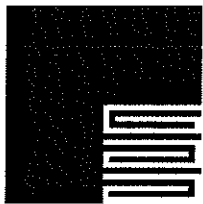




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GERARD  
ASSOCIATES ARCHITECTS

JAMES E. GERARD A.I.A.  
DAWN M. DANYO A.I.A.

June 15, 2010

Mr. Chuck Bowman  
Purchasing Division  
P.O. Box 50130  
Charleston, WV 25305-0130

RECEIVED

2010 JUN 16 A 10:03

PURCHASING DIVISION  
STATE OF WV

RE: Expression of Interest, Requisition # DEFK10019  
Architect-Engineer Services for  
National Guard Readiness Center, Buckhannon, WV

Dear Sirs:

In the preparation of this submittal, Gerard Associates Architects, L.L.C. hereby requests consideration to furnish professional Architectural services to the West Virginia Army National Guard Construction and Facilities Management Offices, regarding the Army National Guard Readiness Center, Buckhannon, WV.

Per your request, we have compiled our credentials, including a small sampling of our portfolio. Though this sampling is representative of the quality of our work, it is not representative of our greatest asset—*The ability to communicate with our Clients and foster long term client relationships*. It is this continued commitment to service that enables us to consistently address design issues with competence, to deliver solutions that enable us to consistently address design issues with competence, to deliver solutions within time and monetary constraints, and to adapt to ever changing technologies, codes and market demands. We welcome you to contact the references we have included as a testimony of our proficiency in the production of design and construction documentation.

In addition, Gerard Associates Architects, L.L.C. is proud to have served as the Architect of Record for the newly occupied US 99<sup>th</sup> Reserve and Readiness Center in Fairview Township, Erie, Pennsylvania. We believe that our experience with this project, which bears a striking resemblance in programmatic and technical needs to the proposed, has uniquely qualified us for this position with the State of West Virginia. While leading the design team of architects, consulting engineers, interior designers, and planners, I was directly responsible for coordinating the requirements put forth by the U.S. Army Corps of Engineers from their many offices in Louisville, KY, Harrisburg, PA and Baltimore, MD. The project consisted of a three (3) building complex including a Training Center/Administrative Office building with Unit Storage; an Organizational Maintenance Shop (OMS); and a separate, Unheated Storage Facility. The design of the project included the development of the site, vehicle parking and storage, facility site signage, exterior standoffs and barrier construction, and resulted in building of primarily masonry construction. Interface with Department of Defense standards was critical to all aspects of design as were details relating to achieving the buildings' Spirit (or LEED) rating. Ultimately, the structures were commissioned and achieved a Spirit Bronze standard. The travel distance from Pittsburgh where we are located, to

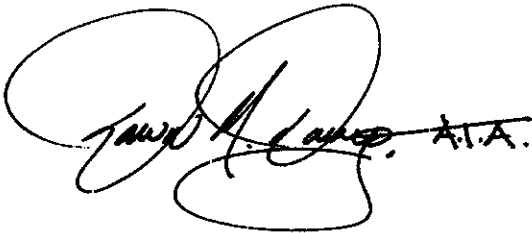
Erie, PA is only 11 miles more than that to Buckhannon, WV. In support of our experience with the Corps of Engineers at the 99<sup>th</sup> RRC, we have proposed the same team of engineers, Conway Engineering and CJL Engineering, Inc., to serve as consulting firms on this project and have included their experience with similar project types in this submittal.

Other projects included for your review are the District Two Office of Mine and Safety Health Administration and the Office of Adjudication, Bureau of Workmen's Compensation of Brookville, Pennsylvania which further demonstrate our firm's experience with governmental agencies as well as projects which testify to our experience designing maintenance, training and office facilities. We believe that our experience with all of these clients—the implementation of their design and construction standards, the adherence to strict projects and schedules, and the overall management and level of quality control they demand would serve as an asset in your efforts to complete design and construction of the new Readiness facility in Buckhannon.

Gerard Associates Architects, LLC is proud to be both a Woman-Owned Business and Small Business Firm and will gladly forward documentation of such upon request. It has been the privilege of Gerard Associates Architects, L.L.C to share the process of design with the many Clients the firm has encountered in its fifty year history. It is with great pleasure that we have prepared this proposal for you.

Sincerely,

GERARD ASSOCIATES ARCHITECTS, L.L.C

A handwritten signature in black ink, appearing to read "Dawn M. Danyo, A.I.A.", with a large, stylized flourish above the name.

Dawn M. Danyo, A.I.A., Principal



## Firm Profile

Gerard Associates Architects, L.L.C. is a small, long established firm committed to the principles that have guided the organization since its inception. Edwin J. Gerard, A.I.A., established the firm in 1959 with a clear vision of the tenets that should guide practice:

- Master the fundamentals of Architecture.
- Establish a clear understanding of the Project.
- Develop a working relationship with the Client
- Deliver a Project which is both aesthetically and technically complete.
- Adhere to the principles of Professional Practice

Gerard Associates Architects, L.L.C. has preserved this hands-on, traditional approach to project development, and in the process, fostered longstanding professional relationships with many of its clients. These relationships are maintained through personal contact between the client and the project team throughout the duration of the design and construction processes.

Gerard Associates Architects, L.L.C. is currently owned by Dawn M. Danyo, A.I.A., LEED AP and James E. Gerard, A.I.A. Ms. Danyo serves as the managing principal with an ownership of fifty-one percent (51%). Certification by the Commonwealth of Pennsylvania as a Woman Owned Business is pending. The firm also operates as a Small Business. In addition to the principal partners, the firm employs a staff of professionals with varying degrees in architecture and design as well as support personnel. The firm is currently licensed in eight (8) states including Pennsylvania, Ohio, New York, West Virginia, Virginia, Maryland, Louisiana, and Arkansas. In the past five (5) years, the firm has had no claims filed against it.

The primary focus of the firm has traditionally been Religious and Institutional Architecture with two of its most prominent clients being The Church of Jesus Christ of Latter-Day Saints and Duquesne University of the Holy Ghost. Gerard Associates Architects, L.L.C. has served The Church of Jesus Christ of Latter-Day Saints for over twenty years and is now responsible for a majority of its work within Pennsylvania, West Virginia, Virginia, and Maryland. Since its founding, the firm has also maintained a continuing relationship with Duquesne University. Construction of the Allegheny General-Duquesne University Sports Medicine Clinic, the Arthur J. Rooney Athletic Field, the Bayer Learning Center, Vickroy Residence Hall, and various other renovation projects have all won the firm acclaim for its contribution to the University campus, termed as "the Miracle on the Bluff."

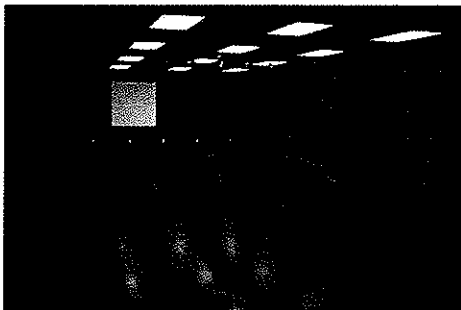
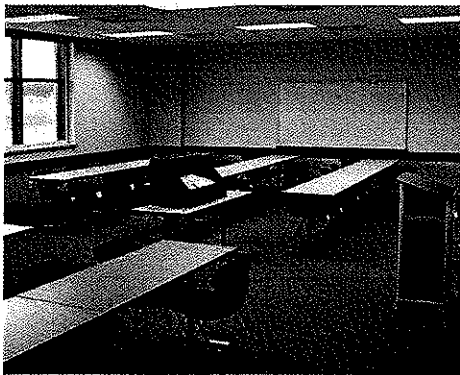
A complement of municipal, office, research, medical, and production facilities complete the firm's resume. CYCAM, Inc., which produces medical and biotechnical appliances, has completed three (3) projects with the firm. Polycom-Huntsman, Inc., a plastics compounding company, has completed five (5) facilities under the direction of Principal James E. Gerard. These commercial structures, in conjunction with the Class "A" office facilities designed by the firm for Mylan Laboratories, Adelphia Business Solutions, and Metso Minerals in Southpointe Industrial Park, mark the firm's success in the corporate market; a success also seen in the 130,000 square foot medical professional office building and wellness center for the Monongahela Valley Hospital system, WillowPointe Plaza One. This structure, the third of its kind to be completed by the firm since 1999, has christened the firm's birth into the field of Wellness Center design. Private business ventures such as the Fitness Factory to non-profit organizations such as the Monongahela Valley YMCA have enlisted the firm's experience to both construct and revitalize their facilities.

Gerard Associates Architects, L.L.C. has also enjoyed success in the completion of projects for governmental agencies. The firm's experience with such projects includes an office for the Bureau of Workman s Compensation for the Borough of Brookville; offices for the Mine Safety and Health Administration; alterations to R.O.O.T.S., an educational alternative for public school students, administered by the Community Development Program of Beaver County; and six projects for the Redevelopment Authority of the County of Washington, which includes, the Borough of Elco Maintenance Garage, the Charleroi Community Center and Market House Phase I and II, the Highland Terrace Head Start of Donora, addition to the Hopewell Township Municipal Building, and the Lemoyne Multi-Cultural Center. The firm completed its first project for the Federal Government, a U.S. Army Reserve Center in Fairview Township, Erie County, Pennsylvania in July of 2009. The project has achieved a SPiRiT (Sustainable Project Rating Tool, comparable to the LEED rating system) Bronze Rating.

Gerard Associates Architects, L.L.C. strives to achieve a balance of projects of various scopes and styles while remaining conscious of each individual project's budget, space, time and physical limitations. In conjunction with a qualified team of consulting engineers, Gerard Associates Architects, L.L.C. consistently delivers complete planning, programming, design, and budgeting services. However, it is the belief of the firm, independent of the project, that client relationships are the best endorsement of its work and that these relationships are an indication of the firm's sense of service to those clients as well as a commitment to the making of Architecture. It is this continued commitment to service that enables us to consistently address design issues with competence, to deliver solutions within time and monetary constraints, and to adapt to ever changing technologies, codes and market demands.

# UNITED STATES ARMY RESERVE CENTER TRAINING CENTER Erie, Pennsylvania

- Budgeting
- Site Design
- Programming
- Building and Interior Design
- Coordination with Design Standards
- Sustainable Design
- Construction Documentation
- Construction Administration
- Local Code / Zoning Administration
- As Built Documentation



The U.S. Army Reserve Center in Fairview Township, Erie County, Pennsylvania was designed and constructed for the U.S. Army 99th Reserve for recruitment, retention, and training purposes. The 45,000 sf complex of structures includes the Training Center, Organization Maintenance Shop (OMS), and Unheated Storage (UHS) building. The Reserve Center project incorporates multi-purpose and specialized program components such as the Weapon's Simulator Room, Kitchen, Vault and OMS Maintenance Bays, along with the applicable security standards of the Department of Defense, and the SPIRiT (Sustainable Project Rating Tool) energy conservation standards adopted by the Federal Government.

Security standards are maintained while the design conveys a feeling of openness. Critical building elements such as the blast-resistant walls of the Training Center and OMS define the exterior character of the buildings, and required earthen security berms are treated as landscape elements. The contextual nature of the Reserve Center also responds to the requirement that the project employ sustainable design and construction. The siting of the buildings preserved existing wetlands; storm water management of watershed from newly constructed elements is achieved on site. High efficiency hot water based heating system, local materials, construction waste management, and recycled products earned the Reserve Center a SPIRiT Bronze rating.



# UNITED STATES ARMY RESERVE CENTER ORGANIZATION MAINTENANCE SHOP (OMS) Erie, Pennsylvania

- Budgeting
- Site Design
- Programming
- Building and Interior Design
- Coordination with Design Standards
- Sustainable Design
- Construction Documentation
- Construction Administration
- Local Code / Zoning Administration
- As Built Documentation



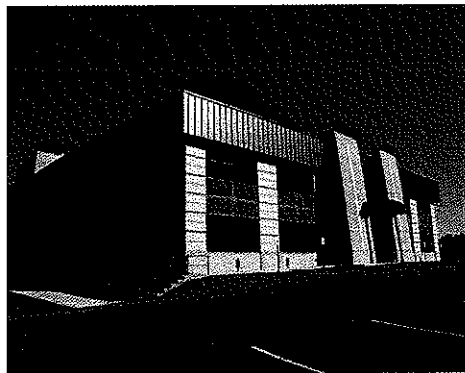
The United States Army Reserve Center (USARC) is a three (3) structure complex comprised of a 36000sf Training Center, 5100sf Organized Maintenance Shop (OMS) and 2300sf Unheated Storage (UHS) Building. The project site is 14.60 acres of a former horse racing track which has been developed into an industrial park in Fairview Township, Erie, Pennsylvania. The intent of the design was to create a series of structures from substantial materials, all designed to meet the technical demands of the Reservists while paying reverence to the natural contours of the site and architecture of the surrounding structures. The project was designed in compliance with the minimum requirements of the Department of Defense Antiterrorism/Force Protection Construction Standards which helped dictate the arrangement of the buildings on the site. The Reserve Center was also designed under the guidance of the Sustainable Project Rating Tool (SPiRiT) which is equivalent to the LEED rating system for sustainability. The final design was able to achieve a SPiRiT Bronze rating

The OMS contains two Maintenance Bays, Controlled Waste Room, Flammable Storage Room, Parts and Tool Rooms, Rest Rooms, Janitor Closet, IT/Electrical Rooms, Mechanical Room and a shared Administrative Office Area. Special design features include a vehicle exhaust system in the Maintenance Bays along with an in floor radiant heating loop.

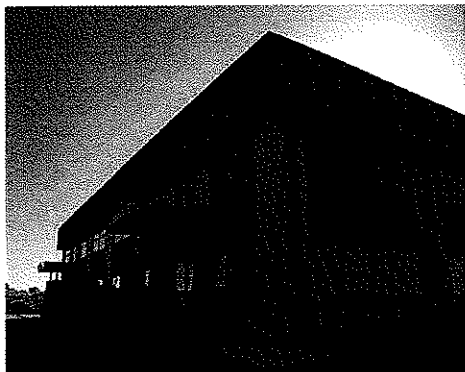


# MINE SAFETY AND HEALTH ADMINISTRATION DISTRICT 2 FIELD OFFICE Hempfield Township, Pennsylvania

- Budgeting
- Building and Interior Design
- Construction Documentation
- Construction Administration
- Local Code / Zoning Administration



The Mine Safety and Health Administration (MSHA) District 2 Field Office is located at the Paladin Professional Center, a 43,000 sf multi-tenant office building designed by Gerard Associates Architects L L C. The two (2) story office building of masonry and steel construction is located in the Westmoreland Distribution Park II. Occupying 12,200 sf of the office building, special design elements were required to be incorporated into the build-out design. A blast resistant security window film was added to all of the exterior glazing units. A bootwash was included at the exterior of the building adjacent to the employee entrance. A secured, fenced-in parking lot was provided for the MSHA vehicles. Special coordination between the systems furniture supplier and the electrical and IT systems was imperative.



Other amenities at the MSHA Field Office include administrative offices, technical specialists area, lab, storage, break room, copy room, conference rooms with operable dividing partitions, toilet rooms and locker/shower facilities and dedicated rooms for LAN and telecommunications





# MYLAN LABORATORIES SOUTHPOINTE INDUSTRIAL PARK Canonsburg, Pennsylvania

- Budgeting
- Site Design
- Building and Interior Design
- Coordination with Design Covenants/Master Plan
- Construction Documents
- Construction Administration
- 2002 Award of Excellence Associated Building Contractors

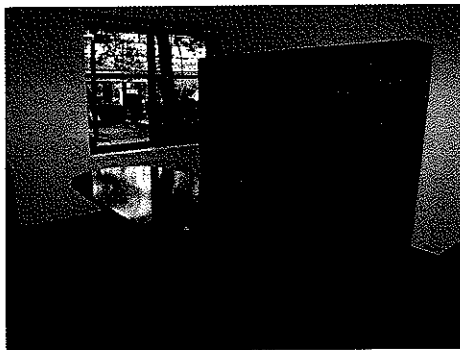
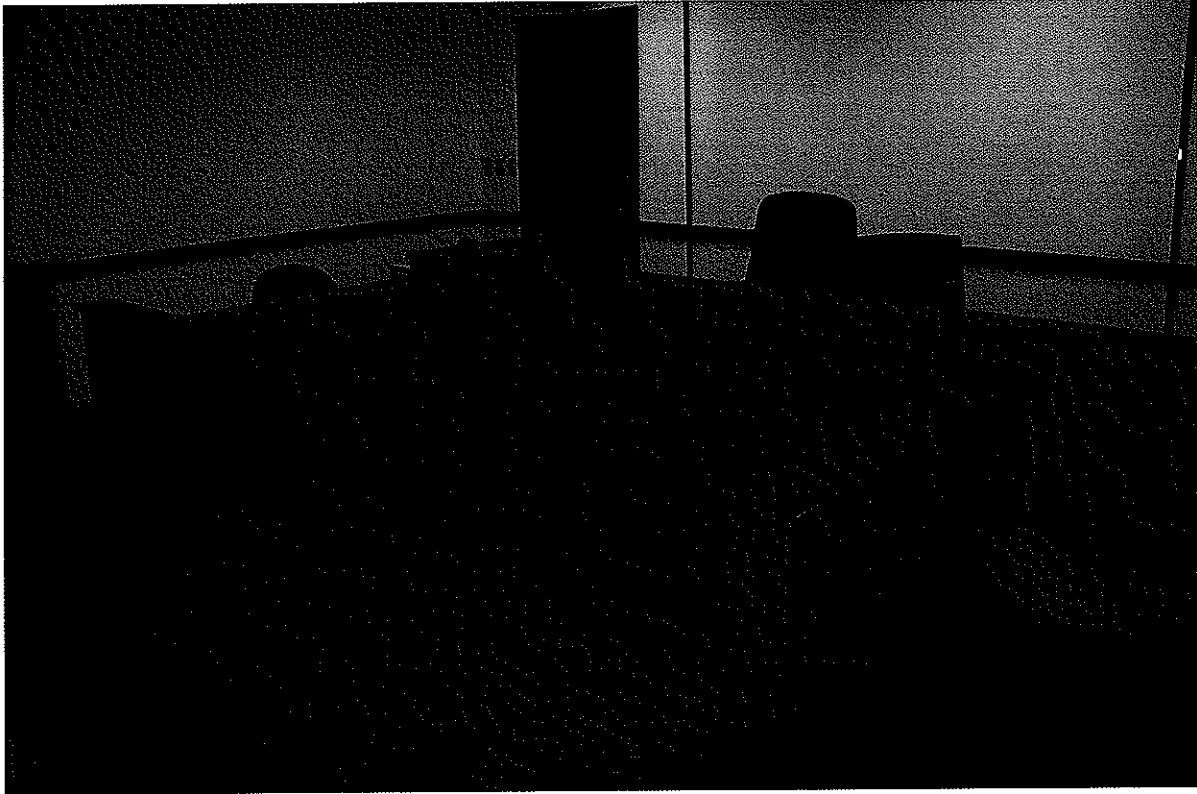


Located atop the highest point of Southpointe Industrial Park, 1500 Corporate Drive is the new corporate headquarters for Mylan Laboratories, Inc. Its prominent location, visible from Interstate 79, provides multiple vistas of the surrounding countryside and adjacent golf course. The plan of the building is asymmetric, radiating from the lobby atrium space and building core. The building is comprised of approximately 95,000 square feet of Class "A" office space, nearly evenly distributed over its four floors. The firm was recently called upon to design a new corporate board room for Mylan Laboratories, which will be located on the fourth floor, and which boasts a commanding view of the Pittsburgh skyline.



# OFFICE OF ADJUDICATION, BUREAU OF WORKMEN'S COMPENSATION Brookville, Pennsylvania

- Existing Building Assessment
- Programming
- Budgeting
- Design Documentation
- Construction Administration



The new Office of Adjudication, Bureau of Workmen's Compensation in Brookville Borough, PA is 3,560sf of reconfigured space in a building last occupied as a nursing home. The tenant program included a Judge's Hearing Room, Mediation Room, Attorney Conference Rooms, Employee Work Rooms, Offices, Library, Break Room, Storage, accessible Toilet Rooms, and Visitor Waiting Room. A zoned paging system and silent alarm system with panic buttons at the Judge's bench, Reception, and Mediation room were also installed.

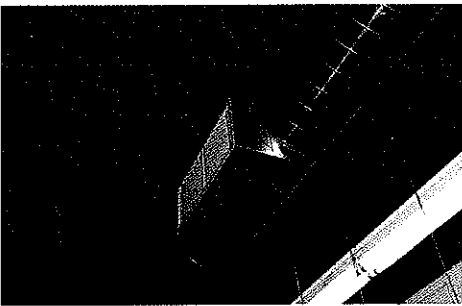
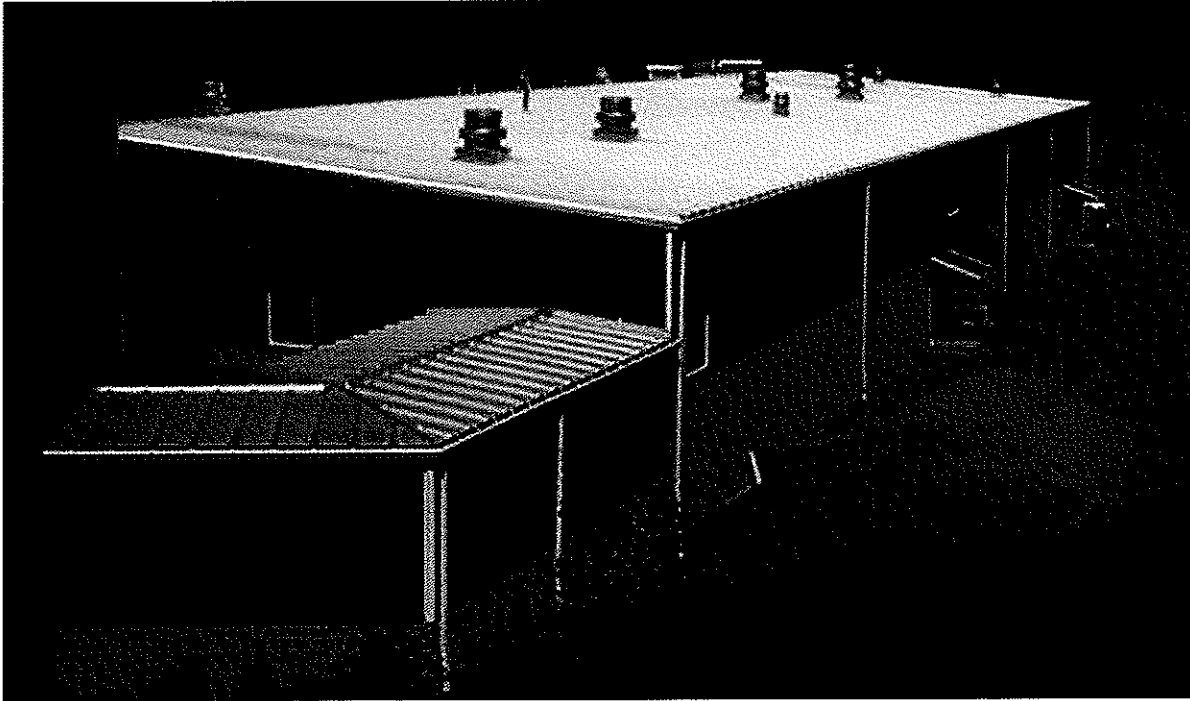
In order to stay within the strict construction budget, Gerard Associates Architects was able to reuse many existing building elements in lieu of new construction. To provide an accessible entrance to the building, the firm altered an existing exterior ramp to meet current accessibility standards. Additionally, in order to meet the rigid construction schedule, work was completed in phases. While the project was in the Bidding Phase, the Borough performed the majority of the demolition work. The firm tailored the construction documentation to reflect the work completed by the Borough and to better assist Contractors in preparing their bids accordingly.

The Office of Adjudication, Bureau of Workmen's Compensation is another successful example of Gerard Associates Architects continual work with government agencies as well as the firm's commitment to preparing projects that stay within budget and schedule parameters.



CONSOL ENERGY, INC.  
Pennsylvania and West Virginia

- Budgeting
- Programming
- Building and Interior Design
- Construction Documentation
- Construction Administration
- Local Code / Zoning Administration



For over a decade, Gerard Associates Architects, L.L.C. has served Consol Energy, Inc., the largest producer of high-Btu bituminous coal in the United States, as Project Architect for its portal offices, bathhouses and training centers throughout Pennsylvania and West Virginia at its Enlow Fork, Bailey, McElroy, Loveridge and Robinson Run Mines. The Camp Run Portal facility shown above includes changing and shower rooms, offices, lamp repair/storage, first aid, waiting area, classrooms, conference/meeting rooms, dispatch and vaults. Close coordination of the connection of the Portal to the mine shaft elevator is essential.

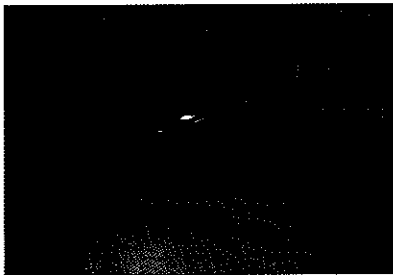
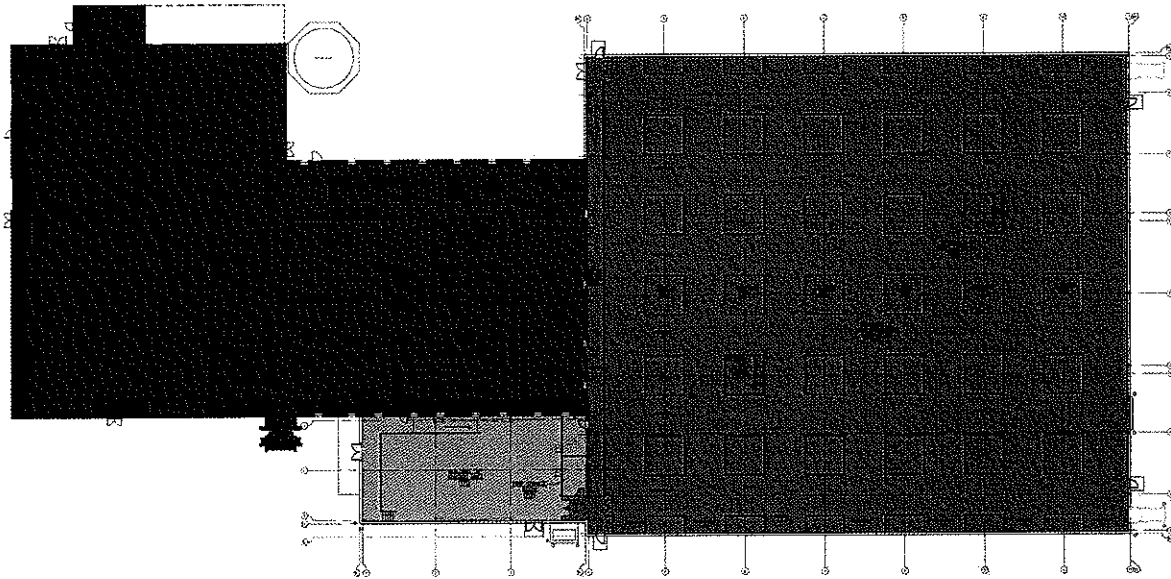


Gerard Associates Architects, L.L.C.'s services for this project included programming, design, contract documents, construction administration, coordination and enforcement of design standards and As-built documentation.

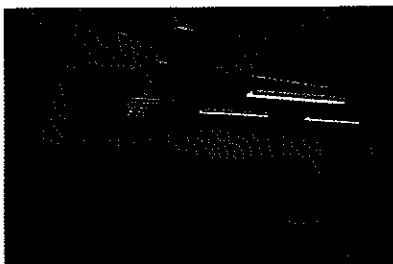


# UNITED MINE WORKERS OF AMERICA MINE TRAINING FACILITY Washington Township, Pennsylvania

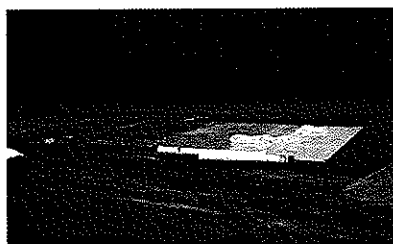
- Budgeting
- Programming
- Building and Interior Design
- Design Standards
- Construction Documentation
- Construction Administration
- Local Code / Zoning Administration



The United Mine Workers of America (UMWA) Mine Training Facility in Washington Township, PA, a facility dedicated to the practical training of mine safety and health, is currently under construction with completion scheduled for October 2009. A 40,000 sf pre-engineered building addition to house the mine simulation laboratory is joined to the existing 25,036 sf structure which is used for classrooms and offices.



The simulation laboratory is designed to represent a typical room and pier coal mine operation via a series of 15 ft x 15 ft "coal blocks" on 30 ft centers. An elevated viewing gallery is located adjacent to the simulation laboratory and allows for observation of the training activities.



In addition to the mine simulation laboratories, a 3,164 sf staging area is used to store and assemble the mock-ups used in the simulation laboratory and service safety and rescue equipment. The training facility provides a series of traditional classrooms and meeting rooms, a 50 hp mine fan which was reclaimed and donated by a local coal company, and provisions for a potential 25 ft x 40 ft building addition. Outside, a burn area consisting of two (2) - 125 ft x 55 ft concrete pads is used for exercises that stress the appropriate safety practices and correct equipment use by having hands-on practice in fire protection and fire fighting. Once complete, the UMWA Mine Training Facility will be one of only a few such facilities in the United States.



# CANTON TOWNSHIP VOLUNTEER FIRE DEPARTMENT

Washington, Pennsylvania

- Budgeting
- Site Design
- Building and Interior Design
- Construction Documentation
- Construction Administration
- Local Code / Zoning Administration



The Canton Township Volunteer Fire Department was built to replace the existing Engine House located across the street which had become too small to accommodate the needs of the fire department. The project was built on land donated to the department by an adjacent industrial business. Part of the site contained wet lands and was also in the floodplain which resulted in the use of deep foundations due to the poor soil. The four (4) bay engine house was designed with sufficient length to accommodate hook and ladder trucks. The office area contains offices for the Volunteer Fire Chief and dispatcher, shower facilities, kitchen facilities and a meeting room. A mezzanine was included above the office area for storage of equipment, uniforms and other fire fighting apparatus. At the request of the fire department, exterior colors and materials were selected to incorporate the department's colors of black and gold.

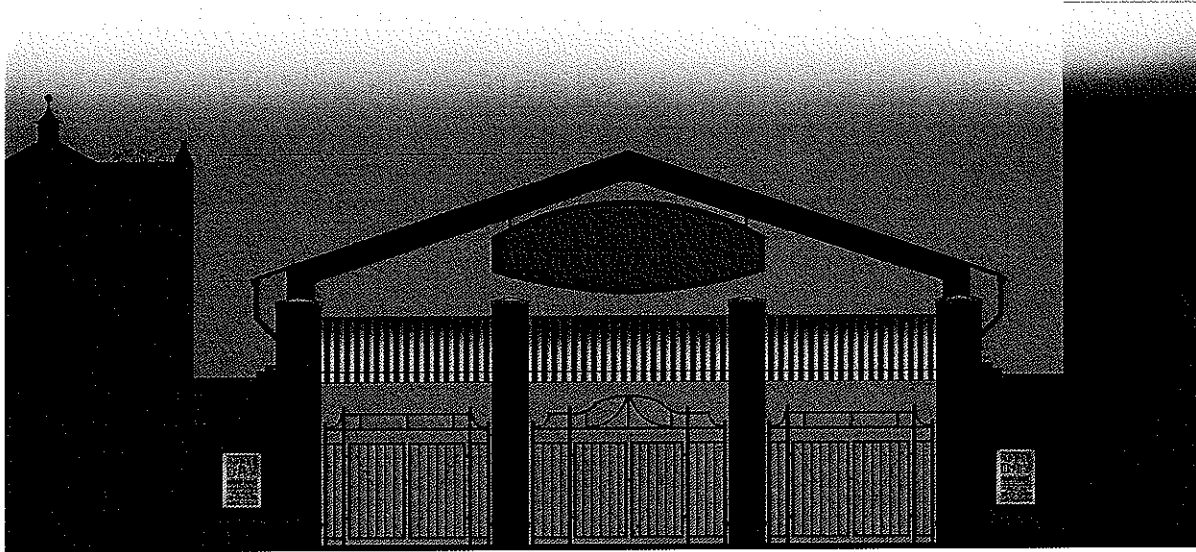
In addition to the Canton Township Volunteer Fire Department, Gerard Associates Architects has designed a number of facilities for fire departments including California Volunteer Fire Department and Roscoe Volunteer Fire Department.



# CHARLEROI COMMUNITY CENTER AND MARKET HOUSE, PHASE I

425-427 McKean Avenue  
Charleroi, Pennsylvania

- Site Design
- Building Design
- Phasing Plan Development
- Construction Documentation
- Construction Administration
- As Built Documentation



The Borough of Charleroi Community Center and Market House, Phase I was conceived by the Borough as a much needed shared assembly space for community events, including recreational basketball, farmers markets, and concerts. The site consisted of three (3) previously built lots on McKean Avenue whose structures were razed. Although this demolition allowed for the construction of the Community Center and Market House it was critical that the new design and construction consider the historical context of the street and Borough.



Budgetary constraints prohibited construction of the project in a single phase. Gerard Associates Architects, L. L. C. developed a phased approach in which below - grade infrastructure, power, and the main pavilion were constructed as Phase I with consideration for Phase II. For instance, footings for the future facade are currently in place beneath the concrete paving. Ultimately, this approach will not only allow the Borough to realize the entire project by bridging funding schedules, but the coordination with future phases of construction will minimize costs associated with demolition and re-work during the construction of Phase II.

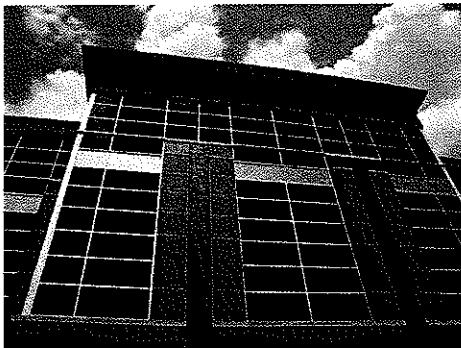
The Borough of Charleroi has been occupying the structure since July of 2009.



## 4000 TOWN CENTER

Southpointe II, Canonsburg, Pennsylvania

- Budgeting
- Site Design
- Programming
- Building and Interior Design
- Construction Documentation
- Construction Administration
- Local Code / Zoning Administration
- Coordination with Design Standards



4000 Town Center is a four story, multi-tenant 120,000 sf open plan office building, the third to be designed and constructed within Southpointe II, the expansion to the successful office park development Southpointe I in Canonsburg, Washington County, Pennsylvania

The design of the central core allows for the maximization of marketable, perimeter office space; its location within the length of the building, to the north, allows for subdivision of the floor to accommodate both primary and secondary tenants. The east facade serves as the formal front to the building; it is visible from the I-79 corridor and is the facade visitors approach by vehicle through the development. As a result it projects outward from the primary mass of the building and the entry is defined by a three story volume. The scale of the entrance is balanced by the First Floor canopy and a cascading exterior stair anchors the entrance to the site. In contrast, the west facade serves as the primary access to the building; the concave curtainwall entrance receives the adjoining governor's circle and guides visitors into the west lobby and elevator core.

While both entries are distinguished by their details, they incorporate elements of the typical bay motif in their use of glass and masonry. Combined with the high percentage of glass and sleek cantilevered canopies to both entrances, the building achieves a distinctive contemporary balance of materials which gives the building its identity but remains consistent with the character of the surrounding office park

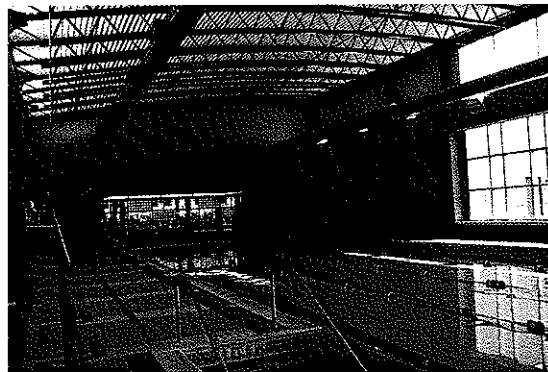
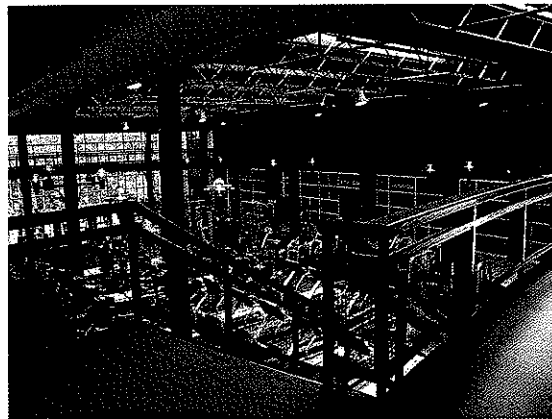


## Mon-Vale HealthPLEX Belle Vernon, Pennsylvania

- Site Design
- Programming
- Building and Interior Design
- Construction Documentation
- Construction Administration
- Local Code/Zoning Coordination



In mid 2002, Gerard Associates Architects began preliminary design discussions with Monongahela Valley Hospital and WillowPointe Partners, L P, a private developer, for a new 130,000 square foot Medical Professional Office Building and Wellness Center. A progressive venture for the hospital, Healthplex Associates was hired to manage the facility, similar to complexes across the country. The Wellness center alone houses three pools, a 1/12 mile suspended walking track and approximately 10,000 square feet of fitness area dedicated to the promotion of public health and well-being. The four story professional building culminates in a 7,000 square foot conference center on the fourth floor with a panoramic view of the Monongahela Valley. The project was conceived from a changing vision of health care.



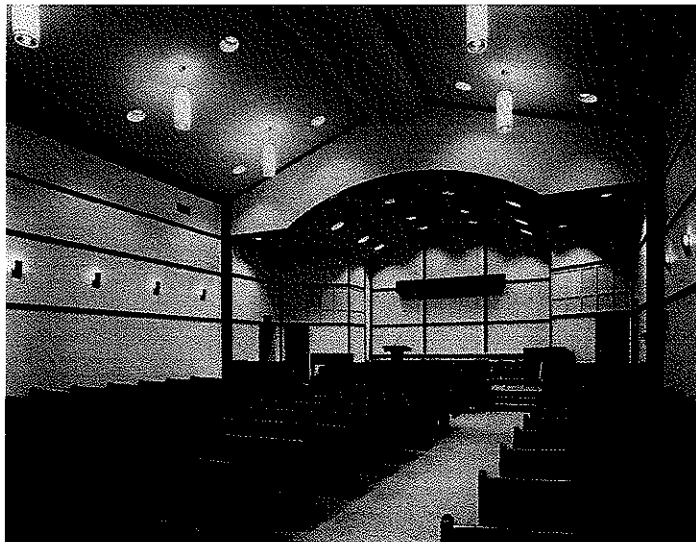


THE CHURCH OF JESUS CHRIST  
OF LATTER-DAY SAINTS  
Clarksburg, West Virginia (top)  
Pittsburgh, Pennsylvania (bottom)

- Programming
- Site and Building design
- Construction Documentation
- Contract Administration
- Construction Observation/ Inspection



For nearly twenty years Gerard Associates Architects has served The Church of Jesus Christ of Latter-Day Saints as Contract Architect for its facilities in Pennsylvania, Maryland, Virginia and West Virginia. From its centralized facilities management offices in New York and Atlanta, the Church relies on the firm to handle details of design and construction, at the local level. Services include programming, design, contract documents, construction administration and coordination and enforcement of rigid design standards and specifications. Projects range from small alteration projects, site modifications and landscaping of existing facilities to development and construction of new meeting houses at newly acquired sites. Through its affiliated consultants, Gerard Associates Architects provides the Church with a full range of engineering services.





## Clients

### EDUCATIONAL

California State University  
Carlow University  
Carnegie Mellon University  
Community College of Allegheny County  
Duquesne University of the Holy Ghost  
LaRoche College  
University of Pittsburgh  
Wesley Highland School

### RELIGIOUS

All Saints Greek Orthodox Church  
Weirton, West Virginia  
All Saints Greek Orthodox Church,  
Canonsburg, PA  
Allegheny Center Alliance Church  
Central Assembly of God  
Christian Life Church  
Gospel Fellowship Presbyterian Church  
Hebron United Presbyterian Church  
Lakeview Christian Life Church  
Northview Christian Church  
South Hills Christian Center  
Sri Venkateswara Temple  
St. Michael's Antiochian Orthodox Church  
St. Alphonsus R.C. Church  
The Church of Jesus Christ of Latter-Day Saints  
Tri-State Sikh Cultural Society  
Windover Hills United Methodist Church

### GOVERNMENT/MUNICIPAL/COMMUNITY

Bradford City Water Authority  
California Volunteer Fire Department  
Department of General Services  
Commonwealth of Pennsylvania  
Department of Environmental Protection  
Commonwealth of Pennsylvania  
Mon Valley YMCA  
Municipal Authority of the Borough of Westview  
Redevelopment Authority of the County of Washington  
Roscoe Volunteer Fire Department  
Southwestern Pennsylvania Water Authority  
United States Army Corps of Engineers  
Washington Township Municipal Authority  
Washington County Fairgrounds Association

### COMMERCIAL/RETAIL

Anything Wood  
Bankson Engineers Incorporated  
Community Bank  
Davis Markets  
FCF Partnership  
Fitness Factory  
Indian Garden Restaurant  
LaCarte Enterprises  
LE Smith Glass Company  
McMillen Engineering, Inc.  
MIHM Rental  
Mill Craft Design Services  
Mon Valley Federal Credit Union  
Mountaineer Race Track and Gaming Resort  
PNC Bank  
Solomon Auto Dealership  
Southpointe Golf Club  
Taylor Rental  
Tru-Green Chemlawn  
United States Gypsum Corporation  
Youghiogheny Country Club



## Clients

### CORPORATE

Aldelphia Business Solutions  
BEA, Inc  
Broadstreet Communications  
Champion Way Associates, LP  
Corporate Drive Associates, LP  
Crown Pointe Enterprises  
General Industries  
GMG Corporation  
Horizon Properties, LP  
Meadowpointe Professional Office Complex  
RKL Associates, LLP  
Racetrack Road Associates, LP  
Solutions RE, LLC  
Vale-Vista Associates  
Willowpointe Partners, LP

### MEDICAL/HEALTH CARE

Fresenius Medical Care, NA  
McKnight Medical Inc.  
Mon Valley Hospital  
Natrona Heights Neurology  
Progressive Health Care  
St. Francis Hospital  
Tri-County Cardiology Associates

### INDUSTRIAL

Advanced Acoustic Concepts  
All Clad Incorporated  
All-Pak Inc.  
Alstom T&D  
Alstom USA  
Aquatech International Corporation  
BOC Processing, Inc.  
Bolsan Company Inc  
Consol Energy, Inc.  
Cycam, Inc.  
Ductmate Industries  
Ebara-Solar  
Fairless Energy, LLC  
Fife Moving & Storage Company  
Gupta Permold Corporation  
Middle Monongahela Industrial Inc.  
National Polymers, Inc.  
Noresco  
Pennatronics Corporation  
Pittsburgh Wool Company  
Polycom Huntsman Corporation  
RADCOM Associates, Inc.  
Ragnar Benson Inc.  
Rose Plastics, Inc.  
Santiago Distribution Inc  
Spartech-Polycom, Inc  
Timberline Packaging  
Vesley Brothers Inc  
Walco, Inc.



## References

United States Army Corps of Engineers

Mr. Mike Notto  
Project Engineer  
U.S. Army Corps of Engineers  
Baltimore District, Harrisburg Area Office  
Phone: (717) 770-7312

Consol Energy

Mr. George Concilio  
Consol Energy  
1575 Pleasant Grove Road  
Claysville, PA 15323  
Phone: (724) 663-3037

Horizon Properties

Mr. Rod L. Piatt  
Horizon Properties  
375 Southpointe Boulevard  
Suite 410  
Canonsburg, PA 15317  
Phone: (724) 743-7722

Monessen Riverfront  
Industrial Park Office Building

Mr. Doug Farnham  
President, Farnham & Pfile Company, Inc.  
Monessen Riverfront Industrial Park Office Building  
1200 Maronda Way  
Monessen, PA 15062  
Phone: (724) 929-3151

Canton Township Volunteer Fire Department

Mr. Ronald Megysey  
Canton Township Volunteer Fire Department  
701 Weirich Avenue  
Washington, PA 15301  
Phone: (724) 228-1241



## Resume

**Dawn M. Danyo, A.I.A., LEED AP**  
**Managing Principal**  
**Gerard Associates Architects, L.L.C.**

**Education:**

1997 Syracuse University, Bachelor of Architecture

**Registration:**

Registered Architect in Pennsylvania, Ohio, New York  
Certificate with the National Council of Architectural Registration Boards  
L.E.E.D. AP Certification

**Professional Associations:**

American Institute of Architects  
Construction Specification Institute

**Work History:**

Ms. Danyo joined the firm of Gerard-Nagar Associates in 1997, having interned with the firm prior. She now serves the firm as managing Principal Architect with concentration in project development, documentation, and construction administration

Since joining the firm, Ms Danyo has been involved in various field-related educational programs including collaboration between the Western Pennsylvania Regional District Council of Carpenters and the American Institute of Architects to encourage cooperation among young craftsman and professionals. In 2001, Ms Danyo participated in a case study project for Carnegie Mellon's School of Architecture Professional Practice, a study designed to expose architecture students to the trials of practice. The project of study was the addition to the Duquesne University School of Law, for which Ms. Danyo served as Project Architect.

Ms Danyo has recently received her L.E.E.D. AP professional certification from the United States Green Building Council (USGBC) and has been appointed to the Zoning Hearing Board of the Borough of Ingram, Pennsylvania



## Resume

**James E. Gerard, A.I.A.**  
**Principal**  
**Gerard Associates Architects, L.L.C.**

**Education:**

1966 Carnegie Institute of Technology, Bachelor of Architecture  
Numerous Continuing Education Seminars

**Registration:**

Registered Architect in Pennsylvania, West Virginia, Virginia, Maryland, Louisiana, Arkansas

**Professional Associations:**

American Institute of Architects  
Construction Specification Institute  
Arbitrator/panelist for American Arbitration Association

**Awards:**

Award for Excellence in Architecture – Adaptive Reuse, Pittsburgh Chapter, A.I.A.  
Golden Trowel Award, International Masonry Institute

**Work History:**

Mr. Gerard serves as a principal with Gerard Associates Architects, L.L.C. He joined the firm of Edwin J. Gerard, A.I.A. & Associates in 1970 following separation from active duty as a Captain in the United States Air Force. He became partner in the firm in 1973 after receiving his professional license. Mr. Gerard practiced as a sole practitioner from 1976 until the formation of Gerard-Nagar Associates in 1985. In 2006, Gerard-Nagar Associates transitioned into the current firm Gerard Associates Architects, L.L.C.

Mr. Gerard has extensive experience in all aspects of the practice of architecture from programming through conceptual design, construction documentation and contract administration. With over thirty-five years of practice, he has designed and administered numerous projects for both public and private clients. Over the course of his career, he has been instrumental in the planning, development and transition of the forty-acre campus of Duquesne University, which has been referred to as "the miracle on the Bluff". As an arbitrator/panelist for the American Arbitration Association, Mr. Gerard is able to provide invaluable insight into many of the issues and disputes, which occur in the construction process, and provides practice in the analysis and practical resolution of these disputes.



# Resume

**Michaeleen D. Vargo, LEED AP  
Associate  
Gerard Associates Architects, L.L.C.**

**Education:**

2002 University of Pittsburgh, BA, Architectural Studies  
2003 ITT Technical Institute, Associate in Specialized Technology, Computer Drafting & Design

**Registration:**

L E E D. AP Certification

**Professional Associations:**

Construction Specification Institute

**Work History:**

Ms. Vargo joined the firm of Gerard-Nagar Associates in 2003. She assists Project Architects in the preparation of documentation and project management and is versed in design and accessibility standards as well as the International Building Code. She has received multiple certificates of study in Green Building Design and has recently received her LEED AP professional certification from the United States Green Building Council (USGBC).

As an active member of the Construction Specification Institute, Ms. Vargo has participated in multiple leadership and industry related seminars and educational programs. In 2008, Ms. Vargo became the Membership Chair of the Pittsburgh Chapter of the Construction Specification Institute. As membership chair, she is responsible for not only retaining the current membership count of the Chapter, but also recruiting new memberships.

In 2005, Ms. Vargo participated in the Carpenters Joint Apprenticeship & Training Program of Greater Pennsylvania's Annual Design/Build Carpentry Competition. This competition randomly pairs a carpenter apprentice, young contractor and young architect together to build a project on site and in real time in a challenging Design/Build Competition. The purpose of the contest is to help participants from different areas of industry gain an appreciation of each other's contribution to the project. Ms. Vargo's team placed third in the competition.

Currently Ms. Vargo is preparing to take Construction Documentation Technology Certificate (CDT) exam as administered by the Construction Specification Institute.



## Consulting Firms

### STRUCTURAL

**Conway Engineering**  
**1408 Investment Building**  
**235 Fourth Avenue**  
**Pittsburgh, PA 15222**  
**Robert J. Conway, P.E., President**

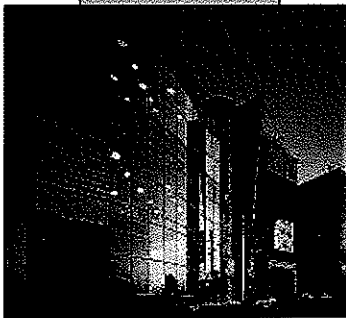
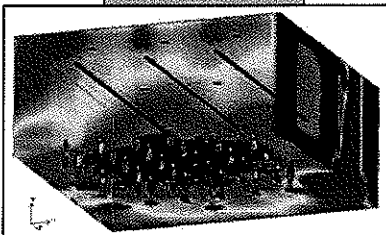
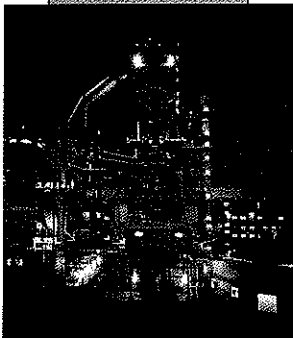
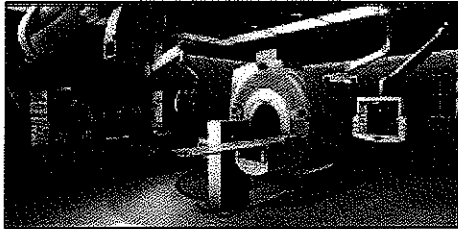
**Robert J. Conway, P.E.** graduated from Cornell University in 1973 with a Bachelor of Science Degree in Civil Engineering. Since, Mr. Conway has obtained professional licensure in the states of Pennsylvania and Ohio.

Mr. Conway began his career working as a structural engineer for a number of Pittsburgh firms, specializing in heavy industrial design. Mr. Conway also served on the Board of Directors at Dotter Engineering Inc., a firm he co-owned, which specialized in institutional and commercial design. Mr. Conway established the private practice of Conway Engineering in 1993 and with a support staff of draftsmen and trained engineers has continued to provide structural engineering services for commercial projects including educational, corporate, religious, medical, and institutional. Mr. Conway's client list includes: Meadville Hospital, Presbyterian University Hospital, Duquesne University, South Allegheny School District, and The Church of Jesus Christ of Latter-Day Saints

### Scope of Services

- Structural Assessment of Existing Construction
- Structural Assessment of Design
  - Steel
  - Concrete
  - Wood
  - Masonry
  - Aluminum
- Preparation of Structural Documents
- Review of Structural Shop Drawings
- On-Site Construction Inspection





# CJL ENGINEERING

## FIRM OVERVIEW

**CJL ENGINEERING** is a multi-disciplined Mechanical/Electrical/Civil consulting engineering firm that offers a full range of services, including analysis and concept, construction budgeting, detailed construction documentation and construction administration. With offices in Pittsburgh, Johnstown, PA, and Youngstown, OH, CJL has a combined staff of over 110 personnel. The original office was established in 1938.

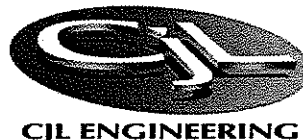
**CJL ENGINEERING** has substantial experience in the design, construction and commissioning of high performance and LEED® certified buildings, emphasizing integrated design and operational strategies for sustainable site development, water conservation, energy efficiency, resource conservation, and indoor environmental quality.

**CJL Energy Solutions** supplies engineering, process and business consulting and operational services in the energy and sustainability field. Our main market segments are institutional, government, commercial and industrial customers with deep commitment to long term sustainability.

Areas of specialization provided by **CJL ENGINEERING** include:

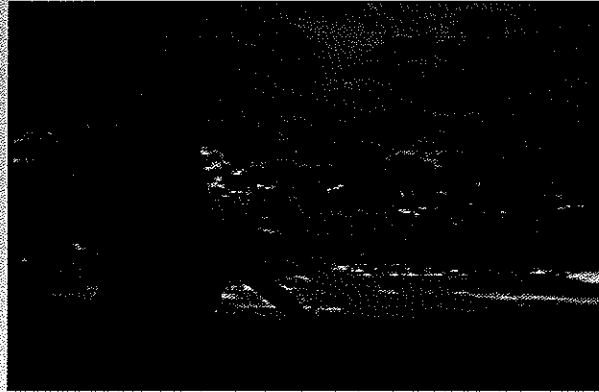
- HVAC Systems
  - Boiler
  - Chiller Central Plants
  - Geothermal Heat Pump Systems
  - Life Safety Systems
- Electrical Systems
  - Primary Power and Distribution
  - Cogeneration
  - Emergency, Standby Power
- Plumbing
- Fire Detection and Protection
- Civil Engineering
- LEED® Green Building Design
- Energy Solutions
- Architectural Lighting and Controls
- Telecommunications
- Voice/Data/Audiovisual
- Security
- Power System/Quality Evaluations
- Energy Conservation Studies
- Life Cycle Analyses
- Retrofit Evaluations
- Building Management Systems
- Commissioning

**CJL ENGINEERING** serves a broad range of clients that include: Healthcare (Hospitals/Medical Centers), Performing Arts Centers and Theaters, Libraries, Colleges and Universities, Schools (K-12), Government and Secure Facilities, High Tech Buildings, Mission Critical Data Centers, Hotels, Resorts, Apartments, Retirement and Assisted Living Communities, Central Plants and Utilities, Green Buildings, Science, Laboratory and Research Facilities, Telecom Facilities, Office Buildings, Historic and Adaptive Retrofit, Transportation, and Master Planning and Design.



## **Stryker Brigade Readiness Centers**

**Pennsylvania Army National Guard (SPiRiT Gold Rating)**  
**Bradford, Hermitage and Punxsutawney, PA**

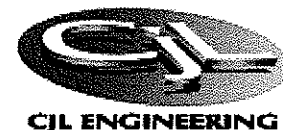


### **The Project:**

The Pennsylvania National Guard's Stryker Brigade program includes ten new readiness centers, along with extensive upgrades to their existing facilities. Each secure center is designed for use by the Pennsylvania Army National Guard for troop training and military vehicles. The projects are administered through the Pennsylvania Department of General Services. CJL Engineering was selected to provide the Mechanical and Electrical Engineering design for three facilities: Bradford, DGS 962-15; Hermitage DGS 963-16 and Punxsutawney, DGS A964-46. The projects are being designed to achieve the National Guard Bureau's Sustainable Project Rating Tool (SPiRiT) Gold Rating standard (a U.S. Military sustainability standard comparable to LEED®). Completion is set for spring 2008.

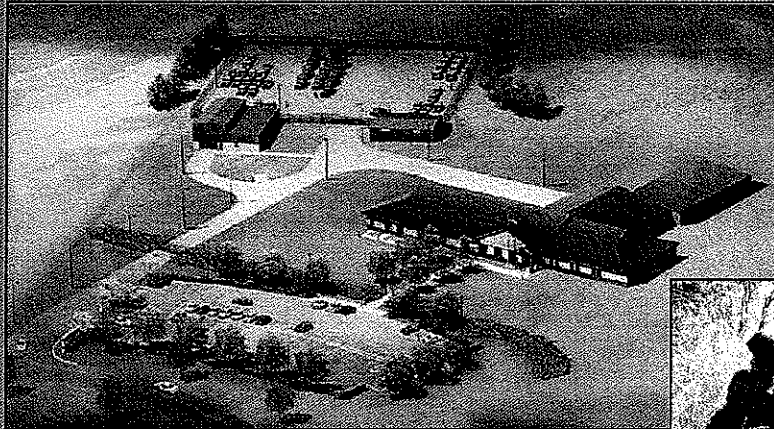
### **CJL Engineering Design Solutions:**

- The HVAC design feature rooftop Air-Conditioning units with DX cooling, gas heat.
- Electrical Power Distribution includes electric service entrance and power distribution equipment.
- Security measures included securing entry doors, and camera monitoring system throughout each building.
- Redundant Systems for backup Power Generation, automatic transfer switches and duct banks.
- Secure Technology Network includes new telephone service entrance and data infrastructures.



# United States Army Reserve Center

USARC/OMS/UHS  
Erie County, PA

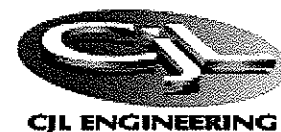


### The Project:

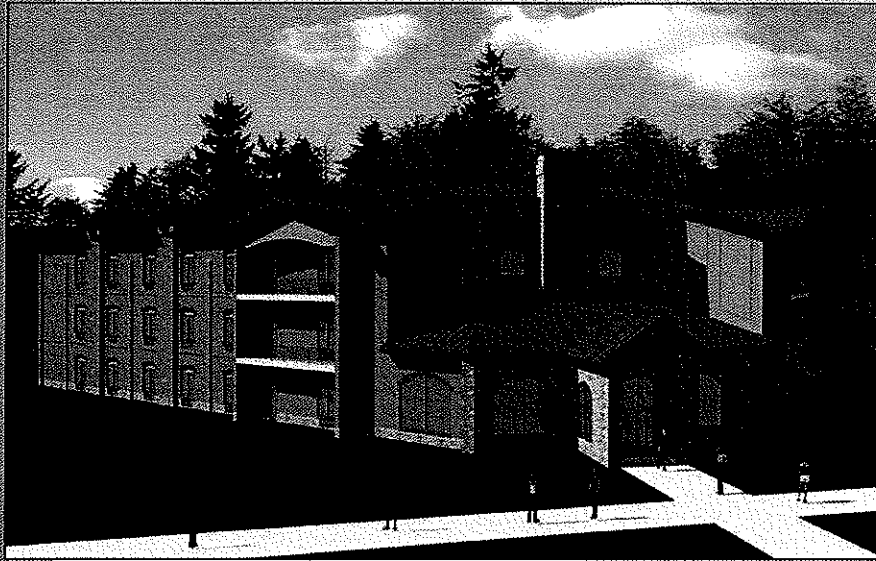
The United States Army Reserve Training Center (USARC) is a three structure complex comprising a 36,000 sq. ft. training center, a 51,000 sq. ft. organized maintenance shop and a 2,300 sq. ft. storage building. The complex sits on a 14.6 acre site in Fairview Township, Erie, PA. The project was designed in compliance with the minimum requirements of the Department of Defense Antiterrorism/Force Protection Construction Standards which helped dictate the layout arrangement of the buildings on the site. The Reserve Center was designed using the Sustainable Project Rating Tool (SPiRiT), which is equivalent to the LEED rating system for sustainability.

### CJL Engineering Design Solutions:

- Create all Mechanical, Electrical and Plumbing Systems for the complex. Specific areas include: administration, classrooms, library, family support, recruiting, break room, physical training, locker room, toilet and shower facilities, assembly hall, weapons room, arms vault, unit storage and vehicle maintenance areas.
- Sustainability design
- Specify all lighting, power and HVAC equipment



**Youngstown Air Reserve Station  
Joint Services Lodging Facility Building #106 (LEED®)  
Youngstown, Ohio**



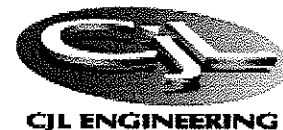
**The Project:**

The lodging facility will begin construction in 2007. The 30,000 sq. ft. facility has been designed to meet LEED® Silver certification (although not registered at this time) and utilizes numerous Green Building features.

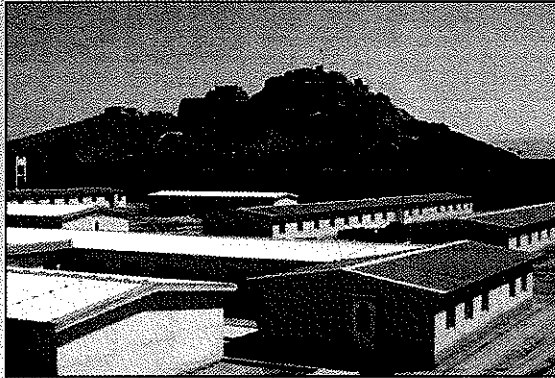
The design incorporates many features that allow travelers from all over the world to have the same conveniences they have at home such as numerous laundry areas. It also incorporates many business oriented services such as conference rooms and business centers.

**CJL Engineering Design Solutions:**

- Green Building Engineering applications to achieve LEED® Silver rating.
- High efficient P-TAC units with ultra low sound ratings.
- Energy recovery units for energy recovery and savings.
- Low consumption faucets and shower heads to reduce water demands.
- Energy efficient lighting and controls meet LEED® and ASHRAE 90.1 guidelines.



## Afghanistan Border Patrol Police Battalion Multiple Locations in Afghanistan

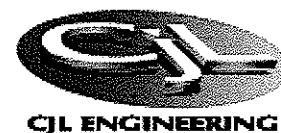


### **The Project:**

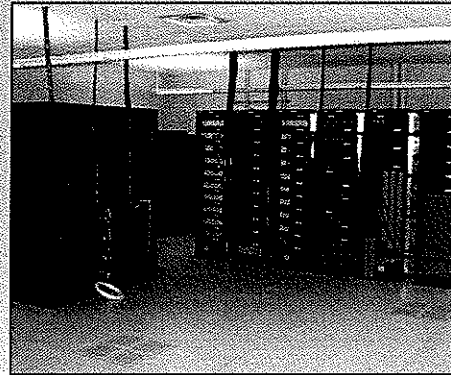
CJL Engineering partnered with Michael Baker Corporation on fast-track redevelopment strategies in Afghanistan. These projects include standard designs for police barracks compounds and border patrol stations for use throughout the country. Each compound has 22 to 24 buildings that include barracks, an administration building, kitchen / laundry, ammunition storage, a medical clinic and a guard tower. CJL is also working with Michael Baker and the USACE Transatlantic Program Center on patrol barracks for multiple locations throughout Afghanistan.

### **CJL Engineering Design Solutions:**

- Building lighting and power and design of compound electrical distribution.
- Lighting design including site lighting, general building lighting, explosion-proof fixtures in classified areas and search lights at guard towers
- Power for the compounds are provided by a combination of primary and standby generators. Full site distribution utilizes underground feeds and panelboards in each building with adequate fuel storage to maintain facility operation for 30 days.
- Heating, ventilation and air conditioning design including DX evaporative cooling and oil-fired heating.
- Plumbing system design included domestic water heaters, hot, cold, return, sanitary and vent piping



**Erie County Public Safety Building / 911 Center**  
The County of Erie  
Erie, PA

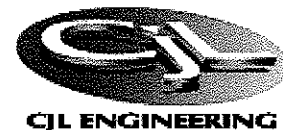


**The Project:**

The new County of Erie Public Safety Building / 911 Center is a 39,000 sq. ft. masonry structure that consists of a 23,000 sq. ft. command center and a 16,000 sq. ft. training center and hazmat garage. CJL Engineering provided the Mechanical, Electrical, Plumbing and Fire Protection Engineering Services for this \$14 million project. The complex provides a central and secure location to house staff and equipment for emergency agencies on a 24/7 basis.

**CJL Engineering Design Solutions:**

- The HVAC System features a fully redundant design for all heating and cooling equipment.
- A Central Station Hot Water System, including two high-efficiency gas-fired boilers and variable volume hot water pumps, distribute hot water to the building's various air systems
- The secure complex includes a 300 ft. radio communications tower and anti-terrorist bunker walls on the building perimeter.
- Air Systems serve all offices, the computer room, the 911 command center, sleeping rooms, garages, restrooms, and equipment support areas.
- Twin back-up generators were specified for the facility. The UPS System is supplied by a 1,200 AMP 480-Volt 3-Phase service. The project included all interior and exterior lighting and controls.
- A pre-action Sprinkler System serves the building.



## Leetsdale Industrial Park Business Incubator & Flex-Space Buildings Leetsdale, PA

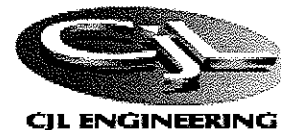


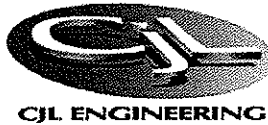
### **The Project:**

Two new flex space buildings anchor the phased expansion of Leetsdale Industrial Park, a 140-acre full-service Intermodal Development on the banks of the Ohio River, near Pittsburgh. CJL Engineering provided the Mechanical and Electrical, and Fire Protection Engineering services for Building (A), Hussey Corporation, and Building (C) Pennzoil, for the project developer, Chapman Properties, Inc.

### **CJL Engineering Design Solutions:**

- Building (A) is an 80,000 sq. ft. masonry and steel structure initially divided into four operational bays of 20,000 sq. ft. each.
- The building has 32 ft. interior heights allow for maximum adaptability – from the use of cranes in the industrial area to providing sufficient interior heights for an optional mezzanine level in each bay.
- Large gas-fired radiant heaters were installed to heat the warehouse areas while split-system air-conditioning was installed for the office portions of the individual bays.
- Building (C) is an 110,000 sq. ft. facility of similar design and light industrial application to Building (A).





**Matthew R. Sotosky, P.E. LEED® Accredited Professional**

Matthew R. Sotosky is Managing Partner of CJL Engineering. His responsibilities include: overseeing and managing mechanical and electrical engineering projects management decisions, operations, project scheduling, architect and client relationships and new business development.

Mr. Sotosky has extensive experience in Commissioning HVAC, Plumbing and Fire Protection / Detection Systems Design. Mr. Sotosky has over 20 years of engineering experience working on a variety of project types. Mr. Sotosky's noteworthy projects include:

**Readiness Centers**

- DGS 963-16 Pang Readiness Center, Hermitage, PA
- DGS 962-15 Stryker Brigade, Bradford, PA
- DGS A964-46 Stryker Brigade Punxsutawney, PA

**Retrofit**

- St. Mary's Service Center, Allegheny Power, St. Mary's, PA
- AT&T Building, Grant Street, Pittsburgh, PA (*Open-End*)
- Bitz Building, (Dowe's on 9<sup>th</sup> Jazz Club), Pittsburgh, PA
- Foster Plaza, Pittsburgh (Greentree), PA (*Open-End*)
- Cambria County Central Park Complex, Johnstown, PA
- Giant Eagle Headquarters (*Alpha I, Alpha II & Kappa*), Pittsburgh, PA

**New**

- Community College of Allegheny County – New Student Service Center and Auditorium, Pittsburgh, PA
- Adonix Transcomm, Pittsburgh, PA
- Xitech Corporate Headquarters, Carnegie, PA
- Roe Office Building, Myrtle Beach, SC
- AccuWeather World Headquarters, State College, PA
- Slippery Rock University, Aebersold Student Recreation Center, Slippery Rock, PA

**Forum Health**

- Northside Medical Center, Youngstown, OH
- Trumbull Memorial Hospital, Warren, OH
- Hillside Rehabilitation Hospital, Warren, OH
- Beegley 'B' Medical Park, Boardman OH

**Other Healthcare**

- BJC HealthCare, St. Louis, MO
- Bluefield Regional Medical Center, Bluefield, WV
- Corry Memorial Hospital, Corry, PA
- Clearfield Hospital, Clearfield, PA
- Dubois Regional Medical Center, Dubois, PA
- Elk Regional Health Center, St. Marys, PA
- Garrett County Memorial Hospital, Oakland, MD
- Hamot Medical Center, Erie, PA
- Meadville Medical Center, Meadville, PA
- Muncy Valley Hospital, Muncy, PA
- Punxsutawney Area Hospital, Punxsutawney, PA

**Campus Infrastructure**

- Clarion University, Steam Line Replacement, Clarion, PA
- University of Pittsburgh, Pittsburgh PA
  - Upper Campus Chilled Water Plant
  - High-Pressure Steam Line (Replacement & Extension)
  - Comprehensive Facilities Assessment - Oakland Housing

**TITLE:**

Managing Partner  
CJL Engineering Johnstown

**SPECIALIZATION:**

Mechanical Engineering  
Healthcare & Central Plants  
Geothermal Systems  
Commissioning

**EDUCATION:**

B.S. / 1989 / Mechanical Engineering  
University of Pittsburgh

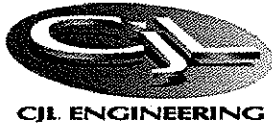
**REGISTERED PROFESSIONAL ENGINEER:**

Pennsylvania  
Maryland  
Ohio  
Michigan  
Texas  
West Virginia  
Kentucky  
Missouri  
Illinois  
Florida  
Georgia

**MEMBERSHIPS/ACTIVITIES:**

- International District Energy Association (IDEA)
- American Society of Mechanical Engineers (ASME)
- American Society of Plumbing Engineers (ASPE)
- American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE)
- Association for the Society of Hospital Engineers (ASHE)
- International Ground Source Heat Pump Association (IGSHPA)
- Pennsylvania Society of Professional Engineers (PSPE)
- National Society of Professional Engineers (NSPE)
- U.S. Green Building Council (USGBC)





**Joseph R. Gaus P.E. LEED Accredited Professional**

Mr. Gaus is an Associate at C.J.L. Engineering. He joined the firm in 2005 and has eight years of experience in designing electrical and lighting systems for various types of facilities. He has knowledge of numerous power distribution systems. He has completed design projects of varying size and complexity. Joe has served as project manager on numerous projects including a full campus renovation as well as multiple design projects for the U.S. Army Corps of Engineers Transatlantic Programs Center.

**Representative Projects:**

**LEED® /Sustainable Design**

Phipps Center for Sustainable Landscapes, Pittsburgh, PA  
Green Building Alliance Headquarters, Pittsburgh, PA  
PNC Branch Banks, Nationwide  
The Pittsburgh Project New Residence Hall, Pittsburgh, PA  
Macoskey Center for Sustainable Systems, Slippery Rock University, PA  
West Virginia State Capitol Building  
MaCallen Buildings Condominium, Boston, MA  
Point Park University Dance Studio Complex, Pittsburgh, PA  
Woodcrest Retirement Residence, Coraopolis, PA  
Little Sisters of the Poor Administration Building, Pittsburgh, PA

**Corporate/Business**

Roomful Express Warehouse Survey and Renovation, Pittsburgh, PA  
4 Northshore Associates Office Renovations (Law Offices), Pittsburgh, PA  
First National Bank of Seven Fields, Seven Fields, PA  
US Investigative Services Pine Grove Square Expansion, Grove City, PA

**International Government Work**

Afghanistan National Army Border Patrol Bases (2 base models)  
Afghanistan National Army Police Battalions (7 battalion models)  
Afghanistan National Army Garrison Utility Connection Study (8 garrisons)

**Education**

Community College of Beaver County, Monaca, PA  
Lebanon Valley College, Neidig-Garber Science Building, Pittsburgh, PA  
Grove City College, Cafeteria Renovation, Grove City, PA  
Pittsburgh City Schools, Colfax Elementary School, Pittsburgh, PA  
Pennsylvania State University, Fayette Campus Multipurpose Building,  
University of Pittsburgh, Clapp, Langley, Crawford Building, Pittsburgh, PA  
Thomas Jefferson University, Research Building, Philadelphia, PA  
Rensselaer Polytechnic Institute, Lab Building, Troy, NY  
Cornell University, Olin & Baker Partial Laboratory Renovations, Ithaca, NY  
University of Texas, Institute of Molecular Medicine, Houston, PA  
UCLA Nanosystems Institute, Los Angeles, CA  
Drexel University, Edward Bossone Research Building, Philadelphia, PA

**Health Care**

Frick Hospital, New Stanton, PA  
Weirton Medical Center Third Floor Endoscopy Suite, Weirton, WV

**TITLE:**

Associate – Electrical  
C.J.L. Engineering Pittsburgh

**EDUCATION:**

2002, Grove City College  
Grove City, PA  
BS in Electrical Engineering  
4 year ABET accredited curriculum

SKM Powertools for Windows  
Standard/Advanced Training  
Courses

**REGISTERED PROFESSIONAL  
ENGINEER:**

Pennsylvania  
Ohio  
Louisiana  
Massachusetts  
Iowa  
New Jersey

**MEMBERSHIPS/ACTIVITIES:**

2004 LEED® Accredited  
Professional  
  
2004, National Society of  
Professional Engineers  
  
2004 Pennsylvania Society of  
Professional Engineers (PSPE)  
President – Midwestern Chapter



## Phases of Design / Construction

Gerard Associates Architects, L.L.C. utilizes the guidelines as set forth by the American Institute of Architects for categorizing projects into six (6) main categories of services. While the nature of each project is different and may require deviation from these guidelines, they are used by the firm as a starting point for determining professional fees, project schedules, construction budgets, and for the hiring of consultants. A break-down of each of the phases follows, with a corresponding break-down of the percent of time typically devoted to each phase and consequently the total percentage of fee associated with each phase.

In serving many of the firm's clients, it has been necessary to complete evaluations and feasibility studies prior to commitment to a project on the part of an Owner. Gerard Associates Architects, L.L.C. considers the completion of such studies as a design service encompassing, to varying degrees, Programming and Planning, Schematic Design, Design Development, and the beginnings of Construction Documentation. The firm typically proposes that such studies are completed for a lump sum fee based upon a projection of hours at the rates previously listed.

### DESIGN SERVICES

#### **Phase 1 - Programming and Planning** ..... %15

Architect will meet with Owner to determine specific project requirements, goals of the project and apportionment of the budget. At this phase, basic requirements and relationships are defined, along with any necessary assessments of existing facilities and/or site conditions. As this is typically the most intensively interactive phase of the services, it requires Owner participation and availability for the exchange of information and ideas. The resultant documentation at this phase is typically a written document which records the results of the exchanges and the conclusions reached.

#### **Phase 2 - Schematic Design** ..... %15

Architect will provide preliminary evaluation of the Program, Schedule, and Budget, each in terms of the other, review alternative approaches to design and construction, and prepare for approval of the owner, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of the project components. The Architect will then submit a preliminary estimate of construction cost based on area, volume, or similar conceptual estimating techniques.

#### **Phase 3 - Design Development** ..... %20

Based on the approved Schematic Design Documents, and any adjustments, the Architect will prepare, for approval of the Owner, Design Development Documents consisting of drawings and other documents to fix the size and character of the project as to architectural, structural, mechanical, and electrical systems, materials, and such other elements as may be appropriate. The Architect will then advise of any adjustments to the preliminary estimate of cost.

#### **Phase 4 - Construction Documents** ..... %30

Based on the approved Design Development Documents, and any further adjustments, the Architect will prepare, for approval of the Owner, Construction documents consisting of Drawings and Specifications setting forth in detail, the requirements for the construction of the project. The Architect will assist the Owner in the preparation of necessary bidding information, advise of any adjustments to the preliminary estimate, and assist in filing documents required for governmental approvals.

## **CONSTRUCTION SERVICES**

### **Phase 5 - Bidding/Negotiation Phase** ..... %5

The Architect, following the Owner's approval of the Construction Documents and the latest preliminary estimate of Construction Cost, will assist the Owner in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

### **Phase 6 - Construction Services** ..... %15

The Architect will provide administration of the Contract for Construction as set forth in the AIA Document A-201, General Conditions of the Contract for Construction. The Architect will be a representative of, and will advise and consult with the Owner. As a representative of the Owner, he will visit the site at intervals appropriate to the progress of the work, generally on a weekly basis, and endeavor to guard the owner against deficiencies and to determine if the work is being completed in accordance with the Construction Documents.

The Architect will:

- A. Review and certify Certificates for payment
- B. Review and approve Shop Drawings, Product Data, and Samples
- C. Prepare Change Orders with supporting documentation as required
- D. Prepare sketches and documents as required to clarify the intent of the Contract Documents
- E. Conduct review and inspections to determine the quantity and quality of the work and its conformance with the Contract Documents
- F. Determine date of Substantial Completion and issue appropriate reports and certificates



## Scope of Construction Administration Services

Gerard Associates Architects, L.L.C. will provide administration of the Contract for Construction. A break-down of these services are as follows:

- Act as a representative of, advise and consult with the Owner.
- Visit the site at a minimum of every two weeks or as required by the pace of construction.
- Participate in regular progress meetings.
- Determine if the work is being completed in accordance with the Construction Documents and guard the Owner against deficiencies.
- Evaluate the Contractor's Application for Payment, review, certify the amounts due the Contractor, and issue Certificates of Payment in said amounts.
- Review quality and quantity of Work and ensure Work is in compliance with the Contract.
- Monitor progress of Contractor and verify progress against Project schedule.
- Review and approve submittals such as Shop Drawings, Product Data and Samples for conformance with the Contract Documents.
- Prepare Change Orders and construction Change Directives, and authorize minor changes in the Work when appropriate.
- Review and respond to requests for information about the Contract Documents and issue written responses and when appropriate, supplemental drawings and Specifications.
- Conduct inspections to determine the date or dates of Substantial Completion and Final Completion.
- Issue Certificates of Substantial Completion.
- Forward to the Owner for this review and record, written warranties and related documents required by the Contract.
- Issue a Final Certificate of Payment



## Construction Documentation Process

As standard procedure, Gerard Associates Architects, L.L.C. utilizes the following checklist in order to ensure a complete and accurate set of Contract Documents are produced.

- Review and update schedule of completion dates for projects within the office
- Identify the project team, including consultants
- Establish a clear chain of command and response for the Construction Documents
- Identify all documents with project number and date
- As documents develop, confer with and obtain further review from regulatory agencies such as:
  - Building Inspection
  - Department of Health
  - Other
- Check with the applicable regulatory agencies and establish schedule for submission and/or review
- Coordinate the work with all team members, including consultants.
- Develop a list of required drawings; check requirements of the Owner and governing bodies.
- Review the completed working drawing index with all concerned parties. Obtain feedback and make revisions as necessary.
- Develop the consistent drawing format and title block information and distribute to consultants.
- If applicable, determine alternates, cash allowances and unit prices.
- Obtain Owner's instructions on insurance, bonds, construction agreements and bidding procedures.
- Submit copies of Specification's General and Supplementary Conditions for Owner's review, or obtain Owner's specific contract requirements.
- Determine what items, if any are to be furnished by the Owner and those not to be included in the contract
- Monitor approval and permit process
- Assemble final drawings and specifications for coordination.
- Conduct in-office review of all documents for consistency and accuracy.
- Conduct team meeting to resolve coordination issues.
- Revise documents as required.
- Assemble bidding documents for distribution
- Prepare final calculations of net and gross building square footage.
- Submit drawing and Specifications to the Owner for review and approval

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
POST OFFICE BOX 50130  
CHARLESTON, WEST VIRGINIA 25305-0130  
09/21/2009

JAMES E GERARD AIA  
GERARD ASSOCIATES ARCHITECTS L  
1601 ARROTT BUILDING  
401 WOOD STREET  
PITTSBURGH PA 15222

THIS IS TO CONFIRM RECEIPT OF YOUR VENDOR REGISTRATION FEE. PAYMENT OF THE FEE ENABLES YOU TO PARTICIPATE IN THE PURCHASING DIVISION'S COMPETITIVE BID PROCESS AND ENTITLES YOU TO A ONE-YEAR SUBSCRIPTION TO THE WEST VIRGINIA PURCHASING BULLETIN. A NEW ISSUE OF THE WEST VIRGINIA PURCHASING BULLETIN IS POSTED ON OUR WEB SITE EACH WEEK. BID OPPORTUNITIES ESTIMATED AT \$25,000 OR MORE ARE ADVERTISED IN THIS PUBLICATION. WE ENCOURAGE YOU TO LOG ON AND VIEW THE BULLETIN EVERY FRIDAY SO AS NOT TO MISS IMPORTANT BIDDING OPPORTUNITIES. OUR WEB ADDRESS IS:

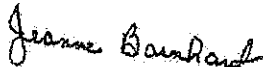
[HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE](http://www.state.wv.us/admin/purchase)

IN ORDER TO ACCESS THE WEST VIRGINIA PURCHASING BULLETIN, YOU WILL NEED YOUR VENDOR NUMBER, GROUP NUMBER (IF ANY), AND YOUR PASSWORD WHICH ARE PRINTED BELOW. YOUR ACCESS WILL BECOME EFFECTIVE ON THE FIRST MONDAY AFTER 09/21/2009, STATE HOLIDAYS EXCLUDED.

HELPFUL TIPS: YOUR COMPUTER-GENERATED VENDOR NUMBER BEGINS WITH AN ASTERISK, BUT DO NOT USE THE ASTERISK WHEN LOGGING IN. ALSO, OUR LOGIN SCRIPT IS CASE SENSITIVE. THEREFORE, IF YOUR VENDOR NUMBER CONTAINS A CHARACTER LIKE A, B, OR C, PLEASE TYPE IT IN UPPER CASE.

IF YOU HAVE QUESTIONS, FEEL FREE TO CONTACT US AT 304-558-2311 OR JEANNE.B.BARNHART@WV.GOV. THANK YOU.

SINCERELY YOURS,



VENDOR REGISTRATION

VENDOR NUMBER : \*921131645  
GROUP NUMBER :  
PASSWORD : 2309

RFQ No. DEFK10019

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: 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 owned is an amount greater than one thousand dollars in the aggregate

**DEFINITIONS:**

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

"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

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

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

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: GERARD ASSOCIATES ARCHITECTS, L.L.C.

Authorized Signature: [Signature] Date: 06/15/10

State of PENNSYLVANIA

County of ALLEGHENY, to-wit:

Taken, subscribed, and sworn to before me this 15<sup>TH</sup> day of JUNE, 2010

My Commission expires MAY 14, 2013

COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Linda E. Danyo, Notary Public  
City of Pittsburgh, Allegheny County  
My Commission Expires May 14, 2013  
Member, Pennsylvania Association of Notaries

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]