



ARCHITECTS & ENGINEERS

May 31, 2007

Mr. John Abbott, Buyer
West Virginia Division of Purchasing
2019 Washington Street, East
P.O. Box 50130
Charleston, West Virginia 25305-0130

Re: Design Services for Various Projects for the West Virginia Division of Juvenile Services
DSJ010239

Dear Mr. Abbott:

ZMM, Inc., Architects and Engineers is pleased to submit the enclosed information in support of our experience and capabilities to provide quality professional services for the above referenced projects for the West Virginia Division of Juvenile Services.

In response to the evaluation criteria identified in the solicitation for Expressions of Interest we offer the following:

- A. Firm's Ability to Handle Projects in Their Entirety - ZMM, Inc. has been providing professional services throughout West Virginia since 1959 and is recognized as one of the largest resident Architectural and Engineering firms in the state. We are an organization of creative professionals with the common interest of working together as a team to achieve the desired goal of designing and engineering innovative and cost effective buildings that serve the needs of our clients and the public. Our full-time staff of over 35 employees includes architects, engineers, planners, technicians, construction administrators and support personnel. ZMM, Inc. has the in-house capability to efficiently and effectively deliver the professional services necessary to program, plan and prepare construction documents and provide construction administration services for the West Virginia Division of Juvenile Services.
- B. Firm's Ability to Formulate Designs with Applicable State and Federal Regulations - ZMM, Inc has a long history of providing architectural and engineering services to the West Virginia Division of Juvenile Services. These projects include:
- Lakin Correctional Center for Women, Lakin, WV
 - J. M. "Chick" Buckbee Regional Juvenile Center, Hampshire County, WV
 - Gene Spadaro Juvenile Center, Mount Hope, West Virginia
 - James H. "Tiger" Morton Regional Juvenile Center, Kanawha County, WV
 - Robert L. Shell Regional Juvenile Center, Cabell County, WV
 - Denmark Correctional Center, Denmark, WV
 - Huttonsville Correctional Center, Randolph County, WV

In addition to the work for the West Virginia Division of Corrections, ZMM was the Architect / Engineer for the following additional correctional facilities:

- 10 Regional Jails for the WV Regional Jails and Correctional Facilities Authority



- Alderson Federal Prison, Alderson, WV
- Hazelton Federal Prison, Preston County, WV

ZMM, Inc. has designed all of these facilities within the requirements of all state and federal requirements.

- C. ZMM can meet the 5 month timetable requested to complete construction documents. All design services will be provided in-house.
- D. Firm's Acceptance and Full Understanding – ZMM, Inc. understands and accepts that any and all work product produced as a part of this contract will become the property of the agency and can be used or shared as the agency deems appropriate.
- E. Firm's Office Location – ZMM, Inc. has only one office, located at 222 Lee St., West, Charleston, WV, and ALL work will be accomplished within this location. We employ all required professional staff required for the anticipated design work, including engineering services.
- F. Standards – ZMM is quite familiar with all current ACA and ADA Standards.
- G. Firm's Experience in Planning, Designing and Construction Administration for Projects of this Type – Please refer to the attachment listing all projects of this type recently completed.
- H. Firm's Current Work Load - As of the date of this submission ZMM, Inc. has adequate capacity to complete all projects anticipated in this EOI in a timely manner.
- I. Client References

Wyetta Fredericks, Executive Director
West Virginia Regional Jail and Correctional Facility Authority
1325 Virginia St. East
Charleston, WV 25301
(304) 558-2110

Mr. Steven Canterbury, Administrative Director
Administrative Office Of The Courts
Capitol Complex
Building 1, Room E-100
Charleston, WV 25305-0830
(304) 558-0145

Dr. Ronald Duerring, Superintendent
Kanawha County Schools
200 Elizabeth St.
Charleston, WV 25301
(304) 348-7732



Mr. Ed Maier, President
General Corporation
900 Pennsylvania Avenue
Charleston, WV 25302
(304) 343-2201

Ms. Linda Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301
(304) 343-4646

Mr. Richard Walker, Chairman of the Board
Walker Machinery Company
1400 East DuPont Avenue
Belle, WV 25015
(304) 949-6400

Col. Melvin L. Burch
West Virginia Army National Guard
1703 Coonskin Drive
Charleston, WV 25311-1085
Phone: (304) 561-6450

Father Thomas Acker, S.J.
Forward Southern West Virginia
200 Main St.
Beckley, WV 25801
(304) 929-2010

- J. Firm's Corporate Officers and Principals – Please refer to the corporate brochure included herewith.
- K. Firm's Key Professional Personnel for these Projects – Please refer to the corporate brochure included herewith. All professional staff included in the brochure is anticipated to participate in these projects. The percentage of their time cannot be determined until the scope of this work is better established.
- L. Consultants – No consultants are anticipated for inclusion in this work.
- M. Firm's Minority Policy – ZMM does not discriminate in the hiring or contracting of employees or contractors.
- N. Firm's Litigation or Arbitration Proceedings – ZMM, Inc. presently has one legal proceeding pending. It concerns a contractor's claim for work completed for the Regional Training Institute at Camp Dawson, WV.



- O. Firm's Disqualification Statement – ZMM, Inc. has never been disqualified from bidding or proposing governmental contracts for the federal government or any state.
- P. Firm's Procurement Law Statement – ZMM, Inc. knows of no procurement law in the State of West Virginia that would affect the award of this project to ZMM.
- Q. Correctional Design Awards – ZMM received a design award for achievement in architecture for the Gene Spadaro Juvenile Center, Mount Hope, WV.
- R. Design Awards – Other design awards are identified in the attached brochure.
- S. Insurance – An insurance certificate listing relevant coverage is attached to this letter.

The attached brochure outlines detailed information, experience, and qualifications of ZMM, Inc. Please visit our web site at www.zmm.com to see the range of projects that we have designed. ZMM, Inc. is committed to delivering the very best architectural and engineering services available and is proud of its heritage of outstanding client service in West Virginia over the past 48 years. We look forward to discussing our capabilities with you in more detail.

Thank you.

Sincerely,

ZMM, INC.

Steven Branner, AIA, President

Attachments

Proposal B/05-07



JOE MANCHIN III
GOVERNOR

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
P.O. BOX 50130
CHARLESTON, WEST VIRGINIA 25305-0130

ROBERT W. FERGUSON, JR.
CABINET SECRETARY

DAVID TINCHER
DIRECTOR

MEMORANDUM

TO: Vendors

FROM: John Abbott, Senior Buyer *JA*
Purchasing Division

RE: DJS010239

DATE: May 31, 2007

The "Expression of Interest" to provide Architectural/Engineering Services for the Industrial Home for Youth will not be scanned on the Internet due to the volume. Vendors may view the "Expression of Interest" at the office of the WV State Purchasing Division, 2019 Washington Street, East, Charleston, WV 25311. You may call me for an appointment at (304) 558-2544, fax: (304)558-4115 or e-mail jabbott@wvadmin.gov.

JA/wf

cc: File