



**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL STUDY & SURVEY AND CONSULTANT ROSTER – CONSTRUCTION SUPPORT**

Issued by:
Mossyrock School District
PO Box 478 / 545 Williams Street
Mossyrock, WA 98564
<https://www.mossyrockschools.org>

Mossyrock School District (MSD) is seeking proposals from interested firms capable of providing support for districtwide capital projects. The District will maintain a roster for the following types of services: architectural, engineering, survey, commissioning, hazardous materials, testing/inspection, all other consulting services that support capital projects.

Submittals will be accepted on an ongoing basis and qualified firms added to the roster as received.
Initial consultant selection will begin in June 2026 with the MSD's OSPI study and survey.

*The **Construction Services Group** will facilitate all work between MSD and the selected firms.*

Qualification submittal requirements:

Qualified State of Washington licensed professional Architectural and/or engineering individuals and firms, including those certified by the Washington State Office of Minority & Women's Business Enterprises, who are lawfully engaged in the practice of architecture under Chapter 18 of the RCW are encouraged to apply. All applicants must submit electronic documents only via email.

Mark Chandler, Superintendent
c/o Jodi Spahn, Business Manager, jspahn@mossyrockschools.org

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.

Specific tasks may include but are not limited to:

1. Completion of the OPSI Study & Survey for the cost of the grant allocation and the study & Survey must be completed within six months after award with the following requirements:
 - Complete the OSPI Study and Survey including the OSPI workbook and a complete upload of the final electronic documents with all corrections and revisions requested by OSPI, into ICOS.
 - Perform a certified Building Conditions Assessment (BCA) for all buildings, as a part of the Grant work.
 - Completion of the OSPI Natural Hazard Assessment Grant (NHAG) for the additional cost of the grant allocation.

2. Gym Truss Repair/Replacement. The full scope of this project is yet to be determined.
3. Validation of existing construction cost estimates.
4. Short- and long-range facilities planning support
5. General architectural support of MSD re-roof projects.
6. General support of MSD paving projects
7. Support for other capital improvement projects, as needed.

Each submittal, at a minimum, must include:

1. Letter of introduction
2. Listing of K-12 projects performed in the State of Washington
3. Organizational chart and summary resumes of key personnel
4. Examples of three previous successful school district clients and projects with current names and references for projects cited. No limitation on years since completion.
5. Consultant Roster Application – see next page

Please limit your submittal to no more than **20 single-sided or 10 double-sided** 8.5x11 pages total. Covers, dividers and roster application form do not count towards the page limit.

Selection Procedure

Submittals will be reviewed and placed on file to be used as a source from which to select one or more qualified firms from whom a detailed proposal will be requested for a specific project. Selection criteria to be considered include:

1. Professional quality of principals and key staff
2. Work of a similar nature
3. Experience with K-12 projects
4. Availability and proximity to District
5. Relationship with clients
6. Past performance with the District

Selection of architectural and engineering services will follow the requirements of Chapter 39.80 RCW with a qualification-based selection (QBS). Selection of other consultants will consider pricing as one of the criteria.

Please do not call the school district directly. All questions should be directed via email to:

Jodi Spahn, Business Manager, jspahn@mossyrockschools.org



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Please include this information sheet with your submittal. This page does NOT count as part of the 20-page limit.

FIRM NAME	
ADDRESS	
CONTACT PERSON	Name: Title: Phone: Email:
SERVICES check all that apply	☐ Architectural ☐ Engineering - specify disciplines: _____ ☐ Commissioning ☐ Hazardous Materials ☐ Testing & Inspection ☐ Other: