

# SMOLEN • EMR • ILKOVITCH ARCHITECTS in association with ALMY ARCHITECTS, P.C.

1355 Piccard Drive, Suite 200, Rockville, Maryland 20850 ■ 301-770-0177 ■ fax: 301-330-3224 ■ office@seiarch.com

**Expression of Interest** 

### SYSTEM WIDE SWIMMING POOL AND

### BEACH FACILITY RENOVATIONS

DNR#: DNRB11058

March 3, 2011 ■ 1:30 P.M. ■





# SMOLEN • EMR • ILKOVITCH ARCHITECTS in association with ALMY ARCHITECTS, P.C.

March 3, 2011

Purchasing Division 2019 Washington Street, East Building 15 Charleston, West Virginia 25311

Re: Expression of Interest for System Wide Swimming Pool and Beach Facility Renovations DNR# DNRB11058

To whom it may concern,

Smolen • Emr • Ilkovitch Architects (SEI) in association with **Almy Architects, P.C.**, is pleased to have this opportunity to submit our proposal to provide an expression of interest for the renovations of system wide swimming pool and swimming beach facilities. Our team is committed to providing exceptional service to the West Virginia Division of Natural Resources Parks & Recreation if we are selected for this contract.

Smolen • Emr • Ilkovitch Architects has been providing architectural design services for over fifty years. Our projects include indoor and outdoor pool facilities both new and existing facility renovations, schools and churches, as well as offices, fire stations, and recreational centers. We have also worked successfully with a variety of clients that include government agencies as well as private developers.

Almy Architects, P.C. was established in 1994 by Dave Almy after twenty four years as Executive Vice President of Sullivan & Almy, Inc. Dave Almy decided to devote more time to recreational projects and formed the firm of Almy Architects, P.C.

Smolen • Emr • Ilkovitch Architects in association with **Almy Architects, P.C.**, have worked together on numerous recreational facility projects over the past 16 years. Our team combines the personal knowledge and expertise of a recreational and aquatics consultant, Dave Almy, RA, with the full in-house project coordination and large scale project design capabilities of Smolen • Emr • Ilkovitch Architects.

As small architectural firms, Smolen • Emr • Ilkovitch Architects and **Almy Architects** assure that each client receives Principal and Associate involvement from beginning to end. We work with the client to help develop their program to ensure the best use of space and design and to achieve their goals. For each project, we select consultants who have experience in the project type at hand and a practice that puts the clients' goals first. We believe we have achieved the best team possible to provide you the design and consultation services this contract requires.

We thank you for your consideration and hope to have the opportunity to work with you on this exciting project!

Sincerely,

James W. Emr, AIA

President

Smolen - Emr - Ilkovitch Architects

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

# Request for Quotation

DNRB11058

PAGE 1

FRANK WHITTAKER
304-558-2316

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Architects, inc.

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DIVISION OF NATURAL RESOURCES PARKS & RECREATION SECTION

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# Request for Quotation DNRB110

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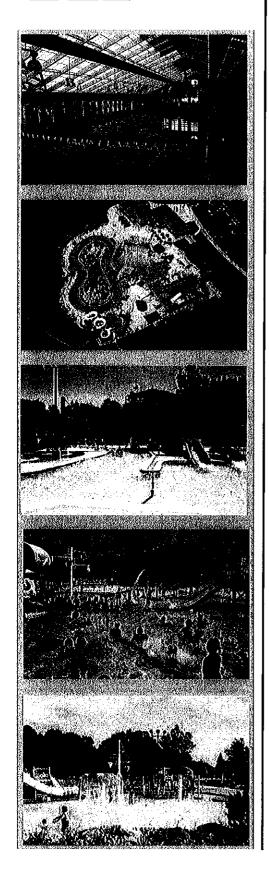
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#### Smolen • Emr • Ilkovitch Architects

OFFICE LOCATION
1385 PICCARD DRIVE, SUITE 200
ROCKVILLE, MARYLAND 20850

PHONE NUMBER 301-770-0177

YEARS IN BUSINESS 51 YEARS

NUMBER OF EMPLOYEES
22 EMPLOYEES

KEY EMPLOYEES (FOR THIS PROJECT) MR: JAMES W. EMR, AIA, PRESIDENT PRINCIPAL

MR JAMES CARR, RA PROJECT MANAGER

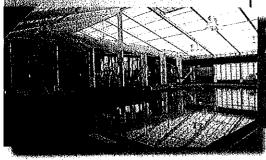
MR ANDREW JINKS PROJECT ARCHITECT

#### ALMY ARCHITECTS, P.C.

OFFICE LOCATION 11006 KENILWORTH AVENUE GARRETT PARK, MARYLAND 20896

YEARS IN BUSINESS 16 YEARS

K<mark>ryemployees (for this project)</mark> Mr. David Almy, Aia Regreational specialist



### FIRM HISTORY

Over the past 16 years, Smolen • Emr • Ilkovitch Architects (SEI), in association with Almy Architects, P.C., has successfully completed over 30 recreational projects. By offering this combination of Almy Architects' 40 years of recreational facility expertise with SEI's 51 year history of success in the architectural industry, we have been able to offer our clients a full range of unparalleled design services. These services range from site evaluation, market analysis, and project feasibility studies through full aquatics design, product and attraction feature specification, construction document preparation, bidding assistance and construction administration services.

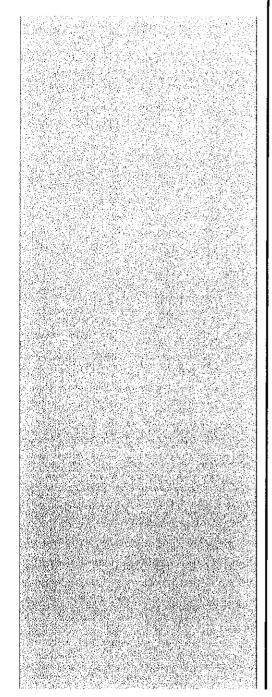
Our expertise in recreational design comes by way of a unique, exclusive working relationship that SEI has developed with **Almy Architects**. This connection between James W. Emr, and David Almy, is a result of Mr. Emr's previous employment at Sullivan & Almy, Inc. from 1977-1985. Now both Presidents of their respective firms, their history working together has spanned over the past 30 years.

Smolen • Emr • Ilkovitch Architects was established in October 1959 as Victor Smolen and Associates and located in Washington D.C. The office relocated to Montgomery County, Maryland in 1976 and later operated under the name of Smolen + Associates Architects, Inc. Mr. James W. Emr, AlA, joined the firm in June 1992. Mr. Emr became a partner in the firm in 1995 and upon Mr. Smolen's retirement, became the principal of the firm in January 1998. Ran Ilkovitch, AlA, became Vice President and Partner in the firm in 2008, and in May 2010, the name was changed to Smolen • Emr • Ilkovitch Architects.

SEI senior architectural staff maintains architectural registrations in Maryland, Virginia, the District of Columbia, West Virginia, Delaware and New York as well as registration with the National Council of Architectural Registration Boards facilitating reciprocal registration in other states. SEI is a small business firm with 20 employees, including 2 Principals, 4 Project Managers, 4 Project Architects, 6 Architectural Support Staff, and 4 Administrative Employees.

Almy Architects, P.C. was established in 1994 and is a continuation of the same design and consulting services provided by Dave Almy over the past two decades. After twenty four years as Executive Vice President of Sullivan & Almy Inc., Dave Almy decided to devote more time to recreation and swimming pool projects and formed the firm of Almy Architects, P.C.







## FIRM HISTORY

Smolen • Emr • Ilkovitch Architects, combined with the expertise of Almy Architects Pool Consultant, have been the Architectural design team for many recreational facilities including the following:

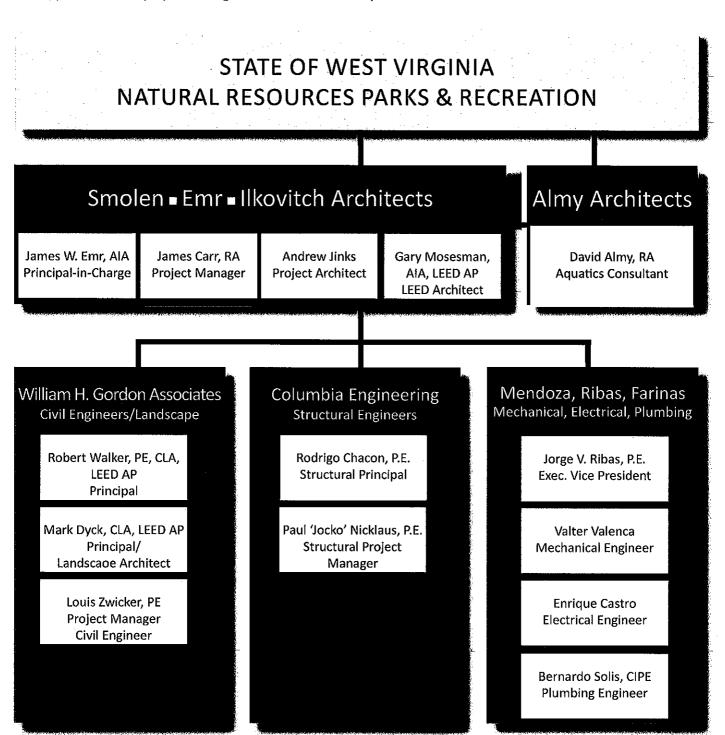
Edward T. Hall Aquatics Center Martin Luther King Jr. Swim Center Cove Point Family Aquatics Center **Dunkirk Family Aquatic Center** J. Frankline Bourne Pool A.V. Symington Aquatics Center Stone Ridge School Natatorium **Upper County Pool Montgomery Aquatic Center** League for People with Disabilities Sterling Swim Center **Culpeper Aquatic Center Army Navy Country Club** Stonewall Pool Tuscarora Pool Allentown Aquatics Center Ocean Pines Pool North Barnaby Pool Washington Golf & Country Club **Hamilton Pool Greenbelt Natatorium** H.D. Woodson High School Pool Wheaton/Glenmont Swim Center Bethesda Outdoor Pool **Cedarbrook Swimming Pool Club** Chesapeake Beach Water Park Western County Outdoor Swim Facility South Carroll Swim Club **Barnsley Community Center Northwest Community Center** Long Branch Community Center and Bathhouse Seat Pleasant Community Center Avenel Community Pool and Racquet Club

20+ Other Community Recreational Facilities

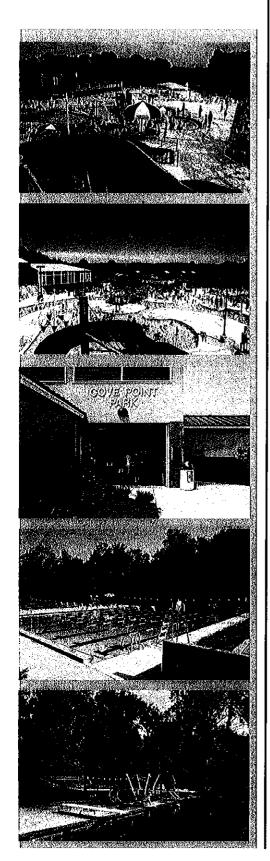


# ORGANIZATIONAL CHART

Below, please find our proposed design team. Resumes for the personnel listed can be found in Section B of this tab.







#### DESIGN TEAM

### **STAFFING**

Our firm proposes to staff the project with the following personnel. Detailed resumes for each person can be found in this section following this listing. The responsibilities listed here are directly related to the management plan and will be referenced in Section 3 of this proposal.

#### James Emr

#### Principal-in-charge

**Responsibility:** General oversight; Assure project requirements and milestones are being met. Assign manpower as needed to meet project goals. Verify that work product is meeting our office standards for high quality. Will attend in-house team meetings and client design meetings. Maintains direct client communication.

#### James Carr

#### In-house project manager

**Responsibility:** Daily project oversight; Monitor project requirements and milestones and daily team activity. Maintain project on schedule. Direct project quality control for meeting all project requirements; is available for direct client communication.

#### **David Almy**

#### **Aquatics Consultant**

Responsibility: Full time direct project involvement; Full project understanding; is involved with all information gathering and coordination; Responsible for design and coordination of all concept designs and coordinating all aquatics engineering and systems. Will produce initial concept sketches and perspective drawings and will be responsible for personally producing or overseeing production of documents through the project concept development phase. Maintains direct client communication.

#### **Andrew Jinks**

#### **Staff Architect**

Responsibility: Direct project involvement on a daily, as needed basis; Andrew will be responsible for assisting the design team in all fashion. He will assist Mr. Almy with information gathering; site surveys; and production of concept design documents as directed. He will manage all project correspondence and be directly involved in producing project deliverables; is available for direct client communication.

#### **Gary Mosesman**

#### **LEED Architect**

**Responsibility:** LEED certified registered architect; Gary will conduct the LEED workshops if required and will be responsible as the independent oversight for conformance with LEED principals as established by the Client and Design team.



#### Smolen - Emr - Ilkovitch Architects

YEARS OF EXPERIENCE 35 YEARS

EDUCATION
BACHELOR OF ARCHITECTURE
SYRACUSE UNIVERSITY - 1975

REGISTRATION
DELAWARE
MARYLAND
NEW YORK
NCARB
VIRGINIA
WASHINGTON D.C.
WEST VIRGINIA



# JAMES W. EMR, AIA, PRINCIPAL

Mr. James Emr, in his 35 years working as a Project Architect, Project Manager and Principal-in-Charge in the Washington Metropolitan area, has gained extensive experience in the complete development of projects from site planning to building design and finished interior design. His involvement in all phases of projects results in high quality, well-coordinated construction documents. His experience is invaluable resolving construction related issues ranging from code analysis to construction administration.

The following is a representative list of projects Mr. Emr has worked on:

Edward T. Hall Aquatics Center, Prince Frederick, Maryland The Aquatic Center is a 41,000 s.f. state-of-the-art facility that includes a 10-lane, 50-meter pool with diving well, therapy pool, leisure pool area and spa. Support facilities include both wet and dry meeting areas, locker rooms, offices and an exercise room.

Salisbury Indoor/Outdoor Activities Center, Salisbury, Maryland SEI in association with Almy Architects has developed options for a new indoor/outdoor activities center. These options include the following features: a 50M main pool with Kalwall panels and a retractable roof, a training room mezzanine, an activity pool with leisure components and a retractable roof, and a therapy pool with a retractable roof.

A.V. Symington Aquatic Center, Ida Lee Park, Leesburg, Virginia This project involved a new Leisure pool, a 485 ft. long Lazy River with a zero bottom beach entry, a Wading Pool, and a Lap Pool. Additionally, there is a connecting passage to a small Lap Pool, which features a Lily-Pad crossing feature.

Cove Point Family Aquatic Facility, Prince Frederick, Maryland This program calls for a Lap Pool with a diving well, a diving board and a jump board, and a handicapped ramp to meet ADA accessibility requirements.

Martin Luther King Jr. Swim Center, Silver Spring, Maryland This project involved the renovation of the existing indoor swim facilities at the Martin Luther King Jr. Swim Center, as well as the addition of outdoor recreational and fitness aquatic facilities. The outdoor pool complex includes a 50-meter and 25-meter swim course for fitness training, a free-form leisure pool with slides and other water play features, and a wading pool.

Mr. Emr has also worked several other aquatics facilities, including:
Dunkirk Family Aquatic Center
League for People with Disabilities
Stone Ridge School of the Sacred Heart Natatorium
Stonewall Pool
Upper County Pool





Smolen . Emr . Ilkovitch Architects

YEARS OF EXPERIENCE **29 YEARS** 

**EDUCATION BACHELOR OF ARCHITECTURE** KENT STATE - 1981

REGISTRATION MARYLAND

RESUMES OF KEY PERSONNEL

# JAMES CARR, RA, PROJECT MANAGER

Mr. Carr, in his 29+ years working as Project Architect and Project Manager in the Washington Metropolitan Area, has gained practical experience in the total development of a project and is a capable problem solver and a proven leader.

The following is a list of relevant projects for which Mr. Carr has been involved with:

National Child Research Center, Washington DC

This project involved the renovation of an 8,000 SF existing four-story house that is currently being used as a daycare and pre-school facility. The project also involves a five story additions of 9,600 SF. The scope of work consists of reorganizing existing spaces to provide a better flow throughout the building, code compliant stairs and adding an elevator to access all floors. Also included in the addition was a new basement level that provided a Motor Development Skills playroom, new electrical service room and storage space. New HVAC, electrical and plumbing systems were also installed.

Severna Park Middle School Feasibility Study/Revitalization Anne Arundel County Public Schools

The existing building was revitalized and added to in order to meet the programmatic requirements of the Educational Specifications. Revitalization includes a thorough overhaul of finishes found in the existing building, and enhancement of the existing exterior skin of the building. These improvements would provide the function of a brand new facility from both the interior and exterior. The building will also receive a series of seven additions.

Calvert High School, Feasibility Study/New Facility

**Calvert County Public Schools** 

For this project, the entire school will be demolished and a new building will be constructed on site. Construction for this project is proposed in the general location of the existing high school and will require demolition of the existing high school including the auditorium, cafeteria, and gymnasium. The Career Center, field house and planetarium will remain. It is anticipated that the existing southern parking lot and bus loop would be required to be reconfigured to accommodate the new high school's footprint and ingress/ egress locations.

Federal Bureau of Prisons, Mid-Atlantic Region

Mr. Carr is a Project Manager for the Indefinite Delivery contract with the Federal Bureau of Prisons for work in the Mid-Atlantic states region.

Mr. Carr also worked on the following projects with previous firms: Crystal Rock Office Building Stafford County Public Safety Building Holy Cross Hospital – Additions Defense Intelligence Analysis Center – Addition Fariff Building Survey and Upgrade



Almy Architects

YEARS OF EXPERIENCE 53 YEARS

EDUCATION
BACHELOR OF ARCHITECTURE
HOWARD UNIVERSITY - 1968

REGISTRATION MARYLAND VIRGINIA WASHINGTON, D.C.

OTHER RECREATIONAL EXPERIENCE

Barnsley Community Center and Pool

Northwest Community Center and Pool

Greenbelt Athletic and Fitness Center

Chesapeake Beach Water Park

Martin Luther King Jr. Swim Center

Stonewall Swimming Pool

Culpeper Aquatics Center-

Stone Ridge School Natatorium

League for People with Disabilities Swim

Wheaton/Glenmont Pool

New Swimming Pool Facility, Bathhouse and Softball Field Montgomery County Dept of Reci

New Swimming Pools and Bathhouse Cedarbrook Club



Dave Almy has been in charge of the design and production of a variety of projects over the past thirty years. He has particular knowledge of the design of more than 30 recreation projects with a particular emphasis on swimming pools. He has provided complete architectural services from initial client contact to design, construction documents and construction assistance. He has been a guest lecturer on several occasions to various recreation and aquatics organizations on the subject of swimming pool and recreation design.

Mr. Almy has designed several recreation projects for a variety of clients which include The Montgomery County Department of Facilities, The City of Greenbelt, The City of Seat Pleasant, MD, The City of Rockville, MD, The City of Chesapeake Beach, MD, Calvert County M-NCPPC. These projects have ranged from small park buildings to water parks and large community centers. He is currently providing construction assistance for the Northwest Community Center in Germantown, MD, and Outdoor Pool and the Cedarbrook Pool in Kensington, MD.

The following is a representative list of projects Mr. Almy has worked on:

Seat Pleasant Community Center, Seat Pleasant, MD

The Seat Pleasant Community Center consists of 12,000 SF of construction containing an 8,000 SF gymnasium/multi-purpose room, exercise room, game room, control area, and locker-shower-toilet rooms.

Longbranch Community Center and Pool, Silver Spring, MD

The project consists of a new 27,000 SF. two story community center and a 4,600 SF. Bathhouse that matches the community center in architectural style and serves the three existing pools which are being repaired and upgraded.

A.V. Symington Aquatic Center, Ida Lee Park, Leesburg, Virginia

This project involved a new Leisure pool, a 485 ft. long Lazy River with a zero bottom beach entry, a Wading Pool, and a Lap Pool. Additionally, there is a connecting passage to a small Lap Pool, which features a Lily-Pad crossing feature.

Upper County Pool, Gaithersburg, Maryland

The facility consists of three separate buildings, a bathhouse, snack bar and a filter/mechanical room. Activity spaces include a Main Pool with 8 lap lanes and 2 diving boards, a Leisure Poll with a large flume ride and two small slides, a Tot Pool, deck and grass areas and parking.

Edward T. Hall Aquatics Center, Prince Frederick, Maryland

The Aquatic Center is a 41,000 s.f. state-of-the-art facility that includes a 10-lane, 50-meter pool with diving well, therapy pool, leisure pool area and spa. Support facilities include both wet and dry meeting areas, locker froms, offices and an exercise room.



Smolen • Emr • Ilkovitch Architects

YEARS OF EXPERIENCE 10 YEARS

EDUCATION
BACHELOR OF ARCHITECTURE
UNIVERSITY OF MARYLAND - 2001

RESUMES OF KEY PERSONNEL

## ANDREW JINKS, PROJECT ARCHITECT

Mr. Andrew Jinks has been an employee of SEI for 10 years. Mr. Jinks offers varied experience in recreational, and more specifically, aquatics facilities. His experience in the design of aquatics facilities ranges from renovation to new construction. Since he first joined SEI, he has worked very closely with both Jim Emr and Dave Almy on several aquatics facilities.

The following is a representative list of projects Mr. Jinks has worked on:

A.V. Symington Aquatic Center, Ida Lee Park, Leesburg, Virginia This project involved a new Leisure pool, a 485 ft. long Lazy River with a zero bottom beach entry, a Wading Pool, and a Lap Pool. Additionally, there is a connecting passage to a small Lap Pool, which features a Lily-Pad crossing feature.

Upper County Pool, Gaithersburg, Maryland

SEI in association with Almy Architects was chosen as the design team for Architectural and Engineering Services for the renovation/design of the Upper County Outdoor Pool. The facility consists of three separate buildings, a bathhouse, snack bar and a filter/mechanical room. Activity spaces include a Main Pool with 8 lap lanes and 2 diving boards, a Leisure Poll with a large flume ride and two small slides, a Tot Pool, deck and grass areas and parking.

Martin Luther King Jr. Swim Center, Silver Spring, Maryland This project involved the renovation of the existing indoor swim facilities at the Martin Luther King Jr. Swim Center, as well as the addition of outdoor recreational and fitness aquatic facilities. The outdoor pool complex includes a 50-meter and 25-meter swim course for fitness training, a free-form leisure pool with slides and other water play features, and a wading pool.

Edward T. Hall Aquatics Center, Prince Frederick, Maryland The Aquatic Center is a 41,000 s.f. state-of-the-art facility that includes a 10-lane, 50-meter pool with diving well, therapy pool, leisure pool area and spa. Support facilities include both wet and dry meeting areas, locker rooms, offices and an exercise room.

Stone Ridge School of the Sacred Heart Natatorium, Bethesda, Maryland This project included the construction of a new translucent pool enclosure, entrance renovations and site modifications. The translucent enclosure was constructed on the existing swimming pool and concrete deck area.

Salisbury Indoor/Outdoor Activities Center, Salisbury, Maryland SEI has developed options for a new Indoor/outdoor activities center. These options include the following features: a 50M main pool with Kalwall panels and a retractable roof, a training room mezzanine, an activity pool with lelsure components and a retractable roof, and a therapy pool with a retractable roof.



Smolen . Emr . Ilkovitch Architects

YEARS OF EXPERIENCE 17 YEARS

EDUCATION
BACHELOR OF ARCHITECTURE
UNIVERSITY OF MARYLAND - 1993

REGISTRATION MARYLAND NCARB LEED RESUMES OF KEY PERSONNEL

# GARY MOSESMAN, AIA, LEED AP, LEED ARCHITECT

Mr. Gary Mosesman, AIA, LEED AP, has has over 17 years experience in the architectural discipline. Mr. Mosesman is committed to sustainable design as a LEED AP registered architect and a member of the American Institute of Architects, and will bring an environmentally conscientious design approach to every project. His experience includes:

Cedar Lane School, New School plus Therapy Pool, Howard County, Maryland Cedar Lane School is dedicated to the education of students Pre-K through 12th Grade who have profound disabilities. The scope of work included a replacement facility that also included a therapy pool room.

Kennedy High School Modernization, including Gym and Stadium Montgomery County Public Schools

This project by Smolen • Emr • Ilkovitch Architects, included a complete interior demolition and renovation with an auxiliary gymnasium addition, science classrooms and extensive site modifications for parking, entrances, renovated playfields, concession stand and expanded stadium seating.

Parkville High School Feasibility Study and Limited Renovation Baltimore County Public Schools

SEI provided a feasibility and assessment study of Parkville High School as a Limited Renovation Project. The outcome of the assessment was to provide a Limited Renovation that will renovate building systems that are eligible for State funding under the guidelines of the Limited Renovation Project. The design team evaluated the condition of the facility in respect to the categories noted.

Howard High School Feasibility Study and Modernization Howard County Public School System

Working closely with the Planning Committee, SEI conducted a comprehensive review of Howard High School to offer a viable design solution that would bring the existing high school facility up to current standards. The combination of demolition, building addition and renovation results in a 140,000 SF facility that provides the school with proper program relationships, building circulation, accessibility and stimulating educational environment.

Takoma Park Elementary School Feasibility Study and Addition/Renovation Montgomery County Public Schools

This school is located in an urban setting in Takoma Park, Maryland. The project consists of the construction of an academic classroom addition, two-story lobby addition, new main entrance canopy and other support spaces in conformance with the educational specification developed for this particular school. The building additions are 31,400 gross square feet and is two stories to match the existing facility.

His experience also includes:

New Hampshire Estates Elementary School-Based Health Center Addition Rolling Terrace Elementary School-Based Health Center Addition

Principal

Mr. Walker, PE, CLA, LEED, is a long standing principal of the firm and holds unique credentials by being both a professional engineer and a certified landscape architect. Because of this combination, Mr. Walker provides a multi-faceted design approach and his solutions have as much appreciation for aesthetics as they do function. Throughout his career, Mr. Walker has personally managed some of the largest projects in the firm and has overseen projects with total construction budgets as large as \$370 million.

Mr. Walker's areas of expertise include site security, federal, municipal, commercial and residential land development, recreational and industrial type projects. His design expertise includes site analysis, due diligence evaluation, master planning, site layout and grading, low impact design, LEED, storm water management and regulatory compliance.

Mr. Walker is also recognized as a Designated Plans Examiner (DPE) in several Northern Virginia jurisdictions and is currently a member of the Reston, Virginia Planning and Zoning Board.

#### Mr. Walker's relevant experience includes:

#### Fairfax County Country Club - Fairfax County, VA

Gordon prepared the new Master Plan addressing the long-term facility improvement needs based on a comprehensive, cost-effective approach. Areas investigated included the outdoor swimming pool facility renovations, the siting of both indoor and outdoor tennis courts, provision of additional surface parking lots, golf course tee relocation, landscape design considerations, and equipment maintenance and storage area improvements. Gordon worked closely with Fairfax County planning staff to obtain a Special Exception Permit to raise the greens and tees on one portion of the course, and effectively fill in a floodplain. Gordon also secured a Special Permit for adding a cart barn, a new maintenance facility, and additional parking.

#### **Dulles Corner Hotel pool - Fairfax County, VA**

Gordon provided civil engineering, site plan design as part of the overall Dulles Corner Development in Fairfax County, Virginia. The hotel site includes an aquatic center, 323-room Westin hotel, conference area, restaurant and other support services, and a park adjacent to the hotel that contains pedestrian trails, landscaping and an amphitheatre, all overlooking Dulles Corner Lake.

#### East Market Recreation Facility - Fairfax County, VA

Gordon provided engineering, surveying, and land planning services for a retail center and residential development. The location is important because Fairfax County's Comprehensive Plan promotes the various uses of mixed-use development (MUD). The development's combination of retail and residential components, enhanced by its swimming facility, quaint atmosphere with interesting storefronts, plazas and inviting streetscape, makes it one of the most unique MUD's in the area.

#### Arlington County Parks and Recreation IDIQ - Arlington County, VA

Gordon is currently providing landscape architecture, civil engineering, and surveying services for the Arlington Department of Parks, Recreation, and Cultural Resources under an IDIQ/term contract. Under this contract, Gordon is providing professional services for various parks and recreation facilities, including athletic fields, and tennis and basketball courts.

Firm Affiliation William H. Gordon Associates, Inc.

**Proposed Role** Principal

**Years of Experience** 27

#### Registration & Certifications

2002 / Professional Engineer / Virginia / 37609

1994 / Certified Landscape Architect / Virginia / 453

2006 / LEED Accredited Professional

#### **Education:**

1984 B.S. Landscape Architecture, Pennsylvania State University

**Principal** 

Mr. Dyck, CLA, LEED AP, provides leadership for his clientele through demonstrated experience in public process and entitlements, master planning, urban design, and landscape architecture. He has managed projects in the institutional, commercial, residential, and recreational arenas. Mr. Dyck understands the nuances of regulatory ordinances and how they can be applied to green infrastructure, creative design, and the considerations of commercial and residential expansions. Mr. Dyck is an appointed member President of the Jefferson County Development Authority.

Mr. Dyck, CLA, LEED AP, has played an influential role in the planning and design of communities and facilities in the region. As a resident of Jefferson County, he has been involved in numerous local planning projects. Mr. Dyck's community activities include serving as the chair of the Charles Town Parks and Recreation Committee, serving as a member of the Eastern Panhandle Home Builders Association Legislative Committee, serving on the Jefferson County Development Authority, and playing an integral role in the revisions to the Berkeley County Subdivision Regulations as a member of the rewrite committee. Most recently, he was appointed as a member of the City of Charles Town Citizens Advisory Committee providing Input to the City Council on their proposed Urban Growth Boundary and Comprehensive Plan.

#### Mr. Dyck's relevant experience includes:

#### Windemere - Berkeley County, WV

As part of a Masterplanning team, Gordon prepared a design for the 403-acre site. The design included a village center with an aquatics center, parks including 16 acres of lakes, 517 single family lots, 122 town homes, and 700 apartments. Gordon completed full civil engineering design on the first phases, including significant extensions of offsite infrastructure and the realignment of a state road.

#### **Belmont Country Club - Loudoun County, VA**

Gordon provided civil engineering and surveying services for a planned community in Loudoun County. Belmont Country Club Community is a 1,150-acre golf-course community featuring luxury homes and a historic 1790's manor house/clubhouse serving a long, challenging, Arnold Palmer Signature Golf Course. Other facilities within the community include a recreation swim and tennis center, golf course maintenance center, three gated entrances, and a 25-acre lake.

#### Lakes at Martinsburg - Berkeley County, WV

Gordon provided civil engineering, site planning, and landscape architectural services for the 1,500-unit mixed residential development located in Berkeley County, West Virginia. The entry drive was treated as a parkway and contextual landscape architectural design elements were implemented to guide users to the various communities and Lakes' Clubhouse. A pedestrian open space amenity area is proposed for the area around the four lakes at the center of the property and unique signage and street furnishings were recommended to give the property a sense of place and individuality.

#### City of Ranson On-Call Contract - Ranson, WV

Gordon provided planning and landscape architectural services for the City of Ranson to prepare a conceptual streetscape masterplan for approximately 1 mile of Fairfax Boulevard. Much of the existing 100 foot right of way exists without proper lane demarcation and pedestrian friendly streetscape. Gordon recommended context sensitive pedestrian amenities, proper location for bus shelters, crosswalks, and on-street parking to promote a walkable community. Several nodes and parks were designed to encourage community gathering and a landscaped median was added to help with stormwater runoff. The masteplan was used to obtain government funding for construction of the streetscape improvements in phases.

Firm Affiliation William H. Gordon Associates, Inc.

**Proposed Role** Principal

**Years of Experience** 20

Registration & Certifications

2002 / Landscape Architect / West Virginia / 282

1996 / Landscape Architect - Canada / 264

2008 / LEED Accredited Professional

#### **Education:**

1991 B.E.S. Environmental Studies (Landscape Architecture), University of Manitoba

**Project Manager** 

Ms. Zwicker, PE, has extensive experience working on commercial, residential and office building site projects. With her experience and understanding of site regulations and engineering design she has produced numerous high quality final products for many different clients throughout West Virginia, Northern Virginia, and the DC Metro area. Under her lead, Ms. Zwicker will maintain the same high quality of work throughout her team, producing only the finest products that Gordon is known for.

#### Ms. Zwicker's relevant experience includes:

#### Creighton Farms - Loudoun County, VA

Gordon provided full engineering and surveying services for this residential and recreational facility including the golf course, swimming pool, practice facility, and clubhouse. Additional work included the preparation of planning commission waivers, Subdivision exceptions, Special exceptions, subdivision plats, construction plans and record plats for 171 residential units. Gordon also provided support for an 18-hole Jack Nicklaus Signature Course associated with the residential development. The course was over 230 acres in total, occupying over a quarter of the 960-acre property.

#### Ashbrook Single Family Residential - Loudoun County, VA

Gordon provided civil/site design, surveying, and landscape architecture services for the entire 277 acres of this project in Loudoun County, Virginia. Gordon engineers prepared preliminary subdivision plats, record plats, and construction documents as required to meet the developers project goals and to maintain critical schedule and delivery dates. Site features included a swimming and recreational facility, corporate center, retail center, and parking and road design and expansions.

#### City of Ranson On-Call Contract - Ranson, WV

Gordon provided planning and landscape architectural services for the City of Ranson to prepare a conceptual streetscape masterplan for approximately 1 mile of Fairfax Boulevard. Much of the existing 100 foot right of way exists without proper lane demarcation and pedestrian friendly streetscape. Gordon recommended context sensitive pedestrian amenities, proper location for bus shelters, crosswalks, and on-street parking to promote a walkable community. Several nodes and parks were designed to encourage community gathering and a landscaped median was added to help with stormwater runoff. The masteplan was used to obtain government funding for construction of the streetscape improvements in phases.

# Berkeley County Public Service Water District Office & Maintenance Buildings - Berkeley County, WV

Gordon's site plan consolidated the maintenance facility and the office components of the utility onto a single site. Gordon led a site evaluation process that examined several parcels prior to the selection of the final location. As part of the design team, Gordon completed site design and construction documents for the project.

Firm Affiliation William H. Gordon Associates, Inc.

**Proposed Role** Project Manager

**Years of Experience** 13

#### Registration & Certifications

2004 / Professional Engineer / Virginia / 038088

2007 / Professional Engineer / West Virginia / 17191

2007 / Professional Engineer / Maryland / 0034143

2009 / Professional Engineer / Pennsylvania / PE076363

#### **Education:**

1995 B.S. Civil Engineering, Nottingham Trent University

# COLUMBIA ENGINEERING, INC. Structural Engineers



#### **RELEVANT EXPERIENCE**

# Garrett College Wellness & Aquatics Center McHenry, MD

This project consists of the structural engineering services for a one-story facility containing approximately 4,000 square feet which provides space for a gymnasium and indoor swimming pool. The project is currently being designed.

#### Randallstown Community Center Randallstown, MD

This project consists of the structural engineering services for a one and two story community center containing 57,868 square feet. This LEED-Silver designed community center houses an indoor swimming pool, a six court gymnasium, a performance auditorium, a technology center and meeting rooms.

#### College of Southern Maryland Leonardtown Campus Wellness Center St. Mary's County, MD

This project consists of the structural engineering services for a one-story wellness center containing approximately 32,000 square feet and provides space for a swimming pool as well as a gymnasium.

#### West Columbia Recreation Center Columbia, MD

This project consisted of the structural engineering services for a three-story recreation complex containing approximately 54,000 square feet. The building houses an indoor lap pool, an indoor basketball court, and various exercise rooms.

#### Rodrigo Chacon, P.E. President

Role:

Principal-in-Charge

Years of Experience:

With CEI: 30
With Other Firms: 0

Education:

University of Maryland 1979 BSCE

Professional Registrations:

Maryland Massachusetts Pennsylvania Virginia

#### Experience:

Mr. Chacon is a professional engineer licensed in four states and has been involved in the design of steel, concrete; masonry, and timber structures since 1979. Among the many types of structures he has designed office are buildings, educational facilities, parking garages, theaters, museums, warehouses, shopping centers, industrial buildings, power plants, hospitals, housing, laboratory buildings, and research and development buildings. Mr. Chacon has supervised the production of contract structural drawings and specifications, and directed coordination with other disciplines. Mr. Chacon has also performed numerous field inspections structural surveys.

# COLUMBIA ENGINEERING, INC. Structural Engineers



#### RELEVANT EXPERIENCE

#### Cove Point Aquatic Center Lusby, MD

This project consisted of the structural engineering services for an outdoor pool and bathhouse. The facility contains 25 and 50 meter lap lanes, a separate wading pool, a leisure pool and interactive water features.

#### Martin Luther King Swim Center Montgomery County, MD

This project consisted of the structural engineering services for a new outdoor pool complex including 25 and 50 meter swim courses, a free form leisure pool, bathhouse, filter house, snack bar, and shade shelters. In addition, renovations were made to the existing indoor pool facility including enlarging the pool and building, and modernizing the health and exercise rooms.

# Wheaton/Glenmont Outdoor Pool Glenmont, MD

This project consisted of the structural engineering services for an outdoor swimming pool. The new facility consisted of a 50M x 6-lane pool, a 25M x 8-lane pool, a diving well, and a leisure pool. The leisure pool contained several small slides, a zero bottom beach entry, underwater benches, and a floatable alligator. A slide tower with two crossing features was also provided, as were a filter and storage building. The three pools have a total area of 16,059 square feet and the complex was designed for a population of 1,266 bathers.

#### Stone Ridge School Pool Enclosure Bethesda, MD

This project consisted of the structural engineering services for enclosing an existing outdoor swimming pool. The existing bathhouse was renovated and the new enclosure was attached to the bathhouse.

#### Paul Nickolaus, P.E. Principal

Role: Project Manager

Years of Experience:
With CEI: 44
With Other firms: 1

Education: Catholic University of America 1963 BCE

Professional Registrations:
District of Columbia
Maryland
Ohio
Pennsylvania
Virginia
Delaware

#### Experience:

Mr. Nickolaus is professional engineer licensed in six states and has been involved in the design of concrete, steel, masonry and timber structures since 1963, These structures include office buildings. educational facilities, warehouses, retail facilities, religious facilities, parking structures libraries, housing, renovations, a towers and numerous other structures. Mr. Nickolaus has performed numerous field inspections of concrete, steel, masonry and timber structures and has traveled extensively for the U.S. Department of State reviewing the structural integrity of U.S. Embassy buildings worldwide.



#### **Executive Vice President**

Jorge V. Ribas, P.E.

With MRF&A since 1979

Education: B.S. - Mechanical Engineering

Catholic University of America - 1963

M.S. - Master's Degree in Engineering Administration

George Washington University - 1969

#### **Professional Registrations:**

P.E. - Maryland - Mechanical Engineering 1977 #10842ME
P.E. - District of Columbia - Mechanical Engineering 1979 #7480
P.E. - Virginia - Mechanical Engineering 1980 #1170700
P.E. - West Virginia - Mechanical Engineering 1987 #10282

P.E. - Delaware - Mechanical Engineering 1992 #9317
P.E. - North Carolina - Mechanical Engineering 1993 #19179

Mr. Ribas has more than 30 years of facilities design and engineering management experience in both consulting and in industry having held engineering and technical management positions with E.I. Dupont and the IBM Corporation.

Prior to joining Mendoza, Ribas, Farinas & Associates, he was employed by the IBM Corporation for 9 years at Gaithersburg, Maryland and Manassas, Virginia as Facilities Design Manager. As Facilities Manager, he managed a large multi-disciplinary office of engineers, planners and technicians responsible for all facets of space planning, facilities engineering design and construction, operations and maintenance.

As Vice-President of Mendoza, Ribas, Farinas & Associates, Mr. Ribas heads all the Mechanical Design. Mr. Ribas will be the Principal in charge and Senior Project Manager for this project. Mr. Ribas has extensive experience in the design of recreational facilities and natatoriums. Recreational type facilities designed by Mr. Ribas include the following:

**GLENWOOD COMMUNITY CENTER**, Howard County, Maryland, Howard County Govt. Dept. of Public Works

Glenwood Community Center is a new 60,000 sq. ft. community center for Howard County, Maryland. This facility incorporates a geothermal system. The facility contains exercise fitness rooms, day care

facilities and a gymnasium. The project is the first LEED certified County public building in Howard County. The project is currently under construction with a scheduled

beneficial occupancy of

**Construction Cost:** \$9.5 Million Status: Completed 2006.

**DAMASCUS COMMUNITY CENTER,** Damascus, Maryland, Montgomery County Department of Public Works

The Damascus Community Center is a one story building located in Damascus, Maryland. The building is Montgomery County project, to serve the public as a recreation center for the County. The project houses a Gymnasium, Exercise Room, Conference Room, Game Room, Art Room, Social Hall, Conference Room, Classrooms, Senior Lounge Area, Day Care Room and Offices.

**Construction Cost:** \$5,602 Million Status: Completed 2004

#### IDA LEE RECREATIONAL FACILITY, Leesburg, Virginia

Rehabilitation recreational facility consisting of 50,000 sq. ft. 25 meter x 25 yard pool, gymnasium, whirlpool, locker facilities and meeting rooms.

**Construction Cost:** \$14 Million Status: Completed 2002

FAIRLAND COMMUNITY RECREATION CENTER, Burtonsville, MD Client: Maryland

National Capital Park & Planning Commission, Montgomery County, MD

The Fairland Community Recreation Center is a new one story structure located in Maryland. The building will serve the public as a recreation center for the County.

**Construction cost:** \$1,890 Million Status: Completed 2000

**CABIN JOHN ICE RINK**, Rockville, MD, MNCPPC, Silver Spring, MD The Cabin John Ice Rink Facility is an existing one-story structure located in Bethesda, Maryland. The building will serve the public as an ice skating sport facility and recreational ice skating facility for the County. The facility will be operating from 5 a.m. until 10:00 p.m. seven days per week.

Construction Cost: \$6.0 Million

Status: Completed 2000

ROBERT E. LEE RECREATION CENTER, Fairfax County Park Authority, Fairfax, Virginia Rehabilitation of recreational facility consisting of indoor 50 meter x 25 yard pool and community rooms. The original facility build in 1970 required the replacement and upgrade of the HVAC systems, including new dehumidification systems for the Natatorium.

Construction Cost: \$2.5 Million
Status: Completed 1997

**MOUNT VERNON RECREATION CENTER**, Fairfax County Park Authority, Fairfax, Virginia

Rehabilitation of recreational facility consisting of indoor competitive swimming pool, exercise rooms, indoor ice rink and administrative space. The original facility, built in 1970, required the replacement and upgrade of the HVAC systems, including new dehumidification systems for the Natatorium and the ice rink.

**Construction Cost:** \$2.5 Million Status: Completed 1996

#### LONG BRANCH COMMUNITY CENTER, Silver Spring, Maryland

A new 27,000 sq. ft. community center consisting of a gymnasium, exercise room, game room, arts and crafts room, meeting/party room with warm-up kitchen and other miscellaneous use rooms. This facility was selected by the Montgomery County Energy Conservation Advisory Committee (ECAC) for an energy award "Best In Category" for new construction in 1994.

**Construction Cost:** \$3.0 Million Status: Completed 1994

**GLENN DALE RECREATION CENTER**, MNCPPC, Prince George's County, Maryland A new 24,000 sq. ft. recreational center consisting of basketball, gym with spectator seating, exercise room, classrooms, multi-purpose rooms, arts & crafts room and outdoor swimming pool.

**Construction Cost:** \$3.7 Million Status: Completed 1994



#### Senior Electrical Engineer

Enrique A. Castro

With MRF&A since 1983

Education: AA Degree - Montgomery College, MD

Professional Association: National Fire Protection Association

Mr. Castro has over 26 years of experience in the design of electrical systems. He began his career with Mendoza, Ribas, Farinas & Associates in 1983.

As part of the electrical team, he is responsible for the design and documentation of lighting design, power distribution systems, fire alarm, CCTV and telephone systems for new and retrofit in elementary, middle and high schools in the Washington Metropolitan areas, institutional and recreational structures as well as office buildings, high rise, multi-family houses, health care facilities and libraries. Also familiar with lighting compliance program ASHRAE 90.1.

Some of the projects Recreational facilities that Mr. Castro has been involved with over the years include the following:

GLENWOOD COMMUNITY CENTER, Howard County, Maryland, Howard County Govt. Dept. of Public Works

Glenwood Community Center is a new 60,000 sq. ft. community center for Howard County, Maryland. This facility incorporates a geothermal system. The facility contains exercise fitness rooms, day care

facilities and a gymnasium. The project is the first LEED certified County public building in Howard County. The project is currently under construction with a scheduled beneficial occupancy of

**Construction Cost:** \$9.5 Million

Status: Completed 2006.

DAMASCUS COMMUNITY CENTER, Damascus, Maryland, Montgomery County Department of Public Works

The Damascus Community Center is a one story building located in Damascus, Maryland. The building is Montgomery County project, to serve the public as a recreation center for the County. The project houses a Gymnasium, Exercise Room, Conference Room, Game Room, Art Room, Social Hall, Conference Room,

Classrooms, Senior Lounge Area, Day Care Room and Offices.

**Construction Cost:** \$5,602 Million Status: Completed 2004

IDA LEE RECREATIONAL FACILITY, Leesburg, Virginia

Rehabilitation recreational facility consisting of 50,000 sq. ft. 25 meter x 25 yard pool, gymnasium, whirlpool, locker facilities and meeting rooms.

Construction Cost: \$14 Million Status: Completed 2002

#### IDA LEE RECREATIONAL FACILITY, Leesburg, Virginia

Rehabilitation recreational facility consisting of 50,000 sq. ft. 25 meter x 25 yard pool, gymnasium, whirlpool, locker facilities and meeting rooms.

Construction Cost: \$14 Million

Status: Completed 2002

#### FAIRLAND COMMUNITY RECREATION CENTER, Burtonsville, MD Client: Maryland

National Capital Park & Planning Commission, Montgomery County, MD

The Fairland Community Recreation Center is a new one story structure located in Maryland.

The building will serve the public as a recreation center for the County.

Construction cost: \$1,890 Million

Status:

Completed 2000

#### CABIN JOHN ICE RINK, Rockville, MD, MNCPPC, Silver Spring, MD

The Cabin John Ice Rink Facility is an existing one-story structure located in Bethesda, Maryland. The building will serve the public as an ice skating sport facility and recreational ice skating facility for the County. The facility will be operating from 5 a.m. until 10:00 p.m. seven days per week.

Construction Cost: \$6.0 Million

Status:

Completed 2000

ROBERT E. LEE RECREATION CENTER, Fairfax County Park Authority, Fairfax, Virginia Rehabilitation of recreational facility consisting of indoor 50 meter x 25 yard pool and community rooms. The original facility build in 1970 required the replacement and upgrade of the HVAC systems, including new dehumidification systems for the Natatorium.

**Construction Cost:** \$2.5 Million Status: Completed 1997

**MOUNT VERNON RECREATION CENTER**, Fairfax County Park Authority, Fairfax, Virginia Rehabilitation of recreational facility consisting of indoor competitive swimming pool, exercise rooms, indoor ice rink and administrative space. The original facility, built in 1970, required the replacement and upgrade of the HVAC systems, including new dehumidification systems for the Natatorium and the ice rink.

Construction Cost: \$2.5 Million

Status:

Completed 1996

#### LONG BRANCH COMMUNITY CENTER, Silver Spring, Maryland

A new 27,000 sq.ft. community center consisting of a gymnasium, exercise room, game room, arts and crafts room, meeting/party room with warm-up kitchen and other miscellaneous use rooms. This facility was selected by the Montgomery County Energy Conservation Advisory Committee (ECAC) for an energy award "Best In Category" for new construction in 1994.

Construction Cost: \$3.0 Million Status: Completed 1994

**GLENN DALE RECREATION CENTER**, MNCPPC, Prince George's County, Maryland A new 24,000 sq. ft. recreational center consisting of basketball, gym with spectator seating, exercise room, classrooms, multi-purpose rooms, arts & crafts room and outdoor swimming pool.

Construction Cost: \$3.7 Million Status: Completed 1994

Prior to his joining MRF&A Mr. Solis worked with the National Academy of Sciences Building and Grounds Department on a project to develop a master plan of all mechanical and electrical systems of the Academy's building for the purpose of instituting a preventive maintenance program.



#### Senior Mechanical Engineer

Valter Valenca

With MRF&A since 1997

Education: A.A. - Engineering - Montgomery College - 1984

Registrations: P.E., Maryland, Mechanical Engineer #16953

Mr. Valenca started in the field of refrigeration, heating and ventilation systems in 1972. He has been involved in project management, system selections supervision and design of several types of projects, new and renovation work. He is familiar with such programs as carrier "E20-II", Trane "CDS", etc. For energy analysis, load design calculations, VAV duct design calculations, etc.

Mr. Valenca has been project manager of such projects as the Arlington Cemetery Maintenance Facility (VAV Roof-Top Unit Systems and Constant Volume Systems). The Holocaust Museum Administration Building (Water Cooled VAV self contained A/C System), renovation of P.G. County Courthouse (Chilled Hot Water System), Etc. Mr. Valenca has been involved in retrofit projects for the Bolling Air Force Base, GSA, Montgomery County, Arlington County, etc. in addition to the type of projects listed above, Mr. Valenca has been involved in the system design for new projects and renovations such as; Home For The Elderly, Nursing Homes, Condominiums, Office Buildings, Retail, Residential Low and High Rise, Schools, Recreation Centers, etc.

Mr. Valenca joined Mendoza, Ribas, Farinas & Associates in April 1997. He is currently involved in the Fairland Recreational Facility, he is also involved in the Friendship Community Center and he is also involved in the Cabin John Ice Rink in Bethesda, Maryland. Mr. Valenca is also a Registered Professional Engineer in the state of Maryland since 1989.

Mr. Valenca was Senior Mechanical Engineer for the following Recreational Centers designed by this firm:

**GLENWOOD COMMUNITY CENTER,** Howard County, Maryland, Howard County Govt. Dept. of Public Works

Glenwood Community Center is a new 60,000 sq. ft. community center for Howard County, Maryland. This facility incorporates a geothermal system. The facility contains exercise fitness rooms, day care facilities and a gymnasium. The project is the first LEED certified County public building in Howard County. The project is currently under construction with a scheduled beneficial occupancy of

Construction Cost: \$9.5 Million Status: \$9.5 Million Completed 2006.

**DAMASCUS COMMUNITY CENTER,** Damascus, Maryland, Montgomery County Department of Public Works

The Damascus Community Center is a one story building located in Damascus, Maryland. The building is Montgomery County project, to serve the public as a recreation center for the County. The project houses a Gymnasium, Exercise Room, Conference Room, Game Room, Art Room, Social Hall, Conference Room, Classrooms, Senior Lounge Area, Day Care Room and Offices.

**Construction Cost:** \$5,602 Million Status: Completed 2004

#### IDA LEE RECREATIONAL FACILITY, Leesburg, Virginia

Rehabilitation recreational facility consisting of 50,000 sq. ft. 25 meter x 25 yard pool, gymnasium,

whirlpool, locker facilities and meeting rooms.

**Construction Cost:** \$14 Million

Status: Completed 2002

### FAIRLAND COMMUNITY RECREATION CENTER, Burtonsville, MD Client: MNCPPC,

Montgomery County, MD

The Fairland Community Recreation Center is a new one story structure located in Maryland. The building will serve the public as a recreation center for the County.

Construction cost: \$1,890 Million

Status: Completed 2000

#### CABIN JOHN ICE RINK, Rockville, MD, MNCPPC, Silver Spring, MD

The Cabin John Ice Rink Facility is an existing one-story structure located in Bethesda, Maryland. The building will serve the public as an ice skating sport facility and recreational ice skating facility for the County. The facility will be operating from 5 a.m. until 10:00 p.m. seven days per week.

Construction Cost: \$6.0 Million

Status: Completed 2000





Our in-house team for the WV Pool and Beach Renovations Project has been assembled by selecting specific members of our diverse staff that have unique experience and expertise relevant to aquatics and recreation facilities. The team is organized with a hierarchy to provide the proper oversight and management for each tier of the interactive team.

#### Team Organization

We have proposed the following personnel to comprise out in-house team; resumes of the team are included in section 2B of this proposal.

James Emr Principal-in-charge
James Carr In-house project manager

David Almy Aquatics Consultant
Andrew Jinks Staff Architect
Gary Mosesman LEED Architect

The specific responsibilities for each person are outlined in section 2B. These responsibilities are directly linked with the goal of assuring a quality project with on schedule delivery. Additionally our team structure has proven to be a successful methodology for maintaining effective and regular communication with our clients. By establishing specific lines of communication and maintaining routine interactions with our clients we find that we are able to keep our clients fully informed with any ongoing issues of concern.

#### Weekly Project Management Meetings

James W. Emr, AIA as the firm Principal conducts weekly in-house staffing and project scheduling meetings attended by all senior staff and project managers. At these Friday morning meetings, new projects and staffing requirements are discussed, and assignments are made to a specific project manager; in this case Mr. Jim Carr.

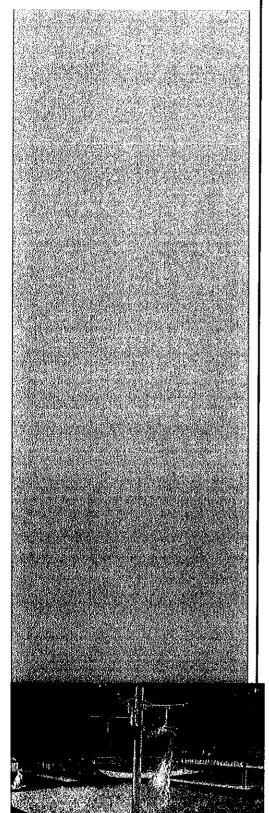
Experienced project architects and additional staff are assembled into teams to provide the type of expertise and level of manpower necessary to facilitate each project; in this case Andrew Jinks and Gary Mosesman.

The project development schedule and the staffing needs are then discussed weekly to ensure all projects are adequately staffed for quality assurance and on schedule completion. By creating a project personnel structure of this type, there is always someone available who is familiar with the project and there is an additional assurance of project quality and on schedule completion.

Jim Emr as the Principal-in-Charge for the WV Parks Project will take additional responsibility to assure that specific project interim milestones are met in full compliance of the project needs and criteria.







#### **Aquatics Design**

A unique aspect of our aquatics projects is the introduction of Mr. David Almy, Aquatics Designer. Our office regularly works in conjunction with Mr. Almy on all of our aquatics related projects. Although Mr. Almy does operate his independent Architectural Practice, due to the unique relationship between Jim Emr and Dave Almy which goes back nearly 35 years, Dave offers his aquatic consulting services exclusively to SEI Architects. As such we have developed a familiarity and working relationship which results in a management process that provides oversight; appropriate overlap; sharing of information; and project schedule coordination that continually results in quality on time project delivery. The significant component of the process is that Mr. Almy as a seasoned and experienced professional works "hands on" to design and oversee project development. Having a design professional of this caliber available to function in this capacity affords a great opportunity for a high level of project design and execution.

The fact that a number of our senior architects have been with our firm for nearly 15 years further creates a trust among our staff and clients that allows us to function as a team. With this approach we all take pride in the success of every project we develop and are very willing to step up when necessary to assure all our projects are completed to the highest level of quality design and project development.

#### **Construction Document Preparation**

Complete and coordinated documents are essential for accurate cost estimating; bidding; and construction. At SEI we pride ourselves in producing quality construction documents, of designs which respond to our clients needs.

At pre-determined points in the process, documents will be submitted to the Owner for their review, and all comments and questions will be addressed and incorporated as appropriate.

During the Design Development Phase, large scaled plans and details of critical building and system components are prepared and reviewed with the owner. These plans are used to provide owners and facility operators the opportunity to completely understand the proposed facility improvements; the related equipment; and systems; and provide input and comment.

At each phase of document completion Quality Control Reviews are scheduled for the principal-in-charge and the project manager to sit with a set of documents and check them for coordination and completeness.

#### Consultant and In-House Coordination

Our process for Consultant involvement and coordination also contributes to our total team approach and successful project management style.



At each project phase an inter-discipline coordination meeting is conducted where each engineering consultant coordinates with the entire team to ensure total team understanding of the project systems, their interrelationships and their critical elements. In the case of the WV Pool and Beach Facilities Projects these meetings will be scheduled during the facility evaluation stage as well as during the development of the construction documents. These meetings are schedule so that there is sufficient time to develop design and construction documents, coordinate adjust and integrate details and facility system components and provide a final review before each client interaction. The information exchanged at the consultant coordination meetings is recorded in meeting notes which are used for two specific purposes: 1) as a checklist against the final documents to insure all elements have been incorporated as discussed and 2) to be use by the cost estimator, especially at early phases of project development, to fill in any information necessary for consideration in adjusting the estimate to be consistent with the design intent.

#### Estimates of Probable Construction Costs

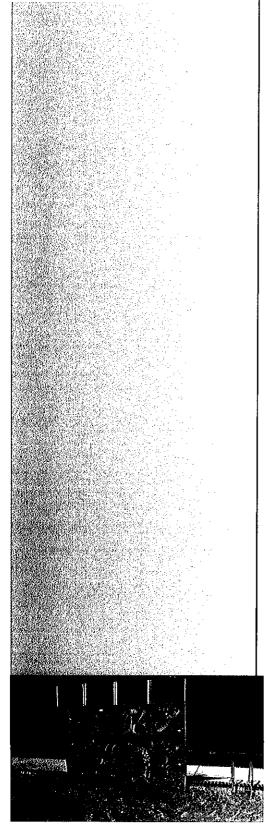
Estimates of construction costs are prepared and reviewed at each phase of design and document preparation. SEI uses in-house resources; independent cost consultants; as well as; contractor and manufacturer information in the preparation and review of cost estimates. The cost estimates are based on the level of detail provided by the documents at each phase as well as the notes from team coordination meetings discussed above for consideration in developing and adjusting the estimate. Estimates of probable construction costs are complete and thorough with sufficient detail to in order to make recommendations and design adjustments, as necessary, to insure the final bids for the project come in on, or below, the specified budget.

#### Project Schedule

A timeline schedule is produced for each project at its inception. An accurate and appropriate schedule is imperative to providing the time frames needed to produce a quality project within budget; on time; and with the necessary quality controls.

A bar schedule with milestone dates identified is used routinely by our office as a tool for scheduling the design and production effort, to facilitate project coordination with our team consultants, outside consultants and the client/owner. This graphic timeline offers a simplified understanding of the intricacies and inter-relationships of the production schedule. The sharing of the schedule information through the entire design team permits the team members to anticipate the up coming deadlines and plan for early integration of consultant work, transference of information to the construction cost estimator, and coordination of the entire design package. Planning for scheduled submissions ensures that the entire document package, including specifications, estimates of probable construction costs, as well as drawings are coordinated, reviewed for overall quality and submitted on time.





A significant component of the schedule is allowing sufficient time at the end of each project phase, prior to the documents leaving the office, for the Principal or project manager to review project deliverables. Through the use of these routine procedures and other in-house standards and checklists, we endeavor to maintain a high level of quality.

Our team works closely with our clients to discuss the objectives of the project schedule and develop a schedule which meets the clients needs and allows for all time durations required for design; production; quality control; cost estimating; permitting; procurement of construction services; and construction with full project closeout prior to contractor turn-over.

#### Bidding and Negotiation

Assistance through the Bidding and Negotiation Phase will be provided. Our office will be available through the contract negotiation phase, as necessary, to provide any assistance.

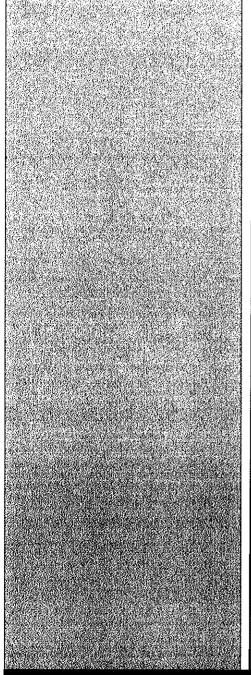
- Distribute bid documents
- Respond to bidders questions
  - Issue addenda
  - Provide supplementary drawings
- Review proposed product substitutions
- Preside over pre-bid meeting
- Receive and open bids
- Assist with evaluation and comparison of bids
- Assist with selection of alternates
- Assist with award of construction contract

#### Construction Administration

SEI typically provides full construction administration (CA) services for our clients during the construction phase of our projects. The same professional team that produces the design; engineering; and construction documents; will remain on the project to provide the CA services. This continuity of the team assures that the intent of the design which is conveyed through the construction documents will be accurately executed by the general contractor. We pride ourselves on our representation of the client during the construction process, from bidding and negotiations though to project closeout. CA services typically include the following:

- A. Review initial contractor documents
  List of proposed sub-contractors
  Proposed schedule of values
  Proposed construction schedule
- B. Bi-weekly progress meetings which include:
  - Preparation of meeting agenda;
  - · Our firm participating in each meeting;
  - · Preparation and distribution of meeting minutes;
  - · Periodic, as-needed attendance by consulting engineers;
  - Issuance of field reports;

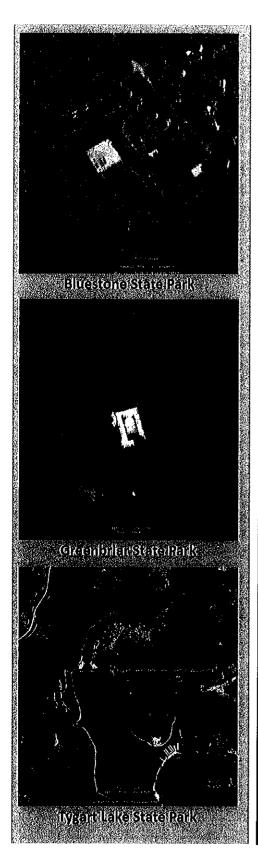






- C. Monthly reports to the Owner which includes:
  - Change proposal/change order logs and updates;
  - Review and comments regarding contractor's progress schedule;
  - Review and comments regarding contractor's application for payment;
- D. Regular correspondence (directed through our office) which includes:
  - Responding to and tracking contractor's Requests for Information;
  - Field drawing standard format and log for supplementary information;
  - Issuance of construction related AIA forms;
  - Field reports documenting construction status at each site visit
- E. Change order procedure which includes:
  - Contractor to provide all information relative to proposed change;
  - Open review and discussion of change with Owner;
     Contractor; appropriate engineering consultant,
     and Architect.
  - · Review alternative solutions to building conflicts;
  - Check cost and time request against published data, experience with similar conditions, and information from product suppliers; representatives, other contractors and consulting engineers.
- F. Site visits, with consultants, as necessary.
- G. Shop drawing review, distribution and logging/tracking.
- H. Project closeout which includes:
  - Standard forms for punch lists.
  - Follow up to closure on all outstanding items.
  - Review and execute all closeout forms including final requisition, release of liens, job site observation certifications and punch list completion verification.
  - Review contractor assembled project manuals
  - Review contractor prepared record documents
  - One year post construction site visit with contractor





## FACILITY ASSESSMENT

Our firm has developed a specific approach to assessing aquatic facilities to determine the level of repairs; renovation; and potential design upgrades that would best suite a particular facility. The following general list of aquatic assessment tasks has consistently been very successful in developing program of requirements (POR) for specific aquatic and recreational parks. The general approach is often adjusted; minimized or expanded to meet unique requirements of particular facilities. This list of potential tasks is an example of our approach to facility assessments for other clients.

The services required by WV Parks and Recreation may not require a formal assessment such as this, however having performed numerous assessments of this type would allow our team to effectively interact with the clients at each facility to discuss needed repairs and upgrades and recommend specific action. We look forward to the opportunity to discuss these projects with you in more detail in order to define and adjust the necessary scope of services.

#### Goal of the Survey

- Determine the existing conditions of all components
- Compliance of all components with current codes
- Outline scope of required repairs and facility improvements

#### Information Gathering:

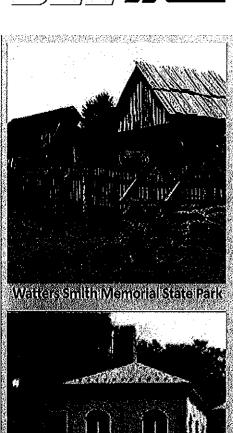
Kick-Off meeting with Client

- General overview of existing facilities:
  - Layouts and operation.
- Discuss and confirm overall scope and parameters of project study and concept design
  - Confirm project goals / schedule / budget
  - Outline existing facility areas of inclusion and / or limitations
  - Discuss any additional Client and Design Team insights and areas of concern

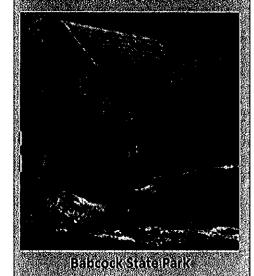
#### Document procurement and review

- Obtain copies of all relevant exiting documents of facilities to be evaluated
  - Site plans
  - Utility plans
  - Floor plans
  - Drawings and / or specification sheets of attractions
  - Documentation of previous repairs / upgrades / and current known problems
- Review all information
  - Gain an understanding of the facilities; their layout / components / features / problems.





Berkeley/SpringsStateIrank



## FACILITY ASSESSMENT

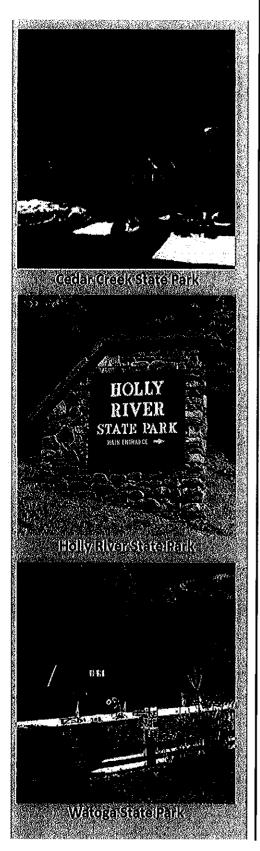
#### **Investigations and Assessments:**

- Site explorations:
  - Confirm facility layouts and feature locations and orientations.
  - Review pedestrian, vehicular, service access and site circulation.
  - Observe programmatic relationships of the elements to one another.
  - Cursory review of the condition of the overall facility and features
  - Understand relationships to adjacent activity areas of the parks and adjacent properties
- Interviews with appropriate staff
  - Discuss facility operation.
  - Historic information related to problems and positive aspects.
  - Review conditions / goals / opportunities.
  - Obtain input from operators as to observations related to feature utilization and impact.
- Detailed inspections and observations of all pool components
  - Pool structure: walls; bottom; pool beam
  - Pool elements: white coat; tiles; returns; and main drains
  - Pool decks: condition; drainage; adequacy
  - Structures supporting pool accessories; dive stands; feature supports; ladders
  - All equipment including: Filters; Pumps; Piping
- Inspection of all supporting facilities: structure; finishes; equipment; fixtures; systems
  - Bathhouse;
  - · Concession stands;
  - Guard stations
- Code compliance
  - Health Department requirements
  - Virginia Graham Baker Act
  - ADA accessibility

#### **Documentation of Background Information**

- Document meetings and correspondence
- Kick-off meeting
- Other correspondence and interactions with Client.
- Document investigations
- Site visits
- Interviews





## **FACILITY ASSESSMENT**

#### **Report of Findings and Recommendations:**

- Document conditions requiring repair
- Photographs
- Sketches
- Descriptive narratives
- Recommendations
- Repairs
- Replacements
- Components which could be added
- Prioritization
- Immediate need
- Suggested short term
- Optional discretionary
- Estimate of probable Cost
- Conceptual budget estimates
- Breakout by square foot areas
- Breakout by lump sum of categories

#### **Additional Interactive Meetings with the Client Team**

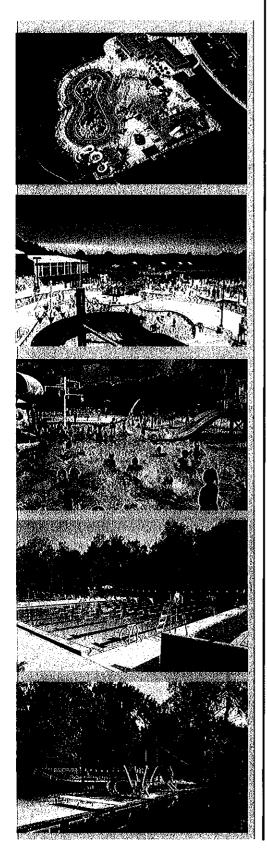
- Present and review report
- Record comments related to all aspects of the study.
- Establish POR and scope of work for design and construction.

#### **Subsequent Project Phases:**

- Schematic Design
- Design Development
- Construction Documents
- Bidding and negotiation
- Construction Administration

(Additional information related to approach to these phases can be found in Section 3 of this proposal)





## SIMILAR PROJECTS

The collection of our project experience that follows was selected to specifically demonstrate our experience on projects of a similar scope and illustrate how we have accomplished similar goals on comparable projects.

In addition to meeting design and program goals, our firms have developed a substantial history in scope studies and conceptual planning studies for a multitude of clients.

Our Similar Projects have been broken down into the following sections:

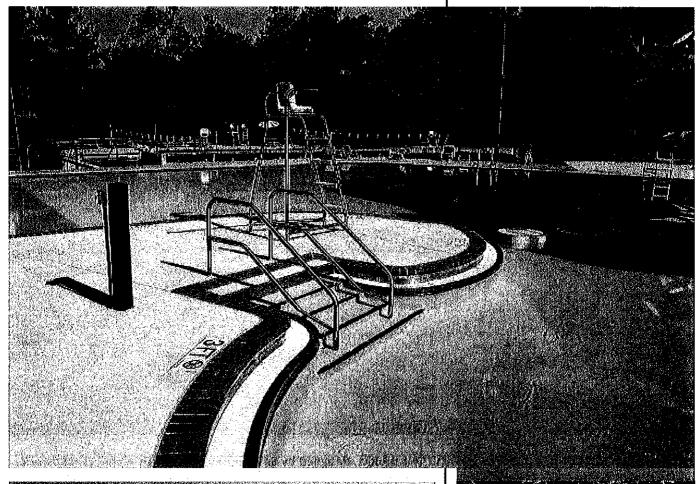
- A. Evaluation Studies/Renovations
- **B. New Outdoor Facilities**
- C. New Indoor Facilities

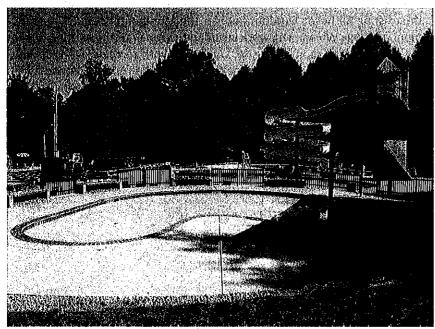


## SIMILAR PROJECTS

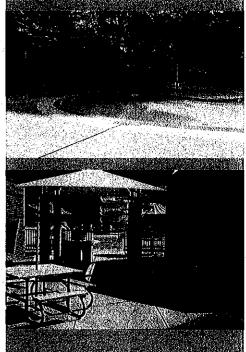
# **Evaluation Studies/** Renovations



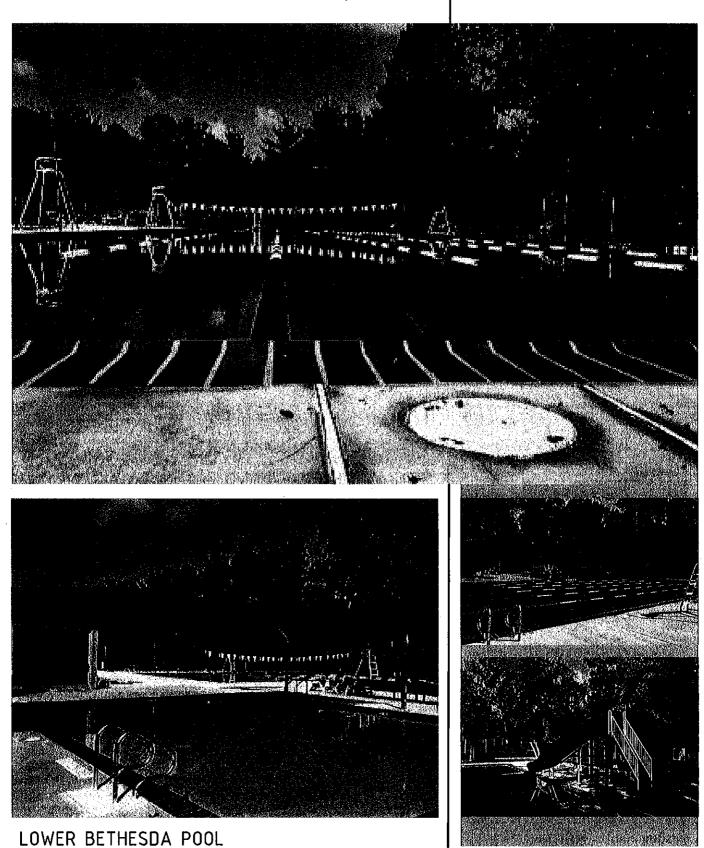




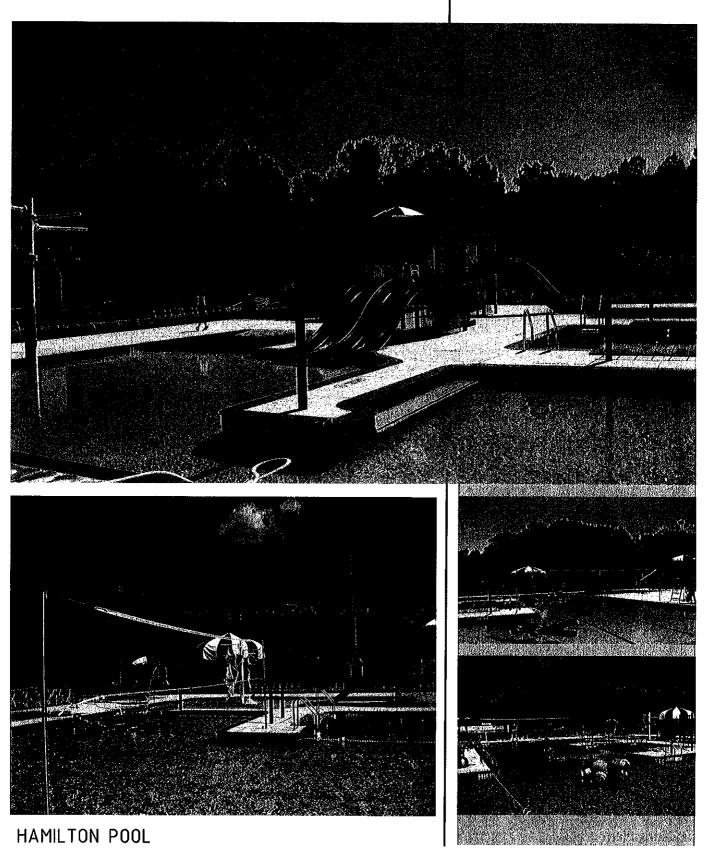




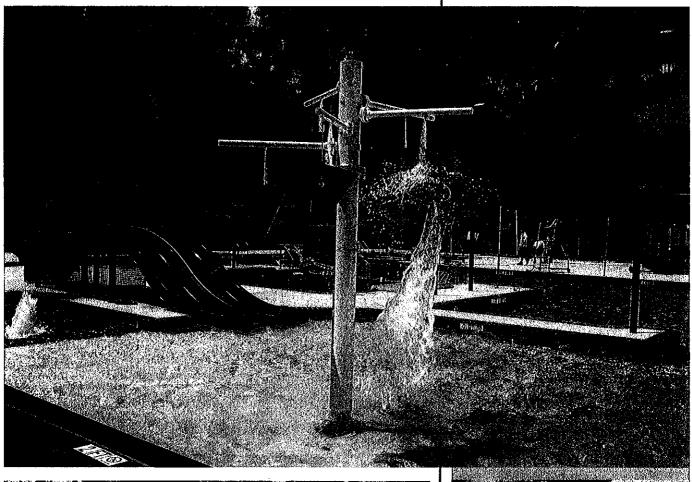


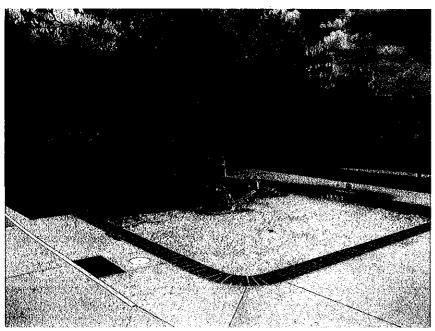




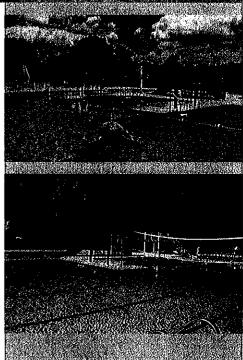












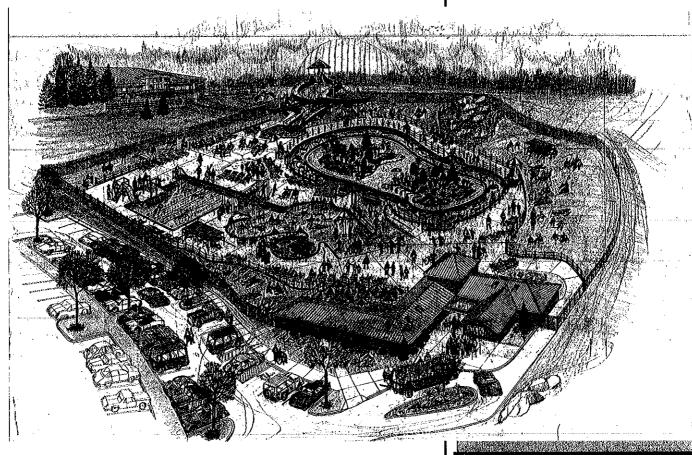


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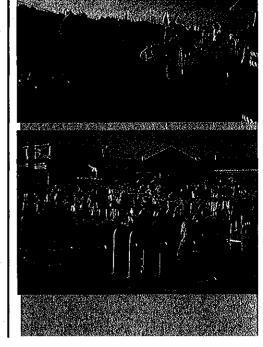
## SIMILAR PROJECTS

## **New Outdoor Facilities**



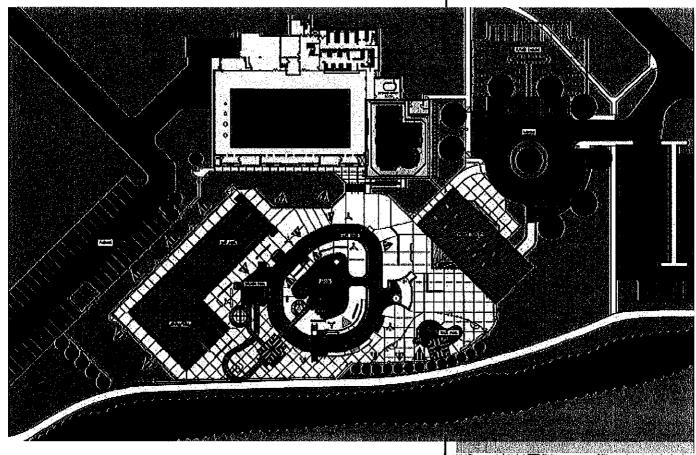


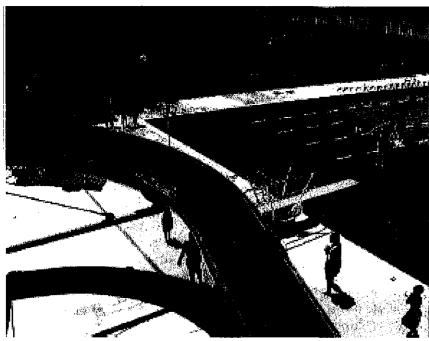




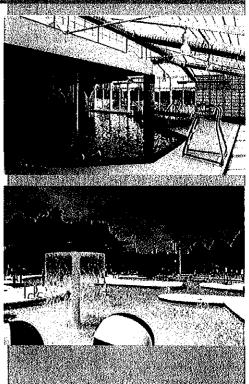
A.V. SYMINGTON AQUATICS CENTER



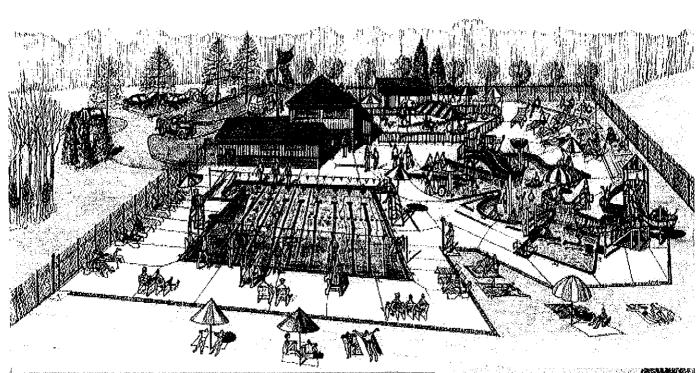


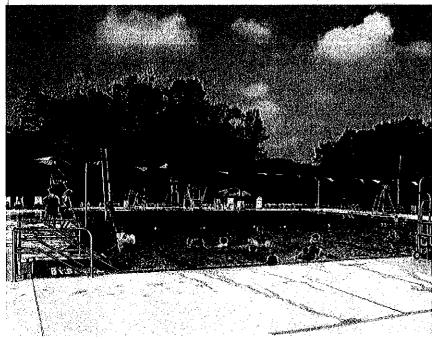




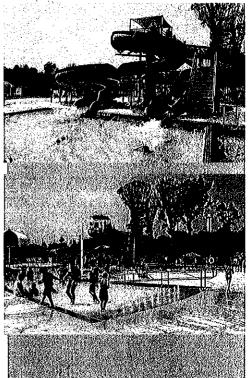








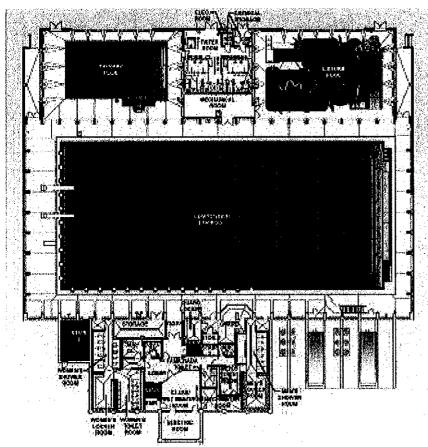






## SIMILAR PROJECTS

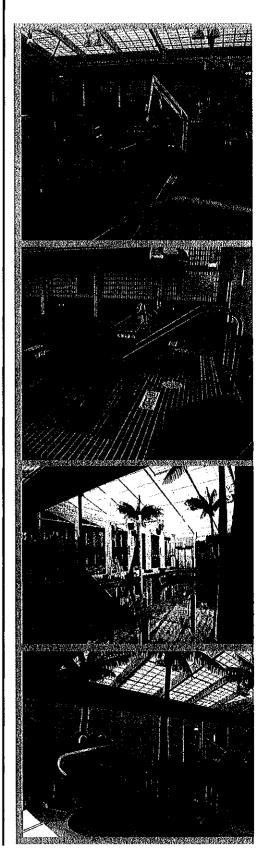
## **New Indoor Facilities**



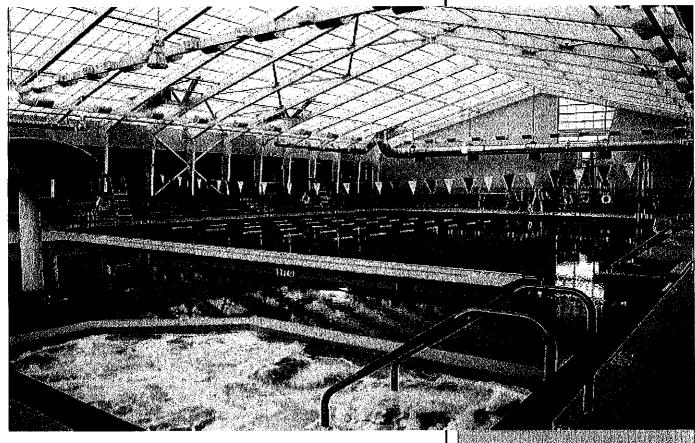


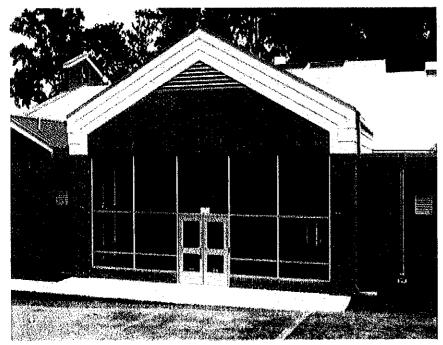
EDWARD T. HALL AQUATICS CENTER



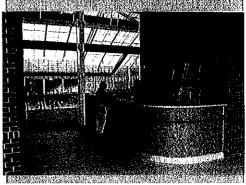


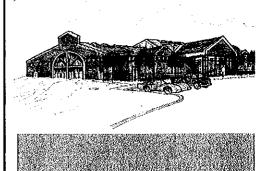




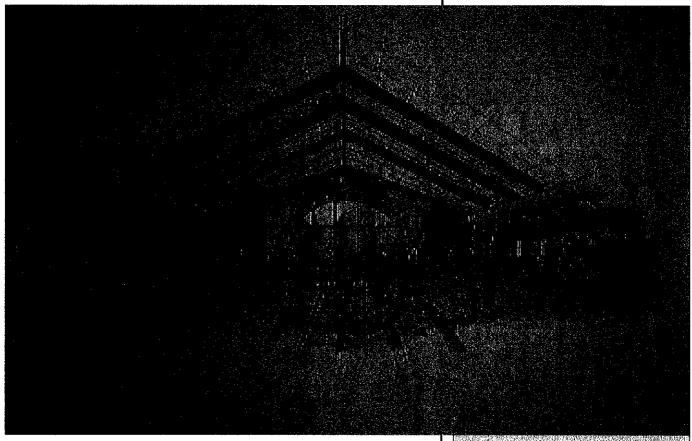




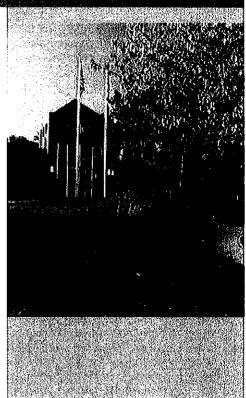






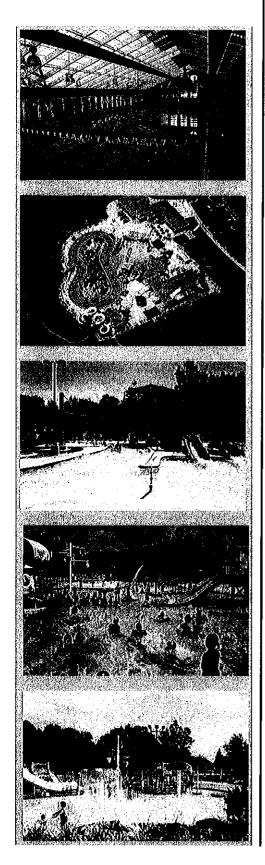






GREENBELT NATATORIUM





### **REFERENCES**

### **Calvert County Government**

**Contact:** Mr. Paul (Doug) Meadows **Phone:** (410) 535-1600 ext. 2225

Address: 130 Auto Drive, Prince Frederick, MD 20678

Work performed: Edward T. Hall Aquatics Center, Cove Point

Family Aquatics, and Dunkirk Outdoor Aquatics

### **Town of Leesburg**

Contact: Mr. Rich Williams Phone: (703) 737-7140

Address: 25 West Market Street, Leesburg, VA 20178
Work performed: A.V. Symington Aquatics Center

### **Montgomery County Department of Recreation**

**Contact:** Mr. Doug Fox **Phone:** (240) 777-6862

Address: 12210 Bushey Drive, Wheaton, MD 20902

Work performed for reference as Director of Aquatics for Montgomery County: Upper County Pool and Germantown

**Community Center** 

# Former Director of the City of Gaithersburg Department Of Parks and Recreation

Contact: Mr. William (Bill) Bullough

Cell Phone: (240) 876-7740

Address: 510 South Frederick Avenue, Gaithersburg, MD 20777
Work performed for reference as (Former) Director of Aquatics for Montgomery County: Martin Luther King Jr. Swim Center, Wheaton/Glenmont Pool, Upper County Pool, and Long Branch Community Center.

RFQ No.	DNRB11058

### 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 exceed 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: Smolen - I	mr - Ilkovitch Archite	cts			
· · ·	OMAN SAIM		Date: _	March 3, 2011	
State of Maryland	<u></u>				
County of Prince George's	, to-wit:				
Taken, subscribed, and sworn to	before me this <u>ard</u> day of _	March	<u></u>	, 2011.	
My Commission expires	February	_, 20 <u>_15</u> .			
AFFIX SEAL HERE	NOT	TARY PUBLIC _	Diz	abothem	ut