

**General Services**

**Division**

**WV Capitol Campus Monument  
Restoration**

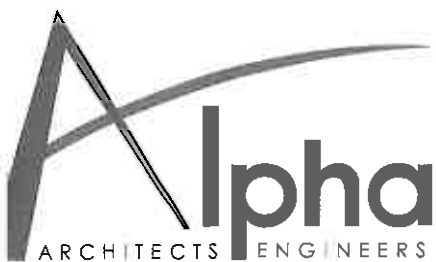
June 14, 2016

**EXPRESSION OF INTEREST**



06/14/16 09:19:04  
WV Purchasing Division





June 14, 2016

Department of Administration  
Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305-0130

Attn: Linda Harper

**Re: Statement of Qualifications CEOI GSD1600000008  
Capitol Campus Monument Restoration**

Dear Ms. Harper,

Alpha Associates, Incorporated is pleased to submit this expression of interest for the Monument Restoration project on the Capitol Campus. The Alpha Team's experience, appreciation of historical presence in the community, and our existing relationship with the General Services Division make us the perfect design partner on this important restoration project at the Capitol Campus.

Throughout our 47 years, Alpha has provided professional services for various divisions of the State of West Virginia, including our current project at the Clarksburg State Office Building which we have been working with the General Services Division which will be completed in a matter of weeks. In addition to this, Alpha has provided professional services for several historical sites including Cass Scenic Railroad Clubhouse, Berkeley Springs Bathhouse, Hawks Nest Pavilion and CCC Era Museum, and the Watters Smith Barn, all in our historical rich state.

### **Project Understanding**

The General Services Division is looking to partner with a firm to provide restoration services for the following fourteen monuments that are in various states of preservation:

- Soldiers and Sailors Monument (SW Lawn)
- Fallen Partner (Culture Center Plaza)
- Fallen Firefighter Memorial (Culture Center Plaza)
- West Virginia Veterans Memorial (NW Grounds)
- The West Virginia Female Veterans Statue (Adjacent to Veterans Memorial)
- Booker T. Washington (North of East Wing)
- Spirit of West Virginia (East Entry Building 3)

- The Liberty Bell (North Plaza)
- Fountain (North Plaza)
- Mountaineer Soldier (NE Lawn)
- Stonewall Jackson (SE Lawn)
- Abraham Lincoln Walks at Midnight (South Plaza)
- Robert C. Byrd, U.S. Senator (Upper Rotunda)
- Coal Miner Structure (South of Veterans Memorial)

The purpose of this project is to evaluate the current condition, provide a report detailing the condition of each monument, preparing a prioritized list for addressing restoration needs and if owner decides to proceed; prepare design and construction documents to effect the restoration.

### **Project Team & Location**

Alpha Associates, Incorporated is a West Virginia owned and operated small business that offers several services under one roof, including architecture, civil and structural engineering, surveying, interior design, and construction administrative services. The personnel that will be dedicated to your project are highly qualified professionals and support staff with the technical expertise to meet and exceed expectations of this project.

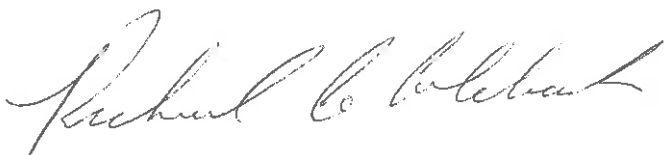
This project will be managed from Alpha's Corporate Office located in Morgantown, West Virginia. This location allows our staff to be on site within a day's notice.

### **Summary**

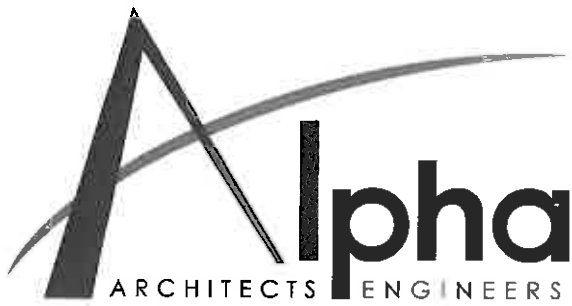
Alpha Associates, Incorporated is looking forward to building upon an already successful relationship with the West Virginia General Services Division. We hope to work with the GSD provide as restoration plan that will honor the historical integrity of the monuments located at the Capitol Campus. If you would like to further discuss this upcoming project, please contact me at (304) 296-8216 ext. 102.

Sincerely,

**ALPHA ASSOCIATES, INCORPORATED**



Richard A. Colebank, PE, PS  
President and COO  
rick.colebank@thinkALPHAfirst.com



FIRM PROFILE

## Firm Profile

### FIRM NAME

**Alpha Associates, Incorporated**

### OFFICE LOCATIONS:

209 Prairie Avenue  
Morgantown, West Virginia 26501

535 West King Street  
Martinsburg, West Virginia 25401

### INCORPORATED

1969; Morgantown, WV

### FIRM PRINCIPALS

Richard A. Colebank, PE, PS; President and COO  
Richard W. Klein, PE, PS; Chairman and CEO  
Charles B. Luttrell, PE; Principal  
Charles B. Branch, PE; Principal

### NUMBER OF EMPLOYEES

24 Employees

### SERVICES

Architectural Design  
Civil Engineering  
Structural Engineering  
Surveying  
Interior Design  
Landscape Architecture  
Construction Administration

Alpha Associates, incorporated was established in 1969 and since that time has completed hundreds of projects throughout Morgantown and the state of West Virginia. Alpha's Corporate Office is located in Morgantown with our Eastern Regional Office located in Martinsburg.

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## STATEMENT OF QUALIFICATIONS

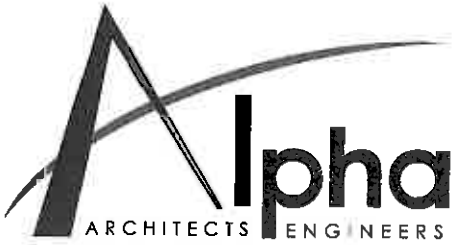
Alpha Associates, Incorporated is a West Virginia-based architectural and engineering design firm that provides services in the areas of architectural design, interior design, construction administration, civil engineering, structural engineering, landscape design, project management, and surveying. Our clients benefit from our unique combination of extensive design and construction experience, advanced technical tools, dedicated principals and highly skilled staff members.

Since 1969, Alpha has provided architectural and engineering design services on numerous projects for the West Virginia Division of Natural Resources. In addition to this, we have worked on several historical restoration projects and understand the importance of honoring historical integrity.

Alpha's philosophy has always been to provide exemplary services for fair fees. We have always believed that the best way to succeed as a business is to go above and beyond the basic requirements of our contracts and do whatever is necessary to successfully complete the given project. What is best for the client is inevitably best for us too.

Everyone at Alpha, from the President to the administrative staff, works towards the goal of completing successful projects. Our principals are involved with projects from the earliest stages right through final completion and beyond. They will provide frequent updates on the project by using effective communication tools to manage the projects and all the involved parties. Our skilled staff of 24 architects, engineers, surveyors and administrative personnel all work diligently towards producing the drawings and specifications that will deliver our clients successful projects, completed on time and within budget.

Alpha has thrived for 46 years because we are a professional organization dedicated to providing superior architectural and engineering design services to our clients. While our staff is large enough to handle any size project, we are also small enough to give each and every one of our projects the individual attention to detail that will make them successful projects for our clients.



## PROJECT APPROACH

Below you will find the Project Approach for the WV Capitol Campus Monument Restoration project in Charleston, West Virginia.

- Carefully evaluate condition of existing monuments
  - Utilize drone technology if necessary to document current condition of monument
  - Evaluate structural stability along with condition of underlying materials
- Document investigation
  - Provide report cataloging items discovered in investigation
- Provide manual for ongoing maintenance and routine care
- Provide recommendations for restoration procedures based upon the most successful methods established by the Secretary of the Interior's for Rehabilitation/Restoration



### ALPHA EXPERIENCE

**Cass Scenic Railroad** | 2009

## Historical Case Study

**Cass Scenic Railroad - Clubhouse Renovation**  
Cass, WV

Alpha performed an evaluation of the building condition, structural foundation, and MEP systems for the Clubhouse to document the historic structure and utilize the information to determine what the best use of the building would be. Alpha then designed the renovation of this historic landmark originally built in 1916.

Renovation of the Cass Clubhouse was first developed as a lodge concept. When that was deemed too costly, the renovation/restoration design was confined to the exterior of the building shell and first floor. This stabilized the building and fixed major problems while allowing the first floor to be operated as a museum.

### At a Glance

CLIENT: WV DNR

LOCATION: Cass, WV

COMPLETION DATE: 2009

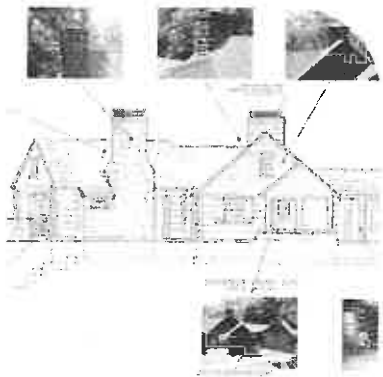
SIZE: 5,163 Sq. Ft.

CONSTRUCTION COST: \$505,000

Fee: \$75,617

**Project Contact:**  
**David Leslie**  
14 4th Street  
South Charleston, WV 25303  
304-558-2764

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ALPHA EXPERIENCE

CCC Museum | 2011

## Recreation Case Study

Hawks Nest State Park CCC Museum  
Anstead, WV

The CCC Museum at the Hawks Nest State Park, located off of Route 60 in Anstead, West Virginia, was established under The New Deal. The museum had very simple goals: to be renovated to fit the needs of the State Park while preserving the historic exterior. The structure had signs of water damage and needed general repair and replacement. Alpha Associates, Incorporated responded with a strategy to stabilize and restore the building with repairs and replacement of doors, walls, windows, and siding along with regrading for water flow purposes to prevent any further water damage. All work was completed in compliance with the Preservation Alliance of West Virginia.

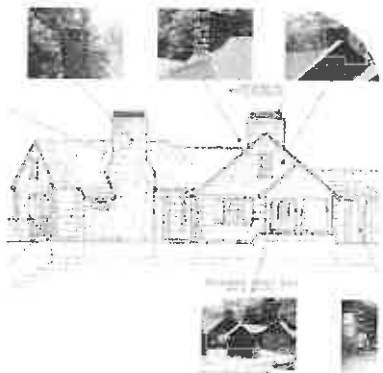
Project Contact:  
Bradley S. Leslie  
324 Fourth Avenue  
South Charleston, WV 25303  
304-558-2764

### At a Glance

CLIENT: DNR Parks and Recreation  
LOCATION: Anstead, WV  
COMPLETION DATE: 2011

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ALPHA EXPERIENCE

Picnic Pavilion 2011

## Recreation Case Study

Hawks Nest State Park Picnic Pavilion  
Anstead, WV

The picnic pavilion at the Hawks Nest State Park, located off of Route 60 in Anstead, West Virginia, was established under The New Deal. The main goal of restoration was to provide guests with an esthetically pleasing historic site during their visit at Hawks Nest State Park. Alpha Associates, Incorporated provided plans for the park to restore the pavilion. These plans included the repair and repoint of fireplace and surround wall, cleaning existing foundation drains, clear vegetation away from building, recapping chimney, roof repair, and installation of a waterproof wall to prevent water damage.

Project Contact:  
Bradley S. Leslie  
324 Fourth Avenue  
South Charleston, WV 25303  
304-558-2764

### At a Glance

CLIENT: DNR Parks and Recreation  
LOCATION: Anstead, WV  
COMPLETION DATE: 2011

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## ALPHA EXPERIENCE

Professional Office Building | 2001

### Historical Case Study

**KCAD Professional Office Building**  
Martinsburg, WV

Alpha Associates, Incorporated completed the restoration of this historic train station to be used as the Alpha Eastern Regional Office. The Martinsburg Train Station is part of the Boom Town Historic District. Originally constructed in 1889 to allow for the expansion of the Cumberland Valley Railroad, the Depot has not been used for passengers since the 1950's.

Extensive care was taken to maintain the original windows and to restore much of the original façade. Alpha received a West Virginia Society of Architects Design award for this historical restoration.

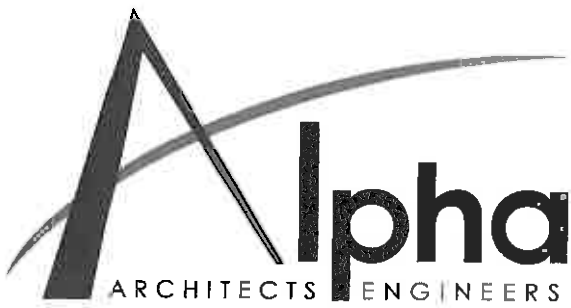


Project Contact:  
Richard Klein  
35 West King Street  
Martinsburg, WV 25401  
304-264-0051

#### At a Glance

CLIENT: KCAD Properties  
LOCATION: Martinsburg, WV  
COMPLETION DATE: 2001  
SIZE: 85,250 sq. ft.  
CONSTRUCTION COST: Private Client

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## ALPHA EXPERIENCE

**Women's Club of Fairmont** | 2002

### Historical Case Study

**Women's Club of Fairmont**

Fairmont, WV

This two-story residence was built on a bluff overlooking the Monongahela River in the early 1900s. On the National Register of Historic Buildings, the Women's Club of Fairmont has owned the building since the 1930s.

Alpha Associates, Incorporated provided architectural and engineering design services to upgrade the building in 2002. Our services included a new roof and downspouts, fireplace and chimney, and windows.

**Project Contact:**  
**Mary Jo Thomas**  
**100 First Street**  
**Fairmont, WV 26554**  
**724-363-9414**

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#### At a Glance

**CLIENT:** Women's Club of Fairmont

**LOCATION:** Fairmont, WV

**COMPLETION DATE:** 2002

**SIZE:** 6,000 SF

**CONSTRUCTION COST:** \$120,727



**ALPHA EXPERIENCE**

**Berkeley Springs Bath House** | 2010

## Historical Case Study

**Berkeley Springs Bath House**  
Berkeley Springs, WV

Alpha designed the renovation of this historic landmark originally built in 1929 with a 1949 addition. The Bath House in Berkeley Springs State Park is open to the public and is operated year round by the Park Service.

The renovation included restoration of the historic masonry exterior. New hot water storage tanks and boilers are a major component of the design, as well as, central air-conditioning, which the Bath House never had before.

The interior design added amenities such as whirlpool baths. The Bath House upgraded to reflect a more "spa-like" ambiance. The existing Roman Baths have new liners and saunas were added for the benefit of the Bath House Patrons.

**Project Contact:**  
**David Leslie**  
44 4th Street  
South Charleston, WV 25303  
4-558-2764

### At a Glance

**CLIENT:** WV DNR  
**LOCATION:** Berkeley Springs, WV  
**COMPLETION DATE:** 2010  
**SIZE:** 7,127 Sq. Ft.  
**CONSTRUCTION COST:** \$2.2 Million



## ALPHA RESUMES

**Richard A. Colebank, PE, PS** | President and COO

### SUMMARY

Mr. Colebank is President and Chief Operating Officer of Alpha. He has been with Alpha Associates, Incorporated since 1985. He began his career with Alpha as a staff engineer and progressed through the ranks from Project Manager to his current position. Mr. Colebank has worked with diverse clients such as WVU, City of Morgantown, WVDOH, WVU Foundation, and the Morgantown Municipal Airport, as well as numerous other public and private clients. Since 1988, Mr. Colebank has been the Principal-In-Charge of many of the Civil Engineering projects developed at Alpha. In his current capacity, Mr. Colebank provides financial and administrative guidance for the day to day operations of the company while continuing to manage Civil Engineering Projects.



### PROFILE

Broad-based responsibilities in the following areas:

- Project Management
- Business Operations and Financial Management
- Quality Assurance/Quality Control
- Civil Engineering Project Management and Design
- New Business Development
- Expert Testimony and Investigation

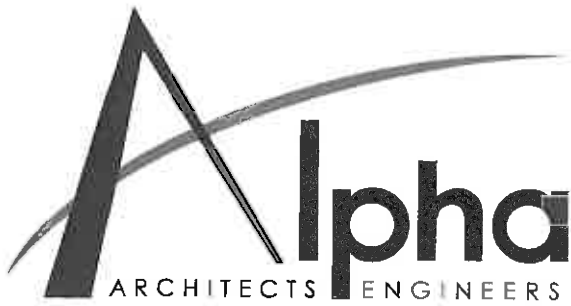
### PROFESSIONAL HIGHLIGHTS

#### Project Manager:

- WVU Research Park; Morgantown, WV
- Federal Bureau of Prisons Hazelton Medium Security Prison
- WV Medal of Honor Recipients Plaza; Hazelton, WV
- North Fork Hughes River Recreation Facilities; Ritchie County, WV
- WVDOH I-77 Welcome Center; Williamstown, WV
- Ices Ferry Bridge; Morgantown, WV
- Monongalia General Hospital Expansion; Morgantown, WV
- Monongalia General Hospital Access Road; Morgantown, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV

#### Indefinite Delivery/Indefinite Quantity Contracts:

- Morgantown Municipal Airport Open End Contract
- West Virginia Division of Highways Open End Contract
- National Energy Technology Laboratories Open End Contract
- West Virginia University Open End Contract
- United States Postal Service Open End Contract



## ALPHA RESUMES

**Richard A. Colebank, PE, PS** | President and COO

### EMPLOYMENT HISTORY

1985 – Current	Alpha Associates, Incorporated
1983-1985	Charles Townes and Associates, P.C.
1983	US Army Corps of Engineers

### EDUCATION

West Virginia University  
 Masters of Business Administration; 1999  
 Bachelor - Civil Engineering; 1982

### QUALIFICATIONS

- **License:** Professional Engineer: West Virginia, Maryland, Pennsylvania, Virginia
- Professional Surveyor: West Virginia
- Certified Private Pilot

### AFFILIATIONS

- Former NSPE/PEPP Governor of WV
- ACEC/WV; Former President and National Director
- University High School Foundation; Charter Member; President
- Morgantown Area Chamber of Commerce; Past Chairman
- Monongalia County MPO Technical Advisory Committee; Member
- Morgantown Area Economic Partnership; Member
- American Red Cross, River Valley Chapter B.O.D.
- WVU College of Civil and Environmental Engineering Visiting Committee

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Contact

Richard A. Colebank

304.296.8216

800.640.8216

[rick.colebank@thinkalphafirst.com](mailto:rick.colebank@thinkalphafirst.com)



ALPHA RESUMES

Rebecca Key, AIA, LEED-AP | Architect, Associate

SUMMARY

Ms. Key has worked in the architectural field for over 35 years. She is the Charleston Regional Director in addition to her role as Project Architect/Project Manager for numerous architectural designs at Alpha Associates, Incorporated. Ms. Key is involved from the programmatic stages and schematic designs all the way through construction documents to construction administration.



PROFILE

Broad-based responsibilities in the following areas:

- Architectural Design
- Interior Design and Space Planning
- Feasibility Studies
- Water Infiltration Analysis
- Interior Space Planning
- Historic Renovation
- Project Management

PROFESSIONAL HIGHLIGHTS

Municipal & State Government

- Mon County Family Court Renovation; Morgantown, WV
- Mon County Sheriff's Department; Morgantown, WV
- White Hall Municipal Building; White Hall, WV
- WV State Office Building; Clarksburg, WV
- WV State Office Building; Parkersburg, WV

Medical Facilities

- Ruby Memorial Hospital ER Renovation; Morgantown, WV
- Camden Family Health; Lewis County, WV
- Camden Medical Center Lobby Renovation; Summersville, WV

Recreation

- Ruby McQuain Amphitheater; Morgantown, WV
- North Fork Hughes River State Park; Ritchie County, WV

Dormitory and Multi-Family

- Fairmont State University Prichard Hall Renovation; Fairmont, WV
- WVU Boreman Hall; Morgantown, WV
- Augusta Apartment Building; Morgantown, WV
- Grand Central Apartment

Water/Moisture Investigation

- WV State Office Building; Parkersburg, WV
- Holiday Inn Express; South Charleston, WV
- WVDOH District 2 Equipment Building; Huntington, WV
- WVDOH District 2 Headquarters Roof; Huntington, WV





## ALPHA RESUMES

**Rebecca Key, AIA, LEED-AP** | Architect, Associate

### EMPLOYMENT HISTORY

2000 – Current	Alpha Associates, Incorporated
1983-1999	Alexander Key and Associates
1978-1983	Webster Clothes; Director of Store Planning

### EDUCATION

University of Maryland  
 Bachelor of Architecture; 1977  
 Maryland Institute College of Art  
 Coursework in Furniture Design; 1986-1987

### QUALIFICATIONS

- **License:** Registered Architect: West Virginia, Maryland, Washington DC, New York, Virginia, Pennsylvania
- NCIDQ Certified
- Leadership In Energy and Environmental Design Accredited Professional

### AFFILIATIONS

- American Institute of Architects
- West Virginia Society of Architects
- Fairmont, WV ICC Board of Appeal; Board Member
- U.S. Green Building Council
- AIA Liveable Communities
- Marion County Chamber of Commerce
- Leadership Kanawha Valley Class of 2014

think  **Alpha** first.com

Contact

Rebecca Key  
 304.296.8216  
 800.640.8216

[rebecca.key@thinkalphafirst.com](mailto:rebecca.key@thinkalphafirst.com)



**SOLICITATION NUMBER: CEOI GSD1600000008**

**Addendum Number: 1**

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

1. To modify the bid opening date and time to 06/14/2016, 1:30 p.m. EST.
  2. To modify Section 3, Subsection 4.4 (Goal Objective 4) and Section 4, Subsection 3.4 (Vendor Ranking) of the Specifications, copy attached.
  3. To publish a copy of the vendor questions with responses.
- No other changes.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

CEOI GSD1600000008

EOI Capitol Campus Monument Restoration

Vendor Questions/Responses

Q.1. Please confirm that only qualifications are required at this time; pricing, hourly rates, travel expenses, etc. are not to be included in our response to the EOI.

A.1. Refer to Section Four of the Expression of Interest: Vendor Proposal, Evaluation & Award, Section #2:

**BIDS MUST NOT CONTAIN PRICE QUOTATIONS: The State shall select the best value solution according to §5G-1-3 of the West Virginia State Code. In accordance with the Code Requirements, no "price" or "fee" information is requested or permitted in the bid response.**

**The Expression of Interest clearly requests more than "only qualifications," but no pricing information is permitted in a vendor's proposal.**

Q.2. In the qualifications package, are vendors to include a methodology for performing the scope of work (i.e., project approach)?

A.2. Yes, a methodology or Project Approach, proposing how the scope of work suggested by the vendor will be undertaken and completed, should be included, organized under the Project Organization and Approach section of the proposal (see revised Section 3.4 of the Specifications, Vendor Ranking).

Q.3. Please clarify the types of utilities evaluations that might be needed for the monuments.

A.3. A detailed utility evaluation is not required. Most of the monuments are free-standing on the Capitol Campus and sources of electrical power and water are generally available nearby for conservation work.

Q.4. Will the successful bidder be performing treatment to the artworks, if deemed necessary, or providing a research report and recommendations, only? (Page 9-10: Goal Objectives 4 & 5)

- A.4. Goals/Objectives, as defined in the CEOI, potentially include more than just a “research report and recommendations.” However, the successful firm will NOT be requested to perform treatment of the artworks.
- Q.5. Can you clarify the requirements from Section 4, Clause 2: “no ‘price’ or ‘fee’ information”. Does this mean no price or fee included in the proposal, or that quotations should literally not be included in proposal? (page 11)
- A.5. See A.1, above. **BIDS MUST NOT CONTAIN PRICE QUOTATIONS: The State shall select the best value solution according to §5G-1-3 of the West Virginia State Code. In accordance with the Code Requirements, no “price” or “fee” information is requested or permitted in the bid response.**

**Fees for services will be negotiated with the successful firm.**

- Q.6. What is the process for selection of persons responsible for performing the treatment proposed as part of this EOI? If the successful bidder for this EOI is capable of performing the treatment, are they able to submit a bid for that work? Or would that be considered a conflict of interest?
- A.6. See Revised Goal/Objective #4. If restoration/rehabilitation works is to be undertaken, it is most likely that subsequent competitive bidding will be the selection process. The State Purchasing Division’s regulations forbid a vendor who is paid to write specifications from bidding on a project for which they have written the specifications; therefore, it is likely that the successful firm for this solicitation will be prohibited from bidding any subsequent restoration/rehabilitation project.

**EXPRESSION OF INTEREST**  
**WV Capitol Campus Monument Restoration**

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- 4. Section Three: Project Specifications**
- 5. Section Four: Vendor Proposal, Evaluation, and Award**
- 6. Section Five: Terms and Conditions**
- 7. Certification and Signature Page**

**SECTION ONE: GENERAL INFORMATION**

- 1. PURPOSE:** The Acquisition and Contract Administration Section of the Purchasing Division (“Purchasing Division”) is soliciting Expression(s) of Interest (“EOI” or “Bids”) for General Services Division (“Agency”), from qualified firms to provide architectural/engineering services (“Vendors”) as defined herein.
- 2. PROJECT:** The mission or purpose of the project for which bids are being solicited is to provide professional services to evaluate monuments on the WV Capitol Campus, prioritize the monuments for restoration, design and produce contract documents for such restoration efforts and produce a comprehensive Operations and Maintenance Guide for routine maintenance of each monument (“Project”).

**3. SCHEDULE OF EVENTS:**

Release of the EOI.....	05/04/2016
Firm’s Written Questions Submission Deadline. ....	05/26/2016
Addendum Issued .....	TBD
Expressions of Interest Opening Date.....	06/14/2016
Estimated Date for Interviews (wk of?).....	TBD

**EXPRESSION OF INTEREST**  
**WV Capitol Campus Monument Restoration**

**SECTION TWO: INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

Instructions begin on the next page.

# EXPRESSION OF INTEREST

## WV Capitol Campus Monument Restoration

### SECTION THREE: PROJECT SPECIFICATIONS

1. **Location:** Agency is located at 1900 Kanawha Boulevard, East. and the Project will be completed at State of West Virginia , Capitol Complex.
2. **Background:** The fourteen monuments on the WV Capitol Complex Campus (listed below) are in varying states of preservation; the General Services Division is responsible for keeping them in an acceptable condition for perpetuity. The purpose of this effort is to evaluate the current condition, provide a report detailing the condition of each monument, preparing a prioritized lists for addressing restoration needs and if owner decides to proceed; prepare design and construction documents to effect the restoration. The last deliverable is a comprehensive Operations and Maintenance manual detailing routine care and maintenance of each monument. Evaluations, prioritizations and restorations along with the O & M manual will be fully informed by the most current *Secretary of the Interior's Standards for Rehabilitation*. Project deliverables will be evaluated by the owner who will consult with the State Historic Preservation Office throughout the process.

#### Monuments included in this solicitation:

Soldiers and Sailors Monument (SW Lawn)  
Fallen Partner (Culture Center Plaza)  
Fallen Firefighter Memorial (Culture Center Plaza)  
West Virginia Veterans Memorial (NW Grounds)  
The West Virginia Female Veterans Statue (adjacent to Veterans Mem)  
Booker T. Washington (north of East Wing)  
Spirit of West Virginia (East Entry Bldg. 3)  
The Liberty Bell (North Plaza)  
Fountain (North Plaza)  
Mountaineer Soldier (NE Lawn)  
"Stonewall" Jackson (SE Lawn)  
Abraham Lincoln Walks at Midnight (South Plaza)  
Robert C. Byrd, U.S. Senator (Upper Rotunda)  
Coal Miner Statue (South of Veterans Mem)

3. **Qualifications and Experience:** Vendors should provide information regarding its employees, such as staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of

# EXPRESSION OF INTEREST

## WV Capitol Campus Monument Restoration

the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.

**4. Project and Goals:** The project goals and objectives are:

4.1. Goal/Objective 1:

Evaluate all fourteen monuments on the WV Capitol Campus using non-destructive techniques (unless previously approved by owner) to determine current condition and restoration/maintenance needs.

4.2. Goal/Objective 2:

Provide a report in sufficient detail to document all findings of the evaluation. Structure and format of the report to be agreed between owner and successful bidder. Minimum elements of the report will include: 5 hard copies and one comprehensive electronic copy, photographic (full color) evidence, structural analysis (as applicable), utilities evaluation (as applicable), historic research, current condition narrative with specific comparison against applicable consensus standard and *Secretary of Interior' Standards for Rehabilitation*.

4.3. Goal/Objective 3:

Develop a prioritized list of which monuments should be considered for restoration, a logical sequencing of restorations and an itemized estimate of restoration costs. Areas to consider in the prioritization include, but are not restricted to: current state of monument in general, structural stability, current state of the art technology to address existing issues of the monuments.

4.4 Goal Objective 4:

If owner decides to proceed to contractual restoration/rehabilitation of any/all monuments, successful firm will, as a change order to the contract awarded as a result of this solicitation, design and produce contract documents sufficient to process through the WV Purchasing Division's current rules and regulations for competitive bidding of such restoration/rehabilitation. Firm would be most likely required to include Construction Administration services in their change order proposal. Optionally, the Owner may request that the firm prepare a solicitation package for routine Operation and Maintenance of the fourteen monuments.



# EXPRESSION OF INTEREST

## WV Capitol Campus Monument Restoration

### 4.5 Goal Objective 5:

Produce a comprehensive Operations and Maintenance Manual addressing all fourteen monuments and routine care and maintenance required of each. Areas to consider in the O&M Manual include but are not limited to: specific tasks, specific frequencies (considering carefully the need to not conduct excessive actions leading to deterioration over time), specific materials, specify which consensus standard is relied upon in each case or designate as recommended best practice (where this is relied upon, document basis for this best practice).

- 5. Oral Presentations (Agency Option):** The Agency has the option of requiring oral presentations of all Vendors participating in the EOI process. If this option is exercised, it would be listed in the Schedule of Events (Section 1.3) of this EOI. During oral presentations, Vendors may not alter or add to their submitted proposal, but only clarify information. A description of the materials and information to be presented is provided below:

#### 5.1. Materials and Information Required at Oral Presentation:

Selected firms should be prepared to conduct an approximately thirty minute, interview question-and-answer session, with allowance to the firm for the first quarter hour to make a presentation of any type they deem suitable to demonstrate their abilities, knowledge of the subject matter and qualifications. Questions can be based on any aspect of the project or submitted proposals.

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### SECTION FOUR: VENDOR PROPOSAL, EVALUATION, & AWARD

1. **Economy of Preparation:** EOI's should be prepared simply and economically, providing a straightforward, concise description of firm's abilities to satisfy the requirements and goals and objectives of the EOI. Emphasis should be placed on completeness and clarity of content. The response sections should be labeled for ease of evaluation.
2. **BIDS MUST NOT CONTAIN PRICE QUOTATIONS:** The State shall select the best value solution according to §5G-1-3 of the West Virginia State Code. In accordance with the Code requirements, no "price" or "fee" information is requested or permitted in the bid response.
3. **Evaluation and Award Process:** Expressions of Interest for projects estimated to cost \$250,000 or more will be evaluated and awarded in accordance with West Virginia Code §5G-1-3. That Code section requires the following:
  - 3.1. **Required Elements of EOI Response:** The director of purchasing shall encourage such firms engaged in the lawful practice of the profession to submit an expression of interest, which shall include a statement of qualifications, and performance data and may include anticipated concepts and proposed methods of approach to the project.
  - 3.2. **Public Advertisement:** All EOI requests shall be announced by public notice published as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3-1 et seq.
  - 3.3. **Selection Committee Evaluation & Negotiation:** A committee comprised of three to five representatives of the agency initiating the request shall:
    - 3.3.1. evaluate the statements of qualifications and performance data and other material submitted by the interested firms and select three firms which in their opinion are the best qualified to perform the desired service.
    - 3.3.2. conduct interviews with each firm selected and the conduct discussions regarding anticipated concepts and the proposed methods of approach to the assignment.

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- 3.3.3. rank in order of preference no less than three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of service and price negotiations with the highest qualified professional firm.
- 3.3.4. Should the agency be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified professional firm, the committee shall undertake price negotiations with the third most qualified professional firm.
- 3.3.5. Should the agency be unable to negotiate a satisfactory contract with any of the selected professional firms, it shall select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with this section until an agreement is reached.
- 3.4. **Vendor Ranking:** All evaluation criteria is defined in the Procurement Specifications section and based on a 100 point total score. Points shall be assigned based upon the Vendor's response to the evaluation criteria as follows:
- |  |                   |
|--|-------------------|
| • Concept; or how the proposal demonstrates understanding of the project     | 15 points         |
| • Firm/Team Qualifications   | 30 points         |
| • Project Organization and Approach  | 15 points         |
| • Demonstrated Experience in Completing Projects of a Similar Size and Scope | 20 points         |
| • Oral Interview   | <u>20 points</u>  |
| <b>Total</b>   | <b>100 points</b> |

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: GSD1600000008**

**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 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.

ALPHA Associates Incorporated  
Company

Paul R. Balducci, P.E. & L.L.C.  
Authorized Signature

6-13-16  
Date

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

Revised 6/8/2012