PASSION FOR THE BUILT ENVIRONMENT

MENG ANALYSIS

DATA COLLECTION: SCHOOL INVENTORY & CONDITION

Request for Proposals No. 2026-07

MENG Analysis takes no exceptions to the terms and conditions of the sample contract.

PREPARED FOR:
STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT
OF PUBLIC INSTRUCTION

DATE:
10/29/2025

SUBMITTED BY:
MENG ANALYSIS
2001 Western Ave, Suite 200
Seattle WA 98121-3300
206.838.9797 | menganalysis.com

Table of Contents

MENG ANALYSIS

Value Analysis Constructability Review Commissioning Facility Condition Assessment Performance Engineering

2001 Western Ave, Suite 200, Seattle, WA 98121 206.838.9797 www.menganalysis.com

1. LETTER OF SUBMITTAL

State of Washington
Office of Superintendent of Public Instruction
c/o Kyla Moore
600 Washington Street South
Olympia, WA 98504-7200

October 29, 2025

Submitted to: contracts@k12.wa.us

RE: OSPI Data Collection — School Inventory & Condition, Request for Proposals No. 2026-07

Dear Kyla Moore and Selection Committee Members,

Washington's Office of Superintendent of Public Instruction (OSPI) and the state legislature rely on accurate, consistent facility data to make responsible, equitable decisions about the state's public schools. For more than four decades, MENG Analysis has supported that mission, helping public agencies and school districts across Washington plan, prioritize, and invest wisely in their facilities.

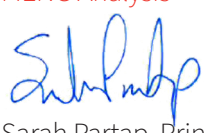
Facility condition assessment is one of our core strengths, and K-12 education is our largest business sector. We have completed hundreds of assessments for districts statewide, developing data that informs funding requests, capital planning, and long-term asset management. Our team understands both the technical requirements of OSPI's processes and the larger goals they serve: transparency, accountability, and stewardship of public resources.

This project will be led by Project Manager Sarah Partap, who brings over 10 years of experience delivering complex condition assessment efforts on time and on budget. Technical Lead Timothy Buckley, a licensed architect and long-standing member of OSPI's Technical Advisory Committee, brings deep knowledge of the School Construction Assistance Program (SCAP) and the ICOS framework. All core team members are BCA-certified professionals who understand the practical workings of the ICOS system, including its structure, requirements, and the steps involved in entering, reviewing, and certifying data.

At MENG Analysis, our mission is to improve the quality of life for all, through optimization of the built environment. We know that our work directly impacts the quality of learning and teaching spaces across the state—a responsibility we take very seriously. We approach every project with the same philosophy: be collaborative, be responsive, and deliver accurate, defensible data. This mindset has earned MENG Analysis a reputation for excellence and reliability, qualities that are essential for projects of this scale and importance.

We would be honored to support OSPI throughout this effort and are confident that our experienced team will deliver accurate data and a successful project.

Sincerely,
MENG Analysis



Sarah Partap, Principal
sarah@menganalysis.com, 206.451.3462

EXHIBIT A

CERTIFICATIONS AND ASSURANCES

Available as a fillable form on OSPI's procurement website.

Bidder must sign and include the full text of this Exhibit A with their proposal.

Bidder makes the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. Bidder declares that all answers and statements made in the proposal are true and correct.

2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, Bidder may freely join with other persons or organizations for the purpose of presenting a single proposal.

3. The attached proposal is a firm offer for a period of ninety (90) business days following receipt, and it may be accepted by OSPI without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the ninety (90) business-day period.

4. In preparing this proposal, Bidder has not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)

5. Bidder understands that OSPI will not reimburse Bidder for any costs incurred in the preparation of this proposal. All proposals become the property of OSPI, and Bidder claims no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.

6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor.

7. Bidder agrees that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, Bidder has described those exceptions in detail on the Contract Issues Exhibit.

8. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

9. Bidder grants OSPI the right to contact references and others, who may have pertinent information regarding the Bidder's prior experience and ability to perform the services contemplated in this procurement.

10. Bidder acknowledges that if awarded a contract with OSPI, Bidder is required to comply with all applicable state and federal civil rights and other laws. Failure to comply may result in Contract termination. Bidder agrees to submit additional information about its nondiscrimination policies, at any time, if requested by OSPI.

11. Bidder certifies that Bidder has not, within the three-year period immediately preceding the date of release of this competitive solicitation, been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment to have willfully violated state minimum wage laws (RCW 49.38.082; Chapters 49.46 RCW, 49.48 RCW, or 49.52 RCW).

12. Bidder has not been debarred or otherwise restricted from participating in any public contracts.

13. Bidder certifies that Bidder has not willfully violated Washington State's wage payment laws within the last three years.

14. Bidder acknowledges its obligation to notify OSPI of any changes in the certifications and assurances above.

I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.

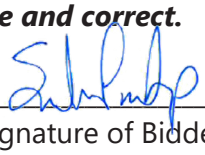
	10/29/25	Seattle, WA
Signature of Bidder	Date	Place Signed (City, State)
Sarah Partap	Principal	MENG Analysis
Print Name	Title	Organization Name

EXHIBIT B

QUALIFICATION AFFIRMATIONS

Available as a fillable form on OSPI's procurement website.

CONSULTANT INFORMATION	
Bidder:	MENG Analysis

MINIMUM QUALIFICATIONS

Consultants who do not meet the minimum qualifications noted above will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

Please check all boxes that apply.

[X] Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.
[X] Experienced in conducting building condition assessments.
[X] Experienced in creating area analyses of school buildings in accordance with OSPI's Study and Survey grant program.
[X] Team must include licensed architect able to perform area analyses.
[X] Team must include OSPI Building Condition Assessment (BCA) certified individual.

ADDITIONAL DESIRED QUALIFICATIONS

Please check all boxes that apply.

[X] Experience with OSPI's School Construction Assistance Program.

I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.

Signature of Bidder	Date	Place Signed (City, State)
	10/29/25	Seattle, WA

Print Name	Title	Organization Name
Sarah Partap	Principal	MENG Analysis

2. TECHNICAL PROPOSAL

Project Approach/Methodology

Project Understanding

The Office of Superintendent of Public Instruction (OSPI) oversees Washington's K–12 public education system, providing funding, tools, and technical assistance to ensure equitable, high-quality education for all students. OSPI uses the Inventory and Condition of Schools (ICOS) system to record and track the condition of physical learning spaces throughout the state. The role of the MENG Analysis team is to support OSPI's mission by addressing data gaps in the ICOS database, ensuring small districts and state-tribal compact schools have current facility inventory and condition information to guide state funding.

Project Approach

Through our decades of experience assessing facilities for districts across Washington, our team has developed a practical and consistent approach to BCAs for schools. Our entire team, including project manager and data manager, are BCA-certified professionals. We are comfortable navigating the ICOS system and are confident we will deliver a thorough and accurate assessment for OSPI and every participating district.

REVIEW DATA	ASSESS FACILITIES	CERTIFY SCORES
Our data review process includes verifying ICOS scores, area analyses, and County records, and confirming inventories with district staff. Because we are assessing facilities with data that is ten or more years old, some facilities may be sold, demolished, or missing from ICOS. Early clarification with each district streamlines the on-site assessments and reduces field uncertainties.	Two assessment teams, each with a licensed architect and a MEP specialist, will conduct the on-site assessments. The teams will take notes and photographs to support the reported scores. Scheduling will be coordinated with each district to minimize disruption, and districts will be grouped by location to optimize travel time and costs.	After each walk-through, the team jointly determines each ICOS subsystem score and documents deficiencies. When condition scoring is complete, each team lead will create a certification summary memo documenting completion of recognized school facilities and summarizing sites surveyed, work performed, and field dates. The memo will provide confirmation that all ICOS entries and certifications are complete.

We are able to assess all the District facilities in the preliminary list of buildings provided by OSPI, and complete BCA certification before May 2027.

Approach to Area Analyses

This portion of the project presents the most uncertainty, as districts vary widely in whether floor plans and area analyses exist. Our team is prepared to adapt to all likely scenarios:

Scenario 1 – Floor Plans and Area Analyses in ICOS: We will review existing floor plans and area analyses, flagging any discrepancies with satellite imagery or District feedback.
Scenario 2 – District-Provided Floor Plans: When districts can share floor plans, we will develop area analyses directly from those documents, ensuring they align with the requirements outlined in the Schools Facility Manual.
Scenario 3 – No Available Floor Plans or As-Builts: When no plans are available, we will begin with a rough building footprint in the information packet, take field measurements and photographs during site visits, and then complete floor plans and area takeoffs in the office based on the verified field data.

Project Completion Plan

Our project completion plan is divided into the following phases:

- Phase 1. Project Startup and Data Collection
- Phase 2. Schedule and Logistics
- Phase 3. On-Site Assessments
- Phase 4. In-Office Follow-Up

An overview of each phase is presented below, with detailed work tasks by phase on the following page.

PHASE 1. PROJECT STARTUP AND DATA COLLECTION

This phase establishes project communication, confirms participating districts, and organizes all background information necessary to begin the assessments. The MENG Analysis team will coordinate closely with OSPI to confirm reporting expectations and outreach procedures. Tasks include preparing and distributing district outreach materials, verifying ICOS access for all participating team members, reviewing existing ICOS data, identifying gaps or inconsistencies, and meeting with each district to clarify inventory questions and scheduling preferences.

Phase 1 Outcomes

- A shared understanding of roles and responsibilities
- A complete list of participating districts and the points of contact. We will also document any districts that have opted not to participate or are unresponsive (if applicable).

PHASE 2. SCHEDULE AND LOGISTICS

Once participation and available data are confirmed, the team will develop a detailed assessment schedule and travel plan. This phase includes creating regional itineraries, arranging lodging, and preparing data packets for each survey team. MENG Analysis will coordinate with OSPI and districts in advance of site visits to confirm access and minimize rescheduling. Special consideration will be given to remote and weather-sensitive areas to maintain safety and efficiency.

Phase 2 Outcomes

- An updated ICOS inventory for participating Districts
- Detailed assessment schedule
- Preliminary floor plans for facilities currently missing them in ICOS

PHASE 3. ON-SITE ASSESSMENTS

Two-person assessment teams, each including a BCA-certified architect and MEP assessor, will perform visual inspections of recognized facilities to document condition scores and supporting observations in ICOS. Surveyors will take photographs to support their scoring and develop data for floor plans and area analyses. Where plans are incomplete or unavailable, field teams will collect measurements and photos to support accurate post-visit documentation.

Phase 3 Outcomes

- Completed site visits to all participating districts and their recognized facilities
- Field confirmation/refinement of floor plans and dates of construction

PHASE 4. IN-OFFICE FOLLOW-UP

Following fieldwork, the assessment teams will finalize floor plans and area analyses, complete data entry, and prepare certification summaries for OSPI. This phase also includes internal quality control and verification that all ICOS entries are complete and consistent. Once all documentation and certifications are finalized, the Project Manager will provide OSPI with confirmation of completion and deliverables.

Phase 4 Outcomes

- Completion of floor plans and area analyses
- BCA certification for all participating recognized buildings
- BCA certification memo summarizing findings

Task-Level Work Plan

PHASE 1. PROJECT STARTUP AND DATA COLLECTION

1.1 Kickoff Meeting and Project Startup – Define communication channels between MENG Analysis, OSPI, and district representatives. Confirm the frequency and format of project status updates to OSPI. Prepare and distribute the initial outreach email to districts.

1.2. District Outreach – Contact each eligible district with an introductory email explaining the purpose and benefits of the assessment, emphasizing that OSPI is fully funding the work—there is no cost to the district. Provide an overview of the process and a preliminary schedule so districts can make an informed decision about participation. Follow up with phone calls to districts that do not respond. Develop a point-of-contact list for participating districts and record districts that decline or remain non-responsive.

1.3. Gather and Review Data – Verify that all assessment staff have active ICOS logins and permissions for participating districts. Review existing ICOS data and identify inconsistencies or gaps. Collect additional facility information from county assessor databases and other available sources.

1.4. Inventory Clarification Meetings – Verify that all assessment staff have active ICOS logins and permissions for participating districts. Review existing ICOS data and identify inconsistencies or gaps. Collect additional facility information from county assessor databases and other available sources.

PHASE 2. SCHEDULE AND LOGISTICS

2.1. Refine Assessment Schedule – Based on available data and district participation, develop a detailed field assessment schedule. Send calendar invitations to district contacts and assessment team members.

2.2. Create Travel Plan and Logistics – Develop itineraries for each regional group, including travel routes, lodging, and daily site visit plans. For remote areas, such as Waldron Island and Decatur Island, coordinate with OSPI and districts to coordinate transportation. Prepare information packets for surveyors.

2.3. Reconfirm Schedule and Access Plan – One to two weeks before each scheduled visit, reconfirm site access with district contacts. The goal is to minimize rescheduling on the fly, which can impact both budget and project timeline.

PHASE 3. ON-SITE ASSESSMENTS

3.1. Field Assessments – Two-person teams will conduct visual inspections of all recognized facilities and evaluate system conditions using ICOS parameters.

3.2. Field Data for Floor Plans – Record measurements and photographs in the field to support development of floor plans and area analyses, where required.

PHASE 4. IN-OFFICE FOLLOW-UP

4.1. Complete Floor Plans and Area Analyses – Use field data to complete floor plans and perform area takeoffs to verify square footage. Identify or estimate construction dates and compile summary tables for each facility.

4.2. Certification Summary Memo – Prepare a certification memo summarizing which sites were surveyed, work performed, field dates, and confirmation that ICOS entries and certifications are complete.

4.3. Certify Scores – Once all condition data, floor plans, site plans, area analyses, and summary memos are uploaded, surveyors will certify scores in ICOS. Notify OSPI upon completion of each district.

Safety, Security, and Privacy

Our team is experienced working in occupied school environments and will coordinate with district staff to minimize disruptions to students, staff, and operations. We follow all site safety protocols, such as checking in at the office, wearing high visibility vests and identification, and adhering to all security procedures.

We take privacy seriously and ensure that no students or staff are included in photographs. Team members have completed background checks and are prepared to meet any additional screening requirements requested by OSPI or participating districts.

MANAGERIAL TASKS (THROUGHOUT THE PROJECT)

5.1. In-Office Quality Control – Confirm that all recognized buildings are certified in ICOS and that floor plans and area analyses are complete prior to submission.

5.2. Review Subconsultant Invoices – Review monthly subconsultant invoices, including allowable travel expenses, for inclusion in the monthly billing package to OSPI.

5.3. Monthly Invoicing and Progress Reporting – Prepare and submit monthly invoices and progress summaries in accordance with OSPI reimbursement procedures and the approved project budget.

5.4. B2G Reporting – Maintain current B2G compliance reporting as required by contract terms.

5.4. Progress Monitoring and Reporting – The project manager will monitor overall progress and schedule adherence throughout the project. Assessment teams will meet weekly with the project manager for approximately one hour to review field progress and discuss any challenges. The project manager will provide regular updates to OSPI to keep them informed of progress and upcoming activities.

Project Schedule

The following schedule outlines our phased approach based on a December 1, 2025 contract award. A detailed schedule will be developed in collaboration with OSPI and participating districts during the project startup phase. The schedule was developed assuming 100% district participation

We anticipate meeting the May 2027 completion deadline with no difficulty, with an estimated project completion date of November 2026.

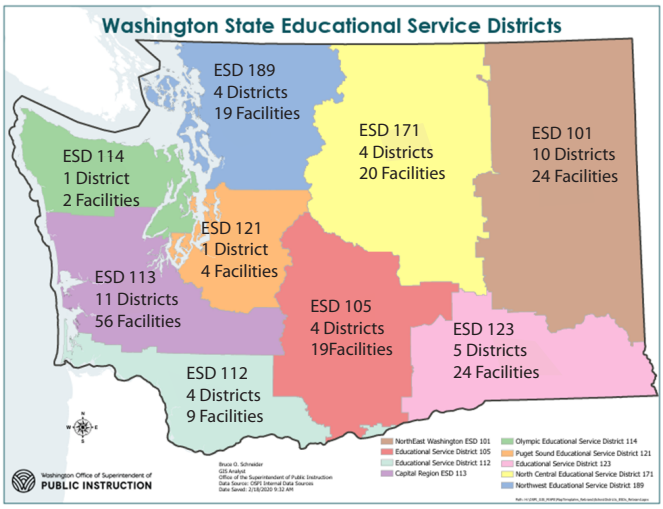
Phase 1. Project Startup and Data Collection:
December 2025 - January 2026

Phase 2. Schedule and Logistics:
January 2026 - March 2026

Phase 3. On-site Assessments:
March 2026 - November 2026

Phase 4. In-Office Follow-Up: |
November 2026

We have grouped the Districts and facilities by geography and Educational Services District to optimize travel and scheduling. We will coordinate with each district to determine their preferred site visit windows, recognizing that ESD112 and ESD 123 will be scheduled outside of winter months, while ESD 101, ESD 105, and ESD 171 will be planned around potential snow in winter and high temperatures in summer.



Performance-based contracting

This section outlines our deliverables and outcomes that are responsive to performance-based contracting.

Deliverables

The deliverable for this project is ICOS updates for all participating districts. These updates include:

- Updated condition scores for recognized facilities
- New and updated floor plans and area analyses
- New and updated site plans
- Certified Condition Scores
- Certification Summary Memo

No additional deliverables are anticipated or included in our proposed scope of work.

Outcomes and Performance Measurement

The primary deliverables for this project are updated ICOS building inventories, condition scores, and area analyses for all participating school districts. These updates will provide OSPI and the Washington State Legislature with a clearer, data-driven understanding of the state's K-12 facility assets and needs.

An additional outcome of this work is practical on-the-job training for District maintenance staff who may be unfamiliar with the BCA process. Our teams encourage district participation during on-site assessments so staff can observe how conditions are evaluated and recorded, supporting more accurate self-reporting in the future.

Each week, each survey team will debrief the project manager to report progress discuss any challenges related to data gathering, assessments, and area analyses. This information will be summarized in weekly progress memos to OSPI. If the Project Manager is unavailable (e.g. vacation or illness), technical lead Timothy Buckley will provide updates to ensure continuous communication.

If any significant issues arise that could affect the project completion schedule or budget, we will immediately coordinate with OSPI and the affected district to develop a mitigation strategy.

Risks

This section identifies risks that could impact the project schedule or budget. By anticipating and mitigating these risks in advance, we are confident we will deliver a complete project on time and on budget.

RISK	MITIGATION STRATEGY
No floor plans available in ICOS or in District's records	Research existing records with District and local AHJs, produce preliminary floor plan from satellite imagery, confirm floor plans while in the field, refine when back in the office.
Buildings missing from ICOS that should be included in District's recognized inventory	Confirm known inventory list with each District during the preparation phase and ask about any additional undocumented or buildings sites. Check with OSPI if additional buildings should be "recognized" and added to ICOS before field survey.
Site/ building is inaccessible at scheduled time (staff unavailable, locked spaces, or unexpected space use)	Build assessment schedule with District input, get contact info for on-site contact, and reconfirm assessment date 1-2 weeks before site visit. Build a flexible day into the weekly assessment schedule where possible.
Missing development dates of school areas	Using plans and any available permit/ assessor documents, BCA team will make an educated guess based on field conditions (ex: building styles, finishes, amount of deficiencies) when dates cannot be formally verified.
Excessive facility deficiencies slow assessment and impact schedule	Flag high-risk facilities early in the project, add flexible/ make-up days to assessment weeks with more unknowns.
Lack of safe access (steep roofs, confined spaces, etc.)	Only assess buildings from safe location – scores will be based on visuals and input from District personnel.
Severe weather	Develop schedule with regional weather patterns in mind. Perform site visits for areas with excessive summer heat or winter snow during the spring of 2026. Minimize travel over the mountain pass during snow season.
Staff turnover/labor disruption	Because our team is 100% BCA certified and experienced in field assessments, we're confident we will deliver a successful project to OSPI, even if unplanned staff turnover were to occur. If any team member becomes unavailable, we will fill the role with an equally-qualified professional from our extensive network of A&E contractors.

3. MANAGEMENT PROPOSAL

Project Management/Team Structure/Internal Controls

Project Management Approach

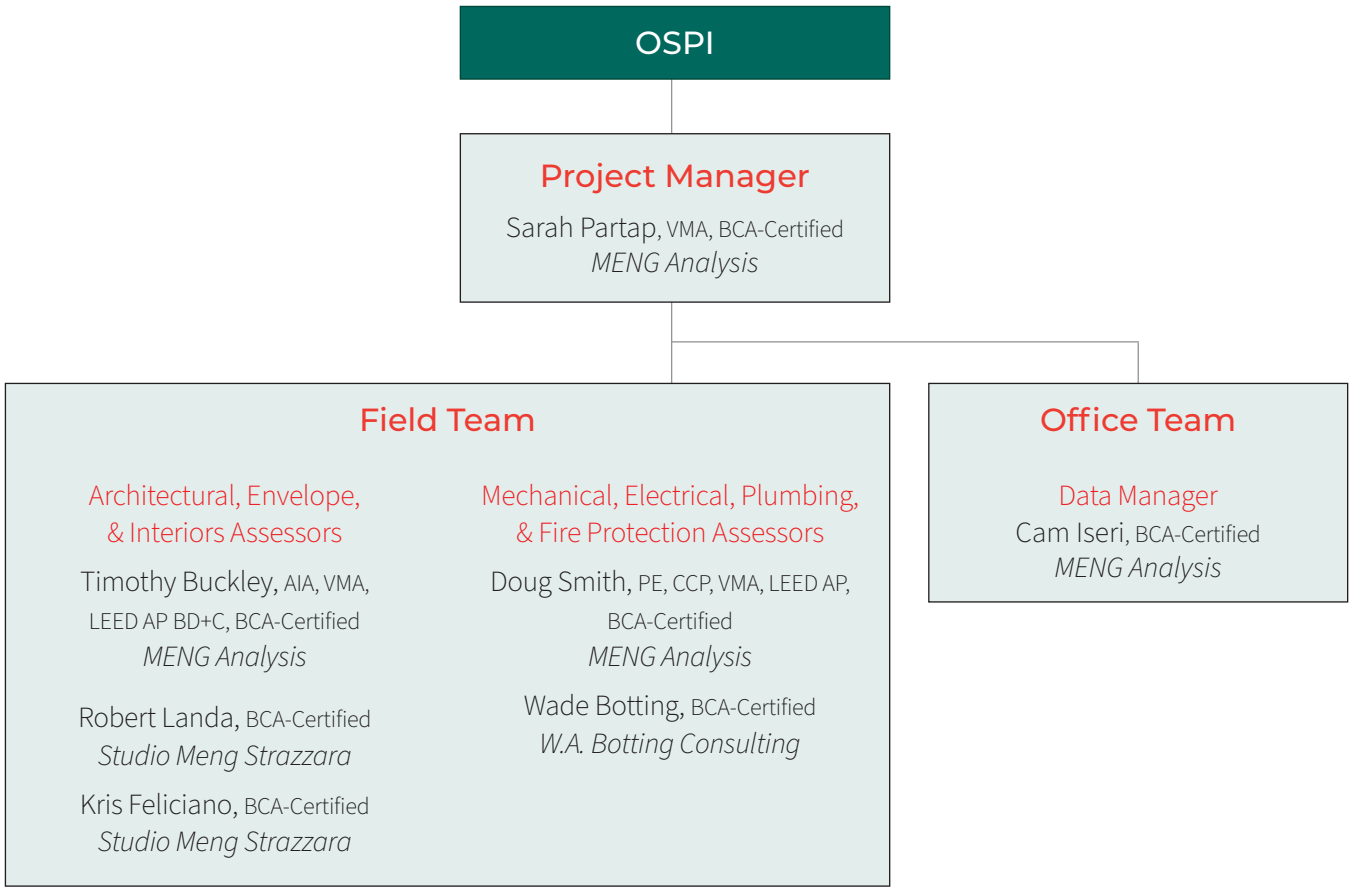
As a small firm, MENG Analysis provides a responsive and flexible project management approach. Our project manager holds an MBA with a specialization in leadership and team building and has successfully managed every facility condition assessment our firm has performed since 2015.

Team Structure

Project Manager Sarah Partap will serve as the primary point of contact for OSPI and holds final authority for all work under this contract. Sarah is BCA-certified and brings over 10 years of experience leading facility condition assessments across the state. She will oversee two field assessment teams, each staffed with a licensed architect and MEP assessor, and all BCA-certified.

Sarah is supported by data manager Cam Iseri and an internal accounting and administrative team.

Timothy Buckley, AIA, will serve as the technical lead providing oversight for all area analysis and verification of BCA scoring to ensure data conforms with OSPI standards.



Internal Controls

Key internal controls include the following:

- **Field Time and Schedule Review -** Early in the assessment phase, actual field and travel time will be reviewed against the planned schedule to identify variances and adjust the future assessment weeks if needed.
- **Expenses and Budget Review -** All expenses, including travel reimbursements, are reviewed by accounting for compliance with state OFM rates and contract terms before invoicing.
- **Progress Updates -** We will conduct weekly check-ins between each assessment team and project manager, track completion of districts, list outstanding follow-up items, and identify any anticipated risks to the schedule. Updates are summarized for OSPI in a progress memo.
- **Field Team Coordination –** Each field team will discuss and score buildings as a team, with the licensed architect being the primary data recorder.

Timothy Buckley documenting a building deficiency for Clark County.

Qualifications of Key Personnel

MENG ANALYSIS

Sarah Partap, VMA, MBA

Project Manager | Time Assigned to Project: at least 294 hours

Sarah is a talented project manager with a knack for translating complex engineering data into easy-to-understand presentations and reports for non-technical audiences. Sarah has managed all the firm's FCA projects since being hired in 2015. She is one of the managing principals and presents reports and findings to city councils, school boards, and the public on a regular basis. Sarah will be responsible for managing the team, overseeing all quality control activities, and communicating with the City of Cornelius throughout the project.

EDUCATION

MBA, Leadership Certification, Seattle University

BA, Honors History and French, University of Washington

REGISTRATION

Value Management Associate (VMA)

BCA-Certified

Featured Experience

- *Camas School District,* FCA; Camas, WA
- *Chimacum School District,* FCA; Chimacum, WA
- *Clover Park School District,* District-wide FCA; Lakewood, WA
- *Evergreen Public Schools,* BCA-Certified ICOS Updates; Vancouver, WA
- *Evergreen School District,* FCA; Vancouver, WA
- *Puyallup School District,* FCA & BCA, Puyallup, WA
- *Seattle Public Schools,* FCA; Seattle, W
- *City of Bainbridge Island,* Facility Condition Assessment; Bainbridge Island, WA
- *City of Camas,* Facility Condition Assessment; Camas, WA
- *City of Everett,* Facility Condition Assessment; Everett, WA
- *City of Grants Pass,* Facility Condition Assessment; Grants Pass, OR
- *City of Kent,* Facility Condition Assessment, Kent, WA
- *City of Kirkland,* Facility Condition Assessment; Kirkland, WA
- *City of Vancouver,* On-Call Facility Condition Assessment; Vancouver, WA

MENG ANALYSIS

Cam Iseri

Data Manager | Time Assigned to Project: at least 156 hours

With a master's degree in mechanical engineering and experience as an executive assistant, Cam's blend of coordination expertise, technical knowledge, and attention to detail make him a key part of the MENG Analysis team. Cam uses his proactive style and familiarity with technology to make our projects more organized and efficient. His work supports the FCA teams by organizing and reviewing background data, calculating energy use metrics, managing databases, creating analysis tools, and performing quality control checks. Cam also develops our interactive data dashboards and trains our clients on how to use them.

Featured Experience

- *Camas School District,* FCA; Camas, WA
- *Chimacum School District,* FCA; Chimacum, WA
- *Clover Park School District,* District-wide FCA; Lakewood, WA
- *Hockinson School District,* Hockinson Heights Elementary; FCA; Brush Prairie, WA
- *Puyallup School District,* FCA; Puyallup, WA
- *Tacoma Public Schools,* FCA; Tacoma, WA
- *City of Bainbridge Island,* Facility Condition Assessment; Bainbridge Island, WA
- *City of Camas,* Facility Condition Assessment; Camas, WA
- *City of Everett,* Facility Condition Assessment; Everett, WA
- *City of Kent,* Facility Condition Assessment; Kent, WA
- *City of Kirkland,* Facility Condition Assessment; Kirkland, WA
- *City of Redmond,* Facility Condition Assessment; Redmond, WA

EDUCATION

MS, Mechanical Engineering, University of Washington

BS, General Engineering, Mechanical Focus, Seattle Pacific University

CERTIFICATION

BCA-Certified

MENG ANALYSIS

Timothy Buckley, AIA, CVS, LEED AP BD+C

Architectural, Envelope, & Interiors Assessor | Time Assigned to Project: approximately 918 hours

As a licensed Architect, Timothy Buckley has dedicated his entire career to serving Washington's public schools through design, project management, value engineering, constructability review, and building condition assessments. He has been extensively involved in OSPI-related processes such as study and survey work in support of school bonds, D-form submittals, and numerous ICOS building condition assessments. Timothy has actively contributed to the advancement of OSPI's programs and standards through service on the OSPI Technical Advisory Committee (TAC), and has served on many TAC subcommittees. Timothy's deep familiarity with OSPI processes and attention to detail position him as an ideal candidate to support the statewide condition assessment effort.

Featured Experience

- *Camas School District,* BCA: Camas, WA
- *Chimacum School District,* FCA: Chimacum, WA
- *Clover Park School District,* District-wide FCA & BCA: Lakewood, WA
- *Evergreen School District,* BCA; Vancouver, WA
- *Hockinson School District,* Hockinson Heights Elementary
- *Puyallup School District,* FCA; Puyallup, WA
- *City of Bainbridge Island, Facility Condition Assessment; Bainbridge Island, WA*
- *City of Camas,* Facility Condition Assessment; Camas, WA
- *City of Everett, Facility Condition Assessment; Everett, WA*
- *City of Kent, Facility Condition Assessment, Kent, WA*

EDUCATION

Washington State University
BS, Architectural Studies, Washington State University

REGISTRATION

Architect: WA, OR; NCARB Certified; Certified Value Specialist; LEED AP Building Design and Construction; OSPI Certified Building Condition Assessor; BCA-Certified

MENG ANALYSIS

Doug Smith, PE, CCP, VMA, LEED AP, CSBA

Mechanical/Electrical/Plumbing (MEP) Assessor | Time Assigned to Project: at least 442 hours

Doug is a mechanical engineer and commissioning agent who has surveyed more than 1,000 buildings over his 40-year career. Doug's role includes assessment of mechanical, electrical, and plumbing systems. He brings expertise in applicable fire codes and requirements for various building occupancy types. Doug is an active member of multiple technical organizations, keeping him up to date on facility industry trends and best practices. Doug is passionate about sustainable design and health & well-being in the built environment.

EDUCATION

BS, General Engineering, US Naval Academy; MBA, Technology Management, City University

REGISTRATION

Professional Engineer: WA, CA; Value Management Associate; Certified Cx Professional; LEED Accredited Professional; Certified Sustainable Building Advisor; BCA-Certified

Featured Experience

- *Camas School District,* BCA: Camas, WA
- *Chimacum School District,* FCA: Chimacum, WA
- *Clover Park School District,* District-wide FCA & BCA: Lakewood, WA
- *Hockinson School District,* Hockinson Heights Elementary
- *Puyallup School District,* FCA; Puyallup, WA
- *City of Camas,* Facility Condition Assessment; Camas, WA
- *City of Bainbridge Island,* Facility Condition Assessment; Bainbridge Island, WA
- *City of Everett,* Facility Condition Assessment; Everett, WA
- *City of Kent,* Facility Condition Assessment, Kent, WA
- *City of Kirkland,* Facility Condition Assessment; Kirkland, WA
- *City of Olympia,* Facility Condition Assessment; Olympia, WA

studio MENG STRAZZARA

Robert Landa, ASSOCIATE PRINCIPAL, RA, LEED AP

Architectural, Envelope, & Interiors Assessor | Time Assigned to Project: 832 hours shared by Robert Landa and Kris Feliciano

Robert brings extensive experience in the design and review of K–12 educational facilities, with a focus on constructability and practical design solutions. He has worked on projects ranging from early learning centers to large secondary schools, helping districts achieve designs that are both functional and buildable. His background also includes public and performing arts facilities, giving him a well-rounded perspective on complex education projects. Robert excels at translating creative concepts into constructible solutions while maintaining design intent and leveraging the expertise of the full consultant team. Robert is a BCA-certified licensed architect.

EDUCATION

Master of Architecture, Montana State University

Bachelor of Arts, Environmental Design Montana State University

REGISTRATION

Architect: WA

LEED AP

BCA-Certified

Featured Experience

- *Western Washington University,* Student Housing FCA, Bellingham, WA
- *Puyallup School District,* Stahl Junior High Addition, Puyallup, WA
- *Puyallup School District,* Sunrise Elementary School, Puyallup,WA
- *Lake Washington School District,* Portable Classrooms, Kirkland, WA
- *Lake Washington School District,* Peter Kirk Elementary School, Kirkland, WA
- *Lake Washington School District,* Northstar Middle School, Kirkland, WA
- *Lynden School District,* Fisher Elementary School, Lynden, WA
- *Seattle Public Schools,* Cedar Park School Modernization & Modular Classrooms, Seattle, WA
- *Seattle Public Schools,* Green Lake Elementary Lunchroom Addition, Seattle, WA

studio MENG STRAZZARA

Kris Feliciano, ASSOCIATE PRINCIPAL, AIA

Architectural, Envelope, & Interiors Assessor | Time Assigned to Project: 832 hours shared by Robert Landa and Kris Feliciano

Kris brings a strong blend of creativity and technical expertise to K–12 educational design, drawing from her background in interior design, art, and sculpture. She has contributed to numerous school projects, from conceptual design through construction, helping districts achieve learning environments that are both functional and inspiring. Skilled in AutoCAD, Revit, SketchUp, and hand illustration, Kris often participates in early design workshops and stakeholder meetings, helping translate educational goals into well-crafted architectural solutions that reflect each district's vision. Kris is a BCA-certified licensed architect.

EDUCATION

Master of Architecture, University of Washington

BA, Integrative Biology and Psychology, University of California

REGISTRATION

Architect: WA

BCA-Certified

Featured Experience

- *Clover Park School District,* Thomas Middle School, Lakewood, WA
- *Clover Park School District,* Capacity Study: Mann, Custer, Dower, Lakewood, WA
- *Lake Washington School District,* Peter Kirk Elementary School , Kirkland, WA
- *Lynden School District ,* Fisher Elementary School , Lynden, WA
- *Northshore School District,* Woodinville High School Phase III, Woodinville, WA
- *Puyallup School District ,* Northwood Elementary School, Puyallup, WA
- *Puyallup School District ,* Sunrise Elementary School, Puyallup, WA
- *Puyallup School District Information Technology Center Study,* Puyallup, WA
- *Seattle Public Schools,* Capacity Study: Lowell, Gatzert, Hay Elementary Schools, Seattle, WA

Wade Botting, CxA

MEP Assessor | Time Assigned to Project: at least 410 hours

Wade is a long-time partner of MENG Analysis, supporting commissioning, MEP assessments, and MEP design review expertise. He has 30 years of experience providing commissioning, retro commissioning, facility site assessment, value engineering, constructability review, budgeting, cost estimating and analysis, Basis of Design (BOD) and Owner Project Requirements (OPR) development, design management, and system selection services. Wade has partnered with MENG Analysis on numerous K-12 VE and Constructability Review projects, and was a core team member of the DES Capitol Campus FCA.

REGISTRATION

ACG Certified Commissioning Authority (CxA)

BCA-Certified

Featured Experience

- *Washington DES,* Capitol Campus Facility Condition Assessment; Olympia, WA
- *Bellingham School District,* Indoor Air Quality Assessment; Bellingham, WA
- *Bellingham School District,* District Office VE; Bellingham WA
- *Bethel School District,* Evergreen Elementary Constructability Review; Spanaway WA
- *Chimacum School District,* Indoor Air Quality Assessment; Chimacum, WA
- *Evergreen School District,* BCA; Vancouver, WA
- *Tacoma Venues and Events,* Energy Audit; Tacoma, WA
- *Great Wolf Lodge,* Cx; Grand Mound, WA

Experience of the Consultant/Staff/ Subcontractors

Relevant Experience with Minimum Qualifications

Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.

MENG Analysis is licensed in the State of Washington (UBI 601 264 661)

Experience with Washington's K-12 Districts.

Not only is facility condition assessment a core service of MENG Analysis, K-12 services is our largest business sector, with more than half of all our projects in the last five years in service to K-12 clients. We perform condition assessment, value engineering, constructability review, commissioning, and ADA assessment within the education sector. Our suite of services exposes us to facilities at all points of their life cycles. We assess new, old, retrofit, and historic facilities. Our standard assessment methodology aligns with ASTM E-2018 and is based on the Uniformat II building classification system, which aligns with the requirements of the RFP and ICOS.

As an unbiased third-party reviewer, K-12 clients rely on our data to communicate their facility needs to their communities. Our work has directly supported bond and levy passages for several districts. We excel in providing independent, evidence-based data for informed decision-making.

BUILDING CONDITION ASSESSMENT EXPERIENCE. MENG Analysis has certified hundreds of recognized facilities within OSPI's ICOS system, supporting accurate and consistent data for the state's SCAP program. We're well-versed in ICOS standards and procedures, having guided many districts through the assessment and certification process. While the BCA framework establishes the foundation for statewide consistency, our experience extends beyond the outlined requirements. Many districts, including Puyallup and Clover Park, have engaged MENG Analysis to perform more comprehensive Facility Condition Assessments (FCAs) that build on ICOS, incorporating detailed documentation, cost estimating, energy analysis, and long-term capital planning.

BCA AS A CORE SERVICE, NOT AN AFTERTHOUGHT. Often, architecture firms and performance contractors perform BCAs as a secondary service related to their primary line of business. At MENG Analysis, BCA is one of our core services. We provide independent expertise on building conditions and maintenance strategies that draws on our 40+ years of condition assessment, comparative analysis, design review, and commissioning experience. Our field team members, project manager, and data manager are all BCA certified.

A TEAM OF PASSIONATE BUILDING SCIENCE EXPERTS. Our team of building science and engineering experts are passionate about what they do. As a small company, we are incredibly selective in employing a core team of highly specialized experts who leverage a wealth of engineering, construction, and facility best practices knowledge.

PHILOSOPHY

AT MENG ANALYSIS, WE ARE PASSIONATE ABOUT IMPROVING QUALITY OF LIFE THROUGH OPTIMIZATION OF THE BUILT ENVIRONMENT.

We leverage world-class expertise to perform independent quality and cost performance services that increase value, reduce risk, and deliver exceptional project performance. We value triple bottom line solutions that are socially, environmentally, and fiscally responsible.

MENG Analysis has assessed **more than 16 million SF in the past five years**, as follows:

2020 – 3,570,186 SF

2021 – 4,040,443 SF

2022 – 1,144,604 SF

2023 – 5,513,653 SF

2024 – 1,996,379 SF

Experienced in creating area analyses of school buildings in accordance with OSPI's Study and Survey grant program.

Our team has reviewed and/or prepared area analyses for all our recent BCA clients, including the Clover Park School District, Camas School District, Evergreen School District, and Puyallup School District.

Experience with OSPI's School Construction Assistance Program (Desirable Qualification).

Our team has extensive experience supporting Washington's School Construction Assistance Program (SCAP) through Study and Survey work, D-Form submittals, and ICOS building condition assessments for numerous districts statewide. Project Technical Lead Timothy Buckley has also contributed to the advancement of SCAP standards as a long-serving member of the OSPI Technical Advisory Committee (TAC) and multiple subcommittees focused on improving state planning, documentation, and facility assessment processes.

Team must include a licensed architect able to perform area analyses.

Timothy Buckley, AIA, CVS, LEED AP BD+C is a licensed architect in Washington and Oregon with more than 30 years of experience in educational facility design, project management, and construction administration, in addition to years of conducting building condition assessments.

Team must include OSPI Building Condition Assessment (BCA) certified individual.

Every member of our core team is BCA-certified.

Related Contracts

The table below lists our education-sector FCA experience completed in the last five years. We have included select project examples on the following pages that relate to our ability to perform the services needed under this RFP.

MENG ANALYSIS FCA EXPERIENCE IN LAST 5+ YEARS: K-12 SCHOOLS

PROJECT OWNER AND LOCATION	YEAR COMPLETED	NO. OF FACILITIES	OWNER CONTACT
Puyallup School District; *Puyallup, WA*	2025	11	Andrea Goetsch, 253.948.2438, GoetscAM@puyallupsd.org
Evergreen Public Schools, *Vancouver, WA*	2024	15	Nicole Daltoso, MPH, 360 .604.4081, nicole.daltoso@evergreenps.org
Hockinson High School, Hockinson School District; *Brush Prairie, WA*	2023	1	David Wilson, 360. 846.2922 david.wilson@hocksd.org
Charles Wright Academy; *University Place, WA*	2022	15	Samantha Einarson, 509.481.9345 seinarson@charleswright.org
Seattle Girls' School, Bridges Academy of Seattle, LLC; *Seattle, WA*	2022	5	Peter Godwin, 360.676.2691 peter.godwin@bridges.edu
Chimacum School District; *Chimacum, WA*	2021	11	Art Clarke, 206.393.4118 art.clarke@ssd412.org
Puyallup School District; *Puyallup, WA*	2021	60	Brady Martin, 253.435.6613 martibl@puyallup.k12.wa.us
Camas School District; *Camas, WA*	2020	7	Sherman Davis, 360.833.5830 sherman.davis@camas.wednet.edu
Clover Park School District; *Pierce County, WA*	2020	106	Rick Ring, 253.583.5012 rring@cloverpark.k12.wa.us

OWNER | LOCATION
Evergreen Public Schools
Vancouver, WA

DATE 2024

TEAM MEMBERS INVOLVED
Sarah Partap (Project Manager)
Timothy Buckley (Arch. Assessor)
Cam Iseri (Data Manager)
Wade Botting (MEP Assessor)

REFERENCE
Nicole Daltoso, Senior Director of Capital Facilities, 360.604.4081
nicole.daltoso@evergreenps.org

Evergreen Public Schools ICOS Updates

In 2024, MENG Analysis completed Building Condition Assessment and ICOS updates for 15 schools in the Evergreen School District. The project team worked closely with District facility staff, holding weekly team meetings during the 4 weeks of on-site assessments. The purpose of the meetings was to highlight needs at each school, and summarize findings and changes in BCA scores. This ongoing coordination resulted in consistent and well-understood data for OSPI submittal.

OWNER | LOCATION
Clover Park School District
Lakewood, WA|

DATE 2020

TEAM MEMBERS INVOLVED
Sarah Partap (Project Manager)
Timothy Buckley (Arch. Assessor)
Doug Smith (MEP Assessor)
Cam Iseri (Data Manager)

REFERENCE
John Boatman, Capital Projects/ Facilities Manager (formerly with Clover Park SD, now with Sumner-Bonney Lake SD), 253.247.2080, John_boatman@sumnersd.org

Clover Park School District FCA and Community Advisory Support

In 2015, MENG Analysis conducted a district-wide condition assessment, Educational Adequacy (EA) study, and Crime Prevention Through Environmental Design (CPTED) review for Clover Park School District. The project covered 80 buildings totaling nearly two million square feet and evaluated how facilities supported modern teaching standards and security goals.

Using this data, MENG Analysis and sister firm Studio Meng Strazzara supported the District's long-range and capital improvement planning. The team assisted the Facilities Advisory Committee in developing recommendations to the school board and helped prioritize major replacements, maintenance, and system upgrades. The findings informed bond and levy efforts that funded improvements and new construction, including Dr. Claudia Thomas Middle School, completed in 2020.

In 2020, the District again engaged MENG Analysis to update the facility condition assessment and ICOS BCA certification. All phases were completed on time and on budget, and MENG Analysis continues to provide data analysis to support the new Facilities Advisory Committee and future bond planning.

Chimacum School District FCA and COVID HVAC Controls Plan

Before completing their first independent building condition assessment, the Chimacum School District's two previous bond measures failed. The District sought the MENG Analysis team to provide non- biased identification of their facility needs and communicate those needs to the public, as well as update the building condition scores in ICOS. After our team presented findings to the school board and community members, the District successfully passed a significant levy to address their largest buildings concerns.

In 2020, the District rehired MENG Analysis to update its condition assessment data, based on recently implemented building improvement projects. We were also engaged to perform a COVID-19 HVAC controls plan which reviewed the HVAC zoning and rate of air changes and made suggestions for improving indoor air quality. Our team's recommendations helped to maximize clean air intake while minimizing the impact on the energy usage for the building.

We are now continuing to work with the District to support their compliance with the Washington State Clean Buildings Performance Standard.

OWNER | LOCATION
Chimacum School District
Chimacum, WA

DATE
2017 (FCA), 2020 (FCA & COVID HVAC Controls Plan)

TEAM MEMBERS INVOLVED
Sarah Partap (Project Manager)
Timothy Buckley (Arch. Assessor)
Doug Smith (MEP Assessor)
Cam Iseri (Data Manager)

REFERENCE
Bill Laubner, Director of Facilities and Maintenance, 360.302.5985, bill_laubner@csd49.org

Puyallup School District FCA and ICOS Updates

In 2021, MENG Analysis was engaged to perform a condition assessment the Puyallup School District. The scope of work included the assessment 60 buildings which totaled approximately 2.2M square feet. The team assessed elementary, middle, and high schools, in addition to district support facilities including central kitchen, transportation facility, large stadium, and district business office.

The educational spaces within the District's facility portfolio were due to be updated in the Washington State's Office of the Superintendent of Public Instruction's (OSPI) Inventory and Condition of Schools (ICOS) database, so MENG Analysis BCA-certified staff completed the data entry and certification in the ICOS program.

In 2025, the district hired MENG Analysis to conduct further ICOS BCA scoring for 11 additional facilities and sites that had not been included in our scope in the prior condition assessment effort. Due to the urgent schedule needs of the related study and survey, MENG analysis conducted the additional site visits and associated ICOS BCA certification with a rapid turn-around time, including weekend visits. This effort resulted in achieving certification ahead of our deadline.

OWNER | LOCATION
Puyallup School District
Puyallup, WA

DATE 2021 and 2025

TEAM MEMBERS INVOLVED
Sarah Partap (Project Manager)
Timothy Buckley (Arch. Assessor)
Doug Smith (MEP Assessor)
Cam Iseri (Data Manager)

REFERENCES
2021: Brady Martin, Director of Capital Projects, 253.435.6613, martibl@puyallup.k12.wa.us

2025: Andrea Goetsch, Procurement/ Contracts Manager, 253.948.2438, GoetscAM@puyallupsd.org

References

EVERGREEN PUBLIC SCHOOLS

Nicole Daltoso, Senior Director of Capital Facilities

360.604.4081
nicole.daltoso@evergreenps.org

Project: Evergreen Public Schools ICOS Updates

PUYALLUP SCHOOL DISTRICT

Andrea Goetsch, Procurement and Contracts Manager

253.435.6655 (direct)
253.948.2438 (mobile)
GoetscAM@puyallupsd.org

Puyallup School District FCA and ICOS Updates (2025)

SUMNER-BONNEY LAKE SCHOOL DISTRICT

John Boatman, Capital Projects/ Facilities Manager

253.891.6306 (office)
253.247.2080 (mobile)
John_boatman@sumnersd.org

Project: Clover Park School District FCA and Community Advisory Support

Past Performance

MENG Analysis has never received a notification of contract breach.

Relevant Experience Case Study: Large Portfolio of Small and Rural Facilities

While this project falls outside the K-12 sector, the geographically distributed rural locations parallel the statewide ICOS effort.

North Central Washington (NCW) Libraries engaged MENG Analysis to assess the condition of 31 library and administrative locations across a wide and predominantly rural regions of Washington. Many of these small buildings lacked maintenance history records, requiring careful on-site evaluation to document existing systems conditions, deficiencies, and remaining useful life.

Because many of the buildings were owned or managed by multiple entities, (cities, counties, and local library associations), coordination and communication with multiple stakeholders was critical. Each local entity received a facility-specific report and Power BI dashboard, while the NCW Libraries management team received a comprehensive portfolio summary and data dashboard comparing conditions across all sites to help guide investments for equitable access.

This project demonstrates the ability of MENG Analysis to manage numerous small, dispersed facilities, maintain clear communication, and efficiently manage project logistics.

> NCW Libraries is very happy with the [FCA] work done for us by MENG Analysis. Their team was professional, prompt, thoughtful, and available. Doug and the site surveying team are subject area experts, and Sarah is a strong leader who kept our needs at the forefront. MENG delivered on the product as expected and offered the support and follow up to make the information actionable. We wholeheartedly recommend their firm!"
>
> KIMBERLY NEHER, DEPUTY DIRECTOR
> NCW LIBRARIES

Subcontractors

Because BCA-certified architects are critical to this effort, the staffing plan includes two additional BCA-certified licensed architects, Kris Feliciano and Robert Landa, from our sister firm Studio Meng Strazzara. Their participation adds flexibility for scheduling, concurrent field work, and support in area analysis development. To support two concurrent assessment teams, we have also included Wade Botting as MEP assessor. Wade has collaborated with MENG Analysis on several FCA projects, including the DES Capitol Campus FCA in 2023.

We anticipate 13 to 18 weeks of total field work, depending on district participation, building plan availability, facility complexity, and travel logistics. With two teams operating concurrently, each is expected to complete 7 to 9 weeks of on-site assessments.

We will alternate weeks in the field with weeks in the office to ensure timely documentation, maintain quality control, and support team well-being, especially given the travel demands to rural areas.

studio MENG STRAZZARA

Studio Meng Strazzara

Studio Meng Strazzara has a long history of education design that is both adaptable and accessible to communities throughout the greater Puget Sound region. Since 1976, the firm has served more than 80 public clients across the Northwest, bringing the experience and flexibility needed to address diverse client needs, preferences, and project scopes.

The firm's design philosophy centers on developing creative solutions that respond directly to client expectations. Its designers aim to create effective learning environments that encourage students to grow physically, creatively, and intellectually. Studio Meng Strazzara focuses on crafting spaces that support teachers, inspire students, and reflect the essential role schools play within their communities.

The firm's long-standing reputation for technical excellence is rooted in enduring professional relationships and a collaborative, responsive work ethic. Studio Meng Strazzara's passion for architecture and commitment to quality service continue to drive its success, as the team works closely with clients to develop programs and designs that align with their goals, needs, and resources.

W.A. Botting Consulting

Wade Botting Consulting, a family-owned firm, has provided mechanical engineering services since 1911. As the current firm president, Wade Botting, CxA brings more than 30 years of experience to the assessment team. Wade has worked extensively with MENG Analysis, most recently as a mechanical assessor for the Washington State Capitol Campus Assessment. Wade will serve as the MEP assessor on Survey Team 1.

4. COST PROPOSAL

Identification of Costs

Note on Budget and Scope Refinement

Our proposed fee is approximately $265,000 below the available budget, reflecting current assumptions based on known project parameters. However, we anticipate that some or all of this remaining amount will be needed as the project progresses and unknown factors—such as the number of participating districts, data availability, and site complexity—are clarified. We recommend that OSPI retain this balance to accommodate anticipated scope refinements and additional work necessary to complete the statewide assessment successfully.

Fee Proposal Assumptions and Quantities

The proposed fee is based on an assumed workload of 44 participating school districts and approximately 154 recognized facilities. MENG Analysis independently reviewed the original OSPI list and removed sites that appear to have been sold or demolished. OSPI has indicated that 49 recognized facilities lack floor plans and area analyses, which may require additional effort to document and verify in the field. The project schedule assumes a duration of 13 to 15 months, providing sufficient flexibility for weather, travel, and district coordination—while still completing the work ahead of OSPI's requested 18-month timeframe.

CATEGORY	DESCRIPTION	AMOUNT
Labor Total	Direct labor costs for all MENG Analysis and subconsultant staff involved in project management, field assessments, data entry, and reporting.	**$771,740**
Expected Travel	Standard travel expenses for planned field visits, including transportation, lodging, and per diem.	**$34,994**
Additional Travel (Floor Plan Development)	Contingent travel for extended field time at sites requiring additional measurement and verification due to missing floor plans.	**$10,274**
Subconsultant Markup (10%)	Standard administrative markup to cover coordination, contract management, and processing of subconsultant invoices.	**$31,050**
Estimated Total	Combined estimated cost for labor, travel, and subconsultant coordination.	**$848,058**
Allowance for Scope Variance and Additional Level of Effort	Reserve amount to accommodate additional work or schedule extensions related to unforeseen conditions, data gaps, or expanded district participation.	**$270,000**
Total Budget	Total proposed fee, inclusive of all expected costs and allowances.	**$1,118,058**

Travel Costs

All MENG Analysis travel costs are consistent with Washington State travel regulations set by the Office of Financial Management.

Subcontractor Costs

Subcontractor labor totals approximately $310,500.

Indirect Costs

All MENG Analysis indirect costs are consistent with OSPI's indirect costs policy.

Task Number	Task Description	Project Manager Sarah Partap	Data Manager Cam Iseri	Technical Lead Timothy Buckley	Field Assessor Wade Botting	Field Assessor Doug Smith	Field Assessor Kris Feliciano/ Robert Landa	Admin Kara White	Accounting Carrie Thompson	
Phase 1. Project Startup & Data Collection		80	84	24	22	22	22	24	0	$63,620
1.1	Kickoff Meeting & Project Startup	12	2	4	2	2	2	2	0	
1.2	District Outreach	44	0	0	0	0	0	22	0	
1.3	Gather & Review Data	2	60	20	20	20	20	0	0	
1.4	Inventory Clarification Meetings	22	22	0	0	0	0	0	0	
Phase 2. Schedule & Logistics		22	60	4	4	4	4	0	0	$21,500
2.1	Refine Assessment Schedule	0	40	0	0	0	0	0	0	
2.2	Create Travel Plan/ Logisitics	0	20	4	4	4	4	0	0	
2.3	Reconfirm Schedule & Access	22	0	0	0	0	0	0	0	
Phase 3. On-Site Assessments		0	0	384	384	384	384	0	0	$384,000
3.1	Field Assessments (including travel time)	0	0	284	284	284	284	0	0	
3.2	Field Time to Develop Floor Plans	0	0	100	100	100	100	0	0	
Phase 4. In-Office Follow-Up		0	0	466	0	0	422	0	0	$222,000
4.1	Complete Area Analyses	0	0	400	0	0	400	0	0	
4.2	Certification Summary Memo	0	0	22	0	0	22	0	0	
4.3	Certify Scores	0	0	44	0	0	0	0	0	
Managerial Tasks (through out project)		192	12	40	0	12	0	9	78	$80,620
5.1	In-Office Quality Control	12	12	0	0	0	0	0	0	
5.2	Review Subconsultant Invoices	26	0	0	0	0	0	9	26	
5.3	Prepare Monthly Invoices	13	0	0	0	0	0	0	52	
5.4	B2G Reporting	13	0	0	0	0	0	0	0	
5.5	Progress Monitoring and Reporting	128	0	40	0	12	0	0	0	
	Hours by Staff	294	156	918	410	422	832	33	78	
	Hourly Rate	$250	$200	$250	$250	$250	$250	$180	$200	
	Labor Total by Staff	$73,500	$31,200	$229,500	$102,500	$105,500	$208,000	$5,940	$15,600	