

2013

*WV Department of Administration, Purchasing Division*

*Professional Engineering and Architectural Services*

*GSD136423 - Capitol Roof Replacement*

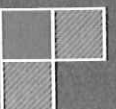
[www.ctleng.com](http://www.ctleng.com)

Ms. Krista Ferrell  
2019 Washington Street East  
P.O. Box 50130  
Charleston, WV 25305-0130

**CTL**  
**ENGINEERING** INC.  
South Charleston, WV

510 C Street, (304) 746-1140, (304) 746-1143 (f)

01/15/13 11:37:20 AM  
West Virginia Purchasing Division





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

**Solicitation**

NUMBER
GSD136423

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
 CTL Engineering, Inc. of West Virginia  
 510 C Street  
 South Charleston, WV 25303

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 GENERAL SERVICES  
 BUILDING 1 ROOM MB60  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0123 304-558-2317

DATE PRINTED
12/14/2012

BID OPENING DATE: 01/09/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		906-07		
A/E SERVICES FOR MAIN CAPITOL ROOF REPLACEMENT						
EXPRESSION OF INTEREST (EOI)						
THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF GENERAL SERVICES, IS SOLICITING EXPRESSIONS OF INTEREST FROM QUALIFIED ARCHITECTURAL AND ENGINEERING FIRMS FOR THE DESIGN OF ROOF REPLACEMENT FOR BUILDING 1 (MAIN CAPITOL) LOCATED ON THE WEST VIRGINIA STATE CAPITOL COMPLEX IN AT 1900 KANAWHA BOULEVARD, EAST IN CHARLESTON, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.						
***** THIS IS THE END OF RFQ GSD136423 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

January 11, 2013

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

Attention: Ms. Krista Ferrell

Reference: Professional Architectural and Engineering Services  
Statement of Qualifications and Expression of Interest (EOI)  
Capitol Roof Replacement, Charleston, West Virginia  
CTL Proposal No.: 13980002COLQUAL

Dear Ms. Ferrell:

In response to your Request for Qualifications (RFQ), CTL Engineering of WV, Inc. (CTL) is pleased to submit this statement of qualifications to provide Professional Architectural and Engineering Services. These services will include evaluation, design, quality assurance, and construction management to address the Capitol Roof Replacement Project for Building 1 (Main Capitol). We prepared this statement based upon information in the request as well as in consideration of our extensive experience with similar types of projects.

We hope to demonstrate in this presentation our belief that CTL is the best choice for the services requested due to our size, capabilities, value and experience. CTL Engineering is an Employee-Owned company with local Professional Engineers and an Architect capable of performing the services required on this project. Additionally, the local South Charleston office can obtain support from surrounding CTL offices.

We hope this presentation gives an indication of our qualifications, experience and abilities. You are invited to visit our office and laboratory facilities at your convenience, or we are willing to meet with members of the project team so that we can further demonstrate the quality of our operation. Please call if you require any additional information to assist in your decision regarding our proposal.

Thank you for your consideration.

Sincerely,  
**CTL ENGINEERING OF WV, INC.**

A handwritten signature in cursive script that reads "David E. Moore".

David E. Moore, P.E.  
Branch Manager

# CTL Engineering of West Virginia, Inc.

*An Employee Owned Company*

**CTL Engineering of West Virginia, Inc.** (CTL of WV) is a full service consulting civil engineering, testing, inspection, and analytical services company. CTL Engineering of West Virginia, Inc. was formed in 1983 to service West Virginia, Maryland and Pennsylvania. CTL of WV is part of CTL Engineering, Inc. formerly known as Columbus Testing Laboratory, which was established in Columbus, Ohio in 1927 as an independent engineering testing laboratory serving the local community. CTL Engineering maintains a staff of over 200 employees, including registered engineers, architects, roofing specialists, chemists, environmental scientists, geologists, hydrologists, wetland scientists and technicians.

In 2012, *Inc.* magazine ranked CTL Engineering in the top 5000 fastest-growing private companies in America and the *Zweig Letter* ranked CTL on the Hot Firm 2012 List as one of the top 100 fastest growing and profitable engineering and architectural companies in the US. CTL is also featured in the Engineering News-Record (ENR) Top 500 Design Firms list.

## *Minority Status*

**CTL Engineering achieved an EDGE and MBE status with the Ohio Department of Administrative Services in 2004** and the City of Columbus Equal Business Opportunity Commission Office has approved our application as a Registered Minority Business.

CTL Engineering's headquarters is located in Columbus, Ohio. CTL Engineering has eight other offices in the United States, four (4) of them in Ohio. Other offices are in Morgantown and South Charleston, West Virginia; Fort Wayne and Indianapolis, Indiana and an overseas satellite office in Bangalore, India.

CTL Engineering utilizes AutoCAD LT 2012 for drafting purposes. All designs and project detail drawings are performed on this software. Software for the above are owned and used by CTL Engineering. Reports and project correspondence will be drafted utilizing the Microsoft Suite of Office products.

## *Services Offered*

**CTL of WV provides total Civil Site Design for development projects throughout West Virginia.** These designs include site layouts, utility design and interconnections, stormwater management design, parking and roadway design, permit preparation and submittal, and interaction with architects, owners and all interested parties to the projects.

CTL of WV provides all necessary surveying services required of projects including boundary and ALTA surveys, topographic surveys, aerial survey control, GPS surveys, and site construction surveys to assure proper construction and compliance with specifications of the project.

**CTL of WV has become an industry leader in geotechnical design and investigations.** In the past 5 years, CTL of WV has provided over 1000 geotechnical investigations including drilling, sampling and design for both the public and private sectors. CTL of WV is regularly called upon to provide unique geotechnical engineering design services for projects throughout the United States and Canada.



**CTL of WV provides environmental services for developments throughout West Virginia and Maryland.** Environmental Services include Phase I and II ESAs, wetland delineation and mitigation plans, State and Federal 401 and 404 Permit submittals, Ms4 Phase II storm water permitting, soil and groundwater sampling, asbestos surveys and sampling, lead based paint testing, mold testing, UST removal oversight, hazardous material identification and remedial design and other environmental services as required

**CTL of WV provides construction, material and concrete testing and observation services.** CTL of WV has ten field technicians providing dedicated construction observation and compliance testing. CTL's in-house material laboratory provides the much needed prompt turn-around required for projects to be successful.

Additional services provided by CTL include Ground Penetrating Radar, GIS mapping, ALTA surveys, GPS surveys, Nondestructive Testing and Inspection, Forensic Science, Accident Re-Construction, Metallurgy Services, **Roof Consulting and Design, Building Envelope Testing and Design**, Product Testing, Laboratories, Analytical Chemistry, Security and Safety Systems and Telecommunication.

# *History & Professional Services*

WV Capitol Roof Replacement – Building 1

Roof Replacement / GSD136423



510 C Street, South Charleston, WV 25303 (304) 746 -1140, [www.ctleng.com](http://www.ctleng.com)



www.ctleng.com

# Professional Services

## ENGINEERING

### Analytical Chemistry

- Organics
- Metals
- Liquid and Solid Fuels
- Soil and Water
- Oils and Sludge
- Solid & Hazardous Wastes
- Construction Materials

### Computer Technology

- Drafting Services
  - AutoCad
  - Digitizing
  - Microstation
- Software Development
  - Internet & Intranet
  - Application Software

### Construction Administration

- ODOT LPA Projects
- County & Municipal Projects
- Daily On-Site Inspections
- Owner's Representative

### Construction Monitoring

- Floor Flatness
- Soils, Concrete, Asphalt, Masonry, Fireproofing, and Steel
- Earth and Concrete Dams
- Pavement for Streets and Airports
- Pre and Post Construction Inspection
- Embankments, Fill, and Cut

### Environmental

- Phase I & II ESAs
- RCRA Closure & Site Remediation
- Asbestos/Lead/Mold Surveys
- Abatement Design/Monitoring
- Wetlands Delineation, Permitting & Mitigation
- Endangered Species/Ecological Surveys
- Stormwater Management
- Water Resource Engineering
- Underground Storage Tank Management per BUSTR
- Hydrogeologic Studies & Aquifer Characterization

### Existing Structure Evaluation

- Delamination Determination
- Bridges/Buildings
- Sonic Velocity Testing
- Half Cell Potential Tests

### Forensic Science

- Roofing Failures
- Building Failures

- Legal Testimony
- Product Liability

### Investigations

- Landslide, Soil and Foundation Failures
- Accident Reconstruction

### Geotechnical

- Site Selection
- Pavement Design (including CBR Study)
- Foundation Analysis & Design
- Embankment & Earth Dam Analysis
- Slope Stability Analysis
- Subsurface Exploration – Drilling Services

### Ground Penetrating Radar

- Concrete Inspection & Evaluation
- Bridge Inspection
- Utility Detection & Mapping

### Materials Testing

- Concrete
- Aggregates
- Soils and Rock
- Clay and Masonry Products
- Bituminous Materials
- Petrographic Studies
- Concrete & Asphalt Mix Designs

### Metallurgy

- Metallography
- Failure Analysis
- Fracture Analysis
- Corrosion Studies
- Tensile and Hardness
- Application Recommendations

### Mining Engineering

- Mine Plan Design
- Permit Preparation
- Refuse Disposal Design
- Mine Reclamation Design
- Environmental Monitoring
- Subsidence Investigations
- Drainage Control Structures

### Nondestructive Testing & Inspection

- Level II Services
- Ultrasonic Inspections
- Liquid Penetrant Inspection
- Magnetic Particle Inspection

### Pavement Management

- Budgeting
- Prioritization

- Deterioration Rates
- Condition Assessment
- Maintenance & Rehabilitation Strategies
- Network Needs & Long Range Goals

### Product Testing

- Calibration
- Design Analysis
- Safety Evaluation
- Hydrostatic Testing
- Mechanical and Physical Property Testing
- Load and Strength Testing

### Roofing Engineering & Building Envelope Services

- Infrared & Nuclear Testing
- Air/Water Infiltration
- Quality Control
- Roof Surveys Evaluation
- Design & Construction Administration

### Roof Management System

- Budgeting
- Prioritization
- Deterioration Rates
- Condition Assessment
- Maintenance & Rehabilitation Strategies

### Security & Safety Systems

- Design
- Construction
- Paging Systems
- Video Surveillance
- Intrusion Detection
- Card Access Control
- Audio Visual Solutions
- Digital Video Recording

### Site/Civil Engineering

- Commercial Land Development
- Infrastructure Planning
- Residential/Community Planning

### Surveying & Mapping

- Topographic Mapping Development
- Property Surveying & Boundary Determination
- Global Positioning System

### Telecommunication Services

- Design
- Construction
- Existing Structure Analysis and Maintenance
- Lighting Systems
- Inventory and Warehousing

## Office Locations

2860 Fisher Road  
Columbus, OH 43204  
Phone: (614) 276-8123  
Fax: (614) 276-6377

4343 Saguaro Trail  
Indianapolis, IN 46268  
Phone: (317) 295-8650  
Fax: (317) 295-8395

3085 Interstate Parkway  
Brunswick, OH 44212  
Phone: (330) 220-8900  
Fax: (330) 220-8944

3902 New Vision Drive  
Fort Wayne, IN 46845  
Phone: (260) 482-4503  
Fax: (260) 482-2002

633 High Street  
Minford, OH 45653  
Phone: (740) 820-8355  
Fax: (740) 820-5698

510 C Street  
So. Charleston, WV 25303  
Phone: (304) 746-1140  
Fax: (304) 746-1143

102 Commerce Dr.  
Wapakoneta, OH 45895  
Phone: (419) 738-1447  
Fax: (419) 738-7670

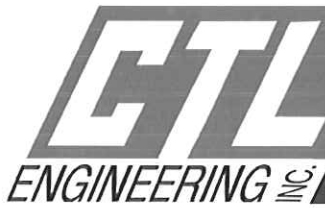
733 Fairmont Road  
Morgantown, WV 26501  
Phone: (304) 292-1135  
Fax: (304) 296-9302

2105 Schappelle Lane  
Cincinnati, OH 45240  
Phone: (513) 722-8665  
Fax: (513) 834-6650

Sachina Engineering  
407 "B" Block  
SNS Arcade, Airport Rd  
Bangalore, India 560017  
011-91-80-526-8615

### Welding & Quality Control

- QA/QC Programs
- Certified Welding Inspection
- Welding/Brazing Qualification
- Procedure Development



## Roofing & Building Envelope Services



The Roofing and Building Envelope Department at CTL Engineering provides a full range of diagnostic and design services in all facets of the building envelope including roof systems, wall systems and waterproofing.

CTL Engineering's Roof Engineering and Building Envelope Services include Due Diligence, Design, Evaluation, Condition Assessment, Non-Destructive Testing, Materials Testing, Construction Quality Assurance, Asset Management, Maintenance Programming, and Expert Testimony. CTL Engineering also conducts seminars on envelope design, maintenance, and current issues.

### **Design**

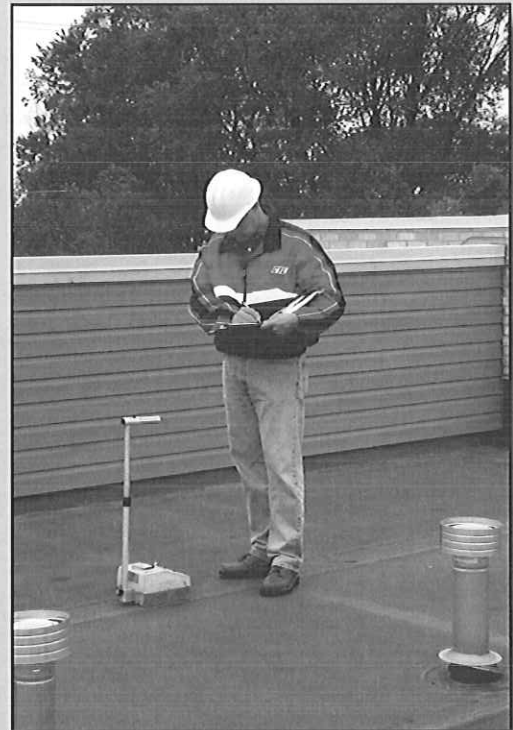
Proper design is critical when remedial work is needed. Inadequate or flawed design will result in reduced useful life span of the building envelope component or system. Our experienced designers pay attention to the details of a client's facility and custom design; we don't pull plans off a shelf. CTL Engineering also reviews documents for technical content and constructability.

### **Evaluation and Condition Assessment**

CTL Engineering provides various levels of condition assessment to aid clients in managing facility assets. We examine the envelope assembly from the building interior as well as from the exterior. We obtain samples to identify materials, for laboratory analysis, and to obtain data on moisture infiltration. CTL Engineering, Inc., routinely performs non-destructive testing using infrared, nuclear and capacitance equipment and methodology as a part of the diagnostic process.

### **Quality Assurance**

Quality Assurance Service is recognized by the industry as a vital component of successful roof installation. CTL Engineering's roof inspectors are trained to observe all phases of installation to ensure the materials are in compliance with project documents. Our daily Roof Inspection Reports delineate material and installation compliance and document unforeseen contingent items to the contract. We address non-compliant issues immediately to ensure proper installation of the specified roofing assembly.





## *EXECUTIVE SUMMARY*

---

### *CTL Engineering's Roof Engineering and Building Envelope Consulting Department*

The Roof Engineering and Building Envelope Consulting Department at CTL Engineering provides roof and building assessments and testing (visual and destructive – investigative core cuts and product testing), roof and building envelope remedial design and bid documents, moisture evaluations (infrared camera and nuclear densitometry scan), design life cycle analysis, probable construction cost estimating, construction administration and on-site quality assessment observation for new and existing structures. Existing building structures are first assessed to determine their physical condition. This ensures that cost effective solutions can be developed from our investigation to mitigate building envelope failures, improve energy efficiencies caused by heat loss/gain, and address aesthetic considerations. Solutions are implemented into the design for long-term performance. With our roof and building envelope consultants and architect on staff, **CTL is able to produce exceptional project design that owners have come to recognize.**

As a diverse design engineering firm, **CTL also provides environmental testing** including hazardous materials using in-house personnel. This would include taking samples for asbestos and other hazardous materials often found in sealants, flashings, and built-up roofs.

CTL Engineering provides impartial analysis of failed roofing and building envelope systems. CTL Roofing and Building consultants keep abreast of industry advancements through active participation in the Roof Consultants Institute (RCI), The American Institute of Architects (AIA) and ongoing educational programs to meet CEU requirements.

### *LEED AP*

Though not LEED AP, Mikel Coulter, AIA, was responsible for the selection and coordination of the LEED Team at Nationwide Children's Hospital for the new Central Energy Plant currently under construction. This project received a Gold certification. **All of CTL's roof designs incorporate recycling and sustainable concepts. Products with Long Term service records are used for design standards.**

### *Prior experience with Renovation and Basic Repair of Building Envelope Projects*

Mikel Coulter, David Fransen, and Chuck Scripp have been involved in the design and bid document preparation for similar projects while under the employ of both CTL and other firms. We have worked in the past and are currently working on several projects that encompass all aspects of a building envelope including window replacement, masonry restoration, metal wall panels, store fronts, damp-proofing, etc. Together, their combined experiences have involved most types of construction and have brought solutions to many existing problems that some owners have "put up with" for too many years. We have designed building envelope repair projects utilizing materials specific to existing conditions found on most of our projects. As a part of this work, these team members have prepared building evaluation reports for a number of clients analyzing building envelopes for moisture penetration and other kinds of failures to determine the cause of the problem. Once the problem has been identified and its cause determined, design document solutions have been prepared for bidding and construction.

We have found that building uses, deck types, flashing conditions, etc. are considerations for specific design and detailing. **We select products with proven performance that match the building specific requirements.** Special consideration is given to flashings that must interface with adjacent materials for development of long term waterproofing solutions. It does no good to solve one problem and create another.

There have been many instances when we have designed solutions for improperly installed systems where the previous repair, replacement, or partial replacement design was implemented with minimal funds to solve only immediate problems. Short term solutions do not lead to desired long term results. **CTL's design approach is to provide designs that are cost effective for long term results.**

As an Architect, Mikel Coulter has many years of experience with total building design inclusive of roof and building envelope design. In working in Hospital and Health Care projects and related fields, Mr. Coulter has designed projects with concepts that are for long term results knowing that the facilities will be owned and maintained for years to come.

David Fransen and Chuck Scripp have also been responsible for report writing that involved troubled building envelope systems for a variety of clients. These reports were instrumental for owners in making decisions as to how repairs were to be done, how much the work would cost and what the life expectancy of the building would be. David Fransen and Chuck Scripp have had much direct past experience in testing, bid document preparation, and construction observation for other public project site campus buildings.

#### *Success in Complying with Budgetary Constraints from Bidding through Close-Out*

CTL Engineering has a successful track record with regard to maintaining budgetary control. CTL Engineering has managed projects that are routinely brought in within established budget and scheduling limitations.

CTL Engineering's project team members have had experience with scheduling and with on-site construction services on new building projects. As a firm, CTL Engineering has drafted hundreds of sets of plans and specifications since the early eighties.

#### *Affect on Projects by Change Orders*

CTL Engineering endeavor's to be as thorough as possible during the evaluation and design stages so as to minimize the need for change orders. Of the Change Orders associated with our projects, the majority reflects planned items that were addressed by the inclusion of allowances and unit costs. Such items include replacement of deteriorated wood blocking, replacement of deteriorated deck, and replacement of wet insulation and masonry units, tuck pointing, sealant of joints, etc. Other Change Orders are resultant from modifications of the project. Unless there is a change in the scope of services, projects completed by CTL Engineering do not exceed budget and are completed on time.

CTL maintains professional liability insurance coverage for all of our projects. We currently have a \$2 million aggregate policy. It is our understanding that some of our competitors do not possess professional liability insurance.



## *PROJECT APPROACH*

---

CTL understands that this project involves investigation, design, quality assurance, and construction management services for the roof replacement at the Capitol Building roof area. Water seepage and issues with the exterior waterproofing system must be addressed.

In conversations with the WVDAS this past summer, CTL understands that the leaks persist due to faulty roof conditions. In efforts to protect interior conditions, the Administration is taking a proactive approach in proceeding with a roof replacement project.

If chosen for the project, the CTL team will assess all the roof area conditions as well as adjacent and adjoining wall interfaces that may impact the watertight integrity of the building. Upon concurrence with the state administration and available funding, CTL will proceed with preparation of competitive bid documents. CTL will assist in the recommendation of bids received and will be active in the Construction Administration phase of the project, all while being an advocate of the State of West Virginia.

### *Scope of Work*

CTL Engineering will work with the appropriate staff at the WVDAS to incorporate the following items into the Scope of Work:

#### Proposal Phase

- 1) Meet with the Department personnel to clarify the Architect/Engineer cost breakdown and components to address the project requirements.
- 2) Review CTL's current EDGE status.

#### Discovery Phase

- 1) Interview Owner representatives and review existing drawings and other documents pertaining to the roof and building exteriors.
- 2) Field investigation of existing roof system, exterior masonry components, and surrounding areas to determine impact of construction on surrounding areas and building operation.
- 3) Provide existing product testing to identify conditions required for the overall project knowledge.
- 4) Confirm the Program of Requirements (POR).

#### Design Development Phase

- 1) Review the requirements received from members of the WVDAS.
- 2) Examine existing conditions, exterior stone and masonry, and roofing system.
- 3) Create preliminary drawings, specifications and cost estimates which reflect all program requirements.
- 4) Coordinate the proposed design with existing drawings and field investigation.
- 5) Meet and coordinate with the Department regarding all aspects of the project, including project budget, schedule and sequencing.
- 6) Obtain approval, by the Department, of the design development drawings, outline specifications and cost estimate.

### Construction Document Phase

- 1) Produce complete drawings and specifications (including but not limited to required structural engineering) which comply with cost estimate, governing codes, project schedule and proper construction techniques.
- 2) Prepare cost estimate for bidding, including estimates of any alternates.
- 3) Consult and assist the WVDAS in the development of special conditions, unit price criteria and bid forms.
- 4) Associate shall provide a professionally stamped set of drawings and submit to the Department of Commerce, Division of Industrial Compliance for a state building permit.
- 5) The professional's reimbursable allowance includes all printing and fees for submittal of all state permits.

### Bidding Phase

- 1) Provide copies of all construction documents needed for the bidding process; this cost will be reimbursed by the WVDAS.
- 2) Attend pre-bid meeting and answer specific questions from bidders via addenda as may be required.
- 3) Pre-bid meeting will include an on-site visit, and will be a review of the requirements set forth in the bid documents as well as a chance to give prospective bidders the opportunity to review the project.
- 4) Prepare minutes of the pre-bid meeting.
- 5) Attend bid opening; review bid forms and submittals, and provide a written recommendation for contract awards.

### Construction Phase

- 1) Attend Pre-Construction meeting
- 2) Provide Conformed Documents (incorporating all Addenda) to Contracting Authority and awarded Contractors
- 3) The professional fee includes an aggregate of eight (8) hours per week on-site construction administration by the Associate and its sub consultants.
- 4) Review and approve all submissions from the contractors including Contract Cost Breakdown; Subcontractors' and Manufacturers' Declaration Forms; schedules, shop drawings, applications for payment, and other submissions as required by the Standard Conditions for Construction.
- 5) Prepare field directives and change orders; review pricing for change orders.
- 6) Attend all inspections required for any permit certifications including those issued by the State of Ohio, Roofing Manufacturer's Warranty, and the WVDAS.
- 7) Provide all miscellaneous project correspondence as may be required to respond to owner, Contractors, governing agencies, or other project related entities.
- 8) Conduct weekly progress meetings. Record and distribute minutes of all meetings. Facilitate the coordination and expedition of all work. Expedite resolution to problems, which may occur in the field as a result of unknown conditions, disputes, owner's request, and omissions or errors in the contract documents.



### Closeout Phase

- 1) Record all contractor submissions of “as built” conditions on reproducible documents and provide these documents to owner with verification that all contractor information has been included in the “as built” construction documents.
- 2) Likewise the “as built” construction documents shall be provided via reproducible paper media and electronic media via CD or similar device. Drawings shall be provided in AutoCAD 2012 and PDF formats. Specifications shall be provided in Microsoft Word and PDF formats.
- 3) Receive, review and approve all closeout documents including warranties, shop drawings, operating manuals, equipment demonstration certificates, final inspections and occupancy permit.
- 4) Review and approve final applications for payment.

### Post Construction Phase

- 1) Visit the project site to review the completed construction. Verify performance of the products and installations for warranty purposes.

### *Conflict Resolution*

At some point during all construction projects there are discussions about knowledge of existing conditions, change orders and “Request for Information” that lead to some form of dispute resolution. CTL takes a very proactive approach to getting all the required parties together at the earliest point in time to discuss the issue, examine both existing and new design documents, review on site existing conditions to determine what exactly the issue is and if there was enough information provided to resolve the conflict. The purpose is to not necessarily assign blame to any one party but rather to work together to understand the problem and to determine a course of action to correct it. Once this is done, team decisions can be made as to if it was a misunderstanding of the design documents, an unforeseen condition, a problem with the construction or a problem with the design documents. By working together as a team construction conflicts can be addressed and resolved quicker before they escalate into a major problem.

### *Online / Internet Access*

Our project team members are accessible through electronic mail system. CTL Engineering utilizes the Microsoft Outlook system, which is compatible with all other Microsoft programs. Our Project Manager, Mikel Coulter, will be the primary contact for this project. **CTL Engineering has the capabilities to display construction drawings and specifications on our web site to reduce paper waste.** Bid results can also be posted, if desired.

David Moore, P.E., can be reached via email at [dmoore@ctleng.com](mailto:dmoore@ctleng.com)

Dave Fransen, RRC, can be reached via email at [dfransen@ctleng.com](mailto:dfransen@ctleng.com)

Mikel Coulter, AIA, can be reached via email at [mcoulter@ctleng.com](mailto:mcoulter@ctleng.com)

Chuck Scripp can be reached via email at [cscripp@ctleng.com](mailto:cscripp@ctleng.com)



## *TEAM ORGANIZATION*

---

The following is our proposed staff for this project. Actual assignment will depend up the project requirements and the direction your designated representative.

### **Supervisory Staff**

CTL will assign **Mr. David E. Moore, P.E.**, a Professional Engineer with 30 years of relevant experience to provide Project Oversight on this project. Mr. Moore has significant experience with concrete floor and wall design including construction and remediation. He will coordinate engineering activities including providing onsite inspection, preparation of design calculations and construction drawings.

CTL will assign **Mr. David Fransen**, a registered consultant with over 36 years of experience to serve as the Project Manager for this project. He will coordinate CTL's assigned roofing, building envelope and waterproofing team. He will also provide recommendations, peer review and technical support.

CTL will assign **Mr. Mikel Coulter, AIA**, a registered Architect with 30 years of relevant experience, to serve as the project Architect. Mr. Coulter has extensive experiencing in roofing engineering and building envelope consulting. He will coordinate architectural design and trouble shoot waterproofing and wall components.

CTL will assign **Mr. Charles Scripp, Jr.**, a roofing and building envelope specialist with over 31 years of experience, to service as Project Manager in conjunction with Mr. Fransen. Mr. Scripp along with Mr. Fransen will prepare and oversee management of all relevant construction related documents and monitor project schedule and deadlines.

Resumes of the key personnel for this project are attached for your review.

## **DAVID E. MOORE, P.E.**

## ***Branch Manager / Project Oversight***

### ***Expertise***

- Thirty four years experience with civil engineering firms of which twenty five years has been at a senior management level. Twelve years of this experience has been in the Mid-Atlantic States of West Virginia, Virginia, Maryland, and Ohio. The remaining twenty four years has been in the Rocky Mountain States of Colorado, Wyoming and Utah.
- Diverse engineering management experience in the disciplines of planning, marketing, civil design, structural, geotechnical, utility design, environmental, landscape architecture, mining, surveying, general contracting, construction management, construction testing and the energy related fields of oil, gas and hydroelectric power.
- Extensive business development experience through the successful founding, start up, ownership, marketing and management of private engineering, construction, and development firms.
- Proven financial management and stewardship through guiding the firms in accordance with sound business principles to adhere to company business plans, income projections and targeted profit and revenue goals. Experienced in the preparation of business plans, feasibility reports, project performance's, projections, backlogs, loans, lines of credit, financial schedules, cost estimating for projects, developments and business capital.
- Effective communication and leadership skills exemplified through the consistent communication with management, staff, clients and outside entities. Communicated visions, goals and corporate decisions to staff and provided leadership to execute and implement changes to corporate direction.
- Experience in operations management of engineering firms by establishing and implementing policies and procedures, managing personnel, implementation of quality and safety programs, administration of retirement plans and company insurance programs.
- Entrepreneurially motivated in founding engineering/construction businesses and land development entities to design and build projects.

### ***Work History***

2009 – Present, Branch Manager, CTL Engineering, S. Charleston WV:

Branch management in an employee owned engineering firm encompassing consulting engineering civil design, environmental, mining, geotechnical, surveying, construction testing, ACOE laboratory, forensic engineering, and expert witnessing. Business operational management including financial management, personnel management, business development, communication and leadership.

1999 – 2009, Alliance Consulting Engineers & Surveyors, Arvada & Longmont, CO:

Founder and owner of Alliance Development Services and Alliance Consulting Engineers and Surveyors, a multiple office engineering and development company incorporating business development, marketing, financial management and operations management in the fields of planning, civil engineering, structural engineering, landscape architecture, surveying, land development and construction management.

1991 – 1999, Vice President, Jehn Engineering, Arvada, Colorado:

The duties at this privately held firm included business development, operations management and

## **DAVID E. MOORE, P.E.**

## ***Branch Manager / Project Oversight***

project management, marketing, civil design, structural engineering, surveying, land development, landscape design and construction management. The firm grew from five employees in 1991 to 65 employees in 1999.

1986 – 1991, Associate, KCI Technologies, Westminster, Maryland:

Professional engineering duties over a 45 person privately held employee owned firm encompassing civil design, utility design, surveying, land development, and implementing quality control and quality assurance programs.

1983 – 1986, Vice President, Haese Corporation, Boulder, Colorado:

Co-founder of a legal, engineering, construction and land development firm performing commercial general contracting, residential general contracting, foundation design and construction, architectural design, land development, legal and engineering services in Colorado and Arizona.

1981 – 1983, Research Assistant, University Of Colorado, Boulder, Colorado:

Research assistant in the Civil, Architectural and Environmental Engineering Department while obtaining my masters degree in civil engineering.

1976 – 1981, Civil Construction Engineer, Fluor-Daniel Inc., Irvine, California:

Civil construction engineer on power and energy projects throughout the United States including the Bath County Pumped Storage Project in War Springs VA and the Chevron Carter Creek Gas Project in Evanston, WY.

### ***Education***

M.S., Civil Engineering, Colorado University, Boulder, CO, 1984

B.S., Civil Engineering, West Virginia University Institute of Technology, Montgomery, WV, 1978

### ***Professional Registration***

Registered Professional Engineer: Maryland; Nevada; West Virginia; Wyoming; Colorado; Alberta Canada; Kentucky; Ohio; Virginia; and NCEES No. 30791. Land Surveying Intern: Colorado. Qualified to sit for the professional surveying and landscape architecture tests for licensing.

### ***Professional Affiliations***

American Society of Civil Engineers

American Institute of Architects

Home Builders Association

Society of American Military Engineers

West Virginia Professional Soils Scientist Association

### ***Publications***

Mr. Moore published "Union and Non Union Construction in Colorado" in 1984 a Master's Thesis commissioned by the Associated General Contractors of Colorado.

### ***Project Experience***

#### **VAMC Hospitals**

- Perry Point VAMC Hospital, Perry Point, MD (Civil Design of Hospital Addition)
- Beckley VAMC Hospital, Beckley, WV (Storm Water Management Plan/MS-4 Permit)



## **DAVID E. MOORE, P.E.**

*Branch Manager / Project Oversight*

### Gas Projects

- Chevron Carter Creek Gas Project, Evanston, Wyoming (500 million dollar project)
- Ridgeview Estates Oil and Gas Layout, Design and Surface Agreements, Adams County, CO
- Massey Farms Oil and Gas Layouts and Surface Agreements, Weld County, Colorado
- Design of pad and pipeline layouts and surface use agreements for various projects

### Residential Subdivisions

- VEPCO Bath County Worker Housing (Design Build), Bath County, Virginia
- Chevron Carter Creek Worker Housing (Design Build), Evanston, Wyoming
- Heritage Heights Single Family Subdivision, Westminster, Maryland
- Hewitt Farms Single Family Subdivision, Baltimore, Maryland
- Clearview Single Family Subdivision, Johnstown, Colorado
- Candlelight Ridge Single Family Subdivision (Design Build), Erie, Colorado

### Senior Housing

- Golden Pond Apartments, Assisted Living and Alzheimer's Facility, Golden, Colorado
- Highland Trail Retirement, Broomfield, Colorado
- Arvada Estates Retirement, Arvada, Colorado
- Orchard Gardens Senior Facility, Arvada
- Oberon House Assisted Living Facility, Arvada, Colorado

### Commercial Sites

- Koon's Toyota Car Sales Facility, Westminster, Maryland
- Empire Lakewood Nissan, Lakewood, Colorado
- Remax Alliance Office Building, Westminster, Colorado
- Comfort Inn Suites, Longmont, Colorado
- Eagle National Bank, Broomfield, Colorado
- Columbine Professional Plaza, Arvada, Colorado

### Golf Courses

- Flatirons Pro Shop at Flatirons Golf Course, Boulder Colorado
- 18 Hole West Woods Golf Course, Arvada, Colorado
- 9 Hole West Woods Golf Course Addition, Arvada, Colorado

### Water Resources and Drainage Projects

- Ralston Creek/Croke Canal Overpass, Arvada, Colorado
- Farmers Highline Canal Realignment, Arvada, Colorado
- Church Ditch Flow Limiter, Arvada, Colorado
- Ralston Creek LOMAR, Arvada, Colorado
- Drainage Reports, Plans and Storm Drain Designs on all projects.

### Water and Sewer Distribution Projects

- International Fiber Water Main Extension, Nitro West Virginia
- Ralston Creek Water and Sewer Main Extensions, Arvada, Colorado
- Clearview Sewer Main Extension, Johnstown, Colorado
- Tucker Lake Water Intake and Pipeline, Jefferson County, Colorado
- Ralston Reservoir 20" Water Main, Arvada, CO

### Landscape Architecture

## **DAVID E. MOORE, P.E.**

*Branch Manager / Project Oversight*

- Ralston Creek Trail Design, Arvada, Colorado
- Melody Farms/Candlelight Ridge Regional Park (Design Build), Erie Colorado
- Boulder County Trail System, Boulder County, Colorado
- Jefferson County Trail Access and Parking Lot, Westminster, Colorado
- Ryan Ranch Trail System and Landscaping (Design Build), Jefferson County, Colorado

### Transportation/State Highway Road Design

- 2 Miles of US Route 60, Johnstown, Colorado
- One Mile of US Route 119, Black Hawk, Colorado
- Highway 52, Boulder County, Colorado
- US 119 Road Improvements, Longmont, Colorado

### Land Development

- Owner Developer of Ridgeview Estates, Adams County Colorado
- Owner Developer of Moore Estates, Jefferson County Colorado
- Owner Developer of Candlelight Estates, Erie, Colorado

### Structural Engineering

- Sheridan College Dormitories and Community Buildings, Sheridan Wyoming
- Quaker Street and Ralston Creek Bridge (Design Build), Arvada, Colorado
- Platte Canyon Road Box Culvert (Design Build), Littleton Colorado
- Powerhouse Unloading Bay Superstructure, Warm Springs, Virginia
- 108<sup>th</sup> Commercial Office Building, Westminster, Colorado
- Colorado Horse Rescue Offices, Barn and Riding Arena (Design Build), Boulder County, Colorado
- Ryan Ranch Retaining Wall Design and Build, Jefferson County, Colorado
- General Residential Foundation Design and Inspections
- Structural Inspections and Reports

### Utility Projects and Pump Stations

- Hillandale Well, Water Tank and Distribution System (Design Build), Finksburg, Maryland
- Hillandale Sewer Pump Station and Wastewater Treatment (Design Build), Finksburg, Maryland
- West Woods Golf Course Non Potable Water Pump Station/Distribution System, Arvada, CO
- City of Arvada Church Ditch/Arvada Reservoir Potable Water Pump Station, Arvada, Colorado
- Town of Johnstown Regional Sewerage Pump Station, Johnstown, Colorado

### Mining Projects

- Williams Mine AML Coal Reclamation Project, Enterprise, West Virginia
- Williams 2 Surface Mine, Enterprise, WV
- Owl Creek Surface Mine, Monongahela County, WV
- Mays Run Surface Mine, Monongahela County, WV
- Limestone, Aggregate and Sand Quarry, Warm Springs, VA
- Aggregate and Concrete Plant Engineer, Bath County, Virginia

### Environmental Projects

- Stella Jones Monitoring Well/Environmental Testing, Spencer, WV
- International Fiber Storm Water and Ground Water Protection, Nitro, West Virginia
- Sigman Industrial Park Environmental Clean-up, Arvada, Colorado
- AutoZone Site Remediation, Westminster, Colorado

**DAVID E. MOORE, P.E.**

*Branch Manager / Project Oversight*

- ACOE Wetland Certification Course
- Various environmental permitting, MS-4, Stormwater and Spill Prevention Plans
- AEP Kentucky Coal Site Remediation, Pike County, KY

Power/Energy Projects

- Bath County Pumped Storage Hydroelectric Project, Bath County, Virginia
- Wolf Creek Nuclear Power Project, Coffey County, Kansas

General Contracting

- City of Federal Heights Municipal Building, Federal Heights, Colorado
- Mesa Village Subdivision, Louisville, Colorado
- Christian Science Reading Room, Pearl Street Mall, Boulder, Colorado
- Sunrise Apartments, Scottsdale, Arizona
- Flatirons Golf Course Pro Shop, Boulder Colorado

Geotechnical Projects

- WVDOH South Mineral Wells Bridge, Parkersburg WV
- Cornwell Residence Landslide, Huntington WV
- WV BRIM Mine Subsidence Projects, South Charleston, WV

Expert Witnessing

- Earthwork and Grading, Koon's Toyota, Federal Court, Baltimore MD
- Construction Contracting, Mesa Village, Boulder County, CO
- Floor Slab/Geotechnical, United Wastewater, Huntington, WV
- Sewer Construction, City of Fairmont, WV
- Oil and Gas, ECA, Boone County, WV
- Storm Drainage/Sewer Construction, City of Kenova, WV
- Sewer and Storm Drainage, Town of Lester, Raleigh County WV
- Sewer and Geotechnical, Lincoln County PSD, Lincoln County WV
- Sewer and Geotechnical, Hinton PSD, Summers County WV

**DAVID FRANSEN, RRC**      *Roofing Services Department Manager / Project Manager*

***Expertise***

Mr. David Fransen is responsible for the management of the roof engineering and consulting department at CTL Engineering Inc.'s corporate headquarters in Columbus, Ohio. Responsibilities include administration of department and roof technicians, marketing, invoicing, collections and P&L.

Other primary responsibilities include: Building envelope audits, investigations and trouble shooting for roof systems, waterproofing, wall components and windows/doors. He is also responsible for the construction, bid document preparation and commissioning. David Fransen is affluent in specification writing, project detailing, construction budgeting, bid procedures, project administration, owner's representative, contractor payment authorization and construction inspections, etc. David Fransen also assists the insurance industry and law firms in cases of expert technical witness and construction litigation in application and material failure conditions.

David Fransen continues his education in the building envelope field by attending symposiums, seminars, and technical classes for building envelope issues related to cause of failures, current design criteria, wind loading, drainage, etc. Mr. Fransen stays abreast of current Code, Factory Mutual, ANSI/SPRI, UL and other associated requirements for proper design.

***Education***

Calvin College, Grand Rapids, Michigan

Roof Apprenticeship, Local 44, Cleveland, Ohio

Various Building Envelope Seminars/Symposiums – 12 CEUs required per year

36 Years of Experience in Roofing Industry/Building Envelope

***Professional Registration/Certification***

Registered Roof Consultant #0324, Sponsored by Roof Consultants Institute

***Experience***

***Condition Surveys, Audits or Investigations***

Cleveland Public Schools - 43 School Buildings, Roofs, Windows, Masonry

Village of Woodmere, Waterproofing- City Hall, Woodmere, Ohio

First Congregational Church, Roof and Fleche, Columbus, Ohio

Ohio Wesleyan University - University Hall, Roof, Masonry

Ohio Wesleyan University - Slocum Hall, Roof, Skylights

Denison University - FW Olin Science Center, Roof, Gahanna, Ohio

Thomas Worthington High School, Roof, Windows, Worthington, Ohio

Aynsley Condominium Association, Roofs, Westlake, Ohio

Broad Brunson Condominium Association, Roofs, Windows, Stucco, Columbus, Ohio

Erie Historical Society, Erie, Roof, Pennsylvania

Erie Infant and Youth Home, Roof, Erie, Pennsylvania

Ohio Department of Mental Health, Behavioral Health Center, Roof, Athens, Ohio

Methodist Theological Library/Auditorium, Roof, Delaware, Ohio

First Presbyterian Church, Akron, Roof, Ohio

Trumbull Correctional Institution, Roof, Leavittsburg, Ohio

Kenston High School, Roof, Masonry, Windows, Bainbridge, Ohio

Hillsboro Elementary School, Roof, Masonry, Windows, Hillsboro, Ohio

***Preparation of Contract Documents (Drawings, Specifications, etc.)***

Cleveland City Schools – 15 School Building Roof Replacements, Cleveland, Ohio

Buckeye Valley West Elementary School - Gym Roof Replacement, Ostrander, Ohio





**DAVID FRANSEN, RCC**      *Roofing Services Department Manager / Project Manager*

Roxanne Labs Roof Replacement, Columbus, Ohio  
First Congregational Church Roof Replacement, Columbus, Ohio  
Columbus Public Schools, Columbus, Ohio  
Ohio Department of Youth Services - Various Locations, Ohio  
Worthington City Schools – Roofs, masonry, windows, 10 School Buildings, Worthington, Ohio  
Ohio State University –Multiple Projects for Design, Columbus, Ohio  
Ohio State Supreme Court Building, Roof Replacement, Columbus, Ohio  
Allen Correctional Institute – 7 Building Roof Designs, Lima, Ohio  
Butler High School, Roof, Charlotte, NC  
Columbus State Community College, Roof, Columbus, Ohio  
Battelle – Roof Design, Columbus, Ohio  
Ohio University, Stocker Center Roof Replacement, Athens, Ohio  
Ohio University-Zane State, Littick Roof Replacement, Zanesville, Ohio  
Ohio Department of Mental Health, Behavioral Health Center, Roof, Athens, Ohio  
Aynsley Condominium Association, Roof Replacement, Westlake, Ohio  
Parkview Condominium Association, Roof, Siding, Window Replacement, Lewis Center, Ohio

*Construction Observations/Quality Assurance Observations*

Miranova Tower, Columbus, Ohio  
Mount Vernon City Schools - Middle School Roof Repairs, Mount Vernon, Ohio  
Rolls Royce, Mount Vernon, Ohio  
Dublin Methodist Hospital, Dublin, Ohio  
Talawanda High School, Oxford, Ohio  
East Liverpool Schools - 5 School Buildings, Roof Replacements, Ohio  
Tri-Rivers Career Center Roof Replacement, Marion, Ohio  
Galion City Schools, Galion, Ohio  
Seneca Local Schools, Attica, Ohio  
Ada Exempted Village Schools, Ada, Ohio  
Firelands Medical Center, Sandusky, Ohio  
Columbus Grove Schools, Constructability, Columbus Grove, Ohio  
Leipsic Local School District, Leipsic, Ohio

*Laboratory Testing: Physical Quantitative Analysis*

Heinz Hall - Waterproofing, Pittsburgh, Pennsylvania  
Methodist Theological Library/Auditorium, Delaware, Ohio  
Cleveland City Schools - 10 School Building, Cleveland, Ohio  
Tri-Rivers Career Center Roof Replacement, Marion, Ohio  
Ohio Department of Agriculture, Reynoldsburg, Ohio  
Worthington City Schools - 6 School Buildings, Worthington, Ohio  
Blanchard Valley Health Center, Findlay, Ohio

*Forensics with potential Litigation*

Kobacker – Multiple Facilities Window, roof, interiors, pavement  
Davis – terrace, EIFS, Masonry, Roof Assessment  
Bi-Con – Masonry/Roof Assessment  
Karlsberger – EIFS, Masonry, Window Assessment and Testing  
Rittman Natatorium – Roof Assembly Failures  
Mansfield High School – Roof Failures  
Mount Vernon Schools – Roof Failures  
Ripley Schools – Roof/Masonry Failures



**DAVID FRANSEN, RRC**      *Roofing Services Department Manager / Project Manager*

Dublin Surgical – Masonry and Window Failures  
Kenston High School – Masonry and Window Flashing Failures  
Elyria Schools – Waterproofing Recommendations  
Lectonia Schools – Pavement Trouble Shooting/ Testing  
Waverly Schools – Roof, Flooring, Masonry Trouble Shooting

*Lectures Presented Related to Roofing Maintenance*

Commercial Roofing Systems Training Seminar, Ramada Inn, Cleveland, Ohio  
Taking Charge of Your Roofs, Garret Morgan Middle School, Cleveland, Ohio  
Roof Systems - Ohio Physical Plant Directors, Hamilton - Williams Campus Center, Delaware, Ohio  
Roof Maintenance Management for AIA CEUs, Various Architectural Firms

*Professional Affiliations*

Roof Consultants Institute  
Ohio Public Facilities Maintenance Association

## MIKEL COULTER, AIA

*Roofing Services Department Architect*

### *Expertise*

Mr. Mikel Coulter, AIA, is an Ohio registered Architect working in the roof engineering and building envelope consulting department at CTL Engineering Inc.'s corporate headquarters in Columbus, Ohio. Responsibilities include marketing, project management, and construction administration.

Other primary responsibilities include: Building envelope audits, investigations and trouble shooting for roof systems, waterproofing, wall components and windows/doors. He is also involved with construction bid document preparation and commissioning. More specifically, assistance in specification writing, project detailing, construction budgeting, bid procedures, project administration, owners representative, contractor payment authorization and construction inspections.

Since 1982 Mr. Coulter has been involved in conditional Property Condition Assessments (PCA) as a part of renovation and expansion projects on an as requested basis. Such PCA's have included small commercial properties, tenant lease space, warehouse facilities, medical office buildings and hospitals. As an architect doing renovation and building expansions he has done this *curiosy* assessment both before a building has been purchased and for owner occupied buildings to determine the condition of buildings before detailed plans were developed or considered to be developed.

Mr. Coulter continues his education in the building envelope field by attending symposiums, seminars, and technical classes for roofing and building envelope issues related to cause of failures, current design criteria, wind loading, drainage, etc. Mr. Coulter stays abreast of current code, Factory Mutual, ANSI/SPRI, UL and other associated requirements for proper design. In addition, Mr. Coulter participates in continuing education classes offered by the American Institute of Architects as related to building constructability, LEED, "GREEN" building design and construction material evaluation.

### *Education*

University of Houston, Bachelor of Architecture, 1981

### *Professional Registration/Certification*

Registered Architect, State of Ohio, 1982

Certified by National Council of Architectural Registration Boards (NCARB), 1988

### *Experience*

#### CTL Engineering of Ohio, Inc., Columbus, Ohio (July 2008 – Current)

In-house Architect responsible for evaluating building roofs and exteriors to determine remedial work required to repair water leaks and air infiltration. Projects have included single residential home, a 175 unit Condominium project, medical office buildings, Universities, and office/warehouse facilities.

#### Property Condition Assessment Experience

Nationwide Children's Hospital, Columbus, Ohio

Central Energy Plant

Inpatient Units

Radiology Department

Senior Administrative Office Suite

Children's National Medical Center, Washington, D.C.

Administrative Support Office Wing

Outpatient Clinics in Washington, D.C., Northern Virginia, Maryland

Southern Baptist Church, various locations in Ohio

Methodist Church, various locations in Ohio



## **MIKEL COULTER, AIA**

*Roofing Services Department Architect*

Morrison's Incorporated, various locations in Ohio  
Wendy's International, various locations in US and Canada

### *Nationwide Children's Hospital, Columbus, Ohio (July 2006 – May 2008)*

Project Executive: Responsible for coordinating outside Architects and Engineers to design a new Replacement Hospital (\$585M), new Central Energy Plant and Underground Utility Tunnels (\$70.5M), and expansion / remodel of existing Central Loading Dock (\$5M), evaluating and working with Consulting Engineers to upgrade existing primary site utilities to support the campus site utility Master Plan

### *Karlsberger Architects, Columbus, Ohio (January 1990 – March 2006)*

Vice President, Sr. Project Architect: Responsible for managing team of Architects and Consulting Engineers to plan multiple hospital projects around the country. Projects ranged in size from \$250K to \$78M. Partial list of projects include:

Nationwide Children's Hospital, Columbus, Ohio  
Children's National Medical Center, Washington, DC  
St. Louis Children's Hospital, St. Louis, Missouri  
Children's Hospital of Philadelphia, Philadelphia, Pennsylvania  
Pittsburgh Children's Hospital, Pittsburgh, Pennsylvania  
OSF Children's Hospital, Peoria, Illinois  
St. Vincent Charity Hospital, Cleveland, Ohio  
Berger Community Hospital, Circleville, Ohio  
Mercer Joint Township Community Hospital, Coldwater, Ohio

### *Morrison Incorporated, Mobile, Alabama (December 1988 – October 1989)*

Director of Architecture: Responsible for staff of 6 Architects, 1 Designer and 2 AutoCAD Operators. Negotiated with developers, city and building officials for new store locations. Review and approve building samples and products.

### *Wendy's International, Dublin, Ohio (July 1984 – December 1988)*

Manager of Architectural Services: Responsible for all corporate store drawings, new store development and remodeling existing company stores in North America. Assisted franchises with architectural and engineering related programs. Negotiated national building supply contracts.

### ***Professional Affiliations***

American Institute of Architecture, (AIA – Local, State and National Chapters)  
National Council of Architectural Registration Boards (NCARB)

## **CHARLES J. SCRIPP JR.**

*Roofing Services & Building Envelope Department*

### ***Expertise***

Mr. Charles Scripp is the Roofing Services Project Manager at CTL Engineering's corporate headquarters in Columbus, Ohio. Mr. Scripp has extensive experience as a Project Manager and Administration of roofing & building envelope projects. Responsibilities include preparation and oversight of construction documents, bid documents, specification writing, bid procedures, construction budgets, project detailing, project administration, contractor payment authorization, construction inspections and owner representative.

Other responsibilities include: roof and building envelope audits, investigations, evaluations and troubleshooting for solutions.

### ***Education***

Ohio State University, Columbus, Ohio  
Numerous Roofing and Building Envelope related seminars  
31 years of roofing and building envelope related construction fields

### ***Experience***

#### *Roof Conditions Surveys, Audits or Investigations*

Berea School District, Numerous Locations - Berea, Ohio  
Miami University, Pearson Hall - Oxford, Ohio  
Sonic Automotive - Vienna, Virginia  
Sonic Automotive - Detroit, Michigan.  
Colonel Crawford Jr. Sr. H. S. - North Robinson, Ohio  
Pickaway Correctional Institute - Orient, Ohio  
Aynsley Court Condominiums - Westlake, Ohio  
WECTEC LLC, Manor Park Facility - Columbus, Ohio  
Grubb & Ellis, Tuttle Crossing - Columbus, Ohio  
Groveport Village Town Hall - Groveport, Ohio  
Broad Brunson Place Condominiums - Columbus, Ohio  
U.S.S. Great Lakes Works, 240 buildings - Ecorse, Michigan  
Huntington Bank, 20 projects - Throughout Ohio (Parma, Strongsville, Berea, Cleveland, Solon)  
Cincinnati Music Hall - Cincinnati, Ohio  
The Ohio State University, Preliminary Budgets for 10 Buildings - Columbus, Ohio  
Fairfield Union Jr. Sr. H. S. - Lancaster, Ohio  
Kobacker Associates, Inc., 16 buildings - OH, VA, PA, MI, Ill, WV, IN, & NY  
Parkview Condominium Association - Lewis Center, Ohio  
Third Federal Savings & Loan, 5 buildings - Cleveland, Ohio

#### *Window, Masonry & Foundation Surveys, Audits or Investigations*

Mount Carmel West, Ambulatory Center, Stucco Walls - Columbus, Ohio  
Case Western Reserve University, Parking Garage Deck - Cleveland, Ohio  
Huntington National Bank, Window Walls - Lima, Ohio  
Huntington National Bank, Windows & Masonry Walls - Holland, Ohio  
Huntington National Bank, Foundation Waterproofing - Lima, Ohio  
Huntington National Bank, Foundation Waterproofing - Wadsworth, Ohio  
Huntington National Bank, Foundation & Steps Waterproofing - Ashland, Ohio  
Huntington National Bank, Windows - Strongsville, Ohio  
Kenston High School, Masonry Walls - Bainbridge TWP., Ohio





**CHARLES J. SCRIPP JR.***Roofing Services & Building Envelope Department*

Cincinnati Music Hall, Elevator Shaft Walls – Cincinnati, Ohio  
Sunbridge Harbor Side Healthcare, Windows & Walls (EIFS) – Broadview Heights, Ohio  
Dublin Surgical Center, Windows & Masonry Walls – Dublin, Ohio  
UPS Facility, Walls – Lima, Ohio  
Grubb & Ellis, Tuttle Crossing, Windows – Columbus, Ohio  
Prime Medical Group, Riverside Health Center, Windows & Masonry Walls – Columbus, Ohio  
Wal-Mart, Sam's Club, Masonry walls – West Allis, Wisconsin  
George Igel Company, Inc., Building Envelope – Columbus, Ohio  
Athletic Club of Columbus, Foundation Walls & Basement Ceiling Deck – Columbus, Ohio  
Berea H. S., Gymnasium. Masonry Walls & Glass Block Windows – Berea, Ohio

*Preparation of Contract Documents (Drawings, Specifications, Etc.)*

Huntington National Bank, 5 projects (roofs, foundations, waterproofing, stairs, windows), Ohio  
Aynsley Court Condominiums, Roof Replacement - Westlake, Ohio  
Shallotte National Guard, Shallotte, Roof Replacement - North Carolina  
Broad Brunson Place Condominiums, 10 Year Budget Forecast for Repairs - Columbus, Ohio  
Grubb & Ellis, Tuttle Crossing, Window Repairs - Columbus, Ohio  
Allen Correctional Institute, 6 Buildings, Roof Replacements - Lima, Ohio  
Battelle Memorial Institute, Building 9, Roof Replacement - Columbus, Ohio  
Groveport Village Town Hall, Extensive Building Renovations - Groveport, Ohio  
Allen County Library, Roof Replacement – Lima, Ohio  
Lima Civic Center, Roof Replacement – Lima, Ohio  
Farmers New World Life Insurance, Plaza Deck & Stairs Waterproofing – Columbus, Ohio  
Ohio State Highway Patrol, District 7 Headquarters, Roof Replacement – Cambridge, Ohio  
Sinclair Community College, Waterproofing – Dayton, Ohio  
Worthington Schools, 2 buildings, Roof Replacement – Worthington, Ohio  
Parkview Condominium Association, Building Envelope – Lewis Center, Ohio  
The Ohio State University, Numerous Roof Replacements – Columbus, Ohio  
Ohio University, Stocker Center Roof Replacement – Athens, Ohio  
Ohio Department of Mental Health, Behavioral Health Care, Roof Replacement – Athens, Ohio  
Berea School District, 7 Projects – Berea, Ohio

*Construction Observation/Quality Assurance Observations*

Groveport Village Town Hall, Groveport, Ohio  
AEP New Albany Facility, New Albany, Ohio  
Huntington Center, Columbus, Ohio  
Columbus State University, Columbus, Ohio  
Casto, Broad & High Building, Columbus, Ohio  
Pickaway Ross Career Center, Chillicothe, Ohio  
SBC Corporation Real Estate, Aberdeen, Ohio  
Kenston High School, Bainbridge TWP., Ohio  
Rathburn Village Condominiums, Columbus, Ohio  
Casto, Mattress Mart, Reynoldsburg, Ohio  
Taylor Park LTD., Reynoldsburg, Ohio  
Pickaway Correctional Institute, Orient, Ohio  
Broad Brunson Place Condominiums, Columbus, Ohio

**CHARLES J. SCRIPP JR.**

*Roofing Services & Building Envelope Department*

Laboratory Testing: Physical Quantitative Analysis

SBC Corporation, 13 facilities, Ohio  
Buckeye Middle School, Columbus, Ohio  
Northland High School, Columbus, Ohio  
Regency Construction, Fairview Park H.S., Fairview Park, Ohio  
Fairfield Union Jr. Sr. H. S., Lancaster, Ohio  
The Ohio State University, Postle Hall, Columbus, Ohio

Nuclear Survey Audits or Investigations

AEP New Albany Facility, Nuclear Scan, New Albany, Ohio  
Builder Exchange, Nuclear Scan, Columbus, Ohio  
Allen Correctional Institute, Nuclear Scan, Lima, Ohio  
The Ohio State University, Nuclear Scan, Columbus, Ohio  
Third Federal Savings & Loan, (5 buildings), Cleveland, Ohio  
Ohio Department of Mental Health, Behavioral Health Care, Athens, Ohio

Infrared Survey Audits or Investigations

Schottenstein Center, Ohio State University, Infrared Scan, (walls & windows), Columbus, Ohio  
Cincinnati Music Hall, Infrared Scan, (roof), Cincinnati, Ohio  
Lazarus Store Facility, Infrared Scan, (roof), Columbus, Ohio  
State Teachers Retirement Building, Infrared Scan (sidewalk snow melt) – Columbus, Ohio  
Wal-Mart, Infrared Scan (freezer walls & slab deficiencies) – Norwalk, Ohio  
Farmers New World Life Insurance, Infrared Scan, (plaza deck & stairs) – Columbus, Ohio

## *RELEVANT EXPERIENCE*

---

### **Overall Experience**

CTL Engineering South Charleston will provide all services in conjunction with team members located at various CTL branches. We have provided services similar to those required for a significant number of projects. The CTL Team has local experience dealing with many types of roof assemblies and wall construction. The attached Project Experience Profiles further illustrate our experience. These profiles include:

<u>Project Owner</u>	<u>Project</u>	<u>Location</u>	<u>Completion</u>	<u>CTL Fees</u>
Ohio University	Hwa Wei Lee Library Annex Roof Assessment	Athens, OH	2012	\$25,000
Ohio Department of Administrative Services	Ohio Supreme Court Building Roof Repair/Renovation	Columbus, OH	2007	\$50,000
Ohio Department of Mental Health	Appalachian Behavioral Healthcare Center Roof Removal and Replacement	Athens, OH	2010	\$43,000
Ohio University	Kantner Hall Roof Assessment	Athens, OH	2011	\$7,200
Ohio University	Zane State Littick Roof Replacement	Zanesville, OH	2010	\$56,841
West Virginia University	Percival Hall Roof Replacement	Morgantown, West Virginia	2012	\$13,500
Ohio University	Stocker Engineering & Technology Center Roof Replacement Project	Athens, OH	2010	\$20,600

## PROJECT EXPERIENCE PROFILE

**Project:**

Hwa Wei Lee Library Annex Roof  
Assessment

**Owner:**

Ohio University

**Location:**

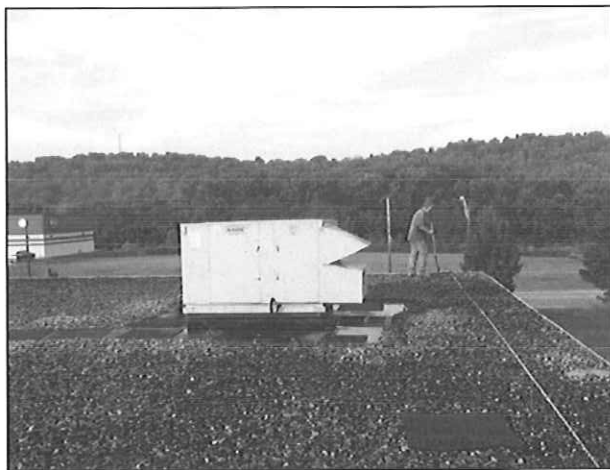
Athens, Ohio



### PROJECT FEATURES

CTL Engineering, Inc. conducted a nuclear survey on the Hwa Wei Lee Library Annex roof areas, which totaled approximately 21,524 square feet. A total of six (6) roof core cuts were completed and the overall roof composition noted for each roof core on this ballasted Ethylene Propylene Diene Monomer (EPDM) roof system. CTL found that roof sections were experiencing fatigue and a compromised watertight integrity. Leak areas were observed primarily at gutter edges.

CTL provided project bid documents for the roof replacement, which incorporated new gutters, down spouts, metal flashings, copper overflows, and downspout tie-ins to an underground drainage line. The project is scheduled for completion by the end of November 2012.



CTL determined that approximately 75% to 80% of the current EPS and ISO insulation boards could be salvaged and reused in a roof replacement if carefully removed and stored during the demolition of the current roof system. This presented a substantial cost savings to the Ohio University.

**Client Reference:**

Ohio University  
Mr. Michael West  
(740) 593-9874

**Project Completion:**

2012



# PROJECT EXPERIENCE PROFILE

**Project:**

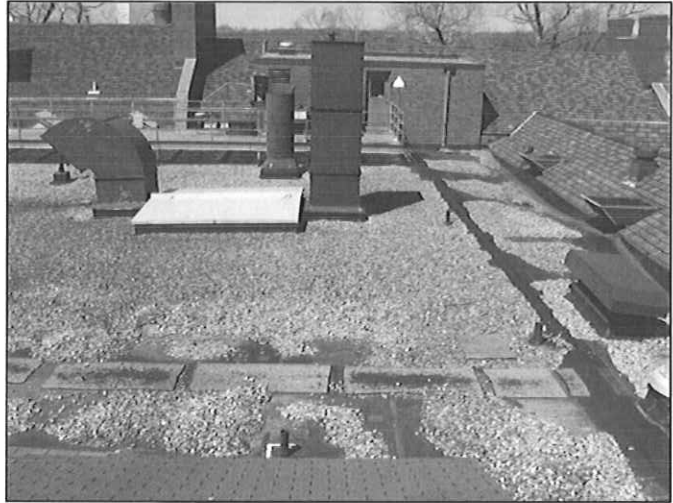
Stocker Engineering & Technology  
Center Roof Replacement Project

**Owner:**

Ohio University

**Location:**

Athens, Ohio



Roof Area Prior to Design by CTL

## PROJECT FEATURES

CTL Engineering, Inc. prepared assessments, and project bid documents for this roof replacement project. This project was complex due to the multiple roof system types involved and the special detailing required to accommodate the roof system interfaces. Roof systems involved white EPDM for reflectivity, interfacing with Ludowici vitrified clay roof tile, asphalt shingles, tying into existing dormers with copper flashings, etc. Special conditions for fastening the roof system had to be accounted for due to unusual roof deck types. Project bids came in under budget and the project was completed on schedule.



New Roof Construction - Final Completion

**Client Reference:**

Ohio University  
Mr. Mark Whitney  
(740) 593-4776

**Project Completion:**

2010



## PROJECT EXPERIENCE PROFILE

**Project:**

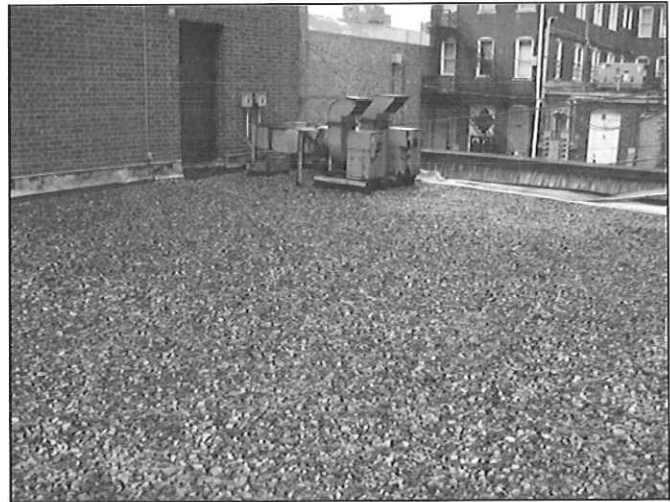
Ohio University  
Kantner Hall Roof Assessment

**Owner:**

Ohio University

**Location:**

Athens, Ohio



### PROJECT FEATURES

CTL Engineering, Inc. conducted a roof assessment at Ohio University's Kantner Hall – Hahn Theater roof areas. The ballasted EPDM roof system was being considered for replacement and measured approximately 1,879 square feet. The evaluation included a visual inspection of the roof areas and performance of a total of four roof cores to observe the existing roof components and tapered fill materials. CTL observed major deficiencies in Kantner Hall's roof system and recommended it be removed and replaced with new adhered white EPDM roof system with tapered polyisocyanurate insulation to increase the overall R-value of the roof system. The roof system is now completed after extensive punch list item corrective work by the contractor.



**Client Reference:**

Ohio University  
Ms. Lynnette Bush Clouse  
(740) 593-0785

**Project Completion:**

2011

**Construction Cost:**

\$43,843.00

## PROJECT EXPERIENCE PROFILE

**Project:**

Ohio University/ Zane State  
Littick Roof Replacement

**Owner:**

Ohio University/Zane State

**Location:**

Zanesville, Ohio

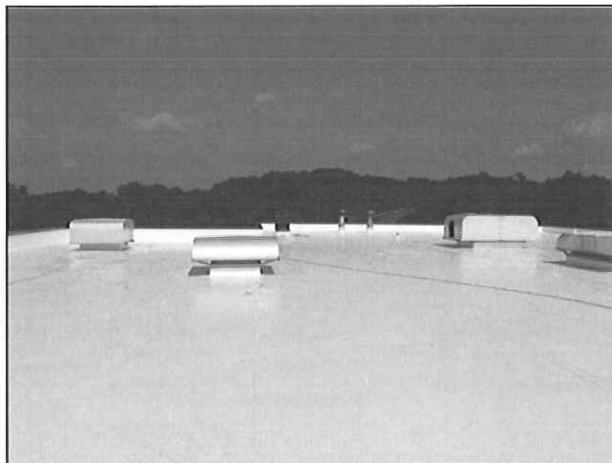


Roof Area Prior to Design by CTL

### PROJECT FEATURES

CTL Engineering was retained to design a new roof system and masonry restoration project for the university. The roof system incorporated adding additional insulation to increase R-values and improve energy efficiencies. By adding new insulation the roof thickness was increased and new masonry through wall flashings were designed to accommodate the new roof elevations.

Other miscellaneous masonry restoration and sealant applications were signed into the project to tighten the efficiency of the building.



New Roof Construction - Final Completion

**Client Reference:**

Ohio University/Zane State  
Robin Faires  
(740) 593-9424

**Project Completion:**

2010

**Project Size:**

27,730 square feet

**Construction Cost:**

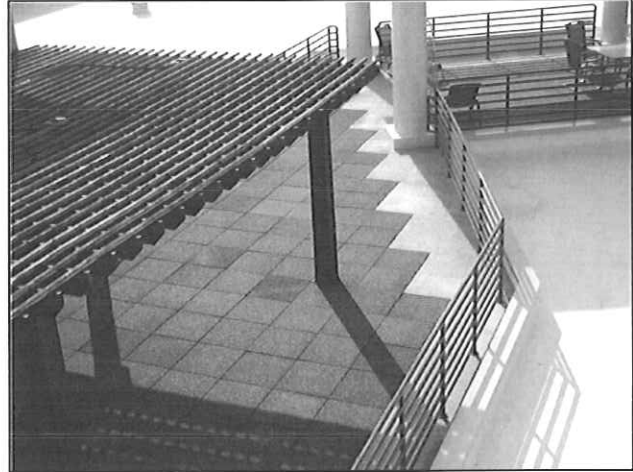
\$591,756

## PROJECT EXPERIENCE PROFILE

**Project:**  
Appalachian Behavioral Healthcare  
Center Roof Removal and  
Replacement

**Owner:**  
State of Ohio

**Location:**  
Athens, Ohio



### PROJECT FEATURES

CTL Engineering, Inc. prepared assessments for roof and rooftop terrace areas for the Appalachian Behavioral facility to determine the solutions for the design of a weather tight facility. The assessment for this project required coordinating with mechanical design for new roof top HVAC equipment. The assessment revealed the need for special project detailing for flashing conditions to masonry, stucco, windows, curbing, shingles, concrete and paver overburdens at terrace locations and special column refurbishments. CTL then proceeded with the development of project bid documents and participated in the solicitation of bids and Contractor bid recommendations, with bids coming in under budget. The project has been completed with CTL being responsible for the construction observation phase, review of the Contractor's submittals for conformance, initial/final punch list and project closeout.



**Client Reference:**  
Ohio Dept. of Mental Health  
Mr. Robin Cox  
(614) 466-4761

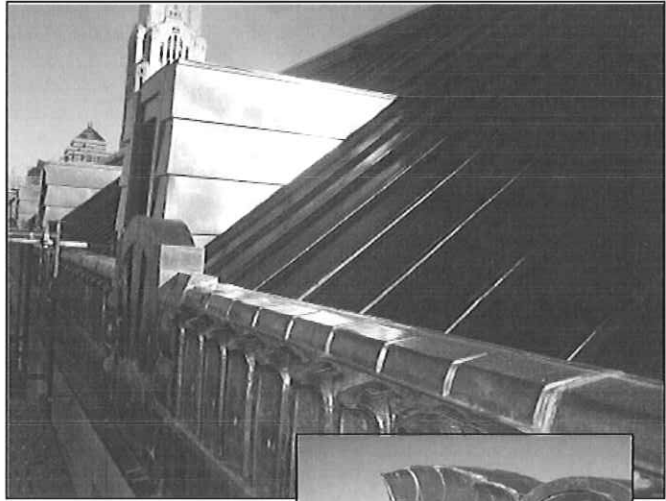
**Project Completion:**  
2010

## PROJECT EXPERIENCE PROFILE

**Project:**  
Ohio Supreme Court Building  
Roof Repair/Renovation

**Owner:**  
State of Ohio

**Location:**  
Columbus, Ohio



### PROJECT FEATURES

CTL Engineering, Inc. provided the roof evaluations and facility maintenance budgets for the years 2005, 2010, 2015, 2020, 2025. CTL also developed the project detailing and specifications for repairs in the year 2004/2005 that were completed in 2006.

CTL Engineering provided the specifications and project detailing for copper batten roof replacement, copper ornamental façade replacement, and modified bitumen roof system for a flat roof design. CTL Engineering also provided submittal review and quality assurance observation service through construction. This portion of construction was completed in 2007.

The project is now complete to a high quality profile and was completed on time and within the budget.



**Client Reference:**

ODAS  
Mr. Ned Thielle  
(614) 644-7982

**Construction Cost:**

\$1,500,000

**Project Completion:**

November 2007



## PROJECT EXPERIENCE PROFILE

**Project:**

Percival Hall Roof Replacement

**Owner:**

West Virginia University

**Location:**

Morgantown, West Virginia



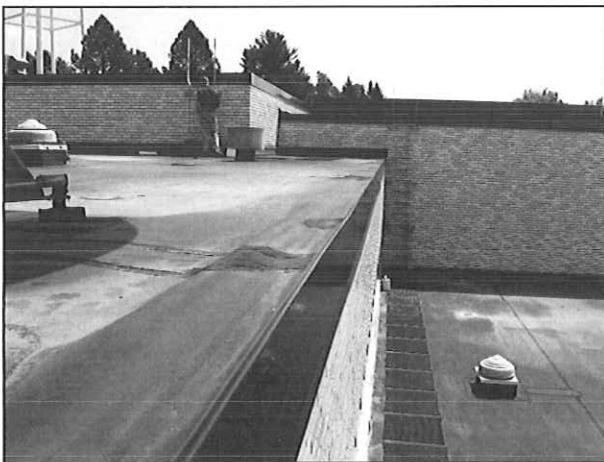
### PROJECT FEATURES

CTL was retained to provide an assessment of the Percival Hall roofing system as well as assist with project-specific detailing. Existing roof interface required different product variances and specific detailing to accommodate the new roof assembly. Conditions at saw-tooth roof areas and special tongue and groove deck conditions also required special detailing for long term results.

CTL provided a complete set of project bid documents for this highly detailed project that utilized modified bitumen membranes and specialized coating products for flashings.

***Sustainable Design***

The objectives of the design took into account sustainable practices in re-utilizing existing roof insulation for the new roof system.



**Client Reference:**

Derbigum Americas, Inc.  
Mr. Tom Gaughenbaugh  
(614) 264-1383

**Project Completion:**

2012



## *REFERENCES*

---

Listed below are three specific references that we have worked with over the last several years that can testify to the experience and qualifications of the proposed project team.

<u>Name</u>	<u>Client</u>	<u>Telephone</u>	<u>Project</u>
<b>Mr. Chris Smith</b>	<b>CB Richard Ellis</b>	<b>(614) 203-3437</b>	<b>State Farm Ins.</b>
<b>Mr. Robin Cox</b>	<b>Ohio Department of Administrative Services</b>	<b>(614) 466-4761</b>	<b>Appalachian Behavioral</b>
<b>Mr. Ray Biziorek</b>	<b>Huntington National Bank</b>	<b>(614) 461-5881</b>	<b>Huntington Center</b>
<b>Mr. Neil Woolbright</b>	<b>Huntington National Bank</b>	<b>(216) 276-6810</b>	<b>Huntington National Bank</b>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/27/2012
---------------------------------

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> STA, a Division of Oswald Companies 3401 Enterprise Parkway, Suite 101 Beachwood OH 44122	<b>CONTACT NAME:</b> Patricia Cholewa <b>PHONE (A/C, No, Ext):</b> 216-839-2807 <b>FAX (A/C, No):</b> 216-839-2815 <b>E-MAIL ADDRESS:</b> pcholewa@oswaldcompanies.com														
<b>INSURED</b> CTLEN-1 CTL Engineering of W.V., Inc. 510 C Street So. Charleston WV 25303	<table border="1" style="width: 100%;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> Evanston Insurance Company</td> <td style="text-align: center;">35378</td> </tr> <tr> <td><b>INSURER B:</b></td> <td></td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> Evanston Insurance Company	35378	<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
INSURER(S) AFFORDING COVERAGE	NAIC #														
<b>INSURER A:</b> Evanston Insurance Company	35378														
<b>INSURER B:</b>															
<b>INSURER C:</b>															
<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															

**COVERAGES**                      **CERTIFICATE NUMBER: 741453696**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Claims Made Retro Date: 1/1/1927	N	Y	AE822501	12/31/2012	12/31/2013	Each Claim \$2,000,000 Aggregate \$2,000,000 Pollution Liability Included

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Waiver of Subrogation as designated above is provided when required of the Named Insured by written contract or agreement.

<b>CERTIFICATE HOLDER</b>  Specimen For Purposes of Evidencing Coverage Only WV 25303	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/08/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Huntington Insurance, Inc. 440 Polaris Parkway Westerville, OH 43082 614-899-8500	CONTACT NAME: <b>Ivy Hughes</b> PHONE (A/C, No, Ext): <b>614-899-8538</b>	FAX (A/C, No): <b>877-829-4531</b>
	E-MAIL ADDRESS: <b>ivy.hughes@huntington.com</b>	
<b>INSURED</b> CTL Engineering, Inc. 510 C Street South Charleston, WV 25303	INSURER(S) AFFORDING COVERAGE <b>INSURER A : Cincinnati Insurance Company</b>	
	NAIC # <b>10677</b>	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	

**COVERAGES**                                  **CERTIFICATE NUMBER:**                                  **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input checked="" type="checkbox"/> <b>OCCUR</b> <input checked="" type="checkbox"/> <b>BI/PD Ded:4,000</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> <b>POLICY</b> <input checked="" type="checkbox"/> <b>PRO-JECT</b> <input type="checkbox"/> <b>LOC</b>	X	X	CPP0895397	01/01/2013	01/01/2014	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> <b>ANY AUTO</b> ALL OWNED AUTOS <input type="checkbox"/> <b>SCHEDULED AUTOS</b> <input checked="" type="checkbox"/> <b>HIRED AUTOS</b> <input checked="" type="checkbox"/> <b>NON-OWNED AUTOS</b>	X	X	CPP0895397	01/01/2013	01/01/2014	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>OCCUR</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> <b>CLAIMS-MADE</b> DED <input checked="" type="checkbox"/> <b>RETENTION \$0</b>	X	X	CPP0895397	01/01/2013	01/01/2014	EACH OCCURRENCE	\$10,000,000
							AGGREGATE	\$10,000,000
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> <b>Y</b> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			WC1861217	01/01/2013	01/01/2014	<input checked="" type="checkbox"/> <b>WC STATUTORY LIMITS</b> <input type="checkbox"/> <b>OTHER</b>	
							E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000
A	<b>Leased/Rented Inst Fltr</b>			CPP0895397	01/01/2013	01/01/2014	\$200,000/\$2,500 Ded \$800,000/\$1,000 Ded	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Automatic Additional Insured including Waiver of Subrogation and Primary or noncontributory included under General Liability per form GA233, where required by written contract, Automatic Additional Insured provided under the Auto per form AA4171, Blanket Waiver of Subrogation provided under the Auto per form AA4172 per written contract. Blanket Waiver of Subrogation is provided per form WC000313 (not applicable in KY) per written contract.

<b>CERTIFICATE HOLDER</b>  For Information Only	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

CTL Engineering of West Virginia, Inc.

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Authorized Signature)

Patrick E. Gallagher, P.E., President

\_\_\_\_\_  
(Representative Name, Title)

(304) 292-1135      (304) 296-9302

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Fax Number)

Jan. 4, 2013

\_\_\_\_\_  
(Date)

**ADDENDUM ACKNOWLEDGEMENT FORM**

**SOLICITATION NO.:** GSD136423

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

CTL Engineering of West Virginia, Inc.

Company

Authorized Signature

Jan. 4, 2013

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.



RFQ No. GSD136423

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: CTL Engineering of West Virginia, Inc.

Authorized Signature: \_\_\_\_\_ Date: Jan. 4, 2013

State of West Virginia

County of Monongalia, to-wit:

Taken, subscribed, and sworn to before me this 4th day of January, 2013

My Commission expires 1/17, 2020

AFFIX SEAL HERE

NOTARY PUBLIC

*Kathleen J. O'Brien*

Purchasing Affidavit (Revised 07/01/2012)

