



Mr. David Pauline, Senior Buyer
Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

December 8, 2022

Dear Mr. Pauline:

In response to your qualifications request for the professional Architectural and Engineering Design services, the E.T. Boggess Architect, Inc. team is pleased to submit information regarding our experience. We will assist you with the design and construction documents necessary for renovating the restrooms at the Brushfork Armory. Our team will work with the State of WV, WVARNG, and representatives from the Brushfork Armory to ensure that everyone's vision for each project is achieved.

I will be your architect and will be the person-in-charge for all aspects of the project. Our team is very familiar with restroom renovation projects along with possible issues that could arise during the construction process. We understand and appreciate the challenges that state agencies face and believe we offer the service, knowledge and experience you will need to successfully accomplish the restroom renovations with as little disruption to the daily operations at the Brushfork Armory as possible.

ETB emphasizes a client-centered design approach, incorporating mutually defined project objectives. Through this focus, we can assure the State of West Virginia and the WVARNG that project needs and issues will be clearly identified and addressed through an engaged, interactive programming, design, and construction process. Our design process will be conducted with an attention to detail, creative problem solving and with a passion towards project success.

We value this opportunity to serve you and look forward to personally presenting our credentials.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Todd Boggess'.

Todd Boggess, AIA, NCARB, Architect
President/CEO

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WV Purchasing Division

Cover Letter

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INTRODUCTION

E. T. Boggess Architect, Inc. was established in Princeton, West Virginia, by Ted Boggess in 1966. ETB has been a successful architectural firm primarily because of a **team approach** and partnership-type attitude with all involved in the design and construction process. Having grown up in the practice and with a life-long love of architecture, Todd became a full-time presence with the firm in 1988 after receiving a Masters in Architecture from Clemson University. Their unique relationship as father/son/mentor/apprentice and, ultimately, partners was both exciting and rewarding and ETB continues to flourish and evolve under Todd's direction.



ETB strives to deliver the highest level of project management, service, and design. Our approach is client and site specific, and questions conventional assumptions. The greatest testament to the success of ETB's work goes beyond the organizational, operation and business stewardship we provide; it is in our enduring client relationships. We feel that it is important to maintain close client contact so we can respond to your needs and questions, as well as address any situations that may arise in a timely manner. The depth of our personnel is such that we can assign individuals to the appropriate task during each phase to ensure all your project's needs are satisfied.

TEAMWORK

Our projects and design services are dependent on both our abilities as architects and our commitment to perform and implement a set of standards in order to create a design that responds to the needs of our client. In house, ETB actually functions as a team of consultants with individual strengths and abilities emphasized by each employee's role within the team. Our talented staff is ready to accommodate the needs of your project and ensure the successful completion of our current workload. The depth of our personnel is such that we can assign individuals to the appropriate task during each phase to ensure all your project's needs are satisfied.

Throughout our state, we have developed relationships with government agencies, including the WVARNG, contractors and material suppliers which will be valuable as we address the challenges associated with this project. ETB has worked with many of the code officials, including the state fire marshal, and consider them an extension of our team, another member who is concerned about the final design. We review our designs with the Office of the State Fire Marshal in Charleston at regular intervals during the design process, as well as on-site inspections during construction.

WORKLOADS

A component of our management approach is the development of an individual strategy for each project, focused on the specific problems to be solved. This strategy considers the staff members assigned to the project, the scheduling and duration of work phases, the use of special consultants or specialized studies. Our Project Management Plan (PMP) will document key management and oversight tasks and is updated throughout the project as changes occur. The plan will include a definition of your program goals, technical requirements, schedules, resources, budgets, and management programs. Once we gain a better understanding of your scheduling targets, we will be able to determine exactly what resources we will need to dedicate to the project. Regardless of the schedule, we are confident that our manpower and skill level will remain more than adequate, even in the early, labor intensive phases. Our projected workloads and the depth of personnel available are such that staffing projects of this size and complexity will have no adverse impact on any current or future projects in our office.

Our MEP consultant for this project will be **Harper Engineering**. Harper Engineering was founded in 2008 to provide innovative engineering design services to architects, owners and contractors throughout the State of West Virginia. They possess the talent and resources to provide quality mechanical, electrical, and plumbing design. Their staff utilizes the latest Building Information Modeling (BIM) software to provide the accurate system design with minimal change orders during construction. Their goal is to design optimized systems that meet all of the client's performance, energy use, and budgetary needs. The staff at Harper Engineering includes highly trained and skilled professionals and their designs meet the 21st century standards of indoor air-quality, energy use, and fire safety. Their experience includes government, military, K-12 schools, hospitals, offices, airports, manufacturing, and water treatment plants.

EXPERIENCE

Over the years, ETB has worked on numerous renovation projects, many involving historical structures. We understand the unique requirements associated with renovations and the importance of being prepared for any surprises that may be encountered. The former AEP Building in Bluefield has been reimaged as the Railyards and Clover Club. This adaptive re-use project involved phased renovations of each floor and the restrooms located throughout. ETB has also provided the renovation design for the former Lavon Theatre on Mercer Street which is also being accomplished in phases. The entire building was "gutted" and the new restrooms will be ADA compliant.

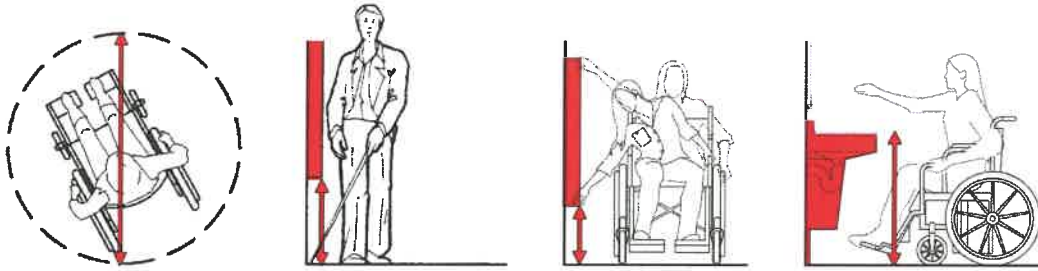
The renovations designed for the President's Home at Concord University included updating the private bathrooms on the second floor, as well as the more public bathroom on the main floor, bringing the facilities into compliance with the appropriate codes. Bathroom and shower renovations were also part of the major renovations and additions designed at Greenbrier West High School.

One of our historic renovation/adaptive re-use projects, the Princeton Public Library, received the WVAIA's Honor Award. The project involved transforming the vacant former USPO (built in the early 1900s) into a vital downtown center of activity. The interior renovations included a total re-design, while preserving some of the historical architectural details. New MEP systems were installed and existing windows were either restored or replaced. The exterior renovations included a thorough cleaning of the limestone and the creation of code compliant access to the building. Many interesting details were uncovered and incorporated into the design, including a skylight that had been hidden during a previous renovation. The restrooms were renovated and many of the issues we faced during this project may be encountered at the Brushfork Armory.

The picture below is one example of the deteriorated condition of the restrooms at the former USPO and the other is an example of one of the renovated restrooms.



Renovations to older buildings always create challenges associated with merging modern equipment and materials with areas that were designed in a different period. While the buildings are structurally sound, bringing the building into compliance with current codes, especially ADA /accessibility, will require creative solutions. ETB will investigate and confirm existing conditions and be available during construction to assist the general contractor should any surprises be encountered. Our proximity should prove advantageous during the renovations and allow the project to proceed quickly and smoothly.



PROJECT GOALS and OBJECTIVES

Project Goals and Objectives 2.1 – “Provide a complete design including all engineering and architectural disciplines and supervision thereof, to prepare construction bid documents for advertising and awarding a construction contract using West Virginia State Purchasing procedures. Key design elements include utilizing energy efficient, economically and maintenance friendly equipment, complete restrooms renovations, and new interior LED lighting for these areas.”

E. T. Boggess Architect, Inc. has been developing architectural designs, plans, specifications, estimates and other construction/bidding documents for projects for over 50 years. We are very familiar with the rules and regulations associated with both the WVARNG and the State of West Virginia.

Todd Boggess, President of ETB, serves on the WV Board of Architects and is active in verifying that each architect registered in our state is competent to practice. From overall team management and project design, his involvement often involves interior design elements and product/material selections to “fit right” in a particular setting. Todd will be **your architect** and point-of-contact in order to ensure the needs and objectives of the WVARNG are fully addressed to your satisfaction.

Sustainability is an implicit goal for every project that ETB is involved with. We practice a "goal-oriented" approach to sustainability that addresses project-specific performance goals with solutions that are evaluated based on need, cost-effectiveness, durability, maintenance, safety and their contribution to the quality of the physical and educational environment.

The ETB team is committed to designing high quality, low maintenance government facilities. We believe that it is imperative that both the short and long-term cost implications be considered when selecting building materials and systems. We favor the use of permanent materials over those that have measurable life spans or must be periodically replaced or upgraded. Interior finishes, especially those located in high traffic areas such as restrooms, are evaluated based on their durability, resistance to wear and ease of maintenance. Other items, such as plumbing equipment and fixtures, toilet accessories, light fixtures, and doors and hardware are also carefully selected. Harper Engineering is also very involved in this process.

Project Goals and Objectives 2.2 – “Designer shall be responsible for researching and investigating the location of existing utilities as applicable, and to provide drawings and specifications of any and all utilities as needed and directed by the owner and/or state agency, utility company or other utility approval authority for Bluefield, West Virginia.”

Site/Civil Engineering Consultant - We are pleased to be teaming with another local company that is very familiar with the Bluefield/Brushfork area, **Fink Engineering and Land Surveying**. Fink Engineering is a site/civil engineering firm that utilizes state of the art equipment, including drone technology, to augment their standard services. They can coordinate with local utility providers and provide any drawings and specifications that may be required for the project.

Along with Fink Engineering, ETB will also be involved in the research process in helping identify potential issues that may need addressed.

Project Goals and Objectives 2.3 – “Drawings, specifications and cost estimates are to be submitted at 35%, 65%, 95% and 100% design milestones, cost estimates are to be revised and submitted with each submittal at 35%, 65%, 95% and 100%.

Our team will provide the drawings and specifications as indicated and we will provide the documentation as per the schedule we establish with the owner. Cost estimates will be revised and refined throughout the design process and submitted with the 35%, 65%, 95% and 100% packages.

Project Goals and Objectives 2.4 – “Provide construction administration and bidding services to the Owner.”

ETB provides professional A/E services, including bidding and construction contract administration, for all of our projects. Our bidding services can include as little or much involvement as the owner needs, including distributing bid packages, coordinating the pre-bid conference, and addressing questions with addendum. Our project managers will work with your designated representative to ensure all general contractors receive the necessary information to submit a legitimate bid.

Contract administration services are important in order to ensure construction conforms to the design intent of the construction documents; to lessen project risks; and to identify and resolve construction problems early in order to keep the project on schedule. ETB has a dedicated construction administration manager who is currently providing CA services on the WVARNG Clarksburg Armory Project. While our firm always provides CA services, regardless of the location, our proximity (13 miles / 20 minutes) to the Brushfork Armory will be very beneficial during the research/evaluation phase as well as throughout the construction process.

PHILOSOPHY

Communication, collaboration, and consensus are the three elements we feel are essential to the planning, design and building process. Our goal is to develop a “*partnership*” with our clients – a relationship that includes a long-term commitment, trust, and shared vision. ETB also believes architectural design should be an *interactive process*. We work closely with you to identify and define all your project goals, objectives, functions, responsibilities, and relationships. This interactive approach enables us to develop facilities that meet your requirements, as well as being aesthetically distinctive. Design cannot be mass produced or provided in a “cookie cutter” fashion, it must be developed from scratch with the unique attributes of each individual project in mind. Our approach is not only about our ideas . . . it is about *you and your ideas*.

We believe that our standard approach allows us to better address your specific project. We **look** at what you have (evaluation), **listen** to what you need (interactive programming), and then provide **designs** that address the needs specifically for each building. The integrated design process, which we have always implemented, seeks input from the owner(s), the employees who will be working in the building and the maintenance personnel who will be maintaining the facility. The success of many of our projects is a direct result of the information and ideas discussed during the initial planning and programming meetings.

QUALITY MEASURES

The Integrated Design Process is our process of design in which the owners, users and the ETB team (architects and engineers) are all integral team members. This integrated process and the implementation of high performance design requires both efficiency and innovation. In our role with this team as the design leader and project organizer, ETB will be responsible for coordinating and orchestrating the work of our in-house architects with your representatives throughout the planning, programming, design, documentation, and administrative functions of the project.

Your project will be completed by emphasizing the following activities:

- **Understanding goals.** We develop a plan for identifying and prioritizing individual goals as a means for addressing the overall project.

- **Brainstorming ideas.** We investigate opportunities for greater service through value engineering, strategic partnering, or an alternative delivery method.
- **Assuring timelines.** We generate a management plan to fulfill deliverables and meet milestones on schedule.
- **Maintaining client contact.** We are accessible, convenient, and committed to success from the beginning through the design process, and after completion.
- **Inviting performance feedback.** We involve all team members and clients in project evaluation at closeout and determine how well time, cost, and design goals were met.

Project Management - Our project managers provide efficient leadership managing the team dynamics, budget, schedule, and the flow of information. The project manager's role also includes assisting the client with the management of services and consultants that may not be a part of this contract, but still may have an impact on workflow and infrastructure coordination. The effective implementation of your goals and objectives will be realized through frequent and consistent collaboration among all the design disciplines.

ETB understands the importance of ensuring that all schedules and budgets are met. Our strength is in the delivery of appropriate and analytical solutions for complex buildings in strict conformance with budget and time constraints. The process begins with the development of the project schedule with input from each stakeholder engaged in the process. Accelerated schedules require even more dedication to benchmarks and deadlines, identifying production problems early and making the necessary adjustments before issues become too great to be effectively managed. Completing projects on time requires effective schedule management and a commitment of the entire project team.

Cost Management - We believe that the management of costs and/or risks begins with the development of fully vetted alternatives which enable you to make informed choices about the project. We search for simple and effective solutions which support the different services provided for your citizens. We also believe that the evaluation of cost must extend beyond the costs of construction, and consider the costs of operations, human resources, energy and sustainability.

Quality Control - Quality control starts with matching expectations about quality standards and life cycle costs with budget and scope during planning and design reviews. This continues through construction delivery with a program of inspections, tests, and certifications that are typically handled through a third-party agency. Quality control should flow seamlessly from one phase to another. The "partnership" we develop during the project assists us in maintaining a high-level quality control standard with everyone working together in the project's best interest. We strive to coordinate performance among the entire project team in order for a completed building program to fully satisfy your needs and expectations. The quality control plan we follow should help eliminate errors, reduce cost and improve overall building quality.

ETB normally follows the plan as outlined below:

- Keep the lines of communication open and consistent between all team members
- Share lessons learned from recent similar projects, include value engineering
- In-house reviews to address issues with constructability and budget restraints
- Utilize past experiences related to construction administration
- Provide post construction administration services to be utilized on future projects

Quality Assurance - We feel quality assurance is the ability of an architect to provide the client with a set of documents that satisfies the client's needs and are as accurate as possible. ETB believes quality assurance is an ongoing process, not just a one-time occurrence. No project is perfect, however, we strive to achieve maximum client satisfaction. To that end, we have set the following goals for ourselves:

- Promote teamwork
- Quality management throughout entire project – *Effective Communication*
- Prompt response to client's requests – *Availability*
- Creation of quality construction documents – *Purpose Driven*
- Error *prevention*, not error catching – *Standard Practices*
- Personal pride in our work – *Motivation*
- Education and Training in-house (staff mentoring) – *Continuing Education*
- Go the extra mile whenever necessary – *Service Oriented*

APPROACH

Our approach to the restroom renovations at the Brushfork Armory for the WV National Guard begins with a thorough examination of the existing restrooms. We understand that no two projects are the same. Therefore, we feel that the typical approach to bid documents should evolve to meet the needs of each project. We have accomplished numerous restroom renovations, however, the specific conditions at the armory will be unique.

Ventilation and access are the two most important issues to consider in the design of restrooms and shower spaces. Additionally, careful selection of water-conserving equipment and fixtures will help reduce water consumption within the facility. The following is a list of typical design objectives/elements to consider during the design process:

Accessible – Restrooms and showers must comply with all ADA rules and regulations. Some of the items involved include no level change thresholds, installing grab bars, faucet controls, and providing appropriate wheelchair turning space.

Aesthetics – Select aesthetically pleasing materials, flooring, lighting, and fixtures that are also durable, sustainable and low maintenance.

Functional / Operational – Recommendations for specific items include:

- **Floor:** Typically poured-in-place, reinforced concrete slab for new construction. Renovations will require that we design within existing conditions.
- **Ventilation:** Typically a 100% direct exhaust system operated by a timer or the building automation system in order to eliminate odors and facilitate quality indoor air.
- **Lighting:** Typically energy efficient lighting fixtures are located in the soffit above the lavatory and the toilet. Whenever possible, provide a source of natural daylighting to reduce electrical lighting loads. Again, renovations will require that we design within existing conditions.

Sustainable – Recommendations for specific items include:

- **Materials, Flooring, and Fixtures:** Incorporate materials and fixtures that are eco-friendly, do not off-gas, and have a long life cycle.
- **Water Conserving Equipment:** Use water-saving fixtures such as low-flow toilets, urinals, and lavatory faucets.

- **Energy Use Reduction Measures:** Incorporate energy-efficient lighting, fans, dryers, and other equipment such as occupancy sensors, to reduce energy use.
- **Maintenance Practices:** Incorporate sustainable maintenance practices, including reducing or eliminating the use of harsh chemicals that may affect the durability of materials or air quality.

Specific Tasks

ETB will provide the services needed in the phases or steps shown below. As mentioned previously, we utilize an interactive design approach. We will therefore be involving your designated representative(s) in order to understand and address your specific needs.

Investigation and Evaluation Phase:

- Upon receipt of Notice to Proceed, ETB will review all available original plans, specifications and other relevant data documenting existing systems and utility connections.
- Conduct a thorough evaluation and inspection of the existing restrooms, evaluating conditions, including access.
- Discuss specific location needs and requirements, including items of concern, usage, and capacity.
- Meet with representatives from the WV National Guard to present and discuss preliminary findings, including preliminary budget projections and design criteria for compliance with *DOD Minimum Antiterrorism Standards for Buildings*.

Preliminary Design Phase:

- Prepare preliminary design drawings, targeting all areas of work that will be affected.
- Prepare Outline Specifications and Preliminary Estimate of Probable Construction Costs.
- Discuss phasing opportunities and scheduling to allow for continuation of activities.
- Meet with representatives from the WV National Guard to review preliminary design drawings, proposed scope of work, proposed system product selections and alternatives, and Preliminary Estimate of Probable Construction Cost. Review/establish budget and contingency and establish Final Construction Phase Schedule (bidding and award).

Construction Document Phase:

- Prepare Construction Documents including detailed drawings and specifications commensurate with established scope of work.
- Prepare Final Estimate of Probable Construction Costs.
- Assist with coordination/preparation of non-technical provisions of the contract documents. (Bid Advertisement, safety/security compliance, temporary facilities, utility access, etc.)
- Meet with representatives from representatives from the WV National Guard as necessary to review progress, discuss proposed design and budget refinements, value engineering proposals and other general coordination issues.
- Assist with review, selection and pre-approval of Contractors, if required

Bidding and Construction Contract Administration Phase:

- ETB will provide general administrative assistance during the Bidding and Construction Contract Administration Phases including:
 - Reproduction and distribution of Construction Documents
 - Attendance at pre-bid meeting
 - Preparation of addenda
 - Review of bids
 - Review of contractor submittals and shop drawings
 - Review/approval of contractor's applications for payment
 - Review/response to RFI and construction change order requests.
 - Regular on-site Construction observation and reporting
 - Assistance/coordination with governmental/ regulatory agencies
 - Preparation of project punch list and sign-off
 - Review of project close-out documents/ compliance

WV ARMY NATIONAL GUARD READINESS CENTER

Elkins, WV

PROJECT DETAILS

owner/district:
WV Army National Guard

year:
2012

size:
50,000 sf

The Readiness Center has two main entrances; the front into the lobby and the rear into the assembly hall. The circular central core of the entrance leads to the administrative wing (east) and classroom wing (west). The facility contains a learning center library, storage areas, locker rooms, kitchen, break-room, and Telcon spaces. Areas within the lobby will be used for recruiting, family support and distance learning.

The project also included the design and construction of a separate structure for secure storage maintenance/ workshop/ office structure (shown below).



COMPUTER VISUALIZATION

WV ARMY NATIONAL GUARD READINESS CENTER

Elkins, WV



PRINCETON PUBLIC LIBRARY

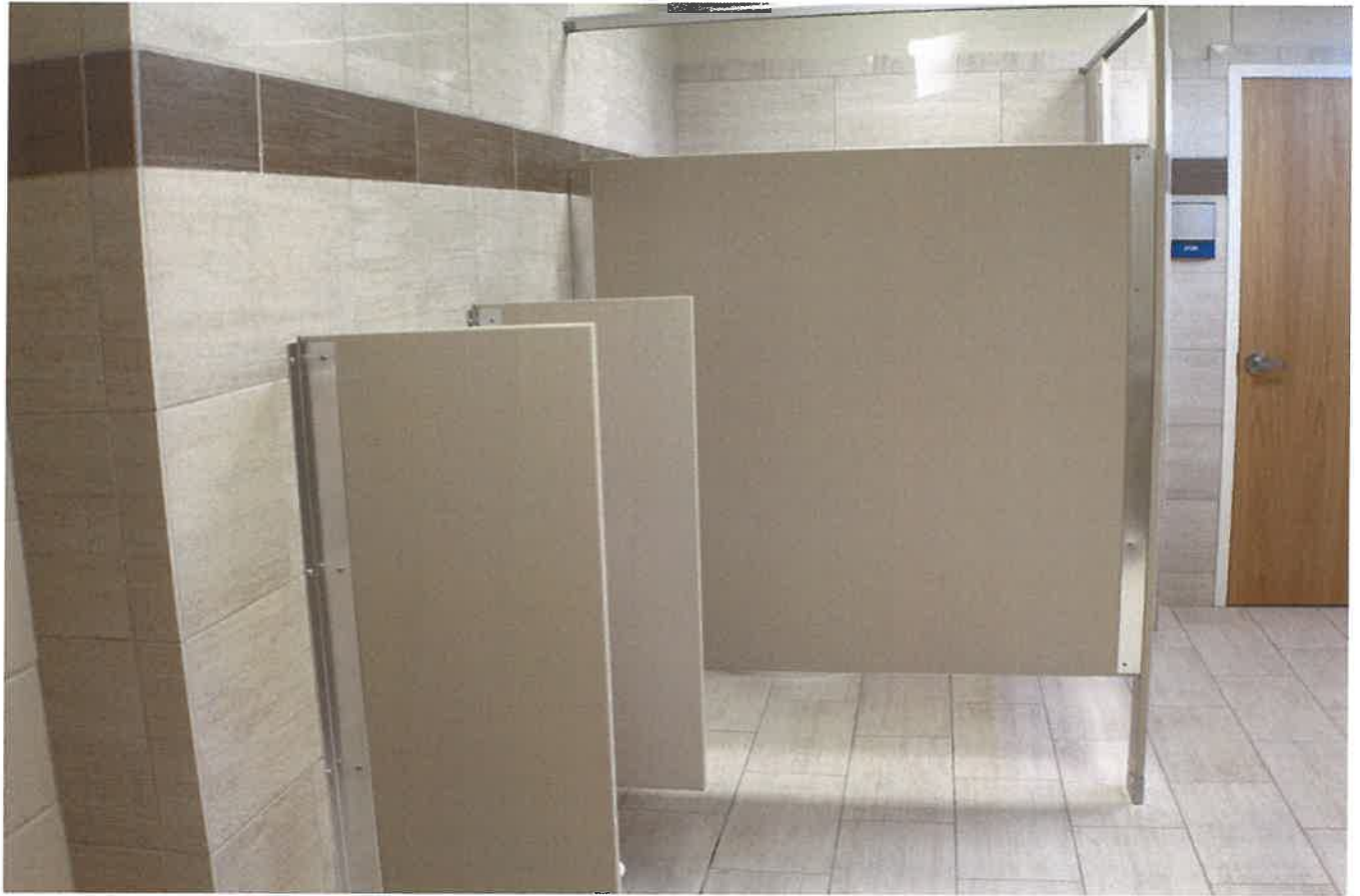
Princeton, WV



BEFORE

MULTIPLE PUBLIC RESTROOM RENOVATIONS

West Virginia



NEW RIVER C&TC ARTS & SCIENCES BUILDING



GREENBRIER COUNTY CONVENTION and VISITORS CENTER

MULTIPLE PUBLIC RESTROOMS

West Virginia



NORTH
CENTRAL
ADVANCED
TECHNOLOGY
CENTER



ADVANTAGE VALLEY
ADVANCED
TECHNOLOGY
CENTER



WVDOH D-1 OFFICE BUILDING

MULTIPLE PUBLIC / SCHOOL RESTROOMS

West Virginia



OAKVALE
ELEMENTARY



LEWISBURG
ELEMENTARY



PIKEVIEW
MIDDLE

FOUR SEASONS YMCA

Tazewell, VA

PROJECT DETAILS

owner/district:
Four Seasons YMCA

year:
2009

size:
40,000 sf



The Four Seasons YMCA offers all the usual work-out equipment and programs in a very unique atmosphere.

Work-out equipment is positioned so that the user has an excellent view of the surrounding mountains.

The swimming pool enclosure has operable roof panels that can be opened to the sky, depending on the weather. The pool, locker rooms, and shower areas are shown on this page.

A stone fireplace with seating creates a very pleasant environment where you and your friends can relax before or after your activities. There are additional seating areas throughout the facility and on the outside balcony.



BATHHOUSE DESIGN & CONSTRUCTION SUMMIT BECHTEL FAMILY NATIONAL SCOUT RESERVE

Mt. Hope, WV



PROJECT DETAILS

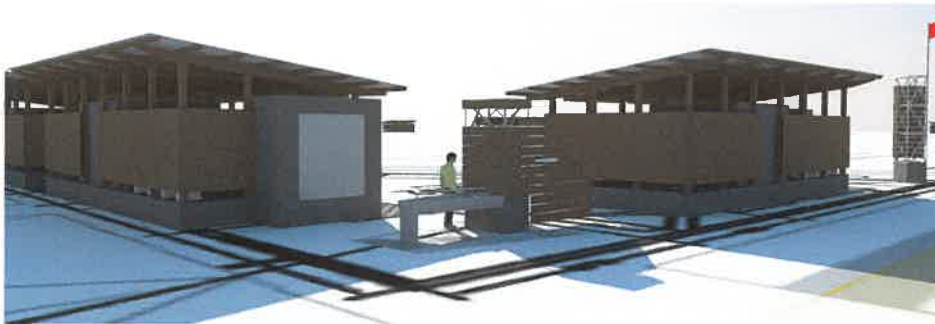
owner/district:
Boy Scouts of America

year:
2013

size:
330 units

ETB provided design, graphic imagery construction documentation and administration for 330 bathhouses which were located throughout the national scout reserve. The bathhouses were spread throughout the six villages.

ETB worked in conjunction with Lake Flato Architects on this project.



BATHHOUSE DESIGN & CONSTRUCTION SUMMIT BECHTEL FAMILY NATIONAL SCOUT RESERVE

Mt. Hope, WV



Todd Boggess, AIA, NCARB, Architect *President/CEO*

EDUCATION

- Master of Architecture, Clemson University School of Architecture
- International Studies, Clemson University Daniel Center for Urban Design & Building Studies, Genoa, Italy
- Bachelor of Arts Degree in Design, Clemson University School of Architecture



RESPONSIBILITIES

Todd joined ETB as a project architect and office manager in 1988 after graduating from Clemson University. In January, 2001, he assumed the office of President. Todd currently serves as President/CEO of the company and is responsible for all aspects, including . . .

- business development
- architectural programming / planning
- architectural design and development
- project management and coordination
- client relations
- interior design / space planning
- architectural design graphics
- construction contract administration

Your project will receive his complete attention, from the interview and project meetings, through the construction process. As the president of the firm, you are putting your trust in him and he takes that commitment very seriously. He wants to make sure you are satisfied with our service, performance, and design.

COMMITTEES

Board of Directions for the Mercer County Convention & Visitors Bureau (since 2020)

West Virginia Board of Architects (since 2014) – Governor Tomblin recently appointed Todd to this board which is responsible for protecting the life, health and property of the people of the State of WV by ensuring that proper architecture practices are used in the state.

Princeton Zoning Board of Appeals (since 2000) – Todd has been asked to serve on this local committee for the past 15 years. He currently serves as vice-chair. The board is responsible for reviewing and ruling on appeals to the existing Princeton Zoning Laws.

Preservation Alliance of West Virginia (past board member)

PROJECTS

Todd understands the demands being placed on all state agencies as they strive to offer the necessary services to our citizens and their efforts to do so within limited budgets. While he has always incorporated energy efficiency into his designs, the focus on green technologies over the past decade has definitely changed the architectural and construction industries. Todd's designs for every governmental building, both new construction and renovations, must address these requirements and ensure the safety of citizens who will be using the facility, as well as the employees who will be working from their new environment on a daily basis.

- WARNG Readiness Center, Elkins
- WARNG Joint Forces Headquarters (*Renovation*), Coonskin Park, Charleston
- WARNG Clarksburg Armory Windows & HVAC (*Renovation*), Clarksburg
- Princeton Public Library (*Renovation*), Princeton
- Municipal Complex for the City of Princeton (*adaptive re-use*), including
 - Administrative
 - Police
 - Fire
 - Public services
 - Recreation
- Wetzel County 911 Garage/Shelter, New Martinsville
- GSA Projects – Federal Buildings
 - Elizabeth Kee Federal Building (*upgrades to third floor*), Bluefield
 - Robert C. Byrd Courthouse (*space renovations*), Charleston
- GSA Projects – Federal Buildings
 - Elizabeth Kee Federal Building (*upgrades to third floor*), Bluefield
 - Robert C. Byrd Courthouse (*space renovations*), Charleston
- New River Community and Technical College Headquarters & Allied Health Building, Beckley
- PikeView Middle School, Gardner
- Lewisburg Elementary School, Lewisburg
- Oakvale Elementary (*Addition & Renovations*), Oakvale
- WVDOH Districts Headquarters/Office Complex

1	Charleston	<i>Office Building</i>	
6	Moundsville	<i>Office Building</i>	<i>Maintenance/Equipment Shop</i>
7	Weston	<i>Office Building</i>	<i>Maintenance/Equipment Shop</i>
8	Elkins		<i>Maintenance/Equipment Shop</i>
9	Lewisburg	<i>Office Building</i>	
10	Gardner	<i>Office Building</i>	<i>Maintenance/Equipment Shop</i>
		<i>Bridge & Sign Shop</i>	<i>Lab Building</i>



Stephen Mackey
Design & Graphics
/ Code Research



EDUCATION

- Bachelor of Arts Degree in Design,
Clemson University School of Architecture
- Master of Architecture,
Clemson University School of Architecture

RESPONSIBILITIES

With over 30 years of experience in all phases of design and construction, Mr. Mackey brought strong design, management and leadership skills to the firm. His significant experience has enabled him to successfully oversee the design and construction of educational projects for ETB and other architectural firms. Specific project responsibilities include:

- code review and analysis
- educational planning and programming
- conceptual design
- design visualization
- project coordination
- construction specifications

PROJECTS

Mr. Mackey is responsible for the production of graphic imagery for many of our larger projects. In addition to his design responsibilities, Steve assists with code research, quality control and constructability reviews. Steve rejoined ETB in 2009 and has been focused on government/public projects since his return.

- WVARNG Readiness Center, Elkins
- Princeton Rescue Squad Multi-purpose Building, Princeton
- Wetzel County 911 Garage/Shelter, New Martinsville
- Fine Arts & Sciences Building for New River Community & Technical College, Lewisburg
- New River Community and Technical College Headquarters & Allied Health Building, Beckley
- North Central Advanced Technology Center for the WVC&TCS and Allied Health, Fairmont
- Advantage Valley Advanced Technology Center for the WVC&TCS, So. Charleston

Tony Colosi, Jr.
Project Manager
/ Documentation



EDUCATION

- Master of Architecture (ABT),
Virginia Tech School of Architecture
- Bachelor of Science - Architectural Engineering &
Civil Engineering, Bluefield State College

RESPONSIBILITIES

Mr. Colosi is a project manager with over 20 years of experience in both the field of architecture and as a general contractor. During this time, he has worked in construction, in the design/build industry, and at ETB several times. Tony's experience helps identify constructability issues through the analysis and coordination of consultant drawings. He is involved in all phases of design documentation and production and is eager to handle any task needed to ensure a smooth project flow from start to finish.

Specific project responsibilities include:

- construction documentation
- building construction system design/detailing
- project coordination
- equipment and materials review

EXPERIENCE

Tony has been involved in a number of ETB projects over the past twenty years:

- WVARNG Readiness Center, Elkins
- WVARNG Clarksburg Armory Windows & HVAC (*Renovation*), Clarksburg
- Princeton Public Library (*Renovation*), Princeton
- Princeton Rescue Squad Multi-purpose Building, Princeton
- Municipal Complex for the City of Princeton (*Adaptive Re-use*), Princeton, WV, including
 - Administrative
 - Police
 - Fire
 - Public services
 - Recreation
- Wetzel County 911 Garage/Shelter, New Martinsville
- Monroe County WV Extension Office (*Adaptive Re-use*), Union, WV

Nathan Turner, LEED G.A.
*Project Manager/
 Construction Administration*



EDUCATION

- Bachelor of Science, Engineering Architecture, Fairmont State University
- Master of Architecture (May, 2009)
Boston Architectural College

RESPONSIBILITIES

Mr. Turner recently rejoined ETB and brought with him a wealth of experience in architectural design, as well as construction methods and practices. His previous experience at ETB involved a number of government and educational facilities. Nathan is LEED certification and will assist in our efforts to provide a “green” approach to as many projects as possible. He will be focusing primarily on construction contract administration activities.

Specific project responsibilities include:

- architectural programming
- construction documentation
- project management
- project coordination
- construction specifications
- construction administration

EXPERIENCE

- Princeton Public Library (*Renovation*), Princeton
- Municipal Complex for the City of Princeton (*adaptive re-use*), including
 - Administrative
 - Police
 - Fire
- GSA Projects – Federal Buildings
 - Elizabeth Kee Federal Building (*upgrades to third floor*), Bluefield
 - Robert C. Byrd Courthouse (*space renovations*), Charleston
- New River Community and Technical College Headquarters & Allied Health Building, Beckley
- PikeView Middle School, Gardner
- Lewisburg Elementary School, Lewisburg
- Oakvale Elementary (*Addition & Renovations*), Oakvale



Mechanical, Electrical, and Plumbing Engineering

Harper Engineering, PLLC has the talent and resources to provide quality mechanical, electrical, and plumbing design. Our staff utilizes the latest building information modeling (BIM) software to provide the accurate system designs with minimal change orders during construction.

Our goal is to design optimized systems that meet all of our client's performance, energy use, and budgetary needs.

The staff at Harper Engineering, PLLC has over 100 years of experience working with clients in a variety of fields including, but not limited to, K-12 schools, hospitals, offices, airports, manufacturing, multi-family housing, and Design/Build. The following is a partial listing of projects that demonstrate Harper Engineering's mechanical, electrical, and plumbing design experience:

Services:

HVAC Design

- Heating and Cooling load calculations
- Ductwork sizing
- Hydronic pipe sizing
- Equipment selection

Electrical Design

- Electrical load calculations
- Panel and switch gear selection
- Lighting
- Fire alarm
- Site Utilities
- Emergency Generators
- Security and communications

Plumbing Design

- Pipe Sizing
- Fixture Selection
- Sprinkler design
- Site Utilities



Experience

Mr. Harper brings 16 years of design experience to the firm. He has expertise with HVAC, electrical, plumbing, sprinkler and fire alarm system designs. His projects include educational facilities (including colleges and universities), health care facilities, office buildings, banks, emergency services facilities, postal facilities, and government buildings.

Mr. Harper's role with the firm includes, but is not limited to, office manager, project manager, draftsman, and Building Information Modeling coordinator. He oversees projects from the early design phase through construction administration to post construction. He assists the project architect and design team with valuable mechanical, electrical, and plumbing information early in the project to ensure it is adequately designed to handle the client's needs.



Registration/Professional Affiliations

Professional Engineer WV - [REDACTED]
American Society of Heating, Refrigeration and Air-
Conditioning Engineers - [REDACTED]
National Fire Protection Association - [REDACTED]

Projects

WV DOH SRC Office Building
WV DOH Weight Station
W. Kent Carper Justice and Public Safety Complex
WV Veterans Home Storage Building
St. Albans Armory Storage Building
West Union Bus Garage
Romney Public Works Building
Dominion Gas Office Building
Energy Corporation of America

Education

West Virginia University Institute of Technology
Bachelor of Science - Mechanical Engineering



Experience

Mr. King brings 14 years of electrical design experience and over 11 years of electrical construction/maintenance experience to the firm. His projects include educational facilities (including colleges and universities), health care facilities, office buildings, banks, emergency services facilities, government buildings, and industrial projects.

Mr. King's role with the firm includes, but is not limited to, project manager, draftsman, specification writer and construction administration. He oversees projects from the early design phase to post construction. He assists the project architect and design team with valuable electrical information early in the project to ensure it is adequately designed to handle the client's needs.



Projects

- WV DOH SRC Office Building
- WV Veterans Home Storage Building
- WV DOH Weight Station
- St. Albans Armory Storage Building
- St. Albans Armory Storage Building
- West Union Bus Garage
- Romney Public Works Building
- Dominion Gas Office Building
- Energy Corporation of America
- W. Kent Carper Justice and Public Safety Complex

Registration/Professional Affiliations

- Professional Engineer WV - [REDACTED]
- Professional Engineer KY - [REDACTED]
- Professional Engineer PA - [REDACTED]
- Professional Engineer OH - [REDACTED]
- Professional Engineer VA - [REDACTED]
- Professional Engineer MI - [REDACTED]
- Professional Engineer SC - [REDACTED]
- Professional Engineer IN - [REDACTED]
- West Virginia Master Electrician - [REDACTED]
- American Society of Heating, Refrigeration and Air-Conditioning Engineers - [REDACTED]
- National Fire Protection Association - [REDACTED]

Education

West Virginia University Institute of Technology
Bachelor of Science - Electrical Engineering

Bluefield State College
Bachelors of Science - Computer Science



Public Buildings

Energy Corporation of America

HVAC, Plumbing, Electrical, Fire Alarm and Sprinkler design for a 60,000 sq. ft. office located in Charleston, WV.

Dominion Gas Office Building

HVAC, Plumbing, Electrical, Fire Alarm and Sprinkler design for a 20,000 sq. ft. office located in Clarksburg, WV.

W. Kent Carper Justice and Public Safety Complex

HVAC, Plumbing, Electrical, Fire Alarm and Sprinkler design for a renovations to a 62,400 sq. ft. Justice and Public Safety Complex.

WV Department of Highways SRC Office Building

HVAC, Plumbing, Electrical, Fire Alarm and Sprinkler design for a renovations to a 39,400 sq. ft. addition and renovation to existing office building in Charleston, WV.

Office Addition to Boone County Courthouse Annex

HVAC, Plumbing, Electrical, Fire Alarm and Sprinkler design for a 20,400 sq. ft. addition and renovation to Boone County Courthouse Annex.

Fayette County 911 Emergency Communication Center

Provided mechanical, electrical, and plumbing services for the new 911 Emergency and Communications Center. Project utilized energy efficient water heating system, strategic lightings to reduce screen glare, diesel emergency generator and automatic transfer switch, and a dual action sprinkler system.

Wayne County 911 Emergency Communication Center

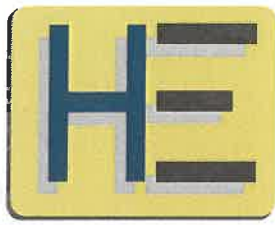
Mechanical, Electrical and Plumbing services for the new 911 Emergency and Communications Center. Project utilized energy efficient water heating system, strategic lighting to reduce screen glare, diesel emergency generator and automatic transfer switch, and dual action sprinkler system.

South Charleston Fire Station #1

Mechanical, Electrical, and Plumbing services for new 10,000 sf Fire Station

Charleston Fire Station #3

Mechanical, Electrical, & Plumbing services for new 6,400 sf Fire Station on Oakwood Road



Public Buildings (continued)

KIA Dealership

HVAC, Plumbing, Sprinkler, Electrical and Fire Alarm design for the new 9,000 SF showroom and maintenance bay located in Raleigh Co. WV. Included Vehicle Exhaust System for maintenance bay.

Bert Wolf Toyota

HVAC, Plumbing, Sprinkler, Electrical and Fire Alarm design for the addition and renovation totaling 39,500 SF for showroom and maintenance bay located in Charleston, WV. Included Vehicle Exhaust System for maintenance bay.

Moses Teays Valley

HVAC, Plumbing, Sprinkler, Electrical and Fire Alarm design for the new 4,800 SF showroom and maintenance bay located in Teays Valley, WV. Included Vehicle Exhaust System for maintenance bay.

St. Albans Armory Storage Building

HVAC, Plumbing, Electrical and Fire Alarm design for a 3,000 sq. ft. storage building.

WV Veterans Home Barboursville

Electrical design for a new 1,000 sq. ft. storage building.

New Bus Garage

HVAC, Plumbing, Sprinkler, Electrical and Fire Alarm design for a new 5,900 sq. ft. bus garage in West Union, WV.

Public Works Building

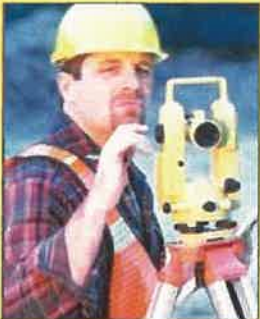
HVAC, Plumbing, Sprinkler, Electrical and Fire Alarm design for a new 4,500 sq. ft. bus garage in Romney, WV.



FINK ENGINEERING & LAND SURVEYING



Over 50 Years of Combined Experience



The Leading Name in Professional Land Surveying & Civil Engineering Services

Put your project in trusted hands by asking about land surveying and engineering services offered by our skilled professionals. **Fink Engineering & Land Surveying** is your source all types of Land Surveying and Civil design services.

Our Managing Staff:

• Ronald D. Fink, PS, LS

• Ronald B. Fink, PE, PS, LS

• Joseph A. Fink, P.S., EIT

Using Our Expertise for You

Founded in 1970 by Ronald D. Fink, Fink Engineering & Land Surveying is a family owned and operated Professional Land Surveying and Civil Engineering firm. Ronald B. & Joseph A. Fink are graduates of the College of Engineering at Virginia Tech and are the second generation of Professionals. When you choose **Fink Engineering & Land Surveying** for your project, you know you are choosing professionals with more than 50 years of combined experience in all aspects of Professional Land Surveying and Engineering services. We are Licensed in West Virginia and Virginia and service the entirety of those states.



Our services include:

- Land Disputes
- Topographic Surveys
- FEMA Flood Studies

- Flood Elevation Certificates
- Construction Stakeout
- Subdivisions & City Lots

- Residential & Commercial Site Plans
- Erosion & Sediment Control Plans
- Rural & Urban Boundary Surveys

Find out how you can benefit from our expertise in professional land surveying and engineering by [contacting us](#) at (304) 425-1605 or at 540-381-2626

[Home](#) | [Location](#) | [Contact Us](#)

Fink Engineering & Land Surveying
414 Thom Street Princeton, WV & 16 E. Main Street Christiansburg, Va

304-425-1605 WV office
540-381-2626 VA office
540-599-1363 text/cell

Let Our **Land Surveying & Engineering Experience** Work for You!

(304) 425-1605 Princeton, West Virginia

(540) 381-2626 Christiansburg, Virginia

email: finkja@hotmail.com



Company Profile & Resume of Managing Members

Company Profile:

Fink Engineering & Land Surveying is a family owned Civil Engineering and Land Surveying company with offices in Princeton, West Virginia and Christiansburg, Virginia. Our goal is to offer quality and innovative solutions for our clients to accomplish their project vision. We strive to show the dedication of our staff of Professional Engineers and Land Surveyors in the product we produce and in the satisfaction of our client. We hope that we can assist you with your specific project needs, and also that you will find that our members and employees have the experience and skills you require.

Ronald B. Fink, P.E., P.S., L.S.

Education & Licensure:

- 1996 - Graduate of Princeton High School
- 1998 - Graduate of Bluefield State College with an Associate of Science in Civil Engineering Technology.
- 1999 - Magna Cum Laude graduate of Bluefield State College with a Bachelor of Science in Civil Engineering Technology
- 2002 - Graduate of Virginia Polytechnic Institute and State University (Virginia Tech) with Master of Engineering in Civil Engineering
- 2004 - Licensed Professional Surveyor No. [REDACTED] (WV)
- 2006 - Licensed Land Surveyor No. [REDACTED] (VA)
- 2008 - Licensed Professional Engineer No. [REDACTED] (VA)
- 2008 - Licensed Professional Engineer No. [REDACTED] (WV)
- 2018 - Licensed Professional Surveyor No. [REDACTED] (NC)
- 2018 - Licensed Professional Engineer No. [REDACTED] (NC)
- 2018 - FAA-107 UAS Licensed Pilot

Experience:

Ronald B. Fink has over 23 years of experience in the fields of commercial, institutional, industrial and residential land development, storm water runoff analysis and design, water quality analysis and design, erosion and sediment control plans, private and state road design, environmental permitting, soil & concrete inspection services, structural steel design, reinforced concrete design, steel connection design in high rise structures,

rural and urban boundary surveys, telecommunication surveys, construction stakeout and ALTA / ACSM land title surveys.

Joseph A. Fink, P.S., E.I.T.

Education & Licensure:

- 1999 - Graduate of Princeton High School
- 2003 - Graduate of Virginia Polytechnic Institute and State University (Virginia Tech) with Bachelors of Science in Engineering Science and Mechanics
- 2003 – Engineer in Training
- 2012 – Licensed Professional Surveyor No. [REDACTED] (WV)
- 2019 – FAA-107 UAS Licensed Pilot

Experience:

Joseph A. Fink has over 20 years of experience in the fields of forensic surveying for boundary dispute cases, rural and urban boundary surveys, ALTA / ACSM land title surveys, telecommunication surveys, construction stakeout, residential and commercial site plans, storm water runoff analysis and design, water quality analysis and design, erosion and sediment control plans, geotechnical engineering, soil and concrete testing, general site inspection services, foundation design and FEMA flood studies.

Ronald D. Fink, P.S., L.S.

Education & Licensure:

- 1965 - Graduate of Princeton High School
- 1971 - Graduate of Bluefield State College with an Associate of Science in Civil Engineering.
- 1972 - Licensed Professional Surveyor #363 (WV)
- 1977 - Graduate of Bluefield State College with a Regents Bachelor of Arts degree
- 1978 - Graduate of West Virginia Institute of Technology with Bachelor of Science degree
- 1984 - Graduate of Marshall University with Master of Science Degree
- 2006 – Licensed Land Surveyor No. 2816 (VA)

Experience:

Ronald D. Fink Has over 43 years of experience in the fields of rural and urban boundary surveys, forensic surveying, ALTA / ACSM land title surveys, telecommunication surveys, and expert witness testimony.

Also on Staff:

Nathan Keffer (Survey Technician, Concrete Inspection/Testing)

Alisa Elliot (Surveying & Engineering Technician)

Dennis Pitzer (Surveying, Engineering & Inspection Technician)

Schyler Fink (Surveying Technician)

Specialty services:

In addition to the items listed above, Fink Engineering & Land surveying, LLC provides comprehensive in-field inspection and monitoring services for commercial/industrial projects. While our team is completing soil/concrete inspections and construction stakeout services, we also provide state of the art UAS (drone) monitoring, which captures the progression of construction site work, along with accurate surface elevations which can be reported on a daily, weekly, monthly or any other as-needed basis. Ultra-high resolution ortho-mosaic imagery is provided to the owner on a scheduled basis for use at internal meetings and discussions with contractors. This information is stored so that as questions may arise during or even after construction, it can be reviewed and utilized by the owner in the resolution process. A brochure is attached to help provide additional information regarding this service.

Closure:

We thank you for your interest in our company and look forward to helping you with your project.



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

State of West Virginia
 Centralized Expression of Interest

Proc Folder: 1126908		Reason for Modification:	
Doc Description: Brushfork Armory Restroom Renovations EO1			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-11-18	2022-12-08 13:30	CEOI 0603 ADJ2300000002	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000201742
Vendor Name : E.T. Boggess Architect, Inc.
Address : PO Box 727
Street : 101 Rocklege Avenue
City : Princeton
State : West Virginia **Country :** USA **Zip :** 24740
Principal Contact : Todd Boggess
Vendor Contact Phone: 304-425-4491 **Extension:**

FOR INFORMATION CONTACT THE BUYER

David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Vendor Signature X  **FEIN#** 55-0515917 **DATE** December 7, 2022

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

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Todd Boggess, President/CEO

(Address) PO Box 727 / 101 Rocklege Ave., Princeton, WV 24740

(Phone Number) / (Fax Number) (P) 304-425-4491 / (F) none

(Email address) todd@etbarchitects.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

E.T. Boggess Architect, Inc.

(Company)  Todd Boggess, President/CEO

(Signature of Authorized Representative) Todd Boggess, President/CEO / December 7, 2022

(Printed Name and Title of Authorized Representative) (Date) (P) 304-425-4491 / (F) none

(Phone Number) (Fax Number) todd@etbarchitects.com

(Email Address)



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