



**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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23 February 2010

Division of Engineering & Facilities  
National Guard Armory  
Route 4, South  
Buckhannon, WV 26201

RECEIVED

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WV BUCH SING  
DESIGN

RE: Expression of Interest – DEFK10011  
United States Property and  
Fiscal Office and Warehouse

We are pleased to submit to you our package of information in response to your request for expression of interest for architectural and engineering services for the West Virginia Army National Guard Office and Warehouse Facility near Buckhannon, West Virginia. Bastian & Harris, Architects brings a wide variety of project experience to the team. Our personal attention to detail and using a problem solving approach to design has been demonstrated by a track record of quality architectural services provided on time, on budget and with minimal change order. We are presently working with General Burch and his team at the C&FMO on developing the new Readiness Center in Moorefield, West Virginia.

We have considerable experience in office planning including office and tenant build-outs, multiple higher education projects, Robert C. Byrd Institute at Bridgeport, and multiple tenant build-outs for GSA in Charleston. We recently completed the new Virginia Thomas Law Performing Arts Center for West Virginia Wesleyan College in Buckhannon and are familiar with the local market.

We do not however accomplish this work alone. While Bastian & Harris, Architects will take the lead in providing full architectural and engineering services, we will also engage highly qualified consultants and consulting engineering firms to complete the services anticipated for your project. For this we have chosen to include the following firms:

Civil / Site Engineering -- Capitol Engineering, Inc., Charleston  
Mechanical / Electrical / Plumbing Engineering – CMA Engineering, Inc., Charleston  
Structural Engineering – Moment Engineers, Inc., Charleston

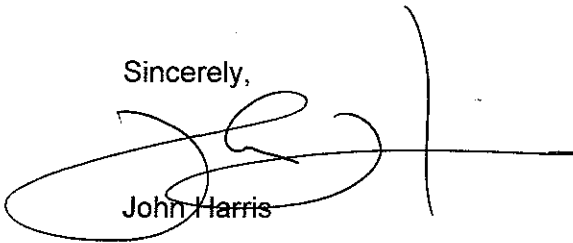
In selecting Capitol Engineering for civil and site work, we feel their background clearly demonstrates a full understanding of the needs of the facilities of this nature. Capitol Engineering is a veteran owned consulting engineering firm in Charleston and has done a considerable amount of projects for the West Virginia reserve national guard and are familiar with their requirements. Capitol Engineering will provide comprehensive engineering and design construction services for the infrastructure needs of the project. Projects include Glen Jean Armed Forces Reserve Center, Lewisburg Readiness Center, and multiple projects at Camp Dawson Army Airfield in Preston County.

For mechanical / electrical / plumbing design, we have selected CMA Engineering due to their similar experience in Army National Guard projects. Experience includes Eleanor Maintenance Center, Eleanor Readiness Center, Summersville Readiness Center, and Lewisburg Readiness Center

For structural engineering, we include Moment Engineers due to their practical approach to structural design. Their project experience with guard facilities includes the Robert C. Byrd Regional Training Institute, the Mountaineer Challenge Academy, and the Armed Forces Reserve Center at Camp Dawson, Armed Forces Reserve Center at Glean Jean, Construction & Facilities Management Office in Charleston, and the Armed Forces Reserve Center in Elkins.

The accompanying portfolio tends to outline our professional experience, resumes, projects and references. We would look forward to the opportunity of meeting with your selection committee to review our specific credentials and methodologies for completing your new facilities in Buckhannon.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Harris', is written over a horizontal line. The signature is stylized and cursive.

John Harris



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

# Request for Quotation

RFQ NUMBER  
 DEFK10011

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 JOHN ABBOTT  
 304-558-2544

**RFQ COPY**  
 TYPE NAME/ADDRESS HERE  
 Bastian & Harris, Architects, PLLC  
 300 Summers Street, Suite 1200  
 Charleston, WV 25301-1630

**SHIP TO**  
 DIV ENGINEERING & FACILITIES  
 NATIONAL GUARD ARMORY  
 ROUTE 4, SOUTH  
 BUCKHANNON, WV  
 26201 341-6368

DATE PRINTED 01/25/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 02/23/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		906-07		
ARCHITECT & ENGINEERING  EXPRESSION OF INTEREST (EOI)  CONTRACT TO PROVIDE ARCHITECT & ENGINEERING SERVICES FOR THE WEST VIRGINIA ARMY NATIONAL GUARD, BUCKHANNON, WV AREA, PER THE ATTACHED DOCUMENTATION.  NOTICE  A SIGNED BID MUST BE SUBMITTED TO:  DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130  THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:  SEALED BID  BUYER: JOHN ABBOTT (32) RFQ. NO.: DEFK10011						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE  TELEPHONE 304/342-2151 DATE 23 February 2010

TITLE Architect FEIN 55-076-5885 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

## GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
  2. The State may accept or reject in part, or in whole, any bid.
  3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
  4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
  5. Payment may only be made after the delivery and acceptance of goods or services.
  6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
  7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
  8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
  9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
  10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
  11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
  12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
  13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
  14. **CONFIDENTIALITY:** The vendor agrees that he or she 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/noticeConfidentiality.pdf>.
  15. **LICENSING:** Vendors 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, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
  16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.
- I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

### INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

