

Expression of Interest

to

**West Virginia Department of Administration**

for

**EOI No. DNR210145**

**Architectural and Engineering Services for the  
Design of a New Group Camp Dining Hall at  
Cabwaylingo State Forest**

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DIVISION



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The Benham Companies, LLC  
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Harrisburg, PA 17112-2790  
Telephone 717.901.8100  
Email: [Mark.W.Kindig@Benham.com](mailto:Mark.W.Kindig@Benham.com)  
[www.benham.com](http://www.benham.com)

March 10, 2010

Mr. Frank Whittaker  
State of West Virginia  
Department of Administration  
Purchasing Division, Building 15  
2019 Washington Street, East  
Charleston, WV 25305-0130

RE: Expression of Interest  
DNR210145: A/E Services for a New Group Camp Dining Hall, Cabwaylingo State Forest

Dear Mr. Whittaker:

The Benham Companies, LLC is pleased to submit three copies of our proposal in response to your Request for Quotation/Expression of Interest dated February 10, 2010. This qualification statement illustrates our depth in award-winning architectural and engineering capabilities available for the design services of a group dining hall at Cabwaylingo State Forest located in Dunlow, West Virginia. Benham is an integrated architectural, engineering, and construction firm. Founded in 1909, the firm provides planning, design, and construction services to clients on a worldwide basis. Benham is ranked number 102 among all Architectural and Engineering firms nationally by Engineering News Record magazine and annually performs planning and design for projects with a construction value in excess of \$1 billion.

Benham has a proven track record and full capabilities to deliver the studies and planning documents needed for preliminary project development as well as complete design and construction-phase management services for the subject project:

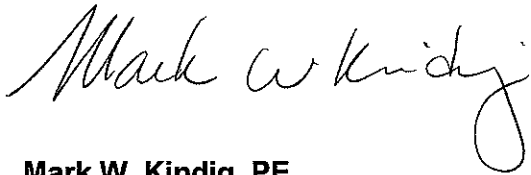
- Benham is committed to provide practical, cost-effective solutions to fulfill its clients' engineering needs. We are committed to providing value to each client by employing every measure of innovation, practicality, and economy in each project. An important element in our client-centered approach is the comprehensive quality assurance/quality control (QA/QC) program designed specifically for our engineering services. An experienced staff with multi-disciplinary capabilities allows Benham to provide comprehensive solutions.
- Benham has performed studies and evaluations to improve existing facilities and evaluate the feasibility of proposed dining facilities. Work has included the evaluation of system efficiencies that often identifies significant operating Cost reductions. Reducing energy costs is a top priority for all facility owners and in the performance of our work, Benham attempts to identify present and potential energy waste, and recommend specific solutions to our clients.
- Benham understands the extreme importance to maintain quality, safety, schedule, and reasonable cost to achieve the best customer value during the construction phase. In order to do this effectively, Benham meets with the client to strategize and determine exactly what the client wants, expects and needs.

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Thank you for the opportunity to submit our proposal and we look forward to working with you and your staff on these important improvements to the West Virginia Division of Natural Resources. If you have any questions or comments, please feel free to contact me at 717.901.8100.

Sincerely,

**THE BENHAM COMPANIES LLC**

A handwritten signature in cursive script that reads "Mark W. Kindig". The signature is written in black ink and is positioned to the left of the typed name and title.

**Mark W. Kindig, PE**  
Corporate Vice President  
Harrisburg Managing Director  
[Mark.W.Kindig@Benham.com](mailto:Mark.W.Kindig@Benham.com)

## DNR210145 - EXPRESSION OF INTEREST

### I. INTRODUCTION

#### A. Firm's Strengths:

Founded in 1909 and ranked nationally in the top 1% in size by *Engineering News Record* magazine, we provide services in all disciplines from planning, architecture, engineering, environmental services, construction management and more. We specialize in design, engineering and construction services for the all types of industries. With 18 offices across the United States, the firm employs over 900 professionals nationally. Benham has been recognized nationally for excellence in many disciplines including sustainable facility design and energy conservation and management

Benham has specialized experience in the design of new and renovations for many state and federal agencies with whom we have had a long history of serving. Within the last 5-year period, our company has designed more than 10 million SF of new and renovated facilities for our clients. While Benham is a full service Architectural and Engineering firm, our local Harrisburg Office strengths are MEP, infrastructure, and energy conservation.

With an experienced wide range of design and design-build contracts, Benham knows how to successfully complete any multitude of services which we may be called upon to perform. Our ability to conduct facility assessments, feasibility studies, reports with multiple design and cost options, or small renovations projects, is second to none. Our all in-house staff of professionals allows us to properly staff whatever tasks or skills with precision and accuracy. Another asset that we feel differentiates us is our all in-house cost estimation department. They are well equipped and experienced to assist our design staff in any of the above deliverables that we may be asked to conduct. This also allows us to closely work with you in making judicious decisions that will impact your facilities and expenditures.

***Benham has the flexibility, capacity and reputation professionally to provide excellent, timely and cost-effective responses for this project. We will lead the overall project under your direction, and will be responsible for project management and execution, and all aspects of A/E design.***

#### B. CAD Capability:

Historically, our CADD usage has been client driven. Therefore, we are experienced at accommodating any client CAD requirements, The Benham will produce all drawings in the format required. We are major users of AutoCad and MicroStation, and as premium subscribers always have access to the latest version of both, Benham will comply with the specific needs and processes requested by the West Virginia Division of Natural Resources.

Benham has extensive experience using AutoCAD, and is currently working in AutoCAD 2009 and their building information modeling platform, Revit®. We employ this system on many of our projects for the State and Federal government agencies. As ASP subscribers we always have access to the *latest version* of AutoCAD. eQuorum's PlotStation software is the primary plotting utility used. This allows consistent output through the use of a client-specific pen table. This

software also allows prioritized batch plotting. For generating CALS files we use the SVCapture printer driver from Dataware Electronics. We have full mylar and print capability.

*Recent projects in AutoCAD*

- **AutoCAD 2009** - Monsanto Seed Plant, Independence, Iowa
- **AutoCAD 2009** - NAVFAC – Atlantic, Repair Airfield Lighting Vault, Azores, Portugal.
- **AutoCAD 2008** - P225 Dining Facility and P230 Headquarters Facility, Camp Lemonier, Djibouti
- **AutoCAD 2006** - ADAL Medical Training Facility, 166<sup>th</sup> Airlift Wing, DE ANG, New Castle, Delaware
- **AutoCAD 2006** - Replace C-130J Aircraft Maintenance Hangar (Phase I), and Replace Aircraft Maintenance Shops (Phase II), DE ANG, New Castle, Delaware
- **AutoCAD 2006** - Construct Information Operations Communications Facility, DE ANG, New Castle, Delaware
- **AutoCAD 2002** – Reav-Tel Sanitary Relief, MSD, St. Louis, Missouri

Benham is very capable of providing both hard copies and electronic AutoCAD DWG files final and record drawings for project submission.

### **C. Utilization of Disadvantaged Businesses (MBE/WBE):**

As an established, non-minority firm, Benham is dedicated to building effective working relationships with minority business enterprises, women-owned businesses, and small disadvantaged businesses who share in the fields of architecture and engineering. Our plan will be to engage such entities as subcontractors to this project as required after the project is defined conceptually.

Benham has a formal Mentoring Plan in place to encourage the growth of the M/W/S/DBE firms, and to assist them in areas where they will benefit from our experience and knowledge. Our Mentoring Program is modeled after the Stempel Plan, which is commonly known throughout the construction industry. Named after Mr. Ron Stempel, who served as the Contracts & Procurement Manager for the Port of Portland, we acknowledge his commitment that common sense can make a lasting difference in the lives of others.

Benham's objective is to guide interested M/W/DBE firms in their approach with areas such as business management, accounting, marketing, quality control, project management, and employee retention. In general, the Mentoring Program aims to improve work practices that will broaden their business plan for success.

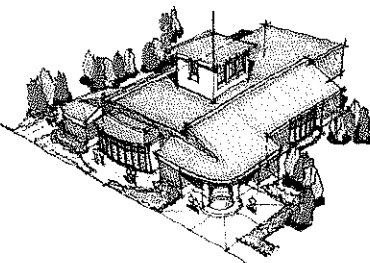
## DNR210145 - EXPRESSION OF INTEREST

### II. QUALIFICATIONS

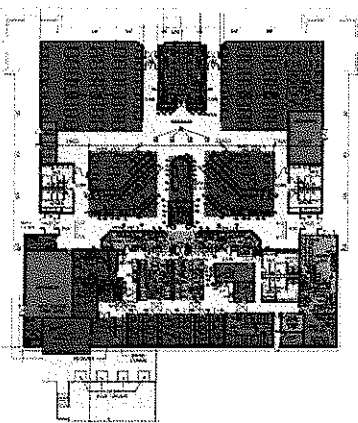
#### A. Dining Facilities



*Dining Facility, Florida ANG  
Jacksonville, Florida*



*Dining Facility, AR ANG  
Fort Smith, Arkansas*



*Dining Facility, 173<sup>rd</sup> Airborne,  
Vicenza, Italy*

Our team has extensive experience in the planning and design of dining and cafeteria facilities. Examples include:

- **Add / Repair Dining Facility, Florida Air National Guard, Jacksonville, Florida** – Project included the addition of 2,450 SF and renovation of 7,850 SF of the existing dining facility. The new addition included restrooms, administration office, storage room, and serving areas. Renovation included the repair and modernization of existing kitchen, serving lines, storage, and office areas, and the upgrade and repair of all existing building systems (electrical, water, roof, HVAC, and fire protection). (\$1,800,000)
- **Add / Alter Dining Facility, Arkansas Air National Guard, Fort Smith, Arkansas** – The 3,700 SF dining hall alterations concentrated on providing efficient traffic flow. This was achieved through organizing the space so that both the classroom and office areas open directly into the dining area, restrooms were placed off the entry lobby, and cooler and storage areas located outside the existing kitchen area. (\$200,000)
- **FY01 Dining Facility, USACE – Tulsa District, Sheppard Air Force Base, Texas** – Seating is limited to 500 persons with the capacity to serve 1,500 during normal base meal times. The design of the serving area provides for two additional serving lines, two “scatter” serving lines and two clippers, one pot wash room and other associated support spaces. The project was developed as a new prototype facility for Sheppard AFB.
- **Dining Facility, 173rd Airborne, Vicenza, Italy** – Full A/E design services for this 800-1,200-person dining hall which includes kitchen equipment site improvements, fire protection, and serving areas.
- **Dining Facility, BCT Trainee Complex, Fort Leonard Wood, Missouri** – This 30,600 SF facility is capable of feeding an entire battalion of 1,500 trainees during each meal period. The total seating capacity of the Dining Hall is approximately 552 persons. Companies waiting their turn for meals are sheltered under outdoor covered canopies which blend harmoniously with the building architecture. (\$7,297,500)
- **Tabulation Study for Airman Dining Facility, Building 2412, Edwards Air Force Base, California** – The comprehensive facility assessment evaluated functional, operational and structural aspects of the Dining Hall. The building has 24,800 square feet on the first floor and a basement area of 12,200 square feet. Seating



*Dining Facility and Mini-BX, Keesler Air force Base, Biloxi, Mississippi*



*Dining Facility, Sheppard AFB, Texas*



*Dining Facility, Lackland AFB San Antonio, Texas*

capacity is 376. Constructed in the early 1950's, the original facility was designed as an administrative offices, and subsequently converted to serve as the only dining hall for the main barracks complex on the base. Several remodels over the life of the facility had left a less than optimal functional layout of the kitchen, serving areas, and administrative spaces. Our team identified a prioritized list of remedial actions and recommended facility alteration projects.

- **Dining Facility and Mini-BX, Keesler Air force Base, Biloxi, Mississippi** – This facility complements the existing 1,500-person Magnolia Dining Hall that has already been constructed in the Triangle Area. With these two dining facilities in place, the entire student population of the Triangle Area can be properly serviced.

In addition to the dining hall to provide food service to the Triangle Area students, the Dining Facility houses a Central Preparation kitchen and Bakery to service all of Keesler AFB appropriated fund dining facilities, an In-Flight Kitchen to service pilots and crew, and the Food Contractor's administrative offices. (\$6,800,000)

- **FY02 Dining Facility, Sheppard Air Force Base, Texas** – The new dining hall closely mirrored the FY01 Prototype Dining Hall previously designed by our firm.

- **Three Dining Facilities, Enlisted Men's Housing and Support Facilities, Fort Carson, Colorado** – Full A/E design services for 85 buildings on 150 acres with accommodations for 4,434 men including three dining halls.

- **Dining Facility, 1<sup>st</sup> Special Forces Group, Fort Lewis, Washington** – Full A-E design services for this 6,541 SF dining facility for 148 people with three serving lines.

- **Dining Facility, Lackland Air Force Base, San Antonio, Texas** – The 2,180 SM, 1,500-person dining hall includes kitchen equipment, fire protection associated with commercial kitchens, site improvements including a troop muster pad, sidewalks, illuminated pavilion, volleyball courts, pavements and landscaping. Scope of work also included site development, landscaping, architectural hardware selection, electronic communications, and demolition of existing facilities. (\$5,500,000)

- **Construct Dining Facility, Building 36, National Imagery and Mapping Agency, St. Louis, Missouri** – The new dining facility re-used a majority of the kitchen equipment from the existing dining facility and several items from the snack bar. The new facility included space for the vending machines and microwaves. A lift and loading dock accommodates deliveries. The dining area was tied into the existing dining area on the west dock. The dining area seats 400 people. Walk-in refrigerators and a walk-in freezer were built in. Additional spaces include private dining area for 60 people, conference room for 25 people, and administration area. Other requirements include direct digital control system, emergency



power, electrical system evaluation and fire detection system evaluation. (\$1,300,000)

▪ **Various Dining Renovations, General Services Administration, St. Louis, Missouri**

N Replace Cafeteria Ceiling, Federal Records Center, St. Louis, Missouri. - (\$10,255)

N Upgrade Cafeteria Service Line, Federal Records Center, St. Louis, Missouri – (\$130,000)

N Replace Boilers and Café Finishes, Federal Records Center, St. Louis, Missouri

▪ **1,200-Man Mess Renovation, Fort Belvoir, Virginia** – Full A-E design services for mess hall renovation included AutoCAD digitizing and field verification of space.

## B. Performance Data

### **Record of Benham Quality:**

- Over the last 5 years, Construction Change Orders are < 1% of Construction Cost.

### **Record of Benham Estimates vs GC Bid:**

- Benham tracks “design cost estimate” versus “actual construction bid” on all projects. The database currently represents 136 major projects worth approximately \$1.7 billion in construction value.
- 96% of all Construction Bids are at or below Estimate.

### **Record of Benham Projects Bidding on Time:**

- Benham tracks “Client’s target bid date” versus “actual bid date” on all projects.
- 99.37% are bid on or before the Client’s target date.

### **Record of Benham Construction Support:**

- Average Shop Drawing turn-around is 6.1 days.
- Average RFI turn-around is 0.9 days.



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### III. METHOD OF APPROACH

#### A. Anticipated Concepts:

A dining facility at a group campground is often more than just a place for meals – the facility is often used as a meeting and organization center for the campers staying over. As such, the facility is generally heavily used and occupied. The facility is key to the camper's perception of a successful outdoors adventure. In addition, campers are increasingly aware of sustainability of building structures and environmental impacts.

**Integrated Design Approach.** We are committed to an integrated design approach that considers every possible opportunity for energy savings, use of recycled materials and design solutions that promote ease of maintenance and zero, or minimum, adverse impact on the environment. We evaluate construction materials and products for their overall suitability for the project including aesthetics and conformance to the surrounding facilities. Specifically, this integrated approach permits us to consider design solutions that enhance maintainability, reduce operations and maintenance costs, and elevate the quality of the facility environment.

**Energy Consciousness.** Sustainability is not solely related to a buildings lifetime, but to the environment in which we live and the economics of operating that facility. Our industry is doing more each day to recognize that fact, and to deal with the methods of how we can better utilize our natural resources in manufacturing, delivering, constructing, designing, utilizing and recycling the materials that we use to create and live in the built environment. The staff of the Benham has implemented characteristics of sustainable design in our projects for many years, as we believe in sustainability as good design practice. And, our expertise has been implemented on many projects that have either achieved or are on the path for LEED® certification.

There are many reasons to look into the development of greener buildings. For the public sector clients, it is becoming more and more a directive from the top. For private sector, there are potential opportunities in productivity, economics, image, and possibly in some situations tax benefits. But for all, there are opportunities for increased productivity, reduced operating costs, healthier environments, reduced strain on local infrastructure, and a better quality of life.

While many firms have begun to tout the capability to look into this aspect of design, Benham has always been looking at A/E design with vision towards the impacts long term decisions on the design concepts. We understand that every project may not have an interest in pursuing LEED® certification, but all projects wish to look into the benefits of reduced lifecycle and operating costs, as well as healthier more productive environments in which we live and work.

In addition to LEED® methodology, Benham utilizes life cycle cost analysis, and building energy analysis, for building envelope development criteria and system selection for the major mechanical systems within the building. In tandem, these tools allow us to evaluate initial construction costs, operational costs, and lifecycle costs to determine how design decisions can be made to best benefit the Owner.

**Low Maintenance Features.** Part of designing facilities is taking into consideration that fact that

these are structures for living people, and that these facilities will get used. Selecting appropriate design concepts and materials uses to minimize maintenance and to evaluate materials on a lifecycle basis are all part of a sustainable and economically conscious design effort we bring to the projects. Making these appropriate selections is based on knowledge and a blend of several factors. The factors range from knowing how the Owner will maintain the facilities, knowing if certain labor skills are available in a market area, knowledge of the budget for initial construction, knowledge of the operational procedures of the user, and many others.

## **B. Project Approach:**

Benham has demonstrated success over decades in providing design services for contracts awarded by state, Federal, and private agencies. We have provided design documents including engineering reports, drawing preparation, cost estimates, technical specifications and construction scheduling. Our designs are typically "green" in basis and we have executed many renovations and new construction projects resulting in USGBC LEED® certification.

### ***Scope Definition***

***Initial Assessment.*** When our Program Manager receives notification of contract award, he is primarily concerned with gaining a clear understanding of the work scope. Typically, our Program Manager will dialogue with the West Virginia Division of Natural Resources' technical lead to determine the overall requirements and refine his understanding based on conversations, or meetings, at the Customer level.

***Team Tailoring.*** Our Program Manager will identify the key resources needed to fulfill the requirements of the project. If additional scope clarification is needed prior to preparing our fee proposal, a site visit may be appropriate.

***Final SOW/Fee Proposal.*** Our extensive experience in the management of contracts makes us a "believer" in the "front end" efforts to clearly define the statement of work. This is the key to ensuring that everyone's expectations are in alignment concerning the project deliverables. Inadequate scope definition creates disruptions downstream which invariably affect quality. Furthermore, a well defined scope most often means that a fee proposal can be prepared by our team which fully responds to the Client's own estimate of what the effort should cost.

### ***Task Accomplishment***

***Kickoff Meeting/Goals & Objectives Workshop.*** Although the size and complexity of a particular project will influence how much preparatory activity is needed, we value a formal goals & objectives workshop. Attendees may include the lead discipline and project management staff of Benham's design team and key Customer representatives. The purpose of this meeting is to clearly establish the project goals and objectives and begin a joint working session to familiarize the design team with existing conceptual documentation, if available. Further, it affords an opportunity to identify **second level issues** influencing the approach to the work.

**Formal Design Charrette.** Following our initial visit and workshop, our design team will often prepare several alternative conceptual blocking arrangements of the building, each of which responds to the space program requirements. To facilitate communication with the End User, we typically suggest a formal design charrette for the concept development phase of this project. We would implement Value Engineering techniques during the charrette process to help develop conceptual designs that respond to project scope, budget and technical issues. This approach will allow the users an opportunity to work closely with our designers to improve understanding of project functional requirements and the related design and project issues. The knowledge, experience, and creativity of the design team are exercised to challenge and improve the initial conceptual design. By doing this, other value engineering efforts at a later stage of the design are not required.

**Early Cost Model.** One of our first activities will be the development of a probable estimate of construction cost for the project to ensure that the expectations of all parties are in sync with the real world reality.

**Update of Cost at Key Milestones.** As work progresses on a design, we refine our estimate of probable construction cost. Our update is based on a combination of **what is shown and what is not shown**. At each project milestone our designers sit with our cost estimation staff and discuss design intent, materials, finishes, and constructability aspects. The estimate, therefore, reflects many things which may not yet be documented on drawings. Importantly, we obtain actual vendor quotations for major pieces of equipment rather than rely blindly on national "databases."

**Design Stages.** As part of the initial assessment and depending upon your needs, Benham would propose design deliverables for formal review at the conclusion of the charrette (35% design), a preliminary design (60%), and the final (100%) design. The specific deliverables for each stage will be defined during the initial assessment.

**Construction Phase Support.** As part of the initial assessment and depending upon your needs, Benham would propose the level of construction assistance you require – we have the ability to provide on-site inspections, shop drawing review, RFI response, and total construction management services.

## C. Cost, Schedule, and Quality Control Effectiveness

### **Organizational Simplicity**

Our teams are structured with **clear lines of authority and responsibility**, and with the absolute minimum of layering. We are organized with a Program Manager who has overall contractual responsibility, who is responsible for the day-to-day technical management of the technical design, and who is our direct contact with the West Virginia Division of Natural Resources' technical lead.

Firms do not design projects ... the people in the firm do. Benham enjoys an **outstanding rate of retention with our staff**. A key reason for this strong continuity of employment is our recognition of and commitment to a diversity of career paths which allow our professionals to pursue, on a "pure" basis, that which comes natural to them. For some, the excitement comes from client contact and project management. Others gravitate to a technical career path where they can

excel as lead architects/engineers responsible for creating our designs and turning concept into reality.

Regardless of the career path chosen, we value experience. It translates directly to improved quality in our work. People who have **worked together as a team** previously and who have developed legitimate professional bonds with their design peers are much more likely to impart lessons learned from past projects to the ones on which they are currently working.

Our staff depth and **exceptional technical strengths in all design disciplines** allows our Program Manager to "tailor" the people assigned to a specific task order. This isn't a case of simply taking whoever is "available." On the contrary, our approach is to pick individuals for an assignment based on the special technical expertise which they can bring to the project. This imparts value at the inception of a task order and greatly reduces the "ramp up" time.

### **Quality Control**

Benham's approach to design quality is straightforward and simple: **we manage quality into our projects at each step of the design process.** The three cornerstones which define our methodology are equally simple:

- START RIGHT
- DO WHAT WE SAY
- CHECK TO SEE IF WE DID WHAT WE SAID

Benham has an established formal and written design quality control/review process. The purpose statement contained within the manual states:

"The Benham Companies is committed to providing a high standard of quality in the services offered to its Clients. This commitment must be manifested in the attitude of personnel at all levels of project involvement. **Achievement of quality control is an organizational attitude and management commitment which is given substance in the application of established procedures and standards.** The procedures, standards, and checklists described in this manual are based on industry practices that have been found to be conducive to good quality control. The purpose of this manual is to establish policies, standards and procedures to assist The Benham Companies staff in accomplishing and checking their work. It is not a technical design or reference manual intended to assist in solving technical problems. Quality control procedures outlined in this manual shall be modified when necessary to meet Client requirements."

The design review process includes bid-ability, constructability, value engineering, claims prevention, environmental, and operability reviews. This integrated review process is structured to ensure that the design minimizes construction problems. Benham's quality control procedures ensure independent, accurate, and safe performance by the assigned technical team.

### **Schedule and Budget Control**

Benham is committed to cost control and cost reduction, always seeking ways to complete quality compliant services at the lowest achievable costs. Benham's proven cost-control system has been successfully applied many times to ensure that our negotiated budgets remain within the initial cost estimates. **Our ability to perform within negotiated contract values allows us to**

**maintain the high-quality products and services we are recognized for**, without frequently requesting modifications from our clients. Benham achieves cost control through rigorous training in project management, risk management, and earned value reporting. Benham also applies the following key techniques and systems:

- **Performance Management Baseline:** This is the primary control mechanism through the life of the task and establishes the work breakdown structure (WBS), baseline schedule, and baseline cost budget. The baseline also establishes the specific quantifiable products, outcomes, and services for measuring project progress and performance. Baselines are maintained in Project, Primavera, Suretrak, or Excel depending upon complexity.
- **Cost Collection and Reporting:** Daily collection of labor charges and weekly cost data reporting provide for proactive identification of expenditure rates, commitments, and accruals. Subcontractor cost data are integrated into Benham's project management information system in the same detail and time period as our own. Labor hours are collected using Benham's electronic time system (BST); costs are downloaded in standard reports from BST to our project managers weekly.
- **Performance Measurement and Analysis:** Comparisons of earned value to actual and planned cost are performed so as to identify cost and schedule variances. Trends are analyzed to evaluate ultimate project impacts. Potential impacts to cost and schedule are caught early enough to take correction action, thereby ensuring project performance. Performance monitoring and variance analysis are done using Project, Primavera, Suretrak, or Excel depending upon complexity.
- **Corrective Action:** Proactive steps are taken by our project managers to reallocate resources, optimize workload productivity, and improve project performance.

Benham has an excellent record of compliance with schedules and providing immediate assistance in emergency response. We are particularly committed to completing all phases of A-E services in as short a time as possible and with no impact to construction milestones. To achieve this goal, we apply proven project management techniques and draw effectively from our extensive staff resources. Benham's schedule control techniques and systems use resource-loaded network analysis to monitor and control timely completion of project deliverables. Schedules are updated biweekly for analysis of variances from approved Performance Measurement Baselines and integrated fully with our cost control monitoring. Corrective actions are taken as-needed to accelerate schedule performance through adding resources, performing tasks concurrently, or identifying work-arounds for activities on the critical path.



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  
**DNR210145**

PAGE  
**1**

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**DIVISION OF NATURAL RESOURCES  
 PROCUREMENT OFFICE**

**324 4TH AVENUE  
 SOUTH CHARLESTON, WV  
 25303-1228 304-558-3397**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
02/10/2010				

BID OPENING DATE: **03/11/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		906-00-00-001		
<p><b>A/E SERVICES FOR A NEW GROUP CAMP DINING HALL</b></p> <p><b>EXPRESSION OF INTEREST (EOI)</b></p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF NATURAL RESOURCES, IS SOLICITING EXPRESSIONS OF INTEREST FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE DESIGN OF A NEW GROUP CAMP DINING HALL AT CABWAYLINGO STATE PARK LOCATED IN DUNLOW, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS PROJECT MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WV STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS EOI, VIA FAX AT 304-558-4115, OR VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 02/24/2010 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE HAS LAPSED.</p> <p>QUESTIONS CONCERNING THE ACTUAL PROCESS BY WHICH A FIRM MAY SUBMIT AN EXPRESSION OF INTEREST TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	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).



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
DNR210145

PAGE
2

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

RODNEY


SHIP TO

DIVISION OF NATURAL RESOURCES  
 PROCUREMENT OFFICE

324 4TH AVENUE  
 SOUTH CHARLESTON, WV  
 25303-1228 304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/10/2010				

BID OPENING DATE: 03/11/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				REQUISITION NO.:		
					DNR210145	
EXHIBIT 10						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1 .....						
NO. 2 .....						
NO. 3 .....						
NO. 4 .....						
NO. 5 .....						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF PROPOASLS.						
VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.						
 ..... SIGNATURE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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





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

# Request for Quotation

RFQ NUMBER
DNR210145

PAGE
3

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

DIVISION OF NATURAL RESOURCES  
 PROCUREMENT OFFICE  
 324 4TH AVENUE  
 SOUTH CHARLESTON, WV  
 25303-1228 304-558-3397

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/10/2010				

BID OPENING DATE: 03/11/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				<i>The Benham Companies, LLC</i> COMPANY <i>March 10, 2010</i> DATE		
NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE PROPOSAL.  REV. 09/21/2009  BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.  NOTICE  A SIGNED EOI MUST BE SUBMITTED TO:  DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130  THE EOI SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE EOI MAY NOT BE CONSIDERED:  SEALED EOI						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

# Request for Quotation

RFQ NUMBER
DNR210145

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF NATURAL RESOURCES  
 PROCUREMENT OFFICE

324 4TH AVENUE  
 SOUTH CHARLESTON, WV  
 25303-1228 304-558-3397

DATE PRINTED 02/10/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 03/11/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				FRANK WHITTAKER-FILE	44	
EOI. NO.:				DNR210145		
BID OPENING DATE:				03/11/2010		
EOI OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR PROPOSAL:						
				717-901-8101		
-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
				Mark W. Kindig		
-----						
***** THIS IS THE END OF RFQ DNR210145 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

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 owed 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 exceeds 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: The Benham Companies, LLC

Authorized Signature: *Mark W. Lindsey* Date: 3/10/10

State of PA

County of Dauphin, to-wit:

Taken, subscribed, and sworn to before me this 10<sup>th</sup> day of March, 2010.

My Commission expires November 14, 2011.

**AFFIX SEAL HERE**

NOTARY PUBLIC *Diana L. Peters*

