



**Expression of Interest
Window Replacement
Design for Multiple Armories
Solicitation #ADJ1700000003
September 1, 2016**

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Gale Associates, Inc.

800 Corporate Drive, Suite 301 | Stafford, VA 22554-4889

P 703-383-0815 F 703-884-4001 www.gainc.com



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August 31, 2016

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

Re: Expression of Interest
Window Replacement Design for Multiple Armories
Solicitation No. CEOI 0603 ADJ1700000003

Dear Sir/Madam:

Gale Associates, Inc. (Gale) is pleased to respond to the above-referenced request for Expression of Interest. Enclosed are an original and three copies of our submission.

Gale is an architectural/engineering firm with 50-plus years' experience providing building enclosure (walls, windows, waterproofing, roofs) design and consulting services. Fully 50% of our staff of 110 personnel are devoted to building enclosure technology.

We possess the technical expertise and staff to provide the necessary services related to design of the window replacements at the armories in Clarksburg, Martinsburg, and Salem.

We appreciate the opportunity to submit this proposal. Thank you for your consideration.

Sincerely,
GALE ASSOCIATES, INC.

Jon F. Lindberg, P.E., RRC
Principal

JFL:peb

08/31/16 09:26:11
Purchasing Division

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Boston | Baltimore | Orlando | Hartford | Washington, D.C.

**Window Replacement Design
For Multiple Armories
Solicitation No. ADJ1700000003**

2. Qualifications and Experience

Introduction

Established in 1964, Gale Associates, Inc. (Gale) is an independent professional consulting firm of engineers, architects, and building enclosure experts specializing in projects involving the repair, rehabilitation, and renovation of existing buildings, sites, and infrastructure. Our offices are located in Virginia, Maryland, Massachusetts, New Hampshire, Connecticut, and Florida.

Gale's Building Enclosure Design & Consulting (BEDC) Group specializes in evaluation, design, bid, and construction phase services on roof, wall, window, and waterproofing projects. The BEDC Group is a prime specialty of Gale and has been since 1964. We are nationally recognized experts in this industry and provide professional specialty consulting to owners, architects, and contractors. Approximately two-thirds of Gale's annual revenue is derived specifically from exterior building enclosure consulting and design services. We are fully staffed and capable of performing on this contract without additional staff requirements. As specialists, we stay focused on current trends in exterior building enclosure technology and provide our clients with up-to-date information regarding time proven methods and materials of construction for roof, wall, window, and waterproofing assemblies.

Evaluation Criteria

We respectfully submit Gale's qualifications for your consideration.

2.a Past Similar Projects

Gale has performed roof, wall, window, and waterproofing evaluations, studies, design, and construction administration services on thousands of buildings at various locations throughout the U.S. and abroad. We have performed these services for:

- Federal clients (General Services Administration, Architect of the Capitol, Department of Defense, Department of State, Veterans Administration, United States Postal Service)
- State and municipal government agencies (City of Richmond, City of Roanoke, Montgomery County, City of Rockville)
- Schools and universities (West Virginia University, University of Richmond, University of Virginia, Johns Hopkins University, Harvard, and MIT)
- Secondary schools
- Private sector clients

As forensic building enclosure consultants, we utilize the necessary field testing equipment to properly diagnose moisture and air infiltration problems. Gale utilizes equipment such as infrared cameras, nuclear moisture gauges, capacitance meters, illuminated borescopes for cavity wall exploration, pressure testing apparatus, pull-out testers, and various lab testing capabilities. We also own and utilize

Gale Associates, Inc.



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2. Qualifications and Experience

global positioning survey equipment to assist with the production of building plans when original plans are unavailable.

Gale has an extensive background in sustainable design and energy efficiency that specifically relates to the building enclosure. Our staff includes LEED® Accredited Professionals familiar with the “green building” requirements of the U.S. Green Building Council (USGBC) and various building codes/sections related to sustainable and energy efficient design.

Gale's performance on similar specialized contracts is best evidenced by our large number of repeat clients and our project commendations and references. Due to our extensive experience on literally thousands of past building enclosure projects, we have an excellent database of various types of evaluation, design, and construction phase projects, which enables us to readily reference these projects with regard to budget, scheduling, and technical criteria. While each project is unique, this database assists in producing well defined projects in compliance with the client's budget and performance schedule.

We have provided building enclosure consulting services to public and private clients throughout the country. The best evidence of our past performance on similar projects is our 95% repeat client base and our client contacts.

Following are project sheets detailing some of our similar window replacement projects.

Francis C. Hammond Middle School

Window and Wall Evaluation and Design

Alexandria, VA



The Problem

- This school is experiencing chronic moisture infiltration through aged glass block that was recently exposed due to removal of a previously failing EIFS system that was retrofitted over the original glass block. Reportedly, the EIFS was removed as a result of repeated issues with materials becoming loose, creating a safety hazard.

Gale's Solution

- Gale performed a study to develop repair options, to include covering or replacing the glass block throughout the building. We evaluated the in-place glass block assemblies and prepared three partial wall sections to convey possible repair recommendations. The repairs included:
 - Replacement of glass block with translucent fiberglass wall panels.
 - Installation of wall panels over the glass block.
 - Replacement of the glass block and window assemblies with a curtainwall system.
- Gale performed a visual assessment of other exterior facade components to identify problematic conditions that may exist and provided recommendations for repairs to typical masonry defects identified during our survey.
- Gale is currently preparing design documents for competitive bidding by contractors to perform chosen repair construction.

PROJECT INFORMATION

Date: Ongoing

Client:

Alexandria City Public Schools
Alex Alexander
(703) 619-8300

Gale Project Manager:

Steven J. Bohlen, P.E., RRC,
RWC, BECxP



The Inn and Convention Center Marriott University of Maryland University College

Exterior Wall and Window Evaluation and Design of Repairs
College Park, MD

PROJECT INFORMATION

Date: 2011 - 2016

Client:

University of Maryland
University College
George Trujillo
301-985-7525

Gale Project Manager:

Paul D. Askham, P.E., BEC&P



The Project

- The Inn and Convention Center at UMUC is a 4-5 story facility with a brick masonry façade and punched window openings. It was constructed in 2005. Moisture infiltration through the exterior façade had been an ongoing concern.
- UMUC requested that GALE work with the masonry contractor to determine the source of the leak(s).

Gale Services

- Met with masonry contractor onsite to view areas of masonry removal and document as-built construction and conditions of brick masonry wall, windows, and flashing systems.
- Reviewed findings and recommendations with UMUC who then requested Gale to design the recommended repairs wall and window repairs.
- Prepared Construction Documents to address the required repairs, which included replacement of windows, window flashings, and spandrel flashings.
- Provided Construction Administration Services, to include submittal reviews, site visits and onsite construction observation, meeting attendance, and review of Requests for Information and Change Orders.

Rosedale Center

Window and Door Replacement

Baltimore, MD



The Problem

- The Rosedale Center had significant exterior problems, including moderate masonry deterioration, spalling and cracking of the stone veneer and the concrete headers over the window banks, and an old, thermally inefficient window system.

Gale's Solution

- Performed evaluation of existing conditions.
- Prepared Construction Documents (plans and specifications) for the replacement of the existing windows and doors, which included:
 - Windows engineered to reduce interior glare.
 - Insulating window panels at top of window openings to control costs.
 - Upgraded door locks to provide electronic key cards and emergency push bars.
- Provided construction administration services, to include submittal review, pre-construction meeting, periodic progress and site meetings, contractor payment review, punchlist observations, and project closeout.

PROJECT INFORMATION

Date: 2013

Client:

Baltimore County Public
Schools
Ann Kramer
410-887-3601

Gale Project Manager:

Steven J. Bohlen, P.E., RRC,
RWC | BECxP



American University – Nebraska Hall

Window Evaluation, Mock-up Design, and Construction Period
Services
Washington, DC



PROJECT INFORMATION

Date: Ongoing

Client:

American University
David Dower, Assistant Vice
President
(202) 885-2731

Gale Project Manager:

Paul D. Askham, P.E., BEC&P

The Problem

- This relatively new dormitory building was experiencing problems with condensation and frost forming on the windows and frames. Gale was retained by American University to perform a preliminary evaluation, and we were then asked to perform a further analysis of the existing condition of the windows. This required observation of the removal of the windows and documentation of the conditions found. A report of our findings and recommendations was submitted.
- Based on Gale's recommendations, AU requested Gale to design the mockup windows, observe the installation, and perform observation and testing of the mockup window repairs during the winter of 2015-2016.

Gale's Solution

- Gale's services included:
 - Design of the the chosen construction measures to install 2 mockup windows.
 - Observation of the contractor's work.
 - Repositioning of windows for improved thermal performance.
 - Reinstallation of windows with new flashings.
 - Modifications of design during construction to suit field conditions.
 - Observation of testing of the mockup windows.
 - Provided a report summarizing Gale's observations during mockup construction repairs and testing performed.



United States Coast Guard Base Boston, Building 14

Curtain Wall and Sloped Glazing Evaluation

Boston, MA



PROJECT INFORMATION

Completed: 2014

Cost: \$560,000 (est.)

Client:

United States Coast Guard
Civil Engineering Unit Providence
Ms. Marsha F. Levy, AIA
(401) 736-1714

Gale Project Manager

Jon F. Lindberg, P.E., RRC

Gale was retained to perform a comprehensive evaluation of the sloped glazing and curtain walls to determine the cause(s) of breakage of the insulated glazing units along with active moisture infiltration. Gale's services included:

- Visual review of the sloped glazing and curtain walls from low roof areas and vertical lift access
- Detailed documentation of all defects within accessible areas
- Observation of frame disassembly to document as-built installation of concealed glazing sealants, gaskets and methods of frame construction
- Systematic leak testing of frame and glass components to determine the cause(s) and location(s) of moisture infiltration
- Structural evaluation of the sloped glazing and curtain wall support framing to determine potential causes of glass breakage
- Photographic documentation and review of shop drawings
- Separate comprehensive report noting building background, repair histories, existing condition and recommendations for repair or replacement



**Window Replacement Design
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2. Qualifications and Experience

2b. Key Personnel Qualifications

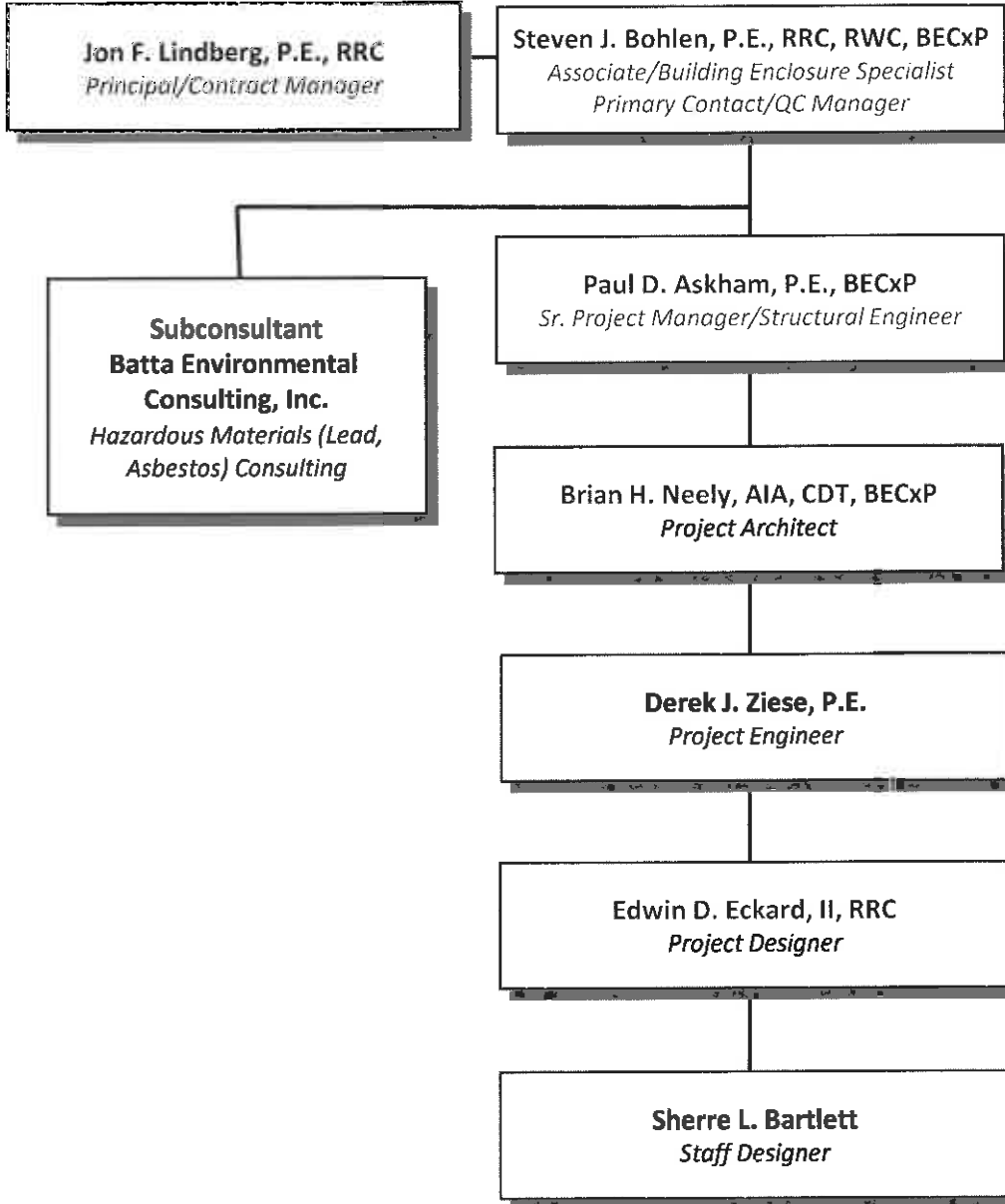
Our qualified Registered Architects, Registered Professional Engineers (including Structural), Registered Roof Consultants, Registered Roof Observers, Registered Waterproofing Consultants, Historic Preservation Specialists, LEED® Accredited Professionals, Building Technologists, and Building Enclosure Commissioning Providers actively participate in trade and professional organizations, as well as standards setting organizations, with respect to moisture and air intrusion, evaluation, and design. Our PEs and RAs are registered in 22 states. Our staff has expertise and experience in evaluating, designing, and maintaining a wide variety of roof, wall, window, and waterproofing components. By keeping abreast of the latest technologies, staff members are experienced in properly identifying and addressing a myriad of exterior building enclosure problems and repair approaches.

Staff members anticipated to be involved in this contract are experienced with all aspects of building enclosure projects on occupied facilities with regard to specialized safety requirements and minimizing disturbance to building occupants.

More than half of our personnel are committed solely to building enclosure consultation. Our project team approach supports staff availability, project continuity, and the ability to accomplish services on time.

Following is an organizational chart with resumes for our proposed team members.

Window Replacement Design Multiple Armories Project Team



JON F. LINDBERG, P.E., RRC
PRINCIPAL/CONTRACT MANAGER

EDUCATION	Lesley College, Cambridge, MA, Master of Science Business Management University of Maine, Orono, BSCE
POSITION	As a Principal of the Corporation, Mr. Lindberg is responsible for the administration and coordination of business operations. Employed at Gale since 1980, his primary technical expertise is in exterior building enclosure (roofs, walls, windows, waterproofing) performance. He provides technical consulting and project management services to public and private clients nationally.
RELEVANT EXPERIENCE	<p>Walter Reed Army Medical Center, Washington, DC Roof replacement and cupola/window restoration design.</p> <p>Anne Arundel County Public Schools, MD Term contracts to provide roof, wall, and window evaluation, design, and construction period services on K-12 schools over the past 20-plus years.</p> <p>Montgomery County Government, MD Term contract to provide roof, wall, and window evaluation, design, and construction period services on multiple facilities over the past 20-plus years. Services have also included multi-facility roof condition assessments and peer review and consultation related to building enclosure during design of new construction.</p> <p>Department of the Navy, Various Locations Multiple roof, wall, and window evaluation and design projects throughout the Mid-Atlantic and Northeast regions pursuant to an IDIQ contract.</p> <p>GSA Weaver and Markey Buildings, Washington, DC Roof replacement design on both buildings with new photovoltaic and vegetative roof systems.</p>
YEARS RELATED EXPERIENCE	With this firm: 36 Other firms: 1
REGISTRATIONS/ CERTIFICATIONS	<ul style="list-style-type: none"> ■ Registered Professional Engineer – WV, [REDACTED], AZ, CT, DC, FL, GA, LA, MA, MD, ME, NH, NY, PA, RI, SC, UT, VA, VT, WA ■ National Council of Examiners for Engineering and Surveying (NCEES Certified 9539) ■ Registered Roof Consultant (RRC 108)
PUBLICATIONS	<ul style="list-style-type: none"> ■ "A Systematic Approach to Evaluating the Building Envelope," Facilities Manager Magazine, September/October 2002 – Lindberg, Jon F., and Stewart, Edward J.
MEMBERSHIPS	<ul style="list-style-type: none"> ■ Society of American Military Engineers (SAME) Past Post President, Member of the Academy of Fellows, Post Board of Directors ■ National Institute of Building Sciences (NIBS) ■ American Society for Testing and Materials (ASTM) ■ Air Barrier Association of America (ABAA) ■ APPA, Leadership in Educational Facilities (APPA)

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**West Virginia State Board of Registration
for Professional Engineers**

JON F. LINDBERG
WV [REDACTED]

This is to certify that the above named PROFESSIONAL ENGINEER has met the requirements of the law, is duly registered and is entitled to practice engineering in the State of West Virginia.

EXPIRES December 31, 2010

STEVEN J. BOHLEN, P.E., RRC, RWC, BECxP

ASSOCIATE/BUILDING ENCLOSURE SPECIALIST
PRIMARY CONTACT / QC MANAGER

EDUCATION

Pennsylvania State University
B.S. Structural Design and Construction Engineering Technology

PRESENT POSITION

Mr. Bohlen performs and oversees building enclosure (roof, wall, window, and waterproofing) evaluations. He designs the chosen remediation measures for building enclosure systems and prepares technical specifications, drawings, and details suitable for bidding. As a skilled professional, Mr. Bohlen is knowledgeable of all roofing and waterproofing systems, wall and window systems, barrier systems, materials, and their performance.

Mr. Bohlen provides construction administration services, to include attendance at meetings, mock-up review, review and response to Requests for Information and Change Order requests, and project closeout.

Over the past 25-plus years, his clients have included federal agencies such as Department of Defense, Department of State, and General Services Administration; colleges and universities; local and state government agencies; public school systems; and private entities. He is accustomed to dealing with issues such as highly sensitive occupancy requiring special interior protection and coordination, historical properties, funding documentation, and special security clearances.

RELEVANT EXPERIENCE

Francis C. Hammond Middle School, Alexandria, VA
Evaluation and design of window replacement and wall repair

Baltimore County Public Schools, Baltimore County, MD
Evaluation and design of replacement window systems

Martin Luther King Courthouse, Newark, NJ
Window and skylight evaluation and design of repairs

USDA National Agricultural Library, Beltsville, MD
Roof and waterproofing evaluation, design assistance, and construction administration

Black Rock Center for the Arts, Germantown, MD
Evaluation and design of roof and window system repairs/replacement

YEARS RELATED EXPERIENCE

With this firm: 23 Other Firms: 3

**REGISTRATIONS/
CERTIFICATIONS**

- Registered Professional Engineer – VA, MD, PA, DE
- Registered Roof Consultant [REDACTED]
- Registered Waterproofing Consultant [REDACTED]
- Building Enclosure Commissioning Process Provider (BECxP)
- National Council of Examiners for Engineering and Surveying (NCEES) [REDACTED]

MEMBERSHIPS

- Society of American Military Engineers (SAME)
- RCI, Inc. (f/k/a Roof Consultants Institute)

PAUL D. ASKHAM, P.E., BECxP
SENIOR PROJECT MANAGER/STRUCTURAL ENGINEER**EDUCATION**

Bachelor of Engineering (Honors), B.Eng. Structural Engineering with Architecture.
University of Manchester, Manchester, England.

Associate Degree (Honors), B.Tec. Construction and Land Use Management.
Sheffield Polytechnic, Sheffield, England.

PRESENT POSITION

Mr. Askham has over 20 years of experience as a structural engineer and building enclosure consultant. He specializes in building structure and façade assessment, forensic architectural and structural engineering evaluations, project management, and construction administration.

Mr. Askham performs evaluation and design of building enclosure (wall, window, roof, waterproofing) systems on existing and new facilities. He also provides construction administration services.

Mr. Askham provides consultation and design services for renovation of various building enclosure elements, including conventional and post-tensioned reinforced concrete, steel framing, light gage framing, wood framing, foundations and underpinning, below-grade waterproofing, brick masonry, stucco, EIFS, wood siding, windows, curtain walls, guardrails, sealants, painting, and waterproof coatings. He also has experience with remediation of roofs and roof coatings.

RELEVANT EXPERIENCE**University of Virginia Jordan Hall, Charlottesville, VA**

Evaluation of exterior wall and window systems and repair/replacement recommendations

American University Nebraska Hall, Washington, DC

Evaluation of exterior windows, design of repairs, construction administration

Johns Hopkins University Hunterian Building, Baltimore, MD

Evaluation of windows and curtain wall related to moisture intrusion, provided design assistance to project architect

UMUC Inn and Convention Center, Marriott, College Park, MD

Evaluation and design of window system replacement and wall repairs, and construction administration services

Towson University Millennium Hall, Towson, MD

Evaluation of exterior wall and window systems and repair/replacement recommendations

YEARS RELATED EXPERIENCE

With this firm: 2

Other Firms: 20

**REGISTRATIONS/
CERTIFICATIONS**

■ Professional Engineer (NY)

BRIAN H. NEELY, AIA, CDT, BECxP
PROJECT ARCHITECT**EDUCATION**

Syracuse University School of Architecture, Bachelor of Architecture

POSITION

Mr. Neely is a Senior Architect for the Building Enclosure Design & Consulting Group. He performs building enclosure evaluations and designs focused on building repairs, restoration and energy conservation. He has experience in developing low-maintenance renovations and energy conservation upgrades to public and private facilities while retaining the historic building elements. Mr. Neely provides building code reviews, including ADA. He has been actively involved with performing building enclosure commissioning, most recently to new educational, research facilities and medical centers.

RELEVANT EXPERIENCE**Arundel Preserve, Hanover, MD**

Peer review of building enclosure related construction documents

American University East Campus, Washington, DC

Peer review of building enclosure related construction documents

Public Facilities Department, Boston, MA

Building envelope renovations including roof, windows, exterior walls and framing, doors, waterproofing and pedestrian bridge at the Mattahunt Elementary School and Community Center

Barnstable Public School District, Barnstable, MA

Window replacements at Centerville Elementary School, Osterville Elementary School, Barnstable High School and Barnstable West Elementary School; roof replacement at Barnstable United Elementary School

South Shore Regional Vocational Technical High School, Hanover, MA

Window and roof replacement

YEARS RELATED EXPERIENCE

With this firm: 9

Other firms: 7

**REGISTRATIONS/
CERTIFICATIONS**

- Registered Architect – MD, CT, FL, ME, NH, VT, MA
- National Council of Architectural Registration Board (NCARB Certified)
- Certified Building Science Thermographer
- Building Enclosure Commissioning Process Provider (BECxP)
- Commissioning Authority + Building Envelope Enclosure (CxA+BE)

PUBLICATIONS

- "Avoiding Air Barrier Pitfalls," *Durability + Design Magazine*, November 2013 – Neely, Brian H., and Mimmo, Robert. F.
- "Retrofit Put to the Test" *Durability + Design Magazine*, April 2014 – Neely, Brian H., and Hogan, Joshua T.

MEMBERSHIPS

- American Institute of Architects (AIA)
- Construction Specification Institute

DEREK J. ZIESE, P.E.
PROJECT ENGINEER**EDUCATION**

Virginia Polytechnic Institute and State University
Bachelor of Science, Civil Engineering (Structures), 2011

New Jersey Institute of Technology
Master of Science, Civil Engineering (Structural Engineering), 2014

Johns Hopkins University
Master of Civil Engineering (Structural Engineering), 2016

PRESENT POSITION

Mr. Ziese performs field evaluations of building enclosure (roof, wall, and window) systems, to include measure-up, defect documentation, and coordination and observation of field testing performed by Gale staff and others. He is experienced in preparation of engineering studies, reports, cost estimates, specifications, and drawings.

He provides construction administration services, to include review of submittals and shop drawings; attendance at pre-construction and progress meetings; review of Requests for Information, Change Order requests, and payment requests from the contractor; attendance and review of mock-ups and field testing; punchlist evaluations; and project closeout.

RELEVANT EXPERIENCE

Francis C. Hammond Middle School, Alexandria, VA
Evaluation and design of window system replacement and wall repairs, and construction period services

American University Nebraska Hall, Washington, DC
Evaluation of window system and design of repairs

Johns Hopkins University Hunterian Building, Baltimore, MD
Evaluation and design assistance for windows and curtain wall replacement

Martin Luther King Courthouse, Newark, NJ
Window and skylight evaluation and design of repairs

Meade Heights Elementary School, Fort Meade, MD
Evaluation and design of roof and monitor window system replacement, and construction period services

YEARS RELATED EXPERIENCE

With this firm: 5 Other Firms: 1

**REGISTRATIONS/
CERTIFICATIONS**

■ Professional Engineer (MD) [REDACTED]

**PROFESSIONAL
ORGANIZATIONS**

- American Society of Civil Engineers (ASCE)
- Structural Engineering Institute (SEI)
- Architectural Engineering Institute (AEI)
- Association for Preservation Technology International (APT International)

EDWIN D. ECKARD, II, RRC
PROJECT DESIGNER

PRESENT POSITION

Mr. Eckard performs field evaluations of building enclosure (roof, wall, and window) systems, to include measure-up, defect documentation, and coordination and observation of field testing performed by Gale staff and others. He is experienced in preparation of engineering studies, reports, cost estimates, specifications, and drawings.

Mr. Eckard provides construction administration services, to include review of submittals and shop drawings; attendance at pre-construction and progress meetings; review of Requests for Information, Change Order requests, and payment requests from the contractor; supervision and scheduling of technicians performing construction observation and review of field reports; attendance and review of mock-ups and field testing; punchlist evaluations; and project closeout. He tabulates and quantifies credits to the Owner and/or extra work performed by the contractor (if any).

RELEVANT EXPERIENCE

Mount View Middle School, Marriottsville, MD

Evaluation and design of roof and clerestory window replacement, and construction period services

Rosedale Center, Baltimore, MD

Evaluation and design of exterior window and door replacement, and construction administration services

Parkside Headquarters, Silver Spring, MD

Evaluation and design of roof and clerestory window replacement, and construction period services

Pointers Run Elementary School, Clarksville, MD

Exterior window evaluation and repair recommendations

YEARS RELATED EXPERIENCE

With this firm: 17

Other Firms: 10

**REGISTRATIONS/
CERTIFICATIONS**

- Registered Roof Consultant [REDACTED]
- Air Barrier Association of America Licensed Field Auditor [REDACTED]

MEMBERSHIPS

- RCI, Inc.

SHERRE L. BARTLETT
STAFF DESIGNER**EDUCATION**

University of Maryland, College Park
Bachelor of Science in Architecture

PRESENT POSITION

Ms. Bartlett performs evaluations, design, and construction phase services related to the building enclosure (roof, wall, window, waterproofing) systems. She is experienced in preparation of engineering studies, reports, cost estimates, specifications, and drawings.

She provides construction administration services, to include attendance at pre-construction meetings and progress meetings; review of product submittals, shop drawings, and construction schedules; preparation and review of field reports and deficiency logs, and review of project closeout.

RELEVANT EXPERIENCE

Francis C. Hammond Middle School, Alexandria, VA
Evaluation and design of window replacement and wall repair

Howard County Detention Center, Jessup, MD
Evaluation of courtyard walls and preparation of plans and specifications for repairs

River Hill High School, Clarksville, MD
Evaluation and design of roof and clerestory window replacement, construction period services

Germantown-Kingsview Fire Station #22, Germantown, MD
Below grade waterproofing and wall evaluation and preparation of plans and specifications for repairs

YEARS RELATED EXPERIENCE With this firm: 2 Other Firms: 4

Gale Associates, Inc.



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2. Qualifications and Experience

2c. Proposed Subcontractors

Gale is a specialty building enclosure and structural engineering consulting firm that provides most services in-house. When subcontractors are needed, we make every attempt to utilize small, disadvantaged, and women owned businesses as needed to provide ancillary services such as laboratory analysis, hazardous materials identification and abatement, materials testing, destructive testing, mechanical/electric/plumbing and HVAC engineering, etc. Gale supports and encourages utilizing the services of small and disadvantaged businesses on both public and private sector projects.

For this project, should hazardous materials be identified in the existing windows and related components, we foresee the need to utilize an environmental consulting firm. We have included Batta Environmental Associates, Inc. on our team as our environmental consultant. Batta has been in business since 1982 and is a minority business registered with the Small Business Administration. Gale has worked with Batta on multiple prior projects and has an established working relationship with them.

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3. Approach and Methodology for Meeting Goals and Objectives

3.a Proposed Project Management Plan

Gale has an extensive resume of window system repair and replacement projects, as well as masonry, CMU, EIFS, and other wall system renovation projects, which is important depending on the construction of the facilities to receive new windows. Our in-house staff has performed building enclosure systems evaluation, failure analysis forensics, renovation design, and construction contract administration for over 50 years.

Gale will perform the necessary research and engineering to verify code compliance for building enclosure, structural, and miscellaneous associated construction work to present cost-effective solutions. Gale's engineering and research includes design parameters to comply with applicable window and masonry construction industry standards, as applicable.

Gale's services will include evaluation and field testing of existing conditions and the preparation of a report/design development submission. Upon receipt of written approval of the proposed remediation, we will design the chosen construction measures and prepare Construction Documents for review. Following receipt of owner comments, we will finalize the Construction Documents suitable for contractor bidding.

Gale will meet with owner representatives and building users after completion of the field assessment and after each design submission to present our findings and recommendations, as requested. Following completion of each meeting, Gale will generate a memorandum to document the decisions regarding the design.

During the bid phase, Gale will attend the pre-bid meeting with contractors, respond to requests for information, issue addenda as necessary, and review bids with the owner.

Construction administration will commence upon execution of a contract with the successful bidder. Construction contract administration services consist of review of contractor shop drawings and submittals, scheduling and attendance at preconstruction and site meetings, review of contractor requests for payment, review and response to requests for information and change order requests if required, and review and completion of project closeout documentation, including as-built drawings. Construction observation can be provided on a full- or part-time basis to meet owner's objectives regarding documenting contractor operations. Daily field reports are provided for a summary of project activities, including methods and materials of construction, work location, work crew size, non-compliances with the contract and resolution, visitors to the site, weather conditions, etc. Photographic documentation is provided to augment the reports. Closeout assistance includes punchlist and final field evaluations, as well as reviewing all required documentation from the contractor to properly complete the contract.

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3. Approach and Methodology for Meeting Goals and Objectives

3.b Product Quality Control

Replacing windows, typically steel-framed windows, with new thermally efficient windows requires special considerations as they relate to the rough opening sizes, daylighting requirements, and potential thermal heat gain or solar glare. Gale's experienced team will perform a site evaluation to locate the rough openings as they relate to interior interruptions that may have been constructed over time. These often overlooked interior finishes and the interfaces to the potential windows will be assessed throughout the facility as part of the project. We will document the interior space use and correlate any special use areas with the sun's orientation and exposure.

Special consideration will be given to glass type and configuration, not only for aesthetics, but to maximize flexibility and function, and to provide the appropriate solar transmission based on space use and to limit solar heat gain and glare for each elevation.

The rough openings for the new windows will be evaluated to determine if the existing attachment points can accept the required fasteners needed to withstand design wind load pressures. The window sills and overall condition of the rough opening will also be evaluated as a part of this process.

Window frame and glass color, as well as light size and configuration, can dramatically affect the overall appearance of the facility. Gale will develop renderings using various scenarios and window systems to illustrate the appearance of the new window systems before design is initiated.

3. Approach and Methodology for Meeting Goals and Objectives

3.c Project Cost Control

Gale's formal project management and quality control plan focuses on an organized approach to projects to provide coordinated and quality deliverables prepared by experienced professionals. Gale's project management approach and comprehensive quality control program provide a frequent method of checks and balances. This improves our attention to detail and project continuity during the project design development process, and project cost control. Gale's quality control program commences prior to project start-up when the decision is made to solicit a project. It is stressed from initial fieldwork and surveys through reports, design, and construction. This process has created comprehensive reports and design documents with a history of minimal change orders during construction.

To meet our project parameters and schedules, each project is assigned a team: Principal-In-Charge/Contracts Manager, Quality Control Manager, and Project Manager.

The Principal-In-Charge/Contracts Manager is responsible for negotiating contracts and project fees, assigning Gale team members, overall coordination of the project, and our client's satisfaction.

The Associate/Quality Control Manager (QCM) is responsible for coordination of the project with regard to timely performance, budget management, and project/contract completion in accordance with contractual requirements. The QCM is in constant contact with the Project Manager to verify that these standards are met and the project is on time and on budget. The QCM also monitors coordination, contractual requirements, and technical quality of the subconsultants.

The Project Manager (PM) is responsible for technical accuracy and day-to-day "hands-on" activity, to include fieldwork, drafting, technical reports and design, code/standard compliance, good engineering practices, and fulfillment of project scope. The PM is responsible for facilitating effective communications with the client and design team, which is essential to project success and proper staffing of professionals. The PM coordinates the efforts of subconsultants to achieve timely, professional performance.

Depending on the size of the project and discipline requirements, each team is assigned a Project Engineer, Field Engineer, Structural Engineer, appropriate subconsultants as required, and support personnel. Our team approach provides continuity of service and provides an excellent system of checks and balances at each stage of the project. Frequent in-house meetings are held to review interdisciplinary coordination and compliance between technical, procedural, scheduling, and administrative requirements. Prior to each project submission, the PM, following the final review, submits the project for QC review and comment. Only after this final review is the project delivered to our clients.

The advanced project management and accounting (Deltek Vision) software system utilized by Gale enables each PM to access detailed, real-time financial information from his/her desk for accurate invoicing and fiscal management of the project. This system ultimately enhances risk management controls and supports project continuity should there be a loss of key personnel.

Gale Associates, Inc.

**Window Replacement Design
For Multiple Armories
Solicitation No. ADJ1700000003**



3. Approach and Methodology for Meeting Goals and Objectives

Project scheduling, including personnel assignments, is handled on a weekly basis. Senior project managers and discipline managers review project completion schedules and complete staff assignments with a four-week "look ahead." This schedule is updated weekly to maintain accuracy and to meet deadlines. Staffing needs are monitored daily through Deltek Vision software planning. Our scheduling and personnel needs assessment, coupled with weekly project assignments, helps Gale to be properly staffed to meet our clients' milestone schedules.

Gale takes a proactive approach to project management, quality control, and cost control. We understand the importance and value of communicating with clients and coworkers to help minimize errors and costs. This fundamental principle allows Gale to maintain quality performance for our clients.



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Expression of Interest
 02 - Architect/Engr

Proc Folder: 236636

Doc Description: Window Replacement for Armories EOI Design Services

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2016-07-25	2016-09-01 13:30:00	CEOI 0603 ADJ1700000003	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:
 Gale Associates, Inc.
 800 Corporate Drive, Suite 301
 Stafford, VA 22554-4889
 703-383-0815

FOR INFORMATION CONTACT THE BUYER

Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature X

FEIN # 04-2319385

DATE 8.31.16

All offers subject to all terms and conditions contained in this solicitation

INVOICE TO		SHIP TO	
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR		DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue
1	Window Replacement design services		

Comm Code	Manufacturer	Specification	Model #
81101508			

Extended Description :

Professional engineering design services to develop construction documents to provide for the replacement of Windows in the Armories located at Clarksburg, Martinsburg and Salem.

ADJ170000003	Document Phase Draft	Document Description Window Replacement for Armories EO Design Services	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CEOI 0603 ADJ1700000003

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.

Gale Associates, Inc.

Company

J. F. Lindberg
Jon F. Lindberg
Principal

Authorized Signature

8.31.16

Date

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

Revised 6/8/2012

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: Gale Associates, Inc.

Authorized Signature: [Signature] Date: 8.31.16
Jon F. Lindberg, Principal

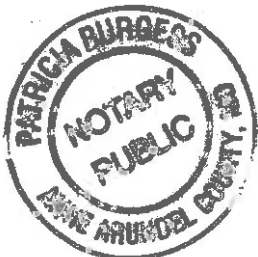
State of Maryland

County of Baltimore, to-wit:

Taken, subscribed, and sworn to before me this 31st day of August, 2016.

My Commission expires January 21, 2020.


AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

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.



(Name, Title)

Jon F. Lindberg, Principal

(Printed Name and Title)

800 Corporate Drive, Suite 301, Stafford, VA22554-4889

(Address)

703-383-0815 703-884-4001

(Phone Number) / (Fax Number)

jfl@gainc.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.

Gale Associates, Inc.

(Company)



(Authorized Signature) (Representative Name, Title)

Jon F. Lindberg, Principal

(Printed Name and Title of Authorized Representative)



(Date)

703-383-0815 703-884-4001

(Phone Number) (Fax Number)

**Window Replacement Design
For Multiple Armories
Solicitation No. ADJ1700000003**

5. Exceptions to General Terms and Conditions

After review of the General Terms and Conditions contained in the Request for Expression of Interest by our attorneys, Gale respectfully requests that the State of West Virginia consider the following proposed changes.

Paragraph 27. Warranty: Architectural/engineering firms do not provide warranties as this would breach the terms of our insurance coverage policies. A/E services are covered under professional liability insurance (PLI) policies. The language in Paragraph 7 poses potential issues with the insurability of the contract under Gale's PLI coverage. Gale's attorney has recommended that Gale request Paragraph 27 be changed to read as follows:

STANDARD OF CARE: The Vendor's services shall be performed in a manner consistent with that degree of skill and care exercised by practicing design professionals performing similar services under the same or similar circumstances and conditions.

Paragraph 36. Indemnification: Gale has no issue with indemnifying our clients against Gale negligence in performing A/E services. However, Paragraph 36, as written, does not tie Gale's indemnification obligation to negligent performance of its services.

Further, the inclusion of "defend" imposes a potential burden on Gale that, again, is not tied to negligence. Gale acknowledges that in the event of negligent performance of its services, our duty to indemnify would include reasonable attorney fees and costs incurred by Owner to the extent caused by Gale's negligence. It has been held that including the term "defend" obligates the A/E firm to pay defense costs to the owner even if it has been determined that the A/E firm was not negligent.

Accordingly, we would ask that Paragraph 36 be edited as follows:

INDEMNIFICATION: The Vendor agrees to indemnify ~~defend~~, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any ~~claims or~~ losses for negligent services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any ~~claims or~~ losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any negligent failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.