



Green Mountain School District No. 103

13105 NE Grinnell Road • Woodland, WA 98674 • (360) 225-7366 • FAX (360) 225-2217

April 29, 2026

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL, STRUCTURAL AND MECHANICAL ENGINEERING SERVICES

Green Mountain School District No. 103
13105 NE Grinnell Rd,
Woodland, Washington

1. INTRODUCTION

In accordance with RCW 39.80, Green Mountain School District No. 103, located in Clark County, Washington, is requesting Statements of Qualifications (SOQs) from qualified Architectural, Mechanical, and Structural Engineering firms to provide professional design services for a variety of capital improvement, renovation, and facility upgrade projects at District facilities.

The District seeks firms with demonstrated experience in public school construction, particularly small rural school districts, and familiarity with applicable Washington State laws, codes, and school construction requirements.

2. PUBLIC AGENCY

Green Mountain School District No. 103
13105 NE Grinnell Rd,
Woodland, Washington 98674

3. SCOPE OF SERVICES

The District anticipates selecting one or more firms to provide architectural (and related engineering) and mechanical engineering, and structural engineering services on an as-needed basis. Projects may be undertaken individually or in phases, as funding becomes available.

The scope of work may include, but is not limited to, the following types of projects:

- Space and classroom renovations
- Mechanical Equipment enclosures
- Seismic Assessment of four district buildings.
- Foundation improvements and daylight basement improvements on existing buildings
- New roof systems and related improvements
- Renovation and upgrading of restroom facilities

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- Building siding and insulation upgrades
- Acoustical improvements in gymnasium facilities
- Accessibility, code compliance, and life-safety improvements
- Mechanical, heating and cooling system replacement/improvements in several buildings.
- Similar repair, renovation, or improvement work as may be required for District facilities

Services may include planning, design, engineering coordination, cost estimating, preparation of construction documents, permitting assistance, bidding support, and construction administration, in accordance with District needs.

4. LICENSING AND LEGAL REQUIREMENTS

- Architectural services must be performed by an architect licensed and authorized to practice in the State of Washington in accordance with RCW 18.08.
- Mechanical and Structural Engineering services must be performed by professionals licensed in Washington State, as applicable.
- Firms proposing to provide architectural or engineering services as a business entity must be authorized to practice in Washington State as required by law
- Firms must comply with all applicable federal, state, and local laws, regulations, and codes governing public school facilities.

5. WOMEN-, MINORITY-, AND VETERAN-OWNED BUSINESS PARTICIPATION

Green Mountain School District No. 103 is committed to providing equitable opportunities for participation in District contracts by women-owned, minority-owned, veteran-owned, and small businesses, including firms certified or self-identified as disadvantaged businesses.

The District encourages firms that are:

- Minority Business Enterprises (MBE),
- Women's Business Enterprises (WBE),
- Veteran-Owned or Service-Disabled Veteran-Owned Businesses (VOB/SDVOB),
- Small or disadvantaged business,

to submit Statements of Qualifications in response to this Request for Qualifications.

Participation or non-participation by WMBE or veteran-owned firms will not be used as a basis for selection and will not replace the qualifications-based selection requirements mandated by Washington law for architectural and engineering services. Firms will be selected solely on the basis of professional qualifications, competence, and experience, in accordance with applicable law.

The District does not discriminate on the basis of race, color, national origin, sex, disability, age, veteran status, or any other protected status in the administration of its procurement activities.

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5. SELECTION PROCESS

The District will select the most qualified firm(s) based on demonstrated competence and qualifications. Fee proposals will not be requested or considered as part of this RFQ.

Selection will be conducted in accordance with Washington's qualification-based selection requirements for professional architectural and engineering services. Following selection, the District will negotiate a fair and reasonable contract with the highest-ranked firm(s).

6. STATEMENT OF QUALIFICATIONS CONTENT

Interested firms shall submit a Statement of Qualifications that includes, at a minimum, the following information:

1. Firm Information
 - Firm name, address, and primary contact
 - Type of organization and years in business
 - Washington State architectural and/or engineering license information
2. Relevant Experience
 - Experience providing architectural and engineering services for public school districts, with emphasis on small or rural districts
 - Experience with renovation and improvement projects similar in scope to those described in this RFQ
 - Experience with Washington State school construction requirements, codes, and permitting
3. Project Team
 - Identification of key personnel who would be assigned to District projects
 - Roles, qualifications, and relevant experience of proposed team members
4. Approach and Understanding
 - Description of the firm's approach to working with a small public school district
 - Familiarity with operating in occupied school facilities and phased construction
5. Past Performance and References
 - Examples of similar completed projects
 - References from four or more public school or public agency clients
6. Workload and Availability
 - Current workload and ability to perform services as requested by the District

7. EVALUATION CRITERIA

Statements of Qualifications will be evaluated based on, but not limited to, the following criteria:

- Experience with public school and educational facilities
- Experience with renovation and improvement projects of similar scope
- Knowledge of Washington State laws, codes, and public-school requirements
- Qualifications and experience of assigned personnel
- Demonstrated ability to work effectively with a small, rural school district
- References and past performance



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8. SCHEDULE

- RFQ Issued: April 28, 2026
- SOQ Submission Deadline: May 22, 2026
- Anticipated Selection: May 26, 2026

9. RESERVATION OF RIGHTS

The District reserves the right to:

- Reject any or all Statements of Qualifications
- Request additional information or clarification
- Modify or cancel this RFQ at any time
- Select one or more firms, or no firm, as determined to be in the best interest of the District

10. SUBMISSION INSTRUCTIONS

Statements of Qualifications shall be submitted in digital format to David Holmes, Superintendent, Green Mountain School District at dave.holmes@greenmountainschool.us.

Late submissions may not be considered.

End of RFQ