



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
GSD076414

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**KRISTA FERRELL
 304-558-2596**

**RFQ COPY
 TYPE NAME/ADDRESS HERE**

VENDOR

SHIP TO

**DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES
 BUILDING ONE- ROOM MB60
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0123 558-2317**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/11/2007				

BID OPENING DATE: 01/30/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS RAISED AT THE MANDATORY PRE-BID MEETING.						
BID OPENING DATE REMAINS: 01/30/2007						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 2 *****						
0001	1	JB		906-00-00-001		
DESIGN OF REPAIR/REFURBISHMENT OF BLDGS#5,6,7						
***** THIS IS THE END OF RFQ GSD076414 *****						TOTAL: _____

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

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

GSD076414

Addendum No. 2

Questions/Answers/Clarifications from the Mandatory Pre-Bid meeting

- Section 1.8 – revise to “The response sections should be labeled for ease of evaluation, and responses shall be submitted in a three-ring binder format.”
- Section 3.1 – delete the word “Preservation” in this section.
- Section 4.1 – revise the last paragraph to read “Interviews are not to exceed 90 minutes, and will consist of an approximate 45 minute introduction and presentation by the firm, followed by questions from the evaluation committee.”
- **The deadline for technical questions has been revised to January 16, 2007.**

Clarifications addressed during the pre-bid include the following:

- The surrounding site, with the possible exception of utility upgrades, is not a part of this project; however, the building’s exterior is considered as a part of this project.
- Environmental issues, such as asbestos abatement, will be coordinated through GSD under a separate contract(s).
- Each building will be empty at the time of renovation. Proposals should not include options for proposed floor by floor renovations.
- LEED options are viable and encouraged as part of this project proposal.
- Life-safety issues, especially involving the sprinkler system, are critical components of this project.
- Certain essential services, such as electric power and steam generation, may be required to remain active during the renovation phase of this project.
- The agencies which will re-occupy these facilities have not yet been determined; however, the successful vendor will be required to perform necessary programming and associated design with each agency once the determinations have been completed. Regardless, the buildings will be re-utilized for typical office space including offices, conference rooms, etc.

- Existing drawings of these facilities may be viewed in room MB-67 located in the basement of the main Capitol. Viewings are to be scheduled through Donald Jarrell at 304 558-3514.
- General walk-throughs of the facilities may be performed during normal business hours and are not required to be scheduled. Tours of the mechanical rooms and associated equipment may be coordinated through the project section by contacting Bob Krause (304 558-9018), Tim Lee (304 558-1279), Scott Mason (304 558-0897), or Bill Preston (304 558-3410).
- Buildings have no historical components. Most walls are non-load bearing and non-structural. MEP components are a broad slate.
- Existing water system is most likely NOT sufficient (6" 120psi).
- GSD does not know which agencies will be returning as tenants to these buildings. Programming is a significant piece, but will work directly with the agency as clients.
- Timeline of 2010 is correct. This is due to the completion of the refurbishment of building #3.
- All documents will be presented to the successful firm in hard copy. Some electronic copies are available, but must be redone for accuracy. These electronic documents were generated for in house use.
- No exit interviews will be conducted.

Please contact Krista Ferrell in the West Virginia Purchasing Division at 558-2596 or via email at kferrell@wvadmin.gov with any questions.

Pre-Bid Conference
SIGN IN SHEET

004

[Please Print]

Request for Proposal No.: GSD076414 Date: 1/9/07

<u>Firm & Representative Name</u>	<u>Mailing Address</u>	<u>Telephone & FAX Numbers</u>
✓ <u>Perkins + Will</u> <u>Holly Briggs</u>	<u>2100 M St. ^{N.W.} Suite 800</u> <u>Washington DC 20037</u>	T: <u>202-624-8325</u> F: <u>202-223-1570</u>
✓ <u>E.T. BOGGS, ARCH, INC.</u> <u>& H.O.K.</u>	<u>101 ROCKLEDGE AVE</u> <u>PRINCETON, WV 24740</u>	T: <u>304-425-4491</u> F: <u>304-425-2028</u>
✓ <u>Bob Doeffinger</u> <u>ZMM, INC.</u>	<u>222 Lee St. W</u> <u>Charleston, WV 25302</u>	T: <u>304-342-0159</u> F: <u>304-345-8144</u>
4 ✓ <u>STEW BRANNON</u> <u>ZMM, INC.</u>	<u>222 Lee St</u> <u>CHARS. WV 25302</u>	T: <u>304-342-0159</u> F: <u>304-345-8144</u>
5 ✓ <u>Charles Keefer</u> <u>Associated Architects</u>	<u>318 Lee Street W.</u> <u>Suite 200 Charleston, WV 25302</u>	T: <u>304-345-1811</u> F: <u>304 345-1813</u>
6 ✓ <u>Mark King</u> <u>CMA Engineering</u>	<u>824 Cross Lanes Dr.</u> <u>Charleston, WV 25313</u>	T: <u>304-343-0316</u> F: <u>304-343-5146</u>
✓ <u>PHILL WARNOCK</u> <u>CHAPMAN TECHNICAL GROUP</u>	<u>200 SIXTH AVENUE</u> <u>ST. ALBANS, WV 25177</u>	T: <u>304-727-5501</u> F: <u>304-727-5500</u>
8 ✓ <u>EMMER BIRGER</u> <u>P/W/G</u>	<u>ADB BLDG OF ALLES</u> <u>PITTSBURGH, PA</u>	T: <u>412-391-2884</u> F: <u>412-391-1657</u>
9 ✓ <u>MARK KAROLSKI</u> <u>BUCHART HORN</u>	<u>SUITE 110, 400 TRACY WAY</u> <u>CHARLESTON, WV 25311</u>	T: <u>304-346-1127</u> F: <u>304-346-7295</u>
10 ✓ <u>MIKE PHILLIPS</u> <u>BUCHART HORN</u>	<u>SUITE 110, 400 TRACY WAY</u> <u>CHARLESTON, WV 25311</u>	T: <u>346-1127</u> F: <u>346-7295</u>

Please print or write legibly. The fax number is essential to contact the attendees in a timely manner.

Pre-Bid Conference SIGN IN SHEET

[Please Print]

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Request for Proposal No.: _____ Date: _____

Firm & Representative Name	Mailing Address	Telephone & FAX Numbers
1. Alpha Associates Bobbie Hawkins	209 209 Prairie Ave Morgantown, WV 26501	T: 304-296-8214 F: 304-296-8214
2. Alpha Associates, Inc. Rick Colebank	209 Prairie Ave. Morgantown, WV 26501	T: 304-296-8216 F: 304-296-8216
3. Rod Watkins EMM, INC.	222 LEE ST., W. CHARLESTON, WV	T: 342-0159 F: 345-8144
4. James Eckman Schesser Bechtel Myfield	CORPORATE Woods 1540 Corporate Woods Pkwy Uniontown, Ohio 44685 TOWN	T: 330-896-4664 F: 330-896-9180
5. _____	_____	T: _____ F: _____
6. _____	_____	T: _____ F: _____
7. _____	_____	T: _____ F: _____
8. _____	_____	T: _____ F: _____
9. _____	_____	T: _____ F: _____
10. _____	_____	T: _____ F: _____

Please print or write legibly. The fax number is essential to contact the attendees in a timely manner.

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: GSD076414

Date: 01/09/07

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	EINHORN YAFFEE BRISQOTT
Firm Address:	1060 PENOMAC ST, NW WASHINGTON, DC 20007
Representative Attending:	MATTHEW S. CALIFORX, AFA
Phone Number:	202-471-5113
Fax Number:	202-471-5050
Email Address:	mcaliforx@eybdc.com

Firm Name:	ZDS DESIGN
Firm Address:	915 MILLER DRIVE ST. ALBAUS, WV 25177
Representative Attending:	TED T. ZACHAROVA
Phone Number:	304-755-0975
Fax Number:	304-755-0976
Email Address:	ted@zdsdesign.com

Firm Name:	McKinley Associates
Firm Address:	322 Twentieth St Wheeling, WV 26003
Representative Attending:	Nicole D. Riley
Phone Number:	304-340-4267
Fax Number:	304-340-4269
Email Address:	nriley@mcKinleyAssoc.com

Firm Name:	SILLING ASSOCIATES, INC.
Firm Address:	405 CAPITOL STREET UPPER ATRIUM CHARLESTON, WV 25301
Representative Attending:	MIKE MOORE
Phone Number:	304.346.0565
Fax Number:	304.346.1522
Email Address:	mimoore@silling.com

Firm Name:	SCHOOLEY CALDWELL ASSOC
Firm Address:	300 MARGON BLVD SUITE 100 COLUMBUS, OH 43215
Representative Attending:	TERRY SULLIVAN
Phone Number:	614-028-0300
Fax Number:	614-028-0311
Email Address:	SULLIVAN@SCA-AE.COM

Firm Name:	ms consultants, inc.
Firm Address:	206 CAPITOL STREET 4th FLOOR CHARLESTON, WV 25301
Representative Attending:	RON BOLEN
Phone Number:	304-346-1211
Fax Number:	304-346-1213
Email Address:	rboLEN@msconsultants.com

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