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Header 1

 List View

General Information

Contact

Default Values

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Document Information

Clarification Request

Procurement Folder: 1985877

Procurement Type: Request for Information

Vendor ID: VS0000051603 

Legal Name: HATFIELD ARCHITECTS PLLC

Alias/DBA:

Total Bid: \$0.00

Response Date: 07/14/2026 

Response Time: 13:19

Responded By User ID: jhatfield2026 

First Name: Jeremiah

Last Name: Hatfield

Email: jhatfieldarchitect@gmail.com

Phone: 3047674866

SO Doc Code: CRFI

SO Dept: 0511

SO Doc ID: BMS2600000001

Published Date: 7/9/26

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Status: Closed

Solicitation Description: RFI-TRACKING SYSTEM FOR
SUBSTANCE USE DISORDER 

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia
Solicitation Response

Proc Folder: 1985877
Solicitation Description: RFI-TRACKING SYSTEM FOR SUBSTANCE USE DISORDER PROVIDERS
Proc Type: Request for Information

Solicitation Closes	Solicitation Response	Version
2026-07-14 13:30	SR 0511 ESR07142600000000237	1

VENDOR
VS0000051603
HATFIELD ARCHITECTS PLLC

Solicitation Number: CRFI 0511 BMS2600000001
Total Bid: 0
Response Date: 2026-07-14
Response Time: 13:19:26
Comments:

FOR INFORMATION CONTACT THE BUYER
Crystal G Hustead
(304) 558-2402
crystal.g.hustead@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	Tracking System for Substance Use Disorder Providers				

Comm Code	Manufacturer	Specification	Model #
93151507			

Commodity Line Comments:

Extended Description:

Tracking System for Substance Use Disorder Providers
 PRICING IS NOT TO BE INCLUDED IN THIS SOLICITATION

Expression of Interest for:
BUILDING 5 | INTERIOR RENOVATION PROJECT

Floors 1 through 6 | West Virginia State Capitol Complex

Solicitation No. CEOI 0211 GSD2600000002 | Proc Folder 1995723

Department of Administration | General Services Division

HATFIELD ARCHITECTS, PLLC

Prime Consultant | Architect of Record

10 Thomas Drive, Hurricane, WV 25526 | 304-767-4866



Submission Date: July 14, 2026

Hatfield Architects, PLLC | Prime Consultant — Architecture & Interior Design
Harper Engineering, PLLC — Mechanical, Electrical, Plumbing & Fire Protection
Civil and Environmental Consultants, Inc. — Civil, Structural, Environmental & Abatement
Covenant Ridge Group, Inc. — Cost Estimating & Construction Administration

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I. Letter of Interest

July 14, 2026

David H. Pauline, Buyer

Department of Administration, Purchasing Division

2019 Washington Street East

Charleston, WV 25305-0130

RE: CEOI 0211 GSD2600000002 — Building 5 Interior Renovation Project, Floors 1 through 6, West Virginia State Capitol Complex

Mr. Pauline:

Hatfield Architects, PLLC is pleased to submit this Expression of Interest as Prime Consultant and Architect of Record for programming and full-service architectural and engineering design, including construction administration, for the interior renovation of Floors 1 through 6 of Building 5.

We have assembled a team of consultants with experience working on similar projects together. Our team includes **Harper Engineering, PLLC** provides mechanical, electrical, plumbing, and fire-protection design. **Civil & Environmental Consultants, Inc. (CEC)** provide civil, structural, environmental, and licensed remediation and abatement design — the discipline that governs the asbestos-containing materials known to be present throughout the building. **Covenant Ridge Group, Inc (CRG)** provides cost estimating, constructability review, and construction administration. Every firm on this team has worked together on previous successful projects.

Our team has delivered renovations inside occupied, secure, and code-sensitive public buildings — including Homeland Security offices, multi-story high rise renovations consisting of 6 or more floors, and similar state and federally funded projects

We appreciate your consideration and welcome the opportunity to present our qualifications in detail.

Respectfully,

Jeremiah J. Hatfield, AIA, NCARB

Principal Architect | Project Manager

Hatfield Architects, PLLC | 304-767-4866

II. The Project Team

Four West Virginia firms deliver this project under a single point of accountability. Hatfield Architects is the Prime Consultant and the Agency's sole point of contact; each partner firm leads the disciplines it practices every day.

NAME	FIRM	ROLE	RESPONSIBILITY ON THIS PROJECT
Jeremiah J. Hatfield, AIA, NCARB	Hatfield Architects, PLLC	Prime Consultant Architect of Record	Project Architect & Project Manager, Interior Design, space planning, code/ADA and life-safety, building envelope; project management
Jason E. Harper, P.E.	Harper Engineering, PLLC	MEP & Fire Protection Principal	Mechanical, plumbing, sprinkler and fire-protection design; BIM coordination
Kevin M. King, P.E.	Harper Engineering, PLLC	Electrical Engineer	Electrical, building automation and fire alarm design; specifications
Scott Love, P.E.	CEC	Civil / Structural Lead	Civil, structural, geotechnical, survey, landscape and environmental lead
Alex Cook	CEC	Environmental	Environmental review and Section 106 coordination
Brittany Hedrick	CEC	Remediation & Abatement	Licensed hazardous materials remediation and abatement design
Martin Pierce	Covenant Ridge Group, Inc.	Cost Estimating & Construction Administration	Milestone cost estimating, constructability review, occupied and phased delivery
Jessica Ellis	Covenant Ridge Group, Inc.	Constructability & Project Controls	Milestone estimating, scheduling, bid leveling; RFI, submittal, pay application and change order tracking

Why abatement drives the team structure. Asbestos-containing materials (ACM's), including spray-applied fireproofing, are already documented in Building 5. CEC's licensed remediation and abatement capability is embedded in the team from programming forward, so abatement work areas are drawn to match the construction phasing.

III. Prior Collaboration Among the Firms

The consultants assembled for this project have successfully collaborated on previous public-sector, institutional, and federally funded projects, allowing the team to deliver fully coordinated design, environmental, and construction administration services from planning through closeout.

- Hatfield Architects and Harper Engineering have coordinated architectural and MEP drawings together before and have worked on multiple GSA projects together and also have experience with WV Purchasing projects.
- Hatfield Architects and CRG, Inc. have delivered the Fayette County Schools program — six packaged public projects held to milestone cost control across a phased capital program.
- CRG provides independent cost estimating, constructability reviews, project controls, and construction administration services through final completion, helping maintain budget and schedule objectives throughout design and construction.
- CEC brings multidisciplinary civil, structural, environmental, licensed abatement, and construction administration services under the same agreement, leveraging expertise in existing facility assessments, structural rehabilitation, hazardous material remediation, quality assurance, and phased construction support to keep Section 106 review, remediation design, and project delivery on a coordinated single schedule.
- Occupied-facility renovations are planned from the outset, with phasing, sequencing, temporary protection measures, life-safety considerations, and operational continuity incorporated into design decisions to minimize disruption to building occupants and agency operations.

Main Point of Communications. From schematic design through closeout, the Agency deals with one project Manager and consultants are coordinated through Hatfield Architects, PLLC

IV. Comparable Project Experience

The projects below were selected for their direct bearing on this scope: governmental and secure facilities, occupied-building renovation, phased public delivery, and civil and environmental compliance work.

PROJECT / OWNER	RELEVANCE	TEAM & SCOPE HIGHLIGHTS
Multiple High Rise Renovations	Similar Scope with planned phasing and multiple floors	Jeremiah Hatfield has worked on other high rise renovations projects in Charleston, WV
Multiple GSA Projects — Charleston, WV	Federal / governmental delivery	Federal facility design and renovation with agency client management
Homeland Security Offices — Charleston and Poca, WV	Complex governmental; code and ADA	Hatfield — governmental facility design; security, egress and occupancy; WV State Fire Marshal coordination
Fayette County Schools — Six Packaged Projects	Phased, multi-project public delivery	Hatfield with CRG (Martin Pierce) — public capital program with milestone cost control
Mason County and Wyoming County Schools — Security Entrances for various schools	Occupied-facility renovation and phasing	Hatfield — renovation design within operating buildings; code, egress and occupancy
Upshur County Recreation Complex; Upper Kanawha Valley Master Plan; USEPA Brownfields	Civil, structural, site and grant compliance	CEC — civic and recreation work, commercial permitting, ecosystem restoration, brownfields

Additionally, Harper Engineering's portfolio includes the West Virginia Department of Highways SRC Office Building renovation, the City of Charleston and South Charleston fire stations, and Level 350 BIM coordination for School Building Authority projects. Covenant Ridge Group has delivered public work including the Little Beaver State Park Bathhouse, Fayette County Schools outdoor classrooms, Fayette County Schools gym renovations at multiple sites. Hatfield Architects has design experience, homeland security renovations, schools and multiple high rise projects in Charleston, WV.



OWNER/CLIENT

Omni Associates

LOCATION

White Hall, WV

CEC SERVICES

Pavement Evaluation and Rehabilitation

Site Grading/Earthwork Analysis

Site Infrastructure Maintenance/
Rehabilitation

Stormwater Management/BMP Design

Utility Design

Topographic Surveys

Utility Surveys

OWNER OBJECTIVE

White Hall is a small town in Marion County, West Virginia. The town is located less than seven miles from the city of Fairmont. White Hall was established in 1992 and grew considerably over the years with increased office staff, a police force, and municipal court. In 2018, the town decided to serve its residents more substantially with a fire service, rescue squad, and increased police protection. White Hall now serves about 700 residents and more than 300 businesses.

The town of White Hall was looking to relocate its public safety departments to a single location to help better serve their community with quicker response times. The new location would be in a developed commercial area. Omni Associates – Architects, Inc., a small architectural firm in Fairmont, West Virginia, completed the building design. This project also required coordination between the city and White Hall Public Safety Department for various site plan reviews and approvals.

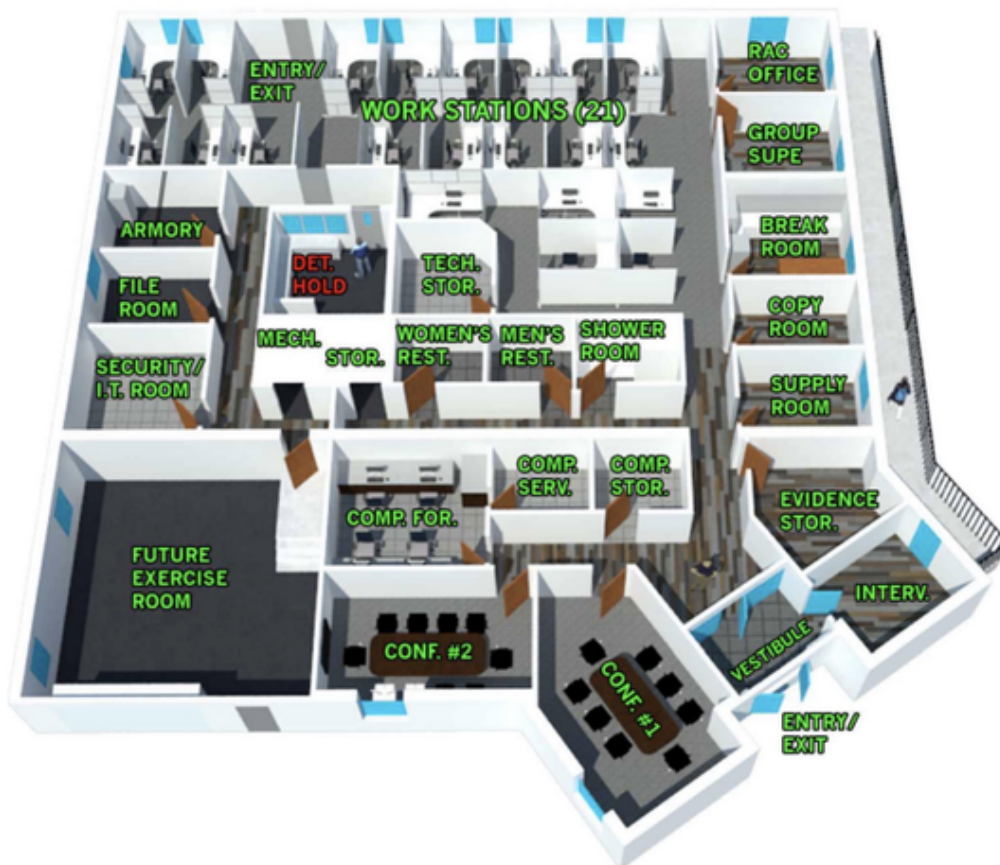
CEC APPROACH

CEC was hired as a sub-contractor to Omni Associates – Architects, Inc. to finish the construction of the property. They implemented an initial layout created by the architect and modified it to work within the property limitations while meeting the various project requirements. The project required coordination of utilities with the architect and city officials to ensure capacity and confirm tie-in locations to existing infrastructure. CEC utilized the existing layout to minimize unnecessary costs such as full-depth paving while maintaining the functionality of the site for the intended purpose.

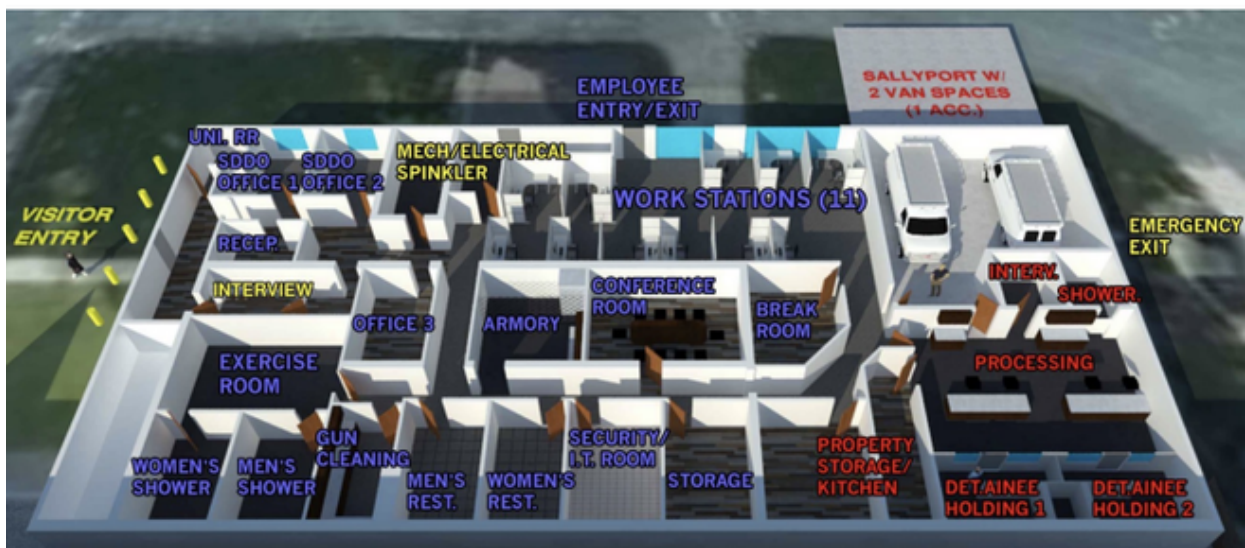
The site design was approved, and all permitting was received. The project is completed, and the town of White Hall has been utilizing the building for both their fire and police departments.



HSI Building Rendering, Charleston, WV (completed construction 2024)



HSI Building Rendering, Poca, WV (completed construction 2024)



V. References

The following references can speak to our team's performance on public safety, governmental, and complex institutional projects.

Tim Payton

Director of Operations, Fayette County Schools

PHONE: (304) 574-1117

EMAIL: t.payton@k12.wv.us

PROJECTS: Multi-Campus Capital Program, Safe Schools Entry

Kari J. Dean Westfall

Project Manager, WV General Services Division

PHONE: (304) 382-9714

EMAIL: kari.j.dean@wv.gov

PROJECTS: Governor's Drive Guardhouse

Sam Preston

Senior Electrician of Maintenance, Wayne County Schools

PHONE: (304) 730-4502

PROJECTS: Institutional facility upgrades

Chad Edwards

Licensed Electrician & Commercial Building Developer

PHONE: (304) 687-6900

PROJECTS: Commercial and institutional development

Angela King

Grants Administrator, City of Beckley

PHONE: (304) 256-1759

EMAIL: aking@cityofbeckley.org

PROJECTS: City of Beckley Playgrounds (\$750K)

Joe Whitaker

Director of Facilities, West Virginia University

PHONE: (304) 890-4617

EMAIL: bjwhittaker@mail.wvu.edu

PROJECTS: WVU Auxiliary Storage Building

VI. Anticipated Concepts and Methods of Approach

Goal 1 — Design Services

We open with programming and a written assessment of existing conditions across the six floors, documenting architectural, structural, MEP, and life-safety deficiencies and recommending upgrades with tentative cost estimates, as the Solicitation requires. Jeremiah Hatfield will lead the programming effort and code review process, while CEC's Jonas Kavi, PH.D. < P.E., will perform structural evaluations to develop rehabilitation recommendations to support renovation and long term occupancy. From that baseline, design proceeds through schematic, design development, and construction documents, with a cost estimate and a set of design alternatives issued at each milestone — while trade-off decisions are still inexpensive to make. Harper Engineering's MEP design is developed in the shared model from the outset, which is how conflicts are found on screen instead of in the ceiling. Building code and life-safety deficiencies are resolved within the construction documents, bringing the floors to current office building standards. Jeremiah Hatfield's working knowledge of state building and fire code, and his standing submission relationship with the West Virginia State Fire Marshal's Office and local and state code officials, shortens the review cycle rather than lengthening it.

Goal 2 — Hazardous Material Abatement

Abatement is a design driver on this project, not an appendix to it. CEC's licensed remediation and abatement staff confirm and supplement the existing survey data through pre-design inspection, then prepare abatement drawings and specifications under a licensed hazardous materials designer. Abatement work areas are defined to align with the construction phasing. Containment, negative-air, and clearance protocols are specified with occupied floors immediately above and below in mind, and the documents are written for compliance with EPA NESHAP, OSHA, and West Virginia DHHR requirements. During construction, third-party air monitoring and written clearance precede any trade re-entering an abated area.

Goal 3 — Phased Construction in an Occupied Building

The phasing plan is a design deliverable, not a contractor afterthought. Floors 2 through 6 will be vacated individually or in groups; Floors 7 through 10 remain occupied; egress through Floor 1 must be maintained at all times. We will produce phasing drawings identifying, for each phase, the construction area, the temporary egress path, the life-safety systems that must remain in service, and the utility interruptions required — along with when they may occur. Elevator use, material staging, dust and noise control, and temporary fire alarm and sprinkler coverage are coordinated with the Agency and its tenant agencies before documents are issued for bid. Kevin King's building automation and fire alarm design keeps detection and alarm coverage continuous across phase boundaries.

The construction contract will use standard AIA documentation as amended by the Supplementary Conditions for the State of West Virginia. Covenant Ridge Group administers it — submittal review, RFI response, site observation, bid leveling, pay application review, change order tracking, and closeout — with Martin Pierce leading constructability and Jessica Ellis running project controls.

VII. Key Personnel

Jeremiah J. Hatfield, AIA, NCARB

Prime Consultant | Architect | Project Manager

Hatfield Architects, PLLC — Hurricane, West Virginia



Jeremiah has led and delivered many similar large-scale industrial and capital-funded projects throughout WV, with direct experience with governmental, state public and privately funded projects. He is experienced with AIA contract documents and maintains working knowledge of state building code and fire code requirements, including submission review with authorities having jurisdiction such as flood plain managers and the West Virginia State Fire Marshals Office and local and state code officials and project management.

His technical skillset includes Building Information Modeling (BIM), CAD, REVIT, and comprehensive Project Management — from schematic design through construction administration, project completion, and closeout.

Qualifications:

- 21 years architectural design experience
- Licensed Architect in WV and NCARB reciprocity
- Project Management and AIA Contract document expertise
- Bachelors of Architecture from Louisiana State University

Project Experience:

- Homeland Security Project, Charleston, WV
- Homeland Security Projects, Poca, WV
- Fayette County Schools, Multiple projects Wayne County Schools, Multiple projects
- Mason County Schools, Security Entrances Designs for 4 schools
- Wyoming County Schools, Security Entrance Designs for 3 schools

Architectural Firm Experience:

- Adkins Design, 2009 thru 2022
- McKinley Architecture and Engineering, 2022 thru 2025
- Hatfield Architects, 2025 thru Present

References:

- Sam Preston, Senior Electrician of Maintenance for Wayne County Schools, Phone (304)730-4502
- John James, Geotechnical Engineer, Phone (304)415-2538
- Chad Edwards, Licensed Electrician and Commercial Building Developer, Phone (304)687-6900

**Harper**
Engineering

Jason E. Harper

Professional Engineer

Experience

Mr. Harper brings 23 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 - 017278
American Society of Heating, Refrigeration and Air-
Conditioning Engineers - 8179177
National Fire Protection Association - 2748712

Projects

HVAC Additions to Taylor County Middle School
Poca High School Elevator Addition
Chapmanville Intermediate School
Burch PK-8 School
Lewis County Transportation Facility
HVAC Renovations to Tucker County High School
South Preston PK8 School
Arnoldsburg Elementary School
Additions and Renovation to Geary School
Tunnelton Denver Elementary School
HVAC Systems Renovations to
Upshur County Elementary Schools
Additions and Renovations to Flinn Elementary
Doddridge Annex
Wetzel Annex
Stonerise Nursing Homes (Multiple Projects)

Education

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

52 B Street, Saint Albans, West Virginia 25177 (P) 304.722.3602 (F) 304.722.3603



Harper
Engineering

Kevin M. King **Professional Engineer**

Experience

Mr. King brings 21 years of electrical design experience and over 15 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

FedEx Freight - 32 Bay Expansion
Arnoldsburg Elementary School
Chapmanville Intermediate School
South Charleston Fire Station
Geary Elementary School
Holden Elementary School
Hurricane High School Batting Facility
Marshfork Elementary School
Tudor's/Gino's Restaurants (Various Location)
Additions and Renovations to Flinn Elementary
Stonerise Nursing Homes (Multiple Projects)

Registration/Professional Affiliations

Professional Engineer WV - 018222
Professional Engineer KY - 27522
Professional Engineer PA - 078377
Professional Engineer OH - 75122
Professional Engineer VA - 0402049801
West Virginia Master Electrician - M27616420670800
American Society of Heating, Refrigeration and
Air-Conditioning Engineers - 8259192
National Fire Protection Association - 2915791

Education

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

Bluefield State College
Bachelors of Science - Computer Science

Hatfield Architects, PLLC | Charleston/
Hurricane, WV | phone. (304) 767-4866

52 B Street, Saint Albans, West Virginia 25177 (P) 304.722.3602 (F) 304.722.3603

Martin Pierce

Cost Estimating & Construction Administration

Covenant Ridge Group, Inc. — Beckley, West Virginia

Martin Pierce

Senior Advisor & Project Manager



Experience

Martin Pierce is the Principal of Covenant Ridge Group and brings more than 22 years of diverse construction experience spanning skilled trades, estimating, project management, and field superintendence. Throughout his career, he has successfully delivered projects across a variety of sectors, including high-security facilities, safe-schools entry protection, and occupied-campus modernization.



Martin's comprehensive understanding of construction operations—from preconstruction planning through field execution—allows him to identify practical, cost-effective solutions while maintaining project quality, safety, and schedule. Mr. Pierce provides clients with an implementation-focused perspective that emphasizes constructability, collaboration, and efficient project delivery.

Project Experience

- Little Beaver State Park Bathhouse
- Fayette County Schools Outdoor Classrooms
- Governor's Guardshack
- Kanawha Valley Memorial Gardens Mausoleum
- Cathedral Cafe Renovation

Professional Licenses

- WV Contractors License #WV064976

Jessica Ellis

Constructability & Project Controls

Covenant Ridge Group, Inc. — Beckley, West Virginia

Jessica Ellis

Senior Advisor & Project Manager



Experience

Jessica Ellis is a project management and administrative professional with experience supporting construction, development, and business operations initiatives. Her background includes project coordination, contract administration, stakeholder communication, proposal development, and office management. She has worked closely with project teams, consultants, contractors, and clients to facilitate project planning, documentation, scheduling, and procurement activities throughout various stages of development and construction projects.



Jessica holds a Post-Baccalaureate Certificate in Construction Management from Louisiana State University and has developed expertise in project organization, AIA contract document administration, budget tracking, and process management. She is skilled at managing multiple priorities simultaneously, maintaining project documentation, coordinating team efforts, and supporting successful project delivery. Her combination of construction management knowledge, organizational leadership, and communication expertise enables her to contribute effectively to both project operations and client-focused initiatives.

Project Experience Education

- Little Beaver State Park Bathhouse
- Fayette County Schools Renovations
- Kanawha Valley Memorial Gardens Mausoleum
- Louisiana State University - Post Baccalaureate Certificate in Construction Management
- Concord University - Bachelors of Science in Elementary Education

Scott Love, P.E.

Civil / Structural Lead | Project Manager III — Transportation & Construction Inspection

Civil & Environmental Consultants, Inc. (CEC)



EXPERIENCE

Scott Love provides transportation engineering, construction inspection, and delivery services for publicly funded infrastructure projects across West Virginia. He brings 17 years of experience supporting roadway, bridge, and heavy highway projects from design through construction.

Scott is a licensed Professional Engineer in West Virginia with extensive experience in construction engineering and inspection, cost estimating, quality assurance, right-of-way coordination, and traffic control. His background includes projects for local governments, WVDOH, and the West Virginia Parkways Authority.

QUALIFICATIONS

- 17 years of transportation and CEI experience
- Professional Engineer, State of West Virginia
- WVDOH and WV Parkways Authority expertise
- B.S., Civil Engineering — West Virginia University

PROJECT EXPERIENCE

Civil Site Design

- BBTP-1-22 Beckley and Bluestone Travel Plazas — WV Parkways Authority, Beckley, WV
- I-81 NB and SB Welcome Centers — WVDOH, Martinsburg, WV

Quality Assurance

- WV Parkways Roadway Rehab Projects — WV Parkways, WV Turnpike
- BW-1-18 Beckley Widening — WV Parkways Authority, Beckley, WV

Transportation Design

- WVPA Pavement Condition Index — WV Parkways
- Morgantown Industrial Park Access Road — WVDOH, Morgantown, WV
- 1A-23 Pavement Rehabilitation — WV Parkways Authority, WV Turnpike
- BDR-3-24, BDR-1/2-24 Accelerated Bridge Construction — WV Parkways Authority, WV Turnpike
- Shady Spring Ave I/C Lighting +2 — WVDOH, Shady Spring and Fairmont, WV

Construction Engineering and Inspection

- Various Roadway Rehab Projects — WV Parkways Authority
- BDR-1-22, BDR-3-24, BDR-1/2-24 Accelerated Bridge Deck Replacements — WV Parkways Authority, WV Turnpike

Heavy Highway Construction

- Corridor H — Kerens to Parsons, WVDOH, Elkins, WV
- US 52 Overpass — WVDOH, Huntington, WV

Alex Cook

Senior Project Manager | Ecology & Environmental, Permitting

Civil & Environmental Consultants, Inc. (CEC)



EXPERIENCE

Alex Cook is a Senior Project Manager with Civil & Environmental Consultants, Inc., providing environmental and ecological services for public and private sector infrastructure projects across West Virginia and the surrounding region. He brings 19 years of experience supporting transportation, energy, public works, and community development projects, with a strong focus on regulatory compliance and coordination for publicly funded programs.

Alex has extensive experience with NEPA documentation, Section 404 permitting, wetland and stream delineations, threatened and endangered species coordination, and mitigation planning and implementation. He regularly works with federal and state resource agencies and maintains established relationships critical to efficient project delivery. On this engagement, Alex will serve as the primary environmental lead.

QUALIFICATIONS

- 19 years of environmental consulting experience
- NEPA, Section 404, wetlands, streams, mitigation
- B.S., Biology — West Virginia State University
- West Virginia-based with strong regulatory relationships

PROJECT EXPERIENCE

Mitigation

- UNT #1 of Teter Creek In-Lieu-Fee Stream and Wetland Mitigation Site — WVDEP, ILF Program, Barbour County, WV
- Appalachian Corridor D Belleville Compensatory Wetland Monitoring — WVDOH, Wood County, WV

Transportation

- Appalachian Corridor H, Davis-to-Bismarck Section 404 Permit Modification — WVDOH, Tucker and Grant Counties, WV
- Coalfields Expressway, West Helen to Allen Creek and Allen Creek to Big Ridge — WVDOH, McDowell County, WV
- Jefferson Road (WV Route 601) Environmental Assessment — WVDOH, Kanawha County, WV

Brittany Hedrick, CPSS

Project Manager II | Abatement & Remediation

Civil & Environmental Consultants, Inc. (CEC)



EXPERIENCE

Brittany Hedrick specializes in environmental due diligence, abatement, and remediation services. She brings 13 years of experience supporting regulated facilities, redevelopment sites, and publicly funded programs, with an emphasis on environmental compliance and regulatory coordination.

Brittany is a West Virginia Licensed Remediation Specialist and Certified Professional Soil Scientist with extensive experience in Phase I and Phase II ESAs, asbestos inspections and abatement planning, soil and groundwater remediation, and Voluntary Remediation Program projects. She has managed USEPA Brownfields grants and municipal redevelopment efforts, including airport-related facilities. On this engagement, Brittany will support abatement, remediation, and compliance documentation.

QUALIFICATIONS

- 13 years of environmental consulting experience
- WV Licensed Remediation Specialist | CPSS
- Phase I & II ESAs, Brownfields, asbestos
- M.S., Agronomy | B.S., Environmental Science — WVU

PROJECT EXPERIENCE

Asbestos

- Airport Hangar Inspection — Benedum Airport Authority, Bridgeport, WV
- WVDOH Asbestos Inspections — WV Division of Highways, Parkersburg, Wood County, WV
- Hempfield Menards Phase I & ACBM — Menard, Inc., Greensburg, PA

Phase I ESA

- Bombardier Hangar Renovation Phase I ESA — Benedum Airport Authority, Bridgeport, WV
- Benedum Phase I ESA, Terminal Construction — Benedum Airport Authority, Bridgeport, WV

Phase II ESA

- USEPA Brownfield Assessment Grant, Former Coastal Lumber Property — Braxton County Development Authority, Braxton County, WV
- Vienna Goldmark, LLC Phase II ESA — Premier Bank, Inc., Vienna, WV

Brownfields

- BCDA Brownfield Coalition Grant — Braxton County Development Authority, Braxton County, WV
- PCDA USEPA Cleanup Grant — Paden City Development Authority, Paden City, WV

Joseph Wheeling

Senior Project Manager | Ecology & Environmental, Permitting

Civil & Environmental Consultants, Inc. (CEC)



Joseph Wheeling is a Project Manager and construction professional with more than seven years of experience providing construction administration, special inspections, quality assurance/quality control, materials testing, and project oversight for federal, transportation, and commercial projects. He has served as a Lead Inspector and Associate Project Engineer on major WVDOH projects and provided QA/QC oversight on federally funded construction programs, with experience in phased construction, occupied facilities, contractor coordination, schedule management, and field documentation. Mr. Wheeling is skilled in construction inspections, progress meetings, submittal reviews, change management support, and quality control, making him well-qualified to support renovation and construction administration projects requiring effective coordination, regulatory compliance, and quality-focused project delivery. 7 years of construction inspection consulting experience

- B.S., Civil Engineering, West Virginia University, 2019
- B.S., Geology, West Virginia University, 2019
- Materials testing certified – WVDOH Soil and Aggregate Compaction, PCC Technician, Asphalt Field and Compaction, ICC Soils Special Inspector
- 30 Hours OSHA

PROJECT EXPERIENCE

Construction Administration & Project Oversight

- WVDOH I-79 Widening – Fairmont, WV
- Border Wall Infrastructure Project – Texas
- Construction Quality Assurance / Quality Control
- RGV Southern Border Wall SI/CI – Texas
- Bridgeport Recreation Center – Bridgeport, WV

Special Inspections & Materials Testing

- RGV-08A Early Border Wall Special Inspections – Texas
- HG 1208 Well Pad – Harrison County, WV

Geotechnical & Existing Site Evaluations

- RGV 08 & RGV 09 Border Wall Program – Texas
- Genesis Partners Development – Bridgeport, WV

Jonas Kavi, Ph.D., P.E.

Structural Engineer

Civil & Environmental Consultants, Inc. (CEC)



EXPERIENCE

Jonas Kavi, Ph.D., P.E. brings more than 11 years of structural engineering experience supporting the assessment, rehabilitation, and design of existing buildings and infrastructure. His expertise includes structural evaluations, condition assessments, code-compliance reviews, retrofit design, and construction-phase support for occupied, aging, and damaged facilities. Dr. Kavi has extensive experience performing structural inspections, load ratings, nondestructive testing, and forensic investigations to develop practical, data-driven recommendations that support safe occupancy, renovation, and long-term facility performance. He is experienced with structural steel, concrete, timber, and FRP systems and regularly collaborates with architectural, environmental, and MEP teams to deliver constructible solutions for complex renovation and redevelopment projects. His work includes preparing technical reports, design calculations, construction documents, and structural rehabilitation strategies that align with project goals, regulatory requirements, and existing building constraints.

QUALIFICATIONS

- 11 years of structural consulting experience
- Professional Engineer - WV, MD, PA, VA
- Ph.D., Civil and Environmental Engineering, West Virginia University, 2018
- M.S., Civil and Environmental Engineering, West Virginia University, 2015
- B.S., Civil Engineering, Kwame Nkrumah University of Science and Technology, 2011

PROJECT EXPERIENCE

Existing Building Assessments and Rehabilitation

- Former United Bank/Camden Hotel Structural Assessment – Weston, WV
- Kitsonville School Structural Evaluation – Weston, WV

Facility Damage Assessment & Restoration

- Entsorga WV Damage Assessment – Martinsburg, WV
- WVU Farm Fire Damage Evaluation – Reedsville, WV

Forensic Engineering & Facility Investigations

- WV BRIM Engineering Services – Various Locations, WV
- Baisi Athletic Center Damage Evaluation – Montgomery, WV

Construction Administration & Coordination

- WVU ESB Pedestrian Bridge – Morgantown, WV
- I-79 Widening Project – Fairmont, WV



HSI Building Rendering, Charleston, WV

Jeremiah of Hatfield Architects and Harper Engineering helped design and engineer both the Homeland Security project in Poca, Wv and in Charleston, both now complete.

Submitted on 7/14/2026

Jeremiah J. Hatfield, AIA, NCARB

Principal Architect | Project Manager

Hatfield Architects, PLLC

10 Thomas Drive, Hurricane, WV 25526

Telephone: 304-767-4866

Prime Consultant, Project Manager and initial point of contact for matters relating to this Expression of Interest.

Signature — Jeremiah J. Hatfield, AIA, NCARB, Principal, Hatfield Architects, PLLC

7/14/2026

Date



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

Proc Folder: 1995723			Reason for Modification:
Doc Description: Building 5 Interior Renovation Project (EOI)			
Proc Type: Central Contract - Fixed Amt			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-06-17	2026-07-14 13:30	CEOI 0211 GSD2600000002	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS000051603

Vendor Name : Hatfield Architects, PLLC

Address :

Street : 10 Thomas Drive

City : Hurricane

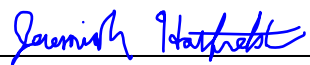
State : WV **Country :** US **Zip :** 25526

Principal Contact : Jeremiah Hatfield, Principal of Hatfield Architects, PLLC

Vendor Contact Phone: 304-767-4866 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Vendor Signature X  **FEIN#** 39-2732657 **DATE** 7/14/2026

ADDITIONAL INFORMATION

CEOI

The Acquisitions and Contract Administration Section of the Purchasing Division ("Purchasing Division") is soliciting Expression(s) of Interest ("EOI" or "Bids") for General Services Division ("Agency"), from qualified firms to provide Special Inspections for various Agency projects, as needed, and to provide programming and comprehensive, full-service architectural and engineering design, including construction administration, for the interior renovation of Floors 1 through 6 of Building Five, located on the West Virginia State Capitol Complex, as defined herein, per the attached documentation.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 5 - HIGHWAYS 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit Issue
1	Architectural engineering		

Comm Code	Manufacturer	Specification	Model #
81101508			

Extended Description:
Building 5 Interior Renovation Project (EOI)

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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EXPRESSION OF INTEREST - CEOI GSD*2

Building 5 Interior Renovations Project (2026)

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2. **Section One: General Information**
3. **Section Two: Instructions to Vendors Submitting Bids**
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7. **Certification and Signature Page**

SECTION ONE: GENERAL INFORMATION

1. **PURPOSE:** The Acquisitions and Contract Administration Section of the Purchasing Division (“Purchasing Division”) is soliciting Expression(s) of Interest (“EOI” or “Bids”) for The Department of Administration, General Services Division (“Agency”), from qualified firms to provide architectural/engineering services (“Vendors”) as defined herein.
2. **PROJECT:** The State of West Virginia is soliciting bids from qualified firms to provide programming and comprehensive, full-service architectural and engineering design, including construction administration, for the interior renovation of Floors 1 through 6 of Building Five, located on the West Virginia State Capitol Complex.

The selected firm will be responsible for delivering complete professional A/E services, including at a minimum the architectural, mechanical, electrical, plumbing, and fire protection design disciplines. The project design scope will also incorporate hazardous materials abatement. The renovation work will be executed in multiple phases within a partially occupied facility. During construction, Floors 7 through 10 of Building Five will remain occupied. Floors 2 through 6 will be vacated through phasing practices to accommodate the renovation activities.

EXPRESSION OF INTEREST - CEOI GSD*2

Building 5 Interior Renovations Project (2026)

SECTION TWO: INSTRUCTIONS TO VENDORS SUBMITTING BIDS

Instructions begin on the next page.

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. **MANDATORY TERMS:** The Solicitation may contain **mandatory** provisions identified by the use of the words "**must**," "**will**," and "**shall**." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. **PRE-BID MEETING:** The item identified below shall apply to this Solicitation.

☐ A pre-bid meeting will not be held prior to bid opening

☐ A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the **mandatory** pre-bid meeting. Failure to attend the **mandatory** pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions **must be submitted on or before the date listed below and to the address listed below to be considered.** A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Submitted emails should have the solicitation number in the subject line. Question

Submission Deadline:

Submit Questions to:

2019 Washington Street, East Charleston, WV 25305

Fax: (304) 558-3970

Email:

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. The Purchasing Division will not accept bids or modification of bids via email.

Bids submitted in paper, facsimile, or via wvOASIS must contain a signature. Failure to submit a bid in any form without a signature will result in rejection of your bid.

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:

BUYER:

SOLICITATION NO.:

BID OPENING DATE:

BID OPENING TIME:

FAX NUMBER:

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

Bid Delivery Address and Fax Number:

Department of Administration, Purchasing Division 2019 Washington Street East

Charleston, WV 25305-0130

Fax: 304-558-3970

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery or via delivery by mail).

Bid Opening Date and Time:

Bid Opening Location:

Department of Administration, Purchasing Division

2019 Washington Street East

Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgement Form. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. **ALTERNATE MODEL OR BRAND:** Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand **shall** clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items **may** be grounds for rejection of a Vendor's bid.

[] This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6.2, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

12. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor **must** be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

13. **UNIT PRICE:** Unit prices **shall** prevail in cases of a discrepancy in the Vendor's bid.

14. **PREFERENCE:** Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

14A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:

For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors.

16. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.7.

17. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

18. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

19. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.6. and § 148-1-6.3.”

20. **WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.7. This authority does not apply to instances where state law mandates receipt with the bid.

21. **EMAIL NOTIFICATION OF AWARD:** The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.

22. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that **shall** form the basis of a contractual agreement. **Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid.** Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

EXPRESSION OF INTEREST - CEOI GSD*2

Building 5 Interior Renovations Project (2026)

SECTION THREE: PROJECT SPECIFICATIONS

- 1. Background:** Building Five, constructed in the late 1960's, is an 11-story office building with a full basement and a mechanical penthouse. A comprehensive building evaluation was completed in 2008, followed by several interior and exterior renovation projects. In 2009, Floor 10 underwent a full interior renovation, followed by additional renovations of Floors 7, 8, and 9 in 2015. The Agency now intends to design and construct interior renovations for Floors 1 through 6 to support future State agency occupancy.

Each floor of Building Five contains approximately 22,000 square feet and is planned for a full renovation. During construction, Floors 7 through 10 will remain occupied, while Floors 2 through 6 will be vacated to facilitate the renovation work. Egress through Floor 1 will be maintained throughout all upper and lower-level construction activities.

The project will be delivered in multiple phases within a partially occupied building and will include, at a minimum, design services for the architectural, mechanical, electrical, plumbing, and fire protection disciplines. The project scope also incorporates hazardous material abatement as well as construction administration efforts.

- 2. Project and Goals:** The project goals and objectives are listed below. Vendors should discuss any anticipated concepts and proposed methods of approach for achieving each of the listed goals and objectives:

- 2.1. Goal Objective 1:** Design Services - Vendor should provide comprehensive design services, including the development of construction bidding documents, preparation of cost estimates, through various stages of design, with design alternatives, and construction administration services aimed at renovating and enhancing the existing conditions of the facility. The Vendor should resolve building code and life safety issues within the construction documents bringing the building up to current office building standards. The engagement of specialized consultants is encouraged to ensure the highest quality outcome possible. The Vendor will be required to provide a written assessment report in which they make recommendations for upgrades, providing tentative cost estimates for such upgrades.

Within their proposals, Vendors should provide documentation demonstrating their past experience in commercial renovation projects of comparable scale and complexity with similar type buildings. Proposals should include evidence of relevant project experience and the ability to provide accurate cost estimating

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Building 5 Interior Renovations Project (2026)

through key phases of design.

- 2.2. Goal Objective 2:** Hazardous Material Abatement - Asbestos Containing Materials (ACM's) have been identified in Building Five, including but not limited to their use as fireproofing agents and within other construction elements throughout the facility. The planned renovation will include the abatement of these hazardous materials as an integral component of the overall scope of work. Accordingly, the Agency seeks a firm with demonstrated expertise in the design and construction administration of projects involving hazardous building materials, with particular emphasis on compliance with applicable environmental regulations and occupational safety standards.

Within their proposals, Vendors should clearly demonstrate how their qualifications and experience, along with their proposed project approach and methodology, specifically address the identification, management, and overall abatement of hazardous materials.

- 2.3. Goal Objective 3:** Phased Construction - The project intent is for the selected design team to administer a phased construction project that accommodates continued tenant occupancy throughout the renovation process. The intent is to construct the project in multiple phases within a partially occupied building. Any of the six floors may remain occupied, as well as the remainder of the building. During construction, Building 5, Floors 7 thru 10 will remain occupied, while Floors 2 thru 6 will be vacated individually, or in groups of floors, as part of the phasing plan to accommodate the renovation work. The Agency prefers to engage a firm with experience in managing renovation projects within occupied facilities. The selected firm should be capable of developing a phasing plan that ensures safe, continuous operations for tenant agencies.

Within their proposals, Vendors should submit documentation demonstrating their qualifications and relevant work experience of the project team in administering phased construction projects within occupied facilities. This should include examples of past projects maintaining continuous operations during construction, as well as familiarity with procurement and contracting practices consistent with those of the State of West Virginia, including the use of standard AIA documentation.

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Building 5 Interior Renovations Project (2026)

- 3. Qualifications, Experience, and Past Performance:** Vendors must include a statement of qualifications and performance data. The statement of qualifications and performance data may be presented through things like information regarding its employees, such as staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and the project goals and objectives and how they were met.
- 4. Oral Presentations/Interviews:** The Agency will conduct individual interviews with vendors that are determined to be the most qualified to provide the required service. During oral presentations/interviews, vendors may not alter or add to their submitted proposal, but only clarify information already submitted. A description of the materials and information to be presented is provided below:
 - 4.1. Materials and Information Required at Oral Presentation/Interviews:**
 - 4.1.1** Firms selected for an interview should be prepared to conduct a sixty (60) minute in-person interview at the Agency's central office located in Charleston, WV. The first half of the interview would be used for vendors to provide their presentation, and then the latter half of which would be used to ask questions regarding their proposals.

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Building 5 Interior Renovations Project (2026)

SECTION FOUR: VENDOR PROPOSAL, EVALUATION, & AWARD

1. **Economy of Preparation:** EOIs should be prepared simply and economically, providing a straight-forward, concise description of the firm's abilities to satisfy the requirements and goals and objectives of the EOI. Emphasis should be placed on completeness and clarity of content. The response sections should be labeled for ease of evaluation.
2. **BIDS MUST NOT CONTAIN PRICE INFORMATION:** The State shall select the best value solution according to W. Va. Code §5G-1-3. In accordance with Code requirements, no "price" or "fee" information is permitted in the Vendor's EOI response.
3. **Evaluation and Award Process:** Expressions of Interest for projects estimated to cost \$250,000 or more will be evaluated and awarded in accordance with W.Va. Code §5G-1-3. That Code section requires the following related to evaluation and award:
 - 3.1. **Selection Committee Evaluation and Negotiation:** A committee comprised of three to five representatives of the agency initiating the request shall:
 - 3.1.1. evaluate the statements of qualifications and performance data and other material submitted by the interested firms and select no less than three firms which in their opinion are the best qualified to perform the desired service.
 - 3.1.2. conduct interviews with each of the firms selected.
 - 3.1.3. rank the selected firms in order of preference
 - 3.1.4. and commence scope of service and price negotiations with the highest ranked qualified professional firm.

If negotiations are successful, the contract documents will be forwarded to the WV Purchasing Division for review and approval, and then to the WV Attorney General's office for review and approval as to form. Once approved, a formal contract will be issued to the Vendor.

Should the agency be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified at a fee determined to be fair and reasonable, the agency will then commence negotiations with the second most qualified firm, and so on, until an agreement is reached or the solicitation is canceled.

EXPRESSION OF INTEREST - CEOI GSD*2

Building 5 Interior Renovations Project (2026)

3.2. Three Firm Evaluation Rankings: The Agency will evaluate the three firms that have been determined most qualified to perform the desired service. The evaluation criteria are defined in the Procurement Specifications section and based on a 100-point total score. Points shall be assigned based upon the Vendor's response to the evaluation criteria as follows:

- | | | |
|---|---|--------------------|
| • | Qualifications, Experience, and Past Performance | 70 Points Possible |
| • | Goals and Objectives: –
Anticipated Concepts and Methods of Approach | 20 Points Possible |
| • | Oral Interview | 10 Points Possible |
| | Total Points | 100 |

EXPRESSION OF INTEREST - CEOI GSD*2

Building 5 Interior Renovations Project (2026)

SECTION FIVE: TERMS AND CONDITIONS

Terms and conditions begin on the next page.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☐ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of _____. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☐ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

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The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☐ **Commercial General Liability Insurance** in at least an amount of: _____ per occurrence.

☐ **Automobile Liability Insurance** in at least an amount of: _____ per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

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9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☐ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

[] Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

[] Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

**ADDITIONAL TERMS AND CONDITIONS
(Architectural and Engineering Contracts Only)**

1. PLAN AND DRAWING DISTRIBUTION: All plans and drawings must be completed and available for distribution at least five business days prior to a scheduled pre-bid meeting for the construction or other work related to the plans and drawings.

2. PROJECT ADDENDA REQUIREMENTS: The Architect/Engineer and/or Agency shall be required to abide by the following schedule in issuing construction project addenda. The Architect/Engineer shall prepare any addendum materials for which it is responsible, and a list of all vendors that have obtained drawings and specifications for the project. The Architect/Engineer shall then send a copy of the addendum materials and the list of vendors to the State Agency for which the contract is issued to allow the Agency to make any necessary modifications. The addendum and list shall then be forwarded to the Purchasing Division buyer by the Agency. The Purchasing Division buyer shall send the addendum to all interested vendors and, if necessary, extend the bid opening date. Any addendum should be received by the Purchasing Division at least fourteen (14) days prior to the bid opening date.

3. PRE-BID MEETING RESPONSIBILITIES: The Architect/Engineer shall be available to attend any pre-bid meeting for the construction or other work resulting from the plans, drawings, or specifications prepared by the Architect/Engineer.

4. AIA DOCUMENTS: All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the attached AIA documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein. The terms and conditions of this document shall prevail over anything contained in the AIA Documents or the Supplementary Conditions.

5. GREEN BUILDINGS MINIMUM ENERGY STANDARDS: In accordance with West Virginia Code § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

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) _____

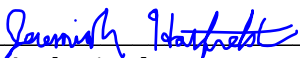
(Phone Number) / (Fax Number) _____

(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)

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

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

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Hatfield Architects, PLLC (Jeremiah Hatfield - Principal)

Authorized Signature: Jeremiah Hatfield Date: July 8, 2026

State of WV

County of Putnam, to-wit:

Taken, subscribed, and sworn to before me this 8 day of July, 2026

My Commission expires 8-19-27, 2027

ATTACH SEAL HERE



OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Tommy Brown
Glen Postal - Teays Valley
117 State Route 34, Hurricane, WV 25526
My Commission Expires August 19, 2029

NOTARY PUBLIC Tommy Brown

Purchasing Affidavit (Revised 01/19/2018)