



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header 1



## General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 442803

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0432

Vendor ID: VS0000013207

SO Doc ID: DCH1800000009

Legal Name: MONTUM ARCHITECTURE LLC

Published Date: 4/18/18

Alias/DBA:

Close Date: 5/2/18

Total Bid: \$62,250.00

Close Time: 13:30

Response Date: 05/01/2018

Status: Closed





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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 442803

**Solicitation Description :** Historic Preservation Development Grant Monitor Services

**Proc Type :** Central Master Agreement

| Date issued | Solicitation Closes    | Solicitation Response        | Version |
|-------------|------------------------|------------------------------|---------|
|             | 2018-05-02<br>13:30:00 | SR 0432 ESR05011800000004998 | 1       |

| <b>VENDOR</b>                           |
|---|
| VS0000013207<br>MONTUM ARCHITECTURE LLC |

**Solicitation Number:** CRFQ 0432 DCH1800000009

**Total Bid :** \$62,250.00      **Response Date:** 2018-05-01      **Response Time:** 22:39:47

**Comments:**

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

|                          |               |             |
|--------------------------|---------------|-------------|
| <b>Signature on File</b> | <b>FEIN #</b> | <b>DATE</b> |
|--------------------------|---------------|-------------|

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

| Line | Comm Ln Desc                      | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------------------|-----|------------|------------|-----------------------------|
| 1    | Project monitoring and evaluation |     |            |            | \$62,250.00                 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101606  |              |               |         |

**Extended Description :** PRICING SHOULD BE SHOWN ON EXHIBIT A PRICING PAGE



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

State of West Virginia  
 Request for Quotation  
 34 - Service - Prof

Proc Folder: 442803

Doc Description: Historic Preservation Development Grant Monitor Services

Proc Type: Central Master Agreement

| Date Issued | Solicitation Closes    | Solicitation No         | Version |
|-------------|------------------------|-------------------------|---------|
| 2018-04-18  | 2018-05-02<br>13:30:00 | CRFQ 0432 DCH1800000009 | 1       |

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Name, Address and Telephone Number:

**FOR INFORMATION CONTACT THE BUYER**

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

Signature X

FEIN # 82-1385831

DATE May 1, 2018

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

**REQUEST FOR QUOTATION  
WV Division of Culture & History  
State Development Grant Monitor**

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

9.1.4. Failure to remedy deficient performance upon request.

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

9.2.1. Immediate cancellation of the Contract.

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

9.2.3. Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

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

**Contract Manager:** Thomas Pritts, AIA

**Vendor's Address:** 37 ER Path, Keyser, WV 26726

**Telephone Number:** 304-276-7151

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

**Email Address:** tom@montumarch.com

**Date:** May 1, 2018

**Name of Vendor:** Montum Architecture, LLC



**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.

THOMAS PRITTS, MEMBER

(Name, Title)

Thomas Pritts, Member

(Printed Name and Title)

37 ER Path, Keyser, WV 26726

(Address)

304-276-7151

(Phone Number) / (Fax Number)

tom@montumarch.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.

Montum Architecture, LLC

(Company)

 MEMBER

(Authorized Signature) (Representative Name, Title)

Thomas Pritts, Member

(Printed Name and Title of Authorized Representative)

April 30, 2018

(Date)

304-276-7151

(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: CRFQ 0432 DCH18\*9

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: None  
(Check the box next to each addendum received)

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

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

Montum Architecture, LLC

Company



Authorized Signature

May 1, 2018

Date

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





May 2, 2018

Susan Pierce, Director/ Deputy State Historic Preservation Officer  
West Virginia Division of Culture and History  
1900 Kanawha Blvd. East  
Charleston, WV 25305

**Subject: Historic Preservation Development Grant Monitor Services**

Dear Ms. Pierce,

Montum Architecture, LLC is pleased to submit this Statement of Qualifications to provide grant monitoring services. Montum is headed by Tom Pritts, an architect with 15 years experience designing a multitude of project types including historic preservation architectural design. He will be the primary contact for the duration and provide all project services. Tom architectural education included two semesters of architectural history and an elective course named "Ideals of American History." The elective course concentrated in the study of early colonial buildings, both monumental structures design by classically trained architects and utilitarian structures of rural America. Tom's preservation work includes Cacapon Old Inn (1938), WVU Colson Hall (1921), Morgantown High School (1924), and Berkeley Springs Roman Bath (1815). He is well studied in the National Park Service historic preservation standards and guidelines.

Thank you for taking the time to review the attached information about Montum and we are grateful for your consideration.

Respectfully submitted,  
**Montum Architecture LLC**



Thomas Pritts, AIA, CSI-CCS, LEED-AP

*Montum* Architecture, LLC

37 ER Path, Keyser, WV 26726 ● 304-276-7151 ● tom@montumarch.com  
montumarch.com



**Thomas Pritts, AIA, LEED-AP, CSI-CCS**

Tom founded Montum Architecture in 2017. He has more than 14 years experience in design, specification, and project management. During his employment with Alpha Associates, Tom has designed and managed dozens of built projects. His experience encompasses a wide range of projects including K-12 and higher education facilities, financial Institutions, emergency services buildings, and automotive dealerships. A native of Mineral County, Tom is member of the West Virginia Chapter of American Institute of Architects and was involved in the establishment of the US Green Building Council’s West Virginia chapter. He is highly skilled in the design of complex building systems, technical construction detailing and specifying, and construction contract administration. These skills were critical in the development and maintaining of many multi-year, multi-project relationships with Clients in his previous employment.

**Project Role: Relationship Manager – Primary Point of Contact**

- Principal in Charge
- Design and Project Management
- Concept and Construction Design
- Quality Assurance and Control

**Professional History**

|               |                           |                         |
|---------------|---------------------------|-------------------------|
| 2017- Present | Montum Architecture       | Architect               |
| 2004-2017     | Alpha Associates          | Associate and Architect |
| 2003          | Marshall Craft Associates | Architectural Intern    |

**Education**

|      |               |                           |
|------|---------------|---------------------------|
| 2004 | Virginia Tech | Bachelors of Architecture |
|------|---------------|---------------------------|

**Licenses and Certifications**

- Licensed Architect (West Virginia, Maryland)
- NCARB Certificate
- Construction Specifier Institute – Certified Construction Specifier
- LEED-AP Certified
- 30-hour OSHA Card

**Professional Project Highlights**

- Potomac State College – ADA Connector Building
- Potomac State College – Church-McKee Plaza
- Potomac State College – Shipper Library Façade
- WVU Engineering Sciences Building – East Wing Addition, 10<sup>th</sup> Floor Fit-Out, Basement Renovation
- WVU Engineering Research Building – G07 & G08 Renovation
- WVU Equine Education Center
- WVU College of Physical Activities and Sports Sciences/ Student Health Center
- WVU Center for Alternative Fuel Engines and Emissions
- WVU Colson Hall Water Infiltration Repairs
- WVU Mountainlair Water Infiltration Repairs
- WVU Chemistry Research Laboratories Fit-Out





### **Professional Project Highlights (continued)**

- WVU Creative Arts Center Wheelchair Lift
- Alderson Broaddus University – Pyles Arena Deck Replacement
- Glenville State College – Morris Stadium Skybox
  
- Washington High School, Jefferson County Schools, WV
- Pineville Elementary School, Wyoming County Schools, WV
- Huff Consolidated School, Wyoming County Schools, WV
- Aurora School Addition, Preston County Schools, WV
- Riverview High Field House Design-Build, McDowell County Schools, WV
- Safe School Entries, Monongalia County Schools, WV
- Morgantown High Elevator, Monongalia County Schools, WV
- Monongalia County Schools 2010 Comprehensive Education Facilities Plan
- Wyoming County Schools 2010 Comprehensive Education Facilities Plan
  
- Clear Mountain Bank, Oakland, MD
- Clear Mountain Bank, Reedsville, WV
- Clear Mountain Bank-Kroger, Sabraton, WV
- Grant County Bank, Petersburg, WV
- Fairmont Federal Credit Union, Bridgeport, WV
  
- Freedom Ford, Kia, and Volkswagen Automotive Dealerships, Morgantown and Clarksburg, WV
- Jenkins Subaru Addition, Bridgeport, WV
- Elkins Fordland Renovation, Elkins, WV
- Elkins Chrysler Dealership, Elkins, WV
- Harry Green Nissan Design-Build, Clarksburg, WV
- Cool Green Automotive Addition and Renovation, Shepherdstown, WV
  
- Veteran's Affairs – OI&T Office Fit-Out, Shepherdstown, WV
- OPM, Eastern Management Development Center Addition, Shepherdstown, WV
- National Energy Technology Laboratory – Building B-8 Roof Replacement, Morgantown, WV
- US Coast Guard – Conference Room Renovation, Martinsburg, WV
- Eastern Panhandle Transit Authority Addition, Martinsburg, WV
- Cacapon State Park – Old Inn HVAC and Interior Renovation
- WV National Guard - Armory Office Fit-out, Parkersburg, WV
- South Berkeley Fire Station, Inwood, WV
- Jefferson County Emergency Services Agency – New Headquarters
- Berkeley County Ambulance Authority – South Station Renovation and Addition
- Poolhouse Renovation, McMechen, WV
- Community Center, Ridgeley, WV
- Wastewater Treatment Plant Renovations, Martinsburg, WV
- Public Works Building, Fairmont, WV
- Oatesdale Park Little League Fields, Martinsburg, WV
  
- St. Luke Canopy Replacement, Morgantown, WV
- Freshwater Institute – Aquaculture Building, Shepherdstown, WV
- Clarion Hotel Renovation, Shepherdstown, WV
- Shenandoah Village Apartments – Façade and Deck Replacement, Martinsburg, WV
- Regional Eye Associates/ Surgical Eye Center, Morgantown, WV
- Bavarian Inn – Infinity Pool/ Pool Bar, Shepherdstown, WV

**WEST VIRGINIA DIVISION OF CULTURE AND HISTORY**

**FY 2019 HISTORIC PRESERVATION DEVELOPMENT GRANT MONITORING SERVICES**

**EXHIBIT A - PRICING PAGE**

The Grant Monitor will be assigned up to twenty-five (25) projects located across West Virginia per Specifications.

Location of the projects may include major metropolitan areas as well as more remote rural locations in each region of the state. Please see addendum for FY 2016-2018 locations by county.

The rate of pay will be a flat fee per site visit regardless of location. The flat fee must include an average hourly rate and related travel expenses. The flat fee also encompasses all required reporting to SHPO per Specification. A maximum of three (3) site visits will be conducted at each location.

Bid Worksheet:

|   |  |
|---|--|
| Flat Fee Single Site Visit Cost =                 | <u>\$ 830.00</u> (A)                             |
| Single Site Visit Cost (A) x Three (3) =          | <u>\$ 2,490.00</u> (B) <i>(Per Project Cost)</i> |
| <b><u>(VENDOR'S BID – Not to Exceed Cost)</u></b> |  |
| Project Cost (B) x Twenty-Five (25) =             | <u>\$ 62,250.00</u> (C) <b>Total Bid Amount</b>  |