REQUEST FOR QUALIFICATIONS
ARCHITECTURAL & ENGINEERING SERVICES

Issued by:
Mount Baker School District
4956 Deming Road, P.O. Box 95
Deming, WA 98244

Mount Baker School District is seeking proposals from interested firms capable of completing an OSPI Study & Survey update, Natural Hazards Assessment, sports field improvements and standard architectural and engineering support of district wide capital projects including specific 2025-2030 capital levy projects. The District intends to **select one or more firms** based on a qualifications-based selection.

Key Dates

Release of RFQ	January 28, 2026
SOQ Proposals Due	February 6, 2026

Qualification Submittal Requirements

All qualified individuals and firms, including minority and women-owned firms, are encouraged to apply. Professional firms and individuals interested in providing services as described above to the School District must submit an electronic document via email indicating previous applicable experience.

Statement of Qualifications shall be submitted no later than **3:00 PM PST on February 6, 2026,** to:

Jessica Schenck, Superintendent
c/o Shannon Richardson, Director of Operational Services, Mount Baker School District
srichardson@mtbaker.wednet.edu

Documents received after the designated date and time will not be considered. Hand-carried documents delivered to the address above are acceptable and must be date-stamped by the School District upon receipt prior to the designated date and time above.

The district reserves the right to reject any qualifications not in compliance with all prescribed public procedures and requirements and to waive informalities in this qualification's response process.

Please limit your submittal to no more than **20 single-sided or 10 double-sided** 8.5x11 pages total.

Specific tasks may include but are not limited to:

1. OSPI Study and Survey including an upload of the final electronic version with all corrections and revisions requested by OSPI, into ICOS (fee not to exceed grant amount of $ 27,939.)
2. OSPI Natural Hazard Assessment including entering data into ICOS (fee not to exceed grant amount of $ 8,155.)
3. Sports field improvements
4. A/E support for specific current and future capital levy projects – design through construction administration.

Each submittal, at a minimum, must include:

1. A letter of introduction
2. List relevant experience working with OSPI grant programs and specifically a listing of Study & Surveys completed.
3. A listing of K-12 projects performed in the State of Washington
4. An organizational chart and summary resumes of key personnel assigned to the project
5. Examples of three previous successful school district clients and projects with current names and references for projects cited. No limitation on years since completion.
6. Experience in assisting school districts with capital levy projects.

Note that all items above count towards the page limit. Cover and divider pages do not count.

All questions should be directed via email to the district's representative:

Shannon Richardson, Director of Operational Services, Mount Baker School District
srichardson@mtbaker.wednet.edu