI supported ShCC in identifying and addressing significant accessibility barriers at the 3000 Building. A critical violation identified by an accessibility compliance specialist was the lack of an elevator connecting the first and second floors of the 3000 Building, which severely limited access for 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.

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: *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

OAI supported Central with a series of elevator modernization and emergency repair projects in the Broadway Edison Building and the Fine Arts Building. These projects addressed both planned upgrades and urgent equipment failures, balancing performance, safety, sustainability, and operational continuity.

Elevators 1 and 2 Modernization: OAI led the modernization of two traction elevators in the Broadway Edison Building. 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 alarm. Car finish materials were carefully selected to withstand heavy use, meet sustainability goals, and maintenance needs.

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

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, the freight elevator in the Broadway Edison Building serving Culinary Arts. 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.

Hydraulic Elevator Emergency Repairs: In the Fine Arts Building, OAI provided oversight and project management 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.

SAN JUAN CENTER

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

The San Juan Center, a satellite campus of Skagit Valley College, 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.

FIRE STATION 30 HVAC UPGRADES

Client: City of Seattle
Project Team: Manvi Dhingra, Project Manager; and Jerry Osborn, PIC

This renovation project was completed for the City of Seattle at Fire Station 30 (FS30). The primary focus was on HVAC modifications, specifically the replacement and relocation of existing heat pumps that were inaccessible for routine maintenance. During our initial site visit, we identified a key issue: the proposed location for the new heat pump above the ceiling was insufficient to accommodate the unit.

As part of the HVAC upgrades, two new rooftop units (RTUs) were also proposed. We engaged our structural engineering consultant to verify the roof's load-bearing capacity. Given FS30's location at the base of historic Mt. Baker Boulevard, we also ensured the new RTUs complied with local zoning height restrictions.

To address these constraints, we proposed relocating one of the units to the station's base level. The City initially expressed concern about potential conflicts with fire truck operations during emergency responses. To alleviate these concerns, OAI collaborated closely with the mechanical team to develop a visual rendering illustrating the unit's exact location, clearance, and integration within the existing footprint—demonstrating that it would not interfere with operations.

Top Left: *Station Bay with rendering of proposed location for the new units;* ***Top Right:*** *Existing Station bay with a fire truck showing the tight clearances;* ***Bottom Left:*** *Aerial of the Re-roof;* ***Bottom Right:*** *Roof board and base ply application*

5000 BUILDING RE-ROOF

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

OAI led the re-roof of the 5000 Building at ShCC. The scope included removal and disposal of the existing roof ballast and membrane down to the cover board, followed by installation of a complete new roofing system—including cover boards, built-up membrane, sheet metal flashings, copings, fascia, and roof drains.

Because the building remained occupied during construction, OAI prepared detailed plans and specifications that addressed complex site conditions and occupant safety. A comprehensive equipment coordination schedule identified all rooftop units and the required scope of work at each location, supported by clear detailing of roofing and flashing conditions.

To further protect building occupants, we developed a "Unique Project Conditions" specification section outlining precautions such as hand-laying materials to prevent dropped objects and coordinating with facilities staff to manage rooftop air intakes and control odors during roofing operations.

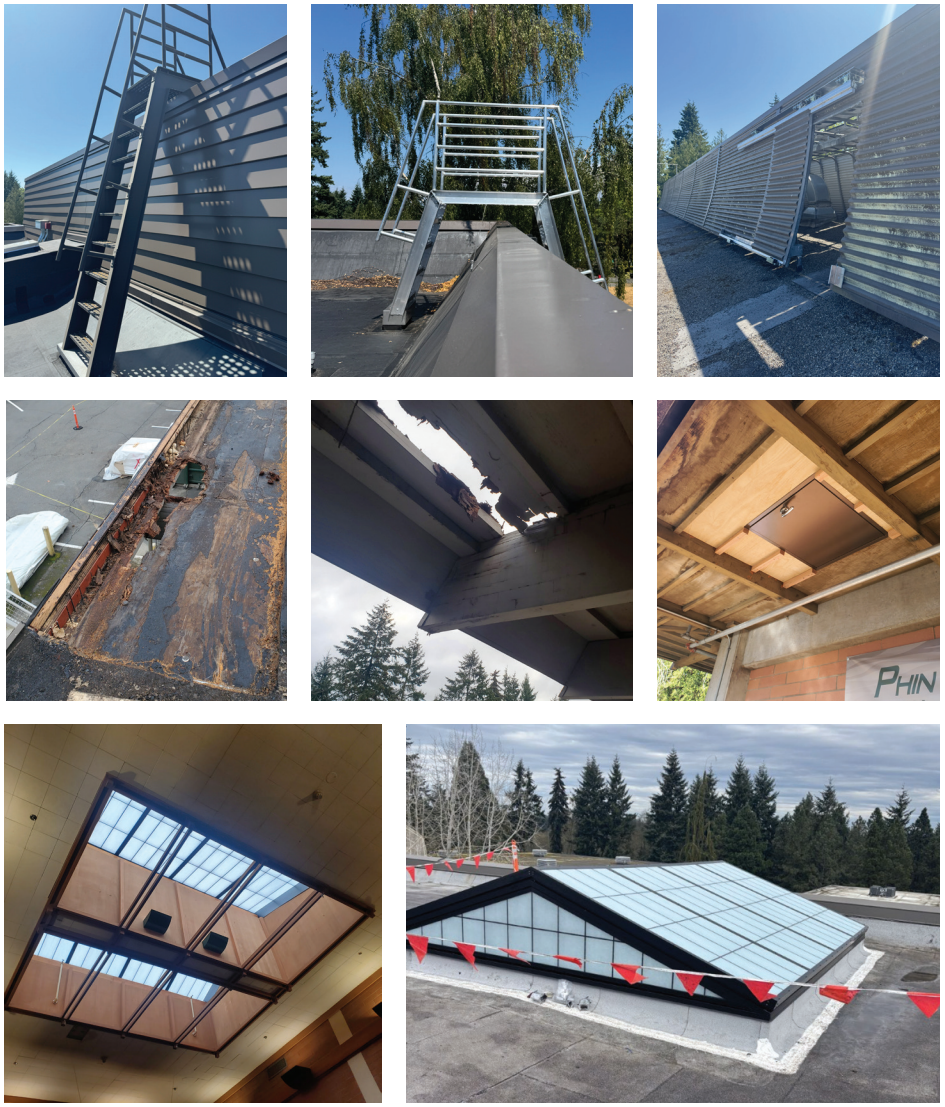
MISCELLANEOUS ROOF REPAIRS

Client: Shoreline Community College (ShCC)
Project Team: Joe Muller, Project Manager; Clark Yoder, Project Manager, and 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:

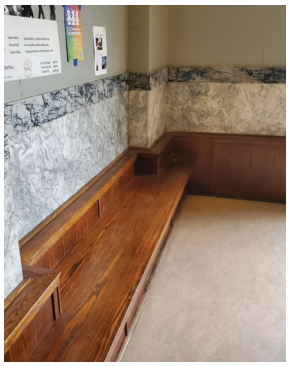
- **4000 Building** (Library): Replacement of the failed skylight
- **2900 Building** (Classroom Building): Replacement of rotted wood deck and soffits, and repairs to the perimeter roof
- **3000 Building** (Fitness Center): Replacement of rotted wood soffits and installation of new access doors into 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

This targeted effort allowed the ShCC to address critical envelope and access concerns across multiple buildings, enhancing long-term durability and supporting improved maintenance access and weather protection.



Top Left and Middle: *1600 Building new roof access ladder;* ***Right Top:*** *2900 Building new mansard access door;* ***Middle Left and Middle:*** *Rotted wood soffits;* ***Middle Right:*** *Repair soffits and new access hatch;* ***Bottom:*** *New 4000 Building Skylight*





Left: *Flooded storage room;* ***Middle:*** *Deteriorated cast iron roof drain embedded behind a layer of clay tile with in a historic interior wall;* ***Right:*** *Historic elements prevented replacing or rerouting.*

FINE ARTS BUILDING EMERGENCY FLOODING REPAIRS

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

Central reported significant flooding in Room 103, located in the basement of the Fine Arts Building. The room is adjacent to the building's only elevator, raising urgent concerns that continued water intrusion could compromise elevator service and accessibility. OAI mobilized quickly to assess the situation and led a multidisciplinary investigation. After extensive exploratory work, the flooding was traced to a deteriorated cast iron roof drain embedded behind a layer of clay tile within a historic interior wall. The Fine Arts Building is listed on the historic register and includes landmark-protected interior and exterior features. As a result, conventional approaches such as replacing or rerouting the drain were not feasible due to the restrictions on modifying historic elements.

To resolve the issue without disturbing the protected finishes, OAI researched pipe lining technologies and identified a specialized contractor capable of lining the failing drain from the inside. OAI coordinated the solution with the College, enabling a non-invasive repair that preserved the historic integrity of the space while eliminating the source of flooding.

This emergency response highlights OAI's ability to assess complex conditions, navigate regulatory and preservation constraints, and implement innovative solutions under urgent timelines. The same lining technology may be a viable solution for addressing persistent domestic water line issues at ShCC's 5000 Building.



Left: *Repaired Parent Childcare Center;* ***Right Top:*** *Flood damage;* ***Right Bottom:*** *Existing unique tiling of the toddler toilet rooms*

PARENT CHILDCARE CENTER FLOODING REPAIRS:

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

OAI provided architectural services for emergency repairs to the Parent Childcare Center in the 1900 Building following significant flood damage. Given the urgency of restoring critical childcare operations, our team collaborated closely with DES and the College 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 coordinated 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, such as designated wall paint colors. OAI also provided cabinetry 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.

2900 BUILDING TRANSFORMER REPLACEMENT

Client: Shoreline Community College (ShCC)
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 #2025-830
ON-CALL CAMPUS ARCHITECT

STANDARD FEDERAL FORM 330 PART II

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*: 2025-830

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

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: 07/23/25

c. NAME AND TITLE: Jerry Osborn, President