



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

# Request for Quotation

RFQ NUMBER
DCH12006

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF:
SHELLY MURRAY 304-558-8801

RFQ COPY

TYPE NAME/ADDRESS HERE

Skelly & Loy, Inc.  
 3280 William Pitt Way  
 Pittsburgh, PA 15238

VENDOR

DIVISION OF CULTURE & HISTORY

CULTURAL CENTER  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0300 558-0220

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/25/2011				

BID OPENING DATE: 08/30/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:  SEALED BID						
BUYER:		SHELLY MURRAY				
RFQ. NO.:		DCH12006				
BID OPENING DATE:		08/30/2011				
BID OPENING TIME:		1:30 PM				
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:  ..(412) 828-1475.....						
CONTACT PERSON (PLEASE PRINT CLEARLY):  ..Gerald M. Kuncio.....						



SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

**REQUEST FOR QUOTATION**  
**West Virginia Division of Culture and History,**  
**State Historic Preservation Office**  
**Pocahontas County Historic Resource Survey**  
**RFQ # - DCH12006**

**BIDDING RETURN SHEET:**

ITEM # 1: .....	\$ 3,462.56
ITEM # 2: .....	\$ 25,543.16
ITEM # 3: .....	\$ 2,559.32
ITEM # 4: .....	\$ 2,424.32
ITEM # 5: .....	\$ 8,165.61
<b>TOTAL COST</b> .....	<b>\$ 42,154.97</b>

**This Proposal is submitted in the name of:**

**Firm or Individual:** Skelly and Loy, Inc.

**By:** Robert E. McClure  
 (Signature) Robert E. McClure  
Executive Vice President  
 (Title)

**Date:** 8.25.2011

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; municipally; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentally 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: Skelly and Loy, Inc.

Authorized Signature: Robert E. McClure Date: 8.25.2011

State of Pennsylvania

County of Lebanon, to-wit:

Taken, subscribed, and sworn to before me this 25<sup>th</sup> day of August, 2011.

My Commission expires November 10<sup>th</sup>, 2012.

AFFIX SEAL HERE

NOTARY PUBLIC Susan L Spangler

COMMONWEALTH OF PENNSYLVANIA  
NOTARIAL SEAL  
SUSAN L. SPANGLER, Notary Public  
North Cornwall Twp., Lebanon County  
My Commission Expires November 10, 2012

State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §6A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% resident vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 6% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Skelly and Loy, Inc.

Signed: Robert E. McClure  
 Robert E. McClure

Date: 8-24-2011

Title: Executive Vice President

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



RESPONSE TO REQUEST FOR QUOTATION  
WEST VIRGINIA DIVISION  
OF CULTURE AND HISTORY  
STATE HISTORIC PRESERVATION OFFICE  
RECONNAISSANCE LEVEL ARCHITECTURAL HISTORY  
SURVEY OF POCOHONATAS COUNTY  
RFQ # - DCH12006

**August 29, 2011**

Skelly and Loy, Inc.'s award-winning Cultural Resources Service Group is pleased to submit this quotation and support material to the West Virginia Purchasing Division in response to the Request for Quotation (RFQ) for the Reconnaissance Level Architectural History Survey of Pocahontas County, issued July 25, 2011.

**SKELLY AND LOY QUALIFICATIONS**

Skelly and Loy's Cultural Resources Service Group, headquartered in Pittsburgh, Pennsylvania, has been providing cultural resource services to public, private, and nonprofit clients for more than 20 years. Skelly and Loy and its personnel have significant experience and have performed dozens of reconnaissance and intensive level historic resource surveys throughout West Virginia, as well as in surrounding states. In addition to survey work, we have a successful track record of preparing National Register of Historic Places (NRHP) and National Historic Landmark (NHL) nominations, historic contexts, Historic American Buildings and Historic American Engineering Record (HABS/HAER) documentations, and Phase I, II, and III archaeological investigations. Additional information on Skelly and Loy's Cultural Resources Service Group is included as Appendix A of this quotation.

Skelly and Loy maintains its strong position as one of the leading cultural resource service providers in the Mid-Atlantic region by delivering cost-effective and timely cultural resource services through its highly qualified and experienced full-time staff. All cultural resource investigations and report preparation follow Skelly and Loy's rigorous internal quality assurance/quality control (QA/QC) procedures, which include peer review and technical editing. In-house, full-time Geographic Information System (GIS), Computer-Aided Design (CAD), graphics, and word processing staff with appropriate computer hardware, software, printers, and plotters provide any graphic documents or products directly to project managers. Employing knowledgeable staff and using the best equipment allow Skelly and Loy to complete all necessary graphics in-house. Global Positioning System (GPS) equipment and software, laptop computers, and digital cameras are used in field survey work, saving time and promoting efficiency and accuracy. Skelly and Loy employs computerized Delttek Vision® software for real time project management, financial tracking, and accounting purposes.



## KEY PERSONNEL

Key Skelly and Loy personnel to be assigned to the Reconnaissance Level Architectural History Survey of Pocahontas County project all worked on the recently completed Central West Virginia Historic Resource Survey. Their qualifications exceed the requirements specified in 36 CFR Part 61, Professional Qualification Standards and the intent of Section 112 (a)(1) of the National Historic Preservation Act of 1966, as amended. Resumes of key personnel are included as Appendix B of this quotation.

**Gerald M. Kuncio**, Skelly and Loy's Senior Historian, will provide overall project management and QA/QC control, the same roles he played on the Central West Virginia Historic Resource Survey. He will review all reports and West Virginia Historic Property Inventory (HPI) forms prior to their delivery. Mr. Kuncio has performed or overseen historic resource surveys in West Virginia since 1998. He served as project manager or principal investigator for historic structures investigations on such projects as the U.S. 220 National Highway System Tier One Environmental Impact Statement (EIS) project, the Keyser-McCoole Bridge Replacement Project, the U.S. Route 35 project, and the West Virginia Route 9 project, among many others.

**Laura C. Ricketts**, Architectural Historian, will serve as chief point of contact for the project. She will also gather background information, write the county history, oversee the survey of the historic resources, and be responsible for preparing reports and final HPI forms. Ms. Ricketts has extensive experience applying the NRHP Criteria of Significance and Integrity and has documented hundreds of resources at both the reconnaissance and intensive survey level. Ms. Ricketts has more than 15 years of experience in her field as a researcher, writer, teacher, historic preservationist, field surveyor, and principal investigator. She has conducted historic research and extensive field work in northern, central, and eastern West Virginia. Ms. Ricketts acted as the principal investigator for historic structures on the U.S. 220 National Highway System Tier One EIS project, a five-county, two-state planning initiative featuring five corridors of approximately 50 miles in length in northeastern West Virginia and western Maryland. Ms. Ricketts was principal investigator on the Central West Virginia Historic Resource Survey. She also prepared the historic recordations of three significant houses in Mineral County as part of the mitigation for the Keyser-McCoole Bridge Replacement Project. In Monongalia County, she prepared the Historic Resource Survey which was jointly submitted with the Phase I Archaeological Study for the Guston Run South surface mine project. The survey provided a brief historic context and addressed three non-historic properties, a historic farm complex that lacked integrity, and an overgrown family cemetery.

Assisting Ms. Ricketts with the field survey will be **Justin P. Greenawalt**. Mr. Greenawalt has a firm understanding of West Virginia architecture and the HPI form; he surveyed all 770 resources of the Central West Virginia Historic Resource Survey and completed the draft HPI forms. Prior to joining Skelly and Loy, Mr. Greenawalt conducted a survey/documentation project in Homestead, a former steel mill town near Pittsburgh, and assisted in the successful Pittsburgh Historic Landmarks nomination of a film exchange building in Pittsburgh.

## TECHNICAL PROPOSAL

The Request for Quotation contains a Scope of Work with five listed items. Skelly and Loy will complete the items using the following methodology.



### **Item #1 – History of Pocahontas County**

Ms. Ricketts will prepare a brief history of the county. The history will provide sufficient contexts to evaluate resources for NRHP eligibility. The history will be prepared using easily-accessible primary and secondary sources, including websites; published county and regional histories, and historic maps and atlases at the West Virginia Regional History Collection at West Virginia University. The drafts will be submitted to the WVDCH for review in Portable Document Format (PDF).

### **Item # 2 – West Virginia Historic Property Inventory Forms**

Skelly and Loy will complete HPI forms for 750 historic resources. Each resource will be at least 50 years old and will have historic architectural integrity, as defined in *National Register Bulletin: How to Apply the National Register Criteria for Evaluation*. Prior to our beginning the survey, Ms. Ricketts will meet *via* telephone with WVDCH staff to determine the individual coverage of each of the four counties. Skelly and Loy assumes we will receive from the WVDCH ESRI shape files in UTM 17 NAD 83 projection for all previously surveyed resources in the county.

Following the meeting and the receipt of the information, Skelly and Loy will survey the county in accordance with the Secretary of Interior's *Standards for Identification and Evaluation* and the WVDCH's *Survey and National Register Manual*. Skelly and Loy will take at least two digital black and white photographs of the exterior of all historic resources constructed prior to 1961 that retain integrity. Resources built after 1961 or that lack integrity will not be surveyed. One of the historic resource photographs will be a three-quarter view showing the main elevation. Streetscape photographs will also be taken of areas recommended as potential historic districts. Photographs will be embedded in the HPI forms and will also be submitted separately as .jpg images on CD-R media, with each photograph labeled by West Virginia survey number. All digital photographs will meet National Park Service standards for electronic images.

All descriptive fields in the HPI forms will be completed and the essential physical characteristics of each historic resource will be noted. UTM coordinates will be marked on United States Geological Survey (USGS) field maps, with the location information transferred to the forms. Deed research will not be conducted on individual properties. Significance under NRHP Criteria A or B will be determined from the background material gathered to complete the histories and information gathered during the field survey.

To reduce costs and promote environmental stewardship, Skelly and Loy will submit the draft HPI forms in Access database only, along with the photographs.

### **Item # 3 – United States Geological Survey Topographic Maps**

Skelly and Loy's Technical Services Group, working with GPS information gathered during the field survey, will use ESRI Arc GIS to note resource locations on USGS 7.5 minute series quadrangle base maps. One set of hard copy maps will be printed out with the resource numbers noted. Each map will be labeled with the name of the county, quadrangle name, and resource survey numbers. The locations will also be digitized as ESRI shape files in UTM 17 NAD 83 projection. The electronic data will be conveyed to the WVDCH's Information System Coordinator.



#### **Item # 4 – NRHP Recommendations**

Following the completion of the historic resource survey, Skelly and Loy will produce a database and printed table containing formal recommendations of which resources are recommended as eligible or potentially eligible for NRHP listing. The database will contain the following information about each resource: survey number; approximate year built; property type; architectural style; thumbnail description; and proposed NRHP criterion or criteria.

#### **Item # 5 – Final HPI Forms and Survey Report**

Skelly and Loy will produce a final survey report consisting of the brief county history; a description of the survey methodology; description of the property types; USGS maps; summary of the results; and the table of NRHP recommendations. The final HPI forms will also be submitted to the WVDCH. The report and the HPI forms will be provided in both electronic Portable Document Format (PDF) and as hard copies.

Because the county histories, HPI forms, and recommendations will have previously been submitted to the WVDCH for review and comment, it is assumed that draft and final copies of the report will not be necessary; Skelly and Loy proposes to produce one copy of the final report, in both hard copy and electronic PDF. The final reports shall be completed by July 31, 2012.

#### **COST**

The attached Bidding Return Sheet provides the proposed cost for completing each item in the Scope of Work plus a total cost. Payment for services rendered will be made in three payments as follows:

- One-third of the total fee upon submission of the draft history;
- One-third of the total fee upon WVDCH review of the draft HPI forms, maps, and photographs;
- One-third of the total fee following final submission and approval by the WVDCH of all final products.

#### **EXPERIENCE/SIMILAR PROJECTS**

Skelly and Loy's Cultural Resources Service Group has extensive experience throughout the state of West Virginia. Skelly and Loy has held open-end cultural resource and environmental service contracts with the West Virginia Division of Highways (WVDOT) continually since the early 1990s. Through these contracts, we have had extensive contact with the WVDCH and its personnel. Our Cultural Resources Service Group has worked on projects spanning the entire state's geographic, physiographic, and cultural extents. We are familiar with West Virginia's cities and small towns, rural areas, landforms, drainages, source material, and historic repositories. Detailed below are three similar, recent West Virginia projects that demonstrate our ability to complete the Pocahontas County Architectural History Survey.

***Central West Virginia Historic Resource Survey, Calhoun, Clay, Roane, and Wirt Counties, West Virginia.***





**Client: West Virginia Division of Culture and History**

**Reference: Ms. Erin Riebe; 304-558-0240, ext. 725; [erin.m.riebe@wv.gov](mailto:erin.m.riebe@wv.gov)**

Skelly and Loy recently completed the Central West Virginia Historic Resource Survey for the WVDCH. The reconnaissance level survey of resources greater than 50 years of age had the same scope of work and was completed using the same methodology as proposed for the Reconnaissance Level Architectural History Survey of Pocahontas County. Skelly and Loy completed HPI forms for 770 resources. Each county's forms were submitted along with a final report consisting of the county history, survey methodology, description of property types, USGS maps, summary of the results, and the table of NRHP recommendations. The same personnel who completed the Central West Virginia Historic Resource Survey will work on the Reconnaissance Level Architectural History Survey of Pocahontas County. Skelly and Loy will use the experience gained on that survey to compete this one in the most efficient and cost-effective manner.

***U.S. Route 220 National Highway System (NHS) Corridor Between I-68 and Corridor H, Tier One Environmental Impact Statement, Grant, Hampshire, Hardy, and Mineral Counties, West Virginia and Allegany County, Maryland***

**Client: West Virginia Division of Highways and the Maryland State Highway Administration**

**Reference: Mr. Lovell Facemire; 304-558-9752; [Lovell.R.Facemire@wv.gov](mailto:Lovell.R.Facemire@wv.gov)**

The WVDOH and the Maryland State Highway Administration (MDSHA) initiated studies of five potential corridors for a new highway connecting I-68 with Corridor H. Skelly and Loy conducted the Tier One survey of historic resources for this project. The survey covered approximately 200 square miles of study area and included photographing and documenting structures that were potentially eligible for listing in the NRHP. Almost 200 resources were identified in the corridors, including approximately 75 structures and 11 potential historic districts that had not previously been surveyed. The majority of resources reflect the agricultural nature of the project area. The findings included approximately 70 farms ranging from 400-acre plantations with brick mansions to modest mountain farmsteads with log houses. One-room schoolhouses, churches, mills, taverns, and houses were also represented in the survey. Once the information was collected and evaluated, representatives from the State Historic Preservation Offices (SHPOs) in West Virginia and Maryland, the WVDOH, the MDSHA, and the Federal Highway Administration reviewed the findings. The agency representatives from Maryland commended Skelly and Loy for "a very useful, informative, and productive field review" that has "raised the bar for field views in Maryland." The West Virginia participants praised Skelly and Loy's professionalism, organization and "excellent, excellent product."

***Keyser-McCoole Bridge Replacement Project, Mineral County, West Virginia and Allegany County, Maryland***

**Clients: West Virginia Division of Highways and the Maryland State Highway Administration**

**Reference: Mr. Ben Hark; 304-558-9670; [Ben.L.Hark@wv.gov](mailto:Ben.L.Hark@wv.gov)**

In this multi-faceted project, Skelly and Loy produced a Historic Resource Survey and Determination of NRHP Eligibility, Determination of Effect Report, and state-level recordations of two houses as mitigation for adverse effects. The historic resource survey identified 160 resources in West Virginia and three in Maryland, including four potential historic districts. Eleven resources were recommended as eligible for NRHP listing, including one of the historic districts, one Craftsman and two Italianate style houses, a railroad line and four buildings



associated with it, and early-twentieth century bottle kilns tied to the area's ceramics industry. The recordations of the houses, which would be adversely affected by the project, included thorough physical descriptions and historical narratives as well as detailed photographs, mapping, and technical drawings of the historic buildings.

