

ORIGINAL



*Expression of Interest for*

# Parking and Storage Area Design for JFHQ at Coonskin Complex

Solicitation No. CE01 0603 ADJ170000001



# AMT

CONSULTING ENGINEERS

417 Grand Park Drive, Suite 102  
Parkersburg, West Virginia 26105

08/18/16 09:01:30  
WV Purchasing Division

**August 18, 2016**

State of West Virginia  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, West Virginia 25305-0130



August 18, 2016

Ms. Jessica Chambers, Senior Buyer  
State of West Virginia  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, West Virginia 25305-0130

RE: **Parking and Storage Area Design for JFHQ at Coonskin Complex**  
*Solicitation No. CEOI 0603 ADJ1700000001*  
AMT File No. P16-0596

Dear Ms. Chambers:

**A. Morton Thomas and Associates, Inc. (AMT)** is pleased to submit one (1) Original and three (3) Copies of this Expression of Interest to the West Virginia Army National Guard for the design of a new parking area and storage area at the Joint Forces Headquarters at the Coonskin Complex in Charleston, WV. We have extensive experience designing high quality, cost conscious military based parking lots and storage areas with force protection measures and associated lighting, utilizing our knowledge of the best materials and design methods. AMT will be joined by NGE to provide geotechnical engineering services.

AMT has a proven track record of achieving excellence on our projects, including budget and schedule compliance. We have provided civil engineering and associated services for over 75 military parking lot and storage area projects in the past years, including:

- FBI Criminal Justice Information Services Division in Clarksburg, WV
- Army National Guard Readiness Center
- Arlington National Cemetery Parking Lot
- 51-Space Parking Lot Expansion for the P-561 Prototype Hangar Facility at NAVFAC Pax River
- New 83-Space Parking Lot and Access for P-140 Engineering Communication Facility at NAVFAC Pax River
- New Parking Lot and Access for Unmanned Aircraft Operation Support Facility at NAVFAC Pax River
- New 140-Space Parking Lot for the Child Development Center at Fort Myers
- New 114-Space Parking Lot and Existing Parking Lot Renovations for Atlantic Test Facility

AMT offers the West Virginia Army National Guard available staff with solid, successful experience in the design of parking lots and associated improvements. Our leaders will personally ensure not only the quality that you expect, but also the depth of manpower that will allow for 100% schedule compliance. We appreciate your consideration of our qualifications and look forward to the next stage of your selection process.

Kindly,

**A. Morton Thomas and Associates, Inc.**

Bartley "Bart" Schumacher, PE  
Project Manager  
[bschumacher@amtengineering.com](mailto:bschumacher@amtengineering.com)

Michael Wiercinski, PE, PS  
Principal-in-Charge  
[mwiercinski@amtengineering.com](mailto:mwiercinski@amtengineering.com)

# Project Understanding and Approach

## Project Understanding

AMT understands that the scope of this project includes the development of drawings and specifications for the purpose of advertising and awarding a construction contract to construct a parking lot and storage area at the Joint Forces Headquarters Coonskin complex. Civil engineering will be provided to assist with the design and construction of a fully functional facility, within the proposed budget. Design services will include the preparation of all preliminary and final working drawings, specifications, detailed cost estimates, bidding and construction schedules, surveying, and analyzing and evaluating bids for construction.

Preliminary design includes topographical and any other field survey, test bores, and other sub-surface investigations required, as well as the preparation of preliminary studies, sketches, layout plans and outline specifications and preparation of reports including cost estimates of the proposed project and of all structures, relocation of utilities, and design and construction documents. The project scope also provides for the review and approval of samples and/or shop drawings, preparation of change orders and detailed cost estimates, evaluation of suppliers, change order proposals and recommendations for negotiation, and preparation of as-built drawings. Services also include presiding over the required construction meetings and preparing construction progress and forecast reports.

AMT has provided these services on numerous military installations, including readiness centers, training centers and military settings. Our projects have included parking facilities design and improvements, roadways and traffic controls, and Anti-Terrorism/Force Protection (AT/FP) design such as perimeter fencing with breach detecting sensors, fenced parking, gate upgrades, CCTV systems, and lighting.

## Project Approach

To prepare for this proposal, AMT conducted a field review to gain a better perspective of the actual conditions for the parking lot and storage area for the Joint Forces Headquarters Complex (JFHQ). AMT understands that the primary goal of this project is to increase the available parking area for the JFHQ.



Concept Plan

Based on our field review, experience, and understanding of the project information available, AMT has developed a list of key design parameters for the construction of this facility.

### Topographic and Utility Surveying

AMT will perform various types of surveys in support of the engineering design effort for the project. All survey efforts will be performed to meet the Minimum Standards of Practice as outlined by the West Virginia Board for Professional Surveyors (WVBPS) in the annotated code of West Virginia as delineated in §30-13A-6. A control survey will be performed utilizing both GPS and conventional survey methods. The control survey will establish a horizontal and vertical survey control network throughout the project limits.

### Utility Survey

AMT's survey team will note the location of all overhead utilities and review Army National Guard records and available as-built plans to note any potential underground facilities.

### Field Topographic Survey

AMT's survey team will develop topographic base plans extending the full length of the project and 200 feet from the anticipated boundary of the parking area and the edge of the access roadway. The survey will be produced with 2-foot contours, or as directed by the Army National Guard. Surveys will obtain the location, pipe sizes, material, and invert elevations of gravity sewer and storm drainage systems, SWM facilities, and all surface utility locations. Benchmarks and traverse

points will be included in the construction plans. Spot elevations and break lines will be included in order to produce an accurate DTM surface file. All survey data and topo files will be reviewed for accuracy.

### Survey Control

AMT will utilize the GPS data sheets from Cabell County to establish primary horizontal and vertical control using static GPS methods. A conventional field run closed loop traverse and differential levels will be run between the primary GPS points. We will follow the West Virginia State Plane Coordinate System, West Virginia Coordinate System of 1983 and NAVD 88 vertical datum.

### Utility Coordination

AMT will coordinate with the local utility companies:

- Cable and Phone Service: *Frontier Communications and Suddenlink*
- Power and Electric: *Appalachian Power*
- Gas: *Mountaineer Gas*
- Water: *WV American Water*
- Sewer: *Charleston Sanitary Board*

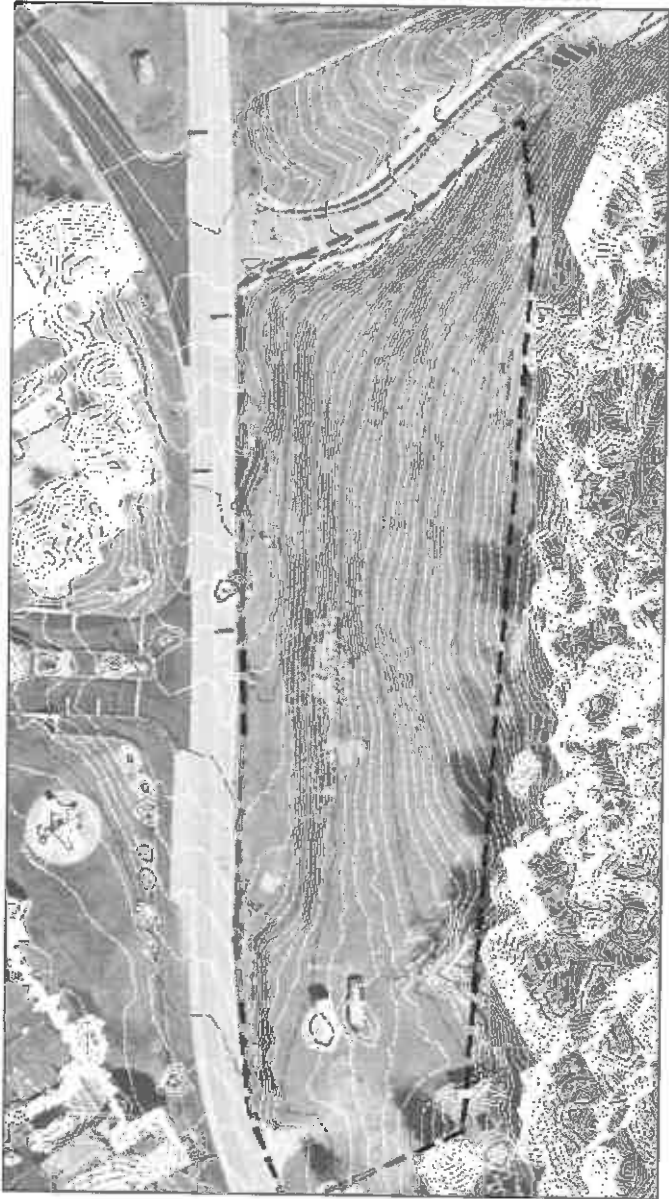
AMT will utilize the utility information obtained during the survey to identify which utilities may be in conflict with the proposed construction. We will coordinate directly with each company to work out a relocation of their utility, or as much as possible, modify our design to avoid the utility. An existing electrical service line is located along the western boundary of the property. From our preliminary review, the existing wooden utility poles should not be impacted by construction of the motor pool facility and the location of the electrical service maybe be conducive to supporting the new lighting system for the facility.

### Geotechnical Engineering

NGE, as a subconsultant to AMT, will provide geotechnical engineering services for this project. NGE will review previous studies and provide supplemental investigations to establish recommendations for the pavement of the access road and the bearing capacity of the soils in the motor pool parking facility. NGE will collect soil and strata borings in the areas of the access roadway and the parking facility as part of the geotechnical report that will be utilized by the AMT design team.

### Site Grading of Parking Area

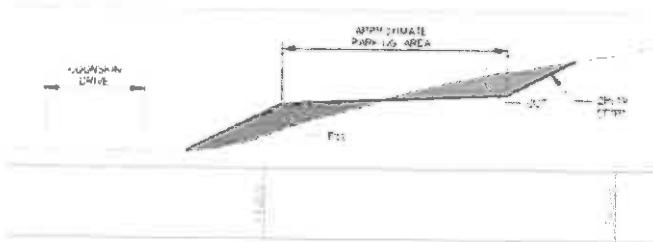
Since the new parking lot will be located on the sloping hillside, grading to achieve a balanced earthwork will be a priority given the approximate 30-foot elevation that occurs in the east/west direction as shown below.



Existing topo for project area

The grading of the site area will be critical to create a “balanced” earthwork condition and minimizes the amount of retaining wall required. AMT will review several options to determine the most economical solution for the project. The site will be graded to drain to the existing swale along the east side of Coonskin Drive. AMT designers will utilize InRoads software on the MicroStation CADD platform to perform earthwork modeling and determine cut and fill volumes.

A typical profile of the site area is shown below. AMT will coordinate with the client regarding the required width of the parking area since the width will be the main factor affecting the site earthwork requires. Below is a typical section view from west to east of the project site. AMT's goal will be to strategically locate the parking area to allow for a balanced site conditions between cut and fill.



Typical Section Through Site Area

Additionally, the grading plan will be developed to minimize earthwork and potential sediment pollution. The grading plan will contain detailed topographical and boundary information. A retaining wall, if required, will be constructed to maximize the available parking lot surface area.

### Parking Lot and Storage Area Design

The parking lot will be designed using UFC and AASHTO requirements for a parking lot. The parking area will be striped to maximize the number of vehicles and developed in accordance with the client requirements as well as the Department of Defense (DOD) Unified Facilities Criteria (UFC) and the *Parking Principles* document published by the Transportation Research Board (TRB).



Existing Site

After obtaining the geotechnical evaluation of the underlying soils along with the appropriate Equivalent Single Axle Load (ESAL) data, the structural features of the pavement for the parking area will be developed in accordance with the Pavement Transportation Computer Assisted Structural Engineering (PCASE) software analysis tool to establish pavement thickness.

AMT will coordinate with the client regarding any fencing needs and requirements. All fencing will be designed to meet National Guard and UFC requirements. Gate and access locations will also be coordinated.

The final plan stage will include full construction documents including final plans, supplemental specifications, and technical specifications. AMT will prepare detailed construction plans that will have sufficient detail for a successful advertisement and bid for construction. The plan set will include but not be limited to an existing conditions plan, erosion control plan, site grading and drainage plan, site improvements plan, site layout plans, pavement details, retaining wall details (if required), as well as fencing details (if required).

### Stormwater Management and Erosion and Sediment Control

Site drainage will be accommodated by sheet flow, with berms, check dams, slope drains, silt fence, and seeding and mulching to avoid excessive runoff of water. Our design will also include a stormwater management system sized for the appropriate design year event. Additionally, surface water quality will be treated using manufactured BMP's from Filterra or others for compliance with all state and local requirements for stormwater treatment, including close coordination with the WV Department of Environmental Protection (DEP).

AMT will prepare separate single phase Erosion and Sediment (E/S) control plans in accordance with the National Pollutant Discharge Elimination (NPDES) regulations as set forth by the federal Environmental Protection Agency (EPA). All local state criteria as established by the WVDEP will be adhered to as well. A detailed sequence of construction will apply for each project phase. A temporary pollution control plan will be submitted as part of the contract documents.

### Lighting Design

If desired, lighting will be provided to illuminate the project area in accordance with federal DOD UFC and Department of Energy (DOE) standards. LED fixtures will be utilized to reduce electricity usage and maintenance costs. LED lighting also provides a more natural light that enhances nighttime visibility in comparison with other available illumination, such as high pressure sodium, mercury vapor, or halide lighting. Electrical Service, cable, conduit, trenches, pull boxes, grounding, and hardware will be designed according to the National Electric Code. After determining the line voltage and location of the existing power service, AMT will calculate the voltage drop in the proposed lighting to determine the proper wire size needed. Additionally, photometric analysis will be performed to determine the appropriate spacing and height of light fixtures to illuminate the parking area.

### Permits and Approvals

AMT will prepare all the necessary applications, sketches, and supporting documentation for the environmental permits and authorizations. AMT's staff includes experts dedicated to processing and tracking permits. They are familiar with the permits and approvals administered by WVDEP and other resource agencies. Since the limit of disturbance will exceed 1.5 acres, an NPDES permit will be required for this project in accordance with Section 404 of the Clean Water Act.

### Construction Cost Estimate and Contract Time Determination

AMT will prepare a construction cost estimate for all submittal stages. Quantities will be measured based on the standard Department of the Army specifications and bid prices will be current market rate prices. We will review current unit bid prices for the development of a detailed project estimate. Project construction items and quantities will be summarized in a table and the appropriate contingency will be added dependent on the level of completion of the project. The Estimate will be submitted for review at the Preliminary and Final submittal stage.

### Construction Administration

Construction Administration services will be provided including shop drawing and request for information (RFI) reviews, progress meeting attendance and meeting minute preparation, change order review and recommendation, punch list for substantial completion and final acceptance, and record drawings based on contractor-provided redline markups.



# Staffing Plan

AMT is committed to providing the following key staff to the West Virginia Army National Guard for the duration of the Parking and Storage Area Design for JFHQ at Coonskin Complex Project:

Key staff are AMT employees unless noted as follows:  
NGE – NGE (*Geotechnical Engineering*)



**Associate-in-Charge**

Timothy Kirk, PE, PTOE

**Principal-in-Charge**

Michael Wiercinski, PE, PS

**Project Manager**

Bart Schumacher, PE

**Project Team**

Civil Engineering

Matthew Ernest, PE, LEED AP BD+C

Structural Engineering

Khossrow Babaei, PE, SE

Lighting Design

Aaron Wenger, PE

**Support Services**

Geotechnical Engineering

John Nottingham, PE (NGE)

Surveying

John Claytor, PS

## Staff Qualifications and Experience



**Bart Schumacher, PE**

*Project Manager*

Years of Experience: 21 With AMT: 1

### Why selected for this project

- Intimately familiar with standards and requirements necessary for parking projects
- Extensive permitting experience

### REPRESENTATIVE PROJECTS

**New Wirt County Headquarters, Wirt County, WV:** Design Leader for a project to demolish and construct new Wirt County Headquarters. The project included site layout for new building, access road, parking, utility relocations, erosion and sediment control, and environmental permitting.

**New Ellenboro Substation, Ritchie County, WV:** Design Leader for a project to construct new office building, salt shed, spreader shed, construct new access road, and fence around the entire property. The project including site layout for new building, access road, parking, utility relocations, erosion and sediment control, and environmental permitting.

**Camden Avenue Park and Ride Expansion, Wood County, WV:** Design Leader for a project to expand the existing park and ride facility. The project included site layout, modification of drainage, revised layout of parking spaces, design of erosion and sediment control features, and environmental permitting.

**Conley Fabrication, Wood County, WV:** Design Leader for a project to build a new road into a new industrial access facility at Conley Fabrication. The road was built to accommodate large vehicles with heavy loads.

**Interstate Salt Shed, Wood County, WV:** Design Leader for a project to build a new salt shed and construct new roadway into the facility. The project included adding additional fencing to restrict access to the facility.

### EDUCATION

BS, 1993, Civil Engineering, West Virginia Institute of Technology

### REGISTRATION

West Virginia Professional Engineer [REDACTED]



**Michael Wiercinski, PE, PS**

*Principal-in-Charge (PIC)*

Years of Experience: 40 With AMT: 30

### Why selected for this project

- 40 years military project experience
- Directs the firm's engineering operations and leads AMT's QA/QC efforts

### REPRESENTATIVE PROJECTS

**Fort Myer Parking Lot, Fort Myer, VA:** PIC for comprehensive civil engineering, permitting and construction phase services for design of a new 216-car parking lot for the fitness center at Fort Myer. Project components included site grading, erosion/sediment control plans, lighting plans, pavement markings, signing plans, landscape architecture, and National Capital Planning Commission (NCPC) coordination and review.

**Fort Myer Child Development Center Parking Lot, Fort Myer, VA:** PIC of surveying, site layout, civil engineering, and landscape design services for a 90-space parking lot associated with a new child development center. The project also included service drives, playgrounds, fencing, and pedestrian connections.

**Criminal Justice Information Services Division of the FBI, Clarksburg, WV:** PIC of civil engineering services associated with several projects at the FBI facility in Clarksburg. Projects included 6" water line for CMT Building, drainage system design for West Guard House Canopy, site plan design for the repair/replacement of 10 vehicle barriers, design of corrective measures for two areas of sidewalk on East Road, and design to correct the differential settlement at North Plaza.

**Army National Guard Readiness Center, Arlington, VA:** PIC of civil engineering, surveying, and landscape architecture for a variety of projects at the Army National Guard Readiness Center. Services have been provided for facility additions, maintenance, security upgrades and related site work. Site improvements have included perimeter security upgrades including new access control point, active and passive vehicle barriers, double steel cable barrier system, removable bollards at low traffic areas and motorized ornamental heavy duty sliding and swinging gates at the main and north entrance.

### EDUCATION

BS, 1975, Civil Engineering, West Virginia University

### REGISTRATION

West Virginia Professional Engineer [REDACTED]

West Virginia Licensed Surveyor [REDACTED]





**Timothy Kirk, PE, PTOE**  
*Associate-in-Charge of WV Office*  
 Years of Experience: 22 With AMT: 2

**Why selected for this project**

- 21 years of local experience
- Knowledge and expertise with parking principles and lighting design

**REPRESENTATIVE PROJECTS**

**Patteson Drive Roadway Lighting Study, Morgantown, WV:** Prepared a transportation study to consider the need for roadway and intersection lighting on Patteson Drive. The study found that roadway lighting was needed to improve pedestrian and motorist safety from Monongahela Boulevard to University Avenue. Prepared initial cost estimates for proposed lighting design and the preparation of a benefit cost analysis for anticipated reduction of crashes. The study led to the creation of a lighting design project to add new LED lighting to this congested urban arterial.

**Seventh Street (WV 618) Traffic and Parking Study, Parkersburg, WV:** Prepared a traffic operations study and developed a concept plan for the reconfiguration of Seventh Street from an urban four-lane undivided highway to a three-lane section with a two-way left turn lane (Road Diet), simply by paving the existing cross section and eliminating and reconfiguring on street parking. Studies conducted after the project was implemented verified that the crash and injury rates were reduced by approximately 70%.

**West Virginia University Evansdale Traffic Operations and Parking Study, Morgantown, WV:** Project Manager for a large scale traffic impact study for the multi-million dollar expansion of the WVU Evansdale Campus. Reviewed the impact of multiple new parking lots and the related design of pedestrian and vehicular access features. The study quantified impacts to Patteson Drive and Monongahela Boulevard from the traffic generated by new university buildings and the closing of Evansdale Drive to through traffic, along with changing patterns with new parking facilities.

**EDUCATION**

BS, 1993, Civil Engineering, West Virginia University

**REGISTRATION**

West Virginia Professional Engineer [REDACTED]  
 Professional Traffic Operations Engineer [REDACTED]



**Matt Ernest, PE, LEED AP BD+C**  
*Civil Engineer*  
 Years of Experience: 19 With AMT: 19

**Why selected for this project**

- Designed improvements for over 50 parking lots and roadways in the past 10 years
- Expertise also includes pedestrian circulation, SWM including LID, E/S control, drainage, & utilities

**REPRESENTATIVE PROJECTS**

**P-140 Engineering and Communication Facility (NAVFAC), Patuxent River Naval Air Station, MD:** Civil Engineer responsible for providing design and permitting services for this new LEED Silver engineering communications facility with an 80-space parking lot and utility infrastructure. Loading/Service Area size was determined based on AutoTurn vehicular turning movements. The design services included Anti-Terrorism/Force Protection (AT/FP), on-site water and sewer, water system extension, storm drainage, site grading and layout, SWM, and erosion control. Coordinated electrical and communication layout and profile. Provided CA services.

**Child Development Center (NAVFAC), Patuxent River Naval Air Station, MD:** Civil Engineer responsible for civil/site and landscape design for the 300-child CDC. Services included topographic survey, site/utility demolition, site improvements, grading/drainage, 106-space parking area, LID SWM design/permitting, AT/FP and area of refuge coordination, erosion control, and CA phase services.

**P-155 Atlantic Test Range Addition and Parking Lot, Patuxent River Naval Air Station, MD:** Civil Engineer a new 8,000 GSF LEED Silver aircraft test range facility and associated 114-space parking lot with associated utility infrastructure. Services included on-site water and sewer, site storm drainage, site grading and layout, MDE SWM, erosion and sediment control, and AT/FP measures.

**Unmanned Aircraft Support Facility (NAVFAC), Patuxent River Naval Air Station, MD:** Civil Engineer for this new engineering support facility with a 30-space parking lot and utility infrastructure. The design services included parking lot layout, AT/FP, storm drainage, site grading and layout, SWM, and erosion control. Coordinated electrical layout and profiles.

**EDUCATION**

BS, 1997, Civil Engineering Technology, University of Pittsburgh

**REGISTRATION**

Professional Engineer: MD, VA, DC, PA;  
 LEED Accredited Professional with Building Design and Construction Specialty





**Khossrow Babaei, PE, SE**  
*Structural Engineer*  
 Years of Experience: 36 With AMT-3

**Why selected for this project**

- 36 years of structural design experience, including retaining walls, culverts, and bridges
- Utilizes state-of-the-art techniques and materials to accelerate construction and prolong service life

**REPRESENTATIVE PROJECTS**

**Retaining Wall No. 1, Appalachian Corridor D, West of Juliana Street Bridge to WV ALT 14, Parkersburg, WV:** QC Reviewer of the design of a 163' long concrete cantilever retaining fill wall along US 50, with a maximum height of 27' in the middle and the minimum height of 11' at the ends. The retaining wall was divided into 6 panels, with a max length of 30', due to the sharp variation in the elevation.

**Montgomery County Multi-Agency Service Park Retaining Wall, Montgomery County, MD:** Task Manager for the design of a segmental retaining wall (fill wall), 740' long and 20' high. Due to the existing unsuitable fill material below the wall zone, over-excavations below the wall and replacement with suitable material was specified.

**Southgate Drive Retaining Walls, Blacksburg, VA:** Task Manager for the design of three MSE walls, with a maximum length of 275' and height of 20', and one Soil Nail wall, 850' long and 25' high. The soil nail wall features light poles on top and away from the concrete facing. Both the soil nail wall and MSE walls include architectural treatment on the exterior face by using concrete with formliner.

**Brooke Road Retaining Wall and Culvert, Stafford County, VA:** Task Manager responsible for the design of two Vinyl Sheet Pile retaining walls and an extension of an existing concrete box culvert to support the widened roadway. The walls are fill walls with tieback anchors with a maximum length of 230' and height of 10'. The scope included preparing wall plan, elevation and section along with specifications and notes for the type of the materials used for vinyl sheet piles, steel tiebacks, and timber coping. For the extension of the culvert, precast method was utilized with a positive cast-in-place connection to the existing structure.

**US 522 over CR 13, Morgan County, WV:** Task Manager for the design of a single-span, prestressed concrete beam bridge (dual structure) with integral abutments and wraparound MSE walls.

**EDUCATION**

MS, 1978, Civil Engineering, University of Washington;  
 BS & MS, 1974, Civil Engineering, University of Tehran

**REGISTRATION**

West Virginia Professional Engineer [REDACTED]



**Aaron Wenger, PE**  
*Lighting Designer*  
 Years of Experience: 19 With AMT-3

**Why selected for this project**

- 19 years of experience in lighting design

**REPRESENTATIVE PROJECTS**

**O Street NW Road Extension, Washington, DC:** Civil Engineer for a new public street light system as part of a DDOT project providing a new public road extension of O Street NW. Coordinated with PEPCO for the service feed to the street lights, conducted reviews and photometric analysis, and prepared designs for the DDOT conduits, manholes, wiring, foundations and associated details for the street lights.

**Rhode Island Avenue Transportation Improvement Program, Washington, DC:** Project Manager/Engineer for streetscape improvements for 28 blocks (1,200 LF) of Rhode Island Avenue. Coordinated the survey effort, and managed public space LID infrastructure design to the 30% level, including conducting site visits and participating in meetings, base mapping, input for concepts and draft plans, and providing consultation and coordination regarding street light and utility infrastructure costs and existing conditions.

**Minnesota Avenue NE Revitalization Project (Phase 2), Washington, DC:** Project Engineer for design of the proposed PEPCO underground conduit-manhole system, for a length of approximately 1,300 LF within the roadway. Design plans for the proposed DDOT public street light system included conduits, manholes, light pole foundations, wiring, Pepco electric power source, and associated details for the full project length. The new light standards and fixtures include the decorative Washington globe and pendant poles with teardrop fixture. Included conflict resolution with utilities and bioretention facilities and also included preparing and producing photometric analysis plans for the public street light locations.

**2400 24th Street South, Arlington, VA:** Project Engineer for the design, coordination, submittals, and approvals for Arlington County public street light design, including conduits, handholes, light poles, foundations, and electric power source. Prepared design plans for relocation of the existing overhead utility lines and equipment to be placed underground.

**EDUCATION**

BS, 1996, Civil Engineering, Purdue University

**REGISTRATION**

Professional Engineer: VA, DC





**John E. Nottingham, PE**  
*Geotechnical Engineer*  
 Years of Experience: 28 With NGE: 12

**Why selected for this project**

- West Virginia Office Manager with extensive project experience in West Virginia
- Knowledge and expertise with geotechnical engineering aspects of roadways and parking lots

Mr. Nottingham has served as Principal Engineer and Office Manager for the West Virginia office of NGE since late 2002. In this capacity, he has served as lead Geotechnical Engineer on hundreds of government, commercial and industrial design projects.

**REPRESENTATIVE PROJECTS**

**I-70 High Mast Light Towers, Wheeling, WV:** This project consisted of a Geotechnical Investigation needed for the design of 34 high-mast light towers along an 11-mile section of I-70 in Wheeling, West Virginia for the West Virginia Department of Transportation. The geotechnical investigation included drilling one test boring at each tower location, performing laboratory testing to classify the soils and determine their engineering properties, and providing detailed recommendations for the design of the towers' foundations.

**New Access Road for the VA Medical Center, Huntington, WV:** Performed a Geotechnical Investigation for a new 3,000-foot long access road for the VA Medical Center. The project included drilling of 11 test borings along the planned road alignment. Laboratory testing of collected soil samples was performed. A Geotechnical Engineering Report was prepared discussing the results of the subsurface investigation and providing detailed recommendations for design of the project earthwork.

**Coonskin Park Bridge and New Access Roadway, Charleston, WV:** Lead Geotechnical Engineer for this design/build project to construct new access into the Coonskin Park in Charleston, West Virginia. The Geotechnical Investigation included drilling of 8 test borings and performance of laboratory testing on the collected soil and bedrock samples. Detailed recommendations for design of the project's earthwork and bridge foundations were provided.

**EDUCATION**

MS, 1995, Civil Engineering, West Virginia University;  
 BS, 1987, Civil Engineering, West Virginia University

**REGISTRATION**

West Virginia Professional Engineer [REDACTED]



**John Claytor, PS**  
*Surveyor*  
 Years of Experience: 33 With AMT: 3

**Why selected for this project**

- Over 30 years of combined experience related to field, office and management tasks involving transportation and parking improvements
- Survey experience includes aerial and field-run topographic surveys, boundary surveys, corridor mapping, GPS and conventional survey control networks, GPS-RTK surveys, hydrographic surveys, environmental surveys, utility surveys, and construction stakeout

**REPRESENTATIVE PROJECTS**

**WV Route 2 over Proctor Creek, Wetzel County, WV:** Project Surveyor for the replacement of the 3-span, approximately 230-foot long bridge carrying WV 2 over Proctor Creek. The existing rural bridge is located along a curved horizontal alignment and carries two traffic lanes in each direction with a roadway width of approximately 50 feet. The survey and mapping included approximately 35 individual properties adjacent to the public right-of-way and coordination with WVDOH staff to apply information contained in archive mapping. AMT design services involve bridge deck and superstructure design, modification of existing abutments to joint-less abutments, roadway widening design plans, and maintenance of traffic.

**US Route 1 Improvements at Fort Belvoir, Fairfax County:** Project Surveyor for a \$70 million, 3.68-mile design/build project. Surveying services include GPS-RTK and project control setup, supplemental surveying in areas that have been modified, subsurface utility locating and designating, and design survey QA/QC.

**Shiloh Park Access Road and Parking Lots, King George County, VA:** Survey Project Manager for a 33-acre county park, including a recreational access road, new parking lots with bus parking and ADA accommodations, and recreational facilities. Surveying services included a compiled boundary and supplemental topographic surveying based on county-provided mapping.

**EDUCATION**

Coursework, Land Surveying Technology, Austin Community College

**REGISTRATION**

West Virginia Professional Surveyor [REDACTED]



## References

West Virginia Department of Transportation, Division of Highway (DOH)

**Mr. Dennis Alderson**

Engineering Division

1334 Smith Street

Charleston, West Virginia 25301

304-558-9679

[Dennis.R.Alderson@wv.gov](mailto:Dennis.R.Alderson@wv.gov)

Dennis Alderson was the primary reviewer at WVDOH who reviewed all work performed by AMT's Project Manager, Bart Schumacher, PE, while working for WVDOH.

Department of the Navy, Naval Air Station – Patuxent River

**Ms. Teena Wettengel**

22445 Peary Road

Building 504

Patuxent River, Maryland 20670

301-757-4924 (phone)

[Teena.wettengel@navy.mil](mailto:Teena.wettengel@navy.mil)

AMT provided civil engineering for this design-build renovation of Pax River Building 503 and associated site work. The project included demolition and replacement of the existing parking lot, walkways, new water, sewer and gas services, and stormwater management. The project was to achieve a LEED Silver rating.

Virginia Department of Transportation (VDOT)

**Mr. Timothy Crooks**

1201 East Broad Street

Richmond, Virginia 23219

804-786-2901

[Tim.Crooks@VDOT.Virginia.gov](mailto:Tim.Crooks@VDOT.Virginia.gov)

AMT provided civil engineering and surveying services on two new state facilities for VDOT – the 6-acre Manassas Traffic Field Operations (TFO) facility and 19-acre Chantilly/Clifton Area Headquarters (AHQ) facility. Surface parking lot designs included access roads, internal circulation for turning movements, space sizing for cars and maintenance vehicles, loading areas, geotechnical pavement sections, traffic signage and pavement striping, curb and gutter, retaining walls, site lighting, and related work.

## Similar Projects

### Army National Guard Readiness Center

AMT provided civil engineering, surveying and landscape architectural services for a variety of projects at the Army National Guard Readiness Center in Arlington, VA. As part of a multi-discipline A/E team providing ongoing consultation to the ANGRC, AMT provided services over several years in connection with facility additions, maintenance, security upgrades and related site work. Site improvements included perimeter security upgrades including new access control point, active and passive vehicle barriers, double steel cable barrier system, removable bollards at low traffic areas and motorized ornamental heavy duty sliding and swinging gates at the main and north entrance. Other site work included storm drainage improvements at the main entrance, various sidewalk replacements and repairs, site work and new concrete truck access associated with a new storage and maintenance building, and improvements associated with a running track.



**Client Contact Information:**  
N/A - Retired

### Criminal Justice Information Services Division of the FBI

AMT provided civil engineering services associated with several improvements to the Criminal Justice Information Services Division of the Federal Bureau of Investigation in Clarksburg, WV. Specific services included:

**CMT Building:** Design for a new 6" water line from the exiting main to 5 feet outside the building. Plan, profile and details were provided.

**West Guard House Canopy Design:** Designed a drainage system for collecting and conveying stormwater runoff from the new canopy. Designed new concrete islands and bollards to separate the passenger vehicle driving lanes and to provide mounting locations for security access devices. Pavement restoration details were also provided.

**Vehicle Barriers:** In support of the repair or replacement of the ten (10) vehicle barriers, prepared the site plan for each of the barrier locations, indicating existing site conditions at each barrier.

**East Road Drainage System:** Designed corrective measures for two (2) areas of settlement/cracking in the sidewalk between the parking lot and the main building. Additionally evaluated and designed corrective measure to address erosion occurring around the road embankment. Also evaluated the hydraulic capacity of an existing inlet in a concrete channel that experienced overflows and was causing significant downstream erosion.

**North Plaza:** Provided plan and details to correct the differential settlement that occurred in the area based on visual site assessments.



**Client Contact Information:**  
N/A - Retired

## Fort Myer Child Development Center Parking Lot

AMT provided surveying, site layout, civil engineering and landscape design services for a new child development center, including a 90-space parking lot, service drives, playgrounds, fencing, and pedestrian connections. New utilities included water service, a sanitary sewer system, and a storm drainage system. Other existing utilities were preserved, including adjusting the site grading to avoid relocating an existing steam line.



Considerations for design of the parking lot included accessibility, handicap parking, safe access, effective drainage, and vehicular circulation. Designed the layout, parking, screening, and landscape to maintain force protection setback and in accordance with Ft. Myer Installation Design Guidelines, Military District of Washington. Plantings of shade trees, evergreen trees, shrubs, and groundcover were located to maintain security perimeters, yet provide screening, shading, and aesthetic values. Within 10 meters of the building, AMT insured that nothing could hide an item larger than 6"x6". Plantings and playground equipment in the new playground areas were strategically located to provide force protection setbacks while still providing shading and separation between younger and older children.

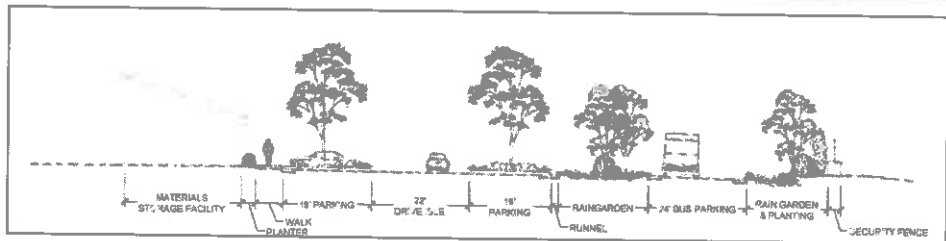
### **Client Contact Information:**

US Army Corps of Engineers  
Jose E. Burgos  
410-962-4660 (phone)  
[jose.E.Burgos@usace.army.mil](mailto:jose.E.Burgos@usace.army.mil)

Designed stormwater management in accordance with military and Arlington County requirements, incorporating plant material and natural processes to treat water quality and quantity. In addition to reviews by CDC, Ft. Myer DPW and USACE, the stormwater management plans and erosion and sediment control plans were submitted to Arlington County Department of Environmental Services for review and approval.

## Arlington National Cemetery Parking Lot

AMT provided design of a new and expanded parking facility with retaining and decorative walls. The project also included stormwater management facilities, coordination with VDOT regarding an access permit, utility extensions and relocations, and preparation of bidding documents.



Additionally, AMT provided surveying, subsurface utility locating services, and landscape architecture. The parking lot included approximately 110 spaces which was achieved by expanding the existing parking lot and reconfiguring to meet the program for the facility. A perimeter and decorative retaining wall was designed to separate the parking spaces from the adjacent roadway. Landscape screening was provided and coordinated with the National Capitol Planning Commission for their approval and acceptance. Stormwater management controls were provided by below-ground storage facilities and bio-retention facilities for quality purposes. Telecommunication and power utility lines were relocated as part of the project. An existing 10" waterline was also relocated.

### **Client Contact Information:**

US Army Corps of Engineers  
Katherine Welton  
410-962-3379 (phone)  
[Katherine.Welton@usace.army.mil](mailto:Katherine.Welton@usace.army.mil)

## New Parking Lots and Access Roads for NAVFAC PAX RIVER

AMT provided comprehensive civil engineering services for two NAVFAC Patuxent River Naval Air Station facilities, including:

**P-140 Engineering Communications Facility:** Civil engineering services for a new 18,000 GSF LEED Silver engineering communications facility with an 80-space parking lot and associated utility infrastructure. Coordinated site lighting locations. Loading/service area size was determined based on AutoTurn vehicular turning movements. Design services included an early rough grading and drainage package to expedite construction schedule, on-site water and sewer, water system extension, storm drainage, site grading and layout, MDE SWM, and erosion and sediment control. Designed Anti-Terrorism Force Protection (AT/FP) measures. Coordinated electrical and communication layout and profile. Coordinated work adjacent to wetlands and waterways. Provided construction phase services.



**P-155 Atlantic Test Range Addition and Parking Lot:** Civil engineering design services for a new 8,000 GSF LEED Silver aircraft test range facility with a 114-space parking lot and associated utility infrastructure. Fire access lane size was determined based on AutoTurn vehicular turning movements. Coordinated site lighting locations. Design services included multiple packages to provide for "early start" construction, on-site water and sewer, site storm drainage, site grading and layout, MDE SWM, and erosion and sediment control. Designed Anti-Terrorism Force Protection (AT/FP) measures. Coordinated electrical and communication layout and profile. Coordinated work adjacent to wetlands and waterways.



### **Client Contact Information:**

G-W Management Services, LLC  
Andrew Phillips  
301-881-8517 (phone)  
aphillips@g-wms.com

## On-Call A/E Services IDQ for Naval Surface Warfare Center

AMT provided civil engineering, surveying and landscape architecture services in connection with IDQ assignments for the Naval Surface Warfare Center in Dahlgren, Virginia. Project components included studies, plans, specifications and cost estimates for new construction and maintenance/repair projects including buildings, concrete structures, utilities, and parking areas. Example projects include:

**Theatre Warfare Center:** Civil engineering and topographic surveying for the design of an 18,000 SF addition. The design included relocation of existing water, sewer, and storm drain facilities; new utilities infrastructure; parking lot replacement; and application of force protection criteria. Stormwater management and erosion and sediment control were key environmental components.

**Battleforce Command Center:** Civil engineering, topographic surveying, and utilities locating for this educational facility addition. Project components included site development, parking lot improvements, road alignments, water/sewer and drainage realignment, and landscaping. Stormwater management control plans were prepared for VDSWC.

**Tomahawk Mission Planning Development Laboratory:** Civil engineering services for this 6,100 SF addition. Site work included parking, utilities relocation, improvements to adjacent roads, and landscaping. Stormwater management and erosion and sediment control plans were prepared in accordance with VDSWC and VDEQ regulations.

**Dahlgren Housing:** Prepared civil elements for design-build RFP documentation in accordance with NAVFAC Design-Build Request for Proposal. Also provided evaluation of existing water system infrastructure and cost estimates for site elements.

### **Client Contact Information:**

N/A - Retired

## Retaining Wall for Security Fencing approaching Martin Boulevard Bridge

AMT was retained by Amtrak to design a segmental retaining wall to accommodate security fencing along Amtrak's right-of-way in Middle River, Maryland. Narrow embankment widths approaching the Martin Boulevard Bridge were preventing the right-of-way fence from being installed at an acceptable distance from the track.



The segmental block wall length was approximately 105 feet on the south side of the tracks and 90 feet on the north side of the tracks. The block wall was designed to be a maximum height of seven feet-six inches and was located to avoid catenary poles and guy wires.

The design methodology used for the design of the segmental retaining wall was Load and Resistance Factor Design (LRFD). The wall was checked for overall stability, which included overturning, sliding, and bearing resistance calculations for the given soil conditions. The design included applied loads, for example wind loading, utilizing ASCE 7, "Minimum Design Loads for Buildings and Other Structures", to calculate loading which was applied to the security fencing. No impact loading was required as the fence was not anticipated to withstand a vehicular impact. The wall alignment was located such that the surcharge loads from the railroad tracks would be avoided. Any portions of the wall that violated the theoretical underground disturbance line, according to the AREMA "Manual for Railway Engineering", would have been subject to this manual and be designed per E80 train loading.

Final plans included sections at wall profile changes, full wall elevations, locations of top or bottom of wall step changes, recommended drainage details and estimated construction material quantities. The plans also included a connection detail for the fence post to be core drilled through and embedded into the top of the wall.

### Client Contact Information:

Amtrak  
David Pittman, PE  
215-349-2437 (phone)  
[prossew@amtrak.com](mailto:prossew@amtrak.com)

## Towson West Village Parking Lots and Retaining Walls

AMT provided master planning and full design for the necessary infrastructure needed to support the planned expansion of the West Village Precinct at Towson University. The expansion consisted of 12 buildings including student housing, student union building, and a parking structure. The construction documents addressed the infrastructure needs for the first phase of construction consisting of two student housing buildings, but also through the master planning process accommodates all future master plan build out. Infrastructure included: *Roadways, Traffic, and Parking* – A traffic study analyzing future master plan and Phase 1 improvements was conducted and a signal warrant study was prepared to determine the need for a signalized intersection at the West Village entrance road. Approximately 4,000 LF, consisting of new access road, service road and new pedestrian street, was designed. Alignments and grades were carefully designed, anticipating future building locations and grades. New parking lots were provided and existing lots were reconfigured and rehabilitated; *Retaining Walls* – A 1,000 LF approximately 10' high retaining wall was provided. Various wall options were studied and a drilled pile lagging and tie back system was used. A decorative poured in place concrete facing was provided.



### Client Contact Information:

Towson University  
Dennis Bohlayer  
410-704-3392 (phone)  
[dbohlayer@towson.edu](mailto:dbohlayer@towson.edu)



## Montgomery College Roadway Retaining Walls

AMT provided civil engineering, environmental and surveying services for the new \$74 million, 127,000 GSF, LEED Gold (anticipated) Bioscience Education Center and associated infrastructure improvements located on the Germantown Campus of Montgomery College in Germantown, Maryland.



AMT's services included conducting field surveys and utility designating for base map preparation. To facilitate the site improvements, AMT prepared site utility demolition plan, erosion control plans, site grading and drainage plans, site improvement plans/details, utility plans/profiles and stormwater management plans, profiles and details. AMT also prepared a maintenance of traffic plan for both vehicles and pedestrians to provide necessary routings around construction. Specific services included the design of a new 350-space parking lot, a 2,000 LF campus loop road, 2,500 LF of 4-lane arterial roadway, and 10'-wide shared-use path.

### **Client Contact Information:**

Montgomery College  
Sandra Filippi  
240-567-7362 (phone)  
[Sandra.Filippi@montgomerycollege.edu](mailto:Sandra.Filippi@montgomerycollege.edu)

The project also included more than 500' of retaining walls to accommodate steep slopes within the project area. AMT conducted layout and volume studies to balance the need for earth moving and amount of retaining wall required. AMT reviewed several retaining wall options with the client to determine the most economical solution. AMT prepared all necessary retaining wall plans, profiles, details, specifications and structural calculations for the wall sizing requirements.

## New Access Road for the Huntington VA Medical Center

AMT's subconsultant, NGE, provided geotechnical drilling and engineering services for a new access roadway into the VA Medical Center in Huntington, West Virginia. The new access road will connect the southern end of the VA Medical Center to Spring Valley Drive. The new roadway will be approximately 3,000 feet long, with approximately 325 feet of elevation change. Significant cut slopes and fill embankments are required for the project. The area of the proposed roadway traverses numerous areas of past slope instability.

### **Client Contact Information:**

Randolph Engineering  
Jacob C. White, PE  
304-757-9217 (phone)  
[jw@randolphengineering.co](mailto:jw@randolphengineering.co)

NGE's scope of work for this project included the following:

- Field work coordination including site reconnaissance, drilling supervision and sample logging.
- Drilling of 11 test borings including standard penetration testing and sampling and rock coring.
- Laboratory testing of representative soil samples obtained from the test borings.
- Preparation of a geotechnical engineering report to address the following items:
  1. A description of the subsurface conditions encountered at the test boring locations including detailed typed boring logs.
  2. Results of the laboratory testing performed to classify the soils and aid in determination of their engineering properties.
  3. Slope stability analysis of planned fill embankments.
  4. Recommendations for site preparation and earthwork including cut slope design, fill embankment design, and fill placement recommendations.

## Coonskin Park Bridge and New Access Roadway

AMT's subconsultant, NGE, provided geotechnical drilling and engineering services for a new bridge and access roadway into the Coonskin Park in Charleston, West Virginia. NGE provided services to the Contractor for this design/build project. The new access road and bridge carries Coonskin Drive over the Elk River and connects with US Route 119. The bridge consists of a 3-span structure approximately 470-feet in length.

**Client Contact Information:**  
Swank Construction Company  
Michael D. Bianco  
724-335-6000 (phone)  
[mikeb@swankco.com](mailto:mikeb@swankco.com)

NGE's scope of work for this project included the following:

- Field work coordination including site reconnaissance, drilling supervision and sample logging.
- Drilling of 8 test borings including standard penetration testing and sampling and rock coring.
- Laboratory testing of representative soil and bedrock samples obtained from the test borings.
- Performance of cross-hole sonic logging of the bridge foundations during construction to verify the integrity of the drilled shaft concrete.
- Preparation of a geotechnical engineering report including the following information:
  1. Boring location plan.
  2. A description of the subsurface conditions encountered at the test boring locations including detailed typed boring logs.
  3. Results of the laboratory testing performed to classify the soils and aid in determination of their engineering properties.
  4. Slope stability analysis of planned fill embankments and bridge abutments.
  5. Recommendations for site preparation and earthwork including cut slope design, fill embankment design, and fill placement recommendations.
  6. Geotechnical foundation design recommendations for each bridge substructure unit including foundation type, depth and ultimate resistance of bearing materials.



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

State of West Virginia  
 Centralized Expression of Interest  
 02 – Architect/Engr

Proc Folder: 233553

Doc Description: Addendum 1 -JFHQ Parking and Storage Area EOI Design Service

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-08-10	2016-08-18 13:30:00	CEOI 0603 ADJ1700000001	2

**PROVIDER RECEIVING LOCATION**

PROVIDER CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 MS

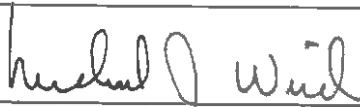
**ENDORSEMENT**

**Endor Name, Address and Telephone Number:**

A. Morton Thomas and Associates, Inc.  
 417 Grand Park Drive, Suite 102  
 Parkersburg, West Virginia 26105  
 304-400-4952 (phone)  
 304-400-4953 (fax)

**FOR INFORMATION CONTACT THE BUYER**

Jessica S Chambers  
 (304) 558-0246  
 jessica.s.chambers@wv.gov

Signature X 

FEIN # 52-0728302

DATE August 18, 2016

Offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION:**

ddendum

ddendum No. 01 issued to publish and distribute the attached information to the vendor community.  
\*\*\*\*\*

**Expression of Interest**

The WV Army National Guard is seeking the services of a qualified professional engineering firm to design and to develop construction documents for a new parking and storage area at the West Virginia Army National Guard facility at the Coonskin Complex in Charleston, WV 25311 as defined herein.

SOURCE TO		SHIP TO	
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 707 COONSKIN DR		DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR	
CHARLESTON	WV25311	CHARLESTON	WV 25311
S		US	

Line	Comm Ln Desc	Qty	Unit Issue
	JFHQ Parking and Storage area design services		

Comm Code	Manufacturer	Specification	Model #
101508			

**Intended Description :**

Professional engineering design services to develop construction documents to provide for the addition of a parking and storage area, located at the Joint Forces Headquarters Complex, Charleston, WV 25311.

ADJ170000001	<b>Document Phase</b> Final	<b>Document Description</b> Addendum 1 -JFHQ Parking and Storage Area EOI Design Service	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**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.

Timothy Kirk Timothy Kirk, PE, PTOE - Associate  
 (Name, Title)  
 Timothy Kirk, PE, PTOE - Associate  
 (Printed Name and Title)  
 417 Grand Park Drive, Suite 102, Parkersburg, West Virginia 26105  
 (Address)  
 304-400-4952 (phone number) / 304-400-4953 (fax number)  
 (Phone Number) / (Fax Number)  
 tkirk@amtengineering.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.

A. Morton Thomas and Associates, Inc.  
 (Company)

Michael J. Wiercinski (Michael Wiercinski, PE, PS - Principal)  
 (Authorized Signature) (Representative Name, Title)

Michael Wiercinski, PE, PS - Principal  
 (Printed Name and Title of Authorized Representative)

August 18, 2016  
 (Date)

304-400-4952 (phone number) / 304-400-4953 (fax number)  
 (Phone Number) (Fax Number)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CEOI 0603 ADJ1700000001**

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

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

Addendum Numbers Received:  
*(Check the box next to each addendum received)*

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

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

A. Morton Thomas and Associates, Inc.

Company

Michael J. Wind

Authorized Signature

August 18, 2016

Date

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

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

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

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

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

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: A. Morton Thomas and Associates, Inc.

Authorized Signature: *Michael J. Wind* Date: August 18, 2016

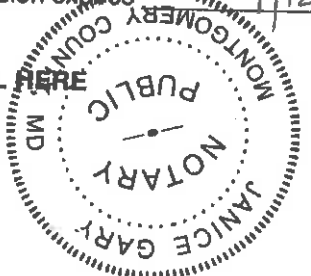
State of Maryland

County of Montgomery, to-wit:

Taken, subscribed, and sworn to before me this 18 day of August, 2016

My Commission expires 1/12/2017, 2017.

AFFIX SEAL HERE



NOTARY PUBLIC

*Janice I. Gary*  
Purchasing Affidavit (Revised 08/01/2015)