



Jessica Chambers
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

September 1, 2016

Dear Ms. Chambers:

In response to your qualifications request for the professional Architectural and Engineering Design services, the E.T. Boggess Architect, Inc. team is pleased to submit information regarding our experience. We will assist you with the design and renovations necessary for window replacement at the Clarksburg, Martinsburg, and Salem WVARNG Armories. Our team will work with the State of WV, WVARNG, and representatives from the various units to ensure that everyone's vision for each project is achieved.

I will be your architect and will be the person-in-charge for all aspects of the project. Our team is very familiar with renovation projects, including window repair/replacement, along with possible issues that could arise during the replacement process. We understand and appreciate the challenges that state agencies face and believe we offer the service, knowledge and experience you will need to successfully accomplish all the proposed projects with as little disruption to the daily operations of each facility as possible.

ETB emphasizes a client-centered design approach, incorporating mutually defined project objectives. Through this focus, we can assure the State of West Virginia and the WVARNG that needs and project issues will be clearly identified and addressed through an engaged, interactive programming, design, and construction process. Our design process will be conducted with an attention to detail, creative problem solving and with a passion towards project success.

We value this opportunity to serve you and look forward to personally presenting our credentials.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd Boggess', written over a faint, larger version of the signature.

Todd Boggess, AIA, NCARB, Architect
President

09/01/16 11:37:22
Purchasing Division

Cover Letter

Qualifications & Technical Expertise – 1

Approach & Scope of Services – 2

Firm Profile – 3

Projects / Prior Experience – 4

Management & Staffing Capabilities – 5

West Virginia Forms – 6

Qualifications & Technical Expertise – 1

Approach & Scope of Services – 2

Field Office – 2

Previous / Prior Experience – 4

Management & Staffing Capabilities – 5

Other Critical / Important Items – 6

INTRODUCTION

The E.T. Boggess Architect, Inc., team understands the challenges facing our state agencies as they strive to serve the needs of our citizens and improve the existing conditions at our governmental facilities. The financial situation our state is enduring has affected all of us and requires us mountaineers to "get creative" in our approach. We must find ways to receive maximize return from the financial resources available, create energy efficient environments, and improve safety and security. Improving existing guard facilities can be an excellent "morale booster" and shows your commitment to helping the military help us.

ETB has a great deal of experience with government facilities, both new and renovations. We understand the unique requirements associated with renovations and the importance of being prepared for any surprises that may be encountered. In recent years, ETB has worked on a number of renovations for various governmental agencies in our area. One of our historic renovation/adaptive re-use projects, the Princeton Public Library, received the WVAIA's Honor Award. The project involved transforming the vacant former USPO into a vital downtown center of activity. The interior renovations included a total re-design, while preserving some of the historical architectural details. New MEP systems were installed and existing windows were either restored or replaced. The exterior renovations included a thorough cleaning of the limestone and the creation of code compliant access to the building. Many interesting details were uncovered and incorporated into the design, including a skylight that had been hidden during a previous renovation. Additional renovations have been accomplished with emphasis on energy upgrades, access, and security for the Mercer County Courthouse and the Mercer County War Memorial Building. ETB has also accomplished several "face-lifts" for the exterior of commercial building and shopping malls.

ETB maintains an on-going relationship with several mechanical, electrical and plumbing (MEP) firms within our state, as well as on a national basis. We have recently worked with the MEP firms listed below:

- Harper Engineering (St. Albans)
- CMA Engineering (Charleston and Morgantown)
- ME Consulting, Inc. (Liberty)
- Tower Engineering (Pittsburgh, PA)
- Newcomb & Boyd (Atlanta, GA)
- Scheeser-Buckley-Mayfield (Columbus, OH)
- Valley Engineering (Harrisonburg, VA)
- HAWA (Columbus, OH)

We also maintain good working relationships with multiple structural engineering firms, including the ones listed below:

- Moment Engineers, Inc. (Charleston)
- Stafford Consultants, Inc. (Princeton)

While all of the firms we have worked with produce quality designs, the decision may rely on which firm can produce the documents and perform the necessary services within your timeframe. Often an existing professional relationship or a commitment to service can create a strong preference or direction for the consultant team. These consulting firms provide great support for our team and may have specific knowledge or experience with the property or similar applications. Our team will possess the experience, knowledge and commitment to ensure the window replacements at the three armories can save energy, money, and valuable resources over time, as well as comply with the appropriate codes. **Win Strock** has worked with us on numerous projects and will assist with cost estimating, if needed. His estimating firm is based in Charleston and his understanding of the local construction industry is invaluable.

PHILOSOPHY

Communication, collaboration, and consensus are the three elements we feel are essential to the planning, design and building process. The architect is responsible for the finished product, but the design process must include guidance and review by you and representatives from the various agencies. Our goal is to develop a “*partnership*” with our clients – a relationship that includes a long-term commitment, trust, and shared vision.

ETB believes architectural design should be an *interactive process*. We work closely with you to identify and define all your project goals, objectives, functions, responsibilities, and relationships. This interactive approach enables us to develop facilities that meet your requirements, as well as being aesthetically distinctive. Design cannot be mass produced or provided in a “cookie cutter” fashion, it must be developed from scratch with the unique attributes of each individual project in mind. Our approach is not only about our ideas . . . it is about *you and your ideas*. We **look** at your existing armories, **listen** to what you need, and then provide **designs** to satisfy those needs.

METHOD for MEETING GOALS

The Integrated Design Process is our process of design in which the owners, users and the ETB team (architects and engineers) are all integral team members. This integrated process and the implementation of high performance design requires both efficiency and innovation. In our role with this team as the design leader and project organizer, ETB will be responsible for coordinating and orchestrating the work of our in-house team with the appropriate consultants and users involved throughout the design, documentation, and administrative functions of the project.

Utilizing the interactive design approach will best serve the needs of the WVARNG by allowing us to better identify your objectives and produce long-term solutions. Your projects will be completed by emphasizing the following activities:

- **Understanding goals.** We develop a plan for identifying and prioritizing individual goals as a means for addressing the overall project.
- **Brainstorming ideas.** We investigate opportunities for greater service through value engineering, strategic partnering, or an alternative delivery method.
- **Assuring timelines.** We generate a management plan to fulfill deliverables and meet milestones on schedule. All team members participate in and monitor this plan.
- **Maintaining client contact.** We are accessible, convenient, and committed to success from the beginning through the design process, and after completion.
- **Inviting performance feedback.** We involve all team members and clients in project evaluation at closeout and determine how well time, cost, and design goals were met.

Project Management - Our project managers provide extraordinary leadership managing the team dynamics, budget, schedule, and the flow of information. The project manager’s role also includes assisting the client with the management of services and consultants that may not be a part of this contract, but still may have an impact on workflow and infrastructure coordination. The effective implementation of your goals and objectives will be realized thru early and consistent collaboration among all the design disciplines. This will result in opportunities and challenges being discussed and addressed as we proceed thru the design process.

Cost Management - We believe that the management of cost and/or risk begins with the development of fully vetted alternatives which enable you to make informed choices about the project. We search for simple and effective solutions for each armory. We also believe that the evaluation of cost must extend beyond the cost of construction, and consider the costs of operations, human resources, energy and sustainability.

Project Schedule Management - Completing projects on time requires effective schedule management and a commitment of the entire project team. The process begins with the development of the project schedule with input from each stakeholder engaged in the process. Accelerated schedules require even more dedication to benchmarks and deadlines, identifying production problems early and making the necessary adjustments before issues become too great to be effectively managed. We also want to insure as little disruption as possible to the day-to-day activities at each armory during the construction process.

Quality Assurance - We feel quality assurance is the ability of an architect to provide the client with a set of documents that satisfies the client's needs and are as accurate as possible. ETB believes quality assurance is an ongoing process, not just a one-time occurrence. No project is perfect, however, we strive to achieve maximum client satisfaction. An active role during construction contract administration services provided an opportunity for our team to better respond to existing conditions that may differ from the design intent.

To that end, we have set the following goals for ourselves:

- Promote teamwork
 - within the office
 - with outside consultants
 - with representatives from the State of WV and the WVARNG
 - with representatives from each of the local armories
- Quality management throughout entire project – *Website*
- Prompt response to client's requests – *Availability*
- Creation of quality construction documents – *Purpose Driven*
- Error *prevention*, not error catching – *Standard Practices*
- Personal pride in our work - *Motivation*
- Education and Training in-house (staff mentoring) – *Continuing Education*
- Go the extra mile whenever necessary – *Service Oriented*

Quality Control - Quality control starts with matching expectations about quality standards and life cycle costs with budget and scope during planning and design reviews. This continues through construction delivery with a program of inspections, tests, and certifications that are typically handled through a third-party agency. Quality control should flow seamlessly from one phase to another. The "partnership" we develop during the project assists us in maintaining a high level quality control standard with everyone working together in the project's best interest.

We strive to coordinate performance among the entire project team in order for a completed building program to fully satisfy your needs and expectations. The quality control plan we follow should help eliminate errors, reduce cost and improve overall building quality.

ETB normally follows the plan as outlined below:

- Keep the lines of communication open and consistent between all team members
 - Regular/scheduled project meetings
- Share lessons learned from recent similar projects, include value engineering
 - Up-to-date detailing
- In-house reviews to address issues with constructability and budget restraints
- Utilize past experiences related to construction administration
 - Address before issue or occurrence
- Provide post construction administration services to be utilized on future projects
 - Every project or opportunity can be a learning experience for continued growth to better serve clients



Contract Letter

Qualification & Technical Experience - 1

Approach & Scope of Services - 2

Firm Profile - 3

Projects & Past Experience - 4

Management & Staffing Capabilities - 5

West Virginia Purchasing Form - 6

APPROACH

Our approach to the window replacements at the Clarksburg, Martinsburg and Salem Armories for the WV National Guard begins with a thorough examination of the existing windows. It will be important to determine whether the building cladding can be removed to access/evaluate the existing flashing/sealant installation. If the cladding must remain in place, and the integrity of the existing flashing and sealants hidden within the wall assembly cannot be verified, then it may be necessary to install new flashing and sealant on the exterior surface of the wall integrated with the new window system. It will also be important to coordinate directly with weather barrier manufacturers for development of "water-managed" window system details specific to each installation. For older facilities, a determination will need to be made as to whether lead paint and/or asbestos is present in the area that is to be disturbed during investigation and replacement/construction.

The 5 principals for replacement of window systems as outlined by the ASTM are listed below. These guidelines outline accepted industry standards for installation of new and replacement windows and are typically the approach we utilized for this type of project.

1. Select the right fenestration product for the task-including considerations such as exposure/climate/attachment/egress
2. Prepare the rough opening to ensure the product will properly fit
3. Integrate the rough opening with the water resistive barrier (WRB), which provides air/water protection to the building envelope
4. Install the fenestration product into the rough opening, ensuring proper functioning (plumb/level/square and ensure proper operation)
5. Ensure complete integration between the fenestration product and the building envelope's water-resistive barrier through correct lapping and sequencing of flashing and sealant materials

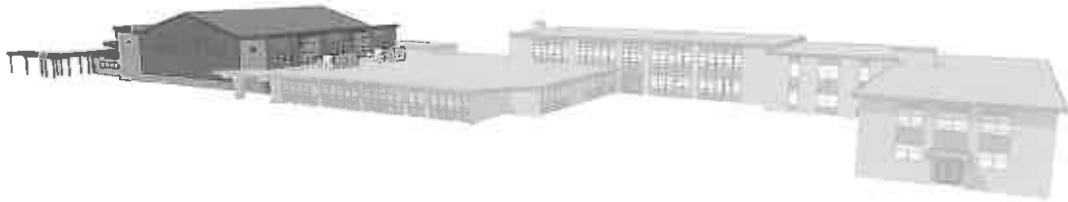


Typically, there are existing conditions within window systems and the building envelope where it may be difficult to visually discern a potential problem or solution, thus creating unique challenges. Our past experiences with similar window replacement projects will help us better anticipate some of the potential issues.

We understand that no two projects are the same. Therefore, we feel that the typical approach to bid documents should evolve to meet the needs of each project. This is evident in our most recent project for the West Virginia Army National Guard. In 2014, we were tasked with preparing bid documents for exterior renovations to their facility at Coonskin. The scope of work included a variety of metal coping restoration, window replacement, painting and four bid alternates, distributed across four conjoined buildings. In order to accurately and clearly convey the scope to the contractors, we abandoned the conventional black and white plans in favor of a 3D, color virtual building model of the entire complex.

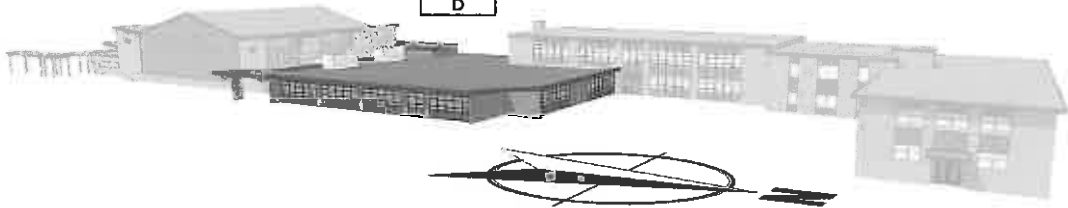
BUILDING ZONE

A



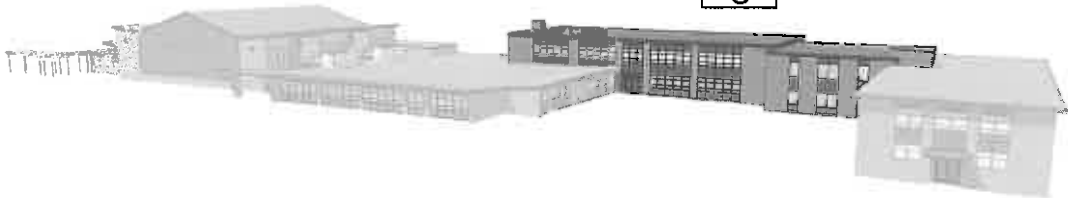
BUILDING ZONE

B



BUILDING ZONE

C

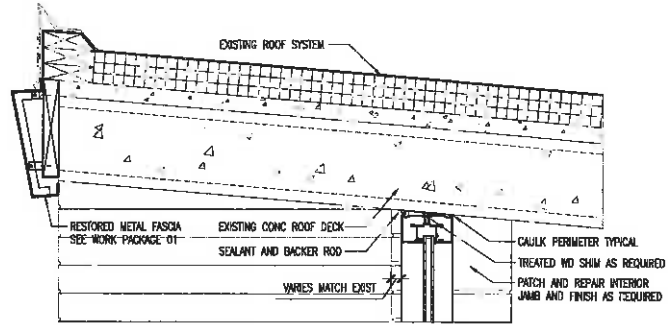


BUILDING ZONE

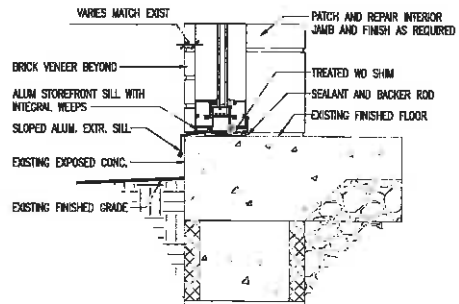
D



This model was generated from a combination of record drawings and field measurements. Once complete, it became the backbone of the entire bid package, depicting existing conditions, new work and extent of alternates. Accompanied by details, schedules and specifications, this creative approach to a unique project was well received by the construction team. Renovations were completed this summer.

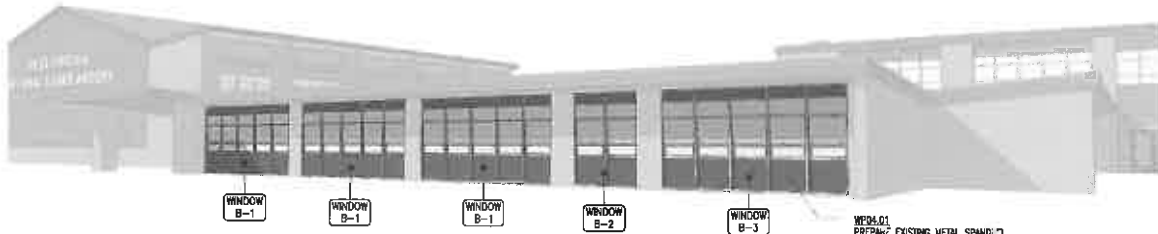


H-2
WINDOW HEAD DETAIL 2

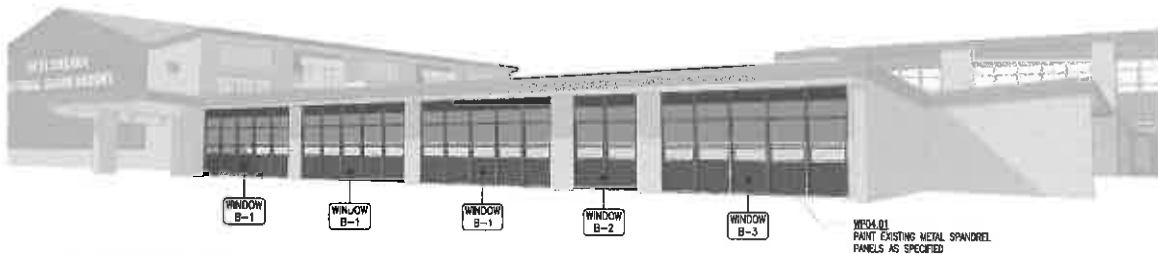


S-2
WINDOW SILL DETAIL 2

(Note: Reduced scale detail)



EXISTING / DEMOLITION IMAGE



NEW / RESTORATION IMAGE

Specific Tasks

COMPLIANCE WITH DOD MINIMUM ANTITERRORISM STANDARDS FOR BUILDINGS

ETB understands that an effective planning process is essential to ensure that support actions to mitigate antiterrorism and terrorist threats are implemented as planned. Pursuant to project requirements, ETB will meet with government officials and installation representatives to review vulnerabilities and identify the minimum requirements that must be incorporated into the design and construction documents for each armory facility. Through our prior involvement with the design of new and renovated WVARNG facilities, we are familiar with the criteria prescribed by UFC 4-010-01 "DOD Minimum Anti-terrorism/Force Protection for Military Buildings" applicable for the installation of new or replacement window and glazed door systems. As necessary, we will provide assistance to armory installation representatives to clarify force protection design criteria for planned renovations that are consistent with the minimum standards. Upon final determination of the minimum levels of protection required for compliance, and after a detailed review of the existing installation and associated challenges, we will engage with glazing and window system manufacturers to identify product options and evaluate the performance, installation, maintenance, warranty and costs associated with each system. Pending WVARNG acceptance of the recommended window system configuration, ETB will develop detailed drawings and specifications for solicitation of competitive bids.

ETB will provide the services needed in the phases or steps shown below. As mentioned previously, we utilize an interactive design approach. We will therefore be involving your designated representatives in order to understand and address your specific needs.

Investigation and Evaluation Phase:

- Upon receipt of Notice to Proceed, ETB will review all available original plans, specifications and other relevant data documenting existing systems and structures.
- Conduct a thorough evaluation and inspection of the window system, evaluating existing conditions, both exterior and interior assembly conditions.
- Perform engineering analysis to establish roof and structural system design criteria including structural loading/uplift capacities, thermal resistance ratings, drainage capacities and other relevant data for evaluation of roof/structural system compatibility with new window systems.
- Meet with representatives from the WV National Guard to present and discuss preliminary findings, including preliminary budget projections and design criteria for compliance with *DOD Minimum Antiterrorism Standards for Buildings*.

Preliminary Design Phase:

- Prepare preliminary design drawings, targeting all areas of work that will be affected
- Prepare Outline Specifications and Preliminary Estimate of Probable Construction Costs.
- Discuss phasing opportunities and scheduling

- Meet with representatives from the WV National Guard to review preliminary design drawings, proposed scope of work, proposed system product selections and alternatives, and Preliminary Estimate of Probable Construction Cost. Review/establish budget and contingency and establish Final Construction Phase Schedule (bidding and award).

Construction Document Phase:

- Prepare Construction Documents including detailed drawings and specifications commensurate with established scope of work.
- Prepare Final Estimate of Probable Construction Costs.
- Assist with coordination/preparation of non-technical provisions of the contract documents. (Bid Advertisement, safety/security compliance, temporary facilities, utility access, etc.)
- Meet with representatives from representatives from the WV National Guard as necessary to review progress, discuss proposed design and budget refinements, value engineering proposals and other general coordination issues.
- Assist with review, selection and pre-approval of Contractors, if required

Bidding and Construction Phase:

- ETB will provide general administrative assistance during the Bidding and Construction Phases including:
 - Reproduction and distribution of Construction Documents
 - Attendance at pre-bid meeting
 - Preparation of addenda
 - Review of bids
 - Review of contractor submittals and shop drawings
 - Review/approval of contractor's applications for payment
 - Review/response to RFI and construction change order requests.
 - Regular on-site Construction observation and reporting
 - Assistance/coordination with governmental/ regulatory agencies
 - Preparation of project punch list and sign-off
 - Review of project close-out documents/ compliance



Before

Window Replacement at Princeton Public Library



Executive Letter

Qualifications & Technical Experience - 1

Approach & Scope of Services - 2

Firm Profile - 3

Projects / Past Experience - 4

Management & Staffing Capabilities - 5

Additional Procurement Forms - 6

HISTORY

E. T. Boggess Architect, Inc. was established in Princeton, West Virginia, by Ted Boggess in 1966. ETB has been a successful architectural firm primarily because of a team approach and partnership-type attitude with all involved in the design and construction process. Having grown up in the practice and with a life-long love of architecture, Todd became a full time presence with the firm in 1988 after receiving a Masters in Architecture from Clemson University. Their unique relationship as father/son/mentor/apprentice and, now, partners is both exciting and rewarding as the practice continues to flourish and evolve.

REPUTATION

Our firm lives or dies by its reputation. We have cultivated a team that strives to deliver the highest level of project management, service, and design. Our approach is client and site specific, and questions conventional assumptions. The greatest testament to the success of ETB's work goes beyond the organizational, operation and business stewardship we provide; it is in our enduring client relationships.

The architects at ETB are well-respected for their high ethical standards, as well as professional and civic activities. They are frequently asked to serve as expert witnesses and arbitrators in legal disputes. They have also been selected to serve on various local, state and national committees. These committees cover areas from determining local zoning ordinances to reviewing and developing educational requirements for future architects, to preserving West Virginia's historic architecture. Todd has recently been appointed to the WV Board of Architects by Governor Tomblin. The Board of Architects protects the life, health, and property of the people of the State of West Virginia by ensuring that proper architecture practices are used in the state.

SIZE

Bigger is not always better. ETB has purposely controlled size in order to maintain personal involvement and quality control. We feel that it is important to maintain close client contact so we can respond to your needs and questions, as well as address any situations that may arise in a timely manner. Our talented staff is ready to accommodate the needs of your project and ensure the successful completion of our current workload. The depth of our personnel is such that we can assign individuals to the appropriate task during each phase to ensure all your project's needs are satisfied.

TEAMWORK

Our projects and design services are dependent on both our abilities as architects and our commitment to perform and implement a set of standards in order to create a design that responds to the needs of our client. In house, ETB actually functions as a team of consultants with individual strengths and abilities emphasized by each employee's role within the team. In addition to being a strong design oriented firm, we offer expertise in communication, construction documentation, construction administration, and quality control.

Throughout our region, we have developed relationships with government agencies, contractors and material suppliers which will be valuable as we address the challenges associated with this project. ETB has worked with many of the code officials, including the state fire marshal, and consider them an extension of our team, another member who is concerned about the final design. We review our designs with the State Fire Marshal's Office at regular intervals during the design process, as well as on-site inspections during construction.

ATTITUDE & EXPERIENCE

Over the past 50 years, ETB has accomplished many different types of buildings in 12 different states and 1 foreign country. We have not limited ourselves by focusing on one particular type of project or a single location. Instead, we choose to maintain a diverse practice which allows us to begin each project with renewed enthusiasm. Our strength is in the delivery of appropriate and analytical solutions for complex buildings and doing so within restricted budgets and time constraints.

ETB was one of the first architectural firms in the state to implement the use of computer-aided design and drafting into the everyday practice of architecture almost thirty years ago. Today we continue to lead the industry as we utilize photorealistic imagery through computer modeling and digital photography. The building 3-D model and associated imagery can be developed early in the design process for your presentations. This helps everyone better understand design approaches and project contextual relationships within a setting.

SCHEDULES & BUDGETS

ETB understands the importance of ensuring that all schedules and budgets are met. Our past experience designing within the confines of strict budgets and tight construction schedules makes us even more diligent in these areas. Some of our most recent projects, especially for state agencies, have presented us with very rigorous scheduling goals. Our projects for the West Virginia School Building Authority have penalties built in if schedules and established budgets are not adhered to as an added incentive to meet the deadlines.

PROJECTS

The majority of ETB's projects over the past five years have revolved around all types of governmental and educational/training facilities, including projects for the WVARNG, the WVDH, the WVHEPC and WVC&TCS, and the WVSBA.

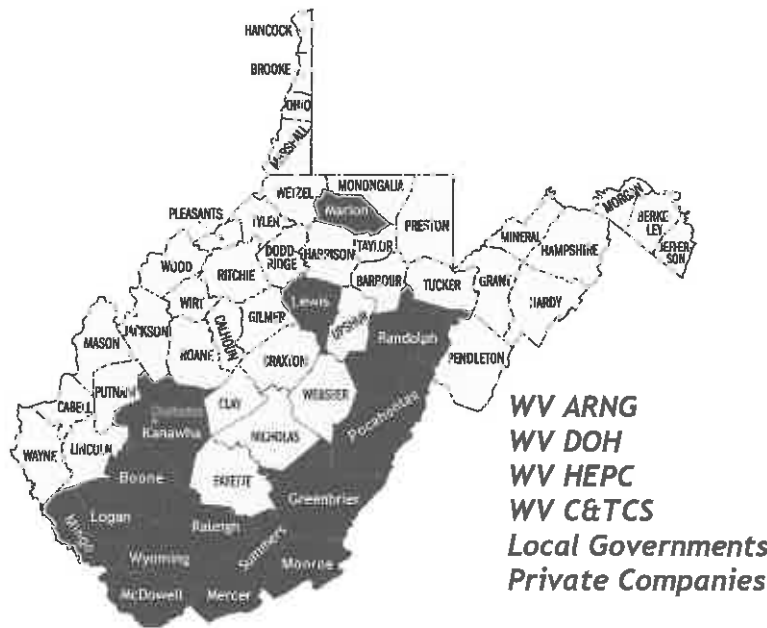


Table of Contents

Qualifications & Technical Experience - 1

Approach & Scope of Services - 2

Firm Profile - 3

Projects / Prior Experience - 4

Management & Staffing Capabilities - 5

West Virginia Purchasing Forms - 6

Renovations - including Window Replacement

- **Princeton Library**, Princeton
Renovations to the historic former USPO building to accommodate public library.
Included window restoration and/or replacement, as necessary.
Winner of WV AIA 2012 Honor Award for Renovation Project

- **Arts & Sciences Building** for New River Community & Technical College, Lewisburg
Renovations to former DOH offices to accommodate the growing needs of a C&TC campus. Included window replacements.

- **Mercer County Courthouse**, Princeton
Renovations to the historic courthouse to improve energy efficiency.
Included window joint sealant replacement.

- **Mercer County War Memorial Building**, Princeton
Renovations to the historic Memorial Building to improve energy efficiency.
Included window replacement selected to complement the time period.

- **Greenbrier West High School**, Charmco
Renovations, including window replacement, to improve energy efficiency and provide connecting walkways to multiple classroom buildings.

- **Oakvale Elementary School**, Oakvale
Demolition of majority of existing school along with a major new addition.
Renovation of original gym included new windows.

- **WVARN Coonskin**, Charleston
General exterior façade updates/renovations and upgrades. Included new window system and the restoring of original metal cornice.

- **The Railyard and Clover Club**, Bluefield
Renovations to the historic former AEP building to accommodate a restaurant and concert/public gathering hall. Ongoing renovations coordinated with historic tax credit program. Included window restoration/replacement to satisfy NPS guidelines.

- **Cole Used Cars**, Green Valley
Exterior renovations to existing car dealership, including façade and window replacement.

WV ARMY NATIONAL GUARD JOINT FORCES HEADQUARTERS

Coonskin Park, Charleston, WV



PROJECT DETAILS

owner/district:
WV Army National Guard

year:
2016

type:
Exterior Renovations

The concept study graphics shown here represent the proposed exterior renovations designed by ETB for the Joint Forces Headquarters. These graphic images were included as part of the bid package in order to provide a better understanding of the proposed scope of work for the general contractor.



Existing Metal Facade



Painted Metal Facade
Work Package 02 - Base Bid



New Perforated Image Metal Panel System
Work Package 05 - Alternate A
CONCEPT STUDY



WV ARMY NATIONAL GUARD JOINT FORCES HEADQUARTERS

Coonskin Park, Charleston, WV

PROJECT DETAILS

owner/district:
WV Army National Guard

year:
2016

type:
Exterior Renovations

The exterior renovations ETB designed for the Joint Forces Headquarters include general facade updates, new window systems, and restoring the original metal cornice. The project was completed earlier this summer.

BEFORE



WV ARMY NATIONAL GUARD READINESS CENTER

Elkins, WV



PROJECT DETAILS

owner/district:
WV Army National Guard

year:
2011

size:
50,000 sf

The Readiness Center has two main entrances; the front into the lobby and the rear into the assembly hall. The circular central core of the entrance leads to the administrative wing (east) and classroom wing (west). The facility contains a learning center library, storage areas, locker rooms, kitchen, break-room, and Telcon spaces. Areas within the lobby will be used for recruiting, family support and distance learning.

The project also included the design and construction of a separate structure for secure storage maintenance/ workshop/ office structure.

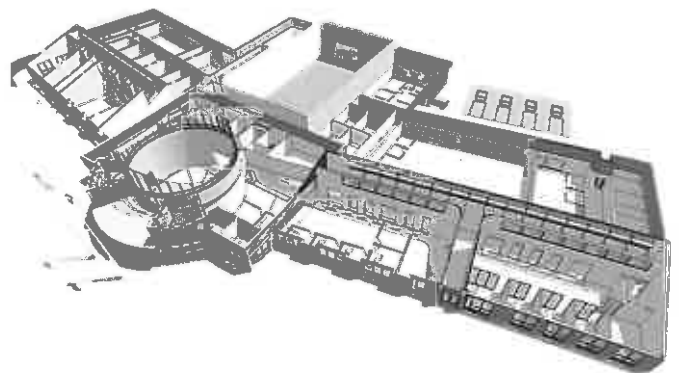


COMPUTER VISUALIZATION



WV ARMY NATIONAL GUARD READINESS CENTER

Elkins, WV



PRINCETON PUBLIC LIBRARY

Princeton, WV



PROJECT DETAILS

owner/district:
City of Princeton

year:
2010

size:
13,331 sf (Two Story)

This renovation/adaptive re-use project involved a total interior renovation that transformed the abandoned former USPO building into a new focal point for Mercer Street. In addition to providing much needed space for books, this design enabled the library to have designated spaces for audio/visual, and an exclusive West Virginia Room. Activities associated with the operation of the library are easily maintained from the custom designed control desk. Rooms in the basement are dedicated to three specific age groups, and include an open computer area. Public meeting /conference rooms with state-of-the-art technology equipment are also located on the lower basement level.



PRINCETON PUBLIC LIBRARY

Princeton, WV



PROJECT DETAILS

owner/district:
City of Princeton

year:
2010

size:
13,331 sf (Two Story)

The exterior renovation work involved the restoration of the cut stone and brick, total roof replacement, improved access, and a combination of window restoration and replacement. During the demolition phase, the original sky-light was uncovered and, along with the prominent re-stored windows, brought a great deal of natural light into the spaces.



MERCER COUNTY WAR MEMORIAL BUILDING

Princeton, WV



PROJECT DETAILS

owner/district:
Mercer County Commission

year:
2011

type:
renovations

The Mercer County War Memorial Building Project consisted of both interior and exterior renovations. The historic building's exterior was in need of cleaning, repairing and re-pointing of the stone and masonry. The steel windows were refurbished. Exposed joints and cracks were caulked and sealed. A new sprinkler system, was installed and upgrades were made to the electrical system, including lighting.

ADA upgrades were also included in the renovation design and construction.



MERCER COUNTY COURTHOUSE

Princeton, WV



PROJECT DETAILS

owner/district:
Mercer County Commission

year:
phased/multiple years

type:
renovations

The historic Mercer County Courthouse was in need of maintenance and energy upgrades. The renovations have made the building more energy efficient and improved the overall appearance.

Projects include re-roofing (two phases), replacement of the cooling tower, window joint sealant replacement, refurbishment and installation of original bronze doors, and exterior cleaning and repointing of the masonry.

ETB had previously upgraded the security system and combined it with the system that was installed when the new Courthouse Annex was built. Both buildings can now be monitored from a single, main control center.



NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

Greenbrier County, West Virginia



PROJECT DETAILS

owner/district:
WV Council for Community and
Technical College Education

year:
2014

size:
3-Story

The Kyle and Ann Fort Arts & Sciences Building was created by renovating the former DOH building in Lewisburg. Interior and exterior renovations provided for an ADA compliant facility. The re-designed building offers students at NRC&TC the following:

- new classrooms
- allied health labs
- graphic arts areas
- student commons
- cafeteria
- office spaces



BEFORE



BILL COLE USED CARS

Green Valley, WV

PROJECT DETAILS

owner/district:
Bill Cole Auto Mall

year:
2015

type
Renovation

ETB designed the exterior facade renovations shown here, as well as interior renovations for the existing used car dealership.



COMPUTER GENERATED IMAGE



BEFORE





GREENBRIER WEST HIGH SCHOOL ADDITION

Charmco, WV

PROJECT DETAILS

owner/district:
Greenbrier Co. Board of Education

year:
2012

size:
150,000 sf (3-Story)



The addition and renovations designed for Greenbrier West High School will allow students to access all school facilities without having to exit the buildings. Previously, the three buildings were on separate levels and students were exposed to the elements when traveling between classes.

New construction included an Administration wing, Auditorium, Auxilliary Gymnasium, Media Center, Classrooms and connecting Corridors. Renovations included Mechanical, Electrical, Plumbing, Fire Alarm and security/access system upgrades, site and sidewalk improvements, and existing roof replacement. Improvements included a complete update of an old welding lab with new ventilation and mechanical systems, new welding booths, lighting and finishes, along with some window replacements in the existing gym.





GREENBRIER WEST HIGH SCHOOL ADDITION

Charmco, WV

PROJECT DETAILS

owner/district:
Greenbrier Co. Board of Education

year:
2012

size:
150,000 sf (3-Story)

The picture on the bottom left shows the exterior of GWHS before we began our renovation design. The rest of the images show the transformation to the exterior that we were able to accomplish.

Students are now able to access different buildings without having to exit and be exposed to the elements.



BEFORE





OAKVALE ELEMENTARY SCHOOL

Oakvale, West Virginia



PROJECT DETAILS

owner/district:
Mercer Co. Board of Education

year:
2014

size:
New Construction - (2-Story) 24,250 sf
Renovated Area - 20,020 sf

This multi-phased project included the demolition of the existing K-12 administrative and classroom facilities and the construction of a new K-5 elementary school. Classrooms, media center, computer lab, cafeteria, administration offices, and support spaces were included in the design.

Renovations to existing included new MEP/HVAC systems and some window replacements.



Company Letter

Qualifications & Technical Capabilities – 1

Applicant & Scope of Services – 2

Firm Profile – 3

Proposed / Prior Experience – 4

Management & Staffing Capabilities – 5

West Virginia Purchasing Formula – 6

OUR TEAM

Todd Boggess is President of E.T. Boggess, Architect, Inc., and will serve as the design team leader. He will be assisted by Stephen Mackey, who is responsible for planning and design.

A component of our management approach is the development of an individual strategy for each project, focused on the specific problems to be solved. This strategy considers the staff members assigned to the project, the scheduling and duration of work phases, the use of special consultants or specialized studies. Our Project Management Plan (PMP) will document key management and oversight tasks and is updated throughout the project as changes occur. The plan will include a definition of your program goals, technical requirements, schedules, resources, budgets, and management programs. Once we gain a better understanding of your scheduling targets, we will be able to determine exactly what resources we will need to dedicate to the project.

We have analyzed our team's requirements carefully and are confident that our manpower and skill level will remain more than adequate, even in the early, labor intensive phases. We are prepared to staff the project with a cadre of our key design personnel. Our projected workloads and the depth of personnel available are such that staffing projects of this size and complexity will have no adverse impact on any current or future projects in our office.

Resumes for our design team can be found on the following pages. Section 4 contains project information showcasing our capabilities.

Architect – E. T. Boggess Architect, Inc.

Principal & Lead Architect

Todd Boggess, AIA, NCARB

Design & Production

Steve Mackey
Nathan Turner

Construction Documents

Dale East

Construction Administration

Chris Canterbury

Todd Boggess, AIA, NCARB, Architect
President



EDUCATION

- Master of Architecture, Clemson University School of Architecture
- International Studies, Clemson University Daniel Center for Urban Design & Building Studies, Genoa, Italy
- Bachelor of Arts Degree in Design, Clemson University School of Architecture

RESPONSIBILITIES

Todd joined ETB as a project architect and office manager in 1988 after graduating from Clemson University. In January, 2001, he assumed the office of President.

Todd is responsible for . . .

- architectural design and development
- project management and coordination
- computer aided design and visualization
- interior design
- site planning

Your project will receive his complete attention, from the interview and project meetings, through the construction process. As the president of the firm, you are putting your trust in him and he takes that commitment very seriously. He wants to make sure you are satisfied with our service, performance, and design.

PROFESSIONAL

West Virginia Board of Architects (2014) – Governor Tomblin appointed Todd to this board which is responsible for protecting the life, health and property of the people of the State of WV by ensuring that proper architecture practices are used in the state.

Princeton Zoning Board of Appeals (since 2000) – Todd has been asked to serve on this local committee for the past 15 years. He currently serves as vice-chair. The board is responsible for reviewing and ruling on appeals to the existing Princeton Zoning Laws.

PROJECTS

Todd understands the demands being placed on all state agencies as they strive to offer the necessary services to our citizens and their efforts to do so within limited budgets. While he has always incorporated energy efficiency into his designs, the focus on green technologies over the past decade has definitely changed the architectural and construction industries. Todd's designs for every governmental building, both new construction and renovations, must address these requirements and ensure the safety of citizens who will be using the facility, as well as the employees who will be working from their new environment on a daily basis.

PROJECTS – Governmental

- WVARNG Readiness Center, Elkins, WV
- WVARNG Joint Forces Headquarters (*Renovation*), Coonskin Park, Charleston, WV
- WVDOH District 10 Headquarters Complex - *Office Building, Maintenance/Equipment Shop, Bridge & Sign Shop, and Lab Building*
- WVDOH District 6 Headquarters Complex - *Office Building and Maintenance/ Equipment Shop*
- WVDOH District 9 - *Office Building*
- WVDOH District 1 - *Office Building*
- WVDOH District 8 - *Equipment Shop*
- WVDOH District 7 - *Office Building and Maintenance/ Equipment Shop*
- Mercer County Courthouse Annex, Princeton, WV
- Princeton Public Library (*Renovation*), Princeton, WV
- Mercer County Courthouse Improvements & Energy Upgrades, Princeton, WV
- Mercer County War Memorial Building Improvements(*Renovation*), Princeton, WV

AWARDS

- WVAIA "Honor Award" for Renovation Design of the Princeton Public Library – April 2012
- Princeton/Mercer County Chamber of Commerce "Excel Award" – January, 2011
- *West Virginia Executive Magazine's* "Young Guns" - Fall, 2003
- Princeton/Mercer County Chamber of Commerce "Citizen of the Year - 2000"
- Princeton Elks Club "Citizen of the Year - 2000"

Stephen Mackey
Planning & Design



EDUCATION

- Bachelor of Arts Degree in Design, Clemson University School of Architecture
- Master of Architecture, Clemson University School of Architecture

RESPONSIBILITIES

With over 30 years of experience in all phases of design and construction, Mr. Mackey brought strong design, management and leadership skills to the firm. His significant experience has enabled him to successfully oversee the design and construction of a number of large educational projects. Specific project responsibilities include:

- code review and analysis
- program development
- conceptual design
- design visualization
- project coordination
- construction specifications

PROJECTS

Prior to rejoining ETB in 2009, Steve served as Executive Vice President of Powers Design (Powers Mackey Reidenbach & Lanehart) in Ponte Vedra, Florida. In addition to his design responsibilities, Steve assists with quality control and constructability reviews for the firm's projects. Mr. Mackey also served as project manager on several large school projects in the state of Florida and has been focused on government/public projects since his return to ETB.

- WVDOH District 1 Headquarters Complex - Office Building, Charleston
- WVARNG Readiness Center, Elkins
- Fine Arts & Sciences Building for New River Community & Technical College, Lewisburg
- New River Community and Technical College Headquarters & Allied Health Building, Beckley
- North Central Advanced Technology Center for the WVC&TCS and Allied Health, Fairmont
- Advantage Valley Advanced Technology Center for the WVC&TCS, So. Charleston

Nathan Turner, LEED G.A.
Project Manager



EDUCATION

- Bachelor of Science, Engineering – Architecture, Fairmont State University
- Master of Architecture (May, 2009), Boston Architectural College

RESPONSIBILITIES

Mr. Turner joined ETB in 2009 and brought with him a wealth of experience in architectural design, as well as construction methods and practices. His prior experience with educational facilities has already proven extremely valuable as we have several elementary, middle, and high school projects at various stages of completion. Nathan has obtained LEED certification and will assist in our efforts to provide a "green" approach to as many projects as possible.

Specific project responsibilities include:

- architectural programming
- construction documentation
- project management
- project coordination
- construction specifications
- construction administration

PROJECTS – Public Buildings

- WVARNG Readiness Center, Elkins
- Fine Arts & Sciences Building for New River Community & Technical College, Lewisburg
- New River Community and Technical College Headquarters & Allied Health Building, Beckley
- North Central Advanced Technology Center for the WVC&TCS and Allied Health, Fairmont
- Advantage Valley Advanced Technology Center for the WVC&TCS, So. Charleston

Dale East
Architectural Intern



EDUCATION

- Bachelor of Science - Architectural Engineering
Bluefield State College

RESPONSIBILITIES

Mr. East is an architectural intern with 10 years of experience who joined ETB in November of 2013. Prior to returning to Princeton, his work at architectural firms in Tennessee allowed him to manage projects from New Jersey to Atlanta, ranging from educational facilities to zoological exhibits. Dale is involved in all phases of design documentation and production and is eager to handle any task needed to ensure a smooth project flow from start to finish.

Specific project responsibilities include:

- 3D modeling
- graphics/imagery
- construction documentation
- project coordination

PROJECTS

- WVARNG Coonskin (*Renovations*), Charleston
- Bill Cole Used Car Dealership (*Renovations*), Green Valley
- The Railyards and Clover Club (*Renovations*) for Cole Properties, Bluefield
- Ramey Chevy Dealership (*Renovations*), Green Valley
- WVDOH District 7 Office Building, Weston
- WVDOH District 7 Maintenance/Equipment Shop, Weston
- Creekside Villas (*Exterior Renovations*), Snowshoe
- Whiskey Bar-B-Q for Cole Properties, Bluefield

Chris Canterbury, Associate AIA
Construction Admin Manager



EDUCATION

- Bachelor of Science Engineering Technology/Architecture, Fairmont State University

RESPONSIBILITIES

Chris joined ETB in 2000 as a CADD Technician. His focus in recent years has been project administration and his current position of Construction Administration Manager reflects that area of expertise. Your project will benefit from his superb organizational skills. He attends meetings and keeps track of your needs and wishes through notes and minutes. His timely response to submittals will ensure that your project stays on its construction schedule.

Chris is responsible for . . .

- construction administration
- organizing and attending meetings
- distribution of minutes and progress reports
- contacting material suppliers
- responding to contractor's requests for information
- reviewing submittals and shop drawings
- site visits/observations

PROJECTS – Public

During the construction process, Chris attends the regular progress meetings, as well as special meetings with material suppliers and sub-contractors. He works closely with the contractor in maintaining the budget, adhering to the schedule, and ensuring quality control.

- Mercer County Courthouse Annex (*Historical Renovation*), Princeton
- Mercer County War Memorial Building (*Historical Renovation*), Princeton
- Princeton Public Library (*Historical Renovation*), Princeton
- Greenbrier West High School (*Addition/Renovations*), Charmco
- Oakvale Elementary School (*Addition/Renovations*), Oakvale
- Fine Arts & Sciences Building (*Renovations*) for New River Community & Technical College, Lewisburg
- Bill Cole Used Car Dealership (*Renovations*), Green Valley

Company Letter - 1

Qualifications & Technical Experience - 1

Approach & Scope of Services - 2

Price Breakdown - 2

Financial & Past Experience - 2

Management & Staffing Capabilities - 2

West Virginia Purchasing Forms - 6

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: _____

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:

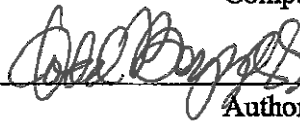
(Check the box next to each addendum received)

- | | |
|--|--|
| <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.

E.T. Boggess Architect, Inc.

Company



Authorized Signature

August 30, 2016

Date

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

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Todd Boggess, President
 (Name, Title)
Todd Boggess, President
 (Printed Name and Title)
PO Box 727, Princeton, WV 24740
 (Address)
(P) 304-425-4491 / (F) 304-425-2028
 (Phone Number) / (Fax Number)
etb@etbarchitects.com
 (email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated 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.

E.T. Boggess Architect, Inc.
(Company)

Todd Boggess, President
(Authorized Signature) (Representative Name, Title)

Todd Boggess, President
(Printed Name and Title of Authorized Representative)

August 30, 2016
(Date)

(P) 304-425-4491 / (F) 304-425-2028
(Phone Number) (Fax Number)

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: E.T. Boggess Architect, Inc.

Authorized Signature: *[Signature]* Date: August 30, 2016

State of West Virginia

County of Mercer, to-wit:

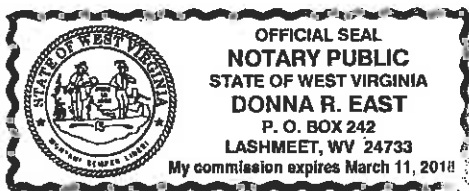
Taken, subscribed, and sworn to before me this 30 day of August, 2016

My Commission expires March 11, 2018.

AFFIX SEAL HERE

NOTARY PUBLIC *[Signature]*

Purchasing Affidavit (Revised 08/01/2015)





Letter of Transmittal

8/31/2016

TO: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305

Project:
Window Replacement

Atten: Jessica Chambers

Sending Via:
UPS

Subj: Qualifications

CODE LEGEND	<input type="checkbox"/> 1. For payment	<input type="checkbox"/> 4. For your signature	<input type="checkbox"/> 7. Send 1 to Contractor
	<input checked="" type="checkbox"/> 2. For your review	<input type="checkbox"/> 5. As requested	<input type="checkbox"/> 8. Return 1 to ETB
	<input type="checkbox"/> 3. For your files/use	<input type="checkbox"/> 6. Owner keeps 1	<input type="checkbox"/> 9. Office Copy

# of copies	DATE	DESCRIPTION	CODE
4		Statement of Qualifications	2

REMARKS:

Thank you for this opportunity and we look forward to hearing from you.

Signed: Todd Boggess, AIA, NCARB, Architect