



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.



August 6, 2008

Department of Administration
Purchasing Division
Building 15
2019 Washington Street, East
Post Office Box 50130
Charleston, West Virginia 25305-0130

**Re: A/E Services for the
Tri River Transit Authority-Hamlin
RFQ PTR09002**

To the Selection Committee:

Chapman Technical Group is most interested in providing the architectural and engineering services for the design of a pre-engineered administrative and maintenance facility in Hamlin, West Virginia. As you will see upon reviewing our submittal, we have a great deal of experience with pre-engineered buildings throughout West Virginia. We have designed buildings as large as the 50,000 square-foot multi-tenant building in Philippi as well as small vehicle storage and maintenance facilities.

Our current workload is such that would allow us to start on your project immediately. In fact, we are about to start preliminary design of the Bluefield Area Transit Facility and since the two programs appear to be very similar, we could combine many elements and provide you with a more efficient and abbreviated design phase. The key personnel that would be involved are indicated in the Project Team part of this submittal. I will serve as the Project Manager and Mr. Phill Warnock will serve as the Project Architect. All of the work would be performed out of our St. Albans office. Geotechnical engineering (representing about 5% of the total work) will be subcontracted to a geotechnical engineering firm and the electrical/mechanical design would be subcontracted to ZDS Engineers (representing about 20% of the total work). To meet our DBE goals we will use CAS Structural Engineering for at least 5.3% of the work. Chapman Technical Group maintains a cost accounting system capable of segregating and identifying accumulating costs for each job.

We would very much appreciate the opportunity to present our project team and further discuss your project. In the meantime, if you have any questions or need additional information, please contact me.

Sincerely,

CHAPMAN TECHNICAL GROUP

A handwritten signature in black ink, appearing to read 'Dale E. Withrow', is written over the printed name.

Dale E. Withrow, Manager Architecture

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