



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

**Request for
 Quotation**

RFQ NUMBER:
 DNR209057

PAGE:
 1

ADDRESS CORRESPONDENCE TO ATTENTION FOR:
 FRANK WHITTAKER
 304-558-2316

RFQ COPY

HELMBING LIPP LTD. ARCHITECTS ENGINEERS
 111 WEST WASHINGTON ST.
 CHARLES TOWN, WV 25414

DIVISION OF NATURAL RESOURCES
 PARKS & RECREATION SECTION
 BUILDING 3, ROOM 719
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0662 304-558-2775

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
11/06/2008				
BID OPENING DATE: 12/09/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	TOTAL
0001	1	LS		906-00-00-001		
<p>ARCHITECT/ENGINEERING SERVICES, PROFESSIONAL</p> <p>EXPRESSION OF INTEREST</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION IF NATURAL RESOURCES, IS SOLICITING EKPRESSIONS OF INTEREST FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR LODGE EXPANSION AND PARK IMPROVEMENTS AT CACAPON RESORT STATE PARK LOCATED IN BERKELEY SPRINGS WV, PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WEST VIRGINIA PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIS EMAIL AT FRANK.M.WHITTAKER@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS NOVEMBER 21, 2008 AT 3:00 PM. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE.</p> <p>QUESTIONS CONCERNING THE PROCESS BY WHICH A VENDOR MAY SUBMIT AN EXPRESSION OF INTEREST TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING DATE AND TIME.</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO</p>						

RECEIVED
 2008 NOV 20 A 9:58
 PURCHASING DIVISION
 STATE OF WV

SIGNATURE	SEE REVERSE SIDE FOR TERMS AND CONDITIONS	TELEPHONE 304-725-2255	DATE 11-21-2008
TITLE PRESIDENT	FEIN 54-1690705	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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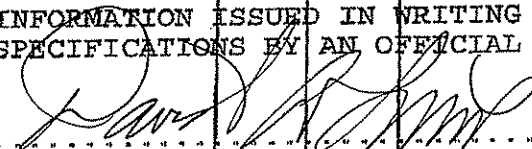
PAGE:
 2

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 CHARLESTON, WV
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11/06/2008				
BID OPENING DATE: 12/09/2008		BID OPENING TIME: 01:30PM		

LINE	QUANTITY	JOB	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NOS.:						
NO. 1						
NO. 2						
NO. 3						
NO. 4						
NO. 5						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.						
VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.						
 SIGNATURE						
HELBING LIPP LTD. ARCHITECTS ENGINEERS				 COMPANY	
11-21-2008				 DATE	
REV. 11/96						
BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATI-						

SIGNATURE 	TELEPHONE 304-725-2255	DATE 11-21-2008
TITLE PRESIDENT	FAX 54-1090705	ADDRESS CHANGES TO BE NOTED ABOVE

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BID OPENING DATE: 12/09/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UQP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 1/2005</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 44</p> <p>REQ. NO.: DNR209057</p> <p>BID OPENING DATE: 12/09/08</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 703.448.7555</p> <p>-----</p> <p>PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT</p>						

SIGNATURE		TELEPHONE 304-725-2255	DATE 11-21-2008
TITLE PRESIDENT	FAX 54-1090705	ADDRESS CHANGES TO BE NOTED ABOVE	

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HELBIG LIPP LTD. ARCHITECTS ENGINEERS
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CHARLES TOWN, WV 25414

SUPPLIER

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
CONCERNING THIS QUOTE:						

***** THIS IS THE END OF RFQ DNR209057 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE 304-725-2255	DATE 11-21-2008
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Revised July 26, 2007

**EXPRESSION OF INTEREST
Cacapon Resort State Park
Lodge Expansion and Park Improvements
DNR209057**

Part 1 GENERAL INFORMATION

1.1 Purpose:

The Acquisition and Contract Administration Section of the Purchasing Division "State" is soliciting Expression(s) of Interest (EOI) for West Virginia Division of Natural Resources, Parks and Recreation Section, "Agency", from qualified firms to provide architectural/engineering services as defined in section two (2) and three (3).

1.2 Project:

The mission or purpose of the project described in sections 2 & 3 is to provide professional engineering services pursuant to the following objectives:

Provide necessary professional architectural and engineering and related services to plan and construct an expansion and improvements to the lodge, improvements to the golf course, and improvements to the water supply and waste water treatment systems at Cacapon State Park.

Provide necessary professional architectural and engineering services including those necessary to effectively plan and produce construction documents and specifications and other related services to complete the project.

1.3 Format: N/A

1.4 Inquiries:

Additional information inquiries regarding this EOI must be submitted in writing to the State Buyer with the exception of questions regarding proposal submission, which may be oral. The deadline for written inquiries is identified in the Schedule of Events, Section 1.16. All inquiries of specification clarification must be addressed to:

1.9.2 Firms mailing expressions should allow sufficient time for mail delivery to ensure timely arrival. The Purchasing Division **CANNOT** waive or excuse late receipt of an expression which is delayed and late for any reason according West Virginia State Code §5A-3-11. Any EOI received after the bid opening time and date will be immediately disqualified in accordance with State law and the Legislative Rule 148-CSR-1.

Submit:

One original plus (2) convenience copies to:
 Purchasing Division
 2019 Washington Street, East
 P.O. Box 50130
 Charleston, WV 25305-0130

The outside of the envelope or package(s) should be clearly marked:

Buyer: 44
 Req#: DNR209057
 Opening Date: 12/09/08
 Opening Time: 1:30 PM

1.10 Rejection of Expressions:

The State shall select the best value solution according to §5G-1-3 of the West Virginia State Code. However, the State reserves the right to accept or reject any or all expressions and to reserve the right to withdraw this Expression of Interest at any time and for any reason. Submission of, or receipt by the State of Expressions confers no rights upon the firm nor obligates the State in any manner.

1.11 Incurring Costs:

The State and any of its employees or officers shall not be held liable for any expenses incurred by any firm responding to this EOI for expenses to prepare, deliver, or to attend the short-list interviews.

1.12 Addenda:

If it becomes necessary to revise any part of this EOI, an official written addendum will be issued by the State to all potential firms of record.

Frank Whittaker, Senior Buyer
Purchasing Division
P.O. Box 50130
Charleston, WV 25305-0130
Fax: (304) 558-4115

The firm, or anyone on the firm's behalf, is not permitted to make any contact whatsoever with any member of the evaluation committee. Violation may result in rejection of the EOI. The State Buyer named above is the sole contact for any and all inquiries after this EOI has been released.

1.5 Vendor Registration:

Firms participating in this process should complete and file a *Vendor Registration and Disclosure Statement* (Form WV-1) and remit the registration fee. Firm is not required to be a registered vendor in order to submit an EOI, but the **successful firm must register and pay the fee prior to the issuance of an actual contract.**

1.6 Oral Statements and Commitments:

Firm must clearly understand that any verbal representations made or assumed to be made during any oral discussions held between firm's representatives and any State personnel are **not binding**. Only the information issued in writing and added to the Expression of Interest specifications file by an official written addendum is binding.

1.7 Economy of Preparation:

EOI's should be prepared simply and economically, providing a straightforward, concise description of firm's abilities to satisfy the requirements of the EOI. Emphasis should be placed on completeness and clarity of content.

1.8 Labeling of the Sections: The response sections should be labeled for ease of evaluation.

1.9 Submission:

1.9.1 State law requires that the original expression shall be submitted to the Purchasing Division. All copies to the Purchasing Division must be submitted **prior to the date and time stipulated as the opening date**. All expressions will be date and time stamped on the Purchasing Division official time clock to verify time and date of receipt.

1.17 **Mandatory Prebid Conference:**
N/A

1.18 **Bond Requirements:**
N/A

1.19 **Purchasing Affidavit:**
West Virginia State Code §5A-3-10a (3) (d) requires that all firms submit an Affidavit regarding any debt owed to the State and licensing and confidentiality certifications. The Affidavit must be signed and submitted prior to award. It is preferred that the Affidavit be submitted with the EOI.

PART 2

OPERATING ENVIRONMENT

2.1 **Location:** Agency is located at the following address:

West Virginian Division of Natural Resources
Parks and Recreation Section
1900 Kanawha Boulevard, East
Charleston, WV 25305

Facilities where work will be performed:

Cacapon Resort State Park
818 Cacapon Lodge Drive.
Berkeley Springs, WV 25411-3300

2.2 **Background:**

The Division of Natural Resources owns and operates Cacapon Resort State Park.

The Division of Natural Resources desires to provide the referenced improvements to the park. Professional services will be necessary to effectively plan, describe, and monitor the construction necessary to provide these improvements.

1.13 Independent Price Determination:

A contract will not be considered for award if the negotiated price was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to prices with any competitor.

1.14 Price Quotations: No "price" or "fee" quotation is requested or permitted in the response.

1.15 Public Record:

1.15.1 Submissions are Public Record.

All documents submitted to the State Purchasing Division related to purchase orders/contracts are considered public records. All EOIs submitted by firms shall become public information and are available for inspection during normal official business hours in the Purchasing Division Records and Distribution center after the expressions have been opened.

1.15.2 Written Release of Information.

All public information may be released with or without a Freedom of Information request, however, only a written request will be acted upon with duplication fees paid in advance. Duplication fees shall apply to all requests for copies of any document. Currently the fees are \$0.50/page, or a minimum of \$10.00 per request, which ever is greater.

1.15.3 Risk of Disclosure.

The only exemptions to disclosure of information are listed in West Virginia Code §29B-1-4. Primarily, only trade secrets as submitted by a firm are the only exemption to public disclosure. The submission of any information to the State by a firm puts the risk of disclosure on the firm. The submission of any information to the State by a vendor puts the risk of disclosure on the vendor. The State does not guarantee non-disclosure of any information to the public.

1.16 Schedule of Events:

Release of the EOI	11/07/08
Firm's Written Questions Submission Deadline	11/21/08
Addendum Issued	12/01/08
Expressions of Interest Opening Date	12/09/08
Estimated Date for Interviews	TBD

PART 3 PROCUREMENT SPECIFICATIONS

3.1 **General Requirements:**

Provide described services in accordance with current state law and other applicable state codes or regulations.

3.2 **Project Description:**

Provide professional engineering services pursuant to the following objectives:

Provide necessary professional architectural, engineering and related services to plan and construct an expansion and improvements to the lodge, improvements to the golf course, and improvements to the water supply and waste water treatment systems at Cacapon State Park.

The improvements to the lodge may include:

- 100 new guest rooms, room furnishings, necessary common space and elevator(s)
- A connecting corridor between the existing lodge and new facilities
- Additional parking and improvements to the existing parking lot
- Installation of a sprinkler system in the existing lodge to comply with current fire safety code requirements
- Fitness area, full service spa, and indoor swimming pool
- An expansion of the existing lodge dining room and kitchen facilities with related equipment improvements and replacements
- Improve the HVAC of the existing lodge
- Landscaped outdoor patio at the lodge overlooking the golf course
- All required furnishings to make these facilities functional

Improvements to the golf course may include:

- Renovation of the sand bunkers
- General drainage improvements

Improvements to the water supply system improvements may include:

- New groundwater wells and related controls
- New raw water line to the existing water treatment plant
- Upgrade existing water treatment plant to provide additional capacity

- Upgrade miscellaneous piping as necessary to connect to new wells

Improvements to the wastewater treatment system may include:

- Renovate or replace existing water treatment plant that serves the lodge

Provide necessary professional architectural and engineering services including those necessary to effectively plan and produce construction documents and specifications and other related services to complete the project.

3.3 Special Terms and Conditions:

3.3.1 *Bid and Performance Bonds:* N/A

3.3.2 *Insurance Requirements:* \$1,000,000 Professional Liability
Workers Compensation Certificate upon award

3.4 General Terms and Conditions:

By signing and submitting the EOI, the successful firm agrees to be bound by all the terms contained in Section Three (3) of this EOI.

3.4.1 *Conflict of Interest:*

Firm affirms that it, its officers or members or employees presently have no interest and shall not acquire any interest, direct or indirect which would conflict or compromise in any manner or degree with the performance or its services hereunder. The firm further covenants that in the performance of the contract, the firm shall periodically inquire of its officers, members and employees concerning such interests. Any such interests discovered shall be promptly presented in detail to the Agency.

3.4.2 *Prohibition Against Gratuities:*

Firm warrants that it has not employed any company or person other than a bona fide employee working solely for the firm or a company regularly employed as its marketing agent to solicit or secure the contract and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the contract. For breach or violation of this warranty, the State shall have the right to annul this contract without liability at its discretion, and/or to pursue any other remedies available under this contract or by law.

3.4.3 *Certifications Related to Lobbying:*

Firm certifies that no federal appropriated funds have been paid or will be paid, by or on behalf of the company or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any Federal entity, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the firm shall complete and submit a disclosure form to report the lobbying.

Firm agrees that this language of certification shall be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this contract was made and entered into.

3.4.4 Vendor Relationship:

The relationship of the firm to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this contract. The firm as an independent contractor is solely liable for the acts and omissions of its employees and agents.

Firm shall be responsible for selecting, supervising and compensating all individuals employed pursuant to the terms of this EOI and resulting contract. Neither the firm nor any employees or contractors of the firm shall be deemed to be employees of the State for any purposes whatsoever.

The Firm 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, and licensing fees, etc. and the filing of all necessary documents, forms and returns pertinent

to all of the foregoing.

The Firm shall hold harmless the State, and shall provide the State and Agency with a defense against all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns.

The firm shall not assign, convey, transfer or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the Agency.

3.4.5 *Indemnification:*

The firm 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 firm, 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; (3) Any failure of the firm, its officers, employees or subcontractors to observe State and Federal laws, including but not limited to labor and wage laws.

3.4.6 *Contract Provisions:*

After the most qualified firm is identified, and fee negotiations are concluded, a formal contract document will be executed between the State and the firm. The order of precedence is the contract, the EOI and the firm's response to the EOI.

3.4.7 *Governing Law:*

This contract shall be governed by the laws of the State of West Virginia. The firm further agrees to comply with the Civil Rights Act of 1964 and all other applicable laws (Federal, State or Local Government) regulations.

3.4.8 *Compliance with Laws and Regulations:*

The firm shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State or municipal, along with all regulations, and ordinances of any regulating body.

The firm shall pay any applicable sales, use, or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other

taxes levied upon this contract, the transaction, or the equipment, or services delivered pursuant here to shall be borne by the contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this contract.

3.4.9 Subcontracts/Joint Ventures:

The State will consider the firm to be the sole point of contact with regard to all contractual matters. The firm may, with the prior written consent of the State, enter into written subcontracts for performance of work under this contract; however, the firm is totally responsible for payment of all subcontractors.

3.4.10 Term of Contract:

This contract will be effective (date set upon award) and shall extend until the scope of work is complete or for one (1) consecutive twelve (12) month period. The contract may be renewed upon mutual consent for two (2) consecutive years one (1) year periods or until such reasonable time as may be necessary to obtain a new contract or to complete work.

3.4.11 Non-Appropriation of Funds:

If the Agency is not allotted funds in any succeeding fiscal year for the continued use of the service covered by this contract by the West Virginia Legislature, the Agency may terminate the contract at the end of the affected current fiscal period without further charge or penalty. The Agency shall give the firm written notice of such non-allocation of funds as soon as possible after the Agency receives notice. No penalty shall accrue to the Agency in the event this provision is exercised.

3.4.12 Contract Termination:

The State may terminate any contract resulting from this EOI immediately at any time the firm fails to carry out its responsibilities or to make substantial progress under the terms of this EOI and resulting contract. The State shall provide the firm with advance notice of performance conditions, which are endangering the contract's continuation. If after such notice the firm fails to remedy the conditions contained in the notice, within the time contained in the notice, the State shall issue the firm an order to cease and desist all work immediately.

The State shall be obligated only for services rendered and accepted prior to the date of the notice of termination. The contract may also be terminated upon mutual agreement of the parties with thirty (30) days prior notice.

3.4.13 Changes:

If changes to the original contract become necessary, a formal contract change

order will be required. Prior to any work being performed, the change must be negotiated and approved by the State, the Agency and the firm. An approved contract change order is defined as one approved by the Purchasing Division and approved as to form by the West Virginia Attorney General's Office prior to the effective date of such amendment. **NO CHANGE SHALL BE IMPLEMENTED BY THE FIRM UNTIL THE FIRM RECEIVES AN APPROVED WRITTEN CHANGE ORDER.**

3.4.14 *Invoices, Progress Payments, & Retainage:*

The Firm shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To" pursuant to the terms of the contract. Progress payments may be made at the option of the Agency based on percentage of work completed if so defined in the final contract. Any provision for progress payments must also include language for a minimum 10% retainage until the final deliverable is accepted.

If progress payments are permitted, firm is required to identify points in the work plan at which compensation would be appropriate. Progress reports must be submitted to Agency with the invoice detailing progress completed or any deliverables identified. Payment will be made only upon approval of acceptable progress or deliverables as documented in the firm's report. Invoices may not be submitted more than once monthly and State law forbids payment of invoices prior to receipt of services.

3.4.15 *Liquidated Damages:*

According to West Virginia State Code §5A-3-4(8), firm agrees that liquidated damages shall be imposed at the rate of \$100 per workday, for failure to provide deliverables at the agreed upon date identified in the final contract. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue to any other additional remedy to which the State or Agency may have legal cause for action including further damages against the firm.

3.4.16 *Record Retention (Access & Confidentiality):*

Firm shall comply with all applicable Federal and State of West Virginia rules and regulations, and requirements governing the maintenance of documentation to verify any cost of services or commodities rendered under this contract by the firm. The firm shall maintain such records a minimum of five (5) years and make available all records to Agency personnel at firm's location during normal business hours upon written request by Agency within 10 days after receipt of the request.

Firm shall have access to private and confidential data maintained by Agency to the extent required for firm to carry out the duties and responsibilities defined in this contract. Firm agrees to maintain confidentiality and security of the data made available and shall indemnify and hold harmless the State and Agency against any and all claims brought by any party attributed to actions of breach of confidentiality by the firm, subcontractors, or individuals permitted access by the firm.

PART 4 EVALUATION & AWARD

4.1 Evaluation & Award Process:

- a) Expressions of Interest will be evaluated and awarded in accordance with **§5G-1-3 "Contracts for architectural and engineering services; selection process where total project costs are estimated to cost two hundred fifth thousand dollars or more."**

"In the procurement of architectural and engineering services for projects estimated to cost two hundred and fifty thousand dollars or more the director of purchasing shall encourage such firms engaged in the lawful practice of the profession to submit an expression of interest, which shall include a statement of qualifications, and performance data and may include anticipated concepts and proposed methods of approach to the project. All such jobs shall be announced by public notice published as a Class II legal advertisement in compliance with the provisions of article three [§59-3-1et seq.] A committee comprised of three to five representatives of the agency initiating the request shall evaluate the statements of qualifications and performance data and other material submitted by the interested firms and select three firms which in their opinion are the best qualified to perform the desired service. Interviews with each firm selected shall be conducted and the committee shall conduct discussions regarding anticipated concepts and the proposed methods of approach to the assignment. The committee shall then rank in order of preference no less than three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of service and price negotiations with the highest qualified professional firm for architectural or engineering services or both. 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, price negotiations with the firm of second choice shall commence. Failing accord with the second most

qualified professional firm, the committee shall undertake price negotiations with the third most qualified professional firm. Should the agency be unable to negotiate a satisfactory contract with any of the selected professional firms, it shall select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with this section until an agreement is reached."

- b) The evaluation criteria and assigned point values are as follows:

Scoring Criteria

Category	Points
1. History and credentials of firm	40
2. History of completing similar projects	40
3. Oral Interview	20

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she 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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name: HELMBING LIPP LTD. ARCHITECTS ENGINEERSAuthorized Signature:  PRES. Date: 11-21-2008

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FIRM OVERVIEW

SUMMARY	<i>Established</i>	1983 – Charles Town, West Virginia – Branch Office 1973 – Vienna, Virginia – Main Office
	<i>Firm Size</i>	12 Professional & Support Staff
	<i>Experience</i>	Over 35 years in Institutional Design
	<i>Specializing</i>	Architecture, Interiors, Structural Engineering
	<i>Recognition</i>	American Institute of Architects (AIA) Local Counties User Groups
	<i>Members</i>	American Institute of Architects (AIA) American Society of Interior Design (ASID) Construction Specification Institute (CSI) Council of Educational Facilities Planners (CEFP)
	<i>Contact</i>	www.helbinglipp.com dlipp@helbinglipp.com Main Office: 703.556.0700 Branch Office: 304.725.2255

PROFILE

Helbing Lipp Ltd. is an architectural and engineering firm providing innovative building design, structural engineering, planning, and interior design services to meet our clients' functional needs within realistic budget and schedule parameters.

The firm has extensive experience in the design of both new and renovation projects involving a wide range of building types that include educational, commercial, institutional, church, office, health care, industrial, restaurants, and multi-family housing.

Principals provide personalized intensive service to each project from inception through construction. They are supported by a talented staff and state-of-the-art equipment.

The firm's capabilities are expanded and reinforced by established associations with recognized consultants in engineering and other specialty areas. The firm is experienced in the traditional methods of project delivery as well as design/build, fast-track, and working with construction managers.

DESIGN PHILOSOPHY

Helbing Lipp Ltd. is committed to providing personalized professional services to clients that are tailored to meet their specific needs. Services that uphold high ethical values, practicality, and common sense are the cornerstones of the practice.

Helbing Lipp Ltd. strives for concise and clear design solutions rather than the contrived and complex. Proper functioning and sequencing of spaces is paramount in satisfying all program requirements. Forms and spaces must be distinctive, stimulating, and inviting to all who encounter them. Each building is unique and the design must reinforce and reflect this.

Technical proficiency is paramount for any project to be a success. Attention to details of construction and their proper implementation in the field are absolutely essential to the success of all projects.

Cost is always a major controlling factor in the design process. It is essential that design solutions be matched with economic limits that are established by the client.

PROFESSIONAL SERVICES

FEASIBILITY STUDIES

FACILITY & SPACE PROGRAMMING

SITE SELECTION

MASTER PLANNING

ARCHITECTURAL DESIGN

Commercial

Retail

Corporate & Speculative Office Buildings

Research / Development Facilities

Educational

Institutional

Church / Religious

Health Care

Industrial / Manufacturing

Family Housing

Parking / Storage Facilities

STRUCTURAL DESIGN

INTERIOR ARCHITECTURE / DESIGN

TENANT DEVELOPMENT

EXISTING FACILITIES DOCUMENTATION

BUILDING CONDITION ANALYSIS / CODE REVIEW

POST-OCCUPANCY SERVICES

VALUE ENGINEERING

COST ESTIMATING

CONSTRUCTION

Administration

Observation

Contractor Evaluation / Coordination

Contracts

Schedule Planning / Monitoring

Progress Reports

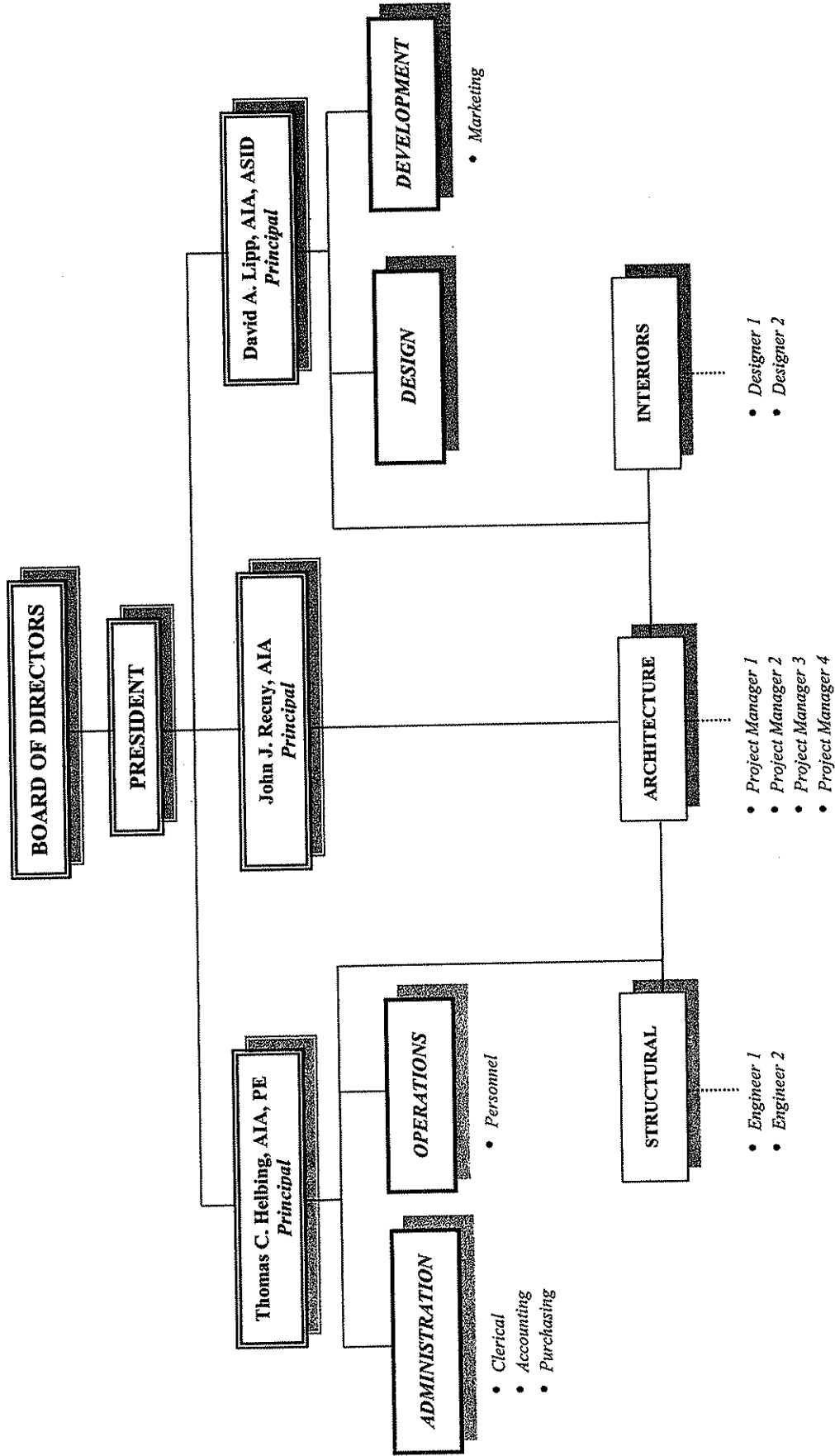
Record Drawings / Documents

PROJECT REPRESENTATION






















CONSULTANTS

Our strengths and capabilities are reinforced by an established working relationship with recognized consultants in mechanical & electrical engineering, geotechnical / topographic, environmental, food service, transportation, acoustical and audio / visual.

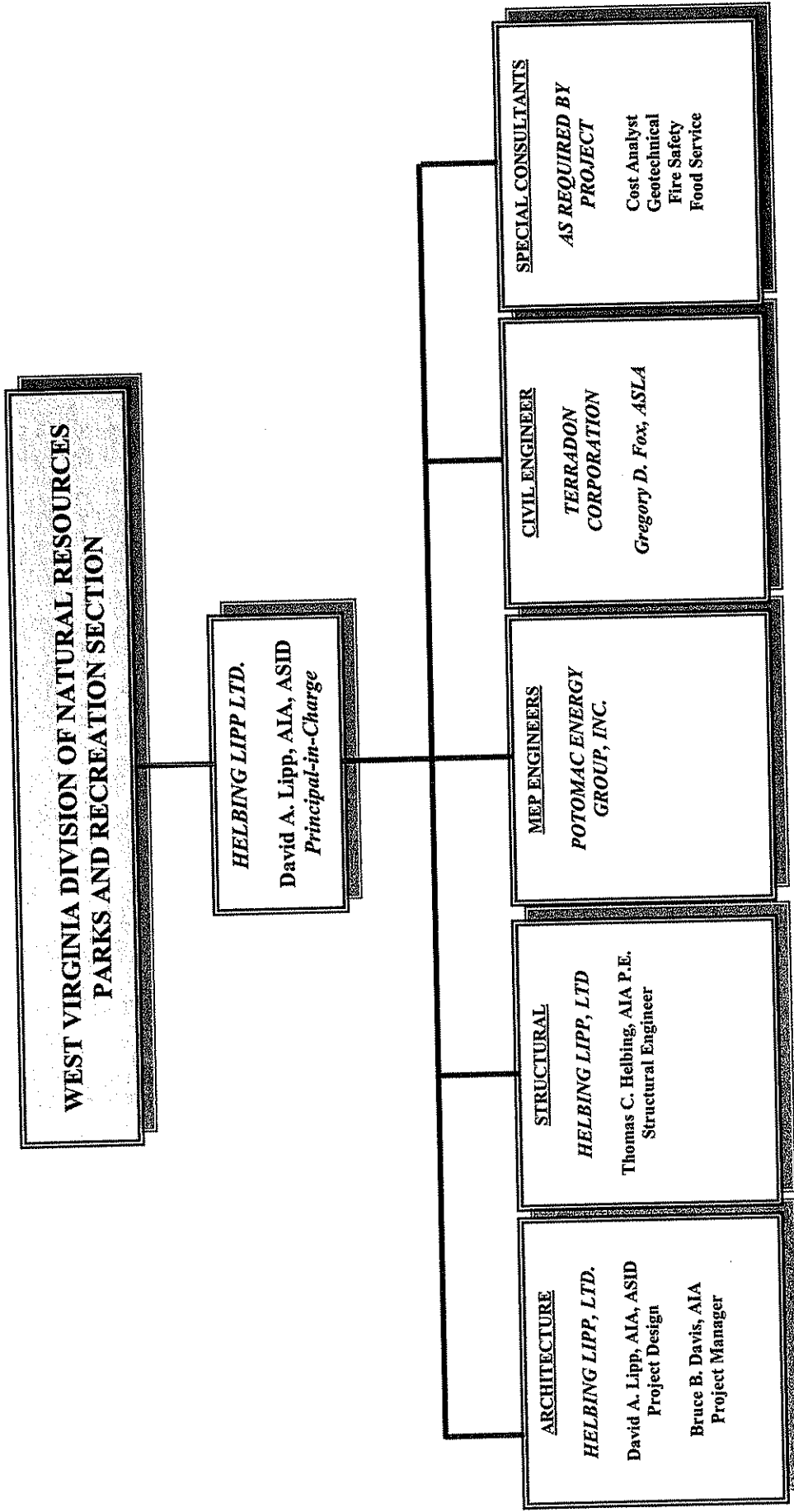
HELBBING LIPP LTD. ORGANIZATIONAL STRUCTURE



STAFF CAPABILITIES

		2 Administration & Accounting						6 Architecture & Design
		1 Interior Design						
		1 Structural Engineering						
								6 Computer Aided Design & Drafting (CAD)
								6 Construction Administration Support Personnel

**PROJECT TEAM STRUCTURE AND STAFFING PLAN FOR
CACAPON RESORT STATE PARK
LODGE EXPANSION AND PARK IMPROVEMENTS
Berkeley Springs, West Virginia**



HELBBING LIPP LTD. ARCHITECTS ENGINEERS

DAVID A LIPP, AIA, ASID

PROJECT ASSIGNMENT Principal-in-Charge/Architecture & Design

EDUCATION Master of Architecture, 1967
Iowa State University, Ames, Iowa

REGISTRATION Commonwealth of Virginia, Architect
State of Maryland, Architect
District of Columbia, Architect, Interior Designer
State of West Virginia, Architect
State of Delaware, Architect
NCARB Certified

CURRENT RESPONSIBILITIES Principal and President of Helbing Lipp Ltd., oversees professional staff, manages work-flow and client relations, shares in the management of all operations, marketing and corporate finance. Responsible for the firm's project design quality.

EXPERIENCE Mr. Lipp has had extensive experience in all phases of architectural practice. He has programmed and designed many facilities for local and federal agencies. He is personally involved in the firm's design concepts, several of which have received AIA design awards.

In his more than thirty years of professional experience, Mr. Lipp has served as project architect, project manager and principal-in-charge of numerous addition, renovation and rehabilitation type projects. Relevant experience includes:

Priestfield Conference / Retreat Center
Addition & Renovation
Kearneysville, WV

Columbia Baptist Conference and Retreat Center
Addition & Renovation
Winchester, VA (2 miles south of Cacapon Resort State Park)

Coofont Lodge and Conference Facility
Master Plan
Berkeley Springs, WV

Berkeley Springs High School Renovation
Berkeley Springs, WV

Jefferson High School
Addition & Renovation
Shenandoah Junction, WV

Berkeley County Public Service Sewer District
Administrative Office Building
Martinsburg, WV

PROFESSIONAL AFFILIATIONS Corporate Member of the American Institute of Architects
Professional Member American Society of Interior Design
Construction Specifications Institute
Interfaith Forum on Religion, Art and Architecture
American Society of Interior Design
Council of Educational Facilities Planners

PROJECT ASSIGNMENT

Structural Engineer

EDUCATION

Master of Architecture, 1970
Kansas State University

Bachelor of Science in Architectural Engineering, 1965
Kansas State University

REGISTRATION

Commonwealth of Virginia, Architect
Commonwealth of Virginia, Professional Engineer
State of West Virginia, Professional Engineer
State of Maryland, Architect
State of Maryland, Civil Engineer
District of Columbia, Architect
District of Columbia, Professional Engineer
NCARB Certified

**CURRENT
RESPONSIBILITIES**

Principal and Vice President of Helbing Lipp Ltd., Oversees professional staff and responsible for all structural engineering design. Manages the corporate finances.

EXPERIENCE

Mr. Helbing has functioned both as a structural engineer and architect on many projects for both local and federal agencies. Mr. Helbing's unique combination of architect and structural engineer allows him to objectively evaluate a given design in relation to each discipline. This often results in significant construction cost savings through value-engineered design and compressed design time. Relevant experience includes:

Berkeley County Public Service Sewer District
Administrative Office Building
Martinsburg, West Virginia

Jefferson Memorial Hospital
Emergency Department Addition & Renovation
Ranson, West Virginia

Priestfield Pastoral Retreat Center
Addition & Modification
Kearneysville, West Virginia

Jefferson County Judicial Center
Charles Town, West Virginia

Jefferson High School
Addition & Renovation
Shenandoah Junction, West Virginia

**PROFESSIONAL
AFFILIATIONS**

Corporate Member of the American Institute of Architects
Rotary International

JOHN J. RECNY, AIA

PROJECT ASSIGNMENT

Project Manager

EDUCATION

Bachelor of Architecture, 1981
Kent State University, Kent Ohio

REGISTRATION

Commonwealth of Virginia, Architect 1984
State of West Virginia, Architect 1993
National Council of Architect Registration Boards, Certification 1998

CURRENT RESPONSIBILITIES

Mr. Recny is involved in the design of several projects in the office, and manages the production of design and construction documents for these projects.

EXPERIENCE

During his 24 years as an architect in Northern Virginia, Mr. Recny has dedicated his professional efforts toward serving educational and religious communities, as well as other local institutions, as they realize their building goals. Over the years, he has worked in several architectural firms that also specialize in this type of work, and has developed the ability to lead a school board, church building committee, or other decision-making group through the myriad of decisions necessary to make a building project successful. He first joined Helbing Lipp, Ltd. in 1998, left briefly in 2003, and returned to the firm in late 2004. Mr. Recny's dedication to quality yet budget-conscious design, his ability to use technology to improve the quality and efficiency of drawings and specifications, and his fair enforcement of construction contracts have resulted in a good rapport with local Contractors and institutional Building Committees, and the completion of many successful building projects. Relevant experience includes:

Berkeley County Public Service Sewer District
Administrative Office Building
Martinsburg, WV

Jefferson High School
Addition & Renovation
Shenandoah Junction, WV

Charles Town Baptist Church
Fellowship Hall Addition
Charles Town, West Virginia

Priestfield Pastoral Retreat Center
Addition & Renovation
Kearneysville, WV

First Baptist Church Educational Building and Worship Facility
Woodbridge, Virginia

PROFESSIONAL AFFILIATIONS

Corporate Member of the American Institute of Architects

BRUCE B. DAVIS, AIA

PROJECT ASSIGNMENT

Project Manager

EDUCATION

Bachelor of Science/Architecture, 1976
University of Virginia, Charlottesville, Virginia

REGISTRATION

Commonwealth of Virginia, Architect

CURRENT RESPONSIBILITIES

Mr. Davis oversees the development and delivery of projects of all sizes. He is actively involved in programming and design of projects to meet client needs. He is responsible for overall project coordination and production

EXPERIENCE

During his more than 29 years of practice, Mr. Davis has gained a wide range of experience. During his early years, he was employed by a firm specializing in the planning and design of residential communities and HUD projects. Since then, his experience has broadened to include nursing homes, churches, schools, shopping centers and medical office buildings. Mr. Davis is an experienced project manager with the ability to carry projects through from initial site planning through to construction administration. Relevant experience includes

Jefferson High School Library
Addition & Renovation
Shenandoah Junction, West Virginia

Jefferson Memorial Hospital
Emergency Department Addition & Renovation
Ranson, West Virginia

Jefferson County Judicial Center
Addition & Renovation
Charles Town, West Virginia

Harpers Ferry Medical Office Building
Bolivar, West Virginia

James Rumsey Technical Institute
Daycare Center
Martinsburg, West Virginia

Asbury United Methodist Church
Charles Town, West Virginia

PROFESSIONAL AFFILIATIONS

Corporate Member of the American Institute of Architects

MARY K. EATINGER, AIA

PROJECT ASSIGNMENT

Project Manager

EDUCATION

Master of Architecture, 1997
Virginia Tech
Washington Alexandria Architecture Consortium

Bachelor of Science in Architecture, 1992
Catholic University of America

Associate of Science – Interior Design, 1983
Southern Virginia College

REGISTRATION

Commonwealth of Virginia, Architect
Certified Peer Reviewer, Fairfax County, VA

CURRENT RESPONSIBILITIES

Ms. Eatinger's responsibilities include client interface, project reviews, coordination with consultants and production of work to assure an accurate and timely delivery of projects.

EXPERIENCE

Relevant experience includes:

Jefferson High School
Addition & Renovation
Shenandoah Junction, West Virginia

James Rumsey Technical Institute
HVAC Shop Facility
Martinsburg, WV

Charles Town City Hall
Renovation
Charles Town, WV

Children First Child Development Center
Kearneysville, West Virginia

PROFESSIONAL AFFILIATIONS

Corporate Member of The American Institute of Architects

WILLIAM R. HEMMINGSON, AIA, LEED AP

PROJECT ASSIGNMENT

Project Manager

EDUCATION

Bachelor of Architecture, 1980
Virginia Tech, Blacksburg, VA; with 1 year of study, Architecture
Association School of Architect, London, England

REGISTRATION

Commonwealth of Virginia, Architect 1984
State of West Virginia, Architect 1993
National Council of Architect Registration Boards, Certification 1998

CURRENT RESPONSIBILITIES

Project Manager at Helbing Lipp Ltd., in charge of all phases of individual projects, including programming, design, construction documents, specifications, bidding, construction administration and post-construction services. Works closely with principals and staff to insure project quality control.

EXPERIENCE

Mr. Hemmingson has extensive experience in design and project management of religious facilities, educational facilities, commercial office buildings, recreational facilities and child care centers. He has over twenty years of experience in the Architectural profession, serving as project manager on a large collection of multi-faceted projects including educational facilities for the public and private sectors, church additions, ADA compliance upgrades, historic building renovation, child care centers and recreational facilities. The scope of projects has included new construction, additions to occupied buildings, complete renewal of existing buildings, phased planning and construction, building repairs and minor renovations. Relevant experience includes:

Charles Town Baptist Church

Addition
Charles Town, WV

Charles Washington Hall

Feasibility Study
Charles Town, WV

Henry E. Lackey High School *

Indian Head, Maryland

Loudoun Valley High School *

Purcellville, Virginia

Trinity Christian School

Phase II Fine Arts and Athletic Building
Fairfax, Virginia

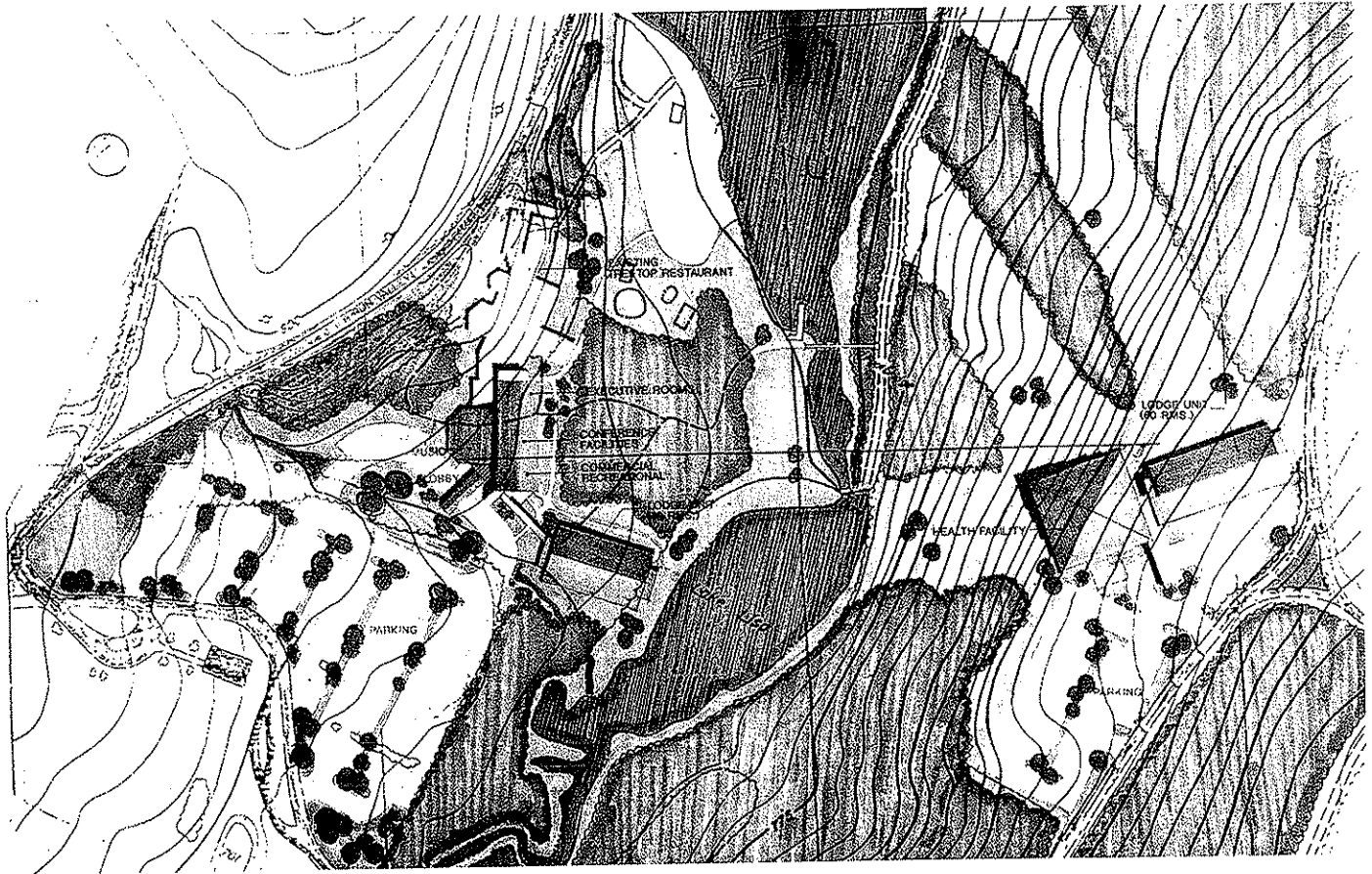
* Project completed while associated with another firm

PROFESSIONAL AFFILIATIONS

Corporate Member of the American Institute of Architects

Coolfont Resort and Conference Center

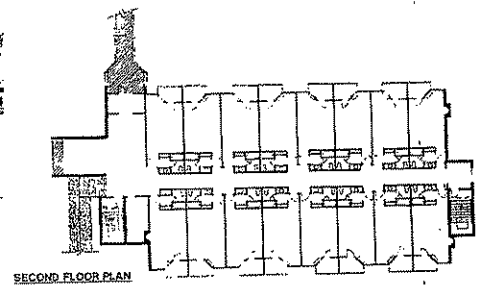
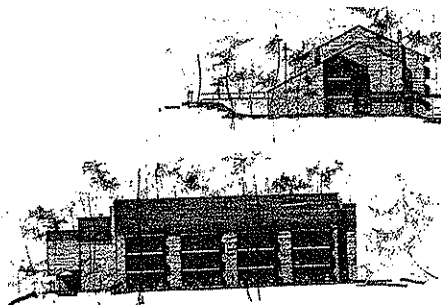
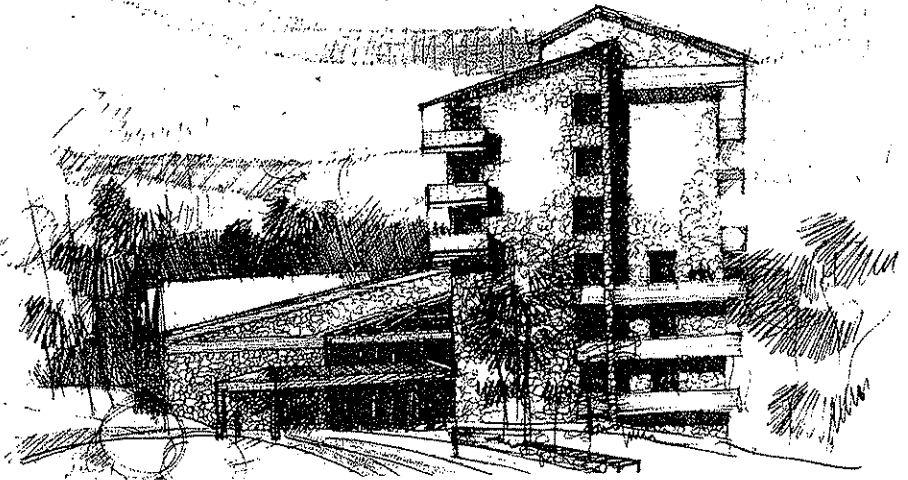
Berkeley Springs, West Virginia



This secluded 1,300-acre resort is located in the hills close to Berkeley Springs. It had developed a reputation for being rustic, restful, and healthy. **Helbing Lipp Ltd.** created a master plan for the resort's central area. This plan incorporated the existing Treetop House Restaurant and Lodge that overlooked Lake Lisa.

The design called for a central seven-story lodge facility to link up with the existing Treetop House Restaurant. It contained 120 guest rooms, eight conference rooms, pool, spa, and retail space. The location of the structure took advantage of the steep terrain to minimize the visual impact and to maximize views.

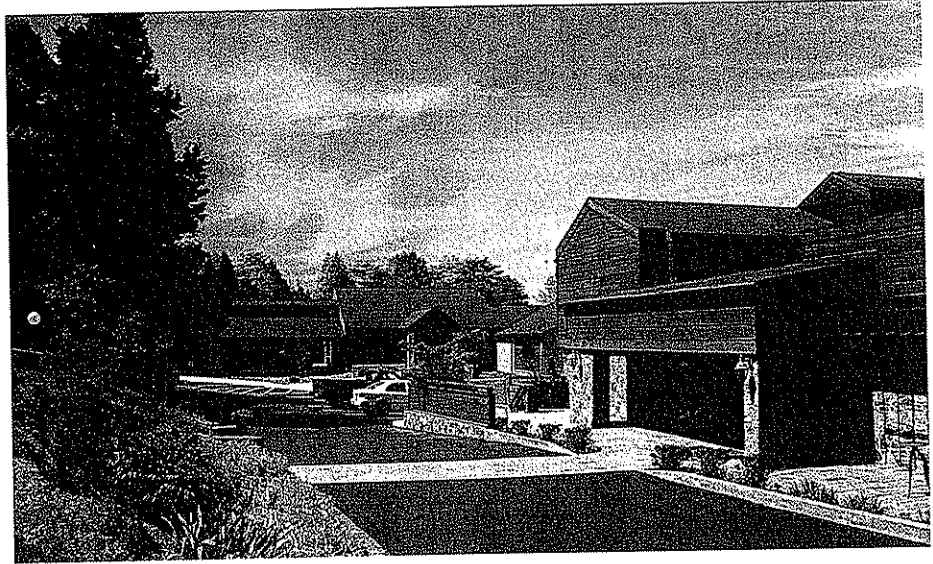
Three other facilities were part of this plan. A two-story health facility complete with pools, massage suite, exercise area and locker room facilities, and two stand-alone lodge facilities each with 45 guest rooms and two large



Priestfield Pastoral Center

Kearneysville, West Virginia

Priestfield Pastoral Retreat Center is nestled on the eastern bank of the Opequon River in Kearneysville, West Virginia. This peaceful, rustic Catholic facility provides a unique setting for conferences and retreats alike on a year-round basis.



Helbing Lipp Ltd. worked closely with the Diocese of Wheeling-Charleston to expand this facility in such a way as to complement its rustic setting. A 10,000 sq. ft. two-story addition was designed to link up with the south end of the facility to create a strong visual termination to the building. This addition is seen at a distance upon entering the site and echoes the architectural look and character of the existing facility.

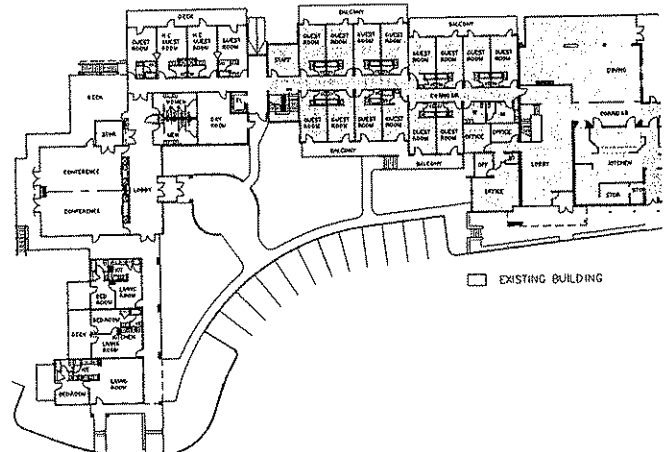
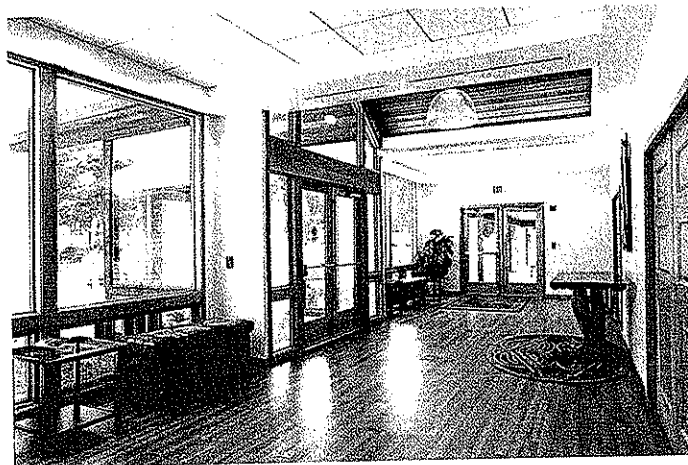
The addition has three main areas on the first floor. The left section contains a suite of three live-in apartments, physically separated from the rest of the facility by an outdoor passage.

The conference facility occupies the middle section. It contains its own main entry and a large meeting space for 250, subdividable into two smaller spaces. These rooms open onto a large outdoor deck across the entire back of the facility that overlooks the woods beyond and the river below.

The right section contains four guest rooms with balconies including two that are handicapped accessible with connecting caregiver rooms. Other spaces on this level include a dayroom, public restrooms, and an elevator positioned at the link-up to the existing facility, making it completely handicapped accessible. The lower level contains additional guest rooms, along with loft space for future expansion. Work on the existing facility included retrofitting a new fire-suppression system, siding, and roofing.



Completed: 2006
Construction Cost: \$2,500,000



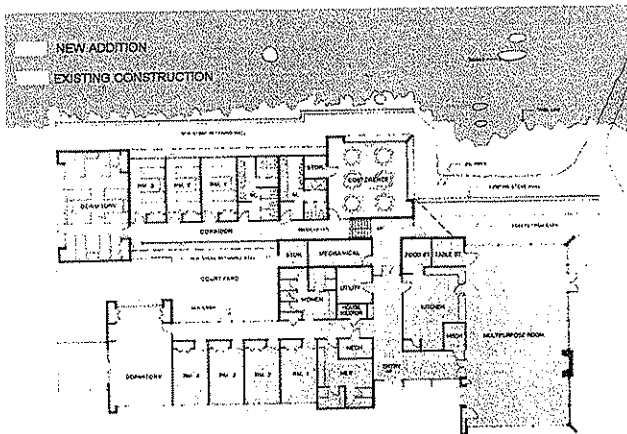
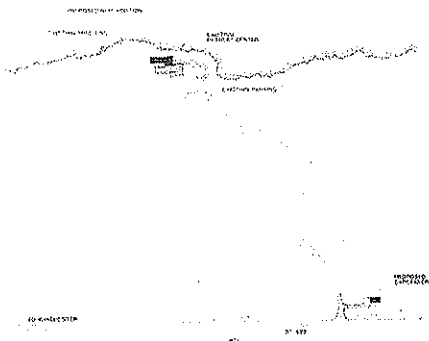
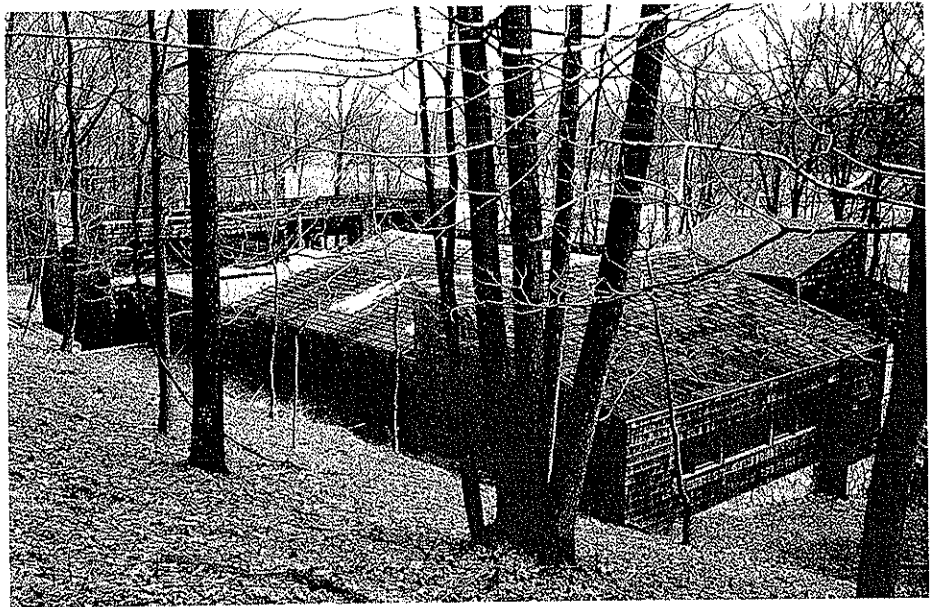
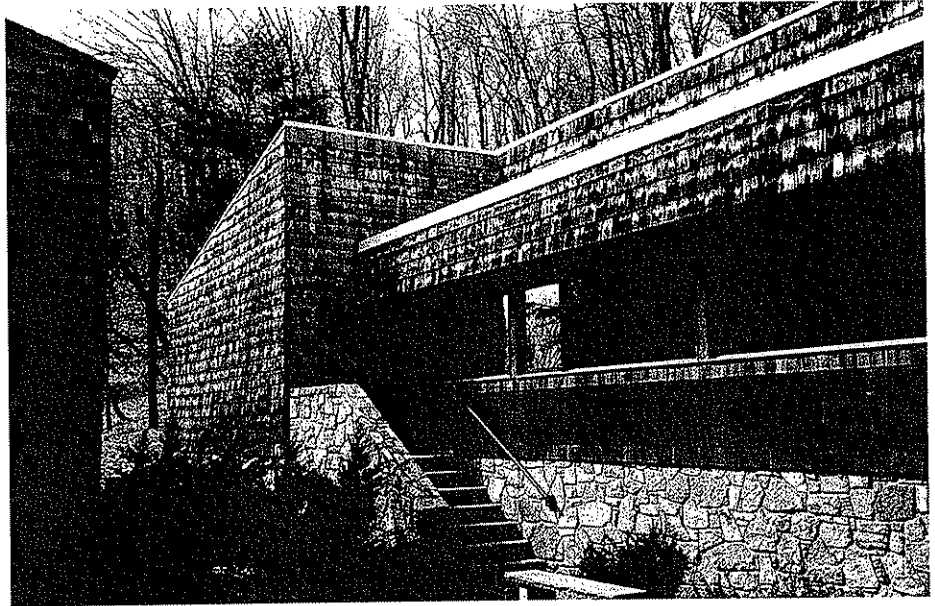
Columbia Baptist Church Retreat Center

Winchester, Virginia

This church had a need to expand the capacity of its existing retreat center facility from 28 to 56 beds. A unique solution was worked out to enlarge the facility and give the church the flexibility of housing two different groups at one time, each sharing a central dining facility.

The structure was designed using local fieldstone for the foundation, retaining walls, and fireplace. Side walls and roof were clad with cedar shake shingles to blend with the natural forest setting. Interior rooms have vaulted cathedral ceilings with clerestory natural lighting.

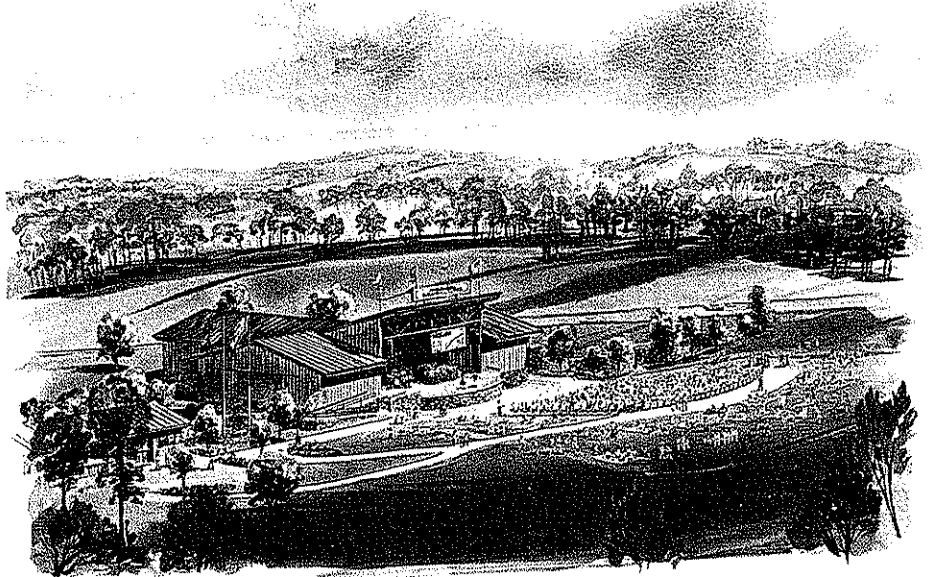
The facility contains three 4-person rooms, one 16-person dormitory, bathroom facilities and a conference room with vaulted wood ceiling.



Sam Michael's Park Amphitheatre

Shenandoah Junction, West Virginia

The Sam Michael's Park amphitheater is located within the 130-acre park at the base of a gently sloping hill to take full advantage of the terrain for seating purposes. The amphitheater is accessed from the adjacent parking through a ticking control point which also contains a concessions area and restrooms. Seating is laid out in a fan shape and consists of 500 fixed seats and 1,500 lawn seats. All seating has been designed to have excellent sight lines.



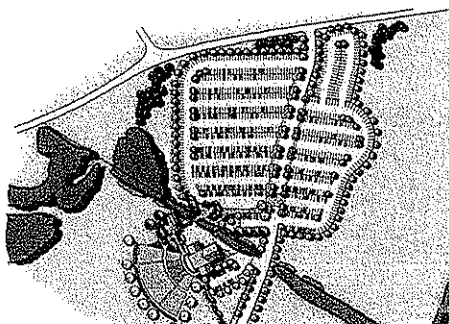
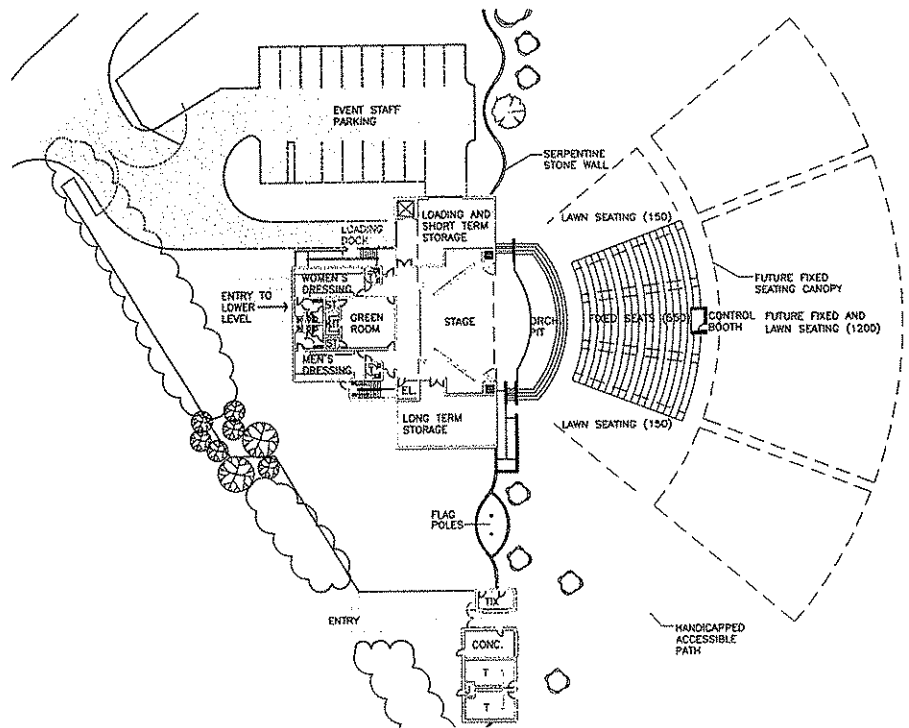
The building incorporates a "thrust stage" design with an orchestra pit in front which doubles as a group story-telling area. The inside of the facility contains support functions such as a back crossover aisle, left and right storage areas, dressing rooms, toilets, green room, and a loading dock.

structure along with a stone foundation and a metal standing seam roof.

The stage proscenium arch is framed with a large wood/steel truss behind which theatrical lighting and speakers would be mounted.

The exterior of the building derives its looks from existing park buildings on the property and the desire to have a very relaxed, familiar look.

This translated into a somewhat farm-like structure with a central soaring roof over the stage. Board-on-batten wood siding sheaths the



Jefferson High School

Shenandoah Junction, West Virginia

Jefferson High School in Shenandoah Junction, WV was renovated and expanded to give the facility a new look and increase its educational capabilities to meet the requirements of a state-of-the-art 21st Century high school.

Improvements fell into three categories: 1) exterior appearance, 2) renovation of selected areas totaling 34,000 sq. ft., and 3) three major additions increasing school size by 54,000 sq. ft.

Exterior appearance focused on a new image that used elements of traditional detailing such as brick arches, hipped metal roofs, and divided window lights. Building massing placed the major emphasis on the main entry location with secondary emphasis on the new media center and band areas.

Renovations involved all major departments of the school and included administration, science, technology education, performing arts, and physical education.

Helbing Lipp, Ltd. also designed three major additions to the school. First, a new main entry and media center. The main entry provides an easily identifiable new look and allows students to enter the facility closer to the academic wings.



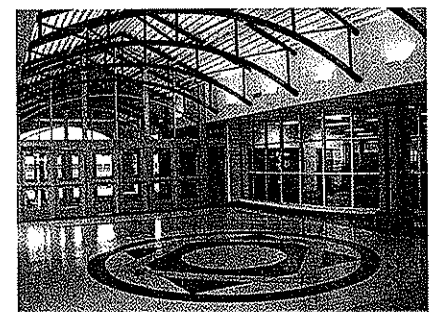
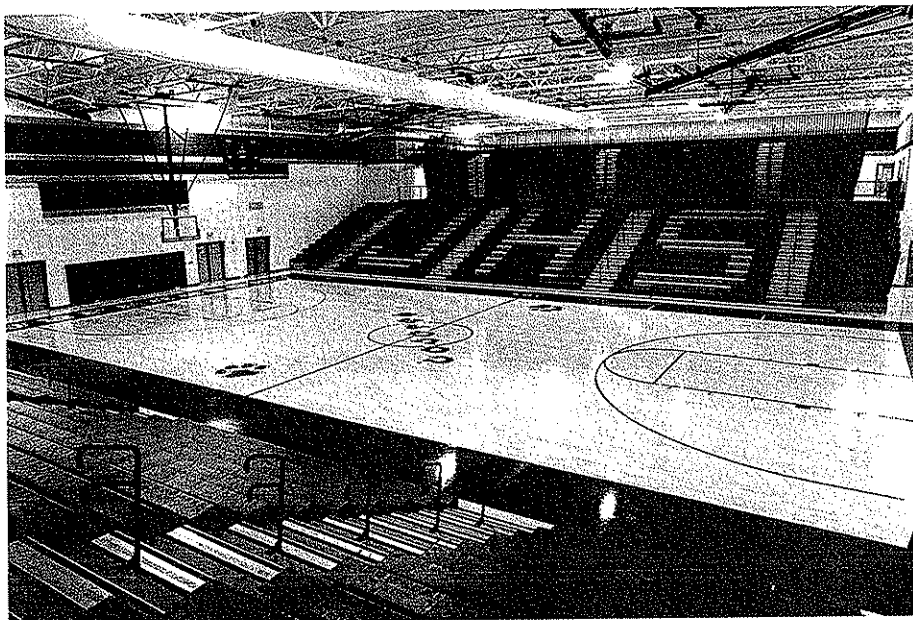
The media center is located just off of the main entry and provides seating for 150 students. It is designed for easy after-hours use by both students and the community. The second addition is the band room. It occurs in front of the auditorium and was designed to be an integral part of the school's performing arts area. The design features a fan-shaped layout with support spaces on the sides.

The gym is the third addition and is located in back of the existing gym and provides significantly more space for the P.E. program. The facility incorporates a new events lobby that has public restrooms and concessions

located on one side and access to the main gym on the other. The gym incorporates a 94' x 50' basketball court and will have seating for 2,000. Support spaces are located directly off the gym. A mezzanine was designed to go above the locker rooms and is used for wrestling and additional spectator seating.

Site improvements include a new front bus loop with segregated parking, secure drivers' training car storage area, and improved trash/service area.

Construction cost: \$15,300,000
Completion: 2007



Berkeley County Public Service Sewer District Office Building

Martinsburg, West Virginia

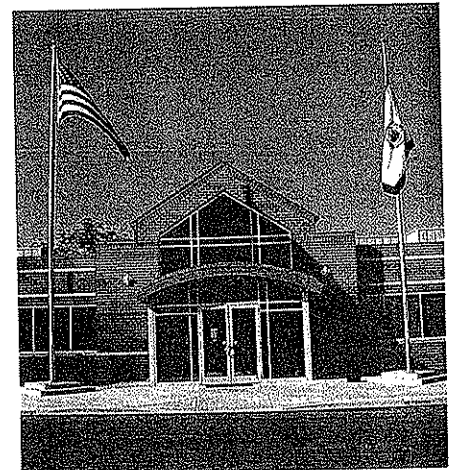
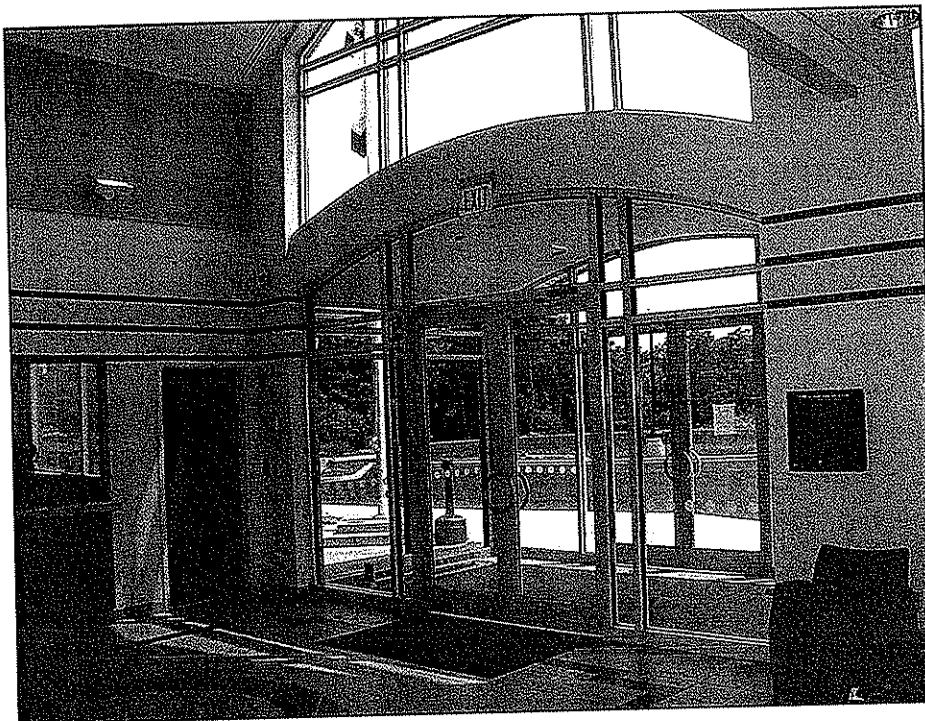
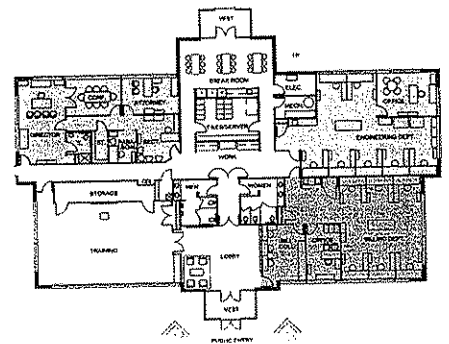
This single-story office building in Martinsburg, WV was designed to alleviate existing crowded conditions and provide for substantial future growth of the utility.

The structure is sited off of a cul-de-sac in such a way as to allow for a second similar size building to be built in the future if needed.

Helbing Lipp, Ltd. designed the structure to have three zones to provide positive control of the public. The first zone is the main lobby where the public arrives to pay bills. This is done immediately upon entering at a walk-up teller counter on the right. To the left is the second zone, which is a large semi-public training and conference room. This space is designed for conferences up to fifty people and contains blackout curtains for video presentations. The remaining areas of the building are for employee

access only and make up the third zone which consists of administration, billing and collection, engineering and employee break room.

Construction Cost: \$1,200,000



Jefferson County Judicial Center

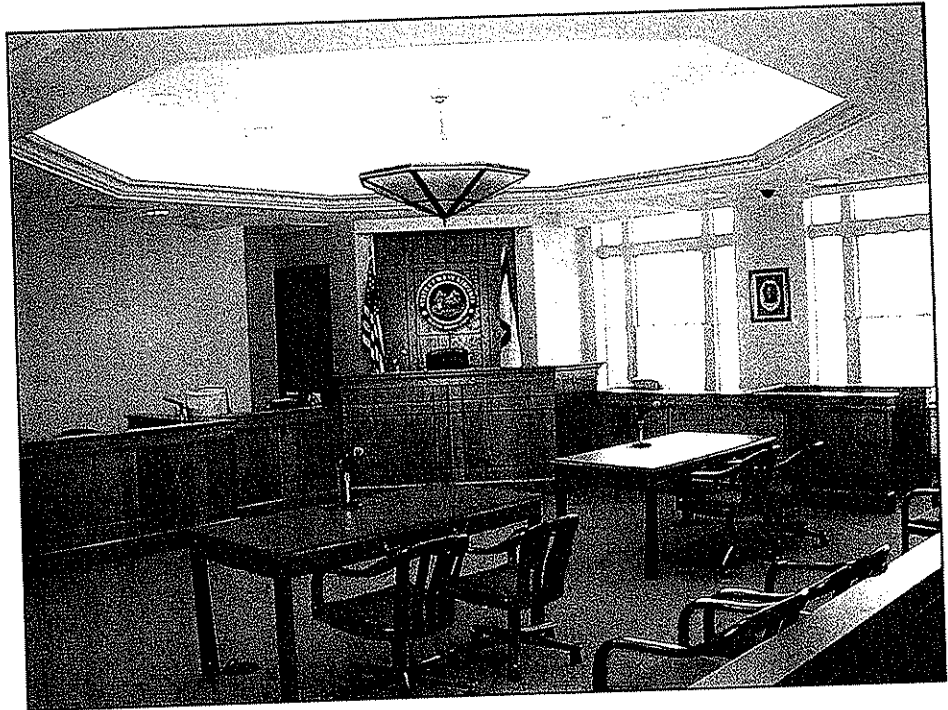
Charles Town, West Virginia

This project was undertaken by a private developer to help the county fulfill a need for more judicial space concentrated in a single location close to the existing historic courthouse in Charles Town, West Virginia. The site chosen was directly across the street from the courthouse, and on it was a small historically significant structure.

This existing structure was built in 1905 and was known as the St. Margaret's Building. It was constructed of masonry and wood with three floors plus a basement for a total of 9,800 sq. ft.

The Helbing Lipp, Ltd. design solution utilized the architectural façade statement of the existing building and expanded it on all levels onto the adjacent available site. Great effort was made to preserve the integrity of the original design concept. The expansion added another 18,500 sq. ft. to the original structure for a total of 28,300 sq. ft. available for tenant use.

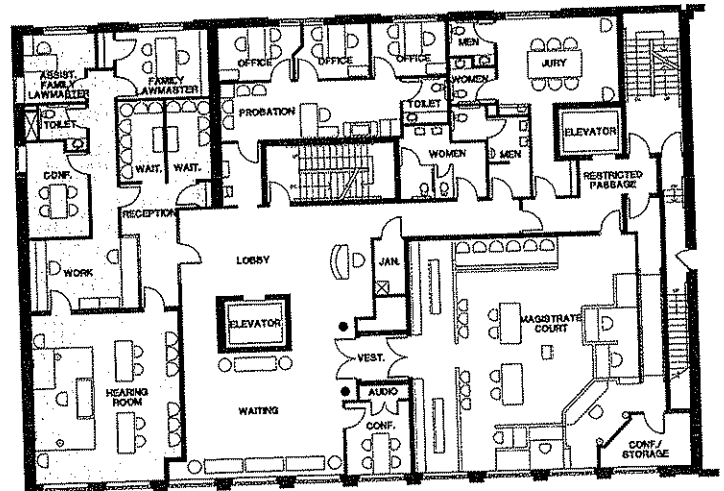
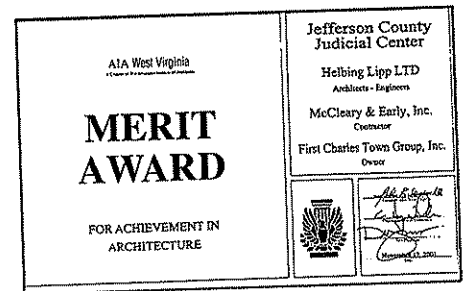
The first floor contains separate secure entries for the public and prisoners along with offices for magistrate and circuit court clerks.



The second floor houses a magistrate courtroom, probation offices and family law master hearing room and offices. On the third floor, a second magistrate courtroom occurs along with the prosecuting attorney's offices. The basement contains two secure prisoner holding cells, storage and mechanical equipment.

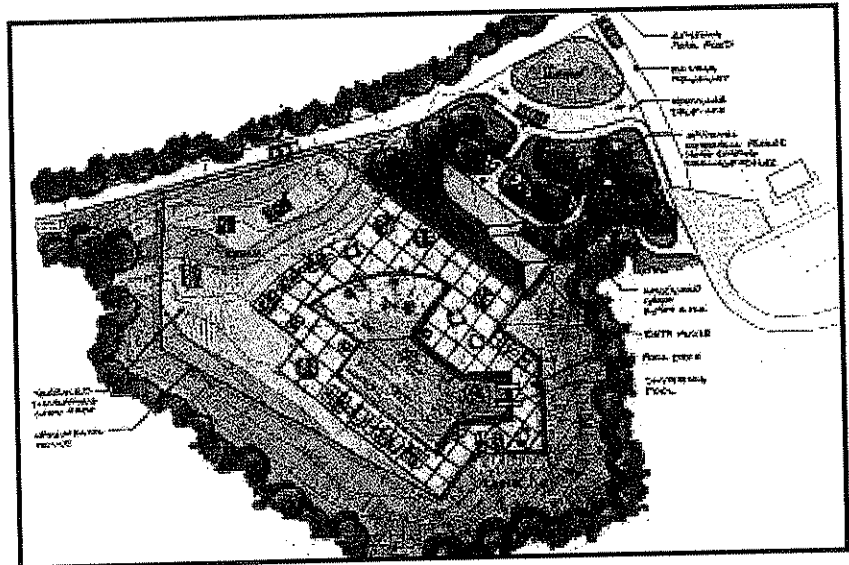
This project received a West Virginia AIA Merit Award for design excellence.

Construction Cost: \$ 3,000,000



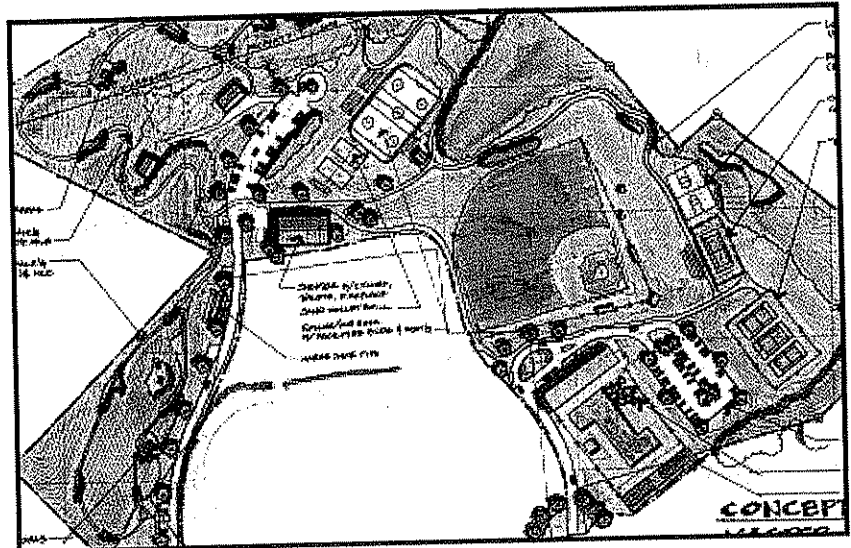
**BLUESTONE STATE
PARK**

TERRADON was responsible for site master planning through construction documents for a new swimming pool at Bluestone State Park in Summers County, West Virginia.



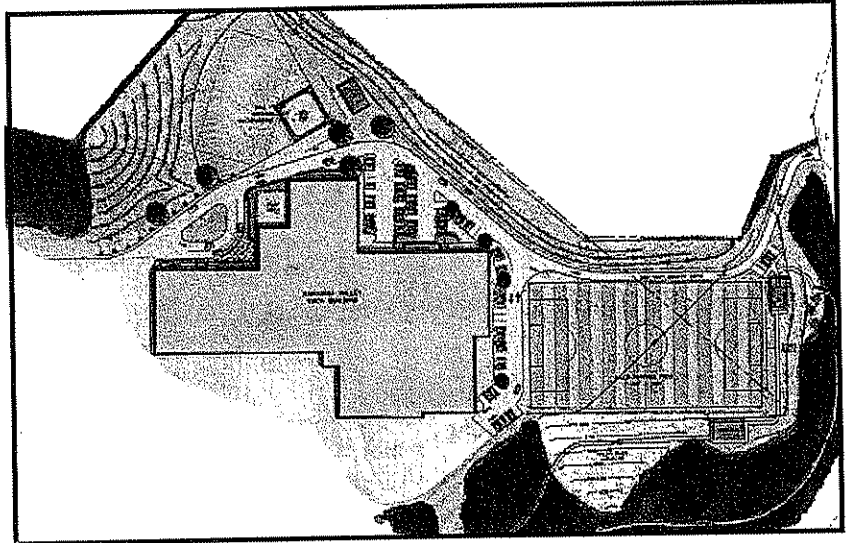
**UPSHUR COUNTY
PARK**

TERRADON prepared a recreational land use and site master plan to expand and upgrade the existing Upshur County Park. The site is located adjacent to Buchannon Upshur High School.

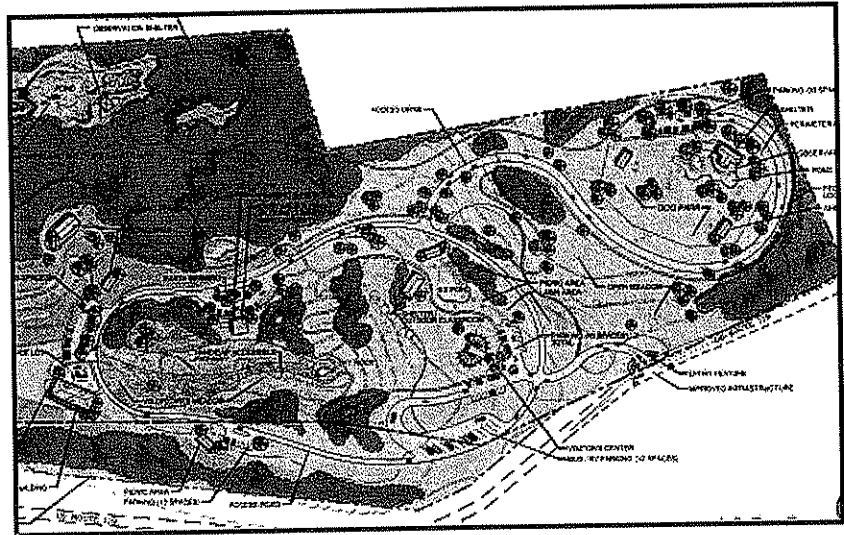


YMCA OF KANAWHA VALLEY - ATHLETIC FIELDS

TERRADON provided master planning through construction documents for the addition of athletic fields at the YMCA facility located on Hillcrest Drive in Charleston, West Virginia.



Dorsey's Knob Park and Visitors Center - Morgantown, West Virginia
 Terradon provided a site master plan for this multi-user facility. When completed the facility will provide recreation as well as a one-stop visitor center for the city, county, and West Virginia University visitors.

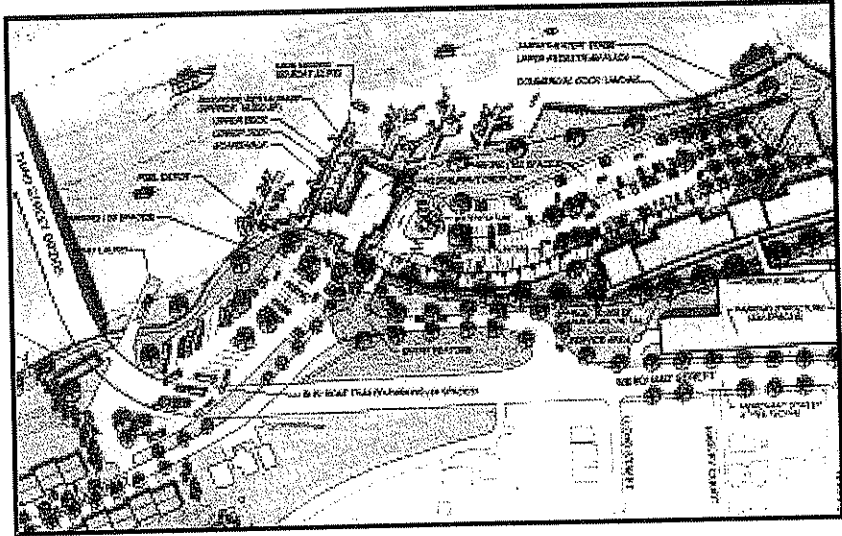


PROJECT EXPERIENCE

PARK PROJECTS

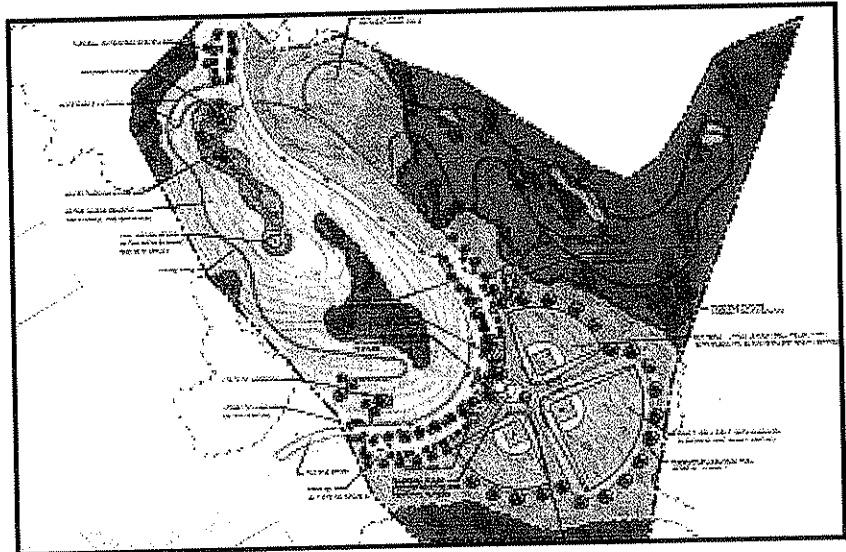
**City of Fairmont Riverfront
Development Master Plan**

- Fairmont, West Virginia
TERRADON provided a land use study and proposed land use master plan for this 30 acre development located on the Monongahela river in Fairmont, West Virginia. TERRADON was awarded an Engineering Excellence Award for this project by the West Virginia Association of Consulting Engineers in October 2002.



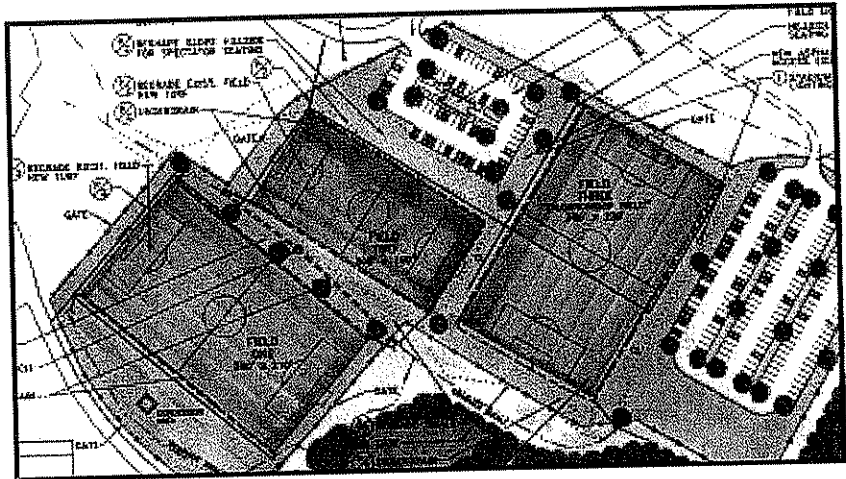
Roane County Park

- Spencer, West Virginia
TERRADON provided master planning for this county park that includes a Civil War memorial, little league baseball complex, picnic areas, walking trails and public green space.



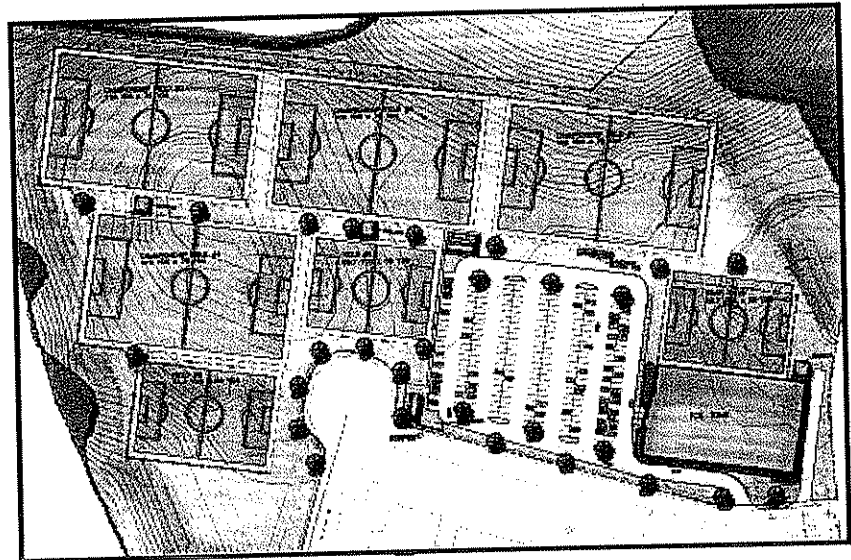
FAYETTE COUNTY YOUTH SOCCER COMPLEX

TERRADON provided full service master planning, design and construction document preparation for a three-field soccer complex adjacent to Oak Hill High School for the Fayette County Youth Soccer Association.



THE FIELDS AT TRACE FORK

TERRADON provided schematic design, master planning and construction document preparation for a six-field soccer complex in South Charleston for the Kanawha Charleston Soccer Association. The facility will be located adjacent to the Memorial Ice Arena in the Trace Fork Development.



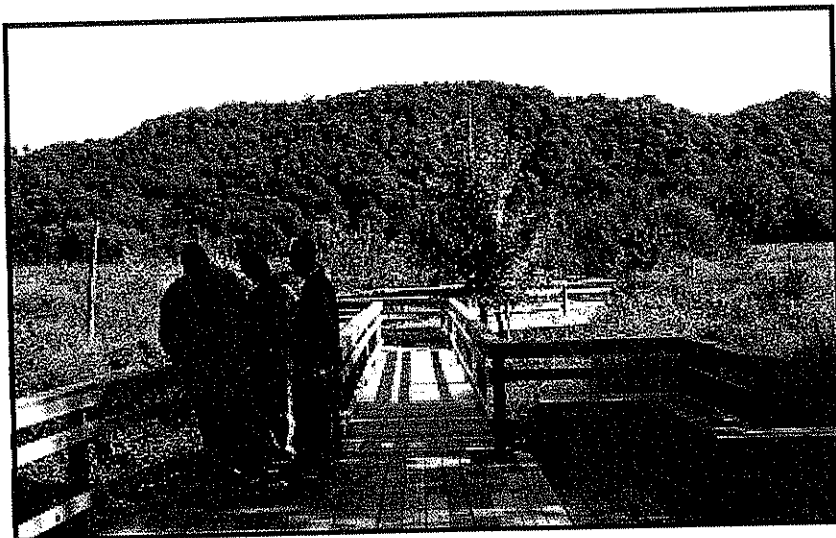
PROJECT EXPERIENCE

PARK PROJECTS

▶ **Wetlands of Winfield**

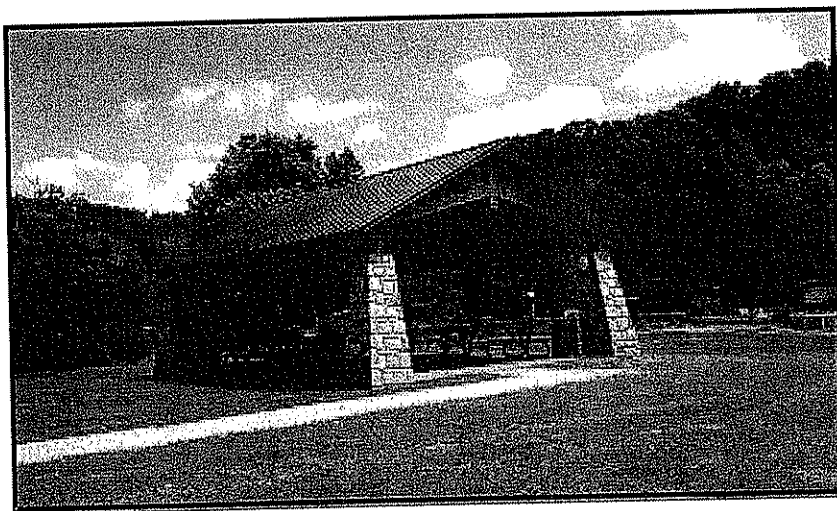
- Winfield, West Virginia

TERRADON provided master planning through construction for this wetland education facility which includes such amenities as environmentally sensitive boardwalks and hiking trails, educational signage, and meeting platforms. TERRADON provided design-build services for the facility to Toyota Manufacturing and AEP who sponsored the project.



▶ **HARVEYTOWN PARK**

TERRADON provided site analysis, inventory mapping, master planning, and construction documents for a neighborhood park to the Greater Huntington Park and Recreation District. Phase I construction included this Picnic Shelter.

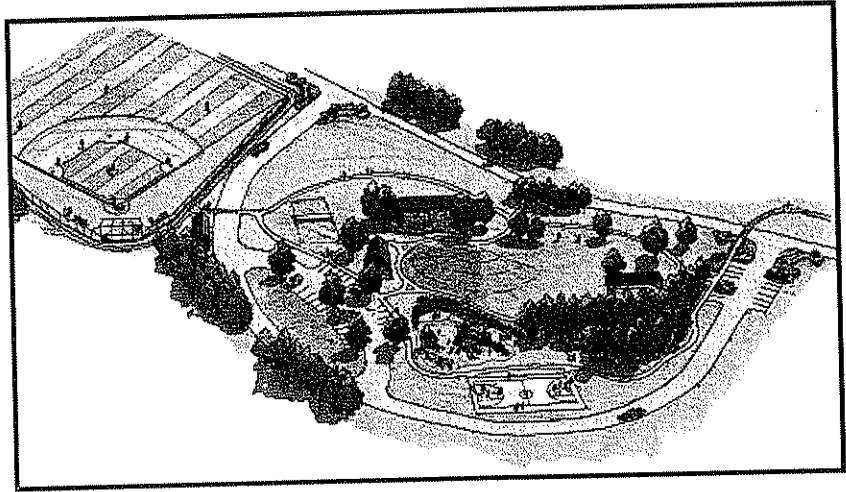


CORPORATION
TERRADON

PROJECT EXPERIENCE

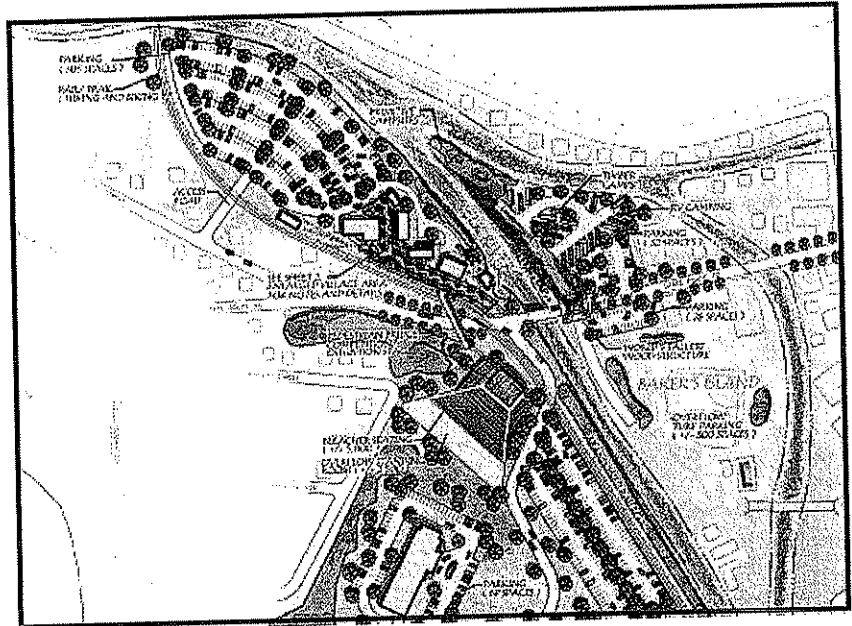
CURRY PARK

TERRADON prepared a master plan and recreational land use plan for 220 acres of undeveloped land. The site is located in Upshur County, West Virginia.



WOODCHOPPER'S VILLAGE

TERRADON developed a master plan and recreation feasibility study for the development of this lumberjack/woodchopper's themed recreation destination park. Project amenities include a woodchopping/lumberjack arena to be used for world championship chopping contests, timber industry educational exhibits, arts & crafts village, cultural and history museum, railroad attractions, rail trails, and fishing amenities.



Hospitality Experience

Hotels, Motels, Mixed-use Facilities

S3E Klingemann has provided design engineering services on a variety of hospitality projects ranging from full service hotel design to troubleshooting and repairing existing systems. Representative projects include:

Hilton Gardens @ Fair Ridge Place Fairfax, Virginia

A 134-unit full service hotel with restaurant, kitchen, seven conference rooms, swimming pool, and fitness center.

Tyson's Sheraton Premiere Tyson's Corner, Virginia

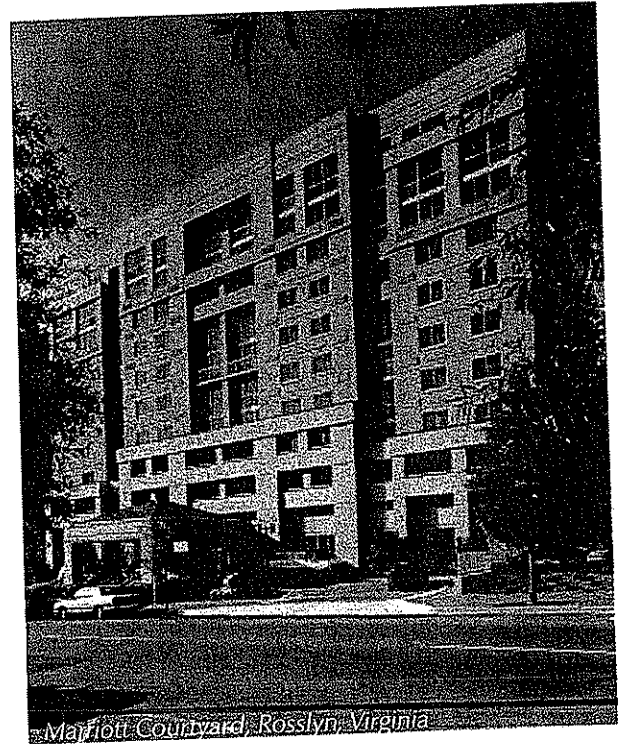
A full service hotel with 455 guest rooms, indoor & outdoors pools, three-story atrium/lobby with waterfall, conference center, extensive ballroom & banquet facilities, complete health club, three restaurants, full kitchen, and parking structure.

Marriott Courtyard Rosslyn Rosslyn, Virginia

A 170-guest room hotel on 10 floors with a three-story below grade parking structure. Amenities include a small restaurant, meeting rooms, exercise room, indoor pool, and courtyard garden cafe.

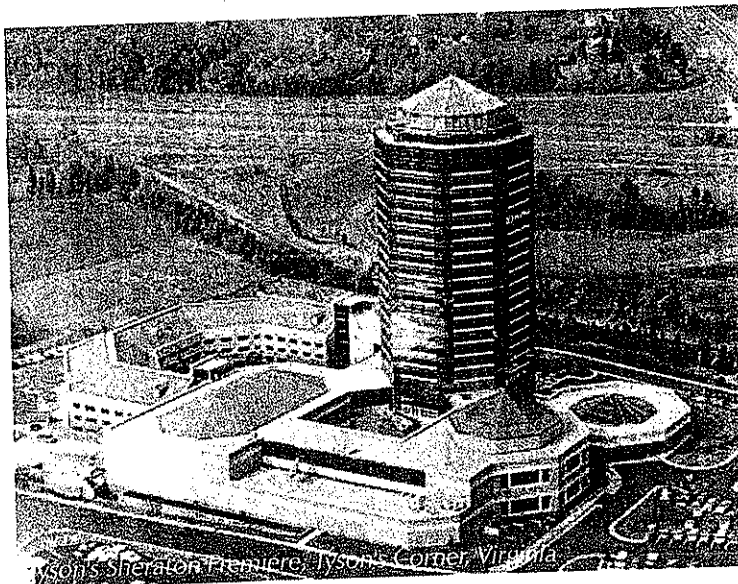
Radisson Barcelo Hotel Washington, DC

HVAC upgrades for over 100 guest rooms in this nine-story hotel.



Marriott Courtyard Hotels (6 locations) Mid-Atlantic Region

Classic Marriott Courtyard hotels including guest rooms; indoor swimming pool & exercise room, guest entertaining & gathering spaces, and courtyards. Projects were located in Virginia, Maryland, and Pennsylvania.



**Visiting Officer's Quarters Bldg. #1385
Andrews Air Force Base; Maryland**
Renovation of a 28 unit, two-story officer's quarters at AAFB including complete HVAC, plumbing, and electrical system replacement

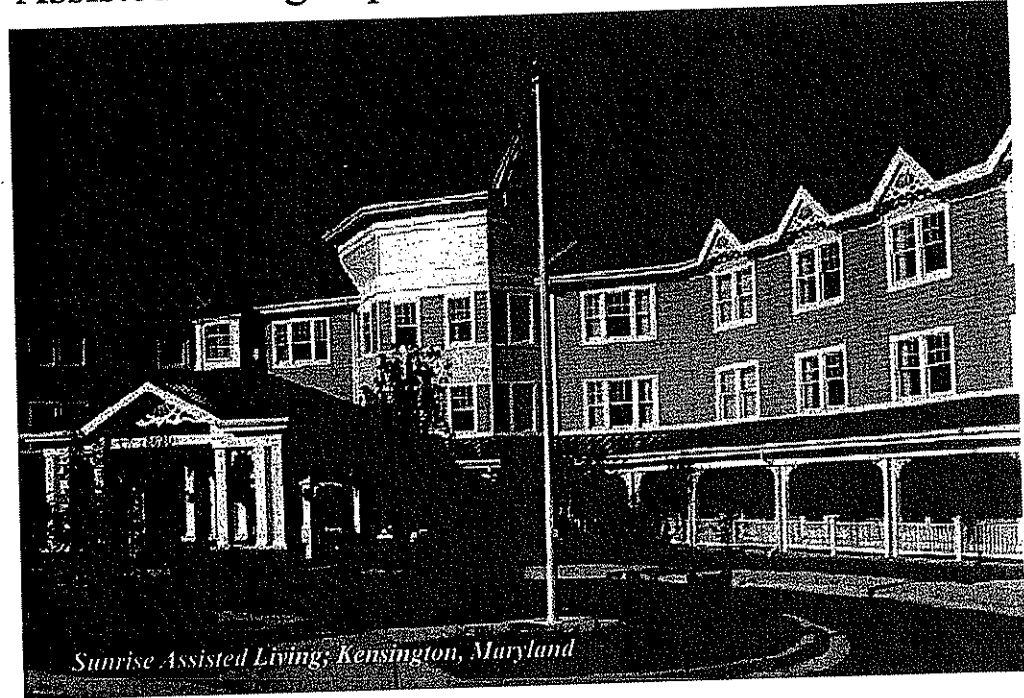
Spring Hill Suites Herndon, Virginia

A 130 unit suite hotel for the Marriott Foundation including swimming pool, gathering spaces, conference room, warming kitchen, and fitness center.

Fairfield Suites Streetsville, Ohio

An 85 unit suite hotel for the Marriott Foundation including swimming pool, gathering spaces, conference room, warming kitchen, and fitness center.

Assisted Living Experience



Sunrise Assisted Living, Kensington, Maryland

Sunrise Assisted Living Facilities

S3E Klingemann, Inc. has provided mechanical, electrical, plumbing and fire protection design and construction services for well over 100 Sunrise facilities throughout the United States and Canada. These buildings incorporate state of the art design for care of the elderly. Each building is equipped with a self contained Alzheimer's unit each with its' own dining facility and communal living spaces, a kitchen and commercial type laundry. The heating and cooling systems for these facilities feature an energy efficient HVAC system with individual room control for each resident. The system has the capability to provide heating or cooling any time of the year, which is critical for an elderly facility. A separate 100% outdoor air unit provides ventilation air with year round temperature and humidity control. The ventilation air system is designed to provide emergency heat in the event of a power outage. The electrical systems for this building include a special security system for the Alzheimer's areas. The life safety systems include smoke barriers, resident room smoke detection with remote annunciation, emergency call, addressable fire alarm and full sprinkler coverage.

National Assisted Living Facilities

S3EK provided MEP design and construction support services to the American Assisted Living Group of Florida for seven facilities in Virginia, Kentucky, Pennsylvania, Michigan, and Louisiana. The project included both single and multi-story structures of about 75,000 square feet.

Heartlands Assisted Living Facilities

S3EK provided MEP design and construction support services to the Constellation Group, a subsidiary of BG&E for over a dozen Heartlands facilities ranging from Richmond to Rhode Island. The project sizes varied from small courtyard installations to large manor houses.



Residential/Housing Experience

The experience of S3E Klingemann with residential construction is substantial and varied. Services include building design, peer review, renovations and due diligence evaluations. Project types range from single-family dwellings to town house communities to high-rise multi-unit towers. In recent years, variations to the classical residential category have included *'Independent Living'*. S3E Klingemann has been designing independent living facilities since 1994. These facilities include full apartments, generally designed toward the aging apartment living population, who remain self-sufficient. These buildings are very similar to apartment buildings, including all of the same apartment and common area amenities, but additional amenities catering to the elderly, like common dining facilities, multipurpose rooms for crafts and gatherings, etc.

VIRGINIA GARDENS; FAIRFAX, VIRGINIA

S3E Klingemann is providing the design of this 110 unit independent living apartment building. The project includes office space, pool areas, a theater, as well as a full service kitchen and dining facilities. The electrical and gas service to each unit is sub-metered for convenient and accurate billing. Each unit has an independent gas fired water heater that also provides space heating by circulating through a coil located in the self-contained HVAC unit.

GALLERY II, AVALON BAY; WASHINGTON, DC

Gallery II is the second phase of a luxury apartment development near 6th and H Streets, N.W. consisting of 132 apartments on 12 floors with a major portion of the main floor designated for a restaurant, and, three levels of parking below grade. This high rise building in downtown Washington, DC includes many of the design challenges inherent in urban construction, including building to property lines and the associated restrictions in ventilation in those areas; construction of PEPCO vaults on the property; storm water retention inside the building; exhaust and ventilation air for the ground level restaurant; and the ventilation requirement of parking levels.

1810-12 WISCONSIN AVENUE, GEORGETOWN, WASHINGTON, DC

This mixed-use building consists of retail on the ground level, commercial on the second level, and residential on the third and fourth levels. The below grade parking requirements of this upscale building included the additional security requirements associated with permanent residential occupants. The prominent Georgetown location prompted all parking be below grade to maximize building area on a very tight site.

PRESIDENTIAL GARDENS APARTMENTS, ARLANDRIA, VIRGINIA

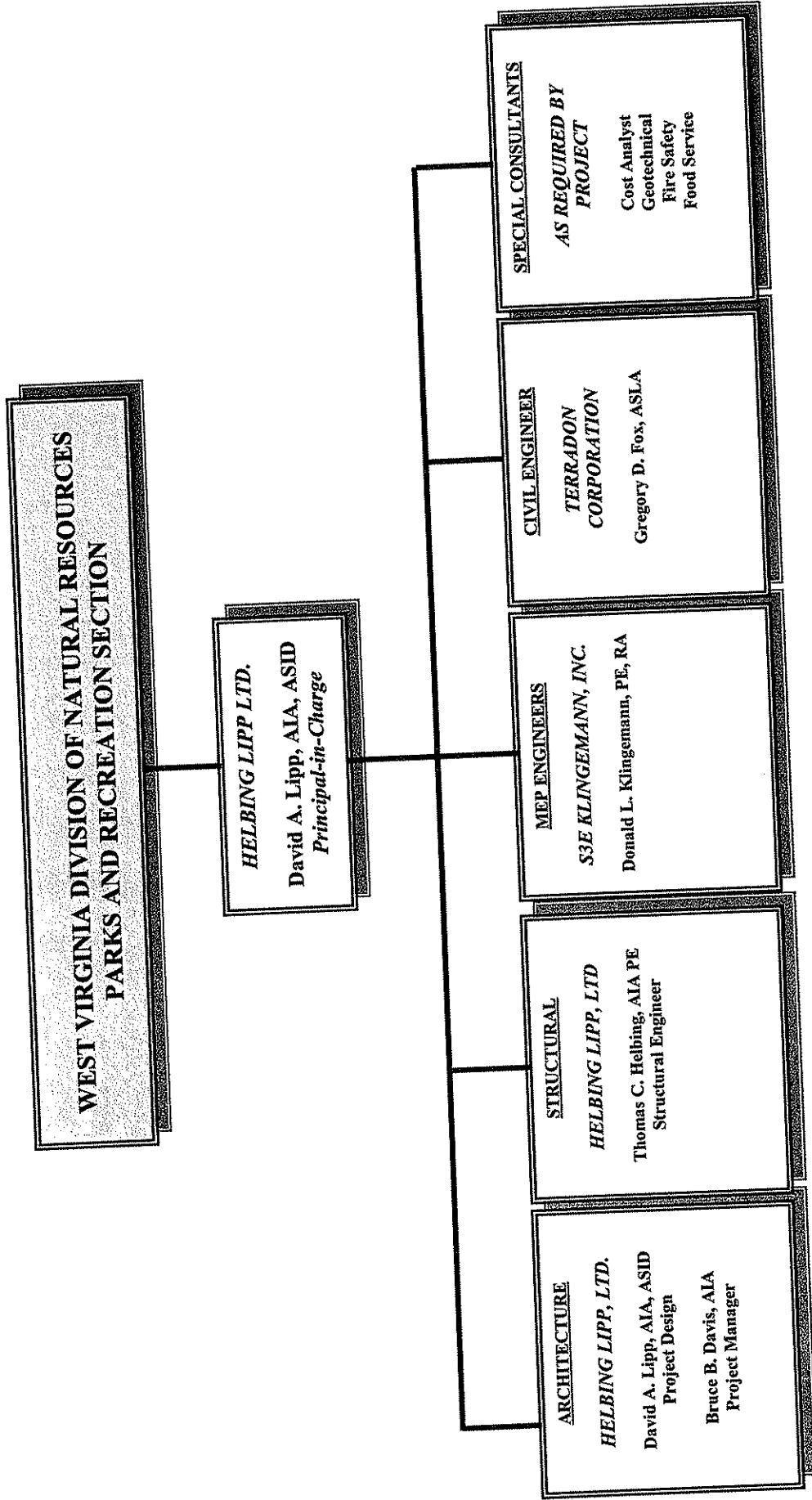
This renovation of 396 apartments in 23 buildings included complete upgrade of interiors and major face lift for the exterior. The apartments were equipped with air conditioning and completely new kitchens. New electrical services to each building were required as well as heavy renovation of mechanical, electrical and plumbing systems within in the buildings. The successful completion of this project lead to the commissioning of a neighboring project by the same owner, a townhouse project of 114 units with an associated community pool and clubhouse.

EAST REED AVENUE, ALEXANDRIA, VIRGINIA

S3E Klingemann is currently working on the design of a four-story condominium building complete with a parking garage and ten three and four-story townhouse units adjacent to the main building. This condominium building will have approximately 50 units, an office suite, clubroom, meeting room, and a small gymnasium.



**PROJECT TEAM STRUCTURE AND STAFFING PLAN FOR
 CACAPON RESORT STATE PARK
 LODGE EXPANSION AND PARK IMPROVEMENTS
 Berkeley Springs, West Virginia**



TERRADON CORPORATION

CIVIL ENGINEERS



CORPORATION
TERRADON

LAND PLANNING

CIVIL ENGINEERING

LANDSCAPE ARCHITECTURE

SURVEYING AND
MAPPING

ENVIRONMENTAL
ENGINEERING

MATERIALS TESTING

CONSTRUCTION
MONITORING


Richmond, Virginia
P (804) 673-2560
F (804) 673-2561

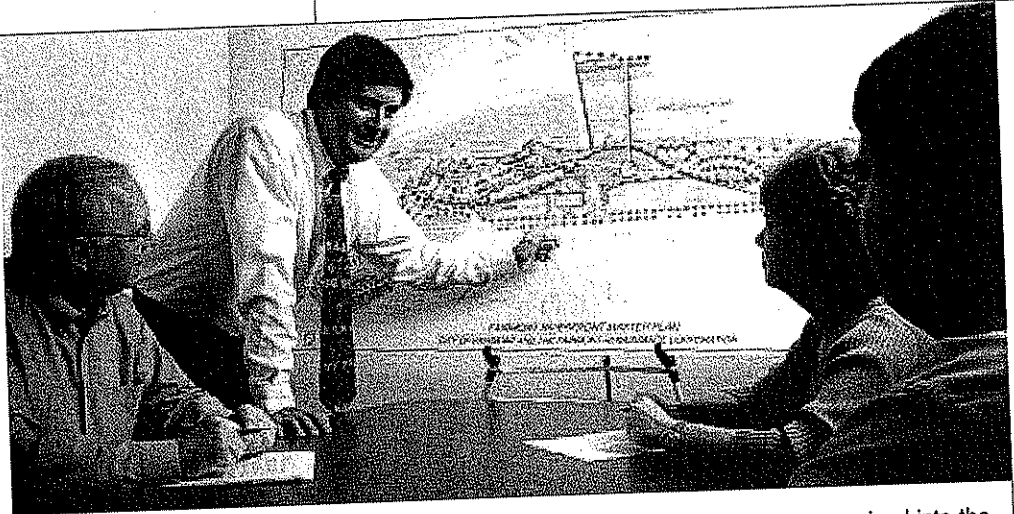
Charleston, West Virginia
P (304) 755-8291
F (304) 755-2636

Lewisburg, West Virginia
P (304) 645-4636
F (304) 645-7614

www.terraddon.com

ABOUT TERRADON


TERRADON
is regarded
as one of the
region's leading
land and
infrastructure
planning and
design firms.



TERRADON CORPORATION offers a wide range of engineering and environmental services, and is particularly suited to land and infrastructure design and development in Virginia, West Virginia, and the Eastern United States.

The company was founded in 1989 by Virginia King, and is certified as a "Woman Owned Business Enterprise" (WBE) by the National Women Business Owners Corporation (NWBOC). The firm is SWaM certified by the Virginia Department of Minority Business Enterprise (# 669221).

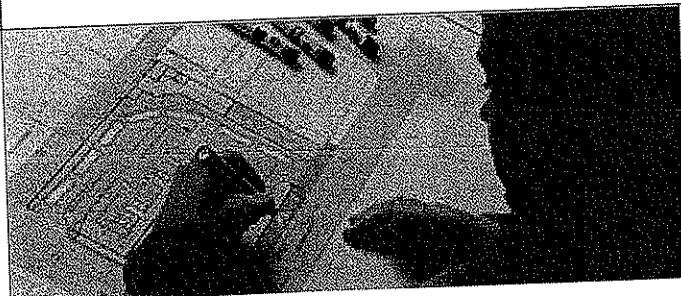
The staff of over 70 persons includes engineers, landscape architects, surveyors, planners, environmental scientists, designers, and technicians. The firm operates from offices located in Richmond Virginia, Charleston West Virginia, and Lewisburg West Virginia.

TERRADON's services are organized into the following seven service areas that work together or independently, depending on client needs and the scope of the project.

Services Include:


- Civil Engineering
- Surveying and Mapping
- Land Planning and Site Design
- Geotechnical Engineering
- Environmental Engineering
- Highway and Roadway Design
- Materials Testing and Construction Monitoring

Due to the breadth of services offered, TERRADON is regarded as one of the region's leading land and infrastructure planning and design firms. The firm has built its reputation by providing cost effective design solutions and maintaining the highest level of customer service.


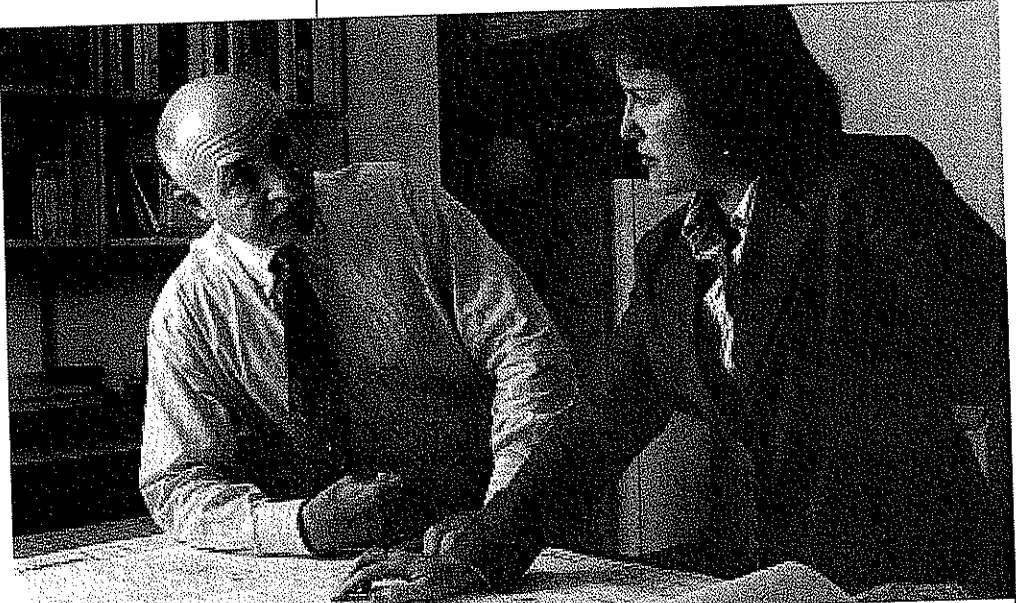


TERRADON
CORPORATION

CIVIL ENGINEERING



The project engineer manages and controls all phases of the design process.



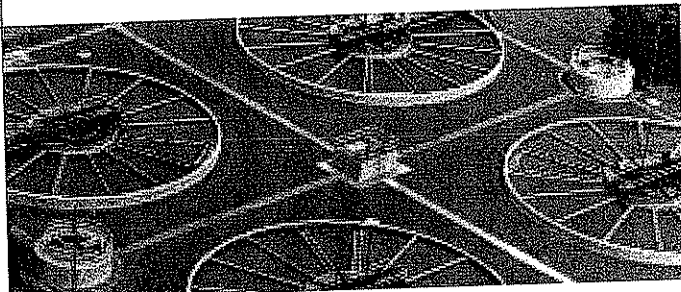
TERRADON provides a broad range of civil design services for private owners and public entities. TERRADON's staff of civil engineers combine the latest in computer technology with years of practical experience to deliver a quality, cost-efficient design solution. Projects are completed on time, in compliance with state and federal regulations and internal quality assurance/quality control guidelines.

Services include:

- Water Treatment, Storage, and Distribution
- Wastewater Collection, Pumping, and Treatment
- Storm Water Management

- Natural Stream Design and Mitigation
- Mine Reclamation
- Utility Planning and Layout
- Cut and Fill Analysis
- Erosion and Sediment Control

Our engineers have numerous resources within TERRADON to draw on, such as surveying, geotechnical engineering, environmental engineering, landscape architecture, materials testing, and construction monitoring. This allows the project engineer to manage and control all phases of the design process, from initial site reconnaissance through construction.



CORPORATION
TERRADON

LANDSCAPE ARCHITECTURE



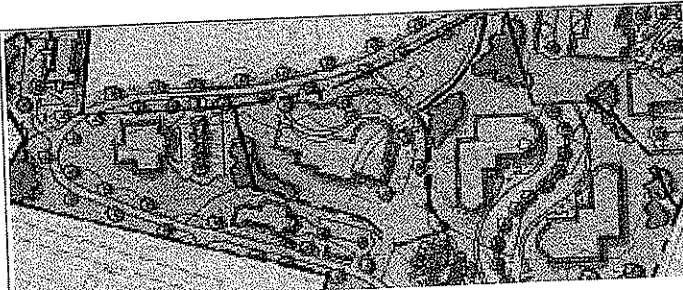
▲
TERRADON is experienced in providing a wide variety of engineering, environmental, and surveying services required for your project.
▼

TERRADON is recognized as a leader in providing site design and land planning services. The firm's professional landscape architects work closely with the client from the project's initial phase, through schematic design, construction documents, and project delivery. Services provided include master planning, site feasibility studies, schematic design, layout plans, grading plans, stormwater management plans, erosion control plans, planting plans, presentation drawings/renderings, graphic design, and construction observation.

TERRADON is experienced in providing a wide variety of engineering, environmental, and surveying services required for your project. These related services enhance and integrate with Landscape Architecture. This provides TERRADON with the opportunity to provide clients

across the region with the highest level of quality site design and landscape architecture available. The engineering and environmental services include identifying site constraints and conditions that could have an impact on the feasibility of a site. Site design and land planning services are provided for a wide range of project types including:

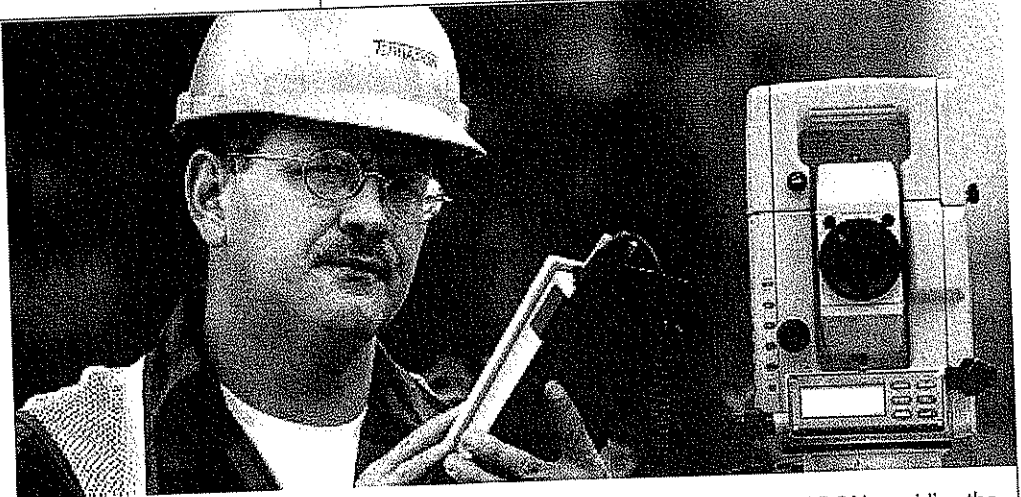
- Recreation facilities
- Education institutions
- Commercial Developments
- Government entities
- Residential Development
- Environmental elements
- Medical facilities
- Riverfront enhancement
- Greenway/greenspace projects
- Vehicular/Pedestrian circulation and storage facilities



TERRADON
CORPORATION

SURVEYING AND MAPPING

▲
TERRADON
is equipped
with the newest
surveying
instruments for
efficient data
processing and
accurate gathering
of field
information.



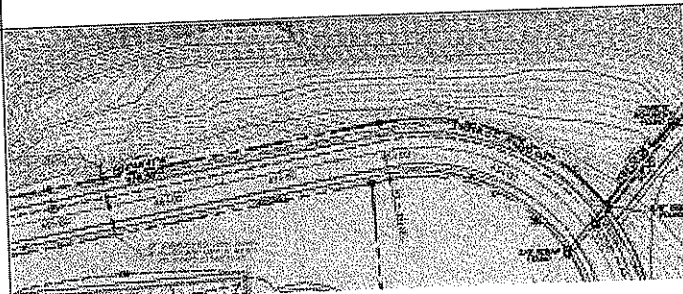
TERRADON has an experienced staff of professional surveyors who provide mapping, construction layout, ALTA surveys, topographic surveys, and boundary surveys.

TERRADON is equipped with the newest surveying instruments, ensuring the highest standards of efficiency and accuracy. Fully-equipped data collection stations are utilized for complete field-to-office automation, resulting in high productivity levels. The latest software is then used to process the data and achieve the desired end product/results.

Small mapping projects are completed in-house, following the aforementioned process. Large projects are more economically mapped

by aerial mapping with TERRADON providing the necessary control surveying. As a quality control measure, mapping is field checked for accuracy. Mapping information is then received in digital format for direct input into the CAD system.

TERRADON also offers Global Positioning System (GPS) services. Data acquisition is accomplished by visiting the point and recording its attributes for inclusion in a geographic information system or database. Labor costs are significantly reduced by a one-person operation. The more remote or geographically diverse your needs are, the greater the savings using TERRADON'S GPS services.



TERRADON

ENVIRONMENTAL SERVICES

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TERRADON has a thorough understanding of state and federal environmental permitting processes and regulations.

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Constantly changing federal and state environmental requirements are difficult to track and can have a serious impact on businesses and other organizations. TERRADON closely follows environmental activities on the local, state, and federal level. TERRADON has a thorough understanding of state and federal environmental permitting processes and regulations. This expertise applies to both the initial permit preparations, as well as subsequent negotiations affecting the permit. The firm's strength in addressing environmental issues is built on the diversity of our staff with credentials in chemical engineering, chemistry, civil engineering, geotechnical engineering, and geology.

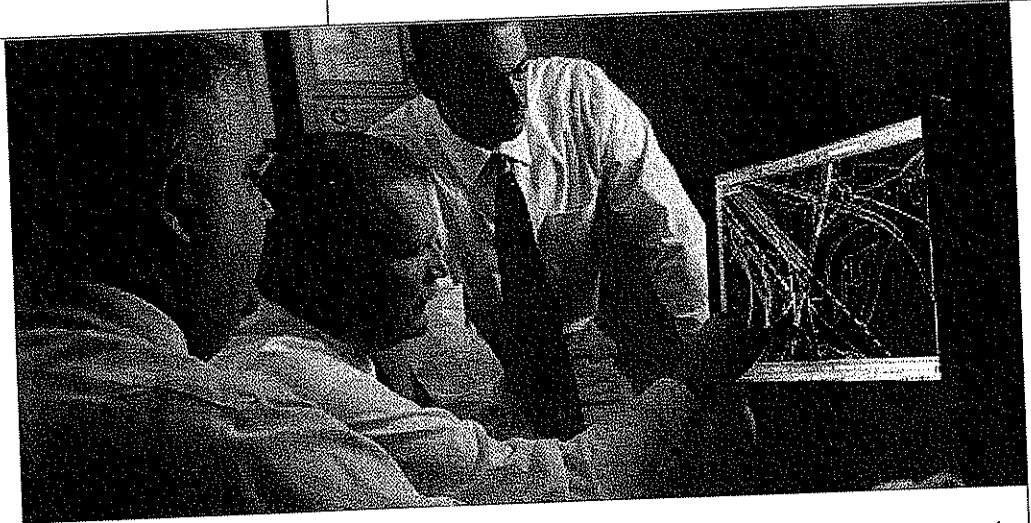
The company has experience in:

- Environmental Site Assessments (Phase I, II)
- Environmental Remediation (Phase III)
- Solid Waste
- Hazardous Waste
- Process Water
- Wastewater
- Storm Water (SWPPP, GPP, Permitting)
- Groundwater
- Air Permitting (Tier II, Form R, Title V, Reg. 13)
- Wetland and Stream Investigations
- COE and State Permitting
- NEPA Compliance
- Telecommunications Tower Compliance
- Emergency Response Plans



INCORPORATION
TERRADON

COMPUTER AIDED DESIGN
CAPABILITY



^
TERRADON
maintains the
latest technology in
computer design
and office
management
software.
v

TERRADON maintains the latest office management and design software available. The firm also utilizes a state-of-the-art secured network tied directly to the internet through a T2 connection.

For site design, civil, and planning projects the firm utilizes AutoCAD Civil 3D 2008 along with Land Desktop Companion 2008. Additional AutoCAD modules include Raster 2008, Survey 2008, and Civil Design 2008. For highway, roadway, and structural projects, the firm uses Bentley MicroStation, Bentley InRoads, SAP2000, and MDX. This is the West Virginia Division of Highways preferred format.

TERRADON's library of design software also includes SedCad & Pond Pack for erosion/sediment control, StormCAD & HydroFlow for

drainage, WaterCAD for water distribution and management, and FlowMaster for hydraulic calculations.

TERRADON makes a significant investment in computers and related hardware. Our systems are consistently upgraded or replaced to maintain highly efficient CAD stations.

HP8000 laser printers located conveniently to the design stations provide quick 11X17 proof plots for designers. TERRADON uses the latest HP Design Jet plotters to provide the highest quality prints of plans available.

CORPORATION
TERRADON

PROGRAM TEAM STAFFING

GREGORY D FOX, ASLA
LANDSCAPE ARCHITECT

TERRADON's Land Development Services are managed by Gregory D. Fox, ASLA. Mr. Fox, a native of West Virginia, has been responsible for a number of notable recreation, commercial, and educational site development projects since joining TERRADON in February of 2000. His group earned a 2001 Engineering Excellence Award from the West Virginia Association of Consulting Engineers for the master planning of an extreme sports park at WVUIT in Montgomery. They also earned a 2002 Engineering Excellence Award from the West Virginia Association of Consulting Engineers and a 2002 Merit Award from the American Society of Landscape Architects for the City of Fairmont Riverfront Master Plan project. Most recently, the 2005 Gold Award from the American Council of Engineering Companies and a 2005 Honor Award from the American Society of Landscape Architects was presented to the firm for the site design of the new West Virginia Division of Environmental Protection Headquarters Building.

REGISTRATION Professional Landscape Architect
West Virginia
Virginia
Ohio
Pennsylvania

EDUCATION B. S. Landscape Architecture, 1988, West Virginia University
B. A. Geography (Planning), 1994, West Virginia University

WORK EXPERIENCE

2000 - Present	TERRADON Corporation
1996 - 2000	Martin Boal Anthony & Johnson Architects, Charlotte, NC
1993 - 1996	Site Design, Huntington, WV
1989 - 1993	E.G.&G., Inc., Akron, OH
1988 - 1989	PSC Engineers, Lancaster, PA

PROJECT EXPERIENCE

- Fairmont Coke Works Site Redevelopment, Fairmont, WV
- Fountain Place Development, Logan, WV
- Southridge Center Phase II, Charleston, WV
- Fairmont Riverfront Master Plan, Fairmont, WV
- Blue Mountain Village, Bluefield, WV
- Ashland Development, Southern, WV
- Quarry Creek Expansion, Charleston, WV
- Lake of Egypt, Southern Illinois
- River Ridge, Gauley Bridge, WV
- Leatherwood Crossing, Bluefield, VA
- Black Diamond, Blacksburg, VA
- The Homestead, Warm Springs, VA

TERRADON
CORPORATION

PROGRAM TEAM STAFFING

PETER J WILLIAMS, ASLA
LANDSCAPE ARCHITECT

Pete Williams, ASLA, brings over eleven years of experience, and has worked on a variety of projects located throughout West Virginia. His responsibilities include landscape architectural design, grading and storm water drainage design, the design of pedestrian circulation systems and related amenities, roadway design, site planning, and quality control. He has worked on a number of state parks, highway projects, and schools. He is the current State Chapter President of the American Society of Landscape Architects.

Professional Landscape Architect, West Virginia

B. S. Landscape Architecture, 1991, West Virginia University

2000 - Present TERRADON Corporation
1992 - 2000 Chapman Technical Group, St. Albans, WV
1991 - 1992 Landscapes Unlimited, Morgantown, WV

Over the course of his career, Mr. Williams has been involved in a number of notable projects:

Beech Fork State Park Campground Improvements
Twin Falls State Park Lodge Expansion
WVUIT Extreme Sports Park Master Plan
Charleston Job Corps
Marshall University Softball Field
Buckhannon/Upshur High School Track Addition
Trinity High School
Phillip Barbour High School
Fairmont Senior High School Addition and ADA Renovations
Capon Bridge Middle School
Winfield High School Addition
Berkeley Intermediate School
McDowell Co. Elementary
Doddridge County High School
Cass Elementary School
Huntington VA Hospital
Beckley Federal Courthouse
Upshur County Courthouse

CORPORATION
TERRADON

PERSONNEL RESUMES

HARVEY "BUD" McCALLISTER, JR., P.E.
SENIOR CIVIL ENGINEER

Mr. McCallister has over 30 years of experience in water projects including regulatory compliance and permitting. His resume includes very successful water projects in many West Virginia cities and communities including: Town of Burnsville, City of Logan, City of Glenville, City of Salem, Town of West Union, Town of Fort Gay, Hooverson Heights Public Service District, City of St. Marys, City of Fairmont, Town of Ravenswood, Salt Rock Public Service District, City of Parsons, City of Charles Town, Flatwoods Canoe-Run Public Service District, City of Buckhannon, Walton PSD , Clay Roane PSD and many others.

In addition to his extensive experience in the consulting engineering field, Mr. McCallister has several years' experience working for regulatory agencies such as the WV Department of Environmental Protection and the WV Bureau for Public Health. In his role as a regulator, Mr. McCallister assisted many communities with compliance with regulatory issues and operational problems. This experience has been invaluable to his knowledge of regulations, system operations, and regulatory agency requirements for water and sewer projects.

Mr. McCallister's duties include being in responsible charge of the design teams as it relates to technical design of water projects and to provide oversight to operation and maintenance issues relating to the projects.

EDUCATION

B.S. Civil Engineering, 1969, West Virginia University
 M.S. Civil Engineering - Sanitary Engineering, 1972, West Virginia University

REGISTRATION

Professional Engineer: West Virginia, Ohio

WORK EXPERIENCE

2007 - Present TERRADON Corporation
 1977 - 2007 Various consulting firms and WV-DEP, WV-BPH

PROJECTS

• **Kanawha State Forest Wastewater Treatment Plant Replacement Project**

Design engineer for the Kanawha State Forest Wastewater Treatment Plant Replacement. The project involved replacement of an existing septic tank at Kanawha State Forest in Kanawha County. The wasteload allocation required very low levels of suspended solids, BOD, nitrogen, and low levels of chlorine. A recirculating sand filter with ultra-violet light disinfection was designed to meet the discharge limits.

• **Bluestone State Park Wastewater Treatment Plant Replacement**

Design engineer and Project Manager for a 26,500 GPD package extended aeration wastewater treatment plant at the camp ground. The project required removal of the existing package treatment plant and installation of ht new plant during the off-season.

• **State Park Study for the Department of Health**

As an employee for the Department of Health, inspected water and wastewater facilities at a number of state parks and assisted in preparation of the report to the legislature.



PROGRAM TEAM STAFFING

TIMOTHY T WHITE, PE
HIGHWAY / ROADWAY ENGINEER

Mr. White manages TERRADON's Transportation Department and has twelve years experience in the design and project management of various transportation projects. His extensive project experience ranges from small urban intersections and streets to major interchanges, freeways and interstate highways. His capabilities include all aspects of highway design, including alignment studies, traffic control plans, and signing and pavement marking plans. He also has extensive experience in stormwater management, and environmental permitting.

REGISTRATION Professional Engineer: West Virginia, Ohio, Kentucky, and Arkansas.

EDUCATION B. S. Civil Engineering, 1992, West Virginia University

WORK EXPERIENCE	2003 - Present	TERRADON Corporation
	1998 - 2003	Louis Berger Group, Charleston, WV
	1995-1997	Chapman Technical Group, St. Albans, WV
	1993 - 1995	Battleridge Construction Company, Belle, WV
	1992 - 1993	WVDOH, Charleston, WV

**PROJECT
EXPERIENCE** Project Manager for the following WVDOH projects since joining TERRADON in 2003: Four to six lane widening of Corridor L in Summersville
Martinsburg Drainage Study
Improvements of Grade Road in Berkeley County
Replacement of Sedalia Arch Bridge in Doddridge County
Replacement of Sleeths Run Bridge in Lewis County

City of Fairmont - Coke Works Site Traffic Impact and Roadway Improvement Study. Routes include Marion County Route 73 (Speedway Avenue), County Route 72/2 (Suncrest Boulevard) and the following local streets: Morgantown Avenue, Lafayette Street and Dixie Avenue.

Before joining TERRADON, Mr. White worked as a Senior Roadway Engineer for a large international firm. He was responsible for the design of 6.5 miles of four to six lane widening of Interstate 40 near Little Rock, Arkansas. The project is currently under construction with a projected cost of 63 million dollars.

Mr. White routinely designs access roads to large commercial developments to meet WVDOH Design Standards.

AFFILIATIONS Member, American Council of Engineering Companies

TERRADON
CORPORATION

PERSONNEL RESUMES

JOHN W JAMES, PE
SENIOR GEOTECHNICAL ENGINEER

Senior engineer for various geotechnical, environmental, and mining projects. Prior to joining TERRADON in 2004, Mr. James was the proprietor of JAMES ENGINEERING, a one man consulting engineering company with projects in geotechnical, hydrological, environmental, foundation, structural and general civil engineering, as well as forensic engineering. Mr. James specializes in innovative and cost saving concepts for his projects. Typical projects include numerous foundation investigations, studies and designs for landfills and environmental facilities, surface and ground water studies and remediation, foundation investigations and designs ranging in size from houses to major industrial complexes, roads, highways and bridges, earth and rockfill dams, storm drainage facilities, airport facilities, landslide analysis and correction, and forensic engineering.

REGISTRATION Professional Engineer: West Virginia

EDUCATION B. S. Civil Engineering, 1968, West Virginia Institute of Technology
30 Post-Graduate Hours in Civil and Environmental Engineering

AFFILIATIONS American Society of Civil Engineers
Past President of Charleston Branch and West Virginia Section
National and West Virginia Society of Professional Engineers
Past President (Charleston Chapter)
Young Engineer of the Year Award (Charleston Chapter)

PROJECT EXPERIENCE Geotechnical investigation and design of numerous water and wastewater treatment plants, including Charleston Wastewater Treatment Plant, North Beckley Wastewater Treatment Plant, Buckhannon Water & Wastewater Treatment Plant, Elkins Water & Wastewater Treatment Plant, Berkley Spring Water Treatment Plant, Morgantown Wastewater Treatment Plant, Elk Pinch Wastewater Treatment Plant, Parkersburg Wastewater Treatment Plant, St. Albans Water Treatment Plant.

Design and upgrade of water supply dams including Upper & Lower Dog Run water supply dams, Salem, West Virginia; Key Dam, Bluefield, West Virginia; Chatham Lake Dam (irrigation supply), Shady Springs, West Virginia. Involvement with geotechnical aspects included interaction with process and structural aspects and structural design of many components.

TERRADON
CORPORATION

PROGRAM TEAM STAFFING

WILLIAM G WHITE, PE
SENIOR STRUCTURAL ENGINEER

Mr. White has more than eighteen years experience as a structural engineer. He has a strong background in structural analysis and design of bridge structures. Mr. White has experience designing various superstructure and substructure types. Superstructure design experience includes post-tensioned concrete box girders, curved plate girders, plate girders, rolled beams, pre-stressed concrete beams and timber. Substructure design experience includes integral abutments, semi-integral abutments, pile supported footings, spread footings, piers and drilled shafts.

His first position was as a Structural Design Engineer for the bridge section of the West Virginia Department of Transportation. While at the West Virginia Department of Transportation, Mr. White also served as a member of the Bridge Design Manual Task Force.

REGISTRATION

Professional Engineer: West Virginia, Virginia, North Carolina, Ohio, Kentucky, Florida, and Arkansas

EDUCATION

B.S. Civil Engineering, 1987
 West Virginia Institute of Technology

WORK EXPERIENCE

2004 - Present	TERRADON Corporation
1998 - 2004	Louis Berger Group
1987 - 1998	WV Division of Highways

PROJECT EXPERIENCE

Stonewood Arch Pedestrian Bridge, S317-58/1-0.19, Harrison County, WV.
 Mr. White was the structural engineer responsible for the design and details of this pedestrian bridge. He recommended a two span structure with a total bridge length of 127'-0". Each span had a length of 63'-6". The bridge had a total width of 6'-0". AASHTO Standard Specification for Highway Bridges specifies the live load to be 60 psf for design. Performed analysis of the bridge and determined the size of the box beam to be 21". Computed the total load of the bridge and designed the substructure units. Both abutments were supported on a single row of four HP12x53 piles. Designed a straight shaft pier with a width of 6'-0" and a 3'-0" thickness. From analysis of the core boring data, it was determined that bedrock was close to the bottom of the streambed. Analysis was performed on the pier and an 8'x 6'x 3' spread footing founded 1'-0" into rock was designed. Due to the steep slope of the riverbanks, z-sheet piles were placed around the front of the abutments and utilized as the wingwalls. All earth pressures were computed and from that analysis the z-sheet pile walls were designed. Based upon geotechnical analysis the depth the piles were to be driven was determined.

PROGRAM TEAM STAFFING

TERESA A SCHULLER, LRS
ENVIRONMENTAL MANAGER

Environmental Manager for risk assessment, site assessment, and property transfer/ due diligence assessment projects. Management and sales responsibilities for mergers and acquisitions, risk assessments, environmental permitting, and other management consulting services.

Twenty-six years of experience in environmental research, state, and consulting experience. As an analytical chemist, research included organic and inorganic compounds fate and degradation in soil, surface water, sediment, and ground water. Project management of multifaceted domestic and international mergers and acquisition projects. Management of manuals preparation (PPC, SPCC, Spill response, ground water protection plan, etc.). Conducted environmental and OSHA training. Conducted compliance audits at industrial facilities. Managed, prepared, and defended CERCLA and RCRA risk assessments. Managed more than 600 telecommunications tower siting projects in West Virginia, Kentucky, Ohio, and Virginia. More than 14 years of applicable risk assessment work conducting and managing over 100 various types of risk assessments for industry and PRP committees. Negotiations with agencies on No-Action risk assessments, risks during remediation, and cleanup levels. Project manager for various general civil engineering projects and construction management. Responsible for planning, design, permitting, and construction management of water distribution, storage and treatment; wastewater and storm water collection and treatment; fire protection systems; site development; and water impoundments.

REGISTRATION West Virginia Licensed Remediation Specialist #174

PROFESSIONAL CERTIFICATIONS Forty Hour HAZWOPER
OSHA HAZWOPER Instructor

EDUCATION B.S., Chemistry, Eastern Illinois University, 1979
M.S., Chemistry, West Chester University, 1983
Continued education in specialized training and management courses
ISO 9000 Quality Training

WORK EXPERIENCE 1998 – Present TERRADON Corporation
1986 – 1998 Environmental Resource Management, Inc.
1983 – 1986 E. I. DuPont Company

REGISTRATION
TERRADON

PROGRAM TEAM STAFFING

ROBERT THAW, P.S.
SURVEY MANAGER

Mr. Thaw is Manager of Surveying Services for TERRADON. He organizes and supervises survey crews; designs commercial sites for drainage, building site locations, parking and utility easements; reviews project plans; and creates base mapping.

Mr. Thaw has more than 20 years of experience in a wide range of land surveying applications. He is experienced with the day-to-day operation of the business and management of personnel.

REGISTRATION Professional Surveyor, West Virginia

EDUCATION B.A., Survey Technology, 1981, West Virginia Institute of Technology
B.S., Surveying, 1985, West Virginia Institute of Technology

FIELDS OF COMPETENCE

- Control Surveys - Conventional and G.P.S.
- Topographic Surveys
 - Commercial Sites under ALTA Standards
 - Abandoned Mine Lands
- Waste Management Facilities
- Boundary Surveys
- Right of Way Plans (Highways and Utilities)
- Site Design (Commercial and Urban Developments)
- Gas Well Locations and Permitting
- Construction Stakeout
 - Commercial Buildings
 - Sanitary Sewer
 - State and Federal Highways
- Geographic Information Systems

S3E KLINGEMANN, INC.

MECHANICAL, ELECTRICAL & PLUMBING ENGINEERS

S3E Klingemann, Inc.

A Firm Profile

S3E Klingemann consists of a staff of 42 and offers a complete range of building design services including mechanical, electrical, plumbing, fire protection and structural engineering. In addition to providing building engineering system design, the firm also offers a variety of related services such as energy and life cycle cost studies, commissioning, construction services and building evaluations and is recognized for its comprehensive and integrated approach to building systems design.



S3E Klingemann designs to the needs and budget of each project. Our mission is to provide the highest level of quality professional engineering services and to maintain a tradition of technical excellence, economy of design, commitment to design quality and client satisfaction.

Organization & Staff

S3E Klingemann is organized around a team of project managers reporting directly to the firm principals. In addition to directing the project managers, the principals are the lead engineers for their respective disciplines. Each project is assigned a principal and an experienced project manager who serves as the main point of contact with the client and has the authority to schedule personnel to assure the project is completed on time.

The principals of S3E Klingemann realize that in order to provide high quality professional services we must provide an atmosphere that will attract and retain those whose commitment to excellence is innate and self-generated. We have established an environment that encourages initiative and professional development. As we continue to grow we are always looking for those exceptional individuals who share our commitment and who will further strengthen our staff.

Technical Support

S3E Klingemann's approach takes into consideration all aspects of the project's program, budget, organization, technology, aesthetics, and quality. We value a close and interactive relationship with each client. By emphasizing the mechanical and electrical aspects of building design, S3E Klingemann is able to develop engineering solutions that work, and that fully meet or exceed our clients' expectations. We are equipped with the latest computer software, hardware and telecommunication capabilities. The firm produces all of its drawings on AUTOCAD software. Each staff member has desktop email, Internet access and voice mail. These multiple forms of communication allow clients to be in contact with our staff whenever necessary.

History

S3E Klingemann, Inc. and its predecessors have served the Mid-Atlantic Region since 1963. Originally known as LBC&W/Maguire Group, Inc., an internal ownership transition in 1989 created S3E, Inc. as an independent consulting engineering group maintaining the same staff and location. S3E Klingemann was created through a 1998 merger of S3E, Inc. Consulting Engineers and Klingemann Consultants, Inc. The firm and its personnel have provided engineering services on numerous institutional, public and private projects throughout the region. S3E Klingemann specializes in projects with complex requirements and has an experienced, dedicated design team ready to assist on this project.

Community and Recreation Experience

Charles Houston Recreation Center

City of Alexandria, Virginia

New 36,000 SF community and recreation center with areas for seniors, pre-school, general activities, gymnasium seating 500 and outdoor pool



Charles Houston Recreation Center

Salvation Army - Casey Community Center

Germantown, Maryland

New 25,000 SF facility including chapel, gym, game rooms, educational spaces and administrative areas

Ernst Cultural Center

Northern Virginia Community College

Annandale, Virginia

New community center including art gallery, 525-seat theater, conferencing areas, gymnasium, aerobic studio, and physical education facilities

Maury School Feasibility Study

Spotsylvania County, Virginia

Master Plan and phased renovation of this 1930's facility into a cultural arts center with city and county offices.

Marshall Center

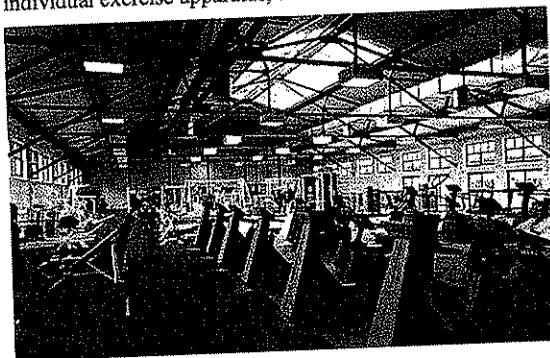
Spotsylvania County, Virginia

Master plan and phased renovation of this 1930's facility into a cultural arts center, senior/teen center and library

WRAMC Fitness Center

Washington, DC

Renovation and additions to a circa 1930 natatorium building to create a 20,000SF fitness center with a new locker room wing and a new entry. Activity areas include free weights, circuit training machines, banks of various individual exercise apparatus, and an aerobics area



Walter Reed Army Medical Center Fitness Center

Sport & Health Club

Gaithersburg, Maryland

Renovation of a 3-story, 35,000 SF fitness facility including showers, pool areas, handball courts and exercise area

One-to-One Fitness

Tyson's Corner, Virginia

Renovation and HVAC upgrades of a 10,000SF facility to include new showers, toilets, and spa. Provided electrical systems to accommodate new TV and sound system

Tyson's Sheraton Premiere Health and Fitness Center

Tyson's Corner, Virginia

New Health and Fitness Center at the Tyson's Corner Sheraton Premiere Hotel including three racquetball courts, aerobic studios and other exercise equipment rooms and other exercise equipment rooms, and both indoor and outdoor pool areas with a Jacuzzi and three-story waterfall

Gannett Health & Fitness Center

Rosslyn, Virginia

Conversion of a newspaper editing and writer's area to accommodate the health club in the Gannett headquarters

Sport & Health Club

Tyson's Corner, Virginia

Renovation of 20,000 SF in this fitness facility including the men's and women's locker rooms and an addition of new steam rooms

Health Club at 601 Pennsylvania Avenue, NW

Washington, DC

New addition of 3,500 SF fitness and exercise room

Advantage Golf Worldgate

Sterling, Virginia

Renovation of a 14,000 SF indoor sports training center including a tennis area and adjacent athletic golf instruction and training facility

Project Experience

Meadowkirk Retreat Center

Meadowkirk Retreat Center
Purcellville, Virginia

S3EK provided engineering design and construction administration services for multiple buildings at the Meadowkirk Retreat Center. The facility is a rural complex of buildings and park land owned and operated by the Presbyterian Church. The facility underwent a significant upgrade and expansion beginning in 2005 with some portions yet to be completed through early 2009. The complex includes several buildings strategically dispersed about the 134 acres of property in the rolling hills between Middleburg and Purcellville Virginia.

The following buildings were recently added to the complex:

Cottages: Three cottage buildings were constructed, each including two 8-bed sleeping rooms and a common meeting room. The cottages are by design remote, some 500 yards from the main buildings. Ground source heat pumps are used for heating and cooling.

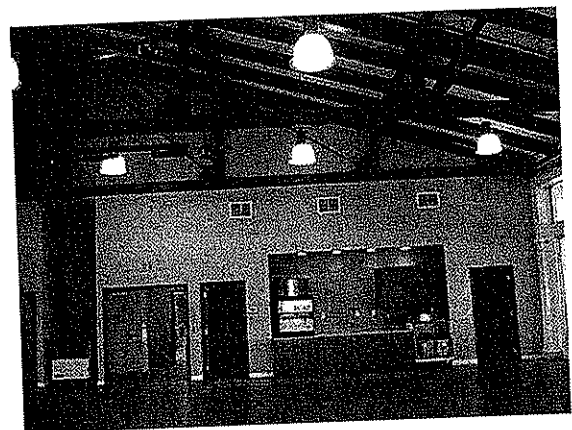
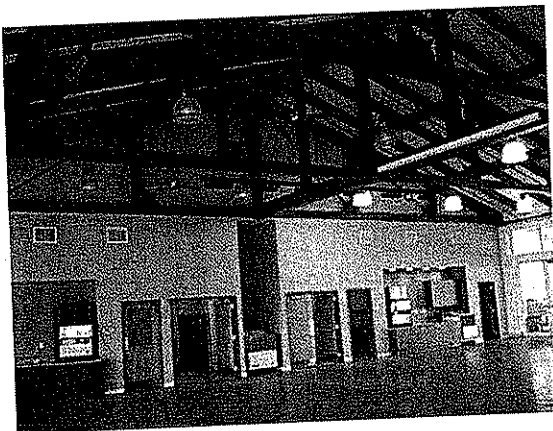
Bath House: A swimming pool with bath house was constructed on the property for recreational use. The bath house includes changing, shower, and rest room facilities.



Dining Center: The dining center includes a full service kitchen and hall with seating for 350 people as well as adjoining meeting spaces. An old stone barn was restored and the dining hall added onto the barn structure. The stone barn is used as a large fellowship hall with capacity for 180 people. The dining center, kitchen and stone barn are heated and cooled with ground source equipment.

Adult Lodge: The last phase of the project included a 24 room 2 story lodge building that included common areas on each floor. The environment in each room is controlled by individual self contained air conditioning units.

Due to the remote nature of the property, the project included a well, storage tank, and pumping equipment for domestic water; each building included a septic system; and significant upgrade was required to the electric service to the property.



Melvin L. Straus, P.E.

Mechanical Engineer

General Qualifications

Mr. Straus is experienced in project management as well as mechanical engineering design. His leadership skills allow a strong, comfortable relationship with clients while providing support and guidance to the design team. Throughout his 30 year career, Mr. Straus has developed a very strong technical expertise in HVAC, plumbing and fire protection systems for buildings. Mr. Straus has extensive experience in the design of scholastic and other public access facilities.

Years with S3E Klingemann: 19

Years with Other Firms: 11

Education

B.S., 1978, Mechanical Engineering,
University of Minnesota

Licenses/Certifications

Professional Engineer, Virginia

Also licensed Professional Engineer
in: MD, DC, NJ, NY, MI, RI, DE, IL,
LA, AL

Experience

Charles Houston Community Recreation Center Alexandria, Virginia

Engineering design services for a new 36,000 SF LEED community and recreation center with areas for seniors, pre-school, general activities, gymnasium seating 500, boxing arena, locker rooms, training/weight rooms, game rooms, and an outdoor pool.

Thomas Stone National Historic Site Visitor's Center Expansion & Mansion Upgrades La Plata, Maryland

Engineering design services for this expansion to the visitor and education center at the Thomas Stone national Historic Site. Expansion includes a 1500 sf addition to the Visitor's Center, structural stabilization and lighting upgrades to the East Wing, and rehabilitation/replacement of electrical services to the mansion.

Ernst Community Center - Northern Virginia Community College Annandale Campus; Fairfax, Virginia

Engineering design services for this multi-purpose, gathering and community center on the NVCC Annandale Campus including a five hundred seat theater, dance/ studio, practice rooms, gymnasium, forum area, administrative spaces, classrooms.

Salvation Army Community Center Germantown, Maryland

Engineering design services for this 25,000 sf community center including a gymnasium, game room, classrooms, offices, and chapel for the Salvation Army.

Meadowkirk Retreat Purcellville, Virginia

Engineering design services for the complex of retreat buildings including cottages, bath house, dining facilities, lodge, and infrastructure upgrades.

Bruce McCullough, CIPE

Plumbing Engineer

General Qualifications

Mr. McCullough has more than 33 years of experience in plumbing design and leads the plumbing group at S3E Klingemann, Inc. His extensive experience covers a broad range of projects including the design of plumbing systems for maintenance facilities, laboratories, medical, correctional, residential, and commercial facilities. He has extensive experience with federal and other public facilities and has provided design services on numerous new and renovation projects. Like the remainder of the engineering team, Mr. McCullough is also well versed in construction administration and follows his projects through the construction phase.

Years with S3E Klingemann: 15

Years with Other Firms: 18

Education

Prince George's Community College, No Degree

Licenses/Certifications

Certified in Plumbing Engineering, 1996

Experience

Charles Houston Community Recreation Center Alexandria, Virginia

Engineering design services for a new 36,000 SF LEED community and recreation center with areas for seniors, pre-school, general activities, gymnasium seating 500, boxing arena, locker rooms, training/weight rooms, game rooms, and an outdoor pool.

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Donald L. Klingemann, P.E.

Electrical Engineer

General Qualifications

Mr. Klingemann, is a professional engineer and registered architect. His experience of handling many projects, small and multimillion dollar projects simultaneously, demonstrates his capacity and ability in project management. Mr. Klingemann has extensive experience in the design of electrical systems. This experience covers a wide variety of building types which include many scholastic centers, athletic facilities, and commercial buildings. His experience includes the design of virtually all types of lighting, power, life safety, communications, and security systems found in buildings.

Experience

Expansion of the Tennis Pavilion Congressional Country Club; Bethesda, Maryland

Engineering design services for a two-story expansion to the existing Tennis Pavilion at the famed Congressional Country Club. The facility was designed to initially support the Press for a U.S. open Golf event and then act permanently in support of the tennis facility.

Thomas Stone National Historic Site Visitor's Center Expansion & Mansion Upgrades La Plata, Maryland

Engineering design services for this expansion to the visitor and education center at the Thomas Stone national Historic Site. Expansion includes a 1500 sf addition to the Visitor's Center, structural stabilization and lighting upgrades to the East Wing, and rehabilitation/replacement of electrical services to the mansion.

Meadowkirk Retreat Purcellville, Virginia

Engineering design services for the complex of retreat buildings including cottages, bath house, dining facilities, lodge, and infrastructure upgrades.

Charles Houston Community Recreation Center Alexandria, Virginia

Engineering design services for a new 36,000 SF LEED community and recreation center with areas for seniors, pre-school, general activities, gymnasium seating 500, boxing arena, locker rooms, training/weight rooms, game rooms, and an outdoor pool.

Baseball, Softball, and Tennis Court Lighting Fairfax County Public Schools, Virginia

Engineering design services for multiple FCPS projects providing lighting and power to various outdoor fields at several schools throughout Fairfax County.

Years with S3E Klingemann: 14

Years with Other Firms: 22

Education

B.S., 1972, Electrical Engineering

Licenses/Certifications

Professional Engineer, Pennsylvania

Also licensed Professional Engineer in: WV, VA, MD, DC, VA, NC, SC, FL, NY, NJ, CA, AZ

1985 Registered Architect: DC, MD

LEED Accredited Professional

Rocky K. Styer, P.E.

Structural Engineer

General Qualifications

Mr. Styer has thirty years of professional practice in structural analysis and design, project management, and coordination of multidiscipline engineering design services for projects to assure proper performance on time and within budget. During this career he has worked on a wide variety of projects in the public building sector including structural design, evaluations, rehabilitations, and construction review services for various operations, maintenance, and material handling support systems. Mr. Styer has a strong understanding of all building engineering systems and project detailing for building

Years with S3E Klingemann: 30
Years with Other Firms: 0

Education

BS 1978, Architectural Engineering
The Pennsylvania State University

Licenses/Certifications

Professional Engineer, Pennsylvania

Also licensed Professional Engineer
in: MD, DC, VA, OH, KY, GA, WV

Experience

Charles Houston Community Recreation Center Alexandria, Virginia

Engineering design services for a new 36,000 SF LEED community and recreation center with areas for seniors, pre-school, general activities, gymnasium seating 500, boxing arena, locker rooms, training/weight rooms, game rooms, and an outdoor pool.

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Salvation Army Community Center Germantown, Maryland

Engineering design services for this 25,000 sf community center including a gymnasium, game room, classrooms, offices, and chapel for the Salvation Army.

Marshall Center (Senior and Teen Community Center) Spotsylvania, Virginia

Engineering design services for the renovation of a portion of this historic 1930s middle school into a combination senior and teen activity center serving the needs of Spotsylvania County, Virginia.

Ernst Community Center - Northern Virginia Community College Annandale Campus; Fairfax, Virginia

Engineering design services for this multi-purpose, gathering and community center on the NVCC Annandale Campus including a five hundred seat theater, dance/ studio, practice rooms, gymnasium, forum area, administrative spaces, classrooms.

KEY MANAGEMENT ISSUES

Trust

The construction of a building requires an Owner to place a high degree of trust in the Architect. The Architect virtually handles the Owner's money while designing a structure. It is therefore very important that the Architect can be trusted to make sound judgments on critical decisions of design that will affect cost. The Principals at Helbing Lipp Ltd. each have many years experience in the profession. They have a long track record of working with repeat clientele who place a high degree of trust in the company because of past performance in handling costs

Continuity of Personnel

Helbing Lipp Ltd. knows the frustration of Owners who find the architect's personnel changing frequently. Aside from not being able to develop a working relationship, the project suffers from lack of follow-through.

To avoid these potential pitfalls, Helbing Lipp Ltd. and its consultants provide continuity of project personnel to the best of their ability. Team members will be intimately involved with the project from beginning to end. This will assure that the Owner's intent is developed and carried through.

Team Track Record of Working Together

The successful completion of any project depends upon a high level of team effort. Helbing Lipp Ltd. and its staff have considerable experience working as the lead player on a team of professionals whose focus is to deliver a construction project in a cost-effective and timely manner. Each consultant proposed for this project has worked successfully with Helbing Lipp Ltd. on many previous projects to provide Owners with economical, functional and aesthetically pleasing spaces. Each understands that design usually involves working with groups of people and that active participation by all team members is essential. Helbing Lipp Ltd. has successfully worked with groups and communities and understands the dynamics.

Project Delivery

The key to successful completion of any project is management control throughout every phase. Each project is controlled by a principal who is directly involved with the Owner in the design and delivery of the work. Staff and resources are allocated and monitored by principals to produce projects on schedule and within budgets.

Day-to-day direction of projects is the responsibility of the project manager. Each manager is intimately involved with the project from beginning to end, providing continuity to assure the Owner's intent is developed and carried through from concept through design to completion of construction.

Design and documentation is performed utilizing state-of-the-art hardware and software. Upon project completion, clients are given copies of contract documents on electronic media for future work and building management.

KEY MANAGEMENT ISSUES

As the team leader, Helbing Lipp Ltd. is responsible not only for developing design concepts but for overall coordination of all engineering disciplines that will compliment and support the design. This coordination is accomplished through regular progress meetings where milestones are set, task assignments made, time frames established and cumulative records kept to assure that items get accomplished properly in a timely manner.

Our primary goal at Helbing Lipp Ltd. is excellence in design while incorporating practical solutions to serve the intended purposes. We believe that we must look beyond initial cost to provide our clients with structures that are economical to operate and maintain throughout their useful life spans. This involves careful attention to selection of materials and equipment for each individual building. We are committed to continuing research to seek out the latest and best tools and techniques to serve our clients more effectively.

Location, Availability & Response Time

Helbing Lipp Ltd. has two offices, one located in Vienna, Virginia, and the other in Charles Town, West Virginia. Work will be performed at both locations depending on the phase of the project.

Helbing Lipp Ltd., along with its consultants, is available to work on an "on-call" or "as-needed" basis. We know that changes and emergencies occur on every project and we as professionals must respond in a timely manner. Along with a timely response, experience must also be available. This is accomplished by our clients having direct access at all times to the extensive experience of our principals.

Response time would be between 1-2 hours.

Management of Outside Consultants

Helbing Lipp Ltd. has the capability within its organization to provide design services for the following disciplines:

- Architectural / Structural / Interiors

Helbing Lipp Ltd. will associate with other firms not included in its present organization and be responsible for their performance if included under its overall contract. It is anticipated that these would be as follows:

- Mechanical / Electrical / Plumbing.

Helbing Lipp Ltd. would coordinate with the following disciplines not normally included under the Architect's contract. It is anticipated that these would be as follows:

- Civil Engineering
- Geotechnical
- Food Service
- Traffic
- Acoustics
- Sound Reinforcement
- Video
- Specialty Lighting

KEY MANAGEMENT ISSUES

Helbing Lipp Ltd.'s Functions in the Construction Administration Phase

Helbing Lipp Ltd. understands the need for the Architect, Owner and Contractor to work hand-in-hand during this phase to deliver the best possible product on time and at the best cost. Our efforts would include:

- Regular Progress Meetings
- Availability for On-call Situations
- Issue Field Orders
- Process Shop Drawings
- Select Colors
- Prepare / Review Change Orders
- Review Payment Request
- Conduct Punch List Inspections
- Issue Certificate of Substantial Completion

Litigation & Dismissals

Helbing Lipp Ltd. has not been involved in litigation or been dismissed from a project in the last 5 years.

WORK LOAD

WORK ASSIGNMENTS

Helbing Lipp Ltd. knows that matching the proper personnel with each project is critical to its success. In making project assignments, we are careful to evaluate employees in the following areas:

- Past experience in working with project type.
- Current workload.
- Temperament to work with client and team.
- Ability to work overtime if needed.

WORKLOAD LIMITS

Helbing Lipp Ltd. is a small/medium size firm and as such it is very sensitive to work load and its ability to handle projects. Work assignment and progress meetings are held each Monday morning where principals review each employee's assignments and tasks to be accomplished for the week. Work load is kept to a level where employees only occasionally need to work overtime to meet project delivery dates.

CURRENT FIRM WORK LOAD

Helbing Lipp Ltd. is committed to providing clients with service that meets or exceeds their delivery needs. The Firm's workload at present is such that the majority of the projects in the office are in the construction phase. Because of this, our personnel are in a good position to begin new design work immediately.

PAST PERFORMANCE RELATIVE TO COST & SCHEDULE

We have been in business long enough to know that these two items – timing and budget – are of paramount importance to all Owners.

Helbing Lipp, Ltd. has a good record of completing projects on time and within budget. Job progress is monitored daily by the principal-in-charge to assure that deadlines are met. Costs are held in by way of interim checks italicizing current unit cost, alternative and other tools. In working professional sources, costs are fed in at the design decision-making process, thus averting any surprises.

A partial list of projects we have completed, which illustrate performance in the critical areas of time and budget, follows.

TIME AND BUDGET PERFORMANCE

PROJECT	TIMING	COSTS		CONTACT
		BUDGET	ACTUAL	
BERKELEY COUNTY PSSD ADMINISTRATION BUILDING	All design deadlines met.	\$1,510,000	\$1,432,000	Curtis Keller, Director (304) 263-8566
JEFFERSON COUNTY JUDICIAL CENTER Charles Town, West Virginia	All design deadlines met.	\$3,000,000	\$3,000,000	Leslie D. Smith County Administrator Jefferson County, WV (304) 728-3284
BERKELEY SPRINGS HIGH SCHOOL INTERIOR MODIFICATIONS Berkeley Springs, West Virginia	All design deadlines met.	\$350,000	\$335,000	Gladston Michael Maintenance Supervisor Morgan County Schools 903 South Washington St. Berkeley Springs, WV 25411 (304) 258-2430
JEFFERSON HIGH SCHOOL ADDITION AND RENOVATION Shenandoah Junction, West Virginia	All design deadlines met.	\$12,800,000	\$11,100,000	John Norman 110 Mordington Ave. Charles Town, WV (304) 728-9215
JEFFERSON HIGH SCHOOL SITE WORK PACKAGE Shenandoah Junction, West Virginia	All design deadlines met.	\$1,220,000	\$1,223,000	John Norman 110 Mordington Ave. Charles Town, WV (304) 728-9215
CHARLES TOWN BAPTIST Multipurpose Addition Charles Town, West Virginia	All design deadlines met.	\$2,143,000	\$1,441,500	Dr. Wyman E. Hall, Pastor 211 E. Congress St. Charles Town, WV 304.725.5917

PAST PERFORMANCE RELATIVE TO COST & SCHEDULE

PROJECT	TIMING	COSTS		CONTACT
		BUDGET	ACTUAL	
JAMES RUMSEY TECHNICAL INSTITUTE ADDITION Martinsburg, West Virginia	All design deadlines met.	\$675,000	\$565,000	Vicki R. Jenkins, Director James Rumsey Technical Inst. Route 6 Box 268 Martinsburg, WV 25401 (304) 754-7925
PRIESTFIELD PASTORAL CENTER ADDITION Kearneysville, West Virginia	All design deadlines met.	\$2,000,000	\$1,850,000	Fr. William Linhares, T.O.R. Priestfield Pastoral Center 4030 Middleway Pike Kearneysville, WV 304.725.1435
HARPER'S FERRY FAMILY CENTER Bolivar, West Virginia	All design deadlines met.	\$1,200,000	\$1,200,000	Donald K. Mickey, Director Jefferson Memorial Hospital 300 S. Preston Street Ranson, WV 25438 (304) 728-1600
ASBURY UNITED METHODIST CHURCH ADDITION Charles Town, West Virginia	All design deadlines met.	\$750,000	\$732,000	Donald Cline 504 South Church Street Charles Town, WV 25414
McLEAN HIGH SCHOOL RENEWAL - PHASE I McLean, Virginia	All design deadlines met.	\$3,700,000	\$3,600,000	Fairfax County Public Schools 10640 Page Ave., 300 Fairfax, VA 22030
McLEAN HIGH SCHOOL RENEWAL - PHASE II McLean, Virginia	All design deadlines met.	\$14,300,000	\$14,300,000	Fairfax County Public Schools 10640 Page Ave., 300 Fairfax, VA 22030
McLEAN HIGH SCHOOL RENEWAL - PHASE III Fairfax, Virginia	All design deadlines met.	\$8,600,000	\$8,600,000	Fairfax County Public Schools 10640 Page Ave., 300 Fairfax, VA 22030
TRINITY CHRISTIAN SCHOOL PHASE II UPPER SCHOOL Fairfax, Virginia	All design deadlines met.	\$10,000,000	\$9,800,000	John Scott Scott Long Construction, Inc. Chantilly, VA 703-802-7608
TRINITY CHRISTIAN SCHOOL LOWER SCHOOL Fairfax, Virginia	All design deadlines met.	\$8,300,000	\$8,300,000	John Scott Scott Long Construction, Inc. Chantilly, VA 703-802-7608

REFERENCES

- **MR. JAMES W. DAILEY**
President
W. Harley Miller Contractors, Inc.
PO Box 945
Martinsburg, WV 25402
(304) 267-8959
- **MRS. VICKI R. JENKINS**
Director
James Rumsey Technical Institute
Route 6, Box 268
Martinsburg, WV 25401
(703) 325-5800
- **JANE K. PETERS**
Director
Jefferson County Development Authority
44 Wiltshire Road
Kearneysville, WV 25430
(304) 728-3255
- **MR. JOHN McILROY**
Chairman
The Building Commission of the City of Charles Town
Charles Town City Hall
Charles Town, West Virginia
(304) 725-2311
(301) 929-2340
- **MS. LESLIE D. SMITH**
County Administrator
Jefferson County, West Virginia
(304) 728-3284
- **MS. GAIL C. BOOBER**
Magistrate
Jefferson County, West Virginia
(304) 728-3233
- **MR. JOHN NORMAN**
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110 Mordington Ave.
Charles Town, WV 25414
(304) 725-9741
- **MR. JUDSON ROMINE**
Former Superintendent of Schools
Jefferson County Schools
110 Mordington Ave.
Charles Town, WV 25414
(304) 725-9741
- **MR. CRAIG COLLIS**
President
Minghini's General Contractors, Inc.
2035 Shepherdstown Road
Martinsburg, WV 25401
(304) 263-9988
- **MRS. DORIS CLINE**
Former Member
Jefferson County Board of Education
504 S. Church Street
Charles Town, WV 25414
(304) 264-1000

REFERENCES

Jim McClelland, CPRP, Director
Greater Huntington Parks & Recreation District, Harveytown Park
(304) 696-5954

John E. Gibson, Braxton County Commission
Braxton County Park
(304) 765-2833 or (304) 765-5923

Jay Roberts, City Planner
Fairmont Riverfront Park
(304) 366-6211, Ext. 308

Thomas Flynn, Planner
Fairmont Riverfront Park
(410) 267-7220

Anne Cavalier, Vice President - Purchasing
West Virginia University - Institute of Technology, Extreme Sports
Park and Marina Study (Project received an Engineering Excellence
Award)
(304) 442-3049

David Cramer, PE, Assistant Deputy Commissioner
WVDOT-DOH
(304) 558-2804

Larry Lawrence, Director Physical Plant
Fairmont State College Inter Campus Masterplan & Design
(304) 367-4295