



**State of West Virginia  
Department of Administration  
Purchasing Division**

**NOTICE**

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

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December 9, 2008

Department of Administration  
WV Purchasing Division  
Attn: Frank Whittaker  
Building 15  
2019 Washington Street, East  
PO Box 50130  
Charleston, WV 25305-0130

**Re: Expression of Interest #DNR209057, Architectural and Engineering Services for the Lodge Expansion and Park Improvements at Cacapon Resort State Park, RBA Proposal #09058**

To Mr. Whittaker and Selection Committee:

The RBA Group, Inc. with Gannett Fleming, Inc., Hospitality Services, Inc., EBL Engineers, LLC and Aero EH&S, Inc. is pleased to submit this qualifications package in response to your solicitation for proposals for Architectural and Engineering Services for the Lodge Expansion and Park Improvements at Cacapon Resort State Park in Berkeley Springs, West Virginia. The RBA Group, Inc. (RBA) was founded in 1968 in Columbia, Maryland as Richard Brown & Associates. Since then, RBA has expanded its services to include master and comprehensive planning, landscape architecture design, trail planning and design, parks and recreation planning and design, traffic and transportation engineering, ITS projects, traffic calming, impact/feasibility studies, pedestrian & bicycle facilities planning and design, streetscape projects, neighborhood revitalization, environmental documentation, highway project planning and design, hydraulics and hydrology, structural and bridge design, construction administration, technical advisory, and CADD/GIS application development.

When the Richard Brown & Associates' Headquarters was moved to Wayne, NJ, the firm changed its name to The RBA Group, and the firm grew to have offices in Maryland, New Jersey, New York City, and Long Island. RBA is headquartered in Parsippany, New Jersey, and operates in individual regional offices, each with its own Operations Director. Each regional office consists of several disciplines headed by their respective Department Directors, which are experienced and registered professionals. The Project Engineers, Planners, Architects, Scientists, and Technical Support Personnel report directly to their Department Directors. The Directors provide expert guidance in managing and providing input on the projects undertaken, and are responsible for QA/QC of each project deliverable.



For 40 years, The RBA Group has provided professional services in a multi-disciplined environment and established a record of success in architecture, engineering, landscape architecture, bicycle and pedestrian planning and design, urban design, transportation planning, and traffic engineering among other disciplines. The firm was founded on the progressive idea that all design should be sustainable, where built form and landscape connect to ecology, people, history and culture, and where design reflects the spirit of the place. More recently, RBA launched a new initiative termed **Ecologic Studio** to reinvigorate the principles the firm was founded upon.

For this project our team is guided by Robert W. Nelson P.E. (WV License #16603) who will be the project manager and Mr. Dan McGovern who will be co-project manager. Mr. Nelson will be handling overall client management and the civil engineering aspects of the project to include site engineering, landscape architecture, golf course architecture, water and waste water treatment, water and waste water distribution, geotechnical and surveying. Mr. McGovern will be handling the lodge expansion architectural design and lodge renovations. This will include mechanical, electrical, plumbing, kitchen services, mold inspection, lead inspection, asbestos inspection, and structural engineering.

The Project Manager, Robert Nelson, spent 5 hours at the Cacapon Resort State Park and 2 hours talking with the Park Manager and Park Staff regarding the project. He is familiar with the project site and all aspects of the proposed project. The RBA Group is licensed in West Virginia to practice Engineering. The RBA Group is prepared to meet vendor registration requirements upon selection before issuance of an actual contract. The RBA Group has reviewed the Cost Analysis Report for Various Park Improvements dated December 13, 2007.

We have structured our team to address the following needs of the project:

- One hundred guest rooms, common space and elevator. Eighty guest rooms will be basic rooms with approximately 350 square feet of room space and resort style room amenities. Twenty guest rooms will be quite rooms with approximately 400 square feet of room space and additional amenities.
- Connecting corridor between the existing lodge to the new facilities to provide transitional space between the facilities.
- One hundred car asphalt surface parking lot with curbs along with improvements to the existing parking lot.
- Room furnishings for the one hundred new guest rooms consisting of two beds, desk, table, two chairs, bureau, refrigerator, microwave, television, night stands, drapery and closet.
- Installation of sprinkler system piping in the existing lodge facilities to bring fire safety level up to state building code requirements.
- Fitness area equipped with treadmills, aerobic machines, weights, hot tub, pool, massage room, and sauna room.
- Expanded dining room and kitchen providing additional seating capacity in the dining room along with additional floor space for the kitchen and a lounge adjacent to the dining room.
- Upgrade the heating ventilation and air conditioning in the existing lodge by replacement of the stand-up air conditioning units.
- Replace, upgrade, and improve the existing kitchen equipment layout to accommodate the increased dining capacity.
- Outdoor patio equipped with decorative landscaping and furniture overlooking the golf course for use during suitable weather conditions.
- Tables, chairs serving tables to furnish the expanded dining room facilities.
  - Renovate sand bunkers.
  - Drainage improvements to the golf course.
  - Two groundwater wells and controls.
  - New raw water line to the existing water treatment plant.
  - Upgrade of existing water treatment plant control system related to new wells.
  - Upgrade miscellaneous piping to related new wells.
  - Renovate or replace existing water treatment plant the serves the lodge



The architects at The RBA Group have provided comprehensive design through construction administration services for numerous hospitality industry clients. Our architects strive to deliver quality services whether the client is a franchise hotel that follows a prototypical building design or a boutique complex that offers a one of a kind design resulting in a unique experience.

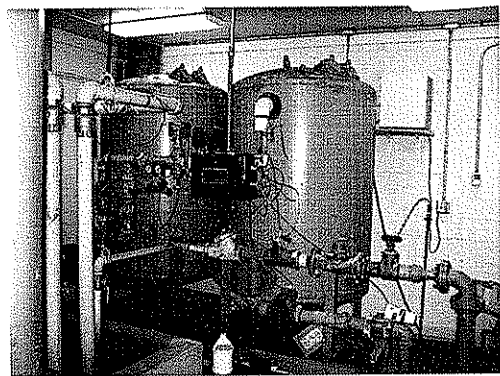
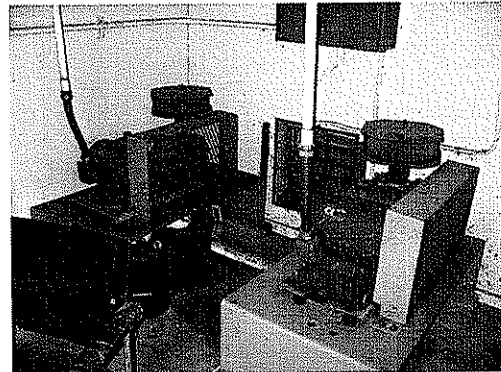
At RBA, our guiding principle is that every resort, hotel, club or restaurant deserves the same high level of personalized attention and technical service when embarking on the design through the resulting built project. Large project or small, specific needs must be met. We don't begin any planning or design work without researching our client's needs first. Each plan is tailored to that client's particular operations, objectives and concerns.

We know how the hospitality industry operates coupled with a comprehensive understanding of their facilities' physical needs. We meet those needs every day by combining an extensive knowledge of hospitality interiors, architecture, design, and construction. Our experience encompasses design/build as well as design/bid/build and our approach allows clients to maintain their focus on serving their guests, with as little or as much involvement in the project as they desire. You don't have to worry about dealing with and coordinating the efforts of a variety of engineers, interior designers, food services consultants and contractors; that's our job.

Based on our site visit and familiarity with the golf course, Cacapon was designed by Robert Trent Jones in the early 1970's. It is evident that many of the features are in need of renovation. This project, as illustrated in the EOI indicates that remodeling work on its 72 bunkers is a priority. We suggest that the bunker renovations follow the same design strategy, shaping, aesthetics and detailing as the original Jones design vernacular, but consider advancements in technology from the play and equipment perspectives to enhance these design influences. We recommend the State to consider bunker program elements to include; reshaping bunker complexes, adjustment of irrigation as necessary, installation of 4" perforated pipe with gravel, installation of bunker liner fabric, specified bunker sand and sod. Installation of new interior drainage and an exit/outflow pipe will help alleviate standing water in bunker floors as noticed during our site visit.

The following points summarize our team's strengths which we believe qualify The RBA Team to be selected for this contract:

- Office Proximity- This contract will be administered by our Columbia, Maryland office which is located 102 miles (1hr and 45 min) from the project site at Cacapon Resort State Park. Our proximity to Cacapon Resort State Park will facilitate fast and effective access and communication throughout project assignments. Our subconsultants are also within close proximity to the project site.
  - Gannett Fleming will be working from its' Morgantown, WV office which is 123 miles (1 hr and 59 min) from the project site.
  - Hospitality Services will be working from its' Baltimore, MD office which is 106 miles (1 hr and 49 min) from the project site.
  - EBL Engineers will be working from its' Baltimore, MD office which is 116 miles (1 hr and 58 min) from the project site.
  - Aero will be working from its' Ellicott, MD office which is 90 miles (1 hr and 30 min) from the project site.



- Teamwork and Familiarity- Our past and current teaming efforts with Gannett Fleming, EBL Engineers, and Hospitality Services will bring another strength to the project, because we are each familiar with the work of the other in terms of quality, time commitment, and administrative performance.
- Services –
  - Lodge Architecture - Grand Cascades Lodge at Crystal Springs
  - Golf Course Design – Longshore Club Park Golf Course
  - Civil Engineering/Landscape Architecture – Sunnyside Up, Streetscape and Infrastructure
  - Water Treatment – Forest Park Water Treatment and Plant Expansion Project
  - Wastewater Treatment – Breakneck Creek Sewage Treatment Plant Expansion
  - Structural Engineering – The Suites at Hershey Condominium Resort
  - MEP/Fire Protection – Anne Arundel Manor Golf Course and Club House
  - Food Services – Carey Hall Renovation
  - Environmental Services/Hazardous Materials – West Frederick Middle School

We believe we are particularly well suited to perform work for this project and will do so in a way that is in both West Virginia Division of Natural Resources', Cacapon Resort State Park's, as well as the public's best interest. We are able to provide planning, architecture, landscape architecture, engineering and survey services required with our diverse, multi-disciplinary staff of professionals who have related experience with similar projects and understand the scope. Most importantly, we believe our firms' sustainable and ecological design philosophy and approach mesh with the West Virginia Division of Natural Resources' and Cacapon Resort State Park's intentions for the project. If awarded this contract, The RBA Group will provide you with exceptional service.



Our contact information is as follows: The RBA Group, Inc. 7164 Columbia Gateway Drive, Suite 205 Columbia, MD 21046. If questions or concerns arise about this proposal, please contact Robert Nelson by phone at (410) 312-0966, fax (410) 312-0897, or by email at [nelson@rbagroup.com](mailto:nelson@rbagroup.com). We look forward to working with you.

Sincerely,

**The RBA Group, Inc.**

Robert Nelson, P.E.  
Vice President, Maryland Operations