

Statement of Qualifications for

Architectural and Engineering Services for

# Blackwater Falls Lodge Renovations

West Virginia Division of Natural Resources - Owe  
(Solicitation Number : AEOI 0310 DNR1900000012)



WilliamsonShriverArchitects



June 13, 2019

Mrs. Angela White Negley  
West Virginia Division of Natural Resources,  
Property and Procurement Office  
324 4<sup>th</sup> Avenue  
South Charleston, WV 25303

RE: Architectural and Engineering Services for Blackwater Falls Lodge Renovations  
(Solicitation Number: AEOI 0310 DNRI900000012)

Dear Mrs. Ingraham:

Williamson Shriver Architects, Inc. was excited to learn of the Expression of Interest for Architectural and Engineering services for the Blackwater Falls Lodge Renovations for the West Virginia Division of Natural Resources. We are pleased to have an opportunity to submit our team's qualifications, experience, and other credentials for your consideration.

Williamson Shriver Architects' staff combines for over 100 years of experience on hundreds of architectural design projects of all types and sizes located throughout West Virginia. Our firm has established practices in place to ensure that your project is completed on time and within budget. Our design, engineering, and construction administration talents have been proven over and over throughout our firm's thirty-five plus year history.

Please accept this letter as our team's Expression of Interest in serving as your design team for this exciting project. In addition to Williamson Shriver Architects, Inc., our proposed project team will include Harper Engineering, of St. Albans, WV (HVAC, electrical, plumbing, and fire protection design) and Watkins Design Works, of Charleston, WV (Interior Design). Our firms have worked together successfully on many past projects throughout all regions of the state. We jointly have a strong understanding of design creativity, building systems and materials, constructability, and the economics of construction in the different regions of West Virginia. We invite you to review the attached Statement of Qualifications which describes in depth our team's capabilities, experience, and personnel and includes all of the information delineated in your Expression of Interest.

We are excited about this project, and are eager to be selected to work with the West Virginia Division of Natural Resources for the Blackwater Falls Lodge Renovations as the Architect. We look forward to a personal interview with your selection team during which we can present our credentials in greater detail.

We look forward to hearing from you soon.

**WILLIAMSON SHRIVER ARCHITECTS, INC.**



Ted A. Shriver AIA • LEED AP  
President / Architect



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Statement of Qualifications for Architectural / Engineering Design Services for  
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# Tab A

## General Information

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WilliamsonShriver**Architects**



# General Information

## Firm Overview

**Williamson Shriver Architects Inc.** is an award-winning, multi-disciplinary design firm with business roots back to 1967. While specializing in educational and commercial planning and design, we provide design services to a diverse client base throughout West Virginia. With construction values exceeding one billion dollars over our history, the size and scale of our projects have ranged from detailed designs for small interior renovations to large multi-million dollar new facilities. Large or small, simple or complex, every project has our commitment to diligent, thoughtful design. Our functional and distinctive buildings reflect the vision of our clients and the spirit of our communities.

Experienced, capable, and responsive, we have a long tradition of excellence and client commitment. Simply put ... we listen ... and combine what we learn from

listening with a clear understanding of technology, sustainability, and a wealth of experience. Every Williamson Shriver Architects design is a collaboration with the end user. Our finished projects work for people because they start with people. Through focus groups, individual interviews, and public meetings, we ask our clients to stretch their imagination and anticipate how they will

## The Vision of our Clients and the Spirit of our Communities.

use each space. The result of this process ... flexible design solutions that respond to people and make the most of budgets.

Commitment to quality, dedication to project and client, and a nearly fifty year tradition of innovation and architectural excellence... that's Williamson Shriver Architects. No matter what the program, site, or budget, we've been there and we have the experience and vision to shape your project into a success.

At Williamson Shriver Architects, we're listening.

**Left:** Back exterior facade of Chief Logan Lodge outdoor gathering area and balconies for the suites. The expansion of the suites was added to the existing Chief Logan Lodge in 2006.

**Above:** The main entrance to Eastwood Elementary School in Morgantown, West Virginia. This school was designed and achieved a LEED Gold rating in 2015.



## Legal Organization

Williamson Shriver Architects is a type S corporation licensed as a business by the WV Secretary of State and headquartered in Charleston, WV. Our firm qualifies as a Federal Small Business and has applied for such registration with the U.S. Small Business Administration.

## In House Services

- Pre-Design & Planning
- Architecture
- Structural Engineering
- Interior Design
- Construction Procurement / Administration
- Cost Estimating
- Sustainable Design

## Services through Partners

- Site and Civil Engineering
- Landscape Design
- Historic Review & Preservation
- Mechanical Engineering
- Electrical Engineering
- Lighting Design
- Technology and Security Design
- Audio / Visual Design
- Acoustical Design
- Interior Design







### Firm History

Harper Engineering, PLLC was founded in 2008 to provide innovative engineering design services to architects, owners, and contractors through the state. We are a unique combination of eager young talent and proven experience fused together to serve all of your building systems design needs including HVAC, Plumbing, Lighting, Electrical, Fire Alarm and Sprinkler Suppression systems. Our Goal is to design optimized systems that meet all of our client's performance, energy use, and budgetary needs.

### Relationship

Harper Engineering, PLLC has worked with Williamson Shriver Architects, Inc. since 2008. We have amassed over 80 projects together. (\* Indicates more than one project at that location)

Analabs Office Building  
Arnoldsburg Elementary School  
Beverly Elementary School  
Brandywine Elementary School  
Braxton County High School  
Braxton County Middle School  
Braxton County Schools Warehouse  
Bridge Elementary School  
Bruceeton School\*  
Burch PK-8 School  
Burnsville Elementary School  
Calhoun Gilmer Career Center  
Chapmanville Elementary  
Charleston Arbors Apartments  
Charleston Fire Station #3  
Coalton Elementary School  
Davis Elementary School  
Fed Ex Expansion  
Fellowsville Elementary School  
Flatwoods Elementary School  
Flinn Elementary School  
Frametown Elementary School\*  
Fred Eberle Technical Center\*  
Geary Elementary School  
George Ward Elementary School  
Gilbert Elementary School  
Gilbert High School\*  
Gilmer County High School\*  
Glenville Elementary School  
Hampshire County Career Tech Center  
Hampton Inn Buckhannon  
Harman School  
Hebert Hoover High School  
Holden Elementary School  
Hodgesville Elementary School

Hurricane High School  
Little Birch Elementary School  
Little Creek Golf Course Conference Center\*  
Marsh Fork Elementary School  
Matewan Elementary School  
Moorefield Primary School  
Northeast Natural Energy Office  
Oakwood Baptist Church  
Oakwood Terrace Apartments  
Pendleton County High School  
Pleasant Hill Elementary School  
Poca High School Elevator  
Preston County High School\*  
Putnam County CTC Paint Booth  
Ravenswood High School  
Ripley High School  
Roane Jackson Technical Center  
Robert C. Byrd Health Science Center  
South Branch Vo Tech  
South Charleston Fire Station #1  
Starbucks - Kanawha Boulevard  
Steptoe and Johnson Office Building\*  
Sutton Elementary School  
Taylor County Middle School  
Terra Alta East Preston School\*  
Tucker County High School  
Tudors/Gino's Various Locations\*  
Tunnelton Denver Elementary School  
Union Elementary School  
Upshur County Schools\*  
West Chapman Elementary School  
West Virginia State Capitol Building  
Williamstown Army National Guard  
Wirt County Schools





## Firm Profile

### ABOUT

Watkins Design Works is a commercial interior design and green building consulting firm. We offer all facets of interior design services for government, hospitality, corporate, higher education, healthcare, retail, military, and architectural clients. Jill Watkins, Owner, has over 25 years of experience designing a wide variety of commercial interiors and working with architects, engineers, and other consultants. Her project experience ranges from 123,000 square feet of corporate headquarters to 1,000 square foot tenant renovations...from an \$85 million dollar project for a national guard base to kitchen and bath renovations at a low-income multi-family housing facility. From programming through construction administration, from conceptual color palettes to custom millwork detailing, Watkins Design Works will be involved with you throughout the entire process, to design functional and beautiful interiors that support your staff, your needs, and your vision.

We also provide overall guidance, eco-charrette facilitation and in-depth knowledge of the LEED Green Building Rating System for clients interested specifically in green building. By embracing an integrative design process, where designers, architects, engineers, contractors, and all stakeholders are involved in a design project early and often, we are able to connect the built environment with the natural environment, so that quality of life is improved for end users and local habitat is regenerated. Economic savings are realized through this early decision-making process, rather than diminishing value through traditional "value engineering" at the end of the design process. Thus, the triple bottom line of sustainability is inherent in everything we do: environment-equity-economy, each considered in equal parts.

### SERVICES

- Programming, project planning, and pre-design
- Schematic design, space planning, and design development
- Contract and bid documents
- Interior construction administration
- Lighting design
- Custom casework and millwork design
- Furniture design
- LEED Green Building Rating System consulting

### CERTIFICATIONS

- Small Business Administration:
  - Woman-Owned Small Business
  - Economically Disadvantaged Woman-Owned Small Business
- State of West Virginia:
  - Small Business and Woman-Owned Business
  - WV Oasis Registered Vendor

### MEMBERSHIPS

- American Institute of Architects WV Chapter.....Professional Affiliate Member
- U.S. Green Building Council.....National Organizational Member









# Tab B

## Qualification and Approach



WilliamsonShriver**Architects**



## Project Approach & Understanding

### Project Approach

As fully described in Tab E of this Statement of Qualifications, Williamson Shriver Architects has a variety of projects fully constructions with similar size and design requirements to the project by the West Virginia Department of Administration.

The success of those projects are not by accident. It is said, good design comes from good listening. You are not hiring an architect to “tell you how to design and build your building” Rather, you are hiring an architect to compose a design by synthesizing the specific needs, activities, skills, and limitations of your department, personnel, and site into a holistic, responsive design. Williamson Shriver Architects continually stresses the importance of involving the building user throughout the design process and facilitating their input into a final program and design solution.

This planning process starts with the schematic “big picture” design concepts and continues all the way to small details including interior design and furniture selection. We utilize a variety of methods in this process to make the design intent more understandable to lay-person committee members. These include presentations, design charrettes, interior and exterior 3D concepts modeling, digital walkthroughs and

general discussions and feedback.

We firmly believe that our track record of these successful projects is directly attributable to this inclusive and interactive process with our clients.

Williamson Shriver Architects has reviewed the scope of work provided for the Division of Natural Resources. We understand the scope of work is funded by the State of West Virginia as follows:

- Provide full design services which include architectural, structural, mechanical, electrical, plumbing and interior design and construction administration for renovations of the existing Blackwater Falls Lodge located in Davis, WV.

### Design Management

Williamson Shriver Architects is a mid-sized firm but with a small-firm attitude of service to our clients. Principal Ted Shriver, is actively involved in all aspects of all the firm’s projects from concept to completion. To ensure

consistency of quality design, all planning and design concepts originate under the direct supervision of the partners.

On this project, Ted Shriver will be the Architect of Record and will directly oversee all design activities as well as be the main point of contact with the Owner. Directly under Mr. Shriver’s leadership, Greg Martin will serve as Project Architect, and will be assigned with the responsibility to produce documents and specifications based upon the design as well as to coordinate all team member activities and contributions to the project.



**Above:** Front facade of the Chief Logan State Park Lodge. The right conference center was completed in 2001 and the left guest suite addition was complete in 2006



## Project Approach & Understanding

Continued

For mechanical/electrical engineering and interior design services on this project, Williamson Shriver Architects will team with two consulting firms specifically selected to provide the most comprehensive, highest quality specialty services relating to this project.

• Harper Engineering, a St. Albans, WV consulting engineering firm who will provide HVAC, electrical, plumbing and fire protection design services.

• Watkins Design Works, of Charleston WV, will provide interior design services for project.

### Design Schedule

A master project schedule will be prepared to reflect all of the work tasks for the project organized by design phase and showing timelines and milestone dates for all tasks. We will also show the organization/individual responsible for the task. It will be organized as a horizontal bar chart. The schedule will be tested at critical intervals and measures taken to assure the schedule is maintained. Work efforts are tested against progress so that potential conflicts and delays can be detected quickly and appropriate action taken immediately to preserve scheduled milestones.

**Design Development Phase**  
With the project consisting of

renovation and repair to existing structures the early phases of initial programming and schematic layout will not be required. The design team will progress to the design development phase of the project which will discuss the areas of repair and renovation. The Design Development Phase documents advance the approved schematic design by illustrating and describing the architectural, structural, mechanical, and electrical components and systems, and other elements through the

*We continually stress the importance of involving the building users in the design process and facilitating their input...*

use of plans, sections, elevations, typical construction details, and diagrammatic layouts of the building systems as well as other documents to fix and describe the size and character of the project. Important details of construction will be shown, any necessary selective demolition and alterations will be indicated, interior design elements including furnishings and equipment will be conceptually defined, construction materials will be generally selected, and the building systems will be outlined and integrated with the building structure and architecture. Outline specifications will be writ-

ten and all building performance specifications will be updated. A cost estimate will be prepared reflecting the work described in the Design Development documents along with appropriate strategies to deal with any cost issues which may arise. The completed Design Development document package will be submitted to the Owner and authorities having jurisdiction for review and approval.

### Construction Documents Phase

Upon approval of the Design Development Phase drawings, the project team will prepare closely coordinated construction drawings and final specifications detailing the quality levels for materials and systems needed for bidding and construction. The design team will also incorporate into the Construction Documents the design requirements of authorities having jurisdiction over the project, including but not limited to the Americans with Disabilities Act, applicable state and local building codes, ordinances, and standards, and any standards provided by the Owner. To enhance the coordination effort between the disciplines, all team members will utilize AutoDesk Revit Building Information Modeling software in the preparation of these documents.

The work of this phase will include furthering the interior





## Project Approach & Understanding

Continued

design concepts previously developed by selecting material colors and patterns for inclusion into the project. Additionally, furnishings and equipment appropriate to the function and quality of the proposed design will be selected. The design team will meet as needed with the Owner to gain input regarding these interior design elements.

The design team will confer with the Owner to develop and prepare bidding and procurement information, the contract for construction, as well as the conditions of the contract for construction. All of these documents will be contained within the final Project Manual to be released to potential contractors.

The project cost estimate will be updated reflecting the work described in the Construction Documents along with appropri-

ate strategies to deal with any cost issues which may arise. The completed Construction Documents package will be submitted to the Owner and authorities having jurisdiction for review and approval.

### Bidding Phase

Williamson Shriver Architects will assist the Owner as necessary in the advertising of the project for bidding. To further competitive bidding, we will actively market the project to contractors known to specialize in work consistent with the project scope. We will assist the Owner as needed in conducting the bid opening. On behalf of the Owner, we will evaluate the bids received and delineate any options for award, and provide our recommendation as to the award for a contract for construction that is in the best interest of the Owner.

### Contract Administration Phase

The construction phase may be a small portion of an architect's fee, but this phase plays a large role in our success. After the commencement of construction, Steve Gibson will take the lead during the construction process. Mr. Gibson has 30+ years experience as a contract administrator with Williamson Shriver Architects on all project types. As such, he is well known and respected by many commercial contractors around West Virginia. During this phase, he will be assisted by numerous

members of the design team who will continue their roles from the design phases.

Member(s) of the project team will be present on the project site at two-week intervals, will attend all construction progress meetings, will become generally familiar with the progress and quality of the work completed, and will determine in general that the work is being completed in accordance with the Contract Documents. On behalf of the Owner, we will reject any work not conforming with the Contract Documents.

In between site visits, Mr. Gibson, with assistance of project team members will review and take action on contractor submittals, process change orders and payment requests, issue field memos and clarifications as needed, prepare punch lists, and certify completion of the project.

### Post-Construction

Williamson Shriver Architects team will not walk away from a project at final completion. Rather, we continue to assist our clients with warranty issues which may arise after completion. We will also conduct an eleven month walkthrough to observe any other warranty issues, and also will conduct an interview with a committee of the Owner's staff and building users. This feedback will allow the project team to evaluate the performance of





## Project Approach & Understanding

Continued

the final design, to determine whether the design adequately meets the Owner's needs, and gives our team members valuable input helping us to improve our knowledge for services on future projects.

Even after the expiration of the twelve month warranty period, Williamson Shriver Architects continues to service clients on our completed projects. Time and again throughout our firm's history, we have assisted Owners of our completed projects years after occupancy on issues relating to the function of building components and systems. Never once have we invoiced for these services.

### Quality Control

#### Cost Control

It is vitally important that the project budget, program and outcome expectations are compatible from the outset. Once the initial project budget and project scope is established and agreed upon, all future cost estimates and design decisions will be measured against that budget and program. As indicated herein, further cost evaluation will be performed at the completion of schematic and design development drawings, and at 75% completion of contract drawings. Between formal estimates, the design team is constantly evaluating design and materials/specification alternatives in an on-going effort to achieve the project goals in a cost effective manner and to

maximize the value of the funds available for the project.

#### Design Technology

All of our major consultants use Autodesk Revit, a Building Information Modeling (BIM) software product. As a result, BIM will be utilized throughout the design process. Well beyond traditional drafting software, BIM is a more holistic approach to building design and culminates in an electronic 3-dimensional model of the building and contains 'intelligent' components. This product is not only a valuable production tool for the design team, but also offers several benefits to the Owner. For example, it's 'clash detection' capabilities offer better technical control of the coordination between work of multiple disciplines, reducing the number of potential change orders during construction. The software also allows for enhanced clarity of contract documents, and provides a potential facilities management benefit for clients through the manipulation of the intelligent components contained within the model. Williamson Shriver Architects was among the first architectural firms in West Virginia to routinely utilize BIM software on our projects.

#### Quality Management

Williamson Shriver Architects is proud of our success rate for meeting tight project budgets with a low incidence of construction change orders. We believe

that this success stems largely from the retention rate of our long-term staff and selection of consultants that are highly specialized in the type of project being designed.

We have several peer review steps in place to review Construction Documents prior to letting them out for bidding. These include a design partner coordination review, review by the Construction Administrator who has jobsite experience, and involvement of nearly all of our production staff in the preparation of technical specifications ... whether or not they are otherwise working on the project ... to assure that the documents are reviewed by a "fresh set of eyes". All of these steps taken together, eliminate most design errors before they make it out of our office.

As products and product applications are constantly changing, our staff and consultants are continually updated on new materials and methods of construction through both internal and outside seminars and programs.

Lastly, utilization of Building Information Modeling (BIM) software greatly reduces the potential for design errors. This is due in part to the integrated approach in which the software cross references information, as well as its potential for clash detection.





## **Mechanical, Electrical, and Plumbing Engineering**

Harper Engineering, PLLC has the talent and resources to provide quality mechanical, electrical, and plumbing design. Our staff utilizes the latest building information modeling (BIM) software to provide the accurate system designs with minimal change orders during construction.

Our goal is to design optimized systems that meet all of our client's performance, energy use, and budgetary needs.

The staff at Harper Engineering, PLLC has over 100 years of experience working with clients in a variety of fields including but not limited to K-12 schools, hospitals, offices, airports, manufacturing, multi-family housing, and Design/Build.

The following is a partial listing of projects that demonstrate Harper Engineering's mechanical, electrical, and plumbing design experience:

- South Charleston Fire Station No. 1
- Chapmanville Intermediate School
- Franklin Elementary School - Design/Build Criteria Developer
- Additions to Holden Elementary School
- Williamson Coal House
- River Ridge Church- Hurricane
- Seneca Village Housing
- Beckley VA Parking Garage
- West Virginia Department of Highways
  - SRC Office Building Renovation
  - Weigh Stations
  - Highway Lighting
- Mason County Sheriff's Office Renovation
- Stonerise Nursing Homes (Multiple Projects)
- Boone County Courthouse Annex
- City of Charleston Fire Station No. 3
- A New Ronald McDonald House for Southern West Virginia
- North Central West Virginia Airport (Multiple Projects)
- Yeager Airport Security
- CAMC Hospitals (Multiple Projects)

- Level 350 BIM\* Coordination for School Building Authority Projects
  - Shady Spring High School, Raleigh County Schools
  - New Raleigh Elementary School, Raleigh County Schools

\* BIM - Building Information Modeling





Jill M. Watkins  
Owner

## Qualifications Statement

### Woman-Owned Small Business

Watkins Design Works provides all aspects of commercial interior design services, including:

- Programming
- Schematic design, space planning, and design development
- Contract and bid documents
- Interior construction administration

Jill Watkins, Owner, has over 25 years of commercial interior design experience, which includes working alongside architects and engineers during all parts of the design process for many different project types. Government clients are unique in that the expenditure of taxpayer dollars is often scrutinized, and value for service must be evident. Our commercial interior design services offer many benefits and value to government clients, including:

- Maximizing tight budgets for maximum impact, both aesthetically and functionally.
- Knowledge of furniture and office design trends to improve worker productivity and provide meaningful amenities for staff.
- Knowledge of various purchasing contracts available to government agencies.

From programming and space planning through construction administration, from developing conceptual color palettes to custom millwork detailing, Watkins Design Works will be involved with you throughout the entire process to design functional and beautiful interiors that support your staff, your needs, and your vision.

Watkins Design Works is a commercial interior design, green building, and sustainability consulting firm established in 2014. Our work is primarily focused in West Virginia and surrounding states.

DUNS Number .....079258297  
 NAICS Codes ..... 541410, 541620  
 EIN .....46-4275408  
 WV Oasis Vendor Code .....190493

Small Business Administration:

- Woman-Owned Small Business
- Economically Disadvantaged Woman-Owned Small Business

State of West Virginia:

- Small Business and Woman-Owned Business

Watkins Design Works, LLC .....[www.watkinsdesignworks.com](http://www.watkinsdesignworks.com)  
 Jill M. Watkins, LEED AP BD+C, NCIDQ, Owner .....[jill@watkinsdesignworks.com](mailto:jill@watkinsdesignworks.com)  
 815 Quarrier Street, Suite 202, Charleston, WV 25301 ..... 304.553.7002 office







## CURRENT AND RECENT PROJECTS

### West Virginia State Parks, multiple projects

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Client: WV Division of Natural Resources, State Parks Section  
Project: Furniture, Bedding, and Window Treatments      Approx. Size: 31,425+ SF  
Locations: Twin Falls, Pipestem, Cass Scenic Railroad, Watoga, Blackwater Falls      Cost: \$687,902+

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We were first hired by the WV State Parks to provide interior design services for Twin Falls Resort State Park's Walter Gropius-designed cabins. Services included furniture arrangements, interior finishes, window treatments, and artwork selections. This project expanded to include the cabins at Pipestem (square footage and cost listed above include these two parks). Design for these parks is in keeping with the modernist style of the original architecture, and includes both commercial-grade furniture and WV-made furniture, environmentally-friendly fabrics, and durable materials. We are also providing furniture design services for the company houses at Cass Scenic Railroad State Park, bedding and drapery selections for CCC-era cabins at Watoga State Park, and drapery selections for the cabins at Blackwater Falls State Park.

### Gat Creek, Cacapon Resort State Park

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Client: Gat Creek  
Project: Furniture, Bedding, and Window Treatments      Approx. Size: 8,261 SF  
Location: Cacapon Resort State Park, Berkeley Springs, WV      Cost: \$199,929

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Gat Creek was asked by the WV State Parks to provide a turn-key solution for the Classic Cabins at Cacapon Resort State Park, and hired Watkins Design Works as their design consultant. The first project comprised two model cabins and services included furniture layouts, furniture and finish selections, window treatments, and bedding. It is anticipated that the remaining Classic Cabins will follow later this year. The second project encompassed the same services for the CCC-era Legacy Cabins at Cacapon. Design for the two types of cabins is in keeping with the periods in which they were built while also showcasing a modern, hospitality-like feel, and providing the WV State Parks with durable furniture and fabrics that will be long-lasting and easy to maintain.

### New River Community & Technical College, multiple projects

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Client: Community and Technical College System of West Virginia  
Project: Furniture and Window Treatments      Approx. Size: 52,283 SF  
Locations: Raleigh County Campus and Greenbrier County Campus      Cost: \$700,000

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The first project for NRCTC included furniture for the Allied Health Facility at the Raleigh County Campus in 2015. Typical classroom furniture, computer labs, offices, conference room, and a tiered lecture hall with fixed tables and swivel chairs were all part of this project. Commercial roller shades were specified and bid for the entire new facility. The CTC System purchased furniture for classrooms, student common areas, and boardrooms at both the Raleigh County Campus and Greenbrier County Campus. Watkins Design Works specified all furniture based on a national purchasing contract available to the college.





### Jefferson County Circuit Courtroom

---

Client: ZMM Architects and Engineers  
Project: Renovations to St. Margaret's Judicial Annex, Third Floor  
Location: 119 North George Street, Charles Town, WV 25414

Size: 7,000 SF  
Cost: \$450,000

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With West Virginia's 23<sup>rd</sup> Judicial Circuit adding one Circuit Judge, the Jefferson County Commission undertook a project to renovate one of their Magistrate Courtrooms into a Circuit Courtroom, as well as add Judge's Chambers, a jury room, offices, and other spaces associated with a Circuit Court. The project consisted of both new and existing millwork, and new and existing furniture. New furniture was purchased by the county from a preferred vendor.

### West Virginia Department of Commerce

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Client: ZMM Architects and Engineers  
Project: Furniture Design and Coordination  
Location: Capitol Complex, Building 6, Room 525, Charleston, WV 25305

Size: 4,000 SF  
Cost: \$105,000

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During this project, offices for the former Cabinet Secretary and his staff were located on one-quarter of the 5<sup>th</sup> floor in State Office Building 6. A primary goal of the renovation was to create a modern, professional first impression for visitors who are interested in starting or expanding a business in West Virginia. Private offices were created using systems furniture, lots of glass to let in natural light, and wood-grain walls and desks. A large conference room and plenty of meeting space and storage space within each office were key features. Furniture was procured from the Statewide SYSFURN Contract.

### N3

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Client: N3  
Project: Tenant Fit-Out  
Location: 2001 Union Carbide Drive, Suite 1500, South Charleston, WV 25303

Size: 27,033 SF  
Budget: \$2,361,170

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N3 is an Atlanta-based private company which opened up an office at the West Virginia Regional Technology Park in South Charleston. Their new tenant space includes primarily systems furniture in an open plan environment, with some private offices and smaller meeting rooms throughout the space. There is also a large staff lunch room and executive suite. Branding is an important component of N3's culture, so their logo and corporate colors are prominent in the design. Furniture was procured through a private bidding process.

### West Virginia Army National Guard

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Client: Williamson Shriver Architects  
Project: Clarksburg Armory / Weston Armory Interior Renovations  
Locations: 5 Armory Road, Clarksburg, WV / 40 Armory Road, Weston, WV

Size: 37,200 SF  
Cost: \$700,000

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The armories in Clarksburg and Weston received finish and ADA upgrades to the shower/locker rooms. Watkins Design Works was responsible for documentation of existing conditions, overall drawing production and finish selections.





## Oakwood Terrace Apartments

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Client: Kanawha Valley Homes  
Architect: Williamson Shriver Architects  
Project: Kitchen and Bath Renovations  
Location: 872 Westminster Way, Charleston, WV 25314

Size: 73,000 SF  
Cost: \$1,555,653

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Seventy-two apartments underwent renovation of kitchens and bathrooms in these low-income, HUD-financed multi-family units. More durable finishes were specified and installed, vanities replaced wall-mounted sinks in bathrooms, new tubs and shower surrounds were included, as well as LED lighting, and new kitchen cabinets.

## Robinson Grand Performing Arts Center

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Client: WYK Associates  
Project: Robinson Grand Theater Renovations  
Location: 444 West Pike Street, Clarksburg, WV 26301

Size: 45,000 SF  
Budget: \$15,000,000

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Interior renovations for this Art Deco-era theater include the primary theater space and balconies, lobby, concessions, restrooms, offices, ballroom, bar area, green room and other back-of-house functions. The color palette is reminiscent of the early 1940's and compliments the existing dark red brick on the exterior and existing interior finishes.









# Tab C

## Team Organization

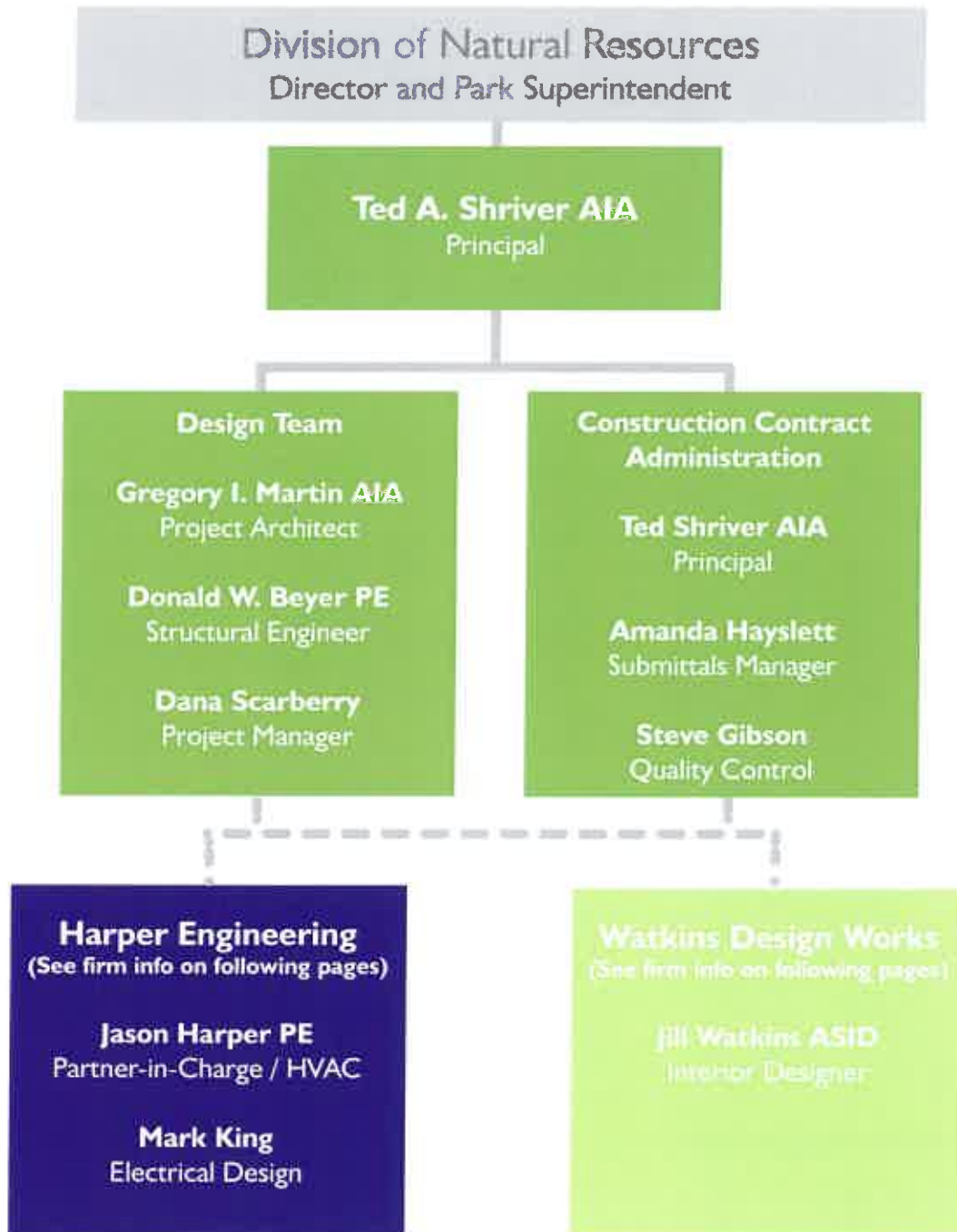


WilliamsonShriverArchitects



# Team Organization

Organizational chart showing numbers and types of key personnel that will be providing design and construction phase services for this project.



More detailed information for these key personnel may be found in Tab A & Tab C  
Resumes for individuals in this chart may be found in Tab D



## Personnel Experience

A list of all key personnel that will be assigned to this project and describe the roll each will play

A list key persons that will be assigned to this project that are Licensed Architects, Construction Administrators, LEED AP's per the U.S. Green Building Council, and who are experienced in the use of Building Information Modelling software.

A list any proposed consultants, including key staff names and the experience and qualifications of these individuals or firms.

Name	Project Role	Years with Firm	Registration	CA Exp.	LEED Status	BIM Exp.
Ted Shriver	Partner-in-Charge	34	Arch-WV	F/O	AP BDC	2
Don Beyer	Structural Design	28	PE. -WV	F/O		3
Greg Martin	Project Architect	10	Arch-WV	F/O		4
Dana Scarberry	Project Manager	28	N/A	O		4
Steve Gibson	Contract Administrator	32	N/A	F/O		!
Amanda Hayslett	Administrative Assistant	1	N/A	O		!
Jason Harper	Partner / Mechanical Eng.	10	PE.-WV	F/O		4
Mark King	Electrical Engineer	8	PE.-WV	F/O		4
Jill Watkins	Interior Designer	5	NCIDQ	F/O	AP BDC	2

See Organization Chart in Tab C for more information regarding division of personnel among team member firms. Resumes for these key persons can be found in Tab D.

### Legend (CA Experience)

- F Field CA Experience
- O Office CA Experience

### Legend (LEED Status)

- AP Accredited Professional
- AP BDC Accredited Professional with Building Design and Construction Certification

### Legend (BIM Experience)

- ! Not Applicable to Position
- 2 Some Usage
- 3 Moderate Usage (Proficient)
- 4 Significant Usage (Expert)

Left: Dining room of the Chief Logan Lodge that was completed in 2001.











# Tab D

## Project Staffing

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WilliamsonShriverArchitects



# Ted A. Shriver

AIA / LEED AP BD+C / REFP  
Architect / Principal

**T**ed Shriver is a registered architect and President of Williamson Shriver Architects. In addition to his role as firm business manager, he is additionally responsible for the office-wide coordination and production of contract documents. He brings to the firm 35 plus years of architectural experience, and his primary responsibilities include assurance that appropriate production and support resources are applied to each project.

Office management, marketing and construction administration on smaller scope projects add to his daily responsibilities. He also oversees the firm's computer system, including evaluation and installation of new technology.

He has extended this computer expertise to an understanding of the utilization and implementation of technology in school facilities and attends the Council of Educational Facility Planners' Technology Conferences. Since 2005, Mr. Shriver has focused on establishing guidelines for our designs on implementing safe schools and monitoring systems.

Mr. Shriver is active in the Association for Learning Environments (A4LE) especially in the Southeast Region. In 2003, he was one of the founding members of the West Virginia Chapter and served as their President from 2004-2007. He has also served as the Southeast Director since 2002.



**Education:**

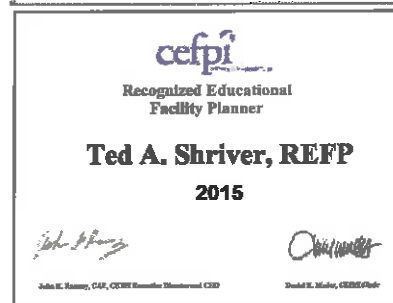
Fairmont State College, 1979  
A.S. Architectural Technology  
South Charleston High School 1977

**Registration:**

Architect, WV (2811)  
Architect OH (11173)  
Architect MD (10948)  
Green Building Certification Institute  
LEED Accredited Professional  
(AP BD+C)

**Affiliations:**

West Virginia State Fire Commission  
2009-Present  
Code / Regulatory Committee, **Chair**  
2009-Present  
American Institute of Architects  
WV Chapter  
Executive Committee 2008-2013  
Treasurer 2008-2013  
Association for Learning Environments  
Southeast Region  
Alternate Director 2002-2003  
Region Director 2003-Present  
Recognized Educational Facility  
Professional Certification (REFP)  
Contractors Association of WV  
Kanawha Valley Builders Association  
International Code Council  
National Fire Protection Association  
South Charleston Board of Health  
United States Green Building Council  
Building Codes Plan Examiner  
2015 - Present





# Donald W. Beyer

P.E. / AIA Professional Affiliate  
Professional Engineer



**Education:**

WV Institute of Technology 1997  
B. S. Civil Engineering  
WV Institute of Technology 1978  
A. S. Drafting & Design Eng. Tech.

**Registration:**

Professional Engineer, WV (15054)  
Professional Engineer, PA (084033)  
Professional Engineer, OH (80854)

**Previous Employment:**

Kelley, Gidley, Blair and Wolfe Engineers  
1986 - 1990  
W. C. Haworth, Structural Engineers  
1984 - 1986  
Union Carbide Corporation  
1979 - 1983  
West Virginia Steel Corporation  
1978 - 1979

**Affiliations:**

American Institute of Architects  
American Institute of Architects WV  
Chapter  
Professional Affiliate Member

**Certifications:**

American Canoe Association  
Swiftwater Rescue Instructor

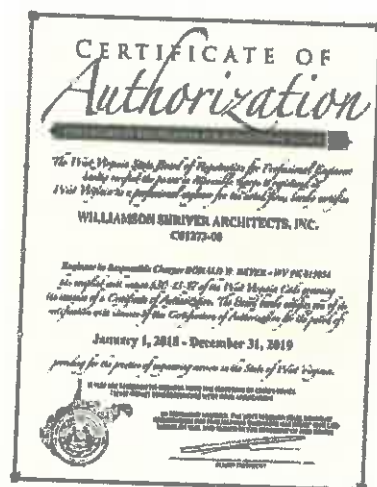
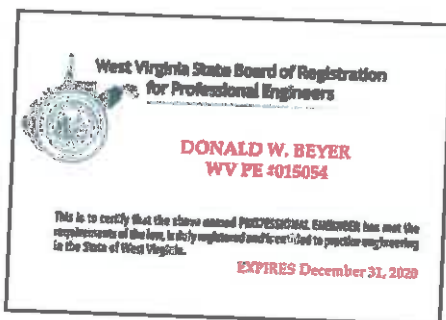
With over twenty eight years of tenure at Williamson Shriver Architects, Mr. Beyer is responsible for the coordination of structural design for all of the firm's projects, and personally designs the structural systems for most projects. He coordinates and integrates his design work with our in-house architectural designs as well as with mechanical and electrical engineering design performed by our consultants. He is also responsible for the production of details and specifications for a project's structural systems and materials.

the project while maintaining the aesthetics of the architect's design. His availability for immediate consultation is an asset to the design team. Mr. Beyer draws from his years of experience as a structural steel detailer, a structural draftsman, and engineering technician within the Charleston area.

In addition to his structural responsibilities, Mr. Beyer also serves as production coordinator for all project disciplines, ensuring that appropriate staff is in place to assure on-time completion of design work.

Mr. Beyer's close involvement with the project architect provides for the smooth integration of the structural system into

Mr. Beyer is an avid whitewater paddler, and currently sits on the WV Whitewater Commission, appointed by Governor Wise in 2005





## Gregory I. Martin

AIA/NCARB

Project Architect



### Education:

Virginia Polytechnic Inst. & State Univ.  
Master of Architecture - 2008  
Fairmont State University  
B. S. - Architectural Eng Tech - 2005

### Registration:

Architect, WV (4797)  
NCARB Certified (84164)

### Previous Employment:

Marks-Thomas Architects  
2008  
Thomas Koontz Architect, P.C.  
2006 (Summer Intern)  
WYK Associates, Inc.  
2003-2005

### Affiliations:

American Institute of Architects  
AIA Member  
American Institute of Architects WV  
Chapter  
Professional Advisory Committee for  
Fairmont State University Architecture  
Program  
2019-Present

**G**reg Martin received his Masters of Architecture Degree from Virginia Polytechnic Institute and State University in 2008 after graduating from Fairmont State University in 2005. In the fall of 2008, he joined Williamson Shriver Architects as a project manager overseeing small renovation and additions projects. As his experience grew, his responsibilities with the firm increased. In 2013, he officially began the pursuit of architectural licensure and in early 2016 he successfully concluded his Architectural Registration Examination and became licensed to practice architecture in WV.

As Project Architect, he specializes in building design and production / coordination of construction documents for projects of all types and sizes.

Mr Martin's project portfolio with Williamson Shriver Architects includes Poca Elementary/Middle School, Leading Creek Elementary School, the Ronald McDonald House in Charleston, Little Creek Golf Course Clubhouse, the LEED candidate Gilmer County Elementary School in Glenville and Charleston Fire Station No. 3 which reopened to active duty August of 2018.

In addition to his professional career, Mr. Martin is an accomplished craftsman in wood, concrete and other media.







## Dana W. Scarberry

AIA Associate  
Project Manager

A longtime employee of Williamson Shriver Architects, Mr. Scarberry has spent his adult lifetime in working in the architecture and building design industry, joining Williamson Shriver Architects in 1990. In this time, he has amassed considerable and invaluable knowledge and experience regarding building design, systems, and detailing. He serves as our senior Project Manager, advancing the design prepared by the partners into a complete and coordinated set of constructable documents. As part of this process, he brings his extensive knowledge of building

codes and standards, coordination of consultants providing site, electrical and mechanical systems design, and preparation of building system specifications.

Mr. Scarberry also has considerable experience in roofing design. Over the course of his career he has designed millions of square feet of roofing and roofing replacement. He also serves as Williamson Shriver's in-house coordinator of door hardware and kitchen equipment design.



### Previous Employment:

Hoblitzell, Daley & McIntyre Architects  
1978 - 1990

Walt S. Donat – Architect  
1975 – 1978

### Affiliations:

American Institute of Architects  
AIA-WV Chapter - Associated Member

### Experienced in:

Document Assembly and Production  
Door Hardware Design  
Kitchen Equipment Layout and Design  
Roofing Systems Technology & Design



## Steven W. Gibson

AIA Associate

Construction Contract Administrator



**Education:**

West Virginia State College, 1971  
B.S. Industrial Technology

**Affiliations:**

American Institute of Architects  
AIA-WV Chapter - Associate Member

**Previous Employment:**

Carlton Construction Company  
1984 - 1985  
Randolph Engineering  
1977- 1984  
Swindell-Dressler Engineering  
1974 - 1977  
JH Milam Engineering  
1969 - 1974

Steve Gibson is responsible for contract document administration and field observation during the construction phase of a project. His duties include shop drawing review, attending construction conferences, compiling construction observation reports, and serving as liaison between owner and contractor.

Prior to joining the staff in 1985, Mr. Gibson's experience was primarily in the engineering fields.

He has participated in the design, project management and construction of numerous industrial, commercial, public housing and public works facilities since 1970.

Mr. Gibson has also worked for a large local construction firm as an estimator. This employment allows him to bring a unique knowledge and understanding of the contractors' perspective toward construction projects to the firm.



## Amanda Hayslett

Administrative Assistant



**Education:**

West Virginia State University, 1986  
A.S. Computer Programming

**Previous Employment:**

Kanawha Stone Company  
2018 - 2019  
Green Meadow of WV, Inc.  
1999- 2018  
Ghosh Engineering, Inc.  
1996 - 1999  
Herman & Cormany, CPA's  
1986 - 1993

Amanda will serve as an administrative assistant for Williamson Shriver Architects. Having worked as a administrative assistant for accountants, engineers and construction companies over the past twenty-five years, she will apply that experience and knowlegde to the team. Her project based reponsibilities include, but are not limited to, development of contracts / agreements, project manual assembly, specifications, assistance with the bidding process, processing of bonds and insurance, construction cost monitoring, construction phase submittals, applications for payment processing and project closeout documentation.

As construction phase submittals manager, she maintains the electronic submittals log, assuring that action by staff and consultants is taken as expeditiously as possible.

In addition to these project based responsibilities, she also plays an essential primary role in preparation of educational planning documents such as annual updates and ten-year plans for numerous county school systems.





**Harper**  
**Engineering**

**Jason E. Harper**  
**Professional Engineer**

## **Experience**

Mr. Harper brings 16 years of design experience to the firm. He has expertise with HVAC, electrical, plumbing, sprinkler and fire alarm system designs. His project include educational facilities (including colleges and universities), health care facilities, office buildings, banks, emergency services facilities, postal facilities, and government buildings.

Mr. Harper's role with the firm includes, but not limited to, office manager, project manager, draftsman, and Building Information Modeling coordinator. He oversees projects from the early design phase through construction administration to post construction. He assist the project architect and design team with valuable mechanical, electrical, and plumbing information early in the project to ensure the it is adequately designed to handle the client's needs.

## **Projects**

HVAC Additions to Taylor County Middle School  
Poca High School Elevator Addition  
Chapmanville Intermediate School  
Burch PK-8 School  
Lewis County Transportation Facility  
HVAC Renovations to Tucker County High School  
South Preston PK8 School  
Arnoldsburg Elementary School  
Additions and Renovation to Geary School  
Tunnelton Denver Elementary School  
HVAC Systems Renovations to  
Upshur County Elementary Schools  
Additions and Renovations to Flinn Elementary



## **Registration/Professional Affiliations**

Professional Engineer WV - 017278  
American Society of Heating, Refrigeration and Air-  
Conditioning Engineers - 8179177  
National Fire Protection Association - 2748712

## **Education**

West Virginia University Institute of Technology  
Bachelor of Science - Mechanical Engineering







## Experience

Mr. King brings 14 years of electrical design experience and over 11 years of electrical construction/maintenance experience to the firm. His project include educational facilities (including colleges and universities), health care facilities, office buildings, banks, emergency services facilities, government buildings, and industrial projects.

Mr. King's role with the firm includes, but not limited to, project manager, draftsman, specification writer and construction administration. He oversees projects from the early design phase to post construction. He assists the project architect and design team with valuable electrical information early in the project to ensure the it is adequately designed to handle the client's needs.

## Projects

FedEx Freight - 32 Bay Expansion  
Arnoldsburg Elementary School  
Chapmanville Intermediate School  
South Charleston Fire Station  
Geary Elementary School  
Holden Elementary School  
Hurricane High School Batting Facility  
Marshfork Elementary School  
Tudor's/Gino's Restaurants (Various Location)  
Additions and Renovations to Flinn Elementary



## Registration/Professional Affiliations

Professional Engineer WV - 017278  
Professional Engineer KY - 27522  
Professional Engineer PA - 078377  
Professional Engineer OH - 75122  
Professional Engineer VA - 0402049801  
Professional Engineer MI - 6201065598  
Professional Engineer SC - 33253  
Professional Engineer IN - 11600675  
West Virginia Master Electrician -  
M27616420670800  
American Society of Heating, Refrigeration and  
Air-Conditioning Engineers - 8259192  
National Fire Protection Association - 2915791

## Education

West Virginia University Institute of Technology  
Bachelor of Science - Electrical Engineering

Bluefield State College  
Bachelors of Science - Computer Science





**EDUCATION**

Bachelor of Science in Interior Design.....May 1993  
 The University of Tennessee, Knoxville.....CIDA Accredited

**CERTIFICATIONS / ACCREDITATIONS**

National Council for Interior Design Qualification (NCIDQ #14182) .....Oct 1997  
 LEED Accredited Professional BD+C.....Apr 2003  
 Wilderness First Aid .....Nov 2018

**COMMUNITY INVOLVEMENT / MEMBERSHIPS**

U.S. Green Building Council West Virginia .....Chair  
 Appalachian Mountain Club.....Backpacking Leader-in-Training  
 BridgeValley Community & Technical College.....Former Adjunct Professor  
 Leadership Kanawha Valley .....2015 Graduate  
 Charleston Area Alliance GROW Program.....2015 Graduate  
 Citizens' Climate Lobby West Virginia .....Member

**EXPERIENCE**

Watkins Design Works, LLC.....Jan 2014 - Present  
 Owner .....Charleston, WV  
 Jill started her own interior design and green building consulting business in 2014. As an NCIDQ-certified interior designer with over 25 years of experience, and now as an entrepreneur, Jill brings both knowledge of and a passion for interior design and green building to all her clients.

ZMM Architects and Engineers.....May 2008 - Dec 2013  
 Interior Designer/Sustainability Coordinator.....Charleston, WV  
 In this dual role, Jill worked alongside project architects in developing comprehensive finish and furniture designs, as well as with all project team members on the firm's LEED projects, including the JITEC facility at Camp Dawson (LEED Gold Certified) and the Wood County Justice Center (LEED Certified). She selected colors for many of the firm's school projects, and was integrally involved with their military and higher education clients.

Cubellis.....Dec 2005 - May 2008  
 Senior Interior Designer .....Boston, MA  
 Jill was responsible for design of the firm's Boston headquarters, which received LEED-CI Gold Certification in August of 2009. She was also a key team member in the design of Gillette's global headquarters renovation and subsequent tenant redistribution in their former lease





- Wolf Maison Limited .....Feb 2004 - Aug 2005  
Interior Designer .....Cleveland, OH  
As interior designer for this architectural start-up, Jill expanded her experience into dental office design and high-end residential projects, along with additional corporate work. She also provided LEED assistance to Cleveland State University in the form of drawing and specification reviews and recommendations for the new Recreation Center; the building is LEED Silver Certified.
- Doty & Miller Architects .....May 2003 - Feb 2004  
Interior Designer .....Cleveland, OH  
For one of Cleveland's greenest architectural firms, Jill provided sustainable interior design for a variety of project types, including healthcare, public projects and nonprofit organizations.
- AECOM (formerly URS Corporation).....Nov 1999 - Feb 2003  
Senior Interior Designer .....Cleveland, OH  
Jill participated among teams of interior designers, architects and engineers to work on secondary schools, higher education, and public projects. She served an integral role on the design team for the Nathaniel R. Jones Federal Building and U.S. Courthouse in Youngstown, Ohio. This was the first courthouse in the U.S. and the first building in Ohio to become LEED Certified.
- KA, Inc. Architecture .....Apr 1998 - Nov 1999  
Interior Designer .....Cleveland, OH  
Jill went to KA after their purchase of Triad Design in 1998. As part of the Corporate Studio, she gained experience in the design of corporate headquarters, but also assisted architects with malls and big-box retail store design and documentation.
- Triad Design Interiors.....Aug 1996 - Apr 1998  
Interior Designer .....Cleveland, OH  
As a designer with this small interior design firm, Jill was involved in many different project types, including corporate offices, restaurants, and private suites for the new Cleveland Browns football stadium.
- Koster & Associates Architects.....Mar 1995 - Aug 1996  
Interior Designer .....Cleveland, OH  
Koster & Associates specialized in library design throughout the Midwest. Jill was responsible for interior finishes, furniture design and custom millwork design and documentation.
- Capitol Business Interiors.....May 1993 - Feb 1995  
Interior Designer.....Charleston, WV  
After working at CBI in the summer months while in college, Jill worked as a full-time designer supporting the salespeople in the firm's many public and private projects, including Union Carbide's Building 6000 and the initial renovation of One Station Place.





## REPRESENTATIVE PROJECTS

### West Virginia Army National Guard

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Joint Interagency Training and Education Center  
1001 Army Road, Kingwood, WV 26537  
Architect: ZMM Architects & Engineers

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As a joint venture between ZMM and AECOM, the *Joint Interagency Training and Education Center* at Camp Dawson was designed to provide a 24/7 operations center and expanded billeting facility. Jill was responsible for interior design of the Billeting addition, including the main lobby, Liberty Lounge, signage/wayfinding, millwork, and billet rooms; coordination of finishes with the AECOM team; and was Co-LEED Administrator. She played an integral role in achieving SSc8 Light Pollution Reduction as the main author of an appeal to the USGBC. The project is LEED Gold Certified.

---

Jackson County Armed Forces Reserve Center  
8832 Point Pleasant Road, Millwood, WV 25262  
Architect: ZMM Architects & Engineers

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The *Jackson County Armed Forces Reserve Center* is designed to house several units, with an expanded drill hall that is used for various community events. Jill worked closely with the project architect to develop a comprehensive interior color palette that works seamlessly with the exterior materials, as well as interior details, lighting design, and LEED coordination for the project. She designed enhanced acoustical treatments for the drill hall that expand its functionality as a large group space. The AFRC is designed to meet LEED Silver certification.

---

Morgantown Readiness Center  
Morgantown Municipal Airport, Morgantown, WV 26505  
Architect: ZMM Architects & Engineers

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As home to the 249<sup>th</sup> Army Band and other units, the *Morgantown Readiness Center* features an auditorium, practice rooms, offices, classrooms and drill hall. Jill was responsible for interior design of all areas, coordination with the acoustic consultant, and LEED coordination. The project is designed to meet LEED Silver certification.

---

Logan-Mingo Readiness Center  
James A. "Buck" Harless Industrial Park, Holden, WV 25625  
Architect: ZMM Architects & Engineers

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Housing the military police and other units in the heart of coal country, the Logan-Mingo Readiness Center is the most recent readiness center completed by the WVARNG. Jill was responsible for all aspects of the interiors for public areas, offices, classrooms, and drill hall. The interior design includes a darkly painted "coal seam" that is seen throughout the public spaces and combined with bright accent colors. She was also responsible for LEED coordination; the project is designed to meet LEED Silver certification.







## Wood County Commission

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Wood County Justice Center  
401 Second Street, Parkersburg, WV 26101  
Architect: ZMM Architects & Engineers

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The *Wood County Justice Center* in Parkersburg is a culmination of the Sheriff's Department, Magistrate Court and 12-hour holding center moving from three separate buildings into one existing building. Jill was responsible for programming, space planning, interior design, millwork design, lighting design, furniture design and LEED Coordination. The project is LEED Certified.

## West Virginia Housing Development Fund

---

5710 MacCorkle Avenue, Charleston, WV 25304  
Architect: ZMM Architects & Engineers

---

For the WVHDF's new office building in Kanawha City, Jill developed a clean, modern color palette and furniture design to match. She was also responsible for lighting and millwork design, and many sustainable features of the building.

## Kanawha County Public Library

---

Elk Valley Branch Library  
313 The Crossings Mall Road, Elkview, WV 25071  
Architect: ZMM Architects & Engineers

---

The new *Elk Valley Branch Library* in Elkview is providing a much-needed modernized and accessible space for this small branch. The library moved into an existing building and Jill was responsible for all aspects of the interior, including space planning, finish selections, furniture design, and construction administration.

## Christ Church United Methodist

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1221 Quarrier Street, Charleston, WV 25301  
Architect: ZMM Architects & Engineers

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This historic church near Charleston's East End underwent an extensive renovation of its educational wing, choir area, teen area, and gymnasium. Jill was responsible for finish selections, furniture design, coordination with each committee, and assisted with construction administration.

## Procter & Gamble

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Gillette World Shaving Headquarters  
Gillette Park, Boston, MA 02127  
Architect: Cubellis

---

Not long after Procter & Gamble purchased Gillette in 2005, plans to convert the original Boston razor factory into Class A office space with expanded amenities and strict P&G branding commenced. Jill was a key team member consisting of architects and other interior designers involved in master planning, programming, space planning, design, and contract documents. The project was designed to meet Boston Green Building Standards, similar to LEED Silver.







# Tab E

## Previous Experience



WilliamsonShriver**Architects**





**Earl Ray Tomblin  
Convention  
Center Lodge**  
Chief Logan State Park  
Logan, WV

Owner:  
WV Division of Natural Resources

Services provided in-house:  
Architectural design  
Structural design  
Interior design

Services provided by consultants:  
Site/Civil Design- Terradon Corp.  
MEP Design - Clingenpeel/McBrayer  
& Associates

Year completed: 2006

Other data:  
Square footage: 50,000  
Project Cost: \$6 Million

This project was an addition to the existing Convention Center constructed in 2001. This project provided over 50 lodging rooms, fitness and pool area, additional meeting rooms and building services to utilize the existing convention center and Chief Logan State Park grounds.

The design followed the convention center exposed stone and heavy timber design.



Second Floor Plan (Third floor similar)



First Floor Plan







# Hospitality



## Earl Ray Tomblin Convention Center

Chief Logan State Park  
Logan, WV

Owner:  
WV Division of Natural Resources

Services provided in-house:  
Architectural design  
Structural design  
Interior design

Services provided by consultants:  
Site/Civil Design- Terradon Corp.  
MEP Design - Clingenpeel/McBrayer  
& Associates

Year completed: 2001

Other data:  
Square footage: 28,000  
Project Cost: \$4.5 Million

This project was provided a new convention center to Chief Logan State Park which consisted of four large conference rooms, a state park dining room with full service kitchen, and administrative offices and building support areas.

The design incorporated exposed stone, exposed heavy timber framing, and ample windows to provide natural lighting and view of the surrounding state park grounds.



First Floor Plan





## Business and Commercial Design



### Teays River Station

Hurricane, WV

Owner:  
Teays River Station LLC  
Brian Prim  
Managing Partner  
Prim Law Firm, PLLC  
(304) 201-2425

Services provided in-house:  
Architectural design  
Structural design  
Interior design

Services provided by consultants:  
MEP Design - Harper Engineering

Year completed: 2015

Other data:  
Size: 6,500 SF  
Cost: Withheld by Owner



The design concept for this multi-building development was to draw design features from the farmhouse vernacular and traditions of the historically agrarian Teays Valley, West Virginia community in which it resides.

Exterior features include a partial stone veneer and a striking complementary green wood veneer. These are set off by the traditional grey-silver metal roofing often found on farm buildings.

This initial building is a two

story office structure housing the development owner's law firm on the second floor with a tenant cardiac medical office on the ground level. Building two of this development is currently in design, and will feature a similarly detailed but larger office building placed perpendicularly on the site.

Williamson Shriver Architects was assisted by team members Triad Engineering (site / civil), Harper Engineering (MEP) and Laura Davis Interiors on this project.



## Civic Design



### South Charleston Fire Station No. 1

**Owner:**

City Council of the  
City of South Charleston  
The Honorable Frank Mullens,  
Mayor  
(304) 744-5300

**Services provided in-house:**

Architectural design  
Structural design  
Interior design

**Services provided by consultants:**

Site/Civil Design - Terradon Corp.  
MEP Design - Harper Engineering

Construction commence: 2015

Year completed: 2016

**Other data:**

Size:	10,119 SF
Construction Cost:	\$2.8 Million
Cost/SF	\$276.70 / SF

**Description of Project:**

This project is a replacement fire station facility for the City of South Charleston. For this station, the city requested a design in keeping with the high-tech chemical manufacturing facilities located nearby.

The design of this building includes three drive-thru apparatus bays, plus storage and maintenance spaces for fire fighting operations. This area also includes a multi-story training space for learning vertical movement and

rescue.

The living quarters includes six sleeping berths, toilet / showers for male and female firefighters, shift commander's quarters and office, captain's quarters and office, and spaces for kitchen, dining, living, meeting/computer room, and laundry.

The building exterior features a sweeping curved metal roof, tri-color brick, and both smooth and corrugated metal wall panels.







## City of Charleston Fire Station No. 3

**Owner:**  
City of Charleston  
David Molgaard, City Manager  
(304) 348-8014

**Services provided in-house:**  
Architectural design  
Structural design  
Interior design

**Services provided by consultants:**  
Site/Civil Design - Terradon Corp.  
MEP Design - Harper Engineering

**Construction commence:** 2017  
**Year completed:** 2018

**Other data:**  
**Size:** 6,384 SF  
**Construction Cost:** \$1.097 Mil.  
**Cost/SF:** \$171.84 / SF

**Description of Project:**  
This project is a new fire station facility for the City of Charleston to replace a 1928 structure that the city demolished in 2016.

The existing site is located in a mixed residential and commercial area located near Route 119. Using the existing limited site, the design required the building to be multiple levels to facilitate the needs of the station. The main floor includes a general office

with an ADA toilet and shower along with a two stall apparatus bay to house the new fire truck and an EMS vehicle. The second floor provides five separate sleeping quarters for the crew, two individual toilet / showers, laundry, and a full size kitchen and living room to accommodate three shifts. The steeply sloping site allowed the city to build a lower level to be used as a general storage and workout space for the fire fighters.



First Floor

Second Floor





## Civic Design



### South Charleston Area Development Corporation

### Regional Inter- Governmental Council

Owner:  
South Charleston Area Develop-  
ment Corporation  
Steve Weir, Executive Director

Services provided in-house:  
Architectural design  
Structural design

Year completed: 1999

Other data:  
Size: 7,500 SF  
Construction Cost: \$1 million

#### Description of Project:

This project was a pair of twin buildings sharing the same site located across the street from City Hall in downtown South Charleston, WV. Each building has its own unique identity expressed through separate front entrances

on different city streets.

Each building contains offices, conference rooms, and other administrative support spaces. A private outdoor courtyard meanders between the two buildings.







## Renovations to South Charleston City Hall

Owner:  
City of South Charleston, WV  
The Honorable Frank Mullens,  
Mayor  
(304) 744-5301

Year completed: 2000

Other data:  
Size: 1,200 SF  
Construction Cost: \$600,000

### Description of Project:

This project included ADA renovations and additions, exterior masonry renovations, and other minor interior renovations to the existing historic city hall in South Charleston, WV.

The existing building prior to this project was not ADA compliant, with no elevator and no direct accessible path to enter the building. This design resolved these issues through the construction of a new ADA compliant entrance on the left hand side of the building which included a new ramp entrance and an elevator.

A new main entrance vestibule was constructed along the D Street facade for energy conservation purposes. Also, masonry re-pointing and other brick facade repairs were undertaken to ensure this building's viability for many years to come.





## Ronald McDonald House

Charleston, WV

Owner:  
 Ronald McDonald House Charities  
 of Southern West Virginia  
 Dewayne Dickens  
 Executive Director  
 304-346-0279

Services provided by Consultants:  
 MEP Design - Harper Engineering

Construction commenced: 2015  
 Year completed: 2016

Other data:  
 Size: 18,900 SF  
 Cost: \$3.5 million



Williamson Shriver Architects was retained in 2010 to provide planning services for a new Ronald McDonald House to be located near CAMC Women's and Childrens Hospital in Charleston, WV. After several years of planning and fund raising, the new facility was completed in 2016.

As Ronald McDonald Houses offer free housing to families of hospitalized children, a primary goal is to offer guests a feeling of emotional comfort and security in a home-like atmosphere. This was accomplished in part through breaking the building into three distinct zones: public spaces, guest suites, and administrative offices. There are 14 guest suites divided amongst two floors and many public areas including a communal kitchen, dining room, food pantry, laundry room, kids play room, a den, great room, and an outdoor patio. These spaces are intended to give each resident the comfort of home while providing opportunities for interaction between guests and

staff. A welcome station is located in the entry lobby and will be staffed 24 hours a day. The main entrance includes a secure vestibule, which allows staff to maintain visual control of the building entry point during all hours.

The design intent of the exterior was to create an inviting and intriguing facade with the use of vibrant colors, tall vertical masses, and large areas of fenestration.

By accomplishing these considerations in the design, the site now has an eye catching building that is unique to the area.







## LaQuinta Inn & Suites Renovations

Elkview, WV

Owner:  
Plaza Management, LLC

Services provided in-house:  
Architectural design  
Structural design

Year completed: 2014

Services provided by Owner:  
Interior Design - Supreme Hospitality - Atlanta, GA

This project was undertaken as a conversion of an existing Country Inn and Suites property. The owner sought Williamson Shriver Architect's assistance in designing substantial renovations to meet current LaQuinta brand design standards.

Exterior renovations included revisions to the roof form, new EIFS finish system, and renovations to the main entrance canopy. On the interior, renovations centered on a complete updating of the first floor public spaces including the lobby, meeting rooms, and fitness center.







**West Virginia State Parks, Cabins at Pipestem and Twin Falls State Parks**

Client: West Virginia Division of Natural Resources  
Contact: Paul Redford, District Administrator, Lodge and Resort District  
Parks and Recreation Section, 324 4th Avenue, South Charleston, WV 25303  
304.558.2764, paul.a.redford@wv.gov

Project: Cabin interiors, furniture, and window treatments      Approx. Size: 31,425 SF  
Locations: Pipestem Resort State Park and Twin Falls Resort State Park      FFE Cost: \$687,902

Watkins Design Works provided interior design services for the 1960's-era cabins designed by The Architects Collaborative out of Boston and Irving Bowman & Associates of Charleston. The original cabins will receive new kitchens, bathrooms with floor and wall tile, a variety of accent paints, modern window shades, and new furniture. Artwork was specified from West Virginia artists and framers. The furniture itself is all made in America, including Berkeley Springs, WV. The fabrics are also made in America, are extremely durable, with good indoor air quality and recycled content. Watkins Design Works made some modifications to some of Gat Creek's wood furniture for end tables and coffee tables.





**West Virginia State Parks, Houses at Cass Scenic Railroad State Park**

Client: West Virginia Division of Natural Resources  
Contact: Matt Yeager, District Administrator  
Parks and Recreation Section, 324 4th Avenue, South Charleston, WV 25303  
304.558.2764, matt.j.yeager@wv.gov

Project: Furniture, bedding, and window treatments for the company houses  
Location: Cass Scenic Railroad State Park, 12363 Cass Road, Cass, WV 24927

The state parks were partnering with WV Correctional Industries to build furniture for the houses at Cass but wanted to deviate from their standard product offering to something with more of a railroad theme. Watkins Design Works provided design sketches which modified their standard chair by including an "X" design detail which mimics the porch railings and railroad crossing signs. Commercial grade fabric was also specified with an "X" pattern and wide horizontal "train tracks" as part of the pattern. The color red was chosen as a reflection of the red cabooses. Custom coffee tables and end tables were designed based on this "X" concept and combine metal with wood. For dining rooms, design of original tables is to be copied, and chairs will be refinished and reused from one of the other parks.





### **Gat Creek, Cabins at Cacapon Resort State Park**

Client: Caperton Furniture Works / Gat Creek  
Contact: Gat Caperton, President & CEO  
5270 Valley Road, Berkeley Springs, WV 25411  
304.258.2343 x 115, gat@gatcreek.com

Project: Furniture, bedding, and window treatments for Classic and Legacy Cabins    Size: 8,261 SF  
Location: Cacapon Resort State Park, Berkeley Springs, WV 25411                      Cost: \$199,929

Gat Creek was asked by the WV State Parks to provide a turn-key solution for the Classic Cabins at Cacapon Resort State Park, and hired Watkins Design Works as their design consultant. The first project comprised two model cabins and services included furniture layouts, furniture and finish selections, window treatments, and bedding. It is anticipated that the remaining Classic Cabins will follow later this year.

Since the Classic Cabins have pine walls and ceilings as well as wood flooring, wood finishes for the furniture are gray and green, darker in the living / dining room and lighter in the bedrooms. Gray fabrics compliment the warm walls, and local CCC-era artwork add to the charm.







The second project encompassed the same services for the CCC-era Legacy Cabins at Cacapon. The design for these is in keeping with the period...craftsman-style tables and chairs, hammered metal lamps, a cherry wood finish, and an arts & crafts style upholstery pattern for the lounge chairs and sofa. Modern touches include bright blue bedding fabric and pale blue-green wood finish on chests of drawers. Watkins Design Works also designed a modification to one of Gat Creek's pieces to fit the unique size and layout in some of the cabins.







### **N3, Tenant Fit-Out for the West Virginia Office**

Client: N3

Contact: Ken Boggs, Vice President of Operations

2001 Union Carbide Drive, Suite 1500, South Charleston, WV 25303

202.340.4237, kenneth.boggs@n3results.com

Project: Tenant Fit-Out

27,033 SF

Location: 2001 Union Carbide Drive, Suite 1500, South Charleston, WV 25303

Cost: \$2,361,170

N3, an Atlanta-based private company, recently opened an office at the West Virginia Regional Technology Park in South Charleston. Their new tenant space includes mostly systems furniture in an open plan environment, with some private offices and smaller meeting rooms throughout the space. There is also a large staff lunch room and executive suite. Branding is an important component of N3's culture, so their logo and corporate colors are prominent in the design. The project delivery method was design-build, but furniture was procured through a private bidding process. Watkins Design Works provided programming, space planning, interior design services, and worked closely with BBL Carlton throughout construction. The project was completed in February 2018, Phase 2 was completed at the end of May 2018, and the firm already has plans for additional expansion.



Reception Area





Typical open workstations (above) / Vice president's office (below)







Staff lunch room (above) / Typical private office and adjacent meeting room (below)







Typical private office (above) / Open kitchenette (below)







### **Robinson Grand Performing Arts Center**

Client: WYK Associates

Contact: James Swiger, President

1038 Washington Avenue, Clarksburg, WV 26301

304.624.6326, james@wykarchitects.com

Project: Renovations to the Robinson Grand Performing Arts Center

Size: 45,000 SF

Location: 444 West Pike Street, Clarksburg, WV, 26301

Cost: \$15,000,000

The City of Clarksburg purchased this Art Deco theater, along with two adjacent properties, and focused on bringing it back to life. Watkins Design Works provided color and material selections for the main theater and balcony; lobby, concessions, offices, mezzanine/bar area, ballroom/multi-purpose space, dressing rooms, and other back-of-house areas.



Inspiration for the colors and patterns came from this Art Deco print.





Rendering of the performance hall interior design (above) / Opening night photo (below)







Rendering of the main lobby interior design (above) / Rendering of the bar area (below)





**Jefferson County Commission, 23<sup>rd</sup> Judicial Circuit Courtroom**

Client: ZMM Architects and Engineers

Contact: Adam Krason, Principal

222 Lee Street West, Charleston, WV 25302, 304.342.0159, ark@zmm.com

Project: Third Floor Renovation, St. Margaret's Judicial Annex

Size: 7,000 SF

Location: 119 North George Street, Charles Town, WV 25414

Cost: \$450,000

With West Virginia's 23<sup>rd</sup> Judicial Circuit adding one Circuit Judge, the Jefferson County Commission undertook a project to renovate one of their Magistrate Courtrooms into a Circuit Courtroom, as well as add Judge's Chambers, a jury room, offices, and other spaces associated with the Circuit Court. The project consisted of both new and existing millwork, and new and existing furniture. New furniture was purchased by the county from a preferred vendor. Watkins Design Works provided programming, space planning, interior design, and furniture design services.



New seating was selected in a period style, and which would work with existing attorney's tables. Carpet and finishes were chosen to blend with existing casework and work well with the angles in the room.







Existing features of the former Magistrate Courtroom include the judge's bench, adjacent casework, and the ceiling.



The expanded jury box included a new low wall to match existing millwork, and new pedestal base chairs in the period style.





Judge's Chambers.



Meeting area in the Judge's Chambers.



**WV Department of Commerce, Office of the Former Cabinet Secretary**

Client: ZMM Architects and Engineers

Contact: Adam Krason, Principal

222 Lee Street West, Charleston, WV 25302, 304.342.0159, ark@zmm.com

Project: Furniture design for the WV Department of Commerce

Size: 4,000 SF

Location: Capitol Complex, Building 6, Room 525, Charleston, WV 25305

Cost: \$105,000

Offices for the former Cabinet Secretary and his staff were located on one-quarter of the 5<sup>th</sup> floor in State Office Building 6. A primary goal of the renovation was to create a modern, professional first impression for visitors who are interested in starting or expanding a business in West Virginia. Private offices were created using systems furniture, lots of glass to let in natural light, and wood-grain walls and desks. A large conference room and plenty of meeting space and storage within each office are key features.



Reception Area





Even interior offices have access to daylight (above) / Former Cabinet Secretary's office (below)











# Tab F

## References



WilliamsonShriver**Architects**



## References

The following are a list of current clients serving as references for Williamson Shriver Architects. Please feel free to contact them at your convenience.

### The Honorable Mayor

**Frank Mullens**  
City of South Charleston  
South Charleston, WV  
(304) 744-5301

### Mr. Robert Sutler

Fire Chief  
City of Charleston  
Charleston, WV  
(304) 348-8098

### Mr. Virgil White

Fire Chief  
City of South Charleston  
South Charleston, WV  
(304) 744-0079

### Chairman Michael Albert

Chairman  
Public Service Commission of WV  
Charleston, WV  
(304) 340-0356

### Mr. Dewayne Dickens

Executive Director  
Ronald McDonald House  
Charities of Southern WV  
Charleston, WV  
(304) 346-0279

### Mr. Charles Wendell

Charleston Development Limited  
Fayetteville, WV  
(843) 991-0396

### Dr. Ronald Duerring

Superintendent  
Kanawha County Schools  
Charleston, WV  
(304) 348-7732

### Dr. Frank Devono

Retired Superintendent (June 2018)  
Monongalia County Schools  
Morgantown, WV  
(304) 291-9210

### Dr. Eddie Campbell

Superintendent  
Monongalia County Schools  
Morgantown, WV  
(304) 291-9210

### Mr. Scott Cochran

Superintendent  
Webster County Schools  
Webster Springs, WV  
(304) 847-5638

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## References

### PROFESSIONAL AND PERSONAL REFERENCES

#### **Ken Boggs**

Vice President of Operations, N3  
2001 Union Carbide Drive, Suite 1500, South Charleston, WV 25303  
202.340.4237 mobile  
kenneth.boggs@n3results.com

#### **Gat Caperton**

President & CEO, Caperton Furniture Works  
5270 Valley Road, Berkeley Springs, WV 25411  
304.258.2343 x 115 office  
gat@gatcreek.com

#### **Rich Donovan**

Chief Procurement Officer, WV Council for Community & Technical College Education  
1018 Kanawha Blvd. East, Suite 700, Charleston, WV 25301  
681.313.2212 direct  
rich.donovan@wvhepc.edu

#### **Chuck Moore**

Vice President, BBL Carlton  
5600 Kanawha Blvd. East, Suite 200, Charleston, WV 25301  
304.345.300 office  
cmoore@bbcarlton.com

#### **Erica Boggess**

Executive Director, West Virginia Housing Development Fund  
5710 MacCorkle Avenue SE, Charleston, WV 25304  
304.391.8638 office  
ericaboggess@whdf.com

#### **MG Melvin Burch**

Retired CFMO, West Virginia Army National Guard  
304.727.0074 home

#### **Marci Zimmerman**

Retired Interior Designer, AECOM Cleveland  
216.310.5303 mobile  
mlzimm53@gmail.com

#### **Pam Murchison**

Executive Director, Symphoria  
234 Harrison Street, Syracuse, NY 13202  
412.316.5671 mobile









# Tab G

Terms & Conditions



WilliamsonShriver**Architects**



**ADDITIONAL TERMS AND CONDITIONS  
(Architectural and Engineering Contracts Only)**

- 1. PLAN AND DRAWING DISTRIBUTION:** All plans and drawings must be completed and available for distribution at least five business days prior to a scheduled pre-bid meeting for the construction or other work related to the plans and drawings.
- 2. PROJECT ADDENDA REQUIREMENTS:** The Architect/Engineer and/or Agency shall be required to abide by the following schedule in issuing construction project addenda. The Architect/Engineer shall prepare any addendum materials for which it is responsible, and a list of all vendors that have obtained drawings and specifications for the project. The Architect/Engineer shall then send a copy of the addendum materials and the list of vendors to the State Agency for which the contract is issued to allow the Agency to make any necessary modifications. The addendum and list shall then be forwarded to the Property and Procurement Office buyer by the Agency section. The Property and Procurement Office buyer shall send the addendum to all interested vendors and, if necessary, extend the bid opening date. Any addendum should be received by the Property and Procurement Office at least fourteen (14) days prior to the bid opening date.
- 3. PRE-BID MEETING RESPONSIBILITIES:** The Architect/Engineer shall be available to attend any pre-bid meeting for the construction or other work resulting from the plans, drawings, or specifications prepared by the Architect/Engineer.
- 4. AIA DOCUMENTS:** All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the W. Va. Code will be governed by the AIA A101-2007 and A201-2007 or the A107-2007 documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein. The terms and conditions of this document shall prevail over anything contained in the AIA Documents or the Supplementary Conditions.
- 4A. PROHIBITION AGAINST GENERAL CONDITIONS:** Notwithstanding anything contained in the AIA Documents or the Supplementary Conditions, the State of West Virginia will not pay for general conditions, or winter conditions, or any other condition representing a delay in the contract. The Vendor is expected to mitigate delay costs to the greatest extent possible and any costs associated with Delays must be specifically and concretely identified. The state will not consider an average daily rate multiplied by the number of days extended to be an acceptable charge.
- 5. GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with W. Va. Code § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.



**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.

Ted A. Shriver, President

(Name, Title)

TED A. SHRIVER, PRESIDENT

(Printed Name and Title)

717 Bigley Avenue, Charleston, WV 25302

(Address)

304-345-1060 304-345-3693

(Phone Number) / (Fax Number)

tshriver@wsgarch.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.

Williamson Shriver Architects, Inc.

(Company)

 PRESIDENT

(Authorized Signature) (Representative Name, Title)

Ted A. Shriver, President

(Printed Name and Title of Authorized Representative)

6/13/19

(Date)

304-345-1060 304-345-3693

(Phone Number) (Fax Number)









# Tab H

## WV Purchasing Affidavit



WilliamsonShriver**Architects**



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: WILLIAMSON SWEET ARCHITECTS, INC.

Authorized Signature: \_\_\_\_\_ Date: 6/13/19

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 13<sup>th</sup> day of June, 2019.

My Commission expires October 2, 2022, 2022.

AFFIX SEAL HERE



NOTARY PUBLIC [Signature]  
Purchasing Affidavit (Revised 01/19/2018)









# Tab I

## Addenda Receipt



WilliamsonShriver**Architects**



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: AEOI DNR19\*12**

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.

Williamson Shriver Architects, Inc.

Company

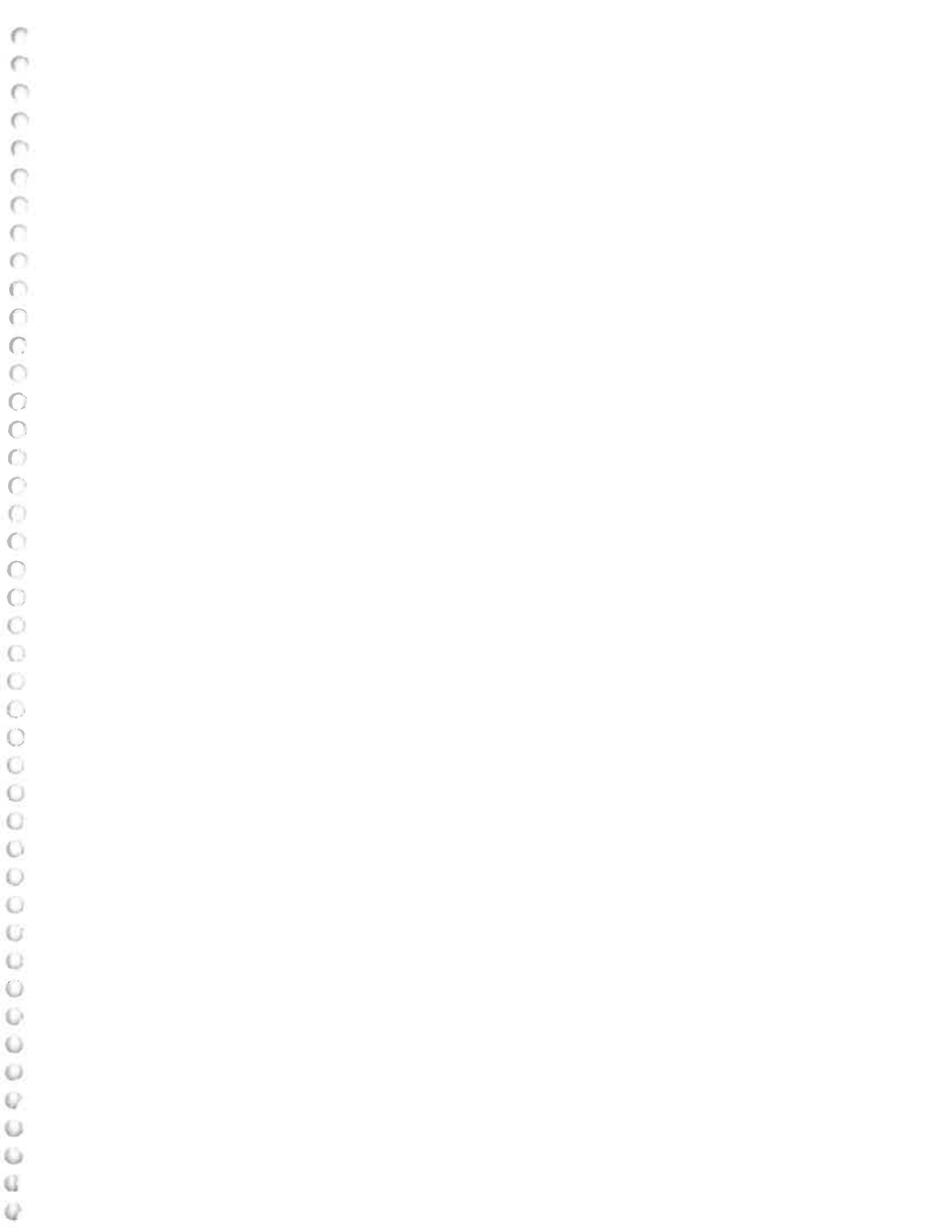
Authorized Signature

Date

6/13/19

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







## WilliamsonShriverArchitects

Williamson Shriver Architects, Inc.  
717 Bigley Ave  
Charleston, WV 25302  
304-345-1060 voice  
304-345-3693 fax  
[www.wsgarch.com](http://www.wsgarch.com)