



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

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

Proc Folder: 482006

Doc Description: Addendum; Camp Dawson Building 215 Doors & Windows Design

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Sollcitation No	Version
2018-08-24	2018-08-30 13:30:00	CEOI 0603 ADJ1900000007	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:

E.T. Boggess Architect, Inc.
PO Box 727 101 Rockledge Avenue
Princeton, WV 24740 304-425-4491

RECEIVED

2018 AUG 29 AM 10:31

WV PURCHASING
DIVISION

FOR INFORMATION CONTACT THE BUYER

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

Signature X

FEIN #

55-0515917

DATE

August 27, 2018

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



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 Post Office Box 50130
 Charleston, WV 25305-0130

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PO Box 727	304-425-4491
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FOR INFORMATION CONTACT THE BUYER
Stephanie L Gale (304) 558-8801 stephanie.l.gale@wv.gov

Signature X 	FEIN # 55-0515917	DATE August 27, 2018
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All offers subject to all terms and conditions contained in this solicitation

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

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

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

E. T. Boggess Architect, Inc.
(Company)
Todd Boggess Todd Boggess, President
(Authorized Signature) (Representative Name, Title)
Todd Boggess, President
(Printed Name and Title of Authorized Representative)
August 27, 2018
(Date)
(P) 304-425-4491 / (F) 304-425-2028
(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ADJ190000007

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

E.T. Boggess Architect, Inc.

Company

Authorized Signature

August 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: E.T. Boggess Architect, Inc. Address: PO Box 727, 101 Rockledge Avenue
Princeton, WV 24740

Authorized Agent: Todd Boggess Address: 101 Rockledge Ave., Princeton, WV

Contract Number: ADJ1900000007 Contract Description: Camp Dawson Building 215

Governmental agency awarding contract: WVARNG

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):

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

Check here if none, otherwise list entity/individual names below.
EL Robinson (Charleston)

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.
Todd Boggess

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: *Todd Boggess*

Date Signed: August 27, 2018

Notary Verification

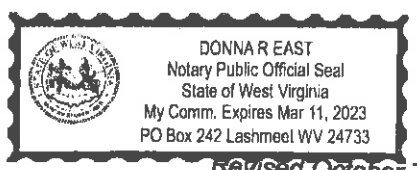
State of West Virginia, County of Mercer

I, Todd Boggess (Todd Boggess), 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

Donna R. East
Notary Public's Signature

To be completed by State Agency:
Date Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: _____



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: E.T. Boggess Architect, Inc.

Authorized Signature: *[Signature]* Date: August 27, 2018

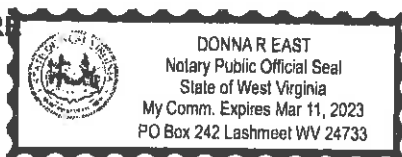
State of West Virginia

County of Mercer, to-wit:

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

My Commission expires March 11, 2023

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)



Letter of Transmittal

8/28/2018

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

Project:
WVARNG / Camp Dawson
Building 215

Atten: Stephanie L. Gale

Sending Via:
UPS

Subj: Qualifications

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

# of copies	DATE	DESCRIPTION	CODE
		ADJ 190000007	
1		Statement of Qualifications - Original	2
1		Statement of Qualifications - Convenience Copy	2
1		WV Purchasing Forms - Unbound	3

REMARKS:

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

Signed: Todd Boggess, AIA, NCARB, Architect



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

August 30, 2018

REF: ADJ1900000007

Dear Ms. Gale:

In response to your qualifications request for the professional Architectural and Engineering Design services, the E.T. Boggess Architect, Inc. team is pleased to submit information regarding our experience. We will provide the services necessary to accomplish the replacement of windows and door hardware at Building 215 at Camp Dawson. Our team will work with the State of WV and the WVARNG to ensure that everyone's vision for the project is achieved.

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

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

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

Sincerely,

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

Todd Boggess, AIA, NCARB, Architect
President

Cover Letter

Qualifications – 1

Approach & Scope of Services – 2

Firm Profiles – 3

Projects / Prior Experience – 4

Management & Staffing – 5

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West Virginia Forms – 7

INTRODUCTION

The focus on “fiscal responsibility” (or lack thereof) by government agencies is definitely in the headlines these days. The improvements and upgrades that the WVARNG has been able to accomplish at various locations should help reduce the cost of operating these facilities, as well as providing for a certain level of comfort to the occupants. The goal to provide a more efficient environment by replacing the windows in Building 215 is a project that can have immediate benefits. Replacing the hardware on all the doors will also improve the building’s security.

ETB has a great deal of experience with government facilities, both new and renovations. Almost all of our renovation projects have involved either the replacement or restoration of existing windows and doors. Energy conservation initiatives have resulted in a number of choices when it comes to windows and ETB will specify the replacements that will best serve the needs of the WVARNG. We will also strive to provide as little disruption to Camp Dawson and the day-to-day activities as possible and will encourage the contractor to be mindful of the continuing operations.

Over the past few years, we have either upgraded/replaced or restored windows at the WVARNG Coonskin Offices, the Mercer County Courthouse, the Princeton Public Library (WVAIA’s Honor Award Renovation Project), and the Kyle and Ann Fort Arts & Sciences Building at New River Community & Technical College in Lewisburg. While enhancing your building’s appearance may not be the primary goal, selecting the “perfect” replacement can certainly promote a more positive image.



WVARNG Coonskin

PROJECT GOALS and OBJECTIVES

Project Goals and Objectives 2.1 – “Provide a complete design including all engineering and architectural disciplines to prepare construction bid documents for West Virginia State Purchasing. The Key design elements include new windows and doors. The new doors and windows are to be better suited to protect against transference of heat and cold.”

E. T. Boggess Architect, Inc. has been developing architectural designs, plans, specifications, estimates and other construction/bidding documents for projects for over 50 years. Todd Boggess, President of ETB, serves on the WV Board of Architects and is active in verifying that all architects provide professional services within the state's laws and codes. He is, therefore, one of the first to be notified of any changes to any laws and codes that apply to the architectural profession. Todd will be *your architect* and point-of-contact in order to ensure the needs and objectives of the WVARNG are fully addressed to your satisfaction.

Whether we are installing new windows, doors, and hardware or replacing existing, ETB researches the options that are available and works, within your budget, to obtain the most appropriate solution possible. We review existing drawings, inspect and field verify what is currently in place, and then evaluate alternatives.

Project Goals and Objectives 2.2 – “New windows are designed to be more efficient at protecting against transference of heat and cold. The new window design should include window shades; that have the option of light filter and black out.”

Our window design will reflect the instructions provided by the WVARNG, including specifying shades with light filter and black out options.

Project Goals and Objectives 2.3 – “All new exterior doors are designed to be more efficient at protecting against the transference of heat and cold. All new door locks are to be of high security type, such as Schlage Primus or of better or equal quality. All interior doors and exterior doors are to have all new hardware.”

Our hardware specifications will reflect the instructions provided by the WVARNG, including specifying quality and ensuring appropriate security.

Project Goals and Objectives 2.4 – “Drawings and specifications are to be submitted at 35%, 65%, 95% and 100%, cost estimates are to be revised and submitted with each submittal at 35%, 65%, 95% and 100%.

ETB will provide the drawings and specifications as indicated and we will provide the documentation as per the schedule we establish with the owner. Cost estimates will be revised and refined throughout the design process and submitted with the 35%, 65%, 95% and 100% packages.

Project Goals and Objectives 2.5 – “Provide construction bid services to the Owner.”

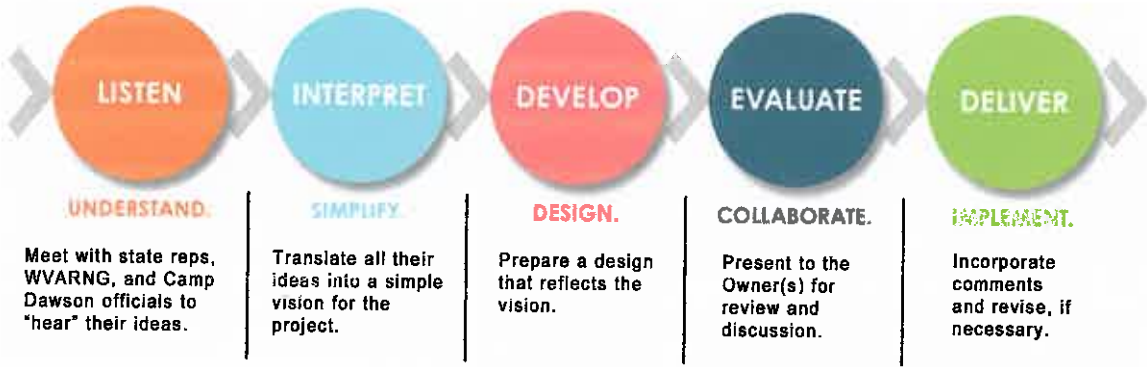
ETB provides professional A/E services, including bidding and construction contract administration, for all of our projects. Our bidding services can include as little or much involvement as the owner needs, including distributing bid packages, coordinating the pre-bid conference, and addressing questions with addendum. Our project managers will work with your designated representative to ensure all general contractors receive the necessary information to submit a legitimate bid.

Contract administration services are important in order to ensure construction conforms to the design intent of the construction documents; to lessen project risks; and to identify and resolve construction problems early in order to keep the project on schedule. Chris Canterbury is our construction administration manager and has been involved with major renovation and new construction projects for a variety of state government agencies, most recently WVDQH D7 Office Building and Equipment Shop. Chris provides efficient leadership in coordinating the team dynamics, budget, schedule, and the flow of information. He also assists the client with the management of services and consultants that may not be a part of this contract, but still may have an impact on workflow and infrastructure coordination.

COMMUNICATION

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

Although there are more ways than ever to communicate these days, the art of listening continues to be a challenge. If your message is not being heard and understood, then communication has failed. Our cycle of communication is best depicted by the image below and this procedure is repeated throughout the design and construction process.



PROJECT BUDGET and CONSTRUCTION

According to a study from KPMG, just 31% of all projects came within 10% of the budget in the past 3 years. This is a challenging situation that our entire country is facing, not just West Virginia. While it is the goal of the A/E design team to design a facility within the established budget by thoroughly investigating the cost of materials and labor and utilizing the costs of past projects, there are a number of items that are simply beyond our control. For example, a hurricane in the Gulf of Mexico can raise the cost of gasoline in West Virginia a great deal before it does any actual damage. That raises the cost of moving men and materials and can dramatically affect any project costs that are currently advertised for bids. Even though the project budget was examined within the past few months, the numbers may be skewed due to recent developments.

The first step in maintaining a project budget is to make sure the budget represents an achievable goal. This is where honest, open *communication* between the Owner and design team is important. Unfortunately, Owners are often told their budget is realistic in order for the project to proceed. We believe that the management of costs and/or risks begins with the development of fully vetted alternatives which enable you to make informed choices about the project. We search for simple and effective solutions. The evaluation of cost must extend beyond the costs of construction, and consider the costs of operations, human resources, energy and sustainability.

Prior to letting a project out to bid, we like to go through a "value engineering" exercise to identify possible cost savings measures that may be implemented either partially or as a series of alternates during the bid process. This helps ensure that a successful bid is realized within the budget restraints of the project.

CONSTRUCTION PERIOD

The first step in maintaining a project construction schedule is to once again, make sure the schedule is realistic. Early in the process, *communication* between the Owner and Architect will establish both the anticipated time to accomplish the design as well as a realistic timeframe for construction to be completed. As always, there will be surprises along the way that may affect progress, but keeping open communication between all parties will lead to a more successful project.

ETB currently has two projects that were recently closed out and another that will be completed shortly. All three of these projects, WVDOH D7 Office Building, D7 Equipment Shop and Greenville Senior Living, are being completed on-time. In the past five years, all but two of our projects were completed within a few weeks of the projected schedule of completion.

There are options available to the Owner if you wish to incorporate liquidated damages into the contract for failure to meet a project deadline, and, if time is of the essence, a bonus could be included if construction is completed ahead of time. However, ETB believes it is in the best interest of the project to work together, especially during the construction phase, to ensure a project's successful completion. We believe maintaining a "team" approach is much more effective than an "us versus them" scenario.

QUALITY MEASURES

Quality Assurance - We feel quality assurance is the ability of an architect to provide the client with a set of documents that satisfies the client's needs and are as accurate as possible. ETB believes quality assurance is an ongoing process, not just a one-time occurrence. No project is perfect, however, we strive to achieve maximum client satisfaction. To that end, we have set the following goals for ourselves:

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

Quality Control - Quality control starts with matching expectations about quality standards and life cycle costs with budget and scope during planning and design reviews. This continues through construction delivery with a program of inspections, tests, and certifications that are typically handled through a third-party agency. Quality control should flow seamlessly from one phase to another. The "partnership" we develop during the project assists us in maintaining a high level quality control standard with everyone working together in the project's best interest. We strive to coordinate performance among the entire project team in order for a completed building program to fully satisfy your needs and expectations. The quality control plan we follow should help eliminate errors, reduce cost and improve overall building quality.

ETB normally follows the plan as outlined below:

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

APPROACH

Our approach to the window and door replacements at Building 215 at Camp Dawson for the WV National Guard begins with a thorough examination of the existing windows and doors. It will be important to determine whether the building cladding can be removed to access/evaluate the existing flashing/sealant installation. If the cladding must remain in place, and the integrity of the existing flashing and sealants hidden within the wall assembly cannot be verified, then it will probably be necessary that new flashing and sealant be installed on the exterior surface of the wall and integrated with the new window system. It will also be important to coordinate directly with weather barrier manufacturers for development of "water-managed" window system details specific to each installation. A determination will also need to be made as to whether lead paint and/or asbestos is present in the area that is to be disturbed during investigation and replacement/construction.

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

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

Specific Tasks

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

Investigation and Evaluation Phase:

- Upon receipt of Notice to Proceed, ETB will review all available original plans, specifications and other relevant data documenting existing systems and structures.
- Conduct a thorough evaluation and inspection of the window system, evaluating existing conditions.
- Perform engineering analysis to establish roof and structural system design criteria including structural loading/uplift capacities, thermal resistance ratings, drainage capacities and other relevant data for evaluation of roof/structural system compatibility with new window systems.

- Meet with representatives from the WV National Guard to present and discuss preliminary findings, including preliminary budget amounts.

Preliminary Design Phase (35%):

- Prepare preliminary design drawings, targeting all areas of work that will be affected.
- Prepare Outline Specifications and Preliminary Estimate of Probable Construction Costs.
- Meet with representatives from the WV National Guard to review preliminary design drawings, proposed scope of work, proposed system product selections and alternatives, and Preliminary Estimate of Probable Construction Cost.

Design Development Phase (65%):

Once you approve the preliminary design concepts, ETB will refine and coordinate the work with the team to finalize the design approach. During the Design Development Phase, comments made by the WVARNG are addressed. Decisions made are evaluated at a more detailed level to minimize the possibility of major modifications being needed during the development of construction documents. The Estimate of Probable Construction Cost will be updated.

Construction Document Phase (95%):

Once you approve the Design Development Phase Documents, we will proceed with the final Construction Documentation. Services/tasks include . . .

- Prepare Construction Documents including detailed drawings and specifications commensurate with established scope of work.
- Prepare Final Estimate of Probable Construction Costs.
- Identify phasing options in order to lessen impact of construction on daily operations.
- Meet with representatives from WVARNG and representatives from Camp Dawson as necessary to review progress, discuss proposed design and budget refinements, value engineering proposals and other general coordination issues.

Construction Document Phase (100%):

We will incorporate and revise construction documents based on WVARNG comments related to the 95% review set. Final dates for advertising, pre-bid meeting, and bids due will be established. All necessary documents provided by the Owner will be incorporated into the specifications.

Bidding Phase:

Our team will provide general administrative assistance to the State of WV and WVARNG during the Bidding Phase, including participating in the pre-bid meeting and responding to questions submitted by bidders.

Construction Administration Phase:

We will provide construction contract administrative services throughout the duration of the renovation work. Customary services include:

- Review of contractor submittals and shop drawings.
- Review/approval of contractor's applications for payment.
- Review/response to RFI and construction change order requests.
- Regular on-site construction observation and attendance at meetings.
- Assistance/coordination with governmental/ regulatory agencies.
- Preparation of project punch list and sign-off.
- Review of project close-out documents/ compliance.



Before

Window Replacement at
Princeton Public Library

After



HISTORY

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



REPUTATION

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

The architects at ETB are well-respected for their high ethical standards, as well as professional and civic activities. They have been asked to serve as expert witnesses and arbitrators in legal disputes. They have also been selected to serve on various local, state and national committees. These committees cover areas from determining local zoning ordinances to reviewing and developing educational requirements for future architects, to preserving West Virginia's historic architecture. In 2014, Todd was appointed to the WV Board of Architects by Governor Tomblin. The Board of Architects protects the life, health, and property of the people of the State of West Virginia by ensuring that proper architecture practices are used in the state.

SIZE

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

TEAMWORK

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

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

EXPERIENCE

Over the past 52 years, ETB has accomplished many different types of buildings in 12 different states and 1 foreign country. We have not limited ourselves by focusing on one particular type of project or a single location. Instead, we choose to maintain a diverse practice which allows us to begin each project with renewed enthusiasm. Our range of project types have helped us develop a broad knowledge base

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

Our firm has a great deal of experience creating graphic imagery as well as presenting the information to government agencies and the general public. Recent projects for the WV Higher Education and Policy Commission, the WV School Building Authority, as well as county school systems, have required us to generate imagery and create powerpoint presentations. This is just another step in the process of moving your projects forward and we are anxious to work with you to obtain the necessary approvals.

SCHEDULES & BUDGETS

ETB understands the importance of ensuring that all schedules and budgets are met. Our strength is in the delivery of appropriate and analytical solutions for complex buildings in strict conformance with budget and time constraints. Some of our most recent projects, especially for state agencies, have presented us with very rigorous scheduling goals and we have met the owner's deadlines accordingly.

Our team will do everything within our power to ensure the project stays within budget and on schedule. We will work with the general contractor to provide him with the information he needs as quickly as possible. As mentioned earlier, the key to addressing problems during construction will be **communication, collaboration, and consensus.**

E.L. Robinson has a strong background in site facility development and renovations. Our team has over 39 years of experience working with various communities, developing a diverse range of capabilities to handle the most complex development projects. From the initial planning and layout through the construction phase, the team at ELR provides clients with top quality site development services. Our areas of expertise include community and public facilities, business parks, recreational areas, residential neighborhoods, urban planning and streetscape design, planned unit and community development, park and recreation design, and campus planning.

E.L. Robinson has over 135 staff members including 57 degreed engineers, 37 of which are registered professional engineers; 15 construction inspectors and a support team of administrative and technical personnel. Our firm's office in Charleston will provide the identified scope of services. This team of professional engineers, funding specialists, surveyors and construction inspectors has been specifically assembled for this project because of their experience relating to your project and for preparing solutions that are realistic.

ELR's team has been fortunate to assist other clients with various types of site design projects including numerous building facilities and centers to serve various communities.

- Greenfield Cabinetry Building Expansion
- Putnam PSD Maintenance Facility
- Mingo County 911 Center
- Putnam County 911 Command Center and EMS Garage
- Mason County 911 Center
- Wetzel County 911 Center
- Chief Logan State Park Recreational Facility
- Aldersgate United Methodist Church Recreation Facility
- Logan County Airport Business and Industrial Park
- Williamson DHHR Building
- Mingo County Memorial Building Handicap Accessibility
- Williamson Coal House
- Williamson City Hall Exterior Updates
- Williamson Fire-Police Station
- Logan County Courthouse ADA Upgrades



QUALIFICATIONS



- Blackwater Falls State Park Sewage Treatment Plant Replacement

Structural and Facility Design

- Chief Logan State Park Recreational Facility
- Aldersgate United Methodist Church Recreation Facility
- Mingo County Memorial Building Handicap Accessibility
- Williamson Coal House
- Logan County Courthouse ADA Upgrades

Landscape Architecture & Land Planning

- Ronceverte Comprehensive Plan
- Ronceverte Streetscape Enhancements
- Ronceverte Streetscape Phases 3 & 4
- Mt. Hope Streetscape Phase 3 & 4
- Bridgeport Pedestrian Walkway Feasibility Study
- Doddridge County Courthouse Campus Upgrade



Project Information

E.T. Boggess Architect, Inc.

Project	Type	Goals	Size	Cost	Comp.
<p>Municipal Complex for the City of Princeton</p> <p>Location: Princeton, WV</p> <p>Project Manager for the City: Eric Gatchel - 304-888-9855</p>	<p>New</p>	<p><i>Provide renovation design of former wood processing facility in order to accommodate all city offices - administration, police, fire department, public works & recreation.</i></p> <p><i>Projects to be accomplished in phases.</i></p>	<p>272,902 sf</p>	<p>\$11 mil</p>	<p>TBD</p>
<p><i>Goals were met by as a result of diligent research, planning/programming and coordination between team members and city officials.</i></p>					
<p>Princeton Public Library</p> <p>Location: Princeton</p> <p>Proj Mgr for the City of Princeton: former Librarian Connie Shumate - 304-384-5366</p>	<p>New</p>	<p><i>Renovated former USPO to serve as new public library. Preserve historical atmosphere. Install new technology. Ensure code compliance.</i></p>	<p>13,300 sf</p>	<p>\$3.8 mil</p>	<p>2010</p>
<p><i>Goals were met by identifying areas to improve/enlarge, restoring historical architectural elements, and ensuring code compliance.</i></p>					
<p>Hatfield-McCoy Trail Regional Authority</p> <p>Location: Lyburn, WV</p> <p>Executive Director: Jeffery Lusk - 304-752-3255</p>	<p>Reno.</p>	<p><i>Renovated former restaurant to serve as main authority offices, conference rooms, & storage.</i></p> <p><i>Included display area for retail sales.</i></p>	<p>6,200 sf</p>	<p>550,000</p>	<p>2011</p>
<p><i>Goals were met by as a result of coordination with owner to identify specific needs and adapt existing structure for compliance.</i></p>					

WV ARMY NATIONAL GUARD READINESS CENTER

Elkins, WV

PROJECT DETAILS

owner/district:
WV Army National Guard

year:
2012

size:
50,000 sf

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

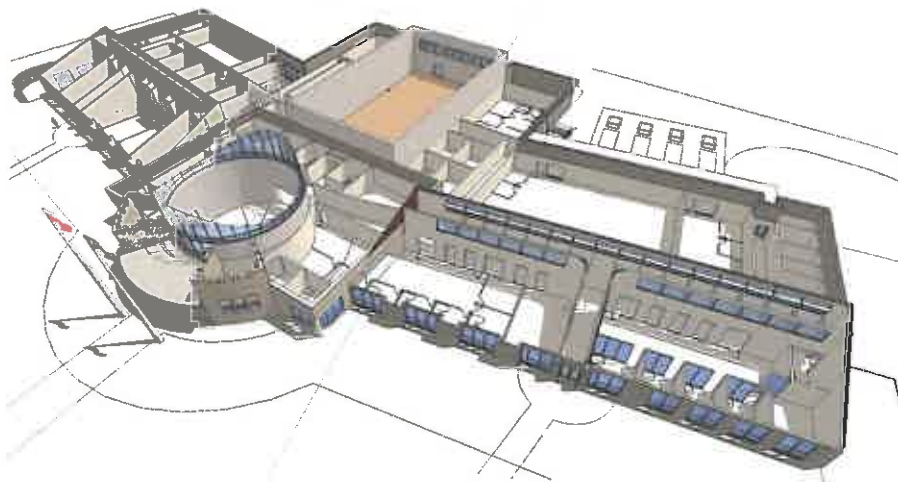
The project also included the design and construction of a separate structure for secure storage maintenance/ workshop/ office structure.



COMPUTER VISUALIZATION

WV ARMY NATIONAL GUARD READINESS CENTER

Elkins, WV



WV ARMY NATIONAL GUARD JOINT FORCES HEADQUARTERS

Coonskin Park, Charleston, WV

PROJECT DETAILS

BEFORE



owner/district:
WV Army National Guard

year:
2016

type:
Exterior Renovations

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



WV ARMY NATIONAL GUARD JOINT FORCES HEADQUARTERS

Coonskin Park, Charleston, WV



PROJECT DETAILS

owner/district:
WV Army National Guard

year:
2016

type:
Exterior Renovations

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



Existing Metal Facade



Painted Metal Facade
Work Package 02 - Base Bid



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

MUNICIPAL COMPLEX

Princeton, WV

PROJECT DETAILS

owner/district:
City of Princeton

year:
2018

size:
272,902 sf
37.5 acres

Existing Structures



The former Dean Company Property is being considered as the new location for a multi-functional governmental complex. ETB designed a master plan that incorporated administrative offices, fire department, police department, public works, a recreational center and nautical center. This new hub will also be home to maker spaces, leasable space for large business ventures and a multi-sport outdoor facility for travel sports - baseball, softball and soccer. Outdoor amenities may include a skate park, family pavilions and running / walking paths.



NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

Lewisburg, WV



PROJECT DETAILS

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

year:
2014

size:
3-Story

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

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



BEFORE

PRINCETON PUBLIC LIBRARY

Princeton, WV

PROJECT DETAILS

owner/district:
City of Princeton

year:
2010

size:
13,331 sf (Two Story)

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



MERCER COUNTY COURTHOUSE

Princeton, WV



PROJECT DETAILS

owner/district:
Mercer County Commission

year:
phased/multiple years

type:
renovations

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

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

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



MERCER COUNTY WAR MEMORIAL BUILDING

Princeton, WV



PROJECT DETAILS

owner/district:
Mercer County Commission

year:
2011

type:
renovations

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

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





OAKVALE ELEMENTARY SCHOOL

Oakvale, WV



PROJECT DETAILS

owner/district:
Mercer Co. Board of Education

year:
2014

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

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

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



Project Data



<i>Project</i>	<i>Project Type</i>	<i>Goals & Objectives</i>	<i>How Goals were Met</i>
<p>Mingo County Wood Products Industrial Park Location: Mingo County, WV Client Contact: Leasha Johnson 304.235.0042</p>	Site Development	Provide site design for a 100 acre section of land to allow for economic development in Mingo County	ELR successfully designed the industrial park resulting in the completion of the project on time and under budget
<p>Putnam County Business Park Phase II Industrial Access Road Location: Fraziers Bottom, WV Client Contact: Andrew Dunlap 304.757.0318</p>	Site Development	Provide access road design with the purpose that the existing Putnam County Business Park could connect to the new US Route 35 and therefore benefit for it's development	ELR successfully designed the industrial park access road resulting in the completion of the project on time and under budget
<p>Earl Ray Tomblin Industrial Park Location: Holden, WV Client Contact: Roscoe Adkins 304.752.4600</p>	Site Development	Provide site design and access road design for a 52 acre section of land to precipitate development in Logan County	ELR successfully designed the industrial park and access road resulting in the completion of the project on time and under budget
<p>Upshur County Industrial Park Location: Buckhannon, WV Client Contact: Stephen Foster 304.472.1757</p>	Site Development	Provide site design for an approximately 20 acre industrial site to stimulate growth and development in Upshur County	ELR successfully designed the industrial park resulting in the completion of the project
<p>Belo Industrial Park Location: Mingo County, WV Client Contact: Leasha Johnson 304.235.0042</p>	Site Development	Provide site design for approximately 7 acres of undeveloped land industrial site to stimulate growth and development in Mingo County	ELR successfully designed the industrial park resulting in the completion of the project on time and under budget
<p>Southern Highlands Initiative Project Wood Park 20 Acre Site Location: Mingo County, WV Client Contact: Leasha Johnson 304.235.0042</p>	Site Development	Provide site design for a 20 acre sight formerly used for mountaintop removal mining to allow for further economic growth in Mingo County	ELR successfully designed the 20 acre site resulting in the completion of the project on time and under budget

Williamson DHHR Building



CLIENT:
City of Williamson

COMPLETION DATE:
2006

PROJECT COST:
\$2.3 Million

OUR ROLE:
Structural design

E.L. Robinson Engineering and Associated Architects worked with the City of Williamson to develop plans and specifications for a 17,000 SF office facility in downtown Williamson. The building was constructed using a steel frame with masonry brick veneer exterior. The plans also included the design of a parking lot and improvements to sidewalks to serve the facility.

E.L. Robinson and Associated Architects performed construction administration and provided inspection throughout the project.

The project was bid in February 2006 and was completed in December 2006.

Williamson Fire-Police Station



CLIENT:
City of Williamson

COMPLETION DATE:
2011

PROJECT COST:
\$148,856

OUR ROLE:
Project Design

E.L. Robinson Engineering teamed with Associated Architects to evaluate the existing roof system at the Williamson Fire-Police Station. After the evaluation was completed, plans and specifications for a new roof system were developed. The project was bid and awarded. ELR prepared advertisements, assisted in receipt and opening of bids. ELR performed final inspection and developed a punch list when the contract was substantially completed. The project was final in the fall of 2011.



Williamson City Hall Exterior Updates



CLIENT:
City of Williamson

COMPLETION DATE:
2012

PROJECT COST:
\$60,000

OUR ROLE:
Structural design

ELR was contracted to provide the exterior updates to the Williamson City Hall allowing it to become ADA compliant. By providing the three main entrances to the building with handicap accessible ramps, repairing several sections of sidewalk and developing adequate handicap parking for the structure the city hall will then meet ADA standard.

The improvements to the three main entrances provide an open 3' handicap ramp along with the adequate 5' wide platform at the top of each ramp. A railing is provided on each side for safety and follows the guidelines set by the Department of Justice.

New sections on sidewalk are to be replaced, fixing issues such as cracking and weathered deterioration that has taken place over time. Also this will correct any uneven pavement and provide the correct 2% cross slope for proper rain water drainage.

Also three handicap parking spaces will be added to the current lot along with the appropriate curb ramps to the provide easy access to the sidewalk. The parking lot is currently an uneven pavement of brick that will be corrected with asphalt to allow for an even surface.



Mason County 911 Center



CLIENT:

Mason County Commission

COMPLETION DATE:

2008

PROJECT COST:

\$1.7 Million

OUR ROLE:

Environmental assessment, topography and boundary survey, geo-technical, structural, site/civil engineering, construction observation and administration

ELR served as the prime design consultant providing the following services:

Provided field visitations as necessary to complete preliminary sit/civil engineering and the preparation of bid documents which included a site layout, grading, storm drainage plan, and utilities plan.

Provided structural plans and construction documents for architectural floor plans, building elevations, and sections for the proposed facility

Provided construction specifications for the proposed facilities including architectural, plumbing, sprinkler, HVAC, electrical, fire alarm, security, data and telephone (rough-in only) and associated electrical systems, structural, and civil specifications as a part of the project.

Reviewed required contractor shop drawings and provide coordination for the contractor in answering any design clarification questions during construction.

Attended construction meetings for a pre-bid meeting, a bid-opening meeting, pre-construction meeting, two construction observation visits per month during construction, one substantial completion observation, punch list development and final inspection.

 Prepared all the necessary permitting for project construction.

Putnam County 911 Command Center and EMS Garage



CLIENT:
Putnam County Commission

COMPLETION DATE:
2009

PROJECT COST:
\$3.4 Million

OUR ROLE:
Topography survey, geo-technical, structural, site/civil engineering, construction observation and administration

ELR served as the prime design consultant providing the following services:


Provided field visitations as necessary to complete preliminary sit/civil engineering and the preparation of bid documents which included a site layout, grading, storm drainage plan, and utilities plan.

Provided structural plans and construction documents for architectural floor plans, building elevations, and sections for the proposed facility. Plumbing, Mechanical, and Electrical were also provided as a part of subconsultants' role.

Provided construction specifications for the proposed facilities including architectural, plumbing, sprinkler, HVAC, electrical, fire alarm, security, data and telephone (rough-in only) and associated electrical systems, structural, and civil specifications as a part of the project.

Reviewed required contractor shop drawings and provide coordination for the contractor in answering any design clarification questions during construction.

Attended construction meetings for a pre-bid meeting, a bid-opening meeting, pre-construction meeting, two construction observation visits per month during construction, one substantial completion observation, punch list development and final inspection.

 Prepared all the necessary permitting for project construction

Mingo County 911 Center



CLIENT:
Mingo County Commission

COMPLETION DATE:
2000

PROJECT COST:
\$500,000

OUR ROLE:
Planning, design, and construction management

ELR served as the prime design consultant providing the following services:

Our team converted an existing garage with limited office space at Mingo County Airport into new office space for the new county 911 center.

Provided specifications for all the required 911 equipment and electronics.

Updated 3 tower sites within the county with new antennas and equipment.

ELR attended construction meetings for a pre-bid meeting, a bid-opening meeting, pre-construction meeting, two construction observation visits per month during construction, one substantial completion observation, punch list development and final inspection.

Prepared all the necessary permitting for project construction.

Wetzel County 911 Center



CLIENT:

Wetzel County Commission

COMPLETION DATE:

2009

PROJECT COST:

\$3 Million

OUR ROLE:

Environmental assessment, topography and boundary survey, geo-technical, structural, site/civil engineering, construction observation and administration

ELR served as the prime design consultant providing the following services:

Provided boundary and topographical mapping for the proposed one acre site. Completed exploratory borings and soil samples for a geotechnical report

Provided field visitations as necessary to complete preliminary sit/civil engineering and the preparation of bid documents which included a site layout, grading, storm drainage plan, utilities plan and structural plan

Provided construction documents for architectural floor plans, building elevations, and sections for the proposed facility. Plumbing, Mechanical, and Electrical were also provided as a part of subconsultants' role.

Provided construction specifications for the proposed facilities including architectural, plumbing, sprinkler, HVAC, electrical, fire alarm, security, data and telephone (rough-in only) and associated electrical systems, structural, and civil specifications as a part of the project.

Reviewed required contractor shop drawings and provide coordination for the contractor in answering any design clarification questions during construction.



Experience
Site Development



Mingo County Wood Products Industrial Park



CLIENT:
Mingo County Redevelopment
Authority

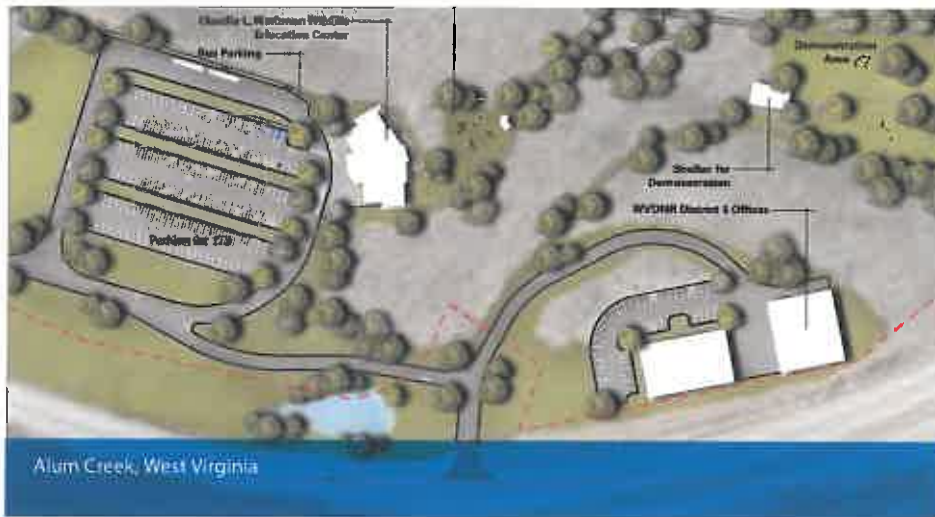
COMPLETION DATE:
2007

PROJECT COST:
\$3.875 Million

OUR ROLE:
Planning, design, and construction
inspection

E.L. Robinson Engineering was contracted by the Mingo County Redevelopment Authority to provide site design including storm water drainage, expansion of existing wastewater treatment plant, preparation of construction plans and specifications, surveying and mapping, preparation of all necessary permit applications, preparation of bid/contract documents, participation in the solicitation and evaluation of bids, construction administration and inspection for the Mingo County Wood Products Industrial Park located in Mingo County, West Virginia.

Forks of Coal State Natural Area/Claudia L. Workman Wildlife Education Center



CLIENT:
West Virginia Division of
Natural Resources

COMPLETION DATE:
2019

**ESTIMATED CONSTRUCTION
COST:**
\$7 Million

WVDNR retained E.L. Robinson in 2015 to prepare a master plan for this 100 plus acre site donated to the State of West Virginia for the development of the state's first natural area. The site is located at the forks of the Big Coal and Little Coal River, approximately twenty miles from downtown Charleston.

In 2015, WVDNR retained the team of E.L. Robinson Engineering and ZMM Architects to prepare construction documents for the Forks of Coal Natural Area and the Wildlife Education Center.

This site related elements ELR will design are:

- Access road off US 119 and car and bus parking area for the Claudia L. Workman Wildlife Education Center
- Site development for the Education Center including entry courtyard and outdoor classroom/amphitheater
- Entry sign
- Trailhead parking
- Waterline extension from the Lincoln County PSD and an onsite sewage treatment facility for the education center
- Landscape plans for the center
- Other pedestrian linkages

Beech Fork State Park Lodge Development



CLIENT:
West Virginia Division of
Natural Resources

PROJECT COST:
Total Architecture & Site
Related Cost \$35 Million

OUR ROLE:
Site feasibility, studies,
preliminary design, lead
consultant involving civil,
structural, transportation,
geotechnical engineering,
landscape architecture with
additional services from other
consultants.

West Virginia Division of Natural Resources has considered a lodge for Beech Fork State Park since before it was opened in 1979. Several studies were completed in the past examining six possible sites for lodges ranging in size from 75 to 150 rooms. The last studies completed in 1995 recommended a 150 room lodge at Stowers Branch.

WVDNR retained E.L. Robinson's landscape architects in 2008 to study a new site near the Beech Fork Lake dam and marina for the feasibility of building a 35, 50, or 75 room lodge. This study found from earth work calculation, cost estimates, and slope analysis maps that the Stowers Branch site was still the most desirable based on costs, proximity to the lake, and visual impact on the park.

In 2013, WVDNR retained the team of E.L. Robinson Engineering and ZMM Architects to prepare construction documents for a 75 room lodge at the Stowers Branch location. This site is located near the swimming beach owned and operated by US Army Corps of Engineers and two miles by road from the Beech Fork Lake Dam. In 2015, the project was put on hold after completion of the design development phase due to state budget issues.



Management & Staffing Capabilities

Todd Boggess is President of E.T. Boggess Architect, Inc., and will serve as the design team leader. Todd will be the architect-of-record and will be assisted by . . .

Stephen Mackey is responsible for design, code review, project programming, and research standards review.

Nathan Turner will be the project manager responsible for coordinating all project information amongst the team.

Dale East will be managing the construction documentation and, along with Mr. Mackey, they will be generating the design and construction approach to realize the project.

Chris Canterbury is ETB's construction contract administration manager. With over 19 years of CA experience, Chris' knowledge and background of all building systems has been an invaluable asset to our team. Nathan Turner, as project manager, and Todd Boggess also remain very active during the CA phase to help ensure the design intent is realized.

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

As we gain a better understanding of your scheduling targets, we will be able to determine exactly what resources we will need to dedicate to the project. Regardless of the schedule, we are confident that our manpower and skill level will remain more than adequate, even in the early, labor intensive phases. Our projected workloads and the depth of personnel available are such that staffing projects of this size and complexity will have no adverse impact on any current or future projects in our office. We have experience in planning, designing and managing similar renovation projects for various state and local agencies and will be able to meet your program objectives within the time schedule agreed to.

Resumes for our design team can be found on the following pages.

Todd Boggess, AIA, NCARB, Architect
President



EDUCATION

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

RESPONSIBILITIES

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

Todd is responsible for . . .

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

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

COMMITTEES

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

Princeton Zoning Board of Appeals (since 2000) – Todd has been asked to serve on this local committee for the past 17 years. He currently serves as vice-chair. The board is responsible for reviewing and ruling on appeals to the existing Princeton Zoning Laws.

PROJECTS – New Construction / Additions

- WVARNG Readiness Center, Elkins, WV
- Princeton Rescue Squad Multi-use Building, Princeton, WV
- Pipestem Conference Center (*Addition*), Pipestem State Park
- WVDOT (Office buildings, equipment shop, bridge & sign shop, lab building)
 - District 10 Headquarters Complex (all four buildings)
 - District 6 Headquarters Complex (three buildings)
 - District 9 Office Building
 - District 1 Office Building
 - District 8 Equipment Shop
 - District 7 Office Building & Equipment Shop

PROJECTS – Renovations / Adaptive Re-use

- Municipal Complex for the City of Princeton (adaptive re-use), including
 - Administrative
 - Police
 - Fire
 - Public services
 - Recreation
- WVARNG Coonskin Joint Facilities Exterior Renovation, Charleston, WV
- Princeton Public Library (former USPO), Princeton, WV
- New River Community & Technical College (former Bank Building), Princeton, WV
- New River Community & Technical College Arts & Sciences (former DOH), Lewisburg, WV
- Hatfield/McCoy Regional Authority Offices, Lyburn, WV
- The Railyard and Clover Club (*Adaptive Reuse*), Bluefield

AWARDS

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

Stephen Mackey
Planning & Design



EDUCATION

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

RESPONSIBILITIES

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

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

PROJECTS

Mr. Mackey rejoined ETB Architects in 2009 after serving as Executive Vice President for two architectural firms in Florida. During his absence, Mr. Mackey served as project manager on several large projects for the Savannah District Corps of Engineers including the 72,000 sf Truscott Air Terminal at Hunter Army Airfield in Savannah, Georgia which serves as the platform for deploying and redeploying US Army, Reserve Component Army National Guard and Army Reserve units and soldiers. Additional military and governmental projects he managed include:

- Truscott Air Terminal, Hunter AAF, Savannah, GA
- Florida Air National Guard Drug Interdiction Laboratory, Jacksonville, FL
- Chapel for Kings Bay Naval Submarine Base, Kings Bay, GA
- Concord HH-60 Operations/Para rescue Facility, Moody Air Force Base, GA
- Base Supply Support Centre, Robins Air Force Base, GA
- Florida Dept. of Law Enforcement Crime Laboratory & Office Building, Jacksonville, FL

Nathan Turner, LEED G.A.
Project Manager



EDUCATION

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

RESPONSIBILITIES

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

Specific project responsibilities include:

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

PROJECTS

- Municipal Complex for the City of Princeton (*Adaptive re-use*), including
 - Administrative
 - Police
 - Fire
 - Public services
 - Recreation
- Princeton Rescue Squad Multi-use Building, Princeton, WV
- New River CTC Arts & Sciences (*Adaptive re-use*), Lewisburg, WV
- New River Community & Technical College (*Adaptive re-use*), Princeton, WV
- Princeton Public Library (*Adaptive re-use*), Princeton, WV

Dale East
Production Management



EDUCATION

- Bachelor of Science - Architectural Engineering
 Bluefield State College

RESPONSIBILITIES

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

Specific project responsibilities include:

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

PROJECTS

- WVARNG Coonskin Joint Facilities (*Exterior Renovation*), Charleston, WV
- Municipal Complex for the City of Princeton (*Adaptive re-use*), including
 - Administrative
 - Police
 - Fire
 - Public services
 - Recreation
- Princeton Rescue Squad Multi-use Building, Princeton, WV
- WVDOH D7 Office Building and Equipment Shop, Lewis County
- Bill Cole Automall Used Cars (*Renovations*), Green Valley, WV
- Ramey Chevy & Toyota (*Renovations*), Green Valley, WV
- The Railyard and Clover Club (*Adaptive Reuse*), Bluefield

Chris Canterbury, Associate AIA
Construction Administration Manager



EDUCATION

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

RESPONSIBILITIES

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

Chris is responsible for . . .

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

PROJECTS

- WVDOH Buildings – multiple types/locations
 - District 9 Office Building, Lewisburg, WV
 - District 1 Office Building, Charleston, WV
 - District 8 Equipment Shop, Elkins, WV
 - District 7 Office Building & Equipment Shop, Weston, WV
- Bill Cole Automall Used Cars (*Renovations*), Green Valley, WV
- Ramey Chevy & Toyota (*Renovations*), Green Valley, WV
- Princeton Public Library (*Adaptive re-use*), Princeton, WV
- New River Community & Technical College (*Adaptive re-use*), Princeton, WV
- New River C&TC Arts & Sciences (*Adaptive re-use*), Lewisburg, WV
- Hatfield/McCoy Regional Authority Offices, Lyburn, WV
- Municipal Complex for the City of Princeton (*Adaptive re-use*), Princeton, WV

Tim Cart, P.E.
SITE CIVIL ENGINEER



Education

B.S. Civil Engineering, West Virginia University, 1981, Magna Cum Laude

Registrations

Registered Professional Engineer West Virginia (1986)

Registered Professional Surveyor in West Virginia (1995)

Professional Memberships

American Society of Civil Engineers (ASCE)

Professional Experience

Mr. Cart has over 35 years of experience in providing consulting engineering services. Clients served have included Industrial, Public and Private Institutions and State and Federal Agencies. He has served as Project Engineer on numerous geotechnical investigations over the years. These projects have included highways, bridges, industrial sites, buildings and various developments.

Mr. Cart has been the lead engineer for the design of structures including garage maintenance facilities, 911 centers, student resident housing additions, building renovations including additions of elevations and stairways. The projects vary in complexity to single story slab on grade structures to multi-story 911 centers.

Additionally, Mr. Cart has also provided clients with evaluation of existing structures to determine the modifications required for proposed changes in the structural loading. He has worked with architects and the fire marshall's office to provide structures designed to the latest code requirements.

Representative Projects

Mr. Cart has served as senior project engineer for numerous structural projects including the following:

- Buckwheat Express Bus Garage- Kingwood, WV
- Mason County 911 Center and Garage- Point Pleasant, WV
- Putnam County 911 Center and Maintenance Garage- Winfield, WV
- Mingo County 911 Center- Williamson, WV
- Wetzel County 911 Center- New Martinsville, WV
- CAMC General Student Resident Housing- Charleston, WV
- State Credit Union Building Addition- Charleston, WV



Tim Cart, P.E.
(continued)



- Chief Logan Recreational Center- Logan, WV
- Aldersgate United Methodist church Gym and Fellowship Building- Sissionville, WV
- Lincoln County Courthouse File Room Modifications- Hamlin, WV
- Logan County Commission Building Elevator and Stairway Project- Logan, WV
- Logan County Courthouse Annex, Elevator and Stairway Project- Logan, WV
- Logan Welcome Center- Logan, WV
- Historic Coal House Restoration- Williamson, WV
- Flatwoods Canoe Rune PSD Maintenance & Treatment Building- Sutton, WV
- Putnam County Pre-Sed Basin and Building- Teays Valley, WV
- Delbarton Sewage Treatment Plant & Facility Buildings- Delbarton, WV
- Putnam County PSD Maintenance Garage- Teays Valley, WV



TODD GARNES
PROJECT DESIGNER



Education

A.A.S. Architectural Drafting Technology
West Virginia State College, 1999

A.A.S. Computer Aided Drafting and Design
West Virginia State College, 1999

Computer Skills

Civil 3-D, ArcMap 10.1, AutoCAD Map, AutoCAD, MicroStation, Microsoft Office



Professional Experience

Mr. Garnes has more than 19 years of experience as a civil draftsman and designer. He is proficient in numerous drafting and mapping software platforms. His proficiency spans multiple areas such as Civil 3D, GIS, construction inspection, waterline planning and design, sanitary sewer planning and design, site development, cathodic protection planning, county-wide planning, infrastructure cataloging, and document preparation.

Representative Projects

WVDOH:

- City of Charleston - Lee Street Sidewalk Enhancements
- Town of Davis - Tucker County Rocks 2014

Village of Rio Grande Wastewater System Improvements and Wastewater Treatment Plant

Camp Caesar Infrastructure Improvements Project

Doddridge County PSD 2015 County Wide Water Study

Pocahontas County PSD

- Cheat Mountain Water Acquisition
- Dominion Waterline Extension

Village of Cadiz Water System Improvements Project

WVDNR:

- Watoga State Park Wastewater Treatment Plant Replacement Project
- North Bend State Park Waterline Extension
- Greenbrier State Forest Waterline Extension

Bluefield Commercialization Station

 Rahall Transportation Institute Land Use Master Plans – Boone, Clay, Fayette, Lincoln, Logan, McDowell,

Mercer, Wayne, Wyoming, Raleigh, Upshur, Webster, and Marshall Counties

Webster County PSD Bergoo Wastewater System and Wastewater Treatment Plant Improvements

GIS – Marshall County 10 Year Comprehensive Water and Sewer Study

Town of Gilbert:

- Slabtown, Tamcliff and Paynter Bottom Waterline Extension Project
- Horsepen, Gilbert Creek and Browning Fork Waterline Extension
- River Bend Road Waterline Extension
- Upper Gilbert Creek Waterline Extension

Logan County PSD:

- Upper Little Harts Creek Waterline Extension
- Big Harts Creek Waterline Extension
- Marsh Fork Waterline Extension
- Hidden Valley/Airport Road Waterline Extension
- Ridgeview Sewer – Railroad Permits

Lincoln PSD McCorkle Railroad Crossing

Lincoln EDA Lower Mud River Waterline Extension

Queen Shoals PSD Waterline Extension

Town of Chapmanville Water Upgrade Project

West Virginia American Water:

- Sanderson/Dutch Ridge Waterline Extension
- Miller Mountain Waterline Extension
- Upper Winifrede Waterline Extension

Mingo County Redevelopment Authority:

- King Coal Highway Water and Sewer Project
- Mingo Central High School Water and Sewer Project
- Mingo County Airport Water and Sewer Project

Putnam County Business Park Utilities Extension Project

Norton Harding Jimtown PSD Scott Run/Findley Road Waterline Extension Project

Town of Matewan Red Jacket Sanitary Sewer Upgrade Project



South Charleston Sanitary PSD Corridor G Sanitary Sewer Study

Education

Drafting CADD Certificate (Microstation),
Ben Franklin Career and Technical Center, 2000

CADD Certificate (Autocad),
Carver Career and Technical Center, 1999

CADD Certificate (Civil 3D)



Professional Experience

Mr. Fore has over 18 years of experience as a CAD Designer in numerous areas of civil engineering. His representative experience includes civil site development, water and wastewater line treatment plants, abandoned mine lands reclamation, highway design, bridge inspection, utility location and mapping, hydrographic surveying, land surveying, environmental, wind energy, water sampling, GPS and RTK.

He is adept in AutoCad Civil 3D (Version 2006 thru 2015). Further proficiency includes Autocad Land Desktop, Microstation, Inroads, Autodesk Vault Explorer, Eagle Point, TGO, Pathfinder Office, Hydro-Pro, Microsoft Access, Excel and Word. He provides training/support and workstation configuration, as well as data management of CAD and GIS related material.

Representative Projects

Green Valley Glenwood PSD Raw Water System Upgrade

Village of Cadiz South and Center Collection System Improvements

City of Catlettsburg Wastewater Treatment Plant Upgrade

Kanawha Falls PSD Wastewater Treatment Plant Improvements

Kanawha Falls PSD Wastewater Collection System Improvements

Kanawha Falls PSD Gauley River Waterline Crossing Replacement

Village of Woodsfield Long Term Control Plan Phase 3

City of Salem Stormwater Elimination Project

Logan County PSD Holden Wastewater System Extension and Upgrade

Logan County PSD Mud Fork Wastewater System Extension and Upgrade

Excelsior Westmoreland Hospital Secondary Disinfection System

Buffalo Creek PSD Wastewater System Improvements

Lincoln County PSD Alum Creek Sewer

 McDowell County PSD Elkhorn Creek Clean Stream and Trout Habitat Initiative

Princeton Municipal Complex - Renovations

Mr. Mike Webb, City Manager
City of Princeton
100 Courthouse Road
Princeton, WV 24740
304-487-5093

Princeton Public Library - (Adaptive Re-use of Historic PO)

Ms. Connie Shumate, Librarian
Concord University
PO Box 1000
Athens, WV 24712
304-384-5366
Connie served as Princeton Librarian during both projects listed.

District 7 Office Building - New
District 7 Equipment Shop - New

Mr. Joshua Smith, Buildings & Grounds
WVDOH – Maintenance Division
1900 Kanawha Boulevard, East
Building 5, Room A-350
304-558-9289



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

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

Proc Folder: 482006

Doc Description: Addendum; Camp Dawson Building 215 Doors & Windows Design

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-08-24	2018-08-30 13:30:00	CEOI 0603 ADJ1900000007	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:

E.T. Boggess Architect, Inc.

PO Box 727

Princeton, WV 24740

101 Rockledge Avenue

304-425-4491

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale

(304) 558-8801

stephanie.l.gale@wv.gov

Signature X  FEIN # 55-0515917 DATE August 27, 2018

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



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

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

Proc Folder: 482006

Doc Description: Camp Dawson Building 215 Doors & Windows Design

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-08-08	2018-08-30 13:30:00	CEOI 0603 ADJ1900000007	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:

E.T. Boggess Architect, Inc.
 PO Box 727
 Princeton, WV 24740
 101 Rockledge Avenue
 304-425-4491

FOR INFORMATION CONTACT THE BUYER

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

Signature X

FEIN #

55-0515917

DATE

August 27, 2018

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

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

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

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

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

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

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

August 27, 2018
(Date)

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ADJ1900000007

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

E.T. Boggess Architect, Inc.

Company

Authorized Signature

August 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: E.T. Boggess Architect, Inc. Address: PO Box 727, 101 Rockledge Avenue
Princeton, WV 24740

Authorized Agent: Todd Boggess Address: 101 Rockledge Ave., Princeton, WV

Contract Number: ADJ1900000007 Contract Description: Camp Dawson Building 215

Governmental agency awarding contract: WVARNG

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):

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

Check here if none, otherwise list entity/individual names below.
EL Robinson (Charleston)

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.
Todd Boggess

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 West Virginia, County of Mercer

I, Todd Boggess (Todd Boggess), 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

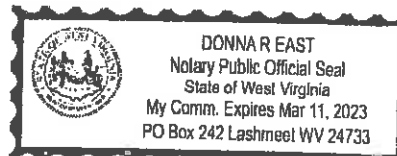

Notary Public's Signature

To be completed by State Agency:

Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____



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: E.T. Boggess Architect, Inc.

Authorized Signature: *[Signature]*

Date: August 27, 2018

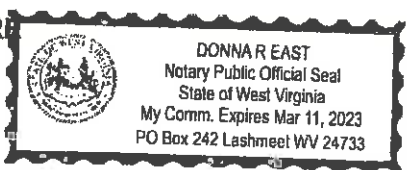
State of West Virginia

County of Mercer, to-wit:

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

My Commission expires March 11, 2023.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]