



**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.

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ARCHITECTS • ENGINEERS • SURVEYORS

February 23, 2010

Purchasing Division  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130

Attn: John Abbott, Buyer

**Re: DEFK10011 – United States Property and Fiscal Office and Warehouse  
Architectural and Engineering Services**

Dear Mr. Abbott,

Alpha Associates, Incorporated is pleased to submit this proposal to provide architectural and engineering design services for the design and construction of a 40,937 square feet United States Property and Fiscal Office and a 29,797 square feet Warehouse to be located in the vicinity of Buckhannon, WV.

#### **BACKGROUND/EXPERIENCE**

Alpha Associates, Incorporated has provided architectural and engineering services for numerous new buildings throughout West Virginia in our more than 40 years. We are currently working on the design of a State Office Building to be located in Clarksburg, WV. All of the services that will be needed for your project are services that Alpha's team has provided for many successful projects we have completed. Alpha is currently providing design services for an Access Road at the Morgantown Municipal Airport that will serve as an entrance to a new US Army Reserve Center and a new Airport Business Park. We have also provided perimeter fencing across the entire airport property with all necessary access gates for the Morgantown Municipal Airport and sufficient clear zones for maintenance and security. These are just a few of the projects that have given us the knowledge and experience to successfully complete your project. You will find additional detailed project experience information included in this Expression of Interest.

#### **DESIGN TEAM**

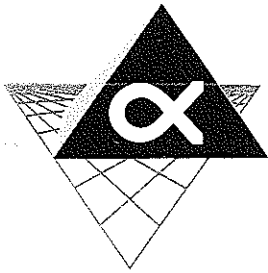
**Alpha Associates, Incorporated** is a multi-disciplined design firm located in Morgantown, WV. We provide services in the following areas:

- Architectural Design
- Civil Engineering
- Structural Engineering



209 PRAIRIE AVENUE • MORGANTOWN, WV 26501

PHONE: 304 • 296 • 8216 • FAX: 304 • 296 • 8216 • TOLL FREE: 800 • 640 • 8216 • email: alpha@alphaaec.com • www.alphaaec.com



- Interior Design
- Surveying
- Landscape Design

Alpha employs a team of 36 professionals and support staff who will make your project a priority. Our architects and engineers have the knowledge and experience that is needed to complete your new Office Building and Warehouse. We are teaming with H.F. Lenz Company to provide the additional services that are needed.



H.F. LENZ  
COMPANY

**H.F. Lenz Company** is a Pennsylvania based Mechanical and Electrical Engineering firm that has been involved in very similar projects for numerous clients, including projects with Alpha. Having worked with Alpha Associates, Incorporated on numerous projects over the past 15 years, the coordination between firms is seamless.

Our design team is familiar with all local, State, and Federal regulations needed for your project. Both Alpha and H.F. Lenz have LEED Accredited Professionals on staff that will make sure your new facility is designed with cost effective energy conserving features. Where appropriate, we provide the ability to obtain any level of LEED Certification that you may desire or to simply utilize the principals of sustainable design to benefit your project.

Throughout the duration of the design, Alpha will be the lead design firm and single point of contact for your project. The Expression of Interest that follows includes information and complete resumes on the Team selected.

#### **SUMMARY**

Alpha's design team is ready to begin the design of your Office Building and Warehouse immediately. Our Team has the capacity, knowledge and experience to complete all aspects of your project in a timely manner. We look forward to working with the WV Army National Guard on this exciting project.

Sincerely,

Alpha Associates, Incorporated

Richard A. Colebank, PE, PS  
President and COO

[rcolebank@alphaaec.com](mailto:rcolebank@alphaaec.com)



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  
 DEFK10011

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 JOHN ABBOTT  
 304-558-2544

**VENDOR**  
 RFQ COPY  
 TYPE NAME/ADDRESS HERE  
 Alpha Associates, Incorporated  
 209 Prairie Avenue  
 Morgantown, WV 26501

**SHIP TO**  
 DIV ENGINEERING & FACILITIES  
 NATIONAL GUARD ARMORY  
 ROUTE 4, SOUTH  
 BUCKHANNON, WV  
 26201 341-6368

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/25/2010				

BID OPENING DATE: 02/23/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		906-07		
ARCHITECT & ENGINEERING  EXPRESSION OF INTEREST (EOI)  CONTRACT TO PROVIDE ARCHITECT & ENGINEERING SERVICES FOR THE WEST VIRGINIA ARMY NATIONAL GUARD, BUCKHANNON, WV AREA, PER THE ATTACHED DOCUMENTATION.  NOTICE  A SIGNED BID MUST BE SUBMITTED TO:  DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130  THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:  SEALED BID  BUYER: JOHN ABBOTT (32)-----  RFQ. NO.: DEFK10011-----						

RECEIVED  
 2010 FEB 22 P 12:49  
 PURCHASING DIVISION  
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>John Abbott</i>	TELEPHONE 304-296-8216	DATE 02-19-10	
TITLE President and COO	FEIN 55-0516286	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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and 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.
14. **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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **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 material, 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.

### INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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 disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

