



29 August 2016

Jessica S. Chambers
Senior Buyer
Department of Administration, Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130

Dear Ms. Chambers and Member of the Selection Committee;

We are pleased to provide the West Virginia Army National Guard Construction and Facilities Management Office with our expression of interest to provide professional architectural and engineering services for new windows at 3 existing State Armory facilities located in Clarksburg, Martinsburg, and Salem. We understand they will be altered to accommodate their perspective facility's needs and meet current building codes. We have vast experience with window replacement projects. As you review this submission, we emphasize the following strengths of McKinley & Associates with respect to your project:

McKinley & Associates has been providing design services since 1981, and now supports a professional staff that includes **Architects, Engineers**, Construction Administrators, and LEED Accredited Professionals specializing in Building Design and Construction among others. In addition, we recently became a 100% ESOP Company (Employee Stock Ownership Plan), so our employees now own 100% of our corporation. With our large staff size, McKinley & Associates offers you an added benefit of having the capabilities of handling all 3 projects simultaneously.

Over the years, McKinley & Associates has designed many projects involving **window replacements**, renovating while the building was occupied, turning outdated and inefficient windows into more modern energy conscience and secure models, and updating existing conditions to meet present day code requirements. The overall improvements involve **form, function, performance, and security features**. For example, we can spec windows that are energy efficient and allow natural daylight to enter, but at the same time also obstructs exterior vision (looking in). The windows can have various levels of safety glazing and security protection framing, shatter-proof, bullet resistance, tempered, thermal layered, etc.

McKinley & Associates has been honored to be a partner with the West Virginia Army National Guard for multiple projects, and we wish to continue our service with you on this project as well. We are ready to begin immediately and will meet all your Goals and Objectives.

Thank you for reviewing our submission and considering McKinley & Associates for your proposed window replacement projects. We are very excited about the possibility of working with you again.

Sincerely,

Ernie Dellatorre
President
McKinley & Associates
304-233-0140
edellatorre@mckinleyassoc.com

08/30/16 10:20:41
Purchasing Division

CORPORATE INFORMATION

Firm History

Founded in 1981, McKinley & Associates is a multi-discipline full service Architectural & Engineering firm, offering comprehensive professional services in Architecture, MEP Engineering, LEED ("Green") Design, Interior Design, Commissioning, Construction Administration, and more. We have a broad range of skill and experience for projects involving governmental, emergency service, educational, commercial, and much more. McKinley & Associates is a 100% ESOP Company (Employee Stock Ownership Plan), which is a benefit plan that gives our employees stock ownership in 100% of our company. This is a contribution to the employee, not an employee purchase.



McKinley & Associates' Charleston, WV Office

Firm Information

Ernest Dellatorre
President

Tim Mizer, PE, RA, QCxP
Director of Operations

Gregg Dorfner, AIA, NCARB
Director of Architecture

Date of Incorporation
1981 Wheeling, West Virginia

Number of Professionals

Total Size	30
Architects	6
Engineers	3
Historic Preservationist	1
Construction Admins.	3
Arch./Eng. Designers	9
LEED AP BD+C	2
Interior Designer	1
Commissioning Provider	1
ALEP / CEFP	1
REFP	1
MIS	1



McKinley & Associates' Washington, PA Office

Location

Headquarters

The Maxwell Centre

Thirty-Two - Twentieth Street
Suite 100
Wheeling, West Virginia 26003
P: 304-233-0140
F: 304-233-4613



Credentials

McKinley & Associates is a member of the following organizations:
CEFP, AIA, WEDC, AIA, NFPA, NCARB, ASCE, ASPE, BOCA, ASHRAE, AGI International

Satellite Offices

Charleston Enterprise Center

1116 Smith Street
Suite 406
Charleston, West Virginia 25301
P: 304-340-4267
F: 304-340-4269

Washington Trust Building

6 S. Main Street
Suite 1028
Washington, Pennsylvania 15301
P: 724-223-8250
F: 724-223-8252

McKinley & Associates' Wheeling, WV Headquarters



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PROJECT APPROACH & METHODOLOGY

Over the years, McKinley & Associates has designed many projects involving **window assessments, renovations, replacements, upgrades, and repairs**. During this time our expertise has been called upon many times to evaluate existing building openings for not only **energy efficiency** but more commonly **security upgrading**. With our vast renovation experience, experience with codes, and our great working relationship with various state agencies; we are confident that we have the talent and technology needed to make this successful. Also, as your Architects and single point of responsibility, you can be reassured of smooth project delivery and sensitivity to all relevant guidelines in our state. McKinley & Associates is also willing to dedicate more Architects, Architectural Designers, Interior Designers, LEED Accredited Professionals, and Construction Administrators - if they are needed - to make this project a success.

We have renovated numerous buildings while occupied, turning outdated and inefficient buildings into more modern energy conscience facilities, and we know we have the ability to provide you with the services to make this project a success.

We have completed many **window replacement projects** which gives us invaluable experience to utilize within your project. We currently support clients on a number of significant renovation / upgrade projects that illustrate this ability. We also have experience with renovation projects with multiple Phases. If we have to sequence/phase the new installations, say for example, as to not disrupt the current occupants of the buildings, we have vast experience with phasing from our hundreds of renovation projects, and will coordinate the renovations as required. Examples are seen throughout this submittal.

McKinley & Associates' **approach and methodology** to design is simple: **communicate with the client and address**

the client's needs and desires first. We continually achieve success in projects by maintaining time and cost management, quality control and excellent communication amongst the client and contractors. We use a **team approach** that incorporates Architects, Engineers, Designers, Drafters, Construction Administrators and support staff from the beginning. The entire team is involved in the design process so that they know why the building was designed and how it is intended to be used, and will **determine the level of safety and security for the window replacements**. Throughout the design process, we hold design workshops to obtain the critical information needed to achieve a design that meets your needs and budget. We do not depend only on our experience, we also refer to the day to day experiences of those West Virginia Army National Guard representatives who will use the building. We have found that this face-to-face approach allows us to focus on your needs to ultimately achieve a better project outcome.

Therefore, to start your project, a kickoff meeting will be held with WVARNG representatives along with facility walkthroughs at all 3 State Armories at Clarksburg, Martinsburg, and Salem, for all the design professionals. **Each project**



First Choice America
Community Federal Credit
Union window replacement



City-County Building window replacement



Riverview Towers
window replacement



Marion County Courthouse
window replacement



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PROJECT APPROACH & METHODOLOGY

has to be evaluated on its own. From these meetings the Owners Project Requirements will be defined and documented, to be used as a guideline through the design phase. We will verify existing conditions against any available building drawings and/or documentation. We will use all this information to aid in the design of the window replacements. We can also provide multiple options pertaining to the quality and style of replacement, the level of safety, along with the level of security protection, as related to the potential cost of construction.

The **West Virginia State Police** is one of our governmental clients that we have worked with for over 20 years on numerous projects throughout the State. We have designed multiple renovation projects which have window replacements, and we understand the need for safety and security in these - and other - emergency service projects.

Quality control at McKinley & Associates, Inc. is a constant process which begins with the initial project activity and continues through document submissions, bidding, construction and owner occupancy.

The longevity and size of the firm and our history of success completing complex and innovative projects is founded upon our commitment to this process. **During the design phases**, all personnel become fully versed in the client's program, project requirements and design standards. The design team is responsible for identifying for the West Virginia Army National Guard any potential conflicts between program criteria and design standards and resolving those conflicts to your satisfaction. As the schematic/concept plans are developed, Patrick J. Rymer, AIA, ALEP, your Project Manager, will present plans for review and comments to a plan group depending on the nature of the work; e.g. engineers commenting on the engineering and

architects critiquing the architecture (*a peer review of Architects led by Patrick Rymer, your Project Manager, along with Bob Smith, your Construction Administrator, is seen to the left*).

Once a consensus is reached, the plans advance in the process. **Prior to the completion of each phase**, a set of project documents is issued to each discipline for coordination, cross-checking and review. The following items are checked at that time: Drawings and specifications for program compliance, Drawings and specifications for internal coordination, Cost effectiveness of the design, Drawing accuracy, and Compliance with appropriate codes and client standards. After coordination check corrections are completed, Patrick will review the documents and compare the completed documents

with check prints to verify that corrections have been made in accordance with the project design criteria. A review set will be sent to the West Virginia Army National Guard, the Fire Marshal and other governing authorities for preliminary review. During the subsequent phases of design, all items are checked by persons other than those performing the daily design work in order to provide fresh insight. Prior to the final release of the documents, revisions are once again checked by the Project Manager and appropriately referenced on the drawings. Copies of the final documents will be distributed to the WVARNG for final review and approval. A set is sent to the Fire Marshal and other governing authorities for final review comments. Comments are incorporated into the documents prior to issuance for advertising, bidding and construction. Bid documents are issued after a final check to verify that all bid packages have current revisions included and are appropriately identified. Bid sets are numbered and registered to bidders so that each bidder may be kept informed of clarifications and addenda. We will provide assistance in analyzing and evaluating bids for construction, and assist with awarding the construction contracts. **During the construction**, the processing of shop drawings and submittals will be controlled and monitored by Mr. Rymer, and includes the receipt, logging, review and return of submittals. Urgent items can often be expedited to satisfy the construction schedule. In addition, Bob Smith, your Construction Administrator, will monitor the contractor's progress to ensure that they are following the Construction Documents, and verify that closeout documents are submitted in a timely manner upon Substantial Completion.



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CONSTRUCTION ADMINISTRATION & ON-SITE REPRESENTATION

Observe the Construction Progress

Liaison between the Owner, Contractor, and Architects/Engineers

Responsible for All Construction Progress Meetings and Minutes

Monitor the Construction Schedule

Ensure that the Contractor is Following the Construction Documents

Verify Pay Application and Change Orders

**Typically On-Site Once Every Two Weeks
(Provide Additional On-Site Representation if Requested)**



Our **Construction Administrators** have an extra responsibility than what most firms' Construction Administrators have; our CAs are a part of the design process from **Day 1** (they are not thrown into the project only when construction starts, they are here from the beginning), so they know the ins-and-outs of the project. Our CAs have an important role as being the **liaison between the Owner, Contractor, and Architect**. The primary objective of the Construction Administration services is to ensure completion of work the way the client wants it - **as scheduled and as budgeted**. Our Project Coordinators evaluate the quality of the work to verify that it meets the level required by clients, in addition, they monitor the contractor's progress to ensure that they are following the Construction Documents. They observe the construction progress, are responsible for all construction meetings and minutes, and they verify pay application and change orders. The Construction Administrator is typically on-site once every two weeks, but we can provide additional on-site representation if requested.

REFERENCES

We feel that the best way to demonstrate our strengths and leadership in design is by referring to our clients. So that you don't only have to take our word for it; here is a list of references that we encourage you to call:

WVSP - MULTIPLE PROJECTS

Colonel C.R. "Jay" Smithers
Superintendent
West Virginia State Police
725 Jefferson Road
South Charleston, WV 25309
304/746-2115

ORRICK'S GLOBAL OPERATIONS CENTER

Mr. Will Turani
Orrick, Herrington & Sutcliffe LLP
2121 Main Street
Wheeling, WV 26003
304/231-2629

WVDHHR'S OHIO COUNTY OFFICE BUILDING

Mr. David J. Hildreth
WV Department of Administration
Real Estate Division
1409 Greenbrier Street
Charleston, WV 25311
304/558-1295

BUILDING 55

WEST VIRGINIA STATE OFFICE COMPLEX

Mr. Robert P. Krause, PE, AIA
State of West Virginia
General Services Division
1900 Kanawha Boulevard East
Charleston, WV 25305
304/558-9018



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CLIENT TESTIMONIAL



West Virginia State Police
725 Jefferson Road
South Charleston, West Virginia 25309-1698
Executive Office

Earl Ray Comblin
Governor

Colonel C. R. "Jay" Smithers
Superintendent

September 8, 2011

Subject: Reference for McKinley & Associates

To Whom It May Concern:

The West Virginia State Police have had a professional relationship with McKinley & Associates since 1996. Not only do their Architects and Engineers listen to the needs of our law enforcers; they have gone beyond the call of duty to ensure our projects are top quality, run smoothly, and are completed on time.

Sincerely,

A handwritten signature in black ink that reads "Colonel C.R. 'Jay' Smithers".

Col. C.R. "Jay" Smithers,
Superintendent

Equal Opportunity Employer

(We would be happy to provide more reference letters, if requested)

 **McKINLEY & ASSOCIATES**
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DESIGN TEAM FLOW CHART



Project Manager / Point of Contact
Patrick J. Rymer, AIA, ALEP

Architecture
Patrick J. Rymer, AIA, ALEP
Lead Architect
Christina Schessler, AIA, LEED AP BD+C
Architect / LEED Accredited Professional specializing in Building Design & Construction

Engineering Team
Tim E. Mizer, PE, RA, QCxP
Director of Operations / Architectural Engineer / Architect / Commissioning Agent
Darren S. Duskey, PE
Electrical Engineer
John L. Suhrie, PE
Structural Engineer
Michael A. Heath
Fire Protection Engineering Designer

Construction Administration
Robert E. "Bob" Smith

* McKinley & Associates is willing to dedicate more Professionals if they are needed



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Patrick J. Rymer, AIA, ALEP (CEFP), NCARB

Architect

EDUCATION:

University of Tennessee
Bachelor of Architecture - 1999

Memphis Center for Design - 1998

PROFESSIONAL AFFILIATIONS AND REGISTRATIONS:

Registered Architect in:
West Virginia

Member:

The American Institute of Architects (AIA)
Accredited Learning Environment Planner (ALEP)
- [formerly known as Certified Educational
Facility Professional (CEFP)]

NCARB

IDP

ArchNet

PROFESSIONAL EMPLOYMENT:

McKinley & Associates
Wheeling, WV (2005 to present)

Capitol Engineering
Charleston, WV (2003-2005)

United Brotherhood of Carpenters & Joiners
(2000-2003)

SUMMARY OF EXPERIENCE:

Mr. Rymer brings over 15 years experience in the building design and construction industry. His recent relevant experience includes the project management of several projects with safety and security as a main project scope, including window replacements, as well as the lead design and construction administration of various Federal, State, County Government and private projects. He has been the lead architect on multiple projects designed during his 10+ years at McKinley & Associates; these involved both renovations and new construction. He is in the inaugural class of Accredited Learning Environment Planners; one of only 157 in the World! Bringing a diverse background from the hands on experience of an apprenticeship in the construction trades to project management of multi-million dollar facilities, Mr. Rymer has an intimate understanding of building and design on a holistic level.

NOTABLE PROFESSIONAL EXPERIENCES:

West Virginia Army National Guard - Multiple Projects, State-Wide:
Camp Dawson/Fueling Canopies*, Parkersburg Army Aviation
Support Facility / Taxiway Repair*, Glen Jean WVANG-AFRC-MEPS
Facility*, Parkersburg AASF Apron Rehabilitation*, Williamson
Armory, WVANG Wash Pad & Military Parking*, Summersville
Readiness Center*, & Lewisburg Readiness Center*

West Virginia State Police - Multiple Projects, State-Wide: Jackson
County Detachment, Kanawha County Troop 4 Headquarters, &
Berkeley County Detachment

Comprehensive Educational Facilities Plan for Brooke, Hancock,
Ohio, Ritchie, Tyler, & Wetzel counties

Brooke County Schools - new Brooke Middle

Hancock County Schools - multiple projects in various buildings

Tyler County Schools - multiple projects in various buildings,
including County-Wide Security / School Access Safety Project

Wetzel County Schools - multiple projects in various buildings,
including County-Wide School Access Safety Plan

Wood County Schools - multiple projects in various buildings

Regional Economic Development - Site Improvements for Orrick's
Global Operations Center, & Adaptive Reuse Warehouse Study

Wellsburg City Hall Building

Ohio County Commission - Cabela's Phase II Expansion

Braxton County Senior Citizen Center addition/renovation

** previous work experience with a firm other than McKinley & Associates*

Christina Schessler, AIA, LEED AP BD+C

Architect / Specialized LEED Accredited Professional



EDUCATION:

The Pennsylvania State University
Bachelor of Architecture - 1986

Savannah College of Art & Design (SCAD)
Masters in Historic Preservation - 2012

PROFESSIONAL AFFILIATIONS AND REGISTRATIONS:

Registered Architect in:

Ohio
Pennsylvania
Virginia
West Virginia

NCARB Certificate - 2005

LEED® Accredited Professional

Member:

American Institute of Architects
City of Wheeling - Building Codes Board
of Appeals

Preservation Alliance of West Virginia
The Association for Preservation
Technology International

Former Member, Board of Director, & Treasurer:

The Midwife Center for Birth & Women's
Health / Pittsburgh, PA

PROFESSIONAL EMPLOYMENT:

McKinley & Associates
Wheeling, WV (2004 to present)

MacLachlan, Cornelius & Filoni Architects
Pittsburgh, PA (1999-2004)

Perfido Weiskopf Architects
Pittsburgh, PA (1996-1999)

T.L. Cox & Associates
Beaver, PA (1990-1996)

Valentour English Bodnar Architects
Mt. Lebanon, PA (1989-1990)

Kenny Williams & Williams Building Diagnostics
Maple Glen, PA (1988)

SUMMARY OF EXPERIENCE:

Christina Schessler, AIA, LEED AP BD+C is an **Architect** and a **LEED Accredited Professional specializing in Building Design & Construction** with over 25 years of experience. In addition, she recently completed her Masters in Historic Preservation, and has a passion for renovation, restoration, and modernization projects. Ms. Schessler is adept at developing space and utilization programs with Clients who are unfamiliar with the architectural design process. She has had the opportunity to participate in the design of a few uncommon building types, such as fire fighting training centers, fire stations, funeral homes, and animal research facilities to name a few. As a LEED AP, Christina will also be able to provide direction to your projects to develop a design that includes energy efficiency. She was the project architect on award-winning projects, such as Bennett Square business center renovations, and for the WVDCH on the West Virginia Independence Hall historic preservation / renovation project, which both won a Heritage Tourism Award from the Preservation Alliance of West Virginia. She has also won other design awards for WV and PA projects.

NOTABLE PROFESSIONAL EXPERIENCES:

United States Postal Service - 2 Open-End IDIQ contracts / multiple projects across WV and PA

West Virginia Division of Rehabilitation Services Wheeling District's new office space fit-out

WVU Fire Training Academy / Jackson's Mill, WV

Panhandle Cleaning & Restoration

Wheeling Island Fire Station renovation

Ohio Valley Towers renovations

Wheeling Island Hotel•Casino•Racetrack multiple renovation projects

Bennett Square Office Building - 3 Phases of renovations

Wagner Building - Multiple Office renovations/fit-out projects

West Virginia Independence Hall historic preservation / renovations

Fairmont State University addition at Braxton County High School

Lincoln National Bank historic preservation / renovations

Harrison County Courthouse renovations

Grave Creek Mound Museum renovations

Ft. Henry Building business center renovations

The Linsly School 200th Anniversary Campaign addition/renovations

Grant County Schools - multiple renovation projects

Hampshire County Schools - Animal Vet Science Center

Hancock County Schools - multiple renovation projects



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Tim E. Mizer, PE, RA, QCxP

Architectural Engineer / Architect / Commissioning

Director of Operations

EDUCATION:

Kansas State University
B.S. Architectural Engineering - 1983

University of Cincinnati
Architecture

PROFESSIONAL AFFILIATIONS AND REGISTRATIONS:

Registered Engineering in:
Ohio
West Virginia

Registered Architect in:
Ohio

Qualified Commissioning Process Provider

PROFESSIONAL EMPLOYMENT:

McKinley & Associates
Architect / Engineer / Commissioning
Wheeling, WV (1995 to present)

M.C.C. Engineering
Director of Design
Columbus, Ohio (1988-1995)

Schooley Caldwell and Associates
Electrical & Mechanical Design
Columbus, Ohio (1986-1988)

Mizer Design
Free Lance Architectural Engineering Design
Columbus, Ohio (1985-1986)

Envirotek, Inc.
Drafting and Electrical & Mechanical Design
Raleigh, NC (1984-1985)

SUMMARY OF EXPERIENCE:

Mr. Mizer is a very talented and unique professional being both a Registered Architect and Professional Engineer. In addition, he is also a Qualified Commissioning Provider. He joined McKinley & Associates in 1995, and has over 30 years of experience. Mizer's background as an Architect and Engineer has provided him with a total understanding of the engineering components and the process necessary for integrating architectural design and building systems. As the Director of Operations, Mr. Mizer's presence is a key to the design procedures required to coordinate the functionality of the engineering systems into the aesthetics of a building space.

NOTABLE PROFESSIONAL EXPERIENCES:

West Virginia Army National Guard - multiple projects, including AASF#1 Hangar renovations, statewide SPCC Certifications, new Mountaineer Challenge Academy, and new Multi-Purpose Building at Camp Dawson

West Virginia State Police - worked on multiple projects from our 3 consecutive Open-Ended A/E Services contracts, including renovations and new detachments.

United States Postal Service - multiple post offices in WV and PA, from our 2 IDIQ contracts.

Building 55: WV State Office Complex in Logan (LEED Certified)

Building 34: West Virginia State Office Complex in Weirton

Wheeling Island Hotel•Casino•Racetrack - multiple projects

West Virginia University - University Police Building renovations

WVU State Fire Training Academy

Wheeling Island Fire Station

WVDHHR's new Ohio County office renovations

Orrick's Global Operations Center renovations

Maxwell Centre renovations

Bennett Square renovations

Wagner Building renovations

Ohio Valley Towers renovations

Marshall County Schools - Hilltop Elementary (LEED Certified)

Cabela's Eastern Distribution Center

West Virginia School Building Authority - dozens of school renovations and new construction projects across the State, including multiple Safety & Security upgrades

Darren S. Duskey, PE

Electrical Engineer

EDUCATION:

The Ohio State University
B.S. Electrical Engineer - 1993

Marshall University
Graduate courses in Engineering

PROFESSIONAL AFFILIATIONS AND REGISTRATIONS:

Registered Professional Engineer in:
Ohio
Pennsylvania
West Virginia

PROFESSIONAL EMPLOYMENT:

McKinley & Associates
Wheeling, WV (2002 to present)

Pickering Associates
Parkersburg, WV (1997-2002)

Magnetic Specialty, Inc.
Marietta, OH (1995-1997)

Inland Products, Inc.
Columbus, OH (1993-1995)

SUMMARY OF EXPERIENCE:

Mr. Duskey has over 20 years of experience in the historic preservation, industrial, commercial, institutional, and educational markets with projects ranging from State Police detachment offices, electrical design of schools, health care facilities, large and small industrial projects, and commercial properties. He has extensive knowledge and experience with the National Electrical Code, state building codes, building industry standards and practices, and has demonstrated the ability to design qualitative and economic solutions to a myriad of challenges.

NOTABLE PROFESSIONAL EXPERIENCES:

West Virginia Army National Guard - multiple projects
West Virginia State Police - multiple projects across West Virginia
United States Postal Service - multiple projects across WV & PA
Building 55: WV State Office Building Complex in Logan (LEED Certified)
Building 34: West Virginia State Office Complex in Weirton
WVDRS Wheeling District's new office space fit-out
WVDHHR's new Ohio County office fit-out
Cabela's Eastern Distribution Center
West Virginia University - Colson Hall renovations
WVU State Fire Training Academy
Safety & Security upgrades for multiple PK-12 schools across WV
Jefferson Co Courthouse Electrical Upgrade
Jefferson County Jobs & Family Services renovations
Harrison County Jobs & Family Services renovations
Bennett Square multiple renovations
Wagner Building multiple renovations
Panhandle Cleaning & Restoration office building and warehouse
Ohio Valley Towers renovations
The Silver Companies' Moss Neck Farm Storage Building
Wheeling Island Hotel•Casino•Racetrack multiple renovations
Marshall County Schools - Hilltop Elementary (LEED Certified)
Marshall County Schools - Cameron High (LEED Registered)
Fairmont State University - College Apartments



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John L. Suhrie, PE

Structural Engineer

EDUCATION:

Pennsylvania State University
B.S. Civil Engineering

PROFESSIONAL AFFILIATIONS AND REGISTRATIONS:

Registered Professional Engineer in:
Delaware
Kansas
Michigan
Ohio
Pennsylvania
West Virginia

Professional Land Surveyor in:
Pennsylvania

Member:

American Society of Civil Engineers
American Concrete Institute
American Institute of Steel Construction
National Academy of Building Inspection
Engineers
National Society of Professional Engineers

PROFESSIONAL EMPLOYMENT:

Suhrie Engineering LLC
President, Structural Engineer
Pittsburgh, PA (2002 to present)

SUMMARY OF EXPERIENCE:

Mr. Suhrie has over 40 years of experience as a Professional Engineer with extensive and progressive experience in structural engineering, forensic inspections, project management, and engineering administrative with major engineering and construction firms. Responsibilities and experience includes forensic investigation of structural damage and building collapse, construction planning and scheduling, commissioning, construction problem trouble shooting investigation and development of resolutions, engineering and construction estimating, root cause investigations of engineering and construction problems using "Tap Root" and other investigation techniques, investigation of steel fabrication and field fit-up problems, structural engineering and design, structural inspections, as well as construction layout, surveying and field inspection. **McKinley & Associates has a 13+ year ongoing relationship with Suhrie Engineering on dozens of projects throughout West Virginia and Pennsylvania, ranging from new construction to additions and renovations. This includes window replacement projects.**

NOTABLE PROFESSIONAL EXPERIENCES TEAMING WITH MCKINLEY & ASSOCIATES:

West Virginia State Police - Berkeley County
West Virginia State Police - Hancock County
West Virginia State Police - Jackson County

United States Postal Service - Kane, PA
United States Postal Service - Monongahela, PA
United States Postal Service - New Cumberland, WV

Cameron American Legion

Dr. Ganzer Medical Office Building

Lincoln National Bank

Wheeling Island Hotel•Casino•Racetrack - multiple projects

Wheeling Island Fire Station

Sisters of St. Joseph Convent

Braxton County Senior Citizen Center

Bennett Square business center

Wagner Building business center

Carenbauer Wholesale Corporation office & warehouse

West Virginia University - Colson Hall

The Linsly School - Baner Hall

The Linsly School - Behrens Gym

Brooke Co. Schools - Follansbee Middle

Grant Co. Schools - Maysville Elementary

Marshall Co. Schools - new Cameron Middle/High (LEED Registered)

Marshall Co. Schools - John Marshall High

Ohio Co. Schools - Middle Creek Elementary

Tyler Co. Schools - Tyler Consolidated

Wetzel Co. Schools - Long Drain Elementary

Michael A. Heath

Fire Protection Engineering Designer

EDUCATION:

ITT Technical Institute
Associate Degree in Specialized Technology:
Computer-Aided Drafting Technology - 2000

PROFESSIONAL EMPLOYMENT:

McKinley & Associates
Mechanical & Fire Protection Designer
Wheeling, WV (2007 to present)

Janus, Inc.
AutoCAD Designer / Project Manager
Pittsburgh, PA (2002-2007)

Comunale Automatic Sprinkler
Fire Protection Designer
Pittsburgh, PA (July 05 - Oct 05)

S.A. Comunale Inc.
Fire Protection Designer
Pittsburgh, PA (2000-2002)

SUMMARY OF EXPERIENCE:

Mr. Heath brings a cross-trained design background to your project, and has vast knowledge in a diverse range of disciplines. He was trained by the National Fire Protection Association (NFPA) in Dallas, Texas, and has used these skills to work on projects from multiple business sectors and with various sizes, such as the 4 story, 1,500,000 square foot David L. Lawrence Convention Center in Pittsburgh, Pennsylvania. He has vast expertise in designing and calculating fire protection systems, standpipes, dry and wet systems, hydraulics, and water cannons; stock listing materials for systems; as well as surveying job sites and frequent business trips to coordinate jobs.

NOTABLE PROFESSIONAL EXPERIENCES:

West Virginia Army National Guard - multiple projects
Building 55: WV State Office Complex in Logan (LEED Certified)
United States Postal Service - multiple projects
Wheeling Island Hotel•Casino•Racetrack - multiple renovations
Cabela's Eastern Distribution Center
Big Sandy Arena & Convention Center renovations
WVU Institute of Technology - Conley Hall renovations
Southern WV Community & Technical College - Wyoming Campus
Silver Company - Moss Neck Storage Building
Bennett Square business center renovations
WVDRS Wheeling District's new office space fit-out
WVDHHR's new Ohio County office building fit-out
PWP Industries
Carenbauer Wholesale Corp. office renovations / new warehouse
Panhandle Cleaning & Restoration warehouse & office building
Boone County Schools - multiple projects
Marshall County Schools - multiple projects
Ohio County Schools - multiple projects
Hancock County Schools - multiple projects
Tyler County Schools - multiple projects
Wetzel County Schools - multiple projects



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Robert E. Smith

Construction Administrator

EDUCATION:

University of Pittsburgh
M.S. Industrial Engineering - 1989

United States Air Force Academy
B.S. Behavioral Science /
Human Factors Engineering - 1983

PROFESSIONAL AFFILIATIONS AND REGISTRATIONS:

President:

Mingo Business Association (2007 to present)

Commander:

American Legion Post 351 (2008 to present)

Board Member / former President:

Indian Creek School District (elected in 2009)

PROFESSIONAL EMPLOYMENT:

McKinley & Associates
Project Coordinator
Wheeling, WV (2009 to present)

Jefferson County Regional Planning Commission
Regional Planner
Steubenville, OH (2008-2009)

Edison Local School District
Director of Operation (1999-2008)
Transportation Supervisor (1998-1999)
Hammondsville, OH

MILITARY SERVICE:

Wright Patterson Air Force Base - Dayton, OH
Chief B-2, Block 20 Field Retrofit
B-2 Systems Program Office (1994-1996)
Team Leader, Process Improvement Technology
Armstrong Laboratory (1989-1994)

Randolph Air Force Base - San Antonio, TX
Chief, Test Construction Section
Occupational Measurement Center (1987-1988)
Quality Control Psychologist
Occupational Measurement Center (1985-1987)
Supervisor of Test Construction Team
Occupational Measurement Center (1983-1985)

SUMMARY OF EXPERIENCE:

Mr. Smith is a self confident, articulate and highly motivated individual with superior interpersonal and teamwork skills. He has a plethora of experience in mid to upper level personnel management, advanced information systems integration, training, acquisition, contract management, transportation and maintenance, and quality control. He is currently a member of the Board of Education for the Indian Creek School District in Jefferson County, Ohio. He is also an Adjunct Professor at Eastern Gateway Community College in Steubenville, Ohio, where he is teaching Mechanical Engineering. In addition, has 23 years of direct supervisory experience, as well as 13 years of documented success as an Air Force Officer.

NOTABLE PROFESSIONAL EXPERIENCES:

USPS Parkersburg Carrier Annex & Hub renovations

Jefferson County Commission - Ohio Valley Towers renovations

City of Steubenville Parks Security Project

Cameron American Legion exterior renovations

Jefferson County Jobs & Family Services

Harrison County Courthouse

Follansbee City Building renovations

Lincoln National Bank Building renovations

Fairmont State University's College Apartments Housing Complex

Brooke County Schools - Follansbee Middle window replacements

Grant Co. Schools - Maysville Elementary window replacements

Grant Co. Schools - Union Educational Complex renovations

Hampshire County Schools - Animal Vet Science Center

Hancock Co. Schools - A.T. Allison Elementary renovations

Hancock Co. Schools - Senator John D. Rockefeller IV Career Center renovations

Hancock Co. Schools - New Manchester Elementary renovations

Hancock Co. Schools - Oak Glen High renovations

Hancock Co. Schools - Weirton Elementary

Marshall Co. Schools - Cameron High (LEED Registered)

Marshall Co. Schools - Hilltop Elementary (LEED Certified)

The Linsly School - Banes Hall & Behrens Gym renovations

Open-Ended Contract

WEST VIRGINIA STATE POLICE

State-Wide, West Virginia

Owner

West Virginia State Police



Size & Construction Cost

These projects were completed under 3 multi-year open-ended agreements

Project Architects-Engineers

McKinley & Associates



WVSP Academy
Shooting Range Control Center Tower

For over the past 20 years, McKinley & Associates has been honored to have been selected for 3 consecutive West Virginia State Police open-ended contracts for all architectural and engineering services throughout West Virginia. McKinley & Associates have completed design services on multiple new detachments in Berkeley, Logan, Morgantown, Rainelle, and Wheeling, West Virginia to name a few. Moreover, we have also completed numerous renovations as well as additions on police detachments throughout the State, such as in Clarksburg, Franklin, Jackson County, Lewisburg, Moundsville, and Romney to name a few. Various detachments have E911 Centers, such as in Doddridge, Franklin and Romney. We are proud to showcase continuous work for the West Virginia State Police throughout our region, and we are pleased to say that we have also surveyed, reviewed, projected, budgeted, and documented 72 police facilities throughout the state.

By virtue of our experience having worked on dozens of State Police projects, we understand the need for building safety and security, especially at the windows. For example, at the WVSP Academy, we designed a shooting range control center (seen above), with a watch tower that was windowed on three sides with full view of the range (with insulated & safety glass), as well as a staging area that is enclosed with a glass wall toward the range, with space for 50 cadets with tables for gun cleaning and check. In addition at the WVSP Academy, we renovated 3 buildings (seen below) and includes all new windows which are both energy efficient and secure.

The windows are usually bullet-proof glass, some are tinted and insulated secure-lined glass, some allow daylight but also obstruct exterior vision (looking in).

Furthermore, we design other safety and security measures for the facilities, especially at the detachments and E911 Centers. Typically we use block for force and bullet protection, but in an existing building where we have to use gypsum board partitions we would use fiberglass ballistic panels and expanded metal mesh behind the gypsum board, and on the inside of the wall we would use plywood under for extra blast protection. Providing security below the access floor can be addressed by using expanded metal mesh, allowing the wiring to pass through, but limiting access to the space above. We have extensive experience designing secure interior and exterior doors and associated access control systems on dozens of WVSP Detachments.

WVSP Academy
Buildings A, B, & C



BEFORE
AND AFTER



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

Building 55:

WV STATE OFFICE COMPLEX

Logan, West Virginia

Owner

State of West Virginia



Size

52,300 SF approx.

Project Architects-Engineers

McKinley & Associates

Project Architect

Thomas Worlledge,
AIA, LEED AP BD+C, REFP

Contractor

Massaro Corporation

Commissioning Agent

Iams Consulting, LLC

Dedicated on August 16, 2013, this new five story building underscores its major role in the development and revitalization of downtown Logan by uniting office space for 6 State agencies under one roof, whom were once scattered throughout the city. The agencies include the Department of Health and Human Resources, WorkForce West Virginia, Division of Rehabilitation Services, the Offices of the Insurance Commissioner, State Tax Department and Workforce Investment Board; a total of 127 State employees are now working at this location. The 53,200 SF building provides **current technology, structure, flexibility for future growth, incorporates Logan's history, and security features for existing and future tenants**; this building has successfully created the desired catalyst for the future of Logan.

At the request of the Owner, the building was designed to be energy efficient and meet sustainable design goals, confirmed by LEED and energy star requirements. This is **LEED Certified**. To help achieve this, a tight building envelope was created with closed cell foam insulation and **thermal efficient windows**. The windows are **both energy efficient and secure**. One of the unique features of the building is the daylight system. The design takes clues from older buildings that were designed to let daylight penetrate deep into the buildings by necessity. To enhance this effect we added "light louvers" which are devices that redirect daylight to the ceiling and diffuse natural light throughout the space. The open offices were placed around the exterior of the building and the enclosed offices along the interior wall so more of the tenants receive quality light. In addition, interior windows allow the daylight to pass to the center offices.



View Showing Both Natural Daylighting with Light Louvers, as well as Light from Bulbs



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

WVDHHR OFFICE BUILDING

Wheeling, West Virginia

Owner

WV Department of Administration : Real Estate Division

Size

56,783 SF

Construction Cost

\$2 million

Project Architects-Engineers

McKinley & Associates

Project Architect

Thomas R. Worlledge, AIA, LEED AP BD+C, REFP

We were asked by our client to **renovate** a car showroom and service area into an office space for the Department of Health and Human Resources (DHHR). We worked with our client to fit the DHHR's program into the space and maximize the use of the space. We had to work around the existing structural walls and columns and provide fire escapes at the different floor levels of the floor structure. The project was built in **three phases: the exterior was completed first (including new windows, skin, doors, etc), next the interior, and then the parking lot** so the project could be fast tracked to meet the Owner's 2013 move-in requirements. We worked with the local and State code officials to bring the building into compliance with the current building, ADA, and fire codes. We worked with the owner of the building to allow a separate entrance for future tenants of the upper two floors and to keep the renovation cost to a minimum while providing a state of the art facility for the DHHR's use.

There are multiple safety and security features designed for this building, such as both tempered and annealed glass; aluminum tracking with security glass for the reception window (shown to the right); security alarm system, multiple entryways and doors, both interior and exterior, with different levels of security access, door contacts and reader interface, one-way mirror in the video conference room, etc. The showroom windows were mostly in-filled because of the sensitive nature of the materials in the DHHR's office, but sections of continuous fixed frame windows high on the wall provide natural daylighting, for just one example of the building's multiple energy-efficient features (also shown to the right).



and AFTER



and AFTER



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

Global Operations Center ORRICK BUILDING



Wheeling, West Virginia

Owner
Orrick Corporation

Size
88,000 SF approx.

Construction Cost
\$8 million

Project Architects-Engineers
McKinley & Associates

Project Architect
David B. McKinley, PE

Contractor
John Russell Construction



This 100 year old warehouse was adaptive reused and renovated to create some of the most creative office space in the State. This four-story, 88,000 SF former historic warehouse is now "Class A" office space in downtown Wheeling. This \$8 million dollar project won a West Virginia AIA Merit Award. The entire exterior shell was designed and constructed in 6 months to attract a new tenant, and included windows, door, facade/skin, roof, etc. It quickly became the home to the international law firm Orrick, and is the company's Global Operations Center; no other firm has a 24/7 facility that rivals it. It provides the firm and its clients with a central business infrastructure that delivers comprehensive and reliable support services around the world, and around the clock.

The building was partially occupied while renovations continued. Security for the facility was to be comparable to the rest of the firm's nation-wide facilities; however, one of the challenges we had to overcome was creating a design which did not appear to be fortress-like. One unique feature, the atrium/lobby, included a four-story open-air design, a skylight, a glass wall for the entryway, 2 new elevators, a stair tower, and multiple bridges/walkways. We provided a new parking with around 85 spaces, which included ADA handicapped accessible spaces. A few years later, when the company increased the amount of their employees, we added a second parking lot with around 112 spaces, which included more ADA handicapped accessible spaces.



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

BENNETT SQUARE

Wheeling, West Virginia

Owner

McKinley Properties, LLC

Size

22,000 SF approx.

Construction Cost

\$7.3 million (Phase I & II only)

Project Architects-Engineers

McKinley & Associates

Project Architect

Christina Schessler, AIA, LEED AP BD+C

Contractor

Walters Construction



BEFORE

Bennett Square is a historic 3-story, 22,000 SF renovation/rehabilitation project of the old Ohio County Public Library Building in Wheeling, WV. The finished project houses "Class A" office space in beautifully restored surroundings. The building was neglected and vandalized for over 30 years. The building is located in the Centre Market Square Historic District in the National Register of Historic Places; therefore, a successful review submission to the Secretary of the Interior was necessary. We are also experienced with the Section 106 process required by SHPO and the Federal Department of the Interior.

Phase I included preserved-in-place and salvaged architectural elements, as well as major electrical and mechanical systems designs. **Renovations included both restored and new windows, doors, a new roof with multiple skylights, ADA compliance, terra cotta restoration, exterior masonry pointing, paint, stairwell upgrades, and a new elevator.**

Phase II completed the "Class A" office fit-out for the second floor. This phase also includes a front facade restoration including pointing and replacement of the terra cotta banding, cornice, **main entrance pediment and window trim**, exterior brick masonry pointing and brick unit replacement to match existing. **The facade restoration is a direct result of extensive water infiltration around the two upper floors at all the windows and around the physical transition between the plaster ceilings and roof.** Documentation for state and federal tax credits is also a part of this project.

and AFTER



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

Follansbee Middle School BROOKE COUNTY SCHOOLS

Follansbee, West Virginia

Owner
Brooke County Schools

Size
102,625 SF approx.

Construction Cost
\$1.9 million

Project Architects-Engineers
McKinley & Associates

Project Architect
Ray Winovich, RA

Contractor
Trushel Construction Company



For the 79,125 SF classroom building, we replaced over 260 windows with ones that are more secure as well as energy-efficient, replaced doors, repaired the East wall masonry with thin-brick veneer, and renovated 6 restrooms to be handicap-accessible. The building contained a structural issue with it's foundation and facade that was corrected as part of this renovation.



At the 23,500 SF Carlin Dodrill Field House, we replaced 550 feet clearstory glass with more energy-efficient and secure glass. We also replaced doors, added electrical upgrades, repaired and resurfaced the entry stairs, reconstructed the canopy, repaired lintels, completed HVAC upgrades consisting of the demo of the boiler and duct, along with the addition of 4 new 10-ton rooftop units, extended controls from the Classroom Building, locker room air-handling unit and exhaust fan, and electric heaters

McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

4 Elementary Window Replacement Project WETZEL COUNTY SCHOOLS

County-Wide, Wetzel County, West Virginia

Owner
Wetzel County Schools

We completed a study for safety and security renovations/additions to every school in Wetzel County from elementary, middle, high, and vocational technology facilities. From this study McKinley & Associates and Wetzel County has further prioritized the order of renovations and has begun the first few construction phases of this county-wide undertaking.

Size
4 schools

This 4 Elementary Window Replacement Project includes replacement of all county elementary schools' aging windows [at Paden City (*seen at the top*), Long Drain (*seen at the bottom*), Short Line, & New Martinsville] with new units that include energy efficient, forced entry resistant, laminated safety glazing. Work includes fire rescue windows at schools without fire protection system and alarm notification. Buildings now meets present day Fire & Life Safety Code Requirements. Upgrades improved Building Security, Energy Efficiency, and Interior Building Acoustics. The total county window replacement project came in on time and on budget.

Construction Cost
\$918,000 total budget

Project Architects-Engineers
McKinley & Associates

For one school example, at Long Drain, we replaced single-pane windows that were mounted on the face of exterior block wall. The new window upgrades greatly enhance the building's internal environment.

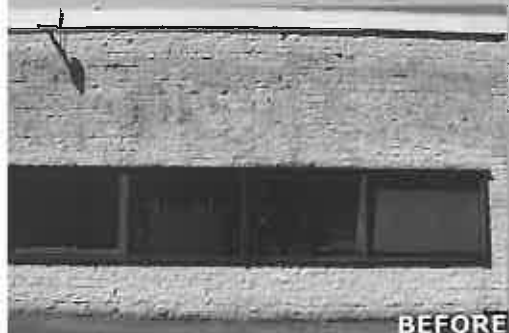
Project Architect
Patrick J. Rymer, AIA, ALEP

Contractor
Jarvis, Downing, & Emch (JD&E)

(In addition to the elementary schools, presently, 4 high school facilities are receiving safety and security enhancements including door replacements and window replacements with security glazing and frames, access controls, Video Intercom systems, door position and latch monitoring, vandal resistant hardware, and other security enhancements)



BEFORE and AFTER



BEFORE and AFTER



McKINLEY & ASSOCIATES
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WEST VIRGINIA INDEPENDENCE HALL

Originally built in 1859 in Wheeling, WV, the former Wheeling Custom House is considered to be the **birthplace of West Virginia**. The 22,000 SF building, now appropriately renamed **West Virginia Independence Hall**, was added to the **National Register of Historic Places** in 1970, and was designated as a **National Historic Landmark** in 1988. A federal courtroom, located on the third floor and restored to its original design, offers visitors the opportunity to move into the space where the first constitutional convention for West Virginia was held and where citizens of western Virginia decided to choose loyalty to the Union over secession. The building is now a museum.

The West Virginia Division of Culture & History engaged the professional services of McKinley & Associates to conduct on site analysis and to document and confirm as much of the existing conditions as possible (short of destructive investigation) in preparation for restoration activities. The **windows**, exterior and interior surfaces, and roof were studied to determine an appropriate level of restoration suitable to period construction practices and consistent with the Owners budget and on-site staff recommendations. The project scope was to and has maintained the historic character of the interior and exterior. **All of the double-hung wood windows (44 windows; 5'W x 9'H with an arched top sash) have been fully restored and reglazed.** These were restored by following the **Historic Treatment of Wood Windows specifications**. The interior plastering restoration in the third floor Courtroom included the plaster returns at the window jambs. The interior painting provided for color matching and new faux graining on the woodwork, windows and historic metal shutters - all intended to capture the original historic character of the building; a **trompe l'oeil art technique** - which basically translates to "deceive the eyes" - was utilized by the Artist. Historic paint colors were applied on all newly painted surfaces in the building.

In addition to the windows, there is aesthetic improvements, new standing seam metal roof with a custom metal guttering and downspout system, plaster repair and restoration work, flooring replacement, new HVAC system, fully automatic sprinkler system, fire alarm detection system, and electrical installed. In addition, two rooms on the second floor, including the First Governors Office of West Virginia, were completely restored since the existing spaces were nearly destroyed by deterioration. The building is now in its 156th year. We are proud to say, that with our contribution, West Virginia Independence Hall is prepared for the next 150 years. **On September 23, 2011, McKinley & Associates was presented with the 2011 Heritage Tourism Award from the Preservation Alliance of West Virginia, for our achievements in preserving Independence Hall.**

Exterior Window Before



Exterior Window After



Bishop Bernard Schmitt

CATHOLIC HERITAGE CENTER

Wheeling, West Virginia

Owner

Catholic Diocese of Wheeling / Charleston

Size

40,000 SF approx.

Construction Cost

\$2.9 million

Project Architects-Engineers

McKinley & Associates

Project Architect

Denis P. Gill, AIA

Contractor

Walters Construction



BEFORE and AFTER

This **total renovation project** of a 100 year old auto parts warehouse is now the home of all informational records and artifacts of the Wheeling-Charleston Diocese. It exists as a resource for educating and enriching the public about the state's Catholic heritage through access to historical records, exhibits, special programs, outreach activities, and promoting historical research. The building is found in the Wheeling Warehouse Historic District, in the National Register of Historic Places. The building was **remodeled in Phases** to include space for diocesan offices and archives on the 2nd floor, museum-quality exhibits and a conference area on the 3rd floor, and retail establishments that rent out the 1st floor. Work included **removal and replacement of the building's windows**, ADA compliance, selective demolition and renovation to the exterior elevations of the existing building, construction of 2 canopy additions, limited exterior foundation, concrete, masonry, framing, molded trim & cornice carpentry, EIFS, metal roofing, epdm/metal flashing, sealing, guttering & spouting, painting, roof drainage, storm sewerage trades, all new systems throughout the structure, new elevators, flood-proofing, and fire protection. The Archive spaces utilized a specialized HVAC heating, cooling and humidity controls.



BEFORE and AFTER



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

WAGNER BUILDING

Wheeling, West Virginia

Owner

The Maxwell Partners

Size

60,000 SF approx.

Construction Cost

\$6.2 million

Project Architects-Engineers

McKinley & Associates

Project Architect

Gregg P. Dorfner, AIA, REFP

Contractor

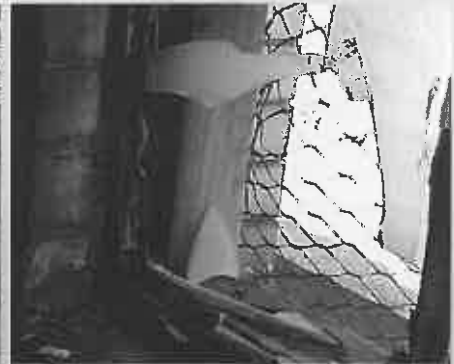
Pat R. Ionadi Corp. & Davison Electric

Located in the midst of the renaissance of downtown Wheeling, the historic Wagner Building is listed on the National Register of Historic Places and is the centerpiece of the new 10-acre Celoron Plaza Office Park. The Wagner Building was an old sugar warehouse built in the 1930s. After being vacant for over 30 years, McKinley & Associates completed this adaptive reuse project by **totally renovating** this 7-story structure in **phases** (on a floor-to-floor basis), and turned it into a corporate center that includes beautiful Class "A" office suites as well as a new bank.

Work included total design of mechanical, electrical and fire suppression systems as well as all architectural components. **All of the existing windows were replaced, and we designed them to match a close profile with the original windows; this included wider flat faced muntins, and the sash in the top six floors are all industrial steel units built around 1926.** ADA compliance design, including elevator replacements, was also a major part of this project. Our firm also worked within the Standards of the Department of Interior for this 60,000 square-foot structure. This \$6.2 million office tower dominates the waterfront skyline and affords tenants incredible and unsurpassed panoramic views of the majestic Ohio River.



BEFORE



and AFTER



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN



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: 236636

Doc Description: Window Replacement for Armories EOI Design Services

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2016-07-25	2016-09-01 13:30:00	CEOI 0603 ADJ1700000003	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:

*000000206862
 McKinley & Associates, Inc.
 32 20th Street - Suite 100
 Wheeling, WV 26003
 (304) 233-0140

FOR INFORMATION CONTACT THE BUYER

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

Signature 

FEIN # 55-0696478

DATE 29 August 2016

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



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: 236636

Doc Description: Addendum 1- Window Replacement for Armories EOI Design

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2016-08-17	2016-09-01 13:30:00	CEOI 0603 ADJ1700000003	2

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:

*000000206862
 McKinley & Associates, Inc.
 32 20th Street - Suite 100
 Wheeling, WV 26003
 (304) 233-0140

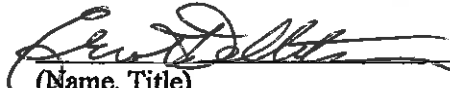
FOR INFORMATION CONTACT THE BUYER

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

Signature  FEIN # 55-0696478 DATE 29 August 2016

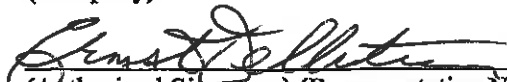
All offers subject to all terms and conditions contained in this solicitation

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.

 - President
 (Name, Title)
 Ernest Dellatorre, President
 (Printed Name and Title)
 32 20th Street - Suite 100, Wheeling, WV 26003
 (Address)
 (304) 233-0140 | (304) 233-4613
 (Phone Number) / (Fax Number)
 edellatorre@mckinleyassoc.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.

McKinley & Associates
 (Company)

 - President
 (Authorized Signature) (Representative Name, Title)

Ernest Dellatorre, President
 (Printed Name and Title of Authorized Representative)

29 August 2016
 (Date)

(304) 233-0140 | (304) 233-4613
 (Phone Number) (Fax Number)

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: McKinley & Associates

Authorized Signature: *[Signature]* Date: 29 August 2016

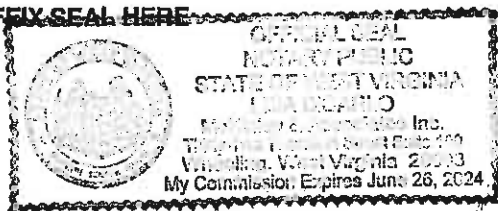
State of West Virginia

County of Ohio, to-wit:

Taken, subscribed, and sworn to before me this 29 day of August, 2016.

My Commission expires 26 June, 2024.

AFFIX SEAL HERE



NOTARY PUBLIC *[Signature]*

Purchasing Affidavit (Revised 08/01/2015)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ADJ1700000003

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.

McKinley & Associates, Inc.

Company


 Authorized Signature

29 August 2016

Date

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

Revised 6/8/2012

WV Licenses & Registrations

For your convenience, you will see copies of our key individual's and firm's various licenses & registrations as evidence that we are currently registered in the State of West Virginia.

On this page is Patrick Rymer's (*your Project Manager / Architect*) Registration and Authorization to Practice Architecture in West Virginia (Certificate #4354). We would be happy to provide you with copies of other Professionals' licenses if you wish to see them. In addition, a listing of all the professionals' certifications, degrees, and licenses are found on their resumes in the "Design Team" tab.

On the following pages, you will see our firm's Certificate of Incorporation, Certificate of Good Standing, Business Registration Certificate, and Certificate of Authorization for providing Engineering Services in West Virginia.

The West Virginia Board of Architects

certifies that

PATRICK JASON RYMER

is registered and authorized to practice
Architecture in the State of West Virginia.

In testimony whereof this certificate has been issued
by the authority of this board.

Certificate Number 4354

The registration is in good standing until June 30, 2017.



Leyla C. Lewis

Board Administrator



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

WV Licenses & Registrations

BOOK 66 PAGE 793



CERTIFICATE

I, Ken Heckler, Secretary of State of the State of West Virginia, hereby certify that

by the provisions of Chapter 31, Article 1, Sections 27 and 28 of the West Virginia Code, the Articles of Incorporation of

McKINLEY & ASSOCIATES, INC.

conform to law and are filed in my office. I therefore declare the organization to be a Corporation for the purposes set forth in its Articles, with the right of perpetual existence, and I issue this

CERTIFICATE OF INCORPORATION

to which I have attached a duplicate original of the Articles of Incorporation.

Given under my hand and the Great Seal of the State of West Virginia, on this

FIFTEENTH day of

DECEMBER 19 89

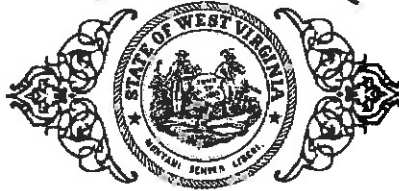
Ken Heckler

Secretary of State.



WV Licenses & Registrations

State of West Virginia



Certificate

I, Natalie E. Tennant, Secretary of State of the State of West Virginia, hereby certify that

MCKINLEY & ASSOCIATES, INC.

was incorporated under the laws of West Virginia and a Certificate of Incorporation was issued by the West Virginia Secretary of State's Office on December 15, 1989.

I further certify that the corporation has not been revoked by the State of West Virginia nor has the West Virginia Secretary of State issued a Certificate of Dissolution to the corporation.

Accordingly, I hereby issue this

CERTIFICATE OF EXISTENCE

Validation ID:0WV3W_CQTDH



Given under my hand and the Great Seal of the State of West Virginia on this day of October 27, 2015

Natalie E. Tennant

Secretary of State

Notice: A certificate issued electronically from the West Virginia Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Certificate Validation Page of the Secretary of State's Web site, <https://apps.wv.gov/sos/bna/assent/ysenrch/validate.aspx> entering the validation ID displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate.

WV Licenses & Registrations

**WEST VIRGINIA
STATE TAX DEPARTMENT
BUSINESS REGISTRATION
CERTIFICATE**

ISSUED TO:
**MCKINLEY & ASSOCIATES INC
32 20TH ST
WHEELING, WV 26003-3750**

BUSINESS REGISTRATION ACCOUNT NUMBER: 1040-9524

This certificate is issued on: **06/28/2011**

*This certificate is issued by
the West Virginia State Tax Commissioner
in accordance with Chapter 11, Article 12, of the West Virginia Code*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

**TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of
this certificate displayed at every job site within West Virginia.**

atl.006 v.4
L0539442304



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

WV Licenses & Registrations

CERTIFICATE OF

Authorization

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

*The West Virginia State Board of Registration for Professional Engineers
having verified the person in responsible charge is registered in
West Virginia as a professional engineer for the noted firm, hereby certifies*

MCKINLEY & ASSOCIATES, INC.

C00366-00

Engineer in Responsible Charge: TIM E MIZER - WV PE 013169

*has complied with section §30-13-17 of the West Virginia Code governing
the issuance of a Certificate of Authorization. The Board hereby notifies you of its
certification with issuance of this Certification of Authorization for the period of:*

January 1, 2015 - December 31, 2017

providing for the practice of engineering services in the State of West Virginia.

IF YOU ARE REQUIRED TO REGISTER WITH THE SECRETARY OF STATE'S OFFICE,
PLEASE SUBMIT THIS CERTIFICATE WITH YOUR APPLICATION.



IN TESTIMONY WHEREOF, THE WEST VIRGINIA STATE BOARD OF
REGISTRATION FOR PROFESSIONAL ENGINEERS HAS ISSUED THIS COA
UNDER ITS SEAL AND SIGNED BY THE PRESIDENT OF SAID BOARD.

BOARD PRESIDENT



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

Insurance

Per your request, you will find copies of our various Insurance Coverages, including Commercial General Liability, Aggregate General Liability, Automobile Liability, and WV Statutory Requirements including WV Code 23-4-2 (Mandolidis) found on this page, as well as Professional Liability on the following page.

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/02/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Paul Associates 1311 Chapline Street P. O. Box 990 Wheeling, WV 26003-0123		CONTACT NAME: III, Lee Paul PHONE (A/C No. Ext.): 304.233.3303 FAX (A/C No.): 304.233.3333 E-MAIL ADDRESS: PRODUCER CUSTOMER ID#:															
INSURED McKinley & Associates, Inc. The Maxwell Centre 32-20th Street Wheeling, WV 26003		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Cincinnati Insurance Co.</td> <td>10677</td> </tr> <tr> <td>INSURER B: Brickstreet Ins</td> <td>Brick</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Cincinnati Insurance Co.	10677	INSURER B: Brickstreet Ins	Brick	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:																	
INSURER D:																	
INSURER E:																	
INSURER F:																	

COVERAGES **CERTIFICATE NUMBER: 15/18 Liab w/workers comp** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER (WV)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		EPP0146335	06/15/2015	06/15/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> Hired AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		EPP0146335	06/15/2015	06/15/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WV) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WCB1018014	12/30/2015	12/30/2016	WCB STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
WV DELIBERATE INTENT COVERAGE INCLUDED "MANDOLIDIS"						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Specimen copy to be held by McKinley and Associates.

CERTIFICATE HOLDER

CANCELLATION

Specimen

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Lee C Paul III 5/2/2016

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ACORD 25 (2009/09)

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Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/9/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The James B. Oswald Company 1100 Superior Avenue, Suite 1500 Cleveland OH 44114		CONTACT NAME: Patricia Cholewa PHONE (A/C. No. Ext.): 216-839-2807 FAX (A/C. No.): E-MAIL ADDRESS: PCholewa@oswaldcompanies.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED McKinley & Associates, Inc. 32 20th Street #100 Wheeling WV 26003		INSURER A: Continental Casualty Co.	18313
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 149514368

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Claims Made Retro Date: 9/10/1981	N	Y	AEH581893924	10/10/2015	10/10/2016	Each Claim \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Waiver of Subrogation as designated above is provided when required of the Named Insured by written contract or agreement.

CERTIFICATE HOLDER

CANCELLATION

Specimen For Purposes of Evidencing Coverage Only WV 26003	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2010/05)

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