



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

**NOTICE**

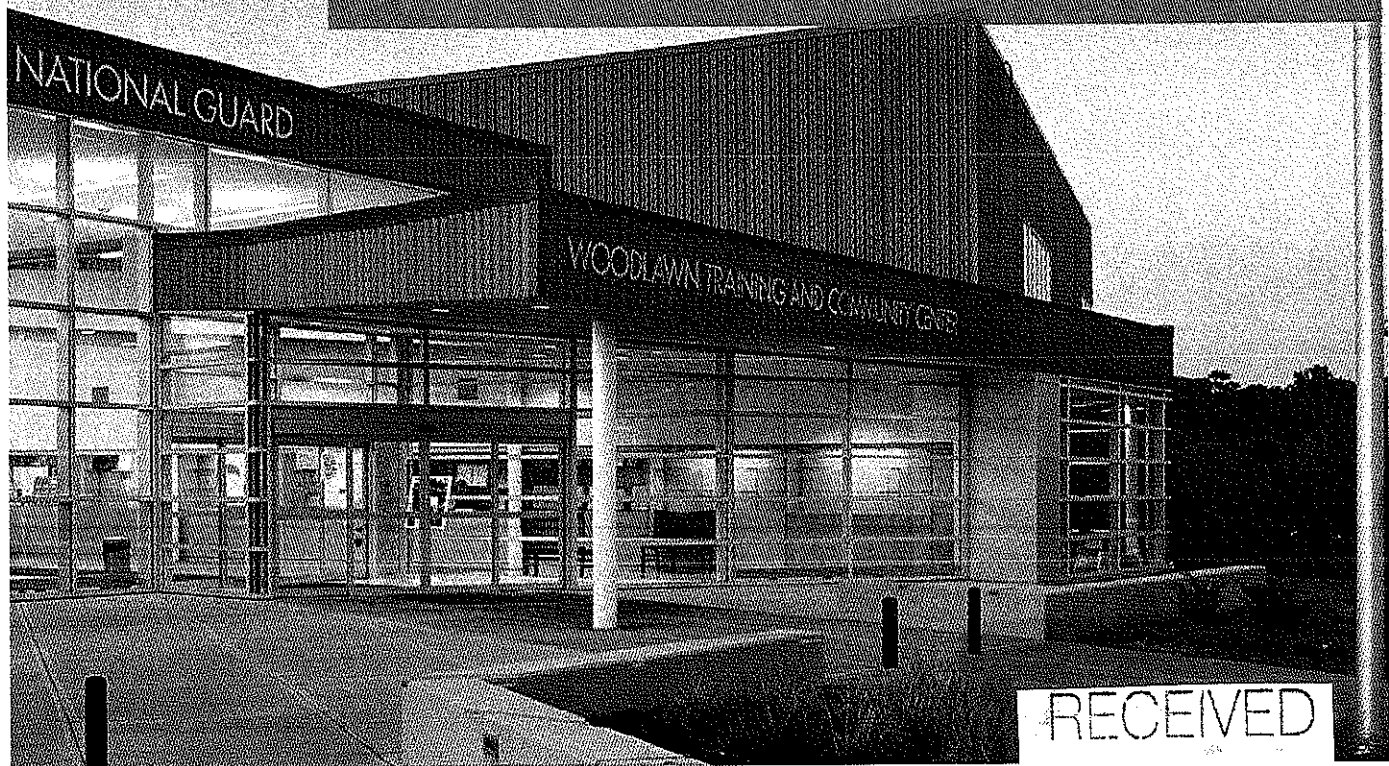
Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

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

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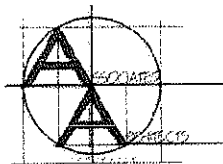
QUALIFICATIONS

WEST VIRGINIA ARMY NATIONAL GUARD  
JOINT OPERATIONS FACILITY | DEFKI 1028  
MARCH 15, 2011



2011 MAR 15 AM 11:42

WV PURCHASING  
DIVISION



**KZFD DESIGN**

**POTESTA**

Associated Architects

KZF Design

Potesta & Associates

March 14, 2011

Dear Review Committee:

Our design team is pleased to have the opportunity to submit this proposal for providing architectural/engineering services for the proposed new Joint Operations Center for the West Virginia Army National Guard to be located at its State Headquarters in Charleston. We feel confident our design team is uniquely qualified to provide design services for this project and feel a team approach between the West Virginia Army National Guard and its engineers/architects is the key to the successful completion of your project.

Associated Architects is pleased to present our proposal outlining our technical expertise, management, staff capabilities and experience for providing high quality architectural services. Our approach will offer advantages in methodologies and delivery, which will guarantee the success of your project both now and for years to come. The offices of Associated Architects are located at 318 Lee Street W. Suite 200 in Charleston, WV. The firm is capable of providing full architectural design services and has a long list of subconsultants that provide civil, structural, mechanical, electrical and plumbing engineering services to complete the design package. Associated Architects has provided full architectural design services to multiple state and county agencies throughout West Virginia. During that time, they have had the opportunity to complete many building designs as well as building evaluations, including one of the first State of West Virginia LEED buildings for the Department of Environmental Protection (DEP).

Potesta & Associates will be tasked with providing the team with the civil engineering and geotechnical services. Potesta have been a local presence in Charleston for over 14 years and through that time have been exposed to many of the challenges that sites in West Virginia contain. Their strength comes from their vastly experienced staff as well as their depth of the personnel.

KZF Design is a leading national full-service architecture, engineering, interior design and planning firm. Their extensive experience in the design and programming phases of complex government projects such as this one will provide the team with a solid foundation to design a facility that meets the needs of the owner as well as the staff who will work in the facility. KZF Design also brings with it a full structural, mechanical and electrical engineering staff which have vast knowledge in the requirements of emergency services centers.

March 14, 2011  
Page 2

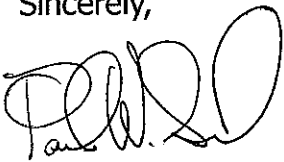
Associated Architects and Potesta & Associates have had a working relationship for over 14 years and take great pride in our ever-growing list of repeat clients. This team is currently engaged in many ongoing projects together and with our well-rounded team experience and proven communications skills, we are ready to add your project to our list of successful projects. Our team strives at meeting demanding deadlines and very limited budgets while maintaining the highest level of quality possible. To deepen the experience and knowledge for the team, KZF Design has been added to provide design assistance and programming as well as the structural, mechanical and electrical engineering services for the package. Through the group's continued local presence, we have had many opportunities to gain broad experience with all local, state and federal building codes and believe that life safety and human comfort comes first in a building design.

You will see that teamwork is the spirit and foundation of our organization. We acknowledge the importance of a quick turn-around and excellent quality services which our administrative procedures, overall organization and depth of experience provides you. As you will see from our resumes and company experience, we are uniquely qualified to offer the professional services required and to ensure that your project becomes a reality.

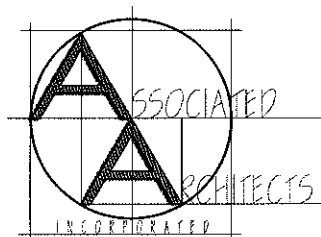
We want to emphasize that your project is very important to our design team. We look forward to personally discussing our qualifications to complete this project on time, within budget and exceeding the standards of any firm you may have worked with previously.

Should you have any questions regarding this proposal, please do not hesitate to contact me.

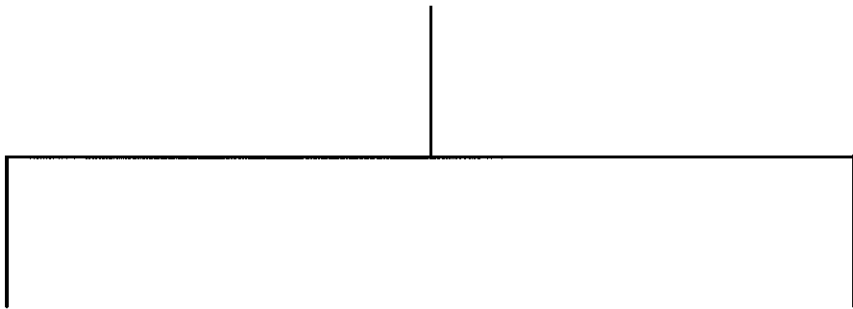
Sincerely,



Paul W. Tennant, President  
Associated Architects, Inc.  
318 Lee Street W. Suite 200  
Charleston, WV 25302  
p.304.345.1811  
f.304.345.1813



Project Lead - Project Architect  
Paul W. Tennant, AIA - President  
318 Lee Street W. Suite 200  
Charleston, WV 25302  
p.304.345.1811  
f.304.345.1813



Design Programming - Structural,  
Mechanical and Electrical  
Engineering  
Stephen L. Abshire, RA - Architect  
700 Broadway Street  
Cincinnati, OH 45202  
p.513.621.6211  
f.513.621.6530



Civil Engineer - Soil Specialist  
Dana L. Burns, PE - VICE PRESIDENT  
7012 MacCorkle Avenue, SE  
Charleston, WV 25304  
p.304.342.1400  
f.304.343.9301



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  
 DEFK11028

PAGE  
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 TARA LYLE  
 304-558-2544

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

BUYER

DIV ENGINEERING & FACILITIES  
 ARMORY BOARD SECTION

1707 COONSKIN DRIVE  
 CHARLESTON, WV  
 25311-1099 304-341-6368

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
02/01/2011				

BID OPENING DATE: 03/15/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>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.</b></p> <p style="text-align: center;"><b>NOTICE</b></p> <p><b>A SIGNED BID MUST BE SUBMITTED TO:</b></p> <p style="padding-left: 40px;"><b>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</b></p> <p><b>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</b></p> <p><b>SEALED BID</b></p> <p><b>BUYER:-----TL/32-----</b></p> <p><b>RFQ. NO.:-----DEFK11028-----</b></p> <p><b>BID OPENING DATE:-----03/15/2011-----</b></p> <p><b>BID OPENING TIME:-----1:30 PM-----</b></p> <p><b>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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  
**DEFK11028**

PAGE  
**3**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**TARA LYLE  
 304-558-2544**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

**DIV ENGINEERING & FACILITIES  
 ARMORY BOARD SECTION**

**1707 COONSKIN DRIVE  
 CHARLESTON, WV  
 25311-1099 304-341-6368**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/01/2011				

BID OPENING DATE: **03/15/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>----- (304) 345-1813 -----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>----- Paul W. Tennant -----</p>						
<p>***** THIS IS THE END OF RFQ DEFK11028 ***** TOTAL: _____</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ FBN \_\_\_\_\_ 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).