

DFC Architects, PC

December 5, 2008

RE: Cacapon Resort State Park -Lodge Expansion and Park Improvements
DNR209057

Frank Whittaker, Senior Buyer
Purchasing Division
PO Box 50130
Charleston, WV 25305-0130

Dear Mr. Whittaker,

I have enclosed 3 copies of our Design Teams' Expression of interest the above referenced project. I believe we have assembled a highly qualified team of professionals, each of which is well known for their individual competence and skill. The unique aspect of our team is that it is led by a small business, which will guarantee personal involvement of the principal of the firm, not just an assigned project leader. As the team leader I anticipate involvement with this project personally, from the first sketch to the final Certificate of Occupancy.

I would state that, to the best of my knowledge, none of the consulting firms contained in this proposal, as well as DFC Architects, PC have any conflict of interest related to this project thru any other relationship with any officials for the State of West Virginia.

Please review our qualificaitons and feel free to contact me with any questions you may have. Our team looks forward to working with your agency on this project.

Sincerely,



Donald F. Crigler
President
DFC Architects, PC

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PURCHASING DIVISION
STATE OF WV

*Cacapon Resort State Park
Lodge Expansion and Park Improvements-*

Expression of Interest

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Appendix 1 - Signed State of West Virginia forms

I. Project Organization & Key Personnel

The project will be directed by DFC Architects, PC. They will be responsible to insure that there is clear, concise communication to all of the other Team members. Don Crigler, owner of DFC Architects, PC, has been a managing principal or owner for more than 24 years. While DFC Architects is a small business, this will insure that the Parks and Rec Project Managers will be dealing directly with a principal with more than 31 years of professional experience, instead of dealing with a junior associate with limited overall planning knowledge.

Unlike larger firms that are in the process of downsizing, DFC Architects is confident they can increase staff to meet the demands of this project. In conclusion, this team has been primarily assembled because they have worked well together on numerous projects and are already familiar with one another's personnel.

The primary contact for DFC Architects, PC will be Donald F. Crigler, RA at the following address:

DFC Architects, PC
116 S. Stewart St. 2nd Flr.
Winchester, VA 22601
Phone : (540) 678-0560 Fax: (540) 678-0561 Cell: (540) 550-5477
Email : don@dfcarchitects.com Website: www.dfcarchitects.com

The following firms will be part of the Project Design Team for the Cacapon Resort State Park Project:

Project Planning Director & Building Architectural Design

DFC Architects, PC	Architectural Planning and Design of the Infrastructure improvements and all Facility Additions <i>Director of the Project</i>	Winchester VA
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S3e Klingemann, Inc.	Mechanical, Electrical, Fire Protection & Plumbing engineering for the for the Additions & new facilities	Springfield, VA
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Ruckman Engineers, PLC	Structural Engineering for all buildings & additions	Winchester, VA
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Site & Park Planning, Landscape Design

Podesta & Associates, Inc.	Land Surveying, Civil Engineering Park Planning, Environmental Studies	Winchester, VA Charleston, WVA
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Land Planning & Design Group, Inc.	Master Landscape Design Park Planning	Frederick, MD
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II. Approach to the Cacapon Resort State Park Development

The team that has been assembled for this project have all completed large planning projects. DFC Architects, PC completed a Master plan for the 295 acre Joe Gibbs Youth for Tomorrow Campus, in Bristow VA. Upon completion of the master plan, Don Crigler designed a 40,000 square foot private middle/high school, a vocational education building, 5 homes for 40 troubled girls, and a new maintenance and storage building. Land Planning and Design Group has worked with DFC Architects on numerous community buildings like Snowden Bridge's new Recreation Center in Winchester VA. This facility will contain a full gymnasium, exercise room, racquetball courts and an outdoor swimming pool. LPDG has completed numerous master landscaping plans for communities throughout the Northern Virginia region like Braemar in Prince William County, VA. LPDG will also design the pool amenities. Potesta Associates, Inc. is a Civil Engineering firm with offices in Charleston, WVA and Winchester, VA where the project team will be based. They will handle the site plans and utility design for the entire project. S3e Klingemann, Inc. has completed numerous multi-unit housing projects for Sunrise Retirement communities throughout the eastern half of the United States. They have just completed two projects with DFC Architects, PC including a new Maintenance & Storage building for the Golf Course maintenance group at the Country Club of Fairfax.

Project Approach

The approach to the project will be to simultaneously complete an infrastructure analysis from any existing documentation (provided by Parks & Rec) and also complete a diagrammatic Master Plan of the various components to be added to the resort park. Once both of these tasks are complete a preliminary code analysis will be completed to identify utility needs for sewer and water requirements to meet current building and life safety codes as well as existing power availability. Infrastructure upgrades can have a significant impact on the overall project budget if the Master Plan is not implemented with utilities in mind. During this Phase DFC Architects will work in conjunction with Potesta Associates and Land Planning and Design Group.

Once the code analysis is complete the Master Plan will be adjusted to minimize new infrastructure requirements and costs. This would typically place new facilities in close proximity to existing facilities, very similar to concepts of "new urbanism". In doing this it will also preserve open recreational space throughout the Resort Park.

Upon approval of the Master plan and infrastructure improvements Potesta Associates will begin preparing Site and utility plans in coordination with S3e Klingemann's plans for the sewage treatment plant upgrades. DFC Architects will be prepare construction documents for the lodge expansion and recreation center building. Sequence of the document preparation will be based upon the approved schedule of infrastructure improvements and facility additions as balance with the State funding abilities.

Conceptual Planning Phase

- Overall Master Plan Program Element Identification

- Existing Traffic Analysis – Identify current access points, existing parking and current problem areas for traffic
- Concept Plan for Park Master Plan (Bubble diagram level)
- Existing Utility & Infrastructure documentation
- Establish a Space Requirement Program for all of the new Facilities (Net & gross square footages per functions)
- Establish a Conceptual Footprint for the new Lodge Addition and Exercise & Recreational Center (analyze impact on the new Park Master Plan)
- Meet with Parks & Recreation Project Director to review Concept Master plan
- Complete a Conceptual Estimate of the cost of Improvements for both infrastructure and buildings
- Prioritize and Phase the improvements based upon available funds

The preliminary conceptual planning is the most critical phase to controlling the ultimate project cost and timeliness of the document preparation. The decisions noted above will have the most significant impact on both the final construction cost and completion dates.

Design Development Phase

- Start preliminary Site Plan for utility & infrastructure improvements
- Complete Design Development drawings for the new Lodge addition
- Complete Design Development drawings for the Exercise & recreational building
- Review Design Development Drawings with Dept. of Parks and Rec

Permit and Construction Plans

- Site plan preparation and submission for review
- Building plan preparation and submission for review
- Review Construction Drawings with Dept. of Parks and Rec

III. Project Examples

The following projects are representative of the various members specific experience with design of similar projects. In an effort to be brief, all of the various team members do not have projects listed, but a list of websites are included for additional background information.

Index of illustrations:

DFC Architects, PC

www.dfcarhitects.com

Snowden Bridge Recreation Center	Winchester, VA
Bryce Resort Members Building	Basye, VA
Country Club of Fairfax Maintenance Bldg.	Fairfax, VA
Potomac Greens Pool Clubhouse	Alexandria, VA
Youth for Tomorrow Master Plan	Bristow, VA
Youth for Tomorrow Academic School	Bristow, VA
Shenandoah Clubhouse and Indoor Pool	Warren County, VA

Land Planning & Design Group, Inc.

www.lpdg.com

Snowden Bridge Community Rec Center	Winchester, VA
Morris Farm Square Park	Loudoun County, VA
Idlewild Fountain Park	Fredericksburg, VA

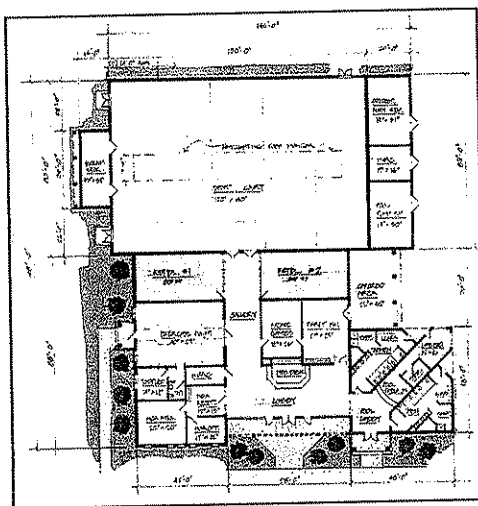
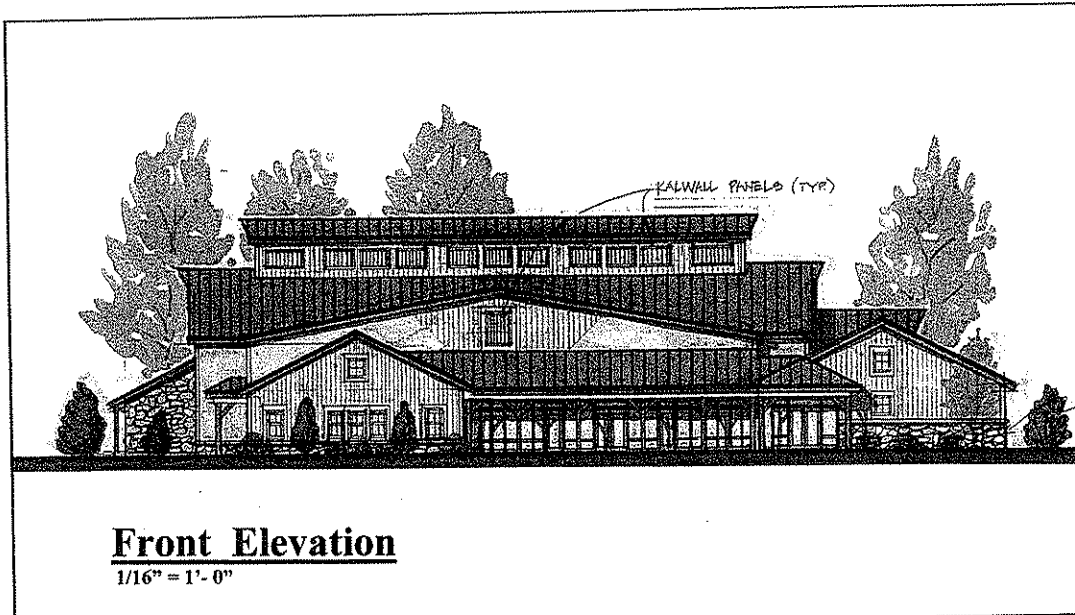
Web Sites:

Potesta Associates, Inc.

www.potesta.com

S3e Klingmann, Inc.

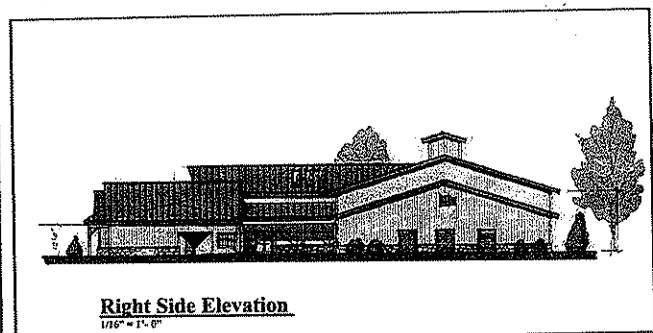
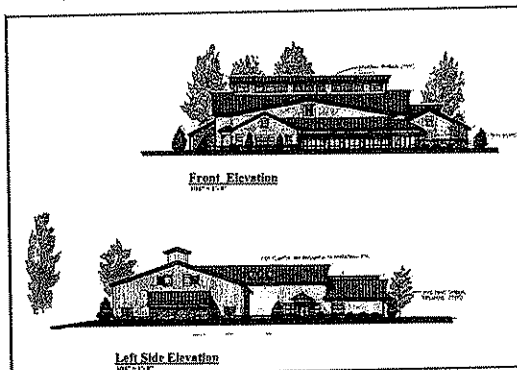
www.s3e.com



Snowden Bridge Rec Center

The Snowden Bridge Rec Center was designed to be the center of community activity in Winchester VA. The clubhouse contains a pool changing facility, a multi-station exercise room, two racquetball courts and meeting rooms for the community.

The design in pre-engineered steel, while intended to be affordable, was also designed to be "daylighted" by the linear roof monitor above the multi-purpose gymnasium. The lights in the sport court gymnasium were controlled by photo-cells and would only be activated on cloudy days and at night. The facility contained 22,000 square feet of space.



DFC Architects, P.C.

don@dfcarchitects.com

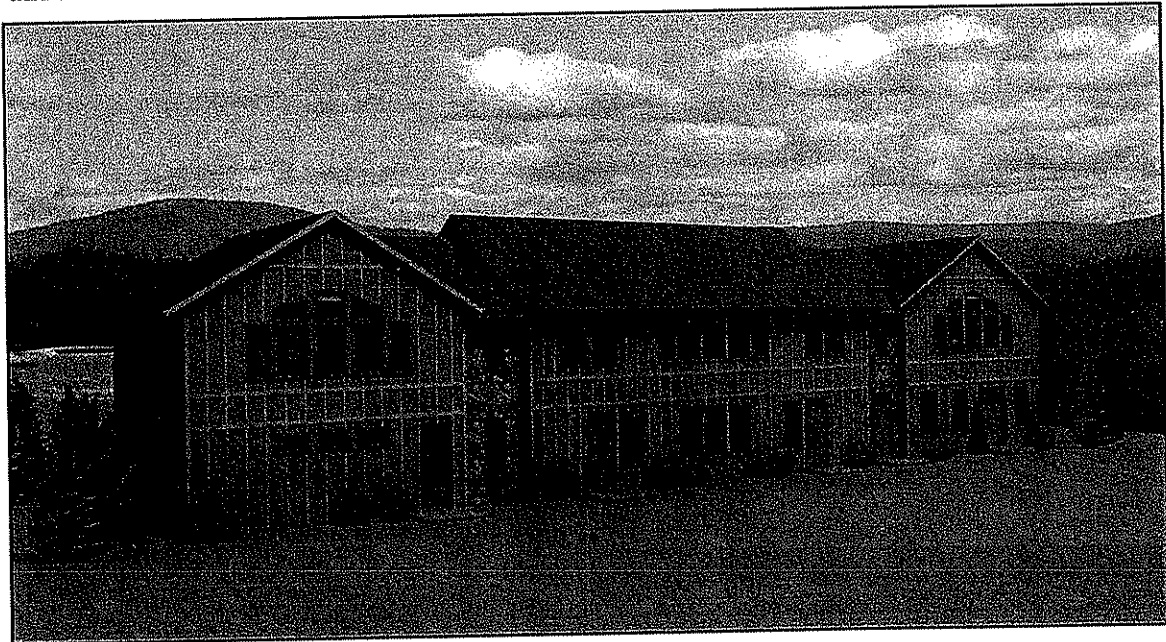


Bryce Members Center & Multi-Purpose Building

Bryce Resort

Basye, Virginia

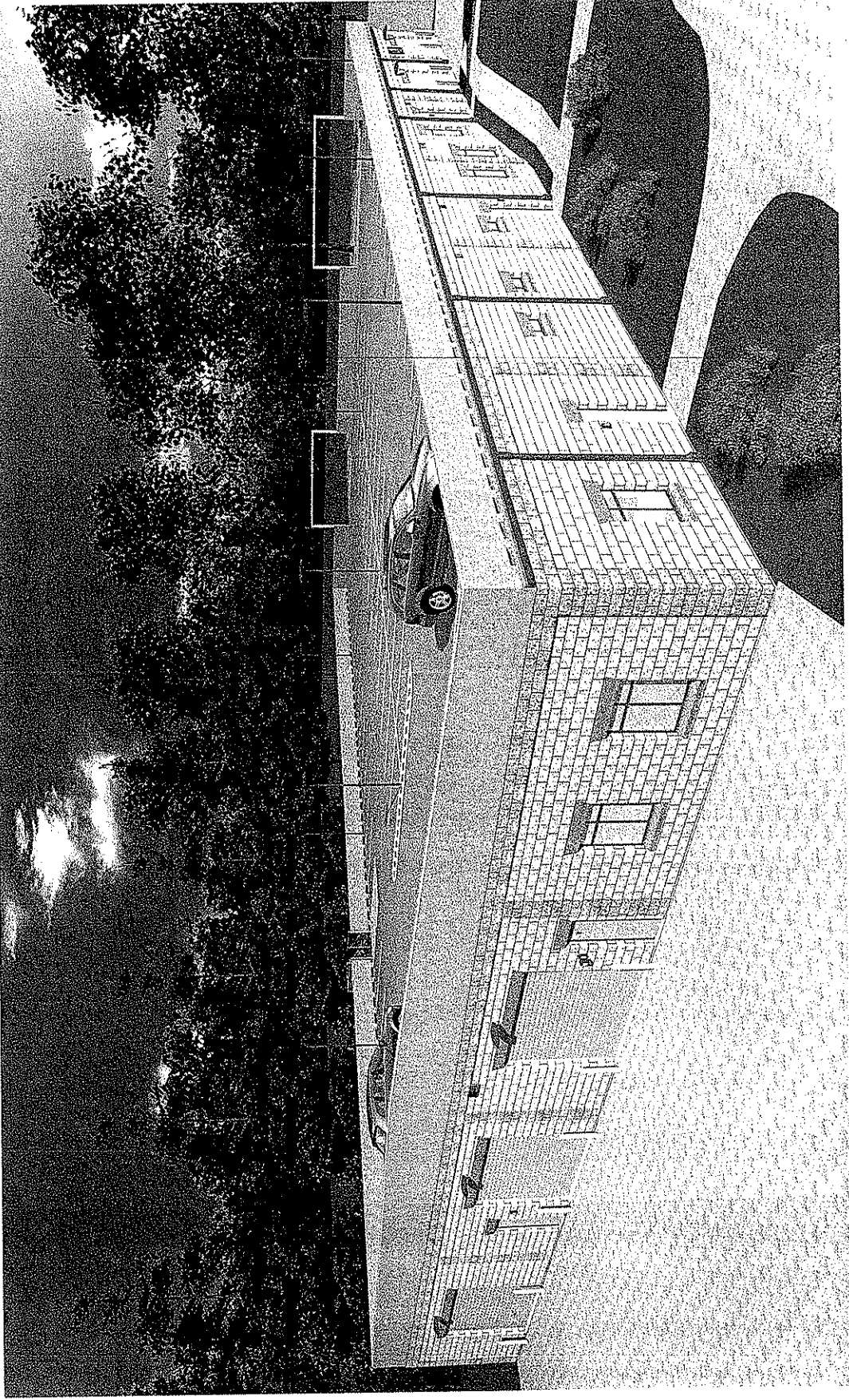
The design for a new Members Center and Multi-purpose building for Bryce Resort accommodates the First Aid station, Ski Patrol locker room along with space for the Ski Wee School and the Ski/Snow Board team. The second floor adds additional member meeting space and a staff lounge for seasonal employees. The design while economical, fits in with the existing buildings and reflects the mountain setting.



DFC Architects, P.C.

don@dfcarchitects.com

COUNTRY CLUB OF FAIRFAX
PARKING AND MAINTENANCE BUILDING



DFC Architects, PC

24 W. Piccadilly St. B2 (540) 678-0560 Winchester, VA 22601

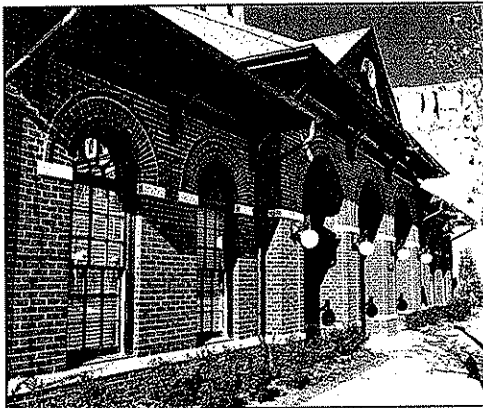
Fairfax Office (571)-224-3250



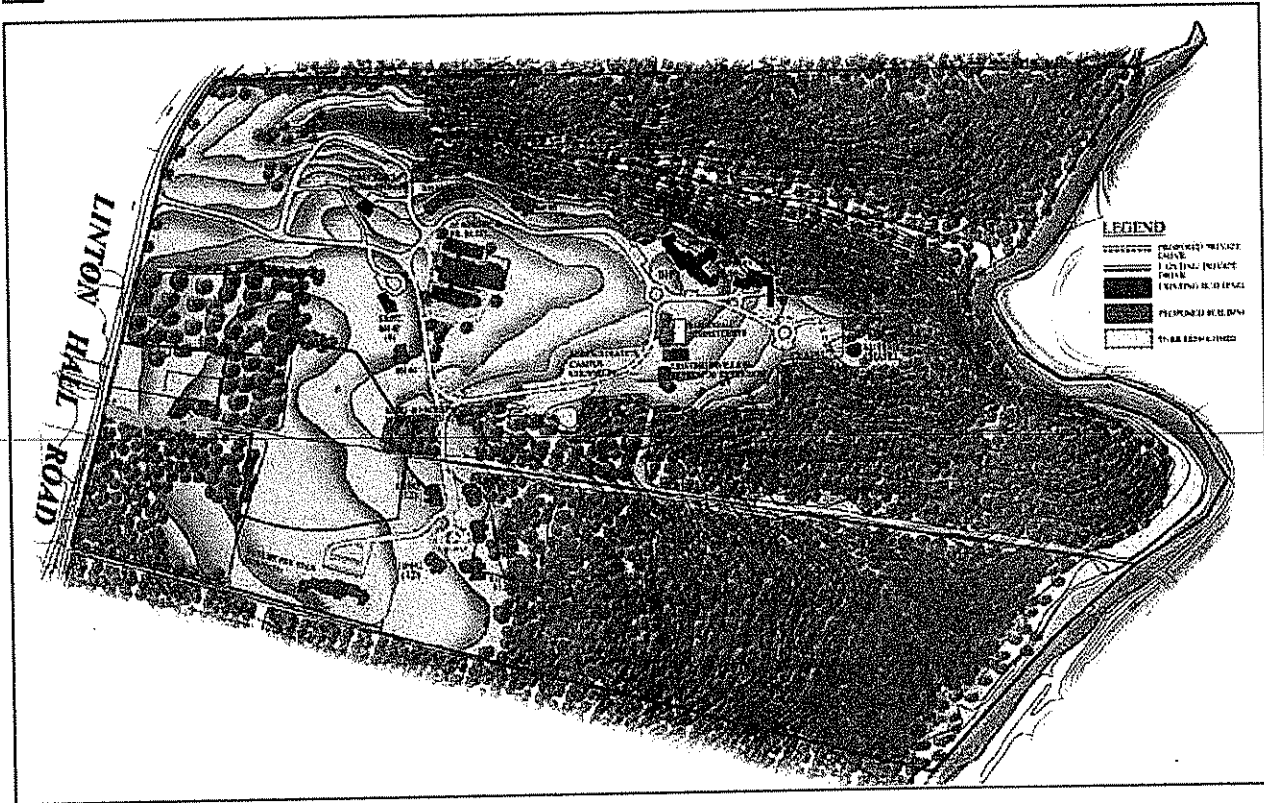
Potomac Greens Clubhouse

The Potomac Greens community was built on the old railroad yards known as Potomac Yards. The small clubhouse contains a pool changing facility, exercise room and small gathering room for the community of 200 luxury townhomes.

The design reflects the original use of the site as a rail yard and hearkens back to a bygone era.

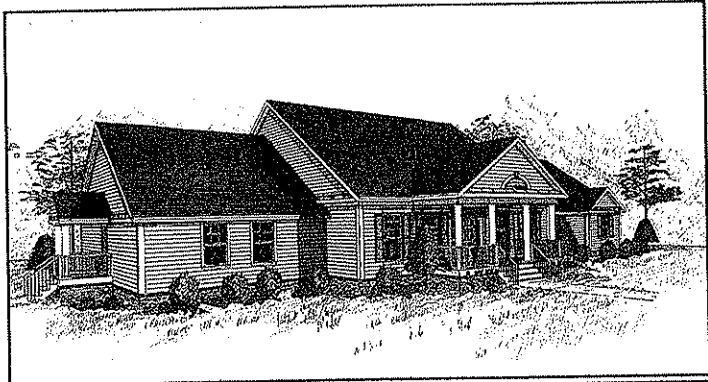


DFC Architects, P.C.
don@dfcarchitects.com



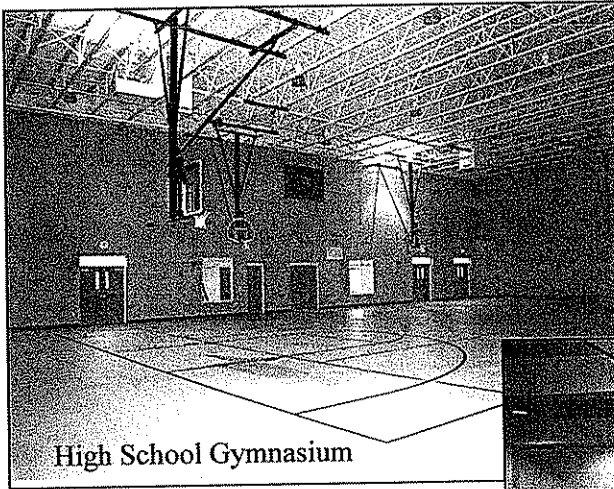
Youth for Tomorrow

The Master Plan for the 195 acre Youth for Tomorrow campus was completed in 2000. The plan was designed for future growth of their youth programs and educational needs. The plan was laid out to minimize construction costs associated with utility and infrastructure upgrades. This plan accommodated substantial residential facility expansion as well as expansion of the administrative support facilities. Since completing the Master Plan the following facilities have been constructed; a 40,000 square foot high school, five girls homes for 40 girls, and a maintenance facility. Plans have been completed for two other buildings and are awaiting funding. Youth for Tomorrow is a live-in facility for troubled teens that was started by Coach Joe Gibbs.

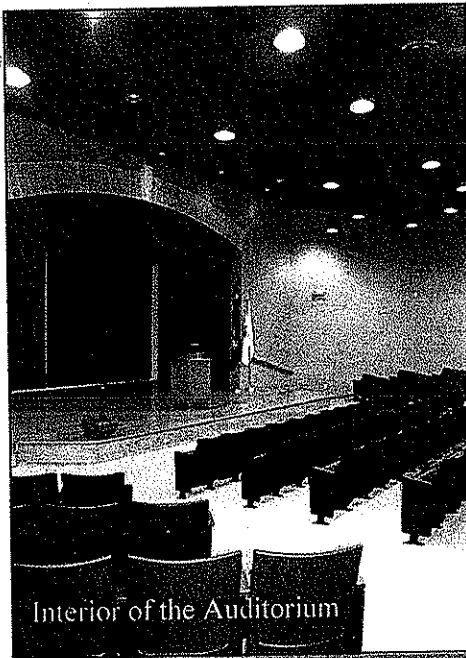
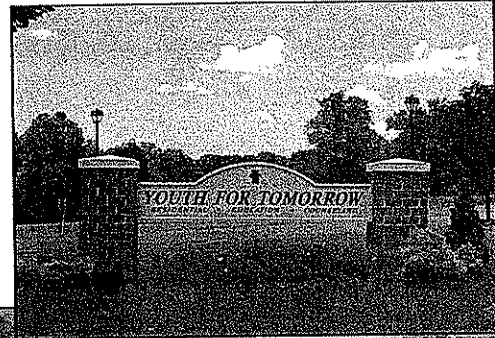


DFC Architects, P.C.

don@dfcarchitects.com



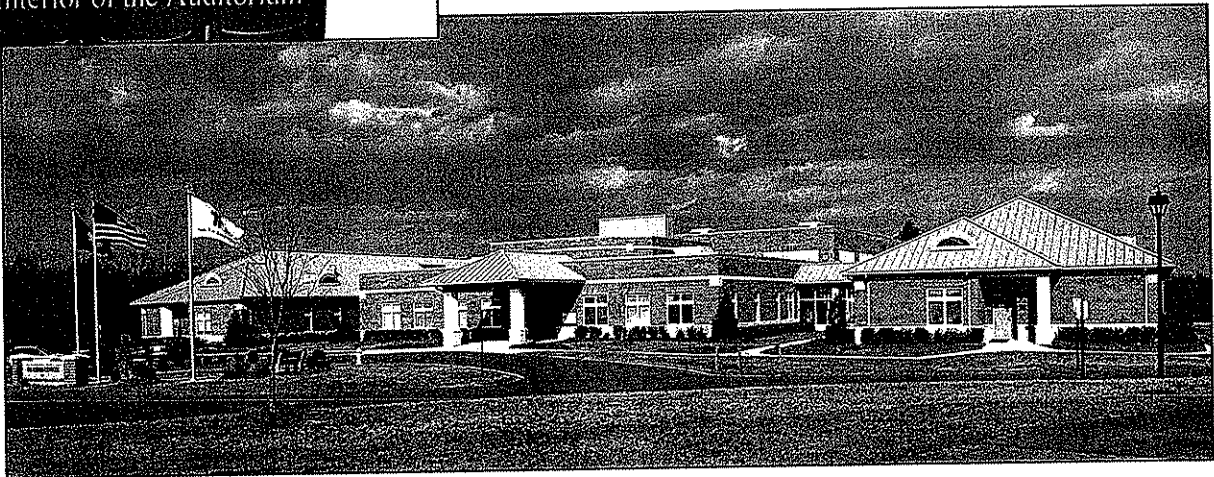
High School Gymnasium



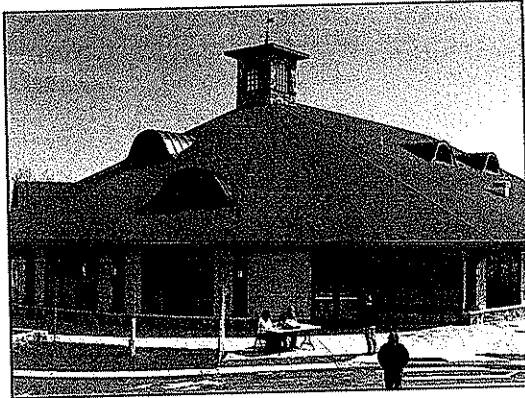
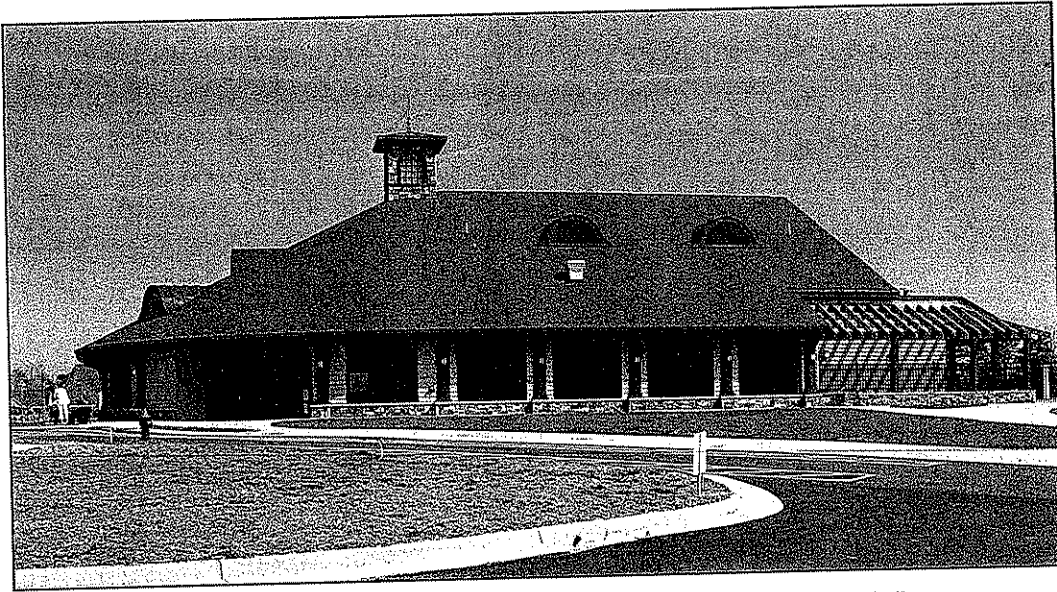
Interior of the Auditorium

Youth for Tomorrow - High School

This 40,000 square foot high school was designed around the YFT unique program needs. Classrooms were designed for 16 to 18 students maximum with special attention to vocational educational programs. Two classroom wings were completed to allow for separate classes for girls and boys. The building included an Auditorium, Gymnasium, cafeteria and administrative offices. The project was completed in 2003 for \$ 5.2 M.



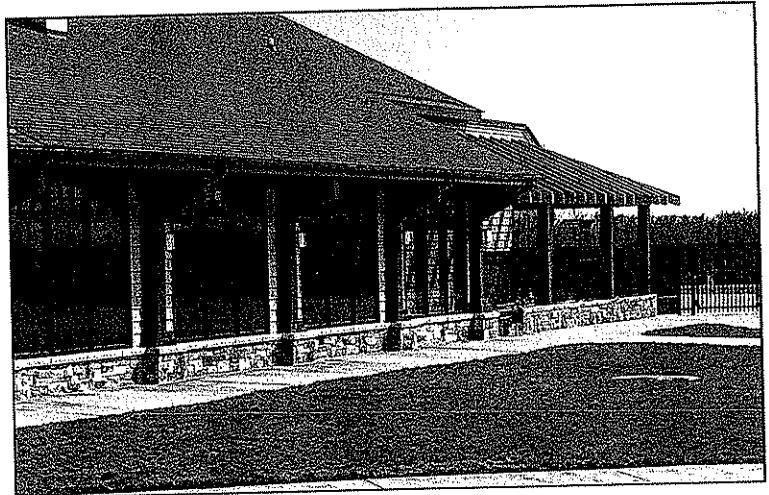
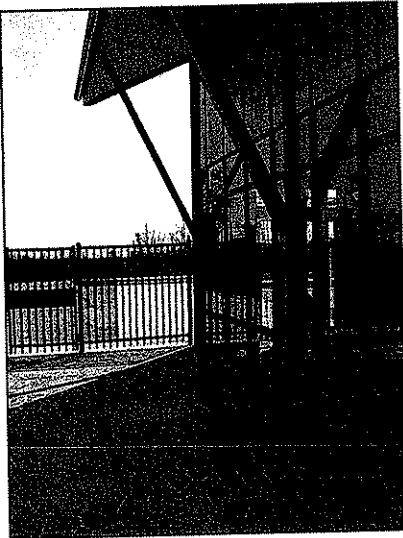
DFC Architects, P.C.
don@dfcarchitects.com



Shenandoah Clubhouse and Indoor Pool / Exercise Facility*

This active adult community is located between Winchester and Front Royal and has a 20,000 sq. ft. clubhouse along with a 10,000 sq. ft. indoor pool and exercise building. The Project Manager in charge of the construction documents for this facility is currently part of DFC Architects, PC. The facility contains a large ballroom/meeting room along with a restaurant. The exercise facility and indoor pool are located in the building adjacent to the exterior pool.

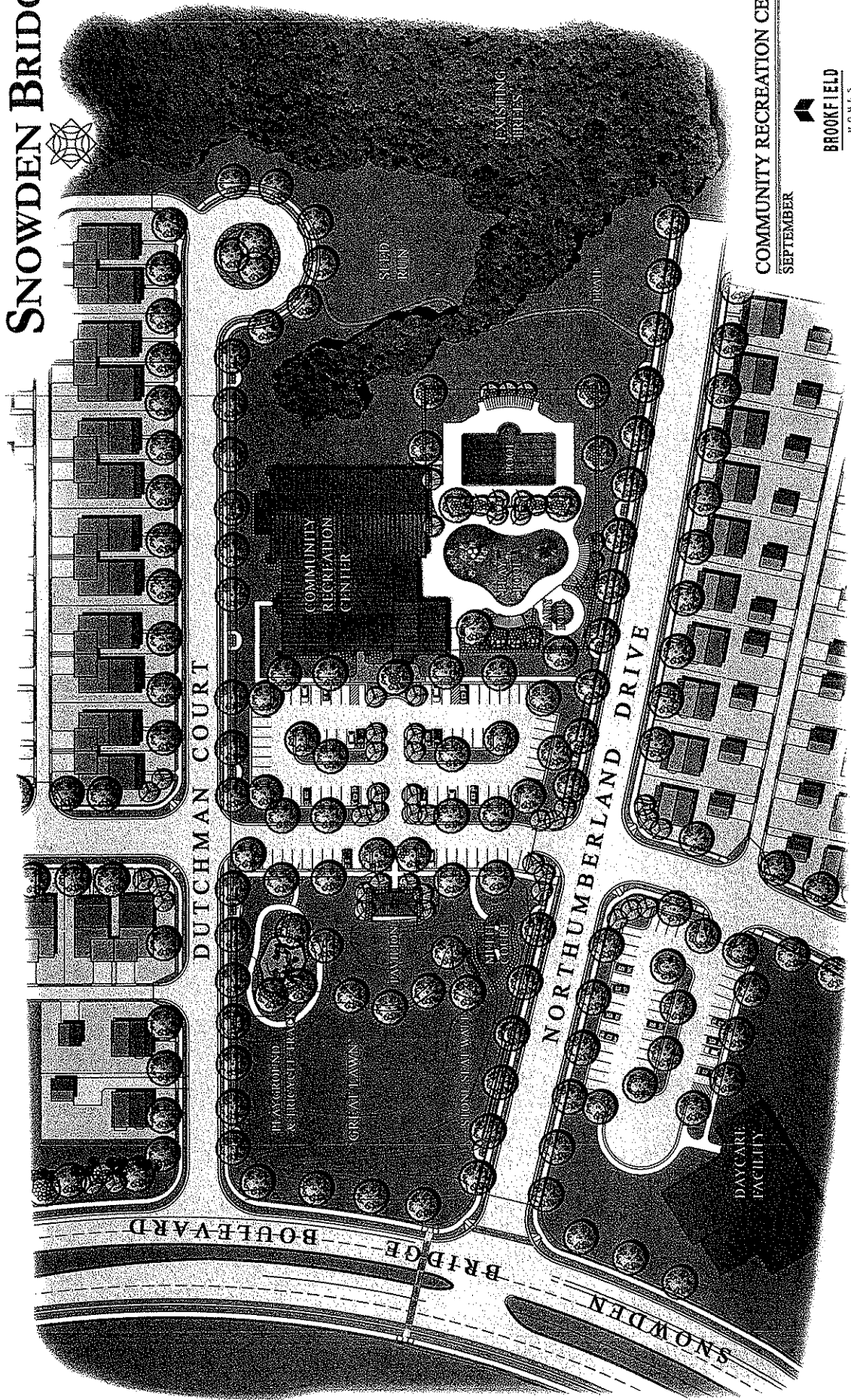
*Individual experience for Ivan Ilijoski



DFC Architects, P.C.

don@dfcarchitects.com

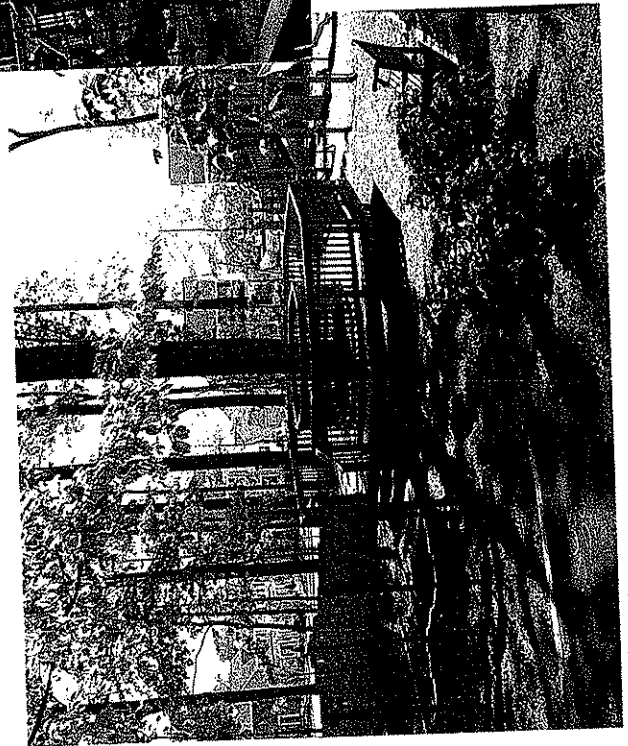
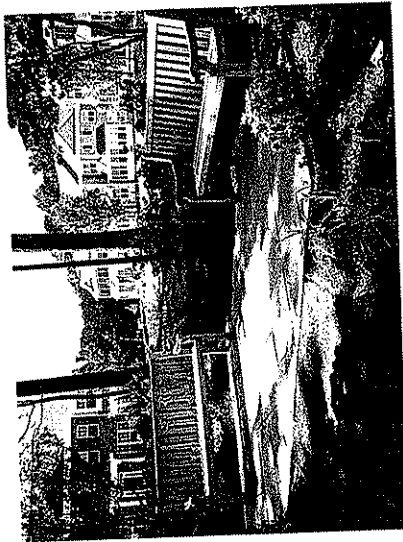
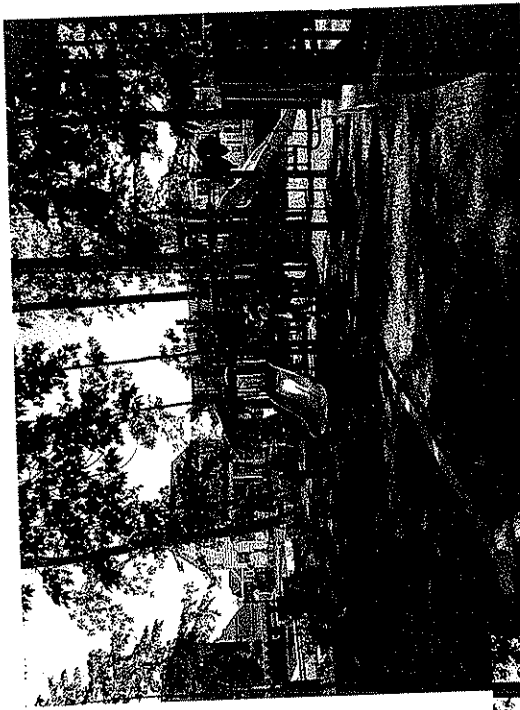
SNOWDEN BRIDGE



COMMUNITY RECREATION CENTER
SEPTEMBER 2007



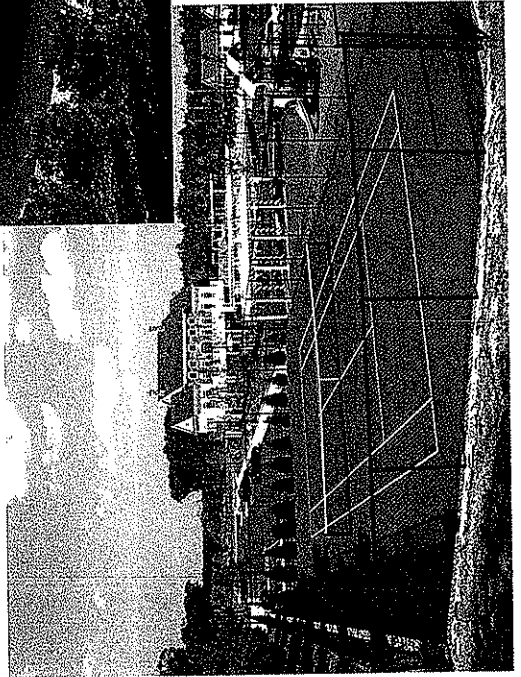
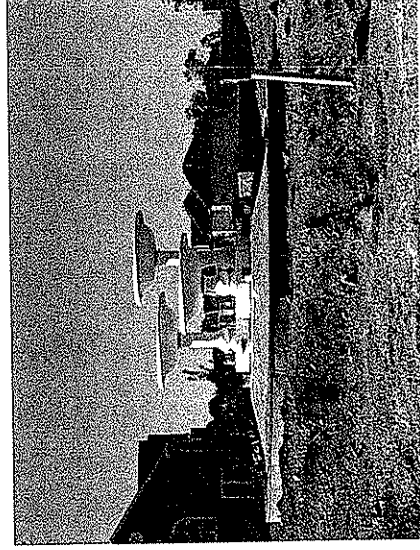
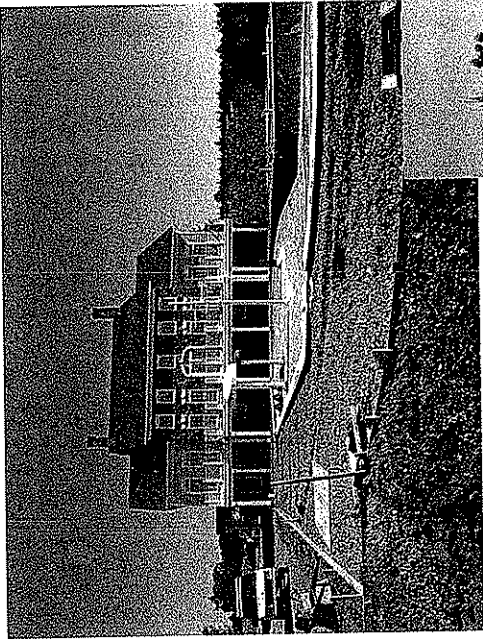
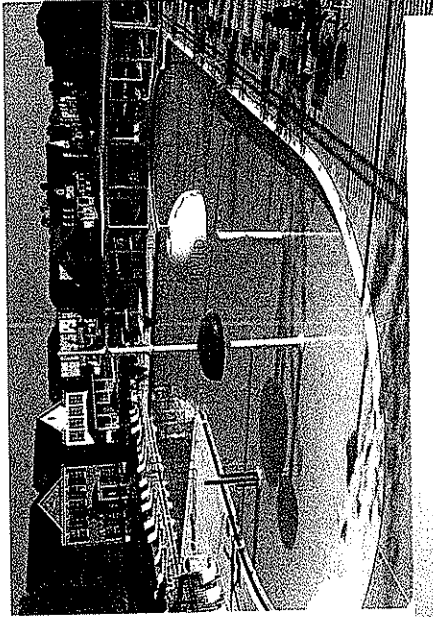
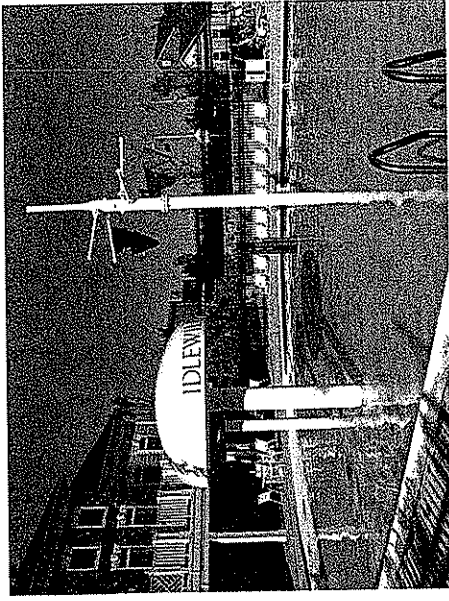
THE LAND PLANNING AND DESIGN GROUP INC.
LAND PLANNING · ZONING · SITE PLANNING · LANDSCAPE ARCHITECTURE
5300 WESTVIEW DRIVE, SUITE 103, FREDERICK, MD 21703
TEL (301) 695-6172
FAX (301) 695-6219



MORRIS FARM

THE LAND PLANNING & DESIGN GROUP, INC.

5300 WESTVIEW DRIVE • SUITE 103 • FREDERICK, MD 21703 • 301-695-6172



IDLEWILD FOUNTAIN PARK AND RECREATION CENTER

THE LAND PLANNING & DESIGN GROUP, INC.

5300 WESTVIEW DRIVE • SUITE 103 • FREDERICK, MD 21703 • 301-695-6172

IV. Resumes of Key Personnel and Project Assignments

Index of Personnel Resumes

Donald F. Crigler, RA
DFC Architects, PC

Ivan Ilijoski, Associate
DFC Architects, PC

James Baisch, LA
Land Planning & Design Group, Inc.

K. Joe Knechtel, PE
Potesta Associates, Inc.

Richard Ruckman, PE
Ruckman Associates, PLC

Donald Klingemann, PE
S3e Klingemann

Rasko Dabnik, PE
S3e Klingemann

Project Assignment

Project Director
Project Management and Programming
Master Planner for all facilities
Architectural Design

Assistant Project Director
Design Assistant
Project Manager for Construction Documents

Master Plan Landscape Design & Pool Design
Layout the landscape design concepts and complete
the bid documents for pricing and installation

Site Planning & Civil Engineering
Infrastructure analysis and Master Site plan
Chief Engineer

Principal in Charge of Structural Engineering
Design of all structural building components

Principal in Charge PME Engineering
Electrical Design

Project Manager PME Engineering
HVAC Design

DONALD F. CRIGLER

DFC Architects, PC
116 S. Stewart St., 2nd Flr
Winchester, VA 22601
540-678-0560
don@dfcarchitects.com
www.dfcarchitects.com

Mr. Crigler's experience encompasses all phases of the architectural profession, from preliminary programming to construction administrative services. He has designed numerous light commercial, light industrial, office, retail, and church facilities throughout Virginia and Maryland. His residential experience covers a broad spectrum of building types from multi-family apartments, condominiums, townhomes, to production designs for builders, and custom homes. He has designed homes for some of the largest national builders in the country, including Centex Homes (NC, VA, NJ), M/I Homes (VA, IL), Richmond/American, K. Hovnanian, Brookfield Homes, Pulte Homes, NV/Ryan Homes, and Lennar Homes.

EDUCATION

Bachelor of Architecture, 1974
Virginia Polytechnic Institute and State University

EXPERIENCE

March 2006 – Present	DFC Architects, PC; Winchester, VA
Aug. 1999 – March 2006	Vice President for Design Pinnacle Design and Consulting; Fairfax, VA
Feb. 1984 – Aug. 1999	D.F. Crigler Assoc., Crigler Burke Architects, PC; Fairfax, VA
Jan. 1981 – Feb. 1984	Shotwell-Anderson Hospital Planning; McLean, VA
May 1979 – Jan. 1981	Daniels Harrelle Associates, AIA; Vienna, VA
Jan. 1975 – May 1979	Naval Facilities Engineering Command; Alexandria, VA
May 1974 – Dec. 1974	Aiji Tashiro & Associates; Wilkesboro, NC

PROFESSIONAL AFFILIATIONS

Top of Virginia Builders Association
Home Builders Association of Virginia
National Association of Home Builders
Top of Virginia Regional Chamber of Commerce
NCARB Certificate Holder

ARCHITECTURAL REGISTRATIONS

Virginia, 1976	New Jersey, 2000
Maryland, 1985	Delaware, 2001
District of Columbia, 1991	West Virginia, 2002

Mr. Crigler served on the City of Fairfax's Architectural Review Board for 5½ years, from December of 1988 until June of 1994. He has completed numerous renovations of historic structures and designed new buildings in Historic districts throughout Northern Virginia.

Mr. Crigler's talents are highlighted at the Joe Gibbs, Youth for Tomorrow New Life Center, located on 200 acres in Bristow, VA. He completed a master plan for the campus and designed the last six buildings constructed; including 6 housing units for 48 residents, a 40,000 square foot high school, and a new administrative/counseling building. Following is a partial list of major projects for which Mr. Crigler has had primary responsibility:

Alban Road Public Storage – Springfield, VA - Office/warehouse/storage complex
250,000 square feet of space contained in six buildings
Riverview Office Building – Oxon Hill, MD - Six story speculative office building
Long and Foster Real Estate – Various locations throughout MD & VA – Office prototype
Immanuel Bible Church – Springfield, VA - Master Plan and Phase I, II, & III projects
Fairfax Presbyterian Church – Fairfax, VA – Addition and remodeling
Joe Gibbs, Youth for Tomorrow New Life Center – Bristow, VA
Master plan, Academic and PE building, Administrative and Counseling building, six residential buildings
Centex Homes – Manalapan, New Jersey – Six Active Adult clubhouses, ranging from 10,000 to 20,000 square feet
Potomac Greens at Potomac Yards – Alexandria, VA – Luxury townhomes
Designs for seven units and the clubhouse, which needed BAR approval in the City of Alexandria

DESIGN AWARDS

Mr. Crigler has received 57 residential design awards over the course of his 30 year career. Three commercial projects he designed have won awards from Northern Virginia ABC and AGC.

Richmond Better Housing Coalition's Design Competition – 1993

Single Family Infill Housing – First Place

AGC Certificate of Merit – 1993

Immanuel Bible Church, Phases II & III

New Utah Housing Competition – 1994

Single Family Prototype – Second Place

NVBIA – Finest For Family Living Awards – 1990-2003

24 awards in various categories

NVBIA – FFL Monument Awards – 2004-2006

21 awards in various categories

AGC Awards – 2003-2004

Two awards for Joe Gibbs, Youth for Tomorrow New Life Center – Academic and PE Facility and Circle of Hope, Girls Homes 1 & 2

Top of Virginia Building Association's 2005 Parade of Homes

8 awards in various categories, including State President's Award

Top of Virginia Building Association's 2006 Parade of Homes

2 awards

IVAN ILIJOSKI
DFC Architects, PC
10114 Farmington Drive
Fairfax, VA 22030
571-224-3250

Ivan Ilijoski has more than eight years of architectural experience with both commercial and residential projects and is currently a contract employee for DFC Architects, PC. As a Project Manager at Pinnacle Design, he was responsible for the overall coordination of their commercial projects with the consulting engineers and contractors in the field. He has also worked directly with clients to assess their needs and incorporate them into the final contract documents for construction.

EDUCATION

Business school ♦ Belgrade, Yugoslavia Business management, Accounting, Quality control

High School for Mechanical Technicians ♦ Belgrade, Yugoslavia 1986 –1990

Technical drafting, Mechanical Elements, Computer Science

EXPERIENCE

June 2006 – present	DFC Architects, PC
Feb 2002 – June 2006	Pinnacle Design and Consulting; Fairfax, VA
Dec 2000 – Feb 2002	DV Architects; Gaithersburg, MD
Aug 1995 – Sep 2000	ID Interactive Design; Belgrade, Yugoslavia

CERTIFICATES & TRAINING

AutoDesk AutoCAD 2000, Belgrade Yugoslavia Mar 2000 - Jun 2000

SKILLS

CAD Software: AutoCAD Release 14, 2000 and 2004, Architectural Desktop, Mechanical Desktop, Repro Desk, and Adobe Photoshop

Hardware: Digital Cameras, Scanners, Plotters and Océ Printers

EXAMPLE PROJECTS

Potomac Greens Clubhouse

This was an 1800 square foot recreational building located on the site of the old Potomac Yards Rail yards in Alexandria, VA. All of the townhomes and the pool clubhouse were constructed on steel piles to reach adequate bearing since there was 15' of fly ash layered on the site from the old wood and coal fired trains.

Shenandoah Active Adult Clubhouse and Recreation Center

This project consisted of two buildings located in Warren County, VA. The first was an Active adult clubhouse containing a ballroom, restaurant, bar, game rooms and hobby rooms overlooking Lake Frederick. The second building contained an exercise room and indoor pool facility that overlooked the outdoor pool and the lake. The buildings contained more than 30,000 square feet of space.

JAMES BAISCH

Over the past 25 years as president of Land Planning & Design Group, Mr. Baish has worked in the private sector on a large variety of multi-scale Planning and Landscape Architectural designs for New Communities throughout Maryland and Virginia, with both local and national developers. His areas of expertise involve Community Design, Detailed Site Planning, Community Amenity/Recreation Planning, Community Theming, Detailed Landscape & Hardscape Design, Construction Supervision, Presentation Graphics, and Public Presentations as an expert witness in the field of Planning and Landscape Architecture. He has worked in the public sector for Maryland State Highway Administration as the lead Landscape Architectural Consultant, on the State Streetscape Revitalization Program for towns throughout Maryland. Through his involvement with numerous large scale community developments he has had the opportunity to create a variety of community recreation centers and parks.

Professional Landscape Architectural Registrations:

Virginia Certified Landscape Architect, #33, 1982

Maryland Registered Landscape Architect, #1166, 1997

Professional experience:

**1983 – Present Land Planning & Design Group, Inc. Frederick,
Maryland
President**

25 years of experience in all phases of landscape architecture and planning including: conceptual planning through detailed site design. Projects range from commercial and industrial developments to large scale Planned Mixed Residential communities with design emphasis in community recreation and amenities.

**1979 – 1983 Daft McCune and Walker Silver Spring, Maryland
Director of Landscape Architecture**

Responsible for the preparation of landscape planting plans, construction details, site grading, layout plans, forest conservation plans, presentation graphics/rendering, cost estimating, landscape specifications, recreation plans, site lighting plans, site supervision and construction coordinator.

Education:

**1972 – 1976 Pennsylvania State University
Bachelors of Science in Landscape Architecture**

**1976 – 1979 Pennsylvania State university
Bachelors of Landscape Architecture**

EDUCATION

B.S. Civil Engineering, 1991
Pennsylvania State University

REGISTRATIONS

Professional Engineer, Commonwealth of Virginia

Professional Engineer, State of West Virginia

EMPLOYMENT HISTORY

2004-Present Potesta & Associates, Inc.
1993-2004 Advanced Asphalt Technologies, L. P.
1991-1993 Pennsylvania Transportation Institute/Pennsylvania State University
5/90-8/90 Pennsylvania Department of Transportation

PUBLICATIONS

Anderson, D.A., Antle, C.E., Knechtel, K., Lui, Y., Marasteanu, M., "Factors Affecting the Precision of the Dynamic Shear Rheometer and Bending Beam Rheometer," Mechanical Tests for Bituminous Materials, Di Benedetto & Francken (eds) 1997

Knechtel, K., Aurilio, V., Harrigan, E., Chollar, B., "Rheological Analysis of Recovered Binders from the FHWA ALF Rutting Experiment," Petersen Asphalt Research Conference, Thirty-Fourth Annual Meeting.

AREAS OF SPECIALIZATION

Management, design, and permitting of civil and environmental projects. Experience in land development, storm water management, and regulatory issues with commercial and residential projects.

PROFESSIONAL EXPERIENCE

- Project Manager/Engineer for numerous commercial site development projects in City of Winchester, Frederick County, Towns of Front Royal and Woodstock, Virginia. Develop site and parking layout, grading and geometry to meet county or city planning codes, International Building Codes (IBC), and American Disabilities Act (ADA) requirements, as well as develop landscaping and site lighting plans. Design turnlanes and entrances and roadway drainage to meet the Virginia Department of Transportation (VDOT) commercial entrance requirements. Designed stormwater management systems; including underground stormwater detention tanks and stormsewers. Designed Erosion and Sediment controls and plans and permitting through the Virginia Stormwater Management Program (VSMP). Design of water and sanitary sewer mains, force mains and laterals as well as sizing of grinder pumps.
- Project Manager/Engineer for residential subdivision site development projects in Culpeper County, Virginia. Design subdivision layout, grading of site and design subdivision road, entrance and turnlanes and its drainage to meet VDOT requirements. Assist in drainfield design for local health department approval. Develop stormwater management and erosion and sediment controls and plans and acquire permitting through the Virginia Stormwater Management Program.
- Project Manager, and engineering designer of multiple commercial site developments plans in Morgan County West Virginia. Plans developed for approval through the Commercial and Industrial Location Permitting Ordinance, Stormwater Management ordinance and Public Hearing as well as West Virginia Department of Environmental Protection (WVDEP), West Virginia Department of Highways (WVDOH) and local Soil and Water Conservation Districts. Plans included sites planning and layout, development of water and sewer laterals, stormwater management structures.
- Project Manager and engineer on developing residential subdivision and commercial site development plans in Berkeley County West Virginia. Project included development of erosion and sediment controls, WVDEP and NPDES permitting, stormwater management facility and controls, WVDOH highway entrance design and permitting. Attended and represented client at public hearings for approval through the Morgan County Subdivision ordinance.
- Developed Stormwater Pollution Prevention Plans (SWPPP) and Groundwater Pollution Prevention Plans (GPP) for numerous construction sites in West Virginia for WVDEP and National Pollution Discharge Elimination System (NPDES) permitting. Also developed Stormwater Pollution Prevention Plans (SWPPP) for various industrial sites in Virginia.

RESUME

RICHARD A. RUCKMAN, P.E.

Address: 22-B Ricketts Drive
Winchester, Virginia 22601

Education: BSCE Virginia Polytechnic Institute - 1981

Professional Licenses: Maryland, Virginia, West Virginia

Professional Affiliations: Past President and Past Director, Blue Ridge Chapter, VSPE
Past State Director, Virginia Society of Professional Engineers
Member, Chi Epsilon, The National Civil Engineering Honor Society
Member and Past Director, Top of Virginia Builders Association
Member, American Society of Civil Engineers
Member, Winchester-Frederick County Chamber of Commerce
Member and Past Chairman, Frederick County Building Code Board of Appeals
Secretary-Treasurer and Board Member, Frederick County Sanitation Authority
Member, Frederick County Planning Commission

Employment: Ruckman Engineering, PLC; Winchester, Virginia
1988 to Present Managing Partner/Senior Engineer
Responsible for the structural design on various residential, commercial, historical renovation, and industrial projects. Supervise inspection services which includes structural steel, footing, backfill, concrete slabs, foundation wall, and overall building inspections; supervise preparation of structural design calculations and drawings for commercial, residential, and industrial projects. Performs structural evaluations of modifications to existing facilities. Clients include: Rubbermaid, Erie Insurance, Berryville Graphics, Trex, Lear Corporation/Automotive Industries, Amoco Foam, Ricketts Construction, Crider & Shockey, Valley Bldg. Systems, the Town of Front Royal, Clarke County, Frederick County, Shenandoah County, Warren County and the City of Martinsburg, West Virginia.

1985 to 1988 Dove and Associates, Inc.; Fairfax, Virginia
Civil/Structural Engineer and Vice-President
Supervised all types of residential, commercial, and industrial inspections which include structural steel, welding, wood framing, and reinforced concrete; prepared and supervised structural design calculations; supervised the preparation of construction drawings; projects were located throughout MD, VA, D.C., and WV.

1981 to 1985 Bechtel Corporation; Gaithersburg, Maryland
Civil/Structural Engineer
Prepare structural design calculations/drawings for industrial facilities, performed structural inspections to verify construction compliance, designed structural modifications to existing industrial and power plant facilities and resolved construction problems. Assignments included the Scott Paper Co-Generation Facility and the Three-Mile Island Recovery Project.

Structural Design Projects

Building Addition – DuPont Plant

Front Royal, VA

Hampton Inn

Front Royal, VA; Winchester, VA; Inwood, WV

Woodstock Rehab & Fitness

Woodstock, VA

Rubbermaid Manufacturing Plant Addition

Winchester, VA

Fellowship Bible Church

Winchester, VA

Trex Manufacturing Facility

Winchester, VA

Supreme Block Manufacturing Facilities

Leesburg, VA; Winchester, VA

North Warren Fire Department

Warren Co., VA

Schewels Furniture Store

Harrisonburg, VA



Donald Klingemann, PE RA

FIRM: S3E Klingemann, Inc.
POSITION: Principal/Lead Electrical Engineer
EDUCATION: Bachelor of Science/1972/Electrical Engineering
REGISTRATION: 1976/Professional Engineer
WV, VA, MD, DC, PA, NC, SC, FL, NY, NJ, CA, (Now More than 30 States)
1985/Architect, DC, MD
2002/Certified Electrical Plans Examiner
2003/LEED Accredited Professional

EXPERIENCE:
Mr. Klingemann is a professional engineer and registered architect with more than 35 years of experience. Mr. Klingemann founded Klingemann Consultants, Ltd. a mechanical; plumbing and electrical engineering consulting firm in 1986 following 13 years with a large nationally recognized A/E firm. Mr. Klingemann's firm merged with S3E, Inc. in 1998. Mr. Klingemann's experience in managing the mechanical, plumbing and electrical design aspects of many small and multimillion-dollar projects while simultaneously managing all aspects of Klingemann Consultants services 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 federal and local government, health-care, schools, labs, and commercial buildings. His experience includes the design of virtually all types of lighting, power, life safety, and security systems found in buildings. His project experience includes:

COLLEGE & UNIVERSITY

Northern Virginia Community College
Medical Education Campus
Springfield, Virginia
New 137,000 SF Northern Virginia center for medical education in conjunction with INOVA Corporation. The facility includes a Dental Hygiene Clinic, Wellness Center, Emergency Medical Services, Physical & Occupational Therapy Labs, a Medical Mall, and campus administrative support services

MEDICAL & ASSISTED LIVING

Medical Clinic/Training Facility
Martinsburg, West Virginia
5,000 SF addition to Air National Guard Facility.

Sunrise Assisted Living Facilities
3000 Units more than 100 installations Nationwide
Engineering design services for Nationwide chain of multi-use housing facilities for the elderly, including independent living housing units, assisted care housing units, Alzheimer wings and common areas.

PUBLIC SCHOOLS

Multiple school projects for Fairfax County, Prince William County and Alexandria, Virginia

PRIVATE SCHOOLS

Multiple private schools including:

The Potomac School
McLean, Virginia

Landon School
Bethesda, Maryland

Episcopal School
Alexandria, Virginia

COMMERCIAL

Potomac Professional Center
Reston, Virginia
Engineering design for a two three-story professional office buildings.

Black Entertainment TV, Corporate Headquarters,
Washington, DC
Engineering design for several projects including an 80,000 sf corporate headquarters office building for BET Television.

Digex
Beltsville, Maryland
Engineering design for a web hosting company consisting of tenant fit-out of an entire two-story, 55,000 sf building. The entire building was designed for 24/7 operation, shift work by office personnel, standby power systems and heavy personal computer density.

Prince William County Service Authority
Manassas, Virginia
Engineering design for a municipal administration building with multiple renovation and fit-up projects.

COMMUNITY CENTERS

Charles Houston Community Center
Alexandria, Virginia

Anne Arundel Community Center
Anne Arundel County, Maryland



Rasko Dabic, PE

FIRM: S3E Klingemann, Inc.
POSITION: Senior Associate/ Project Manager
EDUCATION: Master of Science/1992/Mechanical Engineering
REGISTRATION: 2003/Professional Engineer/VA, MD

EXPERIENCE:

Mr. Dabic is a professional engineer with more than 15 years of experience. Mr. Dabic's experience in managing the mechanical design for larger and more complicated projects demonstrates his capacity and ability in project management. This experience covers a wide variety of building types, which include federal and local government, health-care, schools, labs, and commercial buildings. His project experience includes:

COLLEGE & UNIVERSITY

**South-West Virginia Community College
Learning Resource Center**
Blacksburg, Virginia
New 60,000 SF learning resource center for IT and long distance learning education.

HEALTH & ELDERLY CARE

Ashburn Medical Office Building
145,000 sf doctor's office with emergency medical services. LEED rated project

INOVA Arlington Emergency Center
2000 sf lab renovation

Sunrise Assisted Living Facilities
More than 100 new buildings in US and Canada for the elderly assisted care and Alzheimer patients. Including new 13-story 300,000 sf building in Toronto Canada.

Hilton Gardens Assisted Living Fair Ridge VA new building 100,00 sf.

Annaburg Manor Nursing Home,
Prince William County: 4 story 150,00 sf new building

COMMERCIAL

One to One Fitness Center
Tyson Corner, Virginia
Engineering design for a 20,000 sf fitness center buildings.

Decoverly -6
Rockville, Maryland 4 story LEED rated 120,000 sf office space

COMMUNITY CENTERS AND CHURCHES

Fairfax Community Church
120,000 sf new building , with day care center
Purcellville Baptist Church
110,000 sf new building , with school facilities
St Margaret Church, Woodbridge VA
90,000 sf new building ,

SCHOOLS

Multiple school projects for Fairfax County, Prince William County and Alexandria, Virginia

V. Brief Company Profiles

DFC Architects, PC

116 S. Stewart Street, 2nd Flr.
Winchester, VA 22601

Don Crigler opened DFC Architects, PC in Winchester in May of 2006 after running his own office in Fairfax, Virginia since 1984. He has held an active Architectural license in Virginia since 1974. The office offers full service Architectural and Engineering design and consulting services to a variety of clients including developers, builders and private owners. Following is a partial list of projects the office has produced since opening:

Snowden Bridge Recreation Center for Brookfield Homes
22,000 square foot Community Recreation Center (Design)

Office Building for Lantz Construction of Winchester
2 story 6,600 square foot Office Bldg.

Office Condominiums for Hepler Construction
2 Building designs for a 10 Building Office Condo Complex at the Winchester Airport Business Park

S. Kent Street Redevelopment Project Design
Redevelopment of 1 block of S Kent St. for the Rose Foundation

APU/AMU Tenant Build out for the Financial Dept.
8,000 square foot tenant space in Historic Charles Town, WVA

Country Club of Fairfax New Parking and Maintenance Facility
20,000 square foot Maintenance and Storage building with roof parking

American Legion # 28 Replacement Building
4,800 square foot building in Prince Georges Co., MD

VFW Post 7327 Springfield VA
New 11,000 square foot, 2 story Post Home

River Oaks Clubhouse and Pool Changing Facilities
New 1,800 square foot Community Clubhouse

FedEx Package Distribution Center Winchester, VA
New 54,000 square foot package distribution center

Custom Homes in Berryville and Lake Holliday

Don Crigler holds Architectural Registrations in Virginia, Maryland, Delaware, District of Columbia and West Virginia, as well as holding an NCARB Certificate. He has accumulated more than 30 years of experience in numerous building types.

Potesta Associates, Inc.

Corporate Overview

POTESTA is an engineering and environmental consulting firm located in Charleston, West Virginia providing professional services to deliver innovative, cost-effective solutions to complex problems. We have branch offices in Morgantown, West Virginia and Winchester, Virginia. Our firm is multi-disciplinary and has a diversified practice covering engineering (civil, chemical, environmental, geotechnical, and mining), surveying, construction observation, permitting, site characterization and remediation, and general environmental consulting. We have worked on numerous large and small projects throughout West Virginia. Our 13 registered professional engineers have over 225 years of experience among them and are supported by a large group of engineers, designers, and surveyors. POTESTA's large staff of approximately 100 engineers, surveyors, designers and support personnel will ensure that the project is adequately staffed with experienced design professionals. This team will be lead by Mr. Dana L. Burns, P.E., Vice President, with over 28 years of experience.

Environmental engineering, regulatory liaison and environmental compliance are also areas of exceptional strength for POTESTA. Ronald R. Potesta, President of the company, is a former director of the West Virginia Department of Natural Resources and Dr. L. Eli McCoy, Vice President, is a former director of the West Virginia Division of Environmental Protection (WVDEP) and is also a former member of the West Virginia Infrastructure and Jobs Development Council and understands what it takes to get projects funded.

Our clients include public service districts, municipalities, county commissions, manufacturers, utility companies, waste management companies, architects, engineering design firms, attorneys, financial institutions, insurance companies, land developers, construction companies, chemical and mining companies, and local, state, and federal government agencies.

We carry a full line of insurance coverage including general liability, errors and omissions, and workers' compensation. We use stringent quality control procedures to provide our clients with quality projects. POTESTA offers the following professional services.

- < Foundation Design
- < Geological Services
- < Geotechnical Engineering
- < Subsurface Investigations
- < Preparation of Construction Documents (Calculations Brief, Construction Drawings, Contractor's Bid Sheet, Engineer's Cost Estimate, QA/QC Manual and Technical Specifications)
- < Construction Observation/Administration
- < Water/Wastewater Storage Tank Design
- < Water/Wastewater Treatment Design
- < Sanitary/Storm Sewer Separation
- < Surveying (Traditional and Global Positioning System)
- < Water Line Design
- < Feasibility Studies

- < 404 Permit Preparation and Negotiation
- < Acid Mine Drainage Control
- < Asbestos Inspection
- < Benthic and Biological Studies
- < CADD Services (AutoCAD, Microstation, Various Software Design Packages, Digitizing and Plotting)
- < Chemical Engineering
- < Civil Engineering
- < Clean Air Act Compliance
- < Corporate Environmental Management
- < Design of Slurry Impoundments and Refuse Disposal Sites
- < Dewatering Plans
- < Environmental Engineering
- < Environmental Impact Studies
- < Environmental Site Assessments
- < Environmental Audits
- < Erosion and Sedimentation Control Plans
- < Expert Witness and Litigation Support
- < Ground and Surface Water Sampling
- < Groundwater Investigation and Remediation
- < Groundwater Protection Plans
- < Hazardous Waste Management
- < Hydrologic and Hydraulic Evaluations
- < In-Situ and Ex-Situ Biostimulation/Bioaugmentation
- < Landfill Design
- < Landfill Closure Plans
- < Mining Engineering
- < Multimedia Sampling (Air, Fly Ash, Rock, Soil, Water)
- < Permitting (Air, FERC, Fly Ash Haulback, Mining, NPDES, Quarry and Solid and Hazardous Waste)
- < Pollution Prevention and Waste Minimization Planning
- < Pre-Blast and Pre-Subsidence Surveys
- < Reclamation Design and Planning
- < Reclamation Liability Assessments
- < Regulatory Liaison Services
- < Risk-Based Environmental Assessment
- < SARA Title III, TIER II and Form R Inventory and Reporting
- < Site Characterization and Remediation Planning
- < Site Design/Planning
- < Spill Prevention Control and Countermeasure Plans
- < Stabilization and Closure of Waste Impoundments
- < Stormwater Management and Permitting
- < Stream Benthic Macro-Invertebrate Surveys and Toxicity Evaluations
- < Subsidence Studies
- < Surface and Groundwater Monitoring, Statistical Analysis and Reporting
- < UST Closure and Site Remediation
- < UST Installation Monitoring
- < Waste Facility Permitting and Design
- < Waste Disposal Design
- < Wetland Investigation and Delineation, Mitigation Design and Monitoring
- <

POTESTA takes pride in our ability to provide clients with innovative and concise engineering design packages that will allow more of your money to be spent on actual construction rather than engineering design fees. Although POTESTA employs

approximately 102 people, our corporate structure with low overhead allows our rates to be competitive with those of smaller firms.

On the other hand, our large, experienced staff allows us to respond quickly, provides flexibility, and will provide for the opportunity of high level input from in-house experts on complex multi-disciplinary projects. Our normal method of staffing projects is to assign a small project team with total responsibility for completion of the work to the client's satisfaction and budget. Where necessary, the team can draw on the expertise available within POTEESTA's large staff.

POTEESTA has the ability to complete every facet of the project from beginning to end, from the preliminary study through final design and construction monitoring/management. Our staff members are routinely involved in the preparation of funding applications and construction documents including participation in the bidding and construction phases of the project.

POTEESTA will perform surveying required for this project using in-house personnel. POTEESTA has three licensed professional surveyors. Our surveyors are experienced in all aspects of surveying, such as topographic mapping, boundary and property surveys, courthouse research, rights-of-way, and construction surveys for layout of work, record drawings, and quantity measurements.

The project manager will be responsible for monitoring the project budget. POTEESTA's staff submits time sheets on a weekly basis. All charges including labor hours and other project expenses are compiled in our accounting center and distributed to the project manager during the following week. In this manner, the project manager can keep close track of costs. In addition, field representatives routinely keep track of subcontractor costs on a daily basis. Thus we can, in effect, keep track of the total project costs on a weekly basis. Our subcontractors commonly invoice at monthly intervals and there is seldom any discrepancy between our field representative's pay items and our subcontractor's invoice.

POTEESTA's engineering design department consists of 24 engineers with 13 of which are professional engineers with a combined design experience of well over 225 years. The diversity of our engineers' experience plus that of our CADD designers, field technicians, and construction monitors allows us to assemble cost-efficient, practical designs.

POTEESTA's construction observation and administration personnel are experienced with stormwater, sanitary, water supply projects, and numerous other civil, geotechnical, and environmental engineering projects, including adherence to specifications, pay quantity verification and dispute resolution. We have successfully completed many projects from start to finish.

POTEESTA also maintains a comprehensive construction cost database containing construction bid item costs for numerous projects. The database is utilized to develop construction cost estimates for our projects, and we feel results in a more representative estimate of probable construction costs for the client.

Brief Company Profiles

The Land Planning & Design Group, Inc. is a multi-disciplined design firm consisting of land planners, and landscape architects. Since its incorporation in 1983, the firm has been involved in a broad scope of projects both in the public and private sectors requiring a full range of land planning and landscape architectural services from conceptual planning through detailed site design. Projects include commercial, industrial developments, large scale Planned Mixed Residential communities, Recreational centers and parks, and variety of Schools.

RUCKMAN ENGINEERING, PLC

As a hands-on, service oriented company, Ruckman Engineering, PLC places great importance on achieving close, personal relationships with its clients. Founded in 1988, in Winchester VA, Ruckman Engineering, PLC specializes in structural engineering, building inspections, modification of buildings for remodeling, and evaluation of existing buildings. Their engineers are licensed in the states of Virginia, Maryland, and West Virginia.

Appendix 1 - Signed State of West Virginia forms



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 3
ADDRESS FOR RESPONSES: DEPARTMENT OF FRANK WHITTAKER 304-558-2316	

RFO COPY
 TYPE NAME/ADDRESS HERE

DFC Architects, PC
 116 S. Stewart St., 2nd Floor
 Winchester, VA 22601

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

DATE RUN: 11/06/2008	TRANSFORM:	SHIP VIA:	REQ. NO.:	REVISIONS:		
BID OPENING DATE: 12/09/2008	BID OPENING TIME: 01:30PM					
LINE	QUANTITY	U.P.	CAT. NO.	ITEM NUMBER	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="padding-left: 40px;">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:</p> <p>-----</p> <p>PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT</p>						
SIGNATURE: <i>[Signature]</i>				TELEPHONE: (606) 678-0560	DATE: 12/5/08	
TITLE: PRESIDENT			FEIN: _____			
ADDRESS CHANGES TO BE NOTED ABOVE						

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



State of West Virginia
 Department of Administration
 Purchasing Division
 2018 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

DNR209057

4

FRANK WHITTAKER
 304-558-2316

RFQ COPY
TYPE NAME/ADDRESS HERE
 DFC Architects, PC
 116 S. Stewart St., 2nd Floor
 Winchester, VA 22601

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	F.O.B.	FREIGHT TERMS
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11/06/2008
 BID OPENING DATE: 12/09/2008
 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UNIT	CA NO	ITEM NUMBER	OFFICE	AMOUNT
CONCERNING THIS QUOTE:						

***** THIS IS THE END OF RFQ DNR209057 ***** TOTAL:						
SEE ATTACHED						E.O.I.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS
 SIGNATURE: *[Signature]* TELEPHONE: (540) 678-0560 DATE: 12/5/08
 TITLE: President ADDRESS CHANGES TO BE NOTED ABOVE

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



State of West Virginia
 Department of Administration
 Purchasing Division
 2018 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

RFQ NUMBER
 DNR209057

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 FRANK WHITTAKER
 304-558-2316

RFQ COPY
 TYPE NAME/ADDRESS HERE
 DFC Architects, PC
 116 S. Stewart St., 2nd Floor
 Winchester, VA 22601

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

DATE PRINTED	REVISIONS	SUBMIT	FORM	REVISIONS
11/06/2008				

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

LINE	QUANTITY	UNIT	ITEM NUMBER	UNIT PRICE	AMOUNT
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 OF NATURAL RESOURCES, IS SOLICITING EXPRESSIONS 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 VIA 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>					

SIGNATURE	SEE REVERSE SIDE FOR TERMS AND CONDITIONS	TELEPHONE	DATE
<i>[Signature]</i>		(540) 678-0560	12/5/08
TITLE	ADDRESS CHANGES TO BE NOTED ABOVE		

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

GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free workplace policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualification: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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

**Request for
 Quotation**

FORM NUMBER DNR209057	PAGES 2
ADDRESS FOR CORRESPONDENCE (DIMENSIONAL) FRANK WHITTAKER 304-558-2316	

RFQ COPY
 TYPE NAME/ADDRESS HERE

DFC Architects, PC
 116 S. Stewart St., 2nd Floor
 Winchester, VA 22601

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

LINE	QUANTITY	UNIT	DESCRIPTION	AMOUNT
			MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.	
			ADDENDUM NOS.:	
			NO. 1	
			NO. 2	
			NO. 3	
			NO. 4	
			NO. 5	
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p> <p>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.</p> <p><i>[Signature]</i> SIGNATURE DFC ARCHITECTS, PC COMPANY 12/5/08 DATE</p> <p>REV. 11/96</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATI-</p>				
SIGNATURE <i>[Signature]</i>		TELEPHONE (540) 678-0560		DATE 12/6/08
TITLE PRESIDENT		ADDRESS CHANGES TO BE NOTED ABOVE		

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

RFQ No DNR 209057¹⁸

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: DFC ARCHITECTS, P.C.

Authorized Signature: [Signature] Date: 12/5/08