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Header

List View

General Information | Contact | Default Values | Discount | Document Information

Procurement Folder: 224519

Procurement Type: Central Purchase Order

Vendor ID: 000000188640

Legal Name: AURORA RESEARCH ASSOCIATES LLC

Alias/DBA: COURTNEY ZIMMERMAN

Total Bid: \$42,595.00

Response Date: 09/10/2016

Response Time: 16:04

SO Doc Code: CRFQ

SO Dept: 0432

SO Doc ID: DCH170000003

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Status: Closed

Solicitation Description: To conduct a Reconnaissance-Level Survey.

Total of Header Attachments: 0

Total of All Attachments: 0



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 224519  
**Solicitation Description :** To conduct a Reconnaissance-Level Survey.  
**Proc Type :** Central Purchase Order

Date issued	Solicitation Closes	Solicitation Response	Version
	2016-09-15 13:30:00	SR 0432 ESR09081600000000969	1

<b>VENDOR</b>
000000188640 AURORA RESEARCH ASSOCIATES LLC COURTNEY ZIMMERMAN

**Solicitation Number:** CRFQ 0432 DCH1700000003

**Total Bid :** \$42,595.00      **Response Date:** 2016-09-10      **Response Time:** 16:04:03

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Michelle L Childers  
 (304) 558-2063  
 michelle.l.childers@wv.gov

<b>Signature on File</b>	<b>FEIN #</b>	<b>DATE</b>
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	To conduct a Reconnaissance-Level Survey.				\$42,595.00

Comm Code	Manufacturer	Specification	Model #
71112107			

<b>Extended Description :</b>	To conduct a Reconnaissance-Level Survey.
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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: Aurora Research Associates LLC

Authorized Signature: *Courtney Zimmerman* Date: Sep 8 2016

State of Ohio

County of Summit, to-wit:

Taken, subscribed, and sworn to before me this 8<sup>th</sup> day of September, 2016

My Commission expires 6/17/2019, 20  .

AFFIX SEAL HERE



Amy F. Incorvati  
Notary Public, State of Ohio  
My Commission Expires  
June 17, 2019

NOTARY PUBLIC

*[Signature]*



**AURORA**  
Research Associates, LLC

Historic Preservation Consulting  
1436 Graham Road  
Silver Lake, OH 44224  
(304) 685-7410

Courtney Fint Zimmerman, P.E.  
Owner/Principal

Bid Clerk  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305

September 8, 2016

Dear Sir or Madame:

For your consideration I submit the enclosed proposal and bid for Solicitation No. CRFQ 0432 DCH1700000003 for the Reconnaissance-Level Survey of Pleasants, Lincoln, Jackson, Mason and Wayne Counties. I have enclosed a detailed scope of work, résumés of key personnel and the required bid documents.

Aurora Research Associates has extensive experience conducting architectural history surveys and National Register of Historic Places eligibility recommendations in the State of West Virginia. As an employee with the Environmental Section of the West Virginia Division of Highways, I conducted architectural surveys throughout the state and worked closely with West Virginia State Historic Preservation Office staff and local residents. Since establishing my consulting business in 2011, I have continued to work in West Virginia conducting large-scale surveys, Section 106 surveys and reviews, and National Register research and nominations.

I am a qualified architectural historian under the National Park Service Standards for Professional Qualifications. I have a master's degree in Historic Preservation from Columbia University and over 10 years' experience in the field. I am versed in NPS and WVSHPO architectural survey standards and utilized the latest technology in mobile-based survey applications, Geographic Information Systems and digital photography.

I always welcome the opportunity to work in my home state and support the efforts to document and preserve West Virginia's built heritage. Please feel free to contact me with any comments or questions at [courtney@aurora-llc.com](mailto:courtney@aurora-llc.com) or (304)685-7410.

Yours Truly,



Courtney Fint Zimmerman



**PROPOSAL:**

**RECONNAISSANCE HISTORIC RESOURCE SURVEY  
PLEASANTS, LINCOLN, JACKSON, MASON AND WAYNE  
COUNTIES, WEST VIRGINIA**

**State of West Virginia Purchasing Division  
Solicitation Number CRFQ 0432 DCH1700000003**

*Presented to:*

**West Virginia Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305**

*Prepared by:*



**AURORA**  
Research Associates, LLC

**Aurora Research Associates, LLC**

**1436 Graham Road  
Silver Lake, OH 44224  
304-685-7410**

**September 2016**

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## **NARRATIVE SCOPE OF WORK AND SURVEY METHODOLOGY**

### ***INTRODUCTION***

The West Virginia Division of Culture and History, State Historic Preservation Office (WVSHPO) is seeking bids to perform a reconnaissance-level survey of 750 properties in Pleasants, Lincoln, Mason, Jackson and Wayne counties. Based on information available from the WVSHPO Interactive GIS Survey Map, isolated properties and areas within these counties have been surveyed, but few large-scale methodological architectural surveys have been conducted. This survey will add to the existing survey information in the project area and provide historic context for future survey.

750 resources will be surveyed for this project. The survey will begin in Pleasants County. If the number of properties surveyed in Pleasants County is less than 750, the survey will continue in Lincoln County, followed by Mason, Jackson and Wayne. The geographical areas and communities to be surveyed within each of the counties will be based upon the most recent survey information available from the WVSHPO Interactive GIS Survey Map and discussions with WVSHPO staff. This project is a reconnaissance-level survey, intended to provide a broad overview of the survey area and identify potential sites that may be eligible for the National Register of Historic Places. More intensive-level survey and historic research may be required outside the scope of this project in order to nominate individual properties or districts to the National Register.

The project has been organized into five work tasks as follows:

- Task 1: Project Management
- Task 2: Field Survey
- Task 3: Historic Property Inventory Forms
- Task 4: Mapping
- Task 5: Survey Report

These tasks and associated work are further discussed below.

## ***TASK 1: PROJECT MANAGEMENT***

Aurora Research Associates (ARA) will coordinate project activities with the WVSHPO. Management activities include progress updates, communications, scheduling and budget tracking. Aurora Research Associates will assist in coordination efforts between the WVSHPO, other agencies and local governments as necessary. ARA will also conduct training for field technicians regarding survey methodology for this project, and perform quality control and review of all deliverables, HPI forms and survey documents.

## ***TASK 2: FIELD SURVEY***

ARA will conduct an historic resource survey 750 properties beginning in Pleasants County, and moving on to Lincoln, Mason, Jackson and Wayne counties until the contracted number of properties is met. The survey team will consist of at least two (2) surveyors, working together in the field. Qualified surveyors will be hired as needed for the project and all work will be personally managed and reviewed by Ms. Zimmerman. Surveyors will utilize mobile tablet devices with custom-designed database applications to record properties in the field. The database will be provided to WVSHPO upon completion of the project.

In-office preparation for the field survey will include review of the WVSHPO Interactive GIS Survey Map, previous HPI forms and current aerial photography in order to evaluate possible location, existence and status of potential resources. ARA will confer with WVSHPO staff on which geographical areas, towns, communities and properties should be surveyed. At the WVSHPO's discretion, the survey may include updates of properties previously surveyed more than 10 years prior. Each previously documented resource with an HPI form completed more than 10 years prior will be verified in the field to confirm its existence and to collect updated information on materials, alterations, additions and other relevant information. Architectural information will also be collected for any previously undocumented resources. At least two (2) photographs will be taken for each resource, including a three-quarter view showing the main elevation.

Streetscape and vicinity photographs will be taken as appropriate. Photographs will be provided electronically on CD-R media with filenames corresponding to the WVSHPO survey number.

### ***TASK 3: HISTORIC PROPERTY INVENTORY FORMS***

ARA will complete research and write brief histories for each county surveyed to provide sufficient context for National Register eligibility evaluation. The project team will complete 750 standard West Virginia HPI forms at a reconnaissance-survey level for each surveyed resource in the project area, using the most recent draft of the “West Virginia National Register and Architecture/History Survey Manual” issued by the WVSHPO. Each form will be completed as fully as possible, including materials, UTM NAD83 coordinates, photograph, map, setting, narrative description, alterations, additions and brief statement of significance. The statement of significance will include a brief context of the county, area or community, any significant facts about the property, integrity evaluation and National Register eligibility recommendation. HPIs will be provided in hard copy and electronically as individual PDF files using the assigned WVSHPO survey number as filename. Drafts will be submitted for review in electronic form prior to finalization.

### ***TASK 4: MAPPING***

ARA will provide United States Geological Survey (USGS) topographical mapping for the project using Geographic Information Systems (GIS). Maps will include the location of each surveyed property, survey number, name of county and quadrangle name. Maps will be provided as part of the HPI forms, survey reports, electronically and as GIS shapefiles.

### ***TASK 5: SURVEY REPORT***

Aurora Research Associates (ARA) will prepare survey reports for each county summarizing the properties surveyed, historic contexts, survey methodology,

description of property types, table of eligibility recommendations and other general findings. The survey report will be provided in hard copy and electronic format to the WVSHPO and any additional organizations as requested.

## **RELEVANT PROJECT SUMMARIES**

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### ***BEVERLY ARCHITECTURAL SURVEY UPDATE AND NATIONAL REGISTER BOUNDARY EXPANSION (2013-2014)***

Beverly, West Virginia in Randolph County was first settled in 1753 and was the county seat regional center of commerce throughout the 19<sup>th</sup> century. The town also played an important role in the Civil War due to its close proximity to the Battle of Rich Mountain. ARA completed the resurvey of 206 resources in the town of Beverly including the existing National Register Historic District and surrounding areas. ARA completed new HPI forms for each resource, a survey report, GIS mapping and photography. ARA also prepared a completely revised National Register nomination form with expanded boundaries, increasing the contributing resource count from 40 to 105. The nomination included: new architectural descriptions for 145 resources plus outbuildings; a completely revised Section 8 Statement of Significance, USGS, site and analytical mapping; and photography to National Register standards

Reference:

Phyllis Baxter

Beverly Historic Landmarks Commission

(304) 642-7427

phyllisb@meer.net

### ***BROOKSIDE RESORT NATIONAL REGISTER NOMINATION (2013)***

Brookside Resort was established circa 1875 near the town of Aurora in Preston County, West Virginia. A 10-mile wagon ride from the B&O Railroad Station in Oakland, MD, Brookside became a summer vacation spot for the wealthy from throughout the East, including Cleveland, Washington DC, New York, and Baltimore. The resort was

known for its mountain vistas and cool air. ARA completed the National Register nomination for the district, which had not been previously surveyed, including narrative descriptions and statement of significance. The historic district consists of 26 resources including 5 residential guest cottages, Brookside Farm, which supplied food and recreation for guests, Gaymont, which was the Arts and Crafts summer home of owner Leander McBride of Cleveland, Cathedral State Park, a virgin hemlock forest which was part of the resort grounds, and the Red Horse Tavern, an 1825 stone tavern which also became part of the resort. The district was nominated under Criterion A: Recreation/Education as a locally significant example of a late 19<sup>th</sup>-century summer vacation resort.

Reference:

Viola Wentzel, President  
The Aurora Project, Inc.  
25208 George Washington Highway  
Aurora, WV 26705  
(304) 290-0542

### ***SECTION 106 ARCHITECTURAL SURVEY, STATEWIDE HISTORIC BRIDGE SURVEY AND ADDITIONAL SURVEYS THROUGHOUT WEST VIRGINIA***

Since 2013, ARA has been competitively selected to provide on-call cultural resource consulting services to the West Virginia Division of Highways. ARA has completed architectural surveys and Section 106 review for a number of project areas and surrounding resources under this contract. In addition, as an architectural historian with the West Virginia Division of Highways, Ms. Zimmerman conducted a variety of architectural surveys throughout the state including a 25-property historic neighborhood in Fairmont, several coal company towns including 20+ resources each, 100+ resources in Weirton, and hundreds of individual resources and small communities. Courtney completed an array of Section 106 reports that incorporated inventory, historic contexts, National Register evaluation, public involvement, effect determinations and memoranda



of agreement. Historic property inventory forms including construction material, function, narrative description, alterations and significance statements were completed for each structure. Courtney also served as the project manager for the West Virginia Statewide Historic Bridge Survey, a complex undertaking involving the survey, documentation and evaluation of over 3000 bridges. Courtney managed the consultant team for the bridge survey and led coordination efforts with the OHPO and public. While with the WVDOH, Courtney completed National Register nominations for two historic bridges, Capon Lake Whipple Truss (Hampshire County) and Winfield Toll Bridge (Putnam County.)

Contact:

Sondra Mullins, Historical Services Unit Leader  
West Virginia Division of Highways Environmental Section  
Building 5, Room 450, State Capitol Complex  
1900 Kanawha Blvd. East  
Charleston, WV 25305  
(304) 558-9487  
sondra.l.mullins@wv.gov

## **RÉSUMÉS OF KEY PERSONNEL**

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**COURTNEY FINT ZIMMERMAN, P.E.**  
1436 GRAHAM ROAD  
SILVER LAKE, OH 44224  
304-685-7410  
COURTNEY@AURORA-LLC.COM

## **EMPLOYMENT**

### **Owner/ Principal, Aurora Research Associates, LLC Silver Lake, OH**

Oct 2011-present

Firm Profile: ARA is an historic preservation and environmental services consulting firm specializing in architectural history, National Register evaluations and nominations, preservation planning, building pathology and repair/restoration, Section 106, 4-f and NEPA environmental review and education/advocacy. The company is a certified Ohio EDGE, Ohio and West Virginia DOT DBE, US Small Business Administration WOSB and West Virginia Department of Administration small woman-owned business.

#### *Project Highlights*

- Robinson Grand Theater Renovation Section 106 Review, Clarksburg, WV, 2014-15 (ongoing)  
Client: WYK Associates  
  
Coordinator of Section 106 review for restoration of historic theater, including historic research, report preparation, agency coordination and public involvement.
- West Virginia Division of Highways Statewide On-Call Consultant for Cultural Resources  
Client: West Virginia Division of Highways  
  
One of thirteen firms competitively selected to provide cultural resource environmental services as needed, including Section 106 and 4-f review, memoranda of agreement, public involvement, mitigation and NEPA clearance for highway and bridge projects throughout the state of West Virginia.
- Ohio Department of Transportation Statewide Ecological Survey Services  
Client: Enviroscience, Inc.  
As subconsultant, provide fieldwork for endangered species surveys, preparation of associated technical reports, and QA/QC on environmental documents for a variety of transportation projects throughout Ohio.
- Beverly, WV Architectural Survey and National Register Nomination Update, Randolph County, WV; 2013 -2014  
Client: Beverly Historic Landmarks Commission  
  
Compiled and analyzed previous surveys of the Beverly Historic District; created all new Historic Property Inventory forms for 206 previously surveyed and additional properties; researched and prepared additional historic context and significance statement; wrote completely updated National Register Nomination document and boundary expansion amendment including new mapping and photography.
- Brookside Historic District National Register Nomination, Preston County, WV; 2012  
Client: The Aurora Project, Inc.  
  
Researched, wrote and prepared all photos and supplemental materials for a ca. 1880 tourist resort with approximately 15 contributing resources

- Valley View and Springfield Brick House National Register Nominations, Hampshire Co., WV; 2012  
Client: Hampshire County Historic Landmarks Commission  
  
Researched, wrote and prepared all nomination materials for two individual ca. 1855 Greek Revival houses.
- Thomas, WV Walking Tour, Tucker Co., WV; 2011-12  
Client: Tucker County Historic Landmark Commission  
Partner: Digital Relativity (web design/programming and graphic design)  
  
Researched and prepared content for self-guided walking tour brochure and website of 40+ resource historic district. [www.historicthomaswv.com](http://www.historicthomaswv.com)

**Architectural Historian/ Highway Engineer,  
West Virginia Division of Highways Environmental Section  
Charleston, WV**

2005-2011

*Project Highlights*

- West Virginia Statewide Historic Bridge Survey 2008-2011 (ongoing)  
Partners: KCI Technologies, Mead and Hunt, RPM Engineering  
  
Served as project manager for statewide effort to survey 3000+ potentially historic bridges. Led coordination of review and eligibility negotiations with WV State Historic Preservation Office and public involvement efforts. Prepared independent estimates and managed consultants and budget.
- U.S. Route 35 Upgrade, Mason County, WV 2005-2011 (ongoing)  
  
Performed NEPA re-evaluation of Final Environmental Impact Statement for multi-million dollar upgrade of regional highway. Completed Late-Find 4(f) analysis of a previously undocumented historic farm in the project area. Led mitigation negotiation meetings between project stakeholders including the Federal Highway Administration, WVSHPO, WV Department of Agriculture, property owners, county government, local tourism board, architect and others. As part of a team, crafted mitigation plan to address adverse effects and oversaw the execution of stipulations.
- Small Bridge Replacement Projects, West Virginia (statewide) 2005-2011  
  
Managed Section 106 Review, Section 4(f) Analysis and NEPA coordination for over 40 small bridge replacement projects throughout West Virginia. Reviewed all WV Historic Property Inventory forms and reports produced by the Environmental Section. Performed field surveys for each project and completed over 300 HPI forms for bridges and surrounding structures over 50 years of age. Coordinated with the WVSHPO, public, local governments and historic groups on research, eligibility determinations and mitigation. Crafted Memoranda of Agreement and completed archival documentation for historic structures.
- Market Street Bridge, Brooke County, WV 2009  
  
Performed Section 106/ Section 4(f) review of historic bridge rehabilitation project. Led coordination with WVSHPO and public involvement efforts to result in a finding of No Adverse Effect.

- Capon Lake Whipple Truss, Morgan County, and Winfield Toll Bridge, Putnam County 2011  
Completed National Register nominations for 1874 Whipple Truss that has been preserved as a pedestrian park in Morgan County, and 1955 Winfield cantilever through truss that provided a major new transportation connection across the Kanawha River.
- Comprehensive Mitigation Tool Kit 2010  
Led cooperative effort with WVDOH Engineering and Planning Divisions, and SHPO, to create comprehensive mitigation tools for removal of historic small bridges throughout the state. Wrote content for sample public education poster about Historic Metal Trusses.
- Mussel Survey Dive Team 2009-2011  
Obtained open water SCUBA certification and trained in freshwater mussel biology and survey techniques in order to assist WVDOH biologists with environmental studies. Performed a number of dive, snorkel and wading mussel surveys across West Virginia.
- History Day at the West Virginia State Capitol 2006-2011  
Led WVDOH participation and public outreach at History Day during the state legislative session by designing and preparing displays about road history, West Virginia history, highway projects, transportation planning and other topics. Met with a number of local history organization representatives and individuals from across the state.
- Fourth Street Bridge, Fairmont, Marion County, WV 2009-ongoing  
Managed complex bridge replacement project in National Register Historic District, including coordination between state and federal agencies, city government, local landmarks commission, SHPO and other consulting parties. Reevaluated approximately 30 historic properties within project area and surveyed 10 additional properties. Completed Section 4(f) alternatives analysis and crafted public meeting handout and GIS mapping.
- Pennsylvania Avenue, Weirton, Ohio County, WV 2007-2009  
Surveyed and completed Historic Property Inventory forms on a team of three for over 75 properties for a two-phase road improvement project in historic steel mill town. Evaluated National Register eligibility prepared Section 106 Report and completed Section 106/NEPA documentation.
- Dunloup Creek Bridges, Fayette County, WV 2008-2010  
Managed Section 106/4(f) compliance review for three small bridge replacements within New River Gorge National River. Coordinated with the National Park Service, FHWA and county landmarks commission on documentation and mitigation. Prepared Memorandum of Agreement and completed NEPA Categorical Exclusion documentation package.
- Accelerated Structures Advancement Program (ASAP), Various Sites, WV 2009  
Served on WVDOH Commissioner's task force to streamline small bridge replacement projects. Worked with FHWA and WVDOH Environmental Section to provide environmental screening tools for selection of appropriate test group bridges. Coordinated site visits with FHWA and WVDOH central office and district personnel to review bridge projects and establish early coordination procedures for utilities, environmental, design and construction.



Crafted environmental questionnaire for district personnel to encourage early coordination and collaboration for small bridge projects.

- Shinnston Bridge, Harrison County, WV 2007-2010  
Surveyed and evaluated 25 residential structures in project area for large bridge replacement project. Coordinated with local government, the public, SHPO and state and federal agencies for Section 106/4(f) review for removal of historic bridge. Wrote Memorandum of Agreement and completed archival documentation for the bridge.

**Independent Consultant, Charleston, WV** 2004-2011

- Camp Caesar Historic District National Register Nomination, Webster County, WV 2009  
Prepared and authored National Register nomination for historic county 4-H camp (1922) containing 40+ contributing resources. Historic contexts for the camp included WPA/New Deal programs, the state and national 4-H movement, summer camp history, rustic architecture and other aspects.
- Jackson's Mill State 4-H Camp National Register Nomination, Lewis County, WV 2004  
Prepared and authored National Register nomination for Jackson's Mill, (1921) the first statewide 4-H camp in the nation, including 30+ contributing resources.

**Instructor, West Virginia University Extension  
Camping Instructor Training, Jackson's Mill, WV** 2008-2012

- Taught leadership courses for college students employed as summer camp instructors at summer county 4-H camps throughout West Virginia. Topics include 4-H heritage, public speaking, problem solving, emergency preparedness, song-leading, recreation, working with children ages 5-21 and other subjects.

**Adjunct Instructor, West Virginia State University, Institute, WV** 2009

- Designed and taught courses Survey of Art History II (Renaissance to Modern) and American Architectural History Seminar. Developed syllabus, assignments, lectures, tests and projects, and graded all assignments and tests.

**Structural Engineer, Robert Silman Associates, Washington, DC** 2005-2007

- Performed structural design in concrete, steel and timber for boutique preservation engineering firm. Participated in on-site structural condition assessments and prepared reports and repair recommendation for historic buildings. Assisted with design of new structures, additions and other structural elements for a variety of buildings including government landmarks, historic homes, barns, new residences, museums and statuary.

*Project Highlights*

- Woodlawn Plantation, Alexandria VA  
Assisted with condition assessment and repair recommendations for smokehouse building on the grounds of 1805 National Historic Landmark.
- Arlington House, Arlington, VA  
Assisted with condition assessment of foundation of historic 1803 mansion on the grounds of Arlington National Cemetery.

- Virginia State Capitol, Richmond, VA  
Assisted with on-site field visits, condition assessments and structural design calculations for restoration of landmark state capitol originally designed by Thomas Jefferson.
- DC Court of Appeals, Washington, DC  
Assisted with structural exploration, load calculations, and structural design calculations for major restoration of 1820 National Historic Landmark, including complex construction of parking garage and floor levels beneath existing building.

**Historian-in-Residence,**

**WVU Jackson's Mill State 4-H Camp, Jackson's Mill, WV**

2003

- Designed and conducted workshops, walking tours and presentation on the history of Jackson's Mill for a variety of user groups, including 4-H members ages 12-21, seniors and other groups. Conducted condition assessments on 14 cottages and documented structural issues.

**Intern, Vandalia Heritage Foundation, Fairmont, WV**

2002

- Worked with preservation architect on condition assessments and restoration consultation for a variety of historic buildings in West Virginia, including the Marion County Courthouse. Independently took field dimensions and produced measured drawings for 9 structures by hand and using AutoCAD.

**EDUCATION**

**M.S. Historic Preservation, Columbia University, New York**

2003

- Thesis: "Jackson's Mill State 4-H Camp: The Summer Camp as a Cultural Heritage Site."
- 2003 Winner of the Voorsanger Writing Prize for American Architectural History, sponsored by the Temple Hoyne Buell Center for the Study of American Architecture
- Teaching Assistant, Basic Principles of Traditional Construction" and "Investigative Techniques for Historic Structures"

**B.S. Civil Engineering, West Virginia University, Morgantown**

2001

- West Virginia University Presidential Scholar
- West Virginia University Honors Program
- Chi Epsilon and Tau Beta Pi National Engineering Honorary

**CONTINUING EDUCATION**

(Course Title; Sponsor; Location; Dates)

- West Virginia Design and Construction Expo; Charleston, WV; March 24-25, 2015
- Ohio Transportation Engineering Conference, Columbus, OH; October 2014.
- Ohio Transportation Engineering Conference, Columbus, OH; October 2013.
- ODOT Categorical Exclusion Prequalification Training; ODOT Office of Environmental Services; Columbus, OH; May 14-15, 2013.
- ODOT Section 4(f) & 6(f) Prequalification Training; ODOT Office of Environmental Services; Columbus, OH; April 16, 2013.
- ODOT Section 106 Prequalification Training; ODOT Office of Environmental Services; Columbus, OH; April 2, 2013.
- West Virginia Design and Construction Expo; Charleston, WV; March 20-21, 2013
- Ohio Transportation Engineering Conference, Columbus, OH; October 30-31, 2012.

- Preserving the Historic Road 8<sup>th</sup> Biennial Conference, Indianapolis, IN; September 20-22, 2012 (presenter)
- National Trust for Historic Preservation Annual Conference; Buffalo, NY; October 19-22, 2011
- Cultural Resource Management Compliance for Non-Specialists; National Preservation Institute; Charleston, WV; July 18-19, 2011
- NEPA and the Transportation Decision Making Process; National Highway Institute; Charleston, WV; June 14-16, 2011
- STARS Workshop (Integrating Highway Planning and the Environment); Federal Highway Administration; Charleston, WV; April 26-27, 2011 (presenter)
- Freshwater Mollusk Conservation Society 7<sup>th</sup> Biennial Symposium; Louisville, KY; April 11-15, 2011
- Transportation Research Board 90<sup>th</sup> Annual Meeting; Washington, DC; January 23-27, 2011
- Freshwater Mollusk Conservation Society Regional Fauna Identification and Sampling Workshop; St. Louis, MO; October 19-21, 2010
- Seven Habits of Highly Effective People Signature Program; WVDOH; Charleston, WV, September 21-23, 2010
- Preserving the Historic Road 7<sup>th</sup> Biennial Conference; Washington, DC; September 9-12, 2010 (presenter)
- Public Involvement Techniques for Transportation Decision Making; National Highway Institute; Charleston, WV; July 27-29, 2010
- Freshwater Mussel Survey SCUBA Dive Training; WVDOH; Davis, WV; April 12-16, 2010
- Freshwater Mussels and Construction Projects in Rivers; WVDOH and WV Division of Natural Resources; Charleston, WV; February 2-4, 2010
- Transportation Research Board 89<sup>th</sup> Annual Meeting, Washington, DC, January 10-14, 2010
- FEMA Floodplain Regulation Training; WVDOH; Charleston, WV; January 22, 2009
- Advanced Seminar in Reaching Successful Outcomes in Section 106 Review; Advisory Council on Historic Preservation and Federal Highway Administration; Charleston, WV, 2009
- Identifying and Evaluation Resources of the Recent Past; Ohio Historical Society; Columbus, OH; September 27, 2007
- GIS: Practical Applications for Cultural Resource Project; National Preservation Institute; Lincoln, NE, May 10-11, 2007
- Beyond Compliance: Historic Preservation in Transportation Project Development; National Highway Institute; Charleston, WV; May 15-17, 2007
- Decision-making for Cultural and Natural Resources in a Legal Environment; National Preservation Institute; Washington, DC; April 24-25, 2007
- Section 106: How to Negotiate and Write Agreements; National Preservation Institute; Phoenix, AZ; March 28-30, 2007
- Geographic Information Systems Levels I-III; Rahall Appalachian Transportation Institute and WVDOH; Charleston, WV; 2006
- National Environmental Policy Act (NEPA) and Project Development; Federal Highway Administration Resource Center; Parkersburg, WV; June 14-16, 2006
- Section 106 Essentials; Advisory Council on Historic Preservation; Washington, DC; May 31-June 1, 2006
- National Trust for Historic Preservation Annual Conference; Pittsburgh, PA; 2006.

## **PUBLICATIONS**

“Historic Travel Guides as Research Sources.” Paper presented at the 8<sup>th</sup> Biennial Conference on Historic Roads. Indianapolis, IN, September 20-22, 2012.

"Innovative Mitigation in an Historic Agricultural Landscape: U.S. Highway 35 in Mason and Putnam Counties, WV." Paper presented at the 7th Biennial Conference on Historic Roads. Washington, DC, September 9-12, 2010.

"West Virginia's Historic Turnpikes: Research and Survey Methods." Paper presented at the 6th Biennial Conference on Historic Roads. Albuquerque, NM, September 11-14, 2008.

"The American Summer Youth Camp as a Cultural Landscape." In Cultural Landscapes: Balancing Nature and Heritage in Preservation Practice, edited by Richard Longstreth. Minneapolis: U. of Minnesota Press, 2008.

"Jackson's Mill State 4-H Camp: The Rural Summer Camp as a Cultural Heritage Site." Future Anterior Journal of Historic Preservation History, Theory and Criticism 1 (Spring 2004): 38-46.

#### **PROFESSIONAL LICENSES AND MEMBERSHIPS**

Licensed Professional Engineer, West Virginia, No. [REDACTED]

Licensed Professional Engineer, Ohio, No. [REDACTED]

Open Water Scuba Diver Certification, Scuba Diving International # [REDACTED]

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

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

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

Addendum Numbers Received:

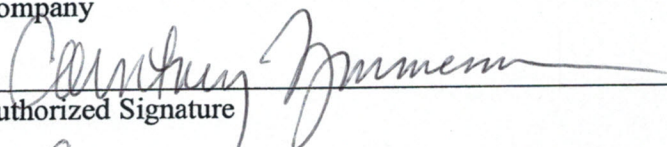
*(Check the box next to each addendum received)*

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

AURORA RESEARCH ASSOCIATES LLC

Company



Authorized Signature

Sep 8 2016

Date

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



**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

COURTNEY ZIMMERMAN, OWNER  
 (Name, Title)  
Courtney Zimmerman, owner  
 (Printed Name and Title)  
1436 GRAHAM RD SILVER LAKE OH 44224  
 (Address)  
304-685-7410  
 (Phone Number) / (Fax Number)  
Courtney@aurora-llc.com  
 (email address)

**CERTIFICATION AND SIGNATURE:** 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.

AURORA RESEARCH ASSOCIATES, LLC  
 (Company)  
Courtney Zimmerman, owner  
 (Authorized Signature) (Representative Name, Title)  
COURTNEY ZIMMERMAN, OWNER  
 (Printed Name and Title of Authorized Representative)  
Sep 8 2016  
 (Date)  
304-685-7410  
 (Phone Number) (Fax Number)

**Exhibit A**

West Virginia Division of Culture and History,  
State Historic Preservation Office  
Lincoln, Pleasants, Mason, Jackson & Wayne Historic Resource Survey

Date: Sep 8 2016

Name of Vendor: AURORA RESEARCH ASSOCIATES, LLC

LUMP SUM BID FOR 750 HPI FORMS: \$ 42,595.00

Forty-two thousand, five hundred ninety-five dollars and zero cents

(Show amount in both words and numbers)

Submitted in the name of:

Firm or Individual: AURORA RESEARCH ASSOCIATES LLC

By: Courtney Zimmerman  
(Signature)

COURTNEY ZIMMERMAN, OWNER  
(Title)

Date: Sep 8 2016



REQUEST FOR QUOTATION  
Pleasants, Lincoln, Mason, Jackson and Wayne County Historic Resources Survey

---

**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:** COURTNEY ZIMMERMAN

**Vendor's Address:** 1436 GRAHAM RD

SILVER LAKE OH 44224

**Telephone Number:** 304-685-7410

**Fax Number:** \_\_\_\_\_

**Email Address:** Courtney@aurora-llc.com



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:**

- 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;
- 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:**

- Bidder is a resident 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) rescind 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: AURORA RESEARCH ASSOCIATES LLC Signed: Courtney Zumer

Date: Sep 8 2016 Title: Owner

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





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

State of West Virginia  
 Request for Quotation  
 27 - Miscellaneous

Proc Folder: 224519

Doc Description: To conduct a Reconnaissance-Level Survey.

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-08-10	2016-09-15 13:30:00	CRFQ 0432 DCH1700000003	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:

**FOR INFORMATION CONTACT THE BUYER**

Michelle L Childers  
 (304) 558-2063  
 michelle.l.childers@wv.gov

Signature X

*Courtney Zimmerman*

FEIN # 45-36001191

DATE Sep 8 2016

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



**ADDITIONAL INFORMATON:**

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Division of Culture and History State Historic Preservation Office to provide the service of conducting an intensive- level architectural survey of Lincoln, Wayne, Jackson, Mason and Pleasants counties in West Virginia.

INVOICE TO	SHIP TO
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV25305-0300 US	RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	To conduct a Reconnaissance-Level Survey.	1	1	\$ 42,595	\$42,595

Comm Code	Manufacturer	Specification	Model #
71112107			

**Extended Description :**  
To conduct a Reconnaissance-Level Survey.