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WV PURCHASING  
DIVISION

**Expression of Interest  
West Virginia National Guard  
Camp Dawson Regional Institute Auditorium  
Renovation Design  
CEOI ADJ2000000003  
February 13, 2020**



**Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130**

*Montum* Architecture, LLC

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



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February 10, 2020

State of West Virginia  
Department of Administration, Purchasing Division  
2019 Washington St. E.  
Charleston, WV 25305

**Subject: Camp Dawson Regional Training Institute Auditorium Renovation  
Design EOI, CEOI ADJ2000000003**

Dear Sirs and Madams,

Montum Architecture, LLC is pleased to submit this Statement of Qualifications to provide architectural and engineering services. Montum is headed by Tom Pritts, an architect with 15 years of experience designing a multitude of project types. He will be the primary contact for the duration and provide all architectural design and construction administration services. Tom has extensive experience in major projects, including efforts for Wyoming County Schools, WVU, WV Division of Natural Resources, and Clear Mountain Bank.

Montum has teamed with Miller Engineering, Inc. to provide mechanical, electrical, and plumbing design services. Experience-based design is a keystone to their approach to your project.

Blaine Accord of EarthRes will be the structural engineer for the project. Tom and Blaine have a common employment history, completing dozens of designs together.

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

Respectfully submitted,  
**Montum Architecture LLC**

A handwritten signature in blue ink, appearing to read "Tom Pritts", is written over the company name.

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

*Montum* Architecture, LLC

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



## TAB 1 – FIRM QUALIFICATIONS





## **Montum Architecture**

Montum Architecture, LLC was founded in 2017 to provide architectural design services to clients in West Virginia and western Maryland. Staff includes one licensed architect performing all tasks and duties. This ensures the utmost coordination of building plans and specifications with minimal potential for miscommunication.

### Legal Organization

Montum Architecture is a Limited Liability Corporation initially filed in the State of West Virginia. The company is also registered in the State of Maryland as a foreign LCC.

### Communication

Tom Pritts will be the primary point of contact for Montum's architectural services. Montum will manage communications with sub-consultants on this project.

### Project Budget

Previous work experience has shown a consistent +/-2% bid-to-budget ratio.

### Project Schedule

Montum will monitor and adjust the design tasks in order to complete the design work on the established timetables. They will also work diligently during project construction to maintain the contractual constraints placed as part of the contractor's bid.

### Design Software

Montum utilizes Autodesk Revit for all design projects incorporating three-dimensional modeling and parametric reporting.



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

Tom founded Montum Architecture in 2017. He has more than 15 years experience in design, specification, and project management. During his former employment, 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
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### **Licenses and Certifications**

- Licensed Architect (West Virginia, Maryland)
- NCARB Certificate
- Construction Specifier Institute – Certified Construction Specifier
- LEED-AP Certified
- Part 107 Remote Pilot
- 30-hour OSHA Card

### **Associations and Memberships**

- American Institute of Architects
- Mineral County Chamber of Commerce – 1<sup>st</sup> Vice President

### **Professional Project Highlights**

- Potomac State College – Bachelor of Nursing Renovation
- Wyoming East High School HVAC Renovation – Wyoming County Schools, WV
- Mountainview and MTEC HVAC Renovation – Monongalia County Schools, WV
- Berkeley Springs State Park – Pool Bathhouse Roof Replacement
- Berkeley Springs State Park – Old Roman Bath Renovation
- Blackwater Falls State Park – Boiler Room Renovation
- Our Lady of the Mountains Parish – Bathroom Renovation
- Mountain View Assembly of God – Rec Hall Ceiling Design

# Montum



## **Professional Project Highlights (former employment built projects)**

- Potomac State College – ADA Connector Building, Church-McKee Plaza, 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
- 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
- 2010 Comprehensive Education Facilities Plan- Monongalia County Schools, Wyoming County Schools
- Clear Mountain Bank Branches, Oakland, MD - Reedsville, WV - 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 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





## Firm Profile

*MILLER ENGINEERING is a solely held (S) corporation owned by Craig Miller PE, President. The corporation maintains a Certificate of Authority with the WV State PE Board and has carried professional liability insurance since its inception. Neither the firm nor its professional engineers have ever faced disciplinary action in any form from the states in which they are registered.*

*Our engineered solutions involve a detailed assessment process: investigation, observation, communication with stakeholders, system analysis, building modeling and engagement from our entire team. We approach each and every project with this process and the guiding principle that buildings are designed to be livable and function in their intended purpose.*

*Over the past 14 years Miller Engineering, Inc. (MEI) has engineered solutions for over \$23.2M in MEP system upgrades, repairs and renovations for projects of all scopes and sizes, with clients ranging from private owners to local and state governments. With a strict attention to detail and commitment to delivering a job done well and done right the first time, every time, **MEI has accumulated a change order percentage of less than 0.1% over the past 8 years.***

*Our team has unique skill-sets regarding engineered renovation solutions. Each member of the team has hands-on mechanical system experience including installation, construction, design and maintenance.*

*Miller Engineering takes pride in being **different by design**, and that difference shines through in all phases of our work and continued relationships with our clients.*

- Experienced and Licensed Professional Engineers
- Quality, Value-Engineered Project Delivery
- Qualified Construction Representative on Staff
  - LEED-AP Certified
- Below Industry Change Order Status
- Building Information Modeling
- Emergency Facility Response



## Engineering Design and Consultation

- Mechanical
- Electrical
- Plumbing
- HVAC Design
- Renovation
- New Construction
- Building Information Modeling

### Aquatic Facility Design

- Public Pools & Areas
- ADA Compliance
- Indoor & Outdoor (air flow)
- Chlorination/Filtration

### Construction Administration

- Maintenance/Facility Improvement Plans
- Contract Administration
- Code Observation

### Communication System

- Intercomm & Public Address
- Voice/Data/CATV
- Urgent Response

### Energy

- Power Supply (main & backup)
- Green & Renewable Consulting
- Systems Utilization & Upgrades
- Sustainable Solutions

### Facility Utilization

- Systems Assessment & Solutions
- Adaptive Re-use
- Planning/Life-Cycle Control
- Engineered Replacement

### Life Safety Inspection/Design

- Fire Protection & Alarm Systems
- Access Control
- Fire & Electrical Investigation

### Industry Experience

- Education
- Local & State Government
- Commercial Development
- Healthcare





**B. Craig Miller, PE**

Craig founded Miller Engineering in 2003, and serves as President and Principal Engineer. He has more than 20 years experience in design, specification, operations and project management. During his employment with WVU, Craig was directly involved with approximately \$130 million in new capital construction. His experience with a wide range of projects including HVAC, electrical, plumbing, infrastructure upgrades, building automation, energy efficiency and maintenance/renovation, among others, allows him to serve in multiple capacities within a given project. Craig will serve as the “Relationship

Manager” for Miller Engineering as the main communication interface between the Owner, the design team, contractors and end users.

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

- Engineer in Responsible Charge
- Design and Project Management of Mechanical, Electrical, Plumbing Projects
- Concept and Construction Design
- Business Operations and Financial Management Oversight
- Quality Assurance and Control

**Professional Project Highlights**

- Morgantown High School Area 4 HVAC Renovations
- WVU Life Sciences Building and Student Recreation Center – Owner’s Engineer
- Hawks Nest/Twin Falls HVAC
- Mapletown High School HVAC Replacement Phase I & II
- Advanced Surgical Hospital
- Pipestem McKeever Lodge HVAC Piping Replacement
- Beech Fork State Park – MEP New Construction Design
- Cheat Lake Elementary & Middle School Renovations

**Professional History**

2003- Present	Miller Engineering, Inc.	President, Relationship Manager
2002-2003	Casto Technical Services	Existing Building Services Staff Engineer
2001-2002	Uniontown Hospital	Supervisor of Engineering
1995-2001	West Virginia University	Staff Engineer
1990-1995	BOPARC	Caretaker – Krepps Park
1983-1988	University of Charleston	Electrician/HVAC Mechanic

**Education**

1995	West Virginia University	BS- Mechanical Engineering
1988	University of Charleston	BA- Mass Communications

**Licenses and Certifications**

- Professional Engineer (West Virginia, Pennsylvania, Maryland, and Ohio)
- Licensed Master Plumber
- LEED-AP Certified



**Travis Taylor, PE**

Experience in project management facilitates Travis’s ability to create and design constructible projects. Prior to joining the Miller Engineering team he was directly responsible for managing \$10 million in electrical construction budgets. His experiences encompass both new construction and renovation. Travis maintains professional competencies by attending seminars and continuing education classes. These include local ASHRAE classes in addition to classes on electrical systems, and also steam systems through Shippenburg Pump Company. As lead engineer he provides HVAC, mechanical, plumbing, and electrical design solutions and services for our clients. In addition, he is part of our team’s complete assessment process in both planning and MEP design through construction administration.

**Project Role: Lead MEP Engineer**

- *Design of Mechanical, Electrical, and Plumbing Systems*
- *Building Information Modeling - Revit*
- *Constructible Materials Evaluation*
- *Site Evaluation and Mechanical System Review*
- *Submittal and RFP Review*
- *RFI Coordination, Review, and Response*
- *Construction Observation*

**Professional Project Highlights**

- Blackwater Falls Lodge Boiler Replacement
- MTEC Welding Shop
- Camp Dawson FMS4 Fire Protection
- WV State Building 22 2nd Floor Renovations
- WV State Building 25 HVAC Piping Replacement
- Morgantown High School Area 4 HVAC Renovation
- Bobtown Elementary School HVAC Upgrades
- Holly River State Park Primary Electric Service Replacements Phase I & II
- Pipestem Lodge McKeever Lodge HVAC Piping Replacement

**Professional History**

2011-Present	Miller Engineering, Inc.	Staff Engineer
2006-2011	Tri-County Electric, Co.	Project Manager
2006-2006	Schlumberger	Field Engineer Trainee - MWD

**Education**

2006 West Virginia University, BS – Mechanical Engineering

**Licenses and Certifications**

- Professional Engineer - State of West Virginia
- OSHA 10-hour Course: Construction Safety & Health



## **Joseph Machnik**

Joe has experience with AutoCAD, MEP and Revit MEP. He provides design modeling, drafting and supervised design services and construction support for Miller Engineering.

### **Project Role: MEP Designer**

- *Revit/CADD Coordination of New Construction and Renovation Designs*
- *Building Information Modeling Specialist*

### **Professional Project Highlights**

- Bobtown Elementary HVAC
- WV State Building 25 HVAC Piping Replacement
- Blackwater Falls Boiler Replacement
- Suncrest Middle Gym HVAC
- North Elementary Gym HVAC
- Graftek Steam Systems Evaluations and Modifications
- WV State Building 25 HVAC Piping
- Pipestem Lodge HVAC Piping Replacement
- Westwood Middle Cooling Tower

### **Professional History**

2010 – Present Miller Engineering, Inc. MEP Designer

### **Education**

2008 Penn State – Fayette, AS - Building Engineering Systems Technology: *Building Environmental Systems Technology*

2007 Penn State – Fayette, AS - Building Engineering Systems Technology: *Architectural Engineering Technology*

### **Additional Training**

2016 – Shippenburg Pump Company – Steam Systems Training



## **Eyad Alhalabi**

Eyad joined Miller Engineering in June 2019. A recent graduate of West Virginia University, he has been eager to learn the means and methods of MEP consulting. Eyad assists the MEP design team with design calculations and is rapidly learning design software such as Autodesk REVIT. He is also learning construction administrations along with building codes and standards. Eyad is currently preparing to take the Fundamentals of Engineering exam.

### **Project Role: Junior Engineer**

- *Design Calculations*
- *Drafting of MEP Systems*
- *Assist with Construction Administration*

### **Professional Project Highlights**

- Morgantown ALC
- WVDA Ripley Warehouse Electrical Upgrades
- Huntington 8th & 10th Street Pump Stations
- Huntington Floodwall Pump Station Automation

### **Professional History**

2019- Present                      Miller Engineering, Inc.      Junior Engineer

### **Education**

2019      West Virginia University, BS - Mechanical Engineering

### **Licenses and Certifications**

- ASHRAE Student Member

## **Noah Accord, PE**

Noah has more than 12 years experience in structural engineering, design, specification, and project management. During his employment with Alpha Associates and EarthRes Engineering, Noah provided structural design and managed multiple built projects. His experience encompasses a wide range of projects including K-12 and higher education facilities, financial Institutions, emergency services buildings, natural gas facilities, and automotive dealerships. A native of Braxton County, Noah is a Licensed Professional Engineer in Pennsylvania and West Virginia.

### **Project Role: Structural Engineer**

- Structural Engineering and Design
- Concept and Construction Design
- Quality Assurance and Control

### **Professional History**

2015- Present	EarthRes Engineering	Project Manager
2005-2015	Alpha Associates	Associate and Structural Engineer

### **Education**

2004	University of Pittsburgh	B.S Civil Engineering
2005	University of Pittsburgh	M.S Civil Engineering

### **Licenses and Certifications**

- Licensed Professional Engineer (West Virginia, Pennsylvania)

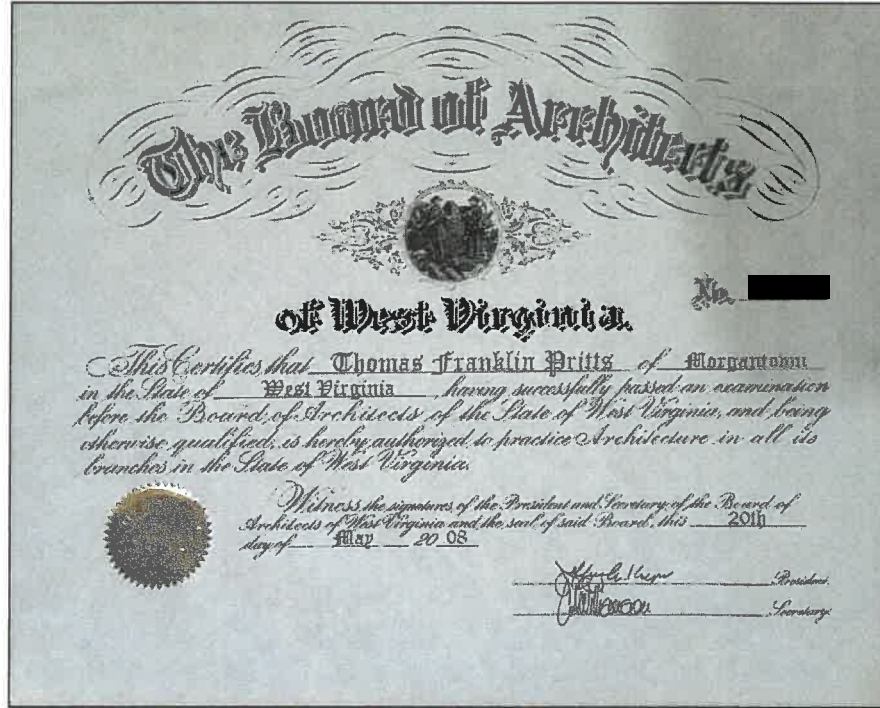
### **Professional Project Highlights**

- 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 College of Physical Activities and Sports Sciences/ Student Health Center
- WVU Center for Alternative Fuel Engines and Emissions
- 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
- Clear Mountain Bank, Oakland, MD
- Clear Mountain Bank, Reedsville, WV
- Clear Mountain Bank-Kroger, Sabraton, WV
- Fairmont Federal Credit Union, Bridgeport, WV
- Freedom Ford, Kia, and Volkswagen Automotive Dealerships, Morgantown, 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

**Professional Project Highlights (continued)**

- OPM, Eastern Management Development Center Addition, Shepherdstown, WV
- US Coast Guard – Conference Room Renovation, Martinsburg, WV
- Eastern Panhandle Transit Authority Addition, Martinsburg, WV
- 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
- Community Center, Ridgeley, WV
- Wastewater Treatment Plant Renovations, Martinsburg, WV
- Public Works Building, Fairmont, WV
- Clarion Hotel Renovation, Shepherdstown, WV
- FBOP Hazelton Prison Medium Security Complex, Hazelton, WV
- Regional Eye Associates/ Surgical Eye Center, Morgantown, WV
- Bavarian Inn – Infinity Pool/ Pool Bar, Shepherdstown, WV





## The West Virginia Board of Architects

certifies that

THOMAS F. PRITTS

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

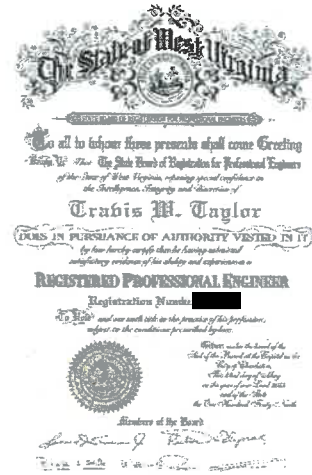
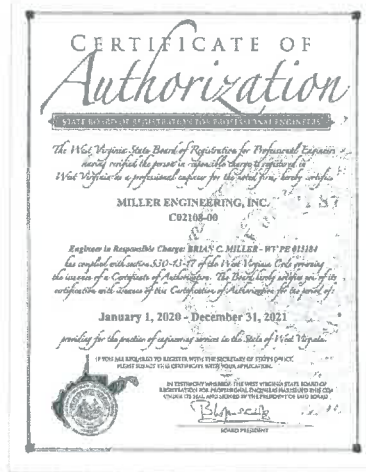
In testimony whereof this certificate has been issued  
by the authority of this board.

Certificate Number [REDACTED]

*The registration is in good standing until June 30, 2020.*



Board Administrator





## TAB 2 - PROJECT ORGANIZATION





## **PROPOSED STAFFING PLAN**

### **Montum Architecture**

*Architect, Primary Point of Contact*

*Tom Pritts, AIA*

### **Miller Engineering (MEP Engineer)**

*President*

*Lead Engineer*

*Junior Engineer*

*Designer / BIM Coordinator*

*Craig Miller, PE*

*Travis Taylor, PE*

*Eyad Alhalabi*

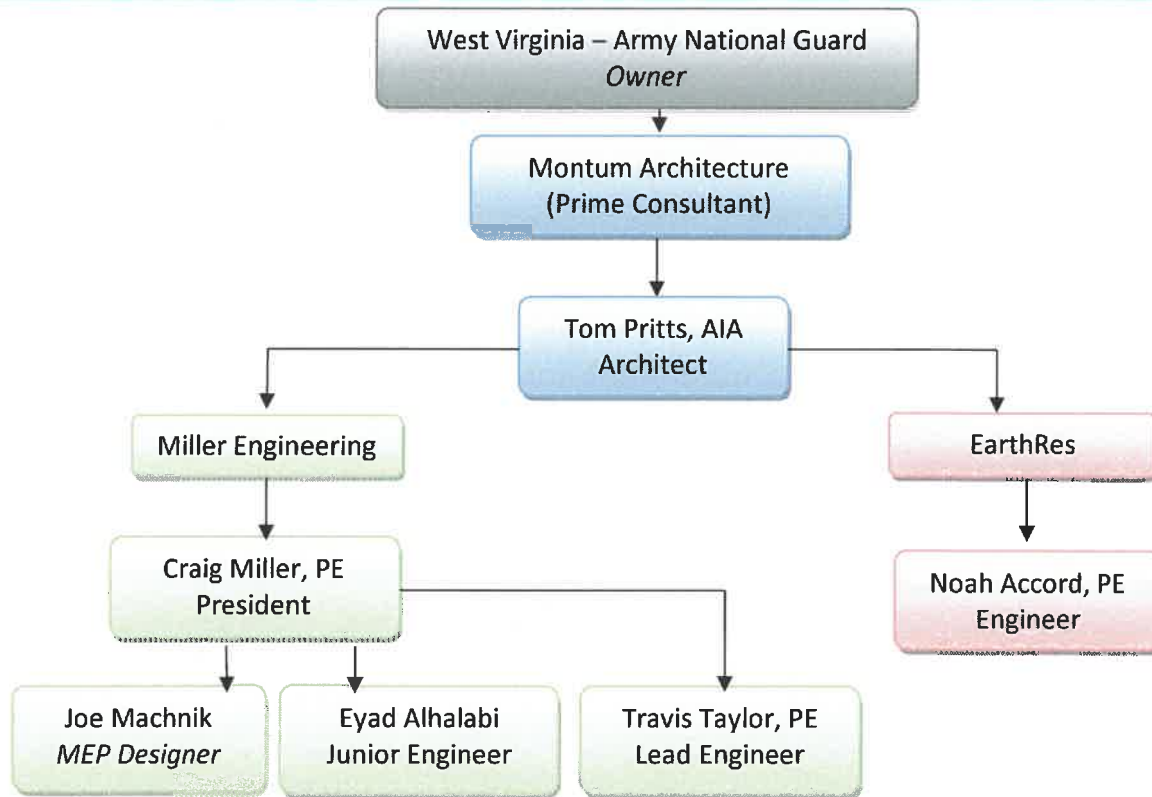
*Joseph Machnik*

### **EarthRes (Structure Engineer)**

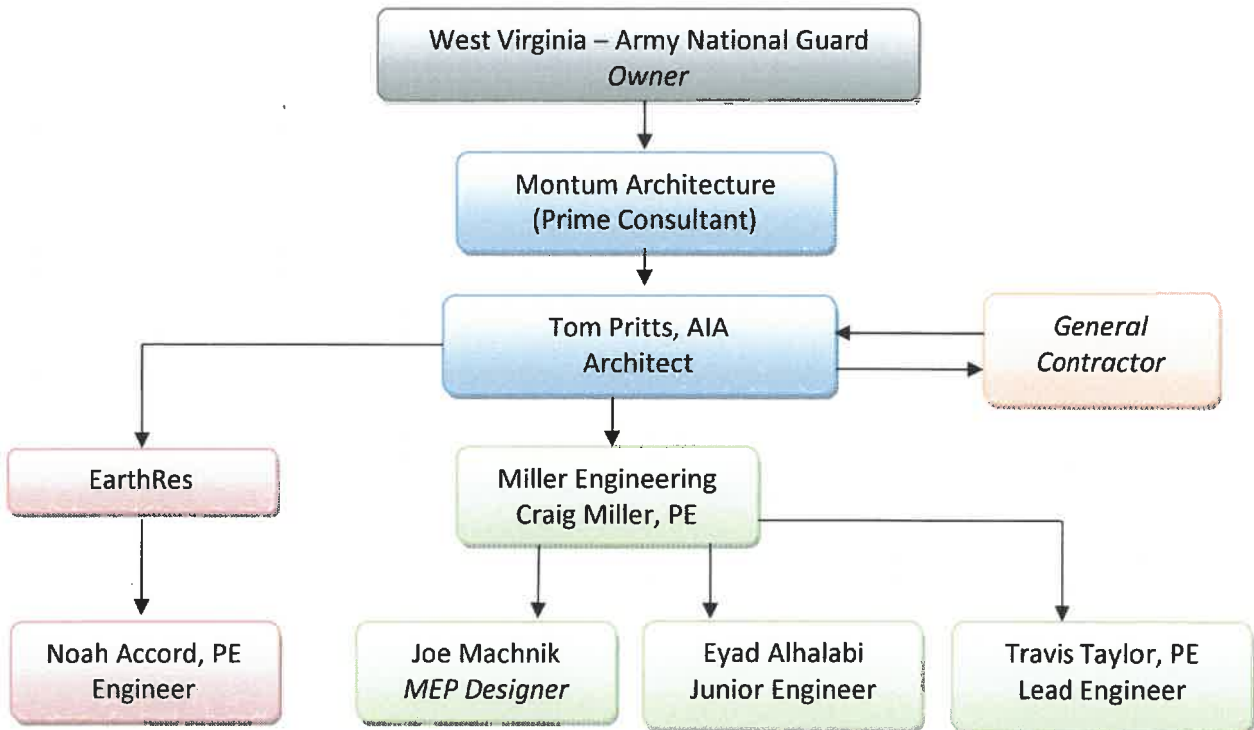
*Structural Engineer*

*Noah Accord, PE*

# Organization Chart – Design



# Organization Chart – Construction





## TAB 3 - EXPERIENCE





# BERKELEY SPRINGS STATE PARK POOL BATHHOUSE ROOFING REPLACEMENT



West Virginia Division of Natural Resources contracted Montum Architecture to specify and administer roofing replacement of the Pool Bathhouse at Berkeley Springs State Park. The existing roofing was a combination of EPDM and built-up roofing. Failing wood framing was replaced and ACM abatement was incorporated in the demolition.

COMPLETED: 2018

COST: \$155,400

SIZE: 2,800 SF RENOVATED

LOCATION: BERKELEY SPRINGS, WV

CONTACT:

Carolyn Mansberger  
DNR Project Manager  
304-558-2764



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# WYOMING COUNTY SCHOOLS WYOMING EAST HIGH SCHOOL HVAC AND ROOF REPLACEMENT



The West Virginia School Building Authority funded replacement of the HVAC systems and roofing at the existing Wyoming East High School in 2017. Montum Architecture is the architect-of-record for the HVAC project and integrated the roofing design consultant's information into bid package scenarios. Work is being performed within an occupied building with close coordination of school daily schedules and calendar of events. Many of the units are being replaced one-for-one with some zones being split into multiple units to allow flexibility of new curriculum within the spaces or needs for additional comfort control. Ceilings are being replaced to meet updated guidelines for educational facility acoustics.

COMPLETION: SUMMER 2019

BUDGET: \$3.2M

SIZE: 130,000 SF EXISTING

LOCATION: NEW RICHMOND, WV

CONTACT:  
Donald Clay  
Director of Facilities  
304-732-6262

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BERKELEY SPRINGS STATE PARK  
OLD ROMAN BATHHOUSE  
RENOVATIONS



West Virginia Division of Natural Resources contracted Montum Architecture to design repairs and improvements to the Old Roman Bathhouse at Berkeley Springs State Park. The structure was built in 1815 with various changes and updates since then. Work includes repairs to the tub structure and plumbing, replacement of the boiler, floor tile replacement, and other updates to fit and finish.



COMPLETION: SPRING 2020

COST: \$782,800

SIZE: 2,500 SF RENOVATED

LOCATION: BERKELEY SPRINGS, WV

CONTACT:  
Carolyn Mansberger  
DNR Project Manager  
304-558-2764

*Montum* Architecture, LLC

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# POTOMAC STATE COLLEGE BACHELORS IN SCIENCE OF NURSING RENOVATION



West Virginia University - Potomac State College received the former National Guard Armory in 2016. In addition to recreational facilities, the newly named J. Edward Kelley Center will house the 4-year WVU School of Nursing BSN program. The project converted former meeting spaces into demonstration nursing laboratories and lecture spaces. Office spaces were renovated. Electrical and HVAC systems were updated to meet the new needs.



COMPLETED: 2018

BUDGET: NOT DISCLOSED

SIZE: 3,900 SF RENOVATED

LOCATION: KEYSER, WV

CONTACT:  
Mike Simpson  
Director of Facilities  
304-788-6886

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## Descriptions of Past Projects Completed – HVAC, Electric

### Withers Brandon Hall

Philippi, WV

#### Services Provided:

- Electrical
- HVAC

MEP Budget: \$700k

Facility Area: 31,800 ft<sup>2</sup>

Owner: Alderson Broaddus  
University

Status: Completed



As part of renovations to Withers Brandon Hall at Alderson Broaddus University, MEI was brought in to evaluate and design upgrades to the HVAC system. The existing chiller and piping insulation had failed. The existing system was a two-pipe system with chiller and boilers serving fan coil units. MEI proposed to re-use the piping and replace the fan coil units with water source heat pumps (WSHP). This allows the existing piping to be re-used and piping insulation would not have to be replaced. The chiller will be replaced with a fluid cooler located outside the building. The three non-condensing boilers will be replaced with a much more efficient modulating condensing "double stack" boiler. The ventilation units are located in the unconditioned attic space and are difficult to perform maintenance on. New ducted heat pumps tied to energy recovery ventilators will tie into the existing fresh air duct to provide ventilation and relief air. The design limits the amount of modifications outside of the mechanical rooms which will aid with the compressed construction schedule. The project was completed in October 2019.

Project Contact:  
David Snider, AIA  
Omni Associates, Inc  
(304) 367-1417



## Project Experience: MEP

### Cacapon Lodge Addition & Renovation

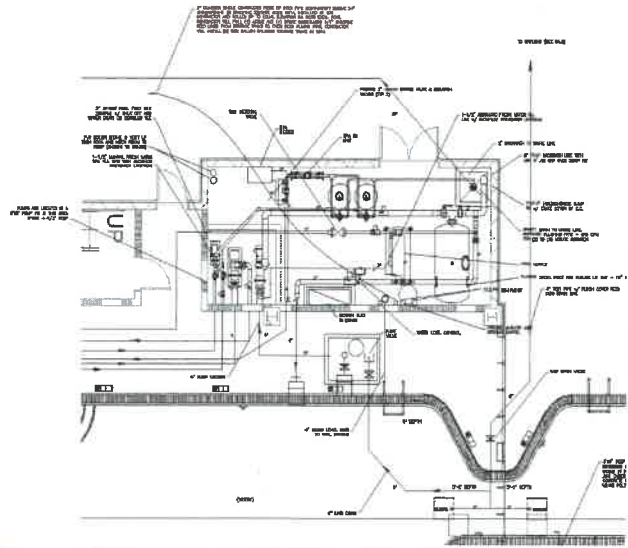
#### Services Provided:

- Electrical
- Plumbing
- HVAC
- Fire Alarm
- Fire Protection
- Pool

**Estimated Budget: \$26M**

**Facility Area: 113,000 sq ft**

**Owner: WV Department of Natural Resources**



Miller Engineering teamed with Paradigm Architecture to design the addition to the lodge at Cacapon State Park. The addition includes approximately 80 guest rooms, new kitchen and dining areas, a spa, indoor/outdoor pool, and support spaces. All of the utilities were upgraded. A new boiler / chiller plant will be installed with distribution to local air handling units. The electrical service includes an upgrade to 480V while using the existing distribution panels where possible as local branch panels. The project is currently under construction.

Project Contact:  
Bradley S. Leslie, PE, Assistant Chief  
WVDNR State Parks Section  
(304) 558-2764 ext. 51826



## Descriptions of Past Projects Completed – Fire Protection

### Camp Dawson FMS4 Fire Protection

Kingwood, WV

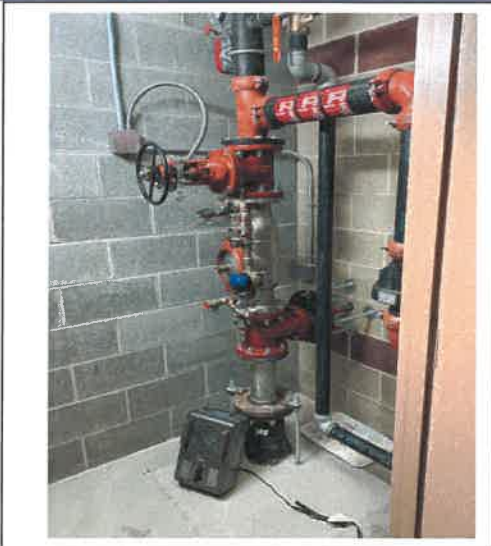
#### Services Provided:

- Fire Protection

**Budget: \$130K**

**Facility Area: 7,400 sq ft**

**Owner: WVARNG**



FMS4 is a vehicle and equipment repair facility located on the Camp Dawson Army National Guard base located near Kingwood, WV. The 7,400 square foot facility includes 4,800 square feet of high bay service area, with the remaining area dedicated to office space, storage, and locker rooms. The facility contains bulk storage of oil and other equipment fluids, requiring fire protection. MEI was tasked with designing a fire protection system which would provide adequate coverage of FMS4 and meet applicable codes. Through research of NFPA 30 and NFPA 13, MEI was able to determine the size of the service and coverage requirements. MEI determined that by providing separation of the bulk storage from the rest of the facility, the fire protection service requirements could be reduced, eliminating a water service upgrade by the utility. Montum Architecture was brought on board to provide architectural support in regards to the separation of the bulk storage room and for the construction of the sprinkler room. The project was successfully completed in December 2019, one month ahead of schedule.

#### Project Contact:

*Jim Skaggs*

*WV ARNG*

*(304) 561-6550*



## TAB 4 - PROJECT METHODOLOGY





## **Project Methodology & Approach**

### **Evaluation**

Montum Architecture will begin the design process by reviewing all existing documentation regarding the RTI auditorium. This includes construction documents, submittals, and as-built drawings. Montum will review the floorplans for compliance with modern building codes, ADA requirements, and any other applicable life safety codes. Miller Engineering will perform an evaluation of the MEP systems including HVAC, plumbing, electrical, fire protection, fire alarm, and telecommunications. EarthRes will serve to evaluate the auditorium's structure, both current conditions and for any modifications. Input from all team members will be used to create a BIM (building information modeling) model of the auditorium. Autodesk REVIT will be used to create the model and perform drafting.

### **Schematic**

Montum will review its findings during the site evaluation along with the reviews from Miller Engineering and EarthRes to determine the auditoriums deficiencies and the required corrective actions needed. Montum will combine these requirements with the needs and wants of the owner on the project to create a prioritized list of items needing addressed on the project. The result of this collaboration will direct Montum on the design direction. Montum will coordinate with Miller Engineering and EarthRes to create the 35% design documents. A budget will be created using material takeoffs and vendor quotes where available. All budgets will be broken out by the categories listed in the Expression of Interest. Both the documents and budget will be transmitted to the owner with a design meeting to follow to review and discuss the direction of the design.

### **Design Development**

Montum will take input from the owners based upon review of the 35% design documents and proceed. While the requirements of the EOI give specific milestones for progress sets (35%, 65%, 95%, & 100%), Montum will immediately communicate any items discovered that could lead to delays or increases in probable construction costs. All decisions made by the design team or by the owner will be reflected in the estimates and these changes will be relayed to the owner. This is for Montum to provide the owner the necessary information to make informed decisions. The 65% and 95% progress sets will reflect the outcomes of the formal and informal discussions with the owners. Montum will take part in design document reviews with the owner to discuss changes made during the progression to new design sets and make revisions based upon owner review. Montum will also facilitate coordination between sub-consultants and the owner for coordinating tying new systems to the owner's systems on site (fire alarm, access control, surveillance, etc.) to provide a clear

point of demarcation on the documents. Discussions regarding budgets will involve both first costs and life-cycle costs to help determine types of systems used.

### Construction Documents

The previous reviews of design documents with the owner will lead to the creation of the construction documents. Montum will also ensure coordination between the designs of sub consultants to reduce the chance of conflicts which can lead to change orders during construction. All estimates will be updated and combined to create the final estimate of probable construction costs. Final drawings and specifications will be transmitted to the owner. Montum will assist the owner in creating the project manual from the technical specifications and owner's front-end contract documentation

### Bidding

During bidding, Montum will take part in all activities to ensure the owner receives clear and complete bids. Montum will take part in the pre-bid meeting to relay the technical scope of work, review and answer questions from bidders, and prepare addenda as necessary. Montum will also assist in reviewing bids received and make recommendations to the owner. Montum has completed many projects through WV State Purchasing and understand the requirements to successfully bid a project with the state of West Virginia.

### Construction Administration

During construction, Montum will take the role as the point of contact between the owner, contractor, and sub-consultants. This role is to ensure a clear path of communication between all members. Montum Architecture's construction administration services will include answering any RFIs (requests for information) and reviewing submittals, shop drawings, and progress applications for payment. Montum will take part in regular progress meetings and site visits to verify that the project is being constructed in compliance with the documents and the project stays on schedule. Montum believes that frequently communicating with the owner and contractors will reduce the probability of issues found during construction will lead to delays and change orders. Quick turnarounds on submittal reviews and RFI responses will also keep the project on schedule. As construction winds down, Montum will ensure that all systems are properly started up, tested, and commissioned. The documents will be written to require the contractor to train the owner's personnel on all new systems. Our team will not disappear once the project is completed. We will be available to the owner through the warranty period to provide support as needed.



## TAB 5 - EOI SIGNED FORMS





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: 679242

Doc Description: Addendum No. 1-RTI Auditorium Renovation Design Camp Dawson

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Sollcitation No	Version
2020-01-28	2020-02-13 13:30:00	CEOI 0603 ADJ2000000003	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:

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
 (304) 558-2544  
 tara.l.lyle@wv.gov

Signature X


FEIN # 82-1385831

DATE February 10, 2020

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.

 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)

February 10, 2020

\_\_\_\_\_  
(Date)

304-276-7151

\_\_\_\_\_  
(Phone Number) (Fax Number)

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Montum Architecture, LLC

Authorized Signature: [Signature] Date: February 10, 2020

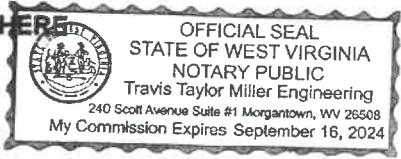
State of West Virginia

County of Monongalia, to-wit:

Taken, subscribed, and sworn to before me this 10<sup>th</sup> day of February, 2010

My Commission expires September 16, 2024.

AFFIX SEAL HERE



NOTARY PUBLIC [Signature]

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CEOI ADJ2000000003**

**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 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

February 10, 2020

Date

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