

RFQ# DEFK12012

February 7, 2012

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POSTMASTER DIVISION  
STATE OF WV



# *Mail Processing Center and ID Card Issue Center*

*for the WVARNG at Camp Dawson*

## PROJECT TEAM

**E.T. BOGGESS, ARCHITECT, INC.**

101 Rockledge Ave. Princeton, WV 24740 304-425-4491



**CMA ENGINEERING**

824 Cross Lanes Drive Charleston, WV 25313 304-343-0316



**MOMENT ENGINEERS, INC.**

603 Peoples, 179 Summers St. Charleston, WV 25301 304-414-4000



**E. T. BOGGESS, ARCHITECT, INC.**  
**P.O. BOX 727**  
**PRINCETON, WEST VIRGINIA 24740**  
**(304)425-4491**  
**(304)425-2028 FAX**

*LETTER OF TRANSMITTAL*

PROJ. NO:

DATE: February 7, 2012

Atten: Tara Lyle - 32

RE: DEFK12012

TO: Purchasing Division  
2019 Washington Street, East  
PO Box 50130  
Charleston, WV 25305-0130

GENTLEMEN:

We are sending you

☒ By UPS

the following items:

☐ Prints

☒ CD

☐ Specifications

☐ Shop Drawings/Submittals

☐ Application & Certificate for Payment

☒ Qualifications

COPIES	DATE	SHEET	DESCRIPTION OF ENCLOSED ITEMS
2			<i>Expression of Interest – Camp Dawson Mail Processing Center</i>
1			CD containing pdf of proposal

Remarks:

THESE ARE TRANSMITTED as checked below:

☐ For Payment

☐ Resubmit

☐ As requested

☐ For your information/use

☐ Approved as submitted

☐ Returning your information

☐ For review and comment

☐ Approved as corrected

☐ Please return to ETB

Signed: Todd Boggess, AIA, NCARB, Architect

If enclosures are not as noted, kindly notify us at once.



Tara Lyle  
Purchasing Division  
2019 Washington Street, East  
PO Box 50130  
Charleston, WV 25305-0130

February 7, 2012

Dear Ms. Lyle:

The E.T. Boggess, Architect, Inc., team is ready to begin designing your new West Virginia Army National Guard Mail Processing Center and ID Card Issue Center at Camp Dawson. Our plan ensures that all the needs of the members of the Guard, the citizens of West Virginia, and administrative personnel will be met. We believe our past accomplishments on projects for the state, specifically the Guard, proves we have the experience and dedication to provide you with all the professional services you will need.

*How we will meet your needs . . .*

I will be your architect and will be responsible for all aspects of the design of the new facility specifically for the Army National Guard. ETB will be coordinating the activities of our team of professional consultants which includes:

- |                          |   |  |
|--------------------------|---|--|
| ▪ CMA Engineering        | - | Mechanical/Electrical/Plumbing Engineering |
| ▪ Moment Engineers, Inc. | - | Structural Engineering                     |

*What you will get from our team . . .*

- You will receive our full attention, from start to finish.
- You will benefit from the experience we have with similar projects throughout our state over the past 46 years.
- You will appreciate our dedication to the success of your project.

The ETB Team stresses a focus on client issues and mutually defined project objectives. Through this focus, we can assure the WVARNG that needs and project issues will be clearly identified and addressed through an engaged, interactive programming, design, and construction process. Our design process will be conducted with an attention to detail, creative problem solving and passion towards project success. We value this opportunity to serve you and look forward to personally presenting our credentials.

Sincerely,

Todd Boggess, AIA, NCARB, Architect  
President

P.S. You can reach me by cell phone at 304-920-6778, or by e-mail at [etb@etbarchitects.com](mailto:etb@etbarchitects.com).

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# SECTION ONE

**Approach**

## Approach

### E.T. Boggess, Architect, Inc.

#### *WVARNG Mail Processing and ID Card Issue Center*

The E.T. Boggess, Architect, Inc., team understands the needs of the WVARNG and vital services that are performed at Camp Dawson. Our team completed the design of the Elkins Readiness Center, including a Field Maintenance Shop, and construction will be completed in the near future. To everyone's satisfaction, the bid for the facility came in approximately 3 million dollars under the projected budget. We believe our interactive design process addressed the needs of the WVARNG and that we have proven our ability, dedication, and sincere desire to create multi-use facilities that satisfies the many needs of the Guard.

Our design for the Mail Processing Center and ID Card issue Center will incorporate appropriate Anti-Terrorism and Force Protection measures. We will also include cost effective energy conserving features into the design. Our team has a number of members who are already LEED Certified, including three ETB employees. We feel this direction in designing and constructing buildings is necessary to achieve the minimal impact on our world's natural resources.

Proper security measures will be incorporated into the design and landscaping so that access can be controlled even when standoff distance cannot be maintained.

Outside elements will include . . .

- POV and military parking
- outside lighting
- signage
- sidewalks
- extensions of all utilities including gas, electric, sewage, water and IT communication lines

#### *Philosophy*

Communication, collaboration, and consensus are the three elements we feel are essential to the planning, design and building process. The architect is responsible for the finished product, but the design process must include guidance and review by you and representatives from the various agencies. Our goal is to develop a "partnership" with our clients - a relationship that includes a long-term commitment, trust, and shared vision.



*WVARNG Readiness Center, Elkins, WV*

ETB believes architectural design should be an interactive process. We work closely with you to identify and define all your project goals, objectives, functions, responsibilities, and relationships. This interactive approach enables us to develop facilities that meet your requirements, as well as being aesthetically distinctive. Design cannot be mass produced or provided in a "cookie cutter" fashion, it must be developed from scratch with the unique attributes of each individual project in mind. Our approach is not about us and our ideas . . . it is about *you and your ideas*. We strive to help you realize your dreams.





# Approach

## E.T. Boggess, Architect, Inc.

### Methods

The Integrated Design Process is our process of design in which the users, owners, and the ETB team (architects and engineers) and project participants are all integral team members. This integrated process and the implementation of high performance design requires both efficiency and innovation. Active participation of users, code officials, cost consultants, civil, mechanical, and electrical engineers, and representatives from the WVARNG is critical to the project's success. In our role with this team as the design leader and project organizer, ETB will be responsible for coordinating and orchestrating the work of the many disciplines and users involved throughout the design, documentation, and administrative functions of the project.

Utilizing the interactive design approach will best serve the needs of the WVARNG by allowing us to better identify your objectives and produce long-term solutions. Your project will be completed by emphasizing the following activities:

- **Understanding goals.** We develop a plan for identifying and prioritizing individual goals as a means for addressing the overall project.
- **Brainstorming ideas.** We investigate opportunities for greater service through value engineering, strategic partnering, or an alternative delivery method.
- **Assuring timelines.** We generate a management plan to fulfill deliverables and meet milestones on schedule. All team members participate in and monitor this plan.

- **Maintaining client contact.** We are accessible, convenient, and committed to success from the beginning through the design process, and after completion.
- **Inviting performance feedback.** We involve all team members and clients in project evaluation at closeout and determine how well time, cost, and design goals were met.

### High Performance Design

High Performance Buildings – those that incorporate the very best design strategies and building technologies – are long-term, critical investments in the future of our state. They simultaneously provide better environments for their users and employees, cost less to operate, and help protect the environment.

High Performance Buildings are healthier (superior indoor air quality); thermally, visually, and acoustically comfortable (day-lighting); energy, water and material efficient (lifecycle cost analysis); safe and secure, adaptable, and easy to operate and maintain. They also incorporate environmentally responsible site planning, stimulating architecture, foster a sense of pride and accountability, and provide a resource for the entire state. Our design will help the WVARNG to retain quality staff, reduce operating costs, and reduce liability, all in an environmentally friendly and economical manner by utilizing High Performance Facilities design.

Design developed with flexibility in mind, simple circulation patterns eases expansion possibilities reconfiguration for adaptive reuse. This enhances building longevity. Flexible building infrastructures for HVAC, power and communications will be adaptable for future needs and changing functions.



## Approach

### E.T. Boggess, Architect, Inc.

The use of fixed cabling, ductwork and chases that are embedded into the building structure should be avoided. The need for longevity and flexibility calls for a design to ease periodic refurbishment and selective replacement of building systems.

We are committed to providing facilities that incorporate both High Performance and Sustainable Design features so that our state's natural resources and finances are best utilized.

#### *Sustainable Design*

Sustainable Design is a direction in architecture that we have been practicing for many years. We must learn to use our natural resources in conjunction with technology to achieve the quality and standards of life that do not destroy future generations' environments.

These directions are very cost effective when properly approached. The architect and the client need to recognize and understand that cost is measured in many ways. We must approach solutions that provide the comforts we seek and do so within restricted budgets. It truly is a team effort to make it work to everyone's satisfaction.

Sustainable design recognizes the interdependence of the built and natural environments; it wants to harness natural energy flows and biological processes, eliminate reliance on fossil fuels and use of toxic materials, while improving resource efficiency.

The following list contains sustainable items that we examine and/or utilize on all of our projects:

- Sustainable Sites

- Water Efficiency
- Energy and Atmosphere
- Materials and Resources
- Indoor Environmental Quality
- Daylighting

#### *Scope of Services*

The ETB team of professional consultants can provide any or all of the following services:

- Architectural Design
- Structural Engineering
- M/E/P/Fire Protection Design
- Structured Cabling & Technology Systems
- Site Development / Parking
- Landscaping Design
- Computer Visualization

The services listed will be accomplished in steps or phases beginning with Pre-Design/Planning, then Schematic Design Phase, followed by Design Development Phase. Once you approve the final design, we start the Construction Documents Phase, then proceed to the Bidding Phase, and, finally, the Construction Administration Phase.

Throughout the entire process, we continue to utilize an interactive design process and maintain effective communication. The information that follows will help you understand each phase.

#### *Pre-Design/Planning*

Our team's services in this first critical phase will lay the groundwork to clarify project goals and design issues. We have no preconceptions and will work to answer your project needs as we define them together.





# Approach

## E.T. Boggess, Architect, Inc.

Services/tasks include . . .

- Determine project goals and design objectives.
- Review threats & vulnerabilities associated with the project site
- Identify project constraints and opportunities.
- Gather and analyze data – space program/staffing.
- Evaluate site – arrange for geo-tech analysis, if necessary.

### *Schematic Design Phase*

The schematic design documents will establish the general scope and conceptual design of your project, and the scale and relationships of the building components. The main goal of this phase is to arrive at a clearly defined, feasible concept and to present it in a form that will result in your understanding and acceptance.

You will have the following items to review at the end of this phase:

- Conceptual Site Plan
- Preliminary Building Plan with elevations or space adjacency studies
- Perspective Sketches
- Preliminary Cost Estimates

### *Design Development Phase*

Services in the design development phase strive to achieve the refinement and coordination necessary for a polished work of architecture. Here decisions made in schematic design are worked out at a more detailed level to minimize the possibility of major modifications being needed during the development of construction documents.

Your design team arrives at a clear, coordinated description of all aspects of the design, including . . .

- Site/Civil
- Architectural
- Structural
- Mechanical
- Electrical
- Plumbing
- Fire Protection Systems
- Technology & Special Systems

### *Final Design Phase / Construction Document Phase*

Construction documentation is the bridge between building design and physical building form. A key element of documentation services, construction drawings provide the instructions for transforming the design solution into brick, mortar, landscapes, access, etc. The purpose of providing construction document drawings is to provide graphic documentation for bidding and execution of construction services.

Services/tasks include . . .

- Prepare construction drawings based on approved design development drawings.
- Coordinate and incorporate drawings from all team members.
- Prepare specifications to accompany drawings to establish a desired level of performance.
- Submit documents to building code officials.
- Prepare bid packages.

### *Bidding Phase*

Construction procurement activities assist the client in obtaining competent construction services. Our team will prepare bid packages or request for proposals/qualifications, and we will support the selection, negotiation, and contract award processes.



## Approach

### E.T. Boggess, Architect, Inc.

Services/tasks include . . .

- Assist client in selection of project delivery method.
- Organize or participate in pre-bid conference.
- Distribute bidding documents.
- Address questions submitted by bidders.
- Review and evaluate competitive bids.
- Award contract for construction.

#### *Construction Phase / Contract Administration Services*

Contract administration services are important in order to ensure construction conforms to construction documents; to support the design intent; to lessen project risks; to identify and resolve construction problems early; and assist you in understanding the construction process.

The architect, serving as a construction administrator, observes construction for conformity to construction drawings and specifications.

Services/tasks included . . .

- Establish lines of communication.
- Maintain and distribute paperwork/records.
- Respond to contractor's requests for information.
- Track changes in construction documents.
- Review contractor's requests for payment.
- Review shop drawings and product information.
- Prepare field reports and records.
- Supervise completion and closeout.
- Assist with any post-occupancy issues.

During the construction phase, we will be at the site on a regular basis and will be available by phone to answer any of your contractor's questions. We review shop drawings/submittals, and pay requests from the contractor. We want to ensure the construction is in compliance with the design intent.

Your new center will comply with . . .

- ✓ the International Building Code
- ✓ Life Safety Codes
- ✓ all local, state and federal regulations
- ✓ the Americans with Disability Act (ADA)
- ✓ the Army National Guard Design Guide

Once the doors open and you occupy the building, we will remain available to assist you with start-up questions, "fine tuning and balancing" of systems required to make sure the building works specifically for the WV Army National Guard.

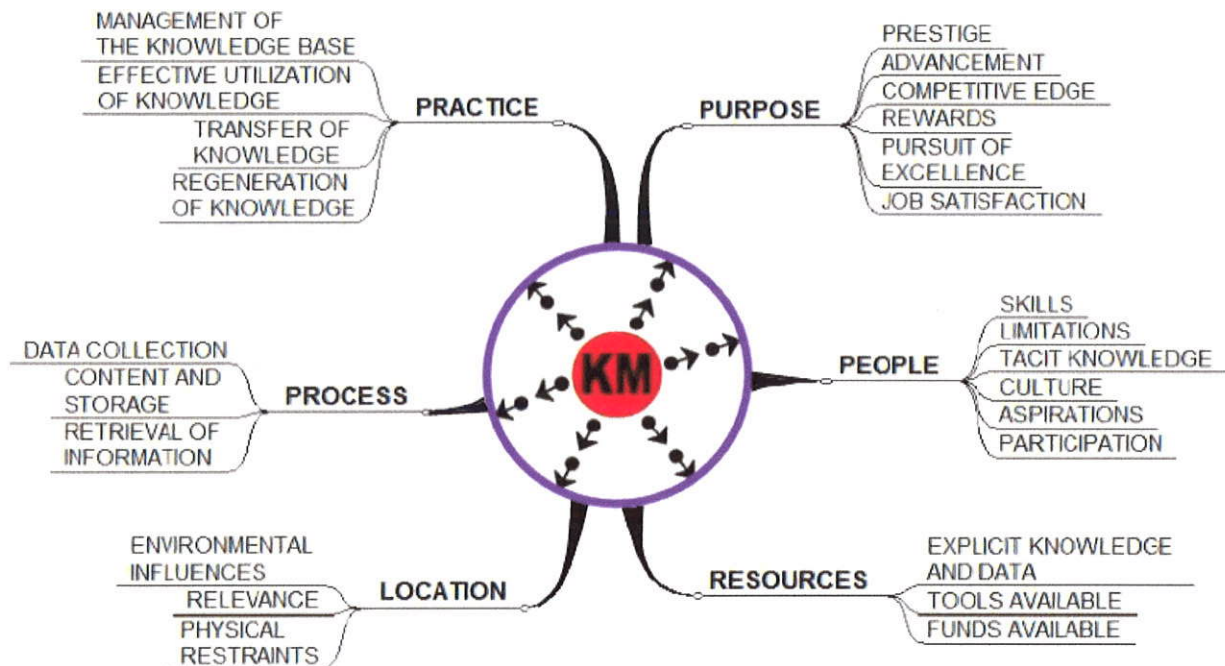
#### *Information Management*

As mentioned previously, project coordination is ETB's responsibility. A very effective tool we utilize in this process is a standard format dedicated website. The website, created in-house, is a key communication component for sharing all types of project information. The owner has immediate access to everything from design plans, imagery, and construction documents to submittals, submittal logs, field reports, and meeting minutes. This has been a very valuable and effective tool to ensure quality control/assurance standards are being maintained.

The following pages outline the information that can be included and gives an example of a current website.







CRITICAL ELEMENTS OF KNOWLEDGE MANAGEMENT  
 Source: 'A Model for Knowledge Management' by Roy Morum

## PROPOSED PROJECT WEBSITE

As a service to the client and for the sake of efficiency, ETB creates an online (secured and password protected) website for each project which functions as a project management tool. The site gives the project team direct access to project information and we consider that effective Knowledge The Project Website is designed with a simple interface – for ease of access by hand-held devices and slower computers and on site, where web-access has limitations Management is the key to the success of the project. This method has proved most successful on our projects – keeping the client and the team members well informed and insuring that the latest information is always readily available.

We maintain the site after the project is complete and this can provide the client with a valuable resource for ongoing Facilities Management.

The site has the following main information areas which may be expanded or adapted to meet the particular needs of the project:

## Home Page

General information such as project description site location and site information.

## Navigation Map

An outline of the Site Navigation structure.

## Administration

All the latest administration documentation will be kept here, such as:

- Site Minutes
- Status Reports
- Field Inspection Reports
- Change Orders

## Documents-Drawings

This is the working area of the Web-Site and will include an interface for Transfer of documents via FTP. The sections include:

- Drawings Index & Revisions. (The latest revisions are always shown on this index.
- Specifications & Keynotes.
- LEED Documentation,
- Drawings.(In CAD and PDF format)

## Graphics

The Graphics page will provide an interface to view to Concept Models etc.

- Concept Graphics.
- Site Images.
- Job Camera
- Rendered Images.

## Project Schedule

The latest version of the following will be kept here:

- Project Schedule
- Project Milestones
- Project Meetings/ Calendar
- Current Site Weather conditions



# Approach

## E.T. Boggess, Architect, Inc.

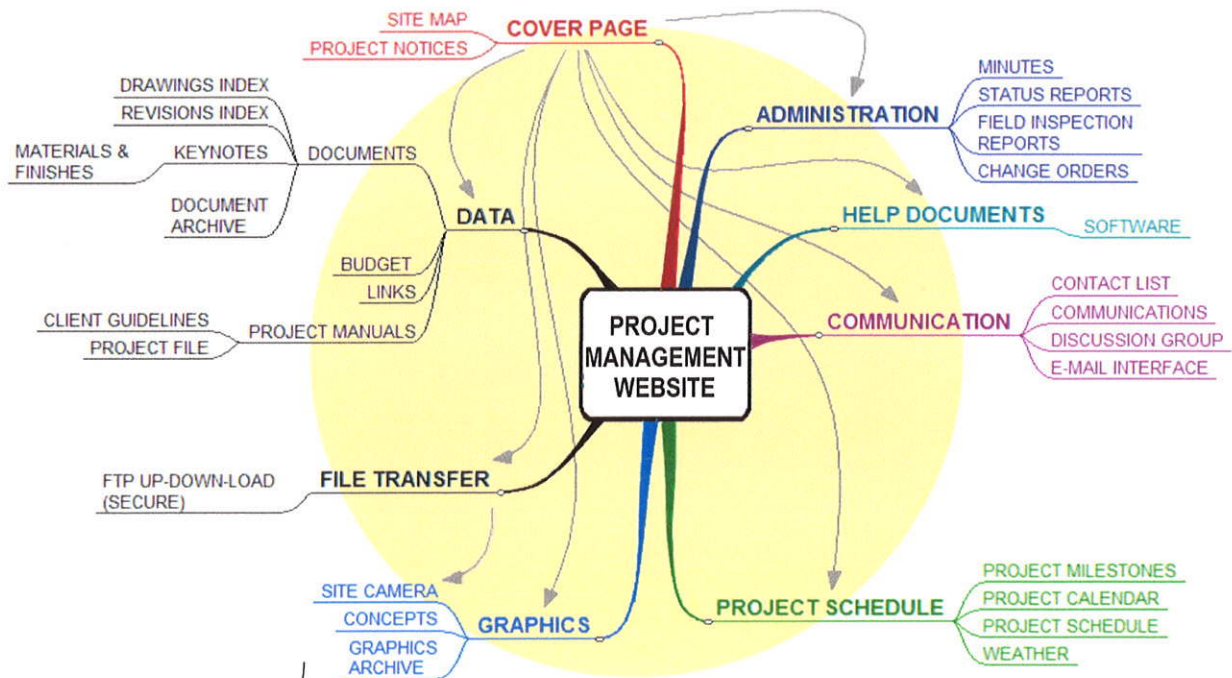
### Communication

This page provides all the latest contact details of the parties involved in this Project. The sub-sections include:

- Contact List
- Communications
- Discussion Group
- E-mail interface

### Help Documents

This page provides assistance on any issue related to the Project and the Web-Site. Software required for the use of this site (such as drawing viewers) can also be downloaded here.



WEBSITE MAP - As developed and managed by ETB architects

# Approach E.T. Boggess, Architect, Inc.

**E.T. BOGGESS ARCHITECT INC.**  
PO Box 727 181 Rockledge Ave. Princeton WV 24740-0727  
Ph: 304 425 4491 Fax: 304 425 2038  
<http://www.etbarchitect.com>

West Virginia Army National Guard / U.S. Army Reserve

## ARMED FORCES RESERVE CENTER (AFRC)

Randolph County, Elkins, West Virginia

**PROJECT ADMINISTRATION MANAGEMENT HOME PAGE**  
WORKING PROJECT WEBSITE FOR CONSTRUCTION PHASE. AUTHORIZED ACCESS ONLY ALLOWED

**DISCLAIMER:** This website is maintained for convenience, and ease of communication only. No intrusion, communication, or other document contained herein will be considered valid. In terms of the contract. All data & information must be verified against the contents of the original authorized document. Information contained herein will not relieve the contractor of the responsibility for maintaining proper documentation and administrative or other duty within the contractual obligations.

[CONTACTS](#) | [CONSTR ADMIN](#) | [KEYNOTES](#) | [DWG INDEX](#) | [DWG FILES](#) | [PROCEDURES & DATA](#)

### PROJECT NOTICES

Preliminary bid dates proposed  
**Elkins AFRC - Utility Extension Contract**

ADVERTISEMENT  
PRE-BID MEETING  
ADOCN001M1  
LAST DAY FOR QUESTIONS  
ADOCN001M2  
BID OPENING  
**REVISED DATES TO BE SUBMITTED**

[See Fire Marshall Reports](#)

### PROJECT DESCRIPTION

The Elkins Armed Forces Readiness Center (AFRC) consists of the primary facility, military equipment parking (MEP), and privately owned vehicle (POV) parking. The primary facility will be housed in an 84,700 square-foot, single-story building with a steel hall.

The site is located approximately 8 miles west of Elkins, West Virginia and borders on U.S. Route 32 (Corridor H), a four-lane highway with limited access control. A new two-lane access road will be required up the hill to the usable area of the property.

The site is approximately 112 acres and site occupies a hill in a large bend of the Tygart Valley River, with a large, mostly sloping hilltop and moderately steep - to steep slopes down to the river. Approximately 50 of the 112 acres are accreted with another 22 acres of unclaimed strip mine covered by pine trees and grasses. The site drains directly into the Tygart Valley River. A drainage channel will be required to convey the stormwater from the proposed facility down the steep hillside to the river.

[Email Feedback](#)

### MEETINGS

Meetings are generally to be held every two weeks on Thursdays at 10am.

Conference Call Information:  
Ready Access Number: 8005032899  
7-Digit Access Code: 7839566

### MEETING SCHEDULE - 2010 (Thursdays)

06-03-2010 / 06-17-2010  
07-01-2010 / 07-15-2010 / 07-29-2010  
08-12-2010 / 08-26-2010  
09-05-2010 / 09-19-2010  
09-27-2010 / 10-11-2010  
10-27-2010 / 11-10-2010  
11-04-2010 / 11-18-2010  
12-02-2010 / 12-16-2010 / 12-30-2010

### MEETING SCHEDULE - 2011 (Thursdays)

TBD

### CONSTRUCTION ADMINISTRATION

Click on this heading to go to the Construction Administration page. This area is for the management and storage of Contract Documentation and the coordination of Drawings, RFIs, etc.

### DRAWING INDEX

Click on this heading to go to a list of all current drawings issued.

### WEBSITE MAP

SEE CONSTRUCTION ADMINISTRATION PAGE

### FTP SITE ACCESS

[Click here to contact Web Administrator for access details.](#)

Map | Sat | Ter | Earth

© 2010 Google

[View Larger Map](#)

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**Elkins, WV**  
Scattered Clouds  
Humidity: 90%  
Visibility: 6 miles  
Wind: Calm

Updated: 11:00 AM  
**54 °F**  
Click for forecast

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**E.T. BOGGESS ARCHITECT INC.**  
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West Virginia Army National Guard / U.S. Army Reserve

## ARMED FORCES RESERVE CENTER (AFRC)

Randolph County, Elkins, West Virginia

### PROJECT ADMINISTRATION

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## SECTION TWO

### Firm Profiles



# Firm Profile

## E.T. Boggess, Architect Inc.

### *History*

E. T. Boggess, Architect, Inc., (ETB) is a 14 person architectural firm located in Princeton, West Virginia. Our firm was established in 1966 by Ted Boggess and has been successful because of a team approach and partnership-type attitude with all involved in the design and construction process. Having grown up in the practice and with a life-long love of architecture, Todd became a full time presence with the firm in 1988 after receiving a Masters in Architecture from Clemson University. Their unique relationship as father/son/mentor/ apprentice and, now, partners is both exciting and rewarding as the practice continues to flourish and evolve.

### *Reputation*

Our firm lives or dies by its reputation. We work for "Pride in Product" and are confirmed by the amount of repeat business we can truthfully claim.

The architects at ETB are well-respected for their high ethical standards, as well as professional and civic activities. They are frequently asked to serve as expert witnesses and arbitrators in legal disputes. They have also been selected to serve on various local, state and national committees. These committees cover areas from determining local zoning ordinances to reviewing and developing educational requirements for future architects, to preserving West Virginia's historic architecture.

### *Attitude*

Bigger is not always better. ETB has purposely controlled size in order to maintain personal involvement and quality control.

We feel that it is important to maintain close client contact and availability to respond to your needs and address any situations that may arise. Your project will not get lost in the shuffle. We are, however, of sufficient size and capabilities to accommodate the needs of these projects, as well as ensuring the successful completion of our current workload. The depth of our personnel is such that we can assign individuals to the appropriate task during each phase to ensure all your projects' needs are satisfied.

### *Teamwork*

All projects and, thus, our services are not as much dependent on our design abilities as architects, but rather on our commitment to perform and implement a set of standards and design that responds to the needs of our client. In house, ETB actually functions as a team of consultants with the strengths and abilities emphasized in their role within the team. In particular, our expertise is very strong with regards to communication and information management, unique design solutions, construction documentation, project administration, and quality control. These areas of expertise are represented by the team members that will be highly involved on this project for the Guard.

Throughout West Virginia, we have developed relationships with government agencies, contractors and material suppliers which will be valuable as we address the challenges associated with this project. ETB has worked with many of the code officials, including the state fire marshal, and consider them an extension of our team, another member who is concerned about the final design. We review our designs with the State Fire Marshal's Office in Charleston at regular intervals during the design process.





# Firm Profile

**E.T. Boggess, Architect Inc.**

## *Experience*

Over the past 46 years, ETB has accomplished many different types of buildings in 12 different states and 1 foreign country. We have not limited ourselves by focusing on one particular type of project or a single location. Instead, we choose to maintain a diverse practice which allows us to begin each project with renewed enthusiasm. Our strength is in the delivery of appropriate and analytical solutions for complex buildings and doing so within restricted budgets and time constraints.

Almost 30 years ago, ETB was one of the first architectural firms in the state to implement the use of computer-aided design and drafting into the everyday practice of architecture. Today, we continue to lead the industry as we utilize photorealistic imagery through computer modeling and digital photography. The building 3-D model and associated imagery can be developed early in the design process for your presentations. This helps everyone better understand design approaches and project contextual relationships within a setting.

The vast opportunities associated with virtual reality allow us to provide you with a "tour" of your finished building long before the foundation has been laid. We are also utilizing a dedicated ftp website which allows for more effective team collaboration on many of our recent projects. A variety of information can be shared on the website and available for immediate review. The WVARNG and State of West Virginia will benefit from our experience, combined with ongoing technological research and innovations.

## *Schedules & Budgets*

ETB understands the importance of ensuring that all schedules and budgets are met. Our past experience designing within the confines of strict budgets and tight construction schedules makes us even more diligent in these areas.

Some of our most recent projects, especially for state agencies, have presented us with very rigorous scheduling goals. Our projects for the West Virginia School Building Authority have penalties built in if schedules and established budgets are not adhered to and we have met each and every deadline.

## *Quality Assurance*

We feel quality assurance is the ability of an architect to provide the client with a set of documents that satisfies the client's needs and are as accurate as possible. ETB believes quality assurance is an ongoing process, not just a one-time occurrence. No project is perfect, however, we strive to achieve maximum client satisfaction. To that end, we have set the following goals for ourselves:

- Promote teamwork . . .
  - With owner and representatives
  - Within the office
  - with outside consultants
  - with regulatory officials
- Quality management throughout entire project - *Website*
- Prompt response to client's requests - *Availability*



# Firm Profile

## E.T. Boggess, Architect Inc.

- Creation of quality construction documents – *Purpose Driven*
- Error *prevention*, not error catching – *Standard Practices*
- Personal pride in our work – *Motivation*
- Education and Training in-house (staff mentoring) – *Continuing Education*
- Go the extra mile whenever necessary – *Service Oriented*

### Quality Control

Quality control starts with matching expectations about quality levels with budget and scope during planning and design reviews and continues through construction delivery with a program of inspections, tests, and certifications. It flows seamlessly from one phase to another. The “partnership” we develop during the project assists us in maintaining quality control. We strive to coordinate performance among the entire project team in order for a completed building program to fully satisfy your needs and expectations. The quality control plan we follow should help eliminate errors, reduce cost and improve overall building quality. ETB normally follows the plan as outlined below:

- Keep the lines of communication open between all team members
- Share lessons learned from recent similar projects, include value engineering
- In-house reviews to address issues with constructability

- Utilize past experiences related to construction administration
- Provide post construction administration services to be utilized on future projects

### Projects

ETB has been very fortunate over the past ten years to be involved with various state and local government agencies on projects of varying scope and budgets. The majority of our work during the past decade has been public-use projects, with only about 25% representing financial institutions, residential, religious, recreational, and health & fitness for private organizations.

The scope of our work for the state has included office spaces, maintenance/garage facilities, multi-purpose areas, classrooms, conference space, distance learning, laboratories, workshops, judicial courtrooms, and conference rooms. Specifically, we have provided new designs for the following state agencies:

- WV Army National Guard
  - Elkins Readiness Center
- WV DOT/Dept. of Highways
  - District Ten HQ Complex
  - District Six HQ Complex
  - District Nine Office Building
  - District One Office Building & Maintenance Building
- WV Higher Education Policy Commission
  - Planning & Programming for \$108 mil bond for the Community & Technical College System





# Firm Profile

## E.T. Boggess, Architect Inc.

- WV Community and Technical College System
  - Advantage Valley Advanced Technology Center
  - North Central Advanced Technology Center
  - New River C&TC Raleigh County Headquarters
  - Allied Health Building
- WV School Building Authority
  - PikeView Middle School
  - Panther/laeger Elementary School
  - Greenbrier West High School Addition
- WV Supreme Court of Appeals
  - Mercer County Courthouse Annex

Additional work for local governmental agencies during the past ten years includes:

- Mercer County Commission
  - Mercer County Courthouse Annex
  - Mercer County Health Center
  - Mercer County Courthouse (Energy Improvements)
  - Mercer County War Memorial Building Renovations
  - Mercer County 911 Center Programming for new facility (also designed the original building)
- City of Princeton
  - Railroad Museum
  - Library Adaptive Reuse
  - East Mercer Streetscape
- City of Bluefield
  - Streetscape
  - Chicory Square

- Concord University
  - Rahall Technology Center
- New River Community & Technical College
  - Lewisburg Fine Arts Renovation Design
  - Ghent Renovation Design

ETB has also worked with the GSA on several projects including Social Security Offices for Welch and Williamson and renovations to accommodate the needs of the IRS in Downtown Beckley.

Many of our projects, especially in recent years, have involved state-of-the-art technology and security/communication systems, as well as focusing on energy efficient, sustainable designs.

Section 3 contains more information regarding some of these projects, along with project information provided by our team members.



## C O R P O R A T E   P R O F I L E



Clingenpeel/McBrayer & Associates, Inc.

### Services

CMA Engineering is a West Virginia based small business firm, providing services in the areas of HVAC, plumbing, fire protection and electrical engineering. CMA's founders have long believed in the philosophy that a successful project requires a comprehensive approach. This includes all traditional facets of project planning, starting with master planning, working closely with the client, developing the completed construction documents, bidding the project and contract administration. However, our depth of expertise goes far beyond the traditional services. From developing design criteria for owners to designing the mechanical and electrical systems for the West Virginia DEP Consolidated Office Building, the first LEED certified building in the state, CMA is a proven leader in providing engineering services in the design-build delivery method. As we have been involved in LEED Certification and other "LEED-Oriented" ventures for several years, we attempt to incorporate the most efficient and sustainable "green" designs in all of our projects.

### History

Since 1986, CMA Engineering has provided services on numerous projects of varying size and complexity. Clients include architects, industrial companies, governmental agencies, contractors, engineers, developers and private organizations. With offices strategically located in Charleston and Morgantown, our professional staff can provide clients with exceptional hands-on engineering services and construction administration without effecting the project's budget.



### Commitment

CMA Engineering's submittal is based on your needs and our experience. Our firm has the experience, service and quality work to create a successful project. We are committing senior design professionals in order to assure you receive top priority. We have extensive experience with projects of this nature. Examples of projects for which we were the Engineer are listed in this proposal.

In 1987, computer aided drafting stations were added to provide the best quality and engineering services for our clients. We are currently operating AutoCad 2011. Our firm is constantly monitoring the latest technology, the cost effects and the end results to the final project.

Present staffing allows CMA to complete work in a timely manner without limiting our ability to perform our on-going work. The staff of CMA Engineering is large enough to handle any size project, yet small enough for direct input and supervision by key personnel.



Clingenpeel/McBrayer & Associates, Inc.

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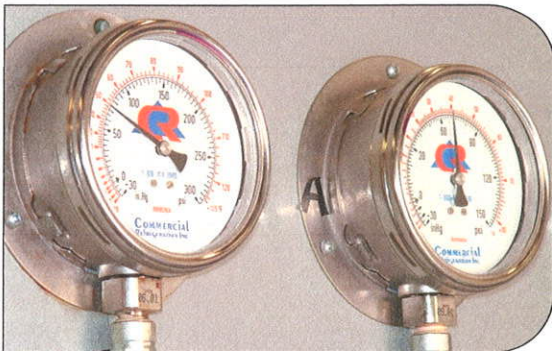
(304) 598-2472 fax



## M E C H A N I C A L

CMA Engineering experience includes:

Constant Volume Air Handling Systems  
Variable Volume Air Handling Systems  
Demand Control Ventilation Systems  
Natorium Dehumidification Systems  
Building Energy and Management Control Systems  
Industrial Ventilation and Exhaust Systems  
Steam and Condensate Systems  
Cooling Plants and Distribution  
Heating Plants and Distribution  
Energy Recovery Systems  
Water Source Heat Pump Systems  
Low, Medium and High Pressure Air Distribution Systems  
Direct Digital, Pneumatic and Hybrid Control Systems  
Kitchen Ventilation and Exhaust Systems



*(top)* Ruby Memorial Hospital—Morgantown, WV  
HVAC Exhaust System

*(middle)* Memorial Ice Rink—South Charleston, WV  
Refrigerant Pressure Gages

*(bottom)* Alderson Federal Correctional Facility—Alderson, WV  
Steam Plant

CMA  
ENGINEERING

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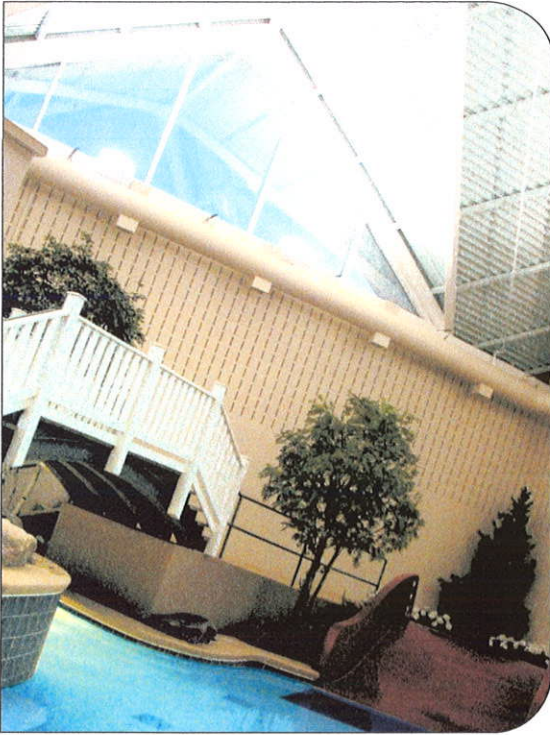
5 Riddle Court  
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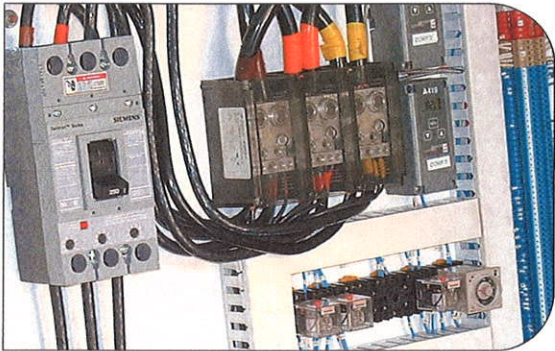
## E L E C T R I C A L

CMA Engineering experience includes:

Underground Ducts and Utility Structures  
Intrusion Detection  
Closed Circuit Television  
Cable and Master Antenna Television  
Medium Voltage Distribution and Substations  
Secondary Voltage Distribution  
Engine Generators and Battery Inverters  
Transient Voltage Suppression  
Interior Lighting  
Exterior Lighting  
Sports Lighting  
Theatrical Lighting  
Lighting Control  
Uninterruptible Power Supply Systems  
Lightning Protection  
Intercommunications Systems  
Nurse Call  
Voice and Data Systems  
Fire Detection Systems



(above) Split Rock Pools—Snowshoe, WV  
Indirect Lighting System



(below) Memorial Ice Rink—South Charleston, WV  
Chiller Power and Control Panel



Clingenpeel/McBrayer & Associates, Inc.

824 Cross Lanes Drive  
Charleston, West Virginia 25313  
(304) 343-0316 tel  
(304) 343-5146 fax

5 Riddle Court  
Morgantown, West Virginia 26505  
(304) 598-2558 tel  
(304) 598-2472 fax

[www.cma.wv.com](http://www.cma.wv.com)



## P L U M B I N G   &   P I P I N G

CMA Engineering experience includes:

Sanitary Sewer Systems  
Storm Sewer Systems  
Natural Gas Distribution  
LP Gas Distribution  
Fuel-Oil Distribution  
Compressed Air Systems  
Vacuum Systems  
Chemical Waste Systems  
Process Water Systems  
Deionized Water Systems  
Domestic Water Systems  
Helium Distribution Systems  
Domestic Water Pumping Systems  
Sewage Pumping Systems  
Water Heating  
Automatic Fire Sprinkler Systems  
Standpipe Systems  
Fire Pumps, Storage Tanks, Service Mains  
Medical Gas Systems



(top) Split Rock Pools—Snowshoe, WV  
Piping & Pump Room

(middle) Memorial Ice Rink—South Charleston, WV  
Piping & Chilling

(bottom) Alderson Federal Correctional Facility—Alderson, WV  
Steam Piping

CMA  
ENGINEERING

Clingenpeel/McBrayer & Associates, Inc.

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## Professional Affiliations



Leadership in Energy &  
Environmental Design



U.S. Green Building  
Council



American Society of  
Heating, Refrigerating and  
Air Conditioning Engineers,



American Institute of  
Architects— WV Chapter  
Affiliate Member



National Fire  
Protection Association

ASPE

American Society Of  
Plumbing Engineers



MasterSpec  
Specifications



The  
LIGHTING  
AUTHORITY

Illuminating  
Engineering Society



WV Society of  
Healthcare Engineers



International Code Council (ICC)



Business Partner

CMA  
ENGINEERING

# Background



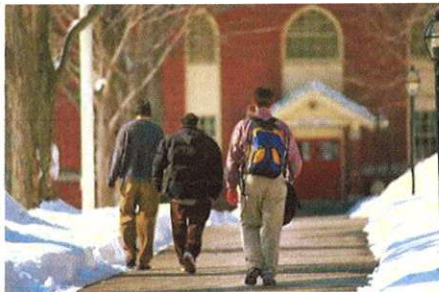
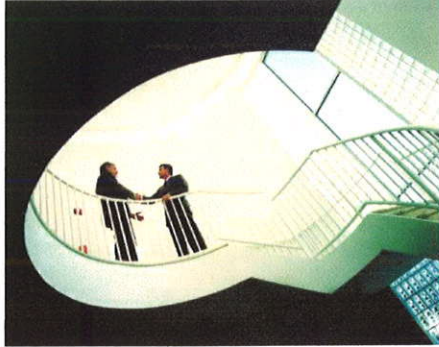
Moment Engineers, Inc. is a professional consulting firm specializing in structural engineering. We serve the architectural and building construction communities throughout West Virginia. Based in Charleston, West Virginia at 179 Summers Street, Moment Engineers was founded by Douglas Richardson in early 2005.

During his more than 20 years of experience, Mr. Richardson has had sole responsibility for the structural engineering design of more than 5 million square feet of built space. The construction costs of these projects exceeded a half billion dollars. His experience, which ranges from small to very large multi-phase projects, is invaluable in providing the technical expertise and creative flexibility to deliver results in a prompt and reliable manner.

Our staff's experience encompasses a wide variety of building types and sectors, and our expertise includes design analysis for steel, concrete, masonry, and wooden structures.



# Approach



At Moment Engineers, we recognize that the architect is the primary contact for the building owner. Our role is to strengthen that relationship by producing high quality designs in a prompt and cost effective manner. To that end, we emphasize incorporating traditional and technical means of communication and data transfer to ensure a seamless integration of structural integrity and architectural creativity.

We believe that the practice of engineering is the point at which science and society meet. We also believe that the architects and builders we serve are essential in the development of the fundamental dignity of the community. Moment Engineers is strongly committed to developing structural solutions which bring permanence and strength to the expression of architectural thought.



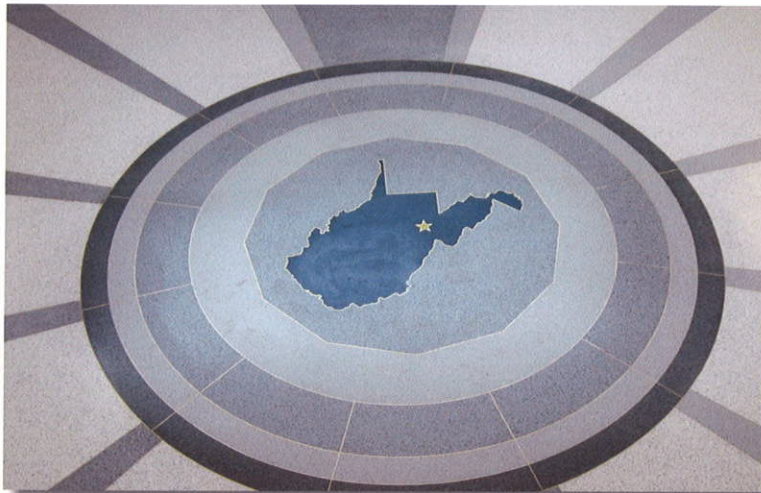
## SECTION THREE

### Projects



## WV Army National Guard Readiness Center

ETB is providing construction administration services for the 50,000 sf, single-story facility which they also designed to house the Elkins units of the Army Reserve and National Guard.



The Readiness Center will have two main entrances; the front into the lobby and the rear into the assembly hall. The circular central core of the entrance leads to the administrative wing (east) and classroom wing (west). The facility will also contain a learning center, library, storage areas, locker rooms, kitchen, break-room, and Telcon spaces. Areas within the lobby will be used for recruiting, family support and distance learning.



The project included the design and construction of a separate structure for secure storage & maintenance/workshop/office structure.



E.T. Boggess, Architect, Inc.

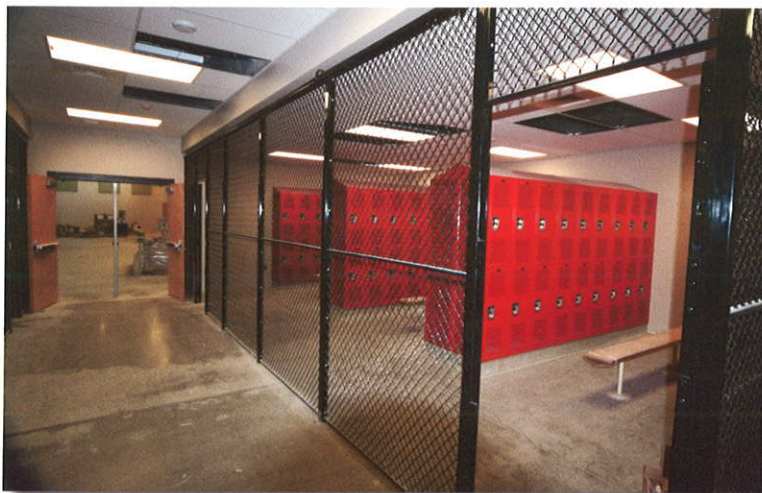
ETB

Under  
Construction





# WV Army National Guard Readiness Center



E.T. Boggess, Architect, Inc.



Under  
Construction





# WV Army National Guard Readiness Center



Secure Storage and  
Maintenance Building



Architectural floor plan of the 1st floor of the University of Illinois at Chicago (UIC) Student Union. The plan shows a large central hall with a circular section, surrounded by various rooms, including classrooms, offices, and a large assembly hall. A 'FORCE PROTECTION WALL' is shown on the left side, separating the building from a 'POV PARKING' area. The plan includes a legend for materials and finishes, and a scale bar indicating 0 to 100 feet.

**Legend:**

- A: 030501 POLISHED CONCRETE / SALTER
- B: 030502 POLISHED CONCRETE / SALTER
- C: 030503 POLISHED CONCRETE / SALTER
- D: 030504 POLISHED CONCRETE / SALTER
- E: 030505 POLISHED CONCRETE / SALTER
- F: 030506 POLISHED CONCRETE / SALTER
- G: 030507 POLISHED CONCRETE / SALTER
- H: 030508 POLISHED CONCRETE / SALTER
- I: 030509 POLISHED CONCRETE / SALTER
- J: 030510 POLISHED CONCRETE / SALTER
- K: 030511 POLISHED CONCRETE / SALTER

SCALE: 1" = 20'-0" (1" = 40'-0" on tabloid sht)  
4ft module)



A	04001A	POLISHED CONCRETE / SEALER
B	04001B	POLISHED CONCRETE / SEALER STRIPS
C	04001C	CARPET TILE / TRANSITION STRIP
C	04001C	CARPET / TRANSITION STRIP
D	04001D	CARPET / TRANSITION STRIP
E	04001E	CARPET / TRANSITION STRIP
F	04001F	CARPET / TRANSITION STRIP
G	04001G	CARPET / TRANSITION STRIP
H	04001H	CARPET / TRANSITION STRIP
I	04001I	CARPET / TRANSITION STRIP
J	04001J	CARPET / TRANSITION STRIP
K	04001K	CARPET / TRANSITION STRIP
L	04001L	CARPET / TRANSITION STRIP
M	04001M	CARPET / TRANSITION STRIP
N	04001N	CARPET / TRANSITION STRIP
O	04001O	CARPET / TRANSITION STRIP
P	04001P	CARPET / TRANSITION STRIP
Q	04001Q	CARPET / TRANSITION STRIP
R	04001R	CARPET / TRANSITION STRIP
S	04001S	CARPET / TRANSITION STRIP
T	04001T	CARPET / TRANSITION STRIP
U	04001U	CARPET / TRANSITION STRIP
V	04001V	CARPET / TRANSITION STRIP
W	04001W	CARPET / TRANSITION STRIP
X	04001X	CARPET / TRANSITION STRIP
Y	04001Y	CARPET / TRANSITION STRIP
Z	04001Z	CARPET / TRANSITION STRIP

0 1/2" 1" 2"

SCALE





**Total Complex**

## West Virginia DOH District 10 Complex

The WVDOH District 10 Complex at Gardner brought together district functions that were previously scattered in several locations throughout Mercer County, onto a single campus-like setting/site.

Facilities that make up the complex include . . .

- Office Building
- Maintenance Shop
- Bridge & Sign Shop
- Lab Building

The design is being repeated at multiple districts throughout the state. ETB is making modifications for each specific site, as well as slight design modifications as requested.



**Office Building**



**Maintenance Building**

**Office: 27,791 sf**

**Maint: 18,488 sf**

**B & S: 16,820 sf**

**Lab: 3,732 sf**





**Office Building**

## **West Virginia DOH District 6 Complex**

The WVDOH District 6 Complex at Moundsville brought together district functions onto a single campus-like setting/site.

Facilities that currently make-up the complex include the office building, the maintenance shop, and the bridge & sign shop.

The maintenance shop includes modern repair bays for trucks and equipment, welding, prep, wash and paint bays, office areas, parts and general storage.

The lab building will be constructed in the future.



**Maintenance Building**





## West Virginia DOH District 9 Complex

The new Office Building for DOH District 9 has recently been completed. This new facility was modeled after the previous office buildings that were built for both District 10 and 6 as part of an entire campus complex. As with the other districts, construction documents were adapted to accommodate District 9's specific site and requirements.

Plans have not yet been finalized for the remaining three buildings that are part of the whole complex.





# Projects

E.T. Boggess, Architect Inc.

## Governmental - New:

- Mercer County Courthouse Annex, Princeton, WV
- WV Army National Guard Readiness Center, Elkins, WV
- WV Tourist Information Center, Princeton, WV
- WVDOH District 10 HQ Complex Gardner, WV
  - Office Building
  - Maintenance Building
  - Bridge/Sign Shop
  - Lab Building
- WVDOH District 6 HQ Complex, Moundsville, WV
  - Office Building
  - Maintenance Building
  - Bridge/Sign Shop
  - Lab Building
- WVDOH District 9 Office Building, Lewisburg, WV
- Mercer County Health Center, Green Valley, WV
- Mercer County EOS/911 Emergency Response Center, Green Valley, WV
- Mercer County Civil Air Patrol Hanger and Headquarters, Bluefield, WV
- City Municipal Building, Princeton, WV
- U.S. Social Security Offices for the GSA
  - Welch, WV
  - Williamson, WV
- Princeton Railroad Museum (*Historical Re-creation*)
- Bramwell Coal Interpretive Museum (*Historical Re-creation*)

## Governmental - Renovations:

- Princeton Public Library, (*Adaptive Re-use*), Princeton, WV
- Pipestem State Park Conference Center (*Renovations + Addition*), Pipestem, WV
- Greenbrier County Convention and Visitors Center, Lewisburg, WV
- Mercer County Courthouse Energy Improvements, Princeton, WV
- U.S. Social Security Offices for the GSA, Bluefield, WV
- Mercer County Courtroom for the new judge, Princeton, WV
- Mercer County War Memorial Building, Princeton, WV
- Department of Health & Human Resources, Welch, WV
- Division of Motor Vehicles, Welch, WV
- Welch City Hall/Library (*Renovations & Floodproofing*), Welch, WV
- Nicholas County Judicial Annex, Summersville, WV
- Beckley Financial Center – IRS Offices for the GSA (*Adaptive Re-use*), Beckley, WV
- Hatfield/McCoy Regional Recreational Authority Offices, Lyburn, WV

**Design of mechanical, electrical, plumbing, fire protection and communication systems, including emergency power generators.**



### **WVANG Elkins Readiness Center**

CMA Engineering provided design of HVAC, plumbing, fire sprinkler and fire alarm systems, and electrical systems for new 54,500sf readiness center. All systems were designed utilizing LEED criteria.



### **Moorefield Readiness Center**

CMA Engineering is currently providing mechanical, electrical and plumbing design services for the new 57,100sf readiness center which will include a 911 Center, a distance learning center and classrooms. MEP systems are being designed to obtain LEED Silver Certification .



### **Gassaway Armory**

CMA Engineering provided mechanical, electrical and plumbing, design services for the renovation of 24,170sf of a single story structure including a 10,900sf drill hall and the addition of a new 4,810sf single story facility to house lockers, storage space, a lobby, corridors and office space.



### **St. Albans Armory**

CMA Engineering provided mechanical, electrical and plumbing design services for the renovation of 16,407sf of a single story facility and a single story addition of 13,940sf composed primarily of office space, storage space, a lobby and corridors.



**Design of mechanical, electrical, plumbing, fire protection and communication systems, including emergency power generators.**



### **WVANG Eleanor Maintenance Center**

CMA Engineering provided mechanical, electrical and plumbing design services for a 132,000sf maintenance facility to house combined support maintenance shop and Class IX USPFO warehouse. CMA has continued to provide engineering services for the addition of the paint booth, entrance guard house, MCOFT pad, and covered storage.



### **WVANG Eleanor Readiness Center**

CMA Engineering provided engineering services for the design of mechanical, electrical and plumbing systems for the new 80,000sf readiness center, including a 16,000sf section that is utilized by the United States Navy.



### **WVANG Summersville Readiness Center**

CMA Engineering provided engineering services for the design of mechanical, electrical and plumbing systems for the 42,000sf readiness center. This facility also features areas for use by the City of Summersville for events



### **WVANG Lewisburg Readiness Center**

CMA Engineering provided mechanical, electrical and plumbing design services for a 37,000sf readiness center that includes a vehicle maintenance bay.

## Project Profiles

## New Construction 911 Centers

Design of mechanical, electrical, plumbing, fire protection and communication systems.



### **New Randolph County 911 Center**

CMA provided design services for HVAC, plumbing, fire alarm, fire sprinkler, electrical and communications systems for the new 12,000sf facility.

### **New Putnam County 911 Center**

CMA is currently providing design services for the HVAC, plumbing, fire alarm, fire sprinkler, electrical and communications systems for the new single story 911 Facility(11,700sf) and new two story maintenance garage(5,000sf) with six maintenance bays on lower level and storage area (1,500sf) on second level.



### **New Raleigh County 911 Center**

CMA provided design services for HVAC, plumbing, fire sprinkler/alarm systems, data and communication and electrical power for the new Emergency Operation Center in Raleigh County.

### **New Wetzel County 911 Center**

CMA is currently providing design services for the HVAC, plumbing, fire alarm, fire sprinkler, electrical and communications systems for the new 3,100sf facility.



### **Harrison County 911 Center**

CMA Engineering provided mechanical, electrical, plumbing, fire alarm, fire sprinkler and communication systems design services.



## Project Profiles

## New Construction Emergency Response Facilities

Design of mechanical, electrical, plumbing, fire protection and communication systems



### **Orchard Manor Fire Station, Charleston, WV**

CMA Engineering provided design of HVAC, plumbing, fire sprinkler and fire alarm, electrical and communications systems and site utilities for new 9,000sf fire station .



### **Northview Fire Station, Clarksburg, WV**

CMA Engineering provided design of HVAC, plumbing, fire sprinkler and fire alarm systems, communication systems, lighting and electrical power for renovations to 7,000sf existing office facility and new connected garage facility of 7,300sf.



### **White Sulfur Springs Fire Station**

CMA Engineering provided design of HVAC, plumbing, fire sprinkler and fire alarm systems, communication systems, lighting and electrical power for new 7,800sf facility.



### **WVANG-Fire Station**

CMA Engineering is provided design services for the HVAC, plumbing, fire alarm, fire sprinkler, communications systems, lighting and electrical power for the design/build of the new approximately 21,000sf fire/crash/ rescue station in Charleston, WV.

## Project Profiles

## New Construction



### **West Virginia Intermodal Parking Facility**

CMA Engineering provided engineering services to develop performance criteria data for a new intermodal parking facility located on the Health Sciences Campus in Morgantown, WV. The initial phase of the project is to create a 500 space parking garage expandable to 1500 spaces with offices, retail and storage space.



### **Morgantown Events Center**

CMA Engineering provided engineering services for the criteria development and preparation of RFP for Design/Builders for new 80,000sf multi-purpose event center and parking structure.



### **Mylan Pharmaceuticals**

CMA Engineering provided mechanical, electrical, plumbing and fire protection systems design for new corporate office in Morgantown, WV. CMA Engineering also provided engineering services for the 425,000sf addition to the plant facility, the new hangar and parking



### **Sissonville Middle School, Kanawha County**

CMA Engineering provided mechanical, electrical, plumbing, sprinkler, and data/communication/alarm/control engineering design services for the new, approximately 80,000sf facility, consisting of administrative areas, commons, auditorium, media/technology, sixth, seventh and eighth grade educational areas, laboratories, special education, food services and physical education areas. CMA also provided design for the addition of the fifth grade wing.



CMA Engineering has provided engineering design services for over 65 postal projects, under an Open-end contract since 1993. Projects have included new construction and renovations/upgrades to mechanical, electrical, plumbing and security systems. A partial listing of projects include:

Charleston Main Post Office

Charleston Corridor G Plant

Charleston Carrier Annex

Clarksburg Post Office

Beckley Post Office

Bluefield Post Office

Princeton Post Office

Beaver Post Office

Inwood Post Office

Fairmont Post Office

Oceana Post Office

Williamson Post Office

Lavallette Post Office

Sandy Hook Post Office

Huntington Post Office

Martinsburg Post Office

Roanoke Post Office

Pt. Pleasant Post Office

Catlettsburg, KY Post Office

Greenup, KY Post Office



## West Virginia Army National Guard Project Experience

Douglas Richardson has provided the structural engineering and design for the following projects:

Robert C. Byrd Regional Training Institute -  
Camp Dawson, WV

Armed Forces Reserve Center - Camp Dawson, WV

Armed Forces Reserve Center - Glen Jean, WV

Construction & Facilities Management Office -  
Charleston, WV

Mountaineer Challenge Academy - Camp Dawson, WV

Armed Forces Reserve Center - Elkins, WV

Multi-Purpose Building - Camp Dawson, WV

These six facilities total over 460,000 square feet of built space, and each serves as a outstanding example of how a military structure can enhance the readiness of the units they support while also contributing to the local, state and national communities in which they are located. The structural systems utilized include steel frames, reinforced concrete and masonry, load bearing cold-formed steel studs, and long span steel joists.







## Additional Project List

In addition to these WVARNG projects, Moment Engineer's staff experience includes a wide variety of new building design and existing building analysis. The list below is a small sample of the projects for which Douglas Richardson has had responsible charge of the structural engineering, design and contract document production. A more extensive list is available upon request.

<u>Project</u>	<u>Sq. Ft.</u>
Barboursville Elementary School	63,947
Greenbrier East H.S. Renovations & Additions	205,057
Lincoln Co. High School	216,500
Wayne Co. Spring Valley High School	175,000
St. Albans High School	172,600
Dunbar Primary Center School	14,100
Judge Donald F. Black Courthouse Annex	37,000
WV Hospital Association Office Building	29,710
Cabell West Elementary School	55,788
Capital State Bank	4,088
Kappa Alpha Fraternity House, WVU	14,000
Sears, Chesterfield Mall, Richmond VA	146,980
Sears, Loudon VA	132,600
Alderson Federal Prison Dormitory	60,625
Western Juvenile Detention Center	29,015
Cacapon State Park Addition	9,842
Lewisburg United Methodist Church	12,800
Kroger Store Renovation, Kanawha City	15,427
Goodwill Industries Renovation and Addition	15,460

## SECTION FOUR

### Resumes



# Todd Boggess, AIA, NCARB, Architect

President

E.T. Boggess, Architect Inc.



## EDUCATION:

- Master of Architecture, Clemson University School of Architecture
- International Studies, Clemson University Daniel Center for Urban Design & Building Studies, Genoa, Italy
- Bachelor of Arts Degree in Design, Clemson University School of Architecture

## RESPONSIBILITIES:

Todd joined ETB as a project architect and office manager in 1988 after graduating from Clemson University. In January, 2001, he assumed the office of President.

Todd is responsible for . . .

- architectural design and development
- project management and coordination
- computer aided design and visualization
- interior design
- site planning

Your project will receive his complete attention, from the interview and project meetings, through the construction process.

As the president of the firm, you are putting your trust in him and he takes that commitment very seriously. He wants to make sure you are satisfied with our service, performance, and design.

## PROJECTS:

Todd understands the demands being placed on all government agencies, as well as the guard, as they strive to offer the necessary services to our citizens and their efforts to do so within limited budgets. While he has always incorporated energy efficiency into his designs, the focus on green technologies and anti-terrorism security measures over the past decade has definitely changed the architectural and construction industries. Todd's designs for every governmental building, including schools, offices, and support facilities must address these requirements and ensure the safety of students, employees, and members of our armed services.



Mercer County Courthouse Annex

### *PROJECTS – Public Buildings:*

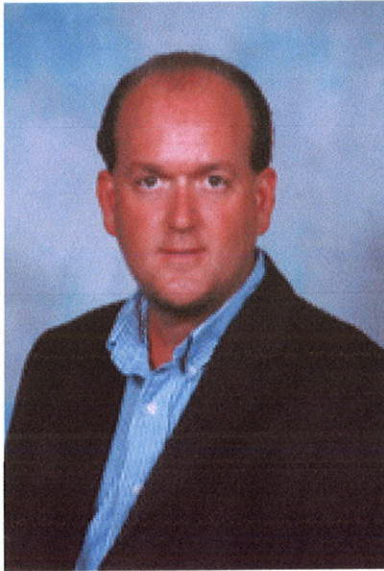
- WVARNG Readiness Center, Elkins, WV
- Mercer County Courthouse Annex, Princeton, WV
- WVDOH District 10 Headquarters Complex
  - Office Building*
  - Maintenance Building*
  - Bridge/Sign Shop*
  - Lab Building*
- WVDOH District 6 Headquarters Complex
  - Office Building*
  - Maintenance Building*
  - Bridge/Sign Shop*
- WVDOH District 9 Headquarters Complex
  - Office Building*
- Rahall Technology Center at Concord University, Athens, WV
- Advantage Valley Advanced Technology Center for the WV Council for the Community & Technical College System
- North Central Advanced Technology Center and Allied Health Building for the WV Council for the Community & Technical College System
- Allied Health Building, Beckley, WV for the WV Council for the Community & Technical College System
- New River Community & Technical College – Beckley Headquarters Building, Beckley, WV

- New River Community and Technical College Renovations for Fine Arts Building, Lewisburg, WV
- New River Community and Technical College Renovations for Classroom & Offices, Ghent, WV
- PikeView Middle School, Mercer County, WV
- Lewisburg Elementary School, Greenbrier County, WV
- Rainelle Elementary School, Greenbrier County, WV
- Greenbrier West High School Addition and Renovations, Greenbrier County, WV

### *AWARDS:*

In January, E.T. Boggess, Architect, Inc., received the 2011 Excel Award from the Princeton/Mercer County Chamber of Commerce for Excellence in Community and Business Leadership. Todd was selected as one of *West Virginia Executive Magazine's* "Young Guns" in the fall of 2003. He was also selected as "Citizen of the Year – 2000" by both the Chamber of Commerce and the Princeton Elks Club for his efforts in creating opportunities for new business and improving our overall community.





**EDUCATION:**

Bachelor of Science Design  
Clemson University

Master of Architecture  
Clemson University

**RESPONSIBILITIES:**

With over 27 years of experience in all phases of design and construction, Mr. Mackey brings strong design, management and leadership skills to the firm. His significant experience has enabled him to successfully oversee the design and construction of a number of large government projects. Specific project responsibilities include:

- code review and analysis
- program development
- master plan development
- conceptual design
- design visualization
- project management
- project coordination
- construction specifications

**PROJECTS:**

Mr. Mackey rejoined ETB Architects in 2009 after serving as Executive Vice President for two Florida Architectural firms. During his absence, he served as project manager on several military projects in the states of Florida and Georgia including . . .

- Florida Air National Guard Drug Interdiction Laboratory, Jacksonville, FL
- Truscott Air Terminal, Hunter AAF, Savannah, GA
- Concord HH-60 Operations/Para rescue Facility, Moody Air Force Base, GA
- Base Supply Support Centre, Robins Air Force Base, GA

**PROJECTS – Public Buildings:**

- Advantage Valley Advanced Technology Center for the WV C&TCS, Kanawha County, WV
- North Central Advanced Technology Center for the WV C&TCS and Allied Health, Fairmont, WV
- New River Community and Technical College Headquarters and Allied Health Building, Beckley, WV
- PikeView Middle School, Mercer County, WV
- Greenbrier County Schools
  - Greenbrier West High (*Renovations*)
  - Lewisburg Elementary (*New*)
  - Rainelle Elementary (*New*)

## Roy Morum, LEED G. A. Project Manager

E.T. Boggess, Architect, Inc.



### EDUCATION:

Bachelor of Architecture  
University of the Orange Free  
State, South Africa

Master of Design Management  
UNITEC  
Auckland, New Zealand

### RESPONSIBILITIES:

Roy joined ETB in 2004 as a project architect. His area of expertise is in design, documentation, and information management. He will be responsible for the ftp site that we will create to share project information. Before joining ETB, Roy completed major works in South Africa and New Zealand. His work in the USA includes government facilities for the West Virginia Army National Guard and other public buildings.

Roy's Master's Dissertation, "*A Model for Knowledge Management in an Architectural Enterprise*" deals with effective communication and creative project / information / data management.

He has developed processes and skills in this field that contribute much to the successful outcome of a project – and the continued facilities maintenance of a building.

Roy is responsible for . . .

- planning/programming
- construction documentation
- coordination of other disciplines
- ftp site design and implementation
- information management
- responding to contractor's requests for information
- reviewing submittals and shop drawings
- site visits/construction administration
- overall project management

### PROJECTS:

Roy's expertise in project management and communication is reflected in his use of technology to enhance the delivery process via the internet and FTP. His mastery of information management systems will ensure that team members, contractors, and your representatives will be able to share ideas efficiently and cost effectively.

### PROJECTS – Public Buildings:

- WVARNG Readiness Center, Elkins, WV
- The Summit Bechtel Reserve Boy Scout Shower Houses, Fayette County, WV
- Four Seasons YMCA, Tazewell, VA
- Chuck Mathena Center, Princeton, WV





# Chris Canterbury, Associate AIA

Construction Admin. Manager

E.T. Boggess, Architect, Inc.



## EDUCATION:

Bachelor of Science Engineering  
Technology/Architecture  
Fairmont State University

## RESPONSIBILITIES:

Chris joined ETB in 2000 as a CADD Technician. His focus in recent years has been project administration and his current position of Construction Administration Manager reflects that area of expertise. Your project will benefit from his superb organizational skills. He attends meetings and keeps track of your needs and wishes through notes and minutes. His timely response to submittals will ensure that your project stays on its construction schedule.

Chris is responsible for . . .

- construction documentation
- organizing and attending meetings
- distribution of minutes and progress reports
- contacting material suppliers
- responding to contractor's requests for information

- reviewing submittals and shop drawings
- construction administration
- site visits/observations

## PROJECTS - Public Buildings:

Chris is very familiar with today's automated systems for security and energy efficiency. The Mercer County Courthouse Annex and PikeView Middle School have fully automated security access controls. Other security and video features designed for the Annex were installed in the existing Courthouse and a single-control desk monitors all the features. The newly renovated Princeton Library, as well as PikeView Middle, Rainelle Elementary, and Lewisburg Elementary, all have high-tech lighting control systems which feature daylight harvesting and the use of motion sensors.

- Mercer County Courthouse Annex, Princeton, WV
- Concord University Rahall Technology Center, Athens, WV
- WVDOH District 6 Headquarters Complex, Moundsville, WV
- WVDOH District 9 Office Building, Lewisburg, WV
- Mercer County Civil Air Patrol Hanger & Headquarters, Bluefield, WV
- US Social Security Offices for the GSA in Welch and Williamson, WV
- Pipestem State Park Conference Center Addition, Pipestem, WV

# P R O F I L E

**Timothy Cox, P.E.,  
NCEES.**

**President**

**Mechanical Engineer**

**(304) 598-2558**

**tcox@cmaav.com**

## EDUCATION

University of Colorado  
Boulder, Colorado  
Degree: Mechanical Engineering B.S.

## REGISTRATIONS/PROFESSIONAL AFFILIATIONS

Association of Energy Engineers-CBCP

Registered Professional Engineer in WV, VA, MD, KY

CPD (Certified in Plumbing Engineering)

Member of ASHRAE

American Society of Plumbing Engineers

National Association of Fire Protection Engineers

WV Society of Healthcare Engineers

## EXPERIENCE

Mr. Timothy Cox, President and Senior Mechanical Engineer of CMA Engineering brings 26 years of mechanical design experience to our clients. Mr. Cox has been project manager and project engineer for a variety of

## PROJECTS

**West Virginia University**-Open End Contract since 1999  
Mountain Lair Plaza Renovations  
Boreman HVAC/Plumbing/Fire Sprinkler Upgrades  
Soccer Stadium  
Coliseum Life/Safety Renovations  
Coliseum Locker Room Suites  
Engineering Science Building Addition/Renovations  
Arnold Hall Fire Alarm/ Fire Sprinkler Upgrades  
Wrestling Training Facility

### **WVU Health Sciences Center**

Electrical and Mechanical Utility Extensions for  
BioMedical Research Facility

### **West Virginia University Hospitals**

WV Eye Institute-MEP systems design for new facility  
Cheat Clinic-MEP design for new clinical addition  
WVUH Emergency Department-HVAC, electrical, fire and communication systems design for new addition  
Chestnut Ridge Hospital-various MEP renovations  
Healthworks Rehab and Fitness –MEP systems design for new facility

### **Mylan Pharmaceuticals, Morgantown, WV**

Various projects including HVAC, plumbing, fire Sprinkler and controls for new office building, fluid bed addition, north plant expansion, parking garage and weighing and packaging.

**CMA**  
ENGINEERING

**Clingenpeel/McBrayer & Associates, Inc.**

824 Cross Lanes Drive

Charleston, West Virginia 25313

(304) 343-0316 tel

(304) 343-5146 fax

5 Riddle Court

Morgantown, West Virginia

(304) 598-2558 tel

(304) 598-2472



# P R O F I L E

Daniel Lee Ellars, P.E.  
LEED AP  
NCEES  
Principal

(304) 343-0316

dellars@cmawv.com

## EDUCATION

West Virginia University Institute of Technology  
Montgomery, West Virginia.  
Bachelors of Science in Electrical Engineering

West Virginia State University  
Institute, West Virginia  
Bachelors of Science in Business Administration

## REGISTRATIONS/PROFESSIONAL AFFILIATIONS

Registered Professional Engineer in West Virginia

National Fire Protection Association (NFPA)

Institute of Electrical and Electronics Engineers (IEEE)

American Society of Heating, Refrigerating and Air-Conditioning  
Engineers (ASHRAE)

## EXPERIENCE

Mr. Daniel L. Ellars, Electrical Engineer for  
Clingenpeel/McBrayer & Associates, Inc. brings 21 years of electrical  
design experience to our clients. Mr. Ellars has been a project manager  
and project engineer for a variety of projects including commercial and  
industrial facilities as well as for both power and  
tele-communications utilities.

## PROJECTS

### Military Experience

West Virginia Army National Guard  
Elkins Readiness Center-Electrical systems design for  
new facility  
Eleanor (WV) Maintenance Center—Electrical  
systems design for new facility  
Moorefield Readiness Center-Electrical systems for  
new facility  
Gassaway Armory-Electrical design for renovations  
St. Albans Armory-Electrical design for renovations to  
existing facility and new addition

### Hospital Experience

West Virginia University / Ruby Memorial Hospitals  
West Virginia Eye Institute—Electrical systems design  
for new facility.  
Thomas Memorial Hospital—Electrical systems survey,  
upgrades and documentation. Standby emergency power  
engine/generator replacement.

### Correctional Experience

St. Mary's Correctional Center—Multiple emergency  
power engine/generator systems with combined  
control and monitoring.

### Industrial Experience

Mylan Pharmaceuticals  
Mylan Office & Lab Buildings—various electrical  
systems designs for new, existing and expanded  
facilities including new 23kV/12kV switchyard and  
grounding plain layout.



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# P R O F I L E

**James A. Kerns**

**Mechanical/Electrical Designer**

(304) 343-0316

jkerns@cmawv.com

## **EDUCATION**

West Virginia State College  
Institute, West Virginia  
Degree: Bachelor of Science in Industrial Technology/  
Building Construction

## **REGISTRATIONS/PROFESSIONAL AFFILIATIONS**

Member of ASHRAE

## **EXPERIENCE**

Mr. James A. Kerns has over 33 years experience in Mechanical and Electrical engineering design. He has been responsible for design projects in the educational, commercial, and health care fields.

Mr. Kerns has been a great asset to Clingenpeel/McBrayer & Associates. His knowledge and experience enables him to complete project designs in a clear and concise manner and in a timely fashion.

## **PROJECTS**

### **Kanawha County Schools**

George Washington High School-HVAC Renovations  
George Washington High School-Classroom Additions  
Horace Mann Middle School-HVAC Renovations  
Elkview Middle School-Classroom Additions  
Elkview Middle School-Fire Alarm System  
Ruffner Elementary School-Classroom Additions  
Point Harmony Elementary School-Activity Building

### **Concord College**

Athens, West Virginia — various renovation projects throughout the campus, which include Twin Towers Fire Alarm, Twin Towers Elevator Renovation, and Alexander Arts Center Chiller Replacement.

### **U.S. Postal Service**

Open End Contract Since 1993, which encompasses numerous Post Office Renovations, new Post Offices, and new Postal Maintenance Facilities. Mr. Kerns has been Project Manager for over 65 projects for the U.S. Postal Service.

### **Yeager Airport**

New Parking Garage  
New Emergency Generator  
Electrical Upgrades  
Fire Alarm System Upgrade  
Security Upgrade  
Fire Sprinkler Renovations



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# P R O F I L E

**Matt Corathers, E.I.**

**Mechanical Designer**

(304) 598-2558

mcorathers@cmaav.com

## EDUCATION

West Virginia University  
Bachelor of Science -Mechanical Engineering

## PROFESSIONAL DEVELOPMENT

Successfully passed Fundamentals of Engineering Exam

## EXPERIENCE

Mr. Corathers joined our professional staff in 2008, having previously worked for Whitman, Requardt and Associates in Baltimore, MD.

## PROJECTS

### **West Virginia University**

Mechanical design for new two-story child care facility

### **University High School, Morgantown, WV**

Mechanical design for renovations/ upgrades to the HVAC systems

### **Randolph County Building**

- Mechanical design for completion of two story addition and modifications of the existing second floor to be used by the Family Court

### **Monongalia County Family Court**

Mechanical design for renovations to 4,850sf in existing court facility

### **Veterans Hospital, Clarksburg, WV**

Mechanical design for renovations to Dental Lab

### **Monongalia General Hospital**

Evaluation of kitchen gas systems  
Mechanical design for renovations to IT workroom cooling



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# P R O F I L E

Larry Weese

Mechanical/Plumbing Designer

(304) 343-0316

lweese@cma-wv.com

## EDUCATION

West Virginia University  
Morgantown, West Virginia  
Degree: Division of Forestry BS,MS

## PROJECTS

### Emergency Response Facilities

Randolph County 911-New Facility  
Mason County 911-New Facility  
Raleigh County 911-New Facility  
Orchard Manor Fire Station-New Facility

### Military Facilities

Elkins Readiness Center-New Facility  
Gassaway Armory-Renovations and Addition  
St. Albans Armory-Renovations and Addition  
Moorefield Readiness Center-New Facility

### Medical Facilities Experience

Charleston Area Medical Center  
Women & Children's Hospital- Renovations to  
Emergency Room  
Hess Medical Office Building-New Facility  
Pinewood Medical Office Building-Renovations  
Southern West Virginia Hospice-New Facility  
NorthGate Doctor's Office Building-New Facility

### WV Department of Health and Human Resources

Office of Chief Medical Examiner, Charleston  
New Facility Mingo County

## PROFESSIONAL DEVELOPMENT

Various seminars and technical sessions

## Industrial Experience

Standard Laboratories-Laboratory Addition  
Dow Process Control-New Facility  
Diamond Electric-Expansion

## EXPERIENCE

Mr. Larry Weese, Mechanical Designer for Clingenpeel/McBrayer & Associates, Inc. brings 20 years of mechanical design and project management experience to our clients.



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# Resume



Douglas R. Richardson, P.E.

President/Structural Engineer

## Education

North Carolina State University, (8/87-5/89).

Masters of Science in Civil Engineering, major in structures and minor in construction.

GPA 4.0/4.0.

West Virginia University, (8/83-8/87)

Bachelors of Science in Civil Engineering.

Ranking: 1st out of approximately 450 College of Engineering graduates. GPA 3.98/4.0.

## Professional Registration

Professional Engineer - WV #11699, MS #12349

Maintains active record with NCEES to facilitate prompt registration in additional states as required.

## Professional Affiliations

American Society of Civil Engineers

American Concrete Institute

American Institute of Architects, Professional Affiliate

Structural Engineering Institute

Timber Framers Guild

US Green Building Council



## **SECTION FIVE**

### **WV Purchasing Affidavit & Forms**



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 owned is an amount greater than one thousand dollars in the aggregate

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

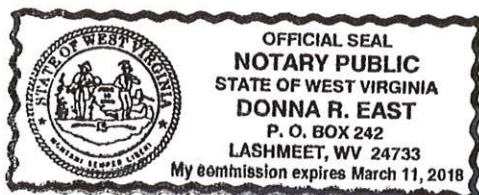
**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

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

**WITNESS THE FOLLOWING SIGNATURE**Vendor's Name: E.T. Boggess, Architect, Inc.Authorized Signature: *E.T. Boggess* Date: February 6, 2012State of West VirginiaCounty of Mercer, to-wit:Taken, subscribed, and sworn to before me this 6th day of February, 2012My Commission expires March 11, 2018.

AFFIX SEAL HERE

NOTARY PUBLIC

*Donna R. East*





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

DEFK12012

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

TARA LYLE  
304-558-2544

RFQ COPY

TYPE NAME/ADDRESS HERE

**E.T. Boggess, Architect, Inc.**  
**101 Rockledge Avenue**  
**Princeton, WV 24740**

**DIV ENGINEERING & FACILITIES**  
**ARMORY BOARD SECTION**

**1707 COONSKIN DRIVE**  
**CHARLESTON, WV**  
**25311-1099 304-341-6368**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
12/22/2011						
BID OPENING DATE: 02/07/2012		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		906-07		
A/E SERVICES						
EXPRESSION OF INTEREST (EOI)						
THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, DIVISION OF ENGINEERING & FACILITIES, WV ARMY NATIONAL GUARD, IS SOLICITING EXPRESSIONS OF INTEREST FOR PROFESSIONAL ARCHITECTURAL ENGINEERING DESIGN SERVICES FOR A MAIL PROCESSING CENTER AND ID CARD ISSUE CENTER AT CAMP DAWSON LOCATED IN KINGWOOD, WV PER THE FOLLOWING BID REQUIREMENTS AND ATTACHED SPECIFICATIONS TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO TARA LYLE VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS EOI, VIA FAX AT 304-558-4115, OR VIA EMAIL AT TARA.L.LYLE@WV.GOV.						
DEADLINE FOR ALL TECHNICAL QUESTIONS IS 01/20/2012 AT THE CLOSE OF BUSINESS. ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL ADDENDUM ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.						
CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>E.T. Boggess</i>		TELEPHONE 304-425-4491		DATE February 6, 2012		
TITLE President		FEIN 55-0515917		ADDRESS CHANGES TO BE NOTED ABOVE		

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





State of West Virginia  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
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## Request for Quotation

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**E.T. Boggess, Architect, Inc.**  
**101 Rockledge Avenue**  
**Princeton, WV 24740**

**DIV ENGINEERING & FACILITIES**  
**ARMORY BOARD SECTION**  
  
**1707 COONSKIN DRIVE**  
**CHARLESTON, WV**  
**25311-1099 304-341-6368**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
12/22/2011						
BID OPENING DATE: 02/07/2012		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----TL/32-----</p> <p>RFQ. NO.:-----DEFK12012-----</p> <p>BID OPENING DATE:-----02/07/2012-----</p> <p>BID OPENING TIME:-----1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE		TELEPHONE 304-425-4491		DATE February 6, 2012		
TITLE President		FEIN 55-0515917		ADDRESS CHANGES TO BE NOTED ABOVE		

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



State of West Virginia  
Department of Administration  
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2019 Washington Street East  
Post Office Box 50130  
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## Request for Quotation

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TYPE NAME/ADDRESS HERE

**E.T. Boggess, Architect, Inc.**  
**101 Rockledge Avenue**  
**Princeton, WV 24740**

**DIV ENGINEERING & FACILITIES**  
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**CHARLESTON, WV**  
**25311-1099 304-341-6368**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/22/2011				

BID OPENING DATE: 02/07/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
TO CONTACT YOU REGARDING YOUR BID:						
----- 304-425-2028 -----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
----- Todd Boggess -----						
***** THIS IS THE END OF RFQ DEFK12012 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 304-425-4491	DATE February 6, 2012
TITLE President	FEIN 55-0515917	ADDRESS CHANGES TO BE NOTED ABOVE

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





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TYPE NAME/ADDRESS HERE

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**E.T. Boggess, Architect, Inc.**  
**101 Rockledge Avenue**  
**Princeton, WV 24740**

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DIV ENGINEERING & FACILITIES  
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CHARLESTON, WV  
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/20/2012				

BID OPENING DATE: 02/07/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ATTACHED.						
2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
END OF ADDENDUM NO. 1						
0001	1	JB		906-07		
A/E SERVICES						
***** THIS IS THE END OF RFQ DEFK12012 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE 304-425-4491	DATE February 6, 2012
TITLE President	FEIN 55-0515917	ADDRESS CHANGES TO BE NOTED ABOVE

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

EXHIBIT 10

REQUISITION NO.: **DEFK12012**

## ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED  
ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY  
PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

NO. 1 **X** .....

NO. 2 .....

NO. 3 .....

NO. 4 .....

NO. 5 .....

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE  
ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR  
MUST CLEARLY UNDERSTAND THAT ANY VERBAL  
REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY  
ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES  
AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE  
INFORMATION ISSUED IN WRITING AND ADDED TO THE  
SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.



SIGNATURE

**E.T. Boggess, Architect, Inc.**.....  
COMPANY**February 6, 2012**.....  
DATE

REV. 11/96