NOTICE

This bid for CEOI 0314 HST19*1 from The Thrasher Group was in the possession of the Purchasing Division when all secured bids were listed in advance of the 1:30 p.m. bid opening on September 20, 2018. However, the time stamp was inadvertently not attached or noted on the bid or envelope. Purchasing Division staff created the bid opening list that is compiled prior to the bid opening and I witnessed the bid was present in advance of 1:30 p.m.

Beverly Toler Support Services Supervisor

STATE OF WEST VIRGINIA Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

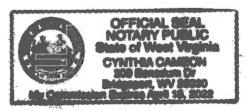
"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:



West Virginia Ethics Commission Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Na	ame of Contr	acting Busine	ss Entity: $\coprod_{}^{}$	reThrasher	Address:	600 White Oak	s BIVOL
				Group		Bridgeport IN	V 76330
Na	ame of Autho	rized Agent:	Ronald	Stanley	Address:	600 White Oak	
			•	J		otion: Renovation	* MHSAT
				WV Purch			<u>.x 11101</u> 1
_					MSIV 16 421	101010V 1	
	Check here	if this is a Su	ıpplemental Di	isclosure			
Lis	st the Names o tity for each c	of Interested Parategory below	arties to the con (attach addition	itract which are kno nal pages if neces	own or reasona sary):	ably anticipated by the contr	acting business
1.				ming work or ser /individual names		e Contract	
2.			o owns 25% or erwise list entity		_	ot applicable to publicly tr	aded entities)
				/ IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII			
3.	services rei	ated to the ne	at facilitated, e		e terms of, th	he applicable contract (ex act)	kcluding legal
Sig	services rei	re if none, other	at facilitated, e	or negotiated the	e terms of, the licable contract below.	ne applicable contract (exact) ed: 9/18/2018	kcluding legal
Sig	services rei	re if none, other	at facilitated, e	or negotiated the rafting of the app /individual names	e terms of, the licable contract below. Date Signe	ed: 9/18/2.018	kcluding legal
Sig N (check here construction of water of wat	re if none, other if	at facilitated, egotiation or distribution or	or negotiated the rafting of the app /individual names	e terms of, the licable contract below.	ed: 9/18/2.018	kcluding legal
Sig No Sta I, _ ent	gnature:	re if none, other if	at facilitated, egotiation or deerwise list entity	or negotiated the rafting of the app	e terms of, the licable contract below. Date Signe of Harr	ed: 9/18/2.018	:
Sig No Sta I, _ ent per	check here	Fication The lated to the neare if none, other in the latest in the lat	et facilitated, or degotiation or deerwise list entity	or negotiated the rafting of the apprintividual names, County	e terms of, the licable contract below. Date Signe of Harr the auclosure herein	ed: 9/18/2018 1500 uthorized agent of the contrants being made under oath	acting business and under the
Sig No Sta I, _ ent per	check here	Fication The lated to the neare if none, other in the latest in the lat	et facilitated, or degotiation or deerwise list entity	or negotiated the rafting of the apprintividual names, County	e terms of, the licable contract below. Date Signe of Harr the authorise herein day of Section 1997.	act) act) act)	acting business and under the
Sig No Sta I, _ ent per Ta	check here contains the complete	Fication Fication Figure 1: The state of t	experience:	or negotiated the rafting of the apprintividual names, County	e terms of, the licable contract below. Date Signe of Harr the authorise herein day of Section 1997.	ed: 9/18/2018 1500 uthorized agent of the contrants being made under oath	acting business and under the
Sig No Sta I, _ ent per Ta	check here complete te Received be	Fication The second se	experience in the second secon	or negotiated the rafting of the apprintividual names, County	e terms of, the licable contract below. Date Signe of Harr the authorise herein day of Section 1997.	act) act) act)	acting business and under the



ENGINEERING ARCHITECTURE FIELD SERVICES

September 20, 2018

Attn: Michelle Childers Purchasing Division 2019 Washington St E Charleston, WV 25305

RE: Renovations to the Miners Health, Safety, and Training Building

Dear members of the selection committee:

The Thrasher Group appreciates the opportunity to submit on the Miners Health, Safety, and Training (MHS&T) Building Renovations project. As one of the largest A/E firms in WV we are excited for the opportunity to be part of this effort for continued improvements. We are confident the enclosed materials showcase our team and the capabilities to provide the best quality services for the MHS&T Building.

Partnering with Thrasher will bring several advantages to your team:

- Knowledgeable experts in building renovations
- > One of our office locations is only an hour away from the project site
- Licensed contractor and construction administrator on staff, who have overseen multiple upgrades to existing buildings
- > Licensed asbestos inspector on staff, with resources to perform management planning to develop operations and maintenance plans
- > Experience in designing for occupancy during construction

We have a team that can provide a wide range of professional services for your project, and adequate staff to commence immediately. We are prepared to provide timely responses, make frequent site visits, and be available for meetings as required to fit the needs of all design committee members.

We look forward to discussing further with you in an interview to better showcase our capabilities and how we will execute your project.

Sincerely,

THE THRASHER GROUP, INC.

Chaig Baker CEFP

Architecture Division Manager





SERVICES

- > Architecture
- > Engineering
- > Construction Management
- > Environmental
- > Survey
- > Materials Testing and Inspection



CORE MARKETS

- > Commercial
- Education (K-12, Higher Ed)
- > Oil and Gas
- > Public/Private Utilities
- > Land Development
- > Highways and Roads
- > Industrial



INTERIOR DESIGN

Thrasher offers a broad range of interior design services to meet the needs of each project. Our interior design staff specializes in taking your space from average to spectacular. We take time to listen to our clients and learn their vision for the space. If visualization isn't your strong suit, our designers will come up with multiple schemes for you to choose from to ensure we give you a space of which you can be proud.

Whether you prefer bright and bold or more traditional finishes, our team is sure to come up with a design that works for you. All of our designs utilize environmentally-friendly materials, but if you prefer to obtain LEED certification, our interior design team holds the esteemed LEED certified interiors accreditation. No matter whether your interior design needs are large or small, our team of professionals will be there to guide you every step of the way.

Interior Design Expertise:

- > Tenant Fit-Outs
- > Public and Private Office Buildings
- > Healthcare Facilities
- > Educational Facilities
- > Financial Institutions
- > Building Additions and Renovations
- > Recreational Facilities
- > Public Safety Buildings
- Single Family Residential Units
- > Multiple Family Residential Units
- > Historical Preservation
- > LEED Certification

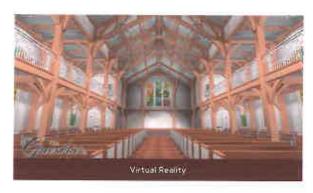


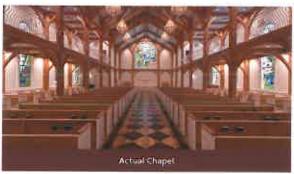
VIRTUAL REALITY

Thrasher combines cutting-edge computer technology with the expertise of architects and designers to develop 3D models of proposed projects. Based on the Building Information Modeling (BIM) models developed during the design process, these virtual reality models (VR) can be viewed and studied from any angle and are an invaluable tool for communicating the intent of a design idea. With VR images and animations, a design concept can be experienced and understood in a way that is not possible with traditional floor plans.









Thrasher's VR modeling generates excitement about a project's potential before any construction begins! Our personnel have created hundreds of VR models, and it has become an essential tool to the design process.

Thrasher's approach to the MHS&T Building Renovation is as follows:

EVALUATION & ASSESSMENT

Identification of Project Goals:

- > Gain understanding of specific needs
- Discuss preliminary program, scheduling targets and budgetary limitations
- > Determine and prioritize general needs

Survey and Document Existing Property Conditions:

- > Field survey, measure and record existing conditions
- > Produce an accurate three-dimensional model (BIM) of the existing property, including site plan, building plans of each floor and building elevations

Initial Environmental Assessment:

Identify potentially hazardous materials in areas affected by proposed improvements, and collect samples as applicable

Stormwater Management Assessment:

> Inspect existing conditions of site, roof, and building envelope to identify needed corrective work and verify adequacy of stormwater collection system

Electrical, Mechanical and Plumbing Systems Assessment:

- > Verify existing conditions and system adequacy
- > Lighting
- > Incorporate existing systems into BIM model

Structural Assessment

Life Safety Assessment

- > Fire Protection
- > Egress

Architectural Assessment

- > Building Envelope
- Finish Upgrades

REPORT

Overall Plans and Report:

- Report that reviews findings, presents recommendations for phasing of work with anticipated schedules and associated funding
- > Identify code deficiencies and propose design solutions to correct issues
 - Important considerations in developing plans for improvements
 - Existing building conditions and required upgrades
 - Maintaining historic integrity and character
 - Reasonable, justifiable, economy-minded approaches
 - Utilizing sustainable construction practices
 - Establishing specific goals for, or comparable to, LEED credits
 - Minimizing disruption to building occupants during the Work
 - * 'Constructibility' considerations such as contractor storage and staging, removal of demolition materials and delivery of new construction materials

Programming:

- > General needs anticipated for the various project phases
- > Specific Tenant programming; spatial needs, functional relationships, and anticipated occupants

Construction Document Phase:

- > Complete Construction Documents
- > Detailed drawings include all necessary information for bidding and construction; hazardous material abatement plans (as required), site plans, demolition plans, structural plans, floor plans, ceiling plans, sections and details, schedules, standards, etc.
- Detailed specifications for all systems and materials to give bidders unambiguous requirements for bidding and construction. Unless indicated otherwise by the Owner, specifications for systems and materials will be quality and performance-based and allow for multiple vendors to compete
- > Final construction cost estimate
- > Final construction schedule
- > Develop qualification requirements for prospective bidders
- > Formal submissions to AHJ's for review
 - State Fire Marshal's Office
 - Capitol Building Commission
 - Agency review committees
 - Municipal Building Permit agencies (as applicable)
 - Health Department (as applicable)
 - Meetings with Owner to review Bid Documents

CONSTRUCTION

Bid Phase:

- > Prepare formal Advertisement for Bids
- > Provide Bid Documents
- > Conduct Bid Opening
- > Evaluate Bid results
- > Reviewing and verifying bidder qualifications

Construction Administration:

- > Prepare Contracts, Notices of Award, Notices to Proceed
- > Respond to Requests for Information
- > Review and approval of Submittals and Shop Drawings
- Perform regular site visits to verify quality of work and compliance with Contract Documents
- > Review and approve Applications for Payment
- Prepare media to assist Owner/Agency/Tenant with selection of interior finishes and colors
- Perform Substantial and Final Completion walk-through and develop applicable certificates

Warranty:

> Assist with issues related to Contractor warranty notification as required



Architecture Division Manager



Education

Bachelor of Science,

Architectural Engineering
Fairmont State University

Advanced Certificate, Educational Facilities Planning San Diego State University

Affiliations

- American Institute of Architects - Associate, West Virginia and National Chapters
- Certified Educational Facilities Planner (CEFP)
- Council of Educational Facilities Planner
- West Virginia Energy
 Services Coalition
- The Education Alliance
 Business and Community for
 Public Schools Board of
 Directors

Craig Baker, CEFP is an experienced designer and manager with an extensive background working with clients to design, plan, and manage projects both large and small. As a Certified Educational Facilities Planner (CEFP), he has a special interest in the functionality and design of educational facilities.

Craig has worked on a wide variety of projects during his tenure at Thrasher. His knowledge includes a thorough understanding of industrial facilities, administrative office spaces, academic building design, government buildings, residences, medical facilities, and hospitality.

As manager of Thrasher's Architectural Division, Craig works hand-in-hand with staff and clients to ensure projects remain on time and within budget. In addition to his strong technical skills, Craig's attention to client communication and responsiveness make him an excellent manager. He manages coordination of construction, detailed construction document preparation, bidding, construction management and contract administration.

Experience Fairmont State University Education and Health Careers Facility

Role: Principal

Marion County, WV

Calhoun-Gilmer County Career Center Renovations Project

Role: Principal

> Calhoun County, WV

Mount View High Science Lab Renovations

Role: Principal

> McDowell County, WV

Mid-Ohio Valley Technical Institute Improvements

Role: Principal

> Pleasants County, WV

Preston County High School Vocational Agriculture Facility

Role: Principal

> Preston County, WV

Dominion Natrium Plant Processing Facility Additions

Role: Principal

> Monongalia County, WV

Mountaineer Food Bank Expansion

Role: Principal

> Braxton County, WV

VA Building 7 Renovations

Role: Principal

> Harrison County, WV

AMANDA CHEUVRONT, AIA, NCARB

Project Architect



Education

Master of Science,

Architecture

University of North Carolina at
Charlotte

Bachelor of Science, Architectural Engineering Fairmont State University

Registrations

Professional Architect:

> West Virginia

Affiliations

- > NCARB Certificate
- Member American Institute of Architects (AIA) - WV Chapter

Amanda Cheuvront, AIA, NCARB is a highly talented project architect with a portfolio ranging from small interior renovations to large campus planning endeavors. Over the past decade, Amanda has been involved with numerous commercial building projects and has also specialized in healthcare and educational facility design.

Her experience has included all facets of project development, including client relations, design proposals, presentations, programming, project coordination, marketing, feasibility studies, and construction administration. Her versatility and knowledge working throughout the Mid-Atlantic region make her a great manager and a powerful addition to any team.

Experience Cabell County Career Technology Center and Spring Hill Elementary Renovations

Role: Project Manager/ Architect

> Cabell County, WV

Wayne High School Additions and Renovations

Role: Project Architect > Wayne County, WV

Barboursville Middle School Additions and Renovations

Role: Project Architect
> Cabell County, WV

Midland Trail High School Additions and Renovations

Role: Project Architect
> Fayette County, WV

Oak Hill High School Additions and Renovations

Role: Project Manager/ Architect

> Fayette County, WV

St. Marys Elementary and Belmont Elementary Schools

Role: Project Manager/ Architect

Pleasants County, WV

Ritchie County Middle/High School Renovations

Role: Project Manager/ Architect

> Ritchie County, WV

Southside Elementary School Additions and Renovations

Role: Project Manager/ Architect

> Wayne County, WV

BILL RATCLIFFE, REFP

Construction Administrator



EducationRegents Degree,
West Virginia State University

RegistrationsRecognized Educational Facility Planner (REFP)

Bill Ratcliffe, REFP has over two decades of experience involved in the completion of successful construction projects. He has spent the last 10 years of his career working as a construction administrator on public and private projects, ensuring the successful completion of projects. Bill also spent nearly 14 years of his career working for the West Virginia School Building Authority (SBA) where he worked in educational facilities planning.

Bill's strong relationships with countless regulatory and building entities combined with his hands-on experience make him an excellent project manager and an invaluable member of the Thrasher team.

Experience Calhoun-Gilmer Career and Technical Center Improvements Project

Role: Construction Administrator

> Calhoun County, WV

Jefferson County Convention and Visitor's Bureau Additions and Renovations

Role: Construction Administrator

> Jefferson County, WV

Doddridge County Elementary Safe School Entrance Addition

Role: Construction Administrator

Doddridge County, WV

WV Public Service Commission Façade Replacement

Role: Construction Administrator

> Kanawha County, WV

New Rupert Elementary and Renovations and Additions to Western Greenbrier Middle School

Role: Construction Administrator

> Greenbrier County, WV

Crichton Elementary School Additions, Renovations, and Safe School Entrance Project

Role: Construction Administrator

> Greenbrier County, WV

Moorefield High School Addition and Renovations

Role: Construction Administrator

> Hardy County, WV

Widmyer Elementary School Renovations

Role: Construction Administrator

> Morgan County, WV

Mid-Ohio Valley Technical Institute Improvements

Role: Construction Administrator

Pleasants County, WV

JACOB DARRAH, GISP

Exterior Envelope Scan Specialist



Education

Bachelor of Science,

Environmental Protection

West Virginia University

Affiliations

 Certified Geographic Information Systems (GIS)
 Professional Jacob Darrah has over a decade of experience as a GIS professional, and has spent the last seven years of his career working primarily with clientele in the oil and natural gas industry. During this time, Jacob has been involved with the development of hundreds of miles of pipeline as-builts spanning the entire Mid-Atlantic region. His keen understanding of the as-built process and ability to quickly complete projects has earned him numerous repeat clients.

As part of Jacob's role as the Senior GIS Manager, he is involved with every facet of his clients' projects including data management, geodatabase creation, crew management and developing new job-site processes.

Experience

Tyler County Courthouse Laser Scanning As-built Role: Project Manager

> Tyler County, WV

Morgantown Ruby Hazel Amphitheater- Laser Scanning As-built

Role: Project Manager

Mononagalia County, WV

City of Sistersville Municipality GIS Website

Role: Project Manager
> Tyler County, WV

Various Confidential Clients Laser Scanning

Role: Project Manager

> West Virginia



DAVID R. SIMPSON, PE, SECB, MBA

President / Principal Engineer



Education

Bachelor of Science, Civil Engineering West Virginia Institute of Technology

Masters Business Administration, West Virginia University

Architectural Technology Courses, West Virginia State College

Registrations

Professional Engineer:

- > West Virginia
- > District of Columbia
- > Pennsylvania
- > South Carolina
- > North Carolina
- > Maryland
- > Ohio
- > Virginia
- > Florida
- > Georgia

Certifications

- Structural Engineering Certification Board
- National Council of Examiners for Engineering and Surveying
- > Board Certified Member of NAFE

Certifications

- American Society of Civil Engineers
- American Institute of Architects
- American Iron and Steel Institute Member, Associated Builders & Contractors

As Principal Engineer for Allegheny Design Services, David Simpson is responsible for strategic management, marketing, quality control, personnel development, business development, and project management. His experience includes over 32 years in structural design and project management for industrial, commercial, institutional, and nuclear/chemical facilities utilizing steel, concrete, masonry, and wood.

Some of David's past accomplishments include design and construction administration of health care facilities, hotels, schools, shopping centers, aircraft hangars, numerous retail facilities, and numerous forensic engineering assignments.

Experience UPMC Hillman Cancer Center

Role: Principal Engineer
> Allegheny County, PA

Phipps Conservatory Addition

Role: Principal Engineer

> Allegheny County, PA

Fairmont State University Parking Garage

Role: Principal Engineer

> Marion County, WV

Morgantown Event and Conference Center

Role: Principal Engineer

> Monongalia County, WV

William Sharpe Hospital Addition

Role: Role: Principal Engineer

> Lewis County, WV

Glade Springs Hotel & Conference Center

Role: Principal Engineer > Raleigh County, WV

University of Pittsburgh Bio Medical Tower

Role: Principal Engineer

> Allegheny County, PA

West Virginia University Basketball Practice Facility

Role: Role: Principal Engineer
> Monongalia County, WV

Waterfront Hotel and Conference Center

Role: Role: Principal Engineer
> Monongalia County, WV

GARY M. (MIKE) CHANCEY, PE, LEED AP

MEP Project Manager



Education

Bachelor of Science, Electrical Engineering West Virginia Institute of Technology

Registrations

Professional Engineer:

- > West Virginia
- > Ohio
- > Virginia
- > Pennsylvania
- > Maryland
- > LEED Accredited Professional

Affiliations

- National Society of Professional Engineers
- West Virginia Society of Professional Engineers
- American Institute of Architects - WV Chapter
- > U.S. Green Building Council

As MEP Project Manager for Allegheny Design Services, he is responsible for management and electrical design. His experience includes over 20 years in electrical design and project management for industrial, commercial, residential, institutional, educational, and recreational facilities.

His experience with building system design includes lighting, site lighting, power distribution, communications, surveillance, access control, and fire protection. Some of Gary's accomplishments include design and construction administration of health care, schools, municipal, sports, commercial and retail facilities.

Experience Parish Center for Immaculate Conception Church

Role: MEP Project Manager
> Harrison County, WV

Mountaineer Medical Office Building

Role: MEP Project Manager
> Harrison County, WV

West Virginia University Visitor's Resource Center

Role: MEP Project Manager
> Monongalia County, WV

Upshur County 911 Center

Role: MEP Project Manager

> Upshur County, WV

Morgantown Event Center

Role: MEP Project Manager
> Monongalia County, WV

West Virginia University Percival Hall Chiller Replacement

Role: MEP Project Manager
> Monongalia County, WV

Mylan Pharmaceuticals, Greenbag Road Facility

Role: MEP Project ManagerMonongalia County, WV

Bank of Gassaway

Role: MEP Project Manager
> Flatwoods, WV

Veterans Nursing Facility

Role: MEP Project Manager
> Harrison County, WV

Harrison Co. 4-H & Recreation Center

Role: MEP Project Manager
> Harrison County, WV

Robert L. Bland Middle School Renovation

Role: MEP Project Manager

> Weston, WV

Ripley Municipal Building

Role: MEP Project Manager
> Jackson County, WV

Wheeling Jesuit Science and Technology Building

Role: MEP Project Manager

> Ohio County, WV

Fairmont State University Hunt Haught Hall Renovations

Client Contact:

Mr. Tom Tucker, Facilities Manager 1201 Locust Avenue | Fairmont, WV 26554 304-367-4861

Thrasher was hired to provide all architectural services which included planning, design, and construction administration for the renovation of Hunt Haught Hall at Pierpont Technical College/Fairmont State University. Renovations included replacement and repair of the glass curtain wall in the stair tower and numerous HVAC upgrades. Due to the fact the structure is over 30 years old and has endured abundant wear, the steel structure within the glass curtain wall had deteriorated from years of leaky windows, and needed extensive work. The existing windoes were completely replaced to be compliant with energy efficiency guidelines set forth by FSU. The HVAC upgrades included the removal and replacement of existing roof top hot water boilers to comply with the energy standards.

The architectural team at Thrasher had to be mindful of several challenges while working on Hunt Haught Hall. Thrasher faced the major challenge of avoiding disruption of the everyday use of the facility. The team had to be fully aware of ingress and egress, safety concerns, as well as noise disruption during classes. Specific guidelines were developed and included into the bidding documents to allow a clear understanding of the expectations before bidding.





It was very important to FSU to keep the aesthetics of the building intact and not to change its looks too drastically. As seen below, Thrasher was able to make the upgrades without sacrificing the buildings original feel.

Harrison County Courthouse Renovations

Client Contact:
Mr. Bernie Fazzini, Commissioner
301 West Main Street | Clarksburg, WV 26301
304-624-8500

Thrasher worked with the Harrison County Commission at the County Courthouse to upgrade their sprinkler system to meet the state fire code. Thrasher teamed up with Harper Engineering to get floors 2-6 and attic space designed for a new sprinkler system.

Thrasher worked with the County Commission on this project through a Courthouse Facilities Improvement Grant. Our team provided a phasing plan to the County Commission on how much they could afford each calendar year. Phase 1 of the job consisted of as built plans for the 2nd floor and sprinkler design.

The work also included a new standpipe, backflow preventer and all sprinkler lines and heads needed to cover 2nd floor area per design. Demo and patching was also required to bring the new system into the old facility.





Dominion Hope - Goshen Road Facility

Client Contact:

Mr. Warren Green, Facilities Construction PM 925 White Oaks Blvd. Bridgeport, WV 26330 304-669-4360

Thrasher was hired by Dominion Transmission to do a design/build project located along Goshen Road in Monongalia County, WV. The project consisted of 17,000 SF and houses an administrative office space, storage areas, garage, and a welding shop.

For this nearly \$3 million dollar project, Thrasher was responsible for all of the QAM in addition to the design, site work, survey, and construction management.





Taylor County Courthouse Renovations

Client Contact:

Mr. Rusty Efaw, President 214 West Main Street | Grafton, WV 26354 304-265-1401

The Thrasher Architecture team has completed several upgrades and enhancements to the Taylor County Courthouse over the past two years.

Thrasher has completed a complete electrical upgrade to the existing courthouse that included service, switches, outlets and lighting. Thrasher was successful in helping Taylor County obtain numerous grants to upgrade the facility.

Another project Thrasher recently completed at the Courthouse was asbestos abatement which included the removal of plaster and wire lathe ceiling, floor tile with mastic adhesive, chimney, ceiling tiles, and several hard fittings.





In 2010, the Taylor County Commission hired Thrasher to do a complete facility window replacement on the existing historic courthouse. This project required Thrasher to abide by rigorous historic preservation specifications through the Department of Interiors.

Thrasher replaced all of the windows in the courthouse while maintaining aesthetic continuity with the existing structure. Interior energy panels were added to the new windows to bring them up to code without detracting from the building's historic nature.

Sugar Grove Naval Base **Facilities Assessment Report**

Client Contact: **KVC Health Systems** Mr. Tommy Bailey, **Executive VP for Strategic Initiatives** 300 Kenton Dr | Charleston, West Virginia 25311 304-542-4698

The Thrasher Group was retained by Trident Resource Solutions to provide a facility report on the Navy Information Operations Command, Sugar Grove Facility. Thrasher conducted a full site evaluation in March of 2014.

The property consists of approximately 117.5 acres of relatively flat land, on one side bordered by the South Fork of the South Branch River, and the other side bordered by WV State Route 21. The site assessment included a review of the existing roads, parking lots, pedestrian routes, recreational facilities, and storm water management. The campus consists of approximately 11,300 feet of roadways with two entrances off of West Virginia State Route 21. Currently only one entrance is utilized; however, the second entrance appears to be operational if necessary.

The pedestrian routes include an extensive sidewalk system allowing access to most facilities. The assessment was completed by walking the campus and noting the condition of the facilities. Any area anticipated to need repairs within the next five years was identified along with a cost estimate to complete the improvements.

BUILDING 19 OFFICE / STORAGE BUILDING



EVAC
The HVAC System is a multiple window air conditioning units with hest pump and be hydronic hunders served from building 20.

B: FIVE YEAR COST BAPACT If future use is singles to that us pres

ent, finishes will require an upgrade

Demo & Build-out

C: EBUCATIONAL FACILITY COST IMPACT

2.9

MISSION

To improve the communities where we live and work by driving infrastructure development.

CORE PRINCIPLES

Quality Safety Adaptability Integrity



9

OFFICES

in six states:

West Virginia Virginia Pennsylvania Ohio Maryland Kentucky



580

EMPLOYEES

6 Licensed Professional Architects

20 Licensed Professional Surveyors

34 Licensed Professional Engineers



35

YEARS of delivering successful projects

Main Point of Contact

Joe Sinclair, AIA, NCARB, LEED AP, BD+C, CDT Project Manager jsinclair@thethrashergroup.com

Cell: 304-518-9304 Office: 304-343-7601

We're a team of architecture, engineering, planning, and survey consultants with the experience, integrity, and versatility to get the job done. We plan, design, contract, and manage your project... overseeing everything, or helping with a portion... all while keeping your end goals in mind.





ARCHITECTURE

Thrasher offers a broad range of architecture and building design services to suit the needs of each individual client. Our approach to understand our clients' goals and challenges makes us sought after in a variety of markets: educational facilities, commercial and retail spaces, healthcare facilities, government buildings, banking and financial institutions, and industrial warehouses to name a few.

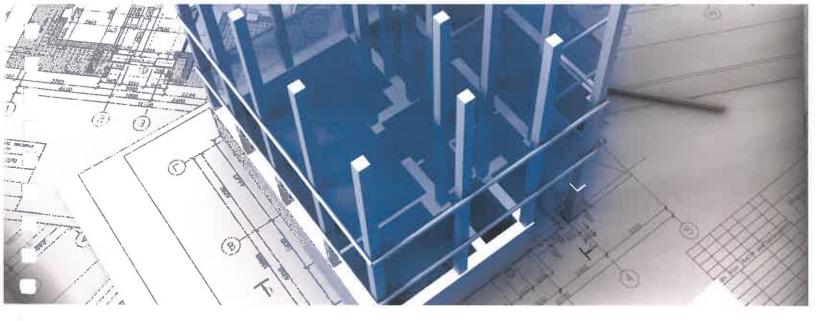
We have experience in numerous delivery systems, including design-build, design-bid-build, and have worked with owners to develop preliminary packages for alternative selection.

At Thrasher, we pride ourselves on exemplary aesthetic design while keeping our roots firmly planted in accurate cost estimating, budget control, and sustainability. Fulfilling our clients' needs in a responsible and innovative way has earned our firm recognition throughout the Mid-Atlantic region.

Architectural Expertise:

- > Public and Private Office Buildings
- > Healthcare Facilities
- > Educational Facilities
- > Financial Institutions
- Building Additions and Renovations
- > Recreational Facilities
- > Public Safety Buildings
- > Single Family Residential Units
- > Multiple Family Residential Units
- > Historical Preservation
- > LEED Certification





BUILDING INFORMATION MODELING

Thrasher uses the components of BIM on every architectural project we undertake because of the benefits it provides during design process for construction and the advantage it gives to our clients with the finished product. Thrasher has developed a unique set of BIM standards that are utilized on every project from design through construction. Thrasher uses programs such as Revit for architectural, structural, mechanical, electrical and plumbing design, and 3D visual design; Autodesk 3Ds Max for realistic visualization; Autodesk Civil 3D 2015 for civil and site work; Autodesk Navisworks for additional coordination efforts before a project has been bid; and TimeLiner to develop a simulated construction schedule that may be analyzed and improved throughout the project. Thrasher recognizes the importance of each program to the cohesion of the final product, and understands that our integrated approach to using BIM results in successful, timely, and budget-friendly projects for our clients.

Why Thrasher Utilizes BIM:

- Accuracy: BIM technology delivers exceedingly accurate construction documents at any given phase of the building design, enhancing project cohesion.
- Cost Savings: This technology examines how a completed building comes together in the end, which reduces the amount of change orders during construction.
- Quality: BIM delivers incredibly realistic renderings within the construction documents, thus, ensuring a higher quality end product for the client.



CONSTRUCTION ADMINISTRATION

Effective management of our projects ensures that both clients and contractors work in an efficient and safe manner. From pre-construction activities - such as bid conferences and surveys - to inspections, job progress reviews, and on through final completion, our goal is work that proceeds in accordance with plans and specifications.

At Thrasher, we inspect and manage a wide variety of projects designed by our firm in addition to projects for contractors and other designers. We have certified project representatives responsible for overseeing every element of design integrity. Our methods have earned the respect of not only our clients, but contractors and project owners alike.

Construction Inspection Services:

- > Construction Materials
- > Pipelines
- > Structural Steel & Concrete
- > Paving
- > Drainage
- > Embankments
- > Work Zone Safety & Traffic Control
- > Erosion and Soil Control

Quality Control and Assurance Methods:

- Regularly Scheduled Planning and Progress Meetings
- > Engineering During Construction
- > Daily Logs and Progress Sheets
- > Cut Sheets
- > Quantity Tracking



PROJECT APPROACH

DESIGN

For each phase of Work the following would be performed as requested:

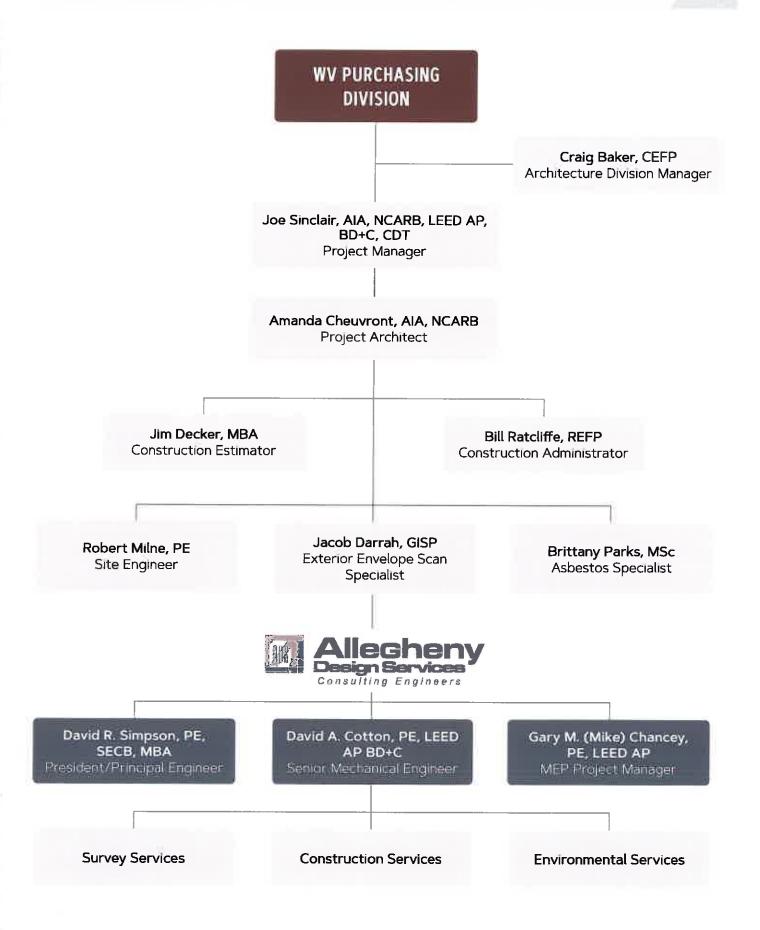
Schematic Design Phase:

- > Indicate the general improvements proposed, including demolition and renovation work
- > Schematic plans and elevations
- > Preliminary 3D images of areas where aesthetics are a prime consideration
- > Preliminary cost estimates
- > Preliminary construction schedules
- > Meetings with Owner to review for revisions
- Revise to achieve approval of design and scope of work

Design Development Phase:

- > Drawings indicating the proposed scope of work and the design intent in greater detail
- > Outline specifications indicating proposed systems and general level of quality, often with 'basis-of-design' information
- Design solutions to required mechanical, electrical and plumbing work
- > Design renderings and/or animations that approximate the completed work
- > More detailed construction cost estimate
- > Proposed construction schedule
- > Considerations include;
 - Building, Life Safety, Accessibility code compliance
 - Material acquisition and delivery times
 - Industry design trends vs. traditional methods
 - · Flexibility for future technological advancements
 - Sustainability practices
 - System reliability
 - Maintenance requirements
 - Budget limitations and expiration of funds
 - Maximizing environmental comfort for building occupants
 - Get natural light as far into the building as possible
 - Potential bidders (contractors)
- > Review outline specifications for systems and materials with Agency Procurement Officer
- > Preliminary code review with State Fire Marshal
- > Review design intent with Capitol Building Commission
- Meetings with Owner to review plans and specifications
- > Revise to further refine design and scope of work





Project Manager



Education Master of Architecture, Savannah College of Art & Design

Bachelor of Science, Architectural Engineering Fairmont State University

Registrations

Professional Architect:

> West Virginia

Affiliations

- > NCARB Certificate
- > LEED Accredited Professional, Building Design & Construction
- > Construction Documents Technologist (CDT) -Construction Specifications Institute (CSI)
- > Member American Institute of Architects - West Virginia
- Member United States Green Building Council (USGBC) - West Virginia

Joe brings more than 10 years of architectural experience in all phases of design ranging from commercial renovations, additions, and new construction to historic preservation and multi- and single-family residential projects. Joe's resume is built with architectural experience from Savannah, GA; Atlanta, GA; Charleston, WV; and North Central West Virginia. Joe joined the Thrasher team in 2017.

Joe is an Iraq War Veteran and former member of the West Virginia Army National Guard. In addition to working full-time as an Architect at Thrasher, Joe serves as an Adjunct Professor in the Construction Management program at BridgeValley Community & Technical College in South Charleston, WV. Joe's expertise lies in utilizing building information modeling (BIM) software for project development, documentation, and management.

Experience 2nd Avenue Community Center Facility Assessment

Role: Project Architect > Kanawha County, WV

Design of the Harrison/ **Taylor E911 Center**

Role: Project Architect > Harrison County, WV

Houston Coal Company Store Facility Assessment

Role: Project Manager > McDowell County, WV

G.C. Murphy Building Facility Assessment

Role: Project Architect > Nicholas County, WV

Lobby Design for BC Bank Interior Renovation

Role: Project Architect > Barbour County, WV

Montessori School Conceptual Design: New River Gorge Learning Cooperative

Role: Project Architect > Fayette County, WV

Manos Theater Facility Assessment and Cost Estimates

Role: Project Architect > Taylor County, WV

Lobby and Atrium Design for Beech Fork Lodge and **Conference Center**

Role: Project Architect > Wayne County, WV

Central West Virginia Regional Airport Authority Yeager Airport Rental **Counter Renovations**

Role: Project Architect

> Taylor County, WV

Construction Estimator



Education

Master of Business

Administration,

Project Management Emphasis

Fairmont State University

Bachelor of Science, Civil Engineering Fairmont State University

Associates Degree, Mechanical Engineering Fairmont State University

Registrations General Contractor West Virginia

Jim Decker, MBA brings over 25 years of experience in construction estimating and management for the private and public sectors. He provides services with inspections, site monitoring, cost control, schedules, contract administration, payment processing, shop and coordination drawings, change orders and project reports.

His role as a construction estimator allows for clients to be able to recognize a true price when it comes to their projects. Jim is also a Licensed General Contractor in the State of West Virginia. As a General Contractor he is able to oversee the day-to-day functions of the construction site.

Previously, Jim was the facilities director at a local educational institution for 10 years. Jim relates well with his clients because he approaches the situation from both a consultant and client perspective.

Experience Fairmont State University Engineering Building Addition and Renovations

Role: Construction Estimator > Marion County, WV

South Harrison High School Field House Project

Role: Construction Estimator > Harrison County, WV

Dominion Goshen Road New Facility

Role: Construction Estimator > Monongalia County, WV

Bridgeport Middle School New Construction

Role: Construction Estimator > Harrison County, WV

Fairmont State University Feaster Center Addition and Renovations

Role: Construction Estimator > Marion County, WV

Fairmont State University Library Addition and Renovations

Role: Construction Estimator > Marion County, WV

MVA Shinnston Clinic Renovations

Role: Construction Estimator
> Harrison County, WV

Clarksburg Aquatic Center Existing Pool Demolition and Addition of New Water Park

Role: Construction Estimator

> Harrison County, WV

Dominion Natrium Plant Processing Facility Additions

Role: Construction Estimator > Monongalia County, WV



Education

Master of Science,
Civil Engineering
West Virginia University

Bachelor of Science, Civil Engineering West Virginia University

Registrations

Professional Engineer:

- > West Virginia
- > Pennsylvania
- > Virginia
- > Ohio

Affiliations

- Leadership Monongalia County, WV
- Foundations of Leadership/
 National Leadership Institute

Robert Milne, PE has over 25 years of experience working with both public and private clientele throughout the Mid-Atlantic region to develop millions of dollars' worth of commercial, industrial, residential, and mixed-use sites. Rob's in-depth understanding of site layout, design, permitting, and funding have enabled him to complete several complex projects that have boosted economic development and delivered safe, sustainable building sites. A recent example of this work can be seen along Interstate 79 in Morgantown, West Virginia. Rob managed a large portion of the site design for the West Ridge development, an 800-acre mixed use site, which will house over 350,000 square feet of retail space. Rob is able to deliver these success stories because he remains involved with every facet of the projects he manages-overseeing design standards, staff assignments, project schedules, and client communication.

Experience Boy Scouts of America Welcome Center Site Planning and Master Conceptual Design

Role: Project Manager > Fayette County, WV

Fayette County 911 Center

Role: Project Manager > Fayette County, WV

Morgantown Event Center and Garage

Role: Project Manager
> Monongalia County, WV

Seneca Village Pison Site Development

Role: Project Manager
> Monongalia County, WV

City of Beckley New Police Station

Role: Task Leader Site/Civil > Raleigh County, WV

West Virginia University Architectural and Engineering Open-End

Role: Project Manager
> Monongalia County, WV

Rockwool Manufacturing Facility

Role: Project Manager

> Jefferson County, WV

America's Best Block Industrial Park

Role: Project Manager
> Mineral County, WV

West Virginia University Milan Puskar Stadium Renovations

Role: Project Manager
> Monongalia County, WV

Marion County Economic Development Authority Palatine Park Development

Role: Principal

> Marion County, WV

BRITTANY PARKS, MSC

Asbestos Specialist



Education

Master of Science,

Agronomy

West Virginia University

Bachelor of Science, Environmental Protection and Horticulture West Virginia University

Registrations

Licensed Asbestos Building Inspector

- > West Virginia
- > Ohio

Licensed Asbestos Management Planner

- > West Virginia
- > Ohio

Affiliations

- Soil Science Society of America
- Crop Science Society of America
- Agronomy Society of America

Brittany Parks, MSc brings over three years of professional environmental experience to her role as an Environmental Scientist with Thrasher. Previously, Brittany worked for a Washington, D.C. based firm on a large settlement project in north-central West Virginia.

Her experience includes evaluating permits and compliance issues, performing soil and air sampling, and QA/QC efforts for various topsoil and interior remediation projects. Since coming to Thrasher, Ms. Parks has been heavily involved with remediation projects and is actively working toward obtaining her L.R.S. Certification. Brittany has also worked diligently on various Phase I Reports, anti-degradation reports, and several SWPPPs.

Experience

Phase I Reports

Role: Environmental Scientist

> West Virginia

Anti-Degradation Report for Maryland Department of the Environment

Role: Environmental Scientist

> Maryland

VRP Projects

Role: Environmental Scientist

> West Virginia

Remediation Projects

Role: Environmental Scientist

> Harrison County, WV

Permitting

Role: Environmental Scientist

> Various Counties, WV

Upshur County Innovation and Knowledge Center

Role: Environmental Scientist

> Upshur County, WV

Senior Mechanical Engineer



Education

Bachelor of Science, Mechanical Engineering West Virginia Institute of Technology

Registrations

Professional Engineer:

- > West Virginia
- > Ohio
- > Virginia
- > Pennsylvania
- > Maryland

Affiliations

- LEED AP BD+C Professional Accreditation
- > NCEES Record Certificate

As Senior Mechanical Engineer with Allegheny Design Services, David is responsible for HVAC & plumbing design. His experience includes mechanical design and project management for industrial, commercial, institutional, education, and recreational facilities. His building system design expertise includes packaged gas heating / dx cooling, split systems, air distribution systems, boiler & chiller systems, VAV & VVT zone control, indoor air quality ventilation, and server room cooling. His plumbing systems expertise includes sanitary, domestic water, fuel gas, and storm drainage. David has implemented sustainable building design concepts and has provided construction administration to achieve LEED certification for new construction projects.

Experience

West Virginia University Biomedical Research Facility

Role: Senior Mechanical

Engineer

Monongalia County, WV

Beitzel / Pillar Innovations Office Building

Role: Senior Mechanical

Engineer

Monongalia County, WV

GSA Charleston LEED Administration

Role: Senior Mechanical

Engineer

Kanawha County, WV

Jerry Dove Medical Office Building

Role: Senior Mechanical

Engineer

Harrison County, WV

Percival Hall Chiller & Cooling Tower Replacement

Role: Senior Mechanical

Engineer

Monongalia County, WV

The Thrasher Group Office Building

Role: Senior Mechanical

Engineer

Harrison County, WV

RL Bland Middle School Field

House Renovation

Role: Senior Mechanical

Engineer

Lewis County, WV

South Ridge Church

Role: Senior Mechanical

Engineer

Marion County, WV

Steptoe and Johnson Office

Building

Role: Senior Mechanical

Engineer

Harrison County, WV

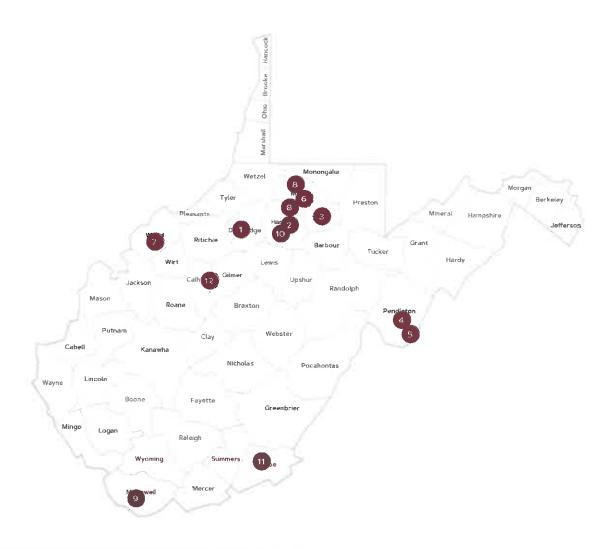
Upshur County

Communication Center

Role: Senior Mechanical

Engineer

Upshur County, WV



- 1. Doddridge County Commission Courthouse
- 2 Harrison County Courthouse
- 3. Taylor County Courthouse
- 4. Pendleton County Courthouse
- 5. Sugar Grove Naval Base
- 6. Hutchinson House
- 7. Stephenson House
- 8. MVA Clinic (Shinnston and Fairmont)
- 9. McDowell County Courthouse
- 10. Clarksburg Water Board Office
- 11. Monroe County Courthouse
- 12. Calhoun-Gilmer Career Center Renovations (Phases 1,2, & 3)







Doddridge County Commission Courthouse Renovations and Historic Rehabilitation

Client Contact:

Mr. Gregory Robinson, Commissioner 108 East Court Street, Suite 1 | West Union, WV 26456 304-873-2631

Thrasher was hired by the Doddridge County Commission to perform several exterior renovations and a historical rehabilitation of the existing Doddridge County courthouse in 2017. Thrasher was tasked with evaluating the dilapidated structure and designing a solution that not only worked for the Commission's budget, but also preserved the historic nature of the facility. Thrasher's West Virginia State Historic Preservation Office (WV SHPO) approved architect, Lee Gustafson, worked closely with the Commission to ensure that all their needs were met, and that WV SHPO approved crucial design elements.

This project required the Thrasher team to work within a very tight project site, and to also keep the courthouse open throughout the entire renovation. Close attention was paid to project staging to safeguard the property throughout construction.

With the bigger picture in mind, the Thrasher team also designed these exterior solutions with consideration given to future interior projects. By consciously phasing the job, Thrasher was able to secure additional grant money to help expand the scope of work to include a second phase which will remedy accessibility and life safety issues throughout the facility.

PROJECT EXPERIENCE

Calhoun Gilmer Career Center

Client Contact:
Mr. Bryan Sterns, Director
5260 West Virginia 5 | Grantsville, WV 26147
304-354-6151

This project came to fruition out of sheer necessity for a safe, modern facility for the students of both Calhoun and Gilmer counties to learn vocational trades. The bulk of the work was upgrading the on-site water treatment facility which is used to clean the center's wastewater. Repairs and upgrades were made to the center's existing sprinkler system once the water treatment plant was complete.

Along with the water treatment plant, the Career Center itself was in need of an interior overhaul as the facility had its original wall coverings and flooring. The work completed inside the building brightened up the space and gave it a more welcoming and modern feel. Restroom facilities were renovated with durable and easy to clean materials such as FRP and VCT.

The career center has received funding for the 2014 school year to overhaul another section of the building's interior which will put the finishing touches on the center's flooring and wall coverings.









Kasson Elementary & Middle School Renovations

Client Contact: Mr. Jeffrey Woofter, Superintendent 45 School Street | Philippi, WV 26416 304-457-3030

Thrasher provided architectural services for the corrective repairs and renovations at Kasson Elementary, including a new Safe School Entrance. The project was funded through the School Building Authority.

The \$2.5 million dollar project included removal and replacement of interior ceilings, doors/frames, walls and floors and associated finishes and accessories as required for pyritic remediation/ stabilization work, as well as electrical and plumbing work, exterior re-caulking of all existing windows, and the creation of weep-holes in the brick veneer. The exterior work included re-grading and paving the parking areas, sidewalk replacement, and a storm-water collection system. Other work included removal of existing ballasted roof and replacement of the EPDM system, and replacement of the existing roof mounted HVAC units

Marion County Health Department Complete Renovation

Client Contact: Mr. Lloyd White, Director 330 2nd Street | Fairmont, WV 26554 304-366-3360

Thrasher provided a complete renovation to the Marion County Health Department. The facility is an approximately 24,000 SF, three story building. The Health Department now has more exam rooms, a large waiting room, and record storage on the first floor.

The second floor consists of administrative offices. While the third floor is being rented out for private tenant office space. Along with the complete renovation of the existing building and all new HVAC, a complete electrical renovation was done. This electrical service included all new lighting, switches, outlets and other miscellaneous items.

An addition was added to the building that is three stories, and houses the waiting room, egress stair tower and elevator.







Doddridge County Schools

Mr. Adam Cheeseman, Superintendent 1117 WV Route 18 N. West Union, WV 26456 304-873-2300

Harrison County Commission

Mr. William Parker, County Administrator 301 West Main St. Clarksburg, WV 26301 304-624-8500

Dominion Transmission

Mr. Warren Green, Facilities Construction PM 925 White Oaks Blvd. Bridgeport, WV 26330 304-669-4360

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract. Architecture Division Manager (Name, Title) Craig Baker - Architecture Division Manager (Printed Name and Title) 600 White Oaks Blvd, Bridgeport, WV 26330 (Address) 304-669-3022 / 304-624-7831 (Phone Number) / (Fax Number) cbaker@thethrashergroup.com (email address) CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration. The Thrasher Group, Inc. (Company) Architecture Division Manager (Authorized Signature) (Representative Name, Title) Craig Baker - Architecture Division Manager (Printed Name and Title of Authorized Representative)

September 18, 2018

304-669-3022 / 304-624-7831 (Phone Number) (Fax Number)

(Date)

ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

necessary revisions to my proposar, plans ar	id/or specification, etc.
Addendum Numbers Received:	
(Check the box next to each addendum rece	ived)
M Adday days No. 1	
Addendum No. 1	Addendum No. 6
Addendum No. 2	Addendum No. 7
Addendum No. 3	Addendum No. 8
Addendum No. 4	Addendum No. 9
Addendum No. 5	Addendum No. 10
discussion held between Vendor's representative information issued in writing and added binding.	tation made or assumed to be made during any oral atives and any state personnel is not binding. Only to the specifications by an official addendum is
The Thrasher Group, Inc.	
Company	-
Authorized Signature	
September 18, 2018	
Date	====
NOTE: This add and down a slow and the	

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.