

Request for Qualifications:

State of Washington  
Department of Enterprise Services  
Facility Professional Services  
Olympia, WA

WA State Project No. **2024-425**

# **Eastern State Hospital Commissary Building Repair**

1010 W. Fir Street, Medical Lake, WA 99022

for



*Washington State*  
**Department of Social  
& Health Services**

Submission Date

**November 7, 2023**

Statement of Qualifications for



# CORTNER ARCHITECTURAL COMPANY

---

ARCHITECTURAL SERVICES, BUILDING ENVELOPE DESIGN & CONDITION ASSESSMENTS

November 7, 2023

Phillip Lee, RA, MA  
Facilities Management and Design | Office of Capital Programs (OCP)  
Washington State Department of Social and Health Services  
(509) 818-6301 | [phillip.lee@dshs.wa.gov](mailto:phillip.lee@dshs.wa.gov)

RE: Project No. 2024-425  
Eastern State Hospital Commissary Building Repair  
Washington State Department of Social and Health Services (DSHS)

Dear Phillip and Members of the Selection Committee,

Thank you for the opportunity to submit our statement of qualifications for architectural and engineering services for repairs to the Commissary Building at Eastern State Hospital. Working with the State of Washington has been a core component of our practice for over 30 years and our team has successfully completed numerous projects - similar in size and scope. This is an ideal project for us, as we are familiar with the building and the adjacent area having recently completed the new Boiler Building at Eastern State Hospital.

Our team is uniquely qualified to lead this project. We are familiar with working with DES and DSHS on the Medical Lake Campus; and we are knowledgeable of Eastern State Hospital's service utility infrastructure and building systems. We are also well versed in the State of Washington capital budget process, DES Facility Professional Services project management procedures, and B2G tracking for small, minority, women and veteran-owned business utilization.

We appreciate your consideration in selecting Cortner Architectural Co. for the demolition of the adjacent fire house and repairs to the Commissary building. We look forward to continuing our partnership with DES and DSHS through selection on this project. Please call me at (509) 363-1039 or e-mail [jim@cortner-ps.com](mailto:jim@cortner-ps.com) if you have any questions.

Sincerely,



James D. Cortner, AIA  
Principal Architect



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson St. SE, Olympia, WA 98501  
PO Box 41476, Olympia, WA 98504-1476

Consultant Selection Contact Form

Designated Point of Contact for Statement of Qualifications

For Design Bid Build, Design Build, Progressive Design Build, GC/CM & Job Order Contracting  
(JOC) Selections

Firm Name: <a href="#">Cortner Architectural Company</a>		
Point of Contact Name & Title: <a href="#">James Cortner, AIA - Principal Architect</a>		
Email: <a href="mailto:jim@cortner-ps.com">jim@cortner-ps.com</a>	Telephone: <a href="tel:(509)363-1039">(509) 363-1039</a>	
Address: <a href="#">1903 W 3<sup>rd</sup> Avenue</a>		
City: <a href="#">Spokane</a>	State: <a href="#">WA</a>	Zip: <a href="#">99201</a>

## Executive Summary



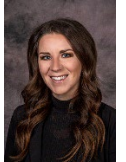







<p><b>Location</b> 1903 West 3rd Avenue Spokane, WA 99201 (509) 363-1039</p> <p>info@cortner-ps.com www.cortner-ps.com</p> <p>✓ WA Small Business</p> <p><b>Years in business</b> 30+</p> <p><b>Principal</b> James Cortner, AIA</p>	<p>Cortner Architectural Company is a highly dedicated team of design professionals who strive to deliver a truly spectacular project. Our team is recognized for our ability to complete projects on schedule and within budget. We do this by engaging with clients in a highly collaborative and service-oriented process.</p> <p>Cortner Architectural Company specializes in the design of commercial, institutional, and transportation buildings. We have the knowledge to create functional, sustainable, and operationally efficient facilities that maximize each client's budget.</p> <p>We have an exceptionally talented team that also specializes in solving building envelope issues such as roofing systems, wall systems, windows, doors, and waterproofing systems. We understand how to determine the primary cause of failure and develop cost-effective solutions for repair.</p> <p>With our office in Spokane, Washington, and projects throughout the state, we are accustomed to work throughout the Northwest and would enjoy the opportunity to work with you.</p>
<p><b>Customer Focus</b></p>	<p>Our concept of professional services is based on a commitment to promote and protect the Owner's interests. We rely on open and frequent communication and engage owners and stakeholders throughout the design and construction process.</p> <p>Our team provides an exceptional level of involvement. We are committed to providing value-added service. We not only satisfy a project's performance requirements but include excellent technical and aesthetic design solutions as well. All the while staying within strict compliance to project budget and schedule.</p>
<p><b>Philosophy</b></p>	<ol style="list-style-type: none"> <li>1. Craft sensible solutions that address the client's unique aesthetic, budget and scheduling needs.</li> <li>2. Connect clients with industry experts who balance technology with proven design and construction practices.</li> <li>3. Support clients with superior customer service and responsive delivery of quality products and services.</li> <li>4. Build a culture that promotes honesty, accountability, fairness and respect for our clients, community and environment.</li> </ol>
<p><b>Inspirational</b></p>	<p>Think left and think right and Think low and think high Oh the things you can think of if only you try - Dr. Suess</p>

## Qualifications of Key Personnel

Cortner Architectural Co. has assembled a unique team, highly qualified to perform the key functions required for this project. Our team experience working with DSHS, Eastern State Hospital and Consolidated Support Services along with our familiarity with the Commissary Building and adjacent infrastructure is unmatched. Jim Cortner will lead the team as the principal architect for this project. Danielle Harlan will be the architectural project captain responsible for day-to-day project design and subconsultant coordination. Cody, Alex, Gary and Alan will provide design support and Bill will provide cost estimating and construction support.

Cortner Architectural Co. has partnered with our subconsultant team on several recent projects including several for the State of Washington. David Giordano will direct our structural engineering team. Natalie Johnston will head our mechanical engineering group; and Nate O'Neel will lead our electrical engineering efforts. We anticipate this project will also require a team to control site design. We propose Kelly Johnson with Sandis to lead the project survey and utility locates. Clint Pierpoint with KPFF will lead our civil engineering efforts and Paz Ochoa with Place will address landscape architecture.

Several additional subconsultants will provide smaller but important scopes. Budinger & Associates will provide Geotechnical engineering as well as special inspections and material testing. Sam Bailey with Mountain Consulting Services will conduct a limited environmental survey and monitoring services while Tom Gould with TestComm is anticipated to provide Commissioning services. Our objective is to provide a unified team under one centralized contract to seamlessly move from the investigative phase through design, bidding, construction and project closeout.

<b>Owner</b> - DSHS - State of WA		<b>Phillip Lee, RA, MA</b> Project Manager (DSHS/FFA)	<b>Stakeholders</b> - Commissary - CSS
<b>Cortner Architectural Company – Key Personnel</b>			
 <b>Jim Cortner, AIA</b> Principal in Charge <i>Project Time Commitment 20%</i>	 <b>Danielle Harlan</b> Architectural Associate Job Captain <i>Project Time Commitment 50%</i>	 <b>Bill Doyle</b> Cost Estimator Construction Support <i>Project Time Commitment 20%</i>	
<b>Key Subconsultants</b>			
 <b>David Giordano</b> Structural Engineer DCI Engineers <i>Project Time Commitment 10%</i>	 <b>Natalie Johnston</b> Mechanical Engineer MSI Engineers <i>Project Time Commitment 10%</i>	 <b>Nate O'Neel</b> Electrical Engineer CEG Engineers <i>Project Time Commitment 10%</i>	
 <b>Clint Pierpoint</b> Civil Engineer KPFF Engineers <i>Project Time Commitment 5%</i>	 <b>Paz Ochoa</b> Landscape Architect Place Landscape Arch. <i>Project Time Commitment 5%</i>	 <b>Kelly Johnson</b> Surveyor Sandis <i>Project Time Commitment 2%</i>	
<b>Specialty Subconsultants</b>			
<i>Geotech, Testing, Inspections</i> <b>John Finnegan</b> Budinger & Associates <i>Project Time Commitment 5%</i>	<i>Environmental</i> <b>Sam Bailey</b> Mountain Consulting Services <i>Project Time Commitment 2%</i>	<i>Commissioning</i> <b>Tom Gould</b> TestComm, LLC <i>Project Time Commitment 5%</i>	

**James D. Cortner**  
Principal Architect

**Registration**  
Architect

State of Washington

**Education**
Master of Science  
Texas A&M UniversityBachelor of Engineering  
Vanderbilt University
**Experience**  
25-years

**Associations**
International Institute  
of Building Enclosure  
Consultants [IIBEC]  
(formerly *RCI*, Inc)Construction  
Specifications Institute  
(CSI)National Roofing  
Contractors  
Association (NRCA)

Rotary Club 21

*Project Time Commitment*  
**20%**

As principal in charge, Jim Cortner will be responsible for the overall project design and design-team management. Jim is responsible for meeting the project's agreed upon budget and schedule, Jim will meet with clients and stakeholders to refine project goals and requirements. He organizes the project team, directly working with in-house personnel and outside consultants. Jim writes specifications, reviews product data and examines construction drawings for accuracy and completeness. Jim works with Engineers, Contractors and Owners as part of the team to successfully deliver projects on time and within budget.

**Relevant Projects**

 Eastern State Hospital – New Boiler Plant ..... Medical Lake, WA  
WA State Department of Social & Health Services

 Eastern State Hospital – Admin Window Replacement ..... Medical Lake, WA  
WA State Department of Social & Health Services

 Spokane Civic Theatre Renovation & Addition (predesign) ..... Spokane, WA  
Spokane Civic Theatre

 Smith Gym Basement Suite Remodel ..... Pullman, WA  
Washington State University

 Herbarium Department Relocation ..... Pullman, WA  
Washington State University

 Campbell House Museum Miscellaneous Repairs ..... Spokane, WA  
Eastern Washington State Historical Society (Museum of Arts and Culture)

 Office Building 1<sup>st</sup> and 2<sup>nd</sup> Floor Remodel (Phase 1-3) ..... Yakima, WA  
Department of Social and Health Services – Leased Facilities

 Moses Lake Readiness Center Renovation and Repairs ..... Moses Lake, WA  
Washington State Military Department

 YTC Building 951 Tenant Improvements ..... Yakima Training Center, WA  
Washington State Military Department

 Yakima Valley School Admin Building Window Replacement ..... Selah, WA  
Department of Social and Health Services

 Region 3 Headquarters Renovation and Addition ..... Yakima, WA  
Washington State Department of Fish and Wildlife

 Mount Spokane Maintenance Facility ..... Spokane County, WA  
Washington State Parks and Recreation

 HUB Sports Center Youth Athletic Field Buildings ..... Liberty Lake, WA  
HUB Sports Center

 Airway Heights Corrections Center Building C4 Remodel ..... Airway Heights, WA  
Washington State Department of Corrections

 Lakeland Village Laundry Building Roof Replacement ..... Medical Lake, WA  
WA State Department of Social & Health Services

 Lakeland Village Building 27-31 Roof Replacement ..... Medical Lake, WA  
WA State Department of Social & Health Services

 District Office 6 Roof Replacement ..... Wenatchee, WA  
Washington State Patrol

 Geiger Building 200 Roof Replacement ..... Spokane, WA  
Washington State Military Department

**Danielle Harlan**  
Architectural Associate  
Project Job Captain



As the primary point of contact, Danielle will oversee the team and serve as the liaison between the Owner and Design team during the design phase and the Owner/Contractor/Design team during the construction phase. Danielle prepares clear, concise construction drawings and the development of project specific details. She will be responsible for the day-to-day management of the project during design including coordination of project schedules and deliverables with team members. During construction, Danielle will be the interface between the Architect and Contractor. Responsibilities will include managing contractor requests for information, project submittals, review of contractor application for payments, running weekly construction progress meetings and the oversight of project closeout items.

#### Relevant Projects

Maintenance Building Expansion ..... Moses Lake, WA  
Grant Transit Authority

Lakeland Village Building 27-31 Roof Replacement ..... Medical Lake, WA  
WA State Department of Social & Health Services

YTC Building 951 Tenant Improvements ..... Yakima Training Center, WA  
Washington State Military Department

Spokane Readiness Center IT Room HVAC ..... Spokane, WA  
Washington State Military Department

Yakima Readiness Center Modification ..... Yakima, WA  
Washington State Military Department

#### Education

Bachelor Architecture  
University of Idaho

#### Experience

5-years

*Project Time Commitment*

**50%**

**Bill Doyle**  
Cost Estimator/  
Site Observer



Active in the construction industry for over 25 years, Bill will assist with the review of construction drawings for constructability and prepare estimated costs of construction. Additionally, Bill will provide field support during construction. He will monitor construction progress and review general conformance to construction plans and specs.

#### Relevant Projects

Eastern State Hospital – New Boiler Plant ..... Medical Lake, WA  
WA State Department of Social & Health Services

Eastern State Hospital – Admin Window Replacement ..... Medical Lake, WA  
WA State Department of Social & Health Services

Office Building 1<sup>st</sup> and 2<sup>nd</sup> Floor Remodel (Phase 1-3) ..... Yakima, WA  
Department of Social and Health Services – Leased Facilities

Mount Spokane Maintenance Facility ..... Spokane County, WA  
Washington State Parks and Recreation

Lakeland Village Laundry Building Roof Replacement ..... Medical Lake, WA  
WA State Department of Social & Health Services

Lakeland Village Building 27-31 Roof Replacement ..... Medical Lake, WA  
WA State Department of Social & Health Services

District Office 6 Roof Replacement ..... Wenatchee, WA  
Washington State Patrol

Geiger Building 200 Roof Replacement ..... Spokane, WA  
Washington State Military Department

#### Education

Bachelor of Arts  
Carroll College

#### Experience

30-years

*Project Time Commitment*

**20%**



# DAVID GIORDANO, PE, SE, LEED® AP

SPOKANE, WASHINGTON



David Giordano has twenty-five years of design experience in a variety of structural types including concrete, wood, masonry, and steel construction materials. His project experience includes educational, commercial, retail, recreational, governmental, hotel, and residential projects throughout the United States.

David is responsible for overseeing all aspects of design, project management, and construction. He pays particular attention to constructability and economy of the structural system. He is responsive when issues arise in the construction process and tends to clients' needs in a timely manner.

## PROFESSIONAL TITLE:

Principal

## EDUCATION:

B.S., Civil Engineering,  
University of Idaho, 1997

## REGISTRATION:

Civil & Structural: Washington

## PROFESSIONAL SOCIETIES:

Structural Engineers Association  
of Washington – Spokane Chapter  
(SEAW)

American Institute of Architects –  
Spokane Chapter (AIA)

Society of American Military  
Engineers

**EASTERN STATE HOSPITAL NEW BOILER BUILDING**, Medical Lake, WA,  
Cortner Architectural Company

**EASTERN STATE HOSPITAL ADMINISTRATION WINDOWS**, Medical Lake,  
WA, Cortner Architectural Company

**LAKELAND VILLAGE BUILDING 27 ROOF REPAIR**, Medical Lake, WA,  
Cortner Architectural Company

**VETERANS AFFAIRS MEDICAL CENTER ENDOSCOPY & SPD ADDITIONS**,  
Spokane, WA,

**VETERANS AFFAIRS WAREHOUSE HVAC UPGRADE & EXTERIOR  
STAIRWELL**, Spokane, WA, Burton Construction

**IDIQ FOR U.S. VETERANS AFFAIRS DEPARTMENT – SPOKANE/WALLA**

**WALLA**, Spokane/Walla Walla, WA, U.S. Department of Veterans Affairs

- **VETERANS AFFAIRS GENERATOR REPLACEMENT**, Spokane WA,
- **VETERANS AFFAIRS 6TH FLOOR RENOVATION**, Spokane, WA,

**HICKAM AIR FORCE BASE MAIN EXCHANGE**, Hickam AFB, HI,

**FAIRCHILD AIR FORCE BASE MAIN EXCHANGE**, Fairchild AFB, WA,

**EDWARDS AIR FORCE BASE SHOPPETTE**, Edwards AFB, CA,

**FT. BELVOIR MAIN EXCHANGE**, Ft. Belvoir, VA,

Project Time Commitment: 10%



**NATALIE J. JOHNSTON, P.E.****Principal, Mechanical Engineer**

As Principal of MSI Engineers., Natalie brings creativity and innovation to both her firm and her projects. Working closely with clients, Natalie's passion is providing custom mechanical system solutions that fit each client's unique needs. Throughout the design process, she focuses on staying flexible to meet changing priorities, requirements, schedules and budgets, while always keeping her eye on the prize: satisfied clients.

As a project engineer for over 18 years, Natalie has been responsible for the mechanical systems design and construction administration for numerous Municipal and other Government Facilities, Office and Medical Buildings, and K-12 and Higher Education Facilities. These projects included new construction, phased construction, and renovation/retrofit applications.

**Education**

Bachelor of Science in Mechanical Engineering – Gonzaga University, Spokane, Washington (2003)

**Professional Engineering Licenses**

Washington, Oregon, Idaho, Montana, California, Hawaii

**Professional Registrations, Affiliations and Awards**

LEED (Leadership in Energy and Environmental Design) Certified Professional (since 2005)

American Society of Heating Refrigeration and Air Conditioning Engineers (since 2004)

**Representative Project Experience**

Eastern State Hospital Boiler Plant – Moses Lake, WA

Eastern State Hospital Pump House – Moses Lake, WA

Eastern State Hospital Elevator Room Cooling – Moses Lake, WA

Eastern State Hospital Switchboard Room Cooling – Moses Lake, WA

Lakeland Village Laundry – Moses Lake, WA

Lakeland Village, Multiple Projects: Cottage Renovations, Kitchen Blast Chiller, Therapy Tub – Moses Lake, WA

Eastern Washington University Central Upgrades – Boiler Plant, Chiller Plant – Cheney, WA

UPS Fulfillment Warehouse – Spokane, WA

PNNL Warehouse – Richland, WA

Liberty Lake Sewer and Water Administration Building Renovation – Liberty Lake, WA

National Guard YTC HVAC Administration Building HVAC Renovation – Yakima, WA

WAARNG(National Guard/Army) Administration Building HVAC Renovation – Moses Lake, WA

Project Time Commitment: 10%



## CHIEF EXECUTIVE OFFICER, ELECTRICAL ENGINEER

**Ty Nielson, Principal**  
**Columbia Engineering Group**

Ty Nielson, President and CEO of Columbia Engineering Group, is an electrical engineer and business leader with over 15 years of experience in engineering, construction, and business management. Ty is a veteran and former US Navy Nuclear Propulsion Engineer. Ty earned his BS in electrical engineering and has experience in systems engineering, large scale critical power infrastructure, high voltage power systems engineering, and reliability engineering. With a passion for engineering, business, and leadership, Ty is visionary who is committed to excellence and innovation. His capability to analyze, strategize, build, lead, and inspire great teams and formulate solutions which meet client needs brings CEG to the front of the pack.

***"Engineering is a team sport, from concept to completion. For every great engineering solution there is a great team that brought it to life. I love solving challenging problems and seeing the power of bringing talented people together to serve our communities." Ty, CEG***

### EDUCATION

Eastern Washington University  
BS Electrical Engineering

US Navy Nuclear Power School

US Navy Electrical  
Apprenticeship School

### RELEVANT PROJECT EXPERIENCE

DOD | T3 230kV Transformer Refurbishment  
DOD | Powerhouse 4160V Station Service Replacement  
DOD | 110MW Generator Rotor Winding Replacement  
DOD | 100MW Generator Stator Failure Root Cause Analysis  
DOD | 15kV SF6 Breaker Refurbishment  
DOD | T3 and T4 115kV High voltage bushing replacements  
DOD | T7 550kV refurbishment and oil processing  
DOD | Transformer Dissolved Gas Analysis  
DOD | Ventilated lead acid battery capacity testing  
DOD | 2.7GW Power train equipment evaluation  
DOD | 230kV Transformer Forensic Failure Analysis  
DOD | Electromagnetic Interference Analysis  
DOD | 15kV isolated phase bus duct repair

DOD | Spare Transformer Evaluation and Refurbishment  
DOD | Sweep Frequency Response Analysis  
DOD | Infrared imaging and analysis  
DOD | 90MW Generator Corona Probe and winding analysis  
DOD | Regional Reliability Engineering Program Management  
Microsoft | Data center hydronic system modifications  
Plummer Forest Products | Manufacturing line extension  
Food Cart | support structures  
Happy Healthy Homes | Residential addition

<sup>^</sup>Limited project information due to DOD NDA

<sup>^</sup>Limited project information due to DOD NDA



## CHIEF OPERATIONS OFFICER, ELECTRICAL ENGINEER

**Nate O'Neel, MBA Principal**  
**Columbia Engineering Group**

Nate O'Neel is the Chief Operations Officer and a seasoned electrical engineer with over 15 years of experience in construction, engineering, and business serving multiple agencies. His ability to identify issues, understand agencies' objectives both long-term and short, & present options with detailed approaches builds trust and consensus with project execution. His project navigational skills of identifying outside factors that influence project success mitigates risk and provides a holistic view of the dynamics associated with each project. Nate's leadership style has been described as collaborative, attentive, and welcoming. Each of his projects is approached with sustainability, programmatic integration, schedule, & financial well-being.

***"Engineering and construction are my passions. I love the process of finding multiple solutions to complex problems within the Clients budget for them to choose from. I enjoy seeing a project grow from inception to closeout and every step along the way." Nate, CEG***

### EDUCATION

Eastern Washington University  
BS Electrical Engineering

Eastern Washington University  
Master of Business  
Administration

### RELEVANT PROJECT EXPERIENCE

DSHS | Pine Lodge Optional Standby Generator  
DSHS | ESH Laundry Wasteline Replacement  
DSHS | YVS 100-Cottage Generator Replacement  
DSHS | ESH FSU Chiller Replacement  
DSHS | Rosewood Generator Replacement\*  
OMD | M-F Armory HVAC Upgrade  
WDFW | Region 3 Headquarters Renovation  
City of Okanogan | Superior Court Phase I  
Washington State Patrol | Storage Building  
Microsoft | HVAC Upgrades  
EWU | Martin Hall Fire Alarm\*  
Pend Oreille County Public Hospital District #1 |  
Newport Clinic\*  
Mose Lake School District | Administration Office\*  
Mose Lake School District | Warehouse\*  
Providence Health Care | Mother Gamblin 4th Floor  
Renovation\*  
Providence Health Care | St. Mary Medical  
Neuroscience\*  
Providence Health Care | Kadlec Mammography  
Clinic\*

DSHS | ESH 1N3 & 3N3 Forensic Ward Renovation\*  
DSHS | Lakeland Village Electrical Infrastructure Phase 2\*  
DSHS | ESH Eastlake Emergency Generator Replacement\*  
DSHS | Lakeland Village Fiber Optic Improvement\*  
DSHS | Pine Lodge Lift Station\*  
Spokane Falls Community College | MV Electrical Infrastructure\*  
Providence Health Care | St. Mary Medical CT Room Remodel\*  
Universal Health Services | Inland Northwest Behavior Hospital\*  
Quincy School District | Quincy High School\*  
Quincy School District | Quincy Junior High Modernization\*  
Quincy School District | George Elementary School Gym Addition\*  
Quincy School District | Pioneer Elementary School Gym Addition\*  
Quincy School District | Mountain View Elementary School Gym  
Addition\*  
City of Spokane | Riverfront Park's Pavilion\*  
Ellensburg School District | Morgan Middle School\*  
EWU | Arc Flash Study\*  
Sacred Heart Medical Care | Doctor's Building Elevator Replacement\*  
EWU | Einstein Bros Bagel\*  
Plastic Surgery NW | Essential Electrical System\*

<sup>\*</sup>Experience gain prior to CEG



## CLINT PIERPOINT

Associate, Civil Engineer

---

Clint has 28 years of experience with civil engineering design and management. He has in-depth experience with all elements of planning, design, and construction of site development and utilities projects. Clint brings specialized experience with DES projects and facilitation. He has developed a reputable relationship with DES and DSHS project and facility managers, and is called upon to assist with all types of civil-related issues as they arise. In addition, he provides lead construction management/administration on most all of his projects.

---

### **McNeil Island, Steilacoom, WA** Project Manager

KPFF Lacey has successfully executed a diverse range of projects on McNeil Island, encompassing various types of endeavors. Below are some examples of these projects:

- » SCC Campus Security System Update
- » SCC SCTF Lift Station Repairs
- » Water System New Well Source & Treatment
- » Water System Evaluation & Testing
- » MIS Main Dock Float Damage Assessment

### **Yakima Valley School, Selah, WA** Project Manager

KPFF Lacey has delivered a range of civil engineering services for the Department of Social and Health Services (DSHS) at the Yakima Valley School, covering various projects. These projects encompass:

- » Concrete Sidewalks & Handrails
- » Main Entryway Replacement
- » Multi-Cottage Concrete Patio Replacement
- » AB Building Demolition

### **Western State Hospital - Multiple Projects, Lakewood, WA**

#### Project Manager

KPFF Lacey has performed numerous projects at the Western State Hospital through our On-Call with DES. Some of those projects include:

- » Water System Transfer
- » Water Main Break Repair
- » Sewer Flume Improvements and Construction
- » Pedestrian Improvements Lot C
- » CSTC Fire Flow Analysis

Project Time Commitment: 5%



# PAZ OCHOA, PLA, ASLA

SENIOR LANDSCAPE ARCHITECT  
PLACE LANDSCAPE ARCHITECTURE

Paz has worked in the field of landscape architecture for over 14 years designing public and private open space, be it civic, institutional, commercial or residential. Some of the highlights have included unique neighborhood parks with commemorative and educational components, historic waterfront parks that revitalize and better serve their communities, cutting edge healthcare facilities with healing gardens, updated planning guidelines for cities/developments/youth camps, and school/university campuses that speak to their context and culture. Her personal interest lies in creative, conscientious designs that help integrate human beings and their environments in functionally and aesthetically responsible and meaningful ways. She thrives on working on large or small scale projects and collaborating with interdisciplinary teams.

## Employment History

PLACE Landscape Architecture, June-Present  
Bernardo Wills Architects, 2018-2022  
Spurlock Landscape Architects, 2016-2017  
Parkhill Smith & Cooper, 2011-2016  
Shapiro Didway, 2010  
Walker Macy, 2007-2009

## Education

University of Oregon – Eugene  
School of Architecture & Environment  
Master of Landscape Architecture, 2006

University of Wisconsin – Madison  
College of Letters & Science  
Bachelor of Arts in Art History & Spanish, 1988

New England Conservatory of Music – Boston  
Performance Major (Oboe), 1981-83

## Professional Registration/Certifications/Organizations

State of Texas #3091

The Lands Council, Environmental Justice Subcommittee Chair, Spokane, WA 2021-23  
Texas Native Plant Society Secretary (Chaparral Chapt.), 2016  
West Texas Chapter ASLA, Section Secretary/Treasurer, 2015

## References

David Schott, Parks & Facilities Manager, Parks & Recreation City of Moscow, ID  
dschott@ci.moscow.id.us, 208-883-7098

Teresa Heitmann, Design Manager Schweitzer Engineering Laboratories, Pullman, ID  
idaho.teresa\_heitmann@selinc.com, 509-332-1890

Craig Carson, University of Idaho Campus Landscape Manager, Moscow, ID  
ccarson@uidaho.edu, 208-885-6734

## REPRESENTATIVE PROJECTS

- Regional Health Sciences Building, Spokane, WA
- Midland Memorial Hospital, Streetscape, Midland, TX
- Oregon State Hospital, Patient Courtyards/Parking, Salem, OR
- University of Idaho, Street Improvements/Pedestrian Mall/Circle Drive, Moscow, ID
- Student Housing Expansion & Dining Commons, University of Cal Poly Pomona, CA
- WSU Applied Technologies Classroom, Vancouver, WA
- Fasken Elementary School, Midland, TX
- Edward K Downing Elementary School, Ector County Independent School District, Courtyards/Playgrounds, Odessa, TX
- Pebble Hills High School Ph IV, Socorro ISD, El Paso, TX
- North Bank Regional Playground, Spokane, WA \*
- Waterfront Park at Ankeny Plaza, Portland, OR \*
- Amazon Headquarters, Block 32, Seattle, WA
- Schweitzer Engineering Laboratories Event Center II, Pullman, WA
- Moscow Food Forest Park Master Plan & Public Engagement, Moscow, ID
- Spokane International Airport Gateway/Master Plan, Spokane, WA
- Camp B'nai B'rith Master Plan, Otis, OR
- Children's Botanical Garden Master Plan, Gainesville, GA
- Winderlea Vineyard & Winery, Dundee, OR

\* Received Design Award

Project Time Commitment: 5%

## KELLY JOHNSON, PLS

### SENIOR PROJECT MANAGER

#### About

Kelly Johnson has 20 years of experience in land surveying and has worked closely with our in-house surveying, civil engineering, and traffic engineering team on the preparation of topographic and boundary surveys for professional consulting services. His background includes an extensive knowledge and expertise in post data collection processes; preparation of calculations; preservation of project field control; maintaining documentation i.e. reports, project plans, specifications, and as-builts; and managing project budget and change orders. Kelly has worked on hundreds of similar projects for healthcare facilities similar in size and scope and will work with project stakeholders to ensure Sandis delivers the highest quality surveying services.

#### Relevant Experience

**Stanford University Healthcare Welch Road Improvements** Palo Alto, CA  
**Project Manager.** Sandis was retained to design the necessary roadway and infrastructure upgrades for the creation of a unified path connector between Stanford Medical Center buildings. The Sandis survey team supported the civil design team providing aerial and topographic surveys along the corridor.

#### **NEW Health Newport** Newport, WA

**Senior Project Manager.** Sandis provided ALTA survey, two legal descriptions, plat exhibits and foundation and as-built survey for the construction of this new medical facility in Newport, WA. As senior project manager, Kelly managed the survey team and contract, working with the client to ensure surveys were accurate and delivered on-time and within budget.

#### **VA Palo Alto Health Care System MPD Campus** Menlo Park, CA

**Senior Project Manager.** Sandis provided topographic and right-of-way surveys for the improvements to the main administrative structure.

#### **Clovis Medical Center Cath Lab and New Entry Building** Clovis, CA

**Senior Project Manager.** Sandis provided high definition 3D scan and BIM modelling for the construction of the new entry building and cath lab. BIM modelling included structural steel and concrete footing. The 3D scan detailed the as-built condition of the Clovis Medical Center Cath Lab and Entry building.

#### **DaVita Indian Trail Dialysis** Spokane, WA

**Senior Project Manager.** Sandis provided a topographic survey and a boundary survey for this contract. Sandis prepared exhibits, and legal descriptions to complete a City of Spokane Boundary Line Adjustment for the revision of the existing parcel to suit the development needs.



**20 Years of Experience**

10 Years at Sandis

**Professional Land Surveyor**

Washington #48759

California #9126

**Certificate, Land Surveying**

Renton College

**Project Time Commitment: 2%**



## Relevant Experience

### Project Size

6,200 SF

\$9.7 Million

*Construction Cost*

\$8.0 Million

*Original Budget (MACC)*

*Conservation of the project contingency allowed DSHS to award a significant number of owner-added changes to the contract.*



LEED Silver  
Certification

### Location

Medical Lake, WA

### Completed

August 2023

### Reference

Phillip Lee, RA  
Project Manager  
leept@dshs.wa.gov  
(509) 818-6301

### Delivery Method

Traditional  
(Design-Bid-Build)

### General Contractor

Lydig Construction  
Tommy Kadoya  
[ttkadoya@lydig.com](mailto:ttkadoya@lydig.com)  
(509) 534-0451

### New Boiler Plant Building

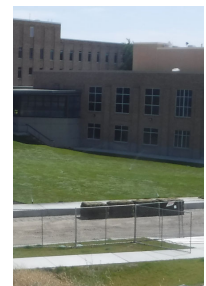
State Project No. 2018-422

Department of Social and Health Services

Cortner Architectural Co. worked with Department of Social and Health Services on the OFM predesign, design through construction and project closeout for a new Boiler Plant Building at Eastern State Hospital in Medical Lake, Washington. Work includes demolition of the old Paint Shop and Electric Shop buildings, to make room for a new 6,200 SF boiler plant building with steam-tunnel connecting to the Kitchen and Eastlake Hospital. Upon completion of the new boiler plant and successful transfer to the three new boilers, the old boiler plant was decommissioned and demolished. Additional work included installation of a new solar array and connection into the power grid, paving improvements to Spruce Street and completion of an emergency access road joining Maple Street along the east entrance to the Eastern State Hospital Medical Lake campus.



before



after

**Project**

\$1.56 Million

*Construction Cost*

\$1.10 Million

*Original Budget (MACC)*

*Conservation of the project contingency allowed DSHS to award a significant number of owner-added changes to the contract.*

**Location**

Medical Lake, WA

**Completed**

Fall 2023 - scheduled

**Reference**

Phillip Lee, RA  
Project Manager  
phillip.lee@dshs.wa.gov  
(509) 818-6301

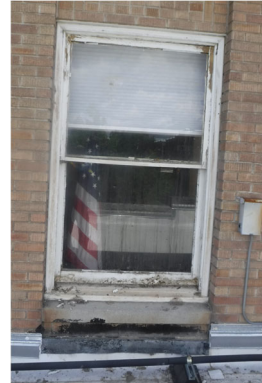
**Administration Building – Exterior Window Replacement****Department of Social & Health Services – Eastern State Hospital**

Cortner Architectural Co. worked with DSHS to on replacement of 50 exterior windows and associated casements and trim. Built in 1933, the Administration Building in a prominent location on the Eastern State Hospital Campus and design required balancing historic preservation, energy reduction, ease-of-maintenance and long-term-durability with a limited budget. Challenges included working around asbestos and environmental hazards in a fully occupied building transitioning to a hardened facility requiring security escorts.

Additional work included installation of heat pumps and fan-coils to provide cooling throughout the building and to allow removal of inefficient window-mounted air-conditioning units. Design included architectural millwork to conceal mechanical linesets, electrical power and controls.



Before



Before



After

**Project**

\$365,000

*Construction Cost***Location**

Spokane, WA

**Completed**

July 2022

**Reference**

Jack Brandt  
Project Coordinator  
jwbrandt@doc1.wa.gov  
(360) 867-8255

**Delivery Method**

Traditional  
(Design-Bid-Build)

**General Contractor**

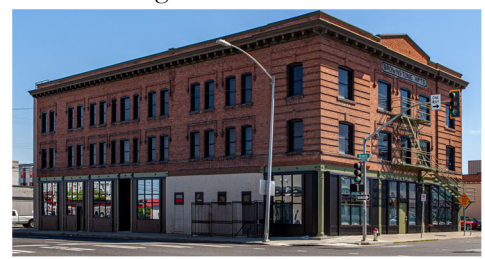
MJ Takisaki, Inc  
Hal Ophus  
ophus@takisaki.com  
(509) 244-7080

**Brownstone Work Release – Exterior Window & Storefront Replacement  
Washington State Department of Corrections**

Cortner Architectural Co. worked with the Department of Corrections to replace a failing storefront at their work-release facility located on the corner of 3<sup>rd</sup> Avenue & Browne Street, the second busiest intersection in Spokane. Work included removing ceramic tile and cementitious backer-board to the studwall framing without disturbing the interior finishes. The wall system was re-built and a new rainscreen and a water resistive barrier added. High-pressure laminate panels were installed to provide graffiti and vandalism resistance to the wall system. Using the existing openings, thermally efficient windows were installed along with opaque glass to soften the building's appearance without compromising security and privacy. . A custom ornamental fence was added to secure the basement egress with an aesthetic to match the era of the building.



Before



After



**Project Size**

30,000 SF

\$17.2 Million

*Estimated Construction Cost***Location**

Spokane, WA

**Completion**

Funding Dependent

**Reference**

Jake Schaefer

Director

Spokane Civic Theatre

jake@

spokanecivictheatre.com

(509) 325-2507

**Delivery Method**

Negotiated

(Design-Bid-Build)

**General Contractor**

TBD

**Theatre Modernization, Addition and Noise Control****Architect Project No. 21-0703****Spokane Civic Theatre**

Major changes to Spokane's North Bank surrounding the Spokane Civic Theatre highlighted serious deficiencies within the structure that needed to be addressed. Originally built in 1966 the building does not meet current ADA or environmental efficiency standards. This structure also lacked the necessary acoustical attributes to insulate it from outside noise generated by new sports arena neighbors. Our team designed conceptual upgrades to bring the building up to code, isolate it's performance areas for optimal enjoyment and add necessary space for administration, production and future growth and expanded programs.

One major change to the theatre is the addition of an administration wing containing both a rehearsal space and a small performance studio. Future theatre plans in this area include performance classes and rehearsals that don't interfere with the main stage schedule.



The addition of sound controlling insulation and surface treatments were the first updates designed for the celebrated Firth J. Chew Studio. Further upgrades include relocation of the entrance to Dean St., new signage, reconfiguration of the lobby area, and upgrades to lighting and theatre controls.

To further enhance the theater experience the design team closed in portions of the patio to create a sound lock helping isolate the main theater on this side of the building. The patio itself was re-imagined as a larger space including room for concessions and group gatherings at intermission or between performances.



**Project**

\$99,500

*Construction Cost***Completed**

August 2023

**Reference**

Joanie Thomas  
Project Manager  
thomasjl@wsu.edu  
(509) 335-9027

**Delivery Method**

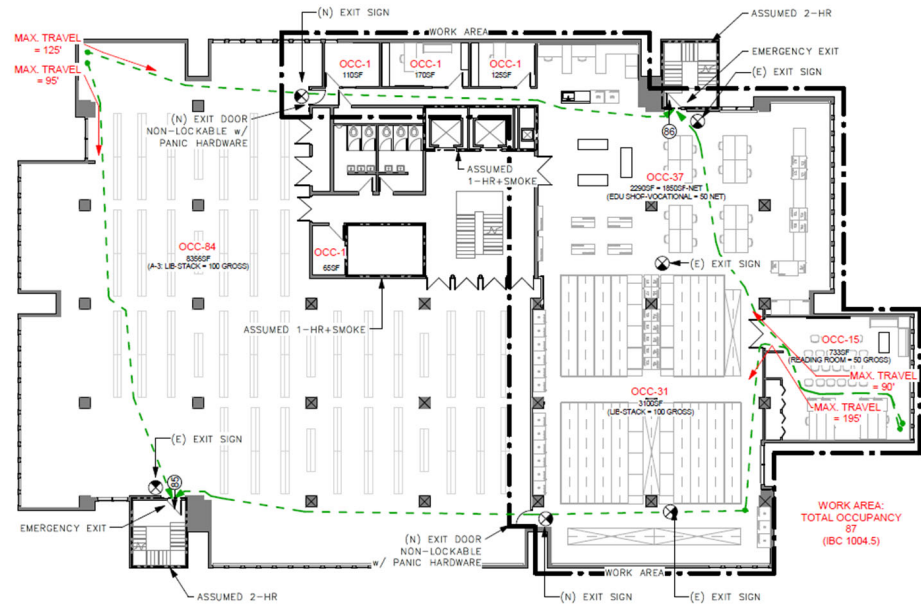
Traditional  
(Design-Bid-Build)

**General Contractor**

JK Greystone  
Viola, ID

### Owen Library Renovation for Herbarium Department Washington State University – Pullman Campus

Cortner Architectural Co. recently completed renovations of the 4<sup>th</sup> floor of the Owen Library to accommodate relocation of the Herbarium Department. Work includes architectural programming and analysis of the function of existing spaces. Working with WSU stakeholders, concept drawings were prepared for several locations before selecting Owen Library for the relocated space. Renovations included specimen intake, catalog area, offices, research, classroom, and specimen archives with fixed and condensed moveable storage units.

**Project**

\$121,250

*Construction Cost***Completed**

August 2023

**Reference**

Joanie Thomas  
Project Manager  
thomasjl@wsu.edu  
(509) 335-9027

**Delivery Method**

Traditional  
(Design-Bid-Build)

**General Contractor**

Magnum Construction  
Clarkston, WA

### Holland Library – Student Success Phase 1 Washington State University – Pullman Campus

Develop construction drawings and limited construction period services for a job-order contract delivery method. Architectural work includes coordinating shelving layouts with the library and Dean Smith at Space Saver and modifications to mechanical and electrical systems to allow egress from the Southwest stairwell



## Project

\$252,988

### Construction Cost

## Completed

2023

## Reference

Kevin Poitra

Project Manager

kpoitra@wsu.edu

(509) 335-4206

### Delivery Method

Traditional

(Design-Bid-Build)

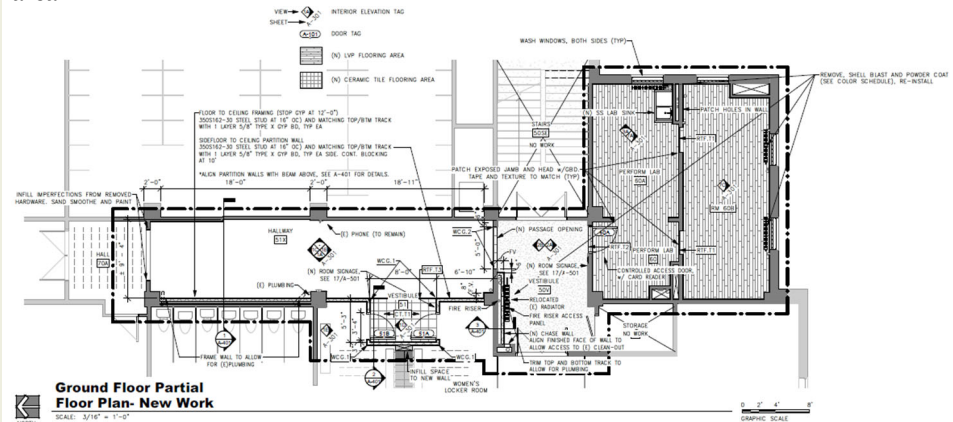
**General Contractor**

JK Greystone

Viola, ID

## Smith Gymnasium Renovation for Kinesiology Department Washington State University – Pullman Campus

Cortner Architectural Co. recently completed renovation to the lower level of Smith Gym to accommodate a new Kinesiology department. A new corridor was added to provide accessible access for the new department, lab space and office area.



## Project

1,100 SF

\$116,800

### Construction Cost

Completed

2023

## Reference

Sachin Saldanha

Project Manager

sachin.saldanha@mil.wa.gov

(253) 512-8404

### Delivery Method

Job Order Contractor

## General Contractor

## Burton Construction

Scott Suemori

SSuemori@

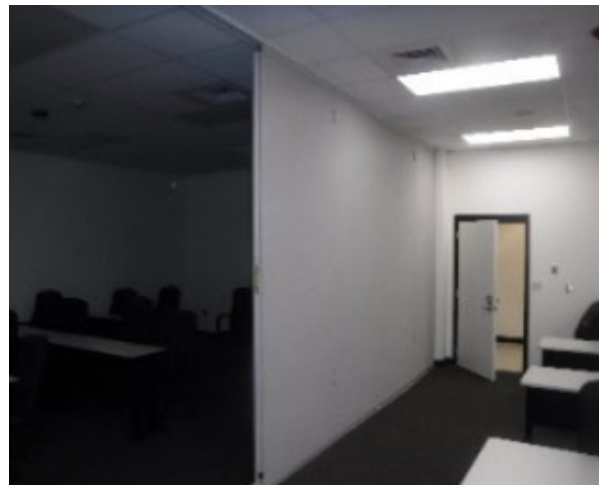
burtonconstruction.net

(509) 468-4932

## YTC Building 951 – Classroom 122-123 Improvements

State of Washington Military Department – Army National Guard

Cortner Architectural Co. worked with the Army National Guard to remove a partition wall between classrooms 122-123 and replace an operable partition wall. The work included design of a structural system to support the operable walls and details for concealing this structure within the existing facility, including a raised access floor system. Other improvements included new LED lighting, carpeting, wall base and paint.





**Project**

10,500 SF

\$1.60 Million

*Construction Cost*

\$1.59 Million

*Original Budget (MACC)**This project was delivered  
under the original budget***Location**

Yakima, WA

**Completed**

August 2023

**Reference**

Gabe Baker

Project Manager

gabe.baker@des.wa.gov

(360) 801-4654

**Delivery Method**

Traditional

(Design-Bid-Build)

**General Contractor**

Concord Construction

Karl Lieberknecht

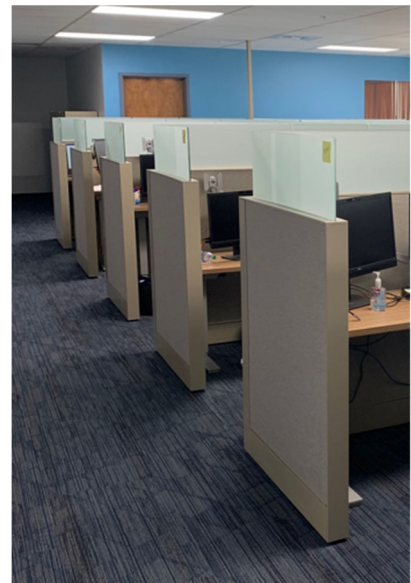
karll@

concordconstructioninc.com

(509) 848-3363

**Yakima Office Building – Major Renovation (Tenant Improvements)****State Project No. 2022-286****Department of Social & Health Services – Leased Facilities**

Cortner Architectural Co. worked with DSHS Leased Facilities to renovate and modernize 14,500 SF of Yakima Community Services Office. Multiple phases were required to accommodate construction in an occupied facility. Work includes expansion of the public lobby and primary service intake area, interview rooms, private and open offices, and social hubs among other improvements. Challenges included working under COVID protocols in addition to working in a fully occupied building. Departments included Community Services Division (CSD), State Operated Living Alternatives (SOLA) and the Department of Children, Youth and Families. Improvements include new LED lighting and architectural casework in addition to floor, wall and ceiling finish improvements.



**Project Size**

17.2 Acres

Bldg A - \$1.8 Million  
7,600 SFBldg B - \$3.8 Million  
4,500 SFBldg C - \$529,000  
2,250 SFBldg D - \$150,000  
*Estimated Construction Cost***Location**

Liberty Lake, WA

**Completed**

Phase 1 – Spring 2024

**Reference**Phil Chaplin  
Executive Director  
HUB Sports Center  
phil@hubsportscenter.org  
(509) 927-0602**Delivery Method**Negotiated  
(Design-Bid-Build)**Earthwork Contractor**AM Landshaper Co.  
Mark Albin  
[mark@amlandshaper.com](mailto:mark@amlandshaper.com)  
(509) 468-4335**Youth Athletic Fields Expansion (with Support and Community Building)****Architect Project No. 22-0809****HUB Sports Center**

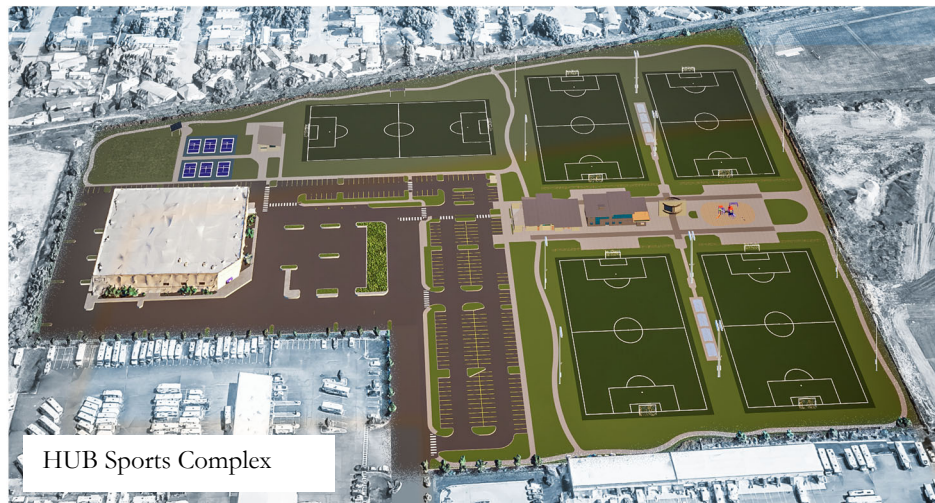
The HUB Sports Center is planning a \$20 million facilities expansion. The HUB, located at 19619 E. Cataldo, operates a 66,000-square-foot indoor facility that includes five full-sized basketball courts that can be reconfigured for a variety of sports and activities. Preliminary site plans call for developing four synthetic turf field and one grass field for youth soccer, football, and lacrosse; and tennis and pickleball courts, on a site immediately east of the HUB facility. The plans also show walking trails, a play area, shelters, parking, community building, central restroom, equipment storage and maintenance buildings. Construction began in 2023 and is expected to be phased with a 2025 completion date.

Bldg A – Synthetic Field and Equipment Storage and Centralized Restrooms

Bldg B – Community Building with offices, concessions and viewing deck.

Bldg C – Grass Field and Equipment Storage and Centralized Restrooms

Bldg D – Scoreboard Monument





**Project Size**

19,000 SF

\$517,692

*Construction Cost*

\$627,00

*Original Budget  
(MACC)*

*This project was delivered under the original budget, even with the one change order to repair damaged roof joists and decking.*

**Location**

Medical Lake, WA

**Completion**

2023

**Reference**

Phillip Lee, RA  
Project Manager  
leept@dshs.wa.gov  
(509) 818-6301

**Delivery Method**

Traditional  
(Design-Bid-Build)

**General Contractor**

Fisher Construction  
Darrell Kidwell  
[ddk@fishercgi.com](mailto:ddk@fishercgi.com)  
(509) 530-9205

**Lakeland Village Bldg 27-31 Roof Replacement****State Project No. 2022-460****Department of Social & Health Services**

Cortner Architectural Co. recently provided architectural and engineering services for the roof replacement of the receiving warehouse building 27 and support service plant management building 31 at Lakeland Village on the DSHS Medical Lake Campus



Aerial Photo (before)

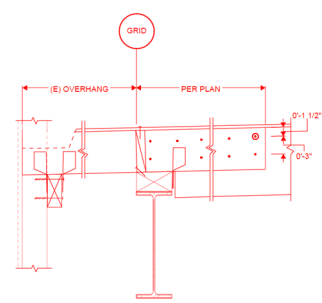


Bldg 4D27 and 4D31

Design included removal of the existing standing seam metal roof, board insulation over a wood roof deck supported by an open web-joist frame. Precautions were required as electrical conduit was secured directly to the underside of the deck and field investigation indicated there was a high likelihood portions of the roof deck would require replacement. During tear-off over a concealed soffit, it was discovered that a portion of the roof structure was severely decayed requiring quick action to develop a practical cost-effective solution.



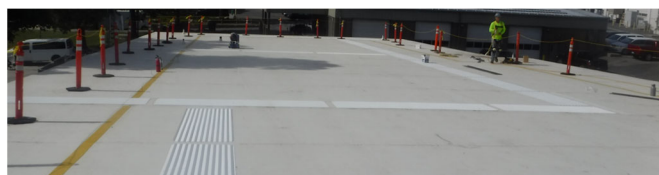
Decayed roof joist (requiring replacement)



Structural detailing for repairs

The roof structure and deck was repaired and new roofing system installed consisting of a 60-mil single-ply TPO membrane over a 1/2\" coverboard over two layers of 3-inch rigid polyisocyanurate insulation and self-adhered vapor barrier.

Fall restraints, roof access hatch and ladder and perimeter warning tape were safety features added to the new roofing system.



## Sustainable Design Experience



Our team sees sustainable and energy-efficient design as one of our core responsibilities and we strive to balance a building environmental footprint with other design goals. Our objective is to create a healthy environment for building occupants with a sustainable environmental and economic impact.

Cortner Architectural Co. and our team has played a lead role in guiding owners to incorporating sustainable design solutions in their projects and boasts a portfolio of projects that have achieved LEED Gold and Silver Certifications, Energy Star Awards and Geothermal Excellence

Making cost effective decisions for your LEED project requires the ability to compare your efficiency options, and to understand their full lifetime costs. Our team can help you choose the most cost effective upgrades and navigate the LEED certification process to achieve your building's certification goals, such as:

- Optimize Energy Efficiency
- Minimize Operational Costs
- Reduce Environmental Impact
- Provide a Healthy and Comfortable Indoor Environment

### Relevant Project Team Examples

- Eastern State Hospital New Boiler Plant, DSHS  
LEED Silver
- Snow Removal Equipment Building, Spokane International Airport  
LEED Gold
- Jenkins Wellness Center, Spokane Community College  
LEED Gold
- 15+ LEED Project Certified  
8 Gold, 4 Silver

MSI Engineers have the knowledge and experience to help guide either your existing or new construction project. We understand that our owners and architects need reliable, understandable, and actionable data when making design decisions. We can help evaluate your efficiency investments and provide the data you need to make sound sustainable decisions. With multiple LEED APs on staff, and LEED certified projects all over the U.S., MSI Engineers can ensure your project meets its environmental and efficiency goals with services that include:

- Design Performance Modeling
- Eco-Charrette Facilitation
- Energy Life Cycle Cost Analysis (ELCCA)
- Utility and Government Energy Incentive Assistance
- EA Credit 1 Compliant Whole Building Energy Simulation
- Credit Documentation & Certification Processing



## Past Performance

Cortner Architectural Co. understands the importance of keeping a project within scope, budget and schedule. As your representative and advocate, we've developed techniques to control each of these parameters during both the design and construction phase. We validate appropriated budgets, develop accurate construction cost estimates and lead the Architect and Engineering team to keep projects on schedule and within both budgeted and awarded amounts.

[



Our objective is to provide clear and concise construction drawings, buildable while being compliant with code and customer requirements. We work with owners and stakeholders to prioritize project goals and balance functionality, durability and maintenance – while working within available project budgets. With each progress design set, we include a detailed estimate on the cost of construction, then continually refine it as details emerge.

### Testimonial

“My favorite part of working with Cortner Architectural Company is their attention to detail and attentiveness to constructability. This is an often overlooked element of projects which, when executed properly as Cortner Architectural Company does, makes for much more thorough and straightforward design, design documents, and construction.”

Jessica Charlton  
Project Manager, Spokane Transit Authority

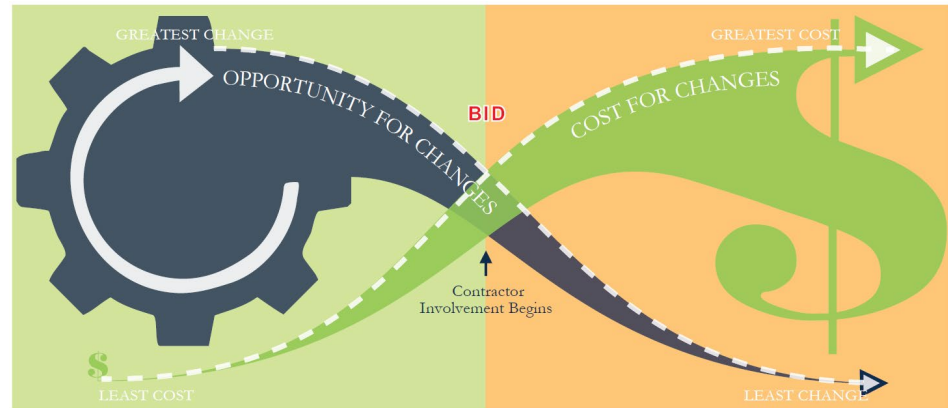
### Scope

Our team will develop a list of items during programming meetings then work with stakeholders to prioritize their importance and develop a framework for the basis of design. We will start with those items that are required for the project then add items by priority working through stakeholder's "wish lists" all the while checking to see these items are compatible with the available budget and schedule. We will work to ensure the "must haves" are incorporated into the design and hope to bring as many of the "would like to haves" and hopefully "wished to have" items into the project.

Oure experience helps up to understand the "true" scope of a project. We understand how things are built, and we work hard to uncover risks during design that might impact the scope of the project and negatively impact the budget or schedule.

## Budget

Cortner Architectural Co. is constantly working with contractors, material-suppliers and equipment operators to keep current with market conditions and other factors that may influence contractor pricing. Our objective is to develop an accurate estimate on the cost of construction. We then use this estimate for adding priority items to the project scope. As we approach the estimated allowable construction cost, we may create alternate bid items for a contractor to price separately during the bidding process. This allows owners to incrementally add project scope without exceeding their maximum allowable construction cost.

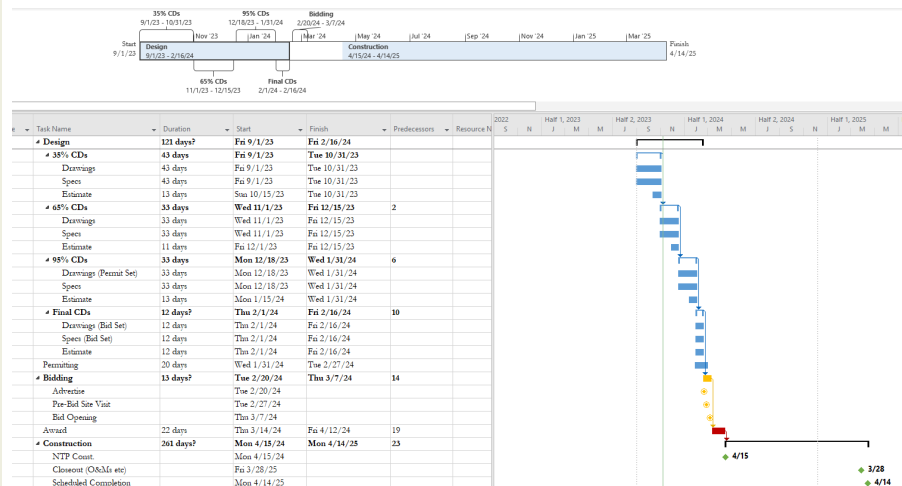


**Opportunity Cost Diagram:**  
*small changes during construction have an inverse relationship with cost*

## Schedule

Schedules are often started by looking at the end of project. Seasonal influences, funding availability, and occupancy requirements often drive the project completion date. Working back from the required completion date, we determine a realistic construction and bidding duration to define the allowable design window.

At the start of a project, we develop a task-list for the items required during design and outline our major deliverables. Utilize Microsoft Project, we create a gantt chart to visualize not only the design schedule but also the anticipated bid, award and project closeout phase. We share this with the project managers and design team in an effort to keep everyone of upcoming deadlines and producables.



## Project Approach

### Preliminary Budget (MACC)

\$3,000,000 (\$3.0 Million)

### Project Goals

1. Enhance the user's environment and improve safety within the building.
2. Eliminate barriers to ADA.
3. Meet the owner's long-term commitment to environmental stewardship.

### Preliminary Scope of Work

Work includes but is not limited to:

- Installation of a new fire alarm system.
- Install of a new fire sprinkler system.
- Repair/replace roof and windows.
- Upgrade existing ventilation/exhaust system and gas heat HVAC system.
- Renovate existing restroom to ADA standards.
- Replace existing overhead and entrance doors.
- Layout operational movements and routes to maximize efficiency (receiving, distribution, storage and management).
- Demolition of existing Fire House to increase delivery parking.

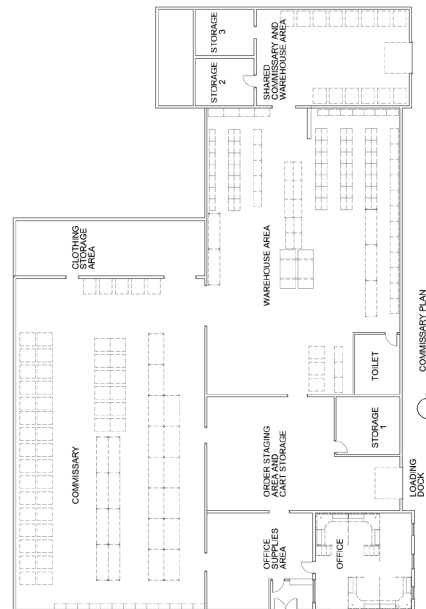


Commissary

Fire

### Preliminary Investigation

The Commissary Building 3A07, built in 1936 originally as the laundry building, is approximately 15,600sf and is vital to the daily operations of the Medical Lake Campus



Commissary

**Preliminary  
Investigation  
(continued)**

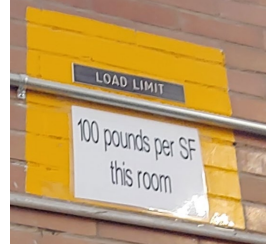
Fire House – to be demolished  
*note:*  
poor condition of asphalt pavement



Commissary Building  
*note:*  
staining, multiple roof leak locations



Commissary Building  
floor loading in some areas are more  
typical of an office building, rather than  
for purpose (storage, warehouse)  
light storage #125/SF  
heavy storage #250/SF



Commissary Building  
Loading dock is insufficient to  
accommodate different size trucks and  
trailers



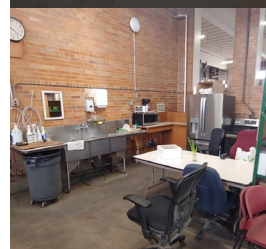
Commissary Building  
Building lacks fire alarm  
Building lacks emergency lighting



Commissary Building  
Building lacks automatic controls or  
insulated doors



Commissary Building  
Building lacks independent space for  
break room



**Design Phase**

Cortner Architectural Co. uses a multi-step approach to build quality control into our projects. Before design, we provide each team member with our Quality Assurance plan in order to integrate quality into the subconsultant fee structure. This plan helps create a uniform drawing base and quality level between subconsultants and the architectural team. To ensure design is controlled, our architectural team uses “checklists” developed from over 30-years of design and construction to coordinate ourselves and subconsultant trades. We also schedule review periods to ensure design remains aligned with the established scope, budget and schedule. Milestones are built into the schedule to ensure stakeholders have an opportunity to influence decisions, comment on design and provide feedback. During design, we are also coordinating between permitting and other agencies having jurisdiction (AHJs)

Common items we’ll look to address for this age of construction and current intended design approach (abbreviated list) in addition to scope of work items.

- Asbestos and lead containing materials
- Unreinforced masonry construction (exterior bearing walls)
- Insufficient floor and crawlspace loading
- Phased construction to accommodate occupied facility

**Construction Phase**

Cortner Architectural is committed to your project from design through construction. Our goal is to work with the selected contractors to ensure the design and intended quality level are achieved during construction. We do this by actively remaining engaged during construction and communicating frequently between owner and contractor. Our team is responsive to answering contractor questions, promptly reviews product submittals, and quickly processes contractor applications for payments. We have developed a reputation for being “firm but fair” with contractors when negotiating on an owner’s behalf contract changes. Our quality assurance representative will be available for this project to regularly visit the project site, monitor progress and report on contractor activities.

## Diverse Business Inclusion Strategies

<b>Statement of Commitment</b>	Cortner Architectural Company is committed to promoting the principles of competitive and fair access to all contracting and procurement activities; and we are committed to increasing contracting and procurement activities with minority and women owned businesses within design, engineering and construction-related disciplines. Our MWBE Outreach Plan was adopted by our firm in 2011 and renewed annually in January, at the beginning of our fiscal year.
<b>Goal of this Plan</b>	<p>The goal of our plan is to identify realistic MWBE procurement opportunities, and to increase MWBE participation in contracting and procurement activities. Our objective is to meet or exceed the State of Washington Governor's Office's aspirational goals for diverse business inclusion as certified by the Washington State Office of Minority and Women Business Enterprises, Washington State Department of Veterans Affairs and self-certified in the Washington Electronic Business Solution:</p> <ul style="list-style-type: none"> <li>10% Minority Owned Business</li> <li>6% Women Owned Business</li> <li>5% Veteran Owned Business</li> <li>5% Washington Small Businesses</li> </ul>
<b>Roles and Objectives</b>	Jim Cortner, Principal of Cortner Architectural Company, is primarily responsible for implementing and monitoring the success of this plan. Managing the outreach efforts and responsibilities since 2011, Jim spends time exploring companies for participation on projects. We utilize existing resources, such as the Office of Minority and Women's Business Enterprises (OMWBE) website and Directory of Certified Firms, to identify certified MWBE firms and promote MWBE awareness, opportunities and participation.
<b>MWBE</b>	<p>In an effort to increase the number of MWBE firms available to use as a resource, we have implemented the following practices with our vendors, consultants and business partners:</p> <ul style="list-style-type: none"> <li>· Inquire as to each subconsulting firm's MWBE certification status.</li> <li>· Assist qualifying firms in navigating the certification process and the OMWBE website.</li> <li>· Request participating firms to register on the State's WEBS system.</li> </ul>
<b>Veteran-Owned</b>	Cortner Architectural Company is committed to promoting increased participation and awareness of veteran-owned business enterprises. We utilize resources through the Washington State Department of Veterans Affairs to achieve participation goal for promoting veteran-owned business enterprises.
<b>Small Business</b>	Cortner Architectural Company is a small business (as determined by the US Small Business Administration.) We are committed to increasing contracting opportunities within the small business community. When selecting companies for design and consulting teams, we primarily choose other small business enterprises.
<b>Plan Monitoring</b>	This plan will be reviewed and updated on an annual basis, or as needed. The review will also include adjustment to ensure the success of this plan.



**ARCHITECT-ENGINEER QUALIFICATIONS**1. SOLICITATION NUMBER (if any)  
2024-425**PART II - GENERAL QUALIFICATIONS***(If a firm has branch offices, complete for each specific branch office seeking work.)*


2a. FIRM (OR BRANCH OFFICE) NAME Cortner Architectural Company			3. YEAR ESTABLISHED 1993	4. DUNS NUMBER 042541065
2b. STREET 1903 W. 3rd Avenue			5. OWNERSHIP	
2c. CITY Spokane			a. TYPE Corporation, UBI #601-472-666	
2d. STATE WA			b. SMALL BUSINESS STATUS Small-Business (WA State)	
2e. ZIP CODE 99201			7. NAME OF FIRM (If block 2a. is a branch office)	
6a. POINT OF CONTACT NAME AND TITLE James D. Cortner, AIA - Principal Architect			N/A	
6b. TELEPHONE NUMBER (509) 363-1039		6c. E-MAIL ADDRESS jim@cortner-ps.com		
8a. FORMER FIRM NAME(S) (If any) N/A			8b. YR ESTABLISHED 1993	8c. DUNS NUMBER 042541065

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code (E&AS)	b. Discipline	c. No. of Employees		a. Profile Code (E&AS)	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
01	Architect	2	N/A	017	Commercial Building, Shopping Center	3
14	Roofing/Envelope Consultant	1	N/A	029	Educational Facilities, Classrooms	3
17	Space Planning/Interior Design Services	1	N/A	030	Gyms, Stadiums, Field Houses	2
30	Cost Estimator	1	N/A	033	Boilers	2
43	Building Code/Code Plan Review Specialist	1	N/A	039	Garages/Parking, Vehicle Maintenance	2
47	CADD Drafting/Scanning/Photography	2	N/A	048	Hospitals/Medical Facilities	2
				072	Office Buildings	3
				089	Rehabilitation (Buildings, Structures)	2
	Other Employees	0	N/A	201	Roofing, Design & Inspection	3
Total		8	N/A	212	Building Condition Assessment	1

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	1	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	4	2. \$100,00 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	5	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

**12. AUTHORIZED REPRESENTATIVE**

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE November 7, 2023
c. NAME AND TITLE James D. Cortner, AIA – Principal Architect	





1903 W. 3<sup>rd</sup> Avenue • Spokane, WA 99201

(509) 363-1039 • [info@cortner-ps.com](mailto:info@cortner-ps.com)

[www.cortner-ps.com](http://www.cortner-ps.com)