

Statement of Qualifications for

Architectural and Engineering Services for

# District 2 & 3 Office Building Renovations

West Virginia Division of Natural Resources - Office  
(Solicitation Number : AEOI 0310 DNR1900000014)



WilliamsonShriver**Architects**

June 15, 2019

Mrs. Angela W. Negley  
West Virginia Division of Natural Resources  
Property and Procurement Office  
324 4th Avenue  
South Charleston, WV 25303

RE: Architectural and Engineering Services for District 2 & 3 Office Building Renovations  
(Solicitation Number: AEOI 0310 DNR1900000014)

Dear Mrs. Negley:

Williamson Shriver Architects, Inc. was excited to learn of the Expression of Interest for Architectural and Engineering services for the District 2 & 3 Office Building 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-plus year history.

Please accept this letter as our team's Expression of Interest in serving as your design team for this exciting project. We 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 District 2 & 3 Office Building 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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Division of Natural Resources  
Statement of Qualifications for Architectural / Engineering Design Services for  
District 2 & 3 Office Building Renovations

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# Tab A

## General Information



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

## Scope of Available Services

A general description of the services available.

Williamson Shriver Architects is a small firm but with a huge attitude of service to our clients. To assist our clients we offer the following design services listed as either basic or additional services. Services offered by outside consultants are indicated.

### Pre-Design Services

- Existing Facilities Surveys
- Feasibility Studies
- Programmatic Specifications
- Site Analysis and Selection
- Zoning Processing Assistance
- Bond Issue Planning Assistance
- Educational Facility Planning

### Architectural Design

- Building and Site Design
- Structural Design
- Renovation / Restoration Design
- Roof System Renovation / Replacement
- Materials Research and Specifications
- ADA / Life Safety Research
- Budget Analysis
- Value Analysis
- Scheduling

### Interior Design

- Space Planning
- Tenant Fit-up
- Furniture and Equipment Procurement
- Selection of Interior Finishes
- Color Coordination

### Construction Procurement / Administration

- Preparation of Contract Documents
- Bidding / Negotiation
- Contract Administration
- Construction Observation
- Post-Occupancy Services

### Other Services

- Facilities Documentation utilizing Autodesk Revit or Autocad
- 3D Visualization Renderings
- Promotional Materials
- Graphic Design
- BIM (Building Information Modeling) Coordination

### Consultant Services

(The following services are provided through the assistance of outside consulting firms:)

- Mechanical / Electrical Engineering
- Fire Protection Design
- Landscaping Design
- Civil Engineering
- Storm water Management
- Wastewater Treatment Plant Design
- Acoustical Design

#### At right:

South Charleston Fire Station No. 1 located in downtown South Charleston, West Virginia. This new building was a replacement of the existing Station No. 1.







# 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 constructed 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 for Renovations to Office buildings in District 2 in Romney West Virginia and 3 in French Creek, West Virginia for the Division of Natural Resources.

- The project scope includes but not limited to window and door replacement, ADA compliant upgrades and security upgrades at both buildings.

### 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

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

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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 warrantee issues which may arise after completion. We will also conduct an eleven month walkthrough to observe any other warrantee 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 warrantee 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.



# Tab C

## Team Organization

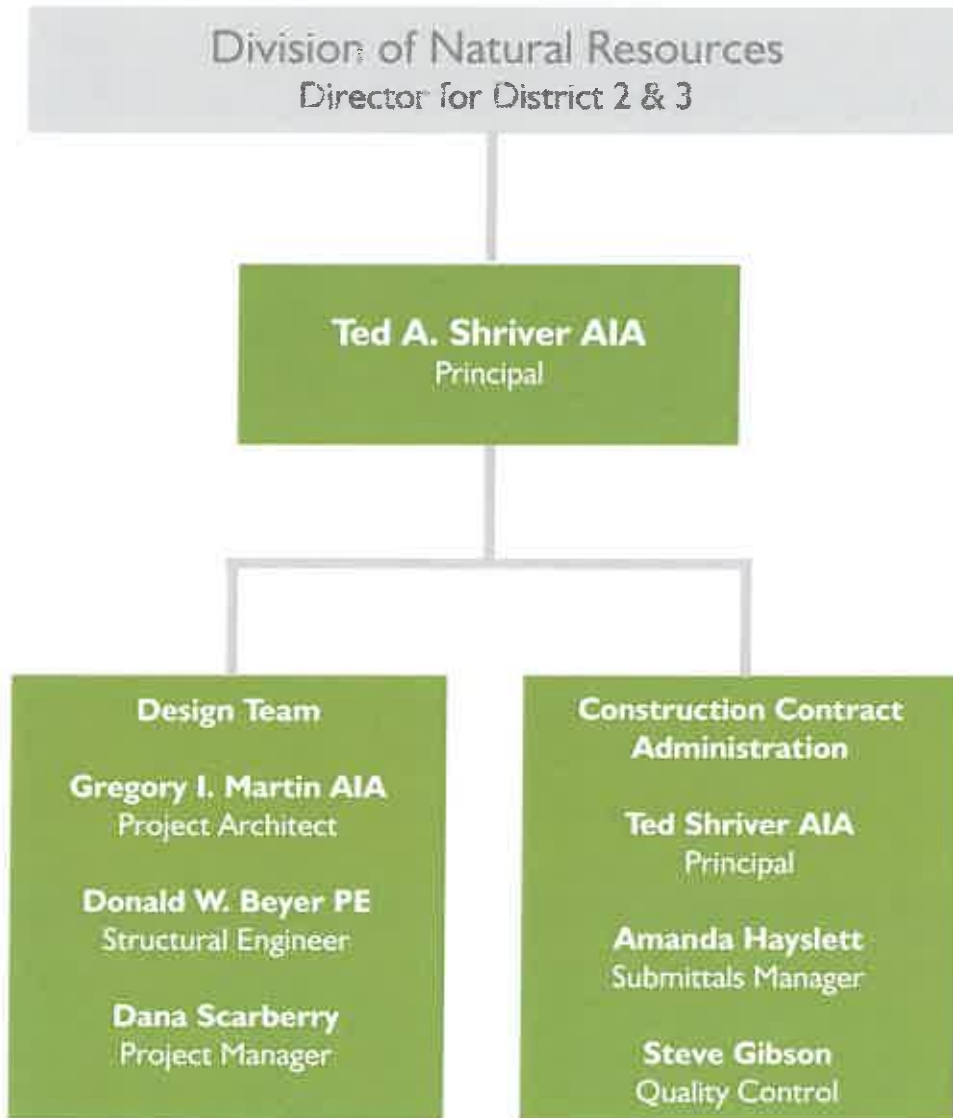
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WilliamsonShriver**Architects**

# 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 B  
Resumes for individuals in this chart may be found in Tab D





# Tab D

## Project Staffing

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WilliamsonShriver**Architects**

## 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	P.E. -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		1
Amanda Hayslett	Administrative Assistant	1	N/A	F/O		1

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)

- 1 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.



# 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:**

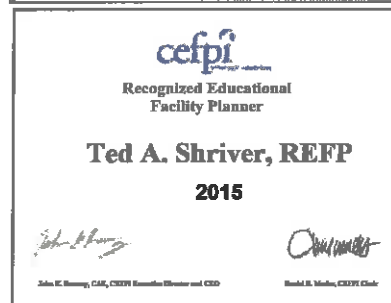
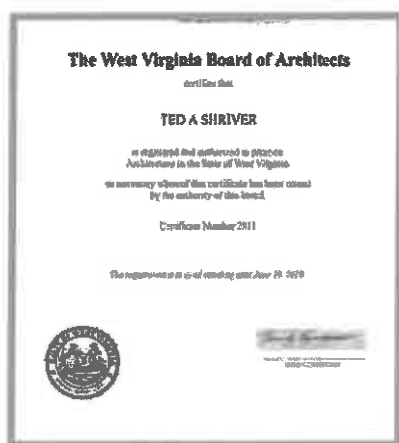
Fairmont State College. 1979  
A.S. Architectural Technology  
South Charleston High School 1977

**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



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.

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

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

**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:**

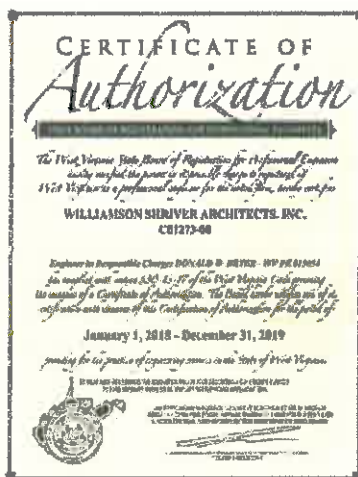
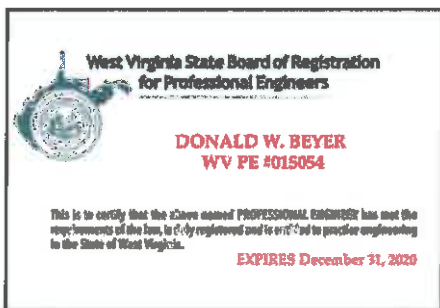
- Kelley, Gidley, Blair and Wolfe Engineers  
1986 - 1990
- W. C. Haworth, Structural Engineers  
1984 - 1986
- Union Carbide Corporation  
1979 - 1983
- West Virginia Steel Corporation  
1978 - 1979

**Affiliations:**

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

**Certifications:**

- American Canoe Association  
Swiftwater Rescue Instructor



# Gregory I. Martin

AIA/NCARB

Project Architect



**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.

#### Education:

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

#### Registration:

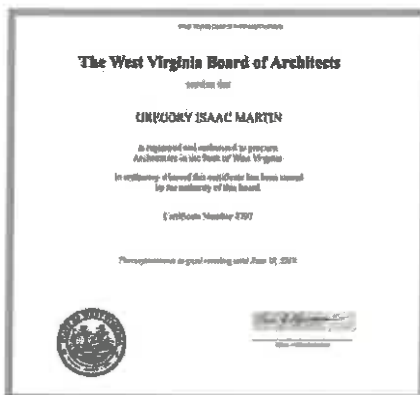
Architect, WV (4797)  
NCARB Certified (84164)

#### 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



## 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

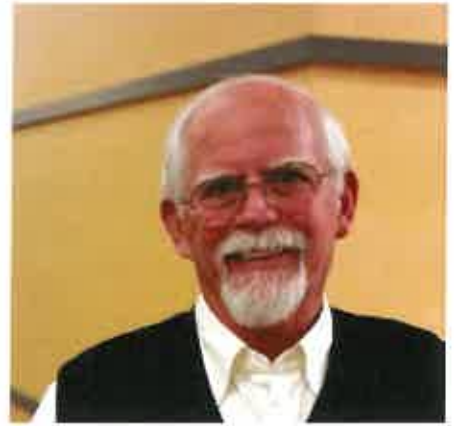
Construction Contract Administrator

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.



**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



## Amanda Hayslett

Administrative Assistant

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 knowledge to the team. Her project based responsibilities 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.



**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



# Tab E

## Previous Experience



WilliamsonShriver**Architects**

## PK-12 Educational Design

Identify comparable projects in which the firm served as the architect-of-record for the design and construction phases.

### Window Replacement Projects

Williamson Shriver Architects has extensive experience designing window replacement on school facilities. These include both stand-alone window replacement, where this was the primary scope of construction work, as well as where the windows were contained within a much larger scope of renovation work. Several of our most recent window replacement projects are listed on this page along with contact information for our clients.

#### **Buffalo Elementary School**

Putnam County Schools  
John G. Hudson, Superintendent  
(304) 586-0500  
Completed 2017

#### **Nitro Elementary**

Kanawha County Schools  
Charles T. (Chuck) Wilson  
Director of Facilities  
(304) 348-6148  
Completed 2015

#### **Fred W. Eberle Career Center**

Dr. Michael Cutwright, Director  
(304) 472-1259  
Completed 2015

#### **Martinsburg North Middle Renovations and Additions**

Berkeley County Schools  
Manny P. Arvon, Superintendent  
(304) 267-3514  
Completed 2015

#### **East Hardy High Renovations and Additions**

Hardy County Schools  
Dr. Matthew Dotson, Supt.  
(304) 530-2348  
Completed 2015

#### **Moorefield High Renovations and Additions**

Hardy County Schools  
Dr. Matthew Dotson, Supt.  
(304) 530-2348  
Completed 2015

#### **Poca Elementary / Middle Renovations and Additions**

Putnam County Schools  
John G. Hudson, Superintendent  
(304) 586-0500  
Completed 2014

#### **Winfield Elementary Renovations and Additions**

Putnam County Schools  
John G. Hudson, Superintendent  
(304) 586-0500  
Completed 2014

#### **Webster County High**

Webster County Schools  
Mickel Bonnett, Maint. Director  
(304) 847-5638  
Completed 2014

#### **South Branch Career & Technical Center Roofing / HVAC**

Tracy Chenoweth, Director  
(304) 257-1331  
Completed 2012

**At right:** Before and during construction photographs of the window replacement and secured entry addition at Buffalo Elementary School for Putnam County Schools. Project completed in 2017.





## 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

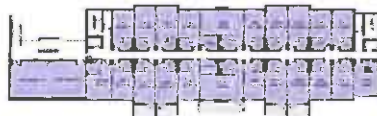
Services provided by consultants:  
Site/Civil Design- Terradon Corp.  
MEP Design - Clingenpeel/McBrayer  
& Associates

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





**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

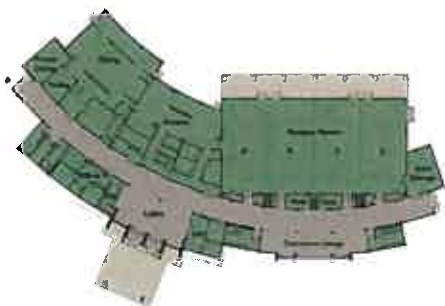
Services provided by consultants:  
Site/Civil Design- Terradon Corp.  
MEP Design - Clingenpeel/McBrayer  
& Associates

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.



## 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: 20016

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

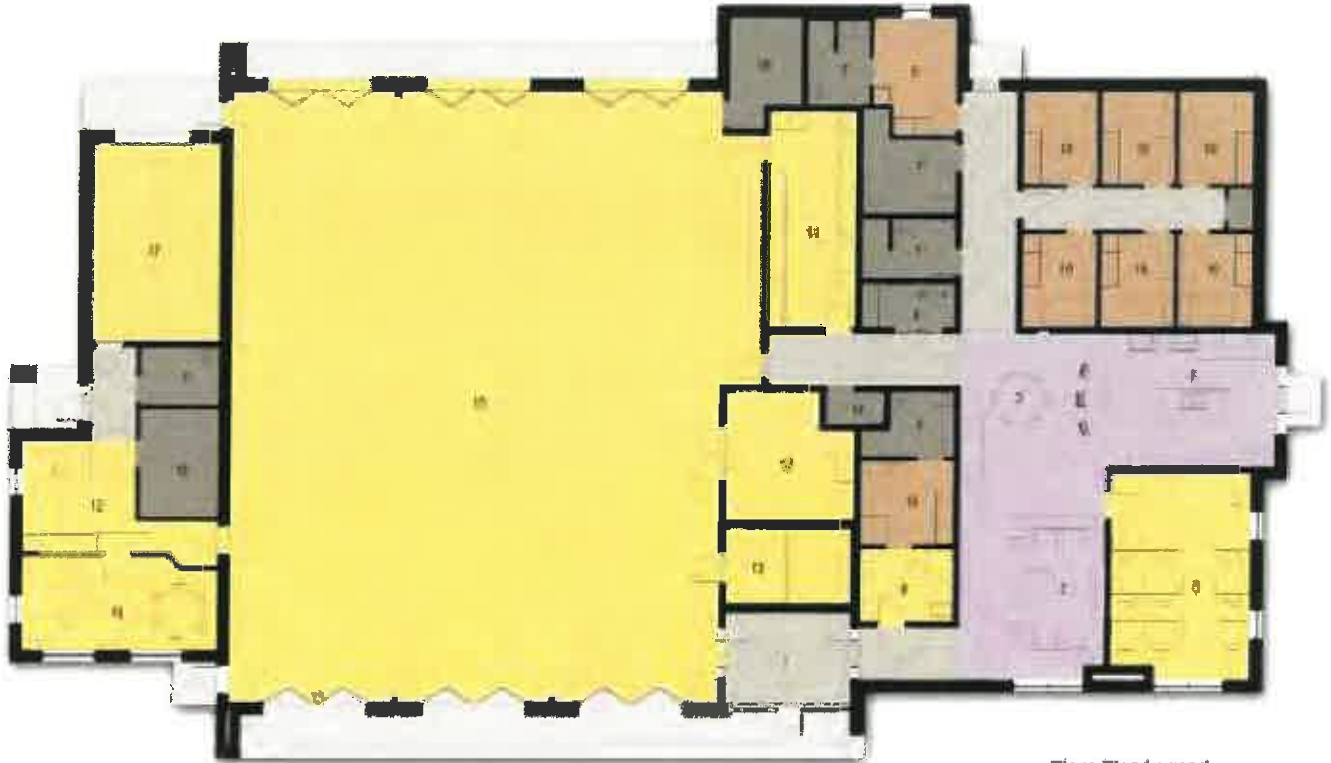
rescue.

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.







Floor Plan Legend

1	Living Quarters	18	Storage
2	Living Quarters	19	Storage
3	Living Quarters	20	APR Storage
4	Living Quarters	21	Training Room
5	Living Quarters	22	Storage
6	Living Quarters	23	Storage
7	Living Quarters	24	Storage
8	Living Quarters	25	Storage
9	Living Quarters	26	Storage
10	Living Quarters	27	Storage
11	Living Quarters	28	Storage
12	Living Quarters	29	Storage
13	Living Quarters	30	Storage
14	Living Quarters	31	Storage
15	Living Quarters	32	Storage
16	Living Quarters	33	Storage
17	Living Quarters	34	Storage

**Floor Plan**  
**South Charleston**  
**Fire Station No. 1**

**Below:** The living quarters includes a full service kitchen with storage and refrigerators for three separate shifts. The space also includes eight sleeping berths for full time firefighters.



**Below:** The apparatus bay provides sufficient space for numerous vehicles, includes six horizontally retracting doors and clerestory daylighting at both the north and south ends





## 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

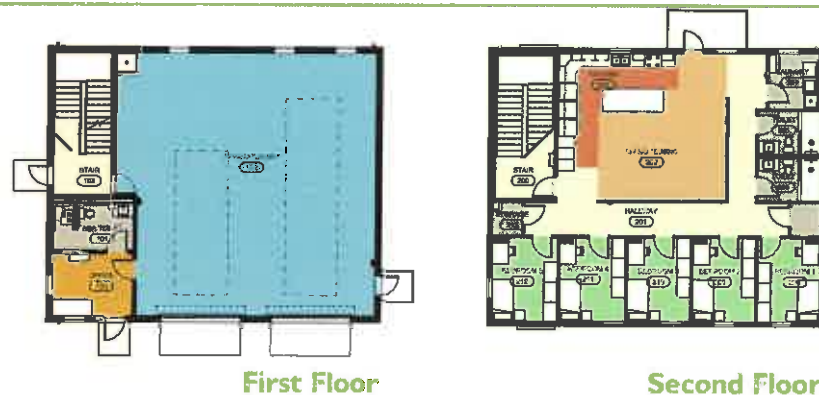
**Construction commence:** 2017  
**Year completed:** 2018

**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 a general storage and workout space for the fire fighters.





## South Charleston Area Development Corporation

## Regional Inter-Governmental Council

Owner:  
South Charleston Area Development 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.





## 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.





# Tab F

## References

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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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# 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

# Tab

## 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 exceed 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 SUTTER ARCHITECTS, INC.

Authorized Signature: [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

Addenda Receipt



WilliamsonShriver**Architects**

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: AEOI DNR19\*14

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 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

NOTE: This addendum acknowledgment 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)