



Ms. Tara Lyle
Department of Administration
Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

May 8, 2014

REF: DEFK14029

Dear Ms. Lyle:

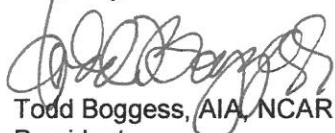
In response to your qualifications request for the professional Architectural and Engineering Design services, the E.T. Boggess, Architect, Inc. team is pleased to submit information regarding our experience and specialized expertise. Our team is comprised of highly qualified firms versed in:

- Architectural Design Services for the State of WV
- Building Exterior Design
- Construction Administration

I will be your architect and will be the person-in-charge for all aspects of the project. Our team is very familiar with the services provided and the spaces required by the WV Army National Guard. We understand and appreciate the challenges that state agencies face and believe we offer the service, knowledge and experience you will need to successfully accomplish the exterior renovation at the Joint Forces Headquarters Building in Charleston. Our renovation design will take into consideration that the guard administration will need to continue to function with as little disruption to their daily operations as possible.

The ETB Team stresses a focus on client issues and mutually defined project objectives. Through this focus, we can assure the State of West Virginia and 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
President

05/08/14 09:57:55AM
West Virginia Purchasing Division

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Qualifications & Technical Expertise

Exterior Renovations for WVARNG

The E.T. Boggess, Architect, Inc., team understands the challenges facing the WVARNG as you work to renovate the exteriors at the Joint Forces Headquarters Building in Charleston. Improving existing guard facilities can be an excellent “morale booster” and shows your commitment to helping the military help us. ETB has a great deal of experience with government facilities, both new and renovations. We understand the unique requirements associated with renovations and the importance of being prepared for any surprises that may be discovered. The exterior renovations are important in extending the life of the building, as well as projecting a positive image to the military personnel and visitors alike.

In recent years, ETB has worked on a number of renovations for various governmental agencies in our area. Last spring, one of our historic renovation/adaptive re-use projects, the Princeton Public Library, received the WVAIA's Honor Award. The project involved transforming the vacant former USPO into a vital downtown center of activity. The interior renovations included a total re-design, while preserving some of the historical architectural details. New MEP systems were installed and existing windows were either restored or replaced. The exterior renovations included a thorough cleaning of the limestone and the creation of code compliant access to the building. Many interesting details were uncovered and incorporated into the design, including a skylight that had been hidden during a previous renovation. Additional renovations have been accomplished with emphasis on energy upgrades, access, and security for the Mercer County Courthouse and the Mercer County War Memorial Building. ETB has also accomplished several “face-lifts” for the exterior of commercial building and shopping malls.

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.

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.

Methods

The Integrated Design Process is our process of design in which the users, owners, 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. 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:



Qualifications & Technical Expertise

- **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.

Project Management - Our project managers provide extraordinary leadership managing the team dynamics, budget, schedule, and the flow of information. The project manager's role also includes assisting the client with the management of services and consultants that may not be a part of this contract, but still may have an impact on workflow and infrastructure coordination. The effective implementation of your goals and objectives will be realized thru early and consistent collaboration among all the design disciplines. This will result in opportunities and challenges being discussed and addressed as we proceed thru the design process.

Cost Management - We believe that the management of cost and/or risk begins with the development of fully vetted alternatives which enable you to make informed choices about the project. We search for simple and effective solutions which support the different services that are offered at headquarters facility. We also believe that the evaluation of cost must extend beyond the cost of construction, and consider the costs of operations, human resources, energy and sustainability.

Project Schedule Management - Completing projects on time requires effective schedule management and a commitment of the entire project team including the county commission, representatives from the ultimate user, and the design team. The process begins with the development of the project schedule with input from each stakeholder engaged in the process. Accelerated schedules require even more dedication to benchmarks and deadlines, identifying production problems early and making the necessary adjustments before issues become too great to be effectively managed.

Construction Administration – Contract administration services are important in order to ensure construction conforms to the design intent of the construction documents; to lessen project risks; and to identify and resolve construction problems early. We also strive to 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 we provide include . . .

- 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.



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- Prepare field reports and records.
- Supervise completion and closeout.
- Assist with any post-occupancy issues.

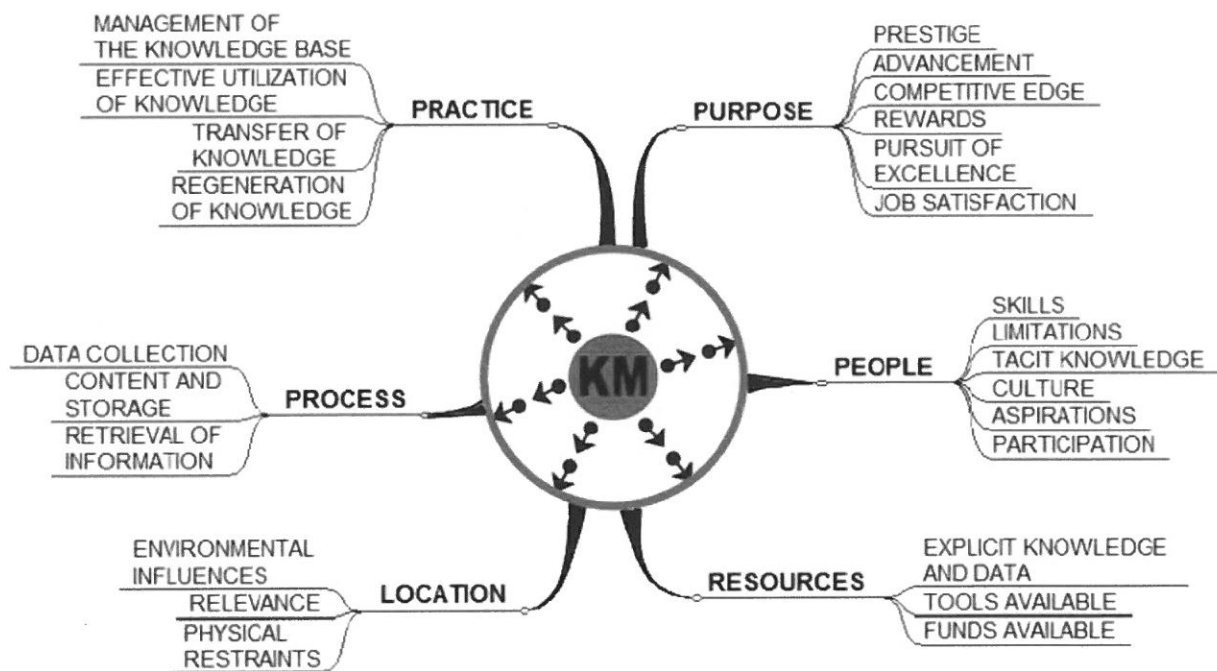
Technical Expertise - Information Management

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.



Qualifications & Technical Expertise



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:

Qualifications & Technical Expertise

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



Qualifications & Technical Expertise

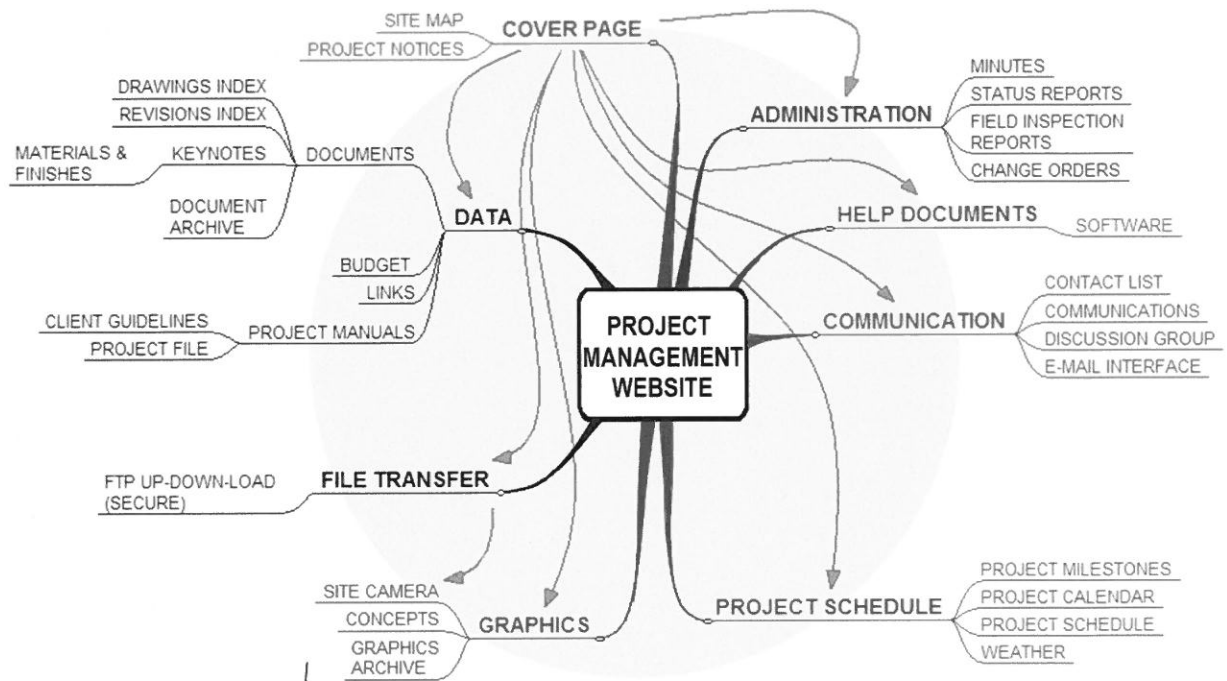
Communication

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



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History

E. T. Boggess, Architect, Inc., is a 11 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 project's 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. Our expertise, in particular, 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 the Joint Forces Headquarters Building exterior renovation project.

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.



Experience

Over the past 48 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.

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 almost thirty years ago. 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.

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 as an added incentive to meet the deadlines.

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
 - within the office
 - with outside consultants
 - with regulatory officials
 - with representatives from the WVARNG
- Quality management throughout entire project – *Website*
- Prompt response to client's requests – *Availability*
- 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 standards and life cycle costs with budget and scope during planning and design reviews. This continues through construction delivery with a program of inspections, tests, and certifications that are typically handled thru a third-party agency. Quality control should flow seamlessly from one phase to another. The “partnership” we develop during the project assists us in maintaining a high level quality control standard with everyone working together in the project’s best interest. 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 and consistent between all team members
 - Regular/scheduled project meetings
- Share lessons learned from recent similar projects, include value engineering
 - Up-to-date detailing
- In-house reviews to address issues with constructability and budget restraints
- Utilize past experiences related to construction administration
 - Address before issue or occurrence
- Provide post construction administration services to be utilized on future projects
 - Every project or opportunity can be a learning experience for continued growth to better serve clients

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Project Information

E.T. Boggess, Architect, Inc.

Project	Type	Goals	Size	Cost	Comp.
WVARNG Readiness Center Location: Elkins Project Manager for the WVARNG: Dan Clevenger - 304-561-6451	New	Provide offices, classrooms, kitchens, showers for local armed forces to train & prepare. Serve as base of operations in emergency.	56,000 sf	\$15.5 mil	2012
WVDOH District 9 Office Building Location: Lewisburg Project Manager for the WVDOH: Greg Hylton - 304-647-7450	New	Provide centralized office and meeting room for DOH district operations.	28,000 sf	\$3.5 mil	2011
WVDOH District 1 Office Building Location: Charleston Project Manager for the WVDOH: Brian Tackman - 304-356-3820	New	Provide centralized office and meeting room for DOH district operations.	28,000 sf	\$5.5 mil	Under Con.
Advantage Valley Advanced Tech Center Location: So. Charleston	New	Three educational facilities with similar objectives - address needs of WV C&TCS program. Provide classrooms, labs, offices, and high-tech learning environment for secondary education programs that can be modified easily to satisfy market/demand.	50,000 sf	\$15 mil	2014
North Central Adv Tech Center/Allied Health Location: Fairmont	New		60,000 sf	\$17.4 mil	Under Con.
New River Headquarters & Allied Health Location: Beckley Project Manager - Chancellor of the WVC&TCS James Skidmore - 304-558-0265	New		72,500 sf	\$15 mil	Under Con.
Princeton Public Library Location: Princeton Project Manager - then City Librarian Connie Shumate - 304-384-5366	Ren	Renovate former historic USPO to accommodate needs of public library including book stacks, offices, storage, conference rooms, computer lab area, and improved access.	14,000 sf	\$3.8 mil	2010

WV ARMY NATIONAL GUARD READINESS CENTER

Elkins, West Virginia

PROJECT DETAILS

owner/district:
WV Army National Guard

year:
2011

size:
50,000 sf,

The Readiness Center has 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 contains 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 also included the design and construction of a separate structure for secure storage maintenance/ workshop/ office structure.



MAINTENANCE BUILDING

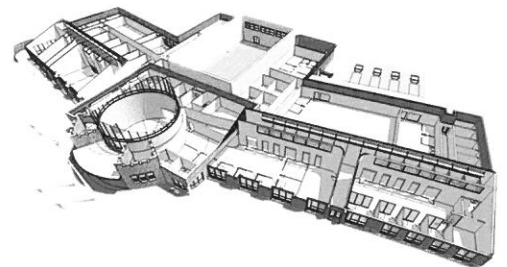


COMPUTER VISUALIZATION

WV ARMY NATIONAL GUARD READINESS CENTER

Elkins, West Virginia

PROJECT DETAILS



WV DOH DISTRICT COMPLEXES

Statewide

PROJECT DETAILS

owner/district:
WV DOH

year:
1997 thru 2013

size:
various



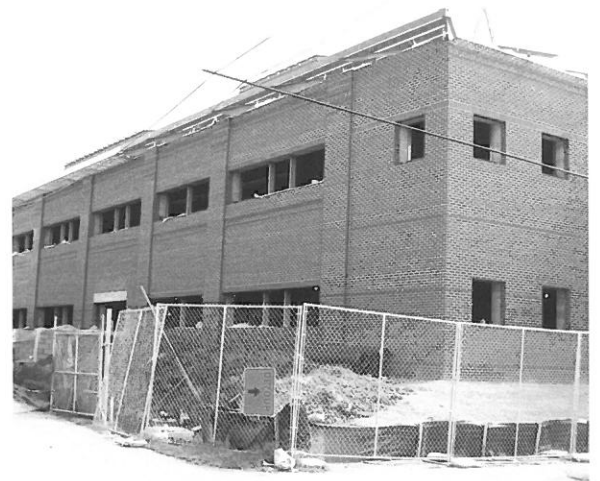
DISTRICT 6 OFFICE BLDG



DISTRICT 10 OFFICE BLDG



DISTRICT 9 OFFICE BLDG



ETB provided the original complex design for District Ten, which included an office building, a maintenance building (now called the equipment shop), a bridge/sign shop, and a lab building. The buildings have been modified over the years to satisfy the needs of the DOH and each specific site. The design brings together a variety of services and functions that were previously scattered throughout the district onto a single, campus-like setting. This lay-out has been very effective and is being repeated throughout the state.

District Six has completed all but the lab building. District Nine has completed only the main office building. The office building for District One is currently under construction (shown below) with plans for more projects to be bid for Districts 3, 7 and 8 in the near future.

GREENBRIER COUNTY CONVENTION & VISITORS CENTER

Lewisburg



PROJECT DETAILS

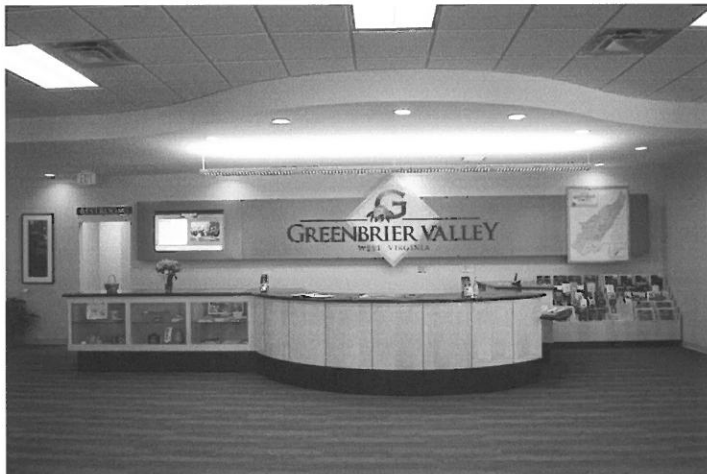
owner/district:
Greenbrier CCVC

year:
2010

size:
16,800 sf

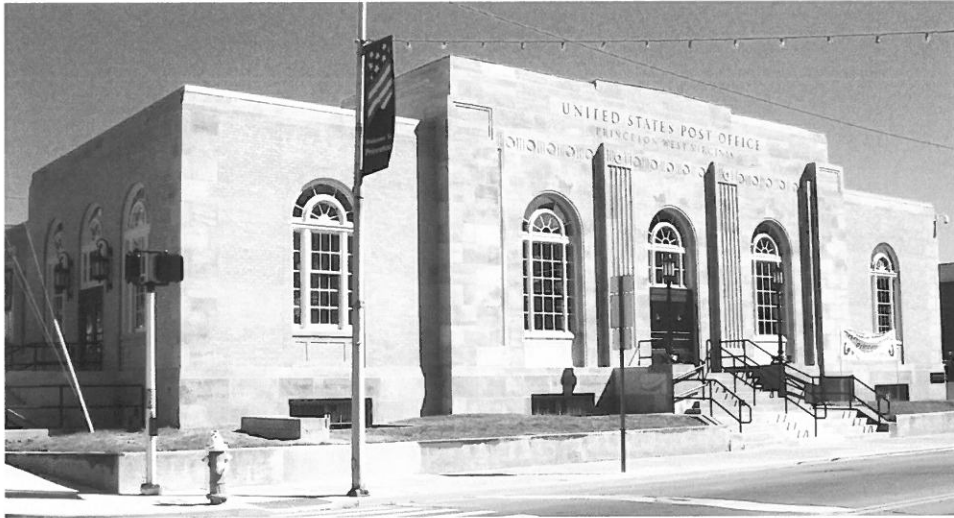
The design and renovations to the former Yaris Building allowed the adaptive re-use of a former department store in order to serve as a convention and visitors center. The lower level contains a conference room for public meetings and a large, open floor plan showcases an information desk, displays, kiosks, and computers for use by visitors. The upper level design provided new office space for the Chamber of Commerce, the Development Authority, and two additional rentable units.

The exterior "facelift" included the installation of new windows, awnings, roof and exterior lighting.



PRINCETON PUBLIC LIBRARY

Princeton, West Virginia



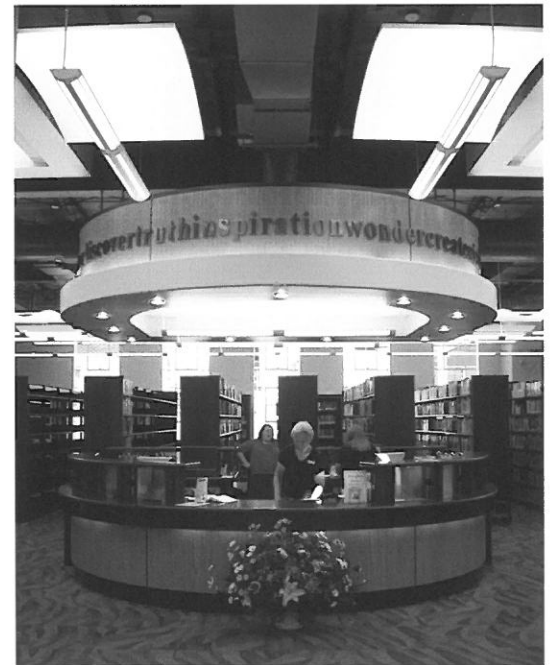
PROJECT DETAILS

owner/district:
City of Princeton

year:
2010

size:
13,331 sf, (Two Story)

This renovation/adaptive re-use project involved a total interior renovation that transformed the abandoned former USPO building into a new focal point for Mercer Street. In addition to providing much needed space for books, this design enabled the library to have designated spaces for audio/visual, as well as an exclusive West Virginia Room. Activities associated with the operation of the library are easily maintained from the custom designed control desk. The basement offers rooms dedicated to three specific age groups, and an open computer area. Public meeting rooms with state-of-the-art technology equipment are also located in the basement.



PRINCETON PUBLIC LIBRARY

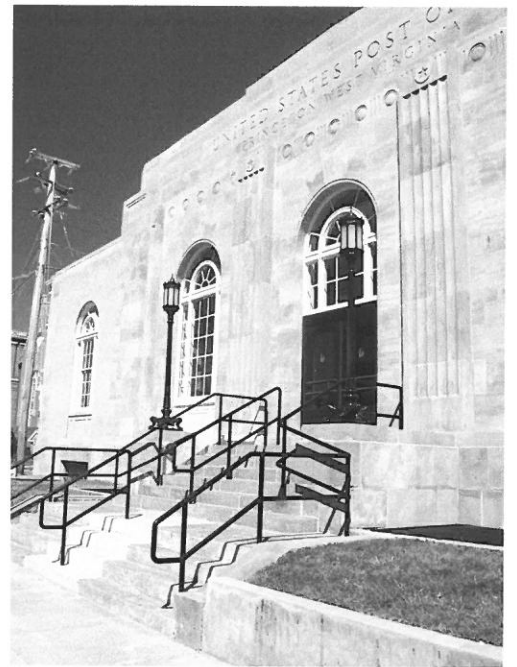
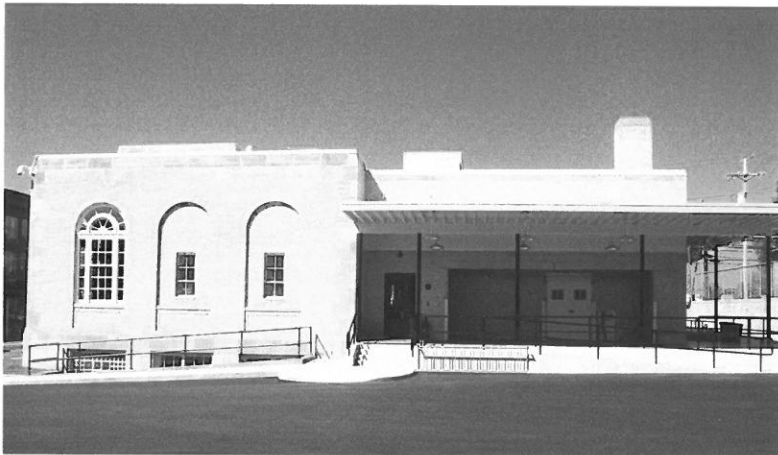
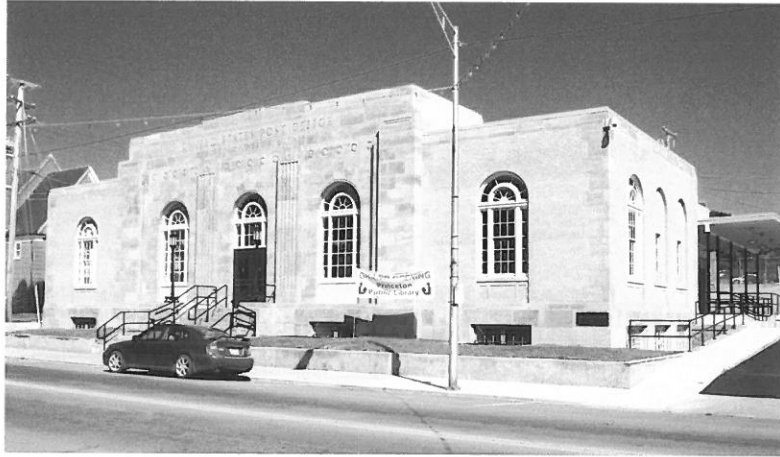
Princeton, West Virginia

PROJECT DETAILS

owner/district:
City of Princeton

year:
2010

size:
13,331 sf, (Two Story)



The lower floor of the renovated library has areas dedicated to specific children's reading levels. The early childhood area includes specially designed "soft" furniture that encourages the young children to sit on the floor mats. The "soft book" seating is also utilized in the elementary age section, as well as the more traditional hardwood tables and chairs.

Exterior work involved the restoration of the cut stone and brick, total roof replacement and improved access. Existing windows were either restored/refurbished or replaced.

MERCER COUNTY WAR MEMORIAL BUILDING

Princeton, WV



PROJECT DETAILS

owner/district:
Mercer County Commission

year:
2011

type:
renovations

The Mercer County War Memorial Building Project consisted of both interior and exterior renovations. The historic building's exterior was in need of cleaning, repairing and re-pointing of the stone and masonry. The steel windows were refurbished. Exposed joints and cracks were caulked and sealed. A new sprinkler system, was installed and upgrades were made to the electrical system, including lighting. ADA upgrades were also included in the renovation.



Governmental – New Construction:

- WV Army National Guard Readiness Center, Elkins, WV
- Mercer County Courthouse Annex, Princeton, 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
- WVDOH District 9 Office Building, Lewisburg, WV
- WVDOH District 1 Office Building, Charleston, WV
- WVDOH District 8 Equipment Shop, Elkins, WV
- U.S. Social Security Offices for the GSA, Welch, WV
- U.S. Social Security Offices for the GSA, Williamson, WV
- Princeton Railroad Museum (*Historical Re-creation*), Princeton, WV
- Bramwell Coal Interpretive Museum (*Historical Re-creation*), Bramwell, WV
- Mercer County Health Center, Bluefield, WV
- Mercer County EOS/911 Center, Bluefield, WV
- Mercer County Civil Air Patrol Hanger and Headquarters, Bluefield, WV
- WV Community & Technical College System / Higher Education Policy Commission
 - Advantage Valley Advanced Technology Center, So. Charleston, WV
 - North Central Advanced Technology Center, Fairmont, WV
 - New River Community & Technical College Headquarters, Beaver, WV

Governmental – Additions and Renovations:

- Princeton Public Library, Princeton, WV
- City Hall/Municipal Building, Princeton, WV
- Pipestem State Park Conference Center, Pipestem, WV
- Mercer County Courtroom for the new judge, Princeton, WV
- Mercer County Memorial Building, Princeton, WV
- Mercer County Courthouse Energy Upgrade, Princeton, WV
- Greenbrier County Convention & Visitors Center, Lewisburg, WV
- U.S. Social Security Offices for the GSA, Bluefield, WV
- Department of Health & Human Resources, Welch, WV
- Division of Motor Vehicles, Welch, WV
- Hatfield/McCoy Trailhead Office, Bramwell, WV
- Hatfield/McCoy Trails Office, Lyburn, WV
- Rupert Public Library, Rupert, WV
- Wyoming County Senior Center for the Council on Aging, Oceana, WV
- Richwood Visitor's Center, Richwood, WV
- Beckley Financial Center – IRS Offices for the GSA (*Adaptive Re-use*), Beckley, WV
- WV Community & Technical College System / Higher Education Policy Commission
- New River Community & Technical College Arts & Sciences Building,
Lewisburg, WV

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RENOVATIONS

The ETB team of professional consultants can provide the WVARNG with all of the services required for the exterior renovation of the Joint Forces Headquarters Building in Charleston. In order to successfully accomplish your objectives, we will approach the project by emphasizing the following procedure:

- Establish goals and objectives
- Review exterior building condition
- List of areas/services that may be impacted during renovation
- Estimate the timing, phasing and projected costs for the project
- Establish project priorities for recommended changes
- Project schedule and final plan

SPECIFIC TASKS

The services listed above will be accomplished in steps. As mentioned previously, we utilize an interactive design approach. We will therefore be involving your designated representatives in order to understand and address your specific needs.

Typically, ETB renovation projects involve 4 phases:

- Investigation, evaluation and report preparation for existing systems and structure.
- Preparation of Preliminary Design Documentation and Preliminary Estimate of Probable Construction Costs.
- Preparation of Construction Documents and Final Estimate of Probable Construction Costs.
- Bidding and Construction Administration Services.

Investigation and Evaluation Phase:

- Upon receipt of Notice to Proceed, ETB will review all available original plans, specifications and other relevant data documenting existing systems and structures.
- Conduct a thorough evaluation and inspection of the exterior of the building and determine areas that may need immediate attention.



- Develop a phased plan for addressing areas of concern.
- Meet with WVARNG representatives to present and discuss preliminary findings, including preliminary budget amounts for renovation.

Preliminary Design Phase:

- Prepare preliminary design drawings including plans and typical sections and details.
- Prepare Outline Specifications and Preliminary Estimate of Probable Construction Costs.
- Prepare graphic imagery of proposed renovations for review, approval and comment.
- Meet with WVARNG representatives to review preliminary design drawings, proposed scope of work, proposed system product selections and alternatives, and Preliminary Estimate of Probable Construction Cost. Review/establish budget and contingency and establish Final Construction Phase Schedule (bidding and award).

Construction Document Phase:

- Prepare Construction Documents including detailed drawings and specifications commensurate with established scope of work.
- Prepare Final Estimate of Probable Construction Costs.
- Assist with coordination/preparation of non-technical provisions of the contract documents. (Bid Advertisement, safety/security compliance, temporary facilities, utility access, etc.)
- Meet with WVARNG representatives as necessary to review progress, discuss proposed design and budget refinements, value engineering proposals and other general coordination issues.

Bidding and Construction Phase:

- ETB will provide general administrative assistance to the WVARNG and the contractor(s) during the Bidding and Construction Phases including:
 - Reproduction and distribution of Construction Documents
 - Attendance at pre-bid meeting
 - Preparation of addenda
 - Review of bids



Approach - Services

- Review of contractor submittals
- Review/approval of contractor's applications for payment
- Review/response to RFI and construction change order requests.
- Regular on-site Construction observation and reporting
- Assistance/coordination with governmental/ regulatory agencies
- Preparation of project punch list and sign-off
- Review of project close-out documents/ compliance



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West Virginia
ARMY
NATIONAL
GUARD



Todd Boggress
AIA, NCARB, Architect, President

Design and
Production

Steve
Mackey

Nathan
Turner

Technology &
Information

Roy
Morum

Imagery and
Documentation

Dale
East

Chris
Clark

Construction
Administration

Chris
Canterbury

Eric
Gatchell

Consultants

If Needed . . .

MEP / HVAC

Structural

Todd Boggess, AIA, NCARB, Architect
President



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's design for the WVARNG Readiness Center in Elkins included the main 50,000 sf single-story facility to serve the Army Reserve and National Guard, along with a separate structure for secure storage, maintenance/ workshop and office space. The needs of the WVARNG were reflected in the design, which includes the following areas:

- assembly hall
- lobby
- administrative wing
- classroom wing
- learning center
- library
- storage areas
- locker rooms
- kitchen/break-room
- Telecon spaces



PROJECTS – Public Buildings

New Construction:

- WVARNG Readiness Center, Elkins, WV
- Mercer County Courthouse Annex, Princeton, WV
- WVDOH District 10 Headquarters Complex
- WVDOH District 6 Headquarters Complex
- WVDOH District 9 Headquarters Complex - *Office Building*
- WVDOH District 1 Headquarters Complex - *Office Building (under construction)*

Renovations:

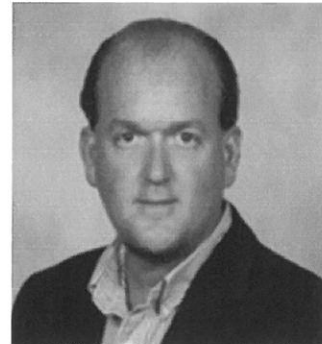
- Princeton Public Library, Princeton, WV
- Princeton City Hall, Princeton, WV
- Greenbrier County Convention and Visitors Center, Lewisburg, WV
- Rupert Public Library, Rupert, WV
- Mercer County Courthouse Improvements and Energy Upgrades, Princeton, WV
- U.S. Social Security Offices for the GSA, Bluefield, WV
- Pipestem State Park Conference Center Addition & Renovations, Pipestem, WV
- Mercer County War Memorial Building Improvements, Princeton, WV

AWARDS:

- WVAIA “Honor Award” for Renovation Design of the Princeton Public Library – April 2012
- Princeton/Mercer County Chamber of Commerce “Excel Award” – January, 2011
- *West Virginia Executive Magazine’s* “Young Guns” - Fall, 2003
- Princeton/Mercer County Chamber of Commerce “Citizen of the Year - 2000”
- Princeton Elks Club “Citizen of the Year - 2000”



Stephen Mackey
Planning & Design



EDUCATION:

- Bachelor of Arts Degree in Design, Clemson University School of Architecture
- Master of Architecture, Clemson University School of Architecture

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, Mr. Mackey served as project manager on several large projects for the Savannah District Corps of Engineers including the 72,000 sf Truscott Air Terminal at Hunter Army Airfield in Savannah, Georgia which serves as the platform for deploying and redeploying US Army, Reserve Component Army National Guard and Army Reserve units and soldiers. Additional military and governmental projects he managed include:

- Truscott Air Terminal, Hunter AAF, Savannah, GA
- Florida Air National Guard Drug Interdiction Laboratory, Jacksonville, FL
- Chapel for Kings Bay Naval Submarine Base, Kings Bay, GA
- Concord HH-60 Operations/Para rescue Facility, Moody Air Force Base, GA
- Base Supply Support Centre, Robins Air Force Base, GA
- Florida Dept. of Law Enforcement Crime Laboratory & Office Building, Jacksonville, FL



Roy Morum, LEED G.A.
Project Manager

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
- 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.

- WVARNG Readiness Center, Elkins, WV
- Panther/laeger Elementary School, McDowell County, WV
- Mathena Cultural Arts Center, Princeton, WV
- Mercer County Health Center, Green Valley, WV



Nathan Turner, LEED G.A.
Project Manager



EDUCATION:

- Bachelor of Science, Engineering – Architecture, Fairmont State University
- Master of Architecture (May, 2009), Boston Architectural College

RESPONSIBILITIES:

Mr. Turner joined ETB in 2009 and brought with him a wealth of experience in architectural design, as well as construction methods and practices. His prior experience with educational facilities has already proven extremely valuable as we have several elementary, middle, and high school projects at various stages of completion. Nathan has obtained LEED certification and will assist in our efforts to provide a “green” approach to as many projects as possible.

Specific project responsibilities include:

- architectural programming
- construction documentation
- project management
- project coordination
- construction specifications
- construction administration

PROJECTS – Public Buildings:

- Advantage Valley Advanced Technology Center for the WVC&TCS, So. Charleston, WV
- North Central Advanced Technology Center for the WVC&TCS and Allied Health, Fairmont, WV
- New River Community and Technical College Headquarters & Allied Health Building, Beckley, WV
- New River Community and Technical College Arts & Sciences (Renovation), Lewisburg, WV
- WV Council for Community and Technical College Education - Facility Programming
- Rainelle Elementary School for Greenbrier County, WV
- Lewisburg Elementary School for Greenbrier County, WV



Chris Canterbury, Associate AIA
Construction Admin Manager



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 administration
- 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
- site visits/observations

PROJECTS – Public Buildings:

During the construction of the Mercer County Courthouse Annex, Chris monitored the budget very closely. He distributed updated amounts at the monthly meetings with the building commission and was instrumental in keeping the project under-budget. Chris was also very involved in the renovations at the Princeton Library, again closely monitoring the budget and keeping change orders to a minimum.

- Princeton Public Library (*Renovations/Adaptive Re-use*), Princeton (USDA Funded)
- Greenbrier Convention & Visitors Center (*Renovations/Adaptive Re-use*), Lewisburg
- Rupert Library (*Renovations*), Rupert, WV (USDA Funded)
- Mercer County War Memorial Building (*Renovations*), Princeton
- Mercer County Courthouse Annex, Princeton



Cover Letter

Qualifications & Technical Expertise

Firm Profile

Projects

Approach/Services

Resumes

WV Forms



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: E. T. Boggess, Architect, Inc.

Authorized Signature: *[Signature]* Date: May 7, 2014

State of West Virginia

County of Mercer, to-wit:

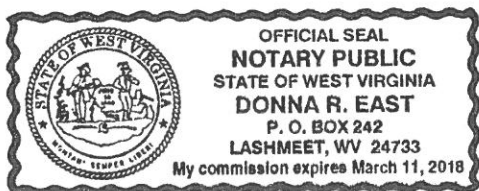
Taken, subscribed, and sworn to before me this 7 day of May, 2014.

My Commission expires March 11, 2018.

AFFIX SEAL HERE

NOTARY PUBLIC *[Signature]*

Purchasing Affidavit (Revised 07/01/2012)





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

Solicitation

NUMBER
DEFK14029

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
TARA LYLE 304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

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

SHIP TO

DIV ENGINEERING & FACILITIES
ARMORY BOARD SECTION

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

DATE PRINTED
04/07/2014

BID OPENING DATE: **05/08/2014** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		906-00-00-001		
<p>ARCHITECT/ENGINEERING SERVICES, PROFESSIONAL</p> <p>EXPRESSION OF INTEREST (EOI)</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, DIVISION OF ENGINEERING & FACILITIES, WV ARMY NATIONAL GUARD, IS SOLICITING EXPRESSIONS OF INTEREST FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR EXTERIOR RENOVATIONS AT THE JOINT FORCES HEADQUARTERS BUILDING LOCATED IN CHARLESTON, WV, PER THE ATTACHED DOCUMENTATION.</p> <p>ATTACHMENTS INCLUDE:</p> <p>DEFK14029 EXPRESSION OF INTEREST INSTRUCTIONS TO VENDORS SUBMITTING BIDS GENERAL TERMS AND CONDITIONS CERTIFICATION AND SIGNATURE PAGE PURCHASING AFFIDAVIT</p> <p>VENDORS SHOULD PROVIDE ONE (1) ORIGINAL PROPOSAL AND TWO (2) CONVENIENCE HARD COPIES AND ONE (1) SUBMISSION ON CD-ROM.</p>						

SIGNATURE <i>E.T. Boggess</i>	TELEPHONE 304-425-4491	DATE May 7, 2014
TITLE President	FEIN 55-0515917	ADDRESS CHANGES TO BE NOTED ABOVE

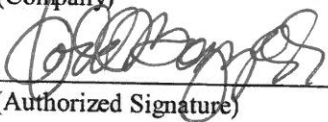
WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

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.

E.T. Boggess, Architect, Inc.

(Company)



(Authorized Signature)

Todd Boggess, President

(Representative Name, Title)

304-425-4491 / 304-425-2028

(Phone Number)

(Fax Number)

May 7, 2014

(Date)