



GRAY & PAPE, INC.

ARCHAEOLOGY · HISTORY · HISTORIC PRESERVATION

*A TECHNICAL PROPOSAL AND QUOTATION TO PREPARE
A RECONNAISSANCE LEVEL ARCHITECTURAL HISTORY SURVEY
OF PENDLETON COUNTY, WEST VIRGINIA
FOR THE WEST VIRGINIA DIVISION OF CULTURE AND HISTORY
(RFQ # DCH12007)*

26 August 2011

PREPARED FOR:
Ms. Shelly Murray
Department of Administration
Purchasing Division
Building 15
2019 Washington Street, East
Charleston, West Virginia 25305-0130
(304) 558-0220

PREPARED BY:
Gray & Pape, Inc.
100 West Franklin Street
Richmond, Virginia 23220
Phone: 804-644-0656
Fax: 804-644-8119

RECEIVED

2011 AUG 30 A 10:13

PURCHASING DIVISION
STATE OF WV



GRAY & PAPE, INC.

ARCHAEOLOGY · HISTORY · HISTORIC PRESERVATION

**A TECHNICAL PROPOSAL AND QUOTATION TO PREPARE
A RECONNAISSANCE-LEVEL ARCHITECTURAL HISTORY SURVEY
OF PENDLETON COUNTY, WEST VIRGINIA
FOR THE WEST VIRGINIA DIVISION OF CULTURE AND HISTORY
(RFQ # DCH12007)**

Prepared for:

Ms. Shelly Murray
Department of Administration
Purchasing Division
Building 15
2019 Washington Street, East
Charleston, West Virginia 25305-0130
(304) 558-0220

Prepared by:

Gray & Pape, Inc.
100 West Franklin Street
Richmond, Virginia 23220
(804) 644-0656
(804) 644-8119 (fax)

Lena L. Sweeten
Senior Principal Investigator

26 August 2011

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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
DCH12007

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
**SHELLY MURRAY
 304-558-8801**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
 Gray & Pape, Inc.
 100 W. Franklin Street
 Richmond, VA 23220

SHIP TO

DIVISION OF CULTURE & HISTORY
 CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/25/2011				
BID OPENING DATE: 08/30/2011		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		968-77		
ARCHITECTURAL HISTORY SURVEY REQUEST FOR QUOTE THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE DIVISION OF CULTURE AND HISTORY, STATE HISTORIC PRESERVATION OFFICE, IS SOLICITING BIDS TO PROVIDE THE SERVICE OF CONDUCTING A RECONNAISSANCE LEVEL ARCHITECTURAL HISTORY SURVEY OF PENDLETON COUNTY, WEST VIRGINIA. TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO SHELLY MURRAY IN THE WEST VIRGINIA PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN AT THE TOP OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA E MAIL AT SHELLY.L.MURRAY@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS MONDAY, AUGUST 15,2011 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE. LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE. UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND						

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 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
 DCH12007

PAGE
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ADDRESS CORRESPONDENCE TO ATTENTION OF:
 SHELLY MURRAY
 304-558-8801

DIVISION OF CULTURE & HISTORY
 CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/25/2011				

OPENING DATE: 08/30/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>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.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TURE	TELEPHONE	DATE
FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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State of West Virginia
 Department of Administration
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Request for Quotation

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 CULTURAL CENTER
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/25/2011				

BID OPENING DATE: 08/30/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130		
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER: SHELLY MURRAY RFQ. NO.: DCH12007 BID OPENING DATE: 08/30/2011 BID OPENING TIME: 1:30 PM PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 804-644-8119 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): Lena Sweeten McDonald -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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VENDOR	RFQ COPY
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SHIP TO	DIVISION OF CULTURE & HISTORY
	CULTURAL CENTER 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305-0300 558-0220

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/25/2011				

OPENING DATE: 08/30/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DCH12007 ***** TOTAL:						

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/22/2011				

BID OPENING DATE: 08/30/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS RECEIVED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 08/15/2011.						
THE BID OPENING DATE REMAINS: 08/30/2011						
0001	1	LS		968-77		
ARCHITECTURAL HISTORY SURVEY						
EXHIBIT 10						
REQUISITION NO.:						
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						

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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
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State of West Virginia
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Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF:
SHELLY MURRAY 304-558-8801

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF CULTURE & HISTORY
 CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

DATE PRINTED 08/22/2011	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 08/30/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	NO. 4					
	NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>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.</p> <p>..... SIGNATURE GEM & RAGE, Inc. COMPANY 8/29/11 DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>----- END OF ADDENDUM NO. 1 -----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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REQUEST FOR QUOTATION
West Virginia Division of Culture and History,
State Historic Preservation Office
Pendleton County Historic Resource Survey
RFQ # - DCH12007

BIDDING RETURN SHEET:

ITEM # 1:	\$	2,250.00
ITEM # 2:	\$	61,000.00
ITEM # 3:	\$	5,500.00
ITEM # 4:	\$	4,750.00
ITEM # 5:	\$	1,500.00
<u>TOTAL COST</u>	\$	75,000.00

This Proposal is submitted in the name of:

Firm or Individual: Gray & Pape, Inc.

By: 

(Signature)

RESIDENT

(Title)

Date: 29 Aug 2011

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: W. KEVIN PAPE / GRAY & PAPE, INC.

Authorized Signature: [Signature] Date: 29 Aug 2011

State of Ohio

County of Hamilton, to-wit:

Taken, subscribed, and sworn to before me this 29 day of August, 2011.

My Commission expires July 20, 2013.

AFFIX SEAL HERE

NOTARY PUBLIC Christina Inman



CHRISTINA INMAN
Notary Public, State of Ohio
My Commission Expires 07-20-2013

State of West Virginia
VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. Application is made for 2.5% resident vendor preference for the reason checked:

- ___ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 ___ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 ___ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. Application is made for 2.5% resident vendor preference for the reason checked:

- ___ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

3. Application is made for 2.5% resident vendor preference for the reason checked:

- ___ Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

4. Application is made for 5% resident vendor preference for the reason checked:

- ___ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

- ___ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

- ___ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: GRAY & PAPE, INC. Signed: [Signature]

Date: 26 Aug 2011 Title: PRESIDENT

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

INTRODUCTION

Gray & Pape, Inc., (Gray & Pape) is pleased to submit this technical proposal and quotation to prepare a reconnaissance level architectural history survey of Pendleton County, West Virginia. This proposal has been prepared in response to Request for Quotation (RFQ) DCH12007 issued by the West Virginia Division of Culture and History, State Historic Preservation Office (SHPO).

Scope of Work

The project will involve a reconnaissance-level architectural and history survey of resources in unincorporated areas of Pendleton County. Resources will include buildings, structures, objects, and sites (excluding archaeological sites). Gray & Pape will prepare a brief history of Pendleton County to provide a sufficient context for evaluating historic resources for their eligibility for listing in the National Register of Historic Places (NRHP). The historic context will be based on secondary source research performed by Gray & Pape's staff, and will include county histories, historic maps, historic photographs, online sources, and consultation with staff at local repositories, such as the public library, as well as at the SHPO.

Upon completion of the historic context, Gray & Pape will undertake a survey of up to 750 historic resources that are at least 50 years old and retain historic architectural integrity. Selection of resources to be surveyed will be made in consultation with SHPO staff prior to initiation of fieldwork. A Historic Property Inventory (HPI) Form will be completed for each surveyed resource. The primary building (i.e., a dwelling on a farmstead) at the resource will be documented at each resource, along with any secondary resources (sheds, barns, garages, etc.). HPI forms, including digital photographs, will be prepared according to SHPO guidelines and as specified in the RFQ.

Gray & Pape will prepare United States Geological Survey (USGS) topographic maps detailing the locations of surveyed resources. The maps will be prepared using ArcView's Geographic Information System (GIS) software, and will comply with SHPO guidelines as specified in the RFQ. Maps will be submitted to the SHPO in both hard copy and electronic format, including an ESRI shape file using the site number as the identifying attribute.

Gray & Pape will prepare formal written recommendations for NRHP eligibility for all surveyed resources. We also will prepare a final survey report that includes a historic context, survey methodology, description of property types that were surveyed, USGS maps, and a table of resources and NRHP eligibility recommendations. The final report will be submitted in hard copy format and as a pdf file.

Gray & Pape's survey will be conducted in accordance with the Secretary of the Interior's *Standards for Identification and Evaluation* and the SHPO's *Survey and National Register Manual*. The SHPO will have 60 days to review all draft materials and provide comments. The Project Manager/Senior Principal Investigator and Architectural

Historian who will complete this project exceed the professional qualification standards detailed in *Title 36, Chapter I, CFR, Part 61: "Procedures for Approved State and Local Government Historic Preservation Programs."*

Project Deliverables

Gray & Pape will complete the architectural history survey of Pendleton County by 31 July 2012. The following materials will be produced by Gray & Pape during this project and will be submitted to the SHPO:

- **County History.** The draft historic context will be submitted to the SHPO for review in electronic format. Upon receipt of review comments, Gray & Pape will finalize the historic context for inclusion in the final survey report (see below).
- **HPI Forms.** Gray & Pape will prepare HPI forms for up to 750 buildings. Draft HPI forms will be submitted to the SHPO for review and comment. After finalizing the HPI forms, Gray & Pape will submit each form in hard copy, as well as in either Access or Approach database format and pdf format with photographs embedded on the HPI form.
- **USGS Maps.** USGS maps will be generated electronically using ArcView GIS software. Maps will be prepared to accompany HPI forms as well as to provide a GIS dataset of all surveyed resources, using the site number as the identifying attribute.
- **Formal NRHP Recommendations.** Using data gathered for the historic context as well as field observations, Gray & Pape will prepare a formal recommendation for NRHP eligibility for each surveyed resources. The recommendations will consider eligibility under Criteria A, B, and/or C as well as relevant Criteria Considerations. The seven aspects of integrity will be considered in making all recommendations.
- **Final Survey Report.** The final survey report will include the historic context, survey methodology, description of property types that were surveyed, USGS maps, and a table of resources and NRHP eligibility recommendations. The report will be submitted to the SHPO in hard copy format (up to two copies) as well as in pdf format on CD-ROM. If needed, an electronic copy of the report text also will be provided in Microsoft Word format.

Quality Control

Our Quality Assurance/Quality Control process entails not only the review of deliverables, but also review of initial assumptions and proposed methods to ensure their appropriateness to the particular task. All deliverables will be peer reviewed by senior staff not directly involved with the project and edited for technical content and style, with a particular emphasis upon the document's consistency with applicable legal, regulatory, and technical requirements. A formal quality control system for document production will be used to ensure that deliverables are readable, concise, and visually appealing.

ABOUT GRAY & PAPE, INC.

Incorporated in the State of Ohio as an S corporation in 1987, Gray & Pape is a multidisciplinary firm specializing in full service cultural resources management and historic preservation services. Our corporate office is located in Cincinnati, Ohio. We maintain our Mid-Atlantic Regional Office in Richmond, Virginia, and our New England Regional Office in Providence, Rhode Island. We also operate branch offices in southeastern Indiana, northern Kentucky, and northern Georgia.

Over the past eight years, Gray & Pape has conducted more than 500 projects for a diverse range of projects, including design guidelines, NRHP nominations, architectural and archaeological surveys, interpretive plans, federal and state historic tax credit applications, interpretive displays, and intensive documentation according to the standards of the Historic American Buildings Survey/Historic American Engineering Record. In addition to our preservation expertise, Gray & Pape is highly qualified to provide our clients with creative, high-quality, state-of-the-art graphic images for brochures and other print applications and a variety of interpretive applications from signage to logos and public displays. Our clients include federal, state, and municipal agencies as well as private-sector architectural, planning, engineering, energy, and development firms.

Recent major history and architecture projects have included the *El Camino Real de los Tejas* statewide historic context, Multiple Property Documentation Form, and NRHP nominations for a variety of historic sites across Texas; a reconnaissance-level architectural history survey in Greenbrier and Nicholas counties, West Virginia, for a wind energy facility; and a statewide context for Modern-period historic resources in Ohio.

Gray & Pape has a permanent professional staff complement of 40, including architectural historians, historians, historic preservation specialists, planners, archaeologists, graphic artists, GIS and mapping specialists, and technical and administrative support personnel. To provide publication-quality film and digital photography, Gray & Pape maintains a complete photographic studio and darkroom. For graphics and report production, we have a graphics department with a full complement of drafting and graphics equipment including GPS/GIS workstations and multimedia software such as AutoCAD, Adobe Acrobat, Photoshop CS2, Quark Xpress, and CorelDraw. Our electronic mapping and GIS staff use current versions of ESRI ArcView and ArcGIS software. Together, AutoCAD and GIS software provide a direct interface between multiple map formats and virtually unlimited layers of descriptive information. The scope of this interface includes, but is not limited to, existing CAD drawings and GIS structures from multiple software platforms; paper maps, drawings, and field sketches; paper or digital photos; historical maps; and aerial and satellite photos.

Our historians, architectural historians, and preservation planners possess advanced degrees in subjects that include public history, historic preservation, architectural history,

and urban and regional planning. They are skilled in giving public presentations and working with community representatives, as well as writing reports and articles that are targeted at both general and specialized audiences. Our staff also has prepared comprehensive cultural resource inventories (including the use of oral histories to preserve folk traditions), and have worked with city and county agencies and planning commissions to prepare historic preservation planning documents.

Staff Qualifications

Gray & Pape has the demonstrated logistical capabilities and management skills vital to the successful completion of a large-scale reconnaissance level architectural history survey. The firm collectively and individual staff members listed below have in-depth experience working in West Virginia on a variety of projects, including a scenic byway corridor management plan; archaeological investigations for compliance with Section 106 and NEPA; and historic architecture surveys. Gray & Pape recently completed two projects in West Virginia. The first project was a Multiple Property Documentation Form and six individual NRHP nominations for New Deal Resources in West Virginia. The second project was an architectural survey for the proposed modification/expansion of the Beech Ridge Wind Energy facility in Greenbrier and Nicholas counties.

Our firm's resources provide us with the ability to prioritize this project and assure its timely completion. The following personnel will serve on the Gray & Pape project team to prepare the architectural history survey. Resumes for each team member are contained in Appendix A.

Project Manager Lena Sweeten McDonald is the Senior Principal Investigator in History and Architecture for Gray & Pape's Mid-Atlantic Office in Richmond, Virginia. She will serve as Gray & Pape's lead in coordinating and preparing the architectural history survey. Lena has worked as an historian and historic preservation consultant for more than ten years. She earned a B.A. with a double major in History and Government from Western Kentucky University (1995) in Bowling Green, Kentucky, and a M.A. in Public History with an emphasis in Historic Preservation (1998) at Middle Tennessee State University in Murfreesboro, Tennessee. Her professional service and outreach efforts have included drafting ordinances to establish a local historic preservation review board and designate local historic districts; preparing design guidelines; serving on local boards and committees geared toward historic preservation and downtown revitalization; and providing pro bono consultation services to small communities. Lena's continuing education efforts include workshops on developing marketing plans, downtown revitalization, planning and zoning, downtown and business market analysis, historic landscape design, and compliance with Federal environmental and cultural resources regulations.

Lena has managed a wide variety of projects in the Midwest, Mid-Atlantic, New England, South, and Southwest. In her capacity as historian and principal investigator, she has been involved in cultural resources management projects for NRHP nominations, design review guidelines, and transportation, fiber optics, public utilities, wind energy, commercial development, and gas pipeline projects in Illinois, Indiana, Iowa, Kentucky,

Michigan, New Hampshire, New Mexico, New York, North Dakota, Ohio, Tennessee, Texas, Virginia, West Virginia, and Wisconsin. She has prepared state-funded architectural inventories, cultural landscape studies, and HABS/HAER documentation reports for engineering and architectural resources. Lena also has advised real estate developers on more than a dozen rehabilitation projects utilizing federal investment tax credits. As a senior principal investigator with Gray & Pape, Ms. Sweeten McDonald also prepares and maintains project proposals, budgets, research designs, and work plans, and supervises staff involvement in various components of project completion.

Preservation Planner Meghan Hesse is an architectural historian and preservation planner. She will be a member of the survey team that conducts research and fieldwork in Pendleton County. Meghan earned a B.A. in Historic Preservation from the University of Mary Washington and completed a M.A. from Virginia Commonwealth University in Urban and Regional Planning. Her professional experience includes working with the Virginia Department of Historic Resources to prepare NRHP nominations, to conduct architectural surveys, and to act as a liaison to communicate historic preservation issues to the public. While working at the Historic Fredericksburg Foundation, Meghan managed the organization's easement program by conducting the annual inspection on all easement properties through surveys and photographs; consulting with easement property owners; and attending Real Estate Committee meetings to give briefings and presentations. Since joining Gray & Pape in 2006, Meghan has assisted with preparation of two large-scale architectural surveys in Greenbrier, Nicholas, and Pocahontas counties, West Virginia; assisted with completion of a Historic American Buildings Survey report for an industrial building in Nashua, New Hampshire; and conducted historical research and architectural survey for projects throughout Virginia. She recently has served on project teams to document rural historic agricultural resources in New York, Texas, Virginia, and West Virginia. Meghan also has participated in viewshed analysis projects to assess potential visual effects of overhead electrical transmission corridors and wind energy facilities.

Architectural Historian Doug Owen will be responsible for conducting research and fieldwork in Pendleton County. He earned a B.A. in history from the West Virginia Wesleyan College at Buckhannon, West Virginia, in 2004 and an M.A., Master of Arts in History from the University of Cincinnati in 2007. Prior to joining Gray & Pape, served as a consultant for the Cincinnati Preservation Association, where he performed condition assessments for historic buildings and structures, researched deeds, and researched and wrote historical contexts, background summaries, and architectural descriptions. Since joining Gray & Pape, Doug has worked on a wide variety of history/ architecture projects, including architectural surveys; HAER documentation; NRHP nominations; and federal investment tax credit applications. He has completed surveys and archival research in Indiana, Kentucky, New Mexico, Ohio, Oklahoma, Pennsylvania, Texas, Virginia, and West Virginia. Doug's work includes historic resource surveys conducted in support of transportation, communications, and energy projects, as mandated by the National Historic Preservation Act and National Environmental Policy Act. His recent projects have included preparing large-scale architectural surveys for transportation

projects in Ohio and Kentucky and documenting rural historic landscapes in New Mexico and Texas.

Architectural Historian Jennifer Burden will be responsible for conducting research and fieldwork in Pendleton County. She received a B.A. in History from the University of Pittsburgh (2001) and a M.S. in Historic Preservation from Ball State University (2007). Jennifer began her career at the Center for Historic Preservation at Ball State University, where she completed projects for Indiana Main Street communities, co-authored Historic Structures Reports for the Indiana Department of Natural Resources, and co-authored a Historic Structures Report for the Galveston Historical Society, Galveston, Texas. Since joining Gray & Pape in 2006, she has worked on a range of history/architecture projects, including architectural surveys; Historic American Buildings Survey and Historic American Engineering Record (HABS/HAER) documentations; NRHP nominations; and Federal investment tax credit applications. She has completed surveys and archival research in Indiana, Kentucky, New Mexico, New York, Ohio, Pennsylvania, Virginia, Washington, D.C., and West Virginia. Among her recent projects are a Phase I architectural survey for the proposed Cincinnati Streetcar System in Hamilton County, Ohio, and a survey for the proposed first segment of the Eastern Corridor multimodal project in Hamilton County.

Architectural Historian Don Burden will be responsible for conducting research and fieldwork in Pendleton County. He earned a B.A. in American History at the University of California – Los Angeles (2003) and a M.S. in Historic Preservation from Ball State University (2006). Since joining Gray & Pape in 2006, he has been based at the firm's office in Cincinnati, Ohio. He has worked on a wide variety of history/architecture projects, including architectural surveys; intensive documentation reports for the HABS/HAER programs; NRHP nominations; and Federal investment tax credit applications. He has completed surveys and archival research in the states of Indiana, Kansas, Kentucky, Louisiana, New Mexico, New York, Ohio, Oklahoma, Pennsylvania, Texas, Virginia and West Virginia. Don also has served as architectural historian for Red Flag, Phase I, and Phase II historic resource surveys conducted in support of transportation, communications, and energy projects, as mandated by the National Historic Preservation Act and National Environmental Policy Act. Don recently completed a NRHP evaluation for the Toledo Bend hydroelectric dam on the Texas/Louisiana border, a HAER documentation for a historic railroad bridge in Ashland County, Ohio, and a HABS documentation of the Willow Island locks and dam in Washington County, Ohio.

References

Project 1

Project: *Reconnaissance-Level Architectural Survey for the Proposed Expansion of the Beech Ridge Wind Energy Facility*
Location: Greenbrier and Nicholas Counties, West Virginia
Contact: Erik Duncan, Invenergy, LLC
Phone No.: (304) 549-7696

In 2010-2011, Gray & Pape completed an architectural survey of all above-ground resources located within a 162-square-mile study area that extended around a proposed expansion of an existing wind energy facility. We documented and evaluated NRHP eligibility of 205 properties, most of which were associated with thematic historic contexts such as coal mining, transportation, religion, and vernacular building traditions. We also assisted with preparation of viewshed analyses and photo simulations that demonstrated the potential visual effects of a wind energy farm on the rural historic landscapes within the study area.

Project 2

Project: *Ohio Modern Statewide Historic Context*
Location: Statewide, Ohio
Contact: Barb Powers, Ohio Historic Preservation Office
Phone No.: (614) 298-2000

Gray & Pape prepared a statewide historic context that described the important social, political, and economic trends that shaped land use decisions, architectural styles, property types, and building technology in Ohio associated with the recent past (1940-1970). We also established significant historic themes and identified important property types and examples of the work of seminal architects, builders, and developers in Ohio's recent past.

Project 3

Project: *Multiple Property Documentation Form: New Deal Resources in West Virginia State Parks and Forests*
Location: Statewide, West Virginia
Contact: Erin Riebe, WV SHPO
Phone No.: (304) 558-0240

Gray & Pape prepared a Multiple Property Documentation (MPD) Form for a statewide historic context on the New Deal period in West Virginia, focusing primarily on the Civilian Conservation Corps and Works Progress Administration and each agency's work in state parks and forests during the 1930s and early 1940s. Project tasks included architectural survey, landscape documentation, and research using primary and secondary sources. As part of the project, Gray & Pape also prepared historic district nominations for New Deal resources in Hawk's Next, Holly River, Lost River, and Watoga state parks.

SUMMARY

Gray & Pape proposes to complete the reconnaissance level architectural history survey of Pendleton County for the costs listed below. These amounts include all labor, direct, and indirect expenses associated with the project. Costs are broken down by task as follows:

Item 1 – County History	\$ 2,250.00
Item 2 – HPI Forms for 750 Resources	\$61,000.00
Item 3 – USGS Maps	\$ 5,500.00
Item 4 – Formal NRHP Recommendations	\$ 4,750.00
Item 5 – Final Survey Report	<u>\$ 1,500.00</u>
Total Project Cost	\$75,000.00

Using the total listed above, a per resource cost to prepare an HPI form is \$100.00. Please note that this cost is based on the assumption that fieldwork and research will take place concurrently and that the total number of resources to be surveyed will be finalized prior to commencement of such work.

All services proposed herein are negotiable to provide cost-saving measures to the SHPO while maintaining project quality and efficiency. We look forward to discussing this project in greater detail with the SHPO. If you have any questions regarding the contents of this proposal, please do not hesitate to contact me at your convenience, at (804) 644-0656 or lsmdonald@graypape.com.



26 August 2011

Lena Sweeten McDonald
Senior Principal Investigator
GRAY & PAPE, INC.

Date