

CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2026-57

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE ACTING CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CORNERSTONE ARCHITECTURAL GROUP FOR THE CITYWIDE ROOFING REPAIR PROJECT

WHEREAS, in May 2025, the City of Unalaska contracted with Cornerstone Architectural Group to assess all 27 of the City's building roofs and to recommend a schedule for maintenance, repair, and replacement projects; and

WHEREAS, Cornerstone Architectural Group's final assessment report was presented to staff in November 2025 and to the City Council at a work session in January 2026, and staff have since used the report to plan a coordinated, phased approach to prioritize roof projects and funding requests through the Capital and Major Maintenance Plan process; and

WHEREAS, City Council adopted Resolution 2025-65, establishing priorities for the FY27-36 Capital and Major Maintenance Plan, which included roof and facilities maintenance; and

WHEREAS, City Council adopted Resolution 2026-03, acknowledging the closure of existing building and roof capital projects and purchases in order to create a consolidated, citywide approach to roofing improvements; and

WHEREAS, Ordinance 2026-01, Budget Amendment #3, appropriated and transferred \$3,507,262 to create the Citywide Roofing Improvements Project; and

WHEREAS, City Council adopted Resolution 2026-24, adopting the FY27-36 Capital and Major Maintenance Plan and increasing funding for the Citywide Roofing Repair project by \$9,072,150 from the 1% fund; and

WHEREAS, staff published a Request for Qualifications for Citywide Roofing Consulting Services on June 4, 2026, with Statements of Qualifications due July 10, 2026; and

WHEREAS, the City received three Statements of Qualifications, evaluated each firm in accordance with the evaluation criteria established in the RFQ, and conducted follow-up interviews with all three respondent firms; and

WHEREAS, staff determined that Cornerstone Architectural Group is the most qualified firm to provide design and engineering/architectural consulting services for the various roofing projects under the Citywide Roofing Repair project; and

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes the Acting City Manager to enter into a multiyear agreement with Cornerstone Architectural Group for consulting and related services as part of the Citywide Roofing Repair project.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on September 8, 2026.

  
Vincent M. Tutiakoff, Sr.  
Mayor

ATTEST:

  
Estkanen P. Magdaong, CMC  
City Clerk



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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Marc Kielmeyer, Project Manager, through Brian Thacker, Public Works Director  
Through: Marjie Veeder, Acting City Manager  
Date: September 8, 2026  
Re: Resolution 2026-57: Authorizing the City Manager to enter into an agreement with Cornerstone Architectural Group for the Citywide Roofing Repair project

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**SUMMARY:** Resolution 2026-57 authorizes a multiyear contract with Cornerstone Architectural Group for consulting and related services as part of the Citywide Roofing Repair project. Staff recommends adoption.

**PREVIOUS COUNCIL ACTION:**

- Resolution 2025-65 adopted the priorities for the FY27-36 Capital and Major Maintenance Plan. The adopted priorities included roof and facilities maintenance.
- Resolution 2026-03 acknowledged the closure of current building and roof capital projects and purchases. The closure of the existing projects was to create a consolidated, citywide approach to the roofing improvements.
- Ordinance 2026-01, Budget Amendment #3 appropriated and transferred \$3,507,262 to create the Citywide Roofing Improvements Project
- Resolution 2026-24 adopted the FY27-36 Capital and Major Maintenance Plan and increased the funding by \$9,072,150 from the 1% fund for the Citywide Roofing Repair project.

**BACKGROUND:** In May of 2025, the City of Unalaska contracted with Cornerstone Architectural Group to assess all 27 of the city's building roofs. The purpose of the assessment was to get a current condition report of the city roofs and to recommend a schedule for maintenance and repair/replacement projects.

The final report from Cornerstone was presented to staff in November 2025 for review. A work session with Council took place in January 2026. The presentation went through the assessment and evaluation process, the recommended course of action for maintenance or replacement, and the estimated budget for the work. Staff have utilized the assessment report to plan a coordinated and phased approach to prioritize roof projects and funding requests through the CMMP process.

The Citywide Roofing Repair project has been created and funded through various actions. Staff have now taken the first steps to begin the project with consultant selection for design, engineering and architectural services for the various roofing projects.

**DISCUSSION:** A Request for Qualifications was published on June 4<sup>th</sup> with the Statement of Qualifications due on July 10<sup>th</sup>. Staff received three statements of qualifications and evaluated the

firms in accordance with the evaluation criteria set in the RFQ and subsequently scheduled follow-up interviews with all three respondents. Staff determined that Cornerstone Architectural Group is the most qualified firm for this contract.

**ALTERNATIVES:** Council may choose to adopt, adopt after amendment, or take no action in relation to Resolution 2026-57.

**FINANCIAL IMPLICATIONS:** The award of this multi-year contract is based solely on the qualifications of the firm for the project, and the City is under no obligation for any spending until specific task orders are authorized.

**AGREEMENT STRUCTURE:** The proposed Agreement for Consulting and Related Services is a multiyear agreement with Cornerstone Architectural Group for the Citywide Roof Repair project, spanning City fiscal years 2027 through 2031. Approval of this Agreement does not commit the City to any specific projects or expenditures. Instead, it establishes the general terms, and conditions under which the City may engage Cornerstone over the five-year term.

Actual engineering/architectural design work, for a specific roof repair project, with its own defined scope, fee, and schedule will only be authorized through individual, signed Task Orders issued under this Agreement. Task Orders are planned to be issued on a yearly basis for specific projects. These task orders will also follow purchasing and procurement policy and depending on the fee amount, may need City Council to authorize the City Manager to enter into the task order.

This structure allows the City to move quickly on roof repair projects identified through the Citywide Roof Repair project plan and appropriated budget, using a single pre-vetted consultant, without needing to re-procure or renegotiate a new contract for each project.

**LEGAL:** The city attorney assisted with the procurement process and prepared the proposed Agreement for Consulting and Related Services. According to the city attorney, a five-year contract term with the early termination provision of the agreement is appropriate for the nature of the project. The city attorney recommended that years of the contract coincide with the city's fiscal years, which is reflected in the attached version of the agreement.

**STAFF RECOMMENDATION:** Staff recommends adoption of Resolution 2026-57

**PROPOSED MOTION:** I move to adopt Resolution 2026-57.

**CITY MANAGER COMMENTS:** The City has a significant number of roof repair and replacement projects that need to be addressed over the coming years. Given the number of facilities involved, the condition of the roofs, and the phased approach to the Citywide Roofing Repair project, staff believes a master agreement is the most practical and efficient way to manage this work.

The proposed agreement provides the City with access to a qualified architectural and engineering consultant without requiring the City to conduct a separate procurement and negotiate a new agreement for each individual roof project. At the same time, the agreement does not commit the City to any specific project or expenditure. Each project will be separately defined and authorized through a task order, with the applicable purchasing and procurement requirements continuing to apply.

Cornerstone is also familiar with the City's facilities and roofing needs, having completed the comprehensive roof assessment that is serving as the foundation for the City's phased roofing



program. Maintaining that continuity should help the City move projects forward efficiently and make informed decisions as priorities and conditions evolve.

For these reasons, I believe the proposed master agreement is a sound approach to addressing the City's substantial roofing needs in a coordinated, fiscally responsible manner. I recommend that Council adopt Resolution 2026-57.

**ATTACHMENTS:**

1. Request for Qualifications – Citywide Roofing Consulting Services
2. RFQ Addendum 1
3. Statement of Qualifications – Cornerstone Architectural Group
4. Scoring Summary Sheet
5. Proposed Standard Form Agreement for Consulting and Related Services
6. Citywide Roof Repairs project budget report



## Request for Qualifications

### Citywide Roofing Consulting Services

Issue Date: June 4, 2026

Due Date: July 10, 2026

City of Unalaska  
Department of Public Works  
P.O. Box 610  
Unalaska, Alaska 99685  
907-581-1260

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- Attachment A – Contract Form
- Attachment B – Insurance Requirements
- Attachment C – Preliminary Schedule
- Attachment D – City of Unalaska-Roof Assessments Final Report

Unalaska, the 12th largest incorporated city in Alaska, is located 800 miles southwest of Anchorage, just 50 miles from the Great Circle route. Nestled in the heart of the rich North Pacific/Bering Sea fisheries, our community is a vibrant blend of industry and history. With 44 miles of roads connecting our port, harbors, and private docks to local businesses and a thriving residential community of 4,113 residents, we are dedicated to supporting one of Alaska's busiest and most prosperous coastlines. For over 30 years, Unalaska's economy has primarily relied on commercial fishing, seafood processing, fleet services, and marine transportation. The Port of Dutch Harbor is the only deep-draft, ice-free port from Unimak Pass west to Adak and north to the Bering Strait's headwaters. Designated as a "Port of Refuge," it offers year-round protection for disabled or distressed vessels, along with ground and warehouse storage and transshipment opportunities for the thousands of vessels fishing or transiting the waters around the Aleutian Islands. Each year, over 1.7 billion pounds of frozen seafood are shipped to domestic and international markets in North America, Europe, and Asia, making the Port of Dutch Harbor the nation's leader in the quantity of catch landed and consistently ranking first or second in the nation in catch value for over 25 years.

## I. GENERAL

The City of Unalaska (the "City") is seeking Statements of Qualifications ("SOQs") from qualified engineering and/or architectural firms ("Respondents") to provide professional roofing assessment, design, bidding, and construction administration services for a phased roof replacement and rehabilitation program. The City is interested in firms with demonstrated experience delivering roofing and building envelope projects in remote, marine, and harsh-weather environments with limited construction seasons and complex logistics requirements.

The City currently anticipates twenty-seven (27) municipal buildings requiring varying levels of roof rehabilitation, replacement, drainage improvements, waterproofing upgrades, and related roof improvements over an anticipated ten (10) year period.

The SOQs must be received by **4:00 pm on Friday, July 10, 2026**, at the City Hall Clerk's Office by mail, in person drop-off, or by email.

City of Unalaska  
Office of the City Clerk, Estkarlen Magdaong  
P.O. Box 610  
43 Raven Way  
Unalaska, Alaska 99685  
Tel. 907-581-1251  
[emagdaong@unalaska.gov](mailto:emagdaong@unalaska.gov)  
[esevilla@unalaska.gov](mailto:esevilla@unalaska.gov)

OR

Marc Kielmeyer, Project Manager  
[mkielmeyer@unalaska.gov](mailto:mkielmeyer@unalaska.gov)

Any SOQ received after the time and date specified may not be considered. An electronic copy of the RFQ documents may be obtained from the City of Unalaska website: <http://www.unalaska.gov/rfps>

All questions about this Request for Qualifications must be directed to Marc Kielmeyer, Project Manager.

City of Unalaska  
Marc Kielmeyer, Project Manager  
Phone: (907) 581-1260  
[mkielmeyer@unalaska.gov](mailto:mkielmeyer@unalaska.gov)

Each SOQ must be submitted in accordance with the Submission Requirements as prescribed in Section IV of this RFQ.

A pre-proposal conference will be held on **June 19, 2026 at 2:00pm AKST** and can be attended telephonically via MS Teams:

Link: <https://teams.microsoft.com/meet/2865331775442?p=uFx7VhGWtrH4hECwBn>  
Meeting ID: 286 533 177 544 2  
Passcode: aQ7pN6s9  
Dial in by phone: +1 332-249-0602,,387437266#  
Phone conference ID: 387 437 266#

## II. SCOPE OF SERVICES

The City of Unalaska maintains several facilities that support critical public operations and community services. Several facilities have experienced roof deterioration due to age, weather exposure, and poor maintenance. The city has completed initial roof condition assessments and developed a preliminary roof priority list identifying facilities requiring rehabilitation or replacement. The City anticipates implementation of projects over multiple fiscal years as funding becomes available.

The selected Consultant will assist the City in implementing a long-term improvement program intended to extend facility service life, reduce long term-maintenance costs, improve weather resistance, address life safety and code compliance concerns, improve energy efficiency where practical, standardize roofing details and specifications where appropriate, develop construction-ready bid documents for phased implementation as well as contract administration and inspection during construction.

The City would like to contract with the selected consultant for an initial period of five years with the option to extend the agreement on a yearly basis.

The City intends to issue individual task orders for specific buildings or groups of buildings over time.

The selected firm will provide professional engineering and/or architectural services which may include, but are not limited to, the following:

- **Roof Assessments & Existing Condition Verification**

Review available roof condition reports and perform additional field investigations as necessary to design project plans and bid documents. Services may include:

- Site visits and visual inspections
- Moisture investigations
- Core sampling coordination
- Review of drainage conditions

- Review of roof-mounted equipment impacts
- Documentation of deficiencies
- Identification of temporary repair needs

#### • **Roofing System Design**

Develop design solutions for roof rehabilitation and replacement projects. Services may include:

- Schematic design
- Design development
- Roofing system selection recommendations
- Insulation and thermal performance analysis
- Drainage improvements
- Flashing and waterproofing details
- Roof access and safety improvements
- Coordination with rooftop mechanical/electrical equipment
- Preparation of technical specifications
- Preparation of stamped construction documents

#### • **Structural & Building Envelope Coordination**

Provide structural and building envelope evaluations related to roofing improvements, including:

- Structural review of roof framing where necessary
- Snow load considerations
- Wind uplift considerations
- Building envelope coordination
- Waterproofing transitions
- Exterior wall and parapet interface coordination

#### • **Cost Estimating & Capital Planning Support**

Assist the City with project budgeting and long-term planning, including:

- Preliminary opinion of probable construction costs
- Phasing recommendations
- Lifecycle cost evaluations
- Budget forecasting
- Prioritization assistance
- Funding strategy support

#### • **Permitting & Regulatory Coordination**

Provide support for applicable permitting and code compliance requirements, including:

- Applicable building code review
- Coordination with regulatory agencies
- Permit support documentation
- Energy code considerations

#### • **Bid & Procurement Support**

Assist the City during contractor procurement phases, including:

- Preparation of bid-ready documents
- Bid schedule development
- Technical specification preparation
- Addenda support
- Responses to bidder questions
- Bid review and technical evaluation support
- Recommendation of award support

- **Construction Administration Services**

Provide construction administration support during project implementation, which may include:

- Submittal review
- Requests for Information (RFI) review
- Periodic site observations
- Coordination meetings
- Change order review
- Punch list preparation
- Project closeout assistance
- Warranty documentation review

Construction contract administration and inspection

- **Program Management & Standardization**

The City desires consistency across projects implemented over the duration of the roofing program. The Consultant may be asked to:

- Develop standardized roofing details and specifications
- Maintain project records and historical documentation
- Assist with asset management tracking
- Coordinate sequencing between annual projects
- Provide annual program status updates
- Assist with future project prioritization adjustments

### III. SERVICES TIMELINE

1. Submittal of Statement of Qualifications due: July 10, 2026 @ 4:00pm.
2. Interview selected finalists: Starting the week of July 13, 2026 (if required).
3. Anticipated performance period: The City will issue task orders on an annual basis to the chosen respondent of this RFQ for design work of specific building roofs over an approximate five (5) year program duration.

## IV. SUBMISSION REQUIREMENTS

### Statement of Qualifications Submission

SOQs must be received by **4:00 pm on Friday, July 10, 2026**, at the City Hall Clerk's Office by mail, in person drop-off, or by email.

City of Unalaska  
Office of the City Clerk, Estkarlen Magdaong  
P.O. Box 610  
43 Raven Way  
Unalaska, Alaska 99685  
Phone: 907-581-1251

OR

[mkielmeyer@unalaska.gov](mailto:mkielmeyer@unalaska.gov)

Any SOQ received after the time and date specified may not be considered. It is the Respondent's sole and independent responsibility to timely submit their SOQs and Respondents assume the risk of delays in delivery of mail. Note that mail service to Unalaska is regularly delayed due to bad weather. The City may, in its sole discretion, relax or extend the submission deadline. The Request for Qualifications shall remain open for at least 30 days. A contract, if any, shall be awarded based on evaluation of Statements of Qualifications by the City (see Section V – Evaluation & Criteria).

### Questions

All questions or inquiries should be directed to:

City of Unalaska  
Marc Kielmeyer, Project Manager  
Phone: (907) 581-1260  
[mkielmeyer@unalaska.gov](mailto:mkielmeyer@unalaska.gov)

Interested firms must submit a **Statement of Qualifications (SOQ)** containing:

1. Introduction Letter – A cover letter introducing the firm and its interest in providing professional roofing assessment, design, and construction administration services to the City of Unalaska, including an understanding of the City's long-term roofing improvement program.
2. Firm Background & Experience – An overview of the firm's history, areas of expertise, and experience with municipal roofing projects, public facility rehabilitation, deferred maintenance programs, or similar capital improvement work.
3. Past Projects & References – Summaries of at least three (3) relevant projects completed within the past ten (10) years, including a summary of the project scope, methodology, challenges, and outcomes. Include at least one client reference with contact information for each past project.
4. Staffing Capacity – A description of the firm's organizational capacity, available resources, current workload, and ability to support multiple phased projects over the duration of the roofing program.



5. Personnel Qualifications – Resumes and qualifications of key personnel proposed for the program, including project management, roofing/building envelope design, structural engineering, and construction administration staff.
6. Technical & Program Management Approach – A description of the firm’s approach to delivering phased roofing projects over a multi-year program, including quality control, project coordination, scheduling, budgeting support, standardization of details/specifications, and construction administration.
7. Sample Deliverables – Provide representative examples of similar work products prepared for comparable projects. Examples may include:
  - Roof assessment reports
  - Roofing system recommendations
  - Construction details and specifications
  - Cost estimate formats
  - Capital improvement planning documents
  - Bid package examples
  - Construction administration reports
  - Quality assurance documentation.
8. Optional: Grant opportunities and support – Firms may provide information regarding their experience and capabilities to assist the Owner in identifying, evaluating, and supporting potential grant and external funding opportunities related to roofing and facility capital improvement projects.

**Page Limit:** 20 pages (excluding cover page and dividers).

## V. EVALUATION & CRITERIA

The City’s Project Manager will appoint the Evaluation Team from among the City of Unalaska staff. The entire scoring procedure, including Evaluation Team meetings and scoring materials, will be held strictly confidential until after negotiations are concluded. All Evaluation Team members will be required to certify that they have no conflicts of interest and that they will strictly adhere to the procedures described herein. The evaluation process is as follows:

1. City of Unalaska receives SOQs
2. Evaluation Team evaluates SOQs according to the established criteria
3. Negotiate a final scope of work, project schedule, and fee schedule with the firm with the highest scoring proposal. The contract will be in the form of Attachment A - Agreement for Consulting and Related Services.

Evaluation of each category will consider the extent to which the Respondent’s SOQ clearly and effectively addresses the City’s needs. Responses should address the following criteria:

### **Firm Background and Experience (40 pts):**

- Experience with roofing assessment, design, and construction administration
- Experience with building envelope systems and roof rehabilitation or replacement projects
- Experience delivering work for public-sector or municipal clients
- Experience with occupied facility renovations and phased construction
- Experience with facility renovations in Alaska or remote locations
- Response from References

**Staffing Capacity (10 pts):**

- Ability to support multiple concurrent task orders
- Current workload and availability of key personnel
- Depth of supporting staff and in-house resources
- Ability to sustain staffing over a multi-year program

**Personnel Qualifications (25 pts):**

- Qualifications and experience of proposed project manager and key technical staff
- Demonstrated roofing/building envelope expertise
- Structural engineering and construction administration capabilities
- Experience of assigned personnel on similar projects

**Technical and Program Management Approach (25 pts):**

- Approach to managing a phased, multi-year roofing program
- Quality control and quality assurance processes
- Methods for budgeting, scheduling, and cost control
- Approach to standardizing details and specifications across multiple buildings
- Construction administration approach and communication with the City

Additional consideration may be given to an interview, if held.

**Statement of Qualifications Selection**

- A. The City reserves the right to reject any or all SOQs received. The selection of a successful SOQ shall be at the sole discretion of the City of Unalaska. No proposed agreement between the City and any Respondent shall be effective until approved by the City Council of the City of Unalaska and signed by the City Manager or authorized City official.
- B. The City is not liable for any costs incurred by Respondents in preparing or submitting SOQs. In submitting a SOQ, each Respondent acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any Respondent in anticipation of City Council action approving or disapproving any agreement without limitation.
- C. If the Contract is to be awarded, it will be awarded to the most qualified Respondent ("Consultant") whose evaluation by the City indicates to the City that the award will be in the best interests of the City.
- D. Nothing in this Request for Qualifications or in subsequent negotiations creates any vested rights in any person.
- E. Payment will be made upon receipt of detailed invoices listing specific activities for which the charge is being made.
- F. The Consultant shall fulfil its obligations hereunder as an independent contractor of the City. The City may administer the contract and monitor the Consultant's compliance with its obligations hereunder. The City shall not supervise the Consultant other than as provided in this section; provided, however, that nothing in this paragraph shall preclude the City from insisting on complete and timely performance of obligations under the contract.
- G. Nondiscrimination: The Consultant will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, marital status, or mental or physical handicap.

- H. The Consultant shall state, in all solicitations for employees to work on contract jobs, that all qualified applicants will receive consideration for employment without unlawful discrimination based upon race, color, religion, national origin, ancestry, age, sex, marital status, or mental or physical handicap.
- I. Permits, Laws and Taxes: The Consultant shall acquire and maintain in good standing all permits, licenses, and other entitlements necessary to its performance under this contract, including a city business license. All actions taken by the Consultant under this contract shall comply with all applicable statutes, ordinances, rules, and regulations. The Consultant shall pay all taxes pertaining to its performance under this contract.

## VI. GENERAL REQUIREMENTS

### **Examination of Request for Qualification Documents**

- A. It is the responsibility of each Respondent before submitting a Statement of Qualifications:
  - 1. To examine thoroughly the RFQ Documents and other related data identified in the RFQ documents;
  - 2. To study and carefully correlate Respondent's knowledge and observations with the RFQ documents and such other related data;
  - 3. To promptly notify the City of all conflicts, errors, ambiguities or discrepancies, which Respondent has discovered in or between the RFQ Documents.
- B. The submission of a SOQ will constitute an incontrovertible representation by Respondent:
  - 1. That Respondent has complied with every requirement of this Request for Qualifications;
  - 2. That the SOQ is premised upon providing an accurate representation of qualifications and other materials required by the RFQ documents;
  - 3. That Respondent has given the City written notice of all conflicts, errors, ambiguities, and discrepancies that Respondent has discovered in the RFQ documents and the written resolution thereof by the City is acceptable to Respondent;

### **Interpretations and Addenda**

- A. All questions about the meaning or intent of the RFQ documents are to be directed to the City. Interpretations or clarifications considered necessary by the City in response to such questions will be issued by Addenda and will be posted to the City website to all parties recorded by the Issuing Office as having received the SOQ. Questions received less than 6 days prior to the SOQ submission due date may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- B. Addenda may also be issued to modify the RFQ documents as deemed advisable by the City.

### **Modifications and Withdrawal of SOQ**

- A. Prior to the time and date designated for SOQ submission deadline, any SOQ submitted may be withdrawn by notice to the party receiving SOQs at the place designated for receipt of SOQs. Such notice shall be in writing with the signature of the Respondent. SOQ modifications must be sent to the office to which the original SOQ is delivered or sent.

- B. If, within 48 hours after the SOQ submission deadline, any Respondent files a duly signed, written notice with the City and promptly thereafter demonstrates to the satisfaction of the City that there was a material and substantial mistake in the preparation of its SOQ, that Respondent may withdraw its SOQ. Whether a SOQ may be withdrawn pursuant to this paragraph shall be determined solely by the discretion of the City.

## VII. CONTRACT AWARD & OTHER ITEMS

### **Signing of Agreement**

When the City gives a Notice of Award to the successful Respondent, it will be accompanied by the Contract, with other Contract Documents attached. Within 10 days thereafter, the Respondent shall sign and deliver the Contract. Thereafter, the City shall deliver one fully signed counterpart to Respondent. The form of the Contract is attached hereto as Attachment A.

### **Insurance**

The successful Respondent will be required to provide City with the appropriate insurance coverage. Please see Attachment B.

### **RFQ Acknowledgement:**

In submitting this SOQ, Respondent represents that Respondent has familiarized itself with the nature and extent of the RFQ documents, requirements, and all local conditions prescribed by this RFQ.

Respondent has given the City written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in the RFQ documents and the written resolution thereof by the City is acceptable to Respondent, and the RFQ documents are generally sufficient to indicate and convey understanding of all required materials expected of the Respondent to be submitted as part of the Statement of Qualifications in response to this RFQ.

Addendum 1

Owner: City of Unalaska

Project: Citywide Roofing Consulting

Date: June 23, 2026

**Questions & Answers**

**Q1.** Is the City FM insured?

**A1.** No.

**Q2.** What is the estimated start date for work?

**A2.** We are hoping to have the contract in place with the chosen consultant by 7/29. Once the contract is executed, the City is prepared to work with the consultant to issue the first task order.

**Q3.** Does the City use FMG to insure its buildings?

**A3.** The City does not use FM insurance

**Q4.** RFQ indicates that A/E team will coordinate roof cores. Will the City be contracting directly with a roofer that the A/E coordinates with?

**A4.** Once the City is contracted with the A/E and task order work has started, the City will work with the consultant to determine if roof cores are necessary to assess and design the replacement roof. The city does not have a contractor set up to perform roof cores.

**Q5.** Does the alternate grant support include grant writing and preparation or is it limited to supporting documents, plans and reports?

**A5.** The City is looking for support in identifying potential grant opportunities that may exist for our roofing capital improvement projects. If any grants are identified, the City would like to work with the consultant during the grant application process. If any grant funding is awarded, the City may chose to work with the consultant for additional grant administrative tasks.

**Q6.** Do document examples count against the 20 page count?

**A6.** No. Any document examples will not count towards the 20 page limit



# Statement of Qualifications

July 10, 2026

## City of Unalaska Citywide Roofing Consulting Services Solicitation Proposal



# Cornerstone

ARCHITECTURAL GROUP

6161 NE 175th Street, Suite 101

Kenmore, WA 98028

206.682.5000 | [cornerstonearch.com](http://cornerstonearch.com)





Unalaska Roof Assessment 2025 (Unalaska, AK)

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6161 NE 175th Street, Suite 101  
Kenmore, WA 98028  
206.682.5000  
cornerstonearch.com

July 10, 2026

Marc Kielmeyer, Project Manager  
City of Unalaska | Office of the City Clerk  
P.O. Box 610  
43 Raven Way  
Unalaska, AK 99685

**RE: Unalaska Citywide Roofing Consulting Services Solicitation Proposal**

Dear Marc,

Cornerstone Architectural Group is pleased to submit our proposal to provide Citywide Roofing Consulting Services for the City of Unalaska. As the City advances its long-term, phased 10-year roofing improvement program, we recognize that a coordinated, highly technical design approach grounded in cost-effective solutions to ensure **reliable performance in one of the nation's most demanding coastal environments** will be required.

Positioned in the North Pacific, Unalaska experiences persistent high winds, heavy precipitation, salt-laden air, and constrained construction seasons. These conditions demand roofing solutions that go beyond standard practice. Success requires an integrated understanding of building envelope performance, constructability in remote locations, and long-term durability. Cornerstone brings this combined expertise, with a proven track record of evaluating, designing, and administering building envelope improvements for public agencies in similarly challenging marine environments, including our work with the Port of Seattle and City of Seattle.

We have assembled a highly experienced team dedicated to delivering exceptional service while supporting the City's operational goals and return on investment. We also **recognize that these harsh environmental conditions** offer valuable insight into accelerated roof aging, providing a unique opportunity to inform smarter, evidence-based decisions for future improvements. Cornerstone is prepared to partner with the City of Unalaska in maintaining its designation as a "Port of Refuge" through comprehensive roofing designs that are sustainable, long-lasting solutions to maximize lifecycle cost and ensure reliable performance. Our approach evaluates multiple options for each building's roof and recommends solutions aligned with the City's long-term financial and operational objectives, that can be maintained easily.

We are confident in our ability to **efficiently deliver highly technical roofing, design, and construction administration services at a high standard across multiple facilities**. Throughout the process, we will maintain a **strong focus on cost-effectiveness and technical rigor**, with the understanding that procurement needs to be planned in advance to meet the start construction window. Each building will be evaluated as a unique system, with specific conditions influencing the hygrothermal performance of its roof assembly. This approach enables the development of targeted, practical, and sustainable recommendations. Our team will operate from our base in Kenmore, Washington, with site visits conducted as needed to perform field assessments.

Sincerely,

A handwritten signature in blue ink, appearing to read 'ARC', with a long horizontal stroke extending to the right.

André Coppin, Architect | AIA, RRC, RRO | Roofing Expert, Building Envelope Expert, Principal + Project Manager

Cornerstone Architectural Group | 6161 NE 75th St, Suite 101, Kenmore, WA 98028

206-682-5000 | acoppin@cornerstonearch.com



# Firm Background & Experience

## YEAR ESTABLISHED

1993

## STAFF

A 15-person firm with four principals, each with 20+ years of professional experience.

**Cornerstone Architectural Group is a self identified minority owned firm.**

## MAIN OFFICE

6161 NE 175th Street, Suite 101  
Kenmore, WA 98028

206-682-5000

## MANAGING PRINCIPAL

André Coppin, AIA, RRC, RRO  
acoppin@cornerstonearch.com

## AREAS OF EXPERTISE

- ADA Consulting & Design
- Owner's Building Envelope Consultant
- K-12 Educational Facilities
- Offices & Warehouses
- Roof Design, Repair & Replacement
- Waterproofing (Parking Garages, Below Grade)
- Building Condition Assessment
- Site Planning and Design
- Heating & Ventilation Engineering
- Sustainable Design

## LONG LASTING AND SUSTAINABLE BUILDING ENVELOPE SOLUTIONS

Cornerstone Architectural Group and its consultants are committed to providing the City of Unalaska with durable, sustainable roofing solutions. Our team is highly qualified and experienced, with a combined portfolio of more than 200 projects. We are an expert team that is highly experienced in:

- Roofing assessments
- Roof system designs and recommendations
- Highly technical details and specifications
- Realistic cost estimates based on independent market research
- Contributed to multiple capitol planning documents
- Highly technical and detailed bid documents
- Continuous site observation/construction administration reports
- Regular onsite quality assurance visits and reports

We have extensive experience preparing roof condition assessment reports and construction documents for projects ranging from residential to airport concourses. Our work spans a wide range of building types, including fire stations, multifamily housing, office buildings, schools, gymnasiums, conference centers, plaza decks, and refrigerated warehouses.

This breadth of experience has established us as experts in building envelope systems, and we will bring that expertise to this construct. We are recognized as a highly technical consulting firm that produces clear, thorough, and well-organized documentation.



**Cornerstone**  
ARCHITECTURAL GROUP

BUILDING ENCLOSURE DESIGN + PROJECT MANAGEMENT

**André Coppin, AIA, RRC, RRO**

ARCHITECT / BUILDING ENVELOPE EXPERT  
CONSTRUCTION ADMINISTRATION

**Marc Jenefsky, AIA, NCARB, LEED AP**

PRINCIPAL, QA/QC, CONSTRUCTABILITY, SUSTAINABILITY

**Nicholas Page**

BUILDING ENVELOPE TECHNOLOGIST /  
CONSTRUCTION ADMINISTRATION

## OTHER STAFF AS REQUIRED

3 - PRINCIPALS  
4 - PROJECT ARCHITECTS  
2 - TECHNICAL SUPPORT  
2 - ADMIN  
1 - LEED PROFESSIONAL  
(INCLUDES 3 EXPERIENCED  
ROOF INSPECTORS)

## CORE CONSULTANT

STRUCTURAL  
ENGINEERING  
PSM Structural  
Engineers  
**M. David Stubbs, PE, SE**

## Experience with Scope Elements

| Project                                                                   | Brief Scope/Location                                                   | Year/<br>Simultaneous<br>Management | 24 hour<br>Operation | Condition<br>Analysis &<br>Assessment | Design/Bid<br>Documents | Construction<br>Administration/QA<br>QC Reports | Closeout | Project<br>Delivery<br>Type |
|---------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------|----------------------|---------------------------------------|-------------------------|-------------------------------------------------|----------|-----------------------------|
| C-15 Fishermen's Terminal<br>Miscellaneous<br>Upgrades + Solar            | BE Upgrades +<br>Solar<br>Seattle, WA                                  | 2027                                | ✓                    | ✓                                     | ✓                       | ✓                                               | ✓        | DBB                         |
| NPRSA NSC &<br>HWC Solar &<br>Battery                                     | Solar & Battery<br>Upgrades<br>Bothell, WA                             | 2026-2027                           |                      | ✓                                     | ✓                       | ✓                                               | ✓        | DBB                         |
| Arlington High<br>School Roof<br>Replacement                              | Owner's Roofing<br>Consultant<br>Arlington, WA                         | 2026                                |                      |                                       |                         | ✓                                               | ✓        | DBB                         |
| Pier 66 Grand<br>Staircase Upgrades                                       | Waterproofing &<br>Stair Replacement<br>Seattle, WA                    | 2026                                | ✓                    |                                       | ✓                       | ✓                                               | ✓        | DBB                         |
| Seattle City Hall<br>Roof Condition<br>Assessment                         | EPDM & Roofs &<br>Curtainwall<br>Seattle, WA                           | 2025-2026                           |                      | ✓                                     |                         | ✓                                               |          | DBB                         |
| Fire Stations 16, 17<br>& 36 Roof Upgrades<br>(3 Separate id<br>Packages) | Condition<br>Assessment & Bid<br>Documents<br>Seattle, WA              | 2025                                | ✓                    | ✓                                     | ✓                       |                                                 |          | ON<br>HOLD                  |
| <b>Unalaska Citywide<br/>Roof Condition<br/>Assessment</b>                | <b>27 Buildings<br/>Unalaska, AK</b>                                   | <b>2025</b>                         |                      | ✓                                     |                         |                                                 |          | --                          |
| Terminal 5 Roof<br>Replacements                                           | Roof Overlays/Fall<br>Protection<br>Seattle, WA                        | 2025                                | ✓                    |                                       | ✓                       | ✓                                               | ✓        | DBB                         |
| Terminal 91<br>Cruise Terminal<br>Roof Condition<br>Assessment            | Roof Condition<br>Assessment<br>Seattle, WA                            | 2024                                |                      | ✓                                     |                         |                                                 |          | --                          |
| NPRSA NSC and<br>HWC Roof & HVAC<br>Upgrades                              | Roof + HVAC<br>Replacement<br>Bothell, WA                              | 2023 &<br>2024                      |                      |                                       | ✓                       | ✓                                               | ✓        | DBB                         |
| WTCW Roof<br>Replacement                                                  | Roof Overlay/<br>Green Roof<br>Seattle, WA                             | 2022/2023                           |                      | ✓                                     | ✓                       | ✓                                               | ✓        | DBB                         |
| USPS Montesano<br>Post Office Building<br>Envelope Upgrades               | Historic<br>Preservation/BE<br>Montesano, WA                           | 2022/2023                           |                      | ✓                                     | ✓                       | ✓                                               | ✓        | Select<br>Bidder<br>List    |
| NAVFAC NW<br>Building 900                                                 | Re-Roof<br>Bremerton, WA                                               | 2022/2023                           | ✓                    | ✓                                     | ✓                       | ✓                                               | ✓        | TDB                         |
| Arlington SD<br>Roof Condition<br>Assessment                              | Multiple Locations<br>(10 Buildings)<br>Arlington WA                   | 2022/2023                           |                      | ✓                                     |                         |                                                 |          | --                          |
| Pier 66 Roof<br>Upgrades                                                  | Roof Upgrades +<br>Fall Protection<br>Seattle, WA                      | 2021/2022                           | ✓                    | ✓                                     | ✓                       | ✓                                               | ✓        | DBB                         |
| DES East Plaza<br>Waterproofing                                           | Plaza Garage<br>Waterproofing<br>Replacement, GC/<br>CM<br>Olympia, WA | 2020                                | ✓                    | ✓                                     | ✓                       | ✓                                               | ✓        | GC/CM                       |
| Concourse B Roof<br>Replacement                                           | Roof Overlay/<br>Skylight<br>Replacement<br>Sea-Tac, WA                | 2017/2018                           | ✓                    | ✓                                     | ✓                       | ✓                                               | ✓        | --                          |

DBB - DESIGN BID BUILD

GC/CM - GENERAL CONTRACTOR/CONTRACT MANAGER.

DB - DESIGN BUILD

TBD - TRADITIONAL DESIGN BUILD

PDB - PROGRESSIVE DESIGN BUILD

BE - BUILDING ENVELOPE

## Past Projects & References

### Fishermen's Terminal C15 Building + Solar Upgrades | Seattle, WA

|          |                                                                                                                                                       |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Client   | Port of Seattle                                                                                                                                       |
| Value    | \$9.6 Million                                                                                                                                         |
| Complete | Estimated 2027                                                                                                                                        |
| Team     | André Coppin, AIA/RRC   Project Manager,<br>Building Envelope Expert, Becky Braaten  <br>Project Manager, Juliet Anderson, AIA   Project<br>Architect |

**Project Scope:** Cornerstone delivered design and bid services, including comprehensive carbon, predesign, and solar studies for the client. This led to full building envelope overhaul for thermal/waterproofing performance and energy efficiency. Construction is slated to commence Fall 2027. Challenges include working in a marine environment, and an occupied site. Client required Red List Free products be specified wherever possible.



### Terminal 5 Roof Replacements | Seattle, WA

|          |                                                                                                                         |
|----------|-------------------------------------------------------------------------------------------------------------------------|
| Client   | Port of Seattle                                                                                                         |
| Value    | \$1.3 Million                                                                                                           |
| Complete | 2025                                                                                                                    |
| Team     | André Coppin, AIA/RRC   Project Manager,<br>Building Envelope Expert, Nicholas Page  <br>Building Envelope Technologist |

**Project Scope:** Cornerstone provided design, bid, and construction administration services for this client. We provided condition assessments, and then designed roof overlay systems for the Port of Seattle's Terminal 5 Arrivals & Security and Maintenance & Repair Buildings. The upgraded roof systems should provide the Port with roof life extensions upwards of 30 years. Challenges include working in a high security site with active marina truck traffic on a daily basis.



### Terminal 91 Smith Cove Cruise Terminal Assessment | Seattle, WA

|          |                                                                      |
|----------|----------------------------------------------------------------------|
| Client   | Port of Seattle                                                      |
| Value    | N/A                                                                  |
| Complete | 2024-2025                                                            |
| Team     | André Coppin, AIA/RRC   Project Manager,<br>Building Envelope Expert |

**Project Scope:** We provided a roof condition assessment. The client requested that we review the roof systems that included a mechanical fastened single ply membrane as they are coming to the end of their warranted lives. The assessment consisted of the team performing a thorough visual inspection of the roofing system, drainage and rooftop mechanical unit flashings, along with skylight system review followed by roof cuts at strategic locations. Cornerstone delivered a comprehensive assessment with recommendations for design and construction.





**Seattle Justice Center Roof Replacement | Seattle, WA**

**Client** City of Seattle  
**Value** Estimated \$1.8 million  
**Complete** 2025/2026 (on hold)  
**Team** André Coppin, AIA/RRC | Project Manager,  
Building Envelope Expert, Juliet Anderson, AIA  
| Project Architect

**Project Scope:** Cornerstone was contracted to provide a roof condition assessment followed by the preparation of bid documents. This highly visible roof top space included an area for photographs after civil marriages. Our team provided visual and intrusive (roof cuts) assessment to determine the current condition of the roof. Based on the condition assessment, bid documents/permit documents were developed before the project was put on hold due to budget constraints.

**Seattle City Hall Roof Condition Assessment | Seattle, WA**

**Client** City of Seattle  
**Value** N/A  
**Complete** Estimated 2027  
**Team** André Coppin, AIA/RRC | Project Manager,  
Building Envelope Expert

**Project Scope:** Multiple roof systems were reviewed for this assessment, that included a green roof and protected membrane (EPDM) system, with pavers. The team performed a visual observation of conditions followed by roof cuts to ascertain a deeper understanding of the existing systems. Cornerstone delivered a comprehensive assessment with recommendations.

**World Trade Center West Roof Replacement | Seattle, WA**

**Client** Port of Seattle  
**Value** \$1.75 million  
**Complete** 2023/2024  
**Team** André Coppin, AIA/RRC | Project Manager,  
Building Envelope Expert, Nicholas Page |  
Building Envelope Technologist

**Project Scope:** For this project, Cornerstone delivered design, bid, and construction administration of this project. Existing EPDM roof was retained as an extra layer for a roof overlay that now serves as the substrate for a green roof that helped introduce more green space and reduce solar glare for Downtown Seattle. Electronic Leak Detection was utilized to empower the Port to be better protected against any potential moisture that might enter the system in the future. A successful feature of this project is its green roof. It is visible from a pedestrian overpass and neighboring building that connects to the cruise ship terminal, providing year-round interest.





**Northshore Senior Center Roof | Bothell, WA**

**Client** Northshore Parks & Recreation Service Area  
**Value** \$1.7 million  
**Complete** 2022-2023  
**Team** André Coppin, AIA/RRC | Project Manager,  
Building Envelope Expert, Becky Braaten |  
Architectural Designer, Nicholas Page |  
Building Envelope Technologist, Construction  
Observations

**Project Scope:** Cornerstone was contracted to provide a full set of construction documents for the upgrade of the exiting roof systems that comprised a flat roof area, where an overlay consisting of a bituminous base ply with a single ply capsheet was installed and various shingle roof areas, where the shingle systems were replaced. We provided construction administration along with regular site observation visits to ensure the work was compliant with the contract.

**Sea-Tac International Airport Concourse B Roof Overlay | Seattle, WA**

**Client** Port of Seattle  
**Value** \$3.5 million  
**Complete** 2018  
**Team** André Coppin, AIA/RRC | Project Manager,  
Building Envelope Expert

**Project Scope:** Cornerstone first provided a preliminary investigation that included multiple roof cuts to verify the existing roof system and mitigate change conditions during construction. For this continuously operating facility, we determined a roof overlay as the most prudent and cost-effective solution, including a roof coverboard and an 80 mil heavy-duty membrane (30 years expected life). Cornerstone designed replacement of 20,000 sf of translucent skylights and windows to upgrade light transmission into the concourse area. Challenges included working in a high security site with daily working airport operations.

**T102 Harbor Marina Corporate Center Roof Replacement | Seattle, WA**

**Client** Port of Seattle  
**Value** \$3.8 million  
**Complete** 2017  
**Team** André Coppin, AIA/RRC | Project Manager,  
Building Envelope Expert

**Project Scope:** Cornerstone provided a comprehensive roof replacement including insulation upgrades and fall protection along with a 30-year roof system for four separate roof areas comprised of modified bitumen sheets with a single-ply capsheet all set into hot asphalt. Additionally, 25 HVAC units were replaced as part of the scope. Challenges included working in a high security site with active business traffic on a daily basis.



## References

Paul Spivey, Sr. Project Manager, Capital Development  
City of Seattle

Dept. of Finance and Admin Services  
206-496-9915 | paul.spivey@seattle.gov  
700 5th Ave, Seattle, WA 98104  
Seattle Justice Center Roof Replacement

Rod Jackson, Project Manager

Port of Seattle  
206-787-3150 | jackson.r@portseattle.org  
2711 Alaskan Way, Seattle, WA 98121  
Fishermen's Terminal C15 Building & World Trade  
Center West Roof Replacement

Christine Scotton, Executive Director  
Northshore Parks & Recreation Service Area  
Executive Department  
425-806-6100 | christine.scotton@bothellwa.gov  
10201 E Riverside Dr, Bothell, WA 98011  
Northshore Senior Center Roof and HVAC Upgrades

## Recent Projects in Alaska

Unalaska, AK

Roof Condition Assessment

Eagle River, AK

Eagle River Post Office Structural Review (Earthquake)

Soldotna, AK

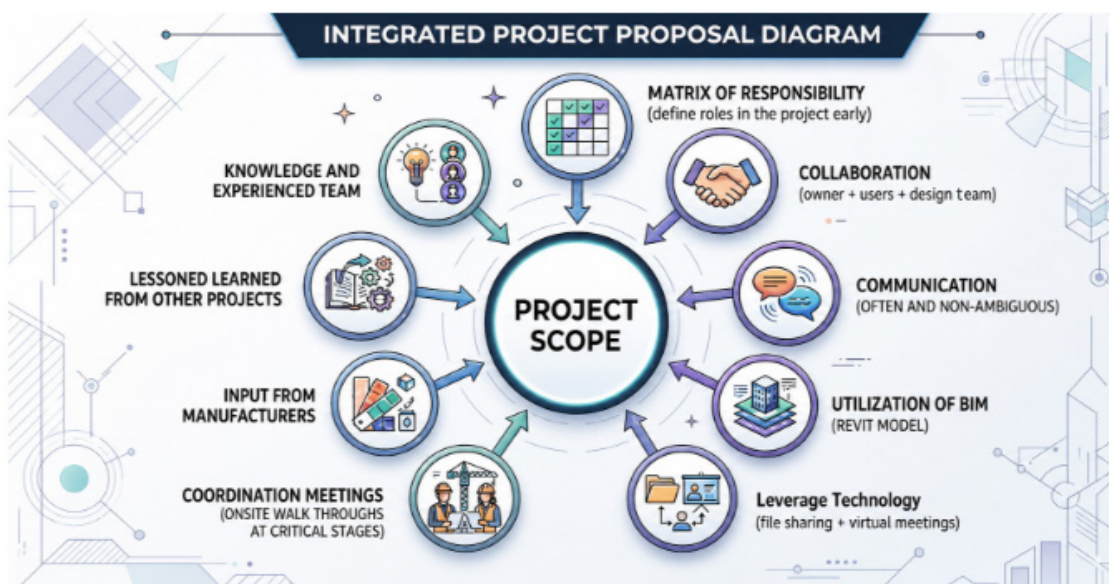
Soldotna Post Office Parking Assessment

Soldotna, AK

Soldotna Post Office Structural Repairs + Assessment

## Deliverables

1. Preliminary Design Report (Previously completed in 2025)
2. 30% Schematic Design Set (Not required based on preliminary recommendations from Item 1 above)
3. 60% Design Development Set
4. 90% Construction Document & Permit Set
5. 100% Bid Set
6. Construction Administration & Quality Assurance Inspections
7. Close Out
8. One Year Warranty Review



## Staffing Capacity

Cornerstone's building envelope team is ready, available, and well positioned, to work alongside the City of Unalaska for this city-wide contract that will ensure roof upgrades are provided to the highest industry standards and that can withstand the environmental conditions that they will face.

André Coppin is a registered architect, registered roof consultant and registered roof observer that will spearhead this project, along with multiple support staff, including the following persons:

- Lance Swanson — CAD Drafter (30+ years)
- Nicholas Page — Building Envelope Technologist (5 years)
- Azavier Coppin — Roof Observer (4 years)
- Marc Jenefsky — Architect of Record (30+ years)
- Juliet Anderson — Project Architect (15 years)

The timeline for this project fits perfectly in our planning and staffing, so we do not foresee any issues with providing the attention to the projects for the next coming seasons. We have available bandwidth to dedicate the resources required to help support the city. Our commitment to roofing and building envelope can be seen by the multiple projects that we have outlined.

### Current Task Orders

Cornerstone has proven that we can sustain multiple task orders from clients, while ensuring the quality of our work stays high. Current task order examples include:

#### Northshore Parks & Recreation Service Area (NPRSA)

1. NPRSA (NSC & HWC) Solar & Battery Upgrade
2. NSC Gazebo & Trellis
3. NSC Guardrail Upgrade
4. NPRSA Electrical Study
5. NPRSA FMX Data Collection

#### Port of Seattle

1. C15 Building Envelope Upgrades
2. Pier 66 Grand Staircase Waterproofing
3. Terminal 5 Roof Replacement

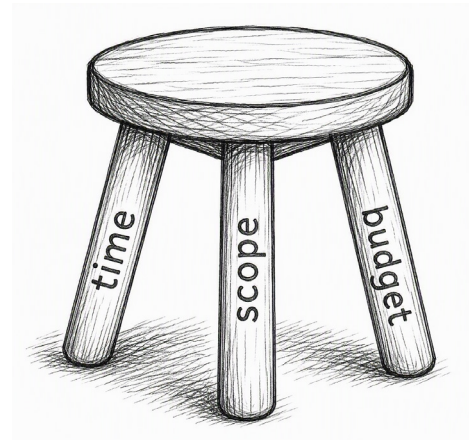
## Technical Competence

We have earned the reputation as a highly technical consultant firm providing forensic investigations, predesign reports, and bid documents that are thorough and easily understood. Our commitment to building envelope services is evidenced by the fact that we have an in-house dedicated building envelope consultant, André Coppin, AIA, RRC, RRO. He achieved his Registered Roof Consultant (RRC) designation in 2014 to maintain the highest level of expertise in our office. Each year, André volunteers his time to teach roof consulting seminars with the International Institute of Building Envelope Consulting.

## Team & Priority Management

From our extensive experience with multiple projects as well as IDIQ and on-call contracts, we have gained the necessary skills and foresight to plan, deliver and close projects out in a timely manner. We pride ourselves on being able to meet accelerated deadlines for deliverables in order to keep the projects moving forward and keep budgets aligned. We are also experienced in various types of scope reduction due to funding changes or other unforeseen effects that may alter one of the three legs of a project: **TIME**, **SCOPE**, and **BUDGET**.

We forecast project phases and schedule submittals well in advance of deadlines to avoid resource conflicts. Furthermore, our strategic partnership with PSM Consulting Engineers ensures that robust structural engineering capacity is locked in for any required seismic or load-bearing evaluations.





## Available Resources

Our dedicated internal team of experts and fluid processes help us eliminate bottlenecks and communication delays while supporting concurrent projects. This includes:

- Our team of principals, project managers, architects, technical support, LEED professionals, building envelope consultants, and roof inspectors
- Phased design, development & documentation
- Quality control & assurance processes (QA/QC)
- 24-hour response time via email & phone
- Same-day RFI turnaround time (where required)
- Cloud-based construction documentation & modern administration software tools
- Highly responsive partner firms available for various projects

Cornerstone and its sub-consultants have evaluated current commitments, confirming immediate availability and sustained capacity to support Unalaska's architectural needs and projects. Our project management team coordinates all work to develop practical, achievable schedules in collaboration with the Owner, while accounting for permitting requirements and public agency reviews. A dedicated contract manager will provide overall oversight, manage contract-level performance, and be the primary liaison between the Owner and Contractor during construction to ensure consistent, responsive service tailored to the City's needs.

## Current Multi-Year Contracts

Cornerstone is available for multi-year contracts as evidenced below. Current and previous contracts include:

- City of Seattle: Oncall Building Envelope: 2023 — Current
- Port of Seattle: (3) IDIQ contracts from 2015 — Current
- USPS: 1993 — Current
- NPRSA: (2) IDIQ contracts from 2021 — Current

## Building Envelope Team Current Workload

- Recently Completed Projects: 2
- Projects in Closeout: 2
- Projects in Design: 2
- Project Consulting: 4

## AVAILABILITY OF KEY PERSONNEL (CONTRACT DURATION)

- André Coppin, AIA, RRC, RRO (PM & Building Envelope Consultant): **AVAILABLE**
- Lance Swanson (CAD Drafter): **AVAILABLE**
- Nicholas Page (Building Envelope Technologist): **AVAILABLE**
- Azavier Coppin (Roof Observer): **AVAILABLE**
- M. David Stubbs, PE, SE (Structural Engineer): **AVAILABLE**
- Marc Jenefsky, AIA, NCARB, LEED AP (Architect of Record): **AVAILABLE**
- Other staff as required: **AVAILABLE**

Note: All underlined staff have previous experience working on Unalaska Roof Assessments

## Grant Support Experience

Cornerstone assisted the Northshore Parks and Recreation Service Area (NPRSA) with grant administration, including managing application forms and developing the study submitted to the grantor, Puget Sound Energy (PSE). The grant supported solar and battery upgrades for the Northshore Senior Center and Health & Wellness Center, to improve energy efficiency, sustainability, and durability across these facilities.



Unalaska City Hall Roof Assessment 2025 (Unalaska, AK)

## Personnel Qualifications



### André Coppin AIA, RRC, RRO

Project Manager, Building Envelope Consultant, Construction Administration

CORNERSTONE ARCHITECTURAL GROUP

As Managing Principal of Cornerstone Architectural Group, André brings more than 20 years of architectural & sustainable design experience. He is widely known throughout the Pacific Northwest for his attention to detail and technical solutions. André has experience leading hundreds of teams and projects through complex infrastructure projects from conception to completion. As recognition for his expertise as one of the leading Building Envelope Experts in the country, he was elected to be Region V Director of IIBEC.

#### Relevant Projects

##### CITY OF SEATTLE

Fire Station 25 Roof Replacement, 2012

Seattle Justice Center Roof Assessment, 2024-2025 (page 7)

Seattle City Hall Roof Assessment, 2024-2025 (page 7)

Seattle Municipal Tower (SMT)

- SMT Parking Garage Level 14 Floor Truss Connection & Floor At Grid M-5, 2018
- SMT Parking Garage Improvements, 2018
- Plaza Deck Waterproofing Levels 4, 6 & 14, 2015
- Level 7, 12 & 14, Protected Roof Membrane System, 2012

Seattle Public Utilities Facilities

- 814 Charles Street Tire Shop, Roof Replacement, 2019
- Haller Lake Grits Pit, Structural Cover, 2019
- Old Treatment Building Tolt Roof Replacement, Phases 1 & 2, 2018
- N. Operations Center Warehouse Roof Replacement, 2018

Fire Station 11 Building Envelope Consulting, 2014

Fire Station 16, 17, and 36 Roof Condition Assessment, 2025

##### PORT OF SEATTLE

Sea-Tac Int'l Airport, Concourse B, Roof Replacement, 2018 (page 8)

Net Sheds 3-6, Roof Replacement & Solar Panel Design, 2016-2017

C-15 Fishermen's Terminal Building, Envelope Study & Investigation, 2025 (page 6)

Port of Seattle Headquarters Pier 69, Roof Replacement, 2014

C-175 Cold Storage Roof Replacement, 2014

T-102 Roofs Bldgs A-D Replacement & HVAC Upgrades, 2014-2017

##### DES WASHINGTON STATE

East Capitol Plaza Garage Deck

- Waterproofing Replacement, 2018-2019
- Plaza Garage Condition Assessment, 2026

Washington State History Museum

- Plaza Deck Paver Pedestal, 2019
- Plaza Deck Waterproofing Replacement, 2016

##### GENERAL SERVICES ADMINISTRATION

Federal Office Building, Seattle, WA

- Roof Replacement and Terra Cotta & Window Restoration, 2008

##### UNIVERSITY OF WASHINGTON

Tower Garage Roof Repairs, Seattle

- Replaced traffic roof membrane at two 14-story garages, 2009-2010

Health Sciences Center E-Court Membrane Replacement, Plaza Deck, 2013

Fisheries Teaching Below Grade Waterproofing, 2010

Suzzallo Library, Curtainwall Repairs, Phase 1, 2008; 2, 2009

##### WESTERN WASHINGTON UNIVERSITY

Birnam Wood Envelope Study, assessment and recommendations for all eight buildings, 2016-Present

Birnam Wood Below Grade Exterior Foundation Wall Waterproofing Replacement; Phase 1, 2014; Phase 2, 2015; Phase 3, 2016

#### Relevant Qualifications

- 22+ years architectural design experience
- IIBEC Region V Director
- Member, International Institute of Building Enclosure Professionals (IIBEC)
- IIBEC National Education Committee Member, Current
- Instructor, Computer Aided Drafting & Physics, Samuel Jackman Prescod Polytechnic, Barbados, 2000-2005
- Focus on sustainable design
- Experienced roofing & waterproofing designer

#### Education

BS, Industrial Technology, Western Washington University, 1999

Certificate in Adult Education  
 Erdiston Teacher's Training College,  
 Barbados, 2002

Roof Technology & Science I  
 RCI, Inc., 2009  
 Roof Technology & Science II  
 RCI, Inc., 2010  
 Rooftop Quality Assurance  
 RCI, Inc., 2010

#### Registration

Architect: WA

Registered Roof Consultant (RRC)  
 Registered Roof Observer (RRO)



# Marc Jenefsky, AIA, NCARB, LEED AP

Principal, QA/QC, Constructability & Sustainability

CORNERSTONE ARCHITECTURAL GROUP

## Representative Projects

### Relevant Qualifications

- 30+ years architectural experience
- 20+ years of constructability, value engineering and peer review of Washington State K-12 schools on over 50 schools
- Active participant in LEED, BuiltGreen, Energy Star, Evergreen Sustainable Protocol and Washington Sustainable School Protocol

### Education

MS, Architecture, California Polytechnic State University at San Luis Obispo

BS, Architecture, California Polytechnic State University at San Luis Obispo

### Registration/Certification

Architect: WA, OR, AK, ID, SD, AZ

NCARB

Construction Quality Management Certificate, Army Corp of Engineers

### Affiliations

American Institute of Architects (AIA), member

Association for Learning Environments, (A4LE), member

### ISSAQUAH SCHOOL DISTRICT

Elementary School 16 / Issaquah, WA

Liberty High School Stadium Improvements / Renton, WA

Apollo Elementary School Activity Room Modifications / Renton, WA

Administrative Offices and Support Center Renovation / Issaquah, WA

### NORTH THURSTON PUBLIC

North Thurston High School Addition & Modernization / Lacey, WA

### KENNEWICK SCHOOL DISTRICT

Amistad Elementary Renovation & Constructability Review / Kennewick, WA

### MEAD SCHOOL DISTRICT

Mead Middle School Value Engineering / Mead, WA

### TOLEDO SCHOOL DISTRICT

Toledo High School Constructability Review / Toledo, WA

### AUBURN SCHOOL DISTRICT

Dick Scobee Elementary Exterior Constructability Review / Auburn, WA

### PUYALLUP SCHOOL DISTRICT

Bus Wash Constructability Review / Puyallup, WA

### CITY OF SEATTLE

Seattle Public Utilities, Haller Lake Grit Pit Cover / Seattle, WA

Park 90/5 Police Support Facility Renovation\* / Seattle, WA

Police Support Facilities, Detective Offices, Special Forces, Holding Cells, and Crime Lab\* / Seattle, WA

### THURSTON COUNTY

Courthouse and Juvenile Detention\* / Thurston County, WA

### CITY OF OLYMPIA

FCA Building Assessments / Olympia, WA

### PIERCE COUNTY

Environmental Services Building Roof Replacement Peer Review\* / University Place, WA

### NAVFAC NW

Naval Operations Service Center Building Security Upgrades / Sioux Falls, SD

Naval Base Kitsap Building 900 Roof and Wall Replacement\* / NBK Bremerton, WA

Whidbey Island Naval Air Station Hanger 11 Renovation and Security Upgrades\* / Whidbey Island, WA

Whidbey Island Naval Air Station Building 858 Roof Replacement\* / Whidbey Island, WA

Whidbey Island Naval Air Station Building 17 Roof Replacement\* / Whidbey Island, WA



# Nicholas Page

Building Envelope Technologist, Construction Administration

## CORNERSTONE ARCHITECTURAL GROUP

Nicholas is highly knowledgeable in building technologies and serves as an invaluable resource for Cornerstone. His extensive expertise in building systems, materials, and construction methods enables him to provide informed guidance throughout the design process. He is particularly skilled at researching, evaluating, and specifying products, ensuring that project solutions are practical, durable, and aligned with each client's goals.

## Relevant Projects

### CITY OF SEATTLE

Seattle Justice Center Roof Assessment, 2024-2025 (page 7)

Seattle City Hall Roof Assessment, 2024-2025 (page 7)

Seattle City Hall Curtain Wall Assessment, 2025

Fire Station 16, 17, and 36 Roof Condition Assessment, 2025

### STANWOOD CAMANO SCHOOL DISTRICT

Port Susan Middle School Roof Replacement | Stanwood, WA, 2023

Stanwood High School Warranty Repairs | Stanwood, WA, 2024

### ARLINGTON PUBLIC SCHOOLS

Arlington High School Addition |

Arlington, WA, 2022

Weston High School HVAC Replacement | Arlington, WA, 2023

Arlington School District Roof Assessment | Arlington, WA, 2022

Arlington Transportation Building Roof Overlay | Arlington, WA, 2023

Pioneer Elementary School BE Consulting | Arlington, WA, 2024

Presidents Elementary School BE Consulting | Arlington, WA, 2025

Stillaguamish Valley Learning Center BE Consulting | Arlington, WA, 2025

### MUKILTEO SCHOOL DISTRICT

Sno Isle TECH Roof Upgrades | Everett, WA, 2024

Mukilteo Elementary School Replacement, Phase 1, BE Consulting | Mukilteo, WA, 2025

### NORTHSHORE PARKS AND RECREATION SERVICE AREA

Northshore Senior Center Roof and HVAC Replacement | Bothell, WA, 2023

Health and Wellness Center Roof and HVAC Replacement | Bothell, WA, 2023

Health and Wellness Center Grease Interceptor Replacement & Crawlspace Repairs | Bothell, WA, 2025

### PORT OF SEATTLE

Pier 66 - Anthony's, Bell Harbor International Conference Center & Cruise Terminal Roof Upgrades | Seattle, WA, 2023

World Trade Center West Roof Replacement | Seattle, WA, 2024 (page 7)

Terminal 5 Roof Condition Assessments | Seattle, WA, 2024

Terminal 91 Roof Condition Investigation | Seattle, WA, 2024 (page 6)

Fishermen's Terminal C-15 Miscellaneous Improvements | Seattle, WA, 2024-Ongoing (page 6)

Terminal 5 Roof Replacements | Seattle, WA, 2025 (page 6)

Pier 66 Grand Staircase Replacement | Seattle, WA, 2026

## Relevant Qualifications

- 4 Years of Architectural firm experience
- IIBEC - Puget Sound Chapter, 2022-2026

## Education

Associates, Architectural Technology, Madison College, 2022

IIBEC Roof Technology & Science I, 2022

IIBEC Rooftop Quality Assurance, 2023

IIBEC Exterior Wall Technology & Science, 2025



# M. David Stubbs, P.E., S.E.

Civil Engineer, Structural Engineer

PSM CONSULTING ENGINEERS

Relevant Projects

## Relevant Qualifications

- 30 years of experience in structural design
- Extensive experience with investigation and upgrade of existing roofs for new loads

## Education

BSCE, University of Washington

## Registration/Certification

Registered Civil Engineer, WA  
Registered Structural Engineer, WA & AK

## DUTCH HARBOR AND UNALASKA

Innumerable projects at Unisea since 1980s. Current/recent projects are Heat Exchanger and Dryer Replacement

Onalaska Corporation Greenhouse

Alyeska Seafoods Pipe Bridge Rebuild

Charlies Produce Cooler

Westward Foods Refridgeration

## PORT OF SEATTLE

World Trade Center West Roof Replacement

Nordby C-2 Roof Replacement

T-102 Roof Replacement & HVAC Upgrades

Net Shed Roof Replacements

Pier 66 Roof Replacement

C14 Downie Building Evaluation and Repairs

Pier 69 Solar Investigation

Terminal 18 Kiosk Repairs

C-175 Cold Storage Roof Replacement

## BELLINGHAM

Bellingham Technical College Roof and Awning Repairs

WWU Birnam Woods: Many Projects

Bellingham Cold Storage Warehouses, numerous Additions and Evaluations

500 Square Apartments

Terra Firma Greenhouse

## LYNDEN

Darigold Lynden Truck Canopy

Canature Foods New \$40M Plant

Enfield Farms Lynden: Many Projects

## SEATTLE PUBLIC SCHOOLS

Eckstein Middle School Roof Replacement & Exterior Repairs

Kimball Elementary

Rainier Beach HS Additions, Seismic Upgrades, and Renovations

Olympic View and Van Asselt Elementary Re-Roof Projects

Dearborn Park International School Re-Roof Upgrades

Seattle Public Schools Seattle Cedar River Watershed Edu Center Bridge Water Damage Repair

## UNIVERSITY OF WASHINGTON

Bothell Parapet Repairs

Fleet Services Roof Replacement

E Court Plaza Deck Renovations

## CITY OF SEATTLE & SEATTLE PUBLIC UTILITIES

City Light South Service Center Re-Roof

Seattle Municipal Tower: Numerous Re-Roof Projects

Public Utilities Fleet Services Re-Roof

## INDIVIDUAL WASHINGTON PROJECTS

Darigold Building Reviews, Added Cranes, Silo Pads, Warehouse Additions, and Other Projects

ESF Enhanced Service Facility

Fuji Chemical Processing Plant

Issaquah School District Administration Building HVAC Upgrade + Building Remodel

NPRSA Northshore Senior Center Upgrades

Washington Beef Machine Room Addition, Existing Building Evaluation, and Other Projects

Tree Top Processing Building Review and Renovations



# Technical & Program Management Approach

At Cornerstone, years of experience have shown that manufacturers' technical details represent the minimum standard for our clients' roofing systems. Adhering to these standards helps ensure durable, long-lasting roof systems that are readily available in the marketplace, can be installed by the cadre of contractors, and maintain effective cost controls that minimize overrun risks. We are versed at working with multiple suppliers during design to achieve **letters of intent to warrant**, so that the designs and systems are dialed in prior to bidding.

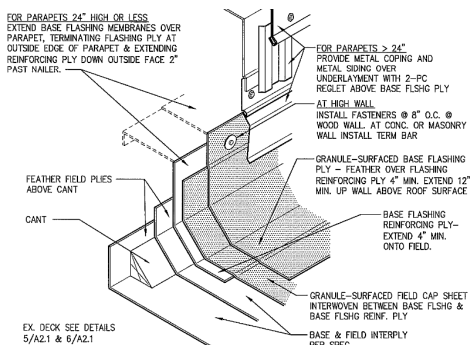
## Standardized Details & Specifications

We have amassed a valuable **library of details and technical know-how** from our previous work, that we will use to enhance the work of this contract. Every roof will be worked on as an independent system and assembly with specific requirements, with the understanding that each building system is different in intended use and services. Cornerstone understands that each system is varied and must be designed based on its **unique conditions, location and aesthetics**. Part of our technical process **includes developing systems that reduce maintenance cost but yet are easily maintained**.

## Quality Assurance & Control

Another major aspect of our technical process is our strategy for construction-phase **field quality installation inspections and reports**. Based on a cadence established with the project team, they provide site observation reports to help ensure that all systems are **installed in strict conformance with the contract documents and manufacturer warranty requirements**. Key strategies include:

- Review by licensed Architect/PM not involved in the project to improve clarity and coordination
- In-house principal-level QA/QC review, before bid
- Final review by in-house Roofing Consultant, before construction documents are issued



## Budget

Cornerstone is committed to delivering projects within the established budget. Our comprehensive construction documents, attention to detail, and rigorous quality assurance/quality control (QA/QC) processes promote accurate cost estimating, minimize unforeseen conditions, and reduce the need for change orders during construction. Throughout the design process, we monitor project scope and costs to help ensure the project remains aligned with the owner's budget objectives. Our team has a proven track record of **keeping project budgets in check while reducing procurement bottlenecks** through proactive planning and industry expertise. Cornerstone also maintains strong professional relationships throughout the supply chain that can be utilized to help mitigate material procurement challenges and support timely project delivery.

## Scheduling

Cornerstone is well versed at using "old school" Gantt charts as well as modern programs for scheduling, including MS Project. We plan schedules with Owners that include input from manufacturers and suppliers to ensure materials will be available for the project. For Unalaska, this includes factoring in the time required for procurement and shipping to the site for the construction season. This scheduling helps with identification of prospective cost which can align with budgeting protocols.

## Construction Administration

For program management, our previous work with the Port of Seattle, Northshore Parks and Recreation Service Area and United States Postal Service, have made us **adapt and highly qualified** to enhance the facilities of Unalaska by designing and providing construction administration to the roof systems. Our team foresees working alongside the project manager to **develop a schedule that reflects the priority of the city, with an eye on logistics and procurement**. Our team will ensure that the strategic goals of the city are met, while ensuring that projects are phased to **reduce disruption to operations and increase biddability** to the contractors in the service area.



Cornerstone  
ARCHITECTURAL GROUP

Citywide Roofing RFQ  
Evaluation Summary Sheet

|                                           |        |       | SUM OF ALL EVALUATIONS |      |         |   |   |  |
|-------------------------------------------|--------|-------|------------------------|------|---------|---|---|--|
| Evaluation Criteria                       | Weight | %     | Cornerstone            | GHD  | Stantec |   |   |  |
| Background and Experience                 | 40     | 40.0% | 14                     | 13   | 9       | 0 | 0 |  |
| Staffing Capacity                         | 10     | 10.0% | 11                     | 15   | 10      | 0 | 0 |  |
| Personnel Qualifications                  | 25     | 25.0% | 14                     | 11   | 11      | 0 | 0 |  |
| Technical and Program Management Approach | 25     | 25.0% | 9                      | 12   | 15      | 0 | 0 |  |
| Total Raw Score                           | 1500   |       | 1245                   | 1245 | 1110    | 0 | 0 |  |
| Grand Total Score                         | 100    | —     | 83                     | 83   | 74      | 0 | 0 |  |

## **AGREEMENT FOR CONSULTING AND RELATED SERVICES**

THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the City of Unalaska (“City”) and Cornerstone Architectural Group (“Consultant”).

WHEREAS, City requested qualifications for Citywide Roof Repair Engineering Services (“RFQ”); and

WHEREAS, Consultant responded to the RFQ (“Consultant’s Response”) and was selected by City for contract negotiations; and

WHEREAS, City and Consultant negotiated a final Project Schedule, and Fee Schedule; and

WHEREAS the parties hereto desire to enter into a contract setting forth the terms under which Consultant will, as requested, perform such work;

NOW THEREFORE the parties hereto do mutually agree as follows:

### **1. Contract Documents**

The contract documents consist of the documents listed below. In the event of any conflict between documents, such conflict shall be resolved by giving priority to the contract documents in the order listed.

- 1.1 This Agreement;
- 1.2 Insurance Requirements, attached hereto as Exhibit A;
- 1.3 Task Orders, as described in Section 2.2;
- 1.4 FY 2027 Fee Schedule, attached hereto as Exhibit B;
- 1.5 The RFQ; and
- 1.6 Consultant’s Response.

### **2. Engagement of Consultant & Task Orders**

2.1 Consultant agrees to provide professional services generally described in the Scope of Services of the RFQ in accordance with the provisions of this Agreement. Subject to Section 2.2, all services shall be rendered in accordance with a Project Schedule and compensation paid in accordance with a Fee Schedule set forth in a Task Order. Consultant shall not perform any work except pursuant to a Task Order. This Agreement does not guarantee a specific Task Order or any Task Order whatsoever.

2.2 The City anticipates implementation of roofing projects over multiple fiscal years as funding becomes available. Accordingly, performance of the Scope of Services shall be carried out in accordance with a Task Order. Task Orders shall generally be issued on an annual basis during the Term of this Agreement, though nothing in this Agreement prohibits more or less frequent Task Orders. A Task Order shall be initiated by the City giving notice of the services that the City desires to be performed during a specified period. Consultant may timely propose changes. All Task Orders shall be subject to the Project Schedule and the Fee Schedule unless the Task Order expressly states “*Modification to Project Schedule,*” followed by the modifications,

which shall apply to that Task Order only, or “*Modification to Fee Schedule*,” followed by the modifications, which shall apply to that Task Order only. No Task Order shall be effective until signed by both parties.

### **3. Term of Agreement**

This term of this Agreement shall be City fiscal year 2027, which commences on July 1, 2026, and fiscal years 2028, 2029, 2030, and 2031. Thereafter, the Agreement may be extended by the mutual written agreement of City and Consultant, with such amendments as the parties may agree to.

### **4. Compensation, Invoicing, and Payment**

4.1 For services rendered, Consultant shall be entitled to compensation in accordance with the Fee Schedule, or as set forth in a Task Order if the Fee Schedule is expressly modified for that Task Order.

4.2 Consultant shall render periodic invoices as services are performed and costs are incurred. Each invoice shall identify the Task Order(s) pursuant to which work was performed, accompanied by a description of the work performed and reimbursable costs incurred, and accompanied by such evidence in support thereof as may be reasonably required by the City.

4.3 City shall pay each invoice within 30 days, provided that the invoice is in proper form and City may, at its option, withhold ten percent (10%) from each payment pending satisfactory completion of the work by Consultant. Should City withhold any amount, it shall provide Consultant with written notice of the reason complete payment is not made and what Consultant shall do to receive the balance of the payment.

### **5. Personnel**

Consultant agrees to furnish all personnel necessary for expeditious and satisfactory performance of this Agreement, each to be competent, experienced, and well qualified for the work assigned. No person objected to by the City shall be employed by Consultant for work hereunder.

### **6. Independent Contractor Status**

In performing under this Agreement, Consultant acts as an independent contractor and shall have responsibility for and control over the details and means for performing the consulting services required hereunder.

### **7. Indemnification**

Consultant shall defend and save harmless City or any employee, officer, insurer, or elected official thereof from and against losses, damages, liabilities, expenses, claims, and demands but only to the extent arising out of any negligent act or negligent omission of Consultant while performing under the terms of this Agreement.



## **8. Assignment**

Consultant shall not assign this Agreement or any of the monies due or to become due hereunder without the prior written consent of City.

## **9. Subcontracting**

Consultant may not subcontract its performance under this Agreement without prior written consent of City. Any subcontractor must agree to be bound by terms of this Agreement.

## **10. Designation of Representatives**

The Parties agree, for the purposes of this Agreement, the City shall be represented by and may act only through Project Manager Marc Kielmeyer, or such other person as he may designate in writing. Consultant shall advise City in writing of the name of its representative in charge of the administration of this Agreement, who shall have authority to act for and bind Consultant in connection with this Agreement.

## **11. Termination**

Either party shall have the right to terminate this Agreement in whole or in part at any time and for good cause, by delivery of thirty days' written notice, specifying the extent and effective date thereof. After receipt of such notice, Consultant shall stop work hereunder to the extent and on the date specified in such notice, terminate all subcontracts and other commitments to the extent they relate to the work terminated, and deliver to City all designs, computations, drawings, specifications and other material and information prepared or developed hereunder in connection with the work terminated.

In the event of any termination pursuant to this clause, Consultant shall be entitled to be paid as provided herein for direct labor hours expended and reimbursable costs incurred prior to the termination pursuant to Section 4 hereof, and for such direct labor hours and reimbursable costs as may be expended or incurred thereafter with City's approval in concluding the work terminated, it being understood that Consultant shall not be entitled to any anticipated profit on services not performed. Except as provided in this clause, any such termination shall not alter or affect the rights or obligations of the parties under this Agreement.

## **12. Ownership and Use of Documents**

Consultant agrees that all original design reproducible drawings, all pertinent calculations, specifications, reports, data, and other documents prepared for the City hereunder are the property of the City and the City shall have the right, without payment of additional compensation, to disclose, reproduce, and use such documents.

## **13. Insurance**

Consultant shall comply with Insurance Requirements, Exhibit A hereto.

#### **14. Claims Recovery**

Claims by City resulting from Consultant's failure to comply with the terms of and specifications of this Agreement and/or default hereunder may be recovered by City by withholding the amount of such claims from compensation otherwise due Consultant for work performed or to be performed. City shall notify Consultant of any such failure, default or damage therefrom as soon as practicable and no later than 10 days after discovery of such event by written notice. Nothing provided herein shall be deemed as constituting an exclusive remedy on behalf of City, nor a waiver of any other rights hereunder at law or in equity. Design changes required as a result of failure to comply with the applicable standard of care shall be performed by the Consultant without additional compensation.

#### **15. Performance Standard**

Services performed under this Agreement will be performed with reasonable care or the ordinary skill of the profession practicing in the same or similar location and under similar circumstances and shall comply with all applicable codes and standards.

#### **16. Compliance with Applicable Laws**

Consultant shall in the performance of this Agreement comply with all applicable federal, state, and local laws, ordinances, orders, rules, and regulations applicable to its performance hereunder, including without limitation, all such legal provisions pertaining to social security, income tax withholding, medical aid, industrial insurance, workers' compensation, and other employee benefit laws. Consultant also agrees to comply with all contract provisions pertaining to grant or other funding assistance which City may choose to utilize to perform work under this Agreement. The Consultant and all subcontractors must comply with state laws related to local hire and prevailing wages.

#### **17. Records and Audit**

Consultant agrees to maintain sufficient and accurate records and books of account, including detailed time records, showing all direct labor hours expended and all reimbursable costs incurred and the same shall be subject to inspection and audit by City at all reasonable times. All such records and books of account pertaining to any work performed hereunder shall be retained for a period of not less than six years from the date of completion of the improvements to which the consulting services of this Agreement relate.

#### **18. Reporting of Progress and Inspection**

Consultant agrees to keep City informed as to progress of the work under this Agreement by providing monthly written progress reports, and shall permit City to have reasonable access to the work performed or being performed, for the purpose of any inspection City may desire to undertake.

## **19. Inspections by City**

The City has the right, but not the duty, to inspect, in the manner and at reasonable times it considers appropriate during the period of this Agreement, all facilities and activities of the Consultant as may be engaged in the performance of this Agreement.

## **20. Endorsements on Documents**

Endorsements and professional seals, if applicable, must be included on all final plans, specifications, estimates, and reports prepared by the Consultant. Preliminary copies of such documents submitted for review must have seals affixed without endorsement (signature).

## **21. Notices**

Any official notice that either party hereto desires to give the other shall be delivered through the United States mail by certified mail, return receipt requested, with postage thereon fully prepaid and addressed as follows:

### **To City:**

Marc Kielmeyer  
City of Unalaska  
Box 610  
Unalaska, AK 99685

### **To Consultant:**

Cornerstone Architectural Group  
6161 NE 175TH ST STE 101  
Kenmore, WA 98028

The addresses hereinabove specified may be changed by either party by giving written notice thereof to the other party pursuant to this paragraph.

## **22. Venue/Applicable Law**

The venue of any legal action between the parties arising as a result of this Agreement shall be laid in the Third Judicial District of the Superior Court of the State of Alaska and this Agreement shall be interpreted in accordance with the laws of the State of Alaska.

## **23. Attorney's Fees**

In the event either party institutes any suit or action to enforce its right hereunder, the prevailing party shall be entitled to recover from the other party its reasonable attorney's fees and costs in such suit or action and on any appeal therefrom.

## **24. Waiver**

No failure on the part of City to enforce any covenant or provisions herein contained, nor any waiver of any right hereunder by City, unless in writing and signed by the parties sought to be bound, shall discharge or invalidate such covenants or provisions or affect the right of City to enforce the same or any other provision in the event of any subsequent breach or default.

## **25. Binding Effect**

The terms, conditions and covenants contained in this Agreement shall apply to, inure to the benefit of, and bind the parties and their respective successors.

**26. Entire Agreement/Modification**

This Agreement, including the contract documents set forth in Section 1, constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior negotiations and understandings are superseded and replaced by this Agreement and shall be of no further force and effect. No modification of this Agreement shall be of any force or effect unless reduced to writing, signed by both parties and expressly made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective date indicated below.

**CITY OF UNALASKA**

**CORNERSTONE ARCHITECTURAL  
GROUP**

By: \_\_\_\_\_  
Marjorie Veeder  
Interim City Manager

Date: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A

### Citywide Roofing Repair Consulting Services

#### INSURANCE REQUIREMENTS

Consultant shall procure and maintain for the duration of the contract, at its own expense, insurance against claims for injuries to persons or damages to property which may arise from or in connection with services provided by Consultant, its employees, agents or representatives.

**A. Minimum Scope and Limit of Insurance: coverage shall be at least as broad as:**

- 1. Commercial Liability:** Shall have limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, including coverage for Bodily Injury and Property Damage, Premises and Operations Liability, Products and Completed Operations Liability and Personal Injury Liability.
- 2. Professional Liability:** insurance with limits of not less than \$2,000,000 per claim and \$2,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. Insurance must be maintained and evidence of insurance provided for a minimum of 3 years after completion of work.
- 3. Commercial Automobile Liability** on all owned, hired, non-hired and rented vehicles of not less than \$1,000,000 combined single limit per accident/occurrence for bodily injury and property damage.
- 4. Workers' Compensation** insurance in accordance with the statutory coverages required by the State of Alaska, and Employers Liability insurance with limits not less than the following:

Bodily Injury by accident: \$1,000,000 per accident  
Bodily Injury by disease \$1,000,000 policy limit  
Bodily injury by disease \$1,000,000 each employee

and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work, including but not limited to Voluntary Compensation, Federal Longshoremen and Harbor Workers Act, Maritime and the Outer Continental Shelf's Land Act.

*The State of Alaska has no reciprocal agreements with any other state for Workers' Compensation insurance coverage. An Alaska Workers' Compensation insurance policy is required to work in Alaska.*

- 5. Additional lines of coverage** may be required depending upon the type and scope of work and activity in the final contract, including but not limited to:
  - a. Umbrella/Excess Liability:** insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
  - b. Cyber Liability:** shall have limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Coverage shall be sufficiently broad enough to respond to the duties and obligations of the vendor.
  - c. Drone Aviation Liability:** if a drone is used in the project, insurance coverage of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate is required, including coverage for in flight operations, bodily injury, and property damage. Coverage shall include invasion of privacy and trespass.
  - d. Environmental/Pollution Liability:** applicable to the work being performed combined single limit per occurrence shall not be less than \$2,000,000 and \$2,000,000 aggregate per policy period of one year.

- e. **Aircraft Liability:** If work involves use of an aircraft, Aircraft Liability insurance is required covering all owned and non-owned aircraft with a per occurrence limit of not less than \$1,000,000.
- f. **Watercraft Liability:** If work involves use of watercraft, Protection and Indemnity insurance is required with limits not less than \$1,000,000 per occurrence.

If Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Unalaska, its officials, employees, volunteers or agents (collectively, "the City"), shall be entitled to the broader coverage and/or the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

**B. Additional Insurance Provisions**

1. **Acceptability of Insurers and Cancellation Notification:** Consultant shall place coverage with insurance companies rated at least A-:VIII by A.M. Best Company, or companies specifically approved by the City. These policies providing coverage shall contain provisions and endorsements stating that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice.
2. **Additional insureds:** The City shall be covered as additional insured as respects liability arising out of services performed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City and this additional insured status shall be endorsed upon the Commercial General Liability policy and any other policies where so allowed.
3. **Primary Coverage:** For any claims related to contracted services performed by the Consultant, Consultant's insurance coverage shall be primary coverage as respects the City. Any issuance of self-insurance maintained by the City shall be excess of Consultant's insurance and shall not contribute to it.
4. **Waiver of Subrogation:** There shall be no right of subrogation against the City by which any insurer of the consultant may acquire against the city by virtue of payment of loss under any such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.
5. **Deductibles and Self-Insured Retentions:** In the event any insurance coverage required contains any self-insured retention or deductible, Consultant shall be responsible for such self-insured retention or deductible. Any such self-insured retention shall be evidenced on the applicable Certificate of Insurance.
6. **Verification of Coverage:** Before service begins Consultant shall furnish the City with Certificate(s) of Insurance on standard ACORD insurance form(s) evidencing required insurance coverage and all required amendatory endorsements. Failure to obtain the required certificates and endorsements prior to beginning service shall not waive Consultant's obligation to provide them and shall not affect the coverage provided to the City. Acceptance of Certificates of Insurance with deficient or erroneous coverage does not absolve Consultant from carrying and maintaining the required coverage.

Certificates of Insurance shall be prepared and emailed to:

**Certificate Holder:** City of Unalaska, Dept. of Public Works  
PO Box 610, Unalaska  
Unalaska, AK 99685

**Email to:** [mkielmeyer@ci.unalaska.ak.us](mailto:mkielmeyer@ci.unalaska.ak.us) and [risk@ci.unalaska.ak.us](mailto:risk@ci.unalaska.ak.us)



The City reserves the right to request complete, certified copies of full insurance policies, including endorsements.

- 7. Sub-Consultants Coverage:** If the Consultant employs sub-Consultants to perform any work here under, the Consultant agrees to require such sub-Consultants to obtain, carry, maintain, and keep in force during the time in which they are engaged in performing any work or service hereunder, policies of insurance which comply with all requirements. This requirement is applicable to sub-Consultants of any tier. It is further agreed that upon request by the City, the Consultant will provide copies of any and all sub-Consultant certificates of insurance and endorsements for review of compliance.
- 8. Maintenance of Coverage:** Failure by the Consultant to maintain the required insurance coverage or to comply with the above, may, at the option of the City, be deemed defective work and remedied in accordance with the service contract.
- 9. Notification of Change in Requirements:** The City may modify these insurance requirements for any extension term due to changes in scope of work or changes in market conditions.

## EXHIBIT B - 2027 FEE SCHEDULE



6161 NE 175th Street, Suite 101  
Kenmore, Washington 98028  
206.682.5000  
[cornerstonearch.com](http://cornerstonearch.com)

September 3, 2026

City of Unalaska  
P.O. Box 610, 43 Raven Way  
Unalaska, AK 99685

Dear Marc:

Please find listed below the hourly billing rates for the various positions as requested.

### **Cornerstone Architectual Group** (Architecture, Building Envelope & Interior Design)

- Principal + BE Expert \$250.00
- Building Envelope Expert \$240.00
- Project Manager \$200.00
- Project Architect/Interior Designer \$180.00
- Architectural Designer + BET \$150.00
- CADD/Technical Support \$130.00
- Administrative \$90.00

**Consultants: Add 10 % mark-up to billing rates listed below.**

### **Peterson Strehle Martinson, Inc** (Structural Engineering)

- Principal \$275.00
- Project Manager \$250.00
- Senior Engineer \$225.00
- Engineer \$200.00
- CADD Drafter \$125.00
- REVIT Modeler \$140.00
- Administration \$100.00

### **Hultz BHU** (Mechanical & Electrical Engineering)

- Principal \$250.00
- Associate Principal \$225.00
- Senior Engineer 2 \$190.00
- Project Manager \$175.00
- Project Engineer \$160.00
- Project Manager \$150.00
- Senior Designer \$130.00
- Project Designer \$120.00
- CAD Technician \$110.00
- Clerical \$85.00

Please do not hesitate to contact me if I can provide additional information.

Respectfully,

A handwritten signature in blue ink, appearing to read 'AC', with a stylized flourish extending to the right.

André Coppin, AIA + RRC  
Managing Principal



## Request for Qualifications

### Citywide Roofing Consulting Services

Issue Date: June 4, 2026

Due Date: July 10, 2026

City of Unalaska  
Department of Public Works  
P.O. Box 610  
Unalaska, Alaska 99685  
907-581-1260

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## List of Attachments

- Attachment A – Contract Form
- Attachment B – Insurance Requirements
- Attachment C – Preliminary Schedule
- Attachment D – City of Unalaska-Roof Assessments Final Report

Unalaska, the 12th largest incorporated city in Alaska, is located 800 miles southwest of Anchorage, just 50 miles from the Great Circle route. Nestled in the heart of the rich North Pacific/Bering Sea fisheries, our community is a vibrant blend of industry and history. With 44 miles of roads connecting our port, harbors, and private docks to local businesses and a thriving residential community of 4,113 residents, we are dedicated to supporting one of Alaska's busiest and most prosperous coastlines. For over 30 years, Unalaska's economy has primarily relied on commercial fishing, seafood processing, fleet services, and marine transportation. The Port of Dutch Harbor is the only deep-draft, ice-free port from Unimak Pass west to Adak and north to the Bering Strait's headwaters. Designated as a "Port of Refuge," it offers year-round protection for disabled or distressed vessels, along with ground and warehouse storage and transshipment opportunities for the thousands of vessels fishing or transiting the waters around the Aleutian Islands. Each year, over 1.7 billion pounds of frozen seafood are shipped to domestic and international markets in North America, Europe, and Asia, making the Port of Dutch Harbor the nation's leader in the quantity of catch landed and consistently ranking first or second in the nation in catch value for over 25 years.

## I. GENERAL

The City of Unalaska (the "City") is seeking Statements of Qualifications ("SOQs") from qualified engineering and/or architectural firms ("Respondents") to provide professional roofing assessment, design, bidding, and construction administration services for a phased roof replacement and rehabilitation program. The City is interested in firms with demonstrated experience delivering roofing and building envelope projects in remote, marine, and harsh-weather environments with limited construction seasons and complex logistics requirements.

The City currently anticipates twenty-seven (27) municipal buildings requiring varying levels of roof rehabilitation, replacement, drainage improvements, waterproofing upgrades, and related roof improvements over an anticipated ten (10) year period.

The SOQs must be received by **4:00 pm on Friday, July 10, 2026**, at the City Hall Clerk's Office by mail, in person drop-off, or by email.

City of Unalaska  
Office of the City Clerk, Estkarlen Magdaong  
P.O. Box 610  
43 Raven Way  
Unalaska, Alaska 99685  
Tel. 907-581-1251  
[emagdaong@unalaska.gov](mailto:emagdaong@unalaska.gov)  
[esevilla@unalaska.gov](mailto:esevilla@unalaska.gov)

OR

Marc Kielmeyer, Project Manager  
[mkielmeyer@unalaska.gov](mailto:mkielmeyer@unalaska.gov)

Any SOQ received after the time and date specified may not be considered. An electronic copy of the RFQ documents may be obtained from the City of Unalaska website: <http://www.unalaska.gov/rfps>



All questions about this Request for Qualifications must be directed to Marc Kielmeyer, Project Manager.

City of Unalaska  
Marc Kielmeyer, Project Manager  
Phone: (907) 581-1260  
[mkielmeyer@unalaska.gov](mailto:mkielmeyer@unalaska.gov)

Each SOQ must be submitted in accordance with the Submission Requirements as prescribed in Section IV of this RFQ.

A pre-proposal conference will be held on **June 19, 2026 at 2:00pm AKST** and can be attended telephonically via MS Teams:

Link: <https://teams.microsoft.com/meet/2865331775442?p=uFx7VhGWtrH4hECwBn>  
Meeting ID: 286 533 177 544 2  
Passcode: aQ7pN6s9  
Dial in by phone: +1 332-249-0602,,387437266#  
Phone conference ID: 387 437 266#

## II. SCOPE OF SERVICES

The City of Unalaska maintains several facilities that support critical public operations and community services. Several facilities have experienced roof deterioration due to age, weather exposure, and poor maintenance. The city has completed initial roof condition assessments and developed a preliminary roof priority list identifying facilities requiring rehabilitation or replacement. The City anticipates implementation of projects over multiple fiscal years as funding becomes available.

The selected Consultant will assist the City in implementing a long-term improvement program intended to extend facility service life, reduce long term-maintenance costs, improve weather resistance, address life safety and code compliance concerns, improve energy efficiency where practical, standardize roofing details and specifications where appropriate, develop construction-ready bid documents for phased implementation as well as contract administration and inspection during construction.

The City would like to contract with the selected consultant for an initial period of five years with the option to extend the agreement on a yearly basis.

The City intends to issue individual task orders for specific buildings or groups of buildings over time.

The selected firm will provide professional engineering and/or architectural services which may include, but are not limited to, the following:

- **Roof Assessments & Existing Condition Verification**

Review available roof condition reports and perform additional field investigations as necessary to design project plans and bid documents. Services may include:

- Site visits and visual inspections
- Moisture investigations
- Core sampling coordination
- Review of drainage conditions

- Review of roof-mounted equipment impacts
- Documentation of deficiencies
- Identification of temporary repair needs

#### • **Roofing System Design**

Develop design solutions for roof rehabilitation and replacement projects. Services may include:

- Schematic design
- Design development
- Roofing system selection recommendations
- Insulation and thermal performance analysis
- Drainage improvements
- Flashing and waterproofing details
- Roof access and safety improvements
- Coordination with rooftop mechanical/electrical equipment
- Preparation of technical specifications
- Preparation of stamped construction documents

#### • **Structural & Building Envelope Coordination**

Provide structural and building envelope evaluations related to roofing improvements, including:

- Structural review of roof framing where necessary
- Snow load considerations
- Wind uplift considerations
- Building envelope coordination
- Waterproofing transitions
- Exterior wall and parapet interface coordination

#### • **Cost Estimating & Capital Planning Support**

Assist the City with project budgeting and long-term planning, including:

- Preliminary opinion of probable construction costs
- Phasing recommendations
- Lifecycle cost evaluations
- Budget forecasting
- Prioritization assistance
- Funding strategy support

#### • **Permitting & Regulatory Coordination**

Provide support for applicable permitting and code compliance requirements, including:

- Applicable building code review
- Coordination with regulatory agencies
- Permit support documentation
- Energy code considerations

#### • **Bid & Procurement Support**

Assist the City during contractor procurement phases, including:

- Preparation of bid-ready documents
- Bid schedule development
- Technical specification preparation
- Addenda support
- Responses to bidder questions
- Bid review and technical evaluation support
- Recommendation of award support

- **Construction Administration Services**

Provide construction administration support during project implementation, which may include:

- Submittal review
- Requests for Information (RFI) review
- Periodic site observations
- Coordination meetings
- Change order review
- Punch list preparation
- Project closeout assistance
- Warranty documentation review

Construction contract administration and inspection

- **Program Management & Standardization**

The City desires consistency across projects implemented over the duration of the roofing program. The Consultant may be asked to:

- Develop standardized roofing details and specifications
- Maintain project records and historical documentation
- Assist with asset management tracking
- Coordinate sequencing between annual projects
- Provide annual program status updates
- Assist with future project prioritization adjustments

### III. SERVICES TIMELINE

1. Submittal of Statement of Qualifications due: July 10, 2026 @ 4:00pm.
2. Interview selected finalists: Starting the week of July 13, 2026 (if required).
3. Anticipated performance period: The City will issue task orders on an annual basis to the chosen respondent of this RFQ for design work of specific building roofs over an approximate five (5) year program duration.

## IV. SUBMISSION REQUIREMENTS

### Statement of Qualifications Submission

SOQs must be received by **4:00 pm on Friday, July 10, 2026**, at the City Hall Clerk's Office by mail, in person drop-off, or by email.

City of Unalaska  
Office of the City Clerk, Estkarlen Magdaong  
P.O. Box 610  
43 Raven Way  
Unalaska, Alaska 99685  
Phone: 907-581-1251

OR

[mkielmeyer@unalaska.gov](mailto:mkielmeyer@unalaska.gov)

Any SOQ received after the time and date specified may not be considered. It is the Respondent's sole and independent responsibility to timely submit their SOQs and Respondents assume the risk of delays in delivery of mail. Note that mail service to Unalaska is regularly delayed due to bad weather. The City may, in its sole discretion, relax or extend the submission deadline. The Request for Qualifications shall remain open for at least 30 days. A contract, if any, shall be awarded based on evaluation of Statements of Qualifications by the City (see Section V – Evaluation & Criteria).

### Questions

All questions or inquiries should be directed to:

City of Unalaska  
Marc Kielmeyer, Project Manager  
Phone: (907) 581-1260  
[mkielmeyer@unalaska.gov](mailto:mkielmeyer@unalaska.gov)

Interested firms must submit a **Statement of Qualifications (SOQ)** containing:

1. Introduction Letter – A cover letter introducing the firm and its interest in providing professional roofing assessment, design, and construction administration services to the City of Unalaska, including an understanding of the City's long-term roofing improvement program.
2. Firm Background & Experience – An overview of the firm's history, areas of expertise, and experience with municipal roofing projects, public facility rehabilitation, deferred maintenance programs, or similar capital improvement work.
3. Past Projects & References – Summaries of at least three (3) relevant projects completed within the past ten (10) years, including a summary of the project scope, methodology, challenges, and outcomes. Include at least one client reference with contact information for each past project.
4. Staffing Capacity – A description of the firm's organizational capacity, available resources, current workload, and ability to support multiple phased projects over the duration of the roofing program.

5. Personnel Qualifications – Resumes and qualifications of key personnel proposed for the program, including project management, roofing/building envelope design, structural engineering, and construction administration staff.
6. Technical & Program Management Approach – A description of the firm’s approach to delivering phased roofing projects over a multi-year program, including quality control, project coordination, scheduling, budgeting support, standardization of details/specifications, and construction administration.
7. Sample Deliverables – Provide representative examples of similar work products prepared for comparable projects. Examples may include:
  - Roof assessment reports
  - Roofing system recommendations
  - Construction details and specifications
  - Cost estimate formats
  - Capital improvement planning documents
  - Bid package examples
  - Construction administration reports
  - Quality assurance documentation.
8. Optional: Grant opportunities and support – Firms may provide information regarding their experience and capabilities to assist the Owner in identifying, evaluating, and supporting potential grant and external funding opportunities related to roofing and facility capital improvement projects.

**Page Limit:** 20 pages (excluding cover page and dividers).

## V. EVALUATION & CRITERIA

The City’s Project Manager will appoint the Evaluation Team from among the City of Unalaska staff. The entire scoring procedure, including Evaluation Team meetings and scoring materials, will be held strictly confidential until after negotiations are concluded. All Evaluation Team members will be required to certify that they have no conflicts of interest and that they will strictly adhere to the procedures described herein. The evaluation process is as follows:

1. City of Unalaska receives SOQs
2. Evaluation Team evaluates SOQs according to the established criteria
3. Negotiate a final scope of work, project schedule, and fee schedule with the firm with the highest scoring proposal. The contract will be in the form of Attachment A - Agreement for Consulting and Related Services.

Evaluation of each category will consider the extent to which the Respondent’s SOQ clearly and effectively addresses the City’s needs. Responses should address the following criteria:

### **Firm Background and Experience (40 pts):**

- Experience with roofing assessment, design, and construction administration
- Experience with building envelope systems and roof rehabilitation or replacement projects
- Experience delivering work for public-sector or municipal clients
- Experience with occupied facility renovations and phased construction
- Experience with facility renovations in Alaska or remote locations
- Response from References

**Staffing Capacity (10 pts):**

- Ability to support multiple concurrent task orders
- Current workload and availability of key personnel
- Depth of supporting staff and in-house resources
- Ability to sustain staffing over a multi-year program

**Personnel Qualifications (25 pts):**

- Qualifications and experience of proposed project manager and key technical staff
- Demonstrated roofing/building envelope expertise
- Structural engineering and construction administration capabilities
- Experience of assigned personnel on similar projects

**Technical and Program Management Approach (25 pts):**

- Approach to managing a phased, multi-year roofing program
- Quality control and quality assurance processes
- Methods for budgeting, scheduling, and cost control
- Approach to standardizing details and specifications across multiple buildings
- Construction administration approach and communication with the City

Additional consideration may be given to an interview, if held.

**Statement of Qualifications Selection**

- A. The City reserves the right to reject any or all SOQs received. The selection of a successful SOQ shall be at the sole discretion of the City of Unalaska. No proposed agreement between the City and any Respondent shall be effective until approved by the City Council of the City of Unalaska and signed by the City Manager or authorized City official.
- B. The City is not liable for any costs incurred by Respondents in preparing or submitting SOQs. In submitting a SOQ, each Respondent acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any Respondent in anticipation of City Council action approving or disapproving any agreement without limitation.
- C. If the Contract is to be awarded, it will be awarded to the most qualified Respondent ("Consultant") whose evaluation by the City indicates to the City that the award will be in the best interests of the City.
- D. Nothing in this Request for Qualifications or in subsequent negotiations creates any vested rights in any person.
- E. Payment will be made upon receipt of detailed invoices listing specific activities for which the charge is being made.
- F. The Consultant shall fulfil its obligations hereunder as an independent contractor of the City. The City may administer the contract and monitor the Consultant's compliance with its obligations hereunder. The City shall not supervise the Consultant other than as provided in this section; provided, however, that nothing in this paragraph shall preclude the City from insisting on complete and timely performance of obligations under the contract.
- G. Nondiscrimination: The Consultant will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, marital status, or mental or physical handicap.

- H. The Consultant shall state, in all solicitations for employees to work on contract jobs, that all qualified applicants will receive consideration for employment without unlawful discrimination based upon race, color, religion, national origin, ancestry, age, sex, marital status, or mental or physical handicap.
- I. Permits, Laws and Taxes: The Consultant shall acquire and maintain in good standing all permits, licenses, and other entitlements necessary to its performance under this contract, including a city business license. All actions taken by the Consultant under this contract shall comply with all applicable statutes, ordinances, rules, and regulations. The Consultant shall pay all taxes pertaining to its performance under this contract.

## VI. GENERAL REQUIREMENTS

### **Examination of Request for Qualification Documents**

- A. It is the responsibility of each Respondent before submitting a Statement of Qualifications:
  - 1. To examine thoroughly the RFQ Documents and other related data identified in the RFQ documents;
  - 2. To study and carefully correlate Respondent's knowledge and observations with the RFQ documents and such other related data;
  - 3. To promptly notify the City of all conflicts, errors, ambiguities or discrepancies, which Respondent has discovered in or between the RFQ Documents.
- B. The submission of a SOQ will constitute an incontrovertible representation by Respondent:
  - 1. That Respondent has complied with every requirement of this Request for Qualifications;
  - 2. That the SOQ is premised upon providing an accurate representation of qualifications and other materials required by the RFQ documents;
  - 3. That Respondent has given the City written notice of all conflicts, errors, ambiguities, and discrepancies that Respondent has discovered in the RFQ documents and the written resolution thereof by the City is acceptable to Respondent;

### **Interpretations and Addenda**

- A. All questions about the meaning or intent of the RFQ documents are to be directed to the City. Interpretations or clarifications considered necessary by the City in response to such questions will be issued by Addenda and will be posted to the City website to all parties recorded by the Issuing Office as having received the SOQ. Questions received less than 6 days prior to the SOQ submission due date may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- B. Addenda may also be issued to modify the RFQ documents as deemed advisable by the City.

### **Modifications and Withdrawal of SOQ**

- A. Prior to the time and date designated for SOQ submission deadline, any SOQ submitted may be withdrawn by notice to the party receiving SOQs at the place designated for receipt of SOQs. Such notice shall be in writing with the signature of the Respondent. SOQ modifications must be sent to the office to which the original SOQ is delivered or sent.



- B. If, within 48 hours after the SOQ submission deadline, any Respondent files a duly signed, written notice with the City and promptly thereafter demonstrates to the satisfaction of the City that there was a material and substantial mistake in the preparation of its SOQ, that Respondent may withdraw its SOQ. Whether a SOQ may be withdrawn pursuant to this paragraph shall be determined solely by the discretion of the City.

## VII. CONTRACT AWARD & OTHER ITEMS

### **Signing of Agreement**

When the City gives a Notice of Award to the successful Respondent, it will be accompanied by the Contract, with other Contract Documents attached. Within 10 days thereafter, the Respondent shall sign and deliver the Contract. Thereafter, the City shall deliver one fully signed counterpart to Respondent. The form of the Contract is attached hereto as Attachment A.

### **Insurance**

The successful Respondent will be required to provide City with the appropriate insurance coverage. Please see Attachment B.

### **RFQ Acknowledgement:**

In submitting this SOQ, Respondent represents that Respondent has familiarized itself with the nature and extent of the RFQ documents, requirements, and all local conditions prescribed by this RFQ.

Respondent has given the City written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in the RFQ documents and the written resolution thereof by the City is acceptable to Respondent, and the RFQ documents are generally sufficient to indicate and convey understanding of all required materials expected of the Respondent to be submitted as part of the Statement of Qualifications in response to this RFQ.

# Statement of Qualifications

July 10, 2026

## City of Unalaska Citywide Roofing Consulting Services Solicitation Proposal



# Cornerstone

ARCHITECTURAL GROUP

6161 NE 175th Street, Suite 101

Kenmore, WA 98028

206.682.5000 | [cornerstonearch.com](http://cornerstonearch.com)





Unalaska Roof Assessment 2025 (Unalaska, AK)

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6161 NE 175th Street, Suite 101  
Kenmore, WA 98028  
206.682.5000  
cornerstonearch.com

July 10, 2026

Marc Kielmeyer, Project Manager  
City of Unalaska | Office of the City Clerk  
P.O. Box 610  
43 Raven Way  
Unalaska, AK 99685

**RE: Unalaska Citywide Roofing Consulting Services Solicitation Proposal**

Dear Marc,

Cornerstone Architectural Group is pleased to submit our proposal to provide Citywide Roofing Consulting Services for the City of Unalaska. As the City advances its long-term, phased 10-year roofing improvement program, we recognize that a coordinated, highly technical design approach grounded in cost-effective solutions to ensure **reliable performance in one of the nation's most demanding coastal environments** will be required.

Positioned in the North Pacific, Unalaska experiences persistent high winds, heavy precipitation, salt-laden air, and constrained construction seasons. These conditions demand roofing solutions that go beyond standard practice. Success requires an integrated understanding of building envelope performance, constructability in remote locations, and long-term durability. Cornerstone brings this combined expertise, with a proven track record of evaluating, designing, and administering building envelope improvements for public agencies in similarly challenging marine environments, including our work with the Port of Seattle and City of Seattle.

We have assembled a highly experienced team dedicated to delivering exceptional service while supporting the City's operational goals and return on investment. We also **recognize that these harsh environmental conditions** offer valuable insight into accelerated roof aging, providing a unique opportunity to inform smarter, evidence-based decisions for future improvements. Cornerstone is prepared to partner with the City of Unalaska in maintaining its designation as a "Port of Refuge" through comprehensive roofing designs that are sustainable, long-lasting solutions to maximize lifecycle cost and ensure reliable performance. Our approach evaluates multiple options for each building's roof and recommends solutions aligned with the City's long-term financial and operational objectives, that can be maintained easily.

We are confident in our ability to **efficiently deliver highly technical roofing, design, and construction administration services at a high standard across multiple facilities**. Throughout the process, we will maintain a **strong focus on cost-effectiveness and technical rigor**, with the understanding that procurement needs to be planned in advance to meet the start construction window. Each building will be evaluated as a unique system, with specific conditions influencing the hygrothermal performance of its roof assembly. This approach enables the development of targeted, practical, and sustainable recommendations. Our team will operate from our base in Kenmore, Washington, with site visits conducted as needed to perform field assessments.

Sincerely,

A handwritten signature in blue ink, appearing to read 'ARC', with a long horizontal stroke extending to the right.

André Coppin, Architect | AIA, RRC, RRO | Roofing Expert, Building Envelope Expert, Principal + Project Manager

Cornerstone Architectural Group | 6161 NE 75th St, Suite 101, Kenmore, WA 98028

206-682-5000 | acoppin@cornerstonearch.com

# Firm Background & Experience

## YEAR ESTABLISHED

1993

## STAFF

A 15-person firm with four principals, each with 20+ years of professional experience.

**Cornerstone Architectural Group is a self identified minority owned firm.**

## MAIN OFFICE

6161 NE 175th Street, Suite 101  
Kenmore, WA 98028

206-682-5000

## MANAGING PRINCIPAL

André Coppin, AIA, RRC, RRO  
acoppin@cornerstonearch.com

## AREAS OF EXPERTISE

- ADA Consulting & Design
- Owner's Building Envelope Consultant
- K-12 Educational Facilities
- Offices & Warehouses
- Roof Design, Repair & Replacement
- Waterproofing (Parking Garages, Below Grade)
- Building Condition Assessment
- Site Planning and Design
- Heating & Ventilation Engineering
- Sustainable Design

## LONG LASTING AND SUSTAINABLE BUILDING ENVELOPE SOLUTIONS

Cornerstone Architectural Group and its consultants are committed to providing the City of Unalaska with durable, sustainable roofing solutions. Our team is highly qualified and experienced, with a combined portfolio of more than 200 projects. We are an expert team that is highly experienced in:

- Roofing assessments
- Roof system designs and recommendations
- Highly technical details and specifications
- Realistic cost estimates based on independent market research
- Contributed to multiple capitol planning documents
- Highly technical and detailed bid documents
- Continuous site observation/construction administration reports
- Regular onsite quality assurance visits and reports

We have extensive experience preparing roof condition assessment reports and construction documents for projects ranging from residential to airport concourses. Our work spans a wide range of building types, including fire stations, multifamily housing, office buildings, schools, gymnasiums, conference centers, plaza decks, and refrigerated warehouses.

This breadth of experience has established us as experts in building envelope systems, and we will bring that expertise to this construct. We are recognized as a highly technical consulting firm that produces clear, thorough, and well-organized documentation.



**Cornerstone**  
ARCHITECTURAL GROUP

BUILDING ENCLOSURE DESIGN + PROJECT MANAGEMENT

**André Coppin, AIA, RRC, RRO**

ARCHITECT / BUILDING ENVELOPE EXPERT  
CONSTRUCTION ADMINISTRATION

**Marc Jenefsky, AIA, NCARB, LEED AP**

PRINCIPAL, QA/QC, CONSTRUCTABILITY, SUSTAINABILITY

**Nicholas Page**

BUILDING ENVELOPE TECHNOLOGIST /  
CONSTRUCTION ADMINISTRATION

## OTHER STAFF AS REQUIRED

3 - PRINCIPALS  
4 - PROJECT ARCHITECTS  
2 - TECHNICAL SUPPORT  
2 - ADMIN  
1 - LEED PROFESSIONAL  
(INCLUDES 3 EXPERIENCED  
ROOF INSPECTORS)

## CORE CONSULTANT

STRUCTURAL  
ENGINEERING  
PSM Structural  
Engineers  
**M. David Stubbs, PE, SE**

## Experience with Scope Elements

| Project                                                                   | Brief Scope/Location                                                   | Year/<br>Simultaneous<br>Management | 24 hour<br>Operation | Condition<br>Analysis &<br>Assessment | Design/Bid<br>Documents | Construction<br>Administration/QA<br>QC Reports | Closeout | Project<br>Delivery<br>Type |
|---------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------|----------------------|---------------------------------------|-------------------------|-------------------------------------------------|----------|-----------------------------|
| C-15 Fishermen's Terminal<br>Miscellaneous<br>Upgrades + Solar            | BE Upgrades +<br>Solar<br>Seattle, WA                                  | 2027                                | ✓                    | ✓                                     | ✓                       | ✓                                               | ✓        | DBB                         |
| NPRSA NSC &<br>HWC Solar &<br>Battery                                     | Solar & Battery<br>Upgrades<br>Bothell, WA                             | 2026-2027                           |                      | ✓                                     | ✓                       | ✓                                               | ✓        | DBB                         |
| Arlington High<br>School Roof<br>Replacement                              | Owner's Roofing<br>Consultant<br>Arlington, WA                         | 2026                                |                      |                                       |                         | ✓                                               | ✓        | DBB                         |
| Pier 66 Grand<br>Staircase Upgrades                                       | Waterproofing &<br>Stair Replacement<br>Seattle, WA                    | 2026                                | ✓                    |                                       | ✓                       | ✓                                               | ✓        | DBB                         |
| Seattle City Hall<br>Roof Condition<br>Assessment                         | EPDM & Roofs &<br>Curtainwall<br>Seattle, WA                           | 2025-2026                           |                      | ✓                                     |                         | ✓                                               |          | DBB                         |
| Fire Stations 16, 17<br>& 36 Roof Upgrades<br>(3 Separate id<br>Packages) | Condition<br>Assessment & Bid<br>Documents<br>Seattle, WA              | 2025                                | ✓                    | ✓                                     | ✓                       |                                                 |          | ON<br>HOLD                  |
| <b>Unalaska Citywide<br/>Roof Condition<br/>Assessment</b>                | <b>27 Buildings<br/>Unalaska, AK</b>                                   | <b>2025</b>                         |                      | ✓                                     |                         |                                                 |          | --                          |
| Terminal 5 Roof<br>Replacements                                           | Roof Overlays/Fall<br>Protection<br>Seattle, WA                        | 2025                                | ✓                    |                                       | ✓                       | ✓                                               | ✓        | DBB                         |
| Terminal 91<br>Cruise Terminal<br>Roof Condition<br>Assessment            | Roof Condition<br>Assessment<br>Seattle, WA                            | 2024                                |                      | ✓                                     |                         |                                                 |          | --                          |
| NPRSA NSC and<br>HWC Roof & HVAC<br>Upgrades                              | Roof + HVAC<br>Replacement<br>Bothell, WA                              | 2023 &<br>2024                      |                      |                                       | ✓                       | ✓                                               | ✓        | DBB                         |
| WTCW Roof<br>Replacement                                                  | Roof Overlay/<br>Green Roof<br>Seattle, WA                             | 2022/2023                           |                      | ✓                                     | ✓                       | ✓                                               | ✓        | DBB                         |
| USPS Montesano<br>Post Office Building<br>Envelope Upgrades               | Historic<br>Preservation/BE<br>Montesano, WA                           | 2022/2023                           |                      | ✓                                     | ✓                       | ✓                                               | ✓        | Select<br>Bidder<br>List    |
| NAVFAC NW<br>Building 900                                                 | Re-Roof<br>Bremerton, WA                                               | 2022/2023                           | ✓                    | ✓                                     | ✓                       | ✓                                               | ✓        | TDB                         |
| Arlington SD<br>Roof Condition<br>Assessment                              | Multiple Locations<br>(10 Buildings)<br>Arlington WA                   | 2022/2023                           |                      | ✓                                     |                         |                                                 |          | --                          |
| Pier 66 Roof<br>Upgrades                                                  | Roof Upgrades +<br>Fall Protection<br>Seattle, WA                      | 2021/2022                           | ✓                    | ✓                                     | ✓                       | ✓                                               | ✓        | DBB                         |
| DES East Plaza<br>Waterproofing                                           | Plaza Garage<br>Waterproofing<br>Replacement, GC/<br>CM<br>Olympia, WA | 2020                                | ✓                    | ✓                                     | ✓                       | ✓                                               | ✓        | GC/CM                       |
| Concourse B Roof<br>Replacement                                           | Roof Overlay/<br>Skylight<br>Replacement<br>Sea-Tac, WA                | 2017/2018                           | ✓                    | ✓                                     | ✓                       | ✓                                               | ✓        | --                          |

DBB - DESIGN BID BUILD

GC/CM - GENERAL CONTRACTOR/CONTRACT MANAGER.

DB - DESIGN BUILD

TBD - TRADITIONAL DESIGN BUILD

PDB - PROGRESSIVE DESIGN BUILD

BE - BUILDING ENVELOPE



## Past Projects & References

### Fishermen's Terminal C15 Building + Solar Upgrades | Seattle, WA

|          |                                                                                                                                                       |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Client   | Port of Seattle                                                                                                                                       |
| Value    | \$9.6 Million                                                                                                                                         |
| Complete | Estimated 2027                                                                                                                                        |
| Team     | André Coppin, AIA/RRC   Project Manager,<br>Building Envelope Expert, Becky Braaten  <br>Project Manager, Juliet Anderson, AIA   Project<br>Architect |

**Project Scope:** Cornerstone delivered design and bid services, including comprehensive carbon, predesign, and solar studies for the client. This led to full building envelope overhaul for thermal/waterproofing performance and energy efficiency. Construction is slated to commence Fall 2027. Challenges include working in a marine environment, and an occupied site. Client required Red List Free products be specified wherever possible.



### Terminal 5 Roof Replacements | Seattle, WA

|          |                                                                                                                         |
|----------|-------------------------------------------------------------------------------------------------------------------------|
| Client   | Port of Seattle                                                                                                         |
| Value    | \$1.3 Million                                                                                                           |
| Complete | 2025                                                                                                                    |
| Team     | André Coppin, AIA/RRC   Project Manager,<br>Building Envelope Expert, Nicholas Page  <br>Building Envelope Technologist |

**Project Scope:** Cornerstone provided design, bid, and construction administration services for this client. We provided condition assessments, and then designed roof overlay systems for the Port of Seattle's Terminal 5 Arrivals & Security and Maintenance & Repair Buildings. The upgraded roof systems should provide the Port with roof life extensions upwards of 30 years. Challenges include working in a high security site with active marina truck traffic on a daily basis.



### Terminal 91 Smith Cove Cruise Terminal Assessment | Seattle, WA

|          |                                                                      |
|----------|----------------------------------------------------------------------|
| Client   | Port of Seattle                                                      |
| Value    | N/A                                                                  |
| Complete | 2024-2025                                                            |
| Team     | André Coppin, AIA/RRC   Project Manager,<br>Building Envelope Expert |

**Project Scope:** We provided a roof condition assessment. The client requested that we review the roof systems that included a mechanical fastened single ply membrane as they are coming to the end of their warranted lives. The assessment consisted of the team performing a thorough visual inspection of the roofing system, drainage and rooftop mechanical unit flashings, along with skylight system review followed by roof cuts at strategic locations. Cornerstone delivered a comprehensive assessment with recommendations for design and construction.





**Seattle Justice Center Roof Replacement | Seattle, WA**

**Client** City of Seattle  
**Value** Estimated \$1.8 million  
**Complete** 2025/2026 (on hold)  
**Team** André Coppin, AIA/RRC | Project Manager,  
Building Envelope Expert, Juliet Anderson, AIA  
| Project Architect

**Project Scope:** Cornerstone was contracted to provide a roof condition assessment followed by the preparation of bid documents. This highly visible roof top space included an area for photographs after civil marriages. Our team provided visual and intrusive (roof cuts) assessment to determine the current condition of the roof. Based on the condition assessment, bid documents/permit documents were developed before the project was put on hold due to budget constraints.

**Seattle City Hall Roof Condition Assessment | Seattle, WA**

**Client** City of Seattle  
**Value** N/A  
**Complete** Estimated 2027  
**Team** André Coppin, AIA/RRC | Project Manager,  
Building Envelope Expert

**Project Scope:** Multiple roof systems were reviewed for this assessment, that included a green roof and protected membrane (EPDM) system, with pavers. The team performed a visual observation of conditions followed by roof cuts to ascertain a deeper understanding of the existing systems. Cornerstone delivered a comprehensive assessment with recommendations.

**World Trade Center West Roof Replacement | Seattle, WA**

**Client** Port of Seattle  
**Value** \$1.75 million  
**Complete** 2023/2024  
**Team** André Coppin, AIA/RRC | Project Manager,  
Building Envelope Expert, Nicholas Page |  
Building Envelope Technologist

**Project Scope:** For this project, Cornerstone delivered design, bid, and construction administration of this project. Existing EPDM roof was retained as an extra layer for a roof overlay that now serves as the substrate for a green roof that helped introduce more green space and reduce solar glare for Downtown Seattle. Electronic Leak Detection was utilized to empower the Port to be better protected against any potential moisture that might enter the system in the future. A successful feature of this project is its green roof. It is visible from a pedestrian overpass and neighboring building that connects to the cruise ship terminal, providing year-round interest.





**Northshore Senior Center Roof | Bothell, WA**

**Client** Northshore Parks & Recreation Service Area  
**Value** \$1.7 million  
**Complete** 2022-2023  
**Team** André Coppin, AIA/RRC | Project Manager,  
Building Envelope Expert, Becky Braaten |  
Architectural Designer, Nicholas Page |  
Building Envelope Technologist, Construction  
Observations

**Project Scope:** Cornerstone was contracted to provide a full set of construction documents for the upgrade of the exiting roof systems that comprised a flat roof area, where an overlay consisting of a bituminous base ply with a single ply capsheet was installed and various shingle roof areas, where the shingle systems were replaced. We provided construction administration along with regular site observation visits to ensure the work was compliant with the contract.

**Sea-Tac International Airport Concourse B Roof Overlay | Seattle, WA**

**Client** Port of Seattle  
**Value** \$3.5 million  
**Complete** 2018  
**Team** André Coppin, AIA/RRC | Project Manager,  
Building Envelope Expert

**Project Scope:** Cornerstone first provided a preliminary investigation that included multiple roof cuts to verify the existing roof system and mitigate change conditions during construction. For this continuously operating facility, we determined a roof overlay as the most prudent and cost-effective solution, including a roof coverboard and an 80 mil heavy-duty membrane (30 years expected life). Cornerstone designed replacement of 20,000 sf of translucent skylights and windows to upgrade light transmission into the concourse area. Challenges included working in a high security site with daily working airport operations.

**T102 Harbor Marina Corporate Center Roof Replacement | Seattle, WA**

**Client** Port of Seattle  
**Value** \$3.8 million  
**Complete** 2017  
**Team** André Coppin, AIA/RRC | Project Manager,  
Building Envelope Expert

**Project Scope:** Cornerstone provided a comprehensive roof replacement including insulation upgrades and fall protection along with a 30-year roof system for four separate roof areas comprised of modified bitumen sheets with a single-ply capsheet all set into hot asphalt. Additionally, 25 HVAC units were replaced as part of the scope. Challenges included working in a high security site with active business traffic on a daily basis.



## References

Paul Spivey, Sr. Project Manager, Capital Development  
City of Seattle

Dept. of Finance and Admin Services  
206-496-9915 | paul.spivey@seattle.gov  
700 5th Ave, Seattle, WA 98104  
Seattle Justice Center Roof Replacement

Rod Jackson, Project Manager

Port of Seattle  
206-787-3150 | jackson.r@portseattle.org  
2711 Alaskan Way, Seattle, WA 98121  
Fishermen's Terminal C15 Building & World Trade  
Center West Roof Replacement

Christine Scotton, Executive Director  
Northshore Parks & Recreation Service Area  
Executive Department  
425-806-6100 | christine.scotton@bothellwa.gov  
10201 E Riverside Dr, Bothell, WA 98011  
Northshore Senior Center Roof and HVAC Upgrades

## Recent Projects in Alaska

Unalaska, AK

Roof Condition Assessment

Eagle River, AK

Eagle River Post Office Structural Review (Earthquake)

Soldotna, AK

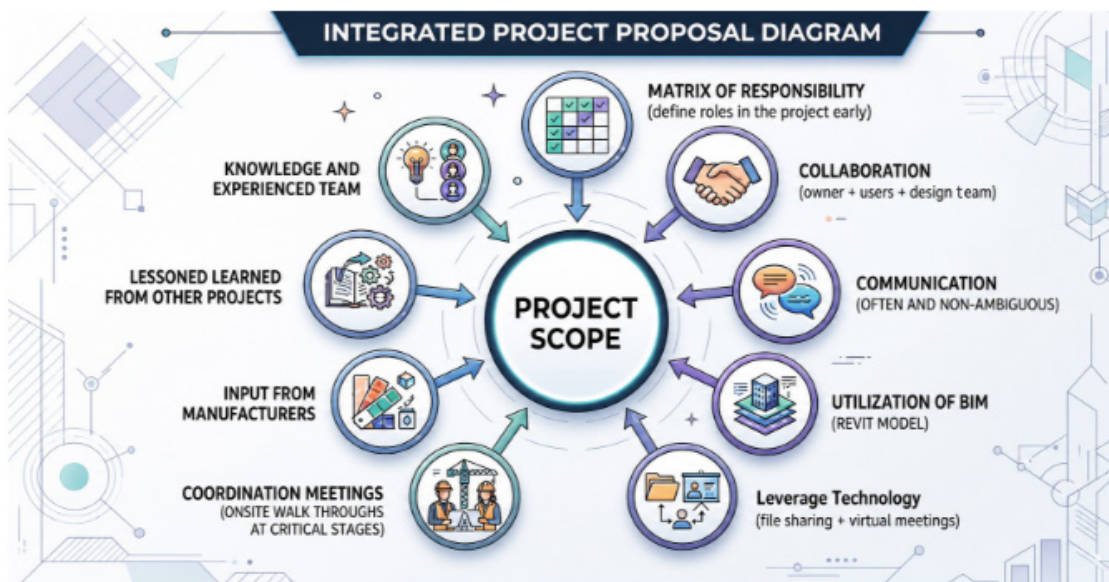
Soldotna Post Office Parking Assessment

Soldotna, AK

Soldotna Post Office Structural Repairs + Assessment

## Deliverables

1. Preliminary Design Report (Previously completed in 2025)
2. 30% Schematic Design Set (Not required based on preliminary recommendations from Item 1 above)
3. 60% Design Development Set
4. 90% Construction Document & Permit Set
5. 100% Bid Set
6. Construction Administration & Quality Assurance Inspections
7. Close Out
8. One Year Warranty Review



## Staffing Capacity

Cornerstone's building envelope team is ready, available, and well positioned, to work alongside the City of Unalaska for this city-wide contract that will ensure roof upgrades are provided to the highest industry standards and that can withstand the environmental conditions that they will face.

André Coppin is a registered architect, registered roof consultant and registered roof observer that will spearhead this project, along with multiple support staff, including the following persons:

- Lance Swanson — CAD Drafter (30+ years)
- Nicholas Page — Building Envelope Technologist (5 years)
- Azavier Coppin — Roof Observer (4 years)
- Marc Jenefsky — Architect of Record (30+ years)
- Juliet Anderson — Project Architect (15 years)

The timeline for this project fits perfectly in our planning and staffing, so we do not foresee any issues with providing the attention to the projects for the next coming seasons. We have available bandwidth to dedicate the resources required to help support the city. Our commitment to roofing and building envelope can be seen by the multiple projects that we have outlined.

### Current Task Orders

Cornerstone has proven that we can sustain multiple task orders from clients, while ensuring the quality of our work stays high. Current task order examples include:

#### Northshore Parks & Recreation Service Area (NPRSA)

1. NPRSA (NSC & HWC) Solar & Battery Upgrade
2. NSC Gazebo & Trellis
3. NSC Guardrail Upgrade
4. NPRSA Electrical Study
5. NPRSA FMX Data Collection

#### Port of Seattle

1. C15 Building Envelope Upgrades
2. Pier 66 Grand Staircase Waterproofing
3. Terminal 5 Roof Replacement

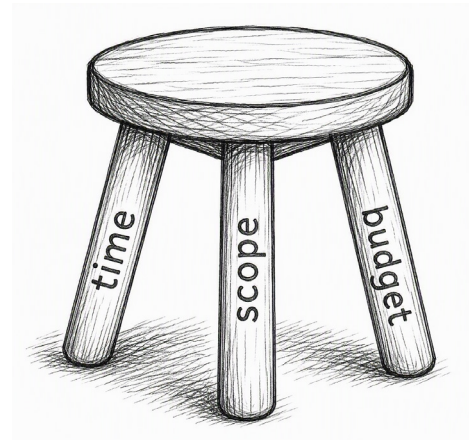
## Technical Competence

We have earned the reputation as a highly technical consultant firm providing forensic investigations, predesign reports, and bid documents that are thorough and easily understood. Our commitment to building envelope services is evidenced by the fact that we have an in-house dedicated building envelope consultant, André Coppin, AIA, RRC, RRO. He achieved his Registered Roof Consultant (RRC) designation in 2014 to maintain the highest level of expertise in our office. Each year, André volunteers his time to teach roof consulting seminars with the International Institute of Building Envelope Consulting.

## Team & Priority Management

From our extensive experience with multiple projects as well as IDIQ and on-call contracts, we have gained the necessary skills and foresight to plan, deliver and close projects out in a timely manner. We pride ourselves on being able to meet accelerated deadlines for deliverables in order to keep the projects moving forward and keep budgets aligned. We are also experienced in various types of scope reduction due to funding changes or other unforeseen effects that may alter one of the three legs of a project: **TIME**, **SCOPE**, and **BUDGET**.

We forecast project phases and schedule submittals well in advance of deadlines to avoid resource conflicts. Furthermore, our strategic partnership with PSM Consulting Engineers ensures that robust structural engineering capacity is locked in for any required seismic or load-bearing evaluations.





## Available Resources

Our dedicated internal team of experts and fluid processes help us eliminate bottlenecks and communication delays while supporting concurrent projects. This includes:

- Our team of principals, project managers, architects, technical support, LEED professionals, building envelope consultants, and roof inspectors
- Phased design, development & documentation
- Quality control & assurance processes (QA/QC)
- 24-hour response time via email & phone
- Same-day RFI turnaround time (where required)
- Cloud-based construction documentation & modern administration software tools
- Highly responsive partner firms available for various projects

Cornerstone and its sub-consultants have evaluated current commitments, confirming immediate availability and sustained capacity to support Unalaska's architectural needs and projects. Our project management team coordinates all work to develop practical, achievable schedules in collaboration with the Owner, while accounting for permitting requirements and public agency reviews. A dedicated contract manager will provide overall oversight, manage contract-level performance, and be the primary liaison between the Owner and Contractor during construction to ensure consistent, responsive service tailored to the City's needs.

## Current Multi-Year Contracts

Cornerstone is available for multi-year contracts as evidenced below. Current and previous contracts include:

- City of Seattle: Oncall Building Envelope: 2023 — Current
- Port of Seattle: (3) IDIQ contracts from 2015 — Current
- USPS: 1993 — Current
- NPRSA: (2) IDIQ contracts from 2021 — Current

## Building Envelope Team Current Workload

- Recently Completed Projects: 2
- Projects in Closeout: 2
- Projects in Design: 2
- Project Consulting: 4

## AVAILABILITY OF KEY PERSONNEL (CONTRACT DURATION)

- André Coppin, AIA, RRC, RRO (PM & Building Envelope Consultant): **AVAILABLE**
- Lance Swanson (CAD Drafter): **AVAILABLE**
- Nicholas Page (Building Envelope Technologist): **AVAILABLE**
- Azavier Coppin (Roof Observer): **AVAILABLE**
- M. David Stubbs, PE, SE (Structural Engineer): **AVAILABLE**
- Marc Jenefsky, AIA, NCARB, LEED AP (Architect of Record): **AVAILABLE**
- Other staff as required: **AVAILABLE**

Note: All underlined staff have previous experience working on Unalaska Roof Assessments

## Grant Support Experience

Cornerstone assisted the Northshore Parks and Recreation Service Area (NPRSA) with grant administration, including managing application forms and developing the study submitted to the grantor, Puget Sound Energy (PSE). The grant supported solar and battery upgrades for the Northshore Senior Center and Health & Wellness Center, to improve energy efficiency, sustainability, and durability across these facilities.



Unalaska City Hall Roof Assessment 2025 (Unalaska, AK)

## Personnel Qualifications



### André Coppin AIA, RRC, RRO

Project Manager, Building Envelope Consultant, Construction Administration

CORNERSTONE ARCHITECTURAL GROUP

As Managing Principal of Cornerstone Architectural Group, André brings more than 20 years of architectural & sustainable design experience. He is widely known throughout the Pacific Northwest for his attention to detail and technical solutions. André has experience leading hundreds of teams and projects through complex infrastructure projects from conception to completion. As recognition for his expertise as one of the leading Building Envelope Experts in the country, he was elected to be Region V Director of IIBEC.

#### Relevant Projects

##### CITY OF SEATTLE

Fire Station 25 Roof Replacement, 2012

Seattle Justice Center Roof Assessment, 2024-2025 (page 7)

Seattle City Hall Roof Assessment, 2024-2025 (page 7)

Seattle Municipal Tower (SMT)

- SMT Parking Garage Level 14 Floor Truss Connection & Floor At Grid M-5, 2018
- SMT Parking Garage Improvements, 2018
- Plaza Deck Waterproofing Levels 4, 6 & 14, 2015
- Level 7, 12 & 14, Protected Roof Membrane System, 2012

Seattle Public Utilities Facilities

- 814 Charles Street Tire Shop, Roof Replacement, 2019
- Haller Lake Grits Pit, Structural Cover, 2019
- Old Treatment Building Tolt Roof Replacement, Phases 1 & 2, 2018
- N. Operations Center Warehouse Roof Replacement, 2018

Fire Station 11 Building Envelope Consulting, 2014

Fire Station 16, 17, and 36 Roof Condition Assessment, 2025

##### PORT OF SEATTLE

Sea-Tac Int'l Airport, Concourse B, Roof Replacement, 2018 (page 8)

Net Sheds 3-6, Roof Replacement & Solar Panel Design, 2016-2017

C-15 Fishermen's Terminal Building, Envelope Study & Investigation, 2025 (page 6)

Port of Seattle Headquarters Pier 69, Roof Replacement, 2014

C-175 Cold Storage Roof Replacement, 2014

T-102 Roofs Bldgs A-D Replacement & HVAC Upgrades, 2014-2017

##### DES WASHINGTON STATE

East Capitol Plaza Garage Deck

- Waterproofing Replacement, 2018-2019
- Plaza Garage Condition Assessment, 2026

Washington State History Museum

- Plaza Deck Paver Pedestal, 2019
- Plaza Deck Waterproofing Replacement, 2016

##### GENERAL SERVICES ADMINISTRATION

Federal Office Building, Seattle, WA

- Roof Replacement and Terra Cotta & Window Restoration, 2008

##### UNIVERSITY OF WASHINGTON

Tower Garage Roof Repairs, Seattle

- Replaced traffic roof membrane at two 14-story garages, 2009-2010

Health Sciences Center E-Court Membrane Replacement, Plaza Deck, 2013

Fisheries Teaching Below Grade Waterproofing, 2010

Suzzallo Library, Curtainwall Repairs, Phase 1, 2008; 2, 2009

##### WESTERN WASHINGTON UNIVERSITY

Birnam Wood Envelope Study, assessment and recommendations for all eight buildings, 2016-Present

Birnam Wood Below Grade Exterior Foundation Wall Waterproofing Replacement; Phase 1, 2014; Phase 2, 2015; Phase 3, 2016

#### Relevant Qualifications

- 22+ years architectural design experience
- IIBEC Region V Director
- Member, International Institute of Building Enclosure Professionals (IIBEC)
- IIBEC National Education Committee Member, Current
- Instructor, Computer Aided Drafting & Physics, Samuel Jackman Prescod Polytechnic, Barbados, 2000-2005
- Focus on sustainable design
- Experienced roofing & waterproofing designer

#### Education

BS, Industrial Technology, Western Washington University, 1999

Certificate in Adult Education  
Erdiston Teacher's Training College,  
Barbados, 2002

Roof Technology & Science I  
RCI, Inc., 2009  
Roof Technology & Science II  
RCI, Inc., 2010  
Rooftop Quality Assurance  
RCI, Inc., 2010

#### Registration

Architect: WA

Registered Roof Consultant (RRC)  
Registered Roof Observer (RRO)





# Marc Jenefsky, AIA, NCARB, LEED AP

Principal, QA/QC, Constructability & Sustainability

CORNERSTONE ARCHITECTURAL GROUP

## Representative Projects

### Relevant Qualifications

- 30+ years architectural experience
- 20+ years of constructability, value engineering and peer review of Washington State K-12 schools on over 50 schools
- Active participant in LEED, BuiltGreen, Energy Star, Evergreen Sustainable Protocol and Washington Sustainable School Protocol

### Education

MS, Architecture, California Polytechnic State University at San Luis Obispo

BS, Architecture, California Polytechnic State University at San Luis Obispo

### Registration/Certification

Architect: WA, OR, AK, ID, SD, AZ

NCARB

Construction Quality Management Certificate, Army Corp of Engineers

### Affiliations

American Institute of Architects (AIA), member

Association for Learning Environments, (A4LE), member

### ISSAQUAH SCHOOL DISTRICT

Elementary School 16 / Issaquah, WA

Liberty High School Stadium Improvements / Renton, WA

Apollo Elementary School Activity Room Modifications / Renton, WA

Administrative Offices and Support Center Renovation / Issaquah, WA

### NORTH THURSTON PUBLIC

North Thurston High School Addition & Modernization / Lacey, WA

### KENNEWICK SCHOOL DISTRICT

Amistad Elementary Renovation & Constructability Review / Kennewick, WA

### MEAD SCHOOL DISTRICT

Mead Middle School Value Engineering / Mead, WA

### TOLEDO SCHOOL DISTRICT

Toledo High School Constructability Review / Toledo, WA

### AUBURN SCHOOL DISTRICT

Dick Scobee Elementary Exterior Constructability Review / Auburn, WA

### PUYALLUP SCHOOL DISTRICT

Bus Wash Constructability Review / Puyallup, WA

### CITY OF SEATTLE

Seattle Public Utilities, Haller Lake Grit Pit Cover / Seattle, WA

Park 90/5 Police Support Facility Renovation\* / Seattle, WA

Police Support Facilities, Detective Offices, Special Forces, Holding Cells, and Crime Lab\* / Seattle, WA

### THURSTON COUNTY

Courthouse and Juvenile Detention\* / Thurston County, WA

### CITY OF OLYMPIA

FCA Building Assessments / Olympia, WA

### PIERCE COUNTY

Environmental Services Building Roof Replacement Peer Review\* / University Place, WA

### NAVFAC NW

Naval Operations Service Center Building Security Upgrades / Sioux Falls, SD

Naval Base Kitsap Building 900 Roof and Wall Replacement\* / NBK Bremerton, WA

Whidbey Island Naval Air Station Hanger 11 Renovation and Security Upgrades\* / Whidbey Island, WA

Whidbey Island Naval Air Station Building 858 Roof Replacement\* / Whidbey Island, WA

Whidbey Island Naval Air Station Building 17 Roof Replacement\* / Whidbey Island, WA



# Nicholas Page

Building Envelope Technologist, Construction Administration

## CORNERSTONE ARCHITECTURAL GROUP

Nicholas is highly knowledgeable in building technologies and serves as an invaluable resource for Cornerstone. His extensive expertise in building systems, materials, and construction methods enables him to provide informed guidance throughout the design process. He is particularly skilled at researching, evaluating, and specifying products, ensuring that project solutions are practical, durable, and aligned with each client's goals.

## Relevant Projects

### CITY OF SEATTLE

Seattle Justice Center Roof Assessment, 2024-2025 (page 7)

Seattle City Hall Roof Assessment, 2024-2025 (page 7)

Seattle City Hall Curtain Wall Assessment, 2025

Fire Station 16, 17, and 36 Roof Condition Assessment, 2025

### STANWOOD CAMANO SCHOOL DISTRICT

Port Susan Middle School Roof Replacement | Stanwood, WA, 2023

Stanwood High School Warranty Repairs | Stanwood, WA, 2024

### ARLINGTON PUBLIC SCHOOLS

Arlington High School Addition |

Arlington, WA, 2022

Weston High School HVAC Replacement | Arlington, WA, 2023

Arlington School District Roof Assessment | Arlington, WA, 2022

Arlington Transportation Building Roof Overlay | Arlington, WA, 2023

Pioneer Elementary School BE Consulting | Arlington, WA, 2024

Presidents Elementary School BE Consulting | Arlington, WA, 2025

Stillaguamish Valley Learning Center BE Consulting | Arlington, WA, 2025

### MUKILTEO SCHOOL DISTRICT

Sno Isle TECH Roof Upgrades | Everett, WA, 2024

Mukilteo Elementary School Replacement, Phase 1, BE Consulting | Mukilteo, WA, 2025

### NORTHSHORE PARKS AND RECREATION SERVICE AREA

Northshore Senior Center Roof and HVAC Replacement | Bothell, WA, 2023

Health and Wellness Center Roof and HVAC Replacement | Bothell, WA, 2023

Health and Wellness Center Grease Interceptor Replacement & Crawlspace Repairs | Bothell, WA, 2025

### PORT OF SEATTLE

Pier 66 - Anthony's, Bell Harbor International Conference Center & Cruise Terminal Roof Upgrades | Seattle, WA, 2023

World Trade Center West Roof Replacement | Seattle, WA, 2024 (page 7)

Terminal 5 Roof Condition Assessments | Seattle, WA, 2024

Terminal 91 Roof Condition Investigation | Seattle, WA, 2024 (page 6)

Fishermen's Terminal C-15 Miscellaneous Improvements | Seattle, WA, 2024-Ongoing (page 6)

Terminal 5 Roof Replacements | Seattle, WA, 2025 (page 6)

Pier 66 Grand Staircase Replacement | Seattle, WA, 2026

## Relevant Qualifications

- 4 Years of Architectural firm experience
- IIBEC - Puget Sound Chapter, 2022-2026

## Education

Associates, Architectural Technology, Madison College, 2022

IIBEC Roof Technology & Science I, 2022

IIBEC Rooftop Quality Assurance, 2023

IIBEC Exterior Wall Technology & Science, 2025



# M. David Stubbs, P.E., S.E.

Civil Engineer, Structural Engineer

PSM CONSULTING ENGINEERS

Relevant Projects

## Relevant Qualifications

- 30 years of experience in structural design
- Extensive experience with investigation and upgrade of existing roofs for new loads

## Education

BSCE, University of Washington

## Registration/Certification

Registered Civil Engineer, WA  
Registered Structural Engineer, WA & AK

## DUTCH HARBOR AND UNALASKA

Innumerable projects at Unisea since 1980s. Current/recent projects are Heat Exchanger and Dryer Replacement

Onalaska Corporation Greenhouse

Alyeska Seafoods Pipe Bridge Rebuild

Charlies Produce Cooler

Westward Foods Refridgeration

## PORT OF SEATTLE

World Trade Center West Roof Replacement

Nordby C-2 Roof Replacement

T-102 Roof Replacement & HVAC Upgrades

Net Shed Roof Replacements

Pier 66 Roof Replacement

C14 Downie Building Evaluation and Repairs

Pier 69 Solar Investigation

Terminal 18 Kiosk Repairs

C-175 Cold Storage Roof Replacement

## BELLINGHAM

Bellingham Technical College Roof and Awning Repairs

WWU Birnam Woods: Many Projects

Bellingham Cold Storage Warehouses, numerous Additions and Evaluations

500 Square Apartments

Terra Firma Greenhouse

## LYNDEN

Darigold Lynden Truck Canopy

Canature Foods New \$40M Plant

Enfield Farms Lynden: Many Projects

## SEATTLE PUBLIC SCHOOLS

Eckstein Middle School Roof Replacement & Exterior Repairs

Kimball Elementary

Rainier Beach HS Additions, Seismic Upgrades, and Renovations

Olympic View and Van Asselt Elementary Re-Roof Projects

Dearborn Park International School Re-Roof Upgrades

Seattle Public Schools Seattle Cedar River Watershed Edu Center Bridge Water Damage Repair

## UNIVERSITY OF WASHINGTON

Bothell Parapet Repairs

Fleet Services Roof Replacement

E Court Plaza Deck Renovations

## CITY OF SEATTLE & SEATTLE PUBLIC UTILITIES

City Light South Service Center Re-Roof

Seattle Municipal Tower: Numerous Re-Roof Projects

Public Utilities Fleet Services Re-Roof

## INDIVIDUAL WASHINGTON PROJECTS

Darigold Building Reviews, Added Cranes, Silo Pads, Warehouse Additions, and Other Projects

ESF Enhanced Service Facility

Fuji Chemical Processing Plant

Issaquah School District Administration Building HVAC Upgrade + Building Remodel

NPRSA Northshore Senior Center Upgrades

Washington Beef Machine Room Addition, Existing Building Evaluation, and Other Projects

Tree Top Processing Building Review and Renovations

# Technical & Program Management Approach

At Cornerstone, years of experience have shown that manufacturers' technical details represent the minimum standard for our clients' roofing systems. Adhering to these standards helps ensure durable, long-lasting roof systems that are readily available in the marketplace, can be installed by the cadre of contractors, and maintain effective cost controls that minimize overrun risks. We are versed at working with multiple suppliers during design to achieve **letters of intent to warrant**, so that the designs and systems are dialed in prior to bidding.

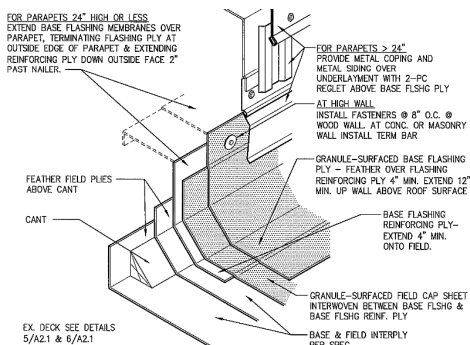
## Standardized Details & Specifications

We have amassed a valuable **library of details and technical know-how** from our previous work, that we will use to enhance the work of this contract. Every roof will be worked on as an independent system and assembly with specific requirements, with the understanding that each building system is different in intended use and services. Cornerstone understands that each system is varied and must be designed based on its **unique conditions, location and aesthetics**. Part of our technical process **includes developing systems that reduce maintenance cost but yet are easily maintained**.

## Quality Assurance & Control

Another major aspect of our technical process is our strategy for construction-phase **field quality installation inspections and reports**. Based on a cadence established with the project team, they provide site observation reports to help ensure that all systems are **installed in strict conformance with the contract documents and manufacturer warranty requirements**. Key strategies include:

- Review by licensed Architect/PM not involved in the project to improve clarity and coordination
- In-house principal-level QA/QC review, before bid
- Final review by in-house Roofing Consultant, before construction documents are issued



## Budget

Cornerstone is committed to delivering projects within the established budget. Our comprehensive construction documents, attention to detail, and rigorous quality assurance/quality control (QA/QC) processes promote accurate cost estimating, minimize unforeseen conditions, and reduce the need for change orders during construction. Throughout the design process, we monitor project scope and costs to help ensure the project remains aligned with the owner's budget objectives. Our team has a proven track record of **keeping project budgets in check while reducing procurement bottlenecks** through proactive planning and industry expertise. Cornerstone also maintains strong professional relationships throughout the supply chain that can be utilized to help mitigate material procurement challenges and support timely project delivery.

## Scheduling

Cornerstone is well versed at using "old school" Gantt charts as well as modern programs for scheduling, including MS Project. We plan schedules with Owners that include input from manufacturers and suppliers to ensure materials will be available for the project. For Unalaska, this includes factoring in the time required for procurement and shipping to the site for the construction season. This scheduling helps with identification of prospective cost which can align with budgeting protocols.

## Construction Administration

For program management, our previous work with the Port of Seattle, Northshore Parks and Recreation Service Area and United States Postal Service, have made us **adapt and highly qualified** to enhance the facilities of Unalaska by designing and providing construction administration to the roof systems. Our team foresees working alongside the project manager to **develop a schedule that reflects the priority of the city, with an eye on logistics and procurement**. Our team will ensure that the strategic goals of the city are met, while ensuring that projects are phased to **reduce disruption to operations and increase biddability** to the contractors in the service area.



Cornerstone  
ARCHITECTURAL GROUP



## PROJECT BUDGET REPORT

| PROJECT NUMBER: PW26A                                  |             |                |               | CITYWIDE ROOFING REPAIR PROJECT |               |               |           |
|--------------------------------------------------------|-------------|----------------|---------------|---------------------------------|---------------|---------------|-----------|
| STATE CODE:                                            |             |                |               | THROUGH EOY 2027                |               |               |           |
| CFDA NUMBER:                                           |             |                |               |                                 |               |               |           |
| GRANT AMOUNT: 12,579,412                               |             |                |               | THROUGH EOY 2027                |               |               |           |
| DESCRIPTION                                            | ENCUMBRANCE | * * * * *      | * * * * *     | EXPENDITURES                    | * * * * *     | * * * * *     | AVAILABLE |
|                                                        |             | REVISED        | YEAR          | PROJECT                         | TO DATE       | TO DATE       | BUDGET    |
|                                                        |             | BUDGET         | TO DATE       | TO DATE                         |               |               |           |
| PW26A CITYWIDE ROOFING REPAIR PROJECT                  |             |                |               |                                 |               |               |           |
| 3100-98-000-000-00-00-48-49100-PW26A                   |             |                |               |                                 |               |               |           |
| 2026/07/000328 01/27/2026 BUC -3,507,262.00 REF 072026 | .00         | -3,507,262.00  |               | .00                             | -3,507,262.00 |               | .00       |
| 2026/07/000372 01/26/2026 GEN -3,507,262.00 REF 035    |             |                |               | FY26 BUD AMEND 03 ORD 2026-01   |               |               |           |
|                                                        |             |                |               | Prply rcrd GF TXFR to Cap Proj  |               |               |           |
| 3100-98-000-000-00-00-48-49110-PW26A                   |             |                |               |                                 |               |               |           |
| 2027/01/000292 07/31/2026 GEN -9,072,150.00 REF 032    | .00         | -9,072,150.00  | -9,072,150.00 | -9,072,150.00                   |               |               | .00       |
|                                                        |             |                |               | TSF FY24 CAP PROJ REV           |               |               |           |
| 3100-15-095-000-00-00-00-53-53300-PW26A                |             |                |               |                                 |               |               |           |
| 2026/07/000328 01/27/2026 BUC 3,507,262.00 REF 072026  | .00         | 3,507,262.00   |               | .00                             | .00           | 3,507,262.00  |           |
|                                                        |             |                |               | FY26 BUD AMEND 03 ORD 2026-01   |               |               |           |
| 3100-15-095-000-00-00-00-53-54500-PW26A                | .00         | 6,978,577.00   |               | .00                             | .00           | 6,978,577.00  |           |
| 3100-15-095-000-00-00-00-53-55912-PW26A                | .00         | 2,093,573.00   |               | .00                             | .00           | 2,093,573.00  |           |
| TOTAL CITYWIDE ROOFING REPAIR PROJECT                  | .00         | .00            | -9,072,150.00 | -12,579,412.00                  |               | 12,579,412.00 |           |
| TOTAL REVENUES                                         | .00         | -12,579,412.00 | -9,072,150.00 | -12,579,412.00                  |               | .00           |           |
| TOTAL EXPENSES                                         | .00         | 12,579,412.00  | .00           | .00                             |               | 12,579,412.00 |           |
| GRAND TOTALS                                           | .00         | .00            | -9,072,150.00 | -12,579,412.00                  |               | 12,579,412.00 |           |

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## PROJECT BUDGET REPORT

## REPORT OPTIONS

|            | Field # | Total | Page Break |
|------------|---------|-------|------------|
| Sequence 1 | 12      | Y     | N          |
| Sequence 2 | 00      | N     | N          |
| Sequence 3 | 00      | N     | N          |
| Sequence 4 | 00      | N     | N          |

Report title:  
PROJECT BUDGET REPORT

Print totals only: N  
Include Encumbrances: Y  
Multiyear view: Life-to-date  
Suppress zero balance accts: Y

File output: N  
Year/Period: 2027/13  
Print revenue as credit: Y  
(F)ull or (S)hort desc: F  
Print full GL account: Y  
Double space: N  
Summ objs to position: 5  
Roll to major project? N  
Print amounts on separate line: N  
Print journal detail: Y  
Year/period: 2006/01  
to  
Year/period: 2027/13  
Sort by JE # or PO #: J  
Detail format option: 1

\*\* END OF REPORT - Generated by Marc Kielmeyer \*\*