



ARCHITECTS & ENGINEERS

March 3, 2010

Mr. Frank Whittaker, Buyer  
Purchasing Division  
2019 Washington Street, East  
Charleston, West Virginia 25305

**Re: Bluefield Area Transit Administration and Maintenance Facility  
RFQ# PTR10034**

Dear Mr. Whittaker:

ZMM is pleased to submit the attached information to demonstrate both our experience and our capability to provide professional architectural and engineering services for the New Administration and Maintenance Facility for Bluefield Area Transit. Since 1959, ZMM has been consistently recognized as one of the largest, fully integrated, architecture and engineering firms in the State of West Virginia. We are an organization of creative professionals with the common interest of working with our clients to design and engineer innovative and cost effective buildings, and we possess the in-house expertise to deliver all of the professional services required for the New Bluefield Area Transit Administration and Maintenance Facility.

ZMM recently completed a similar project, the Construction and Facilities Management Office (CFMO) Expansion, for the West Virginia Army National Guard (WVARNG). The program for the CFMO Expansion included a mix of administrative, maintenance, and storage space. The CFMO Expansion project was awarded a 2009 AIA Merit Award from the West Virginia Chapter of the American Institute of Architects.

To meet the DBE goal for the Federal Transit Administration Funds, ZMM will be working with Fox Engineering of Ripley, WV. Fox Engineering will be providing civil engineering and surveying services. ZMM and Fox Engineering are currently working together on the design of the new West Virginia Housing Development Fund Office in Charleston.

Thank you for taking the time to review the attached brochure that outlines detailed information regarding the history, services, personnel, experience, and qualifications of ZMM. We look forward to meeting with you in the near future to discuss your project in greater detail.

Respectfully submitted,  
ZMM, Inc.

Adam R. Krason, AIA, NCARB, LEED AP  
Vice President

RECEIVED

2010 MAR -3 AM 11:33

WV PURCHASING  
DIVISION

**Bluefield Area Transit Administration and Maintenance Facility**  
**RFQ# PTR10034**

- **Section 1: Project Understanding**
- **Section 2: Relevant Experience**  
Project Experience  
Award Winning Design
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# PROJECT UNDERSTANDING



## Project Information

The proposed project involves the construction of LEED Certified, approximately 14,000 SF pre-engineered metal and brick administrative office and maintenance facility for Bluefield Area Transit. Design services for the project are being procured through the West Virginia Division of Public Transit. The facility will house offices, restrooms, a parts supply room, an enclosed passenger waiting area, a driver training room to accommodate 30-35 individuals, a money counting room, and vehicular parking.

## Required Services

Design work will include the preparation of plans, technical specifications, and bidding documents, as well as construction administrative services. Services will also include site assessments, coordination with State and local officials, and coordination with utility companies. As a full service architecture and engineering firm, **ZMM** has the capability and the capacity to provide all required design services from our offices in Charleston. Our team of thirty-six (36) building professionals includes eight (8) professional engineers (civil, structural, mechanical, and electrical), eight (8) registered architects, two (2) nationally certified interior designers, a lighting designer, a CSI certified specifications writer, and two (2) dedicated construction administrators.

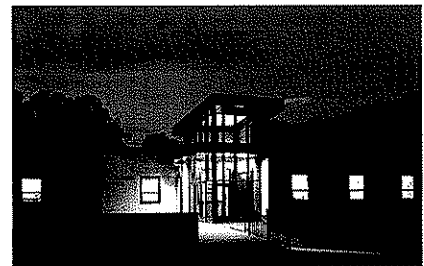


## Disadvantaged and Women-owned Business Enterprise Participation

To meet the DBE goal for the Federal Transit Administration Funds, **ZMM** will be working with Fox Engineering of Ripley, WV. Fox Engineering will be providing civil engineering and surveying services. It is anticipated that Fox Engineering will be responsible for approximately 15% of the design services, exceeding the 5.1% target. **ZMM** and Fox Engineering are currently working together on the design of the West Virginia Housing Development Fund Office in Charleston, WV.

## Relevant Experience

**ZMM** recently completed a similar project, the Construction and Facilities Management Office (CFMO) Expansion, for the West Virginia Army National Guard (WVARNG). The program for the CFMO Expansion included a mix of administrative, maintenance, and storage spaces. The existing CFMO facility was a pre-engineered metal structure.



**ZMM** designed an expansion to the facility that included a pre-engineered brick and metal maintenance facility with two (2) drive-through vehicular bays, as well as a masonry load bearing administrative addition. The project was completed for approximately \$150/SF, and employed many sustainable design principles, including incorporating daylight and views of the nearby Coonskin Park. The project was awarded a 2009 AIA Merit Award from the West Virginia Chapter of the American Institute of Architects.

# PROJECT UNDERSTANDING



storage, compressors, and maintenance equipment. Please contact Brigadier General Melvin Burch to discuss our performance on these projects:

BG Melvin Burch, Assistant Adjutant General  
West Virginia Army National Guard  
Construction and Facilities Management Office  
1707 Coonskin Drive  
Charleston, WV 25305  
304.561.6450

Additional relevant maintenance facility experience includes work for Walker Machinery, Cabell County Schools, Jackson County Schools, and NGK. Additional relevant administrative experience includes work for the State of West Virginia Office of Technology (designed to meet the requirements of the United State Green Building Council's LEED Silver certification), the West Virginia Housing Development Fund, and Dow Chemical. **ZMM** has also provided design and construction administrative services for educational facilities throughout McDowell County, working jointly with the McDowell County Board of Education, the State of West Virginia School Building Authority, and the US Army Corps of Engineers.



## LEED Experience

**ZMM** is committed to sustainability as demonstrated in Section 4 of this proposal. Eight (8) members of our design team are LEED Accredited Professionals, and we have a sustainability coordinator to assist with the LEED documentation and coordination. **ZMM** has also provided sustainable design and construction seminars throughout the State of West Virginia, and is currently working with the State of West Virginia Department of Environmental Protection to provide a green building presentation targeted to the business community.



## Present Workload

As one of the largest AE firms in the State of West Virginia, **ZMM** is uniquely qualified to provide services on complex building projects, and projects with aggressive schedules. Our current workload includes the new headquarters for the West Virginia Housing Development Fund, a new Justice Center for the Wood County Commission, and an expansion of Highland Hospital. If awarded the project, **ZMM** could commence work immediately, and has the resources to meet your schedule requirements.



## Cost Accounting System

**ZMM** utilizes Deltak Vision accounting software that is capable of segregating and identifying accumulating costs for each job that is performed under cost type projects.

# CONSTRUCTION & FACILITIES MANAGEMENT OFFICE

WVARNG

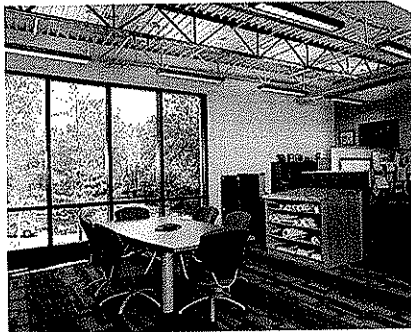
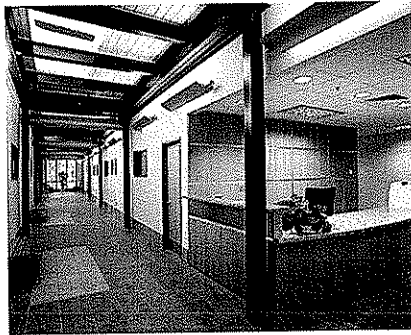


**LOCATION:**  
Charleston, West Virginia

**SIZE:**  
19,935 SF

**COMPLETION:**  
2008

**CONTACT:**  
General Melvin L. Burch  
WVARNG  
1707 Coonskin Drive  
Charleston, WV 25311  
304.561.6450



The Construction and Facilities Management Office (CFMO) Expansion project will bring all of the operations of the CFMO together under one roof. The branches that will occupy this facility include: Director of Engineering, Environmental, Planning and Programming, Facility Operations & Maintenance, Business Management, Resource Management, and Design and Construction. This new facility is located slightly to the front, and adjacent to the existing facility, lending prominence to the new construction, and providing a new aesthetic to the entire complex.

This transitional space was designed to connect the two structures, while maintaining a connection to the outside through use of natural light, direct visual connections to the exterior, large volumes, irregular geometries, and the use of 'natural' materials.

The entry design was coordinated with the Recruiting and Retention building to create an outdoor courtyard, along with new sidewalks, stairs and signage. The entry roof is sloped to provide a greater massing, while a lower canopy provides scale and protection from the elements. Large gathering and work spaces were located on the north elevation to take advantage of large expanses of glazing located to capture indirect light and views of Coonskin Park.

# GLEN JEAN ARMED FORCES CENTER

WVARNG

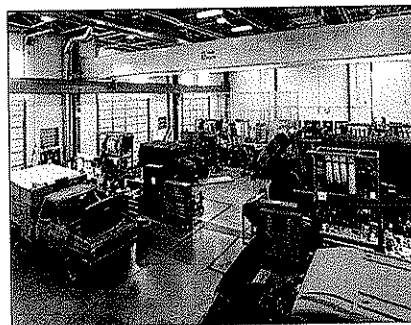
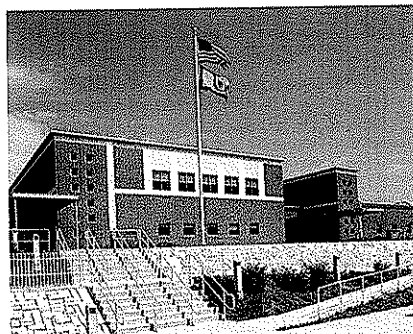
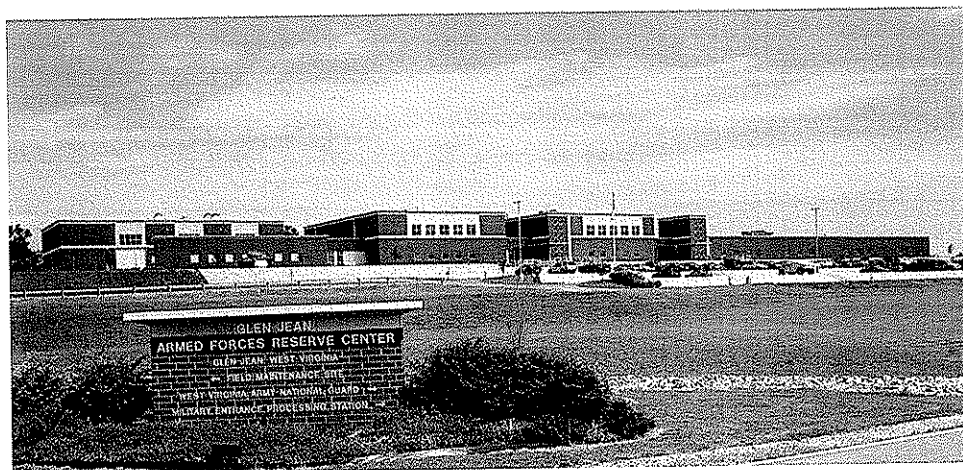


**LOCATION:**  
Glen Jean, West Virginia

**SIZE:**  
109,000 SF

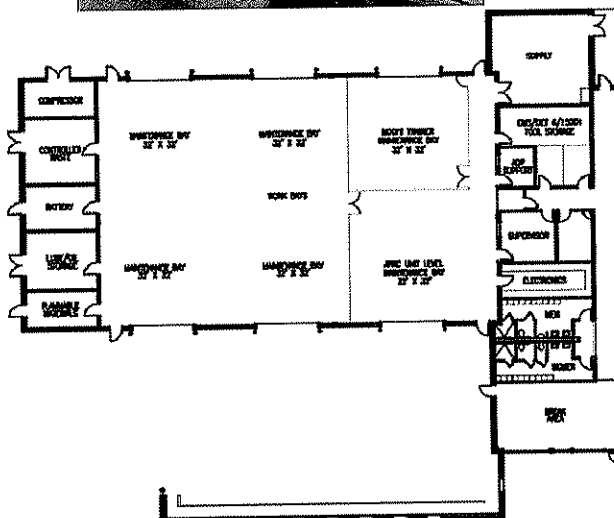
**COMPLETION:**  
2003

**CONTACT:**  
General Melvin L. Burch  
WVARNG  
1703 Coonskin Drive  
Charleston, WV 25311  
304.561.6450



The Glen Jean Armed Forces Center contains three distinct military functions: a facility for routine maintenance of over-the-road and tracked military vehicles, an armory housing four West Virginia National Guard units and the Southern West Virginia Military Entrance Processing Station, where new recruits officially enter the military system.

The brick exterior walls are highlighted with limestone and metal trim accents. A large assembly hall, plus classroom and training space, enhance the ability of the armory building to provide training for military personnel, and additionally to provide space for community functions.



# ROBERT C. BYRD - REGIONAL TRAINING INSTITUTE

WVARNG



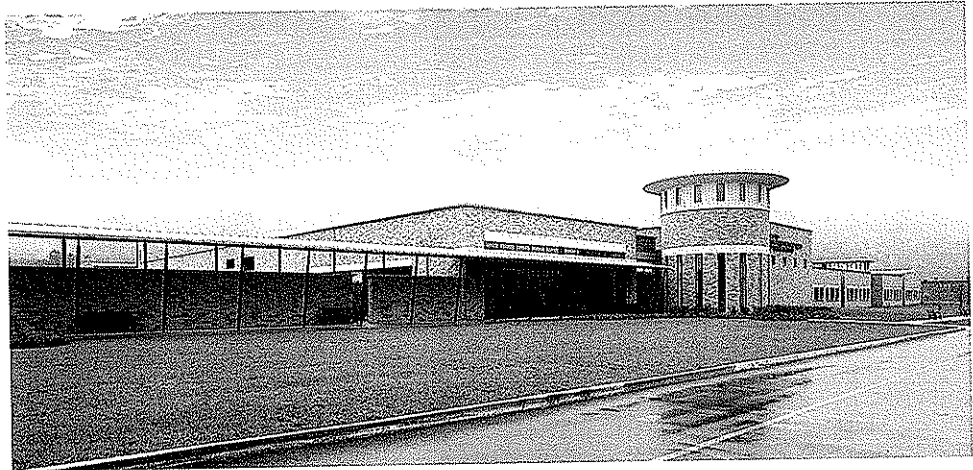
**LOCATION:**  
Camp Dawson, West Virginia

**SIZE:**  
148,066 SF

**COMPLETION:**  
2002

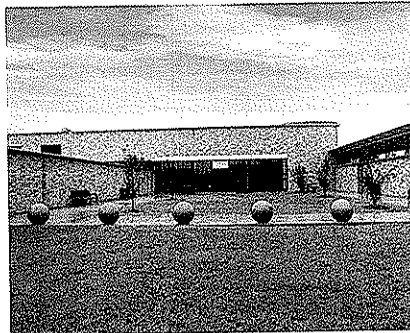
**COST:**  
\$21 Million

**CONTACT:**  
General Melvin L. Burch  
WVARNG  
1703 Coonskin Drive  
Charleston, WV 25311  
304.561.6450



The Joint Interagency Training and Education Center is an expansion adjacent to the existing Regional Training Institute (RTI) on Camp Dawson, near Kingwood, West Virginia.

The agencies involved in the development of the JITEC include West Virginia Army National Guard (WVARNG) and the National Guard Bureau (NGB).



This 285,000 SF project at Camp Dawson is registered under LEED-NC v2.2. Program elements incorporate an operations training and simulation center for the National Guard Bureau, training offices, classroom spaces, and a billeting (hotel) component.





# ARMED FORCES RESERVE CENTER

WVARNG

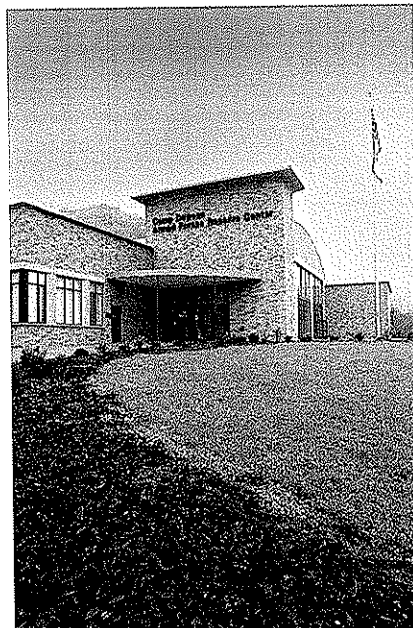
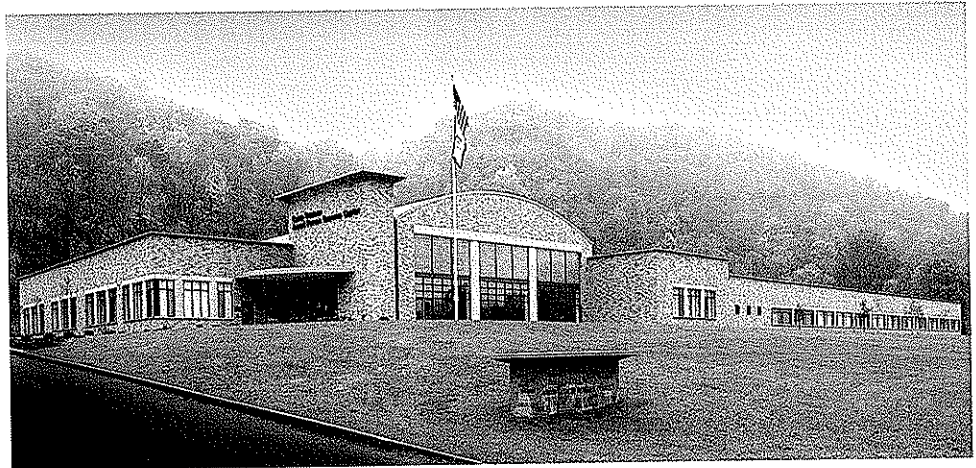


**LOCATION:**  
Camp Dawson, West  
Virginia

**SIZE:**  
56,200 SF

**COMPLETION:**  
2000

**CONTACT:**  
General Melvin L. Burch  
WVARNG  
1703 Coonskin Drive  
Charleston, WV 25311  
304.561.6450



The Armed Forces Reserve Center will house five National Guard and Army Reserve Units and their support personnel. Its mission is twofold: first, to maintain readiness for its attached units and second, to serve as a resource to the surrounding community.

The primary readiness mission for the center's attached units is accomplished by providing designated spaces for each unit as well as general educational and gathering spaces that can be shared among the units.

The building's community mission is to provide a gathering space for social functions, a shelter-in-place in times of natural disaster, and a community education resource with distance learning network capabilities. It also includes kitchen and dining facilities and physical fitness areas.



# RIPLEY ARMED FORCES RESERVE CENTER

WVARNG

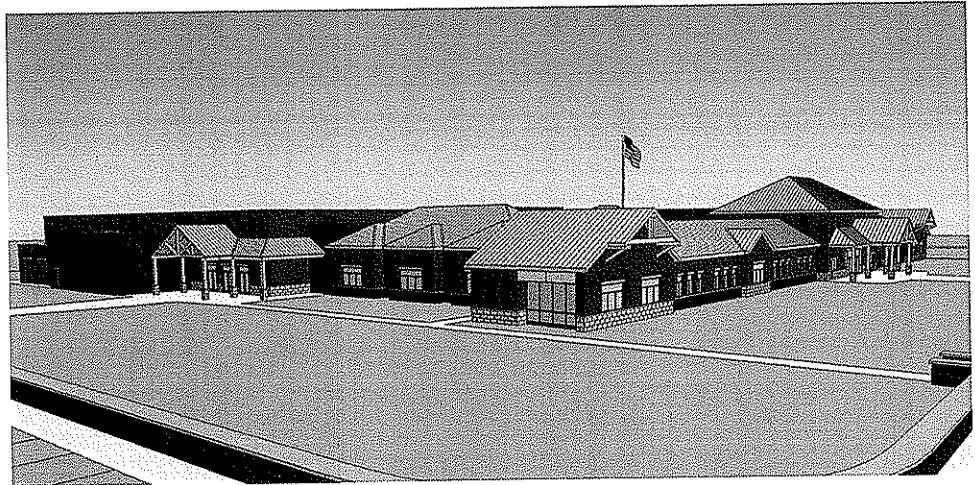


**LOCATION:**  
Milwood, West Virginia

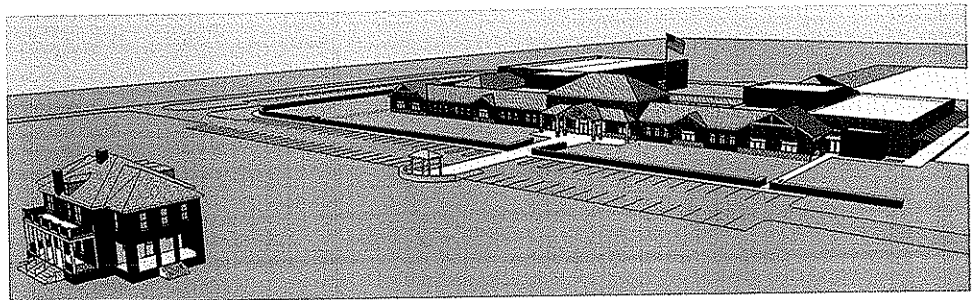
**SIZE:**  
75,000 SF

**COST:**  
\$ 20 Million

**CONTACT:**  
General Melvin L. Burch  
WVARNG  
1707 Coonskin Drive  
Charleston, WV 25311  
304.561.6450

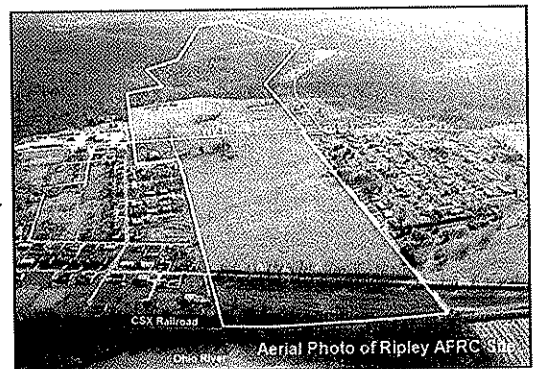


The new facility will house both the West Virginia Army National Guard (WVARNG) and the United States Army Reserves (USAR). The primary user for the WVARNG will be DET 1 821st Engineering Company, who will be supported by a FSC of the 1092nd. USAR occupants will include PLT AMMO 261 OD and PLT 1 (Postal) and PLT 6 (Postal) of the 44th Personnel Company. The facility will also include an expanded Drill Hall that can serve as a convention and meeting space, which is being funded by the Jackson County Commission, additional federal appropriations, and the State of West Virginia National Guard.



The site for the proposed facility includes a 344 acre tract of land located to the East of the Ohio River. The land is bisected by Route 2, and the new facility will occupy land between the river and Route 2, near the existing Order of the Eastern Star house.

The exterior aesthetic of the facility is strongly influenced by the existing Georgian Style Order of The Eastern Star house that will remain on the property. Due to the proximity to this existing structure, and the lack of other defining characteristics on the property,



# RIPLEY ARMED FORCES RESERVE CENTER

WVARNG

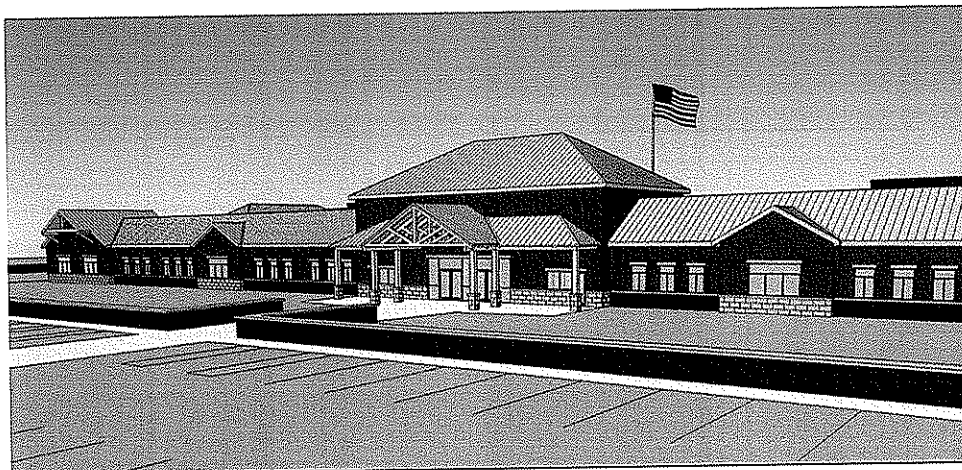


LOCATION:  
Milwood, West Virginia

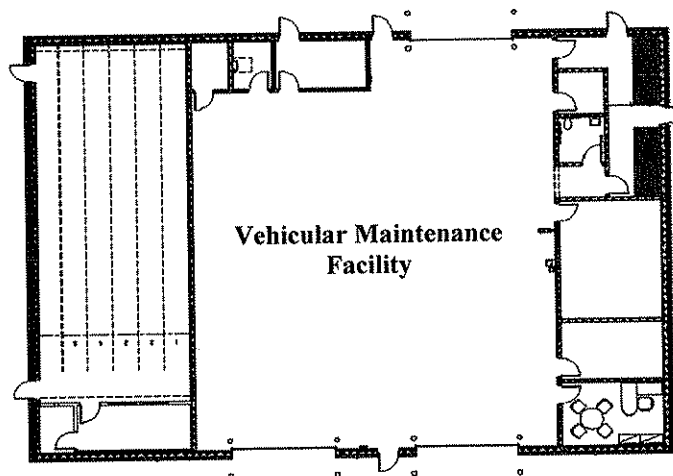
SIZE:  
75,000 SF

COST:  
\$ 20 Million

CONTACT:  
General Melvin L. Burch  
WVARNG  
1707 Coonskin Drive  
Charleston, WV 25311  
304.561.6450



The relationship between the structures became crucial to the site layout. The new facility is centered on the existing house, increasing the exposure of the facility from Route 2 - the major route of vehicular travel that parallels the Ohio River. Once the aesthetic of the building was established, the massing of the new facility was defined by "breaking-down" the facility into smaller mass elements that more closely reflected the Georgian Style, and that of many Army "posts," such as Fort Meyer in Northern Virginia. The larger programmatic elements such as the Drill Hall and the storage areas employ an aesthetic that more closely implies their function.



The layout of the facility includes a main entry with the USAR and WVARNG Recruiting, Family Support, and Administrative areas located on separate sides (USAR to the left, WVARNG to the right). A transverse wing on the left houses all functions that have the potential for public use, such as the Drill Hall and the Educational component, while all primary military spaces developed along a similar perpendicular wing on the right. This allows for separate entries to be developed for public functions, while the remainder of the facility can be secured. The layout also creates a large central courtyard or parade field that would be located at lower grade to define the edge facing the river. This edge will also be defined by a canopy that connects storage and locker areas to the expanded Drill Hall.

# State Office Building #5, 10th Floor

## Office of Technology



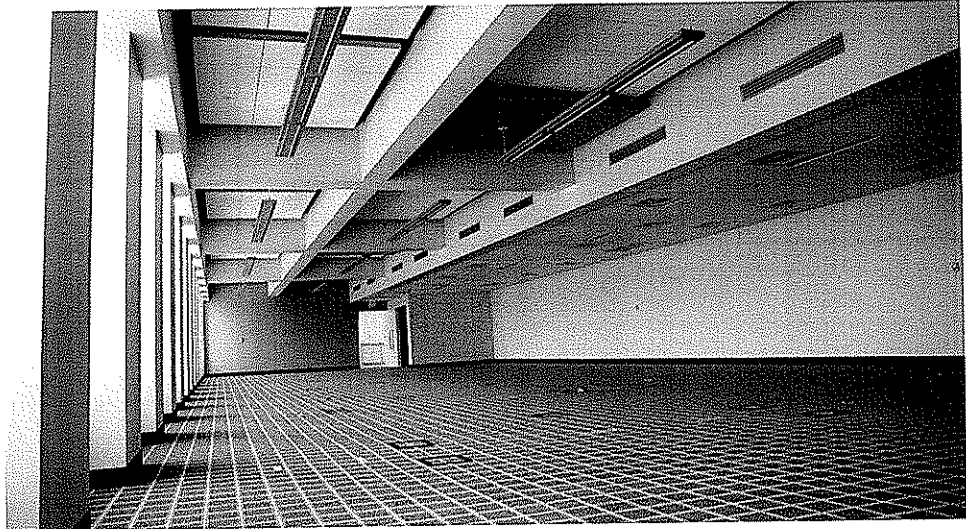
**LOCATION:**  
Charleston, West Virginia

**SIZE:**  
22,000SF

**COST:**  
\$3.7M

**COMPLETION:**  
2010

**CONTACT:**  
Mr. David Oliverio  
Director  
General Services  
Division  
1900 Kanawha Blvd. E  
Charleston, WV 25305  
304.558.3517

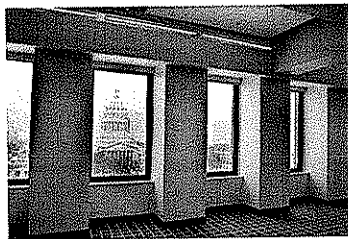
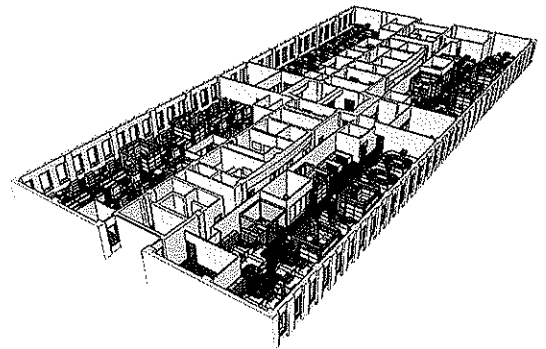


The renovation of the tenth floor of State Office Building #5 on the State of West Virginia Capitol Campus was recently completed for the Office of Technology. The renovation was designed to meet the United States Green Building Council's LEED for Commercial Interiors standard. To commence the project, ZMM conducted a detailed investigation of State Office Buildings 5, 6, & 7, which included recommendations for improvement of the facilities. The renovation of the 10<sup>th</sup> floor of Building #5 was the first major interior renovation project that responded to the recommendations. The renovation was technically intensive, and included demolition of the existing construction back to the building structure, as well as significant hazardous material abatement.

ZMM, working with the State of West Virginia General Services Division, the Real Estate Division, and the Office of Technology developed a strategy to renovate 22,000 SF of space to accommodate 137 employees. The design includes a mix of private and open office space, and responds to current workplace trends. The renovations include a low profile cable management system which maximizes the flexibility of the space. ZMM also developed the interior, furniture, fixture, and equipment design with significant coordination with the Office of technology.

To improve the opportunity for daylighting, office spaces have been "pulled-in" to the core of the building. This decision will allow for daylight to be introduced deep into the interior work areas, and will allow access to the daylight and views for all employees. The perimeter structural bays of the open office areas have a "coffered" ceiling. Ductwork for mechanical distribution is terminated at a bulkhead at the interior edge of the perimeter structural bay, allowing for more open volume and a more contemporary aesthetic.

The design of the 10<sup>th</sup> floor renovation also provided the opportunity to introduce a standard "transverse" core will be developed throughout State Office Buildings 5 & 6. The transverse core includes all of the major entry, meeting, and workroom functions. In addition to the office areas, the elevator lobby has been updated to create a consistent look and level of finish at the entry point to the Office of Technology.



# West Virginia Housing Development Fund



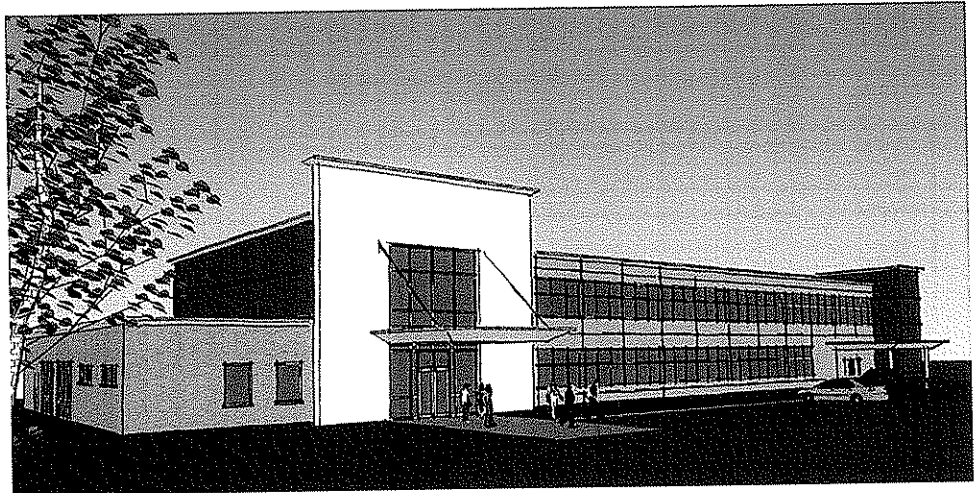
**LOCATION:**  
Charleston, West Virginia

**SIZE:**  
36,000 SF

**COST:**  
\$8.5M

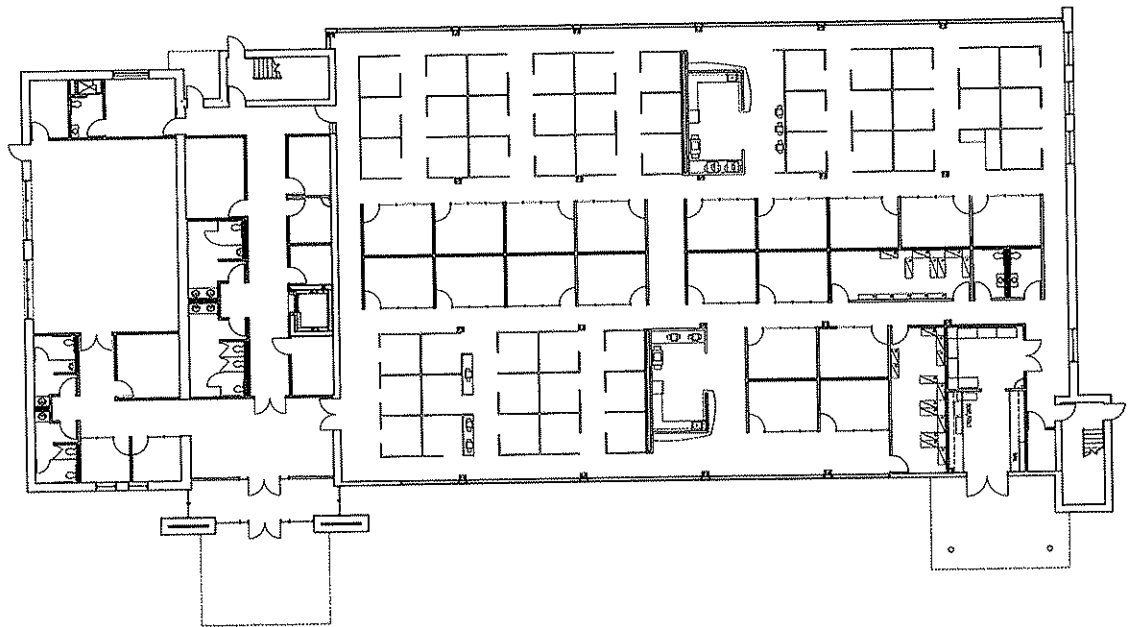
**COMPLETION:**  
Est. June 2011

**CONTACT:**  
Nancy Parsons  
Senior Director of Asset Management  
814 Virginia Street, East Charleston, WV 25301  
304.345.6475



This project is presently designed to house approx. 95 to 100 employees in 36,000 square feet of new space in Charleston's Kanawha City neighborhood. ZMM is working with Fox Engineering 2 story building will be a steel framed structure with natural day-lighting of interiors, and is anticipated to be LEED Certified.

The access floor system, demountable partitions, and employee cubicles will give the office space total flexibility and will accommodate future reallocation of space as needed without interruption to coworkers. The site consists of 2 acres and will accommodate approx. 110 employee and visitor vehicles, and is located on a former industrial site



# LINCOLN COUNTY HIGH SCHOOL

Lincoln County Schools



LOCATION:  
Hamlin, West Virginia

SIZE:  
216,500 SF

COMPLETION:  
August 2006

COST:  
\$32 Million

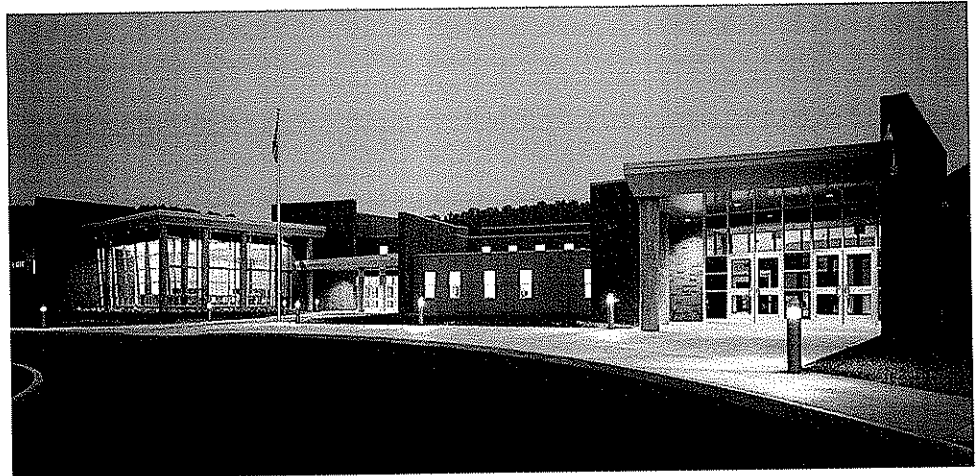
CONTACT:  
Mr. David Roach  
Superintendent  
10 Marland Avenue  
Hamlin, WV 25523  
304.824.3033

## AWARDS:

2007 AIA Honor Award  
West Virginia Chapter  
*Excellence in Architecture*

Education Design Showcase  
*Project of Distinction award*

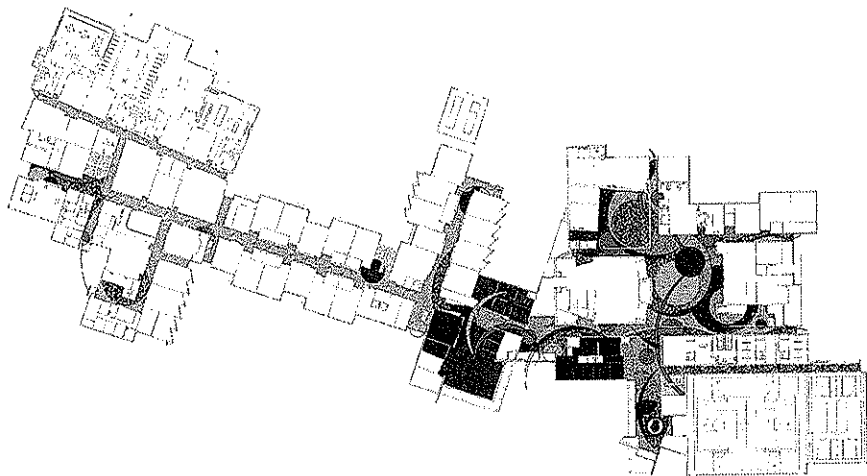
American School & University  
*Outstanding Building Design*



This consolidated senior high school for 850 students in grades 9 through 12, includes two gymnasiums with seating for 840 in the main gym, full food service facilities, a 300 seat auditorium, a library featuring state of the art technology, and all required curricular classroom spaces.

Vocational space is included in the facility making it one of the new breed of comprehensive high schools. The building is air conditioned with a four pipe, hot water/chilled water, air handling system meeting all indoor air quality requirements. It also includes LAN cabling system, integrated classroom intercom telephone and program system, closed circuit television, cable television system, fire alarm and perimeter security system.

This facility is one of the first educational buildings in the state to include sustainable building design features such as classroom daylighting with automatic lighting control, high efficiency HVAC equipment, and reduced storm water runoff.





# ERMA BYRD CENTER

Public Higher Education Center



LOCATION:  
Beaver, West Virginia

SIZE:  
33,000 SF

COMPLETION:  
August 2007

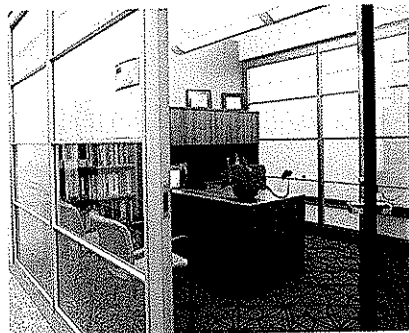
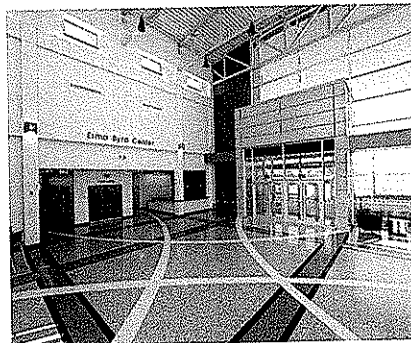
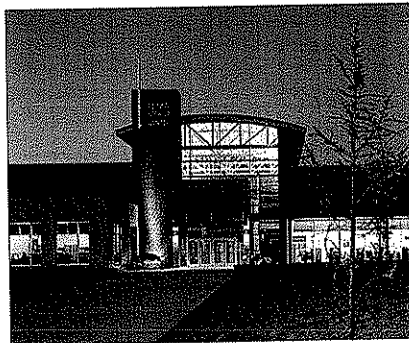
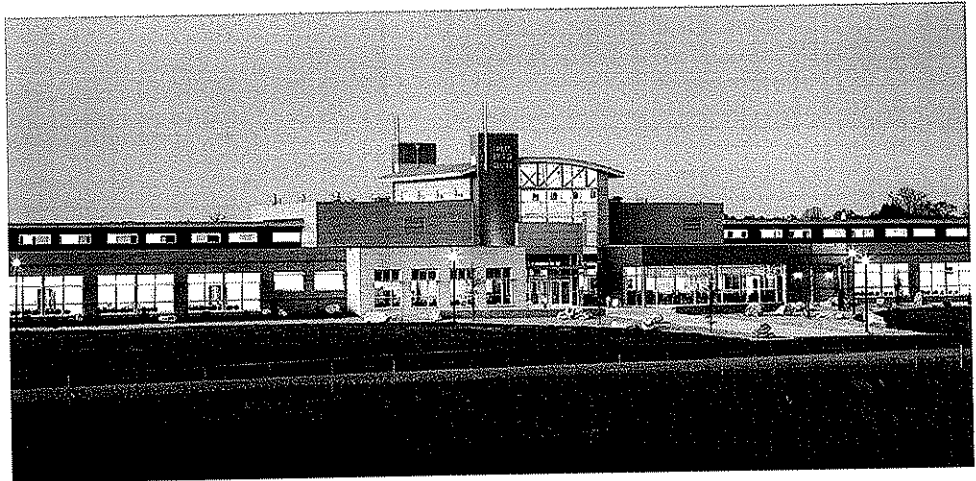
COST:  
\$7.5 Million

CONTACT:  
Thomas S. Acker S.J.  
Executive Director  
200 Main Street  
Beaver, WV 25801  
304.929.2010

#### AWARDS:

2008 AIA Honor Award  
West Virginia Chapter  
*Excellence in Architecture*

American School & University  
*Outstanding Building Design*



The Erma Byrd Center for Public Higher Education is the first building of its kind in the state. The 33,000 square foot center provides students the convenience of taking a variety of college classes offered by six different college and universities in a single location.

The new facility consists of standard classrooms, distance learning classrooms, a science lab, computer classrooms, a lecture hall, a multi-media library along with administrative office space for each college and university. Through technology, the building itself becomes an educational tool. Students are able to monitor the HVAC system and it's controls through web-based software thereby learning how the system works and how the climate and building design affect performance.

A wind turbine and solar panels on site assist in reducing the overall utility costs and allow students to see first-hand the benefits of alternative energy sources.

This Higher Education facility sets a new standard for the learning environment and energy efficiency. The building is designed to maximize use of natural light and has sensors throughout that control the artificial light level by measuring the amount of light present in the space.

The high-tech facility is the first building on what will become a campus for public higher education. It's placement at the front of the site allows the building to serve as a beacon of what is to come.

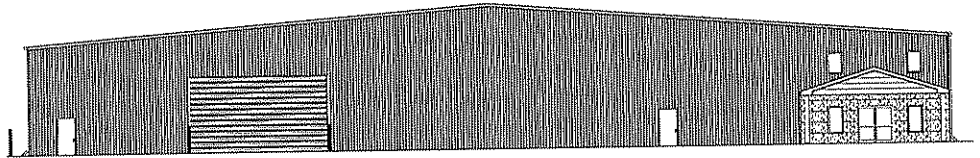
# KENNA RIDGE BUSINESS PARK

Jackson County Development Authority



LOCATION:  
Ripley, West Virginia

CONTACT:  
Mr. Mark Whitley  
304.372.1151



FOX provided site design services for the JCDA for the development of a wood truss manufacturing plant at the Kenna Ridge Business Park. Services for this project included surveying, site development and utility layout, structural design, bidding assistance, construction contract administration, and construction management.

LOCATION:  
Buffalo, West Virginia

CONTACT:  
Mr. Dave Hobba  
304.373.0184

## EVANS DALE ESTATES SUBDIVISION

Hobba enterprises, LLC

### EVANS DALE ESTATES SUBDIVISION KEENELAND FIELDS, LLC

JACKSON COUNTY, WEST VIRGINIA  
APRIL, 2007

INDEX TO SHEETS	
NO.	DESCRIPTION
1	PLAT COVER
2	PROPERTY MAP
3	LOT LAYOUT
4	CONCRETE DRIVE
5/7	WOOD PAVING
6	RETENTION POND DETAILS
7	GRADING PLAN
8	BASEMENTS
9	SEWER LAYOUT
10	STREET PROFILES
11-14	STORM WATER PLAN
15	DOMESTIC WATER PLAN
16	SEWER MAIN SEWER PLAN
17-18	STANDARD SEWER PROFILES
19	STANDARD DETAILS

CARSON'S CORNER  
PROFESSIONAL BUILDING  
101 NORTH COURT STREET  
RIPLEY, WV 26271  
(304) 372-3705  
www.foxengineering.net

FOX was responsible for the complete design of the Evans Dale Estates Subdivision. The design included the layout of over 90 residential lots as well as four townhouse apartment complexes, encompassing over 40 units. Complete utility design was included as well as the design of a four acre retention pond for the anticipated storm water runoff. Upon completion the subdivision will have the potential of housing over 130 families.



# TRI-RIVER TRANSIT AUTHORITY

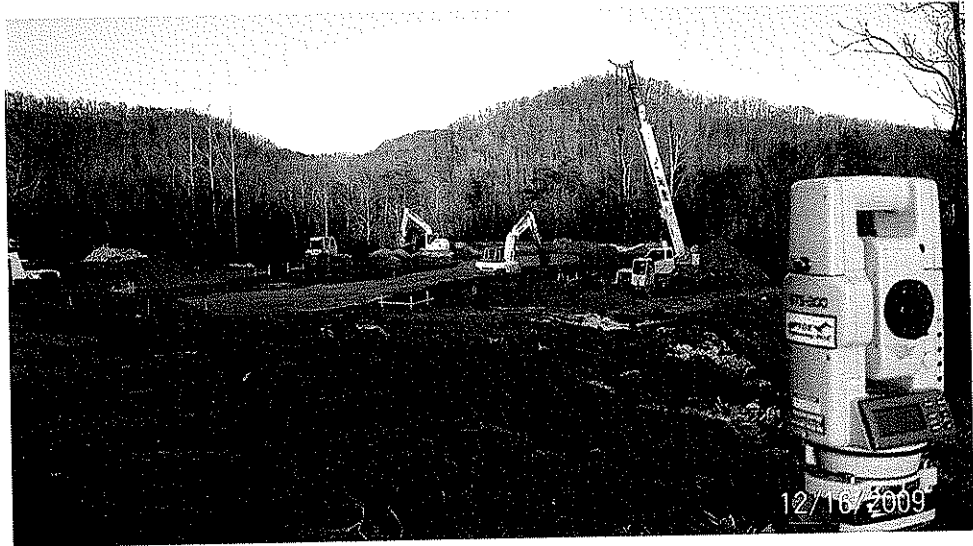
*Administrative Offices and Maintenance Facility*



**LOCATION:**  
Gauley Bridge, West Virginia

**CONTRACTOR:**  
Danhill Construction Co.  
PO Box 685  
Gauley Bridge, WV  
25085

**CONTACT:**  
Mr. Dan Hill  
304.632.1600



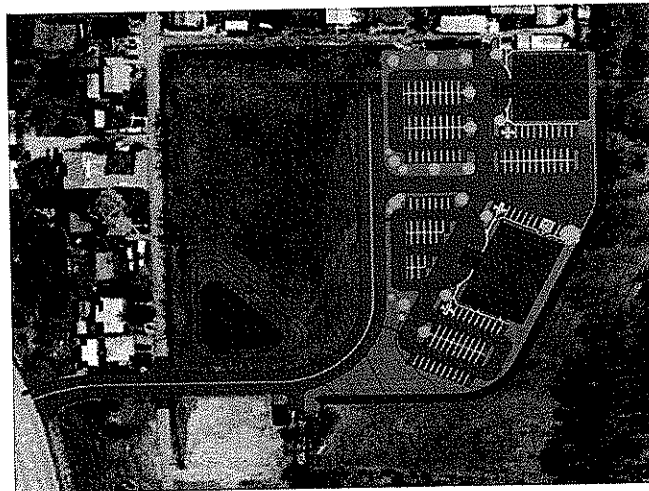
FOX Engineering is currently involved in the construction of a facility for the Tri-River Transit Authority in Hamlin, West Virginia. Fox duties included the clearing and grubbing of 5 acres, excavation and disposal of over 90 tons of debris, over 10,000 cubic yards of mass excavation, installation of utilities, building pad, footings, access road and parking lot, final grading, topsoil replacement, seeding and mulching, construction survey, as-built survey, as-built drafting and quality assurance and control.

## STERLING RIDGE COMMERCIAL SITE DEVELOPMENT

*JGoots, Inc.*

**LOCATION:**  
Bridgeport, West Virginia

**CONTACT:**  
JGoots, Inc.  
639 Pennsylvania Avenue  
Bridgeport, WV  
304.669.5008



FOX was responsible for the complete design, permitting and development of construction plans for the Sterling Ridge Commercial Site Development. The design included access road horizontal and vertical alignments, site grading, parking layout and utilities. Permits for this project included WVDOH RW Encroachment Permit, WVDEP Storm Water Construction Permit and WVDHHR Permit to Construct, Alter or Renovate a Public Water Supply System.

## AWARD WINNING DESIGN



2009

### **Construction & Facilities Management Office**

Charleston, West Virginia  
AIA Merit AWARD West Virginia Chapter  
Achievement in Architecture



2008

### **Erma Byrd Center**

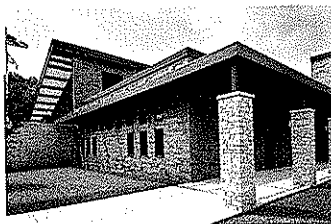
Beckley, West Virginia  
AIA HONOR AWARD West Virginia Chapter  
Excellence in Architecture  
AMERICAN SCHOOL & UNIVERSITY  
Outstanding Building Design



2007

### **Lincoln County High School**

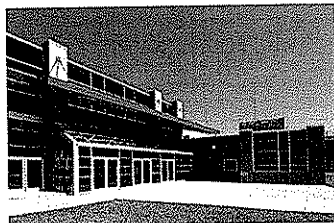
Hamlin, West Virginia  
AIA HONOR AWARD West Virginia Chapter  
Excellence in Architecture  
EDUCATION DESIGN SHOWCASE  
Project of Distinction award  
AMERICAN SCHOOL & UNIVERSITY  
Outstanding Building Design



2006

### **Gene Spadaro Juvenile Center**

Mount Hope, West Virginia  
AIA MERIT AWARD West Virginia Chapter  
Achievement in Architecture

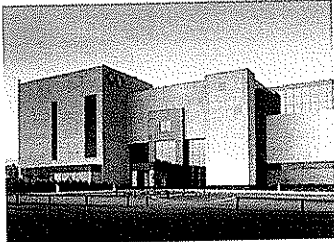


2004

### **St. Albans High School**

St. Albans, West Virginia  
IMPACT ON LEARNING AWARD  
Effective Transformation  
EDUCATION DESIGN SHOWCASE  
Outstanding Building Design  
AMERICAN SCHOOL & UNIVERSITY  
Outstanding Building Design

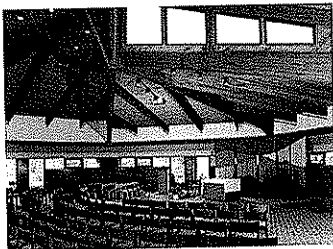
# ADDITIONAL AWARD WINNING DESIGN



## **West Virginia Society of Architects Design Honor Awards**

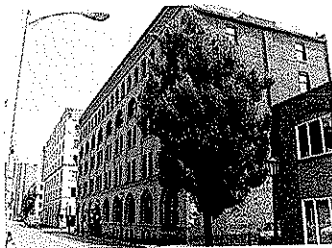
**Corporate Headquarters Facility**  
Blue Cross / Blue Shield of West Virginia  
Charleston, West Virginia

**John XXIII Pastoral Center**  
Wheeling-Charleston Diocese  
Charleston, West Virginia

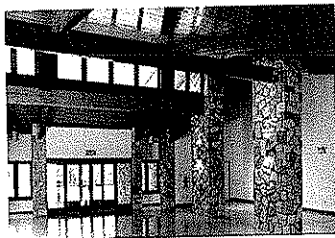


**Corporate Office Building**  
Contractors' Association of West Virginia  
Charleston, West Virginia

**One Bridge Place Office Renovation**  
Fisher-Bryson Properties  
Charleston, West Virginia



**United States Navy  
Admiral's Commendation**  
**Operations Building Alterations**  
Naval Security Group  
Sugar Grove, West Virginia



**Construction Specifications Institute  
Honorable Mention**  
**Restoration and Renovation Projects**  
Cottage Renovations to Federal Prison Camp  
Alderson, West Virginia

**Stonewall Jackson Lake  
Merit Award**  
**Design and Environmental Program**  
Recreation Area Basic Park  
Weston, West Virginia

# HISTORY AND PHILOSOPHY of ZMM



LOCATION:  
222 Lee Street, West  
Charleston, WV

CONTACT:  
Phone 304.342.0159  
Fax 304.345.8144  
www.zmm.com

Ray Zando, Ken Martin and Monty Milstead established the **Charleston, West Virginia** based Architectural and Engineering firm of Zando, Martin and Milstead in 1959 with a staff of five people. The firm obtained an early foothold in the professional services sector in the state and grew in both size and stature. Mr. Steven Branner, a recent graduate of the University of Cincinnati, joined the firm in 1967 as a project architect. Mr. Robert Doeffinger obtained a B. S. degree in Mechanical Engineering from West Virginia University and an M. S. degree in Architectural Engineering from The Pennsylvania State University before joining the firm in 1976.

Mr. Zando, Mr. Martin and Mr. Milstead, reaching retirement age, transferred the ownership of the firm to Mr. Branner and Mr. Doeffinger in 1986 and they guided and expanded the firm to its present size of approximately 35 people. Since then, Dave Ferguson, Rod Watkins, and Adam Krason have joined in ownership of the firm.

Since the beginning, ZMM has been dedicated to the integrated approach to building design. The inclusion of engineering services (civil, mechanical, electrical and structural), as well as interior design, makes ZMM unique among architectural firms and fulfills the needs of clients for single point responsibility. More importantly, an integrated approach provides better coordinated, accurate, and concise documents. ZMM's commitment to clients is to provide the highest quality professional services available. In order to maintain this high level of quality, we strictly conform to a Quality Assurance Program, a unique feature of ZMM.



We work hard at staying generalists, while, by virtue of maintaining a practice for over fifty years, having extensive experience in different building types. We approach each project as a unique opportunity and execute each design accordingly. Nothing is done without our full, professional attention. ZMM has a demonstrated record of success in the specialization of architecture and engineering.

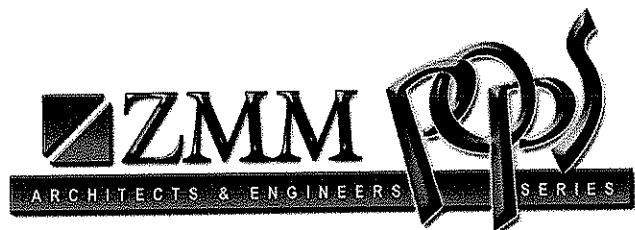
# HISTORY AND PHILOSOPHY of ZMM



## COMMUNITY SUPPORT

In addition to our design efforts, **ZMM** is supportive of institutions and organizations that contribute to the cultural and educational landscape in West Virginia.

**ZMM** offers financial support to several community and state-wide institutions which reflect the superior quality that we strive to achieve on each of our projects. The following organizations also impact the educational environment through their support of local artisans, performances, broadcasts, and community service:



**West Virginia Symphony Orchestra**

# PROFESSIONAL SERVICES



Since its inception, ZMM has been dedicated to the integrated approach to building design (providing full architectural and engineering services in-house) which is unique to architectural firms of our size. Our past successful experience demonstrates that providing multi-disciplined services within one organization results in a fully coordinated project. ZMM has the qualified professionals available to provide services throughout the duration of a project from the initial planning phases through post-occupancy evaluations and beyond.

Additionally, ZMM is constantly working to improve the services we offer by addressing emerging and evolving trends that impact the design and construction market. ZMM has eight LEED accredited Professionals on staff to address the needs of our clients who are interested in designing buildings that meet the US Green Building Council's standards. This continues ZMM's active implementation of sustainable design principles on our projects.

**ZMM offers all of the following professional services within our organization:**

## PRE-DESIGN

- Educational Facility Planning
- Programming
- Space Planning
- Feasibility Studies
- Existing Building Evaluation
- Site Evaluation and Analysis
- Master Planning
- Construction Cost Estimating

Executive Summary		Index (Pages)
<b>National Guard Bureau</b> Area (NSF):		
Operations	26,003	
Sub-Total (NSF)	26,003	
<b>Total (NSF)</b>	<b>26,414</b>	
<b>Department of Energy</b> Area (NSF):		
Training	4,185	
Operations	10,511	
Information Technology	18,116	
Analysis	364	
General Support	41,264	
Sub-Total (NSF)	76,436	
<b>Total (NSF)</b>	<b>45,888</b>	
<b>AFRC</b> Area (NSF):		
Operations	0	
Administration	12,109	
Unit Support	8	
Product Support	0	
Special Positions	17,100	
Sub-Total (NSF)	29,217	
<b>Total (NSF)</b>	<b>18,888</b>	
<b>Joint Interagency Training Center- East</b> Area (NSF):		
Administration	11,725	
Operations	23,550	
Analysis	0	
Sub-Total (NSF)	35,275	
<b>Total (NSF)</b>	<b>45,873</b>	
<b>Billings</b> Area (NSF):		
Analysis	28,250	
Sub-Total (NSF)	28,250	
<b>Total (NSF)</b>	<b>73,868</b>	
<b>Total Building Area</b> Area (NSF):		
National Guard Bureau	26,414	
Department of Energy	65,283	
Armed Forces Research Center	19,638	
Joint Interagency Training Center	45,873	
Billings	73,868	
<b>Total (NSF)</b>	<b>231,076</b>	

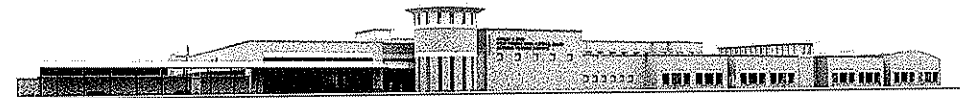
# PROFESSIONAL SERVICES



## DESIGN

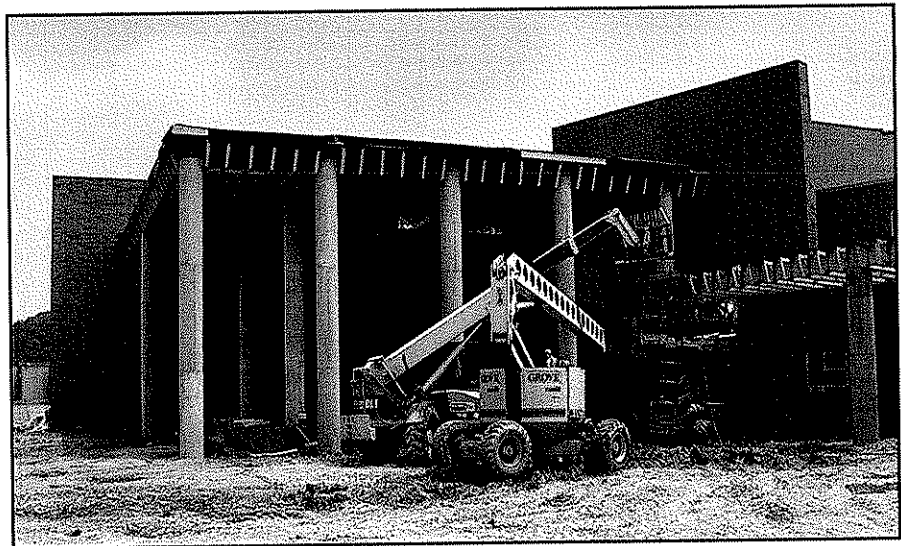
Architectural Design  
Sustainable Design  
Interior Design  
Landscape Architecture  
Structural Engineering  
Mechanical Engineering

Electrical Engineering  
Civil Engineering  
Data System Design  
Lighting Design  
Energy Consumption Analysis



## POST DESIGN

Construction Administration  
Value Engineering  
Life Cycle Cost Analysis  
Post-Occupancy Evaluation





# QUALITY ASSURANCE



At ZMM, we strive to be the best. Our Quality Assurance Program is one step in the process of exceeding our clients' expectations. Our QA/QC Program is led by Mr. Steve Branner, AIA and Mr. Rod Watkins, REFP, both Principals of the firm, who combined bring more than 80 years of experience to ensuring the quality of every ZMM project. This program includes the following six components:

## 1. Selecting the Project Team

ZMM's diverse staff ensures that each project team is made up of highly qualified members, each dedicated to the project's success. Project team members are selected based upon relevant experience, and ability to help achieve the client's vision.

## 2. Identifying Project Requirements

Project team members are fully integrated in each phase of the design process, ensuring a quality project from the beginning, to take advantage of early sustainable design decision-making. The project requirements are included in a 'Basis of Design' that each member of the project team can access. The 'Basis of Design' helps guide important project decisions.

## 3. Identifying Client Expectations

Knowing and understanding our clients' expectations is our goal. This knowledge gives ZMM a baseline for exceeding expectations.

## 4. Ongoing Project Reviews

As part of the ongoing project reviews, we conduct quality assurance evaluations during each stage of the project:

- Schematic Design Phase
- Design Development Phase
- Construction Documents Phase
- Construction Administration Phase

ZMM has developed a series of QA/QC review documents that are completed during each phase, and include a programmatic review, technical review, and review of the project schedule and budget.

## 5. Post Project Review

At the completion of every project, ZMM staff members participate in a learning session to gain insight useful for future projects. These reviews typically include participation from the owner and the contractor

## 6. Staff Training, Assessment and Enhancement

Ongoing staff development and training is very important to ZMM. Providing increased opportunities for learning and advancement leads to improved employee performance more successful projects.

**ARCHITECTURAL/ENGINEERING SERVICES**  
**LEED CERTIFIED ADMINISTRATION BUILDING, RFQ PTR10034**

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**OVERVIEW**

**FOX Engineering** is a multi-disciplined consulting engineering firm offering innovative solutions to our clients. FOX Engineering is a certified Disadvantaged Business Enterprise (DBE) in Engineering Design services as well as Surveying and Mapping services.

FOX Engineering was founded with the goal of providing a local choice to the large firm atmosphere offered at most engineering firms. Growing up in Ravenswood, West Virginia and now residing in Silverton, Jennifer Fox, P.E., owner of FOX Engineering, wanted to stay close to her Jackson County home. With this in mind Jennifer established FOX Engineering out of her home in 2001. With years of hard work and dedication, FOX Engineering has grown and is currently located in historic downtown Ripley, West Virginia. The rapid growth of FOX Engineering has proven that this was a niche waiting to be filled. With the acquisition of John C. Giese Engineers, Inc. in 2008, FOX now has an office located in Fairmont, West Virginia. This well established office possessing nearly 60 years of experience has greatly contributed to the development of FOX Engineering.

Jennifer has positioned the company with the ability to provide the services available at larger firms without compromising on the values that were the basis of establishing FOX Engineering. As a **full service firm**, FOX Engineering provides surveying, civil engineering, construction inspection, contractor services and structural inspections to our clients including government agencies, municipalities, consultants, contractors as well as private clients. By providing this wide range of services, FOX Engineering can work as the lead engineer performing most aspects of projects in house, from the initial planning and analysis to the design and construction while still providing larger firms the types of services they often seek in subconsultants.

When you couple the experience level available at FOX Engineering with the employees' strong work ethic and commitment to quality, it is easy to see how FOX Engineering would be a valuable addition to your next project. Add to that the benefit of the Disadvantaged Business Enterprise credit earned from working with FOX and you can see why the company has undergone such phenomenal growth. The DBE credits are only as valuable as the work that goes along with them, and FOX's recruitment of a top level staff with a range of expertise is one particular asset to working with FOX Engineering. Another benefit is the ease of working with a smaller firm. You will be working with people who have made a professional choice to work locally, support area businesses, and take personal investment in the quality of their work.

*Jennifer W. Fox, P.E., Owner*



**ARCHITECTURAL/ENGINEERING SERVICES**  
**LEED CERTIFIED ADMINISTRATION BUILDING, RFQ PTR10034**

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**ENGINEERING AND DESIGN**

**Services:**

FOX Engineering's **structural design** experience encompasses numerous projects comprised of short, medium and long-span bridges; retaining walls; box culverts and various other structures. Our structural design services include:

- Plate girders (tangent and curved)
- Steel box girders
- Precast box beams and prestressed I-beams
- Timber bridges
- Structural inspections and load ratings
- Structure and bridge rehabilitation
- Hydraulic and scour analysis
- Concrete box culverts
- Shop drawing review

FOX Engineering's **highway design** experience encompasses all phases of the highway development process. Our highway design services include:

- Design studies
- New limited access highways
- Complex interchange design/improvements
- Highway/roadway resurfacing, rehabilitation and reconstruction
- Intersection improvements
- Safety improvements
- Maintenance and protection of traffic
- Hydraulics and hydrology
- Right-of-way plans
- Stream mitigation
- Stormwater drainage

FOX Engineering has the resources and experience to provide **site development** services for large commercial/industrial developments as well as residential developments. Our site development services include:

- Site selection and evaluation
- Preliminary engineering studies
- Site grading and drainage
- Access road design
- Subdivision layout and design
- Parking Lot design
- Permitting
- Master Plan development
- Construction administration



**ARCHITECTURAL/ENGINEERING SERVICES**  
**LEED CERTIFIED ADMINISTRATION BUILDING, RFQ PTR10034**

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FOX Engineering's **structural condition inspection** experience encompasses a wide array of disciplines ranging from private home inspection to state and federally funded large structure condition inspections. Currently three FOX employees have received inspection certification from the National Highway Institute's Safety of In-Service Bridges Course. Our experience includes the inspection of seven bridges crossing the Ohio River, four bridges crossing the Kanawha River, as well as over 50 additional bridges and structures throughout the state. Representative structures include:

- Steel box girders
- Steel plate girders
- Steel tied arch
- Steel eyebars
- Steel pin and hanger assemblies
- Concrete arches
- Prestressed concrete box and I-beams
- Cable-stayed structures
- Timber structures
- Tunnels
- Concrete box culverts
- Structural plate pipes

We also provide inspection services to banks, mortgage institutions, and real estate agencies. Our services include:

- Foundation inspection
- HUD compliance inspection
- Foundation repair recommendations

FOX Engineering has the resources and experience to provide **contractors** with any necessary engineering design required during construction. In addition to the design services previously listed, our contractor services include:

- Temporary bridge and shoring design
- Deck overhang checks
- Causeway analysis and design
- Value engineering



**ARCHITECTURAL/ENGINEERING SERVICES**  
**LEED CERTIFIED ADMINISTRATION BUILDING, RFQ PTR10034**

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**SURVEY**

**Services:**

FOX Engineering's survey staff features a collection of experienced personnel with a multi-disciplined background. This diversity affords us the opportunity to provide a variety of survey related services to our clients. Our surveying services include:

- Rural and residential boundary surveys
- ALTA/ACSM land title surveys
- Courthouse title resurveys
- Architectural and engineering site surveys
- Topographic surveys and aerial mapping
- GPS and conventional control surveys
- Gas well locations and pipeline mapping
- Utility locations and coordination
- Flood certifications / LOMA applications
- Construction layout and monitoring

FOX Engineering has positioned itself to provide the highest quality product while minimizing additional costs passed on to its clients by utilizing both conventional and robotic TOPCON total stations. Conventional crew setups include TOPCON 3005LW wireless total stations in cooperation with TDS Survey Pro, through a wireless Bluetooth connection eliminating potential downtime as a result of cable failure. Gas well location and pipeline crews are outfitted with Trimble Pro-XH sub-foot mapping grade GPS units to insure high quality positions and quick turnaround for the high speed oil and gas industry.

For survey grade GPS results, FOX utilizes Leica System 1200 GPS Smartrovers. The Smartrover is the lightest cable free RTK GPS system in the world. The versatile setup can be used as a typical base-rover setup, or as two standalone RTK-Net rovers depending on the job site. Both Smartrovers are equipped with Leica GNSS technology utilizing both GPS and the Russian Glonass Constellation to reduce downtime in areas where excessive cover blocks visible GPS satellites.

Partnering with Loyola Spatial Systems, FOX is proud to host the first RTK-Net reference station in the state of West Virginia. RTK-Net infrastructure provides increased production and accuracy for all types of surveying and mapping by providing long range capabilities for RTK GPS. Regardless of the application, production is increased by eliminating the need to setup a temporary base station and using a short range conventional radio. Productivity with GPS is more than doubled when compared to short range conventional RTK because the portable base station can be used as a productive rover.



**ARCHITECTURAL/ENGINEERING SERVICES**  
**LEED CERTIFIED ADMINISTRATION BUILDING, RFQ PTR10034**

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**CONSTRUCTION**

**Services:**

FOX Construction provides heavy highway construction, commercial construction, construction management, construction inspection and development services for public and private projects. Serving commercial and industrial clients, State & local governments, schools, hotels, and hospitals, FOX Construction offers site selection and preparation, new construction, renovation and project management services.

- Construction Management
- Construction Inspection and Oversight
- Guardrail and Fence Installation
- Seeding and Mulching
- Excavation and Site Work
- Pipe and Culvert Installation
- Commercial Building Construction
- Design/Build

Due to our outstanding owner relationships, quality work, reputation, and experience, FOX Construction is considered to be one of the top design build contractors in the industry today. One of the most efficient and cost-effective methods of construction is the Design/Build concept. Design/Build is effective because it promotes efficiency by allowing the contractor and engineers to work together, using innovative means to find solutions to many technical problems before the construction process begins. It unifies the responsibility for the project in one source-the Design/Build team.

FOX Construction provides construction services on either a single source design/build format or as a design/assist partner. FOX Construction can provide a guaranteed maximum price which provides strong incentives for completing projects on time and under budget.

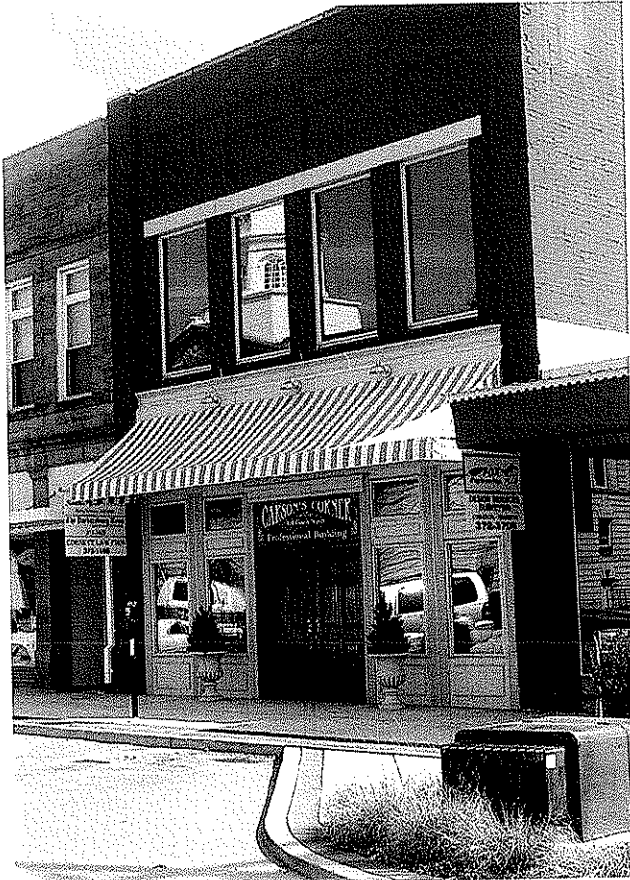
FOX Construction is persistent in adjusting its business philosophy to face the ever-changing market while keeping a competitive advantage in the construction industry. Our company has been built on our value of safety, quality, partnering, teamwork, efficient scheduling of manpower, equipment resources, and subcontractors to fast-track any type of construction project.



**ARCHITECTURAL/ENGINEERING SERVICES**  
**LEED CERTIFIED ADMINISTRATION BUILDING, RFQ PTR10034**

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**LOCATION**



FOX Engineering's home office is located  
in Historic Downtown Ripley, WV.

FOX now has an office in Fairmont, WV.

**Ripley Office**

101 North Court Street  
Ripley, WV 25271  
Phone 304-372-3705  
Fax 304-372-4100

**Fairmont Office**

Marion County Business & Industrial Park  
1000 Green River Dr., Suite 101  
Phone 304-534-3245  
Fax 304-534-3247



# ADAM R. KRASON

AIA, NCARB, LEED AP



## Position

Project Architect, Principal

## Education

Bachelor of Architecture; The Catholic University of America, Washington, D.C.; 1998

B.S., Civil Engineering; The Catholic University of America, Washington, D.C.; 1998

## Employment History

2008 - Present, Vice President

2003 - 2008, Project Architect

1998 - 2003, Project Architect, Charleston Area Architectural Firm

1998, Consultant, Anderson Consulting

## Professional Credentials

Registered Architect: West Virginia and Ohio

LEED Accredited Professional

Construction Specifications Institute – CDT

Member of American Institute of Architect

NCARB Certification

## Civic Affiliations

West Virginia Vision Shared-Sustainable Economic Development Team

West Side Main Street Design Committee, Charleston, West Virginia

West Virginia Qualifications Based Selection Council

Development Council, St. Agnes School, Charleston, West Virginia

## Professional Experience

Mr. Krason's experience includes all aspects of the design and production of small and large projects with an emphasis on Military, Public, Government Facilities, Educational Facilities and Industrial Facilities. Mr. Krason also serves on ZMM's Board of Directors.

Specific project responsibilities: building programming, code compliance review, assistance with the preparation of architectural specifications, project budgeting and scheduling, schematic design compliance with project requirements, and the general overview of each project to ensure client expectations.

## Project Experience

Joint Interagency Training and Educational Center (JITEC)

State of West Virginia Division of Juvenile Services

State Office Building 5, 6, & 7 Analysis, 10th Floor Renovation

West Virginia Army National Guard - CFMO Expansion Project

West Virginia Army National Guard - Logan Readiness Center

West Virginia Army National Guard - Morgantown Readiness Center

West Virginia Army National Guard - Ripley AFRC

Judge Donald F. Black Courthouse Annex

# ROBERT C. DOEFFINGER

PE



## Position

Principal, Engineering Project Manager  
Corporate Management, Project Management and Coordination, Engineering Programming and Design

## Education

B.S., Mechanical Engineering; West Virginia University, Morgantown, West Virginia; 1973  
M.S., Architectural Engineering; Pennsylvania State University, University Park, Pennsylvania; 1976

## Employment History

1982-present, Vice-President, Secretary and Treasurer; ZMM  
1977-1982, Director of Engineering; ZMM  
1976-1977, Mechanical and Architectural Engineer; ZMM

## Professional Credentials

National Council of Examiners for Engineering and Surveying (NCEES)  
Registered Engineer (WV, TN, FL, PA, VA, NC, SC, ME, OH, NH, NY, KY)  
Member; ASHRAE - Chairman, Technical Committee 4.1 - HVAC Load Calculations

## Civic Affiliations

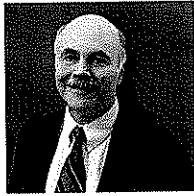
Councilman; City of Point Pleasant, WV  
Director; Mason County Development Authority  
Director; Point Pleasant River Museum  
Member; West Virginia Institute of Technology Electrical Engineers Technical Advisory Committee

## Professional Experience

Mr. Doeffinger is Principal-in-Charge of Engineering. It is his responsibility to ensure that the mechanical and electrical engineering components of ZMM's design are coordinated and integrated into the final product.

Mr. Doeffinger is responsible for new design and retrofit of chilled water systems for all building types including large regional shopping malls. He is involved daily with the firm's selection of appropriate systems for all building types and performs life cycle cost and energy studies.

Mr. Doeffinger is a member of the American Society of Heating, Ventilation and Air-Conditioning Engineers. He is the current national Chairman of the Technical Committee on Heating and Air-Conditioning Load Calculation. He is involved in writing the National Standard on the Method of Calculation, which will shape the nature of the future building energy use for the nation.



**Position**

Senior Mechanical and Electrical Engineer

**Education**

B.A., English, West Virginia University, 1972

2 Years toward B. S., Mechanical Engineering, WVIT, 1974-1975

M.A., Humanities, Marshall University Graduate College, 2004

**Employment History**

1989-Present, ZMM, Senior Mechanical Engineer

1976-1989, Charleston Area Engineering Firm, Project Manager

1972-1976, Charleston Area Engineering Firm, Designer

**Professional Credentials**

Registered Engineer (WV)

Member of ZMM's Board of Directors

Member of ASHRE

**Professional Experience**

Mr. Cook started his career in 1972 as a designer for an engineering firm in Charleston, WV. He is a Professional Engineer registered in West Virginia. He has designed and engineered many projects throughout the state of West Virginia.

**Responsibilities Include:**

Mechanical Design and Engineering.

Serves as liaison between clients and utility companies.

Design of sanitary and gas site utilities, site utility specifications.

In-house review of plumbing, sprinkler system, fire pump, and domestic water booster pump designs.

Review of plumbing, fire protection specifications, and temperature control design.

Equipment selection - air handling units, pumps, and boilers, site visits, observation reports and punch lists.

**Project Experience**

State of West Virginia Regional Jails

State of West Virginia Juvenile Detention Centers

WV Army National Guard - Glen Jean Armed Forces Center

WV Army National Guard - Logan Readiness Center

WV Army National Guard - CFMO Expansion Project

Highland Hospital

Saint Albans High School

Lincoln County High school

# STEVEN BRANNER

AIA



## Position

Principal  
Corporate Management  
Architectural Programming  
Architectural Design and Production

## Education

B.S., Architecture; University of Cincinnati, Cincinnati, Ohio; 1967

## Employment History

1967-1973, Project Architect; ZMM  
1973-1982, Director of Architecture; ZMM  
1982-present, President; ZMM

## Professional Credentials

Registered Architect (WV, VA, OH, KY, FL, NY, CA)  
NCARB Certification  
Professional Member; American Institute of Architects (WV)  
President, 1977 & 1978

## Civic Affiliations

Member; South Charleston Rotary Club  
Past member and Chairman, WV Archives & History Commission

## Professional Experience

Mr. Branner has been employed with ZMM since 1967. His experience includes all aspects of the management, design, and production of small projects to those exceeding \$100M with an emphasis on Military / Public / Governmental Facilities, Correctional Facilities, and Industrial Facilities.

Mr. Branner also maintains an active role in each project in which he is the principal-in-Charge from it's inception through construction completion. Specific project responsibilities include contract negotiation, building programming, project budgeting, and scheduling, schematic design compliance with project requirements, cost estimating, quality control, and the general overview of each project to insure that client expectations are met.

## Major clients overseen by Steve include:

West Virginia Regional Jail & Correctional Facility Authority  
West Virginia Army National Guard  
Dow Chemical Company  
NGK Spark Plug Company  
Cecil I. Walker Machinery Company  
West Virginia General Services Division  
Kanawha County Public Library  
Charleston Area Medical Center (CAMC)  
Highland Hospital

# DAVID E. FERGUSON

AIA, REFP



## Position

Principal, Project Manager

## Education

B.S., Industrial Technology/Architectural Design; West Virginia State University, Institute, West Virginia; 1979

## Employment History

2002-Present, Principal, ZMM  
2001-Present, Board of Directors, ZMM  
2001-Present, Project Architect, Project Manager, ZMM  
1996-2001, Project Architect, ZMM  
1984-1996, Designer, ZMM  
1983-1984, Designer, Cilco, Inc.  
1980-1983, Designer, Union Carbide Corp.  
1979-1980, Drafting/Design, Parkline, Inc.

## Professional Credentials

Registered Architect (WV, OH)  
Professional Member, American Institute of Architects  
Professional Member, West Virginia Chapter of the AIA  
Director, West Virginia Chapter of the AIA  
Professional Member, US Green Building Council  
Member, Council of Educational Facility Planners International  
Recognized Educational Facility Professional (REFP) by CEFPI

## Community/Professional Service

High School Student Mentor/Job Shadowing Program  
West Virginia AIA IDP Program Mentor/Advisor  
West Virginia State Department of Education - Policy 6200  
Revision Committee  
West Virginia School Building Authority Performance and Design  
Standards Committee

## Professional Experience

Mr. Ferguson's responsibilities at ZMM include all aspects of project management and scheduling, project programming, educational facility planning, project budgeting, code compliance reviews, architectural design and presentation, quality control. He is also responsible for client and public meetings from small to multi-million dollar projects. As a Principal of the firm he has corporate administrative duties and serves on the Board of Directors for ZMM.

Throughout his tenure at ZMM, Mr. Ferguson's emphasis has been on Educational Design and has had extensive design experience with Industrial, Healthcare, Retail, Public, Governmental, and Recreational Facilities. He is a *Recognized Educational Facility Professional International* and has been involved in the planning and construction on over 80 educational facilities.

# R. RODNEY WATKINS

AAIA, REFP



## Position

Principal

Educational Planning, Administration and Business Development

## Education

Computer Programming; Center College, Charleston, West Virginia; 1964  
Architectural Drafting; Center College, Charleston, West Virginia; 1965

## Employment History

1991 - Present, Vice President and Principal; ZMM  
1985 - 1991, Principal and Partner; West Virginia Architectural Firm  
1977 - 1985, Project Manager and Construction Administrator; West Virginia Architectural Firm  
1971 - 1977, Director of Facilities Planning; West Virginia Public School System  
1968 - 1971, Project Manager; West Virginia Architectural Firm  
1965 - 1968, Draftsman and Group Leader; West Virginia Architectural Firm

## Civic Affiliations

Associate Member; American Institute of Architects  
Professional Member; Council of Educational Facility Planners, International

## Professional Experience

Mr. Watkins is responsible for the marketing program, office technology, construction administration, and educational facility planning at ZMM. As a Principal of the firm he also has project as well as corporate administrative duties and serves on the Board of Directors.

Mr. Watkins' started his career in 1965 in the field of architectural drafting for an architectural firm in Charleston, WV. He began his educational planning experience in earnest in 1970 with a 7 year employment with Kanawha County Schools as Coordinator, and later as Director of Facility Planning, gaining a public sector view and experience base in school planning and design.

He is a Recognized Educational Facility Professional by the Council of Educational Facility Planners, International and has been involved in the planning and construction of over 100 school facilities throughout West Virginia.



**Position**

Mechanical Engineer, ZMM, Inc.

**Education**

MBA, Indiana University at South Bend, South Bend, Indiana, 1997  
(degree in progress)

Bachelors of Science, Mechanical Engineering, Purdue University, West-Lafayette, Indiana, 1993

**Employment History**

2010 - Present, Mechanical Engineer

2007 - 2009, Senior Mechanical Engineer, Indiana Engineering Firm

2003 - 2007, Mechanical Project Engineer, Indiana Engineering Firm

**Civic Affiliations**

Professional Engineer

American Society of Heating, Refrigerating, and Air Conditioning Engineering, Member Since 1999

United States Marine Corps, 1989-2002

**Professional Experience**

Mr. Pruett began his career in engineering with a manufacturing company in 1994. In 1998, he made a career change and joined an engineering consulting firm as an HVAC design engineer. He has a broad range of experience in HVAC systems design, including K-12 schools, higher education facilities, libraries, hotels, a convention center and several natatoriums. He also led a design team for a "virtual memorial" for the birthplace of the U.S. Marine Corps, having served in the Marines for 14 years. He joined ZMM, Inc. in 2010.

Mr. Pruett is responsible for overseeing the design of the HVAC systems and ensuring these systems not only meet the program requirements, but meet the long-term needs of the Owner as well. He performs heating and cooling load calculations and recommends the type of systems to be incorporated into the building. He coordinates with the other disciplines in order to integrate the HVAC systems into the building. Mr. Pruett is also a LEED Accredited Professional and has participated on several LEED registered projects. One of his key contributions to these projects is conducting the energy analyses and making recommendations on energy use reduction alternatives.

**Project Experience**

North Central High School - Natatorium

Johnson County Public Library

Casino-Aztar Hotel and Entertainment District

Cedar Crest Intermediate School

Southern Indiana Career and Technical Center

Palm Beach County Convention Center

Florida-Atlantic University - Central Utility Plant Expansion





**Position**

Project Architect

**Education**

Bachelor of Architecture; University of Tennessee, Knoxville, Tennessee; 1992

**Employment History**

2003-Present, Project Architect, ZMM  
2001-2003, Director of Architecture, West Virginia Area Architectural Firm  
1997-2001, Project Architect/Associate, Florida Area Architectural Firm  
1992-1997, Intern/Project Architect, ZMM

**Professional Credentials**

Registered Architect (West Virginia)  
Professional Member, American Institute of Architects

**Professional Experience**

Mr. Estep began his career in Architecture with ZMM, Inc. in 1992. In 1997, he moved to St. Petersburg, FL and worked as a Project Architect at a large Architectural Design Firm where he gained additional experience in Commercial Design. He returned to ZMM, Inc. in 2003.

Mr. Estep is responsible for the overall work process relating to design, documentation and bidding. In addition to his project management responsibilities, Mr. Estep also manages ZMM's Design Review Program.

He is also responsible for generating construction details as necessary to ensure compliance with design intent, performing building code/ordinance analysis, coordinating structural, mechanical and electrical systems, and establishing project goals consistent with the contract and project schedules. He presides at project kick-off meetings with design teams to communicate construction budgets, goal, and schedules and conducts regular team meetings to update information, changes, budgets, and facilitates communications among team members.

**Project Experience**

Erma Byrd Center  
West Side Elementary School  
Jaeger - Big Creek High School  
Milton Middle School  
Bradshaw Elementary  
Big Otter Elementary School  
Kanawha County Public Library  
Highland Hospital  
West

# JILL M. WATKINS

IIDA, LEED AP



## Position

Sustainability Coordinator

## Education

Bachelor of Science, Interior Design, The University of Tennessee, Knoxville, TN, May 1993

## Employment History

2008 - Present, Interior Designer/Sustainability Coordinator, ZMM  
2005 - 2008, Cubellis, Boston MA  
2004 - 2005, Wolf Maison Limited, Cleveland, OH  
2003 - 2004, Doty & Miller Architects, Bedford, OH  
1999 - 2003, URS Corporation, Cleveland, OH  
1998 - 1999, KA, Inc. Architects, Cleveland, OH

## Professional Credentials

Professional Member IIDA  
NCIDQ Certificate, October 1997  
LEED Accredited Professional, April 2003

## Professional Experience

Ms. Watkins has over 15 years of experience in the field of architecture, focusing on high quality and sustainable design. She has been involved in several detailed programming efforts for both new construction and interior renovations. Ms. Watkins has participated in a six week endeavor that entailed developing building standards, preparing final documentation, verifying existing conditions, as well as reviewing questionnaires.

Other experience includes Space Planning on a variety of projects, such as open offices, science labs, dental offices, CEO Suites and Classrooms.

Project responsibilities also include, Schematic Design & Design Development, Construction Documents, Finish Selection, Furniture Selection, Lighting Design and Sustainability Coordination.

## Project Experience

Highland Hospital  
Midwest Research  
Procter & Gamble - Gillette Headquarters  
Cleveland State University - Recreation Center  
Beachwood Middle School  
West Virginia Housing Development Fund  
State Office Buildings 5, 6, & 7  
Wood County Justice Center  
Joint Interagency Training and Education Center  
Ripley Armed Forces Reserve Center

# STEPHEN E. HEDRICK II

PE



## Position

Structural Engineer, ZMM

## Education

B.A., Civil Engineering, West Virginia University Institute of Technology, Montgomery, WV, 1996-2001

M.A., Civil Engineering - Structural, University of Tennessee Knoxville, TN, 2001-2003

## Employment History

2007-Present, ZMM

2003-2007, Principal Engineer, McCall Engineering, LLC, Sarasota, FL

2001-2003, Teaching Assistant and Thesis Research, University of Tennessee, Knoxville, TN

## Professional Credentials

Professional Engineer (PE), 2007

Certified Engineer in Training (EIT), 2001

## Professional Experience

Responsible for structural engineering design of residential structures, commercial structures, institutional structures and small scale bridges.

Mr. Hedrick has researched and developed design criteria for structural insulated panels, prepared design calculations for earthquake and wind design of FRP tanks. His role has also included supervising the work of design engineers in preparation of construction documents.

## Project Experience

Highland Hospital

New River Elementary - Supplemental Support

Hacker Valley Elementary - Supplemental Support

Barboursville Middle School - Supplemental Support

Southside Elementary/Huntington Middle School

Glen Jean Armed Forces Center - Joist Reinforcement

West Virginia Cultural Center



**Position**

Electrical Engineer

**Education**

B.S., Electrical Engineering; West Virginia University Institute of Technology, Montgomery, West Virginia; 1995

**Employment History**

2000 - Present, Electrical Engineer, ZMM, Charleston, WV  
1995 - 1999, Electrical/Control Systems Designer, WV Engineering Firm

**Professional Credentials**

Professional Engineer (WV)

**Professional Experience**

Mr. Casdorff started his career in 1995 as an electrical/control systems designer. He is responsible for Electrical Design and Engineering on various ZMM projects.

- Responsibilities Include:
- Lighting Design (Interior & Exterior)
  - Electrical Power Distribution
  - Security System Design
  - Data System Design
  - Fire Alarm System Design
  - Sound System Design
  - Division 16 Specifications
  - Electrical Drafting & Design CAD

**Project Experience**

- Southside Elementary and Huntington Middle School
- Milton Middle School
- Wayne Elementary School
- Martha Elementary School
- Jaeger Elementary School
- Lincoln County High School
- West Virginia Juvenile Detentions Centers
- WV Army National Guard - Logan Readiness Center
- WV Army National Guard - Morgantown Readiness Center
- CFMO Expansion Project
- WV Army National Guard - Glen Jean Armed Forces Center

# DAVID R. UNRUE

AAIA



## Position

Construction Administration

## Education

Previously Certified by the WV Department of Highways as Nuclear Compaction Technician, Bituminous Concrete Technician, Aggregate Technician, Portland Cement Concrete Technician  
Certified Construction Document Technologist, Construction Specification Institute.

## Employment History

1991-Present, ZMM

1985-1991, West Virginia Board of Regents, Charleston, WV

1979-1984, Charleston Area Architectural Firm, Charleston, WV

## Professional Credentials

CSI, Certified Construction Specifier (Construction Specification Institute)

CDT, Certified Construction Document Technologist

## Civic Affiliations

Associate Member, American Institute of Architects, West Virginia

## Project Experience

West Virginia Regional Jail Authority

West Virginia Correctional and Juvenile Facilities

Job Corps Center, WV

Sears, Roebuck & Company, Retail Centers

Cabell County Schools, WV

Ms. Fox has over 14 years of bridge design and related experience, some of which was acquired while an employee of WVDOT. She has been responsible for the complete design of both state- and federally-funded bridge projects which involve the completion of hydraulic studies, superstructure design, substructure design, and contract plan preparation. Ms. Fox founded FOX Engineering in 2001 and continues to serve as the sole owner and decision maker of this growing firm.

**EDUCATION**

West Virginia University – BS, Civil Engineering 1994

**REGISTRATIONS**

Registered Professional Engineer: WV (13985), OH (64206), SC (20031), IN (10201196), MD (32912)  
Licensed Engineering Contractor #WV041041  
Safety Inspection of In-Service Bridges – NHI Course 130055A

**RELEVANT BACKGROUND**

**Bridge Design and Rehabilitation** – Project engineer responsible for management, design, review, and coordination of different areas and phases of bridge projects. The types of bridges include steel plate girders, both straight and horizontally curved, prestressed concrete I-beams, and timber bridges. The bridges range in length from 150 to 2,300 feet. Substructure design includes conventional, semi-integral and integral abutments, mechanically stabilized earth retaining walls, as well as single and multicolumn piers. Representative projects include:

- Corridor H – Bismark to Forman; Grant County, West Virginia
- Cotton Hill Bridge; West Virginia Route 16, Fayette County, West Virginia
- Earling Bridge; West Virginia Route 10, Logan County, West Virginia
- East River Bridge; Interstate 77, Mercer County, West Virginia
- Elkins Bypass – U.S. Route 219 to Canfield; Randolph County, West Virginia
- Man Bridge; West Virginia Route 10, Logan County, West Virginia
- Mercury Boulevard Interchange; Hampton, Virginia
- Millville Quarry Access Bridge; West Virginia Route 9, Jefferson County, West Virginia
- Milton Covered Bridge Historic Restoration; Pumpkin Festival Grounds, Cabell County, West Virginia
- Moorefield Interchange Bridge; Hardy County, West Virginia
- Rita Bridge; West Virginia Route 10, Logan County, West Virginia
- Spring Valley Bridge; Wayne County, West Virginia
- Three Forks Creek Bride; Tyler County, West Virginia
- Trace Fork Pony Truss Bridge Replacement; Route 32, Lincoln County, West Virginia
- West 19<sup>th</sup> Street Overpass Bridge; Interstate 64, Cabell County, West Virginia

**Box Culvert Design** – Project engineer responsible for design, review, and coordination of different areas and phases of concrete box culvert projects. The culverts range in length from 70 to 250 feet. Representative projects include:

- Elkins Bypass – U.S. Route 219 to Canfield; Randolph County, West Virginia
- Spring Valley Bridge; Spring Valley Drive, Wayne County, West Virginia



**Retaining Wall Design** – Project engineer responsible for design, review, and coordination of different areas and phases of retaining wall projects, including cast-in-place walls and mechanically stabilized earth (MSE) walls. Representative projects include:

- Spring Valley Bridge; Spring Valley Drive, Wayne County, West Virginia
- West Virginia Route 10 Walls, West Virginia Route 10 – Man to Rita; Logan County, West Virginia

**Structural Condition Inspections** – Served as a Team Leader and assisted in the inspection of bridges ranging in length from 20 feet to 2,400 feet. Services included preparation of reports, load ratings, and stress analysis. Representative projects include:

- Bigley Avenue Bridges; Charleston, West Virginia
- High Street Bridge; Morgantown, West Virginia
- Lee Avenue Bridge; Weirton, West Virginia
- Milton Covered Bridge; Milton, West Virginia
- West 19<sup>th</sup> Street Overpass Bridge; Huntington, West Virginia
- Wheeling Tunnel; Wheeling, West Virginia

**Bridge Rating and Analysis** – Assisted in conducting stress analysis and load rating for a variety of bridges throughout West Virginia. Representative bridge projects include:

- High Street Bridge; Morgantown, West Virginia
- West 19<sup>th</sup> Street Overpass Bridge; Huntington, West Virginia

**Municipal Engineering Services** – Provided engineering services such as preliminary and final design, construction inspection and management, assistance with funding applications, development of construction cost estimates, and utility coordination. Representative clients include:

- Alpine Theatre Restoration Chairman, Subcommittee of Main Street Ripley; Ripley, West Virginia
- City of Ravenswood Downtown Beautification; Ravenswood, West Virginia
- Jackson County Commission; Ripley, West Virginia
- Main Street Ripley; Ripley, West Virginia

#### **TRAINING**

- Safety Inspection of In-Service Bridges – NHI Course No. 130055; Richmond, Virginia, 1999
- Introduction to Stream Functions and Processes: Course I; Canaan Valley, West Virginia, July 2002

#### **MEMBERSHIPS, AFFILIATIONS AND HONORS**

American Council of Engineering Companies (ACEC)  
American Council of Engineering Companies of West Virginia (ACEC/WV)  
American Institute of Steel Construction (AISC)  
American Society of Civil Engineers (ASCE)  
Architectural Engineering Institute (AEI)  
National Society of Professional Engineers (NSPE)  
2004 Jackson County Businessperson of the Year  
2005 Who's Who in West Virginia Business  
2006 Generation Next WV – West Virginia State Journal  
2007 Who's Who in WV Business – West Virginia State Journal  
2009 Young Gun for WV Executive Magazine



## **DAN A. METHENY, P.E.**

## **DESIGN ENGINEER/ENGINEERING MANAGER**

Mr. Metheny has over ten years of highway design and related experience. His experience includes the geometric design of four-lane divided highways, two-lane arterials and interchanges on new and existing alignments; as well as, structural condition inspections of in-service bridges, structural design of bridge substructure units, structural shop drawing review, commercial site development and residential subdivisions.

### **EDUCATION**

West Virginia Institute of Technology – BS, Civil Engineering 1997

### **REGISTRATION**

Registered Professional Engineer: WV (16389), KY (24365)  
NHI – Safety Inspection of In-Service Bridges – NHI Course 130055A

### **RELEVANT BACKGROUND**

**Highway Design** – Served as a designer on various highway projects ranging in size from small bridge replacements to over two-mile sections of four-lane divided highway on new alignment. During this time he has designed horizontal alignments, vertical alignments, intersections and superelevation for four-lane divided highways, interchanges, two-lane arterials and secondary routes; as well as, preparing all aspects of right-of-way plans and highway construction plans. He has also performed design studies requiring design and evaluation of alternate horizontal and vertical alignments for various corridors and interchanges. He has served as Project Manager on multi-million dollar design contracts where he has coordinated the design efforts of large in-house design teams, design sub-consultants, surveying sub-consultants, geotechnical sub-consultants, managed soil boring contracts and performed quality assurance/quality control reviews of highway construction plans. Representative examples of his experience include:

- 2.5 Miles of U.S. Route 50, Appalachian Corridor D – Interstate 77 to Alternate Route 14/East Street; Wood County, West Virginia
- 1.55 Miles of U.S. Route 50, Appalachian Corridor D – Ohio Route 618 to Greenland Addition; Washington County, Ohio and Wood County, West Virginia
- 0.20 Miles of Huntington Commerce Park Access Road; Cabell County, West Virginia
- 0.14 Miles of County Route 36 at Radnor; Wayne County, West Virginia
- 0.13 Miles of Interstate 77 at the Medina Interchange; Jackson County, West Virginia
- 0.11 Miles of West Virginia Route 10 Bridge Replacement over Merritt Creek at Sarah; Cabell County, West Virginia
- New River Parkway Design Study – Hinton, West Virginia to Interstate 64; Raleigh & Summers Counties, West Virginia

**Highway Bridge Design** – Served as a designer on various bridge replacement projects. During this time he has designed sub-structure units, reviewed shop drawings and assisted in the preparation of Span Arrangement and Type, Size & Location submissions. He has also served as Project Manager on large Corridor projects coordinating the design of as many as nine highway bridges and 950-feet of retaining wall on a single project. Representative examples of his experience include:

- Fort Washington Way, Contract No. 6 – Ramp J Bridge; Hamilton County, Ohio
- Eckman Overhead Bridge Replacement; U.S. Route 52, McDowell County, West Virginia





**DAN A. METHENY, P.E.**      **DESIGN ENGINEER/ENGINEERING MANAGER**

**Structural Condition Inspections** – Assisted in the inspection on various bridges throughout West Virginia. Responsibilities included hands-on inspection, visual inspection, and the preparation of inspection reports. Representative examples of his experience include:

- Bigley Avenue Bridges; Charleston, West Virginia
- Richard J. “Dick” Henderson Memorial Bridge over the Kanawha River; St. Albans, West Virginia
- Corporal Thomas Bennett Memorial Bridge “Uffington Truss” over the Monongahela River; Morgantown, West Virginia

**Commercial/Residential Site Development** – Served as a Project Manager and designer on various commercial and residential site development projects. During this time he prepared site grading plans, lot layouts, site utility plans and storm water pollution prevention plans (SWPPP). He has also prepared necessary documents to obtain permits from local, state and federal agencies including the WV Department of Environmental Protection (WVDEP), WV Division of Natural Resources (WVDNR), WV Department of Transportation (WVDOT), WV Department of Health & Human Resources (WVDHHR) and the US Army Corps of Engineers (USACOE). Representative examples of his experience include:

- Neal Run Crossing – 40 acre Commercial Development; Wood County, West Virginia
- Sterling Ridge – 70 Acre Commercial/Residential Development; Harrison County, West Virginia
- Stoney Creek – 43 acre residential subdivision; Jackson County, West Virginia
- Washington Woods Estates – 115 acre residential subdivision; Jackson County, West Virginia

**Wastewater** – Served as a design engineer assisting in the design and preparation of construction plans for a gravity sanitary sewer collection system. During this time he prepared plan and profile layouts of the proposed collection system and prepared easement exhibits. Representative examples of his experience include:

- Wastewater Collection System – Lubeck Public Service District, Wood County, West Virginia

**Geographic Information Systems (GIS)** – Technician responsible for preparation of Land Base mapping from aerial photography utilizing GIS mapping software as part of development of a fully integrated digital mapping system of gas utilities. Utility and customer locations were established through the use of Global Positioning System (GPS) equipment. Line information such as installation date, type, pressure, leaks, and customers were attached to elements within the digital map using an Oracle database system.

#### **TRAINING**

- Moving to MicroStation Training Course; AEC Cadcon, Cincinnati, Ohio, July 1998
- GEOPAK Road I Training Course AEC Cadcon; Columbus, Ohio November 1998
- GEOPAK Road II Training Course GEOPAK Corporation; North Miami Beach, Florida, June 1999
- GEOPAK Survey Training Course AEC Cadcon; Columbus, Ohio, March 2005
- Safety Inspections of In-Service Bridges – NHI Course No. 130055; West Virginia Department of Highways, August 2005

#### **MEMBERSHIPS, AFFILIATIONS AND HONORS**

American Society of Civil Engineers (ASCE)



# LEED ACCREDITED PROFESSIONALS



"I became a LEED Accredited Professional because I believe that good design has value and the ability to impact our daily lives. The application of sustainable design principles enhances this value, and employs an integrated design approach that can improve both our environment, as well as the performance of building occupants.

Sustainable design showcases the value of design through demonstrated improvements in the performance of the students and employees who occupy our building.

- Adam R. Krason, AIA, NCARB, LEED AP



"Becoming a LEED AP was the culmination of years of environmental advocacy in the design community. Since then, it has allowed me to explore new avenues of design projects, and to provide leadership to clients, colleagues and the community. I believe LEED allows design teams to be more creative and cohesive because of the benefits of early project decision-making. It also makes design more fun!"

- Jill M. Watkins, IIDA, LEED AP



"Being a LEED AP is my way to help the environment. Incorporating sustainable design features into projects enables me to share my knowledge of the industry with those in the community. Advocating the green movement will ensure that we have a safe and healthy planet for future generations."

- Alana S. Pulay, IIDA, LEED AP



"I have been interested in sustainable design since learning about it while studying architecture and indigenous building techniques in the 1970's. I have continued my interest in sustainable design while designing various passive solar buildings. Becoming a LEED AP is a natural continuation in my interest in green building."

- Hank Walker, AIA, LEED AP



"I became a LEED Accredited Professional as a step in enabling and preparing myself for the design requirements of today, and certainly, the future. I believe that the continued and increased practice of sustainable design and living will be that bridge between losing an irreplaceable environmental health and flourishing in a world that is still unfolding."

- Mark T. Epling, AIA, NCARB, LEED AP

# LEED EXPERIENCE



At ZMM, we believe that sustainable design is just good design. We are leaders in West Virginia through our projects and our sharing of knowledge:

First green secondary school in West Virginia – Lincoln County Comprehensive High School  
First green higher education project in West Virginia – Erma Byrd Center for Higher Education



Sustainable design partnerships with and LEED presentations for:

- The Clay Center
- Natural Capital Investment Fund
- West Virginia Department of Education
- West Virginia School Building Authority
- West Virginia Association of School Administrators
- West Virginia Department of Environmental Protection
- Habitat for Humanity of Kanawha and Putnam County
- Kanawha County Solid Waste Authority
- Half Moon Seminars
- Travel Green Appalachia

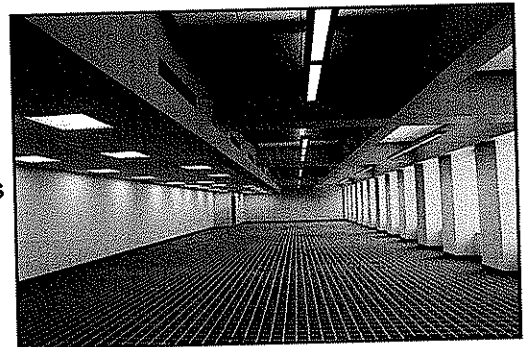
## Current LEED Registered projects:

### State of West Virginia Office Buildings #5, 6 and 7

These 3 existing office buildings, comprising nearly 500,000 square feet of space are in need of extensive upgrades to improve life safety and environmental safety of employees. Interior renovations will also significantly improve workers' morale and productivity. The project is registered under LEED-NC v2.2.

Highlights include:

- Recycling of all existing demountable partition systems plus construction waste management
- New Energy Star roofs reduce heat island effect
- Low flow fixtures and dual-flush toilets to reduce water use
- New windows and central HVAC system will reduce energy consumption
- Significant indoor air quality improvements
- 95% of all office furniture is Cradle-to-Cradle Certified and Greenguard Certified



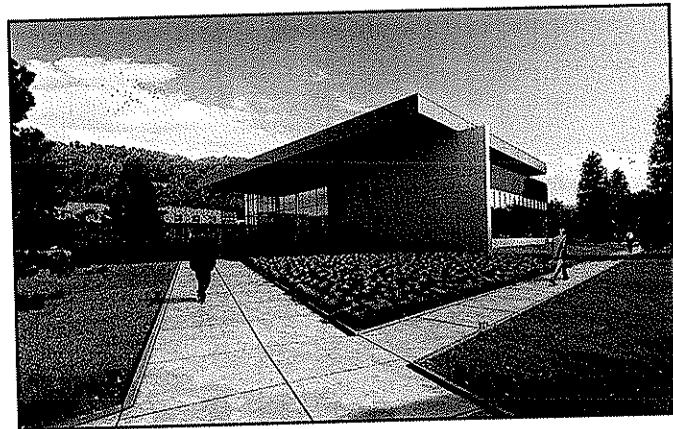
## LEED EXPERIENCE



### West Virginia Army National Guard Joint Interagency Training and Education Center

This 230,000 square foot project at Camp Dawson in Kingwood, West Virginia is registered under LEED-NC v2.2. Program elements incorporate an operations training and simulation center for the National Guard Bureau, homeland defense and training offices, classroom spaces and a billeting (hotel) component. While the project and existing site is complex in nature, the project expects to achieve LEED Silver. Highlights include:

- Stormwater reduction measures (vegetative roof, bioswales, etc.)
- Low flow fixtures, waterless urinals and dual-flush toilets to reduce water use
- Enhanced commissioning
- Highly efficient HVAC systems
- Construction waste management
- Increased use of local materials
- Increased indoor air quality measures



### West Virginia Army National Guard Ripley Armed Forces Reserve Center, Jackson County

At 63,000 square feet, this new reserve center gets its inspiration from a Georgian-style house that sits on the site. Registered under LEED-NC v2.2, sustainable design highlights include:

- Stormwater – reduced quantity and increased quality measures
- Low flow fixtures, waterless urinals and dual-flush toilets to reduce water use
- Vertical and horizontal exterior sunshades plus superior glazing
- Highly efficient HVAC system
- Construction waste management
- Increased use of local materials
- Increased indoor air quality measures

## LEED EXPERIENCE



### West Virginia Army National Guard Morgantown Readiness Center

At almost 70,000 square feet, this new readiness center will serve as a gateway to the Joint Interagency Training and Education Center at Camp Dawson. Registered under LEED-NC v2.2, sustainable design highlights include:

- Stormwater – reduced quantity and increased quality measures
- Heat island effect reduction
- Low flow fixtures, waterless urinals and dual-flush toilets to reduce water use
- Highly efficient HVAC system
- Increased use of local materials
- Construction waste management
- Increased acoustical performance



We also anticipate having 4 additional LEED Registered projects within the next 3 months.

In addition to the above, ZMM's Sustainability Coordinator, Jill Watkins, has nearly 15 years of experience with sustainable design and LEED, including significant contributions to:

- New Federal Courthouse, Youngstown, Ohio – the first courthouse in the U.S. and the first building in Ohio to become LEED Certified
- Cleveland State University New Recreation Center – LEED Consultant – project is LEED Certified
- Procter & Gamble / Gillette Headquarters – Boston Green Building Standards required strict adherence to LEED-NC – Anticipated LEED credits and sustainable design features led to P&G's green building standards for all U.S. facilities
- Cubellis, Inc., Boston, Massachusetts – LEED-CI Gold Registered
- Raytheon, Waltham, Massachusetts – LEED-CI Gold Registered

**Bluefield Area Transit Administration and Maintenance Facility**  
**RFQ# PTR10034**

- **Brigadier General Melvin Burch, Assistant Adjutant General**  
West Virginia Army National Guard  
1707 Coonskin Drive  
Charleston, West Virginia 25311  
304.561.6339
  
- **Dr. Mark Manchin, Executive Director**  
School Building Authority of West Virginia  
2300 Kanawha Boulevard, East  
Charleston, West Virginia 25311  
304.929.2010
  
- **Thomas S. Acker, S.J., Executive Director**  
The Higher Education Foundation  
200 Main Street  
Beckley, West Virginia 25801  
304.558.2541



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west virginia department of environmental protection

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Public Information Office  
601 57<sup>th</sup> Street, South East,  
Charleston, WV 25304

Joe Manchin III, Governor  
Randy C. Huffman, Cabinet Secretary  
[www.wvdep.org](http://www.wvdep.org)

February 21, 2009

Adam R. Krason, AIA, NCARB, LEED AP, Architect  
ZMM Architects and Engineers  
222 Lee Street, West  
Charleston, WV 25302

Dear Mr. Krason,

As Sustainability Officer with the West Virginia Department of Environmental Protection, it is my pleasure to write a letter in support of ZMM Architects and Engineers and their efforts to work with West Virginia organizations committed to improving their built and natural environments and organizational sustainability... or triple bottom line... profit, people, and planet.

The diverse staff at ZMM Architects and Engineers has expert knowledge, skills, and abilities with respect to the United States Green Building Council's Leadership in Energy and Environmental Design® Green Building Rating System™ and about broader sustainability concepts, principles and the environment in West Virginia.

I have worked with Mr. Krason and Ms. Jill Watkins with "Green Building Workshops" and creating a statewide program that builds capacity and provides leadership development opportunities for individuals and organizations embracing sustainability and looking for the complementary relations among the environment, economy and culture I West Virginia. Their inspiring work ethic, wisdom and integrity speak volumes about the manner in which they conduct business and represent themselves throughout West Virginia Communities.

The WVDEP is encouraged by ZMM Architects and Engineers' efforts and how it will lead to eventual Skill Set development and interdisciplinary program enhancements with other sustainability concepts and principles such as:

- Energy and cost efficiency;
- Alternative and renewable energy;
- Sustainable building design, construction, operation and maintenance that supports the United States Green Building Council's Leadership in Energy and Environmental Design® Green Building Rating System™;
- Creation of green businesses and collar jobs; and,
- Others.

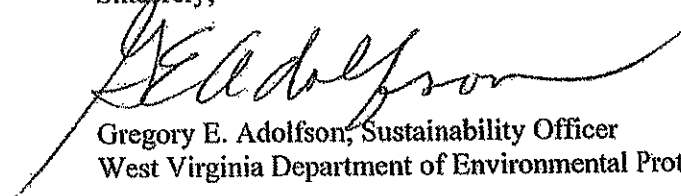
ZMM Architects and Engineers support our capacity building and leadership development activities, and complements and augments WVDEP programs such as:

- Sustainable Communities – a program that targets homeowners, schools, businesses, and community institutions dedicated to energy and water conservation, waste minimization and elimination, pollution prevention, and other sustainability concepts and principles that build sustainable communities... strong local economies, wholesomely vibrant communities, and healthy environments.
- Environmental Excellence – a program that targets regulated and non-regulated organizations in an effort to promote, reward, and encourage superior environmental performance within West Virginia organizations that meet the requirements of program eligibility including an exemplary environmental performance record, commitment to develop and implement an environmental management system, establish environmental performance goals, promote public involvement, and to positively impact the quality of life for all West Virginians by improving the economy, environment, and society through incentives, public participation, innovative technologies, and sustainability concepts. This program is the companion to the United States Environmental Protection Agency's National Environmental Performance Track.
- I Travel Green – a program that targets West Virginia travel and tourism organizations that is an entirely voluntary, affordable program that Registers and Benchmarks travel and tourism organizations that have made a commitment to continually enhance their operations that improve environmental, socio-cultural, and economic performance through evaluating their operations; setting goals, establishing objectives and targets, developing programs; and taking specific actions toward environmental, socio-cultural, and economic sustainability. I Travel Green is designed to support the West Virginia Division of Tourism's "West Virginia Wild and Wonderful" brand, give the state and travel and tourism organizations a marketing edge, promote smart practices, reduce costs, educate travelers and tourists, and protect the beauty and vitality of West Virginia's landscape.

In conclusion, I fully support the efforts of ZMM Architects and Engineers as you seek support for institutionalizing your programs. Any program, that incorporates sustainability concepts and principles and focuses on building capacity and developing leaders in sustainability throughout West Virginia, will benefit our people, our communities, and our overall return on investment. This will support the foundation for building a sustainable future for West Virginia.

Should you have questions, or require additional information, please do not hesitate to contact me at (304) 926-0499 X1332 or [gregory.e.adolfson@wv.gov](mailto:gregory.e.adolfson@wv.gov).

Sincerely,



Gregory E. Adolfson, Sustainability Officer  
West Virginia Department of Environmental Protection





**Habitat**  
**for Humanity®**  
of Kanawha & Putnam County

815 Court Street  
P.O. Box 70160  
Charleston, WV 25301-0160  
(304) 720-0141 Fax (304) 720-4352  
info@habitatwv.org

February 23, 2009

To whom it may concern:

I am writing in support of ZMM and the sustainable practices they have helped to make possible at Habitat for Humanity of Kanawha and Putnam County. Adam Krason of ZMM was responsible for the *REUSEd Materials, RESTOREd Lives* project conception and greatly assisted in developing the program and securing the funding.

*RESUEd Materials, RESTOREd Lives* is a program of the Habitat ReStore in which we collect construction and demolition waste from jobsites and either recycle or resell the material. The project was funded in full by the Sustainable Kanawha Valley Initiative in the fall of 2008. The grant funding enabled us to purchase large, used shipping containers that will be placed on construction sites for collection of materials. The containers will be picked up at the completion of the project for sorting, recycling and reselling at the Habitat ReStore.

According to the United States Environmental Protection Agency, construction and demolition waste comprise 35% of landfills. By salvaging these materials we are reducing the amount of waste that enters the local landfills and we are also providing additional funding to build Habitat homes. Without the help of Adam Krason and ZMM, *REUSEd Materials, RESTOREd Lives* would not have been possible.

Sincerely,

Amy McLaughlin  
ReStore Director  
Habitat for Humanity of Kanawha and Putnam County



**WEST VIRGINIA ARMY NATIONAL GUARD  
CONSTRUCTION & FACILITIES MANAGEMENT OFFICE**



1707 Coonskin Drive  
Charleston, West Virginia 25311-1085  
Phone: 304-561-6339 Fax: 304-561-6458 DSN: 623-6339

15 April 2009

WV Higher Education Policy Commission  
Chief Procurement Officer  
Richard Donovan  
1018 Kanawha Blvd. East  
Suite 700  
Charleston, WV 25301

Dear Mr. Donovan,

The AECOM/ZMM Team has been assisting the West Virginia Army National Guard with the design of a 285,000 SF addition to the Robert C. Byrd Regional Training Institute (RTI) at Camp Dawson, near Kingwood, West Virginia. The new JITEC (Joint Interagency Training and Education Center) will include highly flexible educational facilities that will serve a dual use in the case of a state wide or national emergency. These facilities will include sophisticated data systems, video walls, and also incorporate a high level of electronic security.

The AECOM/ZMM Team has exceeded our expectations, delivering a high level of local expertise, complimented by the knowledge base of a large design firm. The Team's commitment to design quality has been demonstrated through the development of a site strategy that evokes a campus, while maintaining all of the programmed spaces in one facility. The JITEC design balances the need to re-orient the campus while also complimenting the existing RTI. The technical ability of the AECOM/ZMM Team has also been demonstrated through the design of redundant power and HVAC systems, as well as through the examination of various building components to meet the requirements of LEED Silver.

The AECOM/ZMM Team has been very responsive and has done an excellent job of communicating the West Virginia Army National Guard's vision for this project. Additionally, the design team has provided these services within a compressed timeframe to meet our requirements. Please contact me if I can provide any additional information about our experience with the AECOM/ZMM Team.

MELVIN L. BURCH

Brigadier General

West Virginia Army National Guard

Assistant Adjutant General

# The Higher Education Foundation

200 MAIN STREET, BECKLEY, WEST VIRGINIA 25801-4613

TELEPHONE 304 929-2010 FACSIMILE 304 929-2009 forwardsww@earthlink.net

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January 22, 2008

Mr. Rod Watkins, Vice-President, AAIA, REFP  
ZMM, Inc.  
222 Lee Street West  
Charleston, WV 25302

Dear Rod,

Last week, January 14, 2008, we began the second semester of use of The Erma Byrd Center at the Public Higher Education Center campus, Beaver, West Virginia. This endeavor has been a significant triumph for our area and is the first of its kind in West Virginia. Seven public colleges/universities have come together in a single center in a spirit of cooperation rather than competition.

This is a note to thank you and the ZMM family for the critical role with excellence that you played in this project. Initially, we had worked with another architect in Pittsburgh, but unfortunately a series of events made continuance with them impossible. We were then met with crucial deadlines for reformulating an entire building with a very constricted timeline and an equally restricted budget. We turned to ZMM.

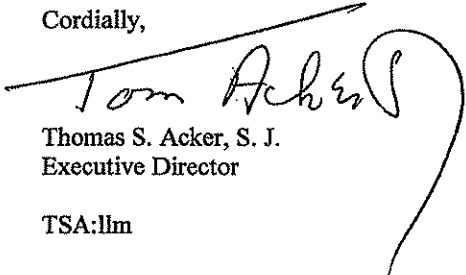
Our contract with you began in December, 2005. We had to complete architectural plans, bid the building, secure a contractor, and begin construction by July, 2006, in order to meet an opening date of August, 2007. ZMM was the perfect partner with us as we forged a new building on a yet raw campus and made it work.

The building designed by ZMM was elegant, yet simple. The budget parameters were met, including a striking view from I-64. The building design impresses all.

Radford & Radford was chosen as the builder, and ZMM worked with them expeditiously and effectively. The architectural plans were exceptionally clean, and the few change orders were almost entirely initiated by the owner as some afterthoughts developed. The project was completed on time, and the first semester was excellent. Over 131 classes were taught engaging 1,990 students.

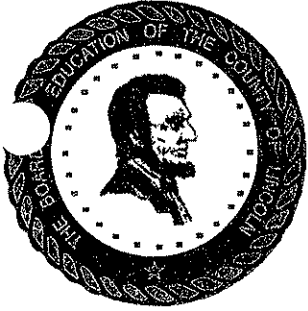
I simply wanted to send you this note of thanks for accepting a very daunting task, completing it with excellence, maintaining the very restricted budget, and making this whole project successful. We are now looking forward to a second building, and while we probably need by state law to seek architectural services through an RFP, I hope that ZMM will engage in the process. It would be to our benefit if ZMM were the winning architects. You have my highest recommendation and most sincere thanks.

Cordially,



Thomas S. Acker, S. J.  
Executive Director

TSA:llm



# Lincoln County Schools

David L. Roach  
SUPERINTENDENT

Jeff Huffman  
ASSISTANT SUPERINTENDENT

January 22, 2008

To Whom It May Concern:

As the previous superintendent of Cabell County Schools and present superintendent of Lincoln County Schools, I am in the unique position to comment on the services of ZMM, Inc., Architects and Engineers. They provided professional services in both of these counties and I found their services in both counties to be of the highest quality.

I have found, through my experiences with ZMM, that their services are equivalent to having additional employees of the school system. I base this statement on the fact that their representatives consistently monitor budget expenditures in order to stay within the project budget. Change orders are minimal and always justified. ZMM is present and accessible before, during and after project completion to assure the interests of the school system are being met. I particularly appreciate their support in dealing with contractors who may have remaining obligations or product deficiencies that need to be resolved following project completion.

Simply stated, ZMM works to assure that the interests of the client are met and refuses to bow to contractors by accepting less than quality work. I believe this is a rare quality and makes ZMM an elite company.

Sincerely,

David L. Roach  
Superintendent of Schools

Buyer: FW-44 Page: \_\_\_\_\_ PO# PTR10034  
Spending Unit: Division of Public Transit  
Department of Transportation

**BID FORM # 1: Letter of Intent**

Name of Bidder/Offeror's firm: ZMM, INC.

Address: 222 LEE STREET, WEST

City: CHARLESTON State: WV Zip Code: 25302

Name of DBE firm: FOX ENGINEERING

Address: 101 COURT STREET, NORTH

City: RIPLEY State: WV Zip Code: 25271

Telephone: 304.372.3705

Description of work to be performed by the DBE firm:

SITE . CIVIL ENGINEERING  
SURVEY (IF REQUIRED BY STATE)

By: AD R K VICE PRESIDENT  
(Signature) (Title)

If the Bidder/Offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

(Submit this page for each DBE subcontractor.)

Buyer: FW-44 Page: \_\_\_\_\_ PO# PTR10034  
Spending Unit: Division of Public Transit  
Department of Transportation

**BID FORM #2: DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
UTILIZATION**

The undersigned Bidder/Offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

The Bidder/Offeror is committed to a minimum of 5.1% DBE utilization on this contract.

The Bidder/Offeror (if unable to meet the DBE goal of 5.1%) is committed to a minimum of 5.1% DBE utilization of this contract and submits documentation demonstrating good faith efforts.

Name of bidder/Offeror's firm: ZMM, Inc.

By: Ad R. K. VICE PRESIDENT  
(Signature) (Title)

BID FORM#3

ZMM, INC. hereby certifies that it IS or (S NOT) (specify one) included on the U.S. Comptroller General's Consolidated List of Persons or Firms Currently Debarred for violations of Various Public Contracts Incorporating Labor Standards Provisions.

01. MARCH. 2010  
Date

A. R. K.  
Authorized Signature

VICE PRESIDENT  
Title

ZMM, INC.  
Company Name

**BID FORM #4**

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract),

ZMM, INC. (COMPANY NAME) certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT),

ZMM, INC., CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Ad R K VICE PRESIDENT  
Signature and Title of Authorized Official



**BID FORM #5**

**CERTIFICATION OF RESTRICTIONS ON LOBBYING**

The undersigned (Vendor, Contractor) certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-L.L.L., "Disclosure Form to Report Lobbying," in accordance with its instructions. [as amended by "Government Wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1801, et seq.)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Vendor, ZMM, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Vendor understands and agrees that the provisions of 31 U.S.C. § 3801, et seq., apply to this certification and disclosure, if any.

01-MAR-2016  
Date

Ad RK  
Authorized Signature

VICE PRESIDENT  
Title

Bid Form #6

RFQ No PTR10034

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: 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 the debt owed is an amount greater than one thousand dollars in the aggregate

**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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality, county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "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

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: ZMM, Inc.

Authorized Signature: Ad R K Date: 01-MARCH-2010

State of WV

County of Kanawha to-wit:

Taken, subscribed, and sworn to before me this 1<sup>st</sup> day of march 2010

My Commission expires 10-6 2018

AFFIX SEAL HERE

NOTARY PUBLIC

Lisa E. Bowles

