

 **MICHAEL GIOULIS** 
HISTORIC PRESERVATION CONSULTANT, INC

July 23, 2012

Ms. Connie Hill
Department of Administration
Purchasing Division
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

Re: Request for Quotation for conducting a reconnaissance level architectural history survey of Grant County, West Virginia/RFQ Number: DCH13004

Dear Ms. Hill:

Please consider this correspondence and attachments a response to your recent Request for Quotation to conduct a reconnaissance level architectural history survey of Grant County, West Virginia.

We have been involved in historic preservation in West Virginia since 1984 and successfully completed numerous Historic Resource Surveys throughout the state. Many of these surveys resulted in successful National Register of Historic Places nomination for individual sites as well as historic districts. A recent Historic Resource Survey we completed was for East Rainelle in Greenbrier County and it was provided to the State Historic Preservation Office (SHPO) and the Greenbrier County Historic Landmarks Commission (HLC) in the Summer of 2011. We also recently completed a Phase II Historic Resource Survey for Western Greenbrier County and it was provided to SHPO and the Greenbrier County HLC in the Spring of 2012. Approval for both projects was granted by SHPO at the final submission.

All work will be completed to comply with all requirements and time schedules, etc. of the West Virginia Division of Culture and History.

We appreciate the opportunity to respond. Do not hesitate to contact us if there are any questions or concerns.

Sincerely,

MIKE (jb)

Michael Gioulis



METHODOLOGY

The initial phase of the work will consist of meeting with the SHPO and other involved organizations and persons, if appropriate, to review the project, discuss the specific scope of work, time schedule and coordination. At this time, review of all available previous survey and historical background information and general familiarization with the resources will be conducted. This will be followed by general historical research and review and field review.

Specific items include:

- Complete research and a written brief history to provide a sufficient context for evaluating resources for National Register eligibility, either individually or a historic district.
- Complete a West Virginia Historic Property Inventory form (HPI) for each historic resource that is at least 50 years old and retains historic architectural integrity. Individual coverage of the county will be determined in consultation with SHPO staff prior to initiation of field work. Each primary resource will be documented separately. All HPI forms will be supplied in hard copy (Access) database format and in a PDF format. Each HPI form will be saved as a separate PDF document and saved with the West Virginia survey number. Each HPI form will be submitted with a minimum of two current photographs; at least one of the photographs will be a three-quarter view showing the main elevation. Photographs will be taken digitally and embedded, in black and white, on the HPI form or on the HPI form continuation sheet. Electronic images will be submitted on CD-R/DVD media, will be saved by the West Virginia survey number, and will meet the National Park Service's standards for electronic images.
- Complete a USGS topographic map detailing resource locations. Computer program maps may be submitted labeled with the name of the county, quadrangle name, and resource site number. Documented sites will be digitized as ESRI shape files using the site number as the identifying attribute. The projection will be UTM 17 NAD 83.
- Complete formal written recommendations, with appropriate documentation, will be submitted as to which resources are eligible for listing in the National Register of Historic Places (NRHP), either individually or as part of a historic district.
- Complete a final survey report that will contain brief historic overview of the county, survey methodology, description of property types, USGS maps, list of resources, and recommendations. Final survey report will also be submitted as a PDF file.

All final items will be submitted electronically and hard copy format. Drafts will be submitted electronically only.

SCHEDULE

Upon signing a contract, the consultant will perform all services and provide all materials as listed in the above and in the RFQ by July 31, 2013 or sooner. The schedule may be modified depending on other considerations and this would require the approval of all parties involved.

BUDGET

The consultant will complete the project as described herein and in the RFQ for the budgeted amount of \$75.00 per site or \$56,250.00 for 750 resources. This includes all fees, travel, supplies, etc. This is based on the RFQ and the above methodology. Please see the Bidding Return Sheet for specifics.

REFERENCES

Architectural Survey References:

Project: Western Greenbrier County Historic Resource Survey Phase II

Contact: Mr. Doug Hylton

Greenbrier County HLC

200 N. Court Street

Lewisburg, WV 24901

(304) 647-3140

Project: Town of Harrisville Historic Resource Survey

Contact: Mr. David Scott

Ritchie County Historic Landmarks Commission

115 East Main Street, Room 201

Harrisville, WV 26362

(304) 643-2738

Project: Numerous county-wide surveys

Contact: Mr. Jim Bailey

Gilmer County Historic Landmarks Commission

PO Box 91

Glenville, WV 26351

(304) 462-7545

Project: Numerous county-wide surveys

Contact: Ms. Wilma Richardson

Nicholas County Historic Landmarks Commission

700 Main Street

Suite One

Summersville, WV 26651

(304) 872-7876



State of West Virginia
 Department of Administration
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Solicitation

NUMBER
DCH13004

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE HILL B04-558-2157

VENDOR

*714151635 304-765-5716
 MICHAEL GIOULIS HIST PRESERVAT
 614 MAIN ST
 SUTTON WV 26601

SHIP TO

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

DATE PRINTED
07/09/2012

BID OPENING DATE: 08/02/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB	906-48	<p>THE STATE OF WEST VIRGINIA AND ITS AGENCY THE WEST VIRGINIA DIVISION OF CULTURE AND HISTORY REQUEST A QUOTE TO ENGAGE THE SERVICES OF QUALIFIED FIRMS TO CONDUCT A RECONNAISSANCE LEVEL ARCHITECTURAL HISTORY SURVEY OF GRANT COUNTY, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p> <p>BID OPENING: AUGUST 2, 2012 1:30 PM</p> <p>LOCATION: PURCHASING DIVISION, BUILDING #15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305</p> <p>SEE ATTACHED INSTURCTION TO BIDDERS.</p>		
				<p>HISTORICAL PRESERVATION DESIGN SERVICES</p> <p>CONDUCT A RECONNAISSANCE LEVEL ARCHITECTURAL HISTORY SURVEY OF GRANT COUNTY, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p>		

SIGNATURE	TELEPHONE	DATE
<i>Jean N. Boeger</i>	(304) 765-5716	7/23/12
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
ASSISTANT	51-0502298	

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



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***** THIS IS THE END OF RFQ DCH13004 ***** TOTAL:						<u>56,250.00</u>

SIGNATURE <i>Clean N. Bogen</i>	TELEPHONE <i>(304) 765-5716</i>	DATE <i>7/23/12</i>
TITLE <i>ASSISTANT</i>	FEIN <i>51-0502298</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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REQUEST FOR QUOTATION
West Virginia Division of Culture and History,
State Historic Preservation Office
Grant County Historic Resource Survey
RFQ # - DCH13004

BIDDING RETURN SHEET:

Items below are listed in the Scope of Work section of this RFQ.

ITEM # 1: Research & Brief County History for National Register Eligibility	\$ <u>1687.50</u>
ITEM # 2: Completion of WV Historic Property Inventory Form	\$ <u>46,250.00</u>
ITEM # 3: US Geological Survey Topographic Maps Detailing Resource Locations	\$ <u>3937.50</u>
ITEM # 4: Formal Written Recommendations for Eligibility in the National Register of Historic Places (NRHP)	\$ <u>3375.00</u>
ITEM # 5: Complete Final Survey Report	\$ <u>1125.00</u>
<u>TOTAL COST</u>	\$ <u>56,250.00</u>

Contract will be awarded based on the Lowest Cost submitted by a qualified bidder meeting specifications.

This Proposal is submitted in the name of:

Firm or Individual: MICHAEL GIOULIS

Phone: (304) 765-5716

Fax: (304) 765-5464

E-Mail: MIKE@MICHAELGIOULIS.COM

By: Jean N. Boger
(Signature)

ASSISTANT
(Title)

Date: 7/23/12

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

MICHAEL GIOULIS
(Company)

JEAN N. ROGER / ASSISTANT
(Representative Name, Title)

(304) 765-5716 / (304) 765-5464
(Contact Phone/Fax Number)

7/23/12
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DCH13004

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

MICHAEL GIOLIS

 Company

Jean N. Boeger

 Authorized Signature

7/23/12

 Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

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.
- 7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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: MICHAEL GIOULIS
Date: 7/23/12

Signed: Jean N. Boger
Title: ASSISTANT

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: MICHAEL GIOULIS

Authorized Signature: Jean N. Boger Date: 7-17-12

State of W. Va.

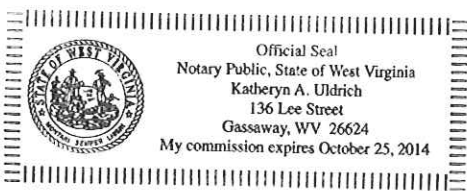
County of Braxton, to-wit:

Taken, subscribed, and sworn to before me this 17th day of July, 2012.

My Commission expires Oct. 25, 2014, 20 .

AFFIX SEAL HERE

NOTARY PUBLIC Katheryn A. Uldrich





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ADDENDUM NO. 1 ADDENDUM ISSUED TO CORRECT SOLICITATION NUMBER ON PAGE 22 OF THE COST SHEET PREVIOUSLY LISTED INCORRECTLY. CORRECT SOLICITATION NUMBER IS: DCH13004 PLEASE USE THE CORRECT COST SHEET WITH YOUR BID. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED AND SHOULD BE RETURNED WITH YOUR BID. FAILURE TO RETURN WITH YOUR BID MAY RESULT IN DISQUALIFICATION OF YOUR BID. END OF ADDENDUM NO. 1						

SIGNATURE <i>Clean D. Bogen</i>	TELEPHONE <i>(304) 765-5716</i>	DATE <i>7/23/12</i>
TITLE <i>ASSISTANT</i>	FEIN <i>51-0502298</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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