



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

**Solicitation**

NUMBER
DCH13004

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE HILL 804-558-2157

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
 Gray & Pape, Inc.  
 1318 Main Street  
 Cincinnati, Ohio 45202

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>						

RECEIVED  
 2012 JUL 31 PM 3:15  
 WV PURCHASING  
 DIVISION

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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 Department of Administration  
 Purchasing Division  
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DCH13004 ***** TOTAL:						

SIGNATURE	TELEPHONE	DATE
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INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening.

A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

A MANDATORY PRE-BID meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required

information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Question Submission Deadline: July 24, 2012

Submit Questions to:                      Connie Hill  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305  
Fax: 304-558-3970  
Email: [Connie.S.Hill@wv.gov](mailto:Connie.S.Hill@wv.gov)

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including that made at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
6. **BID SUBMISSION:** All bids must be signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The bid delivery address is:

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

The bid should contain the information listed below on the face of the envelope or the bid may not be considered:

SEALED BID

BUYER: \_\_\_\_\_  
 SOLICITATION NO.: \_\_\_\_\_  
 BID OPENING DATE: \_\_\_\_\_  
 BID OPENING TIME: \_\_\_\_\_  
 FAX NUMBER: \_\_\_\_\_

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus \_\_\_\_\_ convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE:        | Technical  
                       | Cost

7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when time stamped by the official Purchasing Division time clock.

**Bid Opening Date and Time:**            August 2, 2012 at 1:30 pm

**Bid Opening Location:**                    Department of Administration, Purchasing Division  
 2019 Washington Street East  
 P.O. Box 50130,  
 Charleston, WV 25305-0130

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.
9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
  
2. **DEFINITIONS:** As used in this Solicitation / Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation / Contract.
  - 2.1 "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
  - 2.2 "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods and services requested in the Solicitation.
  - 2.3 "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.
  - 2.4 "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.
  - 2.5 "Purchase Order" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the successful bidder and Contract holder.
  - 2.6 "Solicitation" means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.
  - 2.7 "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
  - 2.8 "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

|  **Term Contract**

**Initial Contract Term:** This Contract becomes effective on

and extends for a period of \_\_\_\_\_ year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal must be submitted to the Purchasing Division Director thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to \_\_\_\_\_ successive one (1) year periods. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

**Reasonable Time Extension:** At the sole discretion of the Purchasing Division Director, and with approval from the Attorney General's office (Attorney General approval is as to form only), this Contract may be extended for a reasonable time after the initial Contract term or after any renewal term as may be necessary to obtain a new contract or renew this Contract. Any reasonable time extension shall not exceed twelve (12) months. Vendor may avoid a reasonable time extension by providing the Purchasing Division Director with written notice of Vendor's desire to terminate this Contract 30 days prior to the expiration of the then current term. During any reasonable time extension period, the Vendor may terminate this Contract for any reason upon giving the Purchasing Division Director 30 days written notice. Automatic extension of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases, but Attorney General approval may be required.

- |  **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.
- |  **One Time Purchase:** The term of this Contract shall run for one year from the date the Purchase Order is issued or from the date the Purchase Order is issued until all of the goods contracted for have been delivered, whichever is shorter.
- |  **Other:** See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Purchase Order will be considered notice to proceed
5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.
- | **Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.
  - | **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
  - | **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
  - | **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.
7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.
- | **BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.



| | **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of . The performance bond must be issued and received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

| | **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

| | **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

| | **WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.

| | **INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award:

| | **Commercial General Liability Insurance:**  
or more.

| | **Builders Risk Insurance:** builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.

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The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

- | | **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

[ |

[ |

[ |

[ |

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. **LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.
10. **ALTERNATES:** Any model, brand, or specification listed herein establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or

other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

- 12. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount \_\_\_\_\_ for \_\_\_\_\_. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.
- 13. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.
- 14. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee if applicable.
- 15. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
- 16. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.
- 17. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."
- 18. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 19. DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.
- 20. INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.
- 21. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's

failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

- 22. SMALL, WOMAN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, woman-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
- 23. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 24. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
- 25. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.
- 26. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 27. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 28. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.
- 29. PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage

requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

- 30. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
- 31. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). **No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.**
- 32. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 33. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 34. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
- 35. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
- 36. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- 37. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

38. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at <http://www.state.wv.us/admin/purchase/vrc/hipaa.html> and is hereby made part of the agreement provided that the Agency meets the definition of a Covered entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the Vendor.
39. **CONFIDENTIALITY:** The Vendor agrees that it 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/default.html>.
40. **DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code § 29B-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

41. **LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor 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, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

- 42. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.
- 43. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this RFQ in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

The individual signing this bid on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

- 44. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

- 45. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, *etc.* and the filing of all necessary documents, forms and returns pertinent to all of the foregoing. Vendor shall hold harmless the

State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

- 46. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.
- 47. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
- 48. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
- 49. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.
- 50. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:
- Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.



- [ ] Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**51. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services may require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

**52. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

- a. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

- b. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**53. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

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

**Purpose:**

The Acquisition and Contract Administration Section of the Purchasing Division (State), on behalf of the Division of Culture and History, State Historic Preservation Office (SHPO), is soliciting a Request for Quotation (RFQ) from qualified firms to provide the service of conducting a reconnaissance level architectural history survey of Grant County, West Virginia.

**Location:**

The project will document resources in unincorporated areas of all or some of Grant County, West Virginia.

**Background:**

One of the responsibilities of the SHPO, as outlined in the National Historic Preservation Act of 1966, is to direct and conduct a comprehensive statewide survey of historic properties. While several of West Virginia's 55 counties have been extensively surveyed in cooperation with federal and state agencies and local governments, Grant County has very few documented historic resources.

**Scope of Work:**

Conduct a reconnaissance-level architectural and history survey of resources in unincorporated areas of Grant County, West Virginia. Resources include buildings, structures, objects, and sites (excluding archaeological sites) per the following specifications:

Item # 1. Complete research and write a brief county history to provide a sufficient context for evaluating resources for their National Register eligibility. Brief history directly copied from other works (even with citations provided) will not be accepted.

Item # 2. Completion of a West Virginia Historic Property Inventory (HPI) Form for 750 historic resources that are at least 50 years old and retain historic architectural integrity. Individual coverage of the county will be determined in consultation with SHPO staff prior to initiation of fieldwork. Each main resource will be documented separately. All HPI Forms will be supplied in hard copy format, in either Access or Approach database format, and in PDF format. Each inventory 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 photos for each resource will be a three-quarter view showing the main elevation. Photographs must be taken digitally and embedded, in black and white, on the HPI form or on the HPI form continuation sheet. Electronic images must be submitted on CD-R media, must be saved by the West Virginia survey number, and must meet the National Park Service's standards for electronic images. NPS's Standards may be found at the following link:  
[http://www.nps.gov/history/NR/publications/guidance/Photo\\_Policy\\_final.pdf](http://www.nps.gov/history/NR/publications/guidance/Photo_Policy_final.pdf)

Item # 3. Complete United States Geological Survey (USGS) topographic maps detailing resource locations. Maps printed from computer programs will be accepted. Maps must be labeled with name of county, quadrangle name, and resource site numbers. Also documented sites must be digitized as an ESRI shape file using the site number as the identifying attribute. The projection should be UTM 17 NAD 83.

Item # 4. Complete formal written recommendations, with appropriate documentation, as to which resources are eligible for listing in the National Register of Historic Places (NRHP).

Item # 5. Complete a final survey report that will combine the brief historic overview of the county, survey methodology, description of property types, USGS maps, and a table of resources and recommendations. Final survey report must also be submitted as a pdf file.

**All Final Items must be submitted electronically and hard copy format. Drafts may be submitted in electronic version only.**

**Methodology:**

The survey will be conducted in accordance with the Secretary of the Interior's *Standards for Identification and Evaluation* and the SHPO *Survey and National Register Manual*. Any deviations must be submitted to the SHPO for approval prior to completion of work and documented as approved by the SHPO. All products shall be first submitted to the SHPO in draft format. The SHPO will have 60 days to review all draft materials and provide comments.

Information in reports and HPI forms must be properly documented through citations. The preferred format for notes is either *The Chicago Manual of Style* or Kate Turabian's *A Manual for Writers*.

Based on the cost per HPI form (see "Cost" below), the SHPO will determine how many resources will be documented.

**Time Frame:**

The Project shall be completed by July 31, 2013.

**Quotation Submitted:**

The proposal shall be valid for the life of the contract.

**Payment Schedule:**

The payment schedule will be rendered in three payments based on work completed and approved by the SHPO. All travel and other expenses related to the project shall be included in the base cost.

1. Following submission of a draft history.
2. Following SHPO review of draft HPI Forms, maps, and photographs.
3. Following final submission and approval by SHPO of all final products.

**Cost:**

Vendor shall submit a cost breakdown based on the Scope of Work (refer to bidding return sheet).

**Mandatory Qualifications:**

1. Key personnel assigned to project must meet the requirements for Architectural Historian detailed in 36 CFR 61. Vendor should submit resumes of key personnel.
2. Vendor must have successfully completed three (3) similar projects. Vendor bid should include information (such as the name and location of project) on at least three similar projects and a list of three references to verify previous projects.

**END OF RFQ**

**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	\$ 2,715.00
ITEM # 2: Completion of WV Historic Property Inventory Form	\$ 53,615.00
ITEM # 3: US Geological Survey Topographic Maps Detailing Resource Locations	\$ 3,266.00
ITEM # 4: Formal Written Recommendations for Eligibility in the National Register of Historic Places (NRHP)	\$ 2,872.00
ITEM # 5: Complete Final Survey Report	\$ 3,372.00
<b>TOTAL COST .....</b>	<b>\$ 65,840.00</b>

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: Gray & Pape, Inc.

Phone: (513) 287-7700

Fax: (513) 287-7703

E-Mail: pobannon@graypape.com

By:   
 (Signature)

30 July 2012  
 (Title)

Date: \_\_\_\_\_

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.

Gray & Pape, Inc.

\_\_\_\_\_  
(Company)

*And ML Cinder Miller, vice President*  
\_\_\_\_\_  
(Representative Name, Title)

(513) 287-7700

\_\_\_\_\_  
(Contact Phone/Fax Number)

July 27, 2012

\_\_\_\_\_  
(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 checked="" 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.

Gray & Pape, Inc.

\_\_\_\_\_  
Company

*Carol M. Pape*

\_\_\_\_\_  
Authorized Signature

30 July 2012

\_\_\_\_\_  
Date

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





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

# Solicitation

NUMBER
DCH13004

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE HILL 304-558-2157

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
 Gray & Pape, Inc.  
 1318 Main Street  
 Cincinnati, Ohio 45202

SHIP TO

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

DATE PRINTED
07/12/2012

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

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				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	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO SOLICITATION. INSERT NAME AND ADDRESS IN SPACE ABOVE LABELLED 'VENDOR'

SOLICITATION NUMBER: DCH13004

Addendum Number: 01

---

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

**Description of Modification to Solicitation:**

Correction of Cost Sheet. Solicitation number listed incorrectly on Page 22. Correct number is DCH13004.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

**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>2,715.00</u>
ITEM # 2: Completion of WV Historic Property Inventory Form	\$ <u>53,615.00</u>
ITEM # 3: US Geological Survey Topographic Maps Detailing Resource Locations	\$ <u>3,266.00</u>
ITEM # 4: Formal Written Recommendations for Eligibility in the National Register of Historic Places (NRHP)	\$ <u>2,872.00</u>
ITEM # 5: Complete Final Survey Report	\$ <u>3,372.00</u>
<b>TOTAL COST .....</b>	<b>\$ <u>65,840.00</u></b>

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: Gray & Pape, Inc.

Phone: (513) 287-7700

Fax: (513) 287-7703

E-Mail: pobannon@graypape.com

By:   
(Signature)

Vice-President  
(Title)

Date: 30 July 2012

**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.

Gray & Pape, Inc.

\_\_\_\_\_  
Company

*Carol M. M.*

\_\_\_\_\_  
Authorized Signature

30 July 2012

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.  
 Revised 6/8/2012



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

**Solicitation**

NUMBER
DCH13004

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE HILL 304-558-2157

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

Gray & Pape, Inc.  
 1318 Main Street  
 Cincinnati, Ohio 45202

SHIP TO

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

DATE PRINTED
07/26/2012

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

LINE	QUANTITY	UOP	CAT. NO.	ITEMNUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				1. QUESTIONS AND ANSWERS ARE ATTACHED		
				2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.		
				END OF ADDENDUM NO. 2		
0001	1	JB		906-48		
				HISTORICAL PRESERVATION DESIGN SERVICES		

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO SOLICITATION INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

**Solicitation**

NUMBER
DCH13004

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE HILL 304-558-2157

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
07/26/2012

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

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DCH13004 ***** TOTAL: _____						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

SOLICITATION NUMBER: DCH13004

Addendum Number: 02

---

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

**Description of Modification to Solicitation:**

To provide answers to questions received for this solicitation.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.



# ATTACHMENT A

## Addendum #2

## Response to Questions

DCH13004

1. Q. How many copies of the proposal are required?  
A. One copy of proposal
  
2. Q. Are the 750 historic resources inclusive of individual resources that would potentially be located within a historic district?  
A. Not necessarily, as stated in the Solicitation, resources are located within unincorporated areas of the county. The individual resources will be located throughout the county. They could be part of a rural district with extensive boundaries, or individually eligible. Individual resources are not necessarily located within close distance of one another. Evaluation of eligibility in the final report must consider both the possibility of individual eligibility as well as contributing to an historic district or multiple property submission.
  
3. Q. Would it be possible to disclose the budget available for this project?  
A. No

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: DCH13004**

**0006**

**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:**

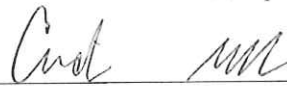
(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input type="checkbox"/> Addendum No. 1            | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" 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.

Gray & Pape, Inc.

Company

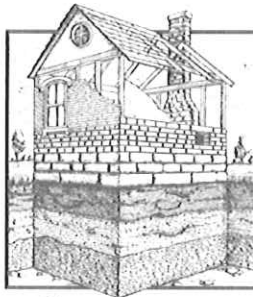


Authorized Signature

30 July 2012

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012



**GRAY & PAPE, INC.**  
ARCHAEOLOGY · HISTORY · HISTORIC PRESERVATION

**A TECHNICAL PROPOSAL AND COSTING FOR  
A RECONNAISSANCE LEVEL ARCHITECTURAL HISTORY SURVEY OF  
GRANT COUNTY, WEST VIRGINIA**

Prepared For:

West Virginia Division of Culture and History  
State Historic Preservation Office  
Culture Center  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0300

Prepared By:

Gray & Pape, Inc.  
1318 Main Street  
Cincinnati, Ohio 45202

Patrick W. O'Bannon, Ph.D.  
Senior Manager

27 July 2012

## Introduction

Gray & Pape, Inc. (Gray & Pape) is pleased to submit this professional services proposal to the West Virginia Division of Culture and History, State Historic Preservation Office (SHPO) to undertake a survey to identify and evaluate previously unrecorded historic resources located within Grant County, West Virginia. Gray & Pape will complete the inventory according to individual coverage determined in consultation with SHPO staff; complete a maximum of 750 survey forms; and produce a survey report outlining the results of the historic inventory. Gray & Pape is committed to working with the West Virginia SHPO throughout the project process to receive input critical to the development of a successful historic inventory and survey report.

All cultural resource services proposed herein are pursuant to the National Historic Preservation Act of 1966 (as amended), the Archaeological and Historic Preservation Act of 1974, and relevant sections of 36 CFR 660-666 and 36 CFR 800. The survey will be completed using the Secretary of the Interior's *Standards and Guidelines for Identification and Evaluation* and the survey project will use appropriate guidance for research, survey, and evaluation provided in the National Register Bulletin *Historic Residential Suburbs, Guidelines for Evaluation and Documentation for the National Register of Historic Places*. The Gray & Pape Project Manager, Principal Investigator, and Project Architectural Historians undertaking this survey meet or exceed the professional qualification standards of the Department of the Interior (48 FR 44738-9).

Gray & Pape specializes in full service cultural resources management and our staff has extensive experience with large-scale architectural survey projects. Gray & Pape has reviewed the Grant County, West Virginia Historic Resource Survey Request for Proposals (RFP) and has the experience and management skills to successfully meet the SHPO's goals and objectives.

Gray & Pape proposes to complete the Grant County Historic Resources Survey by providing the following services:

- Brief history of Grant County to provide context for evaluating resources for their National Register eligibility.
- Architectural fieldwork designed to identify a maximum of 750 architectural resources, each documented on a West Virginia Historic Property Inventory (HPI) Form.
- United States Geological Survey (USGS) topographic maps detailing resource locations.
- Formal written recommendations for National Register eligible resources.
- Final survey report that includes brief historic context, survey methodology, description of property types, USGS maps, and table of resources and recommendations.

## **Gray & Pape, Inc.**

Gray & Pape is a multidisciplinary firm specializing in full service cultural resources management and historic preservation services. In 2012, our firm marks our twenty-fifth year in business. Our corporate office is located in Cincinnati, Ohio. We maintain our New England Regional Office in Providence, Rhode Island and our Mid-Atlantic Regional Office in Richmond, Virginia. We also operate branch offices in central Indiana, northern Kentucky, and Atlanta, Georgia. Incorporated in the State of Ohio as an S corporation in 1987, Gray & Pape is qualified as a small business enterprise (SBE).

Over the past eight years, Gray & Pape has conducted more than 400 diverse historic preservation projects, including development of design guidelines, National Register nominations, architectural and archaeological surveys, heritage tourism plans, federal and state historic tax credit applications, interpretive displays, scenic byway/corridor management plans, and intensive documentation according to the standards of the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER). In addition to our preservation expertise, Gray & Pape provides 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, and development firms.

Gray & Pape has a permanent professional staff of forty, 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, we maintain 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 in writing reports and articles targeted at both general and specialized audiences. Our staff has prepared comprehensive cultural resource inventories (including 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.

## **Project Approach**

### ***Working Assumptions***

- A brief county history will be developed to provide context for evaluating resources for National Register eligibility.
- A maximum of 750 previously unrecorded resources will be surveyed. The area of coverage will be determined in consultation with SHPO staff prior to initiation of fieldwork.
- Resources will be documented using West Virginia Historic Property Inventory (HPI) Forms, with at least two current resource photos per form.
- All resource locations will be mapped on USGS topographic maps, and each documented site will be digitized using an ESRI shape file with site number and identifying attribute.
- Formal written recommendations will be written for each National Register eligible resource.
- A final survey report with historic context, survey methodology, property type descriptions, USGS maps, and table of resources and recommendations will be prepared in both hard copy and electronic pdf.

### ***Project Methods and Scope of Services***

As requested in the RFP, Gray & Pape will undertake an architectural survey to identify and evaluate previously unrecorded historic resources located within Grant County, West Virginia. Gray and Pape will meet the project goals and prepare all project deliverables by completing four (4) tasks. Our approach to the completion of each task is presented below. All work will be completed in accordance with the Secretary of the Interior Standards and the procedures of the West Virginia SHPO.

#### **TASK 1: PROJECT MANAGEMENT & COORDINATION**

Upon receipt of a Notice to Proceed, Gray & Pape will coordinate with the West Virginia SHPO to schedule an initial project kick-off meeting to review project expectations, scope of work, proposed methods, and schedule. Gray & Pape will review the proposed survey methods with the project coordinator and discuss targeted areas to be included in the survey, as well as property types expected to be encountered.

Following this initial meeting, Gray & Pape will coordinate regular communication by conference call or e-mail with the project coordinator to discuss project progress, from development of the research design to completion of the project.

## **TASK 2: BACKGROUND RESEARCH**

Gray & Pape, will conduct background research in order to prepare a historic and architectural overview of the survey area. A qualified Historian or Architectural Historian will research the local libraries, local historical societies, and the West Virginia SHPO to identify significant and noteworthy buildings, structures, and other cultural resources to be included in the report.

*Time Required: 1 week*

## **TASK 3: FIELD INVESTIGATIONS**

### **Architectural Survey Methodology**

Gray & Pape will utilize one, two-person team to complete the architectural field survey. An Architectural Historian whose professional qualifications meet or exceed U.S. Department of the Interior professional qualifications standards (48 FR 44738-9) will be in the field throughout the investigations to assure timely and accurate completion of the work. The purpose of the survey is to identify and inventory previously unidentified historic resources located within Grant County.

Architectural descriptive data for a maximum of 750 properties will be collected utilizing the HPI Form. All resources recorded by Gray & Pape will be documented in accordance with HPI specifications. All surveyed resources will be digitally photographed using a GPS-equipped camera that records UTM coordinates for each resource, facilitating creation of a GIS layer for all resources surveyed. GPS cameras provide accurate locational data for all photos and resources surveyed, which aids in mapping, assuring accuracy, and increasing efficiency both in the field and in preparation of maps and photo logs. In addition to the field photos, high resolution (10 megapixel or higher) photos will be taken during survey of selected representative properties for use in the final public presentation. All final survey data collected by Gray & Pape will be plotted on a GIS-based map or maps showing the survey areas and identifying structures as contributing, non-contributing. If available, Gray & Pape will utilize shapefiles from the Grant County auditor that include, but are not limited to, aerial maps of the county, boundary outlines of each town and its surrounding areas, individual building footprints for surveyed resources, and parcel data, including parcel size, number, and address.

*Time Required: 4 weeks*



## **PROJECT SCHEDULE**

### **Month One**

- Plan meeting/work session with Gray & Pape Project Manager and West Virginia SHPO to review project expectations, scope of work, proposed methods, and schedule
- Conduct background research
- Prepare and submit draft county history

### **Month Two**

- Conduct fieldwork
- Coordinate with West Virginia SHPO on schedule and progress

### **Month Three**

- Prepare draft survey report documents, including resource forms, mapping, and report text

### **Month Four**

- Complete and submit draft resource forms

### **Month Five**

- Produce hard and digital copies of the report and submit all deliverables
- Final project and reimbursement invoices submitted to West Virginia

## **Project Team Qualifications and Experience**

Gray & Pape has the logistical capabilities and management skills vital to successful completion of this architectural resources survey. The assembled project team has the individual and team experience required to achieve the project objectives. Our firm's resources provide us with the ability to prioritize this project and assure its completion on or ahead of the stated schedule. The following personnel will serve on the Gray & Pape project team.

**Project Manager, Patrick O'Bannon** — He will be responsible for personnel management, maintenance of budgets, and fiscal control for the project, as well as for maintaining communication with the West Virginia SHPO. Dr. O'Bannon is a recognized expert in historic preservation and cultural resources management with more than thirty years experience. He has served as President of the American Cultural Resources Association and the National Council on Public History. His skills as a historian and project manager have brought more than 700 cultural resources management projects throughout the United States to successful completion. Dr. O'Bannon has worked with numerous federal agencies and is expert in all facets of the Section 106 consultation process, with a particular strength in resources of technological, industrial, or engineering significance.

Dr. O'Bannon has completed dozens of historic resource surveys throughout the United States. These include surveys completed for the purpose of Section 106 and Section 110 compliance, as well as surveys for local and regional organizations intended to identify, and ultimately nominate, properties that meet National Register of Historic Places eligibility criteria. He is exceptionally skilled in developing and implementing research and survey methods that assure the efficient and economical completion of projects, and is expert in the identification and interpretation of source materials.

Over his career, Dr. O'Bannon has worked for the National Park Service, a state historic preservation office, and private consulting firms. He has managed a wide range of NEPA and NHPA compliance projects in New England, the Mid-Atlantic, Midwest, and Pacific Northwest for federal, state, and local governments, as well as for private sector clients. He has prepared the full range of NEPA and NHPA compliance documents, as well as historic preservation planning studies, Cultural Resources Management Plans, cultural landscape studies, HABS/HAER studies, National Register nominations, and public information materials. He has successfully managed both small survey and nomination projects and large indefinite quantity contracts. Dr. O'Bannon has served as Senior Manager of Gray & Pape's History/Architecture Division since 2005 and currently serves as project manager for all history and architecture projects awarded to the firm.

**Principal Investigator, Donald R. Burden** – He will be responsible for developing and maintaining project schedules; coordinating investigations; supervising field survey; and completion of the HPI forms and final report. Mr. Burden earned a B.A. with a double major in History and American Literature and Culture from the University of California, Los Angeles in 2003 and a M.S. in Historic Preservation from Ball State University in

2006. His areas of expertise include the history of transportation, industry, and engineering, with considerable attention devoted to building materials and construction methods.

Mr. Burden has worked on a wide variety of history/architecture projects, including small and large-scale Phase I and Phase II architectural surveys; intensive documentation reports for the Historic American Engineering Records (HAER) and Historic American Building Survey (HABS) programs; National Register nominations; and Federal investment tax credit applications. Mr. Burden has completed dozens of historic resource surveys throughout the Midwest and Mid-Atlantic states in support of transportation, communications, and energy projects, as mandated by the National Historic Preservation Act and National Environmental Policy Act. Among the many intense architectural and engineering surveys conducted by Mr. Burden are a number of significant industrial and transportation-related resources, including canals, dams, bridges, and railroad structures. Mr. Burden is also well-versed in the history of nineteenth and early twentieth century American residential and commercial architecture. Having completed numerous history architecture surveys in the State of West Virginia, he is well acquainted with the resources of the region.

Mr. Burden's diverse knowledge of architectural resources, and his extensive experience organizing and completing architectural surveys, provides him the skills necessary to organize and complete both small and large-scale surveys in a timely and efficient manner. Over the course of his career he has developed an impressive track record of overseeing projects that have completed the state agency review process with minimal or no comments.

**Architectural Historian, Douglas Owen** – He will be responsible for conducting fieldwork, providing architectural analysis of the surveyed properties, and writing portions of the survey report. Mr. Owen earned a B.A. in History from the West Virginia Wesleyan College in Buckhannon, West Virginia, in 2002 and an M.A. in History from the University of Cincinnati in 2005.

Prior to joining Gray & Pape, Mr. Owen 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. Mr. Owen also worked as a teaching assistant at the University of Cincinnati. At the University, he presented lectures in American History, and assisted in grading research papers, while working toward his Masters degree. His research interests include urban and commercial history.

Since joining Gray & Pape in 2006, Mr. Owen has worked on a wide variety of history/architecture projects, including National Register nominations; architectural surveys; HAER documentation; and Federal investment tax credit applications. He has completed dozens of architectural surveys and archival research, including research and survey work in support of the Beech Ridge Wind Energy Facility project in Greenbrier, Nicholas, and Pocahontas counties, West Virginia. Mr. Owen'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.

**Architectural Historian, Jennifer Matri Burden** – She will be responsible for conducting fieldwork, providing architectural analysis of the surveyed properties, and completing HPI forms. Ms. Burden earned a B.A. in History from the University of Pittsburgh in 2001 and an M.S.H.P., Masters of Science in Historic Preservation, from Ball State University in 2007. Ms. Burden has worked on a variety of projects in the Midwest and Mid-Atlantic regions. In her capacity as architectural historian, she has been involved in architectural surveys for transportation, public utilities, and pipeline projects. Ms. Burden's recent intensive research projects include the architectural surveys in support of the Beech Ridge Project in Greenbrier and Nicholas counties, West Virginia.

Prior to joining Gray & Pape, Ms. Burden acted as the volunteer coordinator of a town-wide architectural survey in Mount Lebanon, Pennsylvania, a suburb of Pittsburgh. During her time as volunteer coordinator, she oversaw the documentation of approximately 1,000 historic-aged residential buildings by four survey teams.

**GIS Director, Ruth G. Myers** – She will be responsible for managing the Geographic Information Systems (GIS) data collected during the fieldwork and creating the project maps. Ms. Myers has worked for over 20 years in American archaeology and cultural resources management (CRM), with strong academic training and extensive private sector project experience. She earned a B.A. in Anthropology from Indiana University in 1979, with a specialization in archaeology, and completed course work for an M.A. in conservation archaeology from Southern Illinois University at Carbondale. She is currently enrolled at Miami University of Ohio, studying for a master's degree in Geography with a specialty in GIS.

As director of the GIS/Electronic Mapping Department, Myers coordinates the flow of geospatial information for each project through the various analysis and production tools available to Gray & Pape. She has worked extensively with ArcView GIS and is familiar with other GIS, mapping, and database software such as ArcINFO, AutoCAD, Paradox, Excel, and Access. Her years of experience in cultural resource management have given her the skills needed to design and implement GIS and mapping projects that will successfully accomplish the goals of a project.

Ms. Myers' experience includes directing Phase I survey investigations within national forests, reservoirs, mining and development areas, pipeline corridors, and other types of projects. She has designed and managed several major CRM-related GIS projects, including the Millennium Pipeline Project (420 miles across southern New York), the Cincinnati Light Rail Project, the Louisville Light Rail Project, and the Ohio River Scenic Byway. Her responsibilities have also included project design, predictive modeling, documentary research, and technical editing.

## Similar Project Experience

Gray & Pape has conducted a wide range of cultural resource management projects, including Phase I and Phase II architectural surveys, historic building reuse assessments, HABS Level III documentation, and State and National Register of Historic Places nominations. Additional projects include intensive survey reports for state departments of transportation, utility companies, and the federal government as part of Section 106 compliance reporting. Gray & Pape has a national reputation for producing superior quality products, and has worked successfully with State Historic Preservation offices and municipalities throughout the Midwest and Mid-Atlantic regions. The following projects are most similar to the town's objectives and represent our experience and expertise.

**Project:** *Architectural Investigations for the Proposed Beech Ridge Wind Energy Facility, Greenbrier, Nicholas, and Pocahontas Counties, West Virginia.*  
Prepared for BHE Environmental, Inc. and Invenergy, LLC

**Dates:** 9/2007 through 3/2012

**Description:** Gray & Pape conducted an architectural survey of all above-ground resources located within a study area that extended 5 miles around the location of a proposed wind energy facility. Products included 291 survey forms with photographs and final report with GIS mapping.

**Contact:** Erik Duncan  
Principal Project Manager  
Invenergy, LLC  
2028 Benedict Circle  
St. Albans, West Virginia 25177  
304-549-7696

**Project:** *New Deal Resources of West Virginia State Parks and Forests*

**Dates:** 2009 through 2010

**Description:** Gray & Pape prepared a Multiple Property Documentation Form (MPD) and four individual National Register nominations for the West Virginia Division of Culture and History. The MPD provided a statewide 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 the state parks and forests during the 1930s and early 1940s. The project required architectural survey, landscape documentation, and research using primary and secondary sources.

**Contact:** West Virginia Division of Culture and History  
Capitol Complex  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0300  
Erin M. Riebe, Structural Historian - National Register and Architectural Survey  
Erin.M.Riebe@wv.gov  
(304) 558-0240

**Project:** *Large Format Photographic and Historic Documentation of the Jones/Kitzmilller Farmstead (Field Site 21), Old Arnold Mine Road, Grant County, West Virginia*

**Dates:** 2006

**Description:** Gray & Pape completed a HABS document for the Jones/Kitzmilller Farmstead located in Grant County, West Virginia. The project entailed large format (4x5) documentation of the farmstead as well as a history and description of the property.

**Contact:** Peter Barth  
Project Manager  
AMEC Earth & Environmental, Inc  
Wexford Professional Building III  
11676 Perry Highway, Suite 3101  
Wexford, PA 15090  
(724) 940-4200

**Project:** *Agricultural Historical Context for Butler County, Ohio.* Prepared for SunCoke Energy, Inc.

**Dates:** 5/2008 through 5/2010

**Description:** Gray & Pape conducted a countywide history/architecture survey of 19<sup>th</sup> century agricultural resources in Butler County, Ohio. The project team utilized historical and modern maps to determine how many farms remained from this period. Gray & Pape completed approximately 70 Ohio Historic Inventory resource forms, a report with an extensive contextual study, and GIS mapping.

**Contact:** Delauna Pack, Director Corporate HES  
SunCoke Energy, Inc.  
11400 Parkside Drive  
Knoxville, Tennessee 37934  
865-288-5217

**Project Name:** *Brent Spence Bridge History/Architecture Survey.* Prepared for Parsons Brinkerhoff America

**Dates:** 11/2006 through 6/2010

**Description:** This survey encompasses resources along five alternative and 12 sub-alternative routes on either side of the Ohio River at Cincinnati, Ohio and Covington, Kentucky. In Ohio, the APE included one National Historic Landmark, six NRHP-listed properties, including two historic districts, and 27 previously unevaluated resources, two of which were recommended as NRHP-eligible. In Kentucky, the APE includes four NRHP-listed resources, including three historic districts, and 54 previously unevaluated resources. Assessment of the NRHP eligibility of the unevaluated resources is ongoing.

**Contact :** Jennifer Graf

Principal Project Manager  
Parsons Brinkerhoff America  
312 Elm Street, Suite 2500  
Cincinnati, Ohio 45202  
513-639-2145

**Project:** *Ohio Modern: Preserving Our Recent Past.* Prepared for the Ohio Historic Preservation Office.

**Dates:** 5/2007 through 3/2009

**Description:** Gray & Pape prepared a statewide historic context that addressed 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). Structured according to the Secretary of the Interior's Standards and Guidelines for Preservation Planning, the document now serves as an important reference tool for the assessment of post-war resources in the State of Ohio.

**Contact:** Barbara Powers, Project Manager  
1982 Velma Avenue  
Columbus, OH 43211-2497  
614-298-2000

**Project:** *Chagrin Falls Architectural Survey.* Prepared for the Village of Chagrin Falls

**Dates:** 9/2004 through 3/2007

**Description:** This historic properties survey covered the entire Village of Chagrin Falls. Products included approximately 765 survey forms with photographs and a final report with GIS mapping.

**Contact:** Wendy Naylor  
Project Survey Committee  
92 East Washington Street  
Chagrin Falls, Ohio, 44022  
(440) 247-5050

## **COST PROPOSAL**

Gray & Pape is prepared to complete this project for a fixed fee, including all labor and expenses, of \$65,840.00.

This figure will remain in effect for the services described herein for a limited period of 60 days from the submission date of this proposal. Payment shall be remitted as outlined in the project RFP: three invoices: Following submission of a draft history; following SHPO review of draft HPI Forms, maps, and photographs; following final submission and approval by SHPO of all final products.

Senior Manager Patrick W. O'Bannon, Ph.D. will act as the primary contact during the proposal process. He may be reached at (513) 287-7700, ext. 113, or via e-mail at pobannon@graypape.com. Gray & Pape is available to begin work for this project immediately upon receipt of notice to proceed.



27 July 2012

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Patrick W. O'Bannon Ph.D.  
Senior Manager  
GRAY & PAPE, Inc.

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Date