

**OCEAN BEACH SCHOOL DISTRICT  
ILWACO HIGH SCHOOL  
& HILLTOP SCHOOL  
REQUEST FOR ARCHITECT QUALIFICATIONS  
RENOVATION AND CONSTRUCTION OF OFFICE SPACES**

In accordance with chapter 39.80 RCW, Ocean Beach School District is utilizing the Request for Qualifications process for acquiring architectural services. The District invites you to submit your firm's qualifications for architectural services for the design, project management, construction administration, and related services for the renovation and construction of spaces at Hilltop School and Ilwaco High School, both located in Ilwaco, Washington.

The project will be funded by the Ocean Beach School District and will include electrical, plumbing, and HVAC needs.

Ilwaco High School, located at 404 School Road is a building constructed in the 1970's and resurfaced in 2013. The project includes the construction of a new office in the front common area with a single point entry and a hallway and offices on the south side of the cafeteria, including the current storage area and stage.

Hilltop School, located at 314 Brumbach Ave. NE is a building constructed in 1936 and renovated in approximately 2007. The project will establish a secure, single-point entry and changes in the office spaces to place the secretaries by the entry and build an office space for support staff and relocate cabinetry for another office space.

Anticipated **construction** budget is approximately \$500,000.

Without waiving their right to interview other teams, the District will interview the top three most qualified architectural firms. It is the intent to choose one team with which they will negotiate a service contract and fee.

Please limit your RFQ submittal to 10 pages and address the following questions/request for information in order to facilitate review of your submittal.

1. Describe your firm, including your location, size, length of time in business, services offered area, organizational structure and general background. Include any additional information that makes you uniquely qualified to assist the Ocean Beach School District.
2. Identify other school districts for which you have performed similar services.
3. Identify personnel who will have the primary responsibility for the District's project. Include names, titles, experience and resumes. (separate resumes will not be counted within the maximum number of pages allowed for the RFQ submittal)
4. Provide a list of the professional engineers and other consultants that you propose for your team and a summary of their relevant experience.

5. Provide examples of similar K-12 modernization projects your firm has designed that are similar in scope to Ocean Beach School District's proposed projects.
6. Explain how you would approach the design of a remodel of this type to minimize disruption to the educational environment and to building infrastructure and operations.
7. List professional references and testimonials from school district clients.
8. Other information that you feel differentiates your firm from others.

All questions regarding your submittal should be directed by email to:

[chris.patana@oceanbeachschools.org](mailto:chris.patana@oceanbeachschools.org)

Electronic submittals should be sent to Barb Patana by Friday, May 24, 2019, 4 p.m.:

[barb.patana@oceanbeachschools.org](mailto:barb.patana@oceanbeachschools.org)

End of RFQ

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#### NON-DISCRIMINATION STATEMENT

The Ocean Beach School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator and  
Civil Rights Compliance Coordinator  
Dawna Sundberg/HR Supervisor  
PO Box 778, Long Beach, WA 98631  
Tel: 360-642-3739  
Email: [dawna.sundberg@oceanbeachschools.org](mailto:dawna.sundberg@oceanbeachschools.org)

Section 504/ADA Coordinator  
Amy Huntley/Director of Student Services  
PO Box 778, Long Beach, WA 98631  
Tel: 360-642-3739  
Email: [amy.huntley@oceanbeachschools.org](mailto:amy.huntley@oceanbeachschools.org)