



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Solicitation Response(SR) Dept: 0310 ID: ESR01072600000003794 Ver.: 1 Function: New Phase: Final

Modified by batch, 01/08/2026

Procurement

Budgeting

Accounts Receivable

Accounts Payable

## Header 1

[General Information](#) [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 1853967

SO Doc Code: CEOI

Procurement Type: Central Purchase Order

SO Dept: 0310

Vendor ID: 000000205388

SO Doc ID: DNR2600000004

Legal Name: WILLIAMSON SHRIVER ARCHITECTS INC

Published Date: 12/9/25

Alias/DBA:

Close Date: 1/8/26

Total Bid: \$0.00

Close Time: 13:30

Response Date: 01/07/2026

Status: Closed

Response Time: 8:21

Solicitation Description: A&amp;E - Calvin Price State Forest Storage Building

Responded By User ID: WSAOASISgmartin

Total of Header Attachments: 1

First Name: Greg

Total of All Attachments: 1

Last Name: Martin

Email: gmartin@wsgarch.com

Phone: 3043451060



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:** 1853967

**Solicitation Description:** A&E - Calvin Price State Forest Storage Building

**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2026-01-08 13:30	SR 0310 ESR01072600000003794	1

**VENDOR**

000000205388

WILLIAMSON SHRIVER ARCHITECTS INC

**Solicitation Number:** CEOI 0310 DNR2600000004

**Total Bid:** 0

**Response Date:** 2026-01-07

**Response Time:** 08:21:43

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

Joseph (Josh) E Hager III  
(304) 558-2306  
joseph.e.hageriii@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:** Submission for AE Services

**Extended Description:**

Design and contract administration services of a new maintenance and storage building at Calvin Price State Forest.

Statement of Qualifications

**Architectural and Engineering Services for a  
New Calvin Price State Forest  
Equipment Maintenance and  
Storage Building  
CEOI 0310 DNR2600000004**

West Virginia Division of Natural Resources





January 5, 2026

Mr. Josh E. Hager III, Senior Buyer  
West Virginia Department of Administration, Purchasing division  
2019 Washington Street East  
Charleston, WV 25305

Re: Statement of Qualification for Architectural and Engineering Design Services for a  
New Calvin Price State Forest Equipment Maintenance and Storage Building  
CEOI 0310 DNR 2600000004

Dear Mr. Hager:

Williamson Shriver Architects, Inc. is excited to have the opportunity to express our interest and submit our qualifications to The Department of Administration, Purchasing Division for the New Calvin Price State Forest Equipment Maintenance and Storage Building. As evidenced in our attached Statement of Qualifications, our firm has considerable experience working on various projects with similar scope throughout the state of West Virginia.

Please accept this letter as our team's Expression of Interest in serving as your design team for this exciting project. In addition to Williamson Shriver Architects, Inc., our proposed project team will include Arrow Engineering of Morgantown, WV (structural engineering), Terradon Corporation of Nitro, WV (site, civil design, and landscaping), and Tower Engineering, of Pittsburgh, PA (HVAC, electrical, plumbing, and fire protection design). Our firms have worked together successfully on many past projects throughout all regions of the state. We jointly have a strong understanding of design creativity, building systems and materials, constructability, and the economics of construction in the different regions of West Virginia. More importantly, our desire is to build our relationship with you based upon our track record of honesty, expertise, and hard work while improving the quality of buildings for State of West Virginia. We hope that you have recognized these qualities from our firm and team, and commit that, if selected, we will strive to provide you personalized architectural and engineering design services of unmatched knowledge, skill, and creativity that we have provided for the State of West Virginia.

We are hopeful to be selected for an interview where we can present our experience in greater detail. If you have any questions or need additional information, please feel free to contact me at your convenience. Thank you for your time and consideration of our team!

Sincerely,

**WILLIAMSON SHRIVER ARCHITECTS, INC.**

Greg Martin AIA | NCARB  
Architect / President  
[gmartin@wsgarch.com](mailto:gmartin@wsgarch.com)  
(M) 304.532.0049

# Contents

Statement of Qualifications for Architectural / Engineering Design Services for a  
New Calvin Price State Forest Equipment Maintenance and Storage Building for the  
Division of Natural Resources

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# Tab A

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## General Information



**WilliamsonShriverArchitects**

# General Information

A general description of the firm that is proposing to provide services. Explain the legal organization of the proposed firm.

## Firm Overview

### Williamson Shriver Architects

**Inc.** is an award-winning, multi-disciplinary design firm with business roots back to 1967. While specializing in educational and commercial planning and design, we provide design services to a diverse client base throughout West Virginia. With construction values exceeding one billion dollars over our history, the size and scale of our projects have ranged from detailed designs for small interior renovations to large multi-million dollar new facilities. Large or small, simple or complex, every project has our commitment to diligent, thoughtful design. Our functional and distinctive buildings reflect the vision of our clients and the spirit of our communities.

Experienced, capable, and responsive, we have a long tradition of excellence and client commitment. Simply put ... we listen ... and combine what we learn from

listening with a clear understanding of technology, sustainability, and a wealth of experience. Every Williamson Shriver Architects design is a collaboration with the end user. Our finished projects work for people because they start with people. Through focus groups, individual interviews, and public meetings, we ask our clients to stretch their imagination and anticipate how they will

use each space. The result of this process ... flexible design solutions that respond to people and make the most of budgets.

Commitment to quality, dedication to project and client, and a nearly fifty year tradition of innovation and architectural excellence... that's Williamson Shriver Architects. No matter what the program, site, or budget, we've been there and we have the experience and vision to shape your project into a success.

At [Williamson Shriver Architects](#), we're listening.



### Legal Organization

Williamson Shriver Architects is a type S corporation licensed as a business by the WV Secretary of State and headquartered in Charleston, WV. Our firm qualifies as a Federal Small Business and has applied for such registration with the U.S. Small Business Administration.

### In House Services

- Pre-Design & Planning
- Architecture
- Interior Design
- Construction Procurement / Administration
- Cost Estimating
- Sustainable Design

### Services through Partners

- Structural Engineering
- Site and Civil Engineering
- Landscape Design
- Historic Review and Preservation
- Mechanical Engineering
- Electrical Engineering
- Lighting Design
- Technology and Security Design
- Audio / Visual Design
- Acoustical Design



# General Information

An organizational chart showing numbers and types of key personnel that will be providing design and construction phase services for this project.

**Mr. Brett W. McMillion**

Director - West Virginia Division of Natural Resources

**Mr. Josh E. Hager III**

Senior Buyer - WV Department of Admin., Purchasing division

**Greg Martin AIA**

Architect / President

## Design Team

**Greg Martin AIA**

Project Architect / Q.C.

**Dana Scarberry**

Project Manager

**Nicole Shomo**

Designer / Emerging Prof.

**Cliff Kay**

Drafter / Production

## Construction Contract Administration

**Jason Shantie**

Contract Admin. / Vice Pres.

**Austin Womack**

Assistant Contract Admin.

**Lee Turley**

Administrative Assistant

## Arrow Engineering

(See firm info on following pages)

**Mike Howell PE**

President

Structural Engineer

**Ashbee Sykes PE**

Senior Project Engineer

**Phillip Bailey PE**

Project Engineer

## Terradon Corporation

(See firm info on following pages)

**Shawn Gray**

Department Head of  
Land Development

**Kristien McClung PE**

Civil Design

**Jim Nagy PE**

Senior Engineer

## Tower Engineering

(See firm info on following pages)

**Jim Kosinski PE**

Partner-in-Charge / HVAC

**Steffanie Bako PE**

Electrical Design

More detailed information for these key personnel may be found in Tab C.  
Resumes for individuals in this chart may be found in Tab F.

# Scope of Available Services

A general description of the services available.

Williamson Shriver Architects is a small firm but with a huge attitude of service to our clients. To assist our clients we offer the following design services listed as either basic or additional services. Services offered by outside consultants are indicated.

## Pre-Design Services

- Existing Facilities Surveys
- Feasibility Studies
- Programmatic Specifications
- Site Analysis and Selection
- Zoning Processing Assistance
- Bond Issue Planning Assistance
- Educational Facility Planning

## Architectural Design

- Building and Site Design
- Renovation / Restoration Design
- Roof System Renovation / Replacement
- Materials Research and Specifications
- ADA / Life Safety Research
- Budget Analysis
- Value Analysis
- Scheduling

## Interior Design

- Space Planning
- Tenant Fit-up
- Furniture and Equipment Procurement
- Selection of Interior Finishes
- Color Coordination

## Construction Procurement / Administration

- Preparation of Contract Documents
- Bidding / Negotiation
- Contract Administration
- Construction Observation
- Post-Occupancy Services

## Other Services

- Facilities Documentation utilizing Autodesk Revit or Autocad
- 3D Visualization Renderings
- Promotional Materials
- Graphic Design
- BIM (Building Information Modeling) Coordination

## Consultant Services

(The following services are provided through the assistance of outside consulting firms:)

- Structural Design
- Mechanical / Electrical Engineering
- Fire Protection Design
- Landscaping Design
- Civil Engineering
- Stormwater Management
- Wastewater Treatment Plant Design
- Acoustical Design

**At right:**  
South Charleston Fire Station No. 1 located in downtown South Charleston, West Virginia.  
This new building was a replacement of the existing Station No. 1.





**Residential**

**Commercial**

**Industrial**

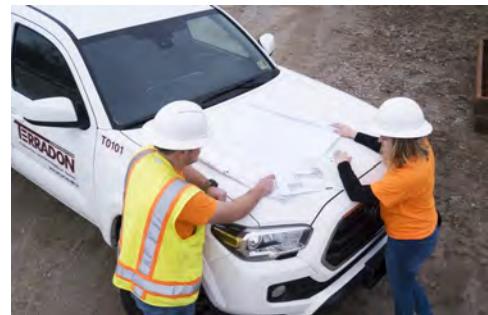
Arrow Engineering is a structural engineering firm headquartered in Morgantown, WV. Serving clients in the *residential, commercial and industrial* markets.

Arrow Engineering delivers success to our clients with three promises we commit to in every project we undertake:

- 1. Maintain exceptional knowledge of construction practices.**
- 2. Deliver quality documents that are practical and detailed.**
- 3. Pledge to rise above and beyond our clients' expectations.**

Arrow's founder and President, Michael Howell, PE SE has over two decades of industry experience as a structural engineer, civil engineer, and contractor. Arrow's team is prepared to bring that experience into every project.

**We consider it a great honor to serve our clients.**



**FOUNDED:** 1989

**EMPLOYEES:** 95

**LOCATIONS:**

Poca, WV  
Lewisburg, WV  
Fayetteville, WV  
Clarksburg, WV

**SERVICES:**

Civil Engineering  
Environmental Engineering  
Environmental Inspection  
Testing & Inspection  
Construction Monitoring  
Construction Administration  
Geotechnical Engineering  
Transportation Engineering  
Structural Engineering  
Cultural Resources  
Archaeological Assessment  
Geotechnical Engineering  
Land Planning & Design  
Survey & Mapping  
Water & Utility Design

TERRADON Corporation offers a multi-faceted approach to design engineering and consulting services. For more than 30 years TERRADON staff has provided a wealth of engineering solutions blanketing West Virginia and surrounding states with successful projects. The company built its reputation on expert personnel and quality, time-sensitive service. Those same founding principles hold true today.

The firm has been recognized through numerous awards from professional organizations and agencies including the American Society of Civil Engineers, State Highway Departments, the Department of Environmental Protection and the American Institute of Architects.

TERRADON's diverse team of professionals work together on projects to offer a wide range of services in house to keep project centrally focused. By providing this range of services, TERRADON is able to work completely as a team to offer clients the most rewarding design.

TERRADON maintains professionally registered engineers, landscape architects, and surveyors as well as a competitive team of highly certified inspectors and environmental specialists.

TERRADON has experience working on projects funded by various agencies. Because of the variety of funding options for projects, TERRADON offers client support to help make funding projects easier.

TERRADON's corporate culture promotes innovation and progressive thinking. Project leaders strive to sustain customers through a wide-range of engineering offerings. TERRADON employees understand the purpose behind their services and work to cultivate lasting relationships with clients through honest, hard work.



*TERRADON is the largest, woman-owned engineering firm in West Virginia and is a certified Women's Business Enterprise.*

# TOWER ENGINEERING, INC. OVERVIEW & SERVICES

Tower Engineering, Inc. has been providing innovative mechanical, electrical, plumbing, and fire protection solutions since 1931. While Tower is a generalist firm, it primarily serves the K-12 and higher education, healthcare, senior living, hospitality and recreation sectors in both renovations and new construction. The firm's highly-trained staff of project managers, designers, and technical support personnel is capable of providing consulting services for every type of project - from a small, single-family residence to a high tech research facility incorporating redundant mechanical and electrical systems, DDC energy management and thermal storage. Our engineers utilize state-of-the-art software programs for the design of lighting, electrical power and mechanical systems. Lighting analysis includes point-by-point calculations, ESI analysis, exterior lighting analysis, and life cycle cost comparisons. Electrical power analysis includes fault current and load flow analysis.

Mechanical design and analysis services include energy economic analysis, thermal storage analysis, heating and cooling load calculations, refrigerant piping design, water system designs, along with BIM modeling. Our professional staff utilizes computer selection of air handling units, coils, pumps, terminal devices, fans, cooling towers, chillers, heat exchangers, kitchen hoods, hydronic and steam specialties, humidification equipment and heat recovery equipment. Sustainability principles are considered at every design point, and firm principals personally lead every project. The firm has 23 employees, including 8 Registered Professional Engineers and 8 LEED Approved Professionals.



## SUSTAINABLE & ENERGY EFFICIENT

- 8 LEED Professionals
- Over 30 LEED Projects
- Green Building Design
- Ecological & Resource Efficient
- Reduce Energy Consumption
- Building System Analysis
- Energy Audit



## PLUMBING

- Water resource efficiency analysis
- Sanitary drainage systems
- Storm water management
- Domestic water systems
- Waste water treatment systems
- Hospital and laboratory piping systems
- Fuel oil piping systems
- Irrigation systems



## HVAC

- Heating and cooling system design
- Ventilation system design
- Building automation systems
- Control systems and energy monitoring
- Geothermal system analysis and design
- Heat recovery systems
- Kitchen and laboratory exhaust systems
- Smoke evacuation systems
- Computer room environmental control systems



## FIRE PROTECTION

- Standpipe and sprinkler systems
- Fire protection systems



## COMMISSIONING

- New Construction Commissioning
- Renovation Commissioning
- Retro-commissioning
- Recommissioning
- Value Recommissioning



## ELECTRICAL

- Interior and exterior lighting design and studies
- Lighting controls
- Primary Security systems
- Fire detection and alarm systems
- Computer data and power systems
- Uninterruptible power supply systems
- Reinforced and masking sound systems
- Lightning protection systems
- Fault current studies
- System over-current protection coordination
- Primary and secondary voltage power distribution systems



## TECHNOLOGY

- Voice communication systems
- Data network systems
- Audio/Visual Systems
- Surveillance
- Access Control
- Emergency Notification Systems
- Digital Signage
- And much much more

# Tab B

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## Design Experience



**WilliamsonShriverArchitects**

# Civic Design



## South Charleston Fire Station No. 5 Washington Dist. Community Ctr.

### Owner:

City of South Charleston  
The Honorable Frank Mullens,  
Mayor  
Rick Atkinson, City Mgr.  
(304) 740-5985

Services provided in-house:  
Architectural design  
Structural design

Services provided by consultants:  
Site/Civil Design - Terradon Corp.

Services provided by consultants:  
MEP Design - Harper Engineering

Construction commence: Dec. 2020  
Year Completion: April 2022 \*\*

\*\*Delayed due to material lead time

### Other data:

Size: 10,800 SF  
Construction Cost: \$1.769 Mil.\*  
Cost/SF \$163.79 / SF

\*(Owner self preformed Site and Interior finishes)

### Description of Project:

Located at the intersection of SandPlant Road and Route 119, this project is a new fire station facility for the City of South Charleston and a Community Center for the Washington District area.

One third of the building is dedicated to the new fire station that includes a single drive-thru apparatus bay with storage, maintenance spaces for fire fighting operations and living quarters for the new fire fighters.

The living quarters include three sleeping berths with unisex toilet / shower, as well as spaces for kitchen, dining, living, and laundry and shift commander's office.

The other two thirds of the building is dedicated for a new community center space that includes multi-purpose room with basketball backstops, prep kitchen, male and female toilets, storage and mechanical/plumbing entrance for the full building. A small separate office is dedicated for the Law Enforcement in this area.

The building was designed to utilize pre-engineered metal building system due to a limited budget. The exterior will be clad in three colors of metal panels along with some stone veneer on the front of the building. The site will have parking for around 80 vehicles including the fire fighters and contain two bioswales for storm water management.

### Floor Plan

The left side of the plan is the dedicated fire station while the right side is the community center space

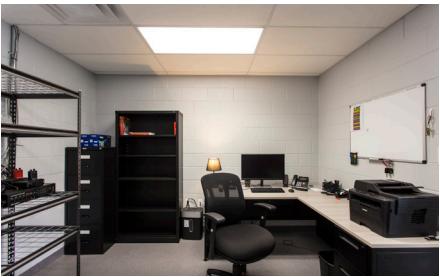
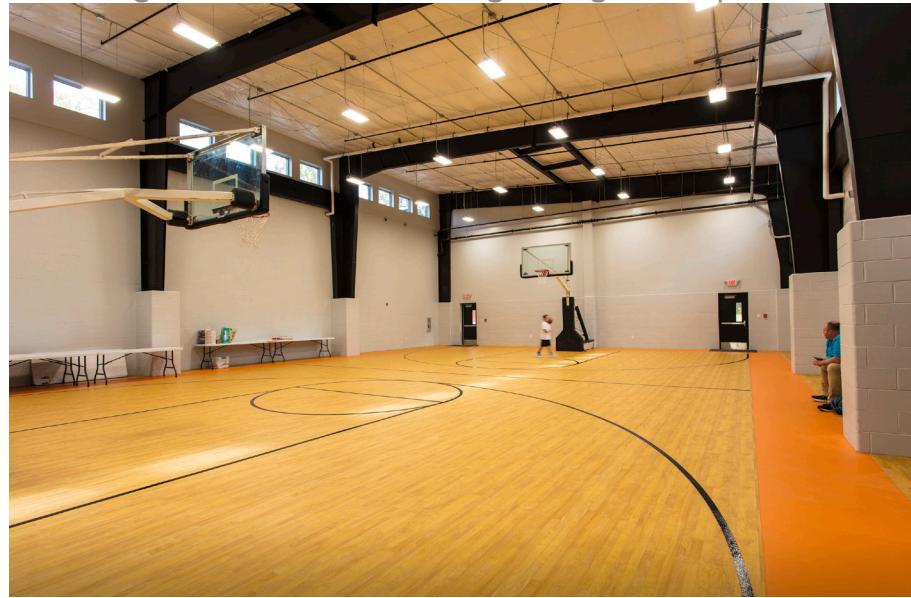
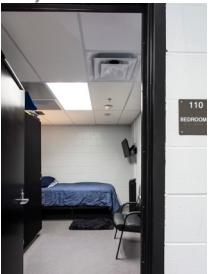


# Civic Design



## A closer look at South Charleston Fire Station No 5. Washington District Community Center

**Clockwise from top left:** Apparatus Bays houses parking for up to two fire engines, this space was configured to have ample storage and locker space and ample space to allow the crew to maneuver while getting prepared for a call. The bay also includes a vehicular exhaust system. The walls were constructed with a concrete masonry unit to achieve a fire rating between the two separate occupancies; Lounge area / Front entrance with direct access to an open kitchen and chiefs office; The full service kitchen area with a separate prep-island, the single door to the right is access to the patio for grilling/gathering; sleeping quarters are adjacent to the apparatus bay and include a twin bed and storage for 3 separate shifts. Chiefs office for use by the shift commander located directly by the main entrance; Washington District Community Center makes up two-thirds of the building and includes a kitchen, large storage room, public toilets.



## Business and Commercial Design



### **Beech Ridge Wind Farm Operations & Maintenance Facility**

**Greenbrier County, WV**

Owner:  
Invenergy, LLC

Services provided in-house:  
Architectural design  
Structural design  
Interior design

Services provided by consultants:  
MEP Design - Tower Engineering

Year completed: 2010

Other data:  
Size: 6,120 SF  
Cost: Withheld by Owner

#### **Description of Project:**

This newly constructed project, remotely located in Greenbrier County, consists of administrative offices, training space, control and technology spaces, and a maintenance bay for vehicles and wind turbine components.

The building is constructed of concrete walls using an Insulated Concrete Form (ICF) construction system.

This project was a design-build project delivery approach jointly completed with contractor Agsten Construction of Charleston.

# Business and Commercial Design



## Diamond Electric Manufacturing Building Addition Design / Build

Design-Builder:  
Agsten Construction, Inc.  
Sam Hull, Owner  
(304) 343-5400

Services provided in-house:  
Architectural design  
Structural design

Service provided by consultant  
Mechanical design  
Electrical design  
Plumbing design

Year completed: 2021

Other data:  
Size: 37,234 SF  
Cost: Withheld by Owner



This project added a needed building expansion to a fast growing parts manufacturing company. The project expanded the existing facility by adding 37,200 sq ft to the existing 116,000 sq ft building while leaving space on the site for a future expansion of similar size.

The scope consisted of approximately 15,000 sq ft of additional part manufacturing area and 22,000 sq ft of warehouse parts storage that included a new small four person office / delivery check in area near the new covered loading dock.

# PK-12 Educational Design



## Herbert Hoover High School

**Owner:**  
 Kanawha County Board of Education  
 Dr. Tom Williams, Superintendent  
 Dr. Ronald Durreing, Former. Supt.  
 (304) 348-7732

**Services provided in-house:**  
 Architectural design  
 Structural design  
 Interior design  
 Furnishings and equipment design

**Services provided by consultants:**  
 Site/Civil Design - Terradon Corp.  
 MEP Design - Harper Engineering

FEMA Funded Project

Construction commence: 2019  
 Anticipated completion: 2023

**Other data:**  
 Size: 185,813 SF (Bldg)  
 21,030 SF (Athletic)  
 Capacity: 772 students 9-12  
 Cost: \$87.6 million

### Description of Project:

In 2016, the existing Herbert Hoover High School which sat near the Elk River was flooded and deemed damaged beyond repair. Kanawha County Schools and FEMA (Federal Emergency Management Agency) worked together to provide a replacement high school for the community.

In December of 2019, the project began construction with the site preparation of a new 238 acre site that will provide a clear 90 plus acre area for the new school.

In February of 2021, the building construction started for the new state of the art new high school. The new school will have a administrative area and secured visitor's vestibule, 24 plus academic classrooms, band, choral, arts classrooms, a 370 seat auditorium with stage, competitive gymna-

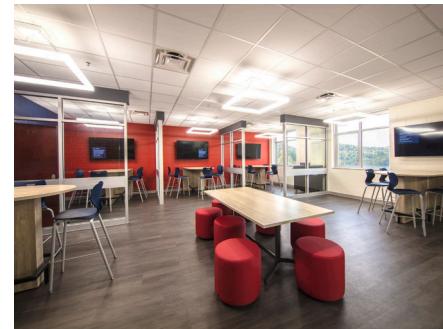
sium with 1,000 seats, an auxiliary gymnasium, two story media center with four collaborative hubs, and a FAB Lab with wood shop in the vocational area of the school.

The building will utilize geothermal heating and cooling by utilizing 278 geothermal wells that are over 400 feet deep.

In addition to the building, the project includes athletic facilities for football, track, soccer, baseball, softball, and tennis. The site will have ample parking for daily use and athletic events.



# PK-12 Educational Design



## A closer look at **Herbert Hoover High School**

**Clockwise from top left:** Second floor Media Center space with access to main corridor and four (4) Collaborative Hubs; One of four Collaborative Hubs for small group within the academic building; Auditorium with seating for 372; One of six science laboratories within the academic wing of the building, designed to have open floor space for experiments; 2,640 square foot Wood Shop in the Vocational Wing of the building; 2,135 square foot FAB LAB (Fabrication Laboratory) adjacent to the Wood Shop, this space has areas for 3D Printing, CNC Routing, Programming, small groups, large floor area for the competitive robot arena and more. This is a small glance at a state of the art facility



# Tab C

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## Key Personnel



**WilliamsonShriverArchitects**

# Personnel Experience

A list of all key personnel that will be assigned to this project and describe the roll each will play

A list of key persons that will be assigned to this project that are Licensed Architects, Construction Administrators, LEED AP's per the U.S. Green Building Council, and who are experienced in the use of Building Information Modelling software.

A list of any proposed consultants, including key staff names and the experience and qualifications of these individuals or firms.

Name	Project Role	Years with Firm	Registration	CA	LEED	BIM
				Exp.	Status	Exp.
Greg Martin	Architect / Q.C / President	17	Arch-WV	F/O		4
Jason Shantie	Contr. Admin. / Vice Pres.	5	N/A	F/O		1
Dana Scarberry	Project Manager	35	N/A	O		4
Nicole Shomo	Designer / Emerging Prof.	1	N/A	O	GA	3
Taylor Kraus	Designer / Emerging Prof.	1	N/A	O		3
Cliff Kay	Drafter / Production	3	N/A	O		3
Steve Gibson	Contract Administrator	39	N/A	O		1
Austin Womack	Assistant Contr. Admin.	2	N/A	O		1
Lee Turley	Administrative Assistant	2	N/A	O		1
Mike Howell	President / Structural Eng.	7	PE.-WV	F/O		4
Ashbee Sykes	Senior Project Engineer	4	PE.-WV	F/O		4
Phillip Bailey	Project Engineer	5	PE.-WV	F/O		4
Shawn Gray	Land Development	20	LA-WV	F/O		1
Kristen McClung	Civil Engineer / Utilities	21	PE.-WV	F/O		1
Jim Nagy	Senior Engineer	18	PE.-WV	F/O		1
Jim Kosinski	MEP Engineer-of-Record	34	PE.-WV	F/O	AP	1
Steffanie Bako	Electrical Design	21	PE.-WV	F/O		4

See Organization Chart in Tab A for more information regarding division of personnel among team member firms. Resumes for these key persons can be found in Tab F.

#### Legend (CA Experience)

F Field CA Experience  
O Office CA Experience

#### Legend (LEED Status)

AP Accredited Professional  
AP BDC Accredited Professional with Building Design and Construction Certification  
GA Green Associate  
LEED Leadership in Energy and Environmental Design

#### Legend (BIM Experience)

1 Not Applicable to Position  
2 Some Usage  
3 Moderate Usage (Proficient)  
4 Significant Usage (Expert)

# Tab D

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## Project Approach



**WilliamsonShriverArchitects**

# Project Approach & Understanding

## Project Approach

Williamson Shriver Architects has reviewed the scope of work provided for a New Calvin Price State Forest Equipment Maintenance and Storage Building as follows.

- Provide Architectural / Engineering Design services for a New Equipment Maintenance and Storage Building at Calvin Price State Forest.
- The building will be a 40 feet x 60 feet steel building.
- Project will include geotechnical investigation, soil properties identification, design of foundations capable of supporting the agencies equipment, design of utilities, and stormwater runoff and erosion/.sediment control.

As Fully Describe in this Statement of Qualifications, Williamson Shriver Architects has a variety of projects fully constructed with similar size and design requirements to the Design and Contract Administration of this project.

The Success of those projects are not by accident. It is said, good design comes from good listening. You are not hiring an architect to “tell you how to design and build your building” Rather you are hiring an architect to compose a design by synthesizing the specific needs, activities, skills, and limitations of the departments

personnel , and site into a holistic and responsive design. Williamson Shriver Architects continually stresses the importance of involving the building users throughout the design process and facilitating their input into a final program and design solution

We firmly believe that our track record of these successful projects is directly attributable to this inclusive and interactive process with our clients.

## Design Management

Williamson Shriver Architects is a mid-sized firm but with a small-firm attitude of service to our clients, owners Greg Martin and Jason Shantie are actively involved in all aspects of all the firm’s projects from concept to completion. To ensure consistency of quality design, all planning and design concepts originate under the direct supervision of the partners.

On this project Greg Martin will be the Architect of Record and

will directly oversee all design activities as well as be the main point of contact with the Owner. Mr. Martin will serve as Project Manager, and will be assigned with the responsibility to produce documents and specifications based upon the design as well as to coordinate all team member activities and contributions to the project.

For structural, site/civil, and mechanical/electrical engineering services on this project, Williamson Shriver Architects will team with three consulting firms specifically selected to provide the most comprehensive, highest quality specialty services relating to this project.

- Arrow Engineering of Morgantown, WV, a consulting firm that specializes in structural design services.
- Terradon Corporation, of Nitro, WV, specializing in site / civil engineering and utilities design consulting services.

**At right:** Exterior of the new Hurricane Fire & Rescue Station. This new facility is 19,600 square feet with six drive through engine bays, offices, are for crews and large training room. Completed in March 2023.



# Project Approach & Understanding

Continued

- Tower Engineering, a Pittsburgh PA consulting engineering firm who will provide HVAC, electrical, plumbing and fire protection design services.

## Design Schedule

A master project schedule will be prepared to reflect all of the work tasks for the project organized by design phase and showing timelines and milestone dates for all tasks. We will also show the organization/individual responsible for the task. It will be organized as a horizontal bar chart. The schedule will be tested at critical intervals and measures taken to assure the schedule is maintained. Work efforts are tested against progress so that potential conflicts and delays can be detected quickly and appropriate action taken immediately to preserve scheduled milestones.

## Interactive Design / Programming Process

We believe that good design comes from good listening. We continually stress the importance of involving the building users throughout the design process and facilitating their input into the final program and design. This starts with the schematic “big picture” design concepts and continues all the way through the process to interior design and

furniture selection. This is accomplished through a variety of methods including presentations, design charrettes, interior and exterior 3D concept modeling, and general discussions and feedback. We believe that our track record of highly successful buildings is directly attributable to this inclusive and interactive process.

*We continually stress the importance of involving the building users in the design process and facilitating their input...*

## Design Development Phase

Once the schematic documents are approved by the Owner, the design team will progress to the design development phase of the project. The Design Development Phase documents advance the approved schematic design by illustrating and describing the architectural, structural, mechanical, and electrical components and systems, and other elements through the use of plans, sections, elevations, typical construction details, and diagrammatic layouts of the building systems as well as other documents to fix and describe the size and character of the project. Important details of construction will be shown, any necessary selective demolition and alterations will be indicated,

interior design elements including furnishings and equipment will be conceptually defined, construction materials will be generally selected, and the building systems will be outlined and integrated with the building structure and architecture. Outline specifications will be written and all building performance specifications will be updated. A cost estimate will be prepared reflecting the work described in the Design Development documents along with appropriate strategies to deal with any cost issues which may arise. The completed Design Development document package will be submitted to the Owner and authorities having jurisdiction for review and approval.

## Construction Documents Phase

Upon approval of the Design Development Phase drawings, the project team will prepare closely coordinated construction drawings and final specifications detailing the quality levels for materials and systems needed for bidding and construction. The design team will also incorporate into the Construction Documents the design requirements of authorities having jurisdiction over the project, including but not limited to the Americans with Disabilities Act, applicable state and local building codes, ordinances, and standards, and any standards provided by the Owner. To enhance

# Project Approach & Understanding

Continued

the coordination effort between the disciplines, all team members will utilize AutoDesk Revit Building Information Modeling software in the preparation of these documents.

The work of this phase will include furthering the interior design concepts previously developed by selecting material colors and patterns for inclusion into the project. Additionally, furnishings and equipment appropriate to the function and quality of the proposed design will be selected. The design team will meet as needed with the Owner to gain input regarding these interior design elements.

The design team will confer with the Owner to develop and prepare bidding and procurement information, the contract for construction, as well as the conditions of the contract for construction. All of these documents will be contained within the final Project Manual to be released to potential contractors.

The project cost estimate will be updated reflecting the work described in the Construction Documents along with appropriate strategies to deal with any cost issues which may arise. The completed Construction Documents package will be submitted to the Owner and authorities having jurisdiction for review and approval.

## Bidding Phase

Williamson Shriver Architects will assist the Owner as necessary in the advertising of the project for bidding. To further competitive bidding, we will actively market the project to contractors known to specialize in work consistent with the project scope. We will assist the Owner as needed in conducting the bid opening. On behalf of the Owner, we will evaluate the bids received and delineate any options for award, and provide our recommendation as to the award for a contract for construction that is in the best interest of the Owner.

## Contract Administration Phase

The construction phase may be a small portion of an architect's fee, but this phase plays a large role in our success. After the commencement of construction, Jason Shantie will take the lead during the construction process. Mr. Shantie has 11+ years experience as a contract administrator with Williamson Shriver Architects on all project types. As such, he is well known and respected by many commercial contractors around West Virginia. During this phase, he will be assisted by numerous members of the design team who will continue their roles from the design phases.

Member(s) of the project team will be present on the project site at two-week intervals, will attend all construction progress meetings, will become generally familiar with the progress and quality of the work completed, and will determine in general that the work is being completed in accordance with the Contract Documents. On behalf of the Owner, we will reject any work not conforming with the Contract Documents.

In between site visits, Mr. Shantie, with assistance of project team members will review and take action on contractor submittals, process change orders and payment requests, issue field memos



**At left:** The New South Charleston Fire Station No. 1, Located in down town South Charleston. This building features three drive thru bays and a training rescue shaft.

# Project Approach & Understanding

## Continued

and clarifications as needed, prepare punch lists, and certify completion of the project.

### Post-Construction

Williamson Shriver Architects team will not walk away from a project at final completion. Rather, we continue to assist our clients with warranty issues which may arise after completion. We will also conduct an eleven month walkthrough to observe any other warranty issues, and also will conduct an interview with a committee of the Owner's staff and building users. This feedback will allow the project team to evaluate the performance of the final design, to determine whether the design adequately meets the Owner's needs, and gives our team members valuable input helping us to improve our knowledge for services on future projects.

Even after the expiration of the twelve month warranty period,

Williamson Shriver Architects continues to service clients on our completed projects. Time and again throughout our firm's history, we have assisted Owners of our completed projects years after occupancy on issues relating to the function of building components and systems. Never once have we invoiced for these services.

### D.3 Quality Control

#### Cost Control

It is vitally important that the project budget, program and outcome expectations are compatible from the outset. Once the initial project budget and project scope is established and agreed upon, all future cost estimates and design decisions will be measured against that budget and program. As indicated herein, further cost evaluation will be performed at the completion

of schematic and design development drawings, and at 75% completion of contract drawings. Between formal estimates, the design team is constantly evaluating design and materials/specification alternatives in an on-going effort to achieve the project goals in a cost effective manner and to maximize the value of the funds available for the project.

#### Design Technology

All of our major consultants use Autodesk Revit, a Building Information Modeling (BIM) software product. As a result, BIM will be utilized throughout the design process. Well beyond traditional drafting software, BIM is a more holistic approach to building design and culminates in an electronic 3-dimensional model of the building and contains 'intelligent' components. This product is not only a valuable production tool for the design team, but also offers several benefits to the



**At left:** LEED Silver Certified Gilmer County Elementary School in Glenville, WV featuring energy efficient Insulated Concrete Form (ICF) wall system, white EPDM roofing and located on a Brownfield Reclamation site. Gilmer County Elementary School is Williamson Shriver Architects' third LEED school project

# Project Approach & Understanding

Continued

Owner. For example, it's 'clash detection' capabilities offer better technical control of the coordination between work of multiple disciplines, reducing the number of potential change orders during construction. The software also allows for enhanced clarity of contract documents, and provides a potential facilities management benefit for clients through the manipulation of the intelligent components contained within the model. Williamson Shriver Architects was among the first architectural firms in West Virginia to routinely utilize BIM software on our projects.

## Quality Management

Williamson Shriver Architects is proud of our success rate for meeting tight project budgets with a low incidence of construction change orders. We believe that this success stems largely

from the retention rate of our long-term staff and selection of consultants that are highly specialized in the type of project being designed.

We have several peer review steps in place to review Construction Documents prior to letting them out for bidding. These include a design partner coordination review, review by the Construction Administrator who has jobsite experience, and involvement of nearly all of our production staff in the preparation of technical specifications ... whether or not they are otherwise working on the project ... to assure that the documents are reviewed by a "fresh set of eyes". All of these steps taken together, eliminate most design errors before they make it out of our office.

As products and product applica-

tions are constantly changing, our staff and consultants are continually updated on new materials and methods of construction through both internal and outside seminars and programs.

Lastly, utilization of Building Information Modeling (BIM) software greatly reduces the potential for design errors. This is due in part to the integrated approach in which the software cross references information, as well as its potential for clash detection.

**At right:** Media Center / Collaborative Hubs in the new Herbert Hoover High School for Kanawha County Schools. This two story space offers four (4) Col. Hubs and open floor space within the 186,000 SF building. This school serves as a replacement of the existing school that was flooded in 2016. This new school will provide a different learning environment and great opportunities for all students entering the building.



# Tab E

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## References



**WilliamsonShriverArchitects**

## References

A list of current clients serving as references for Williamson Shriver Architects. Please feel free to contact any of the following at your convenience.

### Mr. Patrick “Duane” Gibson

Director of Facilities  
Pocahontas County Schools  
Buckeye, WV  
(304) 799-4505 Ext 2224

### Mrs. Stephanie DeGroot

Construction Manager  
Fairmont State University  
Fairmont, WV  
(304) 367-4401

### Ms. Alicia Lambert

Superintendent  
Tucker County Schools  
Parsons, WV  
(304) 478-2771

### Mr. Andy Skidmore

City Manager  
City of Hurricane  
Hurricane, WV  
(304) 562-5663

### Dr. JoDee Decker

Assistant Superintendent  
Taylor County Schools  
Grafton, WV  
(304) 792-2032

### Mr. Phil Shuman

President  
Go Mart, Inc  
Gassaway, WV  
(304) 364-8000

### Mr. Andrew Crawford

Director of Facilities and Planning  
Kanawha County Schools  
Charleston, WV  
(304) 348-7732

### Mr. P.R. Burdette

President  
Swope Construction Co.  
Bluefield, WV  
(304) 325-8146

### Dr. Eddie Campbell

Superintendent  
Monongalia County Schools  
Morgantown, WV  
(304) 297-9210

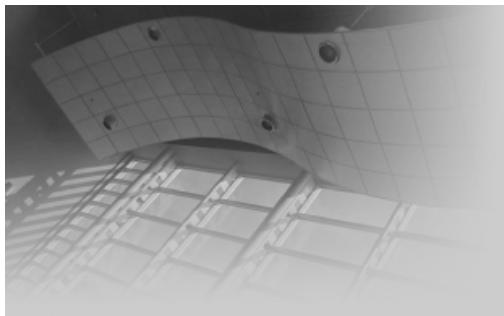
### Mr. Beau Henderson

President / CEO  
City Construction Co.  
Clarksburg, WV  
(304) 623-2573

# Tab F

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## Resumes



**WilliamsonShriverArchitects**

# Greg Martin

AIA / NCARB  
Architect / President



Greg Martin received his Masters of Architecture Degree from Virginia Polytechnic Institute and State University in 2008 after graduating from Fairmont State University in 2005. In the fall of 2008, he joined Williamson Shriver Architects as a Project Manager overseeing small renovation and additions projects. In January 2016 he successfully concluded his Architectural Registration Examination and became licensed to practice architecture in WV. As his experience grew, his responsibilities with the firm increased.

In January 2021, Mr. Martin stepped into the role of Principal with the firm while maintaining his roles of Project Architect / Project Manager. In January of 2023, Mr. Martin became President of the firm while overseeing all project design aspects and maintaining the day to day operations of the firm.

As Project Architect, he specializes in building design and production / coordination of construction documents for projects of all types and sizes.

Mr Martin's project portfolio with Williamson Shriver Architects is constantly growing with project ranging in size and scope such as additions and renovations, roof replacements, HVAC replacement and new constructions.

A few projects to highlight include the New Herbert Hoover High School, the LEED Silver Certified Gilmer County Elementary School, Ridgedale Elementary School Renovations, the Ronald McDonald House in Charleston, Charleston Fire Station No. 3 and the South Charleston Fire Station #5.

#### Education:

Virginia Polytechnic Inst. & State Univ.  
Master of Architecture - 2008  
Fairmont State University  
B. S. - Architectural Eng Tech - 2005

#### Registration:

Architect, WV (4797)  
Architect, OH (2419393)  
Architect, KY (9100)  
Architect, VA (0401020696)  
NCARB Certified (84164)

#### Previous Employment:

Marks-Thomas Architects  
2008  
Thomas Koontz Architect , P.C.  
2006 (Summer Intern)  
WYK Associates, Inc.  
2003-2005 (Summer Intern)

#### Affiliations:

American Institute of Architects  
AIA Member  
American Institute of Architects WV  
Chapter  
Executive Committee Board Member  
2021 - Present  
Vice President  
2024 - 2026  
Fairmont State University - PAC  
Professional Accreditation  
Committee for the Architecture  
Program  
2019 - Present



# Jason J. Shantie

Contract Administrator / Vice President

Mr. Shantie, with over fourteen years of valuable experience in managing multi-million-dollar projects at a prominent West Virginia-based construction company, is set to be an asset to our team. He will bring a wealth of knowledge, insight, and a proven skill set to every aspect of our projects. His impressive portfolio showcases over \$200 million in projects of diverse sizes and scopes, highlighting his extensive involvement in all facets of construction—from takeoffs and estimating to bidding, contracts, scheduling, submittals, RFIs, change orders, forecasting, budgeting, and project closeout.

In the design phases, Mr. Shantie will deliver construction estimates, perform thorough constructability reviews, and create detailed project schedules to

ensure seamless transitions from the construction/bidding phase into the construction phase. As the project shifts to construction, Mr. Shantie will take on the crucial role of Contract Administrator. In the field, he will oversee construction activities to guarantee quality and compliance while acting as the essential point of communication between the owner and the contractor. In the office, his focus will shift to reviewing shop drawings, assessing payment applications, and providing effective project management.

In January 2021, Mr. Shantie became a Principal within the firm and in 2023 was promoted to Vice President, further solidifying his commitment to excellence while maintaining his expert role as Contract Administrator. His leadership and experience will undoubtedly drive our projects to success.



**Education:**

Everglades University, 2013  
B.S. Construction Management  
West Virginia University  
Institute of Technology, 2008  
A.S. Building Construction Technology

**Certifications:**

OSHA 10 Certification

**Previous Employment:**

Maynard C. Smith Construction Co.  
2009 - 2020  
Commercial Casework Solutions  
2008- 2009

## Dana K. Scarberry

Project Manager

**A**longtime employee of Williamson Shriver Architects, Mr. Scarberry has spent his adult lifetime in working in the architecture and building design industry, joining Williamson Shriver Architects in 1990. In this time, he has amassed considerable and invaluable knowledge and experience regarding building design, systems, and detailing. He serves as our senior Project Manager, advancing the design prepared by the partners into a complete and coordinated set of construction documents. As part of this process, he brings his extensive knowledge of building codes and

standards, coordination of consultants providing site, electrical and mechanical systems design, and preparation of building system specifications.

Mr. Scarberry also has considerable experience in roofing design. Over the course of his career he has designed millions of square feet of roofing and roofing replacement. He also serves as Williamson Shriver's in-house coordinator of door hardware and kitchen equipment design.



### Previous Employment:

Hoblitzell, Daley & McIntyre Architects  
1978 - 1990  
Walt S. Donat – Architect  
1975 – 1978

### Affiliations:

American Institute of Architects  
AIA-WV Chapter - Associated Member

### Experienced in:

Document Assembly and Production  
Door Hardware Design  
Kitchen Equipment Layout and Design  
Roofing Systems Technology & Design

## Nicole Shomo

Designer / Emerging Professional

Nicole Shomo received her Master of Architecture from Fairmont State University in 2024 following her Bachelors in 2023 from the same institution. In the spring of 2024, Nicole received her LEED Green Associate certification. She joined Williamson Shriver Architects in the summer of 2025 as an Emerging Professional / Designer. With her interests in architecture and sustainability, she plans to continue the path of licensure, as well as, the certifications of LEED AP BD+C and WELL AP.

Miss Shomo has expertise in scanning and modeling existing conditions, along with design both new construction and additions, she also has experience with Adobe products such as InDesign and Illustrator, bringing graphic design knowledge.



### Education

Fairmont State University  
B.S Architecture - 2023  
Master of Architecture - 2024

### Certifications:

LEED Green Associate

### Previous Employment:

Mills Group, LLC  
2022-2025 (Intern)

## Taylor Kraus

Emerging Professional / Designer

**T**aylor Kraus is a 2010 graduate of Fairmont State University's Architecture program. Since then, Mr. Kraus has continued his professional career with multiple esteemed firms throughout the State of West Virginia. With over 15 years of construction and design experience, Taylor's multifaceted knowledge of numerous trades brings a unique perspective to the WSA team.

Mr. Kraus joined Williamson Shriver Architects in the Fall of 2025 and looks to make a lasting impact as an Emerging Professional / Designer. Specializing in high-end renderings and detailed construction documents, Taylor looks forward to utilizing Autodesk, Adobe, and numerous rendering softwares to enhance the projects within the WSA portfolio.



### **Education:**

Fairmont State University, 2010  
B.S. Architecture

### **Previous Employment:**

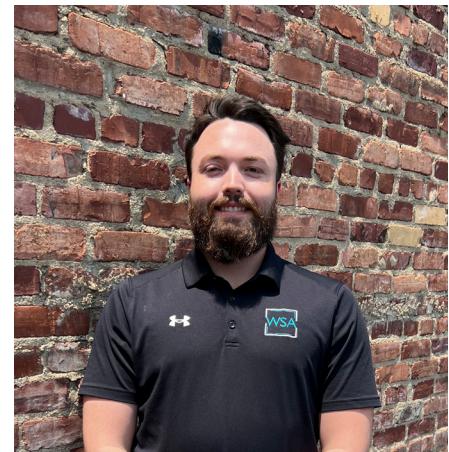
MSES Consultants  
2010 - 2011  
Harper Engineering  
2011 - 2013  
Contemporary Galleries  
2013 - 2017  
ZMM Architects & Engineers  
2017 - 2023  
Franklin Integrated Interiors  
2023 - 2025

## Clifford Kay

Drafter / Production Staff

**C**lifford Kay received his associates of applied sciences (AAS) in drafting from West Virginia University at Parkersburg in the spring of 2021. He has since joined Williamson Shriver Architects as a Drafter and production staff. With his years of managing fast food chains and other businesses he aspires to become a team lead/project manager in the future.

In his off time from his professional career, he enjoys renovating homes, learning new skills, and doing various forms of exercising.



### Education

West Virginia University - Parkersburg  
A.A.S. Drafting and Design - 2021  
Roane-Jackson Technical Center  
Certified in Drafting - 2017

### Certifications:

ADDA - 2021

# Steven W. Gibson

AIA Associate

Construction Contract Administrator



**S**teve Gibson is responsible for contract document administration and field observation during the construction phase of a project. His duties include shop drawing review, attending construction conferences, compiling construction observation reports, and serving as liaison between owner and contractor.

Prior to joining the staff in 1985, Mr. Gibson's experience was primarily in the engineering fields.

He has participated in the design, project management and construction of numerous industrial, commercial, public housing and public works facilities since 1970.

Mr. Gibson has also worked for a large local construction firm as an estimator. This employment allows him to bring a unique knowledge and understanding of the contractors' perspective toward construction projects to the firm.

#### **Education:**

West Virginia State College, 1971  
B.S. Industrial Technology

#### **Affiliations:**

American Institute of Architects  
AIA-WV Chapter - Associate Member

#### **Previous Employment:**

Carlton Construction Company  
1984 - 1985  
Randolph Engineering  
1977- 1984  
Swindell-Dressler Engineering  
1974 - 1977  
JH Milam Engineering  
1969 - 1974

## Austin M. Womack

Assistant Contract Administrator

**A**ustin Womack is responsible for assisting with contract document administration and observation during the construction phase of projects. His duties consist of assisting with project management, project closeout requirements, data collection and field measurements for new projects, quality control review and project observations.

Mr. Womack spent a few summers with Williamson Shriver Architects, Inc., and is eager to continue down the professional pathway in the contract administration.



### **Education:**

Ohio Wesleyan University, 2024  
B.A. Business Administration

### **Previous Employment:**

Williamson Shriver Architects, Inc  
2022 (Summer Intern)  
2023 (Summer Intern)

## Lee Turley

Administrative Assistant

**L**ee will serve as an administrative assistant for Williamson Shriver Architects. She has worked in various capacities for architecture firms, managed a wide variety of offices and retail stores, and has owned her own business. She will apply that experience and knowledge to the team.

Her project based responsibilities will include, but are not limited to; development of contracts / agreements, project manual assembly, specifications, assistance with the bidding process, processing of bonds and insurance, construction cost monitoring, construction phase submittals, applications for payment

processing and project closeout documentation. As construction phase submittals manager, she maintains the electronic submittals log, assuring that action by staff and consultants is taken as expeditiously as possible.

In addition to these project based responsibilities, she will assist with change orders and requests for information. She will also help the firm research and select future projects.



**Previous Employment:**  
Petals and Silks Boutique Owner  
2019 - 2023  
ZMM Architects  
2013-2019



## **Michael Howell, PE SE**

President, Arrow Structural Engineering

Michael Howell is a structural engineer with more than 20 years in the construction industry. He has worked in many areas of the construction and engineering industry including as a contractor and civil engineer. Mike's experience includes residential, commercial, and industrial projects of all sizes throughout the United States and across the world. He brings a straightforward and practical approach to projects that saves time and money for Arrow's clients.

### **EDUCATION**

UNIVERSITY OF PITTSBURGH  
BS CIVIL ENGINEERING  
WEST VIRGINIA UNIVERSITY:  
MASTER BUSINESS  
ADMINISTRATION

### **PROFESSIONAL ENGINEER LICENSURE**

WV, VA, PA, IN, LA, CA,  
TN, MD, KY, NJ, OH



## **Affiliations:**

**Spark! Imagination and Science Center (Former President)**  
**Bartlett House**  
**BNI International**  
**Habitat for Humanity**  
**American Society of Civil Engineers**

## **Engineer of Record Projects:**

**Blaney House Renovations**  
**Grow West Expansion Phase II**  
**Parkersburg Children's Museum**  
**Sweet Springs Resort Bathhouse Restoration**  
**Mon General Community Hospital**

**Morgantown, WV**  
**Cumberland, MD**  
**Parkersburg, WV**  
**Sweet Springs, WV**  
**Fairmont, WV**



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[www.arwcg.com](http://www.arwcg.com)



**Morgantown, WV**



[Facebook.com/arrowstructuralengineering](http://Facebook.com/arrowstructuralengineering)





## R. Ashbee Sykes, PE

Project Engineer, Arrow Structural Engineering

Ashbee Sykes is a Structural Project Engineer for Arrow Engineering that has worked in a variety of roles in the construction industry. He has experience in many facets of the industry from framing houses to planning and engineering on multimillion dollar infrastructure projects in his subsequent work. He understand the hard work that goes into construction projects and the impact design decisions may have. His practical experience is a valuable asset for Arrow's clients.

### EDUCATION

#### WEST VIRGINIA UNIVERSITY

BS MECHANICAL ENG.

MASTERS AEROSPACE ENG.

#### THE CITADEL

GRADUATE CERTIFICATE  
STRUCTURAL ENGINEERING

### PROFESSIONAL ENGINEER LICENSURE

WV, VA, PA, NC



## Affiliations:

American Society of Civil Engineers  
Structural Engineering Ins

## Engineer of Record Projects:

**Liberty Village**

**Wise Path Recovery Center**

**300 South Campus Drive**

**Opequon-Hedgesville WWTP Upgrades**

**Sutherland Residence**

**Uhlinger Residence**

**Charleston, WV**

**Mount Morris, PA**

**Imperial, PA**

**Martinsburg, WV**

**Morgantown, WV**

**Snowshoe, WV**



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[www.arwcg.com](http://www.arwcg.com)



**Morgantown, WV**



[Facebook.com/arrowstructuralengineering](http://Facebook.com/arrowstructuralengineering)





## **Phillip D. Bailey, EI**

**Junior Engineer, Arrow Structural Engineering**

Phillip Bailey is a Junior Structural Engineer at Arrow Engineering. He has experience working in large-scale construction while working on West Virginia University's Women and Children's Hospital as an Assistant Project Manager for nearly two years prior to his graduation from West Virginia University. His experience in construction and advanced knowledge of structural engineering analysis software programs has brought great value for Arrow's clients.

### **EDUCATION**

WEST VIRGINIA UNIVERSITY  
BS CIVIL ENGINEERING



### **Affiliations:**

Chi Epsilon – Former Marshall of WVU Chapter  
Young Life – Youth Ministry Leader

### **Engineer of Record Projects:**

**Morgantown Christian Academy**  
**Parkersburg Children's Museum**  
**Birchwood Power Station Demolition**  
**Fairmont United Methodist Renovation**  
**Crown Jeep Dealership & Service Center**

**Morgantown, WV**  
**Parkersburg, WV**  
**King George, VA**  
**Fairmont, WV**  
**Washington, PA**



[Phillip@arwcg.com](mailto:Phillip@arwcg.com)



[www.linkedin.com/company/arwcg](http://www.linkedin.com/company/arwcg)



[www.arwcg.com](http://www.arwcg.com)

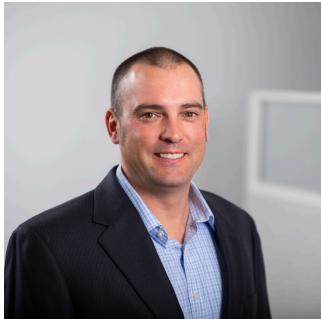


**Morgantown, WV**



[Facebook.com/arrowstructuralengineering](http://Facebook.com/arrowstructuralengineering)





## SHAWN GRAY

### Land Development Department Head

**Years Experience** | 20 Years

**Years With Firm** | 20 Years

#### **Education**

B.S. Landscape  
Architecture, West  
Virginia University,  
2004

#### **Affiliations**

American Society of  
Landscape Architects,  
WV, 2005

Shawn Gray is a seasoned site designer with 20 years of experience in designing, permitting and client interaction. He excels in site layout, grading, storm and sanitary design, erosion and sediment control design, site details and landscaping plans. He is also proficient in WVDEP and WVDOH permitting processes, as well as AutoCAD Civil 3d, Adobe Photoshop and Adobe. His strong analytical skills and attention to detail ensures the highest standards of quality and efficiency in every project he undertakes. Shawn is also adept at collaborating with architectural and engineering teams to streamline processes and enhance overall project outcomes.

#### **Project Experience**

##### **Fire Stations, Medical, First Responder, Public Facilities, WV**

Master Planning, Site Design Services and Permitting

Yeager Airport Parking Garage, Fairmont State Office Building, South Charleston Fire Station, Charleston Fire Station #3, Greenbrier Valley Medical Center, Putnam County Courthouse, A new West Virginia State Police Facility in Fairmont and Multiple Cabell County EMS Stations.

##### **Fairmont State Office Building, Fairmont, WV**

Provided site civil engineering design for the Fairmont State Office Building in Fairmont, WV. Project included Full Site Engineering Drawings, Layout, Grading, and Drainage and Erosion Control and State Permitting. The team considered site layout options in order to maximize land use while minimizing earthwork and utility installations. The team provided landscape and hardscape design as well.

##### **South Charleston Fire Station #1, South Charleston, WV**

TERRADON provided site planning for South Charleston fire Station Number One as a sub consultant to the building architect. TERRADON's role in the project was to handle the design and construction documents for all site work including; site layout, grading, drainage and storm water management, utilities, sediment and erosion control, site details and specifications. TERRADON also submitted and obtained site related permits.

##### **Charleston Fire Station #3, Charleston, WV**

TERRADON provided site planning for Charleston fire Station Number Three off of Oakwood Road as a sub consultant to the building architect. TERRADON's role in the project was to handle the design and construction documents for all site work including; site layout, grading, drainage and storm water management, utilities, sediment and erosion control, site details and specifications. TERRADON also submitted and obtained site related permits.



## KRISTEN MCCLUNG, PE, MBA

### Senior Engineer

**Years Experience** | 28 Years

**Years With Firm** | 15 Years

#### **Education**

Masters Business Administration, University of Georgia 2007

M.S Civil Engineering, Auburn University, 1997

B.S. Civil Engineering, Auburn University, 1995

#### **Registrations**

Registered Professional Engineer (PE): WV, AL

Mrs. McClung serves as a Civil-Site Engineer, based in the Lewisburg, West Virginia office. She has experience with both public and private sector clients. From conception through acceptance of projects, Mrs. McClung offers experience in civil, environmental, land development, streetscapes, survey, permitting, water, wastewater, paving, storm drainage, transportation, and erosion-sediment control designs. Ms. McClung primarily focuses on storm water drainage design including stormwater detention design for TERRADON's Land Development Department. She also develops site plan layouts and final grading plans.

#### **Project Experience**

##### **Kanawha County Judicial Building Renovations, Charleston, WV**

Senior Engineer McClung designed the storm drainage collection and conveyance systems, including stormwater detention as required to reduce Post Development Peak Stormwater Runoff to at or below Pre-Development conditions. McClung also provided QA/QC for the overall site layout and grading plans. As part of the storm drainage design, McClung prepared the Hydrology Report, the Stormwater Pollution and Prevention Plan (SWPPP), and the Groundwater Protection Plan (GPP). All these documents were/are required for stormwater permitting through local jurisdictions and the WVDEP Stormwater Department.

##### **The Summit Bechtel Family National Scout Reserve, Fayette County, WV**

Senior Engineer. As project manager for the as-built portion of this landmark project, responsible with TERRADON's survey team for capturing all the as-built data for the large amount of underground utilities installed during the construction phase of this historic project.

##### **Greenbrier Valley Estates Planned Unit Development, Lewisburg, WV**

Senior Engineer. The project is a fifty-three acre (53 AC) development including commercial and residential development. McClung provided the overall design from site plan layout, to roadway grading, to storm drainage design, and permitting through both the City of Lewisburg and the West Virginia Department of Environmental Protection (WVDEP) Underground Injection Control (UIC) Department. The project is the first Planned Unit Development within the City of Lewisburg. McClung coordinated with TERRADON's Environmental Department as jurisdictional waters were present within the project limits. McClung also coordinated with a subconsultant for the design of the water and sanitary sewer systems, including two (2) sanitary sewer pump stations.



## JIM NAGY, PE

### Senior Engineer

**Years Experience** | 50 Years

**Years With Firm** | 18 Years

#### **Education**

B.S. Civil Engineering,  
West Virginia  
University, 1974

#### **Registrations**

Registered Professional  
Engineer (PE): West  
Virginia, 1981 (#8887)

#### **Certifications**

First Aid

PEC Training

As a Senior Engineer at TERRADON, Jim Nagy's primary focus is on designing civil engineering projects for public and private development projects throughout West Virginia. Nagy specializes in the design of water distribution systems as well as sewage collection systems. Nagy offers decades of hands-on experience and has previously provided design engineering services for schools, commercial developments, residential developments, public utilities and more. He earned a B.S. in Civil Engineering from West Virginia University and is a Professional Engineer in the State of West Virginia.

#### **Project Experience**

##### **Commercial Developments, Statewide, WV**

Responsible for layout, design, and permitting of water and sewer lines for numerous commercial developments in WV. Projects entailed coordination with PSDs, municipal water and sewer departments, State and Federal regulatory agencies for design of facilities. Developments include: Fairmont Federal Credit Union, Allegheny Energy Union (Fairmont), First Ward (Clendenin) Apartments, Milton Crossing, Tri-State Hotel and multiple convenience store sites for Sheetz and Go-Mart throughout WV.

##### **Charleston Replacement Housing, Charleston, WV**

Utility design, primarily water, sewer and stormwater, and coordination of overall site activities with the project developer for multi-unit housing development. Each phase entailed the design and layout of several hundred feet of water, sewer and stormwater line, including multiple connections with the utility providers, i.e., the Charleston Sanitary Board and West Virginia American Water, and applicable permit applications. Also responsible for construction monitoring and provision of as-built drawings as required by the respective utility providers.

##### **Washington Woods Subdivision, Ravenswood, WV**

Designed more than 9,000 feet of water and sewer line and a 500 gpm fire pump water booster station to serve a 150 lot subdivision.

##### **School Projects, Statewide, WV**

Responsible for layout, design, and permitting of water and sewer lines for numerous school projects in WV. Projects entailed coordination with PSDs, municipal water and sewer departments, State and Federal regulatory agencies for design of facilities. Schools include: Blue Ridge Community and Technical College, the New Herbert Hoover High School, Richwood HS/MS & Cherry River Elementary School, Duval PK-8 School, Anna Jarvis Elementary School, and a number of additional schools.



# JAMES N. KOSINSKI, PE, LEED AP

## PRINCIPAL, PRESIDENT POINT OF CONTACT, MECHANICAL ENGINEERING

Mr. Kosinski is primarily responsible for the design of HVAC systems and their components for all Tower Engineering projects. He has experience with the design of numerous types of HVAC systems, including constant and variable air volume air handling, geothermal heat pump and exhaust systems; chilled water and hot water; electric/electronic, pneumatic and DDC control systems. He has 28 years of experience.

### EDUCATION

Bachelor Architectural  
Engineering  
Penn State University 1989

### REGISTRATION

PE, Pennsylvania  
PE-045741-E  
PE, West Virginia  
PE-016993  
PE, New York  
PE, Maryland

NCEES Registered

LEED Accredited Professional  
2009

### AFFILIATION

American Society of Heating,  
Refrigeration & Air Conditioning  
Engineers (ASHRAE)

Jim's design responsibilities include load calculations, equipment selection, system layout, project specifications, cost estimates, direction of project drafting efforts, coordination with other engineering disciplines, and construction administration. Additional responsibilities include system analysis and energy studies, client contact, and project management and scheduling. He has performed energy conservation analyses, evaluated HVAC system performance, and justified the installation of DDC control systems and other energy saving measures. As a Mechanical Engineering Group Leader, Mr. Kosinski coordinates the efforts of a team of staff engineers, designers and CAD operators.

### REPRESENTATIVE EXPERIENCE

#### **University of Pittsburgh – Pittsburgh, Pennsylvania**

Trees Hall/Fitzgerald Field House MEP Systems Renovations; Trees Hall Pool Lighting; Power Center Replacement; Switchgear Upgrade; Trees Hall/Fitzgerald Field House MEP Systems Renovations; Upper Campus Housing Phase I and II; Allen Hall 4 and 5 Floors HVAC Renovations; 610- G17 Lab Renovation; Laser Lab Power Connection and Renovations; ClassroomDesign FY08 (Multiple); FY98 (Multiple); Phase 8 (Frick and Thaw); Fitzgerald Field House Additions/Renovations; Wrestling and Weight Room Renovations; Greensburg Campus Millstein Library Feasibility Study; Millstein Library Room 101 Renovations; Recreation Center Feasibility Study; OEH 3 Floor Renovations; HVAC System Modification; Laser Lab; Broadhurst Science Center Campus Hub Interior Renovation (Bradford Campus)

#### **Allegheny College - Meadville, Pennsylvania**

Carr Hall and Science Building Study

#### **Carnegie Mellon University - Pittsburgh, Pennsylvania**

Posner Hall Conference Center / Rare Books Facility; Wean Hall Renovation; Welch Hall; Morewood Gardens Renovation; Hamerschlag House Restrooms Renovation; Henderson Hall; Sculpture Garden

#### **Mercyhurst College - Erie, Pennsylvania**

New Academic Building  
Hamermill Library HVAC Study

#### **Mt. Aloysius College - Pennsylvania**

Ihmsen Hall Renovation Study

#### **Pennsylvania State University – Behrend Campus- Erie, Pennsylvania**





## T STEFFANIE BAKO, PE

### PRINCIPAL, DEPARTMENT HEAD

### ELECTRICAL ENGINEERING DEPARTMENT

Ms. Bako is responsible for the design of electrical systems and their components for educational, commercial, and governmental facilities, with a significant amount of experience in the K-12 educational sector. In addition to her roles as Principal and Department Head, Steffanie continues to provide design and project management services on a number of projects.

#### EDUCATION

BS Electrical Engineering  
Case Western Reserve  
University, 1997

#### REGISTRATION

Professional Engineer  
PA - PE-061041  
OH - PE-79478  
WV - PE-020911

#### AFFILIATION

Illuminating Engineering Society of North America (IES): Treasurer Pittsburgh Section

Steffanie's design responsibilities include lighting layout, fixture selection, and lighting calculations; power distribution from service entrance to branch devices, including coordination with the appropriate utility company, coordination with the architect for owner-provided equipment, and coordination with other disciplines for equipment provided under other trades; emergency power distribution systems, including engine generators and various battery back-up systems; fire alarm detection and alarm systems; public address and emergency communications systems; telecommunications cabling infrastructure; and security systems.

Additional project responsibilities include preparation of engineering drawings, technical specifications, opinions of probable cost, review of submittals, and field observation.

#### REPRESENTATIVE EXPERIENCE

##### **Fairmont State University - Fairmont, West Virginia**

Engineering Technology Building and Musick Library Addition and Renovations

##### **Glenville State College - Glenville, West Virginia**

Student Center Renovations

##### **Mt. Aloysius College - Pennsylvania**

Ihmsen Hall Renovation Study

##### **Slippery Rock University - Slippery Rock, Pennsylvania**

President's House and North Hall Administrative Building Renovations

##### **University of Pittsburgh - Pittsburgh, Pennsylvania**

Frick Fine Arts Electrical Distribution Upgrade

##### **Westmoreland County Community College - Youngwood, Pennsylvania**

Founder's Hall Master Planning and Study

Founder's Hall Science Hall Addition

Science Center Lab Renovation - Active

##### **West Liberty University - West Liberty, West Virginia**

Health Science Building

##### **West Virginia University - West Virginia University Park**

Multi-Purpose Development, Morgantown

Technology Wing Renovation, Parkersburg



# Tab G

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## Reference Letters



**WilliamsonShriverArchitects**



January 13, 2025

Subject: Letter of Recommendation

To Whom it May Concern,

In the relatively brief period of working with Williamson Shriver Architects, Mr. Greg Martin has successfully contributed to seven projects for Go Mart, Inc., showcasing his ability to manage multiple tasks while maintaining high quality standards. His attention to detail and innovative approach have been key factors in the successful execution of these projects.

Looking ahead, Mr. Martin is set to assist in the development of 11 new stores for Go Mart, Inc. I am confident that his skills and dedication will make him an asset to any team or project he undertakes. Please feel free to reach out to me at [pshuman@gomart.com](mailto:pshuman@gomart.com) or 304-364-8000 if you require any further information or insights regarding Mr. Martin and Williamson Shriver Architects.

Sincerely,

Phil Shuman, President

Go Mart, Inc.



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3255 Teays Valley Road • Hurricane, West Virginia 25526  
Telephone 304-562-5896 • Fax 304-562-5858  
[www.hurricanewv.com](http://www.hurricanewv.com) • [info@hurricanewv.com](mailto:info@hurricanewv.com)

January 3, 2024

Mayor Scott Edwards  
Recorder Linda Gibson  
Council Reggie Billups  
Marshall Ginn  
Steve Goff  
Al Howard  
Gerry Spears

**Subject: Letter of Recommendation**

To Whom it May Concern,

The City of Hurricane has utilized the service of Williamson Shriver Architects on two recent major projects – the new Hurricane Fire & Rescue Station and, currently, on our new Hurricane Bridge Park. We first chose Williamson Shriver through an RFP process on the fire station design because of their presentation and experience with construction management. Throughout the process, Greg Martin and Jason Shantie from Williamson Shriver were knowledgeable about what we needed in a design, tuned into what we wanted and forthcoming about how we could get the most out of our budget.

The process from design to completion of the fire station was seamless with Williamson Shriver at the helm - from regularly scheduled update meetings to keeping us informed on when decisions needed to be made on critical steps throughout the process. They also defended us (the City of Hurricane) as the owner, when necessary, in meetings and discussions - which was greatly appreciated. In conclusion, we found Williamson Shriver to be nothing short of professional and would recommend the firm to anyone needing the services they offer.

If you have any specific questions, feel free to reach out to me directly at 304-562-1105 or at [askidmore@hurricanewv.com](mailto:askidmore@hurricanewv.com).

Thank you,

A handwritten signature in blue ink, appearing to read "A. Skidmore".

Andy Skidmore, City Manager





Facilities Department  
1201 Locust Ave • Fairmont, WV, 26554  
Phone: (304) 367-4110 • Fax: (304) 367-4656  
physicalplant@fairmontstate.edu • fairmontstate.edu

01/03/2024

Mr. Greg Martin  
Williamson Shriver Architects, Inc.  
717 Bigley Ave.  
Charleston, WV 25302

Mr. Martin:

Over the past several years, Fairmont State University has formed a lasting partnership with Williamson Shriver Architects. We have grown to rely on your professional design & innovative strategies, to complete projects in a timely and professional manner.

One such project was the remodel of our Jaynes Hall. The time constraints were very strict, but with Williamson Shriver's great attention to detail and highly planned schedule, the job was nothing less of superior. The firm's strategies for tackling any uncertainties that presented themselves on the job, was an invaluable asset. The business department could not be more pleased with the quality of design and building upgrades, and I could not be more pleased with our overall success as a team. In addition, your staff took personal pride in completing the job and was with us onsite during the milestones & any obstacles.

Williamson Shriver Architects has always shown great respect to Fairmont State by exhibiting a high level of integrity specifically the desire to design to the owner's interests, needs, & budget. Williamson Shriver Architects is a firm founded on, "The vision of our clients and the spirit of our communities." which is apparent in the quality of work.

Because of the great work ethic, reliability, and professionalism of the Williamson Shriver staff, we will continue working with you to find innovative & cost effective design ideas. It is my pleasure to recommend Williamson Shriver Architects for any design mission.

Sincerely,

Stephanie DeGroot  
Director of Planning & Environmental Stewardship  
Fairmont State University  
1201 Locust Ave.  
Fairmont, WV 26554  
(304) 367-4401



# Taylor County Schools

71 Utt Drive, Grafton, WV 26354

Telephone (304)265-2497

Fax (304)265-2508

August 1, 2024

To Whom It May Concern:

I have had the privilege to work with Williamson Shriver Architects on a variety of projects during my tenure with Taylor County Schools. I have collaborated with Mr. Martin and his associates on several projects, and they have been extremely knowledgeable and professional.

Williamson Shriver Architects has assisted Taylor County with successfully obtaining two rounds of SBA funding for school project needs and continues to assist us with our Comprehensive Educational Facilities Plan (CEFP).

Williamson Shriver Architects and Mr. Martin values trust and trusting relationships. Mr. Martin and his associates make themselves available to Taylor County Schools. During projects, Williamson Shriver Architects has worked with a variety of stakeholders to hear and utilize their perspectives to create plans and spaces for our student that fill our exact need. They trust that peoples' perspectives are valid and that they matter to their work. They have exhibited a high level of integrity specifically the desire to design to the needs, interest, and budget of the client.

I have found Williamson Shriver Architects to excel in their field and offer outstanding customer support. Their team is there to answer calls, emails, and offer guidance at all times of the day. The time and attention they provide makes you feel as if you are their only client. This time and attention towards Taylor County has caused them to be the team we trust for our architectural needs.

It is without hesitation that I would recommend Williamson Shriver Architects for any project within your district. If you should have any questions, please do not hesitate to contact me.

Respectfully,

JoDee Decker, Ed. D  
Assistant Superintendent  
304-266-4825

# Tab H

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## Required Documents



**WilliamsonShriverArchitects**



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  
Architect/Engr**

<b>Proc Folder:</b> 1853967	<b>Reason for Modification:</b>		
<b>Doc Description:</b> A&E - Calvin Price State Forest Storage Building			
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2025-12-09	2026-01-08 13:30	CEOI 0310 DNR2600000004	1

#### **BID RECEIVING LOCATION**

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

#### **VENDOR**

**Vendor Customer Code:** 000000205388

**Vendor Name :** Williamson Shriver Architects, Inc.

**Address :** 717

**Street :** Bigley Avenue

**City :** Charleston

**State :** West Virginia

**Country :** USA

**Zip :** 25302

**Principal Contact :** Greg Martin, President

**Vendor Contact Phone:** 304-345-1060

**Extension:** 1

#### **FOR INFORMATION CONTACT THE BUYER**

Joseph (Josh) E Hager III  
(304) 558-2306  
joseph.e.hageriii@wv.gov

**Vendor  
Signature X**

**FEIN#** 55-0655792

**DATE** 1/7/2026

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

**ADDITIONAL INFORMATION**

The Acquisitions and Contract Administration Section of the Purchasing Division is soliciting Expression(s) of Interest for The West Virginia Division of Natural Resources from qualified firms to provide necessary engineering, architectural, and other professional services to design and provide contract administration for a metal building to be used as an equipment maintenance and storage facility in Calvin Price State Forest, Pocahontas County per the attached specifications and terms and conditions.

<b>INVOICE TO</b>	<b>SHIP TO</b>
DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE BLDG 4 CHARLESTON US	DIVISION OF NATURAL RESOURCES CALVIN PRICE STATE FOREST 4800 WATOGA PARK RD MARLINTON US

<b>Line</b>	<b>Comm Ln Desc</b>	<b>Qty</b>	<b>Unit Issue</b>
1	Professional engineering services		

<b>Comm Code</b>	<b>Manufacturer</b>	<b>Specification</b>	<b>Model #</b>
81100000			

**Extended Description:**

Design and contract administration services of a new maintenance and storage building at Calvin Price State Forest.

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>

**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) \_\_\_\_\_

(Address) \_\_\_\_\_

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

(email address) \_\_\_\_\_

**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.*

(Company) 

(Signature of Authorized Representative)

(Printed Name and Title of Authorized Representative) (Date)

(Phone Number) (Fax Number)

(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

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: **Zero (0)**  
*(Check the box next to each addendum received)*

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

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

---

Company



Greg Martin, President  
Authorized Signature

---

Date

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



## WilliamsonShriverArchitects

Williamson Shriver Architects, Inc.  
717 Bigley Ave  
Charleston, WV 25302  
304-345-1060 voice  
304-345-3693 fax  
[www.wsgarch.com](http://www.wsgarch.com)