

Qualification Proposal for:

**The Public Service Commission
Restroom Renovation
Charleston, West Virginia**



May 21, 2015

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WV Purchasing Division

Presented By:

THREE DESIGNS, PLLC

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May 21, 2015

Ms. Laura E. Hooper, Buyer
Department of Administration
Purchasing Division
2019 Washington St E
Charleston WV 25305

Reference: PSC1500000020 – EOI Architect/Engineer Services for Restroom Renovations

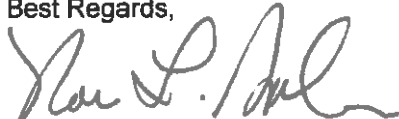
Ms. Hooper:

Three Designs, PLLC, Architects and Planners is pleased to submit the attached information to demonstrate our team's experience, qualifications and commitment to the project for the Public Service Commission Restroom Renovations Design. Three Designs is based out of the Charleston area and has teamed with Miller Engineers, Inc. (MEI). This team is uniquely qualified to provide professional design services on the proposed site for the following reasons:

- ▽ **Experienced Team Members** – Three Designs' team members have worked on various types of projects from administrative office facilities, master plans and support facilities, including analysis and master plans of restroom facilities elements.
- ▽ **Quality Assurance** – At Three Designs, we specialize in design services and we implement all of our knowledge, skills, and training to fit the needs of any customer. We are based in Charleston and have serviced clients throughout West Virginia. What sets Three Designs apart from the others is that we don't just say we will listen to our clients; we treat all of our client's issues or problems with the highest problem solving skills in a timely fashion.
- ▽ **Method of Approach** - Three Designs abides by the elements and principles of design on every project. Our three design principles of functionality, cost control and aesthetics are vital components for every client. When these are brought together and balanced, the client has the project they sought from the designer.

Thank you in advance for taking time to review our attached expression of interest in your project including our team's relevant project experience, qualifications and commitment to your success of the Public Service Commission Restroom Renovation project. We appreciate your consideration to the Three Designs' team for your valuable community project.

Best Regards,



Ron L. Bolen, A.I.A.
President / Senior Architect

THREE DESIGNS, PLLC

Web site: www.threedesignswv.com
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1. PROJECT TEAM DESCRIPTION

Three Designs' Firm Profile

Three Designs, PLLC (a Veteran-Owned Small Business) provides the experience and expertise to successfully develop the The Public Service Commission Restroom Renovations Project. Three Designs has assembled a team with the ideal experiences to ensure that the design for The Public Service Commission will be a successful project for the facility. The design team has designed various phased projects of similar size and type throughout the region.

The Team has blended well together on similar projects in the past, of varying military type projects, as well as related projects this team has previously worked on facilities of similar nature. Collating this talent his gives us an excellent basis of working together on similar types of facilities and will be the very best team for your project.

Given our Team members past experiences, we know what has worked and can adapt our experiences to the Public Service Commission Restroom Renovations Project. Three Designs' selected project team leaders know how to effectively collaborate to provide services through your project; we will spend the time necessary to complete every task effectively. As necessary, the person that is required for the task (whether Architect or Engineer or Technician) will be available during the planning phases.

Three Designs, PLLC would be a strategic partner to ensure project needs are met with the Public Service Commission Restroom Renovations Project without the huge overhead of larger firms. We focus on our Three Designs' principles for every project, giving the very best project design.

Functional / Cost Effective / Aesthetic

We utilize a total team concept to supplement the operational model whereby contractual, project based local talent and expertise is supplemented when necessary by Three Designs that may possess specific proficiency in the project type being designed. This project delivery method results in the client receiving the highest level of talent and experience for the execution of their project.

We have qualified employees and our assembled team has designed projects across the State of West Virginia. We are familiar with all the up to date and effective design building codes and standards and the level of quality required for performing planning of the Public Service Commission Restroom Renovations Project.

THE SUCCESS OF YOUR PROJECT

Projects are successful when the design team members are available during all phases of the project, this means when an architect or engineer is needed to be at the job site, we commit to the Public Service Commission that we will have that individual there.

Establishing this trust is the initial objective of the design team and may be achieved through providing:

- ▽ **Creativity Process** for a well-developed project during the design phase – for fees and project costs, aesthetic designs and economic functional facility
- ▽ **Due Diligence** to detail through the investigative and documentation phases - hard work in defining the intent of your needs
- ▽ **Attentive Service** during the construction phase – insuring the Owner’s wishes are defined in the Construction documents

Project scope control – We are ascertaining that the architectural program and conceptual design will address needs and goals of the Public Service Commission

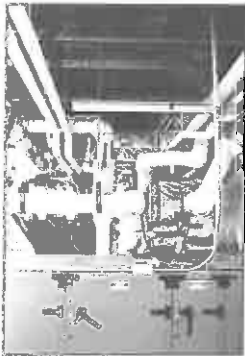
Goals of the project – Will include criteria that will be used by Public Service Commission’s Officials to determine a successful project.

Facility performance criteria - among those to be explored:

- ADA Accessibility for all restrooms to be renovated
- Better function of the restroom facilities
- Access of new restrooms without going into secured areas
- Energy efficient fixtures in all renovated restrooms
- Improved ventilation of the restrooms

CONSULTANTS

We are teaming together with **Miller Engineers, Inc. (MEI)** for mechanical / electrical engineering services. This team has worked together previously very successfully and we believe this the very best team for this project. The team will provide complete documentation for the Public Service Commission's Restroom Renovation project with services from Programming through Construction by the design team.



MEI, the mechanical / electrical engineering component to the team brings critical design performance to the project for all the mechanical, electrical and plumbing components. MEI will analyze the building HVAC, electrical, and plumbing loads to determine the facility requirements. MEI will work with the Owner to determine the mechanical, electrical, and plumbing requirements of the facility.

Our Three Designs' office in Charleston WV provides a full range of architectural services, led by:

Ron L. Bolen, AIA, LEED AP

President

THREE DESIGNS, PLLC

1045 Nease Drive

Charleston, WV 25387

Cell Phone: 304-807-0841

Email: rlbolen@threedesignswv.com

Web site: threedesignswv.com



We provide Solutions. You can expect Excellence.

Firm Profile

*Our engineered solutions involve a **detailed assessment process**: investigation, observation, communication with stakeholders, system analysis, building modeling, and engagement from our entire team. We approach each and every project with this process and the guiding principle that buildings are designed to be livable and function in their intended purpose.*

Over the past (13) years Miller Engineering has engineered solutions for over \$17.2M in mechanical system upgrades, repairs, and renovations for projects of all scopes, with clients ranging from private owners to local and state governments.

Our team has engineered repairs and stabilized systems to assist an owner to plan for required upgrades, system repair or develop a maintenance plan to extend the life of a system.

Our team has unique skill-sets regarding engineered renovation solutions. Each member of the team has hands-on mechanical system installation, construction, design, and maintenance experience.

*Miller Engineering takes pride in being **different by design**, and that difference shines through in all phases of our work and continued relationships with our clients.*

Additional Benefits

- Experienced and Licensed Professional Engineers
- Quality, Value-Engineered Project Delivery
- Qualified Construction Representative on Staff
- LEED-AP Certified
- Below Industry Change Order Status
- Building Information Modeling
- Interactive Solutions Provider
- Emergency Facility Response



Engineering Design and Consultation

- Mechanical
- Electrical
- Plumbing
- HVAC Design
- Renovation
- New Construction

Aquatic Facility Design

- Public Pools & Areas
- ADA Compliance
- Indoor & Outdoor (air flow)
- Chlorination/Filtration

Construction Administration

- Maintenance/Facility Improvement Plans
- Contract Administration
- Code Observation

Communication System

- Intercom & Public Address
- Voice/Data/CATV
- Urgent Response

Energy

- Power Supply (main & backup)
- Green & Renewable Consulting
- Systems Utilization & Upgrades
- Sustainable Solutions

Facility Utilization

- Systems Assessment & Solutions
- Adaptive Re-use
- Planning/Life-Cycle Control
- Engineered Replacement

Life Safety Inspection/Design

- Fire Protection & Alarm Systems
- Access Control
- Fire & Electrical Investigation

Industry Experience

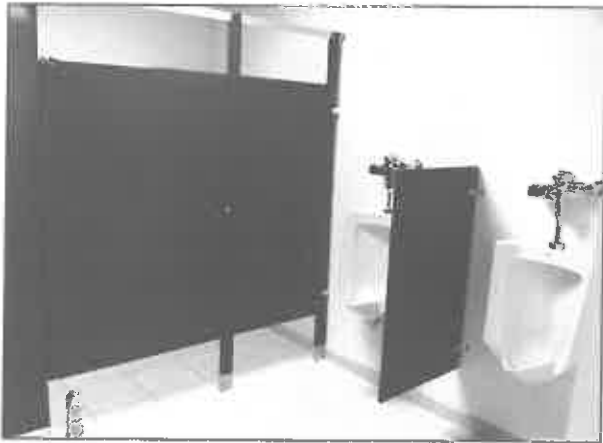
- Education
- Local & State Government
- Commercial Development
- Healthcare
- Public Pools (indoor & outdoor)
- Department of Parks & Recreation

2. EXPERIENCE

The Three Designs Team brings together various experience capabilities for the Public Service Commission's Restroom Renovation Project. We have compiled a cohesive team of professionals with extensive architectural and engineering experience to provide a balance of personnel suited to the needs of this project.

Project profiles for the Three Designs, PLLC experience shows the Principal, Project managers and other personnel's personal experience that have occurred with other firms prior to joining the Three Designs staff.

E. L. Robinson Office Facility Restroom Renovations 2013

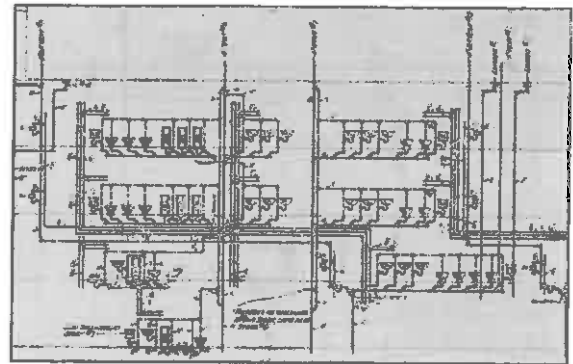
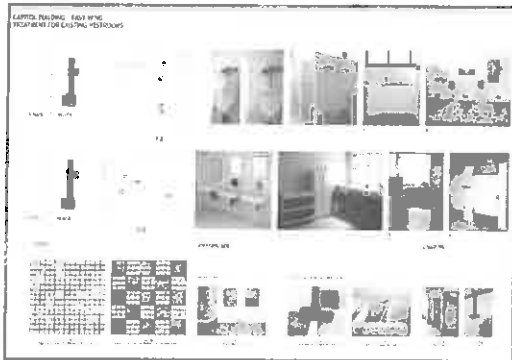
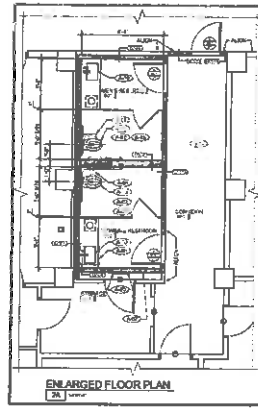


Prior to founding Three Designs, Mr. Bolen developed the design for the staff restroom on the 2nd floor of the Office Complex. The program called for a complete renovation of the existing Men's & Women's restrooms. The restrooms were to be modernized and ADA compliant.

The design of the restroom provided a hands free and energy efficient fixture design for the two restrooms. The restrooms were completely demolished and renovated to upgraded with infrastructure adjustments to all new finishes on floors, walls, ceilings, doors, exhaust ventilation, fixtures and accessories. The restrooms were renovated while the offices on the second floor remained operational.

The layout enabled the toilets for the 2nd floor offices to be accessible from the main lobby, allowing access without entering into the office areas. This allowed security to the areas, while the toilets were open to all areas of the 2nd Floor.

WV State Capitol Restrooms Restroom Analysis & Renovations 2011



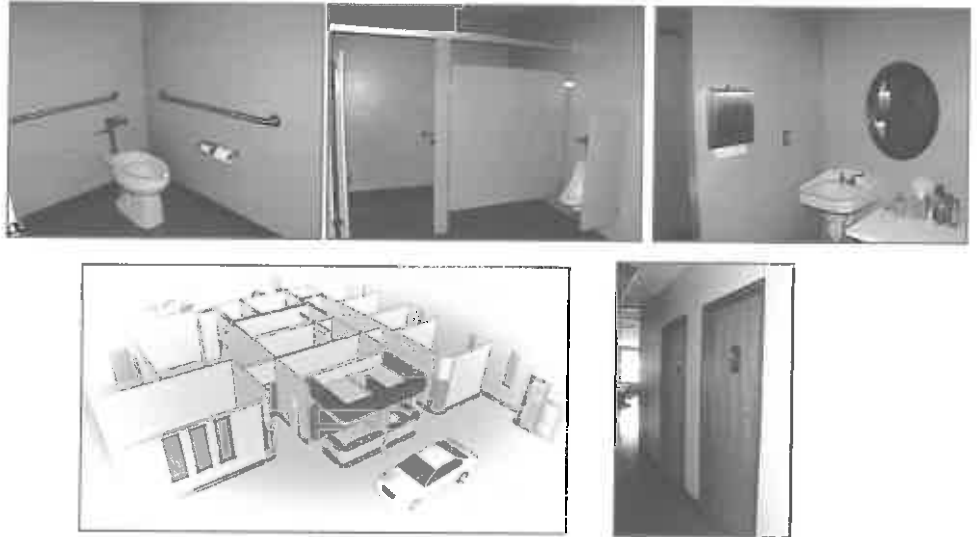
Prior to founding Three Designs, Mr. Bolen developed project architect services for the analysis study and design for the renovation / restoration of 33 restrooms in the Capitol Complex. The program called for a complete renovation of the existing Men's & Women's restrooms. The restrooms were to be modernized and ADA compliant.

Responsibilities included are Architectural coordination with the Architectural team members and the Mechanical /Electrical staff during design and construction, cost estimating project, Architectural design for rehabilitating the existing historical West Virginia State Capitol Restrooms. Mr. Bolen lead a planning study for the renovation of 33 restrooms in the historic West Virginia Capitol Building. The planning study will assess the facilities and their conformance to current code requirements and code-required capacities, compliance with Americans with Disabilities Act (ADA) requirements, quantification of the building occupancy during normal and peak periods, and an evaluation of gender distribution of restrooms within the capitol. Mr. Bolen provided design, and scheduling recommendations. Upon approval of the design, preparation of construction documents was provided. However, due to state budget constraints, the restorations were put on hold.

The Study addressed in a more general manner the design framework for the renovation of the selected restrooms, provide an overall project cost and propose a logical sequence of design, construction and schedule of implementation. The Planning Study is intended to assess the existing facility and its conformance to current code requirements and code required capacities, compliance with ADA requirements, quantification of the building occupancy (during normal and peak periods) and an evaluation of existing gender distribution of restrooms within the Capitol.

Good News Mountaineer Garage

Administration Offices &
Garage Renovations /
Addition
2014



Prior to founding Three Designs, Mr. Bolen provided complete architectural design and construction administration services include a renovation to an existing concrete block and brick facility, sited on the available property allowing for future expansion needs. Parking for the vehicles to be repaired and sold and employee and visitor vehicles will be in the front of the building. The site of the facility is located in Charleston, West Virginia.

Mr. Bolen provided complete design, construction documentation and construction administration services of the approximate 5,000 square foot facility, including administrative offices, vehicle maintenance garage and car dealership showroom. The extensive selective demolition of structural elements of replacing lintels over garage doors to replacement of water damaged concrete masonry units, abatement of hazardous materials of asbestos removal, reroofing with deck repairs, and complete plumbing demolition. The demolition included removal of the leaking roof and repair / replacement of the metal deck, replacement of all roof drains and overflow scuppers. A complete demolition of all electrical, plumbing and mechanical above and below the floor slab was conducted for the future development and complete renovation.

The facility was designed for administrative offices operations and showroom area will have approximately 3,500 and will house four - four offices, a conference room, office storage space, copier space, supply room and completely upgraded ADA Men's and Women's toilets upgrades. The showroom area will also include space for indoor vehicle storage for approximately ten (10) vehicles.

The remaining 2,500 square feet is dedicated to the maintenance functions. In the garage area, the facility required replacement of the (2) overhead doors and the (6) passage metal doors. There were upgrades in equipment and safety fixtures for code compliance. The mechanical / electrical room was divided from the battery storage room with fire rated partitions. The garage equipment required a ceiling of a minimum of 12 feet to accommodate vehicle hoisting. The mechanic's area was equipped with a new toilet facility with shower accommodations.

Little Kanawha Bus Maintenance / Admin. Office Project

New Facility
2014



- Prior to founding Three Designs, Mr. Bolen was project manager on this facility which was developed as project to replace and expand aging bus maintenance / administrative office facility for the local community. The prime objective of the project was to design the facility to serve the local Grantsville, WV area.
- The demolition included hazardous materials removal of asbestos and lead based paint. The facilities were fully demolished and removed from the site. Other elements removed included septic tanks and water cisterns, hazardous materials removal and the full demolition and proper removal of all debris from the site.
- Mr. Bolen provided complete architectural design and construction administration services include the construction of a pre-engineered metal and brick construction, sited on the available property allowing for future expansion needs. Parking for the buses (in the rear of the building) and employee vehicles will surround the building. The site of the facility is located in Mt. Zion, West Virginia. The site is approximately 4.55 acres.
- The operations facility will have approximately 10,000 square feet of which 4,500 square feet will house four - five offices, Men's and Women's ADA toilet facilities in the office area and in the staff lounge area, a conference room, and money counting room, office storage space, copier and supply room, and driver training room which will accommodate approximately 25 individuals.
- The remaining 5,500 square feet is dedicated to the maintenance functions. The garage will require a ceiling of a minimum of 16 feet to accommodate bus hoisting. With the structural roof members, the overall roof height will be about 18 feet. This area will also include space for indoor bus storage for approximately seven (7) vehicles. The site is approximately 4.55 acres.

Daniels Elementary School Facility Design Renovation / Addition 2004



Prior to founding Three Designs, Mr. Bolen was project manager on this facility which was developed as a major demolition / renovation / addition project to repair and expand aging facility for the local community. The prime objective of the project was to demo the aging portions of the facility which could not economically be repaired and to construct and integrate the facility to current standards, providing a complete elementary school facility for nearly 750 students.

The demolition included large portions of the facility while roof steel and bearing walls required support during construction. Demolition required complete removal of toilets, classrooms, office space, and library with roofs, walls, floor slabs, sanitary lines, water system, and power system removed and rerouted for the new layout.

The facility has a large gymnasium, dining room, full commercial kitchen, offices, storage rooms, multiple ADA accessible Men's and Women's / Boy's and Girl's toilets, classrooms, and library and is equipped for ADA compliance. The facilities operate as a pre-kindergarten through fifth grade facility for the local community.

The roof pitch is on a low slope allowing for new rooftop HVAC units for the facility to be installed equipping the school with upgraded heating and cooling. This controlled the classrooms with individual control and controlled operational costs. The construction costs were eased by the client purchasing the HVAC equipment and the contractor installing.

Berkeley Springs Bathhouse

Services Provided:

Mechanical, Electrical,
Plumbing
Coordinate with Architect to
Ensure ADA Compliance

Estimated Budget: \$2.1M
Facility Area: 9,000 ft²
**Owner: West Virginia
Department of Natural Resources**



The heated 1000-gallon per minute flow of 78.4 degree, mineral-laden water is used by spa guests prior to other activities via tubs or large Roman baths. The existing structure was lacking in proper ventilation and dehumidification systems. The goal of the MEP system design was to provide reliable, cost-effective, energy efficient systems that would enhance clients' spa experiences and protect the historic nature of the structure. The successful renovation entailed replacement of all MEP systems and their associated piping. With a need for hot water supply that is exceptionally large, it required a split into two systems: domestic (2,000 GPH) and Roman Bath water (3,000 GPH) units to fulfill demand requirements. A full VAV-HVAC system with terminal reheat and comfort radiant heating was installed over the client tubs and massage tables to produce optimal atmospheric temperatures. Upon completion, goals of proper ventilation and humidity conditions were met.

Project Contact:
Bradley S. Leslie, PE, Assistant Chief
State Parks Section
(304) 558-2764 ext. 51826

Project Experience: Beach and Bathhouse

Tygart Lake State Park

Services Provided:

Mechanical, Electrical, Plumbing
 Commercial Kitchen Update
 Construction Administration
 Coordinate with Architect to Ensure
 ADA Compliance

Estimated Budget: \$995k
 Facility Area: 4 acres
 Owner: West Virginia Department of
 Natural Resources



Previously the beach area was nothing more than a concrete slab prone to algae infestation creating a slip hazard. Paths and recreation areas were ill-defined, lacking clear flow or direction and did not contribute to natural surroundings. After a site review, an overall plan was developed by Miller Engineering and is now a successfully completed project. The State Park is a popular recreation destination for Morgantown area residents. The beach area and access, volleyball, horse shoe, grilling and bath house were all renovated. The kitchen received code compliant updates and additional electric capacity to add a concession stand in the future.

Project Contact:
 Bradley S. Leslie, PE, Assistant Chief
 State Parks Section
 (304) 558-2764 ext. 51826

Advanced Surgical Rehabilitation Hospital

Services Provided:

- Mechanical
- Electrical
- Plumbing
- Nurse Call
- Fire Protection/Alarm

Estimated Budget: \$13M

Facility Area: 67,000 ft²

Owner: AOR Group



Interactive collaboration with the physician owners and contractor was the guiding principal behind the success of this project. Each and every system within the hospital was designed for and met precise health care compliance standards. Specifications for ventilation, electric, plumbing, HVAC and medical gas safety were all applied to the constructable design. Quality assurance and design aspects were satisfied by regular and customary site visits as well as consistent communication with the contractor. Our complete assessment process enabled the client to meet a fast-paced construction deadline which if missed would have had severe government regulatory repercussions and detrimental business outcomes.

Project Contact:

Rick Briggs

Lutz Myers & Associates, Inc.

(724) 758-5455

THREE DESIGNS' TEAM

The Three Designs Team brings together outstanding capabilities to meet and exceed the requirements for the Public Service Commission's Restroom Renovation Project. We have compiled a team of professionals with extensive architectural and engineering experience to provide the Public Service Commission's Restroom Renovation Project with a cohesive balance of personnel suited to the needs of this project.

The qualifications and experience of our key team members will provide for a professional, dynamic mix - well suited to meet and exceed the Public Service Commission's Restroom Renovation needs. A resume for key members of the Three Designs' Team is included on the following pages.

The Public Service Commission
Restroom Renovation Design



THREE DESIGNS

Ron L. Bolen, AIA
Principal in Charge / Architect

Caterina McFadden, AIA Assoc.
Project Manager / Intern Architect

Aaron L. Bolen
Graphics / CAD Manager

Laura Cox, PLA, ASLA, LEED GA
Landscape Architect / Planner



B. Craig Miller, PE, LEED AP
President / Principal Engineer

Travis Taylor, PE
Staff Engineer

Jack Jamison
Code Professional

Joseph Machnik
MEP Designer

Robert Angus
Construction Project Representative

Office Location: Charleston, WV
Experience: 43 years
Education: B.S. Architectural Design, Parkersburg Community College / WVU Ext., 1980
Registration: Registered Architect, No. 3135, West Virginia, 1999
American Institute of Architects (AIA)
LEED, AP (USGBC) -LEED® Accredited Professional, BD+C, 2012

General Qualifications

Mr. Bolen brings over 40 years of design and project coordination experience to the project. Mr. Bolen insists on listening to the client's needs and bringing those desires to reality in a distinctive, functional and state of the art facility – on time and within budget. Project types include a multitude of small and large-scale designs, including office, fire-stations and multipurpose facilities, augmented by varied experience in a wide range of opportunities in renovation and new facility design. Truly innovative designs are based on a well-articulated program developed in a close and continuing interaction between the client and the design team.

While at Three Designs, Mr. Bolen has focused most of his time on design and coordination with clients while maintaining a close relationship with the design team. Increasingly, Mr. Bolen's facilities have become the result of collaborative problem solving with other design professionals and our clients. The results are design solutions that balance interests, intentions and objectives with concepts that reflect quality, integrity and aesthetic appeal.

Relevant Experience

West Virginia State Capitol Restroom Renovations.

Prior to founding Three Designs, Mr. Bolen provided Architectural services and coordination with the Architectural team members and the Mechanical /Electrical staff during design and construction, cost estimating project, Architectural design for rehabilitating the existing historical West Virginia State Capitol Restrooms. Baker is leading a planning study for the renovation of 33 restrooms in the historic West Virginia Capitol Building. The planning study will assess the facilities and their conformance to current code requirements and code-required capacities, compliance with Americans with Disabilities Act (ADA) requirements, quantification of the building occupancy during normal and peak periods, and an evaluation of gender distribution of restrooms within the capitol.

Coonskin Park Maintenance / Storage Facility – Charleston, WV

Prior to founding Three Designs, Mr. Bolen provided Architectural Services from pre-design through all phases of document preparation, consultant coordination, client relations, and into construction administration. This new facility of a pre-engineered metal building complex included maintenance / storage bays and an ADA accessible restroom. A layout was also designed for the future two team shower / toilets / locker rooms for the adjacent soccer field.

E. L. Robinson Office Complex- Crosslanes, West Virginia

Prior to founding Three Designs, Mr. Bolen provided Project Manager services through pre-design and all phases of document preparation, consultant coordination, client relations, and construction administration. As Project Manager, he provided services through pre-design and all phases of document preparation, consultant coordination, client relations, and construction administration. Both of the renovations of the restroom facility design of the 2nd floor, which renovated the existing restrooms into ADA and code compliant restrooms for the offices on the 2nd floor of the complex.

Little Kanawha Bus Facility, Mt. Zion, West Virginia

Prior to founding Three Designs, Mr. Bolen was responsible in providing a complete architectural design and detailed construction administration services include the construction of a pre-engineered metal and brick construction, sited on the available property allowing for future expansion needs. Mr. Bolen provided architectural and construction-phase support for a new, 10,000-square foot, pre-engineered, metal and brick bus maintenance and transit operations facility. The 4,500-square-foot administrative area will include offices, a conference room, a money-counting room, and a driver-training room, and the 5,500-square-foot bus maintenance area will include storage for seven buses. The facility will be ADA-compliant and is being designed to achieve a high degree of energy efficiency. Services include site survey and design, geotechnical testing, environmental compliance, utility coordination, bid documents, bid-phase support, and as-built drawings.

Vocational Tech. Addition – Raleigh County Board of Education

Prior to founding Three Designs, Mr. Bolen provided Project Manager services from pre-design through all phases of document preparation, consultant coordination, and client relations. This addition / renovation design provided four shops, two classroom and restrooms within the required state guidelines.

Ronceverte Vol. Fire Station & Community Center

Prior to founding Three Designs, Mr. Bolen provided services from pre-design through all phases of document preparation, consultant coordination, client relations, and construction administration. The design replaced an existing fire station. The facility was designed with five truck bays, office spaces, and conference hall, large meeting hall, toilets, and kitchen facilities and equipped with facilities for community flood relief. The facility is equipped to house approximately 75 people with full kitchen facilities, restroom / showers, and housing in the event of a natural disaster in the community.

Lincoln County Courthouse Annex

Prior to founding Three Designs, Mr. Bolen provided responsibilities which included are Architectural through construction administration for future phases of the project, Architectural design for a new annex to the existing courthouse. The County Commission required the planning and design of the of new annex for seven administrative offices, Commissioner's Hearing Room, Conference Room, Staff Lounge, Voting Room and Storage, and two ADA restrooms. The access to the toilets was in the public area and secured from the main office area.

Office Location: Charleston, WV
Experience: 10 years
Education: M. Arch. Architecture - Virginia Tech
B. A. Architectural Design - William Smith College
Registration: Associate AIA - NCARB IDP

General Qualifications

Ms. McFadden provides diverse experiences executing projects, ranging from both new constructions to adaptive reuse, demonstrating a level of professionalism and the expertise to handle your complex project needs. Ms. McFadden understands the value of collaborating with clients and occupants; to assess spatial needs, design goals and stay in the budget. Having extensive training and education in architecture, she consistently exhibits a proficient level of quality, value, and knowledgeable design solutions that ensure the health, safety, and welfare of our clients.

Familiar scope of works include detailed feasibility studies, master planning, new construction, renovations to existing construction, tenant renovations, adaptive reuse, historic preservation and historic renovation, investigative reports and promotional drawings and renderings for a wide range of project types, commercial, institutional, residential, religious and recreational.

Ms. McFadden values the process of collaboration in design. Working successfully with everyone involved, ensures the end result is completed to the highest level of standards. Across the boards, she devotes the same level of attention and service to each and every project.

Relevant Experience

Harrison County E911 - Harrison County, WV

As Assistant Project Manager, Ms. McFadden provided architectural services from pre-design research through all phases of consultant coordination and document preparation. The architectural program included analysis of an emergency facility per IBC 2012, NFPA 72, 110, 297, and 450 and WV State codes and municipal codes. The Emergency Building featured a communication center, and was structurally innovative with a second floor building within a building construction, a blast resistant wall envelope, and raised panel access flooring, a multi-system security, emergency and standby power systems and back up mechanical systems.

The building contained classrooms, training facilities, multiple ADA restrooms, elevator tower, secure entry access points, card readers, and security cameras. As a secure Emergency facility housing a communication center, much of the construction was rated, to prevent any intruders from causing harm to the center. Care was taken in detailing the three stall garage, which would house different sized emergency vehicles, and need to be accessed quickly by emergency personnel but yet needed to be connected to the facility in the most secure way possible.

Doddridge Controls, Fairmont WV

As Project designer, Ms. McFadden provided architectural services from pre-design through document preparation, consultant coordination, client relations, and into construction documentation for the layout of the office space within this warehouse building, Formerly SM Kisner & Sons Sheet Metal Work Company. The building was purchased by W. Heimbuch for his expanding fabrication and IT company founded in West Union W.V. Most of the fourth story building was converted into a shop for the company's fabrication needs, prior to design. McFadden was careful to document the character of the building, including historical window detailing and structural components. Demolition and restoration was taken to preserve beautiful historic flooring and new high performance windows were specified that both preserved the character of the original building, and yet, provide a fully functional new use, and further helped the efficiency of the new mechanical system. The architectural layout included creating several office spaces, a conference room, two ADA compliant restrooms, multiple storage spaces and a kitchenette.

**Sourcefire, Columbia MD and Vienna VA
(purchased by CISCO in 2013)**

As Project Architect, Ms. McFadden provided architectural services from pre-design and space planning, through all phases of document preparation, bidding procedures and construction administration. This project had unique challenges as a high performance, government contracted internet security company, using open source intrusion detection services, and as a result, the design including details for secure rooms, electrical back-up supply, generator back-up, mechanical back-up to protect the valuable and sensitive data, and various security measures to ensure any breach of data was prevented. Both tenant outfits were in multi - use buildings, and both required minimum penetrations created to the exterior brick support walls, for adequate sized penetrations for ductwork and electrical components that were required of this type of work. An additional challenge to this project included satisfying both the building owner's specifications and approval with the SourceFire brands requirements. The architectural program included a total of 23 individual office spaces, a large open office for over 20 employees with open cubicle layout attached to power/data poles, multiple ADA and code compliant bathrooms based on occupancy and multiple secure rooms accessed by card reader and other high security protocol.

Office Location: Charleston, WV
Experience: 20 years
Education: 2003, Concord College
Registration: American Institute of Architects (AIA Allied Member)

General Qualifications

Mr. Bolen has spent the last ten years working to develop the graphic design development and to implement the drawing development for projects. Since 1994, he has been responsible for overseeing and auditing many aspects of graphic design for Three Designs' projects. For building projects, he ensures that all graphic design features have been incorporated in order to meet the appropriate levels of the owner's requirements. Project types include: University, Administrative offices, Vehicle Maintenance Facilities, Interior spaces, Churches, Equipment Layouts and Storage Buildings.

As a designer, he has been able to solve visual / communication problems or challenges. In doing so, he has identified the communications issue, gathered and analyzed information related to the issue, and generated potential approaches aimed at solving the problem. As a graphic designer, he understands the social and cultural norms of the audience and develops visual solutions that are perceived as relevant, understandable and effective.

Mr. Bolen has a thorough understanding of production and rendering methods. Some of the technologies and methods of production are drawing, offset printing, photography, and time-based and interactive media (film, video, computer multimedia). Frequently, as a designer, he is called upon to manage color in different medias.

Relevant Experience

Good News Mountaineer Garage, Charleston, West Virginia

Graphic Design Manager. Responsible for the 3D graphic representations of the proposed Auto Repair garage and administrative office facility for this non-profit organization. The Good News Mountaineer Garage graphic three dimensional image representations assisted the client in fund raising and visualization of the finished product.

WVU - P, Parkersburg, West Virginia

Graphic Design Manager. Responsible for the 3D graphic representations of the proposed maintenance and office facility for the WVU branch at Parkersburg. The graphic three dimensional image representations assisted the client in visualization of the finished product.

WVSU, Institute, West Virginia

Graphic Design Manager. Responsible for the 3D graphic representations of the proposed maintenance, classroom, laboratories and office facility for the WVSU at Institute. The graphic three dimensional image representations assisted the client in visualization of the finished product.

Lincoln County Annex, Hamlin, West Virginia

Graphic Design Manager. Responsible for the graphic three dimensional image representations of the proposed office facility and maintenance facility for the Lincoln County Commission at Hamlin. The graphic representations assisted the client and the contractors in visualization of the finished product.

Little Kanawha Bus Maintenance Facility, Mt. Zion, West Virginia

Graphic Design Manager. Responsible for the graphic three dimensional image representations of the proposed office facility and maintenance facility for the Little Kanawha Bus at Mt. Zion. The graphic three dimensional image representations assisted the client and the contractors in visualization of the finished product.

Church of God Youth Center Annex, Princeton, West Virginia

Graphic Design Manager. Responsible for the graphic three dimensional image representations of the proposed Youth Center facility for the COG at Princeton. The graphic three dimensional image representations assisted the client and the contractors in visualization of the finished product.

Office Location: Charleston, WV
Experience: 34 years
Education: B.S., 1978, Landscape Architecture, West Virginia University
Certificate, 1995, Computer Aided Drafting, Putnam County Technical Ctr
Registration: Landscape Architect, Virginia, 1987
NICET III Transportation-Highway Construction, West Virginia, 1983
Registered Landscape Architect, West Virginia, 2008
Licensed Landscape Architect, New Jersey, 2010
LEED Green Associate, 2010

General Qualifications

Ms. Cox is a Registered Landscape Architect with over 30 years of experience in the fields of landscape architecture and land planning. She has knowledge of all phases of design from site analysis and conceptual planning through construction documentation, permitting and administration. Her design experience includes large scale site preparation and grading, drainage analysis, storm water conveyance and detention, and utility and infrastructure design.

Ms. Cox has an extensive background in site and land use planning for counties and municipalities including, feasibility studies, review and evaluation of preliminary and final subdivision plans, special exceptions, rezoning applications, yield studies, special use permits and client representation at public hearings and meetings with civic groups.

Relevant Experience

Campus Master Planning Services for State Capitol Complex

Prior to working with Three Designs, Ms. Cox provided Landscape Architect responsibilities including assisting in various phases of the Master Planning effort including site analysis, design recommendations, and coordination of graphics for publication. Master planning services included plans for expansion, location of new buildings, pedestrian and traffic circulation, landscaping, utilities, and site security. Responsibilities include assisting in various phases of the Master Planning effort including site analysis, design recommendations, and coordination of graphics for publication. Master planning services included location of new buildings, pedestrian and traffic circulation, landscaping, utilities, and site security.

Parsons City-Wide Comprehensive Parks and Recreation Master Plan

Prior to working with Three Designs, Ms. Cox provided services as Project Planner for Parsons Parks Board.

Erma Byrd Center, Beaver, Raleigh County, West Virginia

Prior to working with Three Designs, Ms. Cox provided Project Landscape Architect services.



B. Craig Miller, PE

Craig founded Miller Engineering in 2003, and serves as President and Principal Engineer. He has more than (15) years experience in design, specification, operations and project management. During his employment with WVU, Craig was directly involved with approximately \$130 million in new capital construction which included pool projects.

His experience with a wide range of projects including HVAC, electrical, plumbing, infrastructure upgrades, building automation, energy efficiency, and maintenance/renovation, among others, allow him to serve in multiple capacities within a given project. Craig will serve as the "Relationship Manager" for Miller Engineering as the main communication interface between the Owner, the design team, contractors, and end users.

Project Role: Relationship Manager – Primary Point of Contact

- *Engineer in Responsible Charge*
- *Design and Project Management of Mechanical, Electrical, Plumbing Projects*
- *Concept and Construction Design*
- *Business Operations and Financial Management Oversight*
- *Quality Assurance and Control*

Professional Project Highlights

- *WVU Recreation Center Indoor Pool – Owner’s Engineer*
- *WVU Natatorium – Owner’s Engineer*
- *Camp Virgil Tate*
- *WVU Jackson’s Mills*
- *Greenbrier State Park*
- *Beech Fork State Park Lodge indoor/outdoor pool design development*
- *Cacapon Lodge Addition*
- *(25) years combined experience in pool operations, maintenance, evaluation, and design*

Professional History

2003- Present	Miller Engineering, Inc.	President, Relationship Manager
2002-2003	Casto Technical Services	Existing Building Services Staff Engineer
2001-2002	Uniontown Hospital	Supervisor of Engineering
1995-2001	West Virginia University	Staff Engineer
1990-1995	BOPARC	Caretaker – Krepps Park
1983-1988	University of Charleston	Electrician/HVAC Mechanic

Education

1995	West Virginia University	BS- Mechanical Engineering
1988	University of Charleston	BA- Mass Communications

Licenses and Certifications

- Professional Engineer (West Virginia, Pennsylvania, Maryland, and Ohio)
- Licensed Master Plumber
- LEED-AP Certified



Travis Taylor, PE

Experience in project management facilitates Travis's ability to create and design constructible projects. Prior to joining the Miller Engineering team he was directly responsible for managing \$10 million in electrical construction budgets. His experiences encompass both new construction and renovation.

Travis maintains professional competencies by attending seminars and continuing education classes. As a staff engineer he provides HVAC, Mechanical, Plumbing, and Electrical design solutions and services for our clients. In addition, he is part of our team's complete assessment process in both planning and MEP design through construction administration.

Project Role: Staff MEP Engineer

- *Design of Mechanical, Electrical, and Plumbing Systems*
- *Constructible Materials Evaluation*
- *Site Evaluation and Mechanical System Review*
- *Submittal and RFP Review*
- *RFI Coordination, Review, and Response*
- *Construction Observation*

Professional Project Highlights

- *Experience with design for pool mechanical systems*
- *Camp Virgil Tate lighting and pool design*
- *Green Hills Country Club outdoor pool*
- *Krepps Park ADA upgrades*
- *Greenbrier State Park*
- *Cacapon Lodge pool addition and evaluation*
- *Beech Fork State Park Lodge indoor/outdoor pool design development*
- *Greenbrier State Park*

Professional History

2011-Present	Miller Engineering, Inc.	Staff Engineer
2006-2011	Tri-County Electric, Co.	Project
Manager		
2006-2006	Schlumberger	Field Engineer
Trainee - MWD		

Education

2006 West Virginia University, BS -- Mechanical Engineering

Licenses and Certifications

- Professional Engineer - State of West Virginia
- OSHA 10-hour Course: Construction Safety & Health



Rob Angus

(20) Years of maintenance, operations, and construction management precede Robert's engagement with Miller Engineering. Professional expertise of construction project management was gained as an owner of his own contracting company specializing in residential and commercial construction, electrical, plumbing, and HVAC projects.

(Robert's hands-on, common sense, and valuable work history knowledge, enables him to interface with construction personnel seamlessly alongside engineers and architects. He is adept at preventing and handling issues. Robert is involved at the estimation phase to allow for continuity within the project's design and construction.

Project Role: Aquatic Construction Representative

- **Construction Project Representation and Management**
- **Project Cost Estimation**
- **Submittal Review**
- **RFI, RFPCO Review and Response**

Professional Project Highlights

- **BOPARC Pool and Ice Skating Rink** (Previous Employment Experience)
- **Camp Virgil Tate – WVU 4-H Pool Renovation**
- **Greenbrier State Park Pool Renovation**
- **Bluestone State Park Pool Renovation**
- **Maintains a change order rate of less than (5%) consistently**
- **(10) Years of owner experience in large scale construction**
- **(20) Years of experience in pool operations, maintenance, and design**

Professional History

2009- Present	Miller Engineering, Inc.	Aquatic Construction Representative
2000-2009	Angus Contracting, LLC	Owner/Operator
1991-2000	BOPARC	Director of Maintenance

Education

2000	Monongalia County Technical Education Center	Heating, Cooling, and Refrigeration Certification
1996	West Virginia University and Parks Administration	Recreation

Licenses and Certifications

- Licensed West Virginia General Contractor
- Licensed West Virginia HVAC Contractor
- Certified HVAC Mechanic Contractor
- Licensed West Virginia Journeyman Electrician
- Licensed West Virginia Master Plumber
- OSHA 10-Hour Construction Safety & Health



Jack Jaminson

Jack brings (15) years as an electrical/building inspector and over (25) years of experience in the commercial electrical construction industry. His knowledge and experience are valuable resources to Miller's complete assessment process.

Project Role: Code and Construction Specialist

- **Facility Review, Code Research, and Project Evaluation**
- **Field Observations and Issue Resolutions**

Professional Project Highlights

- **Board Member of the WV Code Officials**
- **Founder and Secretary of the West Virginia Division of the International Association of Electrical Inspectors**
- **IAEI Ohio Chapter – Membership Chair**

Professional History

2010- Present	Miller Engineering, Inc.	Code and Construction Specialist
1999-2010	Megco Inspections	Chief Inspector
1972-1998	Jamison Electrical Construction	Electrician

Education

1971 Fairmont State College, BS-Engineering Technology-Electronics

Licenses and Certifications

- Master Code Professional, IAEI Master Electrical Inspector, Class C Electrical Inspector – WV, PA, MD, & OH
- ICC Commercial Building, Building Plans, Commercial Plumbing, Residential Energy, and Accessibility Inspector/Examiner
- WV Master Electricians License
- NCPCCI-2B, 2C, 4B, 4C: Electrical & Mechanical General/Plan Review
- OSHA 30 Hour Course: General Industry
- NFPA Code Making Panel 14 – NEC 2014 Edition



Joseph Machnik

Joe has experience with AutoCAD, MEP and Revit MEP. He provides design modeling, drafting, and supervised design services and construction support for Miller Engineering.

Project Role: MEP Designer

Revit/CADD Coordination of New Construction and Renovation Designs

Professional History

2010 – Present Miller Engineering, inc. MEP Designer

Education

2008 Penn State – Fayette, AS - Building Engineering Systems Technology: *Building Environmental Systems Technology*
 2007 Penn State – Fayette, AS - Building Engineering Systems Technology: *Architectural Engineering Technology*

➤ **Design & Permitting**

Miller Engineering, Inc. (MEI) will work with the design team along with any owner's representatives and stakeholders to determine the requirements of the project. MEI will meet with the owner's staff to ensure the project meets desired design criteria and standards in addition to interfacing with any existing building systems. All standards related to the installation of a battery room, including ventilations considerations, will be included in the construction documents. MEI will also consult with local and state code officials for compliance in regards to applicable construction and life safety codes. A preliminary budget will be created, which will be updated to help the owner better understand the associated costs with any design options or scope changes prior to bidding.

➤ **Construction Administration**

Miller Engineering will be available to provide construction administration (CA) services for the project if necessary. MEI will be present during pre-bid meetings and will assist in answering questions from contractors and vendors during the bidding process. MEI will provide support to the design team and the client in issuing addenda. Miller Engineering will take part in kick-off meetings and in agreed upon progress meetings. It is company policy to answer any RFIs and review submittals in an expedient manner, as any delays can cost the project time and money. CA services can also include performing project observation outside of scheduled progress meetings. MEI will be available to perform punch lists related to substantial and final completions.

Project Close-out

Another company policy is to require the contractor to provide training and demonstration to the owner's maintenance staff, at which MEI will be present. CA duties will also include reviewing operation and maintenance manuals, close-out documentation and record drawings.

Client References

What our satisfied customers have to say...

"I chose Miller Engineering because they are not a purely design based firm. They have real world construction experience and the work ethic to ensure that the project is completed on time, on budget. I have confidence that my agency's interest is well served in design and in construction contract administration. I cannot say that about every firm I have worked with."

--Bradley S. Leslie, PE

"Hard working, very customer oriented, diligent and your team at Miller Engineering will do 'whatever it takes' 24/7 to meet our needs or any customers' needs. Willing to come in on days off, weekends, nights, and holidays - no questions asked!"

--Christopher T. Halterman

<p>Brad Leslie, PE Assistant Chief WV Division of Natural Resources State Parks Section 324 4th Avenue South Charleston, WV 25303-1228 (304) 558-2764 ext. 51823 Bradley.S.Leslie@wv.gov</p>	<p>Kerri J. Wade, MSW Extension Agent - Kanawha County West Virginia University 4700 MacCorkle Avenue, SE Suite 101 Charleston, WV 25304 304.720.9573 Kerri.Wade@mail.wvu.edu</p>	<p>Christopher T. Halterman Director of Operations The Dominion Post 1201 Earl Core Rd. Morgantown, WV 26505 (304) 291-9479 chalterman@dominionpost.com</p>
<p>Pat Sweeney Business Manager Southeastern Greene School District 1000 Mapletown Rd. Greensboro PA 15338 (724) 943-3052 Sweeney.pat@segasd.org</p>	<p>Mike Trantham Program Administrator Senior WVU Environmental Health & Safety P.O. Box 6551 975 Rawley Avenue Morgantown, WV 26506 (304) 293-5785 Mike.Trantham@mail.wvu.edu</p>	<p>Randy Kolson Vice President Aqua Pool, Inc. 1438 Electric Avenue Pittsburgh, PA 15112 (412) 824-6900 randy@aquapoolinc.com</p>

For more information contact – Craig Miller, PE, Owner of Miller Engineering, Inc.
Phone: 304-291-2234, 250 Scott Avenue Suite 3, Morgantown, WV 26508

4. PROJECT APPROACH



The Public Service Commission - Restroom Renovation Design

Three Designs' approach to the Public Service Commission's Project is consistent with the strategies employed by the Three Designs' team on its professional service design projects.

Should we be tasked with developing a design/construction package for Public Service Commission to address the existing facilities upgrade, the following approach will be followed. Public Service Commission's Approach is described in components in this section with our project plan and the tools by which we intend to accomplish the aspirations for your project.

PROJECT MANAGEMENT

Successfully produced projects are the result of establishing trust with the client that the Three Designs' Team will commit to meeting the client's goals, schedule and budget concerns in a timely, comprehensive manner. Reference contacts are:

Mr. Joseph D. McClung— Project Manager- WV Army National Guard Construction & Facilities Management— (304) 561-6548 (*WVARNG Headquarter Building*)

Mr. Todd M. Dorcas – Community Development Specialist - *WV Public Transit Authority* – (304) 558-0428 (*Little Kanawha Bus Maintenance Facility*)

Mr. Jason Hudak, PE— MSHA D4 - Impoundments – (304) 877-3900 EXT 202

Mr. Charles Hurley - Chief Financial Officer – Good News Mountaineer Garage— (304) 344-8445 (*Garage Admin Office / Garage Renovations*)

The Public Service Commission - Restroom Renovation - RFP Language

Mission:

Three Designs' mission is to provide architectural and engineering design solutions for reducing the risk associated with having the general public using restroom during hearings that are in the same hallway as employee workspaces and the Agency's computer servers. In addition, the other six existing restrooms need to be brought into ADA compliance. All design and construction work shall occur during the timeframe of the Agency façade replacement project.

Project & Goals:

Three Designs' project goals and objectives are:

- Goal 1 – Provide design services to renovate the existing restrooms to meet current ADA requirements. Work will include architectural, plumbing, electrical and mechanical design services necessary to document the intended work.
- Goal 2 – Provide design services to add two new single user public toilet restrooms on the first floor, which will be designed to meet current ADA requirements. Work will include architectural, plumbing, electrical and mechanical design services necessary to document the intended work.
- Goal 3 – Provide specifications and construction documents for the intended work.
- Goal 4 – Provide bid documents based upon AIA standard documents and answer bidders' questions during the bid period.
- Goal 5 - Provide review of contractor's product submittals and request for payment, review the work and answer contractor's request for information during Construction Administration.
- Goal 6 – Coordinate work and schedule with the Criteria Developer for the Agency Façade Replacement Project.

This RFP Language gives us a very good start to setting up the project and helps us in understanding how the needs can be met as follows:

- a. **Building systems selections** Systems will be closely discussed with the Owner prior to any selection.
- b. **Building materials preferences** of key materials to be carefully considered and incorporated.
- c. **Budget control.** Successful projects result from working to remain within those budget constraints.
- d. **Schedule control.** It is critical to ensure that the design components are developed within a coordinated schedule with the Criteria Developer that meets Public Service Commission's needs.

Project Execution

For execution of this project, Three Designs will create a Work Plan that identifies accomplishing the following project phases/tasks/ progression:

a. Facilitate a project kick-off conference

1. The objective will be to introduce the design team to the history of the project, the progress made to-date, and for Public Service Commission's Project to present the assessment criteria, concept design and/or vision.
2. This meeting is to be interactive and to familiarize the design team with Public Service Commission's goals, ideas, and expectations for the project. It is an opportunity to become more familiar with design team members and their particular expertise.

b. Existing Building Analysis

Building Systems Analysis - Assess existing Architectural, Mechanical, Electrical and Plumbing systems and to determine best option for all of the restroom renovation and addition issues.

- Review any existing drawings and specifications available from the Owner's archives
- Consider, more energy efficient and cost effective options to complete the renovations
- Location and size of utility chases and access points for usage of the building renovations / expansions
- Identify key techniques, operations
- Confirm the approach to:
 - a. Operational standards
 - b. Security
 - c. Safe working environment
 - d. Cost effectiveness
 - e. Apparatus
- Develop a Code Analysis of the facility for review
- Develop an analysis of the existing mechanical / electrical / plumbing systems including utility corridors with dimensional control and sizing of members
- Confirmation of space needs
- Understand schedule ramifications / confirm milestones
- Develop an understanding of the design context and preferences of Public Service Commission
- Develop an understanding of the building usage, including circulation
- Explore budget ramifications of design precepts

c. *Review of the Facilities' Code Requirements*

Review existing occupancy and develop quantities of fixtures necessary for code compliance

- Review with the Owner they number of tenants of the facility
- Location of tenants to insure quantities of fixtures (including ADA), per floor
- Develop the space requirements based upon the quantity of fixtures necessary
- Submit the existing fixture quantities package, including drawings and report to Public Service Commission's project team for review

d. *Design of Restroom Renovation Needs*

The Design the Restroom Renovations using the most energy efficient methods available and prudent

- Use of current codes / standards as required
- Identify drainage system needs, location of system devices and maintenance access
- Identify adjacency to facilities, proximity of spaces
- Submit drawings and specifications package to Public Service Commission's project team for approval
- After approval, finalize the development the systems to bidding and construction of the Restroom Renovation needs

Goals of the project – Our goals will include criteria that will be used to provide Public Service Commission's Officials a successful project. These goals stem from our Three Design Principles:

Function - Providing the best function of the facility changes to meet the needs of the users

Cost Effective – Utilizing the best consultants, providing the best designs and the most effective product on the project.

Aesthetic Design - Developing a pleasing design that enhances the facilities purposes.

Functional / Cost Effective / Aesthetic

5. ATTACHMENTS

EXPRESSION OF INTEREST
Public Service Commission Restroom Renovation

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, 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, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State Agency that may require registration.

THREE DESIGNS, PLLC.
(Company) RON L. BOLEN
Ron L. Bolen PRESIDENT

(Authorized Signature) (Representative Name, Title)

304-807-0841 5/21/2015

(Phone Number) (Fax Number) (Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: PSC150000020

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.

THREE DESIGNS, PLLC
Company
Don P. Paul
Authorized Signature
5/21/2015
Date

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: PSC150000020

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THREE DESIGNS, PLLC

Company

Jan P. Paul

Authorized Signature

5/21/2015

Date

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

Revised 6/8/2012

State of West Virginia
VENDOR PREFERENCE CERTIFICATE

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

1. **Application is made for 2.5% vendor preference for the reason checked:**
Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% vendor preference for the reason checked:**
Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% vendor preference for the reason checked:**
Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% vendor preference for the reason checked:**
Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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

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

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

Bidder: THREE DESIGNS, PLLC

Signed: 

Date: 5/21/2015

Title: PRESIDENT