MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT, INC

January 25, 2016

Ms. Melissa Pettrey
Senior Buyer
2019 Washington Street, East
Charleston, WV 25305

Re: Historic Preservation Consultant Services Request for Quotation/CRFQ Number: 0307 DEV1600000001

Dear Ms. Pettrey:

Enclosed please find a response to your recent Request for Quotation to provide historic preservation consulting services for "Main Street" and "ON TRAC" communities throughout the state.

You can see from the attached vitae and project list that I have provided services to the Main Street program since 1989: part-time in 1989; and full-time since 1990. I have also participated in many historic preservation projects in the state since 1984 as a private consultant and prior to that time, as Assistant Director of the State Historic Preservation Office. In addition, I have participated in the development of design-related workshops, trained local design committees, and participated in resource team visits for WV Main Street and ON TRAC communities.

The proposal is based on providing all of the services indicated in the Request for Quotation and in the description.

Thank you for the opportunity to respond.

Do not hesitate to call if there are any questions or concerns.

Sincerely,

Michael Gioulis

Enc as noted

01/28/16 11:17:15
WV Purchasing Division

614 Main Street, Sutton, WV 26601 304-765-5716 ph / 304-765-5464 fax mike@michaelgioulis.com
www.michaelgioulis.com

MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT, INC

REQUEST FOR QUOTATION

Historic Preservation Consultant Services

Solicitation No.
CRFQ 0307 DEV1600000001

Charleston East Side Main Street
Discovery Kingdom Childcare

Submitted by

Michael Gioulis Historic Preservation Consultant

614 Main Street
Sutton, WV 26601

Office 304-765-5716
Cell 304-545-4881

mike@michaelgioulis.com
michaelgioulis.com

Morgantown Main Street
Black Bear Burritos

West Virginia Main Street

Main Street Proposal
January 2016

- The firm of Michael Gioulis Historic Preservation Consultant has provided design and other services to Main Street communities since 1989; part-time in 1989; and full-time since 1990. This includes conceptual and not for construction sketches for commercial buildings, site plans, streetscapes, telephone and email consultations on specific topics such as color schemes, signage and tax credits.
- Michael Gioulis has provided training workshops for volunteer design committees consistent with accepted Main Street design practices since 1989. This includes training on the National Trust's Four Point Approach. He has conducted semi-annual workshops for the State Main Street program and has developed and written editions one to four of an Owner's Maintenance Manual for downtown property owners. Mr. Gioulis has participated in over 50 resource team visits and 20 ON TRAC assessment team visits as well as annual business enhancement teams for Main Street and ON TRAC communities.
- Mr. Gioulis provides, in his private practice, assistance to property owners to qualify for historic preservation tax credits since 1984. He has provided, with the same knowledge and expertise, the same historic preservation tax credit assistance to property owners within Main Street and ON TRAC communities as part of his past contract services.
- In his private practice, Mr. Gioulis has successfully completed numerous National Register of Historic Places nominations in addition to working with Historic Landmarks Commissions(HLC) enabling legislation.
- Mr. Gioulis has assisted several municipalities and county governments with reviewing and implementing planning and zoning laws.
- Michael Gioulis has a Bachelor's Degree in Architecture from City College in New York City and graduated in 1977. He has been self-employed as a Historic Preservation Consultant in West Virginia and surrounding states since 1984.
- Mr. Gioulis spoke at the Chicago National Trust for Historic Preservation Annual Main Street Town Hall Meeting in March of 2009. He along with Christina Crookshanks and Douglas Hylton of Main Street Ronceverte, WV presented for the Property Development and Entrepreneurs: A Partnership that Works session. As part of his private practice, Mr. Gioulis, a member of a team held and spoke at a public meeting in December, 2011 for the GSA on the Huntington Federal Building Modernization Project.
- Since 1990, Michael Gioulis has participated in Main Street Resource Teams and headlined Main Street training workshops on design-related and other topics. He developed and presented a training session at the Main Street/ON TRAC Training Workshop in Morgantown in November of 2011 on Main Street West Virginia Historic Preservation Design Services - Utilizing Partnerships and Resources for Successful Projects.
- Other examples of speaking and workshop engagements include: Guest Lecturer, Environmental Biology Department, City University of New York, Hunter; Guest Lecturer , two Faculty Trainings, Art Institute, Pittsburg, PA; Speaker, Create WV Conference, Snowshoe, WV; Guest Lecturer, Architectural History, Shepherd College, Shepherdstown, WV; New Manager Training Workshop, West Virginia Main Street, Sutton, WV; West Virginia Main Street Design Committee Training for the towns of Wheeling and Elkins; West Virginia Main Street & ON TRAC Wheeling Spring Training; West Virginia Main Street & ON TRAC Charles Town Fall Training; Detroit National Main Streets Conference Architect/Designer Session; WV Hub HubCap Workshop; West Virginia Main Street, East End Main Street Walking Workshop, A Sidewalk Inspection of Historic East End

Residential and Commercial Properties; and West Virginia Brownfields Redevelopment Olympics Conference Session. Mr. Gioulis, along with Iowa Architect, Tim Reinders, led a Main Street Manager's Training in Martinsburg, WV on Sustainability in January of 2011.

- Michael Gioulis served as the Architects/Designer liaison for the State Coordinators, Executive Committee and the National Trust for Historic Preservation from 2009 until 2011. He is on the steering committee for planning the architects and designers sessions at the National Main Streets Annual meetings. In 2015 he spoke at the architects training on West Virginia's Growing Healthy Communities Project and its connection to Main Street Programs.
- The firm of Michael Gioulis Historic Preservation Consultant has worked and provided services in all of the past and current certified Main Street West Virginia communities as listed: Charleston Main Streets - East End, Charleston Main Streets - West Side, Buckhannon, Elkins, Fairmont, Kingwood, Mannington, Martinsburg, Morgantown, Philippi, Point Pleasant, Ripley, Ronceverte, Wheeling, Harpers Ferry, St. Albans, Weirton, Beckley, Hinton, New Martinsville, Alderson, Huntington, Parkersburg, Williamson and White Sulphur Springs. He has also worked and provided services in the following past and current WV ON TRAC communities: Parkersburg, Sutton, Belington, Beverly, Charles Town, Kenova, Marlinton, Parsons, Romney, Rowlesburg, Elkins, Madison, Matewan, Mt. Hope, Oak Hill, Sistersville, Wheeling and Shinnston. Providing past services and work in each of the communities has given Mr. Gioulis an enormous understanding of each community's needs and plans for building improvements.

Delivery Requirements:

- Contractor will work under the supervision of the West Virginia Main Street Coordinator.
- Contractor will visit all certified Main Street and ON TRAC communities as the need arises to consult with building owners and the local manager regarding design projects and issues related to building rehabilitation.
- Contractor will secure written permission of the West Virginia Main Street Coordinator prior to taking on any projects outside the scope of activities in this contract.
- All visits will be initiated by a request from the local Main Street or ON TRAC Manager to the West Virginia Development Office, and the West Virginia Development Office will assign the request to the Contractor.
- Onsite visits shall include meeting with property owners, studying individual buildings, finding feasible design solutions, and encouraging implementation consistent with the Secretary of Interior's Standards for Rehabilitation.
- Contractor's work will be consistent with the "Main Street Approach" to historic preservation design as developed by the National Main Street Center.
- Contractor will participate in resource team visits for new towns selected as the design consultant no more than three (3) times a year. Participation will include, pre-visit preparation, three-days staff on site in the new community along with other members of the team, interviewing various members of the community and preparing both an oral presentation to the community and following up with a written report for inclusion in the resource team's final report.
- The contractor shall plan and conduct a one-day workshop design workshop for program managers and design committees in the West Virginia Main Street program. This one-day workshop will be geared toward the newly designated communities. Workshop training will be decided upon by the contractor and the State Office, but will generally focus on the principles of good design relative to historic preservation and building rehabilitation.

- The contractor shall attend local program's design committee meetings as requested by the local program manager to assist the committee with particular issues, such as developing and implementing design guidelines, design review, work plan development, etc.
- As requested by the State Office contractor will assist in planning and participate in annual in-state trainings.
- The contractor will attend the National Main Street Center's annual conference and designers meeting held prior to the conference.

Schedule:

- All work will begin upon award of contract and extend for a period of one year. The contract may be renewed or extended if all parties agree to terms.
- Written reports for each community assessment will be submitted on an agreed upon schedule with the State Office.
- Other reports or conceptual drawings will be completed and delivered to the local Main Street manager or ON TRAC's liaison office within thirty days of the Contractor completing the on-site visit. Copies will be submitted to the Main Street West Virginia office also within thirty days.
- The Contractor will submit monthly reports to the State Coordinator describing projects and the number and location of site visits and number of hours worked on each project.
- The Contractor will supply digital photos of all projects both before and after the work is completed.
- The Contractor will furnish an accounting of all work performed at the end of the contract. This will include number of on-site visits, documentation of projects and the status of all projects.

Bid Submission Requirements:

- Resume of Michael Gioulis, principal on project is attached.
- Mr. Gioulis has worked for the Main Street West Virginia program since 1989: part time in 1989; full time since 1990. Mr. Gioulis has attended every National Main Street Town Meeting since 1992 up until the present; this includes two days of training for state designers in addition to other educational and continuing education sessions. In 2011 Mr. Gioulis presented at a plenary session at the Iowa National Main Streets Conference entitled "A Four-Point Approach to Economic Development". Mr. Gioulis has participated in over twenty-eight (28) Business Enhancement Teams (BET's) in the Main Street communities. Mr. Gioulis has also participated in over twenty five (25) Resource Team visits for West Virginia Main Street communities and eighteen (18) Assessment Team visits for West Virginia ON TRAC communities, visiting some communities more than once. Mr. Gioulis currently serves twenty five (25) West Virginia communities.
- Mr. Gioulis has served on the selection team for the State Main Street application workshops. The selection team review includes on-site visits and interviews with community stakeholders. He has participated and hosted a number of workshops including Design Committee Training and Design Guideline Workshops. He has attended the Annual Meeting and banquets for the State in addition to individual Main Street communities. He has assisted individual Main Street communities with Design Guidelines, specifically Huntington, Morgantown, New Martinsville, Harpers Ferry and others. He has served as an advisor on Planning Legislation, the Governor's Conference on Housing under Governor Manchin, the Community of Cass under the auspices of the WV Development Office and the National Trust of Historic Preservation Housing Task Force.

- Mr. Gioulis organized a Downtown Revitalization Session for the Annual Main Street Conference in 2005; served on the New Town Selection Team for 2005 where the Main Street New Town applications were reviewed for the communities of Charleston West Side, Ronceverte, White Sulphur Springs and Richwood. He held a Graffiti Mitigation Workshop in Charleston's East End. Mr. Gioulis has made site visits to Kenova, Logan and McDowell County for the State Main Street office in order to evaluate the local communities for future Main Street status and how to better achieve that status. He has also conducted Tri-State Workshops in Cumberland, Maryland and Ashland, Kentucky.
- Mr. Gioulis has completed numerous successful tax certification applications. These include the old Coca-Cola Warehouse building located in the Wharf District of Morgantown, WV; numerous projects in downtown Huntington, WV for Doctor Joseph B. Touma; the Price and Shisler Houses in Morgantown, WV; Staats Hospital building in Charleston, WV for Crawford Holdings; 833 Third Avenue in Huntington, WV for Backyard, LLC; and the Thomas C. Miller Public School in Fairmont, WV for Steve Sadd. He has also provided the same service to Samuel R. Sink for at least six projects in Princeton, WV including the multi-building Virginian Railway Yard Historic District and the Prince Hotel.

  Tax Certification Application References:

  Crawford Holdings, LLC
  John and Tighe Bullock
  303 West Washington Street
  Charleston, WV 25302
  Staats Hospital
  304-342-0300

  Miller School Associates, LLC
  Steve Sadd
  PO Box 3702
  Charleston, WV 25337
  Thomas C. Miller Public School
  281-216-3972

- Mr. Gioulis has developed and conducted numerous training and technical workshops on design-related topics consistent with accepted Main Street design practices. These include design workshops for the West Virginia Main Street office from 1989 to the present; presentation to the National Composites Fabrications Association meeting in Virginia in 1995; Main Street conferences, both in-state and out-of-state; and others. Mr. Gioulis has attended all but one of the annual National Main Street Center's Town Meetings from 1989 to the present, 2015 in Atlanta, Georgia and other training and workshops on the Main Street approach.
- The Contractor will be available as required to complete the requirements of the RFQ. From previous Main Street experience, it is anticipated that approximately 40% of the Contractor's normal business time will be allocated to this contract and approximately 60% of the office's resources (clerical, production, etc.).
- Mr. Gioulis has provided technical advice and conceptual drawings to the Moundsville Downtown Economic Revitalization Committee, preparing a National Register nomination for their downtown and advising on the rehabilitation of 14 downtown buildings; the city of St.

Clairsville, Ohio resulting in the rehabilitation of 18 downtown buildings and preparing a National Register nomination for their downtown; and Matewan, WV restoring ten historic buildings and preparing a National Register nomination for the downtown. All of the National Register nominations were successful and the downtowns are now National Register of Historic Places Historic Districts. The Contractor currently provides consultation to the city of St. Clairsville, Ohio and to the town of Princeton, WV on planning and zoning issues as well as rehabilitation projects so that they will adhere to the Secretary of the Interior's Standards for Rehabilitation.

Historic Landmark Commission References:

City of Lewisburg
942 Washington Street, West
Lewisburg, WV 24901
Mr. Paul Lindquist/Ms. Carol Olson
304-645-3776, Ext 117
Ongoing consultation and advice

City of Charleston
915 Quarrier Street, Suite1
Charleston, WV 25301
Ms. Lori Brannon
304-348-8105
Billy Joe Peyton
Chairman Historic Landmark Commission
Ongoing consultation and advice on specific projects

Planning and Zoning References:

Mr. Gioulis served on the state legislative committee which revised the Planning and Zoning Enabling legislation for article in the state planning code that regulates planning and zoning. Mr. Gioulis specifically worked on the Comprehensive Planning Requirements. Contact: Senator Brooks McCabe. 304-347-7500.

Michael Gioulis advised the ON TRAC community of Mount Hope on their zoning ordinance. Contact: Mayor Michael Martin. mayormm@charterbn.com
Mr. Gioulis worked with the ON TRAC community of Charles Town reviewing and revising a new zoning ordinance and assisted their Historic Landmark Commission in reviewing a project based on the ordinance. Contact: Ann Paonessa 304-724-3862

National Register of Historic Places Nomination References:

Ms. Susan Pierce, Deputy State Historic Preservation Officer
West Virginia Division of Culture and History
304-558-0240, ext. 158

MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT, INC

COMPANY PROFILE

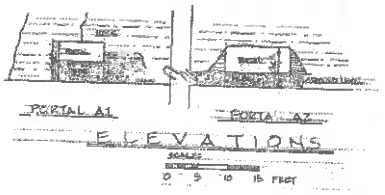
PRESERVATION

The firm of Michael Gioulis specializes in the preservation of historic structures and the preservation and interpretation of historic sites. Mr. Gioulis has been a historic preservation professional since 1979. Since 1984, he has been practicing as a private Historic Preservation Consultant dedicated to enhancing awareness of historic preservation through historically accurate restorations and rehabilitations of many prominent buildings in West Virginia and surrounding areas.

PLANNING

The company provides Master Planning, Design Guideline and Streetscape Design services. Since 1988, Mr. Gioulis has held a contract with the State of West Virginia as their Main Street West Virginia Design Contractor. Revitalization of commercial downtown buildings is the focus of the program emphasizing the preservation of historic integrity.

REPORTS



In conjunction with his work in historic preservation, Mr. Gioulis also offers services in the following areas: HABS/HAERS Reports, 106 Reviews, Feasibility Studies, National Register Nominations, Historic Resource Surveys, and CAP Assessments.

REHABILITATION

Consulting with architects and property owners, Mr. Gioulis is involved in several rehabilitation projects and Historic Preservation Certification Applications for tax credits involving residential and commercial buildings. Preservation of historic fabric and character-defining elements of these extant buildings are the ingredients providing for their efficient, contemporary use within the community.

614 Main Street, Sutton, WV 26601
304-765-5716 ph / 304-765-5464 fax
www.michaelgioulis.com
mike@michaelgioulis.com

Firm Profile

Mr. Gioulis has been active in historic preservation in West Virginia and other surrounding states since 1979. He meets the Secretary of Interior's Professional Qualifications for Architectural Historian as outlined in 36 CRF 61 through the West Virginia Division of Culture and History, State Historic Preservation Office (SHPO). Prior to starting his historic preservation consulting company in 1984, Michael served as Historical Architect for the West Virginia Department of Culture and History and as Assistant Director of the Historic Preservation Unit. He was involved in a number of programs while employed by the state, including survey and planning grants, historic resource surveys, review of construction grant projects, and tax certification applications.

Michael is familiar with all aspects of interpreting standards for rehabilitation of existing and historic buildings and has been involved in rehabilitation projects and design assistance programs for downtown structures. Since 1988 he has been awarded the contract for the Design Consultant for the West Virginia Main Street Program, and subsequently the ON TRAC Program. This work has resulted in over 1,000 individual design projects and includes participating in the development of and conducting workshops on design-related topics; training local design committees in historic preservation and downtown revitalization concepts; energy efficiency; healthy lifestyles and smart growth principals; and training Main Street and ON TRAC staff and volunteers. It also included the participation in resource team visits, assessment team visits and technical assistance responses. Technical assistance includes conceptual drawings only and not construction documents for commercial buildings, site plans, streetscapes, telephone and email consultations on specific topics such as color schemes, signage and tax credits. All design assistance he provides is consistent with accepted Main Street design practices which includes the National Main Street Center's Four Point Approach. It is also consistent with the National Park Service's Secretary of the Interior's Standards for historic preservation products. Resource teams involve intensive site visits in a charrette environment reviewing community resources and developing strategies for revitalization. He has participated in over 50 resource teams and has written a Maintenance Manual for downtown property owners as well as a second edition of said manual.

In addition to the Main Street services, Michael has completed numerous successful tax certification applications and National Register nominations, prepared multiple Section 106 reports, conducted many historic resource surveys and a variety of facility assessment studies, and participated in numerous individual rehabilitation and restoration projects. Projects have included the restoration of 20 building facades in downtown Matewan, WV; the successful rehabilitation of 17 downtown buildings and other public projects in St. Clairsville, OH; the revitalization of the historic waterfront into a major urban park in Wheeling, WV; and the extensive facility assessments for all 55 of West Virginia's county courthouses.

Michael has developed, conducted and participated in a number of training and technical workshops such as design workshops for the Main Street Program, 1989 to present; Pinnacle Rock State Park for the Division of Culture and History, 1990; National Association of FRP Manufacturers, 1995; and Elkins and Beverly Historic Landmarks Commission, 1997; WV Brownfields Redevelopment Olympics Conference, 2013; WV Hub HubCap Workshop, 2011; Detroit National Main Street Conference Architect/Designer Session, 2014; Atlanta National

Main Street Conference Architect/Designer Session, 2015; . On numerous occasions he has been a speaker or guest lecturer and has authored or co-authored several articles. He has written or revised historic district review ordinances and design guidelines; prepared master plans; has extensive experience with rehabilitation and adaptive reuse projects, especially railroad depots; and has worked on many courthouse projects of varied aspects. Mr. Gioulis is regularly sought for his professional expertise by many entities.

Purchasing Divison
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Request for Quotation

Proc Folder: 135217

Doc Description: HISTORIC PRESERVATION CONSULTANT

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-01-05	2016-01-28 13:30:00	CRFQ 0307 DEV1600000001	1

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Name, Address and Telephone Number:
Michael Gioulis
Michael Gioulis Historic Preservation Consultant, Inc
614 Main Street
Sutton, WV 26601
304-765-5716

FOR INFORMATION CONTACT THE BUYER
Melissa Pettrey
(304) 558-0094
melissa.k.pettrey@wv.gov

Signature X _____ **FEIN #** 51-0502298 **DATE** 1/27/16

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMAITON:

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Development Office to establish an Open-End contract for the provision of professional design and historic preservation services per the bid requirements, specifications and terms and conditions as attached.

INVOICE TO	SHIP TO
PROCUREMENT OFFICER WV DEVELOPMENT OFFICE ADMINISTRATION 1900 KANAWHA BLVD E BLDG 6 RM 645 CHARLESTON WV25305-0311 US	WV DEVELOPMENT OFFICE ADMINISTRATION 1900 KANAWHA BLVD E BLDG 6 RM 645 CHARLESTON WV 25305-0311 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	HISTORIC PRESERVATION SERVICES				

Comm Code	Manufacturer	Specification	Model #
93141707			

Extended Description :

Historic Preservation Consultant Services

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Vendor Question Deadline at 10:00 AM	2016-01-15

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

☑ A pre-bid meeting will not be held prior to bid opening

☐ A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

☐ A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility

to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: 01/15/2016 @ 10:00 AM

Submit Questions to: Melissa Pettrey, Senior Buyer
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: melissa.k.pettrey@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:
BUYER:
SOLICITATION NO.:
BID OPENING DATE:
BID OPENING TIME:
FAX NUMBER:

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus N/A convenience copies of each to the Purchasing Division at the address shown above. Submission of a response to a request for proposal is not permitted in wvOASIS. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)
☐ Technical
☐ Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: 01/28/2016 @ 1:30 PM

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATES: Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the $125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance."

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b."

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to

include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or **"Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or **"Proposal"** means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or **"Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☑ **Term Contract**

Initial Contract Term: This Contract becomes effective on Upon Award and extends for a period of one (1) year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed thirty-six (36) months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days.

Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional _____ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited.

☐ **One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Other:** See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☐ **Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☑ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

7. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

8. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

☐ **BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

☐ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of _____. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

☐ **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.
In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under $100,000. Personal or business checks are not acceptable.

☐ **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

☐ **INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

☐ **Commercial General Liability Insurance:** In the amount of _____ _____ or more.

☐ **Builders Risk Insurance:** In an amount equal to 100% of the amount of the Contract.

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The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

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The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. LITIGATION BOND: The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or $5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

11. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount of

_____

for _____.

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

14. PAYMENT: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

15. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

16. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules §§ 148-1-6.1.e.

17. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

18. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

19. COMPLIANCE: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

20. PREVAILING WAGE: Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.

21. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

22. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

23. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

24. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

25. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

26. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

27. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

28. BANKRUPTCY: In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

29. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/default.html.

30. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

31. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

32. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

33. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

34. PURCHASING CARD ACCEPTANCE: The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

☐ Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. PURCHASING AFFIDAVIT: In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of $1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

39. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

40. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☑ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

41. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars ($2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq.. and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars ($50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

CERTIFICATIONAND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein, that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Michael Gioulis Historic Preservation Consultant, Inc.
(Company)

Michael Gioulis, President
(Authorized Signature) (Representative Name, Title)

304-765-5716 304-765-5464 1/27/16
(Phone Number) (Fax Number) (Date)

REQUEST FOR QUOTATION

HISTORIC PRESERVATION CONSULTANT SERVICES

SPECIFICATIONS

1 **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Development Office to establish an Open-End Services contract for the provision of professional design and historic preservation services for downtown commercial property owners in all certified Main Street West Virginia and ON TRAC communities. Services must also include participation on development of workshops on agreed upon design-related topics, training of local design committees as needed, and participation in one, three-day resource team visit in each new community announced.

Current certified Main Street West Virginia communities include:

Charleston Main Streets – East End, West Virginia
Charleston Main Streets – West Side, West Virginia
Elkins, West Virginia
Fairmont, West Virginia
Kingwood, West Virginia
Mannington, West Virginia
Martinsburg, West Virginia
Morgantown, West Virginia
Philippi, West Virginia
Point Pleasant, West Virginia
Ripley, West Virginia
Ronceverte, West Virginia
Wheeling, West Virginia
White Sulphur Springs, West Virginia

2 **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 **"Contract Services"** means the design consultant (herein referred to as the Vendor) shall serve as a professional consultant in the designated Main Street and ON TRAC communities so that property owners planning building improvements shall receive design assistance consistent with accepted Main Street design practices.

The assistance consists of conceptual drawings only and not construction documents, and training of Main Street and ON TRAC Staff and volunteers in design and historic preservation. The West Virginia Development Office (herein called the State Office) requests that the Vendor in their response designate one point of contact for all contract

related issues. Design consultant(s) must have education background(s) in architecture, historic preservation, or architectural history.

2.2 **"Pricing Page"** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

2.3 **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

3 **QUALIFICATIONS:** Vendor should complete Attachment B to verify appropriate qualifications within the past five years. Exhibit should be submitted with bid response. This document may be required before an award of contract.

4 **MANDATORY REQUIREMENTS:**

4.1 **Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 The Vendor shall visit all certified Main Street and ON TRAC communities as the need arises to consult with building owners and the local manager regarding design projects and issues related to building rehabilitation.

4.1.1.1 These visits will be initiated by a request from the local Main Street or ON TRAC manager to the West Virginia Development Office, and the West Virginia Development Office will assign the request to the Vendor.

4.1.1.2 These onsite visits shall include meeting with property owners, studying individual buildings, finding feasible design solutions, and encouraging implementation.

consistent with the Secretary of Interior's Standards for Rehabilitation.

4.1.6 Vendor's work shall be consistent with the "Main Street Approach" to historic preservation design as developed by the National Main Street Center, a subsidiary of the National Trust for Historic Preservation

4.1.7 Vendor upon request shall participate in resource team visits to a new towns selected as the design consultant no more than three (3) times a year. Participation will include, pre-visit preparation, three-days staff on site in the new community along with other members of the team. interviewing various members of the community and preparing both an oral presentation to the community and following up with a written report for inclusion in the resource team's final report.

4.1.8 The Vendor shall plan and conduct a one-day design workshop for program managers and design committees on the Main Street West Virginia program.

4.1.8.1 It is contemplated that this one-day workshop will be geared toward the newly designated communities.

4.1.8.2 Program items for the workshop will be geared toward the newly designated towns. Program items for the workshop will be decided upon by the Vendor and the State Office, but will generally focus on the principles of good design relative to historic preservation and building rehabilitation.

4.1.8.3 The workshop will be held at a place and date yet to be determined by the State Office.

4.1.9 Vendor shall attend local program's design committee meetings as requested by the local program manager to assist the committee with particular issues, such as developing design guidelines, implementing design guidelines, committee training, etc.

4.1.10 Vendor shall assist in planning and participate in annual in-state trainings as requested by the State Office.

4.1.11 Vendor is required to attend National Main Street Center annual conference and designers meetings held prior to the conference.

5 CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

5.2 Pricing Page: Vendor should complete the Pricing Page Exhibit A by providing an hourly rate, then multiplying it by the provided Estimated Number of Hours to calculate the Total Estimated Cost for Contract. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: Melissa.K.Pettrey@wv.gov

6 PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

7 PAYMENT: Agency shall pay an hourly rate, as shown on the Pricing Page, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

8 TRAVEL: Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract.

9 **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

9.1 Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

9.2 Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

9.3 Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

9.4 Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

9.5 Vendor shall inform all staff of Agency's security protocol and procedures.

10 **VENDOR DEFAULT:**

10.1 The following shall be considered a vendor default under this Contract.

10.1.1 Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2 Failure to comply with other specifications and requirements contained herein.

10.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4 Failure to remedy deficient performance upon request.

10.2 The following remedies shall be available to Agency upon default.

10.2.1 Immediate cancellation of the Contract.

10.2.2 Immediate cancellation of one or more release orders issued under this Contract.

10.2.3 Any other remedies available in law or equity.

11 MISCELLANEOUS:

11.1 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Michael Gioulis

Telephone Number: 304-765-5716

Fax Number: 304-765-5464

Email Address: mike@michaelgioulis.com

Attachment B

References:

Reference #1 Name: James H. Edwards

Position: Executive Director, CURA

Address: 815 Quarrier St., Suite 244, Charleston, WV 25301

Telephone Number: 304-348-6890

Project Name: Block Restaurant; 2nd Avenue Community Center; Web Law Firm

Project Description: Exterior Design; National Register Nomination; Exterior Design

Reference #2 Name: Patrick Kirby

Position: Director, WV Brownfields Assistance Centers

Address: NRCCE Building, PO Box 6064, Morgantown, WV 26506

Telephone Number: 304-293-6984

Project Name: Matthew Foundry, Martinsburg, WV; The Buzz, Parkersburg, WV

Project Description: Analysis of Historic Preservation Considerations for Redevelopment; Exterior Design

Reference #1 Name: **Randy Lewis**

Position: Director, Main Street Martinsburg

Address: 142 North Queen Street, Martinsburg, WV 25401

Telephone Number: 304-262-4200

Project Name: Main Street Martinsburg Design Visits; Training for Main Street Design Committee; Walking Workshop on Storefront Rehabilitation

Project Description: Exterior Design for Martinsburg Downtown; Developed and Led Training for Design Committee; Developed and Led Walking Workshop ~~on Storefront Rehabilitation~~

Historic Preservation Consultant
Exhibit A
Pricing Sheet

Item #	Description	Unit of Measure	Unit Cost	Estimated Qty.	Extended Cost
1	Historic Preserv.	Per Hour	$100.00	750	$75,000.00
	Consultant				

TOTAL BID AMOUNT $75,000.00

Contract will be awarded to the vendor providing lowest Total Estimated Cost and who meets the minimum specifications.

Vendor Name Michael Gioulis Historic Preservation Consultant, Inc

Vendor Remit to Address 614 Main Street, Sutton, WV 26601

Vendor Phone Number 304-765-5716

Vendor Fax Number 304-765-5464

Vendor E-mail mike@michaelgioulis.com

Vendor Representative Signature

Date Submitted 1/27/16

*Estimated quantities are for bidding purposes only, more or less may be purchased by the agency.**

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DEV1600000001

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)

☐ Addendum No. 1	☐ Addendum No. 6
☐ Addendum No. 2	☐ Addendum No. 7
☐ Addendum No. 3	☐ Addendum No. 8
☐ Addendum No. 4	☐ Addendum No. 9
☐ Addendum No. 5	☐ 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.

Michael Gioulis Historic Preservation Consultant, Inc.
Company

Authorized Signature

1/27/16
Date

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

Attachments

Main Street West Virginia

- Information
- Examples of Projects

Historic Preservation Tax Certification Project Examples

National Register Nomination and Historic Resource Survey Project Example

CURA Project Examples

WV Brownfields Project Examples

Workshop and Speaking Events

- Beckley Design Committee Workshop, 1999
- East End Main Street Sidewalk Inspection of Historic Residential and Commercial Properties Walking Workshop, 2006
- Martinsburg Main Street Rehabilitation Concerns Storefront Rehabilitation Walking Workshop, 2008
- Martinsburg Main Street Rehabilitation Concerns Storefront Rehabilitation Design Committee Training, 2015
- Chicago National Main Streets Conference, Plenary Session, Property Development and Entrepreneurs: A Partnership that Works, 2009
- WV Main Street & ON TRAC Morgantown Fall Training, Utilizing Partnerships and Resources for Successful Projects, 2011
- GSA Huntington Federal Building Modernization Project - Public Meeting, 2011
- Iowa National Main Streets Conference, Plenary Session, A Four-Point Approach to Economic Development, 2011
- Iowa National Main Streets Conference Architect/Designer Session, 2011
- WV Hub HubCap Workshop, 2011
- WV Brownfields Redevelopment Olympics Conference, 2013
- Detroit National Main Streets Conference Architect/Designer Session, 2014
- WV Main Street & ON TRAC Wheeling Spring Training, Presented in the Absence of Developer Steve Sadd, Development Funding, 2014
- WV Main Street & ON TRAC Charles Town Fall Training, Historic Preservation Tools, 2014
- WV Main Street New Executive Director/Manage Training, Design Session, 2015

Attachments

Resume - Michael Gioulis

Division of Culture and History Letter - 36 CFI61 Certification

Insurance

- Certificate of Liability Insurance
- Certificate of Worker's Compensation

Main Street West Virginia

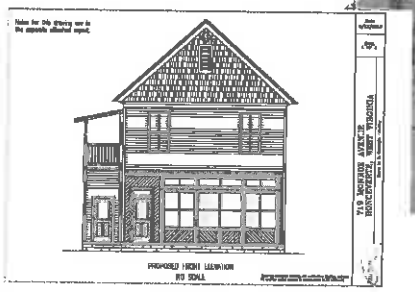
Towns Throughout West Virginia

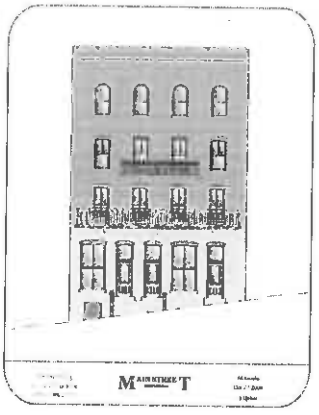
1988-Present

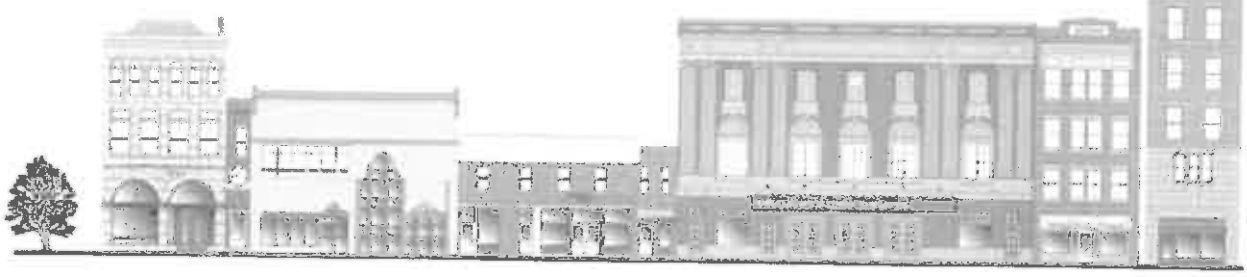
The Main Street Program addresses comprehensive economic development and community revitalization within a historic preservation framework. This includes overall analyses of a town's resources and planning for its sustainable utilization, as well as focusing on individually targeted buildings. In addition to master planning, streetscape renderings and building rehabilitation drawings are provided as part of the comprehensive overall design package. These are designed to comply with the community's design guidelines where applicable, and with the Secretary of the Interior's Standards when a town does not have individual guidelines.
Michael Gioulis has held a contract with the WV Development Office as its Main Street West Virginia Design Contractor since 1988. As such, he provides services to all the Man Street towns and ON TRAC communities. ON TRAC is a precursor to Main Street designed to assist smaller, underserved communities.

- ✓ Supports 14 Main Street towns; up to 25 in past
- ✓ Supports 11 ON TRAC communities; up to 18 in past
- ✓ Annual contract since 1988 as Design Consultant
- ✓ Over 1,000 individual building rehab recommendations/site visits
- ✓ Over 50 Resource Team visits
- ✓ Wrote Maintenance Manual for downtown property owners
- ✓ Over 18 Community Assessment Team visits
- ✓ Many training workshops in towns
- ✓ Multiple training workshops at regional meetings/national conferences

Contact/Reference:
Mr. Randy Lewis
Main Street Martinsburg
142 N. Queen Street
Martinsburg, WV 25401
304-262-4200



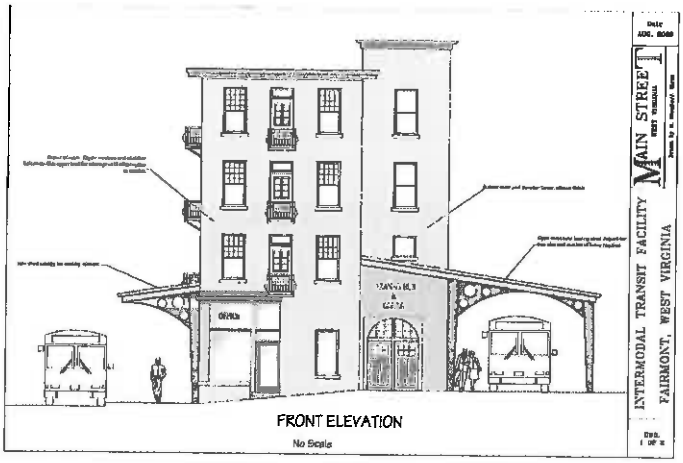




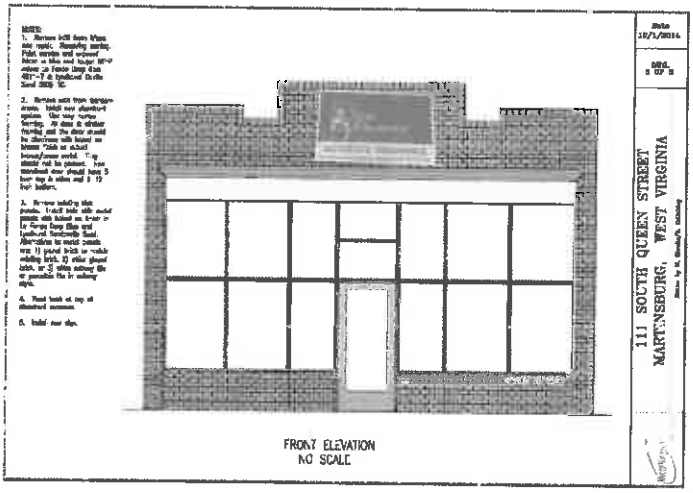
MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT, INC

West Virginia Main Street Projects

Charleston, WV
West Side Main Street
Hooten Equipment Company



Fairmont, WV
Fairmont Main Street
Transit Authority Transfer Station



Martinsburg, WV
Martinsburg Main Street
Advocate Insurance 111 S. Queen St.

West Virginia Main Street

MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT, INC

TAX CERTIFICATION PROJECTS

Thomas C. Miller Public School
Fairmont, WV
2015 to Present

Staats Hospital
Charleston, WV
2014 to Present

Dickinson Building
Huntington, WV
2014 Completed

614 Main Street, Sutton, WV 26601
304-765-5716 ph / 304-765-5464 fax
www.michaelgioulis.com
mike@michaelgioulis.com

East End Historic District

Historic Resource Survey and
National Register Nomination
Charleston, West Virginia
2013-2014

The Charleston Historic Landmarks Commission contacted the Firm in the Fall of 2013 to conduct a Historic Resource Survey of the north section of the East End neighborhood in the City of Charleston with the intent of expanding the existing East End Historic District. This project was funded by a grant from the WV State Historic Preservation Office and the City of Charleston, The Firm had previously surveyed the majority of Washington Street East and the warehouse district; these areas were to be incorporated into the new survey. The original East End Historic District only encompassed the resources located to the east of Washington Street and omitted Lee Street entirely. The Historic Resource Survey documented a total of 826 resources, some of which were modern.

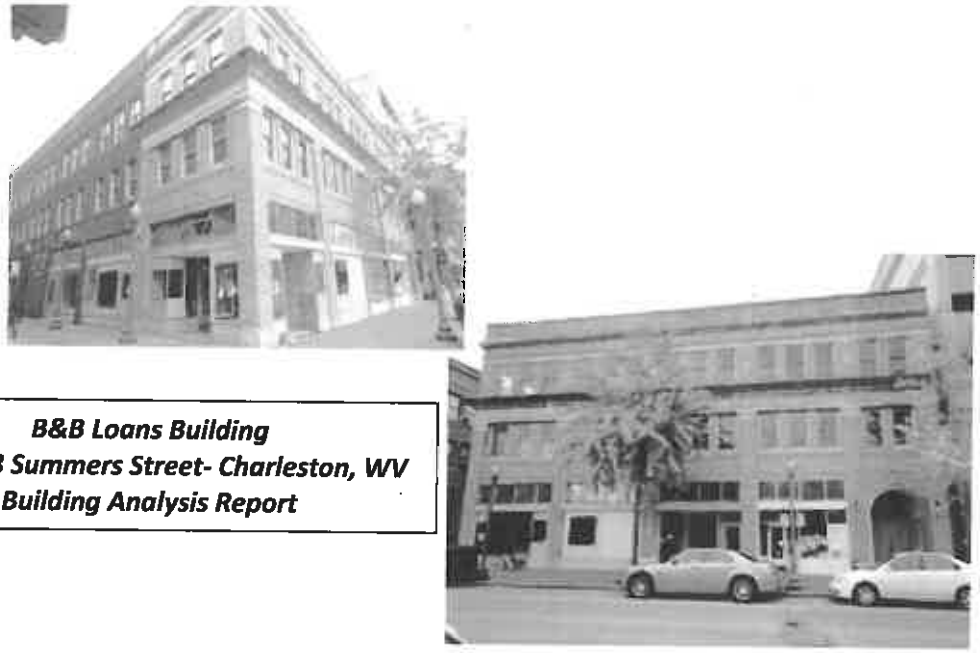
In consultation with the Charleston Historic Landmarks Commission and the WV State Historic Preservation Office, a boundary for the expanded East End Historic District was determined and the Firm completed and submitted a National Register of Historic Places nomination. The new expanded district encompassed the original district plus the area bounded roughly by Dixie Street, Greenbrier Street, Lee Street East and Shelton Alley. All historic resources within that boundary are included in the new expanded district. There are 644 contributing resources and 164 non-contributing resources in the expanded boundary. The district was listed in the Register on December 14, 2014. The businesses and home owners in the district have not only the honor of being within a historic district but there are financial incentives for rehabilitation projects

Contact/Reference:
Ms. Lori Brannon
Charleston Historic Landmarks Commission
501 Virginia Street East
Charleston, WV 25301
lori.brannon@cityofcharleston.org

MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT, INC

CURA Projects

The Block Restaurant
201 Capitol Street - Charleston, WV
Exterior Design



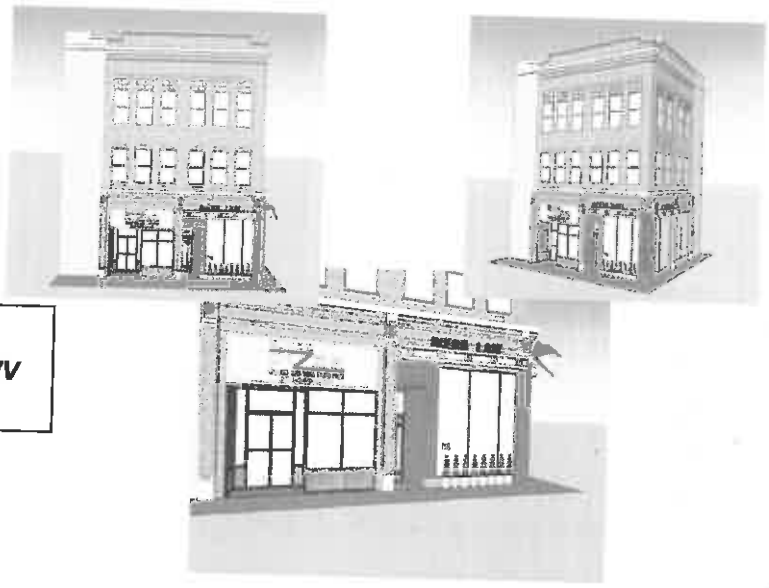
B&B Loans Building
170 - 178 Summers Street- Charleston, WV
Building Analysis Report

Contact/Reference:
Jim Edwards CURA
304-348-6890
Susie Salisbury, Charleston Area Alliance
304-340-4253

614 Main Street, Sutton, WV 26601
304-765-5716 ph / 304-765-5464 fax
www.michaelgioulis.com
mike@michaelgioulis.com

MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT, INC

CURA Projects



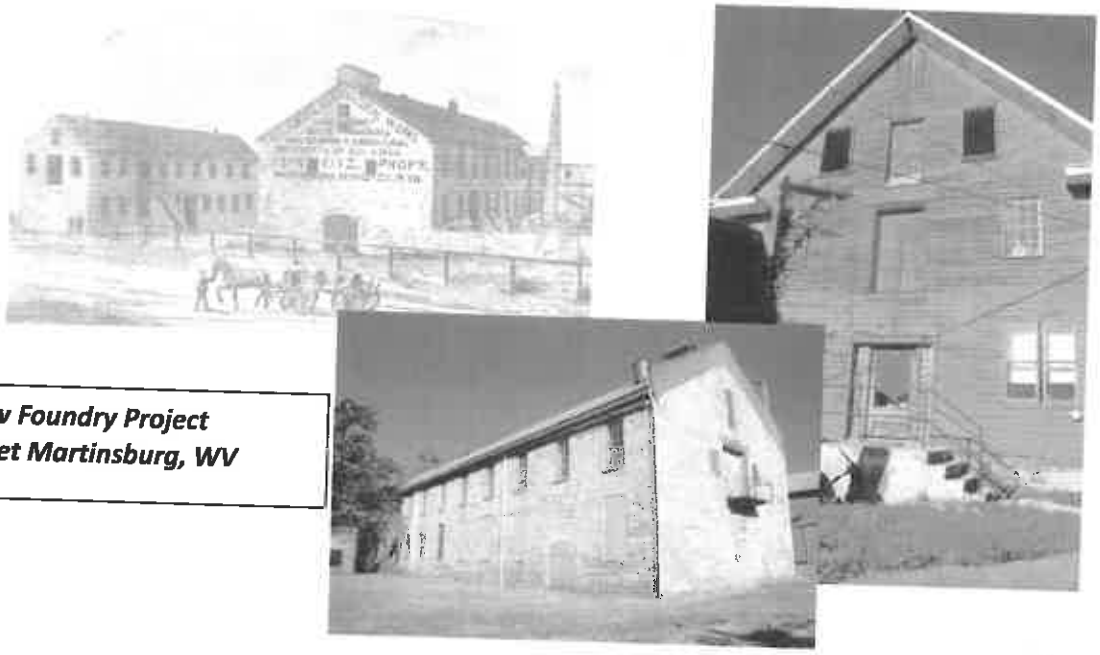
Web Law Firm
714-716 Lee Street, Charleston, WV
Exterior Design

The Lounge
706-712 Lee Street, Charleston, WV
Exterior Design

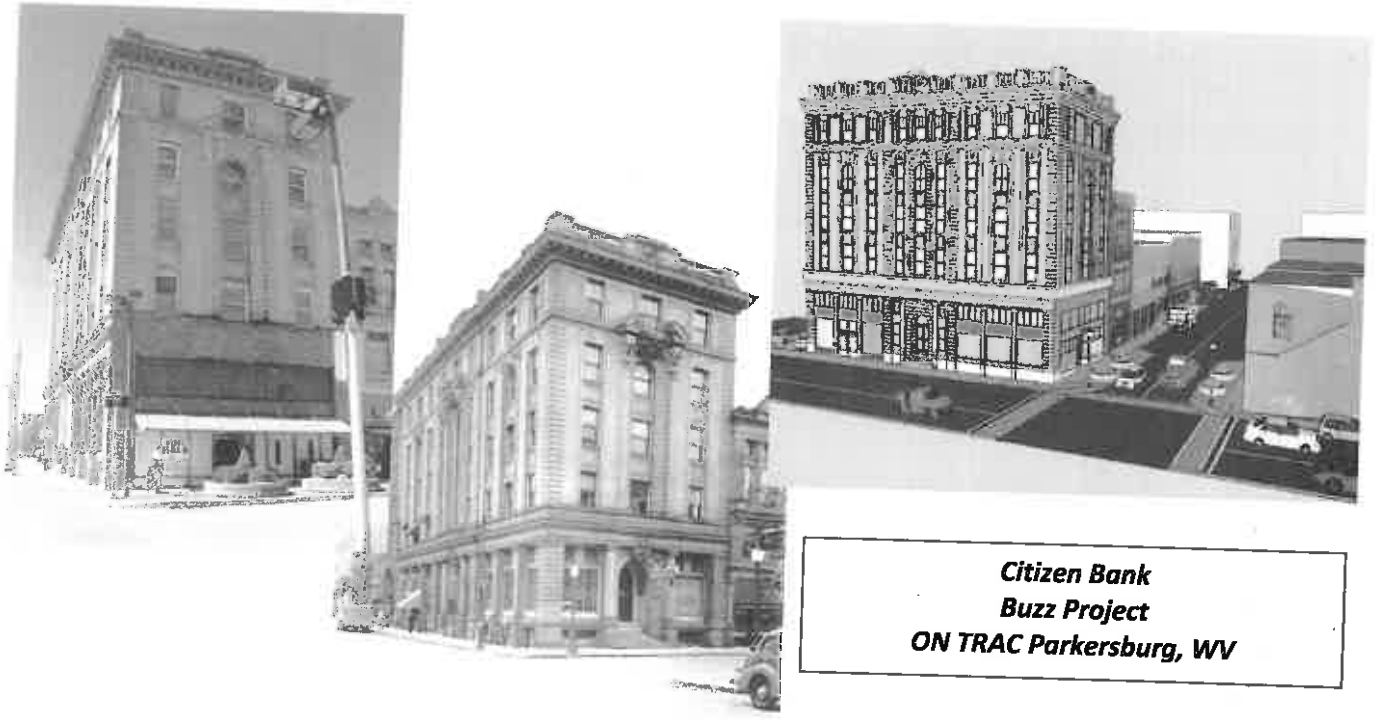
614 Main Street, Sutton, WV 26601
304-765-5716 ph / 304-765-5464 fax
www.michaelgioulis.com
mike@michaelgioulis.com

MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT, INC

WV Brownfields Projects



Mathew Foundry Project
Main Street Martinsburg, WV



Citizen Bank
Buzz Project
ON TRAC Parkersburg, WV

West Virginia Main Street

DESIGN COMMITTEE WORKSHOP
BECKLEY, WVA
MARCH 5, 1999

MAIN STREET WEST VIRGINIA
MICHAEL GIOULIS, DESIGN CONSULTANT

Introduction - purpose of Design Committee

- Concerned with all issues relating to design
  - Letterhead/logo
  - Brochures
  - signs
    - Entrance to town
    - Parking
    - within town
    - special event banners etc.
    - Banners
  - buildings
  - town itself
  - define and project an image for the program

- Important not to confuse the Design Committee with other entities in town
  - City planning department
  - City landscaping or cleaning
  - Historic Landmark Commission
  - historical Society
  - Garden Club

Who should be on a Design Committee?

- Architects
- Engineers
- Planners
- Designers
- Garden club
- Historic preservation
- Landscape architects or landscapers/gardeners
- Contractors
- Real estate persons
- Interested people

Relation to Historic Preservation

Main Street is an economic revitalization program within the boundaries or confines of historic preservation. Main Street is not only a historic preservation program.

What is historic preservation?

- Historic District
- Define, and National Register
- Historic Rehab
- Tax credits

Examples of work items for Design Committees

Historic district surveying

- national register nominations
- walking tours
- markers for buildings
- assist in tax credit information and advice

Streetscape design assistance

- Work with the city to develop designs
- Work with city to secure funding
- work with city during construction to advise and assist

Examples: Williamson, Mannington, Morgantown

Develop and implement

- loan pools, work with ER committee
- Grants
  - facade
  - sign
  - awning
  - paint
  - larger

Develop design guidelines - overall, signage, other

- voluntary
  - When using grant or loans
  - As an educational tools and assistance to property owners
- Mandatory
  - HLC
  - Work with city
  - participate in review committee, or act as review committee

Clean ups - as special event

Work with the city or planning dept.

Assist property owners with rehabs or tax credit projects etc.

Conduct training workshops for

contractors
accountants
architects
property owners

examples: Williamson, Huntington, Kingwood (doctor)

Note importance of Maintenance

Building surveys

work with ER committee

Design review for the ER committee if you have a loan pool or grants etc.

Coordinate with me

Do simple design decisions

- colors
- signs
- awnings
- maintenance

Do actual projects

Paint a building *Wheeling*
Rehab a storefront *Williamson*
Planters
Benches
Buy a building *Mannington, Kingwood*

Maintain a library and act as resource center

- Secretary of the Interiors Standards for rehabilitation
- Interpreting the standards
- Preservation briefs
- Design and style books
- Awning samples
- Color charts
- National Trust preservation series
- Forum

Resources available to Design Committees

National trust

National Park Service TPS

State Historic Preservation Office

explain difference between the three

APT

Old house journal

Clem Labine's magazine

Local Architects and engineers and designers, or merchants, craftsmen etc.

Web sites

Census: http://www.census.gov/hhes/housing/ahs/tab2-1.html
National Park Service: gopher://ncptt.ncptt.nps.gov:70/11/nps_resources/briefs/
List of addresses for HP related stuff: http://www.cr.nps.gov/ncptt/irg/irg-servers.html.
Can find NPS and others here
CRM: US Government Agencies:
http://spirit.lib.uconn.edu/ArchNet/Topical/CRM/crmusg.html
SANBORN AND OTHER FIRE INSURANCE MAPS:
http://www.lib.berkeley.edu/EART/sanborn.html#4 -
Your Home Improvement Neighbors: http://www.housenet.com/ - HouseNet
I don't remember what these are:
http://www.icomos.org/Internet_Resource_Guide.html
http://www.preserve.org/resources.htm#preserve

Maps

- topo
- city
- zoning
- tax
- Sanborn

Historic photos

- library
- historical society
- genealogy society
- Charleston Archives, Culture and History

WVU Regional Archives
local people

State Design assistance

Us

What we do
What we don't do
How to get us

BET

Sidewalk Inspection
Of Historic East End
Residential and Commercial Properties

WALKING WORKSHOP
Friday, May 5, 2006

Presented by Michael Gioulis and
East End Main Street

OPENING DOORS TO PRESERVATION:

PRESERVATION CONFERENCE

EAST END
MAIN STREET

MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT

Rehabilitation Concerns

Storefront Rehabilitation

October 1, 2008

MAIN STREET WEST VIRGINIA

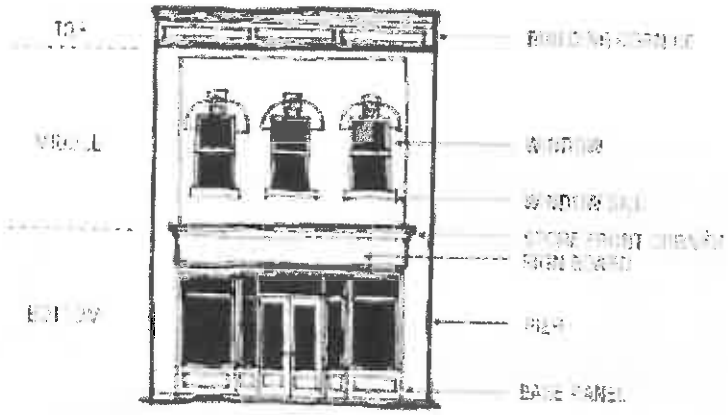
HISTORIC Main Street Martinsburg

MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT

HISTORIC
Main Street Martinsburg

STOREFRONT REHABILITATION

Main Street Workshop
Harpers Ferry, West Virginia



REHABILITATION CONCERNS

- Masonry
- Façade materials
- Storefront
  - Entrance recess
  - Display windows
  - Transom
  - Frame
  - Details and materials
  - Window stops
- Windows
  - Size
  - Configuration
  - Glass
  - Material

Maintenance
The Key to Preserving your Building

MAIN STREET WEST VIRGINIA

October 1, 2008

MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT

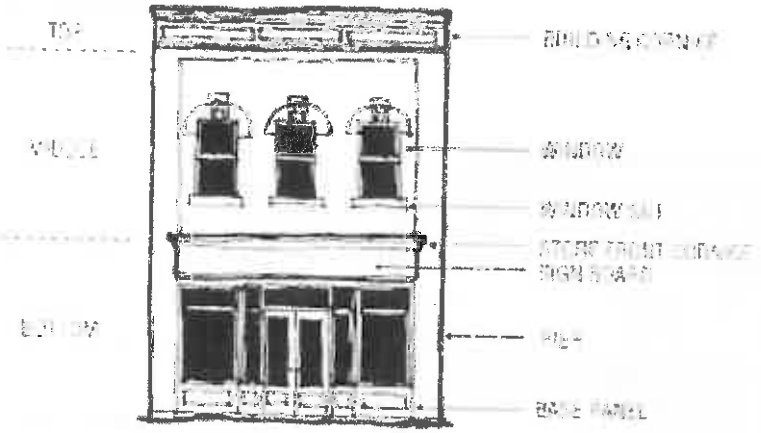
HISTORIC

Main Street Martinsburg

STOREFRONT REHABILITATION

Main Street Workshop
Harpers Ferry, West Virginia

REHABILITATION CONCERNS



- Details
  - Cornice
  - Window hoods
  - Secondary cornice
  - Bulkhead
  - Trim
- Signs
  - Type
  - Locations
  - Size
  - Lettering
  - Content
  - Materials
- Lighting
- Colors

Maintenance
The Key to Preserving your Building

See also Preservation Brief numbers 1. cleaning 2. Pointing 9. Windows 11. Storefront

MAIN STREET WEST VIRGINIA

October 1, 2008

MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT

PARAPETS & CORNICES

AWNINGS

MODERN
RIGID SHAPES
NOT APPROPRIATE

HISTORIC
SHED ROOF, FABRIC
APPROPRIATE

Roof types

Hip roof

Gable roof

Gambrel roof

Roof dormer

SIDING

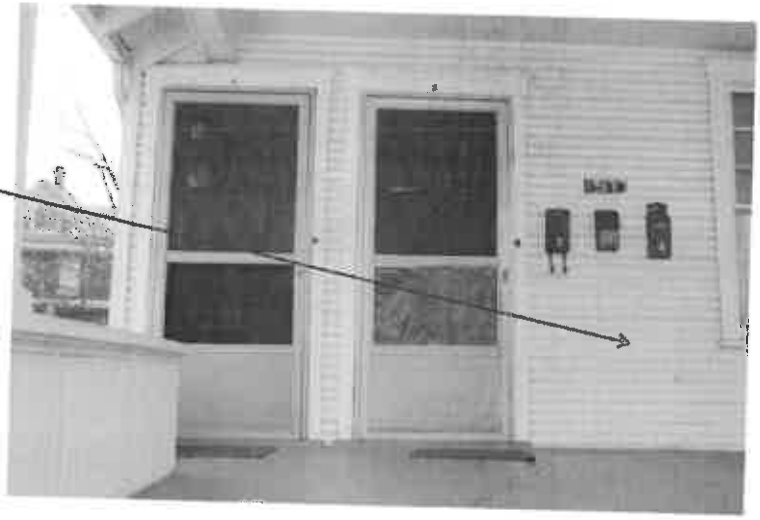
Modern
Stucco/"Dryvit"
Not appropriate

Brick siding
Historic

Asbestos shingle siding
Historic

Vinyl siding
Modern

German or Cove siding
Historic



SIDING

PAINTED BRICK SIDING
HISTORIC
GERMAN OR COVE SIDING
HISTORIC
HISTORIC KICK PANEL
UNCOVERED
BENEATH MODERN BRICK

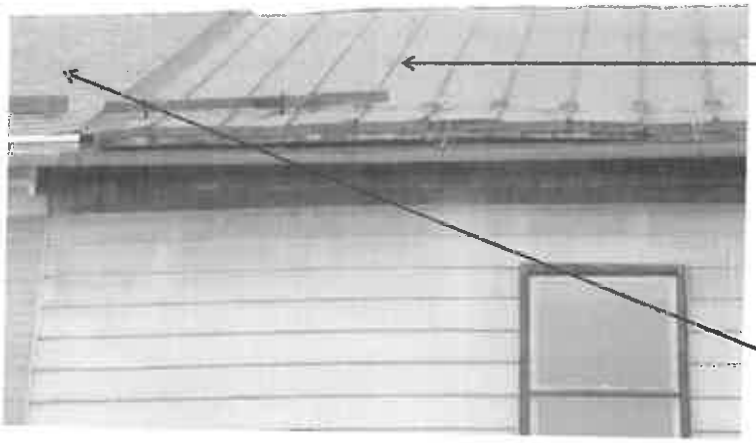
ROOF MATERIALS

CORBELED BRICK CHIMNEY

CLAY TILE ROOF

SLATE ROOF

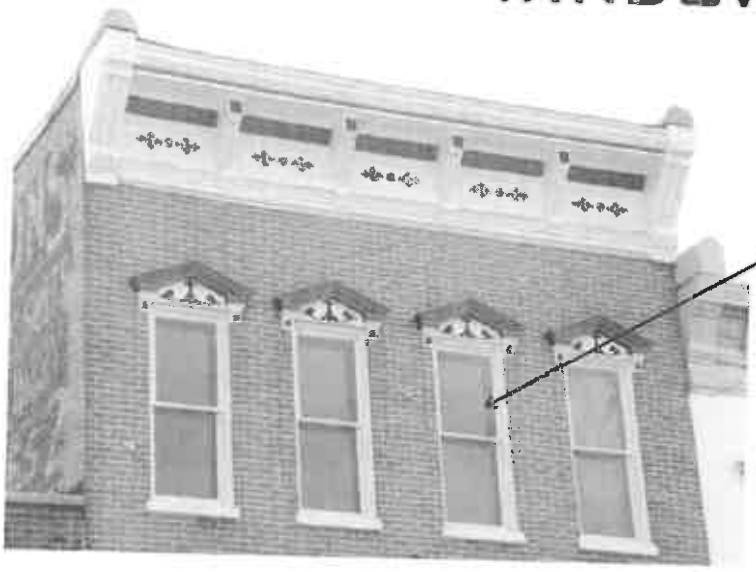
ASPHALT SHINGLE ROOF



STANDING SEAM METAL ROOF

ASPHALT SHINGLE ROOFS

WINDOWS



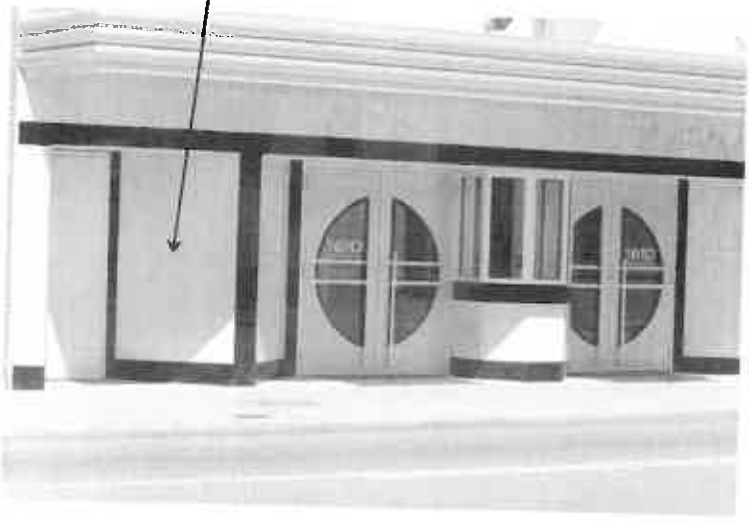
1/1 WINDOWS

8/1 WINDOWS
CLASSICAL OR COLONIAL REVIVAL

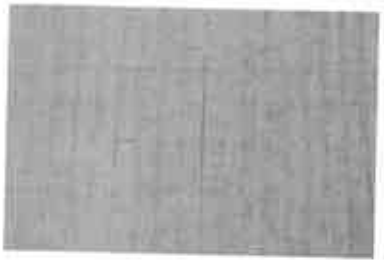
METAL CASEMENT WINDOWS
BRICK COLONIAL REVIVAL STYLE

THE RECENT PAST

STATE THEATER
VITROLITE
STRUCTURAL PIGMENTED
GLASS



BRICK



PAINTED BRICK

BLONDE BRICK WITH COLORED MORTAR

BLONDE AND RED BRICK WITH RED MORTAR

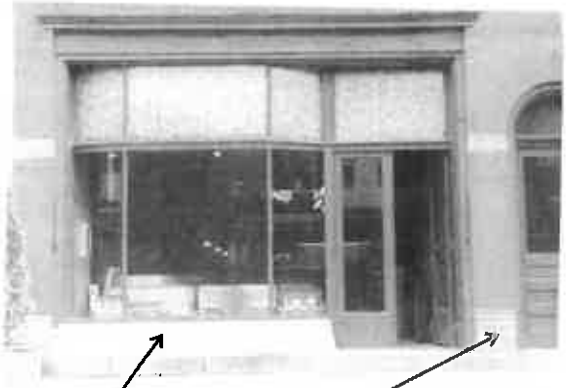
WIRE CUT BRICK

HARD FIRED BRICK

MASONRY TYPES

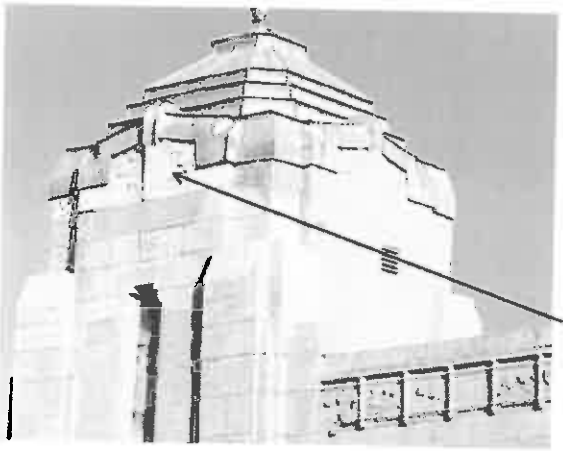
ROCK-FACED (OR MOLDED) CONCRETE BLOCK

BRICK



REAL STONE

FAUX STONE INAPPROPRIATE



TERRA COTTA

MASONRY TYPES

STONE ACCENTS
BELT COURSE

BLOND WIRE CUT BRICK
WITH RECESSED TOOLED
TINTED MORTAR JOINTS

ASHLAR STONE

CARTOUCHE

RUSTICATED STONE

STOREFRONTS

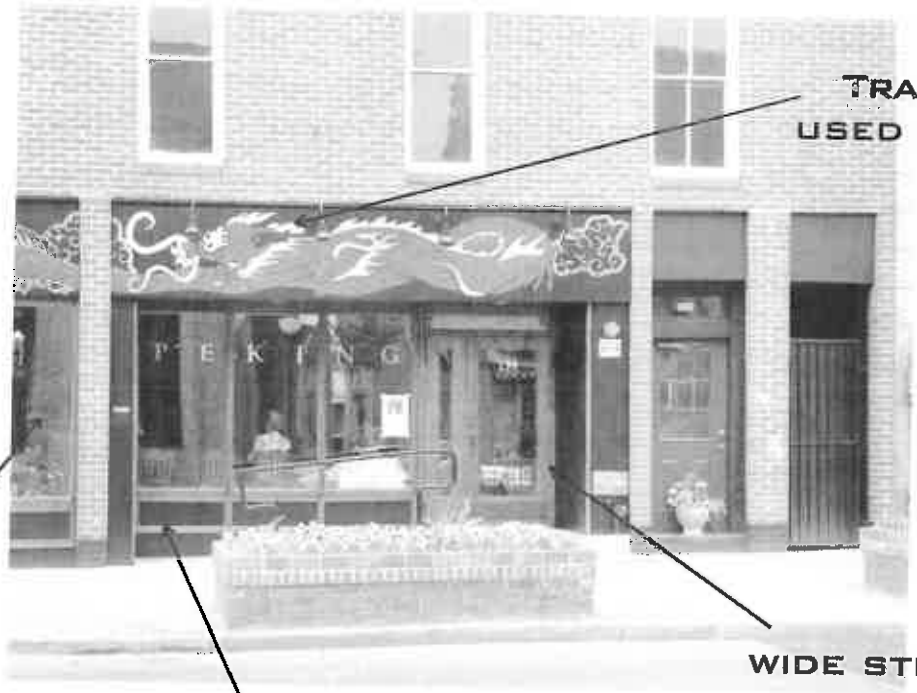
HISTORIC STOREFRONT

TRANSOM WINDOW

HISTORIC DOOR
NOTE STILE AND RAIL
DIMENSIONS

DISPLAY WINDOW

KICKPANEL



TRANSOM WINDOW
USED AS SIGN BOARD

WIDE STILE AND RAIL
DIMENSIONS

DISPLAY WINDOW

KICKPANEL

STOREFRONTS

Historic storefront

Transom window

Historic door
Note stile and rail
dimensions

Display window

Kickpanel

Modern storefront
Inappropriate

Transom area
display windows and
kick panels
covered
Inappropriate

DETAILS

HISTORIC DOOR
WITH NOVELTY SIDELIGHTS

BRICK BALUSTRADE
WITH RUSTICATED CONCRETE CAP

BRICK ACCENT PANEL
IN A BASKET WEAVE PATTERN

STONE ACCENTS AND
BRICK ENTRANCE HOOD

CERAMIC TILE FLOOR

RUSTICATED WINDOW HOOD AND SILL
AND CORNER QUOINING

West Virginia Main Street

West Virginia ON TRAC

Rehabilitation Concerns

Storefront Rehabilitation

Design Committee Training 2015 - Rehab Concerns

MICHAEL GIGLIO

Property Development and Entrepreneurs: A Partnership that Works

Douglas G. Hylton, Program Manager Main Street Ronceverte, WV
Christina Crookshanks, Main Street Ronceverte, WV
Michael Gioulis, West Virginia Main Street, Sutton, W.Va.

2009 National Main Streets Conference – Chicago

SPEAKER CONTACT INFORMATION (F–K)

Alex Fantarillo

Beyond Facade, LLC
P.O. Box 1148
16 N. Centre Street
Merchantville, NJ 08109
alex@beyondfacade.com
www.beyondfacade.com

Session

- **Re-designing Downtown to Deter Crime and Raise Sales**

Rick Ferrell

Retail Market Answers, LLC
803 McCabe Avenue
Wilmington, DE 19802
917.335.1961
rickferrell@hotmail.com

Sessions

- **Business Retention: Concepts and Case Studies**
- **Establishing the Path Ahead: Strategic Planning in Your Downtown**

Donald Fournier

Smart Energy Design Assistance Center
1 E. St. Mary's Road
Champaign, IL 62810
800.214.7954
dfournie@ad.uiuc.edu
www.smartenergyarch.uiuc.edu

Session

- **Improving Energy Efficiency: Model Programs and Projects**

Kathy Frazier

Frazier Associates
213 North Augusta Street
Staunton, VA 24401
540.886.6230
kfrazier@frazierassociates.com
www.frazierassociates.com

Session

- **Gateway to Gateway: The Importance of Corridors and Main Street**

William Frazier, AICP

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213 North Augusta Street
Staunton, VA 24401
540.886.6230
bfrazier@frazierassociates.com
www.frazierassociates.com

Session

- **Gateway to Gateway: The Importance of Corridors and Main Street**

Tim Frens

Plante Moran
2155 Point Boulevard, Suite 200
Elgin, IL 60123
847.697.6161
tim.frens@plantemoran.com
www.plantemoran.com

Session

- **At Last! Small Deal Tax Credit Simplification**

Lindsey Galloway

Oklahoma Main Street
900 N. Stiles
P.O. Box 26980
Oklahoma City, OK 73126
405.815.5133
lindsey_galloway@okcommerce.gov
www.ibelieveinoklahoma.com

Session

- **30-Minute Crash Course: Building a MySpace Page**

Joseph Getz

JGSC Group, LLC
2845 Powell Avenue
Pennsauken, NJ 08110
856.661.0008
jgetz@jgscgroup.com
www.community-insights.com

Session

- **Re-designing Downtown to Deter Crime and Raise Sales**

Cynthia Gibbs

CRA of the City of Los Angeles
354 S. Spring Street
Los Angeles, CA 90013
213.977.1882
cgibbs@cra.lacity.org
www.experiencela.com

Session

- **Engaging the Community with Social Networking: Downtown Los Angeles Art Walk**

Carol Gies

4Insights, Inc.
6450 College Road, #304
Lisle, IL 60532-3290
630.983.3024
4Insights@comcast.net
www.4Insights.com

Session

- **How Online Data Can Help — or Mislead — Retail Planning**

Michael Gioulis

West Virginia Main Street
612 Main Street
Sutton, WV 26601
304.765.5716
mgioulis@access.mountain.net

Session

- **Property Development and Entrepreneurs: A Partnership that Works**

Julie Glover

City of Denton Economic Development
100 North Locust, Suite 2
Denton, TX 76201
940.349.7732
julie.glover@cityofdenton.com
www.cityofdenton.com

Session

- **Effective Presentations**

Ray Gonzalez

Y Marketing & ITO Design, Inc.
64 East Main Street
Somerville, NJ 08876
908.243.0046
ray@ito-y.com
www.ito-y.com

Session

- **Taking Your Main Street Website to the Next Level**

SCHEDULE AT A GLANCE (CONTINUED)

EDUCATIONAL SESSIONS

3:45-5:00 p.m.

Bringing People Back to the City
Wabash Room, Third Floor

Make the Internet Work for You: How to Utilize Web Applications
Grand Ballroom, Fourth Floor

Practical Partnerships: Putting Preservation Organizations to Work for Main Street
Monroe Ballroom, Sixth Floor

Interactive Streets
Red Lacquer Room, Fourth Floor

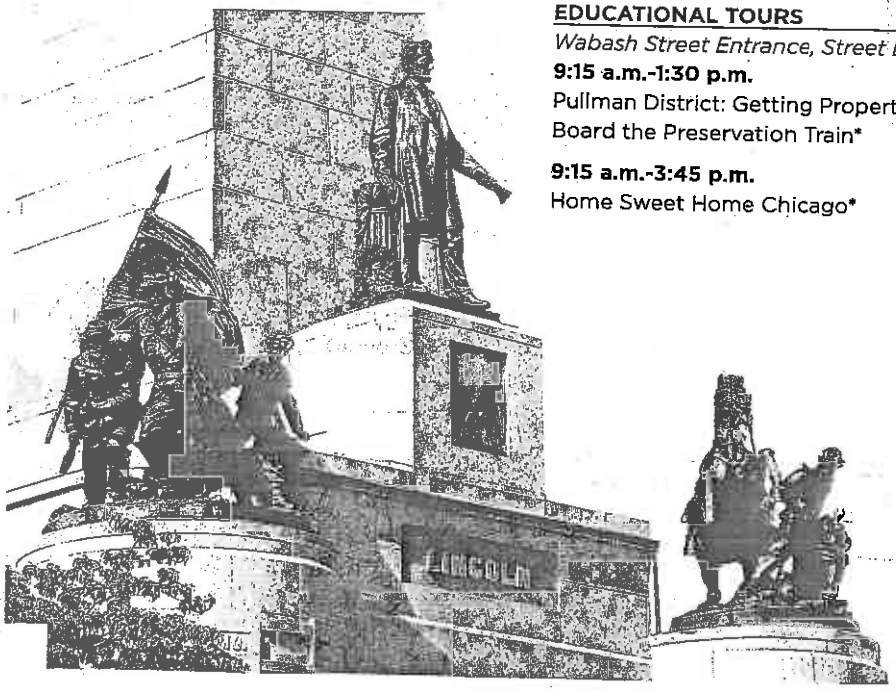
Resource Team 2.0: Getting Everything You Need
Salons 10/12, Third Floor

Social Media for Restaurants, Boutiques, and Antique Shops
Salons 4/9, Third Floor

Property Development and Entrepreneurs: A Partnership that Works
Salons 5/8, Third Floor

How Online Data Can Help—or Mislead—Retail Planning
State Ballroom, Fourth Floor

6:00-9:00 p.m.
MAIN STREET BASH*
Off Site, River East Art Center, 435 E. Illinois Street



EDUCATIONAL TOUR

8:00 a.m.-10:00 p.m.

The Land of Lincoln's Legacy*
Wabash Street Entrance, Street Level

EDUCATIONAL SESSIONS

8:30-9:45 a.m.

Business Retention: Concepts and Case Studies
Wabash Room, Third Floor

Technology-Assisted, Self-Guided Walking Tours
Empire Room, Lobby Level

Road Diets for "Fat Downtown Streets"
Monroe Ballroom, Sixth Floor

Fund-raising Basics for Main Street Organizations
Red Lacquer Room, Fourth Floor

The Superhighway Runs Downtown
Salons 10/12, Third Floor

Leveraging National Gift Card Trends for Local Retail Advantage
Salons 4/9, Third Floor

Hispanic Leadership and Main Street: The Process of Involvement and Outreach that Makes a Great Fit
Salons 5/8, Third Floor

Navigating the 3 P's: Partnerships, Politics, and Personalities
Salons 6/7, Third Floor

EDUCATIONAL TOURS

Wabash Street Entrance, Street Level

9:15 a.m.-1:30 p.m.

Pullman District: Getting Property Owners to Board the Preservation Train*

9:15 a.m.-3:45 p.m.

Home Sweet Home Chicago*

9:30 a.m.-1:30 p.m.

Selling Preservation in Chicago's Latino Pilsen Neighborhood*

TUTORIALS

8:30-9:00 a.m.

30-Minute Crash Course: Facebook
The Price Room (PDR 18), Fifth Floor

9:15-9:45 a.m.

30-Minute Crash Course: Creating Videos for the Web
The Price Room (PDR 18), Fifth Floor

10:00-10:30 a.m.

Innovative Downtown Business Clearinghouse
The Price Room (PDR 18), Fifth Floor

EDUCATIONAL SESSIONS

10:15-11:30 a.m.

Build Tomorrow's Main Street with Today's Technology
Wabash Room, Third Floor

Flying Monkeys and Other Magic Tricks: Using Technology to Market Main Street
Empire Room, Lobby Level

Effective Presentations
Monroe Ballroom, Sixth Floor

Perils and Promise of Cyber Volunteering
Red Lacquer Room, Fourth Floor

Marketing and Branding in the Experience Economy
Salons 10/12, Third Floor

Facade Grant 2.0: Comprehensive Approaches to Facade Improvements
Salons 4/9, Third Floor

Starting Young: Child-friendly Downtowns
Salons 5/8, Third Floor

A Firsthand Look at Community-Owned and Supported Stores and Restaurants
Salons 6/7, Third Floor

11:45 a.m. - 1:00 p.m.
CLOSING PLENARY SESSION
Grand/State Ballroom, Fourth Floor

30-Minute Crash Course: Building a MySpace Page
The Price Room (PDR 18), Fifth Floor
(See description on page 13.)

Bringing People Back to the City
Wabash Room, Third Floor
Too often, urban commercial districts are shopping districts in search of shoppers. Urban Main Street programs deal with the decades-long legacy of suburban flight and misconceptions that make shoppers opt for malls and sprawl instead of their city's commercial corridor. This panel will address the challenges urban Main Streets face, especially the tough task of changing public perception. Building on their expertise with Baltimore Main Streets, panelists will lead a brainstorming discussion about great ways to change negative perceptions and bring people back into the city.
Jermaine Johnson, Greater Homewood Community Corporation; Laura Kindseth, Waverly Main Street; Donna Langley, Baltimore Main Streets.

Make the Internet Work for You: How to Utilize Web Applications
Grand Ballroom, Fourth Floor
How can commercial district management organizations conduct and deliver services in the Web 2.0 world and effectively use Internet-based applications for organizational communications, project management, and professional development? In this session, you'll learn how to choose appropriate technology applications and apply them to specific organizational objectives in order to accomplish tasks and manage projects. We'll explore using Google Docs, file-sending software like send6, web logs, Flickr, wikis, Basecamp, and more.
Morgan Zehner, Zehner Consulting; Kris Steigerwald, Visual CV; Richard Layman, Economic Development Visions.
Sponsored by AT&T.

Practical Partnerships: Putting Preservation Organizations to Work for Main Street
Monroe Ballroom, Sixth Floor
Has your Main Street ever been put in the middle of a local preservation battle? Have you been faced with budget cuts that threaten to reduce your staffing or services, but weren't sure if you could "lobby" business owners or elected officials for their support? You're not alone. This session will show you how preservation nonprofits and governmental agencies can be some of your best allies and strongest supporters in these difficult situations.
Chris Morris, National Trust for Historic Preservation; Catherine O'Connor, Illinois Historic Preservation Agency; Lisa DiChiera, Landmarks Illinois.

Interactive Streets
Red Lacquer Room, Fourth Floor
A new array of digital technologies is opening up unprecedented opportunities to animate downtown and neighborhood streets. From touch-sensitive storefront window displays to "Augmented Reality," new digital tools could transform the experience of walking down Main Street. Learn about these new tools and explore ways you can integrate them into your program's activities when interpreting history, enticing shoppers, and positioning your historic commercial district as the coolest place to be.
Kennedy Smith, Community Land Use and Economics Group.
Sponsored by AT&T.

Resource Team 2.0: Getting Everything You Need
Salons 10/12, Third Floor
Resource teams help start new programs or reboot advanced programs through comprehensive, workable plans that can move your revitalization effort forward. Don't let planning charrettes end without an implementation plan. With the "Super Resource Team" model, these plans can be dissected and work plans can be implemented. Come to this session and learn about the newest technologies. Find out how the "Super Resource Team" model can reduce your planning process from months to weeks.
AIA/CES LU: 1.25
Tom McGilloway, ASLA, Mahan Rykiel Associates, Inc.; Rick McMacklin, RLA, ASLA, The Landplan Group South, Inc.; Randy Wilson, Community Design Solutions, Inc.; Stacy K. Pair, CMSM, Mississippi Main Street; Tripp Muldrow, Arnett Muldrow & Associates, Ltd.

Social Media for Restaurants, Boutiques, and Antique Shops
Salons 4/9, Third Floor
There's more a computer can do than simply send e-mails. From Twitter to Tumblr — navigating through the many Web 2.0 technologies is enough to make your mind explode, but this session will enable you to create a low-cost toolkit for your businesses. Restaurants, specialty boutiques, and antique shops line most Main Streets; and Blagica Bottigliero, an Emmy-award winning online marketing consultant, blogger, and web entrepreneur, will help you identify ways to help these businesses thrive. From growing fruitful relationships with customers to developing new ones, you'll be amazed at how easy it is.
Blagica S. Bottigliero.
Sponsored by AT&T.

Property Development and Entrepreneurs: A Partnership that Works
Salons 5/8, Third Floor

Join us as we showcase a downtown business model that successfully developed economic partnerships between property owners and new business owners — a model that saw six new establishments open in eight months! Learn a strategy for encouraging building improvements and enticing entrepreneurs to your Main Street. See how property owners can focus on exterior renovations and infrastructure upgrades while business owners can perform interior upgrades in exchange for reductions in rent.
AIA/CES (HSW) LU: 1.25
Christina Crookshanks, Douglas Hylton, Main Street Ronceverte, W.Va.; Michael Gioulis, West Virginia Main Street.

How Online Data Can Help — or Mislead — Retail Planning
State Ballroom, Fourth Floor
The market data reports you buy from companies such as Claritas, ESRA, and MAP Info to guide your retail planning can be both helpful and misleading. Learn how to be a savvy customer who can distinguish between helpful market research and misleading demographic information and find out how to identify the crucial data necessary for planning a retail strategy and recruiting tenants.
Carol Gies, 4Insights, Inc.; Loretta Daly, Village of Oak Park, Ill.
Sponsored by AT&T.

Travel 2.0: A New Way to Reach Heritage and Cultural Tourists
The Price Room (PDR 18), Fifth Floor
(See description on page 15.)

Main Street Bash
Off Site, River East Art Center (REAC), 435 E. Illinois Street
Join us Tuesday evening for this perennial favorite. The 2009 Main Street Bash will take place in a great adaptive-use project — a former warehouse that is now a community arts center and event space and a catalyst for this neighborhood's revitalization. As always, the Bash will feature local musical talent and delicious treats. Be sure to sign up early as tickets to the Main Street Bash sell quickly.
Check with conference registration for ticket availability.
Buses will shuttle between the Palmer House and the River East Art Center. The first bus will depart from the Wabash Street Entrance on Street Level at 5:45 p.m. and the last bus will leave the REAC at 9:30 p.m.

The Land of Lincoln's Legacy
Wabash Street Entrance, Street Level
Illinois weaves a rich tapestry of Abraham Lincoln's life — from a young pioneer boy reading by firelight to a shopkeeper, surveyor, lawyer, husband, father, and president-elect. In the 200th anniversary year of Lincoln's birth, visit the land he loved and walk where he walked. Your journey will take you to Postville Courthouse, where Lincoln practiced law as a circuit lawyer in the community later christened by and named for him, Lincoln, Illinois. In Springfield, you'll explore Lincoln's life at his Presidential Museum where 21st-century technology will transport you back to the 19th-century world of gaslights and hoopskirts. During a visit to Lincoln's home and neighborhood, you'll stroll the same streets he walked with his children. Lincoln left Springfield for Washington, but it remained his home and became his final resting place. His tomb at Oak Ridge Cemetery will leave a lasting impression of an ordinary man who lived an extraordinary life. Please note the length of this tour and make your travel and hotel plans accordingly.
Check with conference registration for ticket availability.

30-Minute Crash Course: Facebook
The Price Room (PDR 18), Fifth Floor
(See description on page 15.)

Business Retention: Concepts and Case Studies
Wabash Room, Third Floor
Practical examples and case studies will illustrate effective resolutions to some of the most common business retention issues arising in business districts today. Learn how to identify businesses that need retention assistance while there is time to provide meaningful help, and investigate possible retention techniques, from rent relief and theft prevention to debt restructuring and business expansion.
Diane Laird, Delaware Main Street and Downtown Delaware; Rick Ferrell, Retail Market Answers, LLC.

Technology-Assisted, Self-Guided Walking Tours
Empire Room, Lobby Level
Learn the value of using tours to market your Main Street as a "must-see, must-experience" destination — with a technological twist. Find out how to complement tour brochures and group tours with self-guided podcast and cell phone tours. The associated costs, benefits, limitations, and alternatives associated with different tour options will be explained as will the steps needed to understand and implement self-guided tour technology.
Richard Groves, CMSM, Historic Downtown Liberty, Inc., Mo.
Sponsored by AT&T.

MSWV/ON TRAC Fall Training
Building Partnerships

November 8, 9, 10, 2011 • Morgantown, WV

The Fall 2011 Main Street West Virginia and West Virginia ON TRAC training will focus on building local and state-wide partnerships.

Join us in Morgantown as we explore the many available resources available throughout the state and within our own organizations.

Tuesday, November 8, 2011

6:00 PM – 8:00 PM
Main Street and ON TRAC
Welcome & Networking Reception
Arts Mon - 201 High St., Suite 3 - Morgantown, WV 26507

Join fellow Main Street and ON TRAC managers and volunteers for an evening of idea sharing and networking. Heavy hors d'oeuvres will be served.

Wednesday, November 9, 2011

Location: Spruce St. United Methodist Church
386 Spruce Street, Morgantown, West Virginia 26505

- **8:30 – 9:00: Registration and Light Refreshments**
- **9:00 – 9:45: WV Department of Health and Human Resources: Office of Healthy Lifestyles', John Yauch, Program Coordinator.**

  John graduated from WVU with a Bachelor of Science in Business Administration majoring in Finance. He currently works for the Bureau for Public Health in the Healthy Lifestyles Program and lives just outside of Charleston, WV. As a Community Outreach Specialist, John works with statewide community projects that focus on healthy initiatives and provides technical assistance to these community groups.

  The Office of Healthy Lifestyles, or Healthy Lifestyles Program, was created in 2006 as part of Senate Bill 780- an amendment to the Healthy Lifestyles Act. The Office of Healthy Lifestyles works with many statewide partners to promote physical activity and healthy eating habits to citizens across the state of WV. They are dedicated to improving the health of West Virginians.

  Currently the program is in multiple Main Street communities and would like to expand in to others. John will discuss what resources can be brought to the table.

- **9:45 – 10:45: WV State Historic Preservation Office: Sarah Prior, Education and Planning Coordinator and Jennifer Brennan, Structural Historian - Tax Credit/Development Grants/CLG**

  Learn about available tax credit and grant programs. "The mission of the Division of Culture and History's State Historic Preservation Office is to encourage, inform, support, and participate in the efforts of the people of West Virginia to identify, recognize, preserve and protect West Virginia's prehistoric and historic structures, objects and sites.

  The value of historic and prehistoric properties is intrinsic and therefore worthy of protection. Their preservation can stabilize neighborhoods, stimulate private investment, provide affordable housing, revitalize downtown activities, attract tourists and enhance community pride. Our office works toward achievement of these goals."

Lodging Information

The Hotel Morgan is offering a special rate of $69 per night.

While reserving your room, tell them you are under the Main Street Morgantown block of rooms.

127 High Street
Morgantown, WV 26505
(304) 292-8200

MSWV/ON TRAC Fall Training

MSWV Communities

- Charleston East End
- Charleston West Side
- Fairmont Great American Main Street
- Kingwood
- Mannington
- Martinsburg
- Morgantown Great American Main Street
- Philippi
- Pt. Pleasant
- Ripley
- Ronceverte
- White Sulphur Springs

Wednesday, November 9, 2011 (cont.)

- **Break**

- **11:00– 12:00: Main Street and ON TRAC Round Tables**
  Break out session for Main Street and ON TRAC managers, liaisons and volunteers. Discussing project updates, organizational ideas and concerns.

- **12:00 – 1:00 – Lunch on your own**

- **1:00 – 2:00: MSWV Historic Preservation/ Design Services, Mike Gioulis**
  Utilizing Partnerships and Resources for Successful Projects
  Mr. Gioulis has been active in Historic Preservation in West Virginia since 1977. He served as Historical Architect for the West Virginia Department of Culture and History and as Assistant Director of the Historic Preservation Unit. While there he was involved in a number of programs, including: Survey and Planning grants; historic resource surveys; review of construction grant projects; and tax certification applications. He is familiar with all aspects of interpreting standards for rehabilitation of existing and historic buildings. In private practice, (established 1984) he has been involved in rehabilitation projects and design assistance programs for downtown structures. This includes services to the West Virginia Main Street Office, resulting in over 800 individual design projects, as well as workshops, resource team visits and technical assistance responses. Resource teams involve intensive site visits in a charrette environment reviewing community resources and developing strategies for revitalization. He has participated in over 30 teams. In addition, Michael has written a Maintenance Manual for downtown property owners. He has completed a number of successful tax certification applications and has participated in individual rehabilitation and restoration projects including the restoration of 20 building facades in downtown Matewan, WV.

  A number of training and technical workshops have been conducted by Mr. Gioulis. These include design workshops for the Main Street program from 1989 up to and including the present; Pinnacle Rock State Park for the Division of Culture and History, 1990; State Main Street Annual Conference 1990-2006; National Association of FRP manufacturers, 1995; Elkins and Beverly Historic Landmarks Commission, 1997; and others. He has also been a guest instructor at Shepherd State College and the West Virginia Graduate School and an instructor at the University of Charleston.

  In St. Clairsville, Ohio he worked with the city and property owners to successfully rehabilitate seventeen downtown buildings and public projects such as entrance signs to the town, and a National Register nomination for the historic district. He also revised the city's design guidelines. In Wheeling he worked with a planning team for the revitalization of the historic waterfront into a major urban park. He has also worked with communities in reviewing rehabilitation projects and as an advisor to historic review committees; and wrote or revised historic district review ordinances and design guidelines in towns such as Shepherdstown, Elkins, Beverly, and Bramwell.

- **2:00 – 5:00: Project Tour:** Various properties throughout Morgantown will be visited for the purpose of learning how various partnerships were utilized to rehabilitate and revitalize the property.
  - Morgantown Dairy Queen
  - Sandcastle/Price House
  - Hotel Morgan
  - The Metropolitan Theater
  - Coca-Cola Building

- **6:30: Networking Dinner - Vintage Room**
  467 Chesnut Street
  Morgantown, WV 26505
  304-225-9595

MSWV/ON TRAC Fall Training

ON TRAC Communities

- Belington
- Beverly
- Charles Town
- Elkins
- Madison
- Matewan
- Mount Hope
- Oak Hill
- Parkersburg
- Parsons
- Romney
- Rowlesburg
- Shinnston
- Sistersville
- Sutton
- Wheeling

Thursday, November 10, 2011

Location: Spruce St. United Methodist Church
386 Spruce Street, Morgantown, West Virginia 26505

- 8:15 – 8:45: Registration and Light Refreshments
- 8:45 – 9:00: WELCOME: Mary Jo Thompson, Director, Community Development, West Virginia Development Office
- 9:00 – 9:30: Randy Lewis, Main Street Martinsburg
  Randy Lewis, Main Street Martinsburg Executive Director and former Board President, will discuss their highly successful "Bike Night" event that pulls in partners from across region and brings thousands of people downtown and is a huge fundraiser.
- 9:30 – 10:00: Casey Sid, Morgantown Web Application
  Learn how Main Street Morgantown has joined with local businesses and partners to implement one of the first of its kind web applications for their downtown.
- 10:00 – 11:00: USDA, Lisa Sharp
  Rural Development is committed to helping improve the economy and quality of life in all of rural America by providing financial programs to support essential public facilities and services as water and sewer systems, housing, health clinics, emergency service facilities and electric and telephone service. Rural Development promotes economic development by providing loans to businesses through banks and community-managed lending pools, while also assisting communities to participate in community empowerment programs.

  Lisa Sharp graduated from West Virginia University with a Bachelor of Arts Degree in Political Science and later earned a Masters Degree in Public Administration, also from West Virginia University. Lisa serves as the Rural Development Coordinator for USDA Rural Development.

  Lisa worked for USDA Rural Development in the 1990s and left in 2001 to raise her young family. Since this time, she operated her own community and economic development consulting company specializing in grant writing, facilitation, strategic planning and organizational management. She has served as the director of two different county economic development authorities and project manager for another. She has worked closely with a variety of public entities and non-profit organizations across West Virginia and in neighboring states.

  Lisa returned to USDA Rural Development in December 2010. She serves as a liaison between communities and the programs of USDA Rural Development. She also serves as the agency's Outreach Coordinator and Broadband Coordinator.

Break

- 11:15 – 12:15: WV Brownfields Assistance Center, Patrick Kirby, Director, Northern WV Brownfields Assistance Center at WVU.
  Patrick has been the Director of the Northern West Virginia Brownfields Assistance Center since 2006. Mr. Kirby earned a Master's Degree in Public Policy from West Virginia University and received his B.S. degree in Political and Environmental Science from Shepherd University. Mr. Kirby developed the FOCUS WV grant program to assist communities overcome barriers to brownfield redevelopment. Mr. Kirby co-chairs the West Virginia Brownfields Conference Planning Committee, and serves as an ex officio member of numerous local brownfields task force throughout West Virginia.

- **12:15 – 1:15: West Virginia Department of Transportation, Rebecca A. Davison, Transportation Enhancement Program Manager, Division of Highways, Grant Administration Unit (GAU).**

Ms. Davison will discuss Transportation Enhancements, Recreational Trails, and Safe Routes to School, specifically what each grant program's purpose is, what are eligible grant activities, when Intent-to-Apply Forms and Applications are due, where to find our grant information, how the grants are reviewed, and how they are awarded.

Prior to serving as the Transportation Enhancement Program Manager or the West Virginia Department of Transportation, Division of Highways, in the GAU, she served as the Safe Routes to School Coordinator for five years in the GAU. Ms. Davison has a BA from Marshall University and an MA from West Virginia University. Ms. Davison has worked in the private sector and has served in many capacities in West Virginia state government in the Treasurer's Office, the Governor's Office, the Division of Motor Vehicles, and the Division of Highways. She also served as a Clerk for the Committee on Natural Resources and Agriculture in the West Virginia House of Delegates.

Ms. Davison served for 30 years in the West Virginia Army National Guard, and commanded a Public Affairs Detachment, the West Virginia Army National Guard State Headquarters Detachment, and the First Battalion 77th Troop Command. She is the West Virginia Army National Guard's first and only woman officer to graduate with a Masters of Strategic Studies from the US Army War College. Colonel (Retired) Davison is an Examiner for the Army Communities of Excellence, which is based on the National Malcolm Baldrige Quality Award.

Becky is married, has two daughters, one granddaughter, and currently volunteers on Charleston's River City Youth Ballet Ensemble Board of Directors.

1:15 – CLOSING REMARKS: Keith Burdette, Secretary, West Virginia Department of Commerce and Executive Director, West Virginia Development Office

MSWV/ON TRAC Fall Training

Registration

Return completed form to Nikki Williams at Mary.N.Williams@wv.gov.

Name: _____

Organization: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: (_____) _____ **Email:** _____

Please check the training days and events you plan to attend:

☐ **All training days and events**

Tuesday, November 8, 2011
- ☐ Welcome Reception

Wednesday, November 9, 2011
- ☐ Training
- ☐ Project Tour
- ☐ MS/OT Networking Dinner

Thursday, November 10, 2011
- ☐ Training

FEE: Training is free to Main Street West Virginia and ON TRAC members. For non-members, a fee of $50 is due at time of registration. Please make checks payable to: Main Street Morgantown

Huntington Federal Building
Modernization Project

GSA

Welcome

to the

Huntington Federal Building Modernization Project Public Meeting

December 5, 2011
5:00 – 6:30 PM

Huntington Federal Building
Modernization Project

GSA

Welcome

The U.S. General Services Administration Welcomes You to a Public Meeting for the Huntington Federal Building Modernization Project

December 5, 2011 5:00 – 6:30 PM

- Opening Presentation
- Information Tables

Project Information Packets are available at the front table.

Project Overview

- **Drivers**
  - Building facade past useful life
  - Building systems not energy efficient
  - Security upgrades
- **Accomplishments**
  - ✓ New building facade and windows
  - ✓ High-performance HVAC system
  - ✓ Installation of rooftop solar panels
  - ✓ Interior office space renovations
  - ✓ Renovations for security standards compliance
- **Cost**
  - $26.5 million Recovery Act funding
  - $20 million USACE funding

Huntington Federal Building Modernization Project

GSA

Now....

...Spring 2015

Timeline

- Exterior construction will begin in late December 2011
- Construction completion in Spring 2015

Logistics

- USACE Employees will move to temporary office space in Pullman Plaza Hotel during the modernization work
- Construction will force traffic lane and sidewalk closures on 5th Avenue and 8th Street
- Exterior construction will occur at night

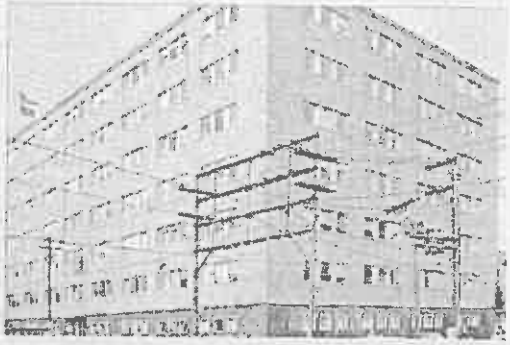
Huntington Federal Building

Early Views

c. 1987

c. 2005

c. 1980



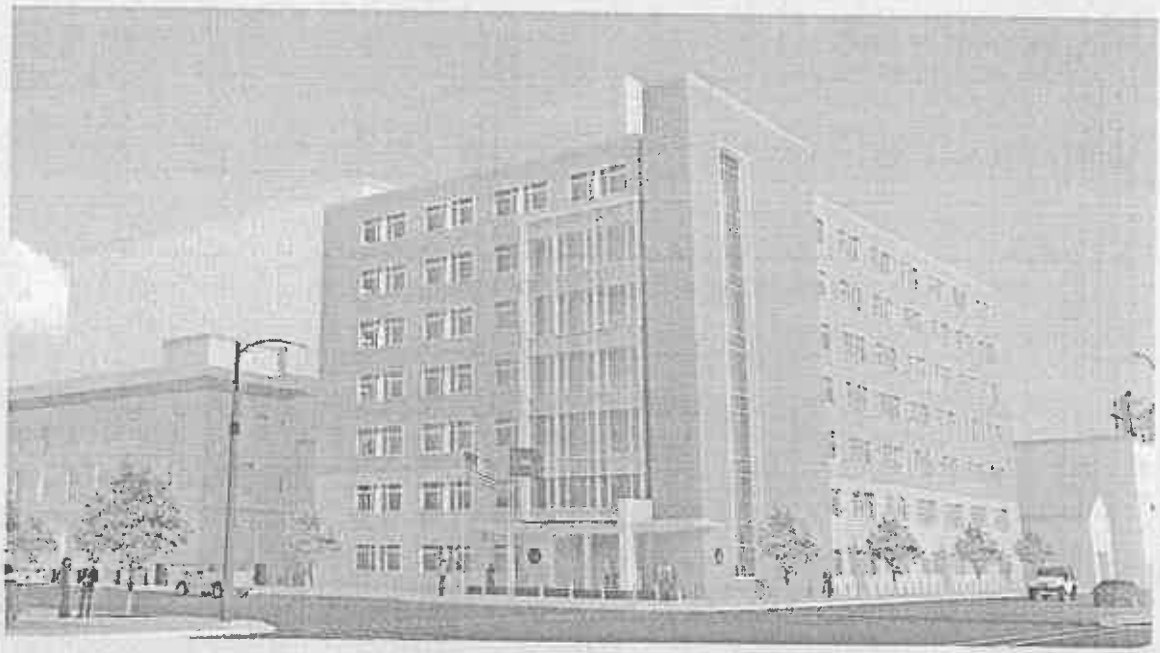
c. 1980

Huntington Federal Building Modernization Project

GSA

Now....

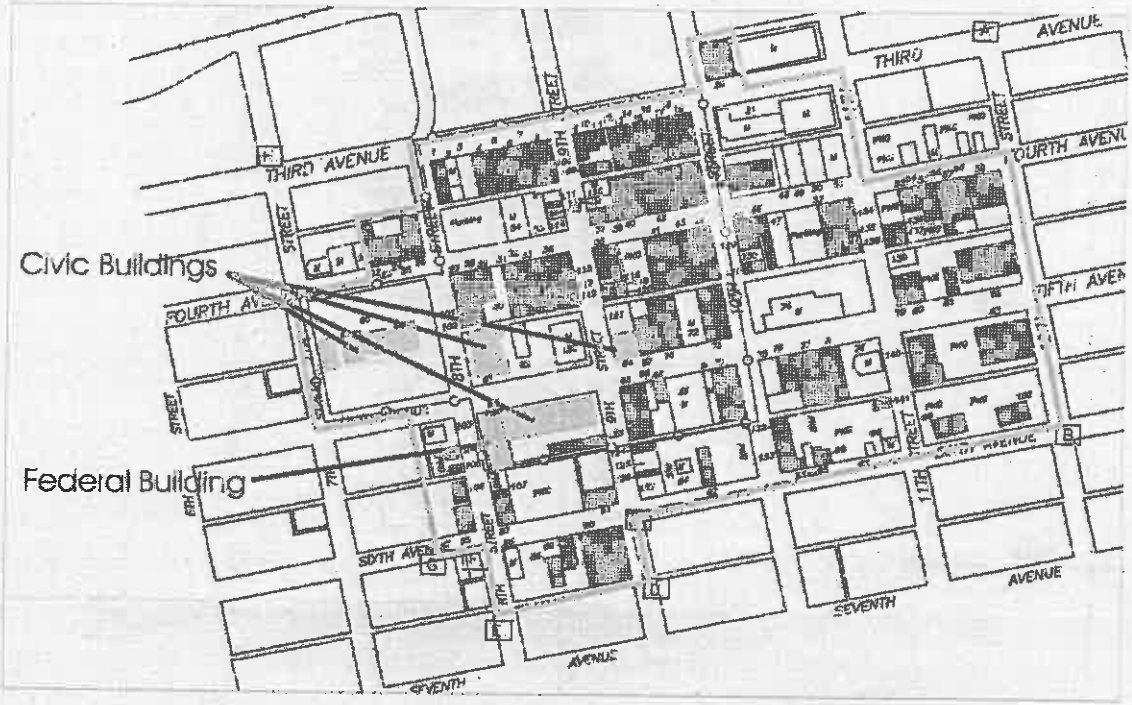
...Spring 2015



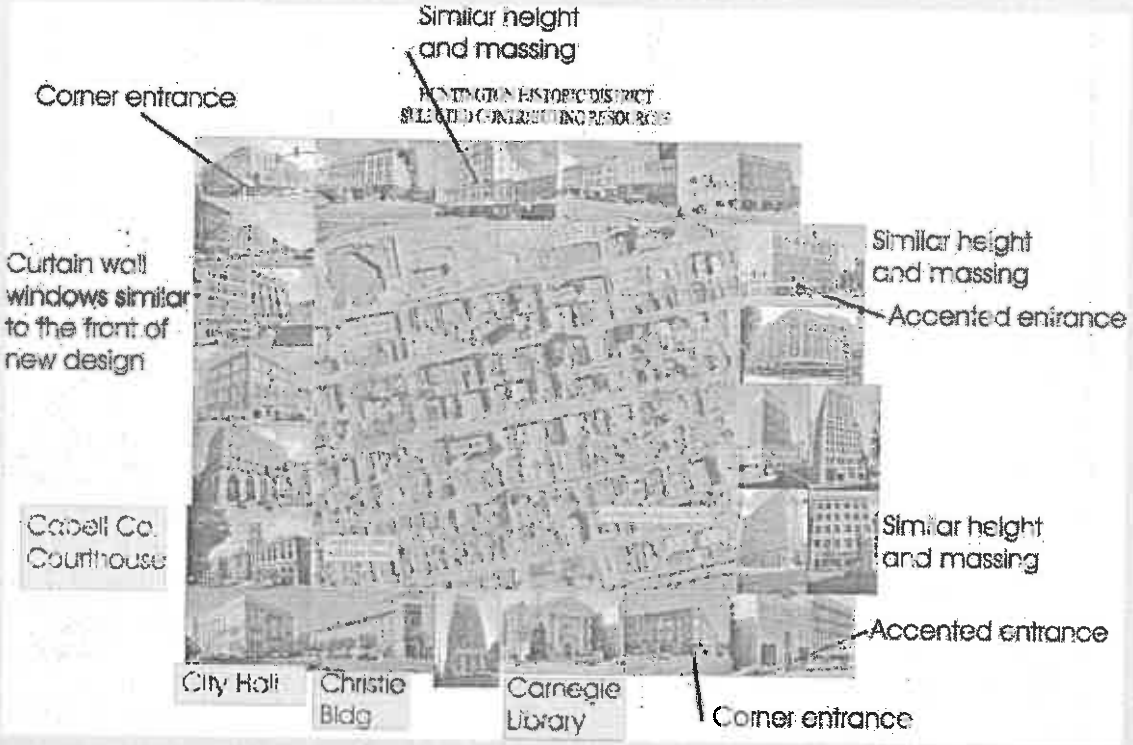
Huntington Federal Building Modernization Project

GSA

Government Square



Historic District Design Themes



Huntington Federal Building Modernization Project

Welcome

The U.S. General Services Administration (GSA) welcomes you to the public meeting for the Huntington Federal Building Renovation Project.

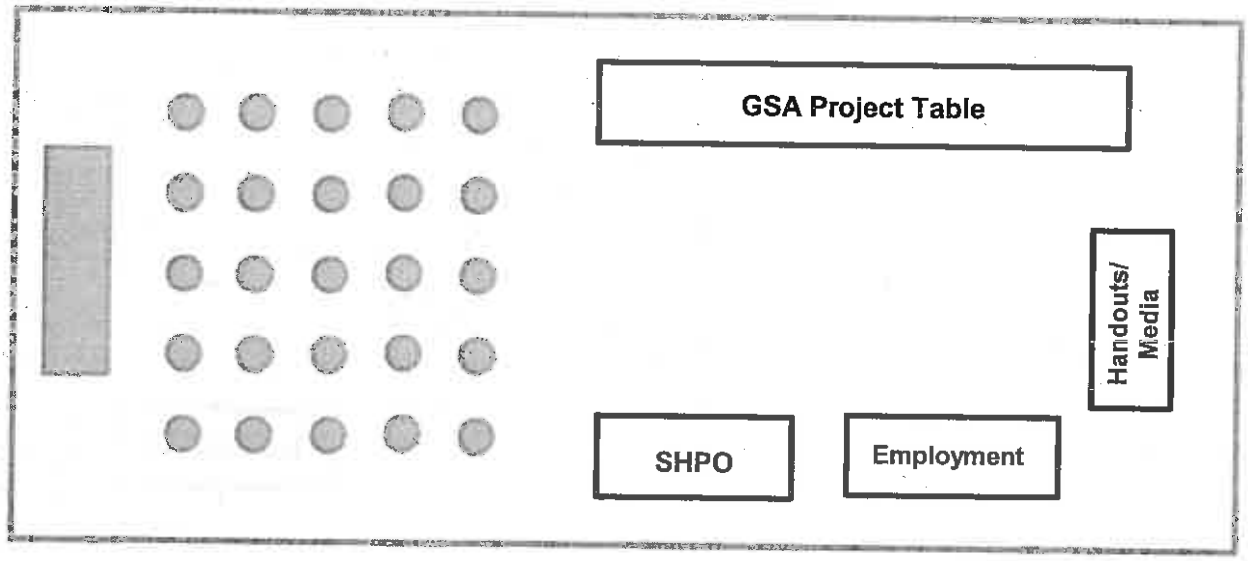
What is the purpose of this Public Meeting?

Public participation is part of Section 106 of the National Historic Preservation Act of 1966, which requires Federal agencies to consider the effects of their actions on historic properties and avoid any unnecessary harm. In the case of this project, GSA, the Corps of Engineers, and their contracting partners are protecting the Historic District of Downtown Huntington.

Consultation with state and local entities involved with historic preservation occurred throughout design of this project; the team worked to develop a renovation plan that would not only update the facility but also keep intact the look and aesthetic feel of the downtown area. This meeting provides the public with an opportunity to learn more about the project:

- Background on the Huntington Federal Building
- Historical significance of the Building and Downtown Huntington Historic District
- Project Design, Scope, and Timeline

The Public Meeting for the Huntington Federal Building Renovation Project will begin with a brief presentation from Dale Anderson, GSA PBS Deputy Regional Commissioner. Project team members will be available after the presentation at information tables to answer your questions. Please review the displays located in the back of the room. The approximate layout of the room is below.



Thank You for Attending

Huntington Federal Building Modernization Project

Frequently Asked Questions – Preservation

Section 106 of the National Historic Preservation Act

What is the National Historic Preservation Act of 1966 (NHPA)?
The NHPA is the core legislation regarding the preservation of historic and cultural properties in the United States. The NHPA created many familiar components of preservation in the United States, such as the National Register of Historic Places, State Historic Preservation Offices (SHPOs), and Federal stewardship programs regarding Federally owned or managed historic properties.

What is the West Virginia State Historic Preservation Office (SHPO)?
The West Virginia SHPO is part of the West Virginia Division of Culture and History, whose mission is to identify, preserve, protect, promote and present the ideas, arts and artifacts of West Virginia's heritage, building pride in our past accomplishments and confidence in our future.

The West Virginia SHPO encourages, informs, supports, and participates in the efforts of the people of West Virginia to identify, recognize, preserve and protect West Virginia's prehistoric and historic structures, objects and sites. The Office administers both the state and federal historic preservation programs. They aid federal and state agencies, local governments and the general public in identifying and preserving the physical historic and prehistoric resources of West Virginia.

What is Section 106?
Section 106 of the NHPA requires Federal agencies to take into account the effects of their undertakings on historic properties. The goal of Section 106 Consultation is to identify historic properties that may be affected by the undertaking, assess the effects of the undertaking on these historic properties, and seek ways to avoid, minimize, or mitigate any adverse effects.

Where can I find more information about the NHPA process?
Additional information regarding the NHPA process can be found at the Advisory Council on Historic Preservation website www.achp.gov.

Huntington Federal Building Modernization Project

Project Background

Who is the General Services Administration (GSA)?

GSA is a federal agency whose mission is to provide superior workplaces, expert technology solutions, contracting services, purchasing and travel solutions and government-wide management policies, at best value. GSA's services allow federal agencies to focus on their vital core missions.

GSA owns and operates the Huntington Federal Building, whose sole tenant is the U.S. Army Corps of Engineers.

Who is the U.S. Army Corps of Engineers (USACE)?

The USACE is a federal agency and a major Army command made up of some 38,000 civilian and military personnel, making it the world's largest public engineering, design and construction management agency.

The Corps' mission is to provide vital public engineering services in peace and war to strengthen the nation's security, energize the economy, and reduce risks from disasters.

Huntington Federal Building

The Federal Building in Huntington, WV, is a seven story office building containing 138,588 gross square feet on a 1.33 acre lot. The building was constructed in 1959 of brick with polished granite base, and houses the U.S. Army Corps of Engineers (USACE) district office. It was designed by prominent Charleston architectural firm CE Silling and Associates, the state's oldest still-operating architecture firm.

Why is this building important to the historic district of Downtown Huntington?

The building is located within the Downtown Huntington Historic District, which is listed on the National Register of Historic Places. Within the downtown historic district, it is part of a group of civic buildings, which includes City Hall, the Cabell County Courthouse and Sidney L. Christie Federal Building. This grouping of buildings effectively creates a "government square" subset of the historic district. These buildings represent historic architectural styles prevalent during their construction and during the period of significance of the historic district.

Huntington Federal Building Modernization Project

Frequently Asked Questions – Project

Project Need

Several factors are driving the renovation project at the Huntington Federal Building:

- Issues with existing façade
- Heating Ventilation and Air Conditioning System is not energy efficient
- Current office layout does not maximize productivity for USACE employees
- New security upgrade mandates for USACE facilities across the country

Project Accomplishments

The project will accomplish:

✓ Installation of new building façade and windows, matching Historic Downtown Huntington aesthetics
✓ New high-performance heating ventilation and air conditioning system
✓ Installation of rooftop solar panels
✓ Interior workspace renovations and new systems furniture
✓ Renovations for security standards compliance

Project Timeline

The project is currently underway, with exterior construction at Huntington beginning this month. Construction will reach substantial completion in the Summer of 2015.

What will the new Huntington Federal Building look like?

A rendering of the building is available in the back of this packet.

Will construction work impact traffic?

You may have noticed that construction staging has already begun at the site. Construction will force traffic lane and sidewalk closures on 5th Avenue and 8th Street near the building. GSA and the Corps are working with the city on these closures, and will provide the necessary signage and safety requirements at the facility.

Where will the USACE Employees go during Renovations?

GSA and the Corps of Engineers have worked closely since the inception of this project to determine a way in which to complete renovations with least disruption to the Corps employees. GSA procured temporary lease space at the Pullman Plaza Hotel in downtown Huntington to house the majority of employees during renovations. Some USACE employees will move next door to the Sidney Christie Courthouse, and a few will remain in the Federal Building during renovations.

Huntington Federal Building

Present-day

Rendering - Spring 2015

A Four-Point Approach to Economic Development

Todd Barman, Senior Program Officer, National Trust Main Street Center
Jane Seaton, Jane Seaton, State Coordinator, Main Street Iowa
Sheri Stuart, Coordinator, Oregon Main Street
Michael Gioulis, Historic Preservation Consultant

Main Street
NATIONAL TRUST FOR HISTORIC PRESERVATION

Esteemed Main Street® Thought Leaders

- Michael Gioulis representing the Design Point
- Jane Seaton representing the Organization Point
- Sheri Stuart representing the Promotion Point
- Todd Barman representing the Economic Restructuring Point
  - Facilitator/challenger

National Main Streets Conference
Architect/Designer Meetings
Preliminary Agenda

Saturday May 21:

8:30 – Meet in Marriott lobby for coffee/conversation

9:00 – Pick up at Marriott. We are planning on a small bus. Can also have one vehicle for shuttling people as they arrive for the meetings to join group during the day and/or pick up at various times with the bus.

9:15-10:00 – Tour at Food Prize building site. Adaptive use of former main library for headquarters of World Food Prize. Building sits on the river and is a key visual element of the Principal River Walk project.

10:00-11:15 – Visual tour of Principal River Walk. The river walk includes a new signature pedestrian bridge, a former railroad bridge converted to a pedestrian bridge and a series of public plazas and amenities along the river. Also most key civic buildings are on the river.

11:15 – Pick up late arrivers at Marriott on the way to Sherman Hill

11:30-11:45 – Driving tour through Western Gateway and Sculpture Park

11:45-12:30 – Tour Green & Main. Adaptive use of small corner grocery store for a women's clinic. Project to use historic tax credits and LEED certification. Includes a small addition. Good case study of sustainable preservation.

12:30-1:30 – Lunch at Smokey Row in Sherman Hill district. Small coffee/sandwich shop. Neat rehab.

1:45-2:15 – Tour Kathedral and gas station. http://www.lifechurchinternational.org/ Kathedral is a church under rehab faced with demo after alleged structural problems that arose during the reconstruction of I235. They have also relocated a historic gas station from the East Village and converting it into youth facility.

2:15-2:30 – Drive from Sherman Hill to Valley Junction via Ingersoll and Grand

2:30-5:30 – West Des Moines city hall and district fire sprinklers. Historic City Hall is a green rehab too. Small 2 story building that will be completed by the conference. The district is also implementing district wide sprinkler system with valve rooms in public properties. (One in historic City Hall, one in the community center.)

5:30 – Leave for Living History Farms – Dinner with State Coordinators/National staff.

Sunday May 22:

9:00 AM – Architects/Designers meetings at RDG Architecture and Design offices - 301 Grand Avenue. RDG has neat offices in a rehabbed car dealership. Office is about 4 blocks from the Marriott (less from the Savery.) (Marriott address is 700 Grand, Convention Center is 501 Grand)

9:00-10:30 AM Introductions & State Updates Each state gets 5 minutes to talk about issues, accomplishments, etc.

10:30-10:45 AM Break

10:45-11:15 AM -Dealing with Vacancies from a Design and Real Estate Marketing Standpoint
Topic Leaders: Joe Lawniczak & Errin Welty - Wisconsin

11:15-11:40 AM -Balancing Energy Codes and Preservation Standards (incl. new lead paint rules)
Topic Leader: Tim Reinders - Iowa

11:40-12:00 PM -Update of New ADA Standards. Topic Leader: Nancy Lowe - Arkansas

12:00-12:30 PM Lunch (served onsite, $10 each)

12:30-12:50 AM -Converting Files (drawings, etc.) to a Digital Library Available to the Public
Topic Leader: Ron Frantz - Oklahoma

12:50-1:20 PM Site Planning and Design Standards for Chains (drugstores, dollar stores, etc.)
Everyone bring examples of good and bad to share. Topic Leader: Carmine Fischetti - Georgia

1:20-1:45 PM Executive Committee Architects/Designers Representative update. Topic Leader: Michael Gioulis - West Virginia

1:45-3:00 PM "Parking Lot" of Miscellaneous Design Issues. Topic Leader: Leon Steele – Louisiana

ALSO: We need to incorporate some time on Sunday for Doug Loescher and the National Trust staff to discuss the reorganization at the Trust. Time and location to be determined. We are working out the details with the State Coordinators and the NMSC staff on the best way to hold that discussion.

3:00-4:00 PM (Optional) Art Experience RDG Dahlquist Art Studio 316 Southwest 5th Street (State Coordinators will be participating in this activity. This is about 10 blocks from our meeting location. We can transport people to this location as /needed desired.)

6:00 – 9:00 PM Opening Reception - Iowa State Fairgrounds

Using Historic Preservation to Improve Your Community

HUB CAP
Communities of Achievement Program
AN INITIATIVE OF WEST VIRGINIA COMMUNITY DEVELOPMENT HUB

March 25, 2011

MICHAEL GIOULIS

HUB CAP

Redevelopment Olympics
Model Team Scenario

Overview

During Lunch at the Redevelopment Olympics, Collaborators (Coaches) will review a fabricated redevelopment scenario for a downtown building. Select Veteran Collaborators will be assigned a Role to participate in a mock team work session.

The **TEAM**
Community Champion: Monica Miller
Local EDA: Jen Giovannitti
Environmental Agency: Don Martin
Financial/Business: LaReta Lowther
Historic Preservation & Design: Mike Gioulis

Remember: This activity is low stress. You were selected to serve on the Mock Team due to your experience on similar projects. Your presentation to the participants cannot be wrong. We will handle all of the voting and note taking duties.

Task 1: Barrier Identification

First the **TEAM** will "identify" the barriers via a team discussion. The WVRC will provide suggested barriers, but would like the team to actually discuss the barriers from their prospective on the specific scenario being reviewed. WVRC identified barriers can be used with or replaced by the **TEAM**. The final decision is yours. **(10 minutes)**

Audience Participation

Once the **TEAM** has created an unranked list of barriers, Main Street participants will prioritize the barriers using the Turningpoint Software. **(3 minutes)**

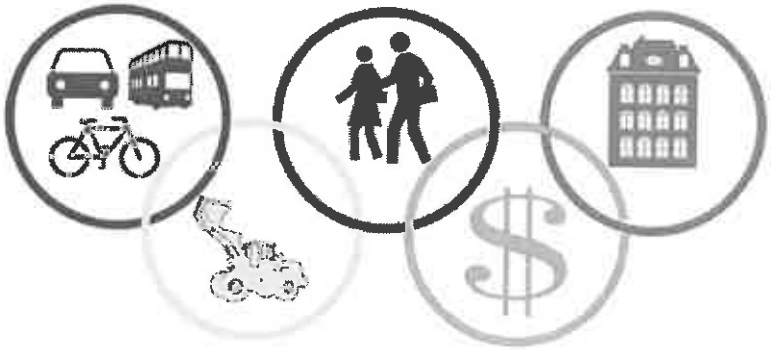
Task 2: Redevelopment Plan Options

Next, the **TEAM** will use the priorities of the Main Street participants to focus on solutions addressing the top 3 barriers. The **TEAM** develops solutions to the barriers and places options for using $5,000 to begin addressing those barriers. The **TEAM** will present 3 basic redevelopment plan options to the Main Street Participants. **(10 minutes)**

Audience Participation

The Main Street participants vote on their preferred option. **(3 minutes)**

Redevelopment



Olympics

Agenda

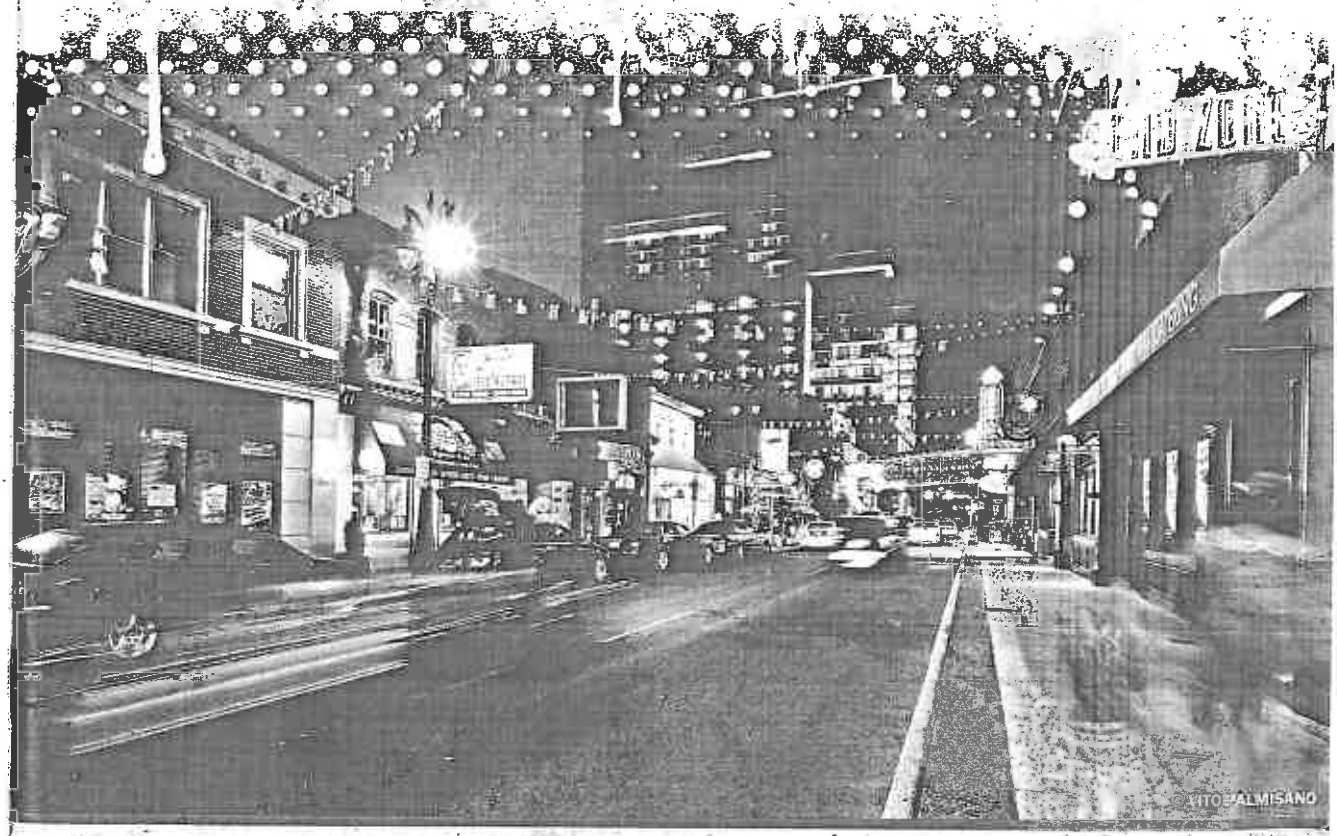
March 14th, 2013

10:00 AM	Registration & Check-In
10:15 AM	Opening Ceremony
10:30 AM	Event 1: Team Trivia
11:00 AM	Event 2: The Hurdles
12:00 PM	Ceremony: Sample Team Presentation (Lunch)
12:45 PM	Event 3: Olympic Roadshow Application
1:30 PM	Event 4: The Floor Show
2:30 PM	Closing Ceremony

WORKS IN PROGRESS

NATIONAL MAIN STREETS CONFERENCE

MAY 18-20, 2014 • DETROIT, MI



National Main Street Center
a subsidiary of the National Trust *for* Historic Preservation

STAFF AND HOST COMMITTEES

CONFERENCE STAFF

Steve Amraen, National Main Street Center
Rachel Bowdon, National Main Street Center
Carolyn Dellutri, National Main Street Center
Patrice Frey, National Main Street Center
Talirenia Jamir, National Main Street Center
Kathy LaPlante, National Main Street Center
Jodie Lieffring, National Main Street Center
Norma Ramirez de Miess, National Main Street Center
Lindsey Wallace, National Main Street Center
Hannah White, National Main Street Center
Debra Wise, National Main Street Center
Erica Stewart, National Trust for Historic Preservation
Valecia Crisafulli, Consultant
Joe Borgstrom, Michigan State Housing Development Authority
Brittney Hoszkiw, Michigan Main Street
Laura Krizov, Michigan Main Street
Kelly Larson, Michigan Main Street
Jessy Lawrence, Michigan Main Street
Emily Pantera, Michigan Main Street
Jennifer Dickie, Association Management Resources
Sarah Manglapane, Association Management Resources

2014 CONFERENCE COMMITTEE MEMBERS

Van Adams, Michigan State Housing Development Authority
Katie Bach, Michigan State Housing Development Authority
Todd Barman, Barman Development Strategies
Linda Barnett, Oklahoma Main Street
Linda Best-Sullivan, Michigan State Housing Development Authority
Ron Campbell, Oakland County Economic Development and Community Affairs
Cindy Czubko, Saline Main Street
Rachel Diskin, Community Economic Development Association of Michigan
Bob Donohue, Main Street Oakland County
Kim Durkin, Main Street Oakland County
Jill Durnen, Saline Main Street
Debra Drescher, Texas Main Street Program
Emilie Evans, Michigan Historic Preservation Network
Nancy Finegood, Michigan Historic Preservation Network
Jessica Flores, State Historic Preservation Office
Mike Gioulis, Main Street West Virginia
Louise Gradwohl, Old Town Lansing
Bradley Hansen, Oakland County, Michigan
Paula Harrington, Oakland County, Michigan
Esther Haugabook, Michigan State Housing Development Authority
Alexandru Hirtcu, Main Street Oakland County
Peter Hughes, Michigan State Housing Development Authority
Kelli Kavanaugh, Wheelhouse Detroit Bike Shop
Keith Kjelstrom, New Mexico Main Street
Annette Knowles, Farmington Downtown Development Authority
Molly LaLone, Ortonville DDA
Lori Laperriere, Michigan State Housing Development Authority
Diane Larkin, Grand Haven Main Street Downtown Development Authority
Joe Lawniczak, Wisconsin Main Street
Vanessa McDonald, Michigan State Housing Development Authority
Brian McGrain, Community Economic Development Association of Michigan
Tricia Meyer, Three Rivers Main Street Downtown Development Authority
Pauline Millichamp, Michigan State Housing Development Authority
Mollie Olinyk, State Historic Preservation Office
Billy Peppers, Georgia Department of Community Affairs
Suzanne Perreault, Lake Orion DDA
Martha Potere, City of Lathrup Village
Lisa Pung, Michigan Economic Development Corporation
Patricia Rayal, Blissfield Main Street Downtown Development Authority
Patrick Reagan, Portland Main Street
Tim Reinders, Main Street Iowa
Bob Rosenberger, Saline Main Street
Nate Scramlin, Michigan Economic Development Corporation
Myrna Segura, Southwest Detroit Business Association
Cristina Shepard-Declus, Ferndale Downtown Development Authority
Jim Thompson, Main Street Iowa
Kristi Trevarrow, Rochester DDA
Amanda Tuckey, Michigan State Housing Development Authority
Michael Wagler, Main Street Iowa
Molly Wieber, Otsego Main Street Downtown Development Authority
Cindy Wilcock, Ferndale Downtown Development Authority
Kristen Wiltfang, Oakland County Economic Development and Community Affairs
Jeremy Zeller, Oklahoma Main Street
Paul Zelenak, City of Linden
Alicia Zylstra, Wayland Main Street

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Bepple LeGrand
Mary Thompson
Darryl Young

WORKS IN PROGRESS
NATIONAL MAIN STREETS CONFERENCE
MAY 18-20, 2014 • DETROIT, MI

2014 Architects & Designers Tours and Meeting

Friday, May 16, 2014

Main Street Designer's Collaborative Workshop

Welcome to the Main Street Designers *"Jam Session"*. Join your colleagues for a day of dreaming, doodling and designing as we share our talents and discover the best practices in the growing phenomenon of Pop-Ups. Working in a neighborhood commercial setting our creative talents will be applied to an actual storefront. From our collective learning experience we will develop a 'Best Practices Guide to Pop-Ups" with which we can assist our own communities.

Not into Pop-Ups, that's ok we also will have a similar gig with designing a public event space. Just bring your creativity and computer, we'll have the rest.

Schedule:

- 8:00-8:20am Bus from Renaissance Center to East Jefferson Business Center
  Meet in the Wintergarden by the exterior doors (The Wintergarden is a big open glass atrium area on the river-side of the building.)
- 8:20-8:30am Welcome and Introductions
- 8:30-8:40am Neighborhood Overview and History
- 8:40-8:50am JEBA Overview and History
- 8:50-9:45am Walking/Auto tour of the neighborhood
- 9:45-9:55am Return to JEBA Office
- 9:55-10:00am Collaborative Objectives/Work Plan
- 10:00-10:30am Pop-ups
  1. History
  2. Best Practice & Experiences
  3. Do's and Don'ts / Needs and Wishes
  4. Contracts and Leases
  5. Some stats
- 10:30-10:45am Projects Overview
  1. Pop-Up Design new Pop-Up and conversion to permanent retail
  2. JEBA Offices (Conversion of some space into business/retail incubator space)
  3. Fox Creek Park
- 10:45-11:00am Project Teams formed
- 11:00-11:30am Project Specifics
  1. Pop-up/Pop-Up Conversion
     a. Background of business proposed

b. Site visit/meet with Owner
c. Determine Design Criteria w/ owner

2. JEBA Offices (Conversion of some space into business/retail incubator space)
   a. Background of project
   b. Determine Design Criteria w/ owner
3. Fox Creek Park
   a. Background information
   b. Site Visit
   c. Determine Design Criteria w/ owner.

- 11:30-12:00pm Teams convene
  1. Design Criteria
  2. Design Guidelines content
- 12:00-1:00pm Lunch (On Site)
- 1:00-4:00pm Refine/Develop Design Concepts
  1. Pop –up store
     a. Signage
     b. Façade recommendations
     c. Display /Marketing ideas
     d. Interior design recommendations
     e. Pop-up design Guidelines
  2. JEBA Building
     a. Signage
     b. Façade recommendations
     c. Display /Marketing ideas
     d. Interior design recommendations
     e. Incubator design guidelines
  3. Fox Creek Park
     a. Plan Development
     b. Accessories
     c. Event Space planning Guidelines
- 4:00-4:45pm Presentation(s) and recommendations made to EJBA
- 4:45-5:30pm Bus boarding and return to Renaissance Center

Notes/What to Bring:

- Bring your creativity and laptop(if you plan to work on the computer). We will provide printers/plotters and hand drawing equipment.
- It is our objective that by the end of the day we will have produced enough material and ideas that can serve to help JEBA in their work and to help all of our Main Streets with Pop-Up Shops, incubator spaces and outdoor event areas.
- Just some ideas on helpful content for Pop-Ups and Incubator Spaces:
  1. Tis' the Season - When best to have Pop-Ups or when things are right for incubator spaces to succeed.
  2. Match Maker - Finding the right pop-up for the right storefront/best location for Incubators.
  3. Location, location, location – what to look for how to use it to your advantage
  4. The set-Up – Tips on displays, signage, layout, etc.

5. The Necessary - Lease agreements, code, etc.
6. ???

- For the Event area:
  1. Tips on space needs and safety
  2. Way Finding techniques
  3. Accessory considerations – toilets, power, parking, sound
  4. Activities and planning needs
  5. ???
- Thank you for giving your time and sharing your talents. We are looking forward to our day together in design and camaraderie as only Main Street Designers can do.

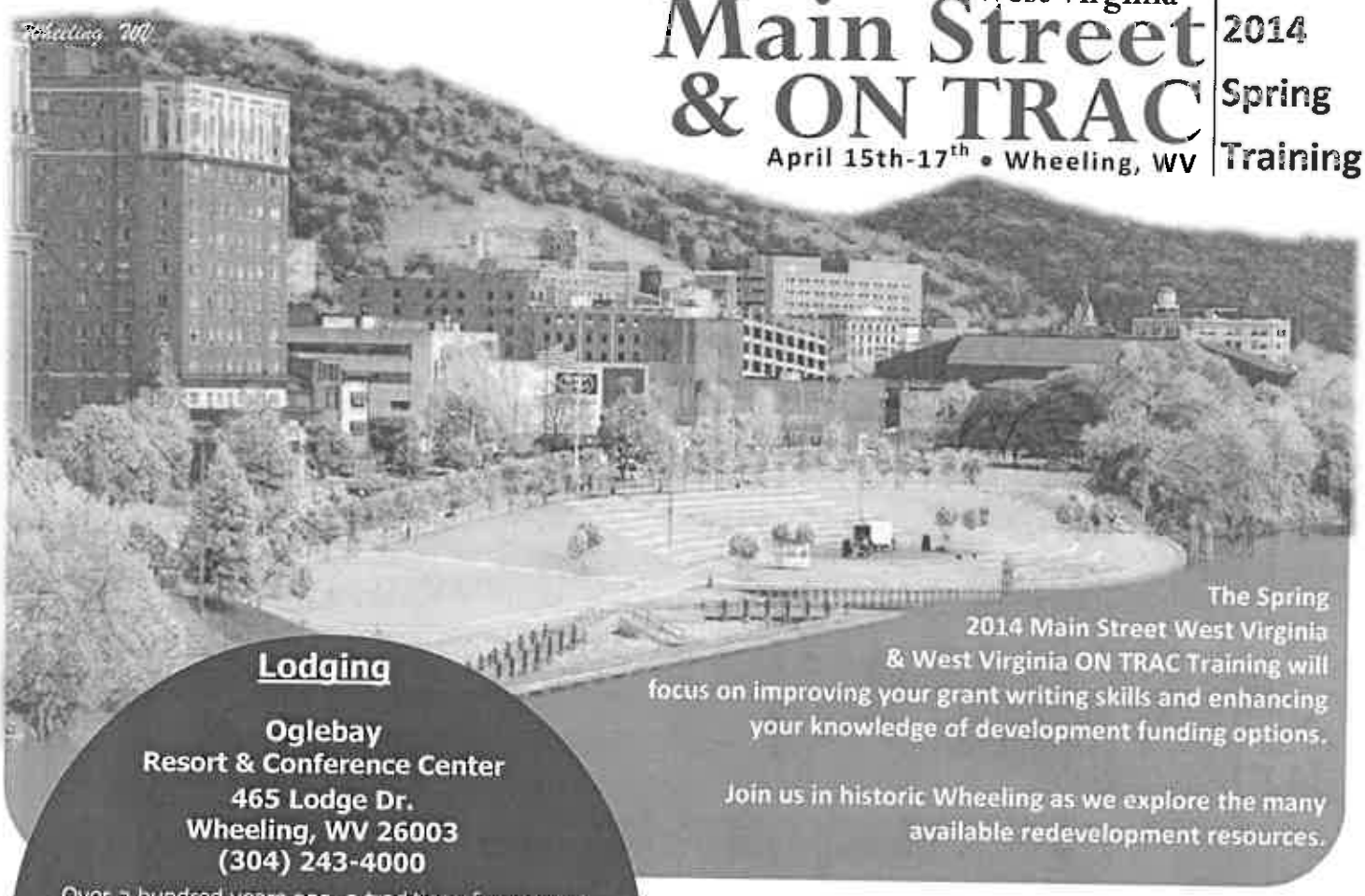
Phone Numbers:

- Kelly Larson 231-675-0315
- Ron Campbell 248-996-0747

West Virginia Main Street & ON TRAC

2014 Spring Training

April 15th-17th • Wheeling, WV



The Spring 2014 Main Street West Virginia & West Virginia ON TRAC Training will focus on improving your grant writing skills and enhancing your knowledge of development funding options.

Join us in historic Wheeling as we explore the many available redevelopment resources.

Lodging

Oglebay
Resort & Conference Center
465 Lodge Dr.
Wheeling, WV 26003
(304) 243-4000

Over a hundred years ago, a tradition of generous hospitality was started at the summer estate of Earl W. Oglebay in Wheeling, West Virginia. Today, Oglebay Resort and Conference Center offers 1,700 acres of year-round recreational opportunities and excellent overnight accommodations while retaining its picturesque natural beauty.

Traditional Room Rate: $106+tax
Room Block:
West Virginia Main Street
Rate Good Until March 14th

Tuesday, April 15, 2014
Opening & Networking Reception
Casa di Vino

6:00 pm – 9:00 pm
2261 Market St., Wheeling, WV 26003
(304) 905-8537

Please join us for an evening of networking at this locally owned and operated business located in Wheeling's lively Centre Market district. This event is included in your registration fee.
*Watch for an invitation with more information coming from the Wheeling ON TRAC group.

Training Sessions Location

Wednesday and Thursday Training will be held at:
Wheeling Artisan Center
1400 Main St., Wheeling, WV 26003
(304) 232-1810

Main Street West Virginia and West Virginia ON TRAC – West Virginia Development Office
1900 Kanawha Blvd., E. Bldg. 6, Room 553 - Charleston, WV 25305 – 304-558-2234

MS & ON TRAC Spring Training

Wednesday, April 16, 2014
Wheeling Artisan Center

- **9:00 am: Welcome & Refreshments**

- **9:30 – 11:00: Grant Writing Best Practices**
  Presented by: Alice Ruhnke, The Grant Advantage
  This workshop teaches participants how to plan and write coherent grant applications. It will help participants better organize their grant seeking strategy to increase the number of quality proposals submitted and decrease the time spent writing applications.

- **11:00 – 12:15: Grantors Panel:**
  Hear about grants and funds, and what grantors are specifically looking for from applicants.
  - James Bush: FlexE, ARC, Growing Healthy Communities
  - Pam Brooks: State Historic Preservation Office
  - Lisa Sharp: USDA
  - Patrick Kirby: Northern West Virginia Brownfields Assistance Center
  - Susan Nelson: Community Foundation for the Ohio Valley

Networking Dinner
6:00pm – 9:00pm
Capitol Theatre
1015 Main St.

Join the Main Street and ON TRAC coordinators & volunteers from across West Virginia for an evening of networking and a behind the scenes look at the largest theatre in West Virginia.

The Capitol Theatre (also known as the Capitol Music Hall) is a landmark building in the national historic district of downtown Wheeling where both local and nationally acts have performed.

Dinner, tour and discussion of the theater's restoration are included in your registration fee.

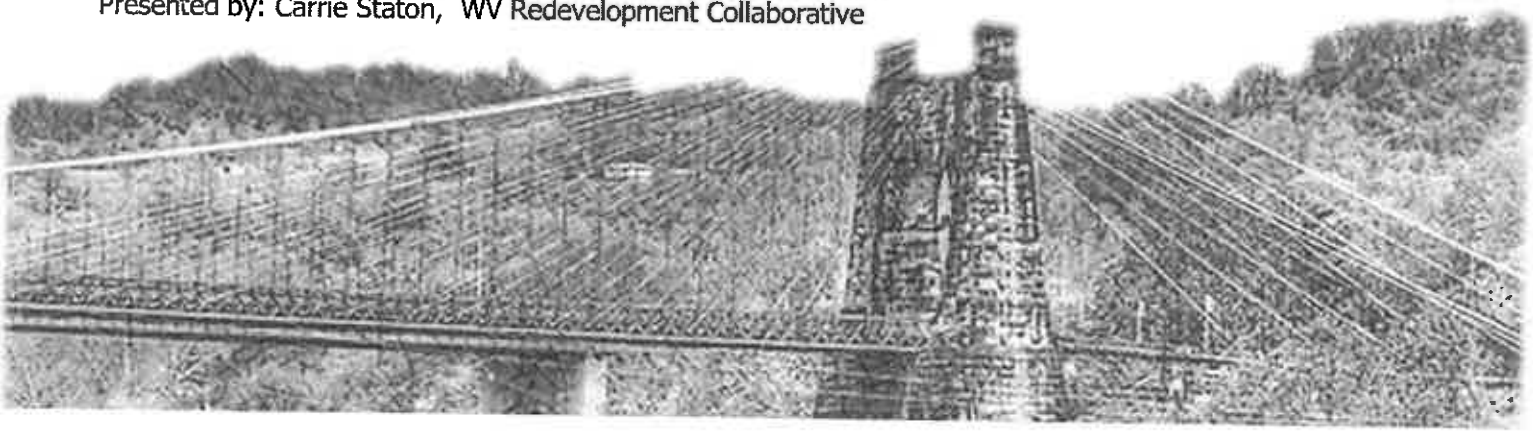
- **12:15 – 1:30: Lunch on your own**

- **1:30 – 2:30: Using Data in Grant Applications**
  Presented by: Timothy Sarko, Data Dissemination Specialist, U.S. Census Bureau
  Learn what data is available – from basic demographics to The American Community Survey - and which tools are available to make it work for you!

- **2:30 – 3:15: Generation WV – Concept Presentation & Discussion**
  Volunteers from Generation WV will present a new concept they are working on to help downtowns be places that attract, retain, and advance the 20 to 45 age demographic. They are interested in obtaining feedback from Main Street and ON TRAC communities.

- **3:15 – 3:30: BREAK**

- **3:30 – 5:00: The Characters of Main Street Development**
  Presented by: Carrie Staton, WV Redevelopment Collaborative



MS & ON TRAC Spring Training

Thursday, April 17, 2014
Wheeling Artisan Center

- **8:30 am: Welcome & Refreshments**
- **8:45 – 2:00: Development Funding**
  - **8:45:** Developers Steve Sadd and Bill Turner discuss their development projects, how they decided to do them, what factored into the decision, how they approach banks or other financing, their experience with tax credits, grants, etc., and working with state and federal agencies. Short presentations with time for Q&A
  - **10:15:** Hannah Vargasson of Natural Capital Investment Fund and Lisa Sharp of the USDA will discuss grants, low interest loans, and New Market Tax Credits
- **11:15 – 11:30: BREAK**
  - **11:30:** John Sandor of the National Park Service and Anne Gryczon of the State Historic Preservation Office will review state and federal historic tax credits
- **12:30 – 1:30: Lunch catered by River City Ale Works**
  - Special presentation of the Wheeling Orrick and Stone & Thomas projects by Craig O'Leary, RED: Regional Economic Development Partnership
- **2:00 – 4:00: Mobile Workshop: On-Site Case Studies**
  - This on-site workshop will take participants to completed development projects where they will see specifically how the deals were made and where the funding came from. Current ON TRAC projects will also be viewed.
    - **Orrick Global Operations Center**
    - **The Stone's Building**
- **4:00 – 5:00: ON TRAC Metrics**
  - ON TRAC communities will be required to start collected reinvestment and development statistics. Nikki Williams, WV ON TRAC coordinator will review what & how. Main Street managers needing a refresher are encouraged to attend.

Orrick Global Operations Center

Registration:
Cost: $65
Includes:
- Tuesday Evening Reception
- Wednesday Evening
- Networking Event
- Thursday Lunch
- Thursday Mobile Workshops

Registrations can be made by visiting:
www.eventbrite.com/e/west-virginia-main-street-and-on-trac-spring-training-tickets-10784686287

or

Calling:
304-957-2028 or 304-957-2056

West Virginia

Main Street & ON TRAC

2014 Spring Training

April 15th-17th • Wheeling, WV

DUE DILIGENCE
PURCHASING OR REHABING
A BUIDING

MICHAEL GICLLIS

Building Purchase or Investigation Checklist

The following checklist suggests the kinds of information you will need and the steps you should take to reach an informed decision.

These items relate to the building itself and regulatory issues. Financing and other issues are not included.

Survey:

- Order survey or arrange to obtain survey commissioned by others (update may be required)
- Review survey to identify any encroachments not shown by title commitment
- Note location of any easements
- Insure:
    - building is actually on the site
    - building has enough land to do what you want
        - parking
        - exiting
        - add stair tower, elevator tower etc.
- May need to acquire easements or additional property
- Subdivision and parcel maps
- Restrictive covenants, easements, and agreements
- Local improvement district information

Site:

- Location
    - proximity to amenities
    - parking
    - shops
    - transportation
    - recreation
- On site
    - Soils and geotechnical inspection to insure site is suitable for construction. May not support height, size etc. of building you plan.
    - utilities
        - what is available
        - Who is supplier in each instance
            - contact information
            - any set up requirements
        - electric
        - water
        - sewer
        - gas
        - tv
        - cable

- internet, example of Forest City

Building/Property Inspection:

Can the building do what you want

- example
  - structural - converting an office building to a museum/library - recent project office loads are up to 100 psf - library or storage functions such as genealogy could be up to 250 psf
- example
  - recent inspection of courthouses many of them have started sotring files in other locations not designed for loads.
- related to historic preservation standards also
  - example converting building to doctors office, if it was an auditorium part of its history is as a large open space, doctors offices need small exam rooms, about 100 square feet. not conducive to large open spaces. or visa versa using a small room space such as a house for large space planning such as catering/receptions.

- Secure any architectural plans, square footage certifications, drawings and specifications in seller's possession, as well as any building or site inspection reports (eg roof, mechanical systems)
- Arrange for a current inspection performed by a reputable commercial property inspector with focus on walls, roofs, HVAC and fire suppression structural, mechanical, code compliance and ADA compliance
- Identify any past/current building, fire and safety code violations at the site
  - Receive/review building permits, licenses, certificates of occupancy
  - Verify parking is adequate (i.e. governmental regulations, practical requirements, lease requirements)
  - Verify approximate sf of improvements
  - Review utility site plan, verify adequate utility hook-ups, verify all utility hook-up fees paid, identify requirements for utility deposits
  - Receive & review construction contracts/subcontracts
  - Receive & review building warranties/guarantees
  - Site plans, leasing brochures, maps and photographs
- Historic preservation
  - historic structure report or short report
- cost analysis for repairs
- cost analysis for rehab to convert to use
- building codes
- fire codes/life safety
- go through maintenance inspection see (Maintenance Manual for sample forms)
  - roof
  - drainage
  - plumbing
  - electrical
  - facade

- walls
- windows
- doors
- hvac

Environmental:

- Secure from seller and/or others any existing environmental reports and tests, including soil, water, radon, mold, lead paint and asbestos
  - Receive/review existing environmental reports and studies
  - Order current Phase I Environmental Site Assessment
  - Order current Additional Site Investigation (Phase II)
- Make inquiry with respect to the existence (past or present) of any underground fuel tanks
- Make inquiry with respect to any history of environmental hazards (eg oil spills, chromium, PCBs) and remediation of same
- Flood plain

Zoning, Permits and Approvals:

- Confirm that intended use of the premises is permitted in the subject zone
- Confirm any required ADA compliance
- how many parking spaces do you need?
- Setbacks etc.
- Ascertain what approvals and permits may be required to perform any build-out (whether for owner/occupant or tenant) including whether site plan approval is required (and estimate timeline for approval)
- Secure from seller any historical, current or pending applications/documents related to permits, licenses and approvals and ascertain status of any current discussions with municipal officials concerning same
- Ascertain whether new or continued certificate of occupancy will be required upon transfer
  - Review licenses and permits; verify no breach of licenses and permits, that all conditions are satisfied, that licenses and permits are in current Owner's name and whether transfer is required, and that there are pending applications for licenses and permits
  - Verify certificates of occupancy for property and tenant spaces on file
  - Verify improvements comply with governmental regulations
  - Verify no development rights transferred
  - Verify no existing contemplated assessments
  - Verify no pending rezoning
  - Verify no pending administrative proceedings or governmental plans or studies
  - Verify no utility moratorium
- Availability of licenses?
  - Liquor
  - Entertainment

    - Outdoor dining
    - Drive through windows
    - etc.
- Health Department regulations and permits, ie for restaurant
    - example of Houston Company Store for septic system

Other special provisions or Municipal or County regulations

- TIF
- BID
- Urban Renewal District
- Special zoning or planning districts (overlay districts), i.e. Charleston's Neighborhood Conservation Districts
- Census tract for distressed definition for tax credits
- Distressed County definition for ARC
- Historic District Review
- Architectural Review
- special districts such as restaurant, arts, theater etc.

Building Operation:

- Three years worth of financial statements for the property
- Real estate tax bills for the last three years
- Aged receivables (2-3 years)
- Utility bills (2-3 years)
- Report with respect to capital expenditures for the property during past years
- Current operating and capital expense budgets for the property
- Insurance information, including all policies currently in effect by owner and by tenants pursuant to leases
- Service Contracts
    - Receive and review service contracts
    - Verify all service contracts terminable without penalty
    - Confirm assignability of service contracts
    - Approve contracts to be transferred & notify Seller

Miscellaneous Other Documentation To Be Secured From The Current Owner:

- Notices of any new or special assessment or taxes
- Information with respect to any pending hazard or liability insurance claims
- Notices with respect to exercise of any right of eminent domain by the State

Modified From: *Buying Commercial Real Estate in New Jersey: A Due Diligence Checklist* - See more at: http://www.fmnjlaw.com/blog/buying-commercial-real-estate-in-new-jersey-a-due-diligence-checklist/#sthash.7cjZpPKV.dpuf

What can a Main Street, Ontrac or other downtown development entity do to help

- Establish a "one stop shopping" program for building owners. This would explain all regulations applying to building rehab, and provide forms, telephone numbers, contacts etc. to all persons and agencies involved in rehabs. The building permit process, fire codes, building codes, licenses, assistance etc. would all be in one place for the owners. When someone wanted to rehab a building they would only have to have this one package for total information.
- See attached examples

2009
Developers' and Citizens' Guide to
PERMITTING AND LAND USE DEVELOPMENT

Inside:

- 10 most common mistakes in project planning – P2
- city contact information – P3
- one stop shop system – P4
- departmental review criteria for permits – P5
- new construction vs rehabilitation – P6
- rezoning procedures– P7
- conditional use and variance procedures– P8
- subdivision procedures – P10
- addressing and street naming information – P12
- street and alley closing procedures – P12
- contractor registration requirements – P13
- resources for developers and citizens –P14

Document developed by the City of Charleston Planning Department March, 2009.

Share 0 More Next Blog» Create Blog Sign In

We Are NOMA ~ The North Main Neighborhood Association ~ Salisbury, North Carolina

Welcome to NOMA Salisbury, North Carolina! We are The North Main Neighborhood Association. Quickly becoming a haven for painters, photographers, chefs, doctors, preservationists, lawyers, teachers, musicians, actors, writers, environmentalists, and shop owners ~ we cherish our historic architecture, our diversity, and our proximity to Salisbury's galleries, museums, restaurants, shops, and parks. We love it here! We know you will too! We are the Main Neighborhood ~ join NOMA today!

WEDNESDAY, SEPTEMBER 12, 2012

Salisbury's New "One-Stop Shop" for Development Services

The Development Services division of the City of Salisbury's Community Planning Services (the "Planning Department") has successfully completed its move to the first floor of the City Office Building at 132 N. Main Street!

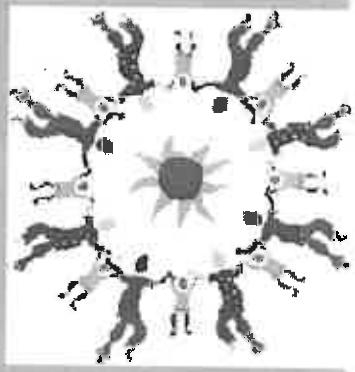
This new "One-Stop Shop" for development services combines several functions of the development process into one location, including planning, zoning, business licensing, FOG coordination/compliance/inspections, Fire Marshal coordination/compliance/inspections, as well as a satellite office for Rowan County Building Code Enforcement.

With this recent move and consolidation of services, the following individuals can now be found at this location:

- Rich Barkley, Fire Marshal
- Teresa Barringer, F.O.G. Coordinator
- Trey Cleaton, Senior Planner
- Dale Drye, Rowan County Building Code Enforcement
- Judy Jordan, Sr. Administrative Assistant
- Preston Mitchell, Planning & Development Services Manager
- David Phillips, Zoning Administrator
- Patty Shuping, Business Licensing Officer

Please feel free to check out the newly remodeled space. The new "One-Stop Shop" is a consolidated office for development services and the processes involved in development permitting and inspections - only the staff/services mentioned above operate within this new location.

NoMa



Watch this site for NOMA's Celebrate NOMA Fall Party 2013

Every year NOMA holds a fall celebration of neighborhood, friends, and community. Food, Drink, Live Music, MORE!!!! The Celebrate NOMA event is normally held in October. Stay tuned for more Celebrate NOMA events! Celebrate NOMA!!!

NOMA Meetings

NOMA normally holds monthly meetings.

Advantage Oakland

Start A Business | Expand/Relocate | Workforce | Community & Home | Finance/Incentives

You are here: Expand/Relocate

- Expand/Relocate
- Business Roundtable
- Business Workshops
- County Profile
- Economic Growth Alliance
- Emerging Sectors
- Financial Services
- Funding Sources
- Grants
- Incentives
- Information and Publications
- International Business
- Main Street Oakland County
- Manage/Grow Your Business
- Map Assistance
- Medical Main Street
- One Stop Shop
- Real Estate Information

Contact Us

One Stop Shop
Phone: 248-321-6721

Hours:
Mon-Fri 8:30am-4:30pm

Click for our address and directions

One Stop Shop Business Center

The Oakland County One Stop Shop Business Center was created by the administration of Oakland County Executive L. Brooks Patterson as a single point of contact to assist with your business or community planning needs. Whether you are already in business, just starting, or expanding, we can help you.

Contact us to be connected with our team of experts in the areas of business development, community planning, small business, financing and market research.

We also provide information and access to Oakland County general interest and specialty maps and posters such as:

- Land Use and Zoning Maps
- Landfill map
- Fishing opportunities map
- Surface Geology and Hydrology
- Heritage poster series

Maps and posters can be accessed via our map database.

Additional maps for purchase can be accessed through the Oakland County Records Catalog.

One Stop Shop Business Center Location Information

Business Resource Center

At the Oakland County Business Resource Center, we have an extensive library to aid your research on a variety of business topics.

You will need to download Adobe Acrobat Reader if it

Lodging

The Inn at Charles Town
1-800-795-7001
750 Hollywood Drive
Charles Town, WV 25414

Special room rate of $89
Room Block: "Main Street"
Full, hot breakfast included

Reserve your room by October 10th

Shuttle

A shuttle will be available between The Inn and APU on Wed. & Thurs. See agenda for times.

Training Sessions Location

American Public University
Finance Center
393 North Lawrence St.
Charles Town, WV 25414

Please note: there is no food or drink allowed in the instruction rooms. Feel free to enjoy food and beverages in the designated areas set up outside the rooms.

Tuesday – October 21, 2014

American Public University – Finance Center - 393 North Lawrence St. - Charles Town, WV 25414

2:30pm	Registration - Light Snacks and Drinks
3:00 – 3:15	**Welcome and Introductions** Jennifer Ferrell, Main Street WV Coordinator Nikki Williams, WV ON TRAC Coordinator Ann Paonessa, Charles Town ON TRAC Peggy Smith, Mayor, Charles Town, WV
3:15 – 3:45	**Eastern Panhandle Area Introduction** Brief area history including Charles Washington Hall Case Study Presented by: Matt Grove, Grove & Dall'Olio Architects
3:45 – 4:00	Networking Break -- light snacks
4:00 – 5:15	**The Persuasion of Preservation: Using Power of Place to Reenergize Communities & Change Lives** Historic preservation in the twenty-first century must value people over places. Join Adam Thomas, architectural historian and preservation consultant, to challenge the reasons we preserve, to investigate why the architecture of the recent past and the commonplace really matters, and to see how preservation processes can actually help build effective pro-preservation and pro-downtown constituencies. Expand your idea of preservation and renew your enthusiasm to preserve!
5:15 – 6:00	**Dr. Karen Nickless, National Trust For Historic Preservation**
6:00	Depart APU – walk/drive to Dish Bistro
6:15 – 8:30	**Networking Dinner @ Dish Bistro** 213 West Washington Street, Charles Town WV 25414

Wednesday - October 22, 2014

American Public University – Finance Center - 393 North Lawrence St. - Charles Town, WV 25414

8:45am	Shuttle pick up in front of The Inn at Charles Town – Drop off at APU	
9:00 – 9:30	Light breakfast - Networking	
9:30 – 9:45	**Welcome from APU** History of APU development and community engagement.	
9:45 – 10:30	**Historic Preservation Tools** Get the specifics of working in historic preservation. Learn the background and vocabulary needed to conduct and participate in preservation projects. Presented by: Mike Gioulis, Historic Preservation Consultant	
10:30 –10:45	Networking Break – light snacks	
10:45 –12:00 (choose one)	**Preservation, Conservation and Community Character** Historic preservation results from community support for protecting places that give a town its identity, enhance property values, catalyze downtown revitalization and attract new residents and businesses. Learn about the levels of design review and ways to engage the community in the process. Presented by: Lisa Craig, NAPC	**Creative Development in Small to Mid-sized Communities** Join developer Dave McCormack as he discusses creative redevelopment projects and how Main Street and ON TRAC communities can assist and encourage development in their communities. Presented by: Dave McCormack
12:05 – 1:05 (choose one)	**106 Review** Projects involving federal action, approval, or funding or that may affect properties that qualify for the National Register of Historic Places require a 106 review. Learn the process involved and what resources are available to assist. Presented by: Jaime Loichinger, Advisory Council on Historic Preservation	**Land Use Rules for West Virginia Municipalities** This presentation will look at the benefits of planning by cities and towns, the requirements associated with planning, the planning process, and implementation of planning decisions with a focus on historic preservation and redevelopment issues. Presented by: Mike Dougherty, WVU
1:05 – 2:30	Lunch – on your own in Charles Town	
2:30 – 3:30	**Smart Growth and Historic Preservation** Learn and discuss the relationship between smart growth, historic preservation and health, as well as legislative and other initiatives designed to encourage reinvestment in historic communities. Presented by: Kristen Mitchell, Director of Smart Growth Design & Development, Maryland Department of Planning	
3:30 – 4:30	**Preservation Partners:** • **Preservation Alliance of West Virginia** • **AmeriCorps and Vista Program Overview** • **State Historic Preservation Office**	
4:30 – 4:45	Networking Break – light snacks	
4:45 – 5:30	**MS and OT Round Tables/MS Application Workshop**	
5:45	Depart APU on foot – walk to Paddy's	
6:00 – 7:30	**Networking Dinner @ Paddy's** 210 W Liberty St, Charles Town, WV 25414	
7:30 – 8:30	**Historic Charles Town Victorian Cemetery Stroll** –Explore the history & hauntings of Charles Town, gain insight into the history of Victorian Era markers and the unique way that 19th century citizens dealt with death and the celebration of life.	
8:30	Shuttle pick up ---- Drop off at The Inn at Charles Town	

MS & ON TRAC Fall Training

Thursday – October 23, 2014

American Public University - Finance Center - 393 North Lawrence St. - Charles Town, WV 25414

7:15am	Shuttle pick up in front of The Inn at Charles Town – Drop off at APU
7:30 – 8:00	Light breakfast - Networking
8:00 – 9:00	**Cultural and Heritage Tourism** Overview of cultural and heritage tourism trends and peer-to-peer First Impressions assessment. The First Impressions Program helps to show strengths and weaknesses of an attraction as seen through the eyes of the first-time visitor. Participants will learn about this assessment process and then put what they've learned to practice during the mobile workshops below. Presented by: Doug Arbogast, Rural Tourism Specialist, West Virginia University Extension
9:00 – 11:30 **(choose one)**	**Mobile Workshops/Peer-to-Peer First Impressions** **Option 1:** **Happy Retreat** – Also known as Charles Washington House and Mordington, Happy Retreat is a historic property which was originally owned and developed by Charles Washington, the youngest brother of George Washington and the founder of Charles Town. Learn the history of the property and how its operating organization works to keep it open for public use. **Opera House** - The theater opened in 1911, bringing minstrel shows, vaudeville, touring theater groups, circuses and wild west shows to Charles Town. The theater closed in 1948. It has since re-opened as a community-supported performance space. Learn how this historic theater maintains operation. **Gallery/Visitor Center** – See where visitors come to learn about the area and view local art. **Option 2:** **Harper's Ferry** – Learn how the National Park Service and other partners work to maintain the picturesque streets, exhibits, museums, trails and battlefields throughout the area. Dennis Frye, NPS ***There is a max occupancy for each tour. First come, first served.**
11:30 – 12:30	**Cultural and Heritage Tourism/Mobile Workshop Debriefing**
12:45	**Shuttle pick up at APU** ---- Drop off at The Inn at Charles Town
	Growing Healthy Communities FY 2016 Applications Workshop ***Mandatory attendance for any community planning to apply***
1:00-1:30	**Lunch provided by GHC**
1:30-2:30	**Incorporating Health and Economic Development Outcomes** **Suzanne Morse Moomaw,** Associate Professor of Urban and Environmental Planning at the University of Virginia and author of ***Smart Communities: How Citizens and Local Leaders Can Use Strategic Thinking to Build a Brighter Future***, will discuss how to present measurable outcomes targeting health and economic development for your Growing Healthy Communities application.
2:30-3:15	**The New Growing Healthy Communities Application** presented by Lara Lawson
3:15-4:30	**Q&A and Strategic Planning Session with the experts**

Register online: http://fallmswv.eventbrite.com

Registration Fee: $90

Includes: Tuesday Networking Dinner - Wednesday Networking Dinner - Victorian Cemetery Stroll - Mobile Workshops

Questions, call: **Nikki @ 304-957-2028 or Jennifer @ 304-957-2019**

New Executive Director/ Manager Training
Flatwoods Conference Center, Sutton, WV
September 9 – 10, 2015

AGENDA

Wednesday, Sept. 9th

9:00 AM	Introductions
9:30 AM	Main Street /ON TRAC Overview – Who are we? What do we do? Monica Miller, Jennifer Ferrell, Nikki Williams
10:30 AM	Organization Kathy LaPlante, National Main Street Center
12:00 PM	Lunch
1:00 PM	Organization continued
2:30 PM	Break
2:45 PM	Design Mike Gioulis, Historic Preservation Consultant
6:00 PM	Adjourn
6:30 PM	Dinner - Visions Restaurant, Days Inn & Suites

Thursday, September 10

8:30 AM	Economic Restructuring Terri Cutright, TRC Consulting
10:30 AM	Break
10:45 AM	ER continued
12:30 PM	Lunch
1:30 PM	Promotions Kathy LaPlante, National Main Street Center
3:00 PM	Break
3:15 PM	Promotions Continued
5:00 PM	Adjourn

The workshop will identifying significant historic details and elements of many of our downtown commercial and residential buildings.

The purpose is to provide familiarity with terms we use when rehabilitating and discussing historic buildings, so that we can better communicate. In addition, understanding historic features of buildings gives us a better sensitivity to make decisions in rehabilitation projects that protect these character defining elements. As has been stated often in the Main Street approach, the key step in treating Main Street buildings is to treat each as an individual. We do not promote a "stylistic" approach to revitalization. Each building is a product of its own time, significant for its contribution to the continuum of development in the built environment. Therefore it is important to recognize what makes a building significant.

While looking at the buildings on the tour we will also point out or discuss some common maintenance issues that we often see in historic and older buildings. Much of this topic may be covered in earlier sessions at the conference and the on site tour will reinforce some of this discussion.

Following is a rough outline of the program, though we will necessarily be flexible and adjust or react to discussions or questions as they arise. We want to encourage a comfortable atmosphere of give and take during the workshop.

Elements of a building

Storefront, see also typical storefront sketch in program

- Kick panels
- Entrance Recess
- Transom windows
- Prism glass
- Ribbed glass
- Note percentage of open to solid
- Recess of storefront framing

Building massing and details

- Parapet
- Cornice
- Brackets
- Column
- Pilaster
- Corbelling

Windows

- Styles

        - 1/1
        - 2/2
        - 6/6
        - 6/1
        - Novelty vertical/1
        - Novelty box/1
        - Metal multi pane
    - Window hoods
        - Note different materials
    - Lintels
    - Sill
    - Materials

Brick
- Bond
    - Common
    - Flemish
    - Stacked
    - Stretcher
- Pointing
- Mortar color
- Colors
- Details
    - Header
    - Soldier
    - Rowlock
    - Dogtooth

Foundations, stone
- Ashlar
- Rubble

Terra Cotta
- Block, vermiculated
- Glazed
- Backer

Roofs
- Materials
    - Slate
    - Terra cotta
    - Metal
    - Asphalt
    - Asbestos

- Shapes
    - Hip
    - Gable
    - Shed
    - Gambrel
    - Clipped gables?
- Dormers
    - Shed
    - Gable

Siding

- German
- Batten and board
- Aluminum
- Vinyl
- Clapboard
- Exposure size
- Thickness discuss modern replacement in this respect
- Molded concrete block

Top Maintenance Issues

Windows Replacement/repair

Sizing
Configuration
Materials
Glass
In storefronts, number of divisions
Industrial metal

Roof/gutter

Misaligned
Leaky
Flashing, other intersection problems
Material selection for replacement
Discuss repairs of slate?
Parapet flashing, note leak evidence on upper bricks at cornice/parapet
Flat roof materials
Skylights?

Rising damp

Drainage and ground water control

Set backs, in terms of new construction, additions and building envelope issues

Storefront rehab

Recent past, identify and respect it

Signs (also insure you comply with local codes or ordinances)
- Types
- Size
- Location
- Typestyle
- Content

Awnings
- Type
- Materials
- Location
- Size
- One or more per building

Siding repair or replacement

Mothballing

MICHAEL GIOULIS - Historic Preservation Consultant

Years of Experience 35+

Mike started his own consulting practice in 1984 and works on a wide range of historic preservation projects for many types of clients. He is fully versant in interpreting standards for the rehabilitation of existing and historic buildings, and meets the Secretary of the Interior's professional qualifications for Architectural Historian as outlined in 36 CRF 61 through the West Virginia Division of Culture and History, State Historic Preservation Office. This certification assures that the Gioulis firm is qualified and has a background in the performance of historic preservation in accordance with specified standards. Mike's expertise includes rehabilitation projects, master plans, building analyses, design guidelines, tax credit applications, Section 106 proceedings, National Register nominations, historic surveys, and grant applications and management. He has been the Design Consultant to the Main Street West Virginia Program since 1988. His Main Street services relating to design assistance programs for downtown structures have resulted in over 1,000 individual design projects, as well as numerous workshops, committee trainings, resource team visits and technical assistance responses. Multiple entities and individuals consult with Mike for his professional expertise in all phases of historic rehabilitation.

PROJECT EXPERIENCE

FEDERAL PROJECTS

Consulting and recommendations for Sidney Christie Federal Bldg., Wheeling Federal Bldg., Mt. Hope Federal Bldg., Huntington Federal Bldg., and Abingdon Federal Bldg. (VA) for increased energy and operational efficiency through window replacement and other upgrades; selection of color, manufacturer and glass for doors and windows; rest room rehabilitations for ADA compliance; interior and exterior repair and finish recommendations; façade maintenance and restoration processes; courtroom renovations

WV MAIN STREET/ON TRAC PROGRAM

Design assistance for 25 communities
Rehabilitation recommendations
Consulting
Conceptual design drawings
Workshops
Committee training
Resource team visits
Technical assistance response
Annual contract since 1988

HISTORIC RESOURCE SURVEYS

Reconnaissance and intensive surveys to document existing resources in cities, towns, and counties; and the CCC resources in selected WV state parks and forests

SECTION 106 REPORTS

Review and documentation for projects including federal, state, and municipal buildings; housing projects; commercial buildings; flood mitigation areas; mine sites; schools; refuse piles; railroad depots; coal company stores; and individual properties

COURTHOUSE PROJECTS

Rehabilitation recommendations for exterior and interior work, master plans, facilities studies, ADA compliance, and renovation designs for courthouses and courtrooms

RAILROAD DEPOTS

Rehabilitation of depot buildings including site work, masonry, roofs, windows, doors and interior spaces to stabilize, preserve, and adapt for viable alternative community uses and ADA compliance

NATIONAL REGISTER NOMINATIONS

Research, document, prepare and submit nominations for downtown historic districts, residential historic districts and individual commercial and residential properties

CIVIL WAR CONNECTIONS

Master plans developed for Laurel Hill Battlefield, Camp Bartow, Rich Mountain Battlefield and Corrick's Ford

TAX CERTIFICATIONS

Advise, review and prepare tax credit applications for multiple property types including large commercial buildings, schools, private residences, apartment buildings, hotels and individual commercial buildings

GENERAL CONSULTING

Additional consulting on rehabilitation efforts, historic preservation, adaptive reuse plans, storefront restorations, sensible but sensitive additions and renovations, streetscapes, downtown building revitalizations, paint analyses, street and building signage, design guidelines, retrofitting for ADA compliance and grant applications and oversight

EDUCATION

Bachelor of Science in Architecture; Bachelor of Science
City University of New York, City College

Continuing Education
Ongoing workshops, conferences and training related to advancements in historic preservation and tax incentives for historic rehabilitation

AFFILIATIONS/REGISTRATIONS

Certified Architectural Historian
under 36 CRF 61 through WV Division of Culture & History, SHPO

West Virginia Preservation Alliance
Board Member, Past President

Speaker/Guest Lecturer
National Main Street Conferences
Preservation Alliance of West Virginia
Shepherd College
Pittsburgh Art Institute
City University of New York, Hunter
Charleston College of Graduate Studies

PUBLICATIONS

Articles and/or Contributions
Wonderful West Virginia
Goldenseal
WV Encyclopedia and E-Encyclopedia

Author/Co-Author
Historic Resource Surveys in WV
Tax Credits for Historic Properties
Courthouses of WV Documentary & Book
Home Grown Video
Downtown Property Owner's Maintenance Manual

614 Main Street, Sutton, WV 26601 • 304-765-5716
mike@michaelgioulis.com • www.michaelgioulis.com

MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT, INC

07/28/1991

[illegible]

[illegible]

[illegible]

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/12/2016

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).

PRODUCER

State Farm Insurance
Vicky L Murphy, Agent
346 Enterprise Drive
Gassaway, WV 26624

CONTACT NAME: Vicky L Murphy
PHONE (A/C, No, Ext): 304 364 8600 FAX (A/C, No): 304 364 8617
E-MAIL ADDRESS: vicky.murphy.bvlc@statefarm.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Fire and Casualty Company	25143
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Gioulis, Michael
DBA Michael Gioulis Historic Preservation Consultant
612 Main St, Sutton WV 26601-1319

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	X COMMERCIAL GENERAL LIABILITY			97-BR-6076-7F	04/05/2015	04/05/2016	EACH OCCURRENCE	$ 300,000
	CLAIMS-MADE OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$
	POLICY PRO-JECT LOC						GENERAL AGGREGATE	$
	OTHER:						PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

CERTIFICATE HOLDER

STATE OF WV
2019 WASHINGTON ST E
CHARLESTON, WV 25305

CANCELLATION

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

Vicky Murphy

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/07/2016

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).

PRODUCER

BRICKSTREET MUTUAL INSURANCE COMPANY
400 QUARRIER STREET
CHARLESTON WV 25301

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #:

INSURED

MICHAEL GIOULIS HISTORIC PRESERVATION CONSULTANT INC
614 MAIN STREET
SUTTON WV 26601

INSURER(S) AFFORDING COVERAGE — NAIC #

INSURER A : BRICKSTREET MUTUAL INSURANCE — 12372
INSURER B :
INSURER C :
INSURER D :
INSURER E :
INSURER F :

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
	GENERAL LIABILITY						
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE $
	CLAIMS-MADE OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) $
							MED EXP (Any one person) $
							PERSONAL & ADV INJURY $
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE $
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG $
							$
	AUTOMOBILE LIABILITY						
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) $
	ALL OWNED AUTOS						BODILY INJURY (Per person) $
	SCHEDULED AUTOS						BODILY INJURY (Per accident) $
	HIRED AUTOS						PROPERTY DAMAGE (Per accident) $
	NON-OWNED AUTOS						$
							$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE $
	EXCESS LIAB CLAIMS-MADE						AGGREGATE $
	DEDUCTIBLE						$
	RETENTION $						$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	Y/N: Y	N/A	WCB1014609	10/30/2015	10/30/2016	X WC STATU-TORY LIMITS OTH-ER
							E.L. EACH ACCIDENT $ 100,000
							E.L. DISEASE - EA EMPLOYEE $ 100,000
							E.L. DISEASE - POLICY LIMIT $ 500,000
	DOROTHY GIOULIS - EXCLUDED						

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

CERTIFICATE HOLDER

STATE OF WEST VIRGINIA
2019 WASHINGTON STREET EAST
CHARLESTON WV 25305

CANCELLATION

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

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WV-10
Approved / Revised
12/16/15

State of West Virginia
VENDOR PREFERENCE CERTIFICATE

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

1. Application is made for 2.5% vendor preference for the reason checked:
[X] Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

[ ] Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or

[ ] Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,

[ ] Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. Application is made for 2.5% vendor preference for the reason checked:
[X] Bidder is a nonresident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

3. Application is made for 2.5% vendor preference for the reason checked:
[ ] Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,

4. Application is made for 5% vendor preference for the reason checked:
[ ] Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:
[ ] Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:
[ ] Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.
[ ] Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

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

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Michael Gioulis Signed:

Date: 1/27/16 Title: President

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

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 exceed 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: Michael Gioulis, Historic Preservation Consultant, Inc.

Authorized Signature: _____ Date: 01/27/2016

State of West Virginia

County of Beaxton, to-wit:

Taken, subscribed, and sworn to before me this 27 day of January, 2016.

My Commission expires March 1, 2020.

AFFIX SEAL HERE

OFFICIAL SEAL
STATE OF WEST VIRGINIA
NOTARY PUBLIC
Wilda M. Skidmore
State of West Virginia
Town of Sutton
450 Riverview St Sutton WV 26601
My Commission Expires March 1, 2020

NOTARY PUBLIC Wilda Skidmore