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

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 989374
Procurement Type: Central Purchase Order
Vendor ID: VS0000002612
Legal Name: CHA Consulting, Inc.
Alias/DBA:
Total Bid: $0.00
Response Date: 02/22/2022
Response Time: 12:14
Responded By User ID: CHAMarketing
First Name: Deborah
Last Name: Shepard
Email: dshepard@chacompanie
Phone: 518-453-8742

SO Doc Code: CEOI
SO Dept: 0705
SO Doc ID: LOT2200000003
Published Date: 2/16/22
Close Date: 2/22/22
Close Time: 13:30
Status: Closed
Solicitation Description: Addendum No. 2 A/E SVCS FOR PHYSICAL SECURITY SYSTEM
Total of Header Attachments: 1
Total of All Attachments: 1

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

State of West Virginia
Solicitation Response

Proc Folder:	989374
Solicitation Description:	Addendum No. 2 A/E SVCS FOR PHYSICAL SECURITY SYSTEM
Proc Type:	Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2022-02-22 13:30	SR 0705 ESR02222200000004962	1

VENDOR

VS0000002612
CHA Consulting, Inc.

Solicitation Number: CEOI 0705 LOT2200000003

Total Bid: 0 **Response Date:** 2022-02-22 **Response Time:** 12:14:13

Comments:

FOR INFORMATION CONTACT THE BUYER
Toby L Welch
(304) 558-8802
toby.l.welch@wv.gov

Vendor
Signature X **FEIN#** **DATE**

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	Professional engineering services				0.00

Comm Code	Manufacturer	Specification	Model #
81100000			

Commodity Line Comments: NA

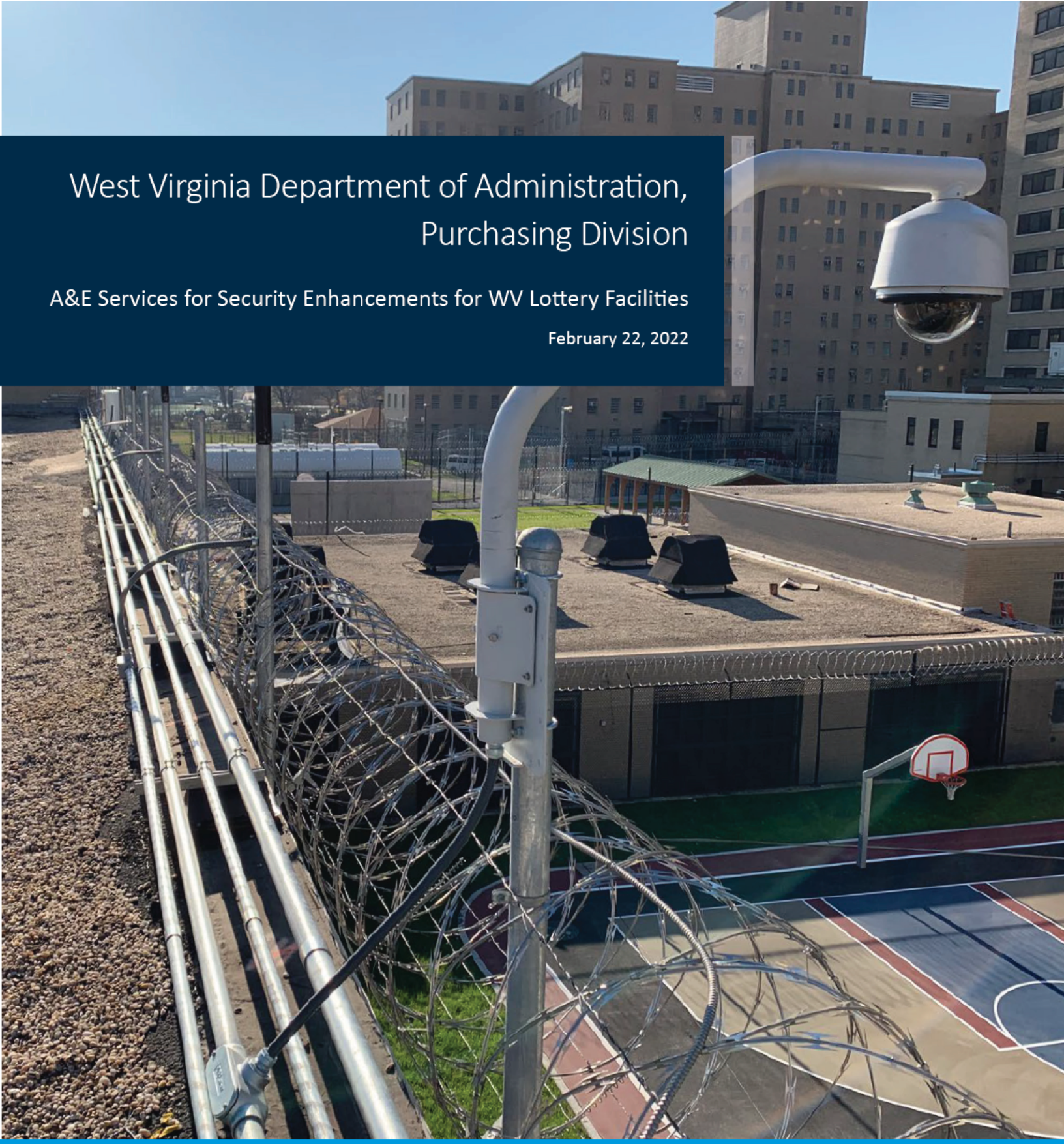
Extended Description:

In accordance with W. Va. Code 5G-1-1 (et seq) WV Lottery seeks A/E Services for a methodology for physical security enhancements for WV Lottery HQ and other facilities as described herein.
Vendors must enter a grand total amount in the Contract Amount Section

West Virginia Department of Administration, Purchasing Division

A&E Services for Security Enhancements for WV Lottery Facilities

February 22, 2022



CHA

February 22, 2022

Toby L. Welch
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25303-0130

Re: Solicitation No. CEOI LOT2200000003 | A&E Services for Security Enhancement for WV Lottery Facilities

Dear Mr. Welch:

CHA Consulting, Inc. (CHA) is pleased to submit our qualifications to the West Virginia Department of Administration for Security Enhancements for the West Virginia Lottery Facilities. Our dedicated group of security specialists have been involved in the assessment, design, and implementation of security systems for public and private clients throughout the United States. We are experts in security and we look forward to teaming with you to achieve your mission.

CHA's knowledgeable and experienced team will provide the responsiveness and resources needed to successfully accomplish all the tasks as requested by the Department of Administration. Our team of security professionals dedicate 100% of our time to the security discipline and our credentials illustrate our dedication. We have professionals on our team that are board certified through ASIS as Crime Prevention Professionals (CPP) and Physical Security Professionals (PSP), and through the American Board for Certification in Homeland Security accrediting our understanding and experience. In addition to certifications we have real world experience, ranging from military and facility management of statewide entities. By combining our industry certifications and application expertise, CHA has the winning combination to provide you with the highest level of proficiency in regards to security design and construction administration.

Additionally, our considerable experience with municipal and government entities demonstrates our understanding of the importance to deliver such projects with considerable respect for public funding, including strict observation of timelines, deliverables and budgets.

We look forward to presenting our qualifications for this compelling project. Should you have any questions please do not hesitate to contact me at (315) 257-7184 or theath@chacompanies.com.

Sincerely,

Toby Heath, CPP, PSP, LEED Green Associate
Associate Vice President
Manager of Life Safety & Security

9020 Stony Point Parkway, Suite 160, Richmond, VA 23235-4700
T 804.897.3564 • F 804.897.3566 • www.chacompanies.com

Table of Contents

Section 1

Company Overview

CHA Consulting, Inc.

Who We Are

Established in 1952, CHA is a 1,300 person full-service engineering firm in both market and service delivery. At CHA, we are nationally recognized for providing our clients with innovative approaches to planning and design in the built environment.

CHA has the capability to provide security enhancing services for all types of public and private facilities. Our extensive experience with security systems gives our clients the peace of mind that comes with the latest in security technology. We offer innovative solutions designed to suit your individual security needs that address your specific concerns.

Our life safety and security core services include:

Security Assessments

In order to protect your assets, you must first identify them, as well as the threats and risks associated with them. Only once you have this three factor information, can you really begin to develop a plan to mitigate the vulnerabilities to each asset. CHA's Life Safety and Security team has extensive experience with conducting security assessments, as well as providing a readable report that becomes a tool when planning security improvements.

Video Surveillance

Video surveillance is no longer just a tool to review events post occurrence. It is now used as a live tool to actively monitor activity. With the blend of human interaction and artificial intelligence, the usefulness of today's video surveillance technology can provide you the proactive response your security team needs. CHA has vast experience in all levels of video surveillance design and implementation. From analog conversions, to high megapixel (interior and exterior), to license plate recognition, to video analytics; CHA has the experience to properly design your video surveillance system.

Access Control

Knowing who is in your facility at any given time is any property owner's desire. This can only be achieved with proper access control measures that provide 100% accountability. While the traditional lock/key still plays a role, many facilities have deployed the use of electronic access control. CHA has the experience and detailed understanding of today's cutting edge technologies to provide the most cost effective approach to access control.

Intrusion Detection

Going hand and hand with access control, intrusion detection still plays a role in security systems. While the traditional definition has changed from "arming during off-hours", intrusion detection is now defined as actively identifying a potential threat on your premises before any harm has occurred. This could be as basic as a door forced alarm, but more realistically its early warning of a known person of interest crossing from public property to private property. The early detection will allow your security team to respond well before a "security event" can take place. CHA has extensive experience designing early warning intrusion and extrusion systems for a variety of clients, both private and public.

Connect With Us

Toby Heath, CPP, PSP, CPTED, LEED Green Associate
Associate Vice President – Life Safety & Security
(315) 257-7184
theath@chacompanies.com

Section 2

Key Personnel

Key Personnel

We have carefully assembled a team of professionals who are eager to work on this project with you. Thoughtful consideration was given to combining the right mix of staff who are specialists and staff who have successfully worked together on other similar projects. We can also draw from a pool of more than 1,300 additional resources should the need arise.

Toby Heath, CPP, PSP, CPTED, LEED Green Associate
Project Manager

A. Farooq Mallick, MD
QA/QC

Security Team

Greg Cliff, CPTED **Life Safety & Security Specialist**	Michael Impicciatore, PE **Electronic Security Specialist**	Quintin Lenoci, EIT **Life Safety & Security Specialist**

CHA In-House Resources

158 MEP Engineers	**14** Architects	**68** Energy & Commissioning	**94** Civil Engineers	**47** Structural Engineers
10 Geotechnical Engineers	**22** Environmental Scientists	**102** Transportation/ Traffic Engineers	**6** Cost Estimators	**28** Construction Managers

** Licenses/designations are state-specific and are not necessarily the state in which the work will be performed.*

Toby Heath, CPP, PSP, CPTED LEED Green Associate

Project Manager

Toby brings over 22 years of experience in the security industry, with work ranging from real-world security missions with the United State Army to the design of all levels of security systems. He is well-versed in the intricacies of large-scale security system installations and upgrades, having managed numerous projects and studies for airports, water purveyors, correctional facilities, and government agencies. Toby leads CHA's Life Safety and Security team in performing vulnerability/risk assessments and design and consulting services for access control, CCTV, intrusion detection, mass notification, and other security systems. Representative project experience includes:

Confidential Client, VA, Perimeter Security at Four Locations

Chesterfield County, VA, Chesterfield Jail and Courthouses Security Design

Winchester Public Schools, VA, Security Assessment

Massachusetts Division of Capital Asset Management and Maintenance, Electronic Access Control Improvements

New York State Office of Mental Health, Development of Statewide Security Standards

Community Preservation Partners, CA, Physical Security Assessments for Multiple Properties

Manhattan Psychiatric Center, NY, Security Systems Assessment and Design

Brookwood Secure Center, NY, Building Renovations and Security Upgrades

Highland Residential Center, NY, Security Improvements

SUNY Purchase, Campus-wide Security Upgrades

***SUNY Upstate Medical Facility,** Security Assessment for 20+ Buildings

***SUNY Oswego,** Campus-wide Infrastructure Study

***SUNY New Paltz,** Re-work of Main Electrical Distribution Systems to Facilitate Installation of Multiple Generators

***University of New York College of Agriculture and Technology at Cobleskill,** Comprehensive Site Utility Assessment Study

***New York State Department of Health,** Security Services for Three Main Facilities

***Upstate Correctional Facility, NY,** Vulnerability Assessment for a Juvenile-aged Facility

***Confidential Client, NY,** Security Risk Analysis for 11 Sites

***Syracuse Hancock Airport, NY,** Security Improvements

Education

State University of New York Institute of Technology, B.S. in Electrical Engineering Technology

Registrations & Certifications

CPP – Certified Protection Professional – ASIS International Board Certification

PSP – Physical Security Professional – ASIS International Board Certification

CPTED – Crime Prevention Through Environmental Design Specialist, American Crime Prevention Institute

Certified in Homeland Security, Level IV, American College of Forensic Examiners Institute

Memberships & Affiliations

ASIS International Region 5E – Assistant Regional Vice President 2013-2015

ASIS International Chapter 057 – Chapter Chair 2010-2011

ASIS International Chapter 057 – Chapter Secretary 2009-2010

ASIS International - member since 2005

**projects completed under previous employment*

Education

King Edward Medical College, PK, M.B.B.S. in Surgery

University of the Punjab, PK, B.S. in Pre-Medical Sciences

Registrations & Certifications

Licensed for the practice of Medicine, Surgery, and Obstetrics and Gynecology: The Pakistan Medical and Dental Council, Islamabad, Pakistan Registration Number [redacted]

Certified PREA (2015) and ACA (2017) Auditor

Awards

New York State Office of Children and Family Services M.C. Performance Award: 1996, 1998, 2000, 2001

A. Farooq Mallick, MD

QA/QC Manager

Farooq has over 30 years of experience of progressive senior management in children and family services within the Juvenile Justice System. As a Senior Project Manager for CHA's Life Safety and Security group, Farooq provides invaluable insight on the operational standards and policies of juvenile residential facilities. Prior to joining CHA, Farooq was the Associate Commissioner for the Office of Facility Management for the Division of Juvenile Justice and Opportunities for Youth. Farooq is also a consultant for the Capital District Juvenile Detention Center. Representative experience includes:

In his role as *Associate Commissioner for the Office of Facility Management* with the Division of Juvenile Justice and Opportunities (DJJOY) for Youth, Farooq's responsibilities included:

- Responsible for the oversight of 12 statewide facilities ranging in secure to reception centers
- Oversee DJJOY Triage Committee which manages all disciplinary penalties stemming from violations of procedures, insubordination, and other classes
- Direct all hiring and training of senior level facility staff across New York State
- Review and approve all policies for state and federal compliance within role on interdisciplinary team to ensure agency policies meet current guidelines
- Understand and enforce all NYS child welfare regulations and mandates
- Regulate and monitor facility fiscal spending and overtime
- Create and maintain strong partnerships with community stakeholders
- Oversee facility program operations related to Substance Abuse, Mental Health, Sexual Harmful Behavior, Dialectical Behavior Therapy (DBT), Sanctuary and New York Model
- Coordinate all DJJOY capital projects
- Represent DJJOY for statewide labor management meetings
- Monitor and review all Justice Center Safety Plans
- Ensure all facilities are certified by the American Correctional Association (ACA) and Department of Justice Prison Rape Elimination Act (PREA)
- Knowledge of organizational dynamics, practices and procedures, and ability to make sound complex decisions in coordination with others

In his role as the *Facility Director at the Highland Residential Center,* Farooq's responsibilities included:

- Led day-to-day operations of a 183-bed residential facility with 244 staff
- Was directly responsible for the financial status of the facility, supervising all capital projects, overseeing all contracts, and ensuring that appropriate systems were in place to monitor cash flow and spending. Ensured that the facility remained within the overtime budget allocations
- Ensured all facility policies were compliant with agency policy
- Developed, motivated, and retained a high performing, team-oriented staff
- Displayed crisis management and ability to work well under pressure and pivot to areas of focus according to current needs of the organization

Greg Cliff, CPTED

Life Safety and Security Specialist

Greg has more than 45 years of experience in security system design and program development for a variety of public and private clients. He specializes in the design of CCTV, card access, locking controls, personal protection, asset protection, and life safety systems. Representative project experience includes:

***New York State Lottery,** Claims Center Assessments

Community Preservation Partners, Security Plan Review, Crime Analysis, Design Programming at Cedarwoods Apartments

Brooklyn Navy Yard Development Corporation, Brooklyn Navy Yard Security Assessment

Corning, Inc., Sullivan Park and Painted Post Facilities Mass Notification System

Metropolitan Water Board, Security controls and CCTV monitoring system at Oswego Facilities

New York State Office of Mental Health:

- Mid-Hudson Psychiatric Center Forensics
- Rochester Psychiatric Center F-3, G-1, and G-3 Forensics Conversion
- Central New York Psychiatric Center Forensics Peer Review
- Manhattan Psychiatric Center Dunlap B Building Forensics
- Personal Alarm System at Buffalo Psychiatric Center
- Certified and designed over 35 access control systems using Casi-Rusco, and *Lenel*
- Threat Assessment of Security Vulnerabilities at Facilities Statewide Post 911
- Upgrade Security Systems and Safety Office Design at Manhattan Psychiatric Center
- Upgrade Security and Campus VSS System Design at Rockland Children's Psychiatric Center
- Upgrade Card Access System and Safety Office Design at Creedmoor Psychiatric Center
- Campus VSS System Upgrade at Rochester Psychiatric Center & Forensic Unit
- Access Control, VSS, Fence Detection and Fence Repair Design at Kirby Forensic Facility
- VSS System Upgrade at Mid-Hudson Forensic Campus
- Access Control, VSS, Intercom, Door and Gate Controls at South Beach Psychiatric Center

***Red Creek Schools, Integrated IP Access Control,** VSS, Door Locking and Intercom Systems Design and Commissioning

***Bridgeview SOTP Forensic Facility,** Access, VSS, Sallyport, Intercoms, Safety Post, Metal Detection and Fence/Gate Monitoring Systems

Education

Erie Community College, NY, Electrical Technologies

Registrations & Certifications

Fiber Optic Transmission System Design for Designers and Installers

Technical Issues of Vapor Intrusion Investigations in NYS

Physical Security for Government Facilities

New Products – PELCO Institute of CCTV

CSI/Suttle Fiber Solutions EIA/TIA 568-A and Associated Industry Standards

Hospital Incident Command System – Safety Management Services, Inc.

Alluser Training Course

KnowledgeXchange: Cybertechnology

Crime Prevention Through Environmental Design

NFPA 72 Fire Alarm and Signaling Code, 2016

Memberships & Affiliations

ASIS International

**projects completed under previous employment*

Education

Rensselaer Polytechnic Institute, NY, B.S. in Power Engineering

Rensselaer Polytechnic Institute, NY, B.S. in Electrical Engineering

Hudson Valley Community College, NY, A.A.S. in Electrical Engineering

Registrations & Certifications

Professional Engineer - NY

Michael Impicciatore, PE

Senior Electronic Security Specialist

Mike has 12 years of experience as a security designer for institutional, government and commercial facilities. His experience includes the various security systems at these facilities such as security lighting, fence protection, video surveillance, access control, personal alarm, public address, intercom, intrusion alarm, door control, layout of gate control console, gate controllers and biometric readers. Representative project experience includes:

Confidential Client, VA, Perimeter Security at Four Locations

Albany Convention Center Authority, Access Control and CCTV

Atlantic County, NJ, Justice Facility Control Rooms

Pfizer, NY, Pearl River Buildings Cameras and Access Control

Dormitory Authority of New York State, Sunmount Developmental Center Personal Duress System Replacement

Montgomery County, OH, Juvenile Detention Center

New York State Department of Corrections and Community Supervision:

- Elmira Correctional Facility Design for 2,500 Cameras and 2,200 Microphones
- Coxsackie Correctional Facility New Visitor Center Entrance

New York State Office of Children & Family Services:

- Industry Residential Center Interior and Exterior Security Improvements
- Highland Residential Center On-site Design-Build Security Improvements
- Ella McQueen Residential Center Sallyport and Secure Parking Improvements
- Finger Lakes Residential Center CCTV Cameras
- Brookwood Secure Center Rehabilitate Walls and Doors
- Allen Residential Center Replace Emergency Generators

New York State Office of Mental Health:

- Bronx Psychiatric Center Security Systems Master Planning
- Hutchings Psychiatric Center Personal Alarm System
- Queens Children's Psychiatric Center Install Personal Alarm System
- South Beach Psychiatric Center Campus Wide Personal Alarm System
- Creedmoor Psychiatric Center CCTV Camera System Review

Amtrak:

- Hialeah Maintenance Facility Video Surveillance System Design
- Ivy City Maintenance Yard Video Surveillance & Access Control Systems

American Airlines:

- M & E Hangar Camera Replacement
- Hangar 10 Security Camera Design and Wireless Mesh

Education

Clarkson University, M.S. in Electrical Engineering

Union College, B.S. in Electrical Engineering

Registrations and Certifications

EIT - Engineer in Training

Certification Memberships and Affiliations

ASIS International

Quintin Lenoci, EIT

Life Safety and Security Specialist

Quintin joined CHA's Life Safety and Security team after receiving his Bachelor's Degree in Electrical Engineering from Union College. Quintin has been instrumental in ensuring each client submission accurately reflects the design intent; both from a technical and readability standpoint. Representative project experience includes:

Confidential Client, VA, Perimeter Security at Four Locations

Albany County Airport Authority, New Airport Parking Garage

New York State Dept. of Corrections and Community Supervision:

- Elmira Correctional Facility Design for 2,500 Cameras and 2,200 Microphones
- Eastern Correctional Facility CCTV/Audio Monitoring
- Downstate Correctional Facility Record Room and Facility-wide CCTV
- Taconic Correctional Facility CCTV and Personal Alarm
- Coxsackie Correctional Facility

New York State Office of Mental Health:

- Industry Secure Center Building Upgrades
- Statewide Security Standards
- Manhattan Psychiatric Center Personal Alarm System and CCTV Coverage Expansion
- Manhattan Psychiatric Center Kirby Relocation
- Capital District Psychiatric Center Security Systems Relocation and Renovations
- Central New York Psychiatric Center Security Contract Documents and Security Specifications Peer Review
- Creedmoor Psychiatric Center Personal Alarm System Installation
- Kingsboro Psychiatric Center Personal Alarm System Installation
- Highland Residential Center Rehabilitation
- Taberg Residential Center CCTV, Door Control and Fire Alarm System Upgrades
- Brentwood Residential Center Gates and Cameras
- Mid-Hudson Forensic Psychiatric Center
- Hutchings Bldg 2
- South Beach Psychiatric Center

New York State Office of General Services:

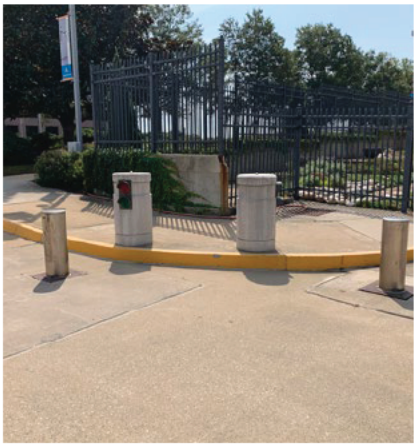
- Jamaica Armory Renovation
- Harriman State Office Campus Building 4 CCTV and Access Control

Con Edison:

- Van Nest Building 2 Cable Lab Office Renovation
- Nevins Street Battery Storage Facility

Section 3

Experience



Location:
Four Locations

Services:
Security Design

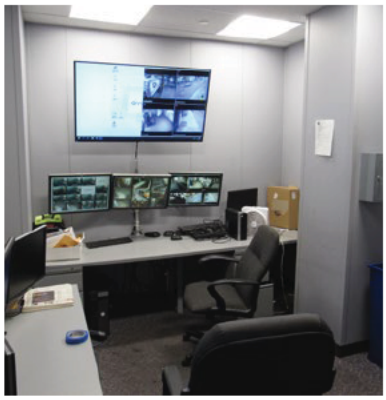
Contact:
Confidential Client
Available Upon Request

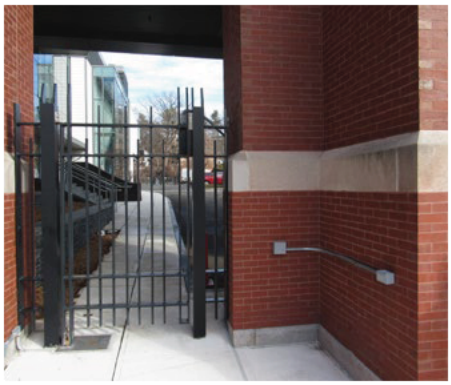
Perimeter Security

Confidential Client

The perimeter security components employed across the district enable the Law Enforcement Unit to protect client personnel and assets by actively monitoring the building perimeters for unauthorized access and restricting access only to authorized individuals. The prominent features to be replaced are to include active vehicle barriers, plate barriers, fencing, perimeter intrusion detection systems, visitor parking screening and other perimeter security systems.

CHA has teamed with KEi Architects to provide security design services for four locations including Charlotte, Baltimore, and two locations in Richmond, VA.





Location:
Six Locations
Massachusetts

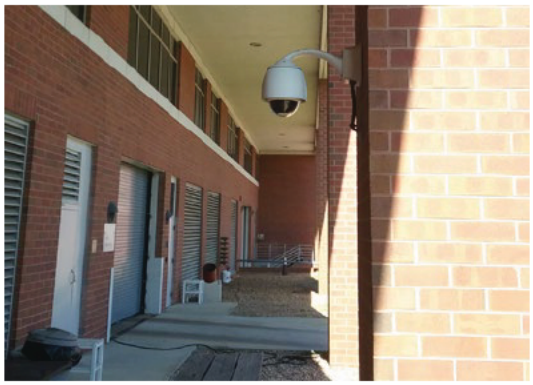
Services:
Security Assessment and Design

Contact:
Matt Termini
(857) 214-1516
matthew.termini@state.ma.us

Electronic Access Control Improvements

Massachusetts Division of Capital Asset Management and Maintenance

CHA was retained to provide complete system-wide electronic access control design for various buildings (six total) owned and operated by DCAMM. The comprehensive design enabled the owner to have a single point of responsibility and control from all six locations located across the state of Massachusetts from a central location. In addition to enhancing the management of the system, it addressed all malfunctioning components and provided electronic access control on new openings to further ensure the safety and security of the building occupants.



Location:
Chesterfield County, VA

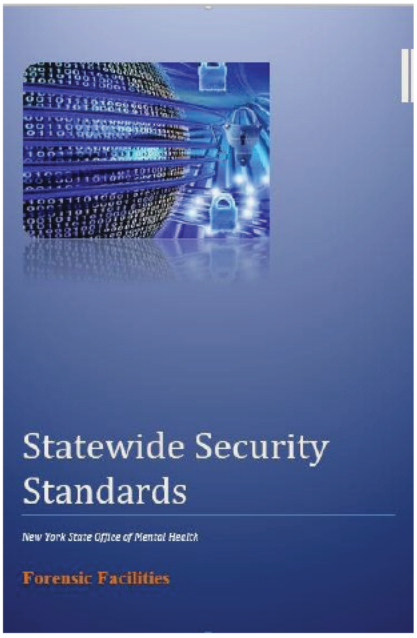
Services:
Life Safety & Security

Client Contact:
Maj. James Pritchett
(804) 318-8191
PritchettJ@chesterfield.gov

Chesterfield Jail and Courthouses Security Design

Chesterfield County Purchasing Department

CHA was responsible for the design of security systems for the jail and courthouses. The project involved installing electronic access control and video surveillance systems and replacing antiquated systems while maintaining 100% facility security.



Location:
New York State

Services:
Security Standards

Contact:
Alfred Articolo
(518) 549-5125
alfred.articolo@omh.ny.gov

Statewide Security Standards

New York State Office of General Services | Office of Mental Health

The New York State Office and General Services (NYSOGS) and the New York State Office of Mental Health (NYSOMH) requested the services of CHA to update the OMH – Statewide Security Physical Standards, specific to Forensic and SOTP/SOMTA Psychiatric Centers. The services involved with updating the standards are listed below:

- Conduct coordination meetings between NYSOGS, NYOMH, C&S (Forensic Facilities), Tyco IS, sub consultants, NYOMH Forensic and SOTP/SOMTA Facility Staff and Capital Operations Staff.
- Inclusion of all aspects of security including, but not limited to; control room layout; physical security; employee, visitor and client entry and screening requirements; enhanced building physical security; perimeter fencing options, fencing detection, CCTV, PAS, and access control.
- CHA revised and standardized the format of all Security Sensitive Area drawings, e.g., Pharmacy, Consumer Records and Information Technology Rooms. All Security Sensitive Area drawings were revised for compliance with NYSOGS specifications.
- The OMH general standard specifications were reviewed and revised. These standards include complete specifications for all materials and equipment that are involved with the security of the facilities, such as security windows, doors, door hardware, access control systems, and many other building components.
- The final program and design standards document was completely re-designed and formatted into a user friendly document in both hard copy and electronic versions.

Location:
Elmira, NY

Services:
Life Safety & Security
Electrical
Environmental
Civil

Contact:
Brian Esperti
(518) 473-3944
brian.esperti@ogs.ny.gov

Elmira Correctional Facility Camera & Microphone Design

New York State Department of Corrections & Community Supervision

CHA worked on this fast-track project to provide a facility-wide CCTV/audio monitoring system and recording room at the Elmira Correctional Facility. The maximum-security facility houses more than 1,700 inmates and is comprised of 31 buildings. The facility originally utilized analog cameras in limited locations. The project involved the design of more than 2,500+ IP cameras and associated microphones installed in all areas in which inmates congregate under the supervision of Corrections Officers and/or civilian facility staff (e.g., Education and vocation instructors), utilizing both copper and fiber optic transmission infrastructure. Typical surveillance areas include cell blocks, areas for religious services/practices, corridors, stairways, elevators, classrooms, visitation rooms, recreation areas/rooms, dining halls, work areas (kitchens, vocational shops, etc.), outdoor recreation yards, and Special Housing Units (SHU).

Video/audio recording in this environment is forensic in nature and does not involve active monitoring of video streams. Using the Central Monitoring Console (CMC) located in the Security Control Room, designated personnel now have the ability to review audio/video, when necessary. Audio/video will be captured and stored for 30 days via a closed local network. Video of activities in certain designated areas of the facility, e.g., dining hall and rec areas, will be monitored locally by Corrections Officers.

In addition to this "urgent" project, CHA has been selected for similar design projects at Eastern and Downstate Correctional facilities, reinforcing the fact that CHA has the technical knowledge, experience, and capacity to handle multiple larger projects concurrently.

Section 4

Proposed Project Management and Quality Control

Proposed Project Management and Quality Control

Dedicated Security Design Team

CHA's team of security professionals dedicate 100% of our time to the security discipline and our credentials illustrate this dedication. We have professionals on our team that are board certified through ASIS as Crime Prevention Professionals (CPP) and Physical Security Professionals (PSP), accrediting our understanding and experience. In addition to certifications, we have real world experience, ranging from military, law enforcement, and facility management of statewide entities. By combining our industry certifications and application expertise, CHA provides our clients with the highest level of proficiency in regard to security design and construction administration.

Project Management Process

The project management process takes the initial project concepts and then details and expands them to create a more specific breakdown structure of the work to be undertaken. Then, through conscientious communication and teamwork, the scope of the project is executed. The client satisfaction feedback process is integrated into each phase of the project management process.

Documentation

Throughout the process, all information involving project management is organized in sections of a project folder. Standardized folders or subfolders are used to divide the job folder into clearly identified sections. These include:

- Project proposal (with backup, if possible)
- Copy of authorized contract
- Project job sheet
- Project Plan (with completed Project Plan checklist and backup)
- Budget information (including billing status and executive summary data)
- Correspondence (including e-mail)
- Meeting minutes (including kick-off meeting, project team meetings, and client meetings)
- Field Data (including documentation of all collected information)

Project Plan

The Project Plan is the basis for the project management process. The Project Plan is comprised of three basic components: the Initial, Expanded, and Final Project Plans, which are the basis for the planning subprocess. A brief description is presented below.

Initial Project Plan - The Initial Project Plan is developed by the project manager during the proposal preparation phase of a project. It is generally comprised of information regarding the scope of the project, staffing, budget, schedule, and project coordination. This is used as a basis for the Expanded Project Plan.

Expanded Project Plan - The Expanded Project Plan is developed after authorization to proceed by the client. Initially, it is developed by the project manager and project lead personnel prior to the kick-off meeting. It is then finalized and documented through completion of the Expanded Project Plan Checklist by the project manager at the kick-off meeting. It is generally comprised of a refinement of the Initial Project Plan. The Expanded Project Plan includes a schedule allowance for Design Peer Review. This plan is then used as a basis for the Final Project Plan.

Final Project Plan - The Final Project Plan is developed by individual support lead personnel and the project manager. It consists of a task level break-down of the Expanded Project Plan. This plan is used as a basis for monitoring of a discipline's scope, budget, schedule, and deliverables. The lead personnel complete the Final Project Plan Checklist and submit it to the project manager for inclusion in the project management section of the job folder. The project manager also completes a final project plan for his/her group and documents it through completion of the Final Project Plan Checklist.

Elements of Process

The Project Management Process consists of four subprocesses listed below:

- Planning
- Scope Execution
- Problem Resolution
- Project Closeout

Planning - The planning phase of any project sets the stage for all work which is to follow by mapping out where the project has come from and where it is intended to go. As with any journey, however, detours and roadblocks are likely to be encountered. It is here, in the planning subprocess, where coordination, communication, and agreements on similar details are documented, thus providing benchmarks from which to identify detours, as well as how they should be handled.

The planning subprocess consists of the following basic concepts:

- Authorization to Proceed
- Project job sheet development
- Review of Initial Project Plan (from proposal)
- Project parameters established and/or reaffirmed
- Kick-off meeting
- Expanded Project Plan documented
- Final Project Plan(s) developed

Scope Execution - Most projects involve intermediate submissions through their scope execution life cycle. However, the basic premise for each submission milestone is the same and can be summarized as follows:

- Progress Scope of Work
- Conduct QA/QC reviews
- Monitor scope, budget, and schedule
- Resolve problems with scope, budget, schedule, or product production
- Monitor client's accounts receivable
- Obtain client feedback

Problem Resolution - The resolution of problems is an ongoing process that is entered into and exited routinely. For more serious or critical problems, however, the concepts of the problem resolution subprocess are as follows:

- Identify problem
- Internal meeting held on how to resolve it
- Resolution discussed with appropriate staff or client
- Client feedback is routed to quality manager
- Obtain client's approval or key staff's concurrence

Project Close Out - The final phase in the Project Management Process is Project Close Out that includes execution of the final paperwork and the receipt and routing of final client feedback. Final paperwork includes, but is not limited to, final billing, job number and phase closeout, review and reconciliation of accounts receivable, proper filing (including warehousing of documents), etc.

Quality Assurance

The Quality Assurance (QA) plan that will be adhered to for the WV Lottery Security Enhancements project is outlined below. The QA plan detailed below has been successfully implemented on previous CHA security projects.

The QA plan outlined below is divided into the following headings:

1. Responsibility and authority
2. Organization and technical interfaces
3. Verification resources and personnel
4. Design input
5. Design output
6. Design verification
7. Documentation
8. Design changes
9. Assessment of subconsultants and subcontractors
10. Control of non-conforming design elements
11. Corrective action
12. Servicing of the design product
13. Certification

Listed below is a description of each of the elements of the QA process that will be adhered to on all projects.

1. Responsibility & Authority

Responsibility for project quality (process and product) rests with the Lead Project Manager (PM). The authority and interrelationship of all personnel, who manage, perform, and verify work-affecting quality is documented on each project.

A summary of the responsibility and authority for project quality by title is listed below.

Title	Q/A Responsibility
Project Manager	• Reviews plans provided with proposal • Develops and updates the project plan • Assures project plan is followed • Monitors scope, schedule & budget for entire project • Coordinates the independent QA review process • Initiates problem resolution based on professional judgment • Performs progress & milestone reviews • Assures professional approvals (e.g., P.E. stamp) present before delivery to client
Technical Group Leader	• Monitors project scope, schedule & budget for their group • Initiates problem resolution based on professional judgment • Monitors adherence to project plan
Project Team Members	• Advances project toward designated milestones • Conducts technical QA/QC in accordance with project plan • Initiates problem resolution based on professional judgment
Quality Assurance Staff	• Performs independent design reviews at various stages of design as identified in project plan

The project manager is responsible for developing a project plan that identifies the responsibility, scope, schedule, and budget for each design and development activity. The project manager is also responsible for modifying project plans as applicable throughout the project life cycle and maintaining all projects quality records (project management, technical execution, QA/QC reviews, inspection, testing and client feedback).

2. Organization and Technical Interfaces

The project manager documents all organizational and technical interfaces in the project plan. These include, as applicable:

- Lead discipline team members
- Support disciplines leaders
- Support department team members
- Subconsultant or subcontractor project manager(s)
- Client project manager

A single point of contact with the client's project manager is recommended. The project manager is responsible for disseminating project information to the project team in a timely manner.

3. Verification Resources & Personnel

Project quality, both product and process, are the responsibility of the project manager. Specific project related verification requirements are documented in each project plan. The primary objective of each project plan is to facilitate project team coordination and communication in order to assure that all products and services meet the client's requirements. The following is a matrix of verification activities, their point of execution, and the source documents covering the details of execution and where the records reside.

Verification Type	Who Executes	Where Records Are Kept
QA/QC	Project Team Members	Project job folder
Project Milestone Reviews	Project Manager	Project job folder
Calculation Verification	Project Team Members	Project job folder
Monitoring Scope, Schedule & Budget	Project Manager and Technical Group Leaders	Project job folder
Project Technical Reviews	Lead PM and Senior Technical Managers	Project job folder
Independent QA Review	Chief Engineer's Office	Project job folder and Chief Engineer's Office

4. Design Input

Design input requirements are documented in the project plan by the project manager. All design requirements are fully communicated and coordinated with the Client. Design input items may include the following:

- Scope of work
- Applicable design standards
- Technical requirements including CADD standards
- Testing requirements
- Conceptual design requirements and other design parameters

5. Design Output

Project managers have the responsibility and authority for project execution. This includes the following:

- Documentation of project deliverables as agreed with the client
- Establishment of a project plan, including project technical reviews and independent QA reviews
- Definition of resources needed for completing the project including in-house staff, subconsultants and subcontractors, inspection and test equipment and facilities
- Documentation of a plan for collecting and reporting client feedback

Responsibility for the conformance of design output to contractual requirements rests with the project manager. Responsibility for conformance of design output to all applicable laws and generally accepted professional standards resides with the person signing under his or her professional license. Where there is no requirement of licensure, the responsibility for conformance of design output to contractual and legal requirements rests with the person (or team) conducting the final review. Design

documents are reviewed by the designer, checked by the Independent QA Reviewer and approved by the lead design manager prior to release to the client for review and approval. The QA Reviewer also performs a risk assessment/liability review of the design documents.

6. Design Verification

Design and verification activities are planned by the project manager and are outlined in each project plan. The project manager identifies the technical review team members. These are the professionals who carry out the design reviews, complete or direct completion of testing, complete calculation checks and verify suitability of design based on generally accepted technical principles.

All design reviews, checking, or other means used to verify the design are performed by personnel other than those who originated the design but having qualifications equivalent to the original designer. Review personnel may be supervisors who are not actually involved in the design but are familiar with the requirements of the project.

Design review checklists are prepared by the lead design engineer for each discipline and indicate the items of the design documents that are to be reviewed. The purpose of the design review is to determine that the design requirements have been adequately addressed by the design documents. Other design personnel using alternate methods check calculations, if possible. All calculations and drawings are initiated to document the completion of the review.

7. Documentation

Design documents are controlled and maintained in the project job folder and are organized to facilitate retrieval. They are also distributed in accordance with a master distribution list prepared for the project by the project manager. Design review comments are prepared in writing, along with resolution of the comments following a joint meeting with the client. No comments are left without a mutually agreed upon solution. Procedures pertaining to the control of quality records are documented. All records are maintained within project job folder as follows:

Type of Record	Location
Contract & Contract Review Information	Project Job folder and Main Office Files
QA/QC Records	Project Job folder
Drawings	Technical Group Drawers (while project active)
Computations	Project Job folder
Client Feedback	Project Job folder

8. Design Changes

Design changes can occur at two phases:

- During the design process
- During construction

Changes that occur during design will be identified, documented, reviewed and reported to the client for approval prior to being implemented. The investigation of alternate design approaches during the initial design process is not considered a design change. A design change is considered to be a change only after the approach is selected and the final design is modified. Design changes are subject to the same level of checking and review as the original design. Only design documents approved for release by the lead project manager and the client are issued and used on the project. Superseded design documents are marked and retained for information only.

Changes initiated after design may be necessary during the construction phase of a project. These are generally triggered by:

- Change orders which document the reason a design change is requested.
- Shop Drawing submittal requesting authorization from the design professional to modify a design specification.

Documented procedures are in place for review and approval of change orders and shop drawing submittals.

9. Assessment of Subconsultants and Subcontractors

Subconsultants and subcontractors supply technical input that is critical to meeting contract requirements. Subconsultants and subcontractors are selected on the basis of demonstrated ability to meet the project requirements. The following criteria are assessed, as applicable:

- Company office locations
- Services and experience
- Licenses
- Past performance
- Ability to meet QA/QC requirements

Subconsultants and subcontractors are considered part of the project team. Provisions for verification of deliverables will be established in the project plan. Subconsultants and subcontractors receive a copy of the project plan and are expected to conform to it. They are also expected to submit work-in-progress drawings for review, as requested.

10. Control of Non-Conforming Design Elements

Non-conformances are generally identified during QA/QC reviews and project milestone reviews. At the point of identification of the problem (non-conformance), the design product will be modified or disposed of as outlined below.

The details regarding the non-confirming elements are documented using various methods including red-lined plans, meeting minutes, telephone conversation logs, internal memos and letters.

For each element that is identified, a determination regarding disposition of the item is made. In general, the elements are either corrected, accepted as is (after further discussion), or are removed from the design plans. Verification that all non-conforming items have been addressed is performed during subsequent design reviews using previously documented information.

11. Corrective Action

The project manager is accountable for determining the appropriate corrective action based on the given situation. Communication and execution of any corrective action, and subsequent follow-up, will be carried out by the PM.

12. Servicing of the Design Product

Servicing (work done after final document delivery) will be identified within the project plan as required by the project scope.

13. Certification

A "QA/QC Certification Form" is prepared and signed by all appropriate design personnel, the Independent QA Reviewers, the project manager and the lead design manager at the completion of the design phase of the project. The signed form is contained in the project folder.

Section 5

Goals and Objectives

Goals and Objectives

Provide complete design (architectural and engineering) through construction bid documents.

As stated earlier, the CHA Life Safety and Security team dedicates 100% of our time to the security discipline and after nearly 20 years of executing this singular focus design strategy we have developed a refined process. Additionally, it has allowed us to be exposed to nearly all types of challenges that are specifically associated with security design projects.

Collaborative Design Process

Our design process is centered on a continual conversation. We will work closely with the WV Lottery staff, trusted advisors and stakeholders to provide a design that exceeds the requirements set forth. Collaboration, particularly on this type of project, is key to making sure systems are properly integrated and understood prior to installation. At all costs, we avoid any end-user surprises or misunderstandings.

Attention to Detail

While creation of general design guidelines for most projects is acceptable (leaving the details to be worked out during construction), it doesn't work for a security intensive project. By providing security design for nearly two decades, CHA has perfected the security design element to provide the highest level of detail. From point-to-point diagrams, connection transition details (conduit to fence), and everything in between, our design leaves no areas for interpretation, forcing the installer for complete compliance with design documents.

Scope of Services

We will prepare a detailed design, construction drawings, and specifications suitable for WV Lottery to obtain competitive bids from qualified contractors for the construction phase of the project. Construction drawings and specifications will cover all disciplines necessary for a complete construction package including, but not limited to: demolition, architectural work, temporary facilities, mechanical support systems, equipment installation, electrical and controls pathways, wiring, integration with existing security monitoring systems, and other control systems.

Design Coordination and Design Reviews

The assigned CHA project manager will assist with coordination of design performed by others without assuming or diluting any of the design professional's responsibilities or liabilities for design. Design coordination tasks include the review of design features for conformance with program requirements, permitting, agency approvals, and other jurisdictional approvals. An extensive design review augmented by thorough field investigations will help mitigate claims by identifying inaccurate documentation well before the construction phase begins. Design measures, including the requirements and methods for selecting, reviewing, identifying, and documenting design inputs and for ensuring that these design inputs are correctly translated and reflected in the design documents (drawings, specifications, calculations, and studies), will be established in the pre-design phase. Information required from consultants, users,

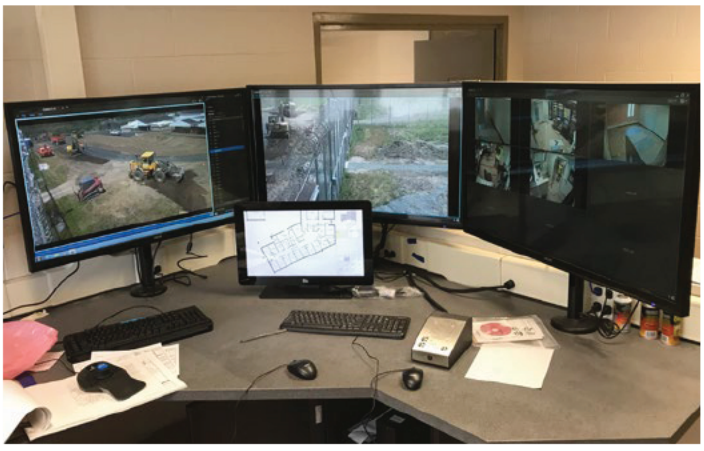
and jurisdictional agencies will also be identified. Our team is practiced at performing design reviews during the design development phase. We have the necessary consultants on our team with resources to provide a number of design disciplines to support structural, MEP, fire protection, architectural, site logistics planning and life safety reviews. In addition, we have successfully used BlueBeam and other web-based design review software to consolidate review comments and provide a resolution for all comments.

Constructability Review

Subject to the preceding paragraph, CHA will provide input to the owner and design consultant relative to value, sequencing of construction, duration of construction of various building methods, and constructability. Constructability reviews will start during preliminary design and be active part-time until completion of construction documents. Any plans and proposed alternatives will be reviewed for constructability. A structured, independent constructability review will involve the review of specifications, including general and supplementary conditions, drawings, systems, details and procedures so that the project can be constructed as designed within the specified construction schedule and budget. Site constraint issues will be reviewed, in addition to acceptable haul routes and work sequences that are suitable for each location. Details will be examined for clarity and application, and we will provide the results of the constructability review to WV Lottery with recommendations on concerns that we may have.

Coordinated Design Comments

CHA's project manager will provide coordination with the Owner in an effort to obtain the proper flow of design comments and questions. Coordinated design reviews will occur at the 30%, 60%, 100% and Bid Document milestones; compiling and expediting all of WV Lottery's comment.



Proposed Schedule

CHA Life Safety and Security stands ready to commence this very important project as soon as the WV Lottery is prepared. Based on the timeline in the public RFP, CHA is proposing the following design schedule in order to allow for implementation of the improvements as soon as possible, given the many supply shortages across the security industry.

- Notice to Proceed – 3/14/2022
- Initial Project Kickoff Meeting – 3/16/2022
- Post Kickoff Meeting Clarification – 3/23/2022
- Onsite Assessments – 4/4/2022 - 4/6/2022
- 30% Design Review – 4/22/2022
- 60% Design Review – 5/13/2022
- Initial Cost Estimating – 5/16/2022
- Onsite Verification – 5/23/2022
- 100% Design Review – 6/13/2022
- 2nd Cost Estimating Round – 6/15/2022
- Final Design Review – 6/22/2022
- Final Cost Estimating – 6/24/2022
- Issuance of Construction Bid Documents – 6/20/2022*

* Understanding that this proposed timeline might seem aggressive, CHA has the proven track record to provide high-quality security design in a constricted timeline. Please don't hesitate to ask us for references for these types of clients/projects.

Design a security solution that will integrate new components/technologies with pre-existing door locks, security cameras, fire alarm, call boxes, panic buttons, mass notification, motion sensors and other technologies.

CHA has the capability to provide security enhancing services for all types of public facilities. Our extensive experience with security systems gives our clients the peace of mind that comes with the latest in security technology. We offer innovative solutions designed to suit the security needs or our clients and offer tailored solutions that are the most practical and cost effective for specific buildings – we do not provide a "cookie cutter" approach. Our specific security system design experience includes:

- Physical security assessments
- Security risk analysis
- Crime Prevention Through Environmental Design (CPTED)
- Physical security design standards development
- Security and emergency response protocols and procedures
- IP Video Surveillance Systems (VSS) systems design

- Access control systems and Integrated Door Hardware
- Intrusion Detection Systems
- Life safety/security systems design
- Fire Alarm Systems
- Nurse Stations, Intercoms, and Call Boxes
- Monitoring systems
- Personal Alarm Systems (PAS) with Triangulating Location
- Mass notification and warning systems
- Perimeter microwave detection systems
- Infrared intrusion detection systems
- Security control room design
- Security networking
- Lighting assessments and layout

Asset Identification

Understanding that WV Lottery has security systems in place, CHA will still take the time to conduct an asset assessment in order to propose security measures that will provide protection of those assets.

Layered Security

After identification of all owner assets, CHA will create a proposed layered security enhancement plan to properly protect those assets, increasing the amount of layers based on the value of the asset with human life being the most valuable, irreplaceable asset.

Proven Technology

CHA takes pride in making recommendations of proven technologies that offer our clients a secure environment. In order to be a proven technology, it has to be properly vetted. CHA will never recommend a product that is bleeding edge technology. All CHA recommended technologies have been either field-tested or tested in our in-house laboratory.

Security Material Leadtime

Given the today's market, security materials have significant lead times, sometimes longer than 6 months. CHA will utilize its strong relationships with security contractors and equipment manufacturers to align our recommendations with equipment that will meet the need as well as the owner's timeline.

Cost Reducing Strategies

Understanding the need to replace/implement new security technologies as part of this project, CHA always completes its due diligence to utilize existing infrastructure as opposed to just providing new. This will allow the owner to realize some cost savings and perhaps apply the saved funds to other targeted areas of improvement. By deploying this method, CHA has repeatedly increased the scope and cover of previous projects without increasing the overall budget.

Temporary Perimeter Security

Upgrading any security system is a complex and complicated task, primarily due to the fact that system downtime is required to service the components to be replaced. System downtime for major assets such as the WV Lottery is a huge concern and one that should not be taken lightly. The CHA team understands this complex issue and is prepared to employ a strategy and plan to eliminate potential breaches and threats during construction and to allow all WV Lottery's locations remain secure.

This plan will include but will not be limited to temporary guard posts, security cameras, barriers, temporary pathways and access points. Alongside WV Lottery personnel, the CHA team will begin planning for this on day one and will include a phasing/shutdown plan as part of the contract documents.

The security solution and fire alarm system should include technical support, regular maintenance, and on-site training for Lottery staff.

The CHA team will conduct construction, substantial completion, and close-out meetings with the client and contractor for this project. CHA will require the contractor to maintain a current marked-up set of accurate as-built drawings at the job site. The CHA team will verify as-built conditions, establish quantity counts of specialty construction items, and prepare a punch list of deficiencies and omissions (D&Os). The CHA team will accompany the owner and representatives on acceptance walk-throughs. CHA will refine the punchlist after the inclusion of client input and will submit a final punchlist to the contractor. CHA will reconcile punchlist items with project requirements and will not walk away from the project upon completion of the structure. We realize the amount of work still required of the project team upon substantial completion by the contractor. We have developed a series of close-out checklists and activities designed to track that the owner has received all required documentation prior to final payment and closeout of the project. Listed below are some of the activities that make up this closeout process:

- Punch List - In conjunction with the architect/ engineer, the assigned project manager develops a punch list of minor nonconforming work and monitors the contractor's completion of punch list items.
- Operations and Maintenance Manuals - The assigned project manager works with the contractor to assemble complete, coherent operations and maintenance manuals for use by the owner's operations personnel.
- Startup and Testing - The assigned project manager monitors the contractor's start-up and testing of new equipment, identifies deviations from specified performance and notifies the contractor of corrective action required.
- Training - The assigned project manager coordinates with the contractor and owner's operations personnel to schedule and conduct all training for new equipment required under the contract.
- As-Built Drawings - The assigned project manager works with the architect/engineer and contractor so that all as-built deviations from the contract plans and specifications are documented and identified to the owner's operations personnel.
- Warranty Coordination - The assigned project manager works with the owner's operations personnel to identify problems that occur on items of equipment covered by warranties and coordinates with the contractor to correct deficiencies as necessary. Our best practices dictate that each project manager schedule warranty inspections at the four- and nine-month intervals to review the performance of the building systems and other features before relieving each Contractor of its obligations to respond to warranty items. Our project managers will stay with each project until all punch list items, and these warranty inspections are completed and the owner is satisfied with the final state of each facility.

Provide construction bid services to the Owner until complete implementation of the designed project.

At CHA, we understand that simply designing an error free project doesn't guarantee a smooth installation or more importantly, a successful operating system at the conclusion of construction. CHA stays involved in all of our design projects through implementation. This is the phase where you get to watch your vision become reality. In this phase we work closely with you in the selection of a qualified contractor and then closely with the selected contractor on your behalf to meet your expectations and design intent.

Bidding Procedures

To the extent reasonably feasible, CHA will develop and expedite bidding procedures for bid document issuance, bidder tracking, and receipt of proposals.

Generate Bidder Interest

The CHA team will maintain contact with potential bidders on a regular basis throughout the bid period. This includes major subcontractors and suppliers as well as general contractors. A telephone campaign will be conducted to stimulate and maintain interest in bidding on the project.

Bid Advertisements
The CHA team will assist the owner in preparing and placing notices and advertisements relative to intent to solicit bids on the Project.

Bidders List
The CHA team will assist in preparing lists of possible bidders and assist the owner in prequalifying bidders. This activity will entail the preparation and transmission of questionnaires; receiving, analyzing and scoring completed questionnaires; interviewing bidders' bonding agents, financial institutions, and previous clients; and preparing recommendations to the owner.

Site Visits
During the procurement phase, CHA will facilitate pre-proposal site visits with bidders so that there is no disagreement later concerning patent versus latent conflicts with existing site features, in addition to the condition of all existing features. The CHA team will also assist in the resolution of questions during the bidding phase and provide responses that are thorough and clarified the issue identified.

Pre-Bid Conference(s)
In conjunction with the owner, the CHA team will conduct pre bid conference(s). These conferences will be a forum for the owner and the CHA team to present the project requirements to the bidders.

Coordination and Inquiries
CHA will coordinate communications related to bidder inquiries and seek resolution from the appropriate party and timely forward such information to the bidders. CHA will issue addenda when necessary.

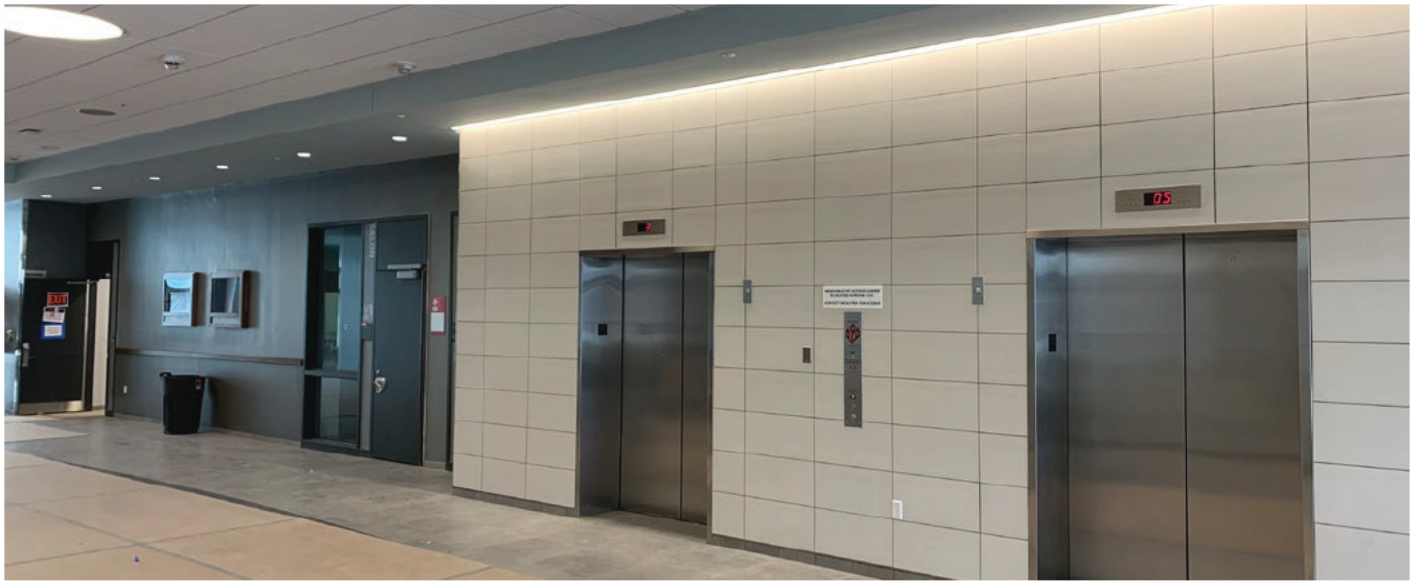
Bid Evaluation
Upon receipt of bids, the CHA team will assist the owner in the bid opening, evaluate the bids for completeness, full responsiveness and price, including alternate prices and unit regard to the award of a contract.

Evaluation Proposal Cost
The CHA team will evaluate the contractor's proposal cost and will make a formal recommendation to the owner regarding acceptance of the proposal for a change order.

Construction Contract(s)
CHA will assist the owner in the preparation of the construction contract(s). CHA will also provide the Notice to Proceed on behalf of the owner to help assure a proper start of the construction.

Pre-Construction Conferences
The CHA team will conduct, in conjunction with the owner, a pre-construction orientation conference(s) for the benefit of the successful contractor(s) and will serve to orient the contractor(s) to the various reporting procedures and site rules prior to the commencement of actual construction.

Administration of the Project
The CHA team will provide an onsite management team to provide contract administration and inspections as an agent and representative of the owner and to establish and implement coordination procedures between the owner and contractors. CHA will administer the construction contract as provided in the General Conditions of the contract for construction.



Submittal and Shop Drawing Reviews

Technical reviews of both submittals and shop drawings require follow-up to provide compliance. We have the systems and procedures to make sure closure is reached on each item. We will implement a web-based electronic approval and comment review approach for tracking comments in order to address closure on every line item. Our assigned project manager will receive, review, track, record, and document all submittals and shop drawings. Upon receipt, all documents will be logged into the database system, and tracked throughout the review process. The project team will continually know the status and location of all submittals.

Schedule of Values

CHA will review and reconcile the contractor's Schedule of Values for each of the activities included in the construction schedule and will use this information as initial data and will initialize the progress payment schedule for the construction phase. This report will then be used as the basis for all future progress payments during the construction phase.

Construction Progress Review

The CHA team will review the progress of construction with the contractor, observe work in place and properly stored materials on a monthly basis along with the pay application (more frequently if needed), and evaluate the percentage complete of each construction activity as indicated in the construction schedule. This will serve as data for input to the monthly update report which will be prepared and distributed to the contractor, the owner, and other appropriate parties.

Non-conforming work

The CHA team will make recommendations for corrective action on observed nonconforming work. The team will make recommendations to the owner in instances where the team observes work that, in its opinion, is defective or not in conformance with the contract documents.

Final Completion

The CHA team will at the conclusion of all corrective action of all punch list items, make a final comprehensive review of the project, develop a report to the owner which will indicate whether the CHA team finds the work performed acceptable under the contract documents and the relevant project data, and make recommendations for payment to the contractor.

Section 6

Required Forms

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.

Toby Heath, Associate Vice President – Life Safety & Security

(Name, Title)

(Printed Name and Title)

One Park Place, 300 South State Street Suite 600, Syracuse, NY 13202

(Address)

(315) 257-7184/ (315) 471-3569

(Phone Number) / (Fax Number)

theath@chacompanies.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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

CHA Consulting, Inc.

(Company)

(Authorized Signature) (Representative Name, Title)

John Achenbach, Sector President - Buildings

(Printed Name and Title of Authorized Representative)

February 14, 2022

(Date)

(518) 453-2817/ (518) 458-1735

(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CEOI LOT22*3

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)

[X]	Addendum No. 1	[ ]	Addendum No. 6
[X]	Addendum No. 2	[ ]	Addendum No. 7
[ ]	Addendum No. 3	[ ]	Addendum No. 8
[ ]	Addendum No. 4	[ ]	Addendum No. 9
[ ]	Addendum No. 5	[ ]	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.

CHA Consulting, Inc.
Company

Authorized Signature

February 18, 2022
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

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 exceed 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: CHA Consulting, Inc.

Authorized Signature: John Achenbach, Sector President - Buildings Date: February 14, 2022

State of New York

County of Albany, to-wit:

Taken, subscribed, and sworn to before me this 14th day of February, 2022.

My Commission expires February 1, 2025.

AFFIX SEAL HERE

LISA A. MCCABE
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01MC6413660
Qualified in Rensselaer County
Commission Expires February 1, 2025

NOTARY PUBLIC Lisa A. McCabe

SOLICITATION NUMBER: CEOI LOT2200000003
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

[✓] Modify bid opening date and time

[ ] Modify specifications of product or service being sought

[ ] Attachment of vendor questions and responses

[ ] Attachment of pre-bid sign-in sheet

[ ] Correction of error

[ ] Other

Description of Modification to Solicitation:

Addendum No 1 is issued for the following reasons:

1) To modify the bid opening date in order to allow more time for questions. The new bid opening date shall be 2/22/22

no other changes

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.

2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

SOLICITATION NUMBER: CEOI LOT2200000003
Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

[ ] Modify bid opening date and time

[ ] Modify specifications of product or service being sought

[✓] Attachment of vendor questions and responses

[ ] Attachment of pre-bid sign-in sheet

[ ] Correction of error

[ ] Other

Description of Modification to Solicitation:

Addendum No 2 is issued for the following reasons:

1) To Publish a copy of Vendor questions and responses.

no other changes

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.

2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

CEOI LOT2200000003
A/E Services for Security enhancements for WV Lottery Facilities
Vendor Questions

Q.1 Could you please provide the square footage of each facility?

A.1 Lottery Headquarters 146,000 sq ft.

BDC in Bridgeport 8000 sq ft.

Weirton Office 3000 sq ft.