



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  
 GSD106405

PAGE  
 1

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 GENERAL SERVICES DIVISION  
 BLDG. 9 - CULTURE & HISTORY  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/11/2009				

BID OPENING DATE: 08/20/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) ANSWER ALL TECHNICAL QUESTIONS SUBMITTED PRIOR TO THE DEADLINE FOR TECHNICAL QUESTIONS AND		
				2.) EXTEND THE BID OPENING DATE.		
				BID OPENING DATE IS EXTENDED TO: 08/20/2009		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	LS		906-07		
				A&E SERVICES: DESIGN OF BLDG#9 EXTERIOR RENOVATIONS		
				***** THIS IS THE END OF RFQ GSD106405 ***** 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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 may be deemed null and void, and 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

---

**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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

**EXPRESSION OF INTEREST #GSD106405**  
**WV Science & Cultural Center Building (#9) - Exterior Cleaning & Renovations**  
**1900 Kanawha Boulevard, East**  
**Charleston, WV**

ADDENDUM #1

TECHNICAL QUESTIONS AND RESPONSES

**Question#1:** In sections 4.2.2.c and 4.2.4.b the EOI indicates that expertise and references are required for projects involving fire alarm system design, however the scope of work listed elsewhere does not appear to include fire alarm work or any interior work. Is there any fire alarm work or other interior work associated with this project?

**Response#1:** This was an oversight in the original EOI. Please replace Section 4.2.2.c with the following:

“c. The design team must have expertise in exterior cleaning , restoration and repair including limestone, granite, concrete repairs, tuckpointing stone cladding and caulking. Exterior Courtyard work shall include expertise in retaining walls and drainage, landscaping, water features, handicapped accessibility, exterior utilities and other applicable skills. Provide information on other project consultants, subconsultants and firms that will be employed by the lead firm to provide a complete project team from design through construction administration.”

And, please replace Section 4.2.4.b with the following:

“b. Provide references for the last five clients for whom the firm has performed projects of a similar type, size and scope that includes elements of both the exterior restoration and/or exterior landscaping, plazas and water features (both do not have to be included in the same project). Include the name of the client along with the name of a contact person, telephone number, address of the project and a short description of the project. A photograph of the project would be helpful.

**Question#2:** Does the scope of work include restoration of the exterior plaza spaces (other than the "sunken" courtyards) that surround the upper levels of the building?

**Response#2:** This plaza surrounding the building was renovated recently and is not included in the scope although some of the original poured concrete walls that form the outer wall of the plaza will require surface repairs.

**Question#3:** Where will the fire alarm system referred to in 4.2.2.c be located?

**Response#3:** The referral to the fire alarm system was in error and is not included in the project.

**Question#4:** Will the exterior cleaning and renovation be limited to the stone areas, or to all elevations, including storefront windows, doors, and windows?

**Response#4:** The exterior cleaning is not limited to the stone areas. See expanded description.

**Question#5:** Will plaza renovations include replacement of the plaza waterproofing systems and/or adjacent foundation waterproofing systems?

**Response#5:** No. The plaza deck and waterproofing has been replaced since construction of the building and will not be included in the project.

**Question#6:** Will new design be limited to new ADA access and new water features, or is a new design of the entire plaza incorporating these features envisioned?

**Response#6:** The plaza renovations will incorporate the access and water features. See also the expanded description (below) and Response#2.

**Question#7:** Does the RFQ include conservation of monuments or statuary?

**Response#7:** No. The monuments are not included in the project, other than protection during construction.

**Also, replace Section 3.2 of the original EOI with the following:**

**“Project Description:** The West Virginia Culture and History Center was completed in 1976 and contains the State’s archives, museum, theater, library and offices. The exterior shell of the building is composed of limestone panels, with polished granite panels near the base. A concrete plaza surrounding the building covers lower level rooms and facilities. The outside walls of the Lower Level are textured poured concrete.

Although one design firm will be selected, this project will be undertaken as two construction contracts, 1) Exterior Restoration Work and 2) Courtyard Restoration and Renovations. These two projects should be anticipated to follow separate bidding and construction schedules with the Exterior Restoration work proceeding to construction as soon as weather permits next spring.

This plaza surrounding the building was renovated recently and is not included in the scope although some of the original poured concrete walls that form the outer wall of the plaza will require surface repairs. The scope of work will include a careful evaluation of the exterior and recommended repairs and estimates prior to proceeding with the contract documents. Although not currently a historic building, the exterior restoration work should be performed to similar standards as historic restoration projects.

The “Sunken Plazas” portion of the work will include extensive restoration and repair of the existing lower level plazas on the northeast and south east corners of the building. This work will include verification of existing retaining walls, underground utilities, drainage, landscaping, replacement of paving surfaces, exterior ADA access without utilizing the adjoining interior museum spaces and adding a seasonal ‘water feature’ to each space. Originally designed as quiet and contemplative spaces, these spaces should retain these functions while being upgraded to serve for receptions and public gatherings. The memorial plaques currently

contained in the spaces should be retained in the new design.

All project documents including the contract documents, as-built drawings and any related project documents shall be provided to the Owner in electronic format (AutoCad). All drawings for review and Owner approval shall also be provided as paper documents. Three (3) copies of the final As-built drawings and related project documents will be provided to the Owner prior to the last application for payment submitted by the firm.”