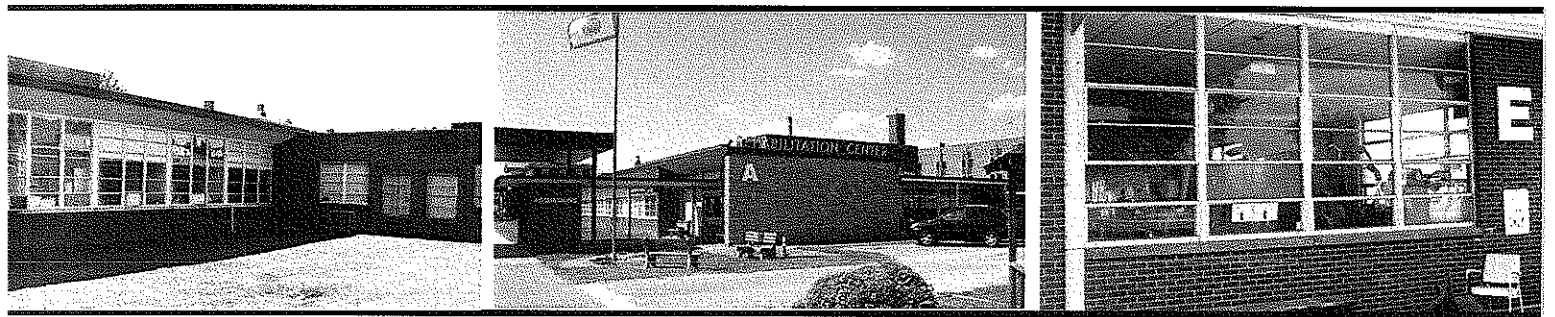


Expression of Interest  
for:  
West Virginia Division of Rehabilitation Services  
- Window Replacement for Buildings A & E -



 ZMM

02 - September - 2010

RECEIVED  
2010 SEP -2 AM 10:17

WV P. PROGRAMS  
DMSC/I



ARCHITECTS & ENGINEERS

September 1, 2010

Ms. Shelly Murray, Buyer  
Purchasing Division  
2019 Washington Street, East  
Charleston, West Virginia 25305-0130

**Subject: West Virginia Division of Rehabilitation Services Complex  
Window Replacement for Buildings A and E  
Requisition #DRS110070**

Dear Ms. Murray:

ZMM is pleased to submit the attached information to demonstrate both our experience and our capability to provide professional architectural and engineering services for the Window Replacement for Buildings A and E at the West Virginia Division of Rehabilitation Services Complex in Institute. We are confident that our recent window replacement experience, as well as our extensive renovation portfolio will make us the best partner for the West Virginia Division of Rehabilitation Services for the project.

Since 1959, ZMM has been consistently recognized as one of the largest, fully integrated, architecture and engineering firms in the State of West Virginia, and the quality of our design work has been recognized with both state and national design awards. We are an organization of creative professionals with the common interest of working with our clients to design and engineer innovative and cost effective buildings. Our commitment to providing high quality, budget conscious design solutions for our clients was recently demonstrated for the State of West Virginia Division of General Services on the window replacement project for State Office Buildings 5, 6, & 7.

Thank you for taking the time to review the attached brochure that outlines detailed information regarding the history, services, personnel, experience, and qualifications of ZMM. Additionally, please visit our website at [www.zmm.com](http://www.zmm.com) to see the full range of projects that we have designed, and to learn about working with ZMM from a client's perspective. We look forward to meeting with you in the near future to review our qualifications, and to discuss the window replacement project in more detail.

Respectfully submitted,

ZMM, Inc.

A handwritten signature in black ink, appearing to read 'A. R. Krason', written over a horizontal line.

Adam R. Krason, AIA, NCARB, LEED-AP  
Principal

ZMM, Inc.  
222 Lee Street West • Charleston, West Virginia 25302  
304.342.0159 voice • 304.345.8144 fax  
[zmm.com](http://zmm.com)

**West Virginia Division of Rehabilitation Services Complex  
Window Replacement for Buildings A & E  
RFQ# DRS110070**

**Cover Letter**

**Table of Contents**

- **Section #1: Concept**
  - Project and Understanding
  
- **Section #2: Firm/Team Qualifications**
  - Firm History and Qualifications
  - Resumes
  
- **Section #3: Project Organization**
  - Organizational Chart
  - Professional Services
  - QA/QC Program
  
- **Section #4: Demonstrated Experience**
  - Window Replacement Projects
  - Relevant Experience
  - Awards and Honors
  - References
  - Reference Letters

# Project Approach and Understanding

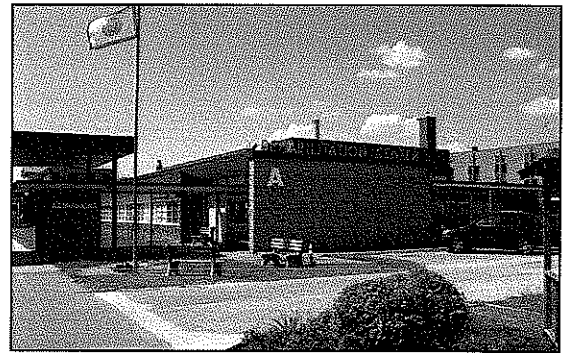
## WV Rehabilitation Center Building A & E Window Replacement



The West Virginia Rehabilitation Center in Institute is a part of the West Virginia Division of Rehabilitation Services (DRS), which is a state agency that serves West Virginians with disabilities. The mission of DRS is to enable and empower individuals with disabilities to work and to live independently. The West Virginia Rehabilitation Center Campus is located between West Virginia State University and the Bayer Crop Science facility in Institute. The campus consists of multiple detached buildings. The Expression of Interest indicates that the current window replacement project is for Buildings A and E as noted below.

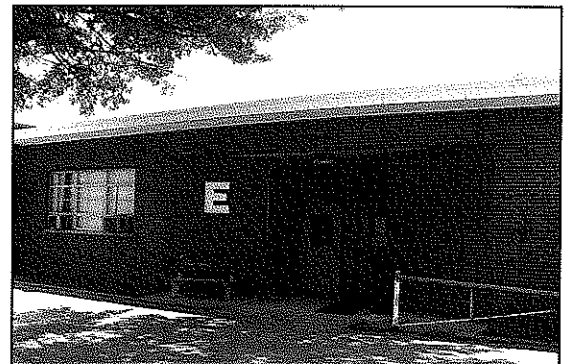
### Building A

Building A is the Admissions Building. The building appears to have been constructed in the 1950's, and may have originally functioned as a classroom facility. The windows appear to be original single pane clear glass steel frame windows, with an operable, hopper type lower leaf. The windows are corroding, and are in poor condition.



### Building E

Building E is a Technical Education Facility. The building appears to have a central office space that was the initial building. A wing was added to the right (North) of this original building, and appears to have been constructed in the 1950's. This portion of the building is a steel frame structure with a large overhang. The addition to the left (South) of the original building was the last portion constructed, and has a much narrower overhang. Many of the original large windows in the original construction have been removed, and replaced with conventional wood and metal stud framing with standard windows. The large windows that remain are similar to the windows in Building A, and consist of single pane clear glass with a steel frame, and an operable, hopper type lower leaf.



### Potential Concerns:

Prior to undertaking a window replacement project there are several potential areas of concern that need to be addressed as indicated below:

- Investigate the existing facilities for the presence of hazardous materials, including mold if water damage has occurred around the windows. The presence of asbestos or other hazardous materials can significantly impact the cost of a window replacement project.
- Investigate potential structural damage to the steel lintels. In many cases the steel lintels have experienced water damage and will need replaced with the windows.
- Review the egress conditions that exist within the building to determine if the windows will require an operable leaf for egress. The egress condition should be reviewed with the State Fire Marshal during the preliminary investigation.

# Project Approach and Understanding

## WV Rehabilitation Center Building A & E Window Replacement



### Opportunities:

The window replacement project will also provide the State with several opportunities to improve the building and the construction process as indicated below:

- Sustainable design and construction practices should be investigated. Both the steel and the glass from the existing windows could be recycled.
- The replacement of the windows will allow for the selection of high efficiency glazing, which should result in reduced energy consumption. A variety of nearly clear high efficiency glazing exists that will allow the windows to match other windows on the campus.
- The selection of new windows and glazing also provides the opportunity to improved occupant comfort. This will occur through the selection of the glazing, the window type (operable), as well as any interior shading devices.

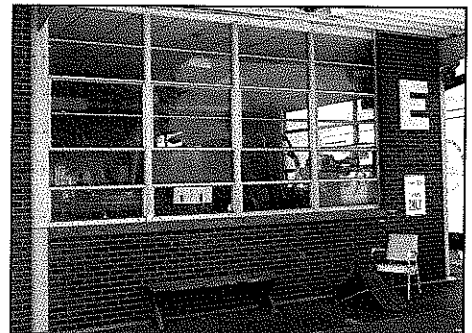
### Window Replacement Project Approach

#### Investigation

**ZMM** will begin the investigation process by gathering any drawings, specifications, or other documents of the existing building, especially as it pertains to the windows. After reviewing collected drawings **ZMM** will visit the site to do a thorough investigation of any portions of the building that are in the proximity of the windows. Conditions of the exterior façade, existing window head, jamb and sill joints, underlying structure, and interior finishes will all be reviewed and documented. **ZMM** may determine that testing will be required to find if any hazardous materials are present in near the windows.

#### Analysis

**ZMM** will review all collected data and discuss different options with owner and reach a consensus on the appropriate design parameters that will be met with each window replacement. **ZMM** will utilize the combined years of its staffs experience and multiple disciplines to provide the best method for renovating the window openings and the adjacent components. **ZMM** will then consult with several window manufacturers and installers to recommend the best widow and glazing system for the project. **ZMM** will also evaluate the current egress conditions, and determine the need for windows for egress.



# Project Approach and Understanding

## *WV Rehabilitation Center Building A & E Window Replacement*



### **Preliminary Design**

**ZMM** will take existing drawing details, field measurements and photographs to create accurate existing window drawings. These drawings will include floor plans, elevations and section details of existing conditions. Then **ZMM** will use the window manufacturer's details to create drawings showing how to install the new windows in the existing openings. These drawings will then be reviewed with owner, window installer, and **ZMM** staff to receive any critique of the replacement method and design.

### **Construction Documents**

**ZMM** will prepare drawings showing enlarged window details with dimensions and instructions necessary for replacement of windows. The drawings will include all elevations and enlarged floor plans with instructions explaining the complete scope of work. **ZMM** will also prepare detailed drawings showing demolition work required to prepare for the new windows. Specifications will be prepared to give full descriptions of the contractor's responsibility to provide and install the required products.

### **Construction Administration**

**ZMM** has a dedicated construction administration staff that will coordinate **ZMM's** effort during the construction phase. **ZMM** will be responsible for ensuring timely reviews of contractor submittals, attend all construction progress meetings, verify that the construction complies with the plans and specifications, and process applications for payment. The original design team will also continue to be involved throughout the construction phase. As construction nears completion, **ZMM** will prepare conduct an inspection and prepare a "punch-list" that will advise the contractor of all outstanding work that remains to be completed, or requires



# HISTORY AND PHILOSOPHY of ZMM



LOCATION:  
222 Lee Street, West  
Charleston, WV

CONTACT:  
Phone 304.342.0159  
Fax 304.345.8144  
www.zmm.com

ZMM was founded in 1959 in Charleston, West Virginia by Ray Zando, Ken Martin, and Monty Milstead. Since the inception of the firm, ZMM has been dedicated to providing an integrated approach to building design for our clients. ZMM delivers this integrated approach by providing all building related design services, including architecture, engineering (civil, structural, mechanical, and electrical), interior design, and construction administration from our office in Charleston. Our integrated design approach makes ZMM unique among architectural firms in West Virginia, and helps to ensure the quality of our design solutions by providing more thoroughly coordinated construction documents.

ZMM has maintained a diverse portfolio since the founding of the firm. Early commissions included higher education projects for West Virginia University and Concord College, State Office Buildings 5, 6, & 7 on the State of West Virginia Capitol Campus, and armories for the West Virginia Army National Guard. Maintaining a diverse practice for more than fifty years has provided ZMM with extensive experience in a variety of building types, including: educational facilities; governmental facilities (military, justice, correctional); healthcare facilities; commercial office space; light industrial facilities; and multi-unit residential facilities.

The original partners transferred ownership of the firm to Mr. Steve Branner, AIA and Mr. Robert Doeffinger, PE in 1986. Mr. Branner and Mr. Doeffinger helped guide and expand the firm to its present size of thirty-five (35) people. More recently Mr. Rod Watkins, REFP, Mr. David Ferguson, AIA, and Mr. Adam Krason, AIA, LEED-AP joined in ownership of the firm.



Over the last decade, ZMM has become a leader in sustainable or 'green' design in West Virginia. In addition to participating in sustainable design and construction seminars throughout the State (Beckley, Fayette County, Morgantown, Charleston, and Parkersburg), ZMM designed one of the first sustainable educational facilities in West Virginia (Lincoln County High School). ZMM also employs a sustainability coordinator who assists our clients in determining appropriate sustainable design strategies for their projects. ZMM's unique design approach has proven invaluable on projects that employ sustainable design principles, which often require a more integrated approach to building design.

# HISTORY AND PHILOSOPHY of ZMM

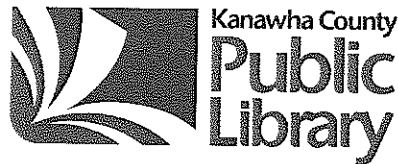


As ZMM enters our second half-century providing professional design services in West Virginia, we remain committed to the ideal of providing high quality, client focused, design solutions that meet budget and schedule requirements. This commitment to quality has been recognized through both State and National design awards, as well as through the long-term client relationships that we have developed.

## COMMUNITY SUPPORT

In addition to our design efforts, ZMM is supportive of institutions and organizations that contribute to the cultural and educational landscape in West Virginia.

ZMM offers financial support to several community and state-wide institutions which reflect the superior quality that we strive to achieve on each of our projects. The following organizations also impact the educational environment through their support of local artisans, performances, broadcasts, and community service:





# ADAM R. KRASON

*AIA, NCARB, LEED AP*



## **Position**

Architect, Principal

## **Education**

Bachelor of Architecture; The Catholic University of America, Washington, D.C.; 1998

B.S., Civil Engineering; The Catholic University of America, Washington, D.C.; 1998

## **Employment History**

2008 - Present, Vice President

2003 - 2008, Project Architect

1998 - 2003, Project Architect, Charleston Area Architectural Firm

1998, Consultant, Anderson Consulting

## **Professional Credentials**

Registered Architect: West Virginia and Ohio

LEED Accredited Professional

Construction Specifications Institute – CDT

Member of American Institute of Architect

NCARB Certification

## **Civic Affiliations**

West Virginia Vision Shared-Sustainable Economic Development Team

West Side Main Street Design Committee, Charleston, West Virginia

West Virginia Qualifications Based Selection Council

Development Council, St. Agnes School, Charleston, West Virginia

## **Professional Experience**

Mr. Krason's experience includes all aspects of the design and production of small and large projects with an emphasis on Military, Public, Government Facilities, Educational Facilities and Industrial Facilities. Mr. Krason also serves on ZMM's Board of Directors.

Specific project responsibilities: building programming, code compliance review, assistance with the preparation of architectural specifications, project budgeting and scheduling, schematic design compliance with project requirements, and the general overview of each project to ensure client expectations.

## **Project Experience**

West Virginia Army National Guard - Logan Readiness Center

West Virginia Army National Guard - Morgantown Readiness Center

West Virginia Army National Guard - CFMO Expansion Project

Joint Interagency Training and Educational Center (JITEC)

State of West Virginia Division of Juvenile Services

Wood County Justice Center

West Virginia University at Parkersburg, Downtown Facade

Parkersburg Catholic Schools

Mountaineer Middle School

Nicholas County High School Additions/Renovations

State Office Building 5, 6, & 7 Analysis, 10th Floor Renovation

# HANK WALKER

AIA, LEED AP



## Position

Project Architect, ZMM

## Education

B.S., Architecture; University of Cincinnati, Cincinnati, Ohio; 1973

## Employment History

1980-Present, Project Architect; ZMM

1977-1980, Architectural Draftsman and Designer; ZMM

1973-1976, Designer/Community Planner; Peace Corps, Iran

## Professional Credentials

Registered Architect (WV)

LEED Accredited Professional

## Civic and Professional Affiliations

Professional Member; American Institute of Architects

Professional Member; West Virginia Society of Architects

Executive Board Member; Salvation Army Advisory Board

## Professional Experience

Mr. Walker began his career in Architecture with ZMM, Inc. in 1977. He is responsible for the overall work process relating to design, documentation and bidding. In addition to his project management responsibilities.

He is also responsible for generating construction details as necessary to ensure compliance with design intent, performing building code/ordinance analysis, coordinating structural,

## Project Experience

State of West Virginia Division of Juvenile Services

Alderson Federal Prison Camp

Hazelton Federal Prison Camp

West Virginia Army National Guard Family Readiness Center

West Virginia State Office Buildings 5,6 & 7

Stonewall Jackson Lake State Park

Resort at Glade Springs

Braxton County Memorial Hospital

Greystone on The Cheat

Beverly Hills Middle School

Barboursville Middle School

Brookview Elementary School

Sissonville Library

# NATHAN SPENCER, AIA



## **Position**

Architect, ZMM, Inc.

## **Education**

Bachelor of Architecture, University of Tennessee, Knoxville, TN, 2007  
Architectural Drafting and Construction Technology, West Virginia State College, Institute, WV

## **Employment History**

2009 - Present, Architect, ZMM, Inc.  
2007 - 2008, Designer, ZMM, Inc.  
2003 - 2006, Summer Intern, ZMM, Inc.

## **Professional Credentials**

American Institute of Architects (WV)

## **Professional Experience**

Mr. Spencer has been employed by ZMM since 2003 when he started working as an intern. Experience includes the production of architectural drawings throughout all phases of the project.

Mr. Spencer has background developing both 3-D and physical models along with construction document production. Mr. Spencer works closely with the project architect to efficiently produce clear and accurate drawings to ensure that client expectations are met.

## **Project Experience**

State of West Virginia Division of Juvenile Services  
Joint Interagency Training Educational Center (JITEC)  
WV Army National Guard - Logan Readiness Center  
WV Army National Guard - Morgantown Readiness Center  
WV Army National Guard - Ripley Readiness Center  
WV Army National Guard - CFMO Expansion Project  
Judge Black Courthouse Annex  
Martha Elementary School  
Hacker Valley Pre-K-8 School  
Southside Elementary/Huntington Middle School  
Highland Medical Facility  
The Boulevard at 2412 - Residential Housing Project

# STEPHEN E. HEDRICK II

PE



## Position

Structural Engineer, ZMM

## Education

B.A., Civil Engineering, West Virginia University Institute of Technology, Montgomery, WV, 1996-2001

M.A., Civil Engineering - Structural, University of Tennessee Knoxville, TN, 2001-2003

## Employment History

2007-Present, ZMM

2003-2007, Principal Engineer, McCall Engineering, LLC, Sarasota, FL

2001-2003, Teaching Assistant and Thesis Research, University of Tennessee, Knoxville, TN

## Professional Credentials

Professional Engineer (PE), 2007

Certified Engineer in Training (EIT), 2001

## Professional Experience

Responsible for structural engineering design of residential structures, commercial structures, institutional structures and small scale bridges.

Mr. Hedrick has researched and developed design criteria for structural insulated panels, prepared design calculations for earthquake and wind design of FRP tanks. His role has also included supervising the work of design engineers in preparation of construction documents.

## Project Experience

Southside Elementary/Huntington Middle School

Highland Medical Facility

New River Elementary - Supplemental Support

Hacker Valley Elementary - Supplemental Support

Barboursville Middle School - Supplemental Support

Glen Jean Armed Forces Center - Joist Reinforcement

West Virginia Cultural Center

# ROBERT C. DOEFFINGER

PE



## Position

Principal, Engineering Project Manager  
Corporate Management, Project Management and Coordination, Engineering  
Programming and Design

## Education

B.S., Mechanical Engineering; West Virginia University, Morgantown, West  
Virginia; 1973  
M.S., Architectural Engineering; Pennsylvania State University, University  
Park, Pennsylvania; 1976

## Employment History

1982-present, Vice-President, Secretary and Treasurer; ZMM  
1977-1982, Director of Engineering; ZMM  
1976-1977, Mechanical and Architectural Engineer; ZMM

## Professional Credentials

National Council of Examiners for Engineering and Surveying (NCEES)  
Registered Engineer (WV, TN, FL, PA, VA, NC, SC, ME, OH, NH, NY, KY)  
Member; ASHRAE - Chairman, Technical Committee 4.1 - HVAC Load Cal-  
culations

## Civic Affiliations

Councilman; City of Point Pleasant, WV  
Director; Mason County Development Authority  
Director; Point Pleasant River Museum  
Member; West Virginia Institute of Technology Electrical Engineers Technical  
Advisory Committee

## Professional Experience

Mr. Doeffinger is Principal-in-Charge of Engineering. It is his responsibility to ensure that the mechanical and electrical engineering components of ZMM's design are coordinated and integrated into the final product.

Mr. Doeffinger is responsible for new design and retrofit of chilled water systems for all building types including large regional shopping malls. He is involved daily with the firm's selection of appropriate systems for all building types and performs life cycle cost and energy studies.

Mr. Doeffinger is a member of the American Society of Heating, Ventilation and Air-Conditioning Engineers. He is the current national Chairman of the Technical Committee on Heating and Air-Conditioning Load Calculation. He is involved in writing the National Standard on the Method of Calculation, which will shape the nature of the future building energy use for the nation.

# SCOT CASDORPH

PE



**Position**  
Electrical Engineer

**Education**  
B.S., Electrical Engineering; West Virginia University Institute of Technology,  
Montgomery, West Virginia; 1995

**Employment History**  
2000 - Present, Electrical Engineer, ZMM, Charleston, WV  
1995 - 1999, Electrical/Control Systems Designer, WV Engineering  
Firm

**Professional Credentials**  
Professional Engineer (WV)

**Professional Experience**  
Mr. Casdorff started his career in 1995 as an electrical/control systems designer. He is responsible for Electrical Design and Engineering on various ZMM projects.

Responsibilities Include:  
Lighting Design (Interior & Exterior)  
Electrical Power Distribution  
Security System Design  
Data System Design  
Fire Alarm System Design  
Sound System Design  
Division 16 Specifications  
Electrical Drafting & Design CAD

**Project Experience**  
Southside Elementary and Huntington Middle School  
Milton Middle School  
Wayne Elementary School  
Martha Elementary School  
Jaeger Elementary School  
Lincoln County High School  
West Virginia Juvenile Detentions Centers  
WV Army National Guard - Logan Readiness Center  
WV Army National Guard - Morgantown Readiness Center  
CFMO Expansion Project  
WV Army National Guard - Glen Jean Armed Forces Center

# MICHAEL D. ABERNETHY

LC, IESNA



## Position

Electrical and Lighting Designer

## Education

A.S. Drafting and Design Engineering Technology, WV Institute of Technology, 1970

IESNA Certificate of Technical Knowledge (TKE) in Lighting Design

## Employment History

1992-Present, ZMM, Electrical Designer/Technician

1988-1992, W. Va. Signal & Light, Inc., Construction Estimator/Purchasing Agent & Office Manager

1973-1988, ZMM, Electrical Designer/Technician

## Professional Credentials

Lighting Certified by the National Council on Qualifications for the Lighting Professions (NCQLP)

Master Electricians License (West Virginia)

## Professional Experience

Mr. Abernethy is responsible for interior and exterior building lighting design, lighting control and energy management system design, building electrical power distribution design, data system design, sound system design, fire alarm system design, security system design, closed circuit TV System design, emergency generator system design, Division 16 specification writing, commercial building electrical cost and budget estimating, electrical design and production time estimating and existing and new facilities inspection and documentation at ZMM.

In addition to Mr. Abernethy's design responsibilities, he also serves on ZMM's AutoCAD production committee.

Mr. Abernethy started his career in 1970 in the field of drafting for the United States Army and FMC Chemicals in Charleston, WV. He began his electrical design experience in 1973 at ZMM. He is a certified Lighting Designer recognized by the National Council on Qualifications for the Lighting Professions and a Licensed Master Electrician in the State of West Virginia.

## Project Experience

Erma Byrd Higher Education Center

Lincoln County High School

St. Albans High School

Southside Elementary/Huntington Middle School

Martha Elementary School

Greenbrier East High School

# GLENN R. SAVAGE

CSI-CDT, CSI-CCS



## Position

Construction Administrator, ZMM

## Education

B.S., Environmental Science; University of Charleston, Charleston, West Virginia; 1997

A.S., Mathematics; West Virginia State University, Institute, West Virginia; 1992

## Employment History

1998-present, Construction Administrator; ZMM

1997-1998, Environmental Project Manager; West Virginia Area Engineering Firm

1992-1997, Environmental and Construction Quality Control Manager; West Virginia Area Construction Company

1981-1992, Field and Laboratory Testing Manager; West Virginia Area Environmental Engineering Firm

## Professional Credentials

CSI, Certified Construction Specifier (Construction Specification Institute)  
CDT, Certified Construction Document Technologist

## Professional Experience

Mr. Savage has performed construction administration services on a variety of building types including: Educational Facilities; Correctional Facilities; and Office/Light Industrial Facilities.

Mr. Savage's past experience in the construction testing and environmental fields is a benefit to clients during the site preparation and foundation installation.

## Project Experience

Western Regional Jail

Alderson Federal Prison Camp

Jean Dean Safety/Law Enforcement Building

Highland Hospital

Mountaineer Middle School

Nicholas County High School

East Greenbrier High School

Gauley Bridge Elementary

Summersville Hospital Medical Building

Cacapon State Park

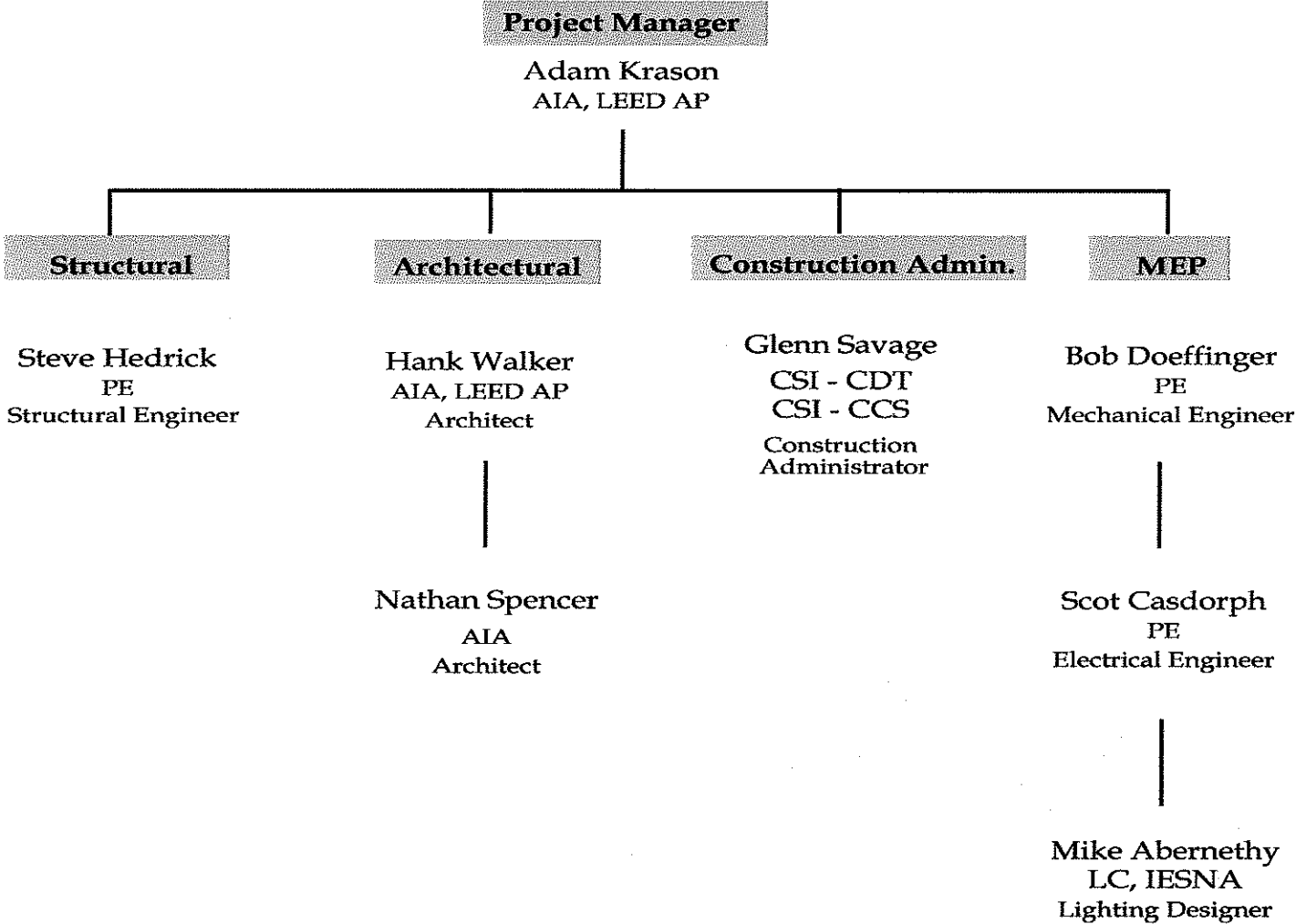
Blackwater Falls State Park

Ronceverte Elementary School

Mount View High School



# Organizational Chart



# PROFESSIONAL SERVICES



Since its inception, ZMM has been dedicated to the integrated approach to building design (providing full architectural and engineering services in-house) which is unique to architectural firms of our size. Our past successful experience demonstrates that providing multi-disciplined services within one organization results in a fully coordinated project. ZMM has the qualified professionals available to provide services throughout the duration of a project from the initial planning phases through post-occupancy evaluations and beyond.

Additionally, ZMM is constantly working to improve the services we offer by addressing emerging and evolving trends that impact the design and construction market. ZMM has eight LEED accredited Professionals on staff to address the needs of our clients who are interested in designing buildings that meet the US Green Building Council's standards. This continues ZMM's active implementation of sustainable design principles on our projects.

**ZMM offers all of the following professional services within our organization:**

## PRE-DESIGN

- Educational Facility Planning
- Programming
- Space Planning
- Feasibility Studies
- Existing Building Evaluation
- Site Evaluation and Analysis
- Master Planning
- Construction Cost Estimating

Executive Summary		Index (Pages)
<b>National Guard Bureau Area (NSP)</b>		
Construction	38,373	
Site (NSP)	20,023	
<b>Total (NSP)</b>	<b>58,396</b>	
<b>Department of Energy Area (NSP)</b>		
Energy	4,126	
Automation	18,971	
Information Technology	2,363	
Aviation	308	
General Support	2,862	
Sub-Sea (NSP)	47,766	
<b>Total (NSP)</b>	<b>68,396</b>	
<b>AFRC Area (NSP)</b>		
Construction	22,152	
Information	4	
Aviation	4	
General Support	18,180	
<b>Total (NSP)</b>	<b>40,340</b>	
<b>Joint Interservice Training Center/Emes Area (NSP)</b>		
Construction	11,171	
Information	11,000	
Energy	1,000	
Sub-Sea (NSP)	178,626	
<b>Total (NSP)</b>	<b>201,797</b>	
<b>OSDD Area (NSP)</b>		
Information	58,226	
Sub-Sea (NSP)	11,000	
<b>Total (NSP)</b>	<b>69,226</b>	
<b>Total Building Area Area (NSP)</b>		
National Guard Bureau	58,396	
Department of Energy	68,396	
Arnold Proton Development Center	18,909	
Joint Interservice Training Center	40,340	
OSDD	69,226	
<b>Total (NSP)</b>	<b>245,377</b>	



# PROFESSIONAL SERVICES



## DESIGN

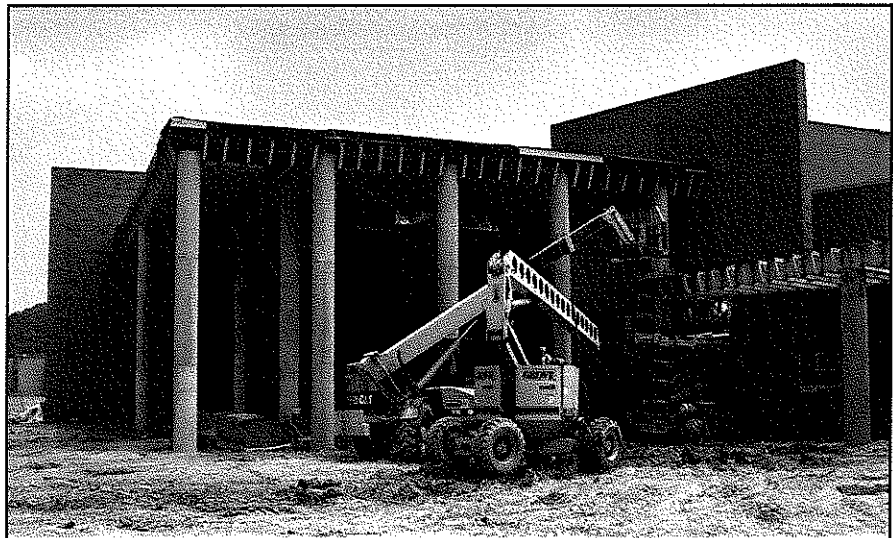
Architectural Design  
Sustainable Design  
Interior Design  
Landscape Architecture  
Structural Engineering  
Mechanical Engineering

Electrical Engineering  
Civil Engineering  
Data System Design  
Lighting Design  
Energy Consumption Analysis

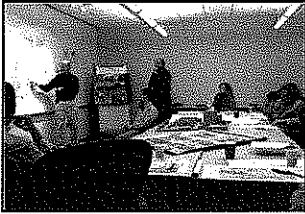


## POST DESIGN

Construction Administration  
Value Engineering  
Life Cycle Cost Analysis  
Post-Occupancy Evaluation



# QUALITY ASSURANCE



At ZMM, we strive to be the best. Our Quality Assurance Program is one step in the process of exceeding our clients' expectations. Our QA/QC Program is led by Mr. Steve Branner, AIA and Mr. Rod Watkins, REFP, both Principals of the firm, who combined bring more than 80 years of experience ensuring the quality of every ZMM project.

## 1. Selecting the Project Team

ZMM's diverse staff ensures that each project team is made up of highly qualified members, each dedicated to the project's success. Project team members are selected based upon relevant experience, and ability to help achieve the client's vision.

## 2. Identifying Project Requirements

Project team members are fully integrated in each phase of the design process, ensuring a quality project from the beginning, to take advantage of early sustainable design decision-making. The project requirements are included in a 'Basis of Design' that each member of the project team can access. The 'Basis of Design' helps guide important project decisions.

## 3. Identifying Client Expectations

Knowing and understanding our clients' expectations is our goal. This knowledge gives ZMM a baseline for exceeding expectations.

## 4. Ongoing Project Reviews

As part of the ongoing project reviews, we conduct quality assurance evaluations during each stage of the project:

- Schematic Design Phase
- Design Development Phase
- Construction Documents Phase
- Construction Administration Phase

ZMM has developed a series of QA/QC review documents that are completed during each phase, and include a programmatic review, technical review, and review of the project schedule and budget.

## 5. Post Project Review

At the completion of every project, ZMM staff members participate in a learning session to gain insight useful for future projects. These reviews typically include participation from the owner and the contractor

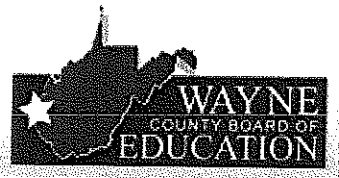
## 6. Staff Training, Assessment and Enhancement

Ongoing staff development and training is very important to ZMM. Providing increased opportunities for learning and advancement leads to improved employee performance more successful projects.

# QUALITY ASSURANCE



The quality of our work is key to our continued success and repeat client base.



## Window Replacement Projects in the Last Five Years

---

### State of West Virginia

State Office Buildings 5,6, &7 – Funding Provided Through ARRA Act (1,200 + Windows)

Project Budget: \$1.7M, Status: Under Review

Contact: Robert Krause PE, AIA  
WV General Services Division  
1900 Kanawha Blvd East  
Building 1, Room MB-60  
Charleston, WV 25305  
304.558.9018

### Cabell County Schools

Cabell County School Board Office, Cost: \$888,518, Completed: August 2004

South Side Middle School – (Old Cammack), Cost: \$27,057,069, Completed: March 2010

Altizer Elementary schools, Cost: \$270,000, Completed: August 2008

Cox Landing Elementary School, Cost: \$217,367, Completed: August 2004

Meadows Elementary School, Cost: \$367,701, Completed: August 2004

Salt Rock Elementary School, Cost: \$355,000, Completed: May 2007

Culloden Elementary School, Cost: \$290,738, Scheduled Completion: August 2010

Geneva Kent Elementary School, Cost: \$280,000, Completed: August 2008

Peyton Elementary School, Cost \$357,000, Completed: August 2004

Contact: Mike Odell, Assistant Superintendent  
P.O. Box 446. Huntington, WV 25709  
304.528.5069

## **Lincoln County Schools**

Hamlin Middle School, Cost: \$ 348,000, Completed: August 2004

Contact: David Roach, Superintendent  
10 Marland Avenue  
Hamlin, WV 25523  
304.824.3033 x227

## **WV State Board Of Education**

Cedar Lakes Conference Center, Cost: \$240,000, Completed: September 2009

Contact: Ron Grimes, Director  
Cedar Lakes Conference Center  
HC 88, Box 21 Ripley, WV 25271  
304.372.7860

# State Office Building #5, 10th Floor

Office of Technology

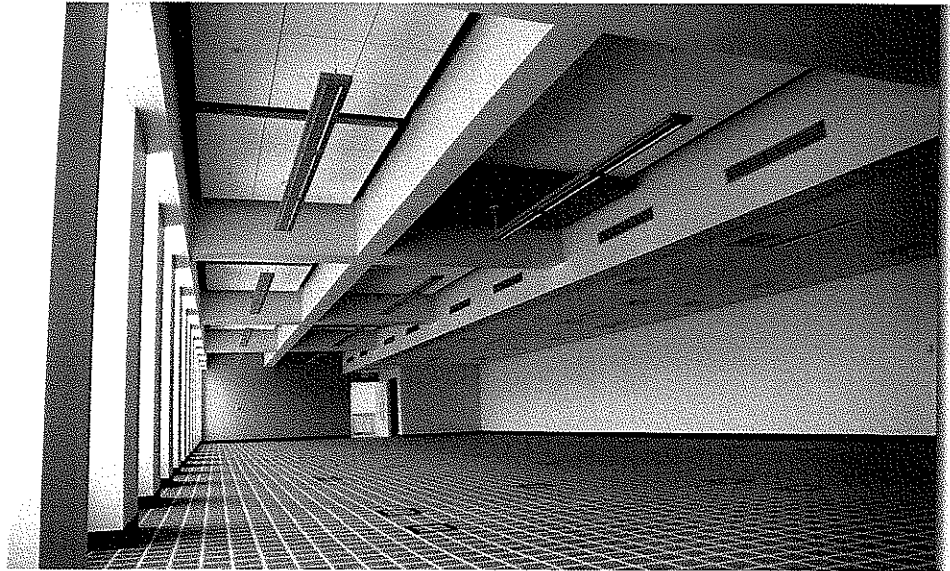


LOCATION:  
Charleston, WV

SIZE:  
22,000SF

COST:  
\$3.7M

COMPLETION:  
2010

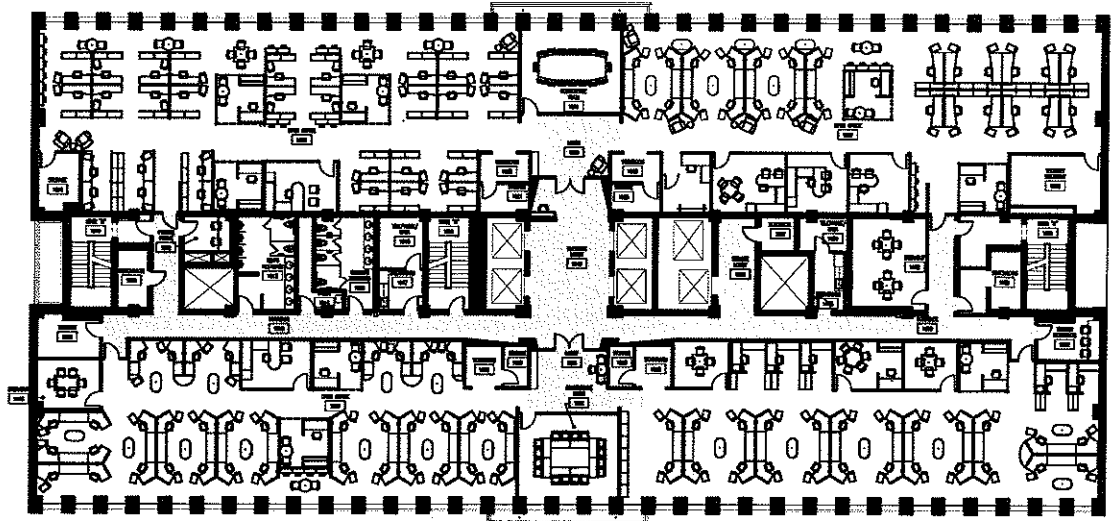


CONTACTS:  
Mr. David Oliverio  
Director  
General Services  
Division  
1900 Kanawha Blvd. E  
Charleston, WV 25305  
304.558.3517

Mr. Chuck Lawrence  
Director  
Department of Administration  
Real Estate Division  
1409 Greenbrier Street  
Charleston, WV 25311  
304.558.4331

The renovation of the tenth floor of State Office Building #5 on the State of West Virginia Capitol Campus was recently completed for the Office of Technology. The renovation was designed to meet the United States Green Building Council's LEED for Commercial Interiors standard. To commence the project, ZMM conducted a detailed investigation of State Office Buildings 5, 6, & 7, which included recommendations for improvement of the facilities. The renovation of the 10<sup>th</sup> floor of Building #5 was the first major interior renovation project that responded to the recommendations. The renovation was technically intensive, and included demolition of the existing construction back to the building structure, as well as significant hazardous material abatement.

ZMM, working with the State of West Virginia General Services Division, the Real Estate Division, and the Office of Technology developed a strategy to renovate 22,000 SF of space to accommodate 137 employees. The design includes a mix of private and open office space, and responds to current workplace trends. The renovations include a low profile cable management system which maximizes the flexibility of the space. ZMM also developed the interior, furniture, fixture, and equipment design with significant coordination with the Office of Technology.





# State Office Building #5, 10th Floor

Office of Technology



LOCATION:  
Charleston, WV

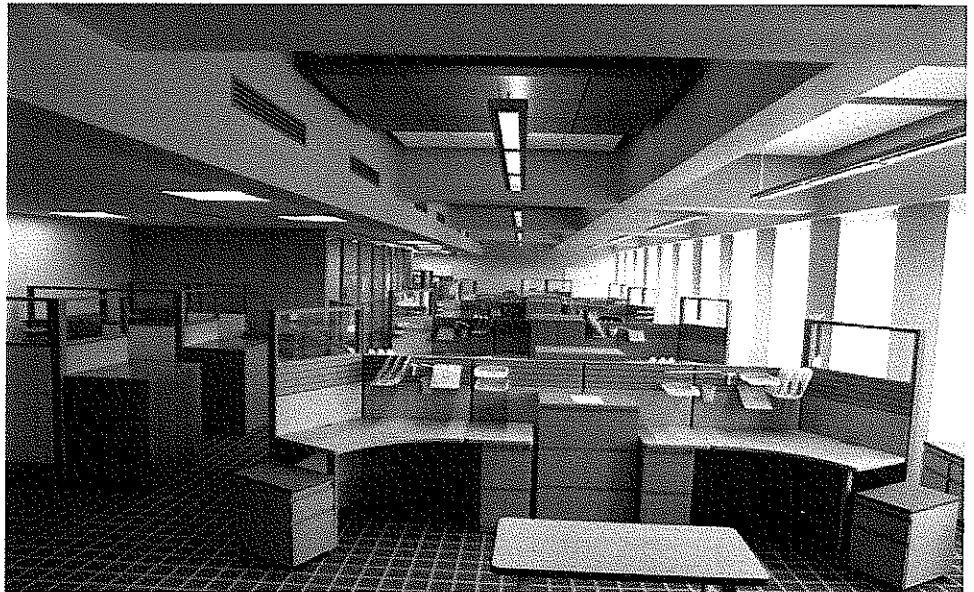
SIZE:  
22,000SF

COST:  
\$3.7M

COMPLETION:  
2010

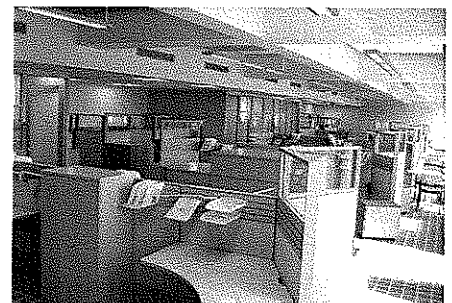
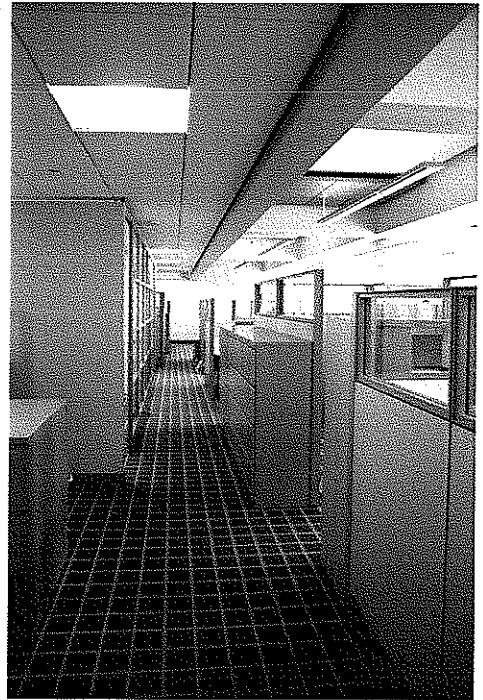
CONTACTS:  
Mr. David Oliverio  
Director  
General Services  
Division  
1900 Kanawha Blvd. E  
Charleston, WV 25305  
304.558.3517

Mr. Chuck Lawrence  
Director  
Department of Administration  
Real Estate Division  
1409 Greenbrier Street  
Charleston, WV 25311  
304.558.4331



To improve the opportunity for daylighting, office spaces have been "pulled-in" to the core of the building. This decision will allow for daylight to be introduced deep into the interior work areas, and will allow access to the daylight and views for all employees. The perimeter structural bays of the open office areas have a "coffered" ceiling. Ductwork for mechanical distribution is terminated at a bulkhead at the interior edge of the perimeter structural bay, allowing for more open volume and a more contemporary aesthetic.

The design of the 10<sup>th</sup> floor renovation also provided the opportunity to introduce a standard "transverse" core will be developed throughout State Office Buildings 5 & 6. The transverse core includes all of the major entry, meeting, and workroom functions. In addition to the office areas, the elevator lobby has been updated to create a consistent look and level of finish at the entry point to the Office of Technology.



# Downtown Center (W.T. Grant Building)

West Virginia University at Parkersburg



LOCATION:  
Parkersburg, WV

COMPLETION:  
2009

COST:  
\$400,000

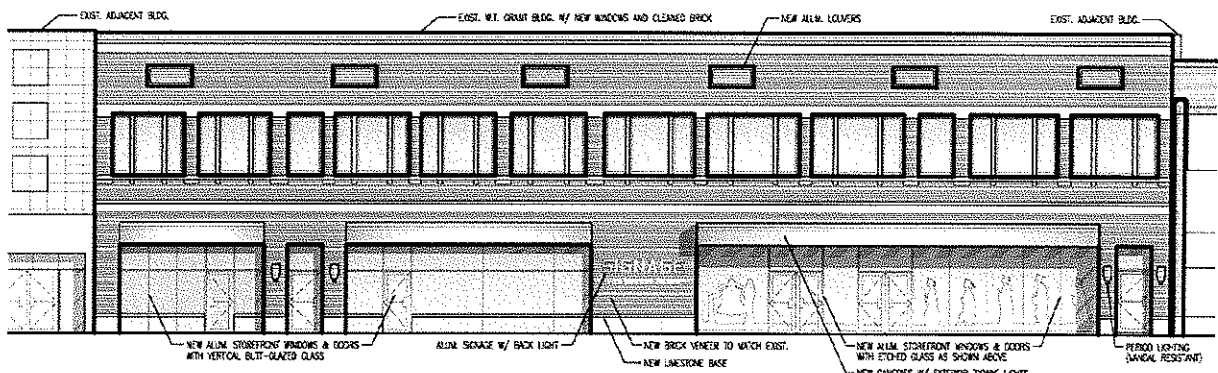
CONTACT:  
Dr. Marie Gnage  
President  
West Virginia University  
at Parkersburg  
300 Campus Drive  
Parkersburg, WV 26104  
304.424.8000



West Virginia University at Parkersburg (WVU-P) is in the process of renovating the former WT Grant Building located on Market Street in downtown Parkersburg to serve as a new Downtown Center for WVU-P. Ultimately, the Grant Building will be renovated as a multi-use facility/center with education as the foundation for all activity. The facility will include flexible educational space, specialized space for culinary arts, classrooms/training rooms, seminar/small meeting spaces, community rooms, and temporary office space.

ZMM provided preliminary design services and a construction cost estimate for improvements to the building façade. Services included the development of as-built drawings, conceptual elevations, renderings, and modeling. ZMM worked closely with West Virginia University at Parkersburg to ensure that the design reflected a contemporary and unified aesthetic, while also responding to the existing urban fabric.

In addition to the façade design services, ZMM, in conjunction with the West Virginia DEP, conducted a sustainable design charrette at the facility to develop strategies for implementing sustainable design principles into the renovation of the former WT Grant Building. Mr. Krason and Ms. Watkins facilitated the charrette, and following the charrette provided a list of potential sustainable design strategies to WVU-P.



# SOUTHSIDE ELEMENTARY/HUNTINGTON MIDDLE SCHOOL

*Cabell County Schools*



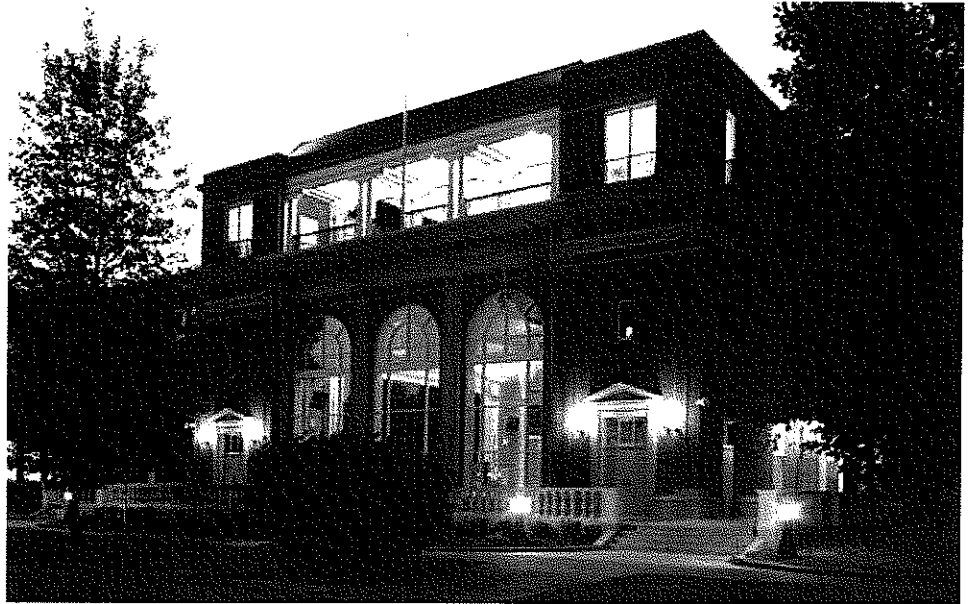
**LOCATION:**  
Huntington, West Virginia

**SIZE:**  
158,194 SF

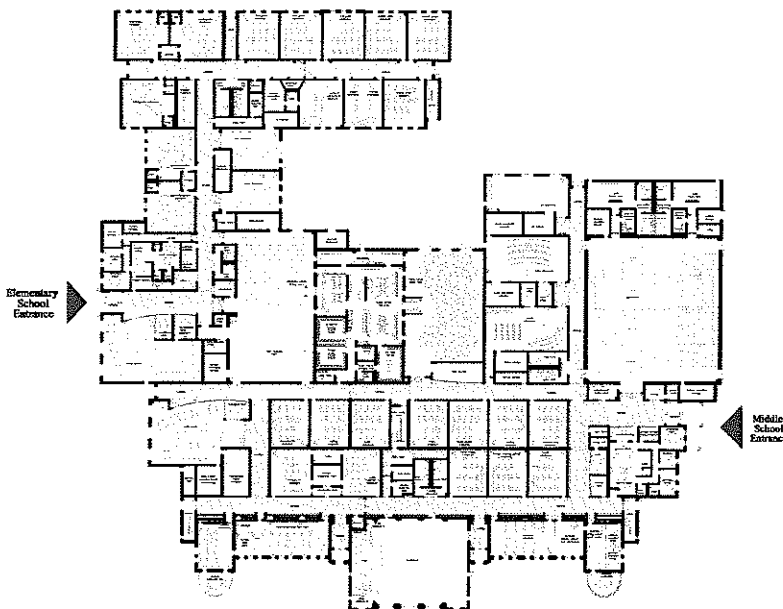
**COMPLETION:**  
Est. 2010

**COST:**  
\$27 Million

**CONTACT:**  
Mr. William Smith  
Superintendent  
2850 5th Avenue  
Huntington, WV 25702  
304.824.3033



The two schools that previously occupied the site of the New Southside Elementary School and Huntington Middle School were known as Cammack Elementary School and Cammack Middle School. The new facility will house a combined 1,014 Elementary and Middle School students. When the Cabell County Board of Education proposed a \$61M bond issue in 2006, the Huntington community expressed the importance of saving this neighborhood landmark.



The new facilities were designed to blend with the architectural character of the existing facility. More than 70% of the existing building was demolished and the existing building that remained was completely renovated and remains the focus of the community. Two new stair towers provide a vertical architectural element that separates the existing structure from the new construction. The result is a cohesive design that blends the unique elements of the former Cammack School into a modern educational complex that exceeds the requirements of 21<sup>st</sup> century learning.

Although the expanded facility houses both an elementary and a middle school, each have their own distinct entrance and administrative complex, the students remain physically separated on opposite sides of the facility. This was a key component for community support. The new schools will only share a kitchen, which has been located to serve separate dining facilities, to improve the efficiency of operation.

With the community's support of the bond, ZMM has designed a facility that maintains the historic character of the façade and auditorium, while replacing the remainder of the facility. The community has maintained a landmark, while developing new state of the art elementary and middle schools.

# St. Albans High School

Kanawha County Schools



LOCATION:  
St. Albans, West Virginia

SIZE:  
216,500 SF

COMPLETION:  
2003

COST:  
\$24 Million

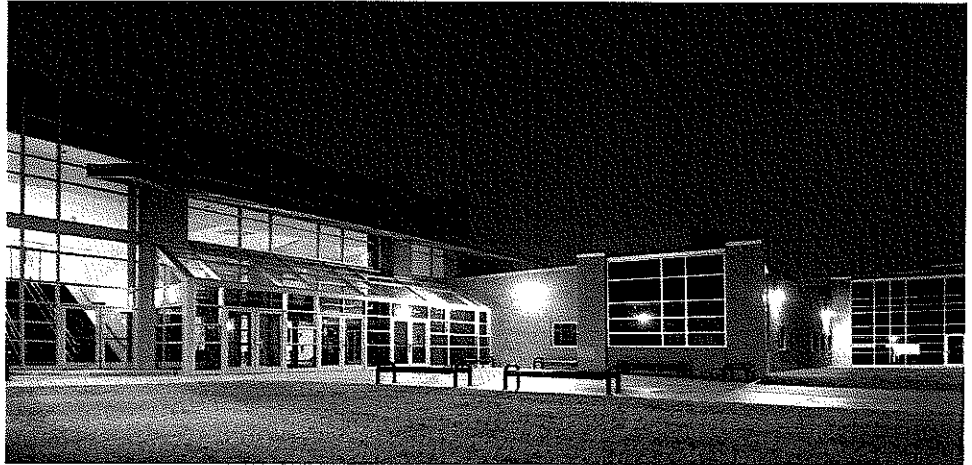
CONTACT:  
Dr. Ron Duerring  
Superintendent  
200 Elizabeth Street  
Charleston, WV 25523  
304.348.7732

#### AWARDS:

Impact on Learning Award  
*Effective Transformation*

Education Design Showcase  
*Outstanding Building Design*

American School & University  
*Outstanding Building Design*

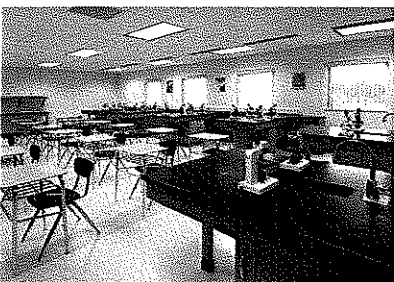


The most outstanding feature of the completed renovation of St. Albans High School, in addition to its program functionality, is its unique, inviting physical entryway and the aesthetically pleasing and functional commons/cafeteria area. The committee intended this to become a visual focal point of the school creating a natural flow from the front entrance, through the commons and onto the rear, outside assembly/instructional area, as well as serving as a connecting hub between the academics and the more activity oriented areas.

The exterior environmental elements have also been positively addressed from the front of the building. Significant green space has been retained and enhanced which provides an inviting and safe approach to the high school building. An outside amphitheater located adjacent to the music and theater departments provides ample space for music and drama productions as well as a gathering space for students. In response to the students need for more "outside living space" the rear dining plaza was created. It not only has a visual impact on the interior but yields another flexible learning environment for the students and educators.

Members of the community and agencies within the community expressed the vision to incorporate a full "community center" within the high school building. Although it was not possible to fully integrate this within the facility, the addition of an auxiliary gym, renovations to the auditorium complex, a new media center and other additions and improvements do allow spaces for much more extensive use by the community. The renovations to the auditorium resulted in a facility that is not only educationally functional but has become a source of pride for the students as well as the community at large.

Provisions for new and emerging technologies and the application of technology were greatly enhanced throughout the building. With the new media center being the central hub for technology and with the inclusion of an appropriate infrastructure, both the current needs for technology are being met and flexibility will allow for the inclusion of future technology needs as they develop.



# St. Albans High School

Kanawha County Schools



LOCATION:  
St. Albans, West Virginia

SIZE:  
216,500 SF

COMPLETION:  
2003

COST:  
\$24 Million

CONTACT:  
Dr. Ron Duerring  
Superintendent  
200 Elizabeth Street  
Charleston, WV 25523  
304.348.7732

#### AWARDS:

Impact on Learning Award  
*Effective Transformation*

Education Design Showcase  
*Outstanding Building Design*

American School & University  
*Outstanding Building Design*



Instructional spaces within the building have been designed to be flexible, adaptable and accommodating for the more active, student oriented instructional programs and methods which are desired of the district. Classroom and other spaces are bright, cheery and welcoming for students, staff and guests and appropriate space and equipment are provided within the school to allow for the efficient and effective delivery of program objectives.



This is especially evident within the new science spaces. Responding to concerns from students, staff and the community and due to the condition of existing science facilities, this area was completely replaced with modern, functional and flexible space and equipment.



St. Albans High School was completed during the summer of 2003 and was occupied by the student body at the beginning of the 2003-2004 school year. Unlike the process of constructing an entirely new building, provisions were necessary for housing the student body during the two year construction phase of the project. The school district made a commitment to use a nearby elementary building and to lease temporary buildings in order to provide uninterrupted programming for the student body

# STATE OF WEST VIRGINIA CAPITOL CAFETERIA RENOVATION



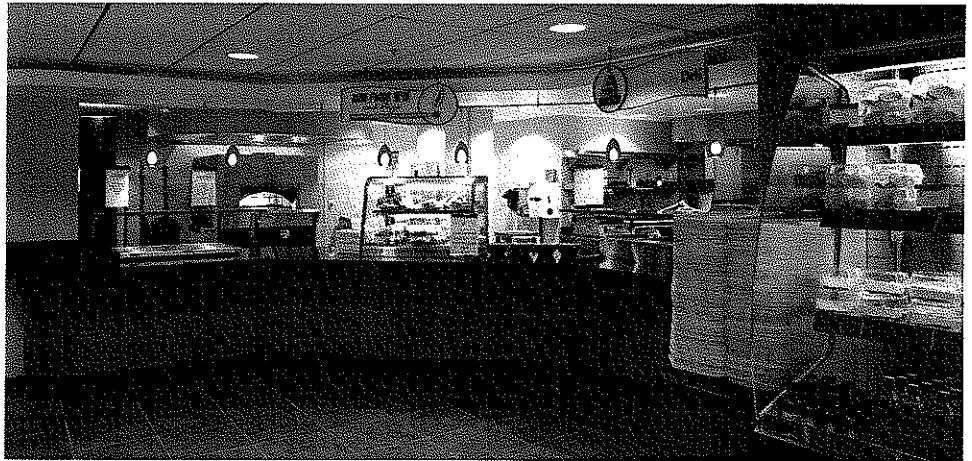
**LOCATION:**  
Charleston, West Virginia

**SIZE:**  
14,000 SF

**COST:**  
\$3.7M

**COMPLETION:**  
2007

**CONTACT:**  
Mr. David Oliverio  
Director  
General Services  
Division  
1900 Kanawha Blvd. E  
Charleston, WV 25305  
304.558.3517



This project involved renovating an existing food service area in the WV Capitol Building. The new renovations include a full service kitchen, self serve area and seating for 300 people. ZMM worked with a kitchen consultant and provided demolition drawings, base architectural, mechanical and electrical drawings.



The project included design of the first phase of a wet pipe sprinkler system that will serve the entire Capitol. In addition, ZMM also provided the documents to replace the Capitol medium voltage transformers located in the basement vault.

ZMM met stringent timeline for a critical construction completion date.



# Construction & Facilities Management Office

WVARNG



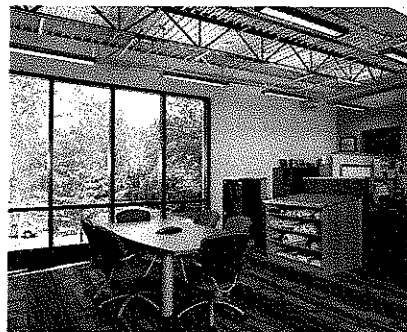
LOCATION:  
Charleston, West Virginia

SIZE:  
19,935 SF

COMPLETION:  
2008

CONTACT:  
General Melvin L. Burch  
WVARNG  
1707 Coonskin Drive  
Charleston, WV 25311  
304.561.6450

AWARDS:  
2009 AIA Merit Award  
West Virginia Chapter  
*Achievement in Architecture*



The Construction and Facilities Management Office (CFMO) Expansion project will bring all of the operations of the CFMO together under one roof. The branches that will occupy this facility include: Director of Engineering, Environmental, Planning and Programming, Facility Operations & Maintenance, Business Management, Resource Management, and Design and Construction. This new facility is located slightly to the front, and adjacent to the existing facility, lending prominence to the new construction, and providing a new aesthetic to the entire complex.

This transitional space was designed to connect the two structures, while maintaining a connection to the outside through use of natural light, direct visual connections to the exterior, large volumes, irregular geometries, and the use of 'natural' materials.

The entry design was coordinated with the Recruiting and Retention building to create an outdoor courtyard, along with new sidewalks, stairs and signage. The entry roof is sloped to provide a greater massing, while a lower canopy provides scale and protection from the elements. Large gathering and work spaces were located on the north elevation to take advantage of large expanses of glazing located to capture indirect light and views of Coonskin Park.

# Blue Cross and Blue Shield Headquarters Building

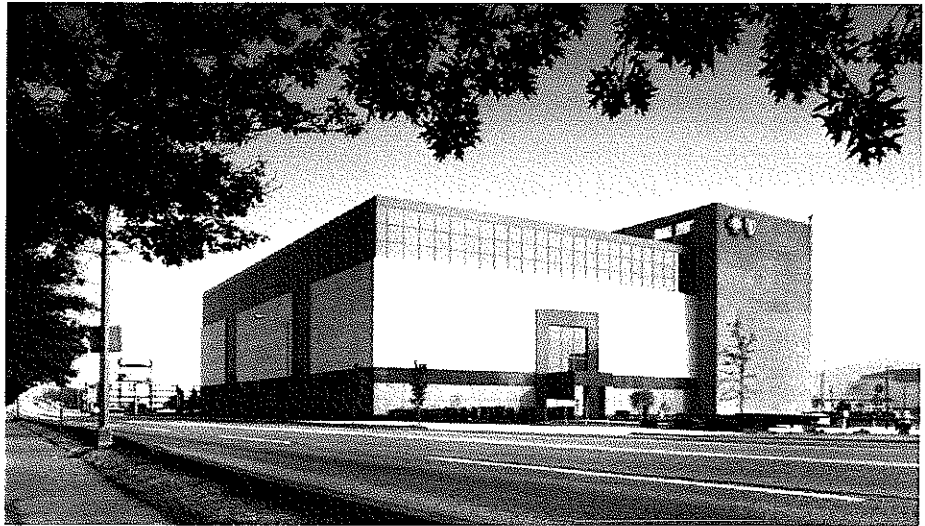


LOCATION:  
Charleston, West Vir-  
ginia

SIZE:  
110,000SF

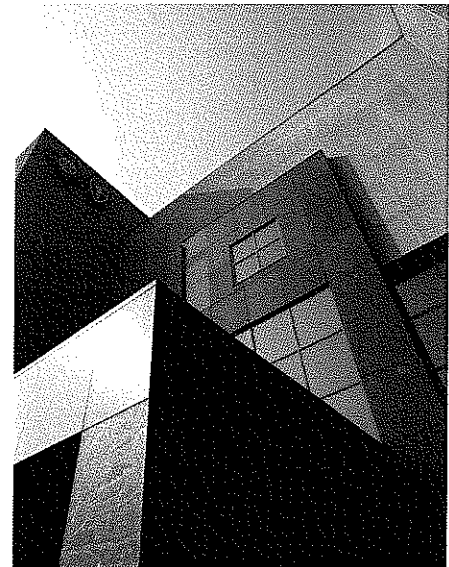
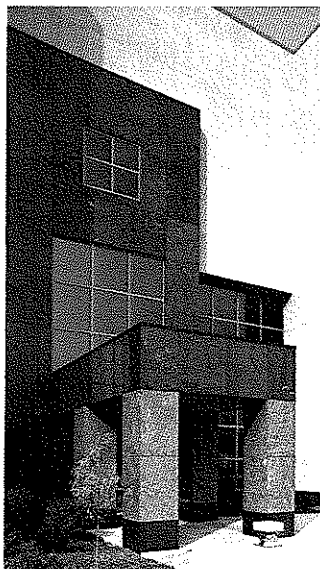
COST:  
\$9 Million

CONTACT:  
Mr. Robert Young  
Blue Cross Blue Shield -  
CASCI  
200 Kanawha Blvd, East  
Charleston, WV 25301  
304.353.7200



An existing three story Sears Roebuck retail facility was purchased by this client and completely renovated and expanded to provide space for corporate headquarters. A fourth floor of 25,000 SF was added, a significant structural engineering feature. The exterior of the building was clad in limestone and granite veneer with reflective glass windows and spandrel panels, masking the new floors presence.

Space within the facility includes open landscaped office areas, conference and meeting rooms, a central computer room, and employee dining and lounge areas. Two high speed elevators and a new entrance were added to provide internal circulation. Each floor is served by new, individual VAV air conditioning systems. *West Virginia Society of Architects Design Award.*





# Wood County Justice Center

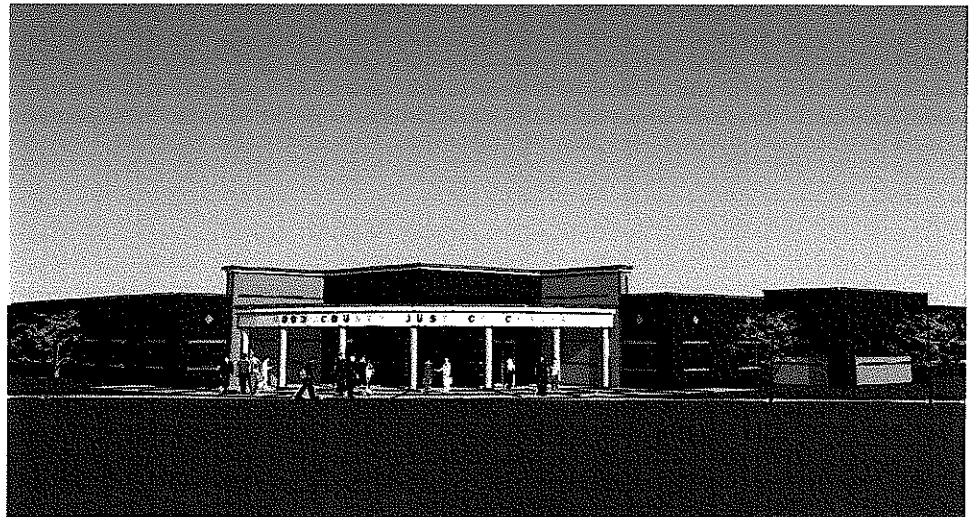


**LOCATION:**  
Parkersburg, West Virginia

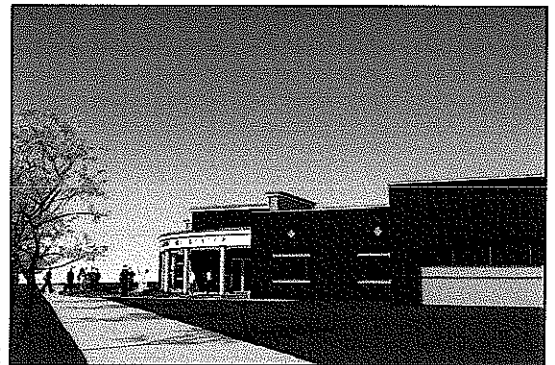
**SIZE:**  
32,000 SF

**COMPLETION:**  
TBD

**CONTACT:**  
Mr. Rick Modesitt  
Commissioner  
No. 1 Court Square, Suite  
203  
Parkersburg WV 26101  
304.424.1984



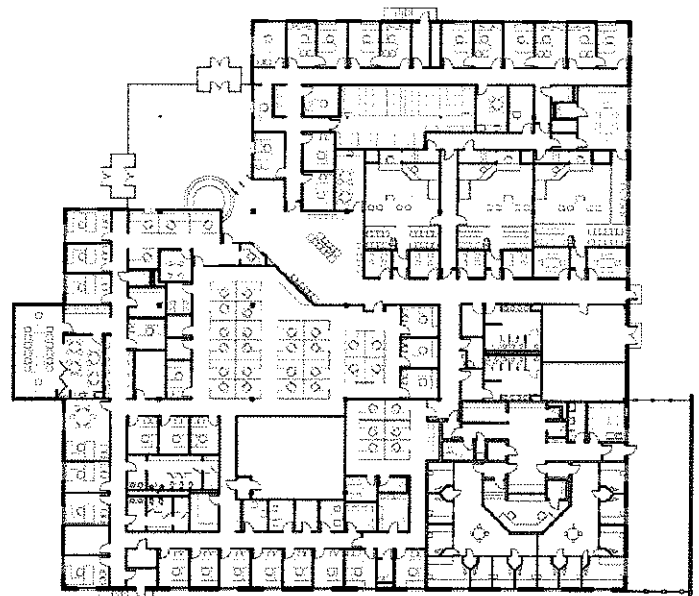
This project was an extensive renovation of a 15 year old, 32,000 square foot, single story office building purchased by the Wood County Commission in order to bring together 3 government functions that were housed in 3 separate buildings.



The program consists of offices for the county's Magistrate Court system, 3 court rooms, and offices for the Sheriff's Department, Home Confinement officers as well as a 12-hour Inmate Holding Center.

The building's main entrance was relocated and redesigned to provide a new, more prominent identity to the building and to align with the new parking area created by the demolition of the existing magistrate court building. Skylights were located in open office areas and public waiting areas to provide more natural light inside the building and reduce electricity use.

The project was designed around the U.S. Green Building Council's New Construction and Major Renovation Guidelines with a target of becoming LEED Certified.



## Award Winning Design



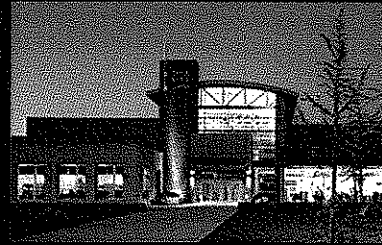
2010

Hacker Valley PK-8 School  
Hacker Valley, WV  
2010 - Honor Award  
*"Excellence in Architecture"*  
AIA West Virginia Chapter



2009

Construction & Facilities  
Management Office  
Charleston, WV  
2009 - Merit Award  
*"Achievement in Architecture"*  
AIA West Virginia Chapter



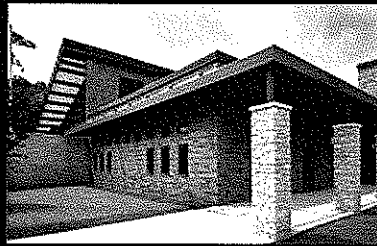
2008

Erma Byrd Center  
Beckley, WV  
2008 - Honor Award  
*"Excellence in Architecture"*  
AIA West Virginia Chapter



2007

Lincoln County High School  
Hamlin, WV  
2007 - Honor Award  
*"Excellence in Architecture"*  
AIA West Virginia Chapter  
Education Design Showcase  
*"Project of Distinction Award"*  
American School & University  
*"Outstanding Building Design"*



2006

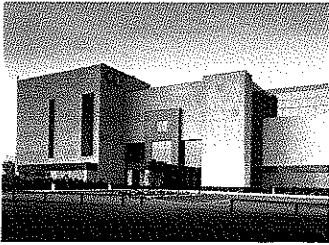
Gene Spadaro  
Juvenile Center  
Mount Hope, WV  
2006 - Merit Award  
*"Achievement in Architecture"*  
AIA West Virginia Chapter



2004

St. Albans High School  
St. Albans, WV  
2004 - Impact in Learning Award  
*"Effective Transformation"*  
Education Design Showcase  
*"Outstanding Building Design"*  
American School & University  
*"Outstanding Building Design"*

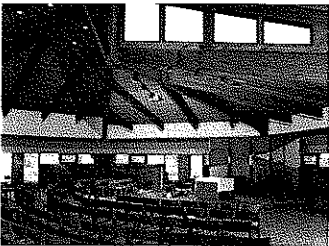
# Additional Award Winning Design



## **West Virginia Society of Architects Design Honor Awards**

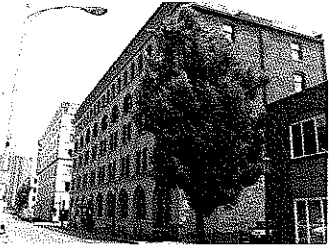
**Corporate Headquarters Facility**  
Blue Cross / Blue Shield of West Virginia  
Charleston, West Virginia

**John XXIII Pastoral Center**  
Wheeling-Charleston Diocese  
Charleston, West Virginia



**Corporate Office Building**  
Contractors' Association of West Virginia  
Charleston, West Virginia

**One Bridge Place Office Renovation**  
Fisher-Bryson Properties  
Charleston, West Virginia



**United States Navy  
Admiral's Commendation**  
**Operations Building Alterations**  
Naval Security Group  
Sugar Grove, West Virginia



**Construction Specifications Institute  
Honorable Mention**  
**Restoration and Renovation Projects**  
Cottage Renovations to Federal Prison Camp  
Alderson, West Virginia

**Stonewall Jackson Lake  
Merit Award**  
**Design and Environmental Program**  
Recreation Area Basic Park  
Weston, West Virginia



- **Thomas S. Acker, S.J., Executive Director**  
The Higher Education Foundation  
200 Main Street  
Beckley, West Virginia 25801-4613  
304.929.2010
  
- **David L. Roach, Superintendent**  
Lincoln County Schools  
10 Marland Avenue  
Hamlin, West Virginia 25523  
304.824.3033
  
- **Rick Modesitt, Commissioner**  
No. 1 Court Square, Suite 203  
Parkersburg, West Virginia 26101  
304.424.1984
  
- **Mike O'Dell, Assistant Superintendent / Director of Operations**  
Cabell County Schools  
2850 5th Avenue  
Huntington, West Virginia 25702  
304.528.5030
  
- **Brigadier General Melvin Burch, Assistant Adjutant General**  
West Virginia Army National Guard  
1707 Coonskin Drive  
Charleston, West Virginia 25311-1085  
304.561.6339

# The Higher Education Foundation

200 MAIN STREET, BECKLEY, WEST VIRGINIA 25801-4613

TELEPHONE 304 929-2010

FACSIMILE 304 929-2009

forwardsww@earthlink.net

---

January 22, 2008

Mr. Rod Watkins, Vice-President, AAIA, REFP  
ZMM, Inc.  
222 Lee Street West  
Charleston, WV 25302

Dear Rod,

Last week, January 14, 2008, we began the second semester of use of The Erma Byrd Center at the Public Higher Education Center campus, Beaver, West Virginia. This endeavor has been a significant triumph for our area and is the first of its kind in West Virginia. Seven public colleges/universities have come together in a single center in a spirit of cooperation rather than competition.

This is a note to thank you and the ZMM family for the critical role with excellence that you played in this project. Initially, we had worked with another architect in Pittsburgh, but unfortunately a series of events made continuance with them impossible. We were then met with crucial deadlines for reformulating an entire building with a very constricted timeline and an equally restricted budget. We turned to ZMM.

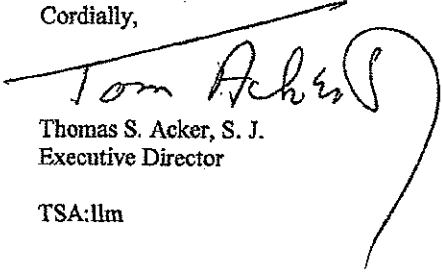
Our contract with you began in December, 2005. We had to complete architectural plans, bid the building, secure a contractor, and begin construction by July, 2006, in order to meet an opening date of August, 2007. ZMM was the perfect partner with us as we forged a new building on a yet raw campus and made it work.

The building designed by ZMM was elegant, yet simple. The budget parameters were met, including a striking view from I-64. The building design impresses all.

Radford & Radford was chosen as the builder, and ZMM worked with them expeditiously and effectively. The architectural plans were exceptionally clean, and the few change orders were almost entirely initiated by the owner as some afterthoughts developed. The project was completed on time, and the first semester was excellent. Over 131 classes were taught engaging 1,990 students.

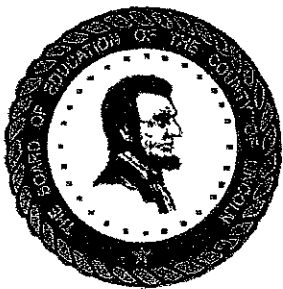
I simply wanted to send you this note of thanks for accepting a very daunting task, completing it with excellence, maintaining the very restricted budget, and making this whole project successful. We are now looking forward to a second building, and while we probably need by state law to seek architectural services through an RFP, I hope that ZMM will engage in the process. It would be to our benefit if ZMM were the winning architects. You have my highest recommendation and most sincere thanks.

Cordially,



Thomas S. Acker, S. J.  
Executive Director

TSA:llm



# Lincoln County Schools

David L. Roach  
SUPERINTENDENT

Jeff Huffman  
ASSISTANT SUPERINTENDENT

January 22, 2008

To Whom It May Concern:

As the previous superintendent of Cabell County Schools and present superintendent of Lincoln County Schools, I am in the unique position to comment on the services of ZMM, Inc., Architects and Engineers. They provided professional services in both of these counties and I found their services in both counties to be of the highest quality.

I have found, through my experiences with ZMM, that their services are equivalent to having additional employees of the school system. I base this statement on the fact that their representatives consistently monitor budget expenditures in order to stay within the project budget. Change orders are minimal and always justified. ZMM is present and accessible before, during and after project completion to assure the interests of the school system are being met. I particularly appreciate their support in dealing with contractors who may have remaining obligations or product deficiencies that need to be resolved following project completion.

Simply stated, ZMM works to assure that the interests of the client are met and refuses to bow to contractors by accepting less than quality work. I believe this is a rare quality and makes ZMM an elite company.

Sincerely,

A handwritten signature in cursive script that reads "David L. Roach".

David L. Roach  
Superintendent of Schools



WEST VIRGINIA ARMY NATIONAL GUARD  
CONSTRUCTION & FACILITIES MANAGEMENT OFFICE

1707 Coonskin Drive

Charleston, West Virginia 25311-1085

Phone: 304-561-6339 Fax: 304-561-6458 DSN: 623-6339



15 April 2009

WV Higher Education Policy Commission  
Chief Procurement Officer  
Richard Donovan  
1018 Kanawha Blvd. East  
Suite 700  
Charleston, WV 25301

Dear Mr. Donovan,

The AECOM/ZMM Team has been assisting the West Virginia Army National Guard with the design of a 285,000 SF addition to the Robert C. Byrd Regional Training Institute (RTI) at Camp Dawson, near Kingwood, West Virginia. The new JITEC (Joint Interagency Training and Education Center) will include highly flexible educational facilities that will serve a dual use in the case of a state wide or national emergency. These facilities will include sophisticated data systems, video walls, and also incorporate a high level of electronic security.

The AECOM/ZMM Team has exceeded our expectations, delivering a high level of local expertise, complimented by the knowledge base of a large design firm. The Team's commitment to design quality has been demonstrated through the development of a site strategy that evokes a campus, while maintaining all of the programmed spaces in one facility. The JITEC design balances the need to re-orient the campus while also complimenting the existing RTI. The technical ability of the AECOM/ZMM Team has also been demonstrated through the design of redundant power and HVAC systems, as well as through the examination of various building components to meet the requirements of LEED Silver.

The AECOM/ZMM Team has been very responsive and has done an excellent job of communicating the West Virginia Army National Guard's vision for this project. Additionally, the design team has provided these services within a compressed timeframe to meet our requirements. Please contact me if I can provide any additional information about our experience with the AECOM/ZMM Team.

MELVIN L. BURCH

Brigadier General

West Virginia Army National Guard

Assistant Adjutant General

# The County Commission of Wood County

No.1 Court Square, Suite 203  
Parkersburg, West Virginia 26101  
(304) 424-1984



**ROBERT K. TEBAY**

**RICK MODESITT**

**DAVID BLAIR COUCH**

COUNTY ADMINISTRATOR

Marty Seufert  
424-1976

COUNTY CLERK

Jamie Six  
424-1850

March 3, 2008

Dear Sir/Madam:

This is a letter of reference for Adam R. Krason, ZMM, Inc. The County Commission of Wood County has employed ZMM, Inc. on several projects, most notably the renovation of the Judge Black Annex.

Mr. Krason has always been extremely professional and has proven himself to be very flexible in meeting our needs. He is friendly and easy to work with. He has proven to be an asset to the County and we anticipate a long-term relationship with ZMM, Inc. in the coming years.

Sincerely,

THE COUNTY COMMISSION OF WOOD COUNTY

A handwritten signature in black ink, appearing to read "Robert K. Tebay", is written over a horizontal line.

Robert K. Tebay, President

A handwritten signature in black ink, appearing to read "Rick Modesitt", is written over a horizontal line.

Rick Modesitt, Commissioner

A handwritten signature in black ink, appearing to read "David Blair Couch", is written over a horizontal line.

David Blair Couch, Commissioner

WCC:ah



RFQ No. DR311 0070

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: ZMM, INC.

Authorized Signature: *Ad R K* Date: 01-SEPT-2010

State of West Virginia

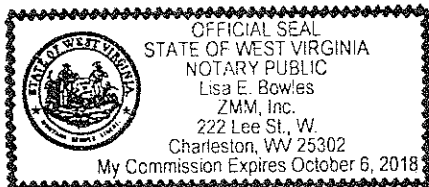
County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 1<sup>st</sup> day of September, 2010.

My Commission expires 10-6, 2018.

**AFFIX SEAL HERE**

NOTARY PUBLIC *Lisa E. Bowles*



Architectural Design

Interior Design

Building Programming & Planning

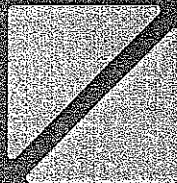
Construction Administration

Mechanical Engineering

Electrical Engineering

Structural Engineering

Civil Engineering



“Green” Building Design

Master Planning

Site Evaluation & Analysis

Feasibility Studies

Value Engineering

Construction Cost Estimating

Energy Consumption Analysis

Life Cycle Cost Analysis



222 Lee Street, W.

Charleston, West Virginia 25302

304.342.0159 (v)

304.345.8144 (f)

[www.zmm.com](http://www.zmm.com)