

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: AGR2000000001**

**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)

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| <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 |

RECEIVED

2019 JUL 25 AM 9:55

WV PURCHASING  
DIVISION

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.

Food Plant Engineering, LLC

Company

*Mark Radmond*

Authorized Signature

July 24, 2019

Date

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

# QUALIFICATIONS

A/E Services

WV DEPARTMENT OF AGRICULTURE  
FOOD DISTRIBUTION WAREHOUSE  
COOLER ADDITION PROJECT

**Prepared for :** State of West Virginia  
**Solicitation Number:** 1400 AGR2000000001  
**Date Issued :** 2019-07-11

**FOOD PLANT**  
**ENGINEERING**  
THE HENDON REDMOND GROUP  
LLC

July 24, 2019

Ms. Melissa Pettrey  
Purchasing Division  
2019 Washington St E  
Charleston, WV 25305

Dear Ms. Pettrey:

A state agency storing valuable USDA commodities is a critical component in a food-safe supply chain. As you are well aware, the change in product supply and demand can create facility storage expansion needs. Our firm can assist you with the design and construction of this critical storage expansion.

Our approach to this project will provide you with the following:

- o Transparent communications on project scope, budget/costs and schedule
- o A clear understanding of the cost/benefit of the options available for implementing actions with the least disruption to current operations
- o Design and construction of a food-safe facility that will enhance operations

Your project involves planning, design and construction of a cooler space expansion for your distribution center in Ripley, WV. This cooler space is intended to be either attached or adjacent to the existing facility. A preliminary objective of this project involves the review of current operations, site selection evaluation and communication with the facility owner to provide a plan with minimal disruption of operations. You have requested that our firm provide you with our qualifications for providing the services for the planning, design and construction for this project.

The first step in this process is to start with Planning Services. This will address questions such as:

- o What issues affect the site location of the new cooler?
- o What are the options available for the location of the new cooler?
- o What are the anticipated costs involved for the expansion project?

After completion of Planning Services, we will provide you with Design Services. This phase will provide you with the following:

- o Detailed drawings and specifications that will incorporate food-safe facility designs
- o Services to obtain the building permits
- o Documents for bidding to contractors

Once the Design Services have been completed, our firm will provide you with Construction Services. Using our firm to provide these services offers the following advantages:

- o **Quality:** We have experience with the nuances of building a food-safe facility and the intricacies involved in the vapor barrier of a new cooler.
- o **Oversight:** We will review shop drawings, provide site visits and keep you informed on the project progress and schedule.

Food Plant Engineering, LLC has proven success designing and constructing functional, sanitary food warehouse facilities. Our professional team has provided engineering, architectural and construction services to the food industry for more than 65 years. We welcome the opportunity to do the same for you.

Sincerely,



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Mark E Redmond  
President  
Food Plant Engineering, LLC  
Food Plant Construction, LLC  
markredmond@foodplantengineering.com

## HISTORY

Food Plant Engineering is a specialized company that offers planning, design and construction services for food production, processing and distribution facilities.

Our doors opened more than 60 years ago as Henry A. Lurie & Associates with a mission to provide innovative design solutions for USDA-inspected facilities. While working as an engineer for a meat packing company, founder Henry Lurie heard complaints that the design firms in the industry “didn’t understand their business and brought little or nothing to the table” so he founded a firm to do just that: understand the unique production and facility needs of food processing companies.

## OUR MISSION

We are still following that original mission today. Our goal is to provide you with a facility based on the eight guiding principles that we have developed over the last 65 years working with best-in-class food processing, production and distribution companies. Our team will work with you to provide cost-effective solutions to integrate these guiding principles into the planning, design and construction of your project.

## GUIDING PRINCIPLES

- 01 FOOD SAFETY
- 02 SANITARY DESIGN
- 03 PRODUCTIVE WORKFLOW
- 04 SENSIBLE AUTOMATION
- 05 SUSTAINABLE CONSTRUCTION
- 06 ENERGY EFFICIENCY
- 07 FOOD DEFENSE
- 08 REGULATORY COMPLIANCE



The planning, design and construction of food production operations is the specialty of Food Plant Engineering, LLC and Food Plant Construction, LLC. Our cohesive team works together to bring innovation to life in your facility. Many of our associates have hands-on experience in the food-processing environment and understand the special demands placed on a facility and its processing equipment.

The design of food production facilities must balance the need for productive layouts with food safety considerations. A facility layout that will help reduce cross-contamination caused by food-borne pathogens, food allergens, and people-and-product flow while producing items efficiently requires careful thought and planning.

## FOOD SAFETY

Food Plant Engineering has extensive experience designing food facilities under regulatory inspection for food safety. With this background, we can bring to you innovative and cost-effective ideas for the construction of a facility that meets today's requirements.

The current necessity for FDA, USDA, FSMA, HACCP, SQF and BRC planning makes layout and design of the food facility very important. In order to produce safe products in the current environment, key factors should be considered when laying out and designing the facility.

For example, how the food preparation, production and packaging flows are integrated into the layout of the facility affects the ability to implement FDA, USDA, FSMA, HACCP, SQF and BRC requirements. Also, the flow of this process and how it is integrated with employee movement is important for both efficiency and food safety.

## PRODUCTIVITY

Increasing productivity in a food plant is a goal for many food producers. Many look to automation (the application of equipment and technology to produce food products) with the goal of reducing the amount of human intervention, improving the process and/or increasing productivity.

Automation of food production processes that are normally performed by people can benefit a food plant in many different ways: reduced labor, higher throughput, higher quality, greater product consistency and improvement in food safety.

As with all choices, there are trade-offs when weighing the level and complexity of the automation needed for the returns and benefits to outweigh the costs and risks. Food Plant Engineering, LLC has successfully applied food processing automation to many different types of food processing operations and can assist with the proper application in your operation.



### FORWARD THINKING

We have addressed issues facing the food industry, such as allergen control and sustainable design, well before these topics became industry-wide concerns.

We don't just talk about the future, we build for it.

### PROVEN VALUE

Our integrated project delivery system blends cost, quality and timeliness to yield projects with outstanding value for your investment.

We have 65 years of project success.

### STRAIGHTFORWARD

We work with you from the start of the project to develop a clear scope and budget that will meet your project investment and expansion goals.

We work to protect your investment.

The components and materials used in construction will determine the food safety, sanitation, life-cycle cost, durability and maintenance cost of a food facility. Food Plant Engineering has in-depth knowledge of the many options available. We will discuss with you the various costs and benefits of each option to find the most appropriate solution for your operation.



## FLOORS

Food facility floors are under constant strain from physical abuse, thermal shock and cleaning chemicals. We review with you the benefits and cost effectiveness of various flooring systems so the correct system may be applied to your facility.



## WALLS

Walls are subject to physical abuse from traffic and chemical abuse from cleaning products. We know the materials that can withstand such a harsh environment, the proper application of the materials, which manufacturers to specify and the best methods for protecting walls from extreme physical abuse.



## CEILINGS

Many food products are exposed at some point in the process to overhead ceilings, piping and other objects. Understanding ceiling materials and systems that are cleanable and prevent product contamination is critical for your facility.



## DRAINS

Floor drains are a source of potential contamination. We know who manufactures the most sanitary floor drains, which drains are easiest to clean and how to design process-waste systems that minimize the potential for food contamination.



## LIGHTS

Food facility lighting fixtures must be easy to clean and maintain. We know which fixtures are appropriate for each application in a food facility.



## PIPES

In a food processing facility, piping and conduit materials must be sanitary on the interior and exterior. We know the proper application of materials that are sanitary, able to withstand the abuse of chemical cleaning and hold up to temperature variations.





## CONDENSATION

Condensation will occur in improperly designed facilities and can cause food products to become adulterated. Problems often stem from improper vapor barriers in insulated panel construction, vapor pressure issues or infiltration/exfiltration between different types of rooms. We know how to avoid these pitfalls and prevent condensation from occurring.



## A/C & REFRIGERATION

Air temperature in a food facility is important for employee comfort, productivity and the safety of food products. Ventilation systems can also create food quality and contamination issues if not properly designed. We know the temperature and air balance necessary to maintain an environment for the efficient and safe production of food.



## ENERGY

Food processing equipment can require different types of energy sources. Often, choices can be made between sources. We are familiar with all types of food processing equipment in the facility and the best sources of energy. We have designed many similar utility infrastructures and know how to design the most efficient total system.



## EQUIPMENT CONNECTIONS

Food equipment requires many connections for operation. We have first-hand knowledge of the requirements for connecting food processing equipment.



## SANITATION SYSTEMS

Many types of sanitation systems exist—both wet and dry—and these systems must be applied properly. We know the best temperature and pressure requirements for wet cleanup and sanitation systems. We also know the various methods for heating, circulation and delivery of water, as well as the cost-effectiveness and efficiency of the equipment available.



## BIO-SECURITY

Today's facilities must consider internal and external issues affecting the possible contamination of food. We understand how the receiving, storing and producing of food should be designed to help mitigate these issues.

# OUR TEAM LEADERS

The primary point of contact for the project is the Project Manager. Food Plant Engineering's Project Manager will oversee day-to-day work activities, review technical products and reports, and be responsible for the project budget and schedule. Our proposed team for managing the planning, design and construction of the project is listed below.



## **MARK E. REDMOND, PE - PRESIDENT**

Mr. Redmond is a Professional Engineer and holds a B.S. in Mechanical Engineering (University of Cincinnati, 1987) and an MBA in Operations Management (University of Cincinnati, 1991). Mr. Redmond has more than 35 years of experience in project oversight for the planning, design and construction of food manufacturing and storage facilities. He is often lauded by clients for his vast knowledge of all facets of the design and construction process.



## **ERIC C. WIGGER - PROJECT MANAGER**

Mr. Wigger (B.S., Construction Management, 1992, Northern Kentucky University) has 25-plus years of experience managing design and construction projects. He is multi-faceted when it comes to understanding the integration of process equipment into a food plant environment and the nuances of constructing and maintaining a sanitary environment. Mr. Wigger will be responsible for construction inspection. He has in-depth knowledge of construction techniques necessary to check contractor's compliance with contract documents.



## **DUKE SCHNEIDER - PROJECT TEAM LEADER**

Mr. Schneider has more than 40 years of experience in project development and has extensive experience with project planning. His background ranges from planning and estimating for conceptual plans to field supervision of construction projects. His hand-on knowledge of the food plant environment is essential to developing practical solutions for our clients.



## **SHANNON M. STANDISH, AIA, NCARB - ARCHITECTURAL TEAM LEADER**

Mrs. Standish (B.Arch., 2000, University of Cincinnati) is a veteran leader with 15 years of food plant experience. She is very adept at coordinating the complex multi-disciplinary details involved in the design process. Mrs. Standish is known for her excellent communication skills, quick response time to client needs, no-nonsense practical approach to problem solving, and an ability to consistently meet deadlines. She will be responsible for the architectural design and preparation of construction documents.

# OUR TEAM LEADERS

Warehouse Cooler Addition Project **10**



## **JOEL YODER, PE – ENGINEERING TEAM LEADER**

Mr. Yoder (B.S., Mechanical Engineering, 1992, Purdue University) is a veteran engineer with an extensive background in the food processing and manufacturing industries. Prior to coming to our firm, he was a Senior Project Engineer implementing capital improvement projects. His thoughtful demeanor, creative intellect and proficient understanding of operational issues make him well-suited for effective project leadership.



## **DANA BURNS, PE, PS – CIVIL PROJECT ENGINEER**

Food Plant Engineering will be sub-consulting with Potesta & Associates, located in Charleston, WV. Mr. Burns brings numerous years of engineering experience to our team in the field of civil and site design services.



## **JOHN S. DORICH, PE – STRUCTURAL PROJECT ENGINEER**

Food Plant Engineering will be sub-consulting with GOP, Ltd. Located in Cincinnati, Ohio, GOP, Ltd. has a 90-year history of providing structural engineering services. Mr. Dorich is a Partner of GOP and has more than 25 years of structural design experience, including analysis of existing structures. His projects have included designs in structural steel, reinforced concrete, reinforced masonry and wood. Mr. Dorich has significant experience working on food facility projects, and he understands many of the specialized issues related to sanitation and cold/freezer building construction.

# OUR SERVICES

Warehouse Cooler Addition Project **11**

## PLANNING, DESIGNING AND CONSTRUCTING SANITARY FOOD PROCESSING OPERATIONS

*It's what we have been doing for 65 years.*

But we don't rest on our laurels. Our engineers and architects continue to implement the best industry practices for the cost-effective sanitary design and construction of food plants. We integrate food safety into each phase of a project, from planning through construction, and are continually looking for better solutions to create sanitary food facilities.



### PLAN

Planning for growth requires insight into the future. Our consulting services provide a roadmap for site selection, process improvement planning, facility renovation, expansion and new construction concepts.



### DESIGN

Creating a food facility that is functional today and adaptable to the future requires foresight. Our design services generate engineering and architectural concepts, plans and specifications for building a food facility that will stand the test of time.



### BUILD

Building a food plant requires construction techniques that yield an environment safe for food today as well as tomorrow. Our construction services utilize professional management oversight to transform sanitary designs into a hygienic facility.

## PROJECT MANAGEMENT

Food Plant Engineering utilizes a variety of project management tools to initiate, plan, execute, monitor, forecast, control and close out projects. Our Project Manager will utilize these tools when directing the team toward project completion.

## COMMUNICATION

Your primary point of contact is our Project Manager who oversees the day-to-day design activities, reviews project information and is responsible for the schedule and resource allocation. The Project Manager, as well as other key team members, will be present for project meetings to discuss and review the project objectives, information needs and drawings/specifications. Meetings may be in person, via conference call or hosted online.

## PROJECT SCHEDULE AND RESOURCE ALLOCATION

Food Plant Engineering will develop the initial baseline schedule, including setting milestone dates, at the initiation of the project. Updates will be provided as needed throughout the life of the project. To coordinate, forecast and manage the project schedule, we utilize Microsoft Project software. Resource allocation and staff scheduling is accomplished using Deltek Ajera software. Staff are assigned to the project and efforts are tracked utilizing this software. All invoicing and procurement functions are also managed using Deltek Ajera. We have developed project management templates for typical project management activities, such as documenting meetings, telephone conversations and scope changes.

## QUALITY AND COST MANAGEMENT

Our project management process incorporates a team review for validating the information contained in the project documents. This process incorporates procedures that evaluate how our professional services are planned, executed and delivered to our clients. The system is flexible so that it allows us to meet the needs of each individual client. Also, as part of the project management process, we review the project budget and probable cost of construction in conjunction with the project scope, as well as any changes in scope. We will work with you to correct any deviations in the alignment of the project budget, probable cost of construction and project scope.

## REGULATORY AGENCIES

Our firm works with many state and federal agencies throughout the United States. We are well versed in communicating with the regulatory and administrative agencies in large cities, small communities, state governments and federal offices. Our approach in all cases is to establish communication lines at the start of the project with all government entities having involvement in the project. We will speak with and/or meet with the government entities to review the administrative and regulatory requirements involved in your project and incorporate these requirements in the project documents.

We will provide the following Planning, Design and Construction Services for a cooler addition to your facility in Riley, WV:

## INFORMATION COLLECTION

Food Plant Engineering will gather data from the proposed operations to gain a better understanding of your operation and processes. Typical information that may be gathered includes:

### STORED PRODUCTS/MATERIALS

Listing of products and materials desired to be stored, including handling, and volume needs

### GENERAL INFORMATION

Information on the growth level desired for the operation, overall goals for the operation, food safety concerns and budget or other financial factors

### ADMINISTRATIVE / EMPLOYEE

Review spatial requirements and needs for the employee welfare, administrative offices, maintenance functions and shipping/receiving functions

### SITE INFORMATION

Copies of available site surveys, site utility information and building drawings for the property locations under consideration

## MASTER PLANNING

We will review the information gathered. We will also discuss with you ideas on operation process flow and on layout for food safety and efficiency. Based on our discussions and information gathered, we will develop options for various locations for the new cooler building. These options will be based on available property and integration with your current operations. After discussing and reviewing with you the various options, one of the options will be selected for developing a Master Plan. The Master Plan will include the following:

### FACILITY FEATURES

A floor plan will be developed that shows details such as the location of walls, doors, openings and materials.

### EQUIPMENT FEATURES

A plan showing location, layout and configuration of storage racking on the floor plan.

### SITE PLAN

A basic site plan showing site features such as roadways, parking, site access and landscaped areas.

### FACILITY NEEDS

Preliminary information on the facility needs for utility services such as water, sewer, electric and natural gas.

### BUILDING/ZONING CODES

Preliminary review of building codes and zoning ordinance (if applicable) will be provided.

### PROJECT TIMELINE

A project timeline will be developed identifying the project phases for design and construction.

### CONSTRUCTION COST

We will develop an opinion of probable construction cost for the project in the Master Plan using historical cost data, recent trends and current economic conditions.

## GUGGISBERG CHEESE WAREHOUSE FACILITY



### SCOPE OF SERVICES

- Programming services
- Schematic design services
- Site investigation and studies
- Construction document services
- Construction administration services

### PROJECT HIGHLIGHTS - SUGAR CREEK, OH

*40,000 SF addition to an existing facility*

- Master planning for growth of overall cheese operation including a phased implementation approach
- Construction of a new addition to house packaging, finished goods refrigerated storage, dry storage, shipping and employee areas
- Hygienic core concept integrated in exposed finished product areas to avoid cross-contamination and increase shelf life
- Integrated newly developed product handling and packaging methodologies into operation
- Renovated and reconfigured existing plant areas

THANK YOU  
FOR YOUR  
CONSIDERATION

**FOOD PLANT**  
**ENGINEERING**  
THE HENDON REDMOND GROUP LLC