

EXPRESSION OF INTEREST  
AUGUST 30, 2018 - 1:30 P.M.

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**CAMP DAWSON  
BUILDING 215 DOORS AND WINDOWS DESIGN  
SOLICITATION NO. CEOI 0603 ADJ1900000007**

RECEIVED  
2018 AUG 28 AM 10: 22  
WV PURCHASING  
DIVISION



**GERARD ASSOCIATES ARCHITECTS, L.L.C.**  
445 FORT PITT BLVD. SUITE 410 PITTSBURGH, PA 15219 PHONE: 412.566.1531 Fax: 412.566.1532



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GERARD  
ASSOCIATES ARCHITECTS

JAMES E. GERARD, A.I.A.  
DAWN DANYO DIMEDIO, A.I.A.

August 27, 2018

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

RE: Expression of Interest  
Camp Dawson – Building 215 Doors & Windows Design  
Solicitation No. CEOI 0603 ADJ190000007

Dear Sirs,

In the preparation of this submittal, Gerard Associates Architects, L.L.C. hereby requests consideration to furnish professional Architectural Services for the above referenced project.

Gerard Associates Architects, L.L.C. is a long established architectural firm that has practiced in the tri-state region for over fifty-five (55) years. In our firm's history, we have enjoyed great success completing work for both public and private institutions.

We believe we are well suited to complete the desired alterations to the Camp Dawson Barracks Building. We have worked extensively with both the Housing Authorities of Washington County, Pennsylvania and the City of Pittsburgh. One of the most significant projects was the alteration of the Liberty Tower High Rise in California, Pennsylvania. The firm was responsible for the complete refurbishment of the 1960's structure including total replacement of HVAC systems. Energy efficiency was the primary impetus for design and not only governed the selection of equipment but resulted in new weather-seal construction at doors, windows and miscellaneous building envelope penetrations.

We welcome your review of our credentials; although the projects which follow represent the quality of our work, they do not convey our greatest asset, our ability to work with our clients and foster long-term relationships. We are proud to be both a **Women Owned Enterprise** and a **Small Diverse Business Firm**. We hope that this proposal suits your needs and look forward to working with you.

Sincerely,

GERARD ASSOCIATES ARCHITECTS, L.L.C.

Dawn Danyo DiMedio, A.I.A., LEED AP BD+C, Principal



## Firm Profile

Gerard Associates Architects, L.L.C. is a small, long established firm committed to the principles that have guided the organization since its inception. Edwin J. Gerard, A.I.A., established the firm in 1959 with a clear vision of the tenets that should guide practice:

- Master the fundamentals of Architecture.
- Establish a clear understanding of the Project.
- Develop a working relationship with the Client.
- Deliver a Project which is both aesthetically and technically complete.
- Adhere to the principles of Professional Practice.

Gerard Associates Architects, L.L.C. has preserved this hands-on, traditional approach to project development, and in the process, fostered longstanding professional relationships with many of its clients. These relationships are maintained through personal contact between the client and the project team throughout the duration of the design and construction processes.

Gerard Associates Architects, L.L.C. is currently owned by Dawn Danyo DiMedio, A.I.A., LEED AP BD+C and James E. Gerard, A.I.A. Ms. DiMedio serves as the managing principal with an ownership of fifty-one percent (51%). The firm operates as a Woman Owned Business and Small Diverse Business firm. In addition to the principal partners, the firm employs a staff of professionals with varying degrees in architecture and design as well as support personnel. The firm is currently licensed in eleven (11) states including Pennsylvania, Ohio, New York, West Virginia, Virginia, Maryland, Louisiana, Arkansas, Indiana, Georgia and New Jersey.

The firm enjoys a balanced portfolio of projects ranging in institutional, municipal, office, research, medical, production and industrial facilities. Regional to Camp Dawson, Gerard Associates Architects, L.L.C. has completed extensive work in southwestern Pennsylvania and northern West Virginia. The firm has designed three major Class "A" office structures in the Southpointe Industrial Park, including the original corporate headquarters for Mylan, Adelpia Business Solutions and Metso Minerals. The new 45,000 sf headquarters for Bowles Rice, located in Granville, is scheduled for occupancy in September 2018. In nearly 20 years, Gerard Associates Architects, L.L.C. has completed nearly 30 projects for Consol Energy; including but not limited to their mine site portal and bathhouse structures. Similarly, the firm enjoys a history with the Church of Jesus Christ of Latter Day Saints having completed projects in Mannington, Clarksburg and Morgantown.

The firm's experience with governmental agencies includes an office for the Bureau of Workman's Compensation for the Borough of Brookville; offices for the Mine Safety and Health Administration; and over fifteen (15) projects for the Redevelopment Authority of the County of Washington. The firm completed its first project for the Federal Government, a U.S. Army Reserve Center in Fairview Township, Erie County, Pennsylvania in July of 2009. The project has achieved a SPiRiT (Sustainable Project Rating Tool, comparable to the LEED rating system) Bronze Rating.

Gerard Associates Architects, L.L.C. strives to achieve a balance of projects of various scopes and styles while remaining conscious of each individual project's budget, space, time and physical limitations. In conjunction with a qualified team of consulting engineers, Gerard Associates Architects, L.L.C. consistently delivers complete planning, programming, design, and budgeting services. However, it is the belief of the firm, independent of the project, that client relationships are the best endorsement of its work and that these relationships are an indication of the firm's sense of service to those clients as well as a commitment to the making of Architecture. It is this continued commitment to service that enables us to consistently address design issues with competence, to deliver solutions within time and monetary constraints, and to adapt to ever changing technologies, codes and market demands.

Sample projects have been included to demonstrate the firms experience with similar projects for public entities and also in the region of Camp Dawson.

In the event that we are selected for interview, we will present our proposed sub-consulting team at that time.



**Dawn Danyo DiMedio, A.I.A., LEED AP BD+C**  
Managing Principal  
Gerard Associates Architects, L.L.C.

### **Education**

1997 Syracuse University, Bachelor of Architecture

### **Registration**

Registered Architect in Pennsylvania, Ohio, New York, Indiana, Georgia, New Jersey  
Certificate with the National Council of Architectural Registration Boards  
L.E.E.D. AP BD+C Certification

### **Professional Associations**

American Institute of Architects; Construction Specification Institute

### **Professional History:**

Ms. DiMedio joined the firm of Gerard-Nagar Associates in 1997, having interned with the firm prior. She now serves the firm as managing Principal Architect with concentration in project development, documentation, and construction administration.

Since joining the firm, Ms. DiMedio has been involved in various field-related educational programs including collaboration between the Western Pennsylvania Regional District Council of Carpenters and the American Institute of Architects to encourage cooperation among young craftsman and professionals. In 2001, Ms. DiMedio participated in a case study project for Carnegie Mellon's School of Architecture Professional Practice, a study designed to expose architecture students to the trials of practice. The project of study was the addition to the Duquesne University School of Law, for which Ms. DiMedio served as Project Architect.

Ms. DiMedio has her L.E.E.D. AP BD+C professional certification from the United States Green Building Council (USGBC) since 2010 and has served on the Zoning Hearing Board of the Borough of Ingram, Pennsylvania.

### **Relevant Project Experience:**

#### **Governmental/Public Housing**

#### ***United States Army Reserve Center—Erie, Pennsylvania; Project Architect***

**Completion Date: 2009 Size: Three-Structure Complex of 45,000 SF; Value: \$10,000,000.00**

#### ***Bowles Rice Headquarters – Granville, West Virginia; Architect of Record***

**Completion Date: 2018 Size: Four-Story, 45,000 SF; Value: \$5,000,000.00**

#### ***Liberty Tower High Rise for the Elderly Renovation, Redevelopment Authority of the County of Washington (RACW) – California, Pennsylvania; Project Architect***

**Completion Date: 2013 Size: Eight-Story structure; 104 living units renovated; Value: \$2,700,000.00**



GREEN BUSINESS CERTIFICATION INC. CERTIFIES THAT

**Dawn Danyo DiMedio**

HAS ATTAINED THE DESIGNATION OF

**LEED AP<sup>®</sup> Building Design +  
Construction**

by demonstrating the knowledge and understanding of  
green building practices and principles needed to support  
the use of the LEED green building program.

10356650-AP-BD+C

CREDENTIAL ID

15 FEB 2010

ISSUED

13 FEB 2020

VALID THROUGH

A handwritten signature in black ink that reads "Mahesh Ramanujan".

MAHESH RAMANUJAN  
PRESIDENT & CEO, U.S. GREEN BUILDING COUNCIL  
PRESIDENT & CEO, GREEN BUSINESS CERTIFICATION INC.



**James E. Gerard, A.I.A.**

Principal  
Gerard Associates Architects, L.L.C.

**Education:**

1966 Carnegie Institute of Technology, Bachelor of Architecture  
Numerous Continuing Education Seminars

**Registration:**

Registered Architect in Pennsylvania, West Virginia, Virginia, Maryland, Louisiana, Arkansas

**Professional Associations:**

American Institute of Architects; Construction Specification Institute; Arbitrator/panelist for American Arbitration Association

**Awards:**

Award for Excellence in Architecture – Adaptive Reuse, Pittsburgh Chapter, A.I.A.  
Golden Trowel Award, International Masonry Institute

**Work History:**

Mr. Gerard serves as a principal with Gerard Associates Architects, L.L.C. He joined the firm of Edwin J. Gerard, A.I.A. & Associates in 1970 following separation from active duty as a Captain in the United States Air Force. He became partner in the firm in 1973 after receiving his professional license. Mr. Gerard practiced as a sole practitioner from 1976 until the formation of Gerard-Nagar Associates in 1985. In 2006, Gerard-Nagar Associates transitioned into the current firm Gerard Associates Architects, L.L.C.

Mr. Gerard has extensive experience in all aspects of the practice of architecture from programming through conceptual design, construction documentation and contract administration. With over fifty years of practice, he has designed and administered numerous projects for both public and private clients. Over the course of his career, he has been instrumental in the planning, development and transition of the forty-acre campus of Duquesne University, which has been referred to as "the miracle on the Bluff". As an arbitrator/panelist for the American Arbitration Association, Mr. Gerard is able to provide invaluable insight into many of the issues and disputes, which occur in the construction process, and provides practice in the analysis and practical resolution of these disputes.

**Relevant Project Experience:**

***United States Army Reserve Center - Erie, Pennsylvania; Architect of Record***

Completion Date: July 2009 Size: Three-Structure Complex of 45,000 SF; Value: \$10,000,000.00

***Consol – SouthWestern Pennsylvania and Northern West Virginia; Architect of Record  
Archer Road, 8N#1 Portal, Enlow Fork Mine (current)***

Completion Date: December 2019 Size: 42,000 sf; Value: \$4,000,000.00

***Mylan – Southpointe Industrial Park, Canonsburg, Pennsylvania; Architect of Record***

Completion Date: 2002, Primary Building Size: 95,000 sf Value: \$10,000,000.00



# Liberty Tower High Rise for the Elderly Renovation

California, Pennsylvania

**Completion Date:** 2013

**Size:** Eight Story Structure; 104 Living Units.

**Construction Value:** \$2,700,000.00; Single Prime Contract +/- 15% Owner initiated Change Orders, Additional Work.

**Key Project Personnel:** Dawn Danyo DiMedio, A.I.A., LEED AP BD+C, Architect of Record  
Michaeleen D. Vargo, LEED AP BD+C, Project Documentation  
Negley Design, Mechanical, Electrical and Plumbing Engineers

**Reference:** James R. Hott, Senior Housing Director  
Redevelopment Authority of the County of Washington  
100 West Beau Street, Suite 603  
Washington, PA 15301  
Phone: (724) 228-6875

**Services:**

- Perform field surveys, studies and assemble site data.
- Prepare plans and specification for public improvements in compliance with all Federal, State and Local requirements.
- Review bids and recommend lowest responsible bidder.
- Conduct general supervision during construction for compliance with plans and specification requirements.
- Certify completion of Contractor's work.

**Program Included:**

- Renovation of 104 living units for the elderly; new kitchens and bathrooms.
- Accessibility modifications to the public restrooms to comply with Americans with Disabilities Act Accessibility Guidelines.
- Revisions to handicap spaces in parking area, along with repairing, seal coating and line restriping.
- Replacement of existing roofing, major rooftop equipment, existing hot water plant, sanitary and vent stacks, and underground sanitary main.
- Install weather stripping on the dwelling unit sliding glass doors, bedroom doors, all exterior doors, common area windows and to seal all interior openings in the concrete plank ceilings to enhance the energy efficiency of the building.
- Install new trash compactor.

Contracts with the Redevelopment Authority of the County of Washington are awarded to design professionals based upon their response to publically issued request for proposal. Upon award of Contract, a schedule is determined by the RACW, as well as a construction budget. In the case of the Liberty Tower High Rise for the Elderly, Gerard Associates Architects, L.L.C., achieved both the budget and schedule.









**FOR CONSTRUCTION**

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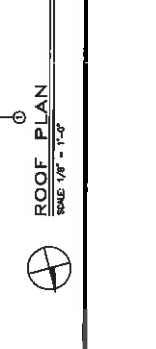
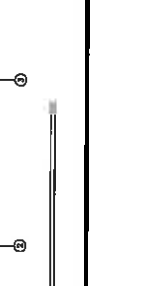
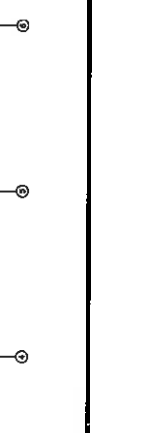
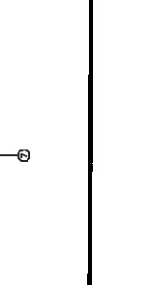
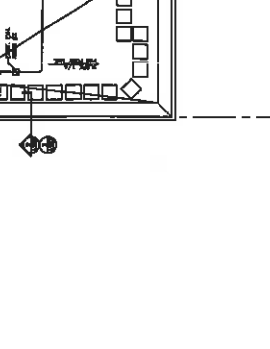
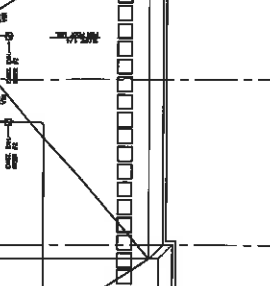
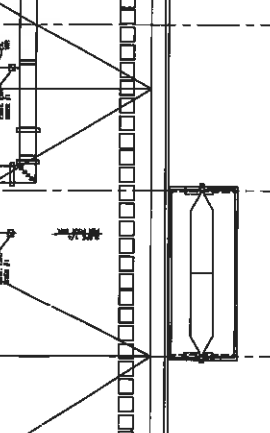
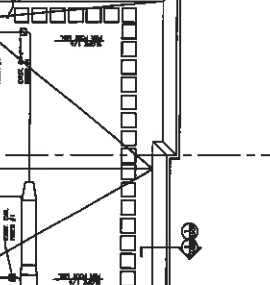
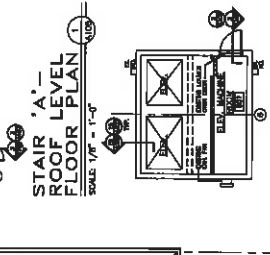
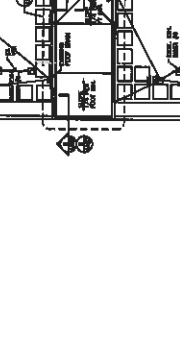
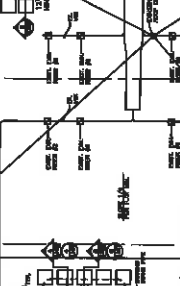
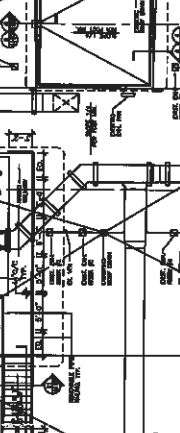
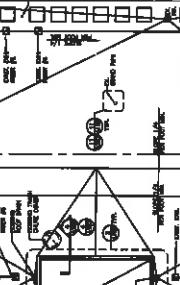
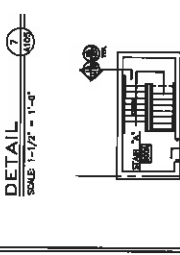
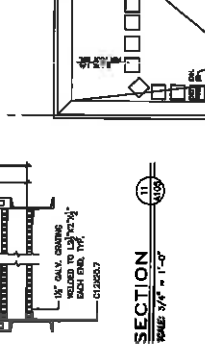
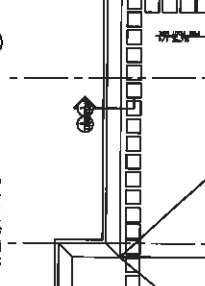
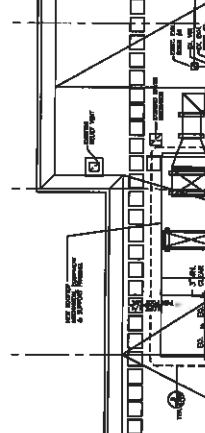
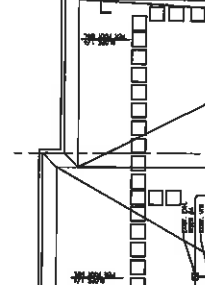
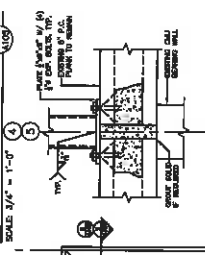
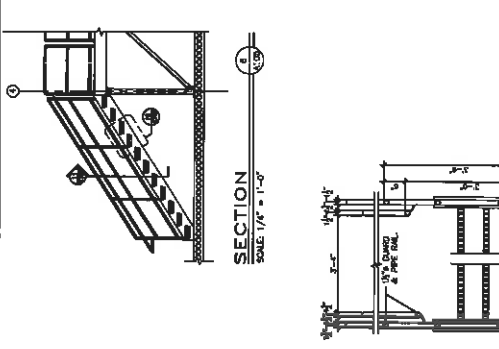
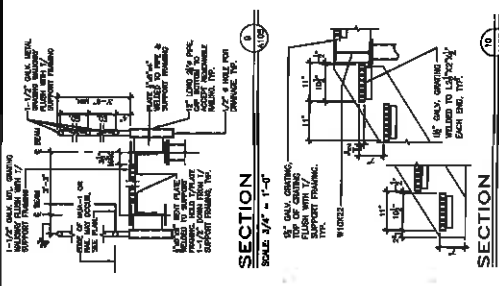
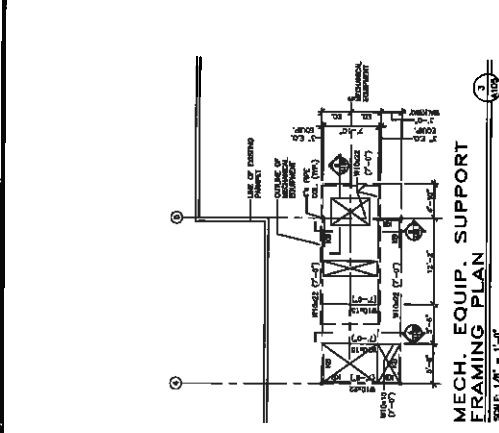
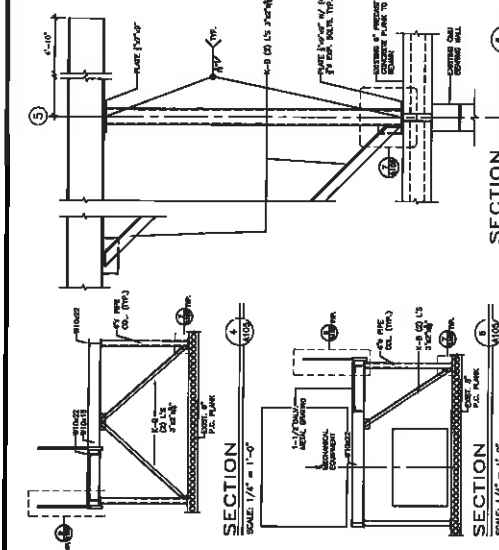


**ALTERATIONS**  
 to  
**LIBERTY TOWER  
 HIGHRISE FOR  
 THE ELDERLY**  
 520 LIBERTY STREET  
 WASHINGTON COUNTY  
 CALIFORNIA, PENNSYLVANIA 15419



**GERRARD  
 ASSOCIATES ARCHITECTS**  
 1601 ARNOTT BUILDING, 401 WOOD STREET  
 PENNSYLVANIA, WASHINGTON COUNTY  
 PHONE: 412-546-1531 FAX: 412-546-1532

DATE	04/02/12
SCALE	1/8" = 1'-0"
PROJECT NO.	A-105
REVISED BY	
DATE	
SCALE	
PROJECT NO.	



DATE: 04/02/12  
 SCALE: 1/8" = 1'-0"  
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 HIGHRISE FOR  
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 520 LIBERTY STREET  
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**GERRARD  
 ASSOCIATES ARCHITECTS**  
 1601 ARNOTT BUILDING, 401 WOOD STREET  
 PENNSYLVANIA, WASHINGTON COUNTY  
 PHONE: 412-546-1531 FAX: 412-546-1532

DATE	04/02/12
SCALE	1/8" = 1'-0"
PROJECT NO.	A-105
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DATE	
SCALE	
PROJECT NO.	





# United States Army Reserve Center

Erie, Pennsylvania

**Completion Date:** July 2009 (Contract Period January 2007 – July 2009)

**Size:** Three-Structure Complex of 43,400 SF

**Construction Value:** \$10,000,000.00

**Key Project Personnel:** James E. Gerard, A.I.A., Supervising Architect, provided oversight of Design Team  
Dawn Danyo DiMedio, A.I.A., LEED AP BD+C, Project Architect of Record  
Conway Engineering, Structural Engineer

**Client/ Reference:** Mr. Gary J. Lang\*  
Supervisor of Engineers  
Veterans Health Administration,  
Pittsburgh Healthcare System  
University Drive C  
Pittsburgh, PA 15240  
Phone: 412-360-3630

\*United States Army Corps of Engineers, Former Corps of Engineers Representative for duration of the Project.

**End User:** Scott Kawski  
United States Army  
99<sup>th</sup> Regional Readiness Command  
7001 Klier Drive  
Erie, PA 16415  
Phone: 814-279-0123

**Program:**

- Recruitment and Retention Office
- Family Counseling Area
- Staff Offices (25)
- Administrative Common Area (24 work stations)
- Library and Learning Center
- Classrooms (3)
- Physical Fitness Area
- Locker Rooms
- Assembly Hall
- Commercial Kitchen
- Weapons and Simulator Room
- Vault and Secure Storage
- Unit and Unheated Storage
- Flammable and Controlled Waste
- Maintenance Garage (2 bays)
- Supporting Mechanical and Utility Rooms

The Army Reserve Center of Erie, Pennsylvania was awarded as a Design-Build Contract based upon response to a publicly issued Request for Proposal. Gerard Associates Architects, L.L.C. served as the Architect of Record. A fixed lump sum construction price was submitted with the response to the RFP. The project budget was upheld and all design milestones were achieved within the contracted schedule established by the U.S. Army Corps of Engineers.

# UNITED STATES ARMY RESERVE CENTER ORGANIZATION MAINTENANCE SHOP (OMS) Erie, Pennsylvania

- Budgeting
- Site Design
- Programming
- Building and Interior Design
- Coordination with Design Standards
- Sustainable Design
- Construction Documentation
- Construction Administration
- Local Code / Zoning Administration
- As Built Documentation



The United States Army Reserve Center (USARC) is a three (3) structure complex comprised of a 36000sf Training Center, 5100sf Organized Maintenance Shop (OMS) and 2300sf Unheated Storage (UHS) Building. The project site is 14.60 acres of a former horse racing track which has been developed into an industrial park in Fairview Township, Erie, Pennsylvania. The intent of the design was to create a series of structures from substantial materials, all designed to meet the technical demands of the Reservists while paying reverence to the natural contours of the site and architecture of the surrounding structures. The project was designed in compliance with the minimum requirements of the Department of Defense Antiterrorism/Force Protection Construction Standards which helped dictate the arrangement of the buildings on the site. The Reserve Center was also designed under the guidance of the Sustainable Project Rating Tool (SPiRiT) which is equivalent to the LEED rating system for sustainability. The final design was able to achieve a SPiRiT Bronze rating.

The OMS contains two Maintenance Bays, Controlled Waste Room, Flammable Storage Room, Parts and Tool Rooms, Rest Rooms, Janitor Closet, IT/Electrical Rooms, Mechanical Room and a shared Administrative Office Area. Special design features include a vehicle exhaust system in the Maintenance Bays along with an in floor radiant heating loop.





## **Mylan Corporate Headquarters**

**Southpointe Industrial Park, Canonsburg, Pennsylvania**

**Completion Date:** 2002; subsequent interior alterations thru 2010.

**Size:** Four Story, 95,000 sf of Class "A" Office Space

**Construction Value:** \$10,000,000.00 (initial construction)

**Key Personnel:** James E. Gerard, A.I.A., Architect of Record, provided oversight of Design Team.  
Dawn Danyo DiMedio, A.I.A., Project Architect  
Conway Engineering, Structure Engineer

**Client / Reference:** Chad Stephenson  
Mylan  
Robert J. Coury  
Global Center  
1000 Mylan Boulevard  
Canonsburg, PA 15317  
Phone: 724-514-1800

**Program:**

- Shell Building Core including Toilets, Elevators and primary Exit Structure.
- Reception
- Offices
- Conference Rooms
- Ancillary Meeting Rooms
- Executive Suites
- Boardroom
- 2010 Conferencing Center to accommodate 250 persons with global conferencing capabilities.

# MYLAN TRAINING CENTER Canonsburg, Pennsylvania

- Budgeting
- Site Design
- Building and Interior Design
- Coordination with Design Covenants/Master Plan
- Construction Documents
- Construction Administration



After the completion of the new corporate headquarters, Mylan, Gerard Associates Architects, LLC. was requested upon to design a new corporate Training Center located on its first floor. Within the building's 95,000 square feet, the final design fulfills the demand for space in hosting executive sessions, team meetings and the president's bi-annual address to employees. The Training Center's design includes a 250 capacity center with seminar style and team meeting seating; a state of the art, custom fabricated rear projection system; an amphitheater; and is enhanced with video conferencing capability. In addition, an accommodating pre-function area allows for the preparation of food for meetings. The Training Center and a sense of team-building was deemed necessary to foster employees' efficiency.

Construction was completed in June of 2010.





# MYLAN SOUTHPOINTE INDUSTRIAL PARK Canonsburg, Pennsylvania

- Site Planning
- Site Design
- Building and Interior Design
- Coordination with Design Consultant (Master Plan)
- Construction Documents
- Construction Administration
- 2007 Award of Excellence, Associated Building Contractors



Located atop the highest point of Southpointe Industrial Park, 1500 Corporate Drive is the new corporate headquarters for Mylan. It's prominent location, visible from Interstate 79, provides multiple vistas of the surrounding countryside and adjacent golf course. The plan of the building is asymmetric, radiating from the lobby atrium space and building core. The building is comprised of approximately 95,000 square feet of Class "A" office space, nearly evenly distributed over its four floors. The firm was recently called upon to design a new corporate board room for Mylan, which will be located on the fourth floor, and which boasts a commanding view of Pittsburgh skyline.





## CONSOL

(CNX COAL RESOURCES L.P.)

Southwestern Pennsylvania; Northern West Virginia.

Archer Road, 8N#1 Portal, Enlow Fork Mine, Prosperity, PA (current)

**Completion Date:** December 2018, Primary Structure

**Size:** Two-story, 42,000 sf, Primary Structure plus Out-Buildings

**Construction Value:** 4,000,000.00

**Key Personnel:** James E. Gerard, A.I.A., Project Architect of Record, provides oversight of Design Team.  
Daniel Hepler, Project Manager  
Conway Engineering, Structural Engineer  
WNA Engineering, HVAC, Plumbing, Fire Protection and Electrical Engineer

**Client / Reference:** Mr. Brian Rabbitt  
CNX COAL RESOURCES LP  
332 Enon Church Road  
West Finley, PA 15337  
Phone: (724) 663-7136

**Program:**

- Changing and Shower Rooms
- Offices
- Lamp repair/storage
- Classrooms
- Conference Rooms
- Dispatch Center

The Portal and Bathhouse Structure is typical of mine entrances and serves as the hub of mine-worker activity on each site. Miners' service and store gear at the facility as well as train in mine activity, particularly safety and readiness. Supervisory personnel occupy on site offices. Direct connection is provided to the mine shaft elevator.

## BATHHOUSE & OFFICES Marshall County, West Virginia



The recently completed Bathhouse facility shown above includes changing and shower rooms, offices, lamp repair/storage, first aid, waiting area, classrooms, conference/meeting rooms to accommodate 500 persons. The smaller photographs illustrate the loading dock (with jib hoist), locker room and waiting/assembly room.

Gerard Associates Architects, L.L.C.'s services for this project included programming, design, contract documents, construction administration, coordination and enforcement of design standards and As-built documentation.



## BATHHOUSE & OFFICES

Greene County, Pennsylvania



The Bathhouse facility shown above includes changing and shower rooms, offices, lamp repair/storage, first aid, waiting area, classrooms, conference/meeting rooms, dispatch and vaults. The connection of the Bathhouse to the mine shaft elevator is shown to the left.

Gerard Associates Architects, L.L.C.'s services for this project included programming, design, contract documents, construction administration, coordination and enforcement of design standards and As-built documentation.





## Management & Quality Control Plan of Proposed Staff

Gerard Associates Architects, L.L.C., (GAA), will serve as Project Manager for all contracts awarded by the State of West Virginia and will perform the requirements of each contract and ensure that all services are provided in an efficient manner. The management plan, developed by the Project Architect, will consist of the following elements:

### Project Team

The Project Team will consist of a Project Architect from GAA (Project Manager), with direct oversight by one of the firm's principals and any of the staff and/or sub-consultants. All sub-consultants shall be selected on the basis of their ability to meet design requirements and any specified quality control requirements. The sub-consultants shall be required to accept and implement the Architect's Management Plan.

All sub-consultants are responsible for identifying training needs and providing for the training of all personnel. Personnel performing specific assigned tasks shall be qualified on the basis of appropriate education, training and/or experience, as required.

### Design

The Project Architect shall document procedures (management plan) for design and for coordination of all applicable activities to verify that the services meet the State of West Virginia requirements. The GAA Project Architect will be responsible for coordinating and conducting design reviews, distribution of documents for review, and the process of identifying and modifying discrepancies. All documents shall be reviewed and agreed upon by the State of West Virginia.

A framework for initial design planning activities shall be established by the Project Architect, who shall record and verify information and data on field surveys and inspections. All relevant design criteria, including codes and standards shall be established and made available to all sub-consultants.

Design schedules and cost estimates shall be monitored with documentation of any deviations from proposed scope of work.

The Project Architect shall establish methods and implement reviews to determine that completed designs are constructible, functional, meet the requirements of the State of West Virginia and conform to established regulatory standards.

### Communication and Coordination

Communication and coordination between the Project Architect and sub-consultants shall be defined and necessary information documented, transmitted and regularly reviewed by the Project Architect. The project team will meet, as needed, during the design phase and then a minimum of bi-weekly during the construction period to review progress of the project.

### Document Control and Data Changes

The Project Architect shall review and approve all documents and data for adequacy prior to issuing to the sub-consultants. A master list identifying the current revision status of documents shall be established and be available to preclude the use of invalid or obsolete documents. Any changes to original documents shall be reviewed and approved by the Project Architect and the State of West Virginia. All Sub-consultants shall establish and implement procedures to determine that only the most recent revisions to written procedures, codes, standards and relevant documents are used.



## Project Approach

Gerard Associates Architects, L.L.C. utilizes the guidelines as set forth by the American Institute of Architects for categorizing projects into six (6) main categories of services. While the nature of each project is different and may require deviation from these guidelines, they are used by the firm as a starting point for determining professional fees, project schedules, construction budgets, and for the hiring of consultants. A break-down of each of the phases follows, with a corresponding break-down of the percent of time typically devoted to each phase and consequently the total percentage of fee associated with each phase.

In serving many of the firm's clients, it has been necessary to complete evaluations and feasibility studies prior to commitment to a project on the part of an Owner. Gerard Associates Architects, L.L.C. considers the completion of such studies as a design service encompassing, to varying degrees, Programming and Planning, Schematic Design, Design Development, and the beginnings of Construction Documentation. The firm typically proposes that such studies are completed for a lump sum fee based upon a projection of hours.

### DESIGN SERVICES

- Phase 1 - Programming and Planning (As Needed) . . . . . %15**  
Architect will meet with Owner to determine specific project requirements, goals of the project and apportionment of the budget. At this phase, basic requirements and relationships are defined, along with any necessary assessments of existing facilities and/or site conditions. As this is typically the most intensively interactive phase of the services, it requires Owner participation and availability for the exchange of information and ideas. The resultant documentation at this phase is typically a written document which records the results of the exchanges and the conclusions reached.
- Phase 2 - Schematic Design . . . . . %15**  
Architect will provide preliminary evaluation of the Program, Schedule, and Budget, each in terms of the other, review alternative approaches to design and construction, and prepare for approval of the owner, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of the project components. The Architect will then submit a preliminary estimate of construction cost based on area, volume, or similar conceptual estimating techniques.
- Phase 3 - Design Development . . . . . %20**  
Based on the approved Schematic Design Documents, and any adjustments, the Architect will prepare, for approval of the Owner, Design Development Documents consisting of drawings and other documents to fix the size and character of the project as to architectural, structural, mechanical, and electrical systems, materials, and such other elements as may be appropriate. The Architect will then advise of any adjustments to the preliminary estimate of cost.
- Phase 4 - Construction Documents . . . . . %30**  
Based on the approved Design Development Documents, and any further adjustments, the Architect will prepare, for approval of the Owner, Construction documents consisting of Drawings and Specifications setting forth in detail, the requirements for the construction of the project. The Architect will assist the Owner in the preparation of necessary bidding information, advise of any adjustments to the preliminary estimate, and assist in filing documents required for governmental approvals.

**CONSTRUCTION SERVICES**

**Phase 5 - Bidding/Negotiation Phase . . . . . %5**

The Architect, following the Owner's approval of the Construction Documents and the latest preliminary estimate of Construction Cost, will assist the Owner in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

**Phase 6 - Construction Services . . . . . %15**

The Architect will provide administration of the Contract for Construction as set forth in the AIA Document A-201, General Conditions of the Contract for Construction. The Architect will be a representative of, and will advise and consult with the Owner. As a representative of the Owner, he will visit the site at intervals appropriate to the progress of the work, generally on a bi-weekly basis, and endeavor to guard the owner against deficiencies and to determine if the work is being completed in accordance with the Construction Documents.

The Architect will:

- A. Review and certify Certificates for payment
- B. Review and approve Shop Drawings, Product Data, and Samples
- C. Prepare Change Orders with supporting documentation as required
- D. Prepare sketches and documents as required to clarify the intent of the Contract Documents
- E. Conduct review and inspections to determine the quantity and quality of the work and its conformance with the Contract Documents
- F. Determine date of Substantial Completion and issue appropriate reports and certificates



hereby grants

# National Women's Business Enterprise Certification

to

Gerard Associates Architects, L.L.C. DBA n/a

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE). This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council - PA, DE, sNJ, a WBENC Regional Partner Organization.

*Jeri Swift*  
Authorized by Jeri Swift, President Emerita  
Women's Business Enterprise Council - PA, DE, sNJ

Certification Granted: November 25, 2014  
Expiration Date: November 25, 2018  
WBENC National Certification Number: 2005125807



NAICS: 541310  
UNSPSC: 8111705





**NOTICE OF SMALL BUSINESS SELF-CERTIFICATION  
AND SMALL DIVERSE BUSINESS VERIFICATION**



The Department is pleased to announce that

**GERARD ASSOCIATES ARCHITECTS LLC**

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Contracting Program, and is verified as a Small Diverse Business with the following designation(s):

**BUSINESS TYPE(s): Design**

**CERTIFICATION NUMBER: 351195-2012-09-SB-W**

**CERTIFICATION TYPE: Woman Business Enterprise**

**ISSUE DATE: 09/04/2012      EXPIRATION DATE: 09/30/2019**

**RECERTIFIED DATE: 8/7/2017**

A handwritten signature in black ink that reads "Kerry L. Kirkland". The signature is written in a cursive style.

---

Kerry L. Kirkland, Deputy Secretary  
Diversity, Inclusion, and Small Business Opportunities

**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)

Dawn Danyo DiMedio, A.I.A., LEED AP BD+C, Principal  
(Printed Name and Title)

Gerard Associates Architects, LLC, 445 Fort Pitt Boulevard, Suite 410  
(Address) Pittsburgh, Pennsylvania 15219  
412-566-1531 412-566-1532

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

dddimediao@gerardassociatesarchitects.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.

Gerard Associates Architects, L.L.C.  
(Company)

  
\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

Dawn Danyo DiMedio, A.I.A., Principal  
(Printed Name and Title of Authorized Representative)

August 27, 2018  
(Date)

412-566-1531 412-566-1532  
(Phone Number) (Fax Number)

**ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

*(Check the box next to each addendum received)*

- Addendum No. 1
- Addendum No. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5

- Addendum No. 6
- Addendum No. 7
- Addendum No. 8
- Addendum No. 9
- 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.

Gerard Associates Architects, L.L.C.

Company

  
Authorized Signature Dawn Danyo DiMedio, A.I.A., Principal

August 27, 2018

Date

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

**West Virginia Ethics Commission**  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

**Contracting Business Entity:** Gerard Associates Architects **Address:** 445 Fort Pitt Blvd., Suite 410  
Pittsburgh, PA 15219

**Authorized Agent:** Dawn Danyo DiMedio, AIA, Principal **Address:** Same as Above

**Contract Number:** Solicitation No. CEOI 0603 **Contract Description:** Building 215 Doors & Windows  
ADJ 1900000007 Design - Camp Dawson

**Governmental agency awarding contract:** State of West Virginia

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary): To Be Determined

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: 

Date Signed: August 27, 2018

**Notary Verification**

State of PENNSYLVANIA, County of ALLEGHENY

I, Dawn Danyo DiMedio, AIA, Principal, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 27th day of August, 2018.

  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_

