



Charleston Office
300 Summers Street
Suite 1100
Charleston, West Virginia 25301

T 304.926.8100
F 304.926.8180

May 8, 2019
C190500.00

Ms. Stephanie L. Gale
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

RECEIVED

2019 MAY -7 AM 11:05

WV PURCHASING
DIVISION

Proposal

Master Architect's Context Statement Wheeling, West Virginia-based 20th Century Architects West Virginia Division of Culture and History

Solicitation CRFQ 0432 DCH1900000006

Dear Ms. Gale:

GAI Consultants, Inc. (GAI) is pleased to present our Proposal to complete a Master Architect's Context Statement for prominent Wheeling West Virginia-based 20th Century architects, including: Charles W. Bates (1879-1931); Frederick F. Faris (1870-1924); and Edward B. Franzheim (1866-1942) for the West Virginia Department of Arts, Culture, and History. Our Proposal is based off of the State of West Virginia's (WV's) Request for Quotation (RFQ), per Solicitation Number **CRFQ 0432 DCH1900000006**, issued on April 24, 2019.

Introduction

Founded in 1958, GAI is a full-service engineering consulting firm with over 900 employees in 27 offices within the United States, including two offices in West Virginia, Charleston and Bridgeport. GAI has provided full range of cultural resource services to a diverse clientele in the public and private sectors, including the West Virginia Department of Culture and History (WVDCH); West Virginia Division of Highways (WVDH); the City of Charleston, WV; West Virginia Division of Natural Resources; West Virginia General Services Division; Pittsburgh History and Landmarks Foundation (PHLF); City of Pittsburgh; National Park Service; United States Army Corps of Engineers; United States Air Force; United States Fish and Wildlife Service; Department of Homeland Security; and numerous other state and government clients.

GAI's Cultural Resources Group consists of approximately 25 full-time archaeologists, historians, and geomorphologists, and 40 part-time field technicians. Since its formation in the 1970s, the Cultural Resources Group at GAI has remained one of the largest and most experienced groups in West Virginia, providing historic architectural, archaeological, and soils science services within an engineering and environmental consulting firm.

GAI architectural historians have recently completed Master Architect Context Statements for the WVDCH, including: Master Architects Levi J. Dean; John C. Norman, Sr.; and Alexander B. Mahood. Additionally, our architectural historians have authored several intensive-level historical context narratives and conducted numerous architectural and historical resource surveys and state-level recordations throughout WV. Our experience in conducting small- and large-scale historic resource surveys and authoring National Register of Historic Places (NRHP) nominations, our ability to meet project deadlines with quality products, and the experience and dedication of our staff are strengths that GAI can bring to this important Project. **GAI's qualifications exceed the Secretary of the Interior's professional**

qualification standards set forth in 36 CFR 61, Professional Qualifications Standards, due to our highly accomplished full-service team of historians, archaeologists, and cultural resources specialists.

GAI is including the following information as Attachments to this Proposal per the following RFQ requirements:

- Appendix A – Pricing Page
- Appendix B – Resumes of Key Personnel
- Appendix C – WVSHPO Signed Forms

Project Understanding

GAI understands that the Contract Services Requirements and Deliverables must meet or exceed the mandatory Project requirements listed pursuant to the Contract Services Deliverables and Schedule, below:

Contract Services Deliverables

GAI understands that the Project requires the development of a contextual statement and associated West Virginia Historic Property Inventory (HPI) Forms and spatial data (GIS) regarding surveyed resources suitable to support a Master Architect National Register Multiple Property Documentation Form.

Contract Services Deliverable #1

GAI will develop a narrative report based upon the completion of research on the works of Master Architects Charles W. Bates (1879-1931); Frederick F. Faris (1870-1924); and Edward B. Franzheim (1866-1942) beginning in the Wheeling Room of the Ohio County Public Library. Research will focus on the contents of the Master Architects' catalog as both individual architects as well as working as part of an architectural firm, and extend to other possible repositories such as the West Virginia State Historic Preservation Office (WVSHPO), West Virginia University, Marshall University, West Virginia State University in Institute, and the West Virginia State Archives, as well as local libraries, archives, and/or local historical societies and museum collections. GAI's Report will provide information regarding educational background, professional development of the architects, and analysis of the extant body of work. GAI understands that the report will reflect the guidance and information provided in relevant National Park Service guidance, such as the National Register Bulletin 16B, *Preparation of a Multiple Property Documentation Form*, and National Park Service 15, *How to Apply the National Register Criteria for Evaluation*.

Contract Services Deliverable #2

GAI will survey the catalog of each of the Master Architects' commissions throughout West Virginia, and document a minimum of 90 extant resources (30 per architect), using the WV HPI Form. The HPI Forms must be completed in accordance with the requirements as stipulated in Part 1 of the West Virginia National Register and Architecture/History Survey Manual.

Contract Services Deliverable #3

GAI will provide spatial data of all surveyed resources, based on the following:

1. Spatial data should be provided in an ESRI Shapefile or Geodatabase.
2. GAI will use the WV SHPO template geodatabase, when possible.
3. All resources surveyed will include a unique Site ID (provided by the WV SHPO staff) in the attribute table. The format for the Site ID is: XX-0000 (capitalized county abbreviation, hyphen, four numbers).

4. Map projection will be NAD 83 Zone 17 N.
5. Spatial data geometry will use the following recommendations:
 - a. Point geometry is to be used for buildings, structures, objects, and sites (e.g. cemeteries) under 500 meters (typically 10 grave sites or less).
 - b. Polygon geometry is to be used for linear resources, such as: roads, bridges, railroads, tunnels, etc. Polygon geometry should be used for districts, farmsteads, or cemeteries with more than 10 grave sites.

Schedule

GAI understands that the final products are to be completed by April 1, 2020.

Project Qualifications

Key Personnel

The key personnel assembled for this Project are skilled architectural historians and cultural resources specialists experienced in conducting numerous historic resources surveys and evaluations in WV including the recently completed West Virginia Master Architects Project (Historical Contexts and Resource Surveys): Levi Dean, John Norman Sr., and Alexander Mahood. GAI's architectural historians are grounded and proficient in the U.S. Secretary of the Interior's Standards and Guidelines for Identification and Evaluation (48 FR 44716-28) and meet or exceed the professional requirements of the U.S. Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, 36 CFR 61. Resumes for the Project Team can be found in **Appendix B** of this Proposal.

Dana B. Cress, MA – Senior Architectural Historian

Ms. Cress is a Senior Architectural Historian with GAI with over six years of specializing in historic resource evaluations and archival research. Ms. Cress recently was the Report Author for the Master Architect Context Statements of Alexander Mahood, John Norman, Sr., and Levi Dean for the WVDCH. She has completed numerous cultural resource surveys in WV and neighboring states for various public and private agencies. Ms. Cress has experience with submitting National Register Nominations and evaluations for historic properties and has provided professional assistance to several local historic sites and groups. While her professional focus is architectural history, Ms. Cress also has experience with heritage and historical interpretation, and oral history. She was an Architectural Historian and a Report Author for multiple WVDOH Projects including the recently submitted Fourth Street Arch Bridge Replacement Project in Weston, WV. She also has several years of experience in public speaking. She exceeds the U.S. Secretary of the Interior's Professional Qualification Standards for History and Architectural History. Ms. Cress received her MA in American History from Miami University and BA in History from Bowling Green State University.

Petra C. Knapp, MA - Senior Architectural Historian

Ms. Knapp is a Senior Architectural Historian with GAI with over 10 years of experience specializing in conducting historic resource surveys and archival research. Ms. Knapp recently conducted field survey support and archival background research for the Master Architect Context Statement of Alexander Mahood for the WVDCH. She has a working knowledge of the rules and regulations guiding Section 106 of the National Historic Preservation Act (NHPA) of 1966, as amended. She has conducted small- and large-scale cultural resource assessment surveys. This experience has included several survey projects within the state of WV, and for the WVDOH. While specializing in architectural history, Ms. Knapp also brings experience and proficiency in working with local and municipal government entities and officials, and providing community presentations. She exceeds the U.S. Secretary of the Interior's Professional Qualification Standards for History and Architectural History. Ms. Knapp received her MA in Historic Preservation from Youngstown State University.

Sarah E. Medwig, MS - Architectural Historian

Ms. Medwig is an Architectural Historian, specializing in completing NRHP nominations, local landmark nominations, historic tax credit applications, and cultural resource surveys. Ms. Medwig recently conducted field survey support and archival background research for the Master Architect Context Statements of Alexander Mahood and John Norman Sr. for the WVDCH. She has experience in completing small- and large- scale historic resource surveys for local and government entities, as well as various public and private agencies. Additionally, Ms. Medwig has extensive experience in city record and archival research. She exceeds the U.S. Secretary of the Interior's Professional Qualification Standards for History and Architectural History. Ms. Medwig received her MS in Historic Preservation from the School of Architecture at the University of Texas at Austin and a BA in History of Art and Architecture from the University of Pittsburgh.

Select Project Experience

West Virginia Master Architects Historical Contexts and Resource Surveys of Levi Dean, John Norman Sr., and Alexander Mahood - WVDCH

Various Counties, West Virginia

GAI recently completed three separate intensive-level research and survey projects for the WV SHPO in various counties throughout WV. These projects were grant-funded and administered by the WV Division of Culture and History. In coordination with the SHPO, GAI conducted field surveys of resources designed by three of WV's first registered architects: Levi Dean, John Norman, and Alexander Mahood. Additionally, GAI performed extensive archival research to develop a historical context and narrative for each architect.

During the architectural surveys, a total of 111 historical resources connected to these individuals were identified and recorded with HPI forms. These resources included dwellings, commercial buildings, churches, and schools. Many of these resources were previously-unrecorded at the state level and required evaluation for potential NRHP listing. GAI provided deliverables for each project suitable to support National Register Multiple Property Documentation Forms.

Mt. Gay Deck Arch Bridge and North Whites Addition Bridge Replacement Projects, Architectural and Historical Resources Survey – WVDOH

Logan County, West Virginia

GAI conducted architectural and historical resource surveys for the proposed Mt. Gay Deck Arch Bridge Replacement Project, and the proposed North Whites Addition Bridge Replacement Project, located in Logan County, WV, on behalf of the WVDOH. Both bridges have been determined eligible for listing in the NRHP under Criterion C, which was concurred by the WWSHPO.

The architectural and historical resource field surveys involved the systematic visual inspection of the Project Area of Potential Effect (APE), which was established in consultation with the WWSHPO. The purpose of the surveys were to determine if the proposed project would affect architectural and historical resources that are potentially eligible for the NRHP. The architectural and historical resources survey consisted of four phases: (1) Establishment of an APE; (2) Literature and background research, which revealed the presence of previously-recorded architectural and historical resources within the project APE; (3) Field survey of resources appearing to be 50 years old or older within the APE; and (4) Completion of the WV HPI forms and evaluation of architectural and historical resources. Detailed notes on architectural materials and features were compiled for identified resources which were plotted on field maps and photographed with a high-resolution digital camera.

In addition to the two bridges, GAI identified 22 architectural and historical resources located within the project APE. Of these 22 resources, five were previously-recorded and 17 were newly recorded. Three of the five previously-recorded resources had not been formally evaluated for listing in the NRHP, including the Chesapeake and Ohio Trestle, the Logan Baking Company, and the Tarkany House. The previously-

recorded Cherry Tree Bridge and the Mt. Gay Overpass, also documented during the field survey, have been determined not NRHP eligible.

The Mt. Gay Deck Arch Bridge and the North Whites Addition Bridge retain sufficient integrity to remain NRHP eligible under Criterion C. State-level recordations were conducted for both structures. GAI recommends that none of the 20 remaining resources located within the Project APE are eligible for NRHP listing due to a lack of integrity and/or significance. No further investigations were recommended for these resources.

Cultural resources investigations were conducted in compliance with Section 106 of the NHPA of 1966, as amended; Procedures for the Protection of Historic and Cultural Properties as set forth in 36 CFR 800, guidelines established by the WVSHPO (West Virginia Division of Culture and History 2016; Trader 2001), and the FHWA's Section 4(f) Policy Paper (FHWA 2012).

Dingess Street Bridge Replacement Project, Architectural and Historical Resources Survey– WVDOH

Logan County, West Virginia

GAI conducted an architectural and historical resources survey and archaeological survey in the area of the proposed Dingess Street Bridge Replacement Project. This Project will provide a bridge over the Guyandotte River in the City of Logan that meets current WVDOH bridge safety and design standards.

Field investigations involved systematic visual inspection of the Project Area of Potential Effect (APE), which included an architectural survey. Identified resources appearing to be 50 years old or older were photographed with a high-resolution digital camera, locations were mapped on USGS topographical quadrangle maps and aerial field maps, and detailed notes concerning architectural style and materials were collected.

During the architectural investigation, 55 architectural and historical resources were identified within the Project APE. One of the previously documented resources, the Dingess Street Bridge, was determined not eligible under Criterion C for NRHP listing, while the previously documented CSX/Chesapeake and Ohio Railroad Grade was determined eligible for NRHP listing under Criterion A. GAI and WVDOH recommended that the Dingess Bridge was not NRHP eligible under Criteria A and B due to a lack of significance.

GAI and the WVDOH also recommended that one of the previously unidentified resources was NRHP eligible, the CSX/Chesapeake and Ohio Railroad Truss Bridge, under Criterion A for its association with the eligible railroad grade. Services provided included background research, architectural and historical resources survey, digital photo documentation, preparation and submittal of WVSHPO HPI forms, and preparation and submittal of an illustrated survey report.

GAI was awarded the 2016 WVDOH Engineering Excellence Award for Planning, Traffic, and Environmental Category for the Dingess Street Bridge Environmental Assessment and Finding of No Significant Impact.

138kV Transmission Line Project, Architectural and Historical Resources Survey

Harrison County, West Virginia

GAI conducted an architectural and historical resources survey for a Confidential 138kV transmission Line Project located in Harrison County, WV. The proposed project included the installation of approximately five miles of new electric transmission line and 7.5 miles of access roads.

Prior to the start of fieldwork, GAI conducted preliminary background research to characterize the project's potential to contain unrecorded architectural and historical resources and to identify and collect data on previously-recorded resources in and adjacent to the proposed project area. Sources consulted included the WVSHPO's online mapping system, previous architectural survey reports, NRHP nominations, published histories, and historic maps of the project area. Background research indicated

that two previously-recorded architectural resources were identified within a 0.25-mile radius of the proposed project, which were not formally evaluated for NRHP eligibility.

Following the initial background research, GAI conducted a pedestrian survey of the project APE to identify architectural and historical resources 50 years old or older. GAI's historical and architectural survey identified one previously-recorded resource and five newly-recorded resources within the APE of the project. One resource of these six resources was recommended potentially eligible for NRHP listing under Criteria A and C. The remaining resources were recommended not eligible for NRHP listing due to lack of integrity and/or significance. Services provided included background research, architectural and historical resources survey, digital photo documentation, preparation, and submittal of WVSHPO HPI forms, and preparation and submittal of a letter report.

Cruikshank Bridge Replacement Project, Architectural and Historical Resources Survey-WVDOH

Clay County, West Virginia

GAI conducted an architectural and historical resources survey for the proposed J.C. Cruikshank Memorial Bridge Replacement Project in Clay County, WV on behalf of the WVDOH on January 9, 2019. The Project involves the replacement of the J.C. Cruikshank Memorial Bridge. The bridge has been determined eligible for listing in the NRHP under Criterion C.

The purpose of the field survey was to determine if the proposed project would affect architectural and historical resources that are potentially eligible for listing in the NRHP. The architectural and historical resources survey consisted of four phases: 1) establishment of an APE; 2) literature and background research, which revealed the presence of previously-recorded architectural and historical resources within and in proximity to the project APE; 3) field survey of resources appearing to be 50 years old or older within the APE; and 4) completion of WV HPI forms and evaluation of architectural and historical resources. Detailed notes on architectural materials and features were compiled for identified resources which were plotted on field maps and photographed with a high-resolution digital camera.

GAI identified a total of 16 architectural and historical resources, including the bridge, located within the project APE. Of these 16 resources, two were previously recorded and 14 were newly recorded. One of the previously-recorded resources has not been formally evaluated for listing in the NRHP.

The J.C. Cruikshank Memorial Bridge retains sufficient integrity to remain NRHP eligible under Criterion C. GAI recommends that none of the 15 remaining resources located within the Project APE are eligible for NRHP listing due to a lack of integrity and/or significance.

Wilkinsburg Historic District Survey and National Register Nomination – PHLF

Allegheny County, Pennsylvania

GAI successfully completed a NRHP nomination for the Wilkinsburg Historic District in Wilkinsburg, PA as part of mitigation measures for the demolition of the NRHP-eligible Penn-Lincoln Hotel. Prior to completing the nomination, GAI architectural historians surveyed and documented 177 architectural and historical resources (161 contributing buildings) in the downtown area of Wilkinsburg to determine potential historic district boundaries and evaluate individual properties.

Following the survey and a determination of eligibility from the Pennsylvania SHPO, GAI completed a National Register Nomination for the proposed Wilkinsburg Historic District which reflects a commercial, mixed-use area dating from circa 1870-1960. As a result, the Wilkinsburg Historic District was approved by the Pennsylvania SHPO and the PA Historic Preservation State Review Board in February 2018 to be recommended for listing on the NRHP under Criterion A for Commerce and Community Planning and Development. The district was entered into the National Register of Historic Places on May 14, 2018. This NRHP designation will help stimulate economic development through federal rehabilitation tax credits and easements, if certain conditions are met. Grants from Allegheny County, Wilkinsburg Borough, and The Heinz Endowments funded the nomination. Services provided include background research, architectural and historical resources survey, digital photo documentation, preparation, and submittal of Pennsylvania Historic Resource Survey forms, and National Register Nomination preparation.

Army National Guard Historic Resources Survey – West Virginia Army National Guard

Hamison, Kanawha, Lewis, Mercer, and Mineral Counties, West Virginia

GAI conducted an architectural and historical resources survey of six WV Army National Guard armories constructed between 1958 and 1966, which had reached 50 years of age, including the Mercer County Armory, located in Bluefield, WV; the Nathan J. Goff Armory, located in Clarksburg, WV; the SSG Jonah E. Kelly Armory, located in Keyser, WV; the Cecil H. Underwood Armory, located in Salem, WV; the L.M. Gatens Armory, located in St. Albans, WV; and the Weston Armory, located in Weston, WV. The survey was conducted in order to comply with Department of the Army's policy to update the Planning Resource Infrastructure Development and Evaluation database, and to evaluate each resource according to NRHP eligibility criteria. The armories, including contributing outbuildings, were digitally photographed and recorded on WV HPI forms. Of the six armories surveyed, GAI recommended five armories as potentially NRHP eligible under Criterion A. Services provided include background research, architectural and historical resources survey, digital photo documentation, preparation and submittal of WVSHPO HPI forms, and report preparation.

Project References

The following list contains references of GAI clients served in recent years by one or more members of the designated Project Team. The table also identifies the type of service provided.

Client Contact	Project Description/Location/Scope
<p>Mr. Jeffrey Smith National Register Survey Coordinator West Virginia Division of Culture and History 1900 Kanawha Boulevard East The Culture Center Charleston, West Virginia 25305 Phone: 304.558.0240 ext.121 Email: jeffrey.s.smith@wv.gov</p>	<ul style="list-style-type: none"> ▪ West Virginia Master Architects Historical Contexts and Resource Surveys ▪ Various Counties, West Virginia ▪ Tasks included: historic resource surveys and evaluations for buildings designed by three different architects, completion of 111 HPI forms, archival research, and completion of three narrative contexts about the individual architects.
<p>Mr. Ben Hark Environmental Section Head West Virginia Division of Highways 1334 Smith Street Charleston, West Virginia 25301 Phone: 304.558.9670 Email: Ben.L.Hark@wv.gov</p>	<ul style="list-style-type: none"> ▪ WVDOH Architectural and Historical Resources Survey: Dingess Street Bridge Replacement Project ▪ Logan County, West Virginia ▪ Tasks included: field investigations of the Project APE, documentation and evaluation of 55 architectural resources, and the submission of a report and recommendations to the SHPO.
<p>Mr. Karamagi Rujumba Director, Public Communications & Advocacy Pittsburgh History & Landmarks Foundation 100 West Station Square Drive, Suite 450 Pittsburgh, Pennsylvania 15219 Phone: 412.471.5808 ext. 547 Email: karamagi@phlf.org</p>	<ul style="list-style-type: none"> ▪ Wilkinsburg Historic District Survey and NRHP Nomination ▪ Wilkinsburg, Allegheny County, Pennsylvania ▪ Tasks included: field survey, evaluation, completion of PHRS forms for 177 individual resources and one historic district, and completion of NRHP nomination.

Cost

GAI proposes to perform the work for this Contract pursuant to our executed Pricing Page located in **Appendix A**.

Closing

In closing, GAI has a long and successful history of providing NRHP nominations, and historic resources identification and evaluation services. We look forward to another opportunity to work with the West Virginia Division of Culture and History on this important Project.

Should you have any questions or would like to speak with us about our Proposal, please feel free to contact Ms. Dana B. Cress, MS at 412.399.5165, or via email at D.Cress@gaiconsultants.com; or Mr. Benjamin Resnick, MBA, MA, RPA at 412.399.5105, or via email at B.Resnick@gaiconsultants.com.

Sincerely,

GAI Consultants, Inc.



Dana B. Cress, MS
Senior Project Architectural Historian



Benjamin Resnick, MBA, MA, RPA
Assistant Vice President

DBC:BR/mdw

Attachments: Appendix A – Pricing Page, Appendix B - Resumes of Key Personnel, Appendix C - WWSHPO Signed Forms and Addenda

**APPENDIX A
Pricing Page**

**REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF ARTS, CULTURE AND HISTORY
MASTER ARCHITECTS OF WHEELING: CONTEXT STATEMENT
DCH190000**

PRICING PAGE

LUMP SUM BID- \$47,375.00 Context Statement and HPI Forms \$ 30,610.00*

This Proposal is submitted in the name of:

Firm or Individual: GAI Consultants, Inc.

By: 
(Signature)

Assistant Vice President / Cultural Resources Manager
(Title)

Date: May 6, 2019

Note:

*Cost includes historical research and preparation of the HPIs and historical context. Fieldwork is anticipated in the amount of an additional \$16,765.00 (labor and expenses).

APPENDIX B
Resumes of Key Personnel



Dana B. Cress, MA
Senior Architectural Historian

Education

MA, American History (United States),
2015, Miami University

BA, History, 2012, Bowling Green State
University (Cum Laude)

Skills

National Register Nominations
Historic Architecture Surveys

Certifications / Training

Section 106 Training, 2018

Industry Experience

GAI Consultants, Inc., 2017-Present

Edison State Community College, Adjunct
History Instructor, 2016-2017

Ohio History Service Corps Community
Surveyor, 2015-2017

Miami University, Graduate Assistant,
2013-2015

Professional Summary

Ms. Cress meets the Secretary of the Interior's Professional Qualification Standards for History and Architectural History (as defined in 36 CFR Part 61). She specializes in conducting archival research and historic resource surveys, and is experienced in authoring historical contexts and resource evaluations. While her professional focus is architectural history, Ms. Cress also has experience with heritage and historical interpretation, and oral history.

Ms. Cress is familiar with the architectural, cultural, and environmental histories of the Midwestern United States, with a particular focus on the State of Ohio. While attending both Bowling Green State University and Miami University, Ms. Cress studied various cultural impacts on natural environments, examining associated architecture and landscapes.

Select Professional Experience

- Alex Mahood Context Statement, Research and Narrative Report, Statewide, WV, for the West Virginia Division of Culture and History (WVDCH). Report Author.
- John Norman Sr. Context Statement, Research and Narrative Report, Statewide, WV, for the WVDCH. Report Author.
- Levi Dean Context Statement, Research and Narrative Report, Statewide, WV, for the WVDCH. Report Author.
- JC Cruikshank Memorial Bridge Replacement Project, located in Clay County, West Virginia (WV) for the West Virginia Department of Transportation, Division of Highways (WVDOH). Architectural and Historical Resources Survey. Report Author.
- Pipeline Architectural and Historical Resource in Tyler and Doddridge Counties, WV. Report Author.
- Fourth Street Arch Bridge Replacement Project for the WVDOH, located in Weston, Lewis County, WV. GAI prepared an Environmental Assessment (EA) and Finding of No Significant Impact (FONSI) for the project. Report Author.
- Bus Rapid Transit Architectural Survey and Effects Assessment for the Port Authority of Allegheny County, located in Allegheny County, Pennsylvania (PA). Prepared PHRS forms and evaluated historic resources.

- Architectural and Historical Resource Investigation located in Allegheny County, PA. Performed architectural surveys and authored the historical context.
- Phase II Archaeological Investigation in Queen Anne’s County, Maryland. Performed archival research.
- Wind Farm Phase II Report located in Somerset County, PA. Report Co-Author.
- Pipeline Architectural and Historical Resource Investigation located in Greene County, PA. Report Author.
- Wind Farm, Architectural and Historical Resource Investigation located in Somerset County, PA. Report Author.
- Adjunct History Instructor, Edison State Community College, located in Piqua, Ohio. Responsible for instructing courses over broad themes in American History; Developed lessons and class activities; created syllabuses, lesson plans, and assessments; knowledgeable in leading classroom lectures, discussions, and activities; assisting faculty in content selection and grading.
- Ohio History Service Corps Community Surveyor, for AmeriCorps. Responsible for performing architectural surveys; researching historical structures; submitting Ohio Historic Inventory forms to the State Historic Preservation Office; evaluating historic resources for possible National Register nomination; submission of National Register Questionnaires for historic properties; providing professional assistance to local historic sites and groups; and aiding library patrons looking to research their properties.
- Graduate Assistance for Miami University. Responsible for monitoring and assisting researchers; digitizing books and documents; curating Havighurst Special Collection’s display cases; experience in creating syllabuses, lesson plans, and assessments; knowledgeable in leading classroom lectures, discussions, and activities; assisting faculty in content selection and grading.

Affiliations

American Cultural Resource Association
National Trust for Historic Preservation
Alliance for Historic Landscape Preservation
Rust Belt Coalition of Young Preservationists
Young Preservationist Association
Preservation Pittsburgh

Publications / Presentations

2017 “How to Research House Histories,” Tippecanoe Historical Society, Tipp City, OH, September 9, 2017. Presenter

2017 “House Genealogies,” Miami County Genealogies Society, Piqua, OH, June 20, 2017. Presenter

2017 “Completing the National Register of Historic Places Nominations,” Southeast Ohio History Center, Athens, OH, May 25, 2017. Co-Presenter

2017 “Ohio’s Architectural Trends,” Southeast Ohio History Center, Athens, OH, March 17, 2017. Presenter

2017 “How to Research House Histories,” Piqua Public Library, Piqua, OH, January 21, 2017. Presenter

2016 “AmeriCorps Historic Resource Survey,” Piqua Public Library, Piqua, OH, September 21, 2016. Presenter

2015 “Rethinking Native American Resistance,” City University of New York Early American Republic Seminar Conference, New York City, May 1, 2015. Presenter



Petra C. Knapp, MA
Senior Architectural Historian

Education

MA, History, 2009, Graduate Certificate in Historic Preservation, Youngstown State University

BA, History, 2007, Youngstown State University

Skills

Historic Preservation

Historic Resource Surveys

Archival Research

Certifications / Training

Presenter for American Association for State and Local History (AASLH), 2017

ODOT Section 106 Training, 2016

ACHP Section 106 Essentials, 2016

Surveyor Training, AmeriCorps, 2013

Industry Experience

GAI Consultants, Inc., 2014-Present

Cleveland Restoration Society, AmeriCorps, Ohio, 2013-2014

Mosholder Realty, Tallmadge, OH, 2013-2014

Snyder & Snyder Real Estate, Akron, OH, 2011-2013

Aurora Historical Society, 2008-2009 (part-time)

Graduate Research Assistant, Youngstown State University, 2007-2009

Professional Summary

Ms. Knapp exceeds the Secretary of the Interior's Professional Qualification Standards for History and Architectural History (as defined in 36 CFR Part 61). She specializes in conducting historic resource surveys and archival research, and has a working knowledge of the rules and regulations guiding Section 106 of the National Historic Preservation Act of 1966, as amended. She has conducted small- and large-scale cultural resource assessment surveys for various state and federal agencies, as well as organizations in both the public and private sectors. While specializing in architectural history, Ms. Knapp also brings experience and proficiency in cooperating with local and governmental entities and officials, and providing community presentations.

Select Professional Experience

Senior Architectural Historian

- Roy M. Lilly Memorial Bridge Project, located in Wyoming County, West Virginia (WV) for the West Virginia Department of Transportation, Division of Highways (WVDOH). Conducted field survey, prepared WVHPI forms, and report author.
- Fourth Street Arch Bridge Replacement Project, located in the City of Weston, Lewis County, West Virginia (WV) for the West Virginia Department of Transportation, Division of Highways (WVDOH). Responsible for Historic Property Inventory forms. GAI is performing an Environmental Assessment (EA)/Finding of No Significant Impact (FONSI) for the Project.
- Architectural and Historical Resources Survey –Tyler County, West Virginia. Conducted field survey, prepared WVHPI forms, authored report.
- Architectural and Historical Resources Survey –Monongalia County, West Virginia. Authored report.
- Architectural and Historical Resources Survey – Marshall County, West Virginia. Conducted field survey, prepared effects assessment, authored report.
- Historical Items Inventory and Cataloguing for the Akron Public Schools, Summit County, Ohio. Conducted inventory and condition evaluation of items gathered from schools in the district, prepared inventory database including photographs and item information.

- Architectural and Historical Resources Survey – McDowell County, West Virginia. Conducted field survey, co-authored architectural and historical resources investigation report.
- Architectural and Historical Resources Survey and Report – Doddridge County West Virginia. Conducted field survey, prepared WVHPI Form, co-authored report.
- Architectural and Historical Resource Investigation for the proposed Well Pad Project in Tyler County, WV. Conducted reconnaissance survey, authored report.
- Architectural and Historical Resources Survey – Bus Rapid Transit Project – Pittsburgh, Allegheny County, Pennsylvania (PA). Conducted for the Urban Redevelopment Authority of Pittsburgh (URA) and the Port Authority of Allegheny County. Authored report context, completed Pennsylvania Historic Resource Survey (PHRS) full and abbreviated inventory forms.
- Architectural and Historical Resources Survey and National Register Nomination – Wilkinsburg Proposed Historic District – Wilkinsburg, Pennsylvania. Conducted in consultation with Pennsylvania Historic Landmarks Commission. Prepared PHRS Forms.
- Architectural and Historical Resources Survey- Rapid Transit Project - Allegheny County, Pennsylvania. Conducted for the City of Pittsburgh. Completed Pennsylvania Historic Resource Survey full and abbreviated inventory forms.
- Architectural and Historical Resource Investigation for the proposed State Route 1012 Sec 450 over Penn Run Project in Cherry Hill Township, Indiana County, PA. Completed PA Historic Resource Survey form. Conducted for Pennsylvania Department of Transportation (PennDOT), District 10.
- Architectural and Historical Resource Investigation for the proposed Horseheads Gas Compressor Station Project in North Sewickley Township, Chemung County, New York (NY). Completed archival research. Conducted for Dominion.
- Architectural Resources Investigation Survey of 152 resources with the Cleveland Restoration Society in partnership with AmeriCorps, Cuyahoga County, Ohio. Conducted as extension of Ohio Modern Initiative of the Ohio History Connection. Conducted Field Survey of 152 resources throughout Cuyahoga County, including cities such as Cleveland, Shaker Heights, Pepper Pike, and Lakewood. Conducted archival and background research, evaluated historic resources for NRHP eligibility, prepared OHI forms, authored report.
- Conducted Field Survey of two complete planned communities; conducted archival and background research and oral histories; prepared museum exhibit; and authored report.

National Register of Historic Places (NRHP) Nomination Experience

Hough Library, Cuyahoga County, OH

Affiliations

Phi Alpha Theta

National Trust for Historic Preservation (NTHP), Member

Progress Through Preservation (PTP) of Greater Akron, Board Member

Century Homes Association, Authentication Committee, Chair

Select Publications / Presentations

2018 *Historic Preservation in Greater Akron*, for Progress Through Preservation of Greater Akron Advocacy, Open House. Presenter

2017 *Secretary of the Interior's Standards, and How They Apply to Your Historic Building*, for American Association for State and Local History, Webinar.



Sarah E. Medwig
Architectural Historian

Education

MS, Historic Preservation, 2018,
University of Texas
BA, Anthropology and History of Art and
Architecture, 2013, University of
Pittsburgh,

Skills

Research Writing

Historic Preservation Planning
Historic American Building Surveys
Historic Resources Surveys
Historic Tax Credit Consultation
Local Landmark Nominations

National Register of Historic Places
Applications

Certifications/Training

Certificate in Historic Preservation from the
University of Pittsburgh

Industry Experience

GAI Consultants, Inc., 2018-Present
Ogee, LLC, 2017-2018
City of Austin, 2017-2018
University of Texas at Austin, Teaching
Assistant, 2017-2018
Woodville Plantation, 2016
Pittsburgh History and Landmarks
Foundation, 2013-2015
Michael Baker International, 2014

Professional Summary

Ms. Medwig specializes in conducting archival research and historic resources surveys. She has experience writing tax credit applications, National Register of Historic Places (NRHP) applications, local landmark nominations, surveys, report writing, and photographic mapping. Ms. Medwig meets the Secretary of the Interior's Professional Qualification Standards for History and Architectural History (as defined in 36 CFR Part 61).

Select Professional Experience

- Alex Mahood Context Statement, Research and Narrative Report, Statewide, West Virginia (WV), for the West Virginia Division of Culture and History (WVDCH). Surveyor and Researcher.
- John Norman Sr. Context Statement, Research and Narrative Report, Statewide, WV, for the WVDCH. Surveyor and Researcher.
- Fourth Street Arch Bridge Replacement Project for the West Virginia Department of Transportation, Division of Highways (WVDOH), located in Weston, Lewis County, WV. GAI prepared an Environmental Assessment (EA) and Finding of No Significant Impact (FONSI) for the project. Report Co-Author.
- Cruikshank Memorial Bridge PIE Study for the WVDOH, located in Ivydale, WV. GAI is preparing feasibility reports/studies and construction estimates for various alternatives, along with any subsequent surveying, mapping, and geotechnical engineering work that is necessary to develop a design study, contract plans, and right-of-way acquisition plans. Surveyor and Researcher.
- Ogee Preservation, located in Austin, Texas (TX). Associate. Responsible for writing Part 1 and Part 2 tax credit applications for projects in TX, Arkansas (AR), and Pennsylvania (PA). Prepared photos, created photo maps, and designed appropriate supplemental imaging materials for tax credit and national register applications. Prepared local landmark nominations, National Register of Historic Places applications, tax credit applications, and neighborhood and citywide surveys
- City of Austin - Planning & Zoning Department, located in Austin, TX.
 - Historic Preservation Planning Intern. Records management specialist focused on sorting and classifying archival historic zoning data from 1974-present. Skilled and familiar with electronic inventories, disposition logs, and digitizing files.

- Planner 1. Member of a survey team hired to complete a historic building survey of Austin's building stock. Surveyed 70% of the buildings in Austin over 45 years old (approximately 54,000 buildings); photographed parcels, assessed integrity, and determined architectural styles. Reviewed completed surveys and completed quality control procedures.
- Woodville Plantation, Bridgeville, PA. Director and sole employee of a nonprofit organization, the Neville House Associates - a group who cares for and promotes Woodville Plantation. Woodville Plantation, also known as the John and Presley Neville house, is Southwestern Pennsylvania's principal link to the late 18th Century and the three families that resided there, the Nevilles (1775-1815), the Cowans (1815-1835), and the Wrenshalls (1835-1975). In charge of volunteer recruitment and coordination, event creation and planning, field trips and educational outreach, creating and maintaining a social media presence, and increasing site visibility within the community.
- Pittsburgh History and Landmarks Foundation, Pittsburgh, PA. Volunteer advocate for preservation outreach and community education. Assistant to the executive director during many educational programs. Led numerous tours of Pittsburgh neighborhoods and downtown focused on educating public school children about the history and architecture of their city. Encouraged creative expression by providing these children with outlets to express what they had learned through art and poetry.
- 614 7th St, Wichita Falls, TX. Historic tax credit consultation and applications (state and federal) for a downtown Wichita Falls commercial building.
- 1503 Parkway, Austin, TX. Research and consultation in anticipation of the elevation and historic tax credit rehabilitation of a historic home in the Old West Austin Historic District.
- Cisco's Restaurant, Austin, TX. Consultation and completion of an Austin Historic Zoning Application for a historic restaurant, bakery, and bar in East Austin.
- Filgo Building, Wichita Falls, TX. Historic tax credit consultation and applications (state and federal) and a National Register of Historic Places nomination.
- Herring Hotel, Amarillo, TX. Historic tax credit consultation and applications (state and federal) and a National Register of Historic Places nomination.
- Nelson Crier Mansion, Round Rock, TX. Historic tax credit consultation for a home and Texas Historic Landmark in downtown Round Rock.
- Arlington, Hotel, Hot Springs, AR. Historic tax credit consultation for a grand hotel and bathhouse in the Hot Springs National Park in AR.
- First Church of the Nazarene; Austin, TX. Austin historic landmark designation of a historic church and parsonage in East Austin.
- Maverick Miller House, Austin, TX. Research and historic tax credit consultation and applications (Texas & Federal) and preservation covenant compliance for a historic home near UT in Austin.
- Michael Butler Park Signage, Austin, TX. Research and generation of didactic signage for Michael Butler Park.
- Miller Elementary School, Pittsburgh, PA. Determination of National Register of Historic Places eligibility for a historic school in the Hill District in Pittsburgh.
- ML Edwards Company, Mount Vernon, TX. Historic tax credit consultation (state and federal) to support the rehabilitation of a 100-year-old general store and undertaker into a store, cafe, and events space.
- Mount Vernon Historic Resources Survey, Mount Vernon, TX. Historic resources survey and National Register of Historic Places historic district nomination for approximately 75 buildings in downtown Mount Vernon.

APPENDIX C
WVSHPO Signed Forms and Addenda



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

State of West Virginia
 Request for Quotation
 34 — Service - Prof

Proc Folder: 563628

Doc Description: Historic Preservation: Architectural Context Statements.

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-04-24	2019-05-08 13:30:00	CRFQ 0432 DCH1900000006	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:

GAI Consultants, Inc.
 300 Summers Street, Suite 1100
 Charleston, WV 25301
 304.926.8100

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature X

FEIN # 25-1260999

DATE May 6, 2019

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

ADDITIONAL INFORMATION

The West Virginia Department of Arts, Culture and History is soliciting bids to establish a contract for a Master Architect's Context Statement associated with the following prominent Wheeling, West Virginia-based 20th century architects: Charles W. Bates (1879-1931); Frederick F. Faris (1870-1924); and Edward B. Franzheim (1866-1942).

INVOICE TO		SHIP TO	
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV25305-0300 US		RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Historic Preservation Development Grant Monitor Services				

Comm Code	Manufacturer	Specification	Model #
80101606			

Extended Description :

Provide Master Architect's Context Statements associated with the following prominent Wheeling, West Virginia-based 20th century architects: Charles W. Bates (1879-1931); Frederick F. Faris (1870-1924); and Edward B. Franzheim (1866-1942). Per Specification.

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

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

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

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

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

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

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

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

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

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline:

Submit Questions to: **Stephanie L. Gale, Senior Buyer**
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: stephaine.l.gale@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:

BUYER: Stephanie L. Gale, Senior Buyer

SOLICITATION NO.:

BID OPENING DATE:

BID OPENING TIME:

FAX NUMBER:

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

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

BID TYPE: (This only applies to CRFP)

Technical

Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time:

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

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

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and should include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. A request form to help facilitate the request can be found at:

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL; A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. INTERESTED PARTY DISCLOSURE: West Virginia Code § 6D-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 Million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

23. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

GENERAL TERMS AND CONDITIONS:

- 1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

- 2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
 - 2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

 - 2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

 - 2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

 - 2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

 - 2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

 - 2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

 - 2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

 - 2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

 - 2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

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

Term Contract

Initial Contract Term: This Contract becomes effective on Written Notice to Proceed and extends for a period of One (1) year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ year(s) thereafter.

One Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

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

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

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

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

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

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: One Million Dollars (\$1,000,000.00) per occurrence.

Automobile Liability Insurance in at least an amount of: One Million Dollars (\$1,000,000.00) per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence.

Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

Pollution Insurance in an amount of: _____ per occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. [Reserved]

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____

Liquidated Damages Contained in the Specifications

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

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

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

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

37. PURCHASING AFFIDAVIT: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"), provided that both the Other Government Entity and the Vendor agree. Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

39. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

40. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

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

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

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Revised 01/24/2019

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

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

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 - c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 - d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

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

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a

“substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

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

44. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

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)

Benjamin Resnick, MBA, MA, RPA - Assistant Vice President / Cultural Resources Manager

(Printed Name and Title)

GAI Consultants, 385 E. Waterfront Drive, Homestead, PA 15120

(Address)

412.399.5105 / 412.476.2020

(Phone Number) / (Fax Number)

b.resnick@gaiconsultants.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.

GAI Consultants, Inc.

(Company)

 
(Authorized Signature) (Representative Name, Title)

Benjamin Resnick, MBA, MA, RPA - Assistant Vice President / Cultural Resources Manager
(Printed Name and Title of Authorized Representative)

May 6, 2019
(Date)

412.399.5105 / 412.476.2020
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF ARTS, CULTURE AND HISTORY
MASTER ARCHITECTS OF WHEELING: CONTEXT STATEMENT
DCH190000

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Department of Arts, Culture and History is soliciting bids to establish a contract for a Master Architect's Context Statement associated with the following prominent Wheeling, West Virginia-based 20th century architects: Charles W. Bates (1879-1931); Frederick F. Faris (1870-1924); and Edward B. Franzheim (1866-1942).

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 "Contract Services"** the completion of a contextual statement suitable to support a National Register Multiple Property Documentation Form (MPDF) and West Virginia Historic Property Inventory (HPI) forms as more fully described in these specifications.

 - 2.2 "Pricing Page"** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

 - 2.3 "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

 - 2.4 "Master Architect's Context Statement"** is explained and defined in National Park Service bulletin 15, *How to Apply the National Register Criteria for Evaluation* in Section V., "How to Evaluate a Property within its Historic Context" (pages 7 – 10) and Section VI., "How to Identify the Type of Significance of a Property, Criterion C: Design/Construction." Specifically, "Works of a Master" is found on page 20. The complete bulletin can be found at the following:
<https://www.nps.gov/nr/publications/bulletins/nrb15/>.

 - 2.5 "36 CFR 61, National Park Service Professional Qualifications Standards"**
https://www.nps.gov/history/local-law/arch_stnds_9.htm , National Park Service, 1849 C Street NW, Washington, DC 20240, Phone: (202) 208-6843

**REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF ARTS, CULTURE AND HISTORY
MASTER ARCHITECTS OF WHEELING: CONTEXT STATEMENT
DCH190000**

3. QUALIFICATIONS: Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

3.1. Key personnel assigned to project must meet the requirements for Architectural Historian as identified and detailed specifically in 36 CFR 61, National Park Service Professional Qualifications Standards. Vendor must submit resumes of all key personnel who will directly be involved with this project.

3.2. Vendor must have successfully completed three (3) similar projects. Vendor proposal must include information (such as the name and location of project) of at least three similar projects. Vendor must also provide a list of three complete references to verify previous projects.

Copies of resumes of key personnel and a list of examples of recently completed similar work must be submitted with pricing page. Examples of work may be requested.

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 Contract Services Deliverables:

Development of a contextual statement and associated West Virginia Historic Property Inventory (HPI) forms suitable to support a Master Architect National Register Multiple Property Documentation Form (MPDF)

4.1.1.1 Contract Services Deliverable #1: The Vendor will develop a narrative report based upon the completion of research on the works of Master Architects Charles W. Bates (1879 – 1931); Frederick F. Faris (1870-1924); and Edward B. Franzheim (1866-1942 beginning in the Wheeling Room of the Ohio County Public Library, 52 16th Street, Wheeling, WV. Research will focus on the contents of their catalog as both individual architects as well as working as part of an architectural firm (e.g., Franzheim, Giesey[Millard Fillmore], and Faris) and extend to other possible repositories such as the West Virginia State Historic Preservation Office (SHPO), West Virginia University (WVU), Marshall University (MU), West Virginia State University (WVSU) in

REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF ARTS, CULTURE AND HISTORY
MASTER ARCHITECTS OF WHEELING: CONTEXT STATEMENT
DCH190000

Institute, and the West Virginia State Archives, as well as other local libraries, archives, and/or local historical societies and museum collections. Digital sources may be consulted but should not comprise the majority of sources consulted for this project. Reports will provide biographical information regarding educational background, professional development of the architect, and analysis of the extant body of work. The report will reflect the guidance and information provided in relevant National Park Service guidance such as National Register Bulletin 16B, *Preparation of a Multiple Property Documentation Form*.

4.1.1.2 Contract Services Deliverable #2: The Vendor will survey the catalog of the Master Architects' commissions throughout West Virginia and document a minimum of 90 extant resources (30 per architect/firm is preferred) using the WV HPI form.

4.1.1.3 Contract Services Deliverable #3: Provide Spatial Data of all surveyed resources.

4.1.1.3.1 Spatial data should be provided in an ESRI Shapefile or Geodatabase.

4.1.1.3.2 When possible use WV SHPO template geodatabase.

4.1.1.3.3 All resources surveyed **MUST** include a unique Site ID (provided by WV SHPO staff) in the attribute table. The format for the Site ID is: XX-0000 (capitalized county abbreviation, hyphen, four numbers)

4.1.1.3.4 Map projection must be NAD 83 Zone 17 N

4.1.1.3.5 Spatial data geometry should use the following recommendations:

Point geometry is to be used for buildings, structures, objects, and sites (e.g. cemeteries) under 500 square meters (typically 10 grave sites or less).

Polygon geometry is to be used for linear resources, such as: roads, bridges, rail roads, tunnels, etc. Polygon geometry should be used for districts, farmsteads, or cemeteries with more than 10 grave sites.

Vendor must complete all final products no later than April 1, 2020.

REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF ARTS, CULTURE AND HISTORY
MASTER ARCHITECTS OF WHEELING: CONTEXT STATEMENT
DCH190000

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages. Vendor must meet minimum qualifications as stated in Section 3.

5.2 Pricing Page: Vendor should complete the Pricing Page by providing a lump sum Total Bid Amount for the Contract Amount in Oasis. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: stephanie.l.gale@wv.gov

6. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. Vendor and Agency will conduct a kick off meeting to establish any procedures or protocol for the completion of the project. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

7. PAYMENT: Agency shall pay:

30% upon Vendor submission and SHPO review of draft narrative report;
30% upon Vendor submission and SHPO review of draft HPI forms;
40% upon Vendor submission and SHPO approval of final narrative report and HPI forms.

Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

8. TRAVEL: Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF ARTS, CULTURE AND HISTORY
MASTER ARCHITECTS OF WHEELING: CONTEXT STATEMENT
DCH190000

- 9. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
- 9.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 9.2.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
 - 9.3.** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
 - 9.4.** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
 - 9.5.** Vendor shall inform all staff of Agency's security protocol and procedures.

**REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF ARTS, CULTURE AND HISTORY
MASTER ARCHITECTS OF WHEELING: CONTEXT STATEMENT
DCH190000**

10. VENDOR DEFAULT:

10.1. The following shall be considered a vendor default under this Contract.

10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2. Failure to comply with other specifications and requirements contained herein.

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

1. MISCELLANEOUS:

1.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Benjamin Resnick
Telephone Number: 412.399.5105
Fax Number: 412.476.2020
Email Address: b.resnick@gaiconsultants.com

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: GAI Consultants, Inc.

Authorized Signature:  Date: May 6, 2019

State of Pennsylvania

County of Allegheny, to-wit:

Taken, subscribed, and sworn to before me this 6 day of May, 2019.

My Commission expires April 17, 2022.

AFFIX SEAL HERE

NOTARY PUBLIC

Commonwealth of Pennsylvania - Notary Seal
Donna J. Zeno, Notary Public
Allegheny County
My commission expires April 17, 2022
Commission number 1185072

Member, Pennsylvania Association of Notaries


Purchasing Affidavit (Revised 01/19/2018)



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

State of West Virginia
 Request for Quotation
 34 - Service - Prof

Proc Folder: 563628

Doc Description: Historic Preservation: Architectural Context Statements.

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-04-24	2019-05-08 13:30:00	CRFQ 0432 DCH1900000006	1

TO RECEIVE LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

GAI Consultants, Inc.
 300 Summers Street, Suite 1100
 Charleston, WV 25301
 304.926.8100

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature

FEIN # 25-1260999

DATE May 6, 2019

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

ADDITIONAL INFORMATION:

The West Virginia Department of Arts, Culture and History is soliciting bids to establish a contract for a Master Architect's Context Statement associated with the following prominent Wheeling, West Virginia-based 20th century architects: Charles W. Bates (1879-1931); Frederick F. Faris (1870-1924); and Edward B. Franzheim (1866-1942).

INVOICE TO		SHIP TO	
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV25305-0300 JS		RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
	Historic Preservation Development Grant Monitor Services				

Comm Code	Manufacturer	Specification	Model #
0101606			

Extended Description :

Provide Master Architect's Context Statements associated with the following prominent Wheeling, West Virginia-based 20th century architects: Charles W. Bates (1879-1931); Frederick F. Faris (1870-1924); and Edward B. Franzheim (1866-1942).Per Specification.

DCH1900000006	Document Phase Final	Document Description Historic Preservation: Architectural Context Statements.	Page 3 of 3
---------------	--------------------------------	--	------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
 Request for Quotation
 34 — Service - Prof

Proc Folder: 563628

Doc Description: Addendum #1 Historic Preservation: Architectural Context Stat

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-04-24	2019-05-08 13:30:00	CRFQ 0432 DCH1900000006	2

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:

GAI Consultants, Inc.
 300 Summers Street, Suite 1100
 Charleston, WV 25301
 304.926.8100

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature 

FEIN # 25-1260999

DATE May 6, 2019

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

ADDITIONAL INFORMATION:

Addendum #1 issued to provide the following information left off of the Instructions to Bidders in initial publication:

- Technical Questions due April 30, 2019 by 10:00am.
- Bid opening is May 8, 2019 @ 1:30pm

End of Addendum #1

VOICE TO		SHIP TO	
RECEIVING DEPARTMENT		RECEIVING DEPARTMENT	
DIVISION OF CULTURE & HISTORY		DIVISION OF CULTURE & HISTORY	
CULTURAL CENTER		CULTURAL CENTER	
1900 KANAWHA BLVD E		1900 KANAWHA BLVD E	
CHARLESTON WV25305-0300		CHARLESTON WV 25305-0300	
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Historic Preservation Development Grant Monitor Services				

Comm Code	Manufacturer	Specification	Model #
00101606			

Extended Description :

Provide Master Architect's Context Statements associated with the following prominent Wheeling, West Virginia-based 20th century architects: Charles W. Bates (1879-1931); Frederick F. Faris (1870-1924); and Edward B. Franzheim (1866-1942). Per Specification.

DCH190000006	Document Phase Final	Document Description Addendum #1 Historic Preservation: Architectural Context Stat	Page 3 of 3
--------------	--------------------------------	---	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
 Request for Quotation
 34 -- Service - Prof

Proc Folder: 563628

Doc Description: Addendum #1Historic Preservation: Architectural Context Stat

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-04-24	2019-05-08 13:30:00	CRFQ 0432 DCH1900000006	2

BID RECEIVING LOCATION

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

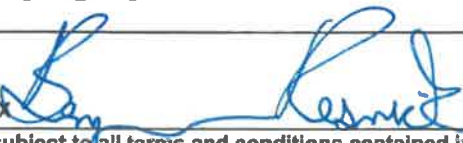
VENDOR

Vendor Name, Address and Telephone Number:

GAI Consultants, Inc.
 300 Summers Street, Suite 1100
 Charleston, WV 25301
 304.926.8100

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature 

FEIN # 25-1260999

DATE May 6, 2019

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

ADDITIONAL INFORMATION:

Addendum #1 issued to provide the following information left off of the Instructions to Bidders in initial publication:

1. Technical Questions due April 30, 2019 by 10:00am.
2. Bid opening is May 8, 2019 @ 1:30pm

End of Addendum #1

INVOICE TO		SHIP TO	
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E		RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E	
CHARLESTON	WV25305-0300	CHARLESTON	WV 25305-0300
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Historic Preservation Development Grant Monitor Services				

Comm Code	Manufacturer	Specification	Model #
80101606			

Extended Description :

Provide Master Architect's Context Statements associated with the following prominent Wheeling, West Virginia-based 20th century architects: Charles W. Bates (1879-1931); Frederick F. Faris (1870-1924); and Edward B. Franzheim (1866-1942). Per Specification.

SOLICITATION NUMBER: CRFQ DCH19*6
Addendum Number: 1

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

Addendum #1 issued to provide the following information left off of the Instructions to Bidders in initial publication:

1. Technical Questions due April 30, 2019 by 10:00am.
2. Bid opening is May 8, 2019 @ 1:30pm

End of Addendum #1

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

Terms and Conditions:

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0432 DCH1900000006

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:

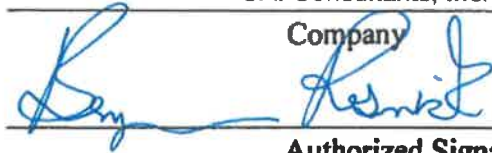
(Check the box next to each addendum received)

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

GAI Consultants, Inc.

Company



Authorized Signature

May 6, 2019

Date

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