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Header  [List View](#) **General Information** | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)**Procurement Folder:** 881645**Procurement Type:** Central Purchase Order**Vendor ID:** **Legal Name:** GAI CONSULTANTS INC**Alias/DBA:****Total Bid:** \$55,660.00**Response Date:** **Response Time:** **Responded By User ID:** **First Name:** **Last Name:** **Email:** **Phone:** **SO Doc Code:** CRFQ**SO Dept:** 0432**SO Doc ID:** DCH2100000008**Published Date:** 6/9/21**Close Date:** 6/17/21**Close Time:** 13:30**Status:** Closed**Solicitation Description:**  **Total of Header Attachments:** 1**Total of All Attachments:** 1



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder: 881645
Solicitation Description: ADDENDUM 1: Historic Preservation: Multi County Survey.
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2021-06-17 13:30	SR 0432 ESR06162100000008215	1

VENDOR
 000000160372
 GAI CONSULTANTS INC

Solicitation Number: CRFQ 0432 DCH2100000008
Total Bid: 55660
Response Date: 2021-06-16
Response Time: 11:46:58
Comments:

FOR INFORMATION CONTACT THE BUYER

Dusty J Smith
 (304) 558-2063
 dusty.j.smith@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Historic Preservation: Multi County Survey.				55660.00

Comm Code	Manufacturer	Specification	Model #
71112107			

Commodity Line Comments:

Extended Description:

Provide the service of conducting a reconnaissance-level architectural Survey of Clay, Lewis, Webster, and Upshur Counties in West Virginia. Per attached specifications.



Charleston Office
500 Lee Street, Suite 700
Charleston, West Virginia 25301

T 304.926.8100
F 304.926.8180

June 17, 2021
Project R210488.00

Ms. Dusty J. Smith
Buyer
West Virginia Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, West Virginia 25305-0130

Proposal
Historic Preservation Multi-County Resource Survey (FY2021-22)
Clay, Lewis, Webster, and Upshur Counties, West Virginia
Solicitation CRFQ 0432 DCH2100000008

Dear Ms. Smith:

GAI Consultants, Inc. (GAI) is pleased to present our Proposal to complete an architectural survey of resources located within Clay, Lewis, Webster, and Upshur Counties, West Virginia. We understand that the proposed work will be conducted for the West Virginia Division of Arts, Culture, and History (WVDACH) [State Historic Preservation Office (SHPO)]. Our Proposal is based off of the State of West Virginia's Request for Quotation (RFQ), issued on June 3, 2021, per Solicitation Number CRFQ 0432 DCH2100000008.

Introduction

Founded in 1958, GAI is a full-service engineering consulting firm with approximately 700 employees in 26 offices within the United States, including offices in Charleston and Bridgeport, West Virginia. GAI has provided a full range of cultural resource services to a diverse clientele in the public and private sectors, including the WVDACH, West Virginia Division of Highways (WVDOT); the City of Charleston, West Virginia; West Virginia Division of Natural Resources (WVDNR); West Virginia General Services Division; Pittsburgh History and Landmarks Foundation; City of Pittsburgh; National Park Service (NPS); United States Army Corps of Engineers; United States Air Force; United States Fish and Wildlife Service; Department of Homeland Security; and numerous other state and government clients.

GAI's Cultural Resources Group consists of 20 full-time historians and archaeologists, and 40 part-time field technicians. Since its formation in the 1970s, the Cultural Resources Group at GAI has accumulated a broad historic preservation portfolio that includes planning surveys, National Register nominations, and grant-funded preservation initiatives. This work has included the completion of thousands of West Virginia Historic Property Inventory (HPI) Forms as part of intensive-level historical context narratives and architectural surveys throughout West Virginia, including the subject counties for the proposed Project. **GAI's qualifications meet, if not exceed, the Secretary of the Interior's professional qualification standards set forth in 36 CFR 61, Professional Qualifications Standards, due to our highly accomplished full service team of historians, archaeologists, and cultural resources specialists.**

GAI is including the following information as Attachments to this Proposal per the following RFQ requirements:

- Appendix A – Resumes of Key Personnel
- Appendix B – Sample Insurance Certificates
- Appendix C – Required Signed Documents

Project Understanding

GAI understands that the Contract Services Requirements and Deliverables must meet or exceed the mandatory Project requirements listed pursuant to the Contract Services Deliverables and Schedule, below:

Contract Services Deliverables

GAI understands that the Project requires the completion of a historic resources survey for Clay, Lewis, Webster, and Upshur Counties in addition to the development of a 10-20 page history for each county culminating in final county survey reports. The completion of West Virginia HPI Forms will comprise an essential component of the Project documenting many historic-period resources in these locations.

Contract Services Deliverable #1

GAI will complete a reconnaissance-level historic resources survey in the unincorporated areas of Clay County, followed by Lewis County, followed by Webster County, and finally, followed by Upshur County, until 600 architectural resources have been documented on West Virginia HPIs. These could include buildings, structures, and cemeteries, the latter of which will be recorded on a West Virginia Cemetery Inventory Form.

Contract Services Deliverable #2

This task will include the completion of up to 600 West Virginia HPI Forms, which is expected to average approximately 150 HPIs per each of the four counties that will be surveyed as part of the proposed Project. These forms will minimally contain resource locations on U.S. Geological Survey (USGS) topographic maps, a minimum of two current digital photographs embedded on the HPI (ultimately submitted on CD-R media), and written recommendations regarding the National Register eligibility of identified resources in accordance with National Register Bulletin #15, *How to Apply the National Register Criteria for Evaluation*. Digitized ESRI shape files will also be provided. The HPI Forms will be completed in accordance with the requirements stipulated in Part 1 of the West Virginia National Register and Architecture/History Survey Manual (2016).

Contract Services Deliverable #3

Research will be conducted and a history of each county will be prepared (10-20 pages per county) focusing on various themes tied to the built environment identified during the historic resources survey. These themes or historic contexts will be used to evaluate the resources eligibility for listing in the National Register of Historic Places (NRHP). As part of this effort, we will consult National Register Bulletin #24, *Guidelines for Local Surveys: A Basis for Preservation Planning*. The county survey reports will include, minimally, a historic overview of the county, discussion of survey methods, location of resources on USGS topographic maps, and a table of resources including National Register eligibility recommendations. Both hard bound and digital copies (in PDF format) of the survey reports will be provided.

Schedule

GAI understands that the schedule for performance will be decided upon following the award of the Project. GAI will do its utmost to exceed the schedule recommended by the State of West Virginia.

Project Qualifications

Key Personnel

The key personnel assembled for this Project are skilled architectural historians and cultural resources specialists experienced in conducting numerous historic resources surveys and evaluations of varying sizes in West Virginia. GAI's architectural historians are grounded and proficient in the U.S. Secretary of the Interior's Standards and Guidelines for Identification and Evaluation (48 FR 44716-28) and meet or exceed the professional requirements of the U.S. Secretary of the Interior's Standards and Guidelines for

Archaeology and Historic Preservation, 36 CFR 61. Resumes for the Project Team can be found in **Appendix A** of this Proposal.

Benjamin Resnick, RPA, MBA, MA - Cultural Resources Group Manager

Mr. Resnick is an Assistant Vice President with GAI with over 35 years of experience specializing in historical archaeology and conducting and managing all aspects of Section 106 (NHPA) projects. He has over 25 years of experience in the management of state and federal open-end contracts and is Register of Professional Archaeologists (RPA) certified. Mr. Resnick's areas of specialization include management of open-end agreements focusing on schedules and cost controls, National Environmental Policy Act (NEPA), Section 106 (NHPA), and public education and involvement. Mr. Resnick fully meets the 36 CFR 61 standards and is the Project Manager for all of the cultural resource projects performed for the WVDOH.

Dana Cress, MA - Senior Historian/Architectural Historian

Ms. Cress is a Senior Architectural Historian with GAI, specializing in historic resource evaluations and archival research. She has completed many cultural resource surveys in West Virginia for the WVDACH and WVDOH, including completion of numerous HPI forms for the West Virginia SHPO. Ms. Cress was the Report Author for the WVDACH Context Statements and Narrative Reports pertaining to West Virginia Architects' Alex Mahood, John Norman, Sr., and Levi Dean. She is currently a Report Author for the Five Corners Historic District Survey and NRHP Nomination for the City of Charleston, and was an Architectural Historian and a Report Author for the WVDOH's Fourth Street Arch Bridge Replacement Project. She also has several years of experience in public speaking and presenting. She exceeds the U.S. Secretary of the Interior's Professional Qualification Standards for History and Architectural History (36 CFR 61).

Petra Knapp, MA - Senior Architectural Historian

Ms. Knapp is a Senior Architectural Historian with GAI, having over 10 years of experience specializing in conducting historic resource surveys and archival research. Ms. Knapp has a working knowledge of the rules and regulations guiding Section 106 of the NHPA of 1966, as amended. She has conducted small- and large-scale cultural resource assessment surveys. This experience has included several survey projects in West Virginia for the WVDACH and WVDOH, including working as a Report Author for the Five Corners Historic District NRHP Nomination Project located in Charleston, and survey support and archival background research for the Alexander Mahood Context Statement. She exceeds the U.S. Secretary of the Interior's Professional Qualification Standards for History and Architectural History (36 CFR 61).

Aaron Swickard, MA - Architectural Historian

Mr. Swickard has five years of experience specializing in architectural history, historic preservation, historical editing, and museum curation. His experience includes performing a multi-day ground level historical architectural survey and completion of HPI forms for the Five Corners Historic District Survey and NRHP Nomination for the City of Charleston. He also worked at AmeriCorps as a Preservation Corps Member, where he worked with the Cleveland Landmarks Commission, cataloguing over 150 buildings for the Ohio Historic Inventory. He exceeds the Secretary of the Interior's Professional Qualification Standards for History and Architecture (36 CFR 61).

Select Project Experience

GAI's project expertise ranges from large-scale architectural surveys, resource evaluations, and effects assessments for large transportation and energy projects, to NRHP nominations and small-scale surveys of buildings and districts for municipalities with Certified Local Government grants. The projects in this section represent similar architectural survey and documentation projects recently conducted by GAI, representing our experience in conducting historic resource surveys while working with local and state partners, as well as our attention to efficiency and quality.

Fourth Street Arch Bridge Historic Resources Survey and Eligibility Report

Client: WVDOH / Location: Lewis County, West Virginia

GAI conducted an architectural and historical resource survey for the proposed Fourth Street Arch Bridge Replacement Project located in Lewis County, West Virginia on behalf of the WVDOH. The project involves the replacement of the Fourth Street Arch Bridge, which has been determined eligible for listing in the NRHP under Criterion C, which was concurred by the WVDCH and is a contributing resource in the Weston Downtown Residential Historic District. Background research identified five resources previously listed on the NRHP within Weston, WV, including the Weston Downtown Residential Historic District; Weston Downtown Historic District; the Weston State Hospital; the Weston Colored School; and the Louis Bennett Public Library. The Weston Downtown Residential Historic District, which includes the Fourth Street Arch Bridge as a contributing resource, is located at the east end of the bridge, while the other National Register of Historic Places listings are nearby.

The purpose of the field survey was to determine if the proposed Project would affect architectural and historical resources that are already listed or potentially eligible for listing in the NRHP. The survey included the Area of Potential Effect (APE) for architecture within the footprint of parcels where proposed improvements will occur, including three alternatives, as well as account for potential visual impacts resulting from proposed improvements. Recorded resources were identified from the public right-of-way (ROW). The architectural and historical resources survey consisted of four phases: (1) establishment of APE; (2) literature and background research, which revealed the presence of previously-recorded architectural and historical resources within and in proximity to the Project APE; (3) field survey of resources appearing to be 50 years old or older within the APE; and (4) completion of WV Historic Property Inventory forms and evaluation of architectural and historical resources. Detailed notes on architectural material and features were compiled for identified resources which were plotted on field maps and photographed with a high-resolution digital camera. The survey work also included a boundary evaluation of previously-listed historic districts, as well as a reevaluation of the historic districts' contributing resources that fall within the Project APEs.

In all three Alternative APEs, GAI identified 148 architectural and historical resources, including the Weston Downtown Historic District (NRHP 85002468) and the Weston Downtown Residential Historic District (04001596). Historic Property Inventory forms were created or updated for the remaining 146 recorded resources, of which 54 were previously recorded and 92 were newly recorded. Some resources are located in more than one Alternative.

Two newly-recorded resources are recommended as potentially contributing to the Weston Downtown Residential Historic District. Two other newly-recorded resources are recommended as potentially eligible for individual listing on the NRHP. Despite structural deterioration, the Fourth Street Arch Bridge retains sufficient integrity to remain NRHP eligible under Criterion C. GAI recommends that none of the 88 remaining newly-recorded resources located within the Alternative APEs are eligible for listing on the NRHP due to a lack of integrity and/or significance. No further investigations are recommended for these resources.

West Virginia Master Architects Historical Contexts and Resource Surveys

Client: WV SHPO / Location: Various Counties, West Virginia

GAI recently completed three separate intensive-level research and survey projects for the West Virginia SHPO in various counties throughout West Virginia. These projects were grant-funded and administered by the WVDACH. In coordination with the SHPO, GAI conducted field surveys of resources designed by three of West Virginia's first registered architects: Levi Dean, John Norman, and Alexander Mahood. Additionally, GAI performed extensive archival research to develop a historical context and narrative for each architect. During the architectural surveys, a total of 111 historical resources connected to these individuals were identified and recorded with HPI forms. These resources included dwellings, commercial buildings, churches, and schools. A majority of the resources were previously unrecorded at the state level and required evaluation for potential NRHP listing. GAI provided deliverables for each project suitable to support National Register Multiple Property Documentation Forms.

This Project was featured in “Details” Magazine, the Historic Preservation of West Virginia, Volume 19, Issue 1, Fall 2019.

J.C. Cruikshank Memorial Bridge Architectural and Historical Resources Survey

Client: WVDOH / Location: Clay County, West Virginia

GAI conducted an architectural and historical resources survey for the proposed J.C. Cruikshank Memorial Bridge Replacement Project in Clay County, West Virginia on behalf of the WVDOH. The Project involves the replacement of the J.C. Cruikshank Memorial Bridge. The bridge has been determined eligible for listing in the NRHP under Criterion C.

The purpose of the field survey was to determine if the proposed project would affect architectural and historical resources that are potentially eligible for listing in the NRHP. The architectural and historical resources survey consisted of four phases: 1) establishment of an APE; 2) literature and background research, which revealed the presence of previously-recorded architectural and historical resources within and in proximity to the project APE; 3) field survey of resources appearing to be 50 years old or older within the APE; and 4) completion of West Virginia HPI forms and evaluation of architectural and historical resources. Detailed notes on architectural materials and features were compiled for identified resources which were plotted on field maps and photographed with a high-resolution digital camera.

GAI identified and completed HPI forms for a total of 16 architectural and historical resources, including the bridge, located within the project APE. Of these 16 resources, two were previously recorded and 14 were newly recorded. One of the previously-recorded resources has not been formally evaluated for listing in the NRHP.

The J.C. Cruikshank Memorial Bridge retains sufficient integrity to remain NRHP eligible under Criterion C. GAI recommended that none of the 15 remaining resources located within the Project APE are eligible for NRHP listing due to a lack of integrity and/or significance.

Mt. Gay Deck Arch Bridge and North Whites Addition Bridge Replacement Projects, Architectural and Historical Resources Survey

Client: WVDOH / Location: Logan County, West Virginia

GAI conducted architectural and historical resource surveys for the proposed Mt. Gay Deck Arch Bridge Replacement Project, and the proposed North Whites Addition Bridge Replacement Project, located in Logan County, West Virginia, on behalf of the WVDOH. Both bridges have been determined eligible for listing in the NRHP under Criterion C, which was concurred by the WVSHPO.

The architectural and historical resource field surveys involved the systematic visual inspection of the Project APE, which was established in consultation with the WVDOH and the WVSHPO. The purpose of the surveys was to determine if the proposed project would affect architectural and historical resources that are potentially eligible for the NRHP. The architectural and historical resources survey consisted of four phases including the establishment of an APE; literature and background research, which revealed the presence of previously-recorded architectural and historical resources within the project APE; field survey of resources appearing to be 50 years old or older within the APE; and completion of West Virginia HPI forms and evaluation of architectural and historical resources. Detailed notes on architectural materials and features were compiled for identified resources which were plotted on field maps and photographed with a high-resolution digital camera.

In addition to the two bridges, GAI identified and submitted HPI forms for 22 architectural and historical resources located within the project APE. Of these 22 resources, five were previously-recorded and 17 were newly recorded. Three of the five previously-recorded resources had not been formally evaluated for listing in the NRHP, including the Chesapeake and Ohio Trestle, the Logan Baking Company, and the Tarkany House. The previously-recorded Cherry Tree Bridge and the Mt. Gay Overpass, also documented during the field survey, have been determined not NRHP eligible.

The Mt. Gay Deck Arch Bridge and the North Whites Addition Bridge retain sufficient integrity to remain NRHP eligible under Criterion C. State-level recordations were conducted for both structures as part of the project mitigation. GAI recommended that none of the 20 remaining resources located within the Project APE were eligible for NRHP listing due to a lack of integrity and/or significance. No further investigations were recommended for these resources.

Cultural resources investigations were conducted in compliance with Section 106 of the NHPA of 1966, as amended; Procedures for the Protection of Historic and Cultural Properties as set forth in 36 CFR 800, guidelines established by the SHPO.

Dingess Street Bridge Replacement Architectural and Historical Resources Survey

Client: WVDOH / Location: Logan County, West Virginia

GAI conducted an architectural and historical resources survey and archaeological survey in vicinity of the proposed Dingess Street Bridge Replacement Project. This Project will provide a bridge over the Guyandotte River in the City of Logan that meets current WVDOH bridge safety and design standards.

Field investigations involved systematic visual inspection of the Project APE which included a reconnaissance investigation. Identified resources appearing to be 50 years old or older were photographed with a high-resolution digital camera, locations were mapped on USGS topographical quadrangle maps and aerial field maps, and detailed notes concerning architectural style and materials were collected.

During the architectural investigation, 55 architectural and historical resources were identified within the Project APE. One of the previously-documented resources, the Dingess Street Bridge, was determined not eligible for NRHP listing, while the previously-documented CSX/Chesapeake and Ohio Railroad Grade was determined eligible for NRHP listing under Criterion A. GAI and WVDOH recommended that the Dingess Bridge was not NRHP eligible due to a lack of significance.

GAI and the WVDOH also recommended that one of the previously-unidentified resources was NRHP eligible, The CSX/Chesapeake and Ohio Railroad Truss Bridge, which was previously-recorded elsewhere in Logan County, was recommended NRHP eligible under Criterion A for its association with the eligible railroad grade. Services provided included background research, architectural and historical resources survey, digital photo documentation, preparation and submittal of over 50 West Virginia HPI forms, and preparation and submittal of an illustrated survey report.

GAI was awarded the 2016 WVDOH Engineering Excellence Award for Planning, Traffic, and Environmental Category for the Dingess Street Bridge Environmental Assessment and Finding of No Significant Impact.

Project References

The following list contains references of GAI clients served in recent years by one or more members of the designated Project Team. The table also identifies the type of service provided.

Client Contact	Project/Location/Scope of Work
Mr. Jeffrey Smith (now employed at NC HPO) Architectural Survey Specialist Cultural Resources Building 109 E. Jones Street Raleigh, North Carolina 27699 Phone: 919.814.6698 Email: jeff.smith@ncdcr.gov	<ul style="list-style-type: none"> ▪ West Virginia Master Architects Historical Contexts and Resource Surveys ▪ Various Counties, West Virginia ▪ Tasks included: historic resource surveys and evaluations for buildings designed by three different architects, completion of 111 HPI forms, archival research, and completion of three narrative contexts about the individual architects.
Mr. Ben Hark Environmental Section Head WV Division of Highways 1334 Smith Street Charleston, West Virginia 25301 Phone: 304.558.9670 Email: Ben.L.Hark@wv.gov	<ul style="list-style-type: none"> ▪ WVDOH Architectural and Historical Resources Survey: Fourth Street Bridge Replacement Project ▪ Lewis County, West Virginia ▪ Tasks included: field investigations of the Project APE, documentation and evaluation of 148 architectural resources, and the submission of a report and recommendations to the SHPO.

Cost

GAI will perform this Project for a **Lump Sum Total Bid Amount of \$55,660.00**.

Insurance

GAI has provided sample copies of our Commercial General Liability Insurance and Automobile Liability Insurance attached, located in **Appendix B**.

Required Signed Documents

GAI has provided the required signed documents attached, including the Complete Finalized Solicitation and Addendum 1, located in **Appendix C**.

Health & Safety

GAI believes all employees should go home in the evening just as healthy and safe as they were when they arrived in the morning. GAI is committed to a culture of safety. At GAI, project tasks are completed in accordance with all applicable state and federal regulatory requirements including Occupational Health and Safety (OSHA) standards, client-specific health and safety requirements, and GAI policies and procedures. GAI employees are provided health and safety training as needed, particularly OSHA 10-hour and 30-hour construction awareness and/or SafeLand Training. New employees are introduced to GAI Health and Safety policies during the new employee orientation. GAI also provides OSHA 40-hour HAZWOPER training and the eight-hour HAZWOPER refresher classes as needed. Completing project tasks safely and without injury is an achievable goal for all involved. As such, GAI field staff begins and ends each day with a safety discussion. Field staff wear proper personal protective equipment, including reflective vests, hard hats, safety glasses, and safety footwear. Field teams are provided a site-specific Health and Safety Plan before performing field activities.

GAI's COVID-19 Committee meets regularly, monitoring conditions. Our goal is to adapt the way we work to help keep our clients, stakeholders, staff, and public safe by incorporating best practices put forth by the Centers for Disease Control (CDC) and other qualified entities. GAI has developed a COVID-19 Response Plan with actions initiated to mitigate the risk of exposure to our employees, subcontractors, and clients, with the goal of maintaining business continuity. GAI has always held safety as the most important of our core values. We are committed and focused on the health and well-being of our employees, our customers, and the communities where we do business.

Closing

In closing, GAI has a long and successful history of providing historic resources identification and evaluation services including historic contexts and the completion of thousands of West Virginia HPI Forms. Should you have any questions or would like to speak with us about our Proposal, please feel free to contact Dana Cress, MA, at 412.399.5165, or via email at D.Cress@gaiconsultants.com; or Benjamin Resnick, RPA, MA, MBA, at 412.399.5105, or via email at B.Resnick@gaiconsultants.com.

Sincerely,

GAI Consultants, Inc.

Dana Cress, MA
Senior Architectural Historian

Benjamin Resnick, RPA, MA, MBA
Assistant Vice President

DC:BR/mdw

Attachments: Appendix A (Key Personnel Resumes); Appendix B (Sample Insurance Certificates);
Appendix C (Required Signed Documents)

Appendix A

Key Personnel Resumes



Benjamin Resnick, RPA, MA, MBA

Assistant Vice President

Education

MBA, 2013 Point Park University

MA, Anthropology / Public Service
Archaeology, 1984, University of
South Carolina

BA, Anthropology, 1980, University of
Maryland

Registrations

Register of Professional Archaeologists
(RPA) No. [REDACTED]

Skills

Project Management

Historical Archaeology

Environmental Permitting

Phase I, II, & III Archaeological
Investigations

SHPO and Native American Consultation

Certifications / Training

Harvard Leadership Development Training,
GAI Consultants, Inc., 2009

Advanced Project Management Training,
GAI Consultants, Inc., 2008

ASFE Fundamentals of Professional
Practice, 1999

Industry Experience

GAI Consultants, Inc., 1989-Present

Louis Berger & Associates, Inc., 1986-
1989

Archaeological Advisory Group, 1984-1986

University of South Carolina, 1981-1984

Scientific Research Surveys, Inc.,
1980-1981

Professional Summary

Mr. Resnick specializes in historical archaeology and Geographic Information Systems (GIS) archaeological predictive modeling. He is currently involved in developing opportunities and managing environmental permitting projects that focus on the energy, transportation, and government market sectors. His areas of specialization include managing open-end agreements with a focus on staffing, scheduling, quality and cost controls, technical report preparation, and State Historic Preservation Office (SHPO) and Native American consultation.

Mr. Resnick has more than 30 years of experience conducting and managing all aspects of Section 106 projects [National Historic Preservation Act (NHPA)] and has authored more than 150 technical reports and publications. This includes the completion of National Environmental Policy Act (NEPA), NHPA, Section 4(f), and Federal Energy Regulatory Commission (FERC) compliance documents, feasibility studies, Phase I, Phase II, and Phase III archaeological investigations, criteria of effect evaluations, programmatic and memorandum of agreements, integrated cultural resources management plans, and historic preservation plans. Many of these studies were conducted as part of cultural resources or environmental indefinite quantity contracts / master service agreements for energy companies, state departments of transportation, and federal agencies.

Select Professional Experience

- Five Corners Historic District NRHP Nomination, Charleston, West Virginia, for the Charleston Historic Landmarks Commission. GAI conducted a historical and architectural field survey for the proposed Five Corners Historic District Nomination Project on behalf of the City of Charleston. Project Manager
- Fourth Street Arch Bridge Replacement Project, Historic Resources Survey and Eligibility Report, and Environmental Assessment and Finding of No Significant Impact, located in Weston, Lewis County, West Virginia, for the West Virginia Division of Highways (WVDOH). Project Manager
- J.C. Cruikshank Bridge Replacement Project for the WVDOH, located in Clay County, West Virginia. GAI conducted an architectural and historical resources survey for the proposed bridge replacement project. Project Manager.

- Context Statements for West Virginia Architects Alex Mahood, John Norman Sr., and Levi Dean. Research and Narrative Report, Statewide, West Virginia, for the West Virginia Division of Arts, Culture, and History (WVDACH). Project Manager.
- Historical Resources Survey, Environmental Assessment, and Finding of No Significant Impact, Dingess Street Bridge Replacement Project, Logan County, West Virginia, for the WVDOH. Project Manager
- Phase I Archaeological Investigation, Historic Resources Eligibility and Effects Report, and State-Level Recordation, Mt. Gay Deck Arch Bridge and North Whites Addition Bridge Replacement Project, Logan County, West Virginia, for the WVDOH. Project Manager.
- Architectural and Historical Resources Survey of six West Virginia Army National Guard Armories, located in Harrison, Kanawha, Lewis, Mercer, and Mineral Counties, West Virginia for the West Virginia Army National Guard. GAI conducted architectural and historical resources survey of the armories, constructed between 1958 and 1966, which had reached 50 years of age, including the Mercer County Armory, the Nathan J. Goff Armory, the SSG Jonah E. Kelly Armory, the Cecil H. Underwood Armory, the L.M. Gatens Armory, and the Weston Armory. Project Manager.
- Project Manager. Phase II Archaeological Investigations (historic Sites), and Determination of Eligibility, for the Route 52 (Tolsia Highway) Project, located in Wayne and Mingo Counties, West Virginia. Construction Alternatives for the WVDOH. Project Manager.
- Historic Structures Reconnaissance Survey and Reparation of Criteria of Effects Report, Route 19/ Corridor L, Braxton and Nicholas Counties, West Virginia, for the WVDOH. Project Manager.
- Phase I Archaeological Investigation and Historic Resources Eligibility and Effects Report, Roy Lilly Memorial Bridge Replacement Project, Wyoming County, West Virginia, for the WVDOH. Project Manager.
- Architectural and Historical Resources Survey and National Register Nomination – Wilkinsburg Proposed Historic District – Wilkinsburg, Allegheny County, PA. Conducted in consultation with Pennsylvania Historic Landmarks Commission. Project Manager
- Lake Davis-Greenwood Historic Resources Survey, Orlando, Florida (FL), for the City of Orlando, Florida. GAI performed a historic resources survey to record historic resources built prior to 1971 in the Lake Davis-Greenwood neighborhood. The survey will produce a statement of significance for the potential historic district and the initial determination of contributing or non-contributing structures with a corresponding GIS map. Project Manager.
- Proposed Wind Farm, Architectural and Historical Resources Survey and Assessment, Maryland. Project Manager.
- Architectural and Historical Surveys, and Phase Ia Archaeological Investigation of Seven Study Areas, Pittsburgh, Pennsylvania, as a subconsultant to WSP (formerly WSP | Parsons Brinkerhoff) for the Urban Redevelopment Authority of Pittsburgh (URA) and the Port Authority of Allegheny County. Project Manager.
- Ewa Field South Revetment District Delineation and National Register Nomination, Oahu, Hawaii, for Barbers Point Riding Club. Historical research, a pedestrian reconnaissance, and targeted geophysical survey to identify battlefield defining features, develop and acquire GIS mapping data, and prepare a National Register nomination. Project Manager
- Ewa Battlefield Delineation and National Register Nomination, Oahu, Hawaii, for Ewa Plains Programs. Historical research, pedestrian reconnaissance, and geophysical survey to identify battlefield defining features, develop and acquire georeferenced GIS mapping data, and prepare a National Register nomination. Project Manager.
- Cultural Resources Investigations, including background research and submission of Historic Resource Survey Forms to the Pennsylvania Historical and Museum Commission (PHMC), and a Phase 1A Geomorphology Report, for the ALMONO Hazelwood Site Development Project, for the Regional Industrial Development Corporation, located in Pittsburgh, Pennsylvania. Project Manager.

- Environmental Compliance Technical Support, Architectural History, Fort Stewart, Georgia, for Aerostar/Savannah District, United States Army Corps of Engineers (USACE). Project Manager.
- Archaeological Investigation and Assessment of a Site Associated with Antietam National Battlefield, Loudon County, Virginia, American Battlefield Protection Program Grant for Northern Virginia Regional Park Authority. Project Manager.
- Historic Resource Survey of the Murray Hill Neighborhood, Phase II, Jacksonville, Florida, for the City of Jacksonville, Florida Planning and Development Department. Project Manager.
- Resource Identification Study, Bushy Run Battlefield, Westmoreland County, Pennsylvania, American Battlefield Protection Program Grant for PA Historical and Museum Commission (PHMC) and Bushy Run Battlefield Heritage Society. Project Manager.
- Historic Structure Survey, City of Bunnell Project, Flagler County, Florida, for the City of Bunnell, Florida. Project Manager.
- Resurvey of Marina Historic District, City of Delray Beach Project, Palm Beach County, Florida, for the City of Delray Beach Planning and Zoning Department. Project Manager/Principal Investigator.
- Tavernier Historic District Intensive Level Survey and Publication, Key West, Florida, for Monroe County Board of Commissioners and Historic Florida Keys Foundation. Project Manager/Principal Investigator.
- Architectural Survey and National Register Evaluations, 321 resources in the Brownsville Section of Pensacola, Escambia County, Florida, for the Escambia County Redevelopment Authority. Project Manager/Principal Investigator.
- Historic Structures Survey for over 1,200 buildings and four historic districts, for the City of Lake Worth in Palm Beach County, Florida. Project Manager/Principal Investigator.
- Intensive Primary Archival Records Review, Historic Resources Survey, Criteria of Effects Evaluation, Phase I and II Archaeological Investigations, and Phase III Data Recovery, for the Lazarus Department Store and 5th Avenue Garage, located in the City of Pittsburgh, PA for the Urban Redevelopment Authority of Pittsburgh. Principal Investigator.
- Architectural Survey, Local and National Register Evaluations, and Boundary Updates for 250 resources in Old School Square Historic District, in Delray Beach, Florida, for the City of Delray. Project Manager/Principal Investigator
- Architectural Survey, and Local and National Register Evaluations for 768 architectural resources, Sarasota, Florida, for the City of Sarasota Planning and Redevelopment Department. Project Manager/Principal Investigator.
- Architectural Survey, Local and National Register Evaluation, and National Register District Nomination for 248 architectural resources, in the City of Sarasota, Florida, for Sarasota County, Florida. Project Manager/Principal Investigator.
- Architectural survey and National Register and Local Historic Register Evaluations for over 300 buildings in the unincorporated areas of the Florida Keys, Monroe County, Florida, for the Historic Florida Keys Foundation. Project Manager/Principal Investigator.
- Phase II National Register Site Evaluation for a Confidential Pipeline Project, Maryland. Project Manager/Principal Investigator.
- Architectural and Historic Resources Survey Report and Effects Assessment, 138kV Rebuild Transmission Line Project, Virginia. Project Manager/Principal Investigator.
- Historic Structures Survey for over 1,200 buildings and four historic districts, for the City of Lake Worth in Palm Beach County, Florida. Project Manager/Principal Investigator.



Petra Knapp, MA

Senior Architectural Historian

Education

MA, History, 2009, Graduate Certificate in Historic Preservation, Youngstown State University

BA, History, 2007, Youngstown State University

Skills

Historic Preservation

Historic Resource Surveys

Archival Research

Certifications / Training

Presenter for American Association for State and Local History (AASLH), 2017

ODOT Section 106 Training, 2016

ACHP Section 106 Essentials, 2016

Surveyor Training, AmeriCorps, 2013

Industry Experience

GAI Consultants, Inc., 2014-Present

Cleveland Restoration Society, AmeriCorps, Ohio, 2013-2014

Mosholder Realty, Tallmadge, OH, 2013-2014

Snyder & Snyder Real Estate, Akron, OH, 2011-2013

Aurora Historical Society, 2008-2009 (part-time)

Graduate Research Assistant, Youngstown State University, 2007-2009

Professional Summary

Ms. Knapp exceeds the Secretary of the Interior's Professional Qualification Standards for History and Architectural History (as defined in 36 CFR Part 61). She specializes in conducting historic resource surveys and archival research, and has a working knowledge of the rules and regulations guiding Section 106 of the National Historic Preservation Act (NHPA) of 1966, as amended. She has conducted small- and large-scale cultural resource assessment surveys for various state and federal agencies, as well as organizations in both the public and private sectors. While specializing in architectural history, Ms. Knapp also brings experience and proficiency in cooperating with local and governmental entities and officials, and providing community presentations.

Professional Experience

- Five Corners Historic District National Register of Historic Places (NRHP) Nomination, Charleston, West Virginia, for the Charleston Historic Landmarks Commission. Report Author.
- Roy M. Lilly Memorial Bridge Architectural and Historical Resources Survey Project, located in Wyoming County, West Virginia, for the West Virginia Division of Highways (WVDOH). Conducted field survey, prepared West Virginia Historic Property Inventory (HPI) forms, and authored report.
- Fourth Street Arch Bridge Replacement Project, located in the City of Weston, Lewis County, West Virginia, for the WVDOH. GAI is conducting a Historic Resources Survey and Eligibility Report. Responsible for preparing HPI forms.
- Alex Mahood Context Statement, Research and Narrative Report, Statewide, West Virginia, for the West Virginia Division of Arts, Culture, and History (WVDACH). Conducted field survey support and archival background research.
- Oakwood Road Improvements Project, located in the City of South Charleston, Kanawha County, West Virginia, for the WVDOH. Conducted background research and field survey.
- Architectural and Historical Resources Survey and National Register Nomination – Wilkinsburg Proposed Historic District – Wilkinsburg, Pennsylvania. Conducted in consultation with Pennsylvania Historic Landmarks Commission. Prepared PHRS Forms.

- 765kV Transmission Line Relocation Project – Putnam County, West Virginia. Conducted field survey, prepared West Virginia HPI forms, co-authored report.
- Architectural and Historical Resource Investigation for a proposed Well Pad Project in Tyler County, West Virginia. Conducted reconnaissance survey, authored report.
- Architectural and Historical Resources Survey – Well Pad Project – Tyler County, West Virginia. Conducted field survey, prepared West Virginia HPI forms, authored report.
- Architectural and Historical Resources Survey – Pipeline Project – Monongalia County, West Virginia. Authored report.
- Architectural and Historical Resources Survey – Transmission Line Rebuild Project – Marshall County, West Virginia. Conducted field survey, prepared effects assessment, authored report.
- Architectural and Historical Resources Survey and Report - Fleet Facility Project, Doddridge County West Virginia. Conducted field survey, prepared West Virginia HPI Forms, co-authored report.
- Fort Stewart, Georgia, Environmental Compliance Technical Support, Architectural History Project, for Aerostar/Savannah District, United States Army Corps of Engineers (USACE). She is currently conducting Section 106 reviews, conducting field survey, and is completing Georgia Historic Resources Inventory Forms on an ongoing basis for the identified resources pursuant to impacts to National Register of Historic Places (NRHP)-eligible structures or buildings. Ms. Knapp completed a Memorandum of Agreement for a Water Tower Replacement Project at Fort Stewart. She is currently creating a database for the verification of evaluated buildings.
- Transmission Line Project - Kanawha County, West Virginia. Conducted field survey, authored report, including assessment of effects, Lines of Sight evaluations, and photographic simulations for NRHP-listed or -eligible resources.
- 138kV Transmission Line Projects – Kanawha and Roane Counties, West Virginia. Conducted field survey, prepared West Virginia HPI forms, authored report.
- Architectural and Historical Resources Survey – Bus Rapid Transit Project – Pittsburgh, Allegheny County, Pennsylvania. Conducted for the Urban Redevelopment Authority of Pittsburgh (URA) and the Port Authority of Allegheny County. Authored report context, completed Pennsylvania Historic Resource Survey (PHRS) full and abbreviated inventory forms.
- Historical Items Inventory and Cataloguing for the Akron Public Schools, Summit County, Ohio. Conducted inventory and condition evaluation of items gathered from schools in the district, prepared inventory database including photographs and item information.
- Architectural and Historical Resources Survey –138kV Line Rebuild Project – Allegheny County, Pennsylvania. Completed Pennsylvania Historic Resource Survey full and abbreviated forms.
- Architectural and Historical Resources Survey –138kV Cumberland Transmission Line Project – Greene County, Pennsylvania. Completed abbreviated Pennsylvania Historic Resource Survey Forms. Authored report.
- Architectural and Historical Resources Reconnaissance Report – Pipeline Project – St. Louis County, Missouri. Co-authored report context.
- Architectural Resources Investigation Survey of 152 resources with the Cleveland Restoration Society in partnership with AmeriCorps, Cuyahoga County, Ohio. Conducted as extension of Ohio Modern Initiative of the Ohio History Connection. Conducted Field Survey of 152 resources throughout Cuyahoga County, including cities such as Cleveland, Shaker Heights, Pepper Pike, and Lakewood. Conducted archival and background research, evaluated historic resources for NRHP eligibility, prepared OHI forms, authored report.



Dana Cress, MA

Senior Architectural Historian

Education

MA, American History (United States),
2015, Miami University

BA, History, 2012, Bowling Green State
University (Cum Laude)

Skills

National Register Nominations

Historic Architecture Surveys

Archival Research

Certifications / Training

Section 106 Training, 2018

Industry Experience

GAI Consultants, Inc., 2017-Present

Edison State Community College, Adjunct
History Instructor, 2016-2017

Ohio History Service Corps Community
Surveyor, 2015-2017

Miami University, Graduate Assistant,
2013-2015

Professional Summary

Ms. Cress meets the Secretary of the Interior's Professional Qualification Standards for History and Architectural History (as defined in 36 CFR Part 61). She specializes in conducting archival research and historic resource surveys, and is experienced in authoring historical contexts and resource evaluations. While her professional focus is architectural history, Ms. Cress also has experience with heritage and historical interpretation, and oral history.

Ms. Cress is familiar with the architectural, cultural, and environmental histories of the Midwestern and Mid-Atlantic regions of the United States. While attending both Bowling Green State University and Miami University, Ms. Cress studied various cultural impacts on natural environments, examining associated architecture and landscapes.

Select Professional Experience

- Five Corners Historic District NRHP Nomination, Charleston, West Virginia, for the Charleston Historic Landmarks Commission. GAI conducted a historical and architectural field survey for the proposed Historic District Nomination Project on behalf of the City of Charleston. Report Author.
- Fourth Street Arch Bridge Replacement Project, West Virginia Division of Highways (WVDOH), Weston, Lewis County, West Virginia. GAI prepared a Historic Resources Survey and National Register Eligibility Report. Report Author.
- JC Cruikshank Memorial Bridge Replacement Project, Clay County, West Virginia, WVDOH. Architectural and Historical Resources Survey. Report Author.
- Context Statements for West Virginia Architects Alex Mahood, John Norman Sr., and Levi Dean. Research and Narrative Report, Statewide, West Virginia, for the West Virginia Division of Arts, Culture, and History (WVDACH). Report Author.
- Lake Davis-Greenwood Historic Survey Project, located in Orlando, Florida, on behalf of the City of Orlando. GAI performed a historic resources survey to record historic resources built prior to 1971 in the Lake Davis-Greenwood neighborhood. The survey will produce a statement of significance for the potential historic district and the initial determination of contributing or non-contributing structures with a corresponding GIS map. Senior Architectural Historian and Report Author.

- Wilkinsburg Historic District Nomination for Pittsburgh History and Landmarks, located in Allegheny County, Pennsylvania. Reviewer.
- Updated Inventory of the Oley Township Historic District, Oley Township, Berks County, Pennsylvania, for a Confidential Client. Ms. Cress was the architectural historian for this project, where she surveyed approximately 700 resources.
- Fort Stewart, Georgia, Environmental Compliance Technical Support, Architectural History Project, for Aerostar/Savannah District, United States Army Corps of Engineers (USACE). Ms. Cress is currently conducting Section 106 reviews on an ongoing basis to assess impacts to the facility's resources, including National Register of Historic Places (NRHP)-eligible structures and buildings.
- Carrie Furnace Redevelopment Project, for the Redevelopment Authority of Allegheny County, located in Allegheny County, PA. GAI was retained to provide program management services for the Carrie Furnace Redevelopment Project, a 168-acre former industrial site. The Carrie Blast Furnaces Number 6 and 7 National Historic Landmark District is situated in the western end of the development. Ms. Cress is assisting in the development of the design guidelines and interpretation plan for the land adjacent to the National Historic Landmark site.
- Pennsylvania Historic Resource Survey (PHRS) Full Form Documentation of 4, 6, and 8 North Avenue, located in the City of Pittsburgh, for the Urban Redevelopment Authority (URA) of Pittsburgh. Report Co-Author.
- Phase I Cultural Resources Investigation, located in the City of Fort Lauderdale, Broward County, Florida. GAI researched, surveyed, and wrote an architectural and historical investigation for a redevelopment project. Created new and updated Florida Master Site Files (FMSF) for approximately 15 structures.
- Architectural and Historical Resource Investigation for a Transmission Line Rebuild Project, Allegheny County, PA. Performed architectural surveys and authored the historical context.
- Bus Rapid Transit Architectural Survey and Effects Assessment for the Port Authority of Allegheny County, located in Allegheny County, PA. Prepared Pennsylvania Historic Resource Survey (PHRS) forms and evaluated historic resources.
- Proposed Wind Farm, Architectural and Historical Resource Investigation, located in Somerset County, Pennsylvania. Report Author.

Community Surveyor / Architectural Historian

- Ohio History Service Corps Community Surveyor, for AmeriCorps. Responsible for performing architectural surveys; researching historical structures; submitting Ohio Historic Inventory forms to the State Historic Preservation Office; evaluating historic resources for possible National Register nomination; submission of National Register documentation for historic properties; providing professional assistance to local historic sites and groups; and aiding library patrons looking to research their properties.

Affiliations

American Cultural Resource Association

National Trust for Historic Preservation

Alliance for Historic Landscape Preservation

Vernacular Architecture Forum

Rust Belt Coalition of Young Preservationists

Young Preservationist Association

Preservation Pittsburgh, Board Member





Aaron Swickard, MA

Architectural Historian

Education

MA, Applied History, 2014, Youngstown State University

BA, History, 2011, Youngstown State University

Skills

Historical Research

Architectural History

Historic Preservation

Historical Editing

American History

Museum Curation

Industry Experience

GAI Consultants, Inc., 2019-Present

East Liverpool Museum of Ceramics, 2018-2019

AmeriCorps (Preservation Corps member), 2014-2017

Youngstown State University History Department, 2012-2014

Professional Summary

Mr. Swickard exceeds the Secretary of the Interior's Professional Qualification Standards for History and Architectural History (as defined in 36 CFR Part 61). He has seven years of experience specializing in architectural history, historic preservation, historical editing, and museum curation.

Select Professional Experience

- Five Corners Historic District National Register of Historic Places (NRHP) Nomination, Charleston, West Virginia, for the Charleston Historic Landmarks Commission. Performed a multi-day ground level survey and assisted in background research; responsible for KMZ files; creation of site maps for this project; historical building descriptions; and filling out the West Virginia Historic Property Inventory (HPI) forms.
- WVDOH Oakwood Road Improvements Project, located in Charleston, West Virginia, for the West Virginia Department of Transportation, Division of Highways (WVDOH). Architectural Historian. Mr. Swickard was responsible for writing descriptions and creation of site maps for a selection of resources for the project. These were then compiled into final West Virginia HPI forms.
- WVDOH Cruikshank Memorial Bridge Project, located Ivydale, WV, for the WVDOH. Architectural Historian. Performed a multi-day ground-level survey of the resource and assisted in background research.
- Lake Davis-Greenwood Historic District Survey, located in Orlando, Florida, for the City of Orlando. Architectural Historian. Performed a ground level survey of over 300 buildings in the area. The survey was followed by completion of DHR resource forms for each property.
- Carrie Furnace Redevelopment Project, for the Redevelopment Authority of Allegheny County, located in Allegheny County, PA. GAI was retained to provide program management services for the Carrie Furnace Redevelopment Project, a 168-acre former industrial site. The Carrie Blast Furnaces Number 6 and 7 National Historic Landmark District is situated in the western end of the development. Mr. Swickard assisted with performing background research for the land adjacent to the National Historic Landmark site.

- Proposed Solar Array Project. Adams County, Pennsylvania. GAI performed a Phase I Cultural Resources Investigation for a Solar Array Project located in Adams County, Pennsylvania. Mr. Swickard assisted with performing architectural descriptions, forms, and report figures.
- Fort Stewart, Georgia, Environmental Compliance Technical Support, Architectural History Project, for Aerostar/Savannah District, United States Army Corps of Engineers (USACE). Mr. Swickard is currently completing Georgia Historic Resources Inventory Forms on a limited basis for the identified resources pursuant to impacts to NRHP-eligible structures or buildings.
- 46kV Transmission Line Rebuild Project, located in Raleigh County, West Virginia. Architectural Historian. Performed a multi-day, ground level survey for this project. He then created a KMZ map and site maps for the project
- Road Improvement Project, located in West Virginia. Architectural Historian. Responsible for creation of site maps for this project. These were then compiled into HPI forms.
- Energy Project located in Raleigh County, West Virginia. Architectural Historian. Performed a multi-day, ground level survey for this project. He then assisted in minor resource form writing.
- Substation Project located in Doddridge County, West Virginia. Architectural Historian. Responsible for creation of site maps for this project. These were then compiled into HPI forms. He then edited the historical context of the report.
- 138kV Transmission Line Project, located in Marshall County, West Virginia. Architectural Historian. Performed a multi-day ground level survey. He then authored the report draft and was responsible for descriptions and HPI form creation of a selection of resources.

Other Experience

- **East Liverpool Museum of Ceramics, Researcher.**
Mr. Swickard managed day to day operations of the museum during director absences; provided tours to the public; was responsible for managing incoming questions regarding ceramic history; and was responsible for monetary intake and handling collections.
- **AmeriCorps, Preservation Corps Member.**
Mr. Swickard completed three surveys of a combined total of 350 residential and commercial buildings in Cleveland, Ohio, including survey reports and inventory forms. His experience included extensive field and records research experience and drone photography. Mr. Swickard completed 15 National Register Questionnaires and nominated five buildings as Cleveland Landmarks. His experience also included working with the Cleveland Landmarks Commission, Cleveland Planning Commission, and the State Historic Preservation Office.
- **Youngstown State University, Graduate Assistant.**
Mr. Swickard was responsible for day to day operations at the Youngstown Historical Center of Industry and Labor. He was also responsible for data entry and record keeping attendance; monetary intake; providing tours to the public; acceptance of incoming artifacts; and recruitment and training of docents.



Amanda Wasielewski, MS

Senior Project GIS Specialist

Education

MS, Geographic Information Systems,
2009, University of Pittsburgh

BA, Anthropology, 2006, Indiana University
of Pennsylvania

Skills

Geographic Information Systems (GIS)

Global Positioning Systems

Databases

Certifications / Training

Introduction and Advanced GIS

Remote Sensing, Visual Basic
Programming

Introduction to ArcGIS 9 Geostatistical
Analyst

Learning ArcGIS 3D Analyst and Learning
ArcGIS Spatial Analyst (9.0-9.1)

Spatial Analysis of Geohazards, ArcGIS 9

Industry Experience

GAI Consultants, Inc., 2008-Present

Reed Smith LLP, 2006-2008

National Park Service-Flight 93 Memorial
and Fort Necessity Battlefield

Pennsylvania Department of
Transportation, 2005 (Intern)

Professional Summary

Ms. Wasielewski specializes in Geographic Information Systems (GIS) data and programs. Her responsibilities include coordinating all aspects of GIS work for the cultural resources department, GIS data development, maintaining data developed in-house and from clients, cultural resource impact analysis for various local, state and federal permits, map generation, determining mapping needs, and directing other employees in data or mapping development projects.

Ms. Wasielewski is experienced at archival research and data acquisition. She is highly proficient with the ArcGIS program, and has earned ESRI training certificates and completed graduate level courses, and was a teaching assistant for an advanced GIS course at the University of Pittsburgh.

Professional Experience

- Five Corners National Register Historic District, City of Charleston, Kanawha County, West Virginia. GAI Researched, surveyed, and wrote a National Register Nomination form for a newly proposed historic district. Created and updated geographic information system files and created report mapping. Senior Project GIS Specialist
- Phase I Archaeology and Architecture Investigation for the Roy M. Lilly Memorial Bridge Project, Wyoming County, West Virginia, West Virginia Department of Transportation, Division of Highways (WVDOH). Senior Project GIS Specialist.
- Lake Davis-Greenwood Historic Survey Project, located in Orlando, Florida for the City of Orlando. GAI is assisting the City of Orlando in the development of a historic resources survey to record historic resources built prior to 1971 in the Lake Davis-Greenwood neighborhood. The survey will produce a statement of significance for the potential historic district and the initial determination of contributing or non-contributing structures with a corresponding GIS map. Senior Project GIS Specialist.
- Phase I Cultural Resources Investigation, located in the City of Fort Lauderdale, Broward County, Florida. GAI researched, surveyed, and wrote an architectural and historical investigation for a redevelopment project. Created new and updated Florida Master Site Files (FMSF) for approximately 15 structures. Senior Project GIS Specialist.

- Fourth Street Arch Bridge Replacement Project, Weston, Lewis County, West Virginia, West Virginia Division of Highways (WVDOH). GAI is conducting environmental services for an Environmental Assessment (EA) and a Finding of No Significant Impact (FONSI) in compliance with the NEPA, as described in Section 1508.9 of the Council on Environmental Quality's NEPA Regulations. The WVDOH, in cooperation with the Federal Highway Administration (FHWA), proposes to replace the existing bridge. GAI is also working on providing a Programmatic Section 4(f) Evaluation of the project. Senior Project GIS Specialist.
- JC Cruikshank Memorial Bridge Project, located in Ivydale, Clay County, WV, for the WVDOH. GAI is conducting a PIE Study, which consists of the preparation of feasibility reports/studies and construction estimates for various alternatives, along with any subsequent surveying, mapping, and geotechnical engineering work that is necessary to develop a design study, contract plans and right-of-way acquisition plans. In addition, this work is anticipated to consist of an EA/FONSI environmental document in compliance with NEPA. Senior Project GIS Specialist.
- Oakwood Road Improvements Project, located in Charleston, Kanawha County, West Virginia, for the WVDOH. GAI is providing NEPA documentation for various sites within the project limits of MacCorkle Avenue South and Davis Creek Interchange in Charleston, WV. Senior Project GIS Specialist.
- Phase I Cultural Resources Investigation, Categorical Exclusion Evaluation (CEE), and Section 4(f) documents for the Bridge Street Bridge Project, located in Charleston, WV. Senior Project GIS Specialist.
- UNT #1 of Teter Creek In-Lieu-Fee (ILF) Project, located in Barbour County, WV for the West Virginia Department of Environmental Protection (WVDEP). Responsible for performing cultural resources GIS data management, including digitizing field results and producing figures for reports submitted to state agencies. GAI is responsible for land acquisition, easement, preparation/recording, survey, environmental baseline assessments, mitigation plan and design, permitting, and bidding document preparation. Project GIS Specialist.
- Carrie Furnace Redevelopment Project, for the Redevelopment Authority of Allegheny County, located in Allegheny County, PA. GAI was retained to provide program management services for the Carrie Furnace Redevelopment Project, a 168-acre former industrial site. The Carrie Blast Furnaces Number 6 and 7 National Historic Landmark District is situated in the western end of the development. Ms. Wasielewski digitized field data and created report maps.
- Ewa Field Revetment District Delineation and National Register Nomination, Barbers Point Riding Club, Oahu, Hawaii. GAI conducted historical research, a pedestrian reconnaissance, and targeted geophysical survey to identify battlefield defining features, developed and acquired GIS mapping data, and prepared a National Register nomination detailing the information acquired as part of the investigations. Senior Project GIS.
- Fort Stewart, Georgia (GA), Environmental Compliance Technical Support, Architectural History Project, for Aerostar/Savannah District, United States Army Corps of Engineers (USACE). Developed report mapping. Senior Project GIS Specialist.
- On- and Off-Site Stream Restoration and Mitigation Plan, West Virginia. Senior Project GIS Specialist. Responsible for performing cultural resources GIS data management, including digitizing field results and producing figures for reports submitted to state agencies. Project includes restoring and monitoring over 2,200 linear feet of stream and over 1 acre of wetland. GAI's tasks included an Initial Site Assessment; Baseline/Existing Conditions Analysis; Design and Mitigation Plan; Permitting; Construction Documents; and Project Coordination and Management.
- Phase 1a Archaeological Resources Sensitivity Study, West Virginia and Pennsylvania. Responsible for updating weekly property access rights for parcels within the project corridor. This information was applied to existing mapping along the route for use by field crews. Developed viewshed, line-of-sight, field, and report mapping.

Appendix B

Sample Insurance Certificates



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER License # 60236
HDH Group Inc
210 Sixth Avenue
30th Floor
Pittsburgh, PA 15222
CONTACT NAME: Andrea Buczynski
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS: andrea.buczynski@hubinternational.com
INSURER(S) AFFORDING COVERAGE
INSURER A: Valley Forge Insurance Company 20508
INSURER B: The Continental Insurance Company 35289
INSURER C: Ironshore Specialty Company 25445
INSURER D: Travelers Casualty & Surety Company of America 31194
INSURER E:
INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation, Pollution Liability, and Cyber.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Umbrella coverage is Excess and follows form on the following policies:
COMMERCIAL GENERAL LIABILITY (INCL OH STOP GAP) - VALLEY FORGE POLICY NO. 6050488311
AUTOMOBILE LIABILITY - OLD REPUBLIC POLICY NO. L243256-20
EMPLOYER'S LIABILITY - VALLEY FORGE POLICY NO. 6050442655

CERTIFICATE HOLDER: Evidence of Coverage
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: [Signature]



CERTIFICATE OF LIABILITY INSURANCE

Acct#: 2706974

DATE (MM/DD/YYYY)
10/15/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Affinity, LLC P. O. Box 879610 Kansas City, MO 64187-9610	CONTACT NAME: Lockton Affinity, LLC	
	PHONE (A/C.NO Ext): 877-320-9393	FAX (A/C, No): 913-652-7599
	E-MAIL ADDRESS: EFM@locktonaffinity.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED GAI Consultants, Inc. 385 East Waterfront Drive Homestead, PA 15120	INSURER A: Old Republic Insurance Company	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	


COVERAGES	CERTIFICATE NUMBER	REVISION NUMBER
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY Claims Occur						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJEC LOC OTHER						
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	X	L243256-20	10/01/2020	10/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS- DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) GPBR: 1GL1
Policy provides protection for any and all operations/jobs performed by the named insured where required by written contract. Certificate holder is an Additional Insured where required by written contract. Waiver of Subrogation included by written contract. Insurance is primary and non-contributory.

CERTIFICATE HOLDER	CANCELLATION
--------------------	--------------

SAMPLE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Appendix C Required Signed Documents

ADDITIONAL INFORMATION

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE WEST VIRGINIA DIVISION OF CULTURE AND HISTORY, IS SOLICITING BIDS FOR THE ONE-TIME PURCHASE FOR A RECONNAISSANCE- LEVEL ARCHITECTURAL SURVEY OF CLAY, LEWIS, WEBSTER, AND UPSHUR COUNTIES IN WEST VIRGINIA PER THE ATTACHED DOCUMENTS.

QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO DUSTY.J.SMITH@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS.

*PLEASE NOTE MAKE SURE YOU DOWNLOAD ALL OF THE DOCUMENTS

INVOICE TO		SHIP TO	
DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV US		DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Historic Preservation: Multi County Survey.	1		\$55,660	\$55,660

Comm Code	Manufacturer	Specification	Model #
71112107			

Extended Description:

Provide the service of conducting a reconnaissance-level architectural Survey of Clay, Lewis, Webster, and Upshur Counties in West Virginia.Per attached specifications.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	TECHNICAL QUESITONS DUE AT 10AM	2021-06-09

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting
Revised 04/21/2021

are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: **JUNE 9TH 2021 DUE AT 10AM**

Submit Questions to: **Dusty J. Smith, Buyer**

2019 Washington Street, East

Charleston, WV 25305

Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)

Email: dusty.j.smith@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:

Department of Administration, Purchasing Division

2019 Washington Street East

Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID: Historic Preservation Multi County Resource Survey- FY2021-22

BUYER: Dusty J. Smith, Buyer

SOLICITATION NO.: CRFQ DCH2100000008

BID OPENING DATE: 06/17/2021

BID OPENING TIME: 1:30PM

FAX NUMBER: 304-558-3970

Revised 04/21/2021

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to a Request for Proposal is not permitted in wvOASIS.

For Request For Proposal (“RFP”) Responses Only: In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus ^{NA}_____convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

Technical

Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: JUNE 9TH 2021 1:30PM

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the

equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or

minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. INTERESTED PARTY DISCLOSURE: West Virginia Code § 6D-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 Million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

23. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

24. E-MAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: This Contract becomes effective on Written Notice to Proceed and the initial contract term extends until One (1) Year.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ year(s) thereafter.

One Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: See attached _____
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4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for “Fixed Period Contract” or “Fixed Period Contract with Renewals” has been checked in Section 3 above. If either “Fixed Period Contract” or “Fixed Period Contract with Renewals” has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General’s office.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: One Million Dollars (\$1,000,000.00) per occurrence.

Automobile Liability Insurance in at least an amount of: One Million Dollars (\$1,000,000.00) per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

Pollution Insurance in an amount of: _____ per occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. [Reserved]

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. PURCHASING AFFIDAVIT: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.

b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

c. The cost for each contract item used does not exceed one tenth of one percent (.1%)

of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the Revised 04/21/2021

WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES – This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

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.

Benjamin Resnick Digitally signed by Benjamin Resnick
DN: cn=Benjamin Resnick,
email=b.resnick@gaiconsultants.com
Date: 2021.06.15 14:33:19 -04'00'

(Name, Title)
Benjamin Resnick, MBA, MA, RPA - Assistant Vice President

(Printed Name and Title)
500 Lee Street East, Suite 700, Charleston, WV 25301

(Address)
412-399-5105/304-926-8180

(Phone Number) / (Fax Number)
b.resnick@gaiconsultants.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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

GAI Consultants, Inc.

(Company)

Benjamin Resnick Digitally signed by Benjamin Resnick
DN: cn=Benjamin Resnick,
email=b.resnick@gaiconsultants.com
Date: 2021.06.15 14:33:36 -04'00'

(Authorized Signature) (Representative Name, Title)

Benjamin Resnick, Assistant Vice President

(Printed Name and Title of Authorized Representative)

6/15/2021

(Date)

412-399-5105/304-926-8180

(Phone Number) (Fax Number)

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.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

GAI Consultants, Inc.

Company

Benjamin
Resnick

Digitally signed by Benjamin Resnick
DN: cn=Benjamin Resnick,
email=b.resnick@gaiconsultants.com
Date: 2021.06.15 14:37:50 -04'00'

Authorized Signature

6/15/2021

Date

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

REQUEST FOR QUOTATION
Historic Resources Survey of Clay, Lewis, Webster, and Upshur Counties

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Arts, Culture and History, State Historic Preservation Office to establish a contract for to provide the service of conducting a reconnaissance-level architectural Survey of Clay, Lewis, Webster, and Upshur Counties in West Virginia.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 “Contract Services”** means conducting a reconnaissance-level architectural and historic resources survey of Clay, Lewis, Webster, and Upshur Counties in West Virginia as more fully described in these specifications.

 - 2.2 “Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

 - 2.3 “Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

 - 2.4 “WV SHPO”** *West Virginia State Historic Preservation Office.*

- 3. QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
 - 3.1.** Key personnel assigned to project must meet the requirements for Architectural Historian detailed in 36 CFR 61 at https://www.nps.gov/history/local-law/arch_stnds_9.htm

 - 3.2.** Compliance with experience requirements will be determined prior to contract award by the State through references provided by the Vendor with its bid or upon request, through knowledge or documentation of the Vendor's past projects, or some other method that the State determines to be acceptable. Vendor should provide a current resume which includes relevant professional education for each individual that will be assigned to this project. Vendor must provide any documentation requested by the State to assist in confirmation of compliance with this provision. References, documentation, or other information to confirm compliance with this experience requirement are preferred with the bid submission but may be requested after bid opening and prior to contract award.

REQUEST FOR QUOTATION
Historic Resources Survey of Clay, Lewis, Webster, and Upshur Counties

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

Conduct a reconnaissance-level historic resources survey in unincorporated areas located with the following counties. The survey will begin in: 1) Clay County, followed by 2) Lewis County, followed by 3) Webster County, followed by 4) Upshur County, until 600 architectural resources have been documented on a West Virginia Historic Property Inventory (HPI) Form (HPI Form Link: <http://www.wvculture.org/shpo/wvhpif.pdf>) and , (HPI Form Instructions Link: <http://www.wvculture.org/shpo/hpifinst.pdf>)

Resources that could be surveyed include buildings, structures, objects, and sites (excluding archaeological sites, surveyed cemeteries must be recorded on the West Virginia Cemetery Inventory Form (CIF))
CIF Form Link: <http://www.wvculture.org/shpo/cemetery/CemeteryForm.pdf>
and,
CIF Form Instructions Link:
<http://www.wvculture.org/shpo/cemetery/InstructionsCemeteryForm.pdf>
per the following specifications:

4.1.1 Provide research and write a 10-20 page history for each county to provide a context that identifies specific themes of history associated with the built resources found within the project area which provides information to evaluate NR eligibility as outlined in National Park Service Bulletin 24: Parts 1 &2 which is titled Guidelines for Local Surveys: A Basis for Preservation Planning and the links are here:

https://www.nps.gov/subjects/nationalregister/upload/NRB24-Complete_Part1.pdf
and,

https://www.nps.gov/subjects/nationalregister/upload/NRB24-Complete_Part2.pdf

A history directly copied from other works (even with citations provided) will not be accepted.

REQUEST FOR QUOTATION
Historic Resources Survey of Clay, Lewis, Webster, and Upshur Counties

4.1.2 Completion of a West Virginia Historic Property Inventory (HPI) form Attachment "A", Link: <http://www.wvculture.org/shpo/wvhpif.pdf> , or seven hundred and fifty (750) historic resources that are at least forty-five (45) years old and retain historic architectural integrity. Each main resource will be documented separately with ancillary or supporting buildings and/or structures recorded and described on the same HPI form as the primary or main resource (e.g., main dwelling house & ancillary buildings or structures such as a garage, privy, or outbuilding).

4.1.2.1 All FINAL HPI forms will be supplied in hard copy format, in Microsoft Access database format (database template to be provided at initial meeting with Vendor), and in PDF format on CD-R media.

4.1.2.2 All FINAL HPI forms will be saved as a separate PDF document and saved by the West Virginia HPI site number to be assigned by the WV SHPO.

4.1.2.3 All FINAL HPI forms will be submitted with a **minimum of two current photographs** of the documented resource(s). At least one of the photos for each resource will be a three-quarter view that illustrates the main elevation of the primary resource. The additional photo(s) must show a different view of the primary resource. Ancillary buildings and/or structures should also be photographed.

4.1.2.4 Photographs must be taken digitally and embedded on the HPI form or on an HPI form Continuation Sheet. Electronic images must be submitted on CD-R media (USB flash drives are not acceptable for final submission of photos), must be saved by the West Virginia HPI site number, and must meet the current (updated 5/15/2013) National Park Service's (NPS) standards for electronic images. NPS's Standards may be found at the following link: https://www.nps.gov/subjects/nationalregister/upload/Photo_Policy_update_2013_05_15_508.pdf

4.1.3 Provide United States Geological Survey (USGS) topographic maps, or sections of the appropriate quadrangle map, that details resource locations of surveyed resources. Computer generated maps are also acceptable.

REQUEST FOR QUOTATION
Historic Resources Survey of Clay, Lewis, Webster, and Upshur Counties

4.1.3.1 Maps must be labeled with name of county, quadrangle name, and HPI site numbers.

4.1.3.2 Documented sites must be digitized as an ESRI shape file using the site number as the identifying attribute.

4.1.3.3 The map projection should use UTM 17 North NAD 83.

4.1.4 Provide written recommendations of National Register eligibility for the surveyed resources in accordance with National Park Service Bulletin 15 is titled How to Apply the National Register Criteria for Evaluation and the link is here: https://www.nps.gov/subjects/nationalregister/upload/NRB-15_web508.pdf

These eligibility recommendations should be included in the Statement of Significance field within each HPI form and in tabular format in the final narrative survey report for each county.

4.1.5 For each county documented, complete a final county survey report that will:

4.1.5.1 Provide the historic overview of the county;

4.1.5.2 Describe contractor survey methodology;

4.1.5.3 Describe documented property types;

4.1.5.4 Include USGS maps that label surveyed resources by HPI site inventory number;

4.1.5.5 Provide a table of resources and associated NRHP eligibility recommendations;

4.1.5.6 Final survey reports must also be submitted in bound hard copy and as a PDF file.

4.1.6 All Final Items must be submitted electronically and in hard copy format.

Only draft versions may be submitted exclusively in electronic version.

REQUEST FOR QUOTATION
Historic Resources Survey of Clay, Lewis, Webster, and Upshur Counties

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

5.2 Pricing Page: Vendor should complete the Pricing Page by providing a lump sum Total Bid Amount for the Contract Amount in Oasis. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

6. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

7. PAYMENT: Agency shall pay out the Vendor's accepted TOTAL BID AMOUNT in the following progression payments based upon the following deliverable: for all Contract Services performed and accepted under this Contract., as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

7.1. 20% to be paid following submission and review of the draft Clay County survey report and the first set of 150 draft HPI forms, maps and photographs of documented resources.

7.2. 20% to be paid following submission and review of the draft Lewis County survey report and the second set of 150 draft HPI forms, maps, and photographs of documented resources.

7.3. 20% to be paid following submission and review of the draft Webster County survey report and the third set of 150 draft HPI forms, maps, and photographs of documented resources.

7.4. 20% to be paid following submission and review of the draft Upshur County survey report and the fourth, and final, set of 150 draft HPI forms, maps and photographs of documented resources.

REQUEST FOR QUOTATION
Historic Resources Survey of Clay, Lewis, Webster, and Upshur Counties

7.5. 20% to be paid upon submission and approval of Final Products by SHPO as shown on the Pricing Page, for all Contract Services performed and accepted under this Contract.

8. TRAVEL:

Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

9. FACILITIES ACCESS: Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

- 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
- 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
- 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

10. VENDOR DEFAULT:

10.1. The following shall be considered a vendor default under this Contract.

- 10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
- 10.1.2. Failure to comply with other specifications and requirements contained herein.
- 10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

REQUEST FOR QUOTATION
Historic Resources Survey of Clay, Lewis, Webster, and Upshur Counties

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Benjamin Resnick

Telephone Number: 412-399-5105

Fax Number: 304-926-8180

Email Address: b.resnick@gaiconsultants.com

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 exceeds 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:

Vendor's Name: GAI Consultants, Inc

Authorized Signature: *Benjamin Reardon* Date: 6/16/2021

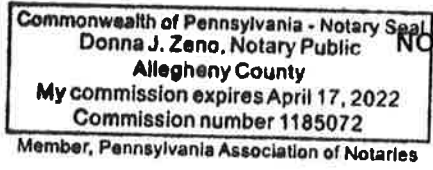
State of Pennsylvania

County of Allegheny, to-wit:

Taken, subscribed, and sworn to before me this 16 day of June, 2021.

My Commission expires April 17, 2022.

AFFIX SEAL HERE



NOTARY PUBLIC

Donna J. Zeno

Purchasing Affidavit (Revised 01/19/2018)

ADDITIONAL INFORMATION

ADDENDUM 1 IS ISSUED FOR THE FOLLOWING REASONS:

1. AGENCY RESPONSES TO VENDORS QUESTIONS

Bid opening and time will remain the same.

NO OTHER CHANGES

*PLEASE NOTE MAKE SURE YOU DOWNLOAD ALL OF THE DOCUMENTS

INVOICE TO**SHIP TO**

DIVISION OF CULTURE &
HISTORY
CULTURAL CENTER
1900 KANAWHA BLVD E
CHARLESTON WV
US

DIVISION OF CULTURE &
HISTORY
CULTURAL CENTER
1900 KANAWHA BLVD E
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Historic Preservation: Multi County Survey.	1		\$55,660	\$55,660

Comm Code	Manufacturer	Specification	Model #
71112107			

Extended Description:

Provide the service of conducting a reconnaissance-level architectural Survey of Clay, Lewis, Webster, and Upshur Counties in West Virginia. Per attached specifications.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	TECHNICAL QUESITONS DUE AT 10AM	2021-06-09

Questions for CRFQ: DCH2100000008

Question

1. Section 4.1 of the Specifications indicates that 600 architectural resources should be documented. Section 4.1.2 states that Historic Property Inventory Forms should be completed for 750 resources. Is the scope 600 or 750 historic resources?

Answer

1. 600

Question

2. On page 26 of the 'Complete Solicitation' Section 4.1.2 calls for "seven hundred and fifty (750) historic resources" to be surveyed; however, Section 7. Payment on page 28 indicates payment will be made after each set of 150 HPI forms – four sets of 150 are required, the total of which is only 600. Could you please clarify the total number of resources to be surveyed?

Answer

2. 600

Question

3. On page 1 of the 'Complete Solicitation' the Solicitation Closes field reads 2021-06-17; however, on page 5 under 7. Bid Opening the deadline is listed as June 9th 2021. Can you please confirm the closing date?

Answer

3. Bid Opening is June 17, 2021 at 1:30pm

Question

4. I did not find the Pricing Page (Exhibit A) where we are to enter our lump sum costs
 - a. Is this something you can provide or we can download within Oasis?
 - b. Please confirm if it is permissible to email a response to this solicitation to Dusty J. Smith or do we need to submit a hard copy to the Bid Clerk, Department of Administration, Purchasing Division, 2019 Washington St. E, Charleston, WV 25305.

Answer 4.

- a. Vendor should complete the Pricing Page by entering the lump sum total bid for the commodity line in wvOASIS. Vendor should complete the Pricing Page in its entirety as failure to do so may result in Vendor's bids being disqualified.

If submitting a bid online, Vendors should enter the lump sum into the commodity line and the system will sum the total amount automatically. If responding with a paper bid, Vendors should download and/or print the assembled Final Solicitation document (with the highest version number) from wvOASIS and insert their lump sum Prices for the Commodity Line.

- b. Instructions to Vendors Item 6 page 4,
BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgement forms via e-mail. Acceptable delivery method includes electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

Question

5. On page 25, 600 resources are mentioned (150 resources per county), but on page 26, 750 resources are indicated. Can you confirm the survey includes up to a total of 600 resources?

Answer

5 600