

June 14, 2019

STATEMENT OF QUALIFICATIONS  
for Architectural / Engineering Services

# Hawks Nest Lodge

Renovations & Redecorating  
DNR 1900000008



E.T. BOGGESS ARCHITECT, INC.





■ Ms. Angela White Negley  
WV Division of Natural Resources  
Property and Procurement Office  
324 4<sup>th</sup> Avenue  
South Charleston, WV 25303-1228

■ June 14, 2019

REF: DNR1900000008

Dear Ms. Negley:

In response to your qualifications request for the professional Architectural and Engineering Design services, the E.T. Boggess Architect, Inc. team is pleased to submit information regarding our experience. We will provide the services necessary to renovate and redecorate the lodge at Hawks Nest State Park for the WV Division of Natural Resources. Our team will work with the State of West Virginia, DNR, and designated local representatives to ensure that everyone's vision for the project is achieved.

I will be your architect and will be the person-in-charge for all aspects of the project. Our team combines firms who have successfully accomplished projects for various state agencies as well as renovations for existing government facilities. Our team members are very familiar with the lodge and understand your needs surrounding this project. The ETB team includes:

Architectural Design	-	E. T. Boggess Architect, Inc.
Interior Design	-	Watkins Design Works, LLC
MEP Design	-	Harper Engineering, PLLC
Structural Design	-	CAS Structural Engineering, Inc.

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

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

Sincerely,

A handwritten signature in blue ink that reads 'Todd Boggess'.

Todd Boggess, AIA, NCARB, Architect  
President



Cover Letter

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## INTRODUCTION

The goal of the WVDNR to redecorate and renovate the lodge at Hawks Nest State Park is an excellent opportunity to continue improving our state's recreational facilities and attract even more tourists to our Mountain State. Hawks Nest continues to attract visitors for a unique view of the New River Gorge and the scenery never disappoints. While our team cannot improve upon our state's natural beauty, we can make sure the interior surroundings make our guests feel welcome, comfortable and eager to return year after year.

ETB has worked on tourism projects for both public and private entities. We were fortunate to design facilities for The Summit Bechtel Family National Scout Reserve. ETB has also worked with the Hatfield/McCoy Regional Trail Authority and private developers along the ATV trail on various projects that will help continue to attract users from across the country. Over the years, we have accomplished several projects for the WVDNR, including the following at Pipestem State Park:

- ✓ Conference Center Addition
- ✓ Kitchen Renovations
- ✓ Connecting Walkway/Bridgeway
- ✓ Picnic Shelters
- ✓ Clubhouse Deck
- ✓ Golf Course Toilets



Our team also includes Jill Watkins of **Watkins Design Works, LLC**. Jill has already been providing interior design services to the WVDNR at various state parks. Her interior designs for these projects was 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.



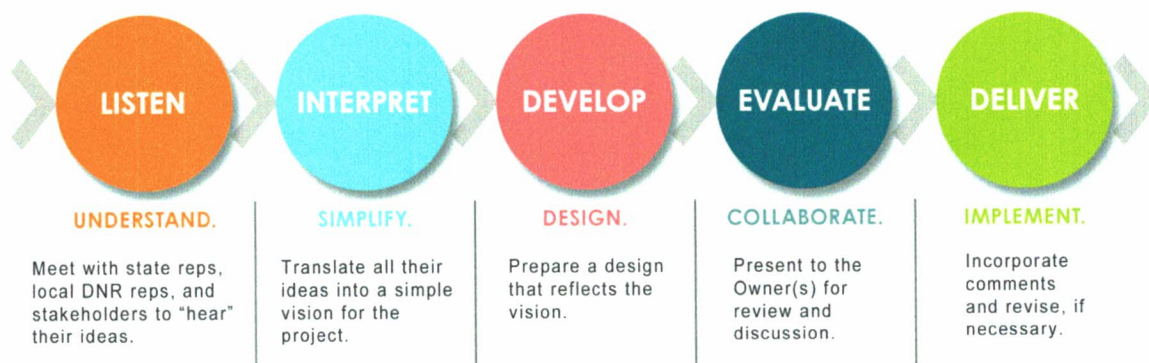
**Harper Engineering**, based in St. Albans, was founded in 2008 to provide innovative engineering design services to architects, owners and contractors throughout the State of West Virginia. They possess the talent and resources to provide quality mechanical, electrical, and plumbing design that satisfies all of your performance, energy use, and budgetary needs. Their staff utilizes the latest Building Information Modeling (BIM) software to provide the accurate system design with minimal change orders during construction and their designs meet the 21st century standards of indoor air-quality, energy use, and fire safety.

**CAS Structural Engineering** has been providing structural engineering design and analysis on a variety of projects throughout the state of West Virginia, including governmental, industrial, and commercial facilities, since 2001. CAS is currently working on and has completed multiple projects for the WVDNR (including Hawks Nest), as well as projects at the Governor’s Mansion and the Capitol.

The E.T. Boggess Architect, Inc., team understands the challenges facing our entire state as government agencies strive to satisfy the needs of our citizens as well as promote a positive image for tourists. Every new project for every agency should be designed to provide the best value for our state. Our design process helps ensure a cost-effective solution. Renovation designs will be based on current and future needs consistent with operational and performance goals established by the WVDNR and representatives from Hawks Nest State Park.

**2.1 Goal/Objective 1: Review existing plans, conditions and evaluate the site while communicating effectively with the owner to determine a plan that can be implemented in a manner that will minimize disruption and meet all objectives.**

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



ETB believes architectural design should be an interactive process. Design cannot be mass produced or provided in a “cookie cutter” fashion, it must be developed from scratch with the unique attributes of each individual project. Our approach is not only about us and our ideas . . . it is about *you and your ideas*.



Our team will meet with the WVDNR and representatives from Hawks Nest State Park and examine the existing conditions of the lodge. We understand your goal is to renovate guest rooms and may include electrical, plumbing and fixtures. Additional work may be identified based on actual budget amounts. Our team also understands that the lodge will remain open throughout this process and the renovation work needs to ensure the daily operations are disturbed as little as possible. The safety and comfort of the guests and employees must also be provided for. It may be necessary to phase the work in so that newly renovated areas can be available for use while renovations continue in other locations.

ETB is currently phasing in renovations at the former Dean Company Property in order to create a multi-functional governmental complex for the City of Princeton. Administration Offices have already been relocated and future phases include designing spaces for the police department, fire department, recreation department and public works. Office spaces, storage, and shop spaces are all being incorporated into the over 250,000 sf complex. Various departments are occupying their areas as the renovations are completed.

**2.2 Goal/Objective 2: As a portion of this process outlined in Objective 1, provide all necessary services to design the facilities described in this EOI in a manner that is consistent with The Division of Natural Resources needs, objectives, current law, and current code; while following the plan to design and execute the project within the project budget.**

ETB has been developing architectural designs, plans, specifications, estimates and other construction/bidding documents for projects for over 50 years. Our projects and design services are dependent on both our abilities as architects and our commitment to perform and implement a set of standards in order to create a design that responds to the needs of our client. In house, ETB actually functions as a team of consultants with individual strengths and abilities emphasized by each employee's role within the team. In addition to being a strong design oriented firm, we offer expertise in communication, construction documentation, construction administration, and quality control.

Our team of professionals will engage with the state and project stakeholders to collect data and correlate basis of design guidance to address facility functional and aesthetic criteria for the renovations to the lodge. As previously mentioned, our team includes Watkins Design Works, LLC who is already very familiar with the DNR preferences and unique attributes of Hawks Nest State Park. Harper Engineering will provide all the necessary MEP engineering design required to accomplish the renovations and CAS will provide structural design services, as needed.

**BUDGET** - It is our goal to provide a renovation design within the established budget by thoroughly investigating the cost of materials and labor and utilizing the costs of past projects. The first step in maintaining a project budget is to make sure the budget represents an achievable goal. This is where honest, open *communication* between the Owner and design team is important. We believe that the management of costs and/or risks begins with the development of fully vetted alternatives which enable you to make informed choices about the project. We search for simple and effective solutions. The evaluation of cost must extend beyond the costs of construction, and consider the costs of operations, human resources, energy and sustainability.

### 2.3 Goal/Objective 3: Provide Construction Contract Administration Services with competent professionals that ensures the project is constructed and functions as designed.

Contract administration services are important in order to ensure construction conforms to construction documents; to support the design intent; to lessen project risks; to identify and resolve construction problems early; and assist you in understanding the construction process. The architect, serving as a construction administrator, observes construction for conformity to construction drawings and specifications. Standard Construction Contract Administration Phase Services provided by ETB include determining compliance with documentation based on site visits and review of shop drawings/submittals provided by the contractor.

Chris Canterbury is our construction administration manager and has been involved with projects all across our state. Chris provides efficient leadership in coordinating the team dynamics, budget, schedule, and the flow of information. He also assists the client with the management of services and consultants that may not be a part of this contract, but still may have an impact on workflow and infrastructure coordination.

Todd Boggess will also be coordinating interior design work with Jill Watkins. Jason Harper and Carol Stevens will be actively supporting the construction administration activities as they relate to their respective disciplines.

ETB is located in Princeton, just one hour and a half from Hawks Nest State Park. In addition to the regular site progress meetings, our proximity will allow us to be readily available should the need arise.

**Project Management** - Our project managers provide efficient leadership managing the team dynamics, budget, schedule, and the flow of information. The project manager's role also includes assisting the client with the management of services and consultants that may not be a part of this contract, but still may have an impact on workflow and infrastructure coordination. The effective implementation of your goals and objectives will be realized through frequent and consistent collaboration among all the design disciplines.

**Project Schedule Management** - Completing projects on time requires effective schedule management and a commitment of the entire project team. The process begins with the development of the project schedule with input from each stakeholder engaged in the process. Accelerated schedules require even more dedication to benchmarks and deadlines, identifying production problems early and making the necessary adjustments before issues become too great to be effectively managed.

**Cost Management** - We believe that the management of costs and/or risks begins with the development of fully vetted alternatives which enable you to make informed choices about the project. We search for simple and effective solutions that will continue moving the project forward. We also believe that the evaluation of cost must extend beyond the costs of construction, and consider the costs of operations, human resources, energy and sustainability.



During the construction process, we will continue to present information concerning options that may become evident during the actual renovations. Sometimes a "surprise" can lead to an alternate way to proceed. Some of the surprises we have found in recent years include a hidden, vintage staircase and an abandoned skylight.





## SERVICES

In order to successfully accomplish the renovations at Hawks Nest State Park, we understand that the DNR requires the scope of services as described in this section. The specific project goals and objectives are as follows:

- ✓ Review existing documentation and operation of the park
- ✓ Communicate effectively with owner and representatives
- ✓ Provide as little disruption to ongoing activities as possible
- ✓ Construction design in accordance with all State, Federal and Local Regulations, as well as being consistent with the Division of Natural Resources needs and objectives
- ✓ Plan and execute the project within the project budget
- ✓ Preparation of bidding and contracting documents
- ✓ Participation in the evaluation of bids received
- ✓ Monitoring and inspection of construction activities on a periodic basis to ensure project is constructed and functions as designed

## APPROACH

**The Integrated Design Process** is our process of design in which the owners, users and the ETB team (architects and engineers) are all integral team members. This integrated process and the implementation of high performance design requires both efficiency and innovation. In our role with this team as the design leader and project organizer, ETB will be responsible for coordinating and orchestrating the work throughout the design, documentation, and administrative functions of the project.

ETB will emphasize the following throughout your project:

- **Understanding goals.** We review your established goals and provide input into areas as needed.
- **Brainstorming ideas.** We investigate opportunities for greater service through value engineering, strategic partnering, or an alternative delivery method.
- **Assuring timelines.** We generate a management plan to fulfill deliverables and meet milestones on schedule.
- **Maintaining client contact.** We are accessible, convenient, and committed to success from the beginning through the design process, and after completion.
- **Inviting performance feedback.** We welcome Owner input at closeout and review how well time, cost, and design goals were met.

## SPECIFIC TASKS

Our services will be accomplished in steps. As mentioned previously, we utilize an interactive design approach. We will therefore be involving your designated representatives in order to understand and address your specific needs.

Typically, ETB renovation projects involve 4 phases:

- Investigation, evaluation and report preparation for existing systems and structure.
- Preparation of Preliminary Design Documentation and Preliminary Estimate of Probable Construction Costs.
- Preparation of Construction Documents and Final Estimate of Probable Construction Costs.
- Bidding and Construction Administration Services.

### Investigation and Evaluation Phase:

- Upon receipt of Notice to Proceed, ETB will review all available original plans, specifications and other relevant data documenting existing systems and structures.
- Conduct a thorough evaluation and inspection of the interior and exterior of the existing building(s), as necessary
- Perform engineering analysis to establish design criteria including structural loading/uplift capacities, fire resistance ratings, thermal resistance ratings, drainage capacities and other relevant data for evaluation of suitability for renovations
- Meet with representatives from the WVDNR and Hawks Nest State Park to present and discuss preliminary findings, including preliminary budget amounts for renovations.

### Preliminary Design Phase:

- Prepare preliminary design drawings including plans and typical sections and details.
- Prepare Outline Specifications and Preliminary Estimate of Probable Construction Costs.
- Prepare graphic imagery of proposed renovations, if necessary, to obtain support and/or approval
- Meet with representatives from WVDNR and Hawks Nest State Park to review preliminary design drawings, proposed scope of work, proposed system product selections and alternatives, and Preliminary Estimate of Probable Construction Cost. Review/establish budget and contingency and establish Final Construction Phase Schedule (bidding and award).



**Construction Document Phase:**

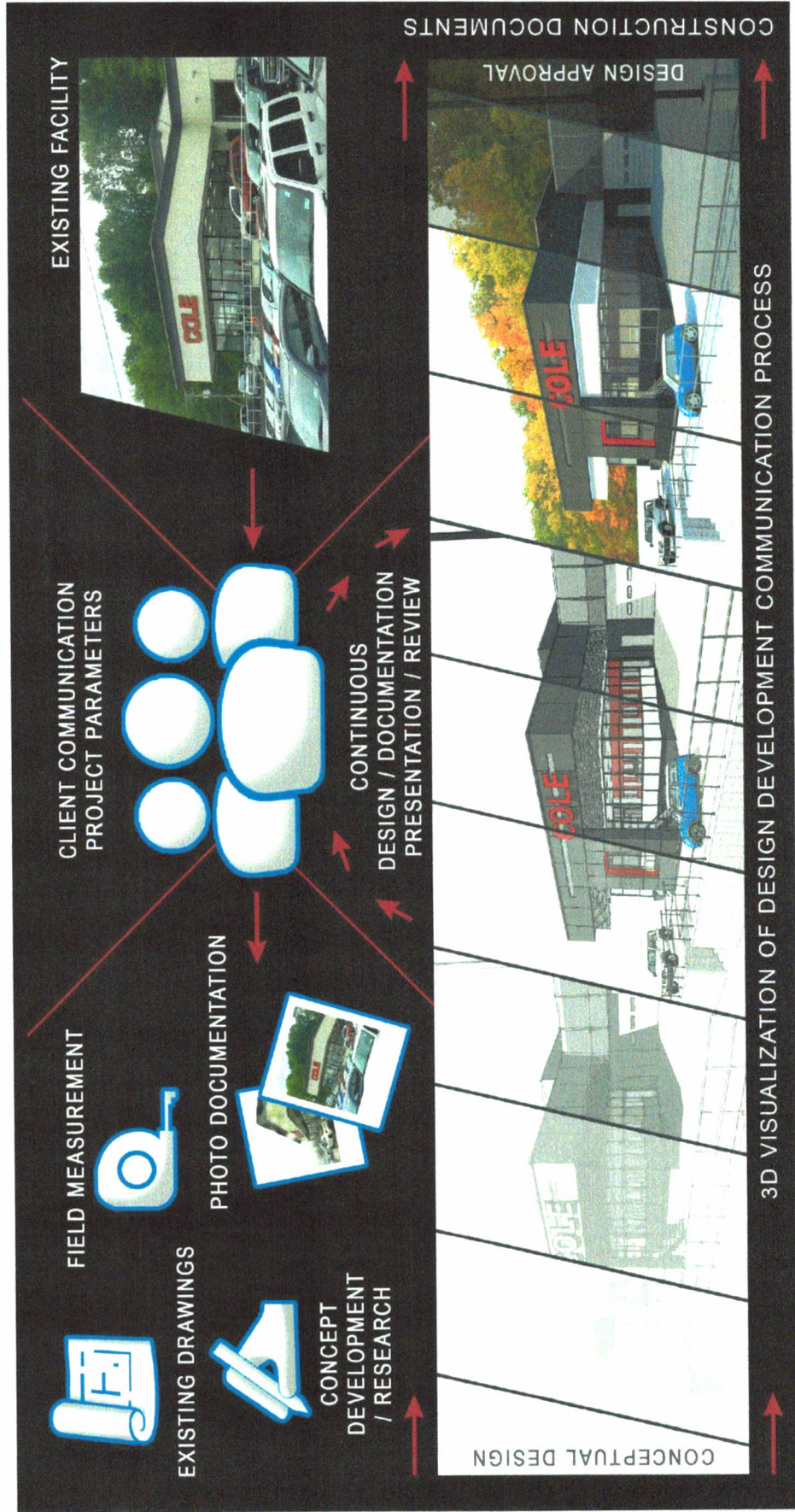
- Prepare Construction Documents including detailed drawings and specifications commensurate with established scope of work.
- Prepare Final Estimate of Probable Construction Costs.
- Assist with coordination/preparation of non-technical provisions of the contract documents. (Bid Advertisement, safety/security compliance, temporary facilities, utility access, etc.)
- Meet with representatives from WVDNR and Hawks Nest State Park to review progress, discuss proposed design and budget refinements, value engineering proposals and other general coordination issues.
- Assist with review, selection and pre-approval of Contractors, if required

**Bidding and Construction Phase:**

ETB will provide general administrative assistance to the WVDNR and Hawks Nest State Park and the contractor(s) during the Bidding and Construction Phases including:

- Reproduction and distribution of Construction Documents
- Attendance at pre-bid meeting
- Preparation of addenda
- Review of bids
- Review of contractor submittals
- Review/approval of contractor's applications for payment
- Review/response to RFI and construction change order requests.
- Regular on-site Construction observation and reporting
- Assistance/coordination with governmental/ regulatory agencies
- Preparation of project punch list and sign-off
- Review of project close-out documents

**The flow-chart on the following page shows an example of our approach to a recent renovation project.**







## HISTORY

E. T. Boggess Architect, Inc. was established in Princeton, West Virginia, by Ted Boggess in 1966. ETB has been a successful architectural firm primarily because of a team approach and partnership-type attitude with all involved in the design and construction process. Having grown up in the practice and with a life-long love of architecture, Todd became a full-time presence with the firm in 1988 after receiving a Masters in Architecture from Clemson University. Their unique relationship as father/son/mentor/apprentice and, ultimately, partners was both exciting and rewarding and ETB continues to flourish and evolve under Todd's direction.



Experience

Integrity



Quality

Service



## REPUTATION

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

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

## SIZE

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



## TEAMWORK

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

## EXPERIENCE

Over the past 53 years, ETB has accomplished many different types of buildings in 12 different states and 1 foreign country. We have not limited ourselves by focusing on one particular type of project or a single location. Instead, we choose to maintain a diverse practice which allows us to begin each project with renewed enthusiasm. Our range of project types have helped us develop a broad knowledge base

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

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

## SCHEDULES & BUDGETS

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

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





## 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

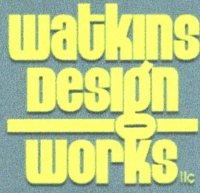
## CERTIFICATIONS

- 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





## 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

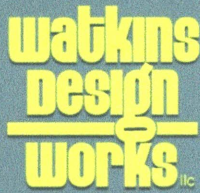
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Client: Community and Technical College System of West Virginia  
Project: Furniture and Window Treatments      Approx. Size: 52,283 SF  
Locations: Raleigh County Campus and Greenbrier County Campus      Cost: \$700,000

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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

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Client: ZMM Architects and Engineers	
Project: Renovations to St. Margaret's Judicial Annex, Third Floor	Size: 7,000 SF
Location: 119 North George Street, Charles Town, WV 25414	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	Size: 4,000 SF
Location: Capitol Complex, Building 6, Room 525, Charleston, WV 25305	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	Size: 27,033 SF
Location: 2001 Union Carbide Drive, Suite 1500, South Charleston, WV 25303	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.

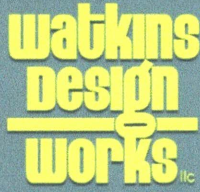
### West Virginia Army National Guard

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Client: Williamson Shriver Architects	
Project: Clarksburg Armory / Weston Armory Interior Renovations	Size: 37,200 SF
Locations: 5 Armory Road, Clarksburg, WV / 40 Armory Road, Weston, WV	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.

## PROFESSIONAL REFERENCES

### Ken Boggs

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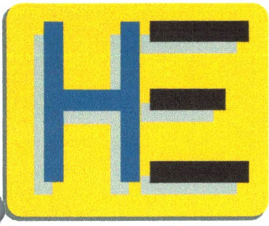
### Rich Donovan

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## 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:

### Services:

#### HVAC Design

- Heating and Cooling load calculations
- Ductwork sizing
- Hydronic pipe sizing
- Equipment selection

#### Electrical Design

- Electrical load calculations
- Panel and switch gear selection
- Lighting
- Fire alarm
- Site Utilities
- Emergency Generators
- Security and communications

#### Plumbing Design

- Pipe Sizing
- Fixture Selection
- Sprinkler design
- Site Utilities



## Firm Profile

**CAS Structural Engineering, Inc.** – CAS Structural Engineering, Inc. is a West Virginia Certified Disadvantaged Business Enterprise structural engineering firm located in the Charleston, West Virginia area.

Providing structural engineering design and/or analysis on a variety of projects throughout the state of West Virginia, CAS Structural Engineering has experience in excess of 30 years on the following types of building and parking structures:

- Governmental Facilities (including Institutional and Educational Facilities)
- Industrial Facilities
- Commercial Facilities

Projects range from new design and construction, additions, renovation, adaptive reuse, repairs and historic preservation (including use of The Secretary of the Interior's Standards for Rehabilitation) to evaluation studies/reports and analysis.

CAS Structural Engineering utilizes AutoCAD for drawing production and Enercalc and RISA 2D and 3D engineering software programs for design and analysis. Structural systems designed and analyzed have included reinforced concrete, masonry, precast concrete, structural steel, light gauge steel and timber.

Carol A. Stevens, PE is the firm President and will be the individual responsible for, as well as reviewing, the structural engineering design work on every project. Carol has over 30 years of experience in the building structures field, working both here in West Virginia and in the York, Pennsylvania vicinity. Carol is also certified by the Structural Engineering Certification Board for experience in the field of structural engineering.

CAS Structural Engineering, Inc. maintains a professional liability insurance policy.

PO Box 469 • Alum Creek, WV 25003-0469 **PHONE** 304-756-2564 **FAX** 304-756-2565 **WEB** [www.casstruceng.com](http://www.casstruceng.com)

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**WV** **VA** **KY** **OH** **MD** **PA**





## Project Information

E.T. Boggess Architect, Inc.

Project	Type	Goals	Size	Cost	Comp.
<b>Municipal Complex</b>					
Location: Princeton	<b>Reno.</b>	Renovate former Dean Company to serve needs		\$11 mil	Phased
Project Manager for the City of Princeton: Mike Webb - 304-487-5093		of city - administrative offices, police, fire, recreation and public works.			over next 3 years
<i>Goals are being met by as a result of diligent research, planning/programming and coordination between end users and design team.</i>					
<b>WVARNG Readiness Center</b>					
Location: Elkins	<b>New</b>	Provide offices, classrooms, training facility along	56,000 sf	\$15.5 mil	2012
Project Manager for the WVARNG Dan Clevenger - 304-561-6451		with kitchen & showers to train. Center to serve as base of operations during an emergency.  Designed separate maintenance building on-site.			
<i>Goals were met by coordinating with WVARNG &amp; reviewing codes associated with military facilities to ensure the latest security requirements were addressed.</i>					
<b>WVDOH District 8 Equipment Shop</b>					
Location: Elkins	<b>New</b>	Provide centralized maintenance and repair	21,675 sf	\$4.5 mil	2015
Project Manager for the WVDOH: Steve Schumacher - 304-636-0215		facility for all DOH district equipment.			
<i>Goals were met by reviewing previous designs with Owner's rep and district personnel. Revisions were made to accommodate specific needs.</i>					
<b>WVDOH District 7 Headquarters</b>					
<b>Office Building</b> and	<b>New</b>	Provide centralized office and meeting room	29,915 sf	\$6.5 mil	2018
		for DOH district operations.			
<b>Equipment Shop</b>	<b>New</b>	Provide centralized maintenance and repair	22,996 sf	\$4.75 mil	2018
Location: Weston		facility for all DOH district equipment.			
Project Manager for the WVDOH: Kip Hall - 304-269-8917					
<i>Goals were met by reviewing previous designs with Owner's rep and district personnel. Revisions were made to accommodate specific needs.</i>					

This section contains the following Project / Experience Information:

**Pipstem State Park**

– multiple projects for the DNR

**Creekside Villas at Snowshoe**

– private housing renovations

**Concord University President's House**

– renovations for state agency

**ATV Resort and Lodge**

– new private lodging

**WVARNG Joint Forces HQ**

– renovations for state agency

**Greenbrier County Convention & Visitors Center**

– renovations for local government agency

**Princeton Public Library**

– renovations for local government agency



# PIPESTEM STATE PARK CONFERENCE CENTER

Pipestem, WV

## PROJECT DETAILS

owner/district:  
WV DNR

year:  
1999

size:  
20,000 sf



The Pipestem Conference Center Project involved a two-story addition to the Mc-Keever Lodge. The project centered around the addition of a multi-purpose conference area that can accommodate a single, large group or be divided with panels for multiple, smaller groups.

In order to allow for ADA compliant access, an enclosed, connecting bridge-way was designed to connect the new conference center to the existing lodge.

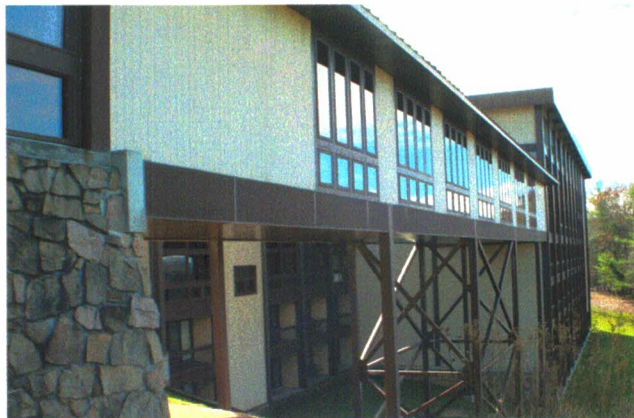
The existing kitchen area was also renovated during this project.





# PIPESTEM STATE PARK CONFERENCE CENTER

Pipestem, WV





# PIPESTEM STATE PARK CONFERENCE CENTER

Pipestem, WV

## PROJECT DETAILS

owner/district:  
WV DNR

year:  
1999

size:  
20,000 sf

The Pipestem Conference Center Project involved a two-story addition to the Mc-Keever Lodge. An enclosed bridgeway (interior & exterior shown here) was designed to provide ADA compliant access





# PIPESTEM STATE PARK DECK AND RAMP

Pipestem, WV

## PROJECT DETAILS

owner/district:  
WV DNR

ETB designed the deck addition to the existing golf clubhouse, along with the ramp to provide ADA access to the second floor of the building.





# PIPESTEM STATE PARK PICNIC SHELTERS

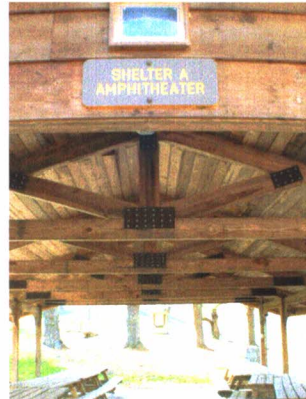
Pipestem, WV

## PROJECT DETAILS

owner/district:  
WV DNR

year:  
phased

ETB provided a picnic shelter design used throughout Pipestem State Park.





# CREEKSIDE VILLAS AT SNOWSHOE

Snowshoe, WV

## PROJECT DETAILS

owner/district:  
Creekside Owner's Association

year:  
2016

size:  
36 units

ETB provided a new facade renovation concept design for an existing multi-building condo development at Creekside Villas. Individual owners were surveyed and presented with options related to preferences for exterior colors, entry elements and other possible improvements. Design concepts were coordinated with on-going facility repairs being conducted by the homeowners. Our goal was to remedy pre-existing conditions (issues) and damage caused by insufficient waterproofing. The "ski lodge" vernacular was the theme throughout the complex.

BEFORE



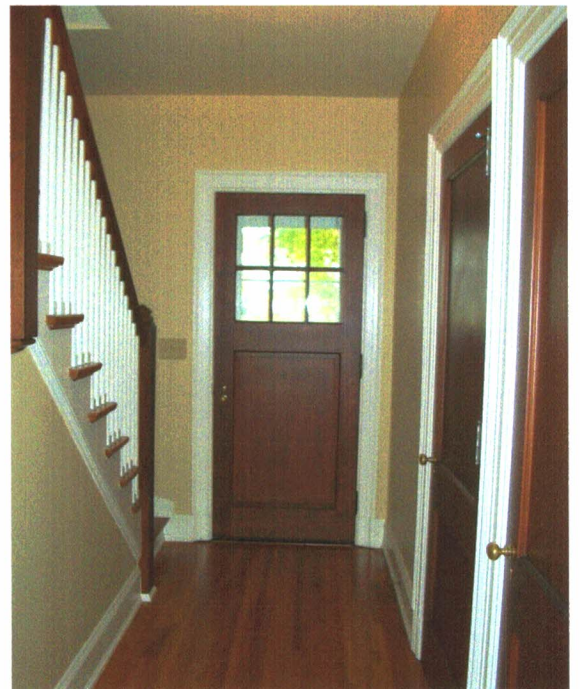


# CONCORD UNIVERSITY PRESIDENT'S HOUSE - RENOVATIONS

Athens, WV

## PROJECT DETAILS

ETB provided the renovation design to give the President's home a face-lift. Interior renovations were designed for the master bathroom, the kitchen, and new flooring and paint throughout. An ADA compliant bathroom was designed for the first floor as well as an exterior ramp to the back of the house to provide access. The existing garage was also renovated.





# ATV RESORT AND LODGE

West Virginia

## PROJECT DETAILS

owner/district:  
Private Developer

year:  
2019

size:  
40 acres w/ 36,000 sf Lodge

ETB provided master planning and architectural design for the resort that will cater to the ATV enthusiast. The Architectural design for the resort facilities features a timber and stone exterior with woodcraft details representative of the National Parks rustic style with an Appalachian Mountain craftsman theme.



LODGE ENTRANCE



STANDARD COTTAGE



DELUXE COTTAGE



LODGE - SOUTH FACADE



# WV ARMY NATIONAL GUARD JOINT FORCES HEADQUARTERS

Coonskin Park, Charleston, WV

## PROJECT DETAILS

### BEFORE



owner/district:  
WV Army National Guard

year:  
2016

type:  
Exterior Renovations

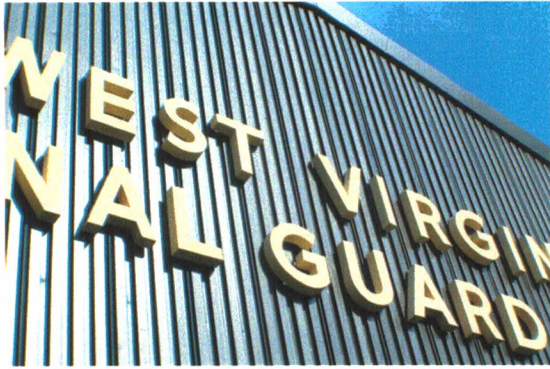
The exterior renovations ETB designed for the Joint Forces Headquarters included general facade updates, new window systems, and restoring the original metal cornice. Ten different work packages spread across four connected buildings were provided with final approval/bid acceptance based on available funding. Graphic imagery options for the metal facade were also developed for owner's review/approval.





# WV ARMY NATIONAL GUARD JOINT FORCES HEADQUARTERS

Coonskin Park, Charleston, WV

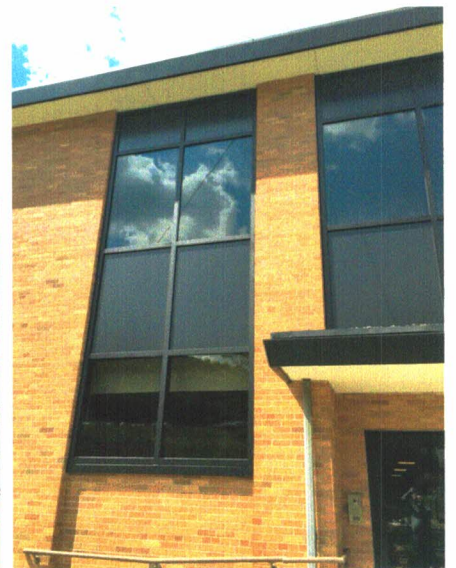


## PROJECT DETAILS

owner/district:  
WV Army National Guard

year:  
2016

type:  
Exterior Renovations

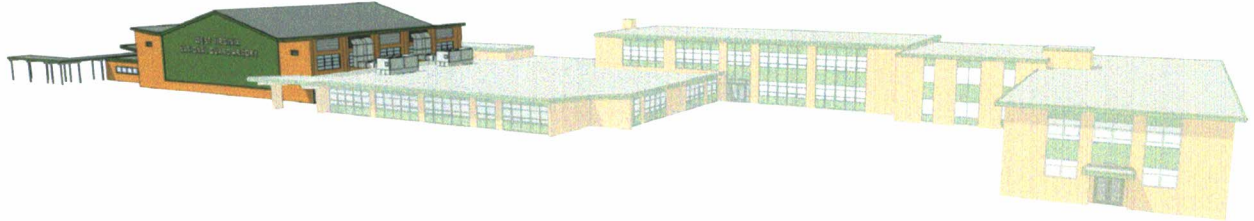


# WV ARMY NATIONAL GUARD JOINT FORCES HEADQUARTERS

Coonskin Park, Charleston, WV

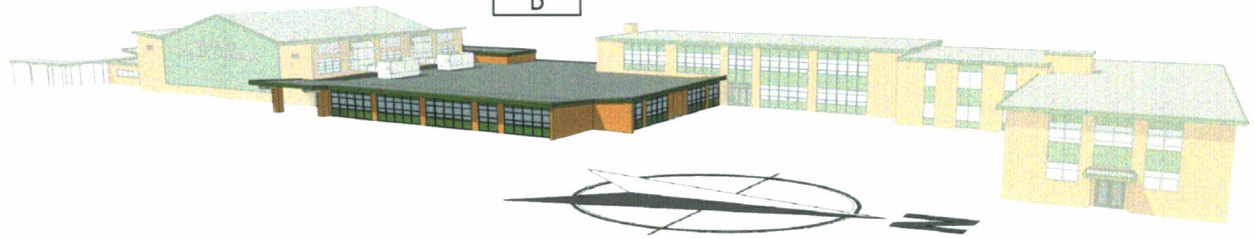
BUILDING ZONE

A



BUILDING ZONE

B



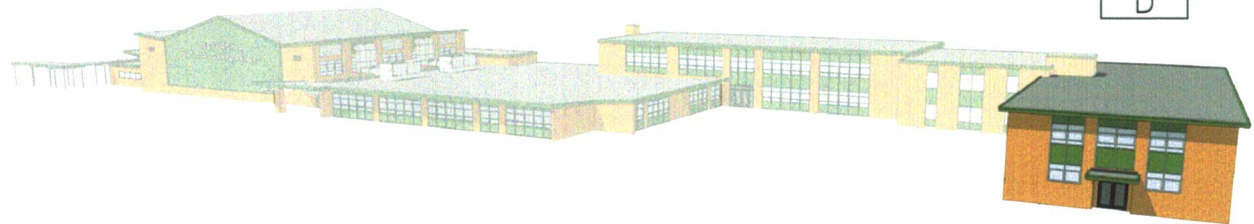
BUILDING ZONE

C



BUILDING ZONE

D



## PHASED RENOVATIONS



# GREENBRIER COUNTY CONVENTION & VISITORS CENTER

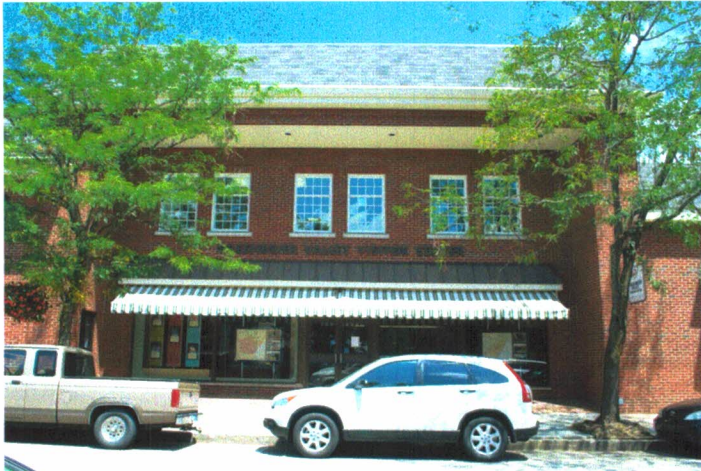
Lewisburg, WV

## PROJECT DETAILS

owner/district:  
Greenbrier CCVC

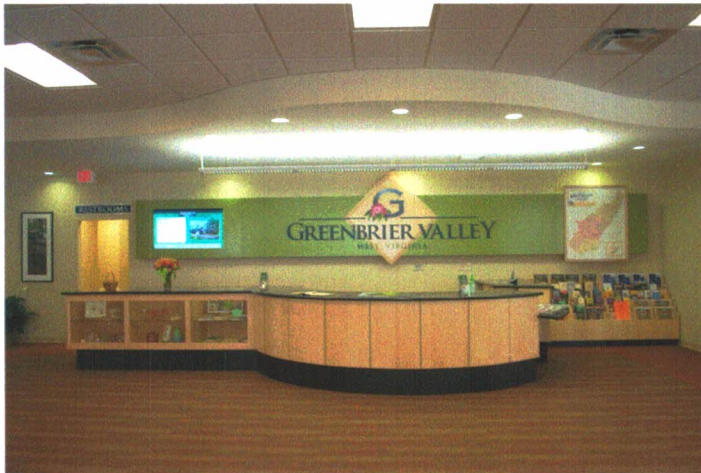
year:  
2010

size:  
16,800 sf



The design and renovations to the former Yarid's Building allowed the adaptive re-use of a former department store in order to serve as a convention and visitors center. The lower level contains a conference room for public meetings and a large, open floor plan showcases an information desk, displays, kiosks, and computers for use by visitors. The upper level design provided new office space for the Chamber of Commerce, the Development Authority, and two additional rentable units.

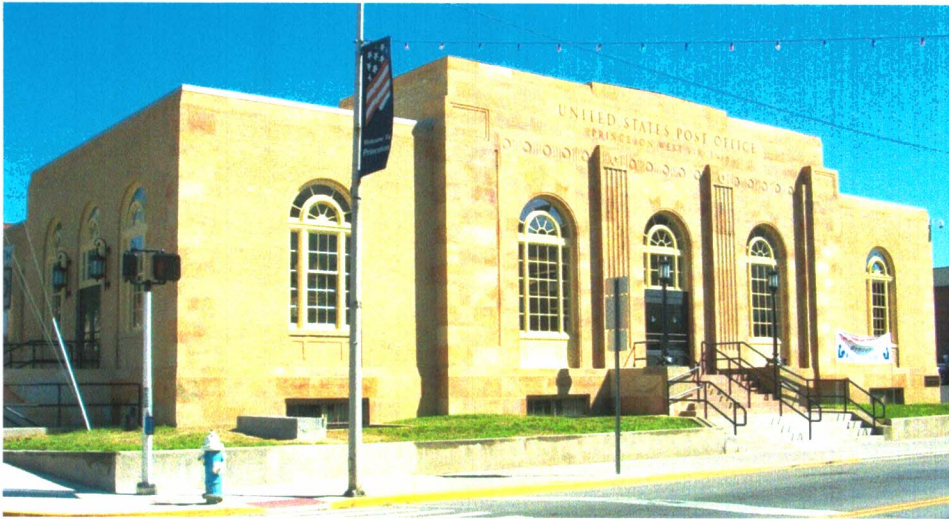
The exterior "facelift" included the installation of new windows, awnings, roof and exterior lighting.





# PRINCETON PUBLIC LIBRARY

Princeton, WV



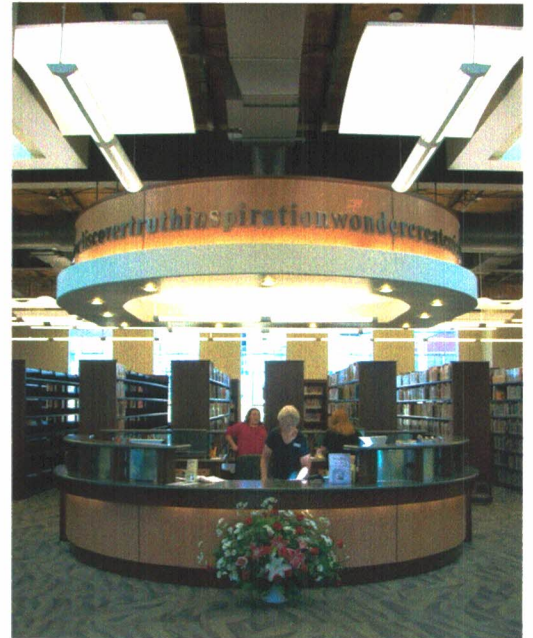
## PROJECT DETAILS

owner/district:  
City of Princeton

year:  
2010

size:  
13,331 sf (Two Story)

This renovation/adaptive re-use project involved a total interior renovation and exterior restoration that transformed the abandoned former USPO building into a new focal point for Mercer Street. In addition to providing much needed space for books, this design enabled the library to have designated spaces for audio/visual, and an exclusive West Virginia Room. Activities associated with the operation of the library are easily maintained from the custom designed control desk. Rooms in the basement are dedicated to three specific age groups, and include an open computer area. Public meeting /conference rooms with state-of-the-art technology equipment are also located on the lower basement level.





**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  
 Locations: Pipestem Resort State Park and Twin Falls Resort State Park  
 Approx. Size: 31,425 SF  
 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.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

Size: 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 BB| 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)







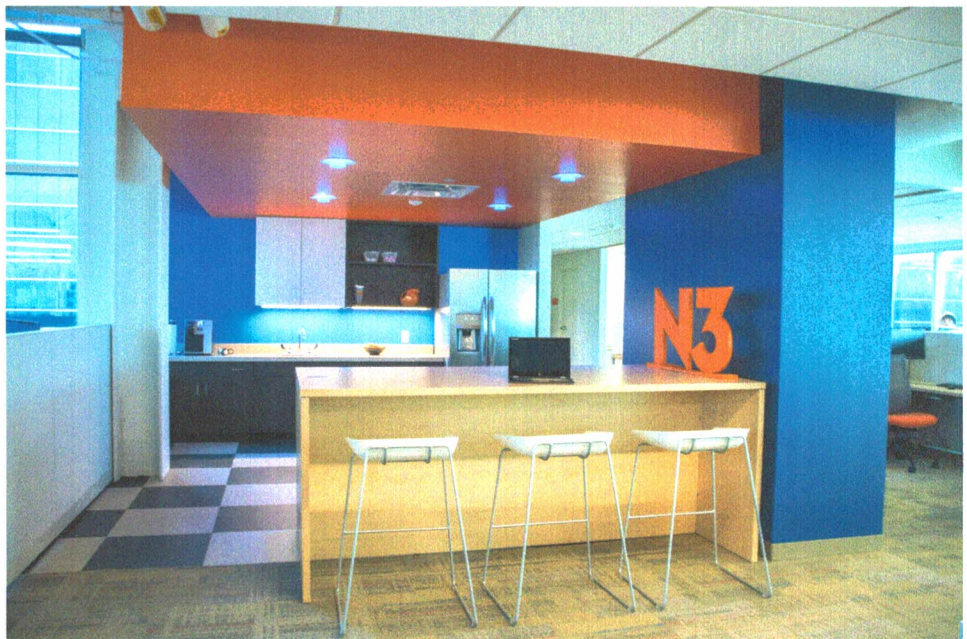
Staff lunch room (above) / Typical private office and adjacent meeting room (below)







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





## 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

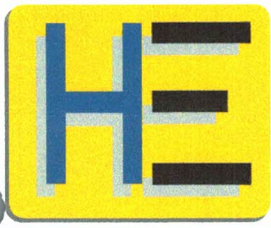




Even interior offices have access to daylight (above) / Former Cabinet Secretary's office (below)







## State Parks

### **Cabwaylingo State Park Dining Hall**

HVAC, Plumbing and Electrical Design for a new 3800 SF facility.

### **Chief Logan Lodge and Conference Center Pool**

MEP design for new ventilation system for pool filtration.

### **Palentine Park Improvements**

Site lighting and power for Splash Park pump, rest rooms, Amphitheatre and power for vendor receptacles.

## Office / Commercial Buildings / Storage

### **WV Department of Highways SRC Office Building**

HVAC, Plumbing, Electrical, Fire Alarm, and Sprinkler design for renovations to the 39,400 SF addition and renovations to existing office building in Charleston, WV.

### **Energy Corporation of America**

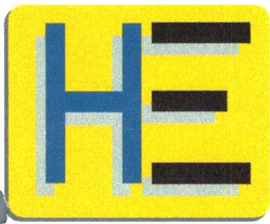
HVAC, Plumbing, Electrical, Fire Alarm and Sprinkler design for a 60,000 sq. ft. office located in Charleston, WV.

### **Dominion Gas Office Building**

HVAC, Plumbing, Electrical, Fire Alarm and Sprinkler design for a 20,000 sq. ft. office located in Clarksburg, WV.

### **W. Kent Carper Justice and Public Safety Complex**

HVAC, Plumbing, Electrical, Fire Alarm and Sprinkler design for a renovations to a 62,400 sq. ft. Justice and Public Safety Complex.



### **St. Albans Armory Storage Building**

HVAC, Plumbing, Electrical and Fire Alarm design for a 3,000 SF storage building.

### **New Bus Garage**

HVAC, Plumbing, Sprinkler, Electrical and Fire Alarm design for the new 5,900 SF bus garage in West Union, WV.

### **Public Works Building**

HVAC, Plumbing, Sprinkler, Electrical and Fire Alarm design for new 4,500 SF bus garage in Romney, WV.

### **Office Addition to Boone County Courthouse Annex**

HVAC, Plumbing, Electrical, Fire Alarm and Sprinkler design for a 20,400 sq. ft. addition and renovation to Boone County Courthouse Annex.

### **Fayette County 911 Emergency Communication Center**

Provided mechanical, electrical, and plumbing services for the new 911 Emergency and Communications Center. Project utilized energy efficient water heating system, strategic lightings to reduce screen glare, diesel emergency generator and automatic transfer switch, and a dual action sprinkler system.

### **Wayne County 911 Emergency Communication Center**

Mechanical, Electrical and Plumbing services for the new 911 Emergency and Communications Center. Project utilized energy efficient water heating system, strategic lighting to reduce screen glare, diesel emergency generator and automatic transfer switch, and dual action sprinkler system.

### **South Charleston Fire Station #1**

Mechanical, Electrical, and Plumbing services for the new 10,000 sq. ft. Fire Station located in downtown South Charleston, WV.

### **Charleston Fire Station #3**

Mechanical, Electrical, and Plumbing services for the new 6,400 sq. ft. Fire Station located in Oakwood Road in Charleston, WV.



# STRUCTURAL REPAIRS TO MCKEEVER LODGE AT PIPESTEM RESORT STATE PARK

Pipestem, West Virginia



Structural plaza decks were leaking through to the space below, deteriorating the structural steel. Steel was replaced, new steel framing and metal deck/ concrete slab installed and waterproofing on top of concrete.



Shower/locker/toilet rooms below the front plaza were reconstructed during the project and a new HVAC system for pool dehumidification was also installed.



A large number of the main building columns were deteriorated at the base and needed to be shored, the bottom portion removed and a new steel column section welded in place. Steel beams at the indoor pool were also replaced.

Project Owner: West Virginia Division  
of Natural Resources  
Contact Person: Brad Leslie, PE  
Contact Phone: (304) 558-2764





# STRUCTURAL INVESTIGATION PIPESTEM STATE PARK RECREATION BUILDING

Pipestem, West Virginia



The pool deck is supported by this structure, thus the severe deterioration due to leaking joints in the deck. Once the decking is repaired, a new coating system must be installed to prevent chemically treated water from deteriorating the structural members.



A steel pipe column was added below the bearing end of this beam due to the severe deterioration at the end of the beam.



Project includes investigation into causes of structural cracking in existing recreation building and preparing a construction cost estimate for repairs.





# PIPESTEM SPRAYGROUND

Pipestem, West Virginia



Project included a new sprayground and bathhouse with pedestrian bridge to provide safe access from McKeever Lodge across the street.

The old swimming pool and recreation center will be partially demolished and the existing upper level toilet rooms will be renovated to provide ADA accessibility.

Work is anticipated to be completed by end of 2019.

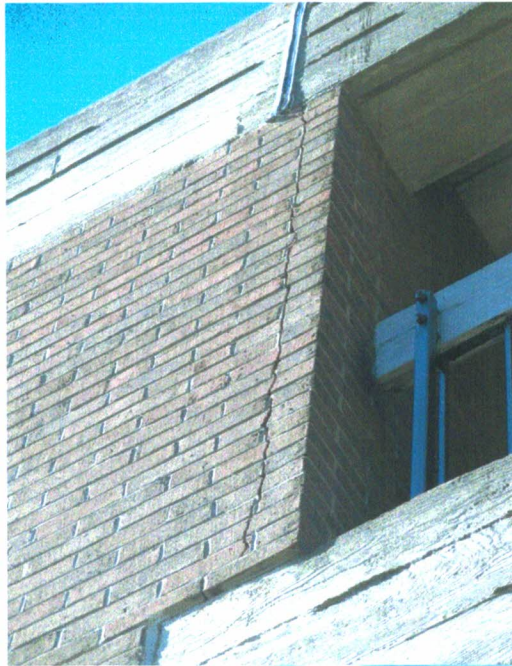
Project Owner: West Virginia Division  
of Natural Resources  
Contact Person: Brad Leslie, PE  
Contact Phone: (304) 558-2764



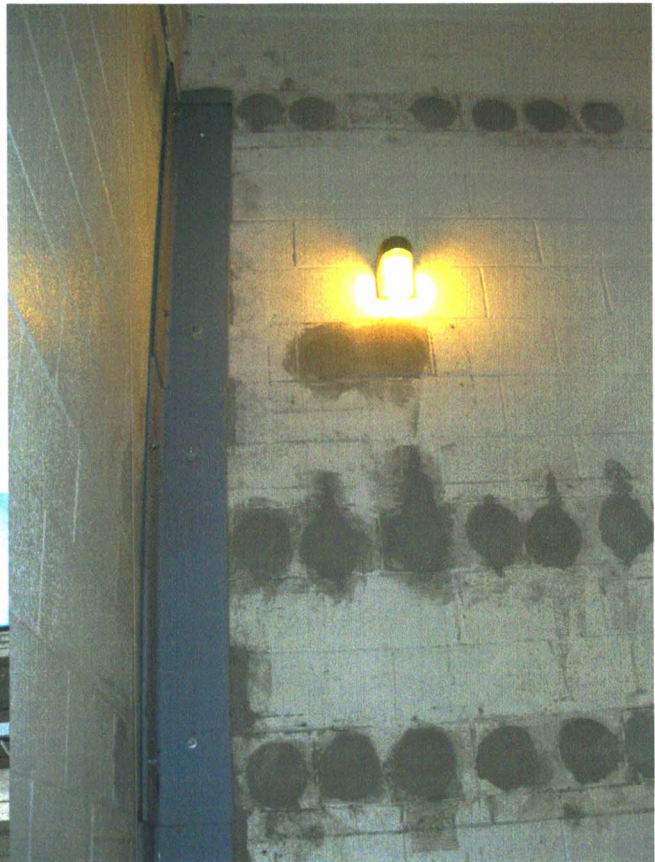


## STAIR TOWER #4 STRUCTURAL REPAIRS HAWKS NEST STATE PARK LODGE

Ansted, West Virginia



Project included structural repairs to masonry wall . An expansion joint was placed in the roof but never in the wall, resulting in a crack in the wall below the joint in the roof.



An expansion joint was cut completely through the exterior wall, an angle was installed in the corners of the stair tower and reinforcing steel and grout were installed to reinforce the walls.

Project Owner: West Virginia Division  
of Natural Resources  
Contact Person: Brad Leslie, PE  
Contact Phone: (304) 558-2764





## TWIN FALLS STATE PARK LODGE ADDITION

Mullens, West Virginia



Performed structural design for new 28,000 SF addition to existing lodge facility. Addition includes new lobby and conference areas, sleeping rooms, indoor pool facility and all support spaces.

Construction materials consisted of timber, concrete, masonry, precast plank and structural steel.



Project Owner: West Virginia Division of Natural Resources  
Contact Person: Brad Leslie, PE  
Contact Phone: (304) 558-2764  
Professional Services End Date: December 2009  
Construction Completion Date: Winter 2010  
Construction Cost: \$7.3M





# STRUCTURAL INVESTIGATION

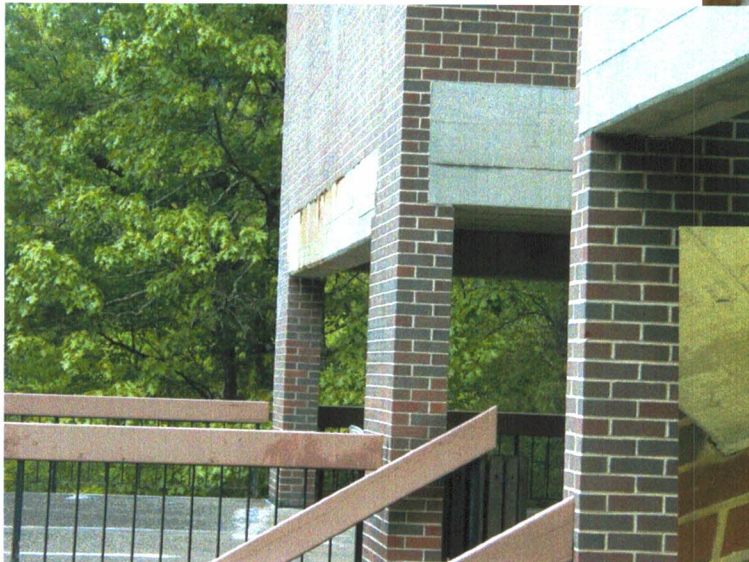
## TWIN FALLS STATE PARK RECREATION BUILDING & LODGE

Mullens, West Virginia



Project includes investigation into causes of structural cracking in existing lodge and recreation buildings and preparation of a construction cost estimate for repairs.

Steel pipe columns have been installed in many locations due to the excessive amount of deterioration that is present at the brick piers.



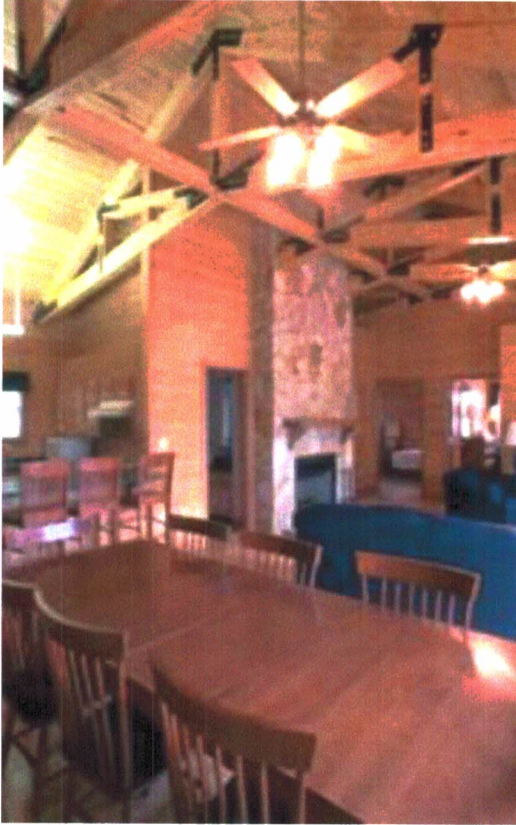
The structural steel beam within the concrete beam has rusted due to water infiltration through the wall system. Additionally, the steel beam was not designed for current code-related deflection requirements.





## BEECH FORK STATE PARK POOL, BATHHOUSE AND CABINS

Barboursville, West Virginia

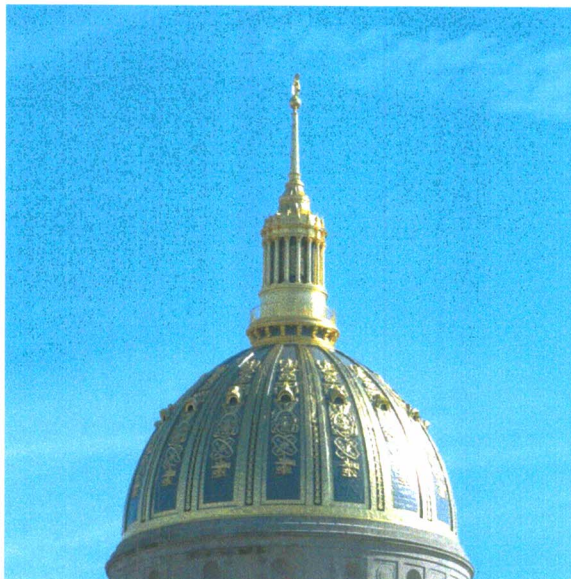
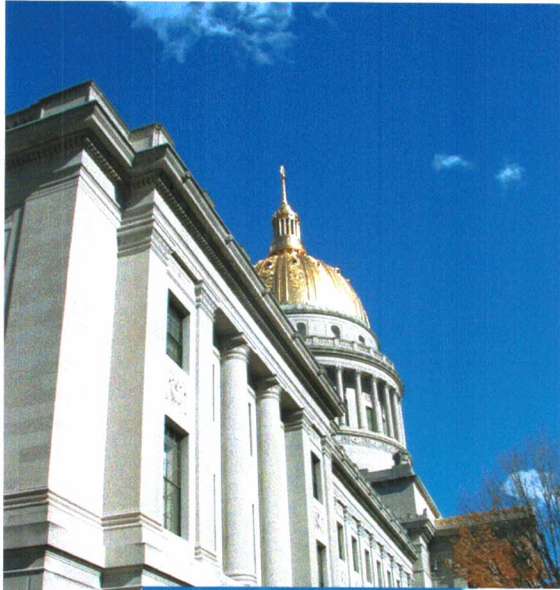


The project included design of new cabins with exposed glulam scissors roof trusses.

A new pool and bathhouse were also part of the design for the project.



## Project Experience



### **CAPITOL PARAPET WALL REPAIRS**

Charleston, West Virginia

This project included an exploratory investigation and preparation of construction documents for repairs to the limestone and brick parapet wall and balustrade at the top of the Capitol Building.

### **CAPITOL DOME RESTORATION**

Charleston, West Virginia

This project included an exploratory investigation and preparation of construction documents for repairs to the structural steel in Capitol Dome.





## Project Experience



### **BUILDING 3 CANOPY REPAIRS**

Charleston, West Virginia

Structural design of repairs to existing limestone canopy and supporting structural elements. Discovered that as-built conditions differed from original design documentation



### **GEORGE WASHINGTON HIGH SCHOOL**

Charleston, West Virginia

Structural design of additions to include new 3-story classroom addition, new entrance/commons addition, and new gymnasium addition for Kanawha County Schools.



### **COVENANT HOUSE**

Charleston, West Virginia

This 3-story structure utilized a structural steel frame and light-gauge steel roof trusses for the structural system. The 13,700 SF building was designed to appear as a residential structure, with vinyl siding, asphalt shingles, dormers and gingerbread accents.



## Project Experience



### **JOHNSON AVENUE PROFESSIONAL BUILDING**

Bridgeport, West Virginia

Structural design of new 9,400 SF steel framed office building.



### **YORK COUNTY GOVERNMENT CENTER**

York, Pennsylvania

Structural analysis and design of 1898 former department store converted to county government offices. Interior renovations included adding floor framing at mezzanine level, analyzing and redesigning deficient floor framing, and adding new elevators. Exterior renovations included complete façade rework to recreate original appearance.



### **METROPOLITAN EDISON**

Reading, Pennsylvania

The two-story, 5000 SF lobby replaced an outdated 1200 SF lobby and business office. The lobby addition, which serves as a focal piece for the Headquarters Complex, contains several conference rooms and a second floor bridge spanning the width of the lobby. The lobby addition consisted of structural steel framing. An 80,000 SF office addition was constructed during the second phase of this project. A semi-circular cafeteria addition was located at the rear of the complex.







**OUR TEAM****TODD BOGCESS**

Title  
License  
Certifications  
ETB Length of Service

**President**  
**Architect, WV License # 2587**  
**AIA, NCARB**  
**31 years**

**STEPHEN MACKEY**

Title  
ETB Length of Service

**Planning & Designer**  
**10 years**

**NATHAN TURNER**

Title  
Certifications  
ETB Length of Service

**Project Manager**  
**LEED G.A., Associate AIA**  
**10 years**

**CHRIS CANTERBURY**

Title  
Certifications  
ETB Length of Service

**Construction Administration Manager**  
**Associate AIA**  
**19 years**

**JILL WATKINS**

Title  
Certifications  
  
Watkins Design Length of Service

**Interior Designer**  
**NCIDQ #14182**  
**LEED Accredited Professional BD+C**  
**5 years**

**JASON HARPER**

Title  
Certifications  
  
Harper Engineering Length of Service

**Professional Engineer**  
**Prof Eng WV - 017278**  
**NFPA - 2748712**  
**11 years**

**CAROL A. STEVENS**

Title  
Certifications  
CAS Length of Service

**Professional Engineer**  
**Prof Eng WV - 011291**  
**18 years**

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

Once we gain a better understanding of your scheduling targets, we will be able to determine exactly what resources we will need to dedicate to the project. Regardless of the schedule, we are confident that our manpower and skill level will remain more than adequate, even in the early, labor intensive phases. Our projected workloads and the depth of personnel available at ETB and our consultants are such that staffing projects of this size and complexity will have no adverse impact on any current or future projects in our team's offices.



Todd Boggess, AIA, NCARB, Architect  
*President*



## EDUCATION

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

## RESPONSIBILITIES

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

Todd is responsible for . . .

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

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

## PROFESSIONAL

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

Princeton Zoning Board of Appeals (since 2000) – Todd has been asked to serve on this local committee for the past 19 years. He currently serves as vice-chair. The board is responsible for reviewing and ruling on appeals to the existing Princeton Zoning Laws.

National Council of Architectural Registration Boards (NCARB) - Member

American Institute of Architects (AIA) - Member

## PROJECTS

Todd has provided professional design services for numerous housing/residential projects. Those projects have included new custom home designs, modifications to existing plan designs, and renovations/additions to existing homes. He has also been involved in several housing development projects and master plan design.

- Creekside Villas (*Renovations*), Snowshoe, WV
- Greenville Senior Living Center, Greenville, WV
- High Street Housing (*Preliminary*), Princeton, WV
- Main Street Housing (*Preliminary*), Hinton, WV
- Garden Oaks Housing Development, Princeton, WV
- Old Stage Crossing Housing Development, Wytheville, VA
- Windwood Condominiums, Bluefield, VA
- President's Housing at Concord University (*Renovations*), Athens, WV
- Pipestem State Park (Multiple Projects), Pipestem, WV
  - Conference Center Addition
  - Kitchen Upgrades
  - Connecting Bridgeway
  - Deck and Ramp at Golf Clubhouse
  - Picnic Shelters
- Greenbrier County Convention & Visitor's Center (*Renovations*), Lewisburg, WV
- Summit Bechtel Family National Scout Reserve, Mt. Hope, WV
- ATV Resort and Lodge (*Preliminary*), West Virginia

## AWARDS

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



# The West Virginia Board of Architects

certifies that

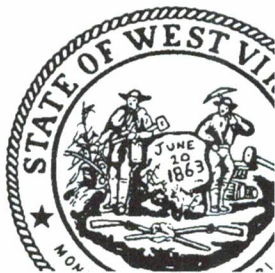
**TODD E BOGGESS**

is registered and authorized to practice  
Architecture in the State of West Virginia.

In testimony whereof this certificate has been issued  
by the authority of this board.

Certificate Number 2587

*The registration is in good standing until June 30, 2019.*

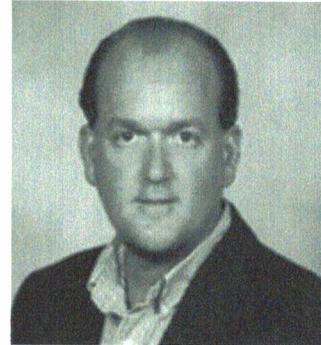


A handwritten signature in blue ink, reading "Emily Papadopoulos", on a light green rectangular background.

Board Administrator

## Stephen Mackey

*Planning & Design*



### EDUCATION

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

### RESPONSIBILITIES

With over 30 years of experience in all phases of design and construction, Mr. Mackey provides strong design, management and leadership skills to the firm. His research methods enable him to ensure our projects are designed according to the most recent codes and standards. Specific project responsibilities include:

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

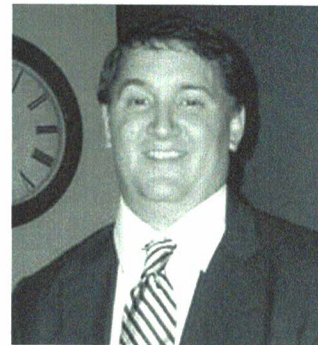
### PROJECTS

Mr. Mackey rejoined ETB Architects in 2009 after serving as Executive Vice President for two architectural firms in Florida. Since his return, he has designed several custom homes as well as additions/renovations to existing houses.

- Creekside Villas (*Renovations*), Snowshoe, WV
- Greenville Senior Living Center, Greenville, WV
- Summit Bechtel Family National Scout Reserve, Mt. Hope, WV
- ATV Resort and Lodge (*Preliminary*), West Virginia
- Liberty Station Lodge & Tavern (*Preliminary Renovation Design – Adaptive Reuse*), Bramwell, WV
- Municipal Complex for the City of Princeton (*Adaptive Re-use*), Princeton, WV, including
  - Administrative
  - Police
  - Fire
  - Public services
  - Recreation



Nathan Turner, LEED G.A.  
Project Manager



## EDUCATION

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

## RESPONSIBILITIES

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

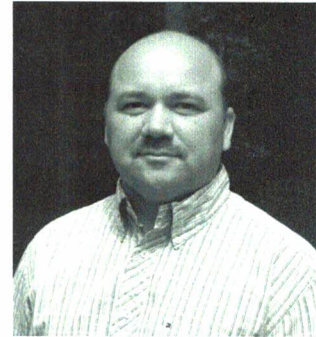
Specific project responsibilities include:

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

## PROJECTS

- Greenville Senior Living Center, Greenville, WV
- Summit Bechtel Family National Scout Reserve, Mt. Hope, WV
- ATV Resort and Lodge (*Preliminary*), West Virginia
- Liberty Station Lodge & Tavern (*Preliminary Renovation Design – Adaptive Reuse*), Bramwell, WV
- Loganwood Veterans Housing (*Preliminary*), Logan, WV
- Elizabeth Kee Federal Building (*Renovations*), Bluefield, WV
- Robert C. Byrd US Courthouse (*Renovations*), Charleston, WV

Chris Canterbury, Associate AIA  
*Construction Admin Manager*



## EDUCATION

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

## RESPONSIBILITIES

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

Chris is responsible for . . .

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

## PROJECTS

During the construction process, Chris attends the regular progress meetings, as well as special meetings with material suppliers and sub-contractors. He works closely with the contractor in maintaining the budget, adhering to the schedule, and ensuring quality control.

- Greenville Senior Living Center, Greenville, WV
- Summit Bechtel Family National Scout Reserve, Mt. Hope, WV
- Concord University President's Home (*Renovations*), Athens, WV
- Cabins for the Ashland KOA, Ashland, WV
- Greenbrier County Convention & Visitors Center (*Renovations*), Lewisburg, WV
- Princeton Public Library (*Renovations*), Princeton, WV
- Elizabeth Kee Federal Building (*Renovations*), Bluefield, WV
- WVARNG Coonskin (*Exterior Improvements*), Charleston, WV





**EDUCATION**

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

**CERTIFICATIONS / ACCREDITATIONS**

National Council for Interior Design Qualification (NCIDO #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 NCIDO 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 space.



- 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

---

As a joint venture between ZMM and AF-COM, 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 AF-COM 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

---

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

---

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

---

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

---

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

---

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 WHDF'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

---

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

---

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

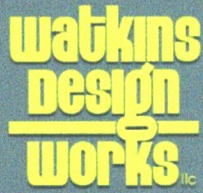
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Gillette World Shaving Headquarters  
Gillette Park, Boston, MA 02127  
Architect: Cubellis

---

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.





## PERSONAL AND PROFESSIONAL REFERENCES

### **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**

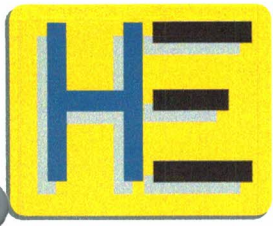
Retired CFMO, West Virginia Army National Guard  
304.727.0074 home

### **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



## 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 projects 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 is 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 assists the project architect and design team with valuable mechanical, electrical, and plumbing information early in the project to ensure it is adequately designed to handle the client's needs.



## Registration/Professional Affiliations

Professional Engineer WV - 017278

American Society of Heating, Refrigeration and Air-  
Conditioning Engineers - 8179177

National Fire Protection Association - 2748712

## Projects

WV DOH SRC Office Building

WV DOH Weight Station

W. Kent Carper Justice and Public Safety Complex

WV Veterans Home Storage Building

St. Albans Armory Storage Building

West Union Bus Garage

Romney Public Works Building

Dominion Gas Office Building

Energy Corporation of America

## Education

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





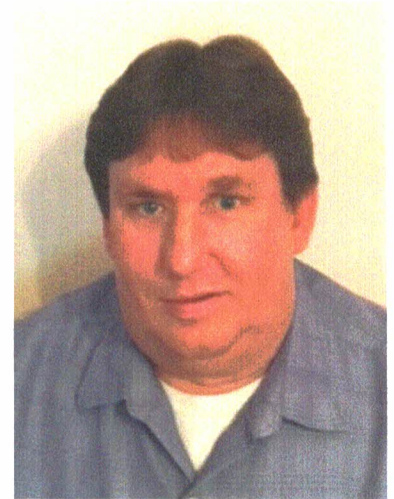
## Experience

Mr. King brings 14 years of electrical design experience and over 11 years of electrical construction/maintenance experience to the firm. His projects 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 is 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 it is adequately designed to handle the client's needs.

## Projects

WV DOH SRC Office Building  
WV Veterans Home Storage Building  
WV DOH Weight Station  
St. Albans Armory Storage Building  
St. Albans Armory Storage Building  
West Union Bus Garage  
Romney Public Works Building  
Dominion Gas Office Building  
Energy Corporation of America  
W. Kent Carper Justice and Public Safety Complex



## 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

# Carol A. Stevens, PE, F.ASCE

## Structural Engineer



### EDUCATION

West Virginia University, BSCE, 1984  
Chi Epsilon National Civil Engineering Honorary  
The Pennsylvania State University, ME Eng Sci, 1989

### PROFESSIONAL REGISTRATION

P.E. 1990 Pennsylvania  
P.E. 1991 West Virginia  
P.E. 1994 Maryland  
P.E. 2008 Ohio  
P.E. 2010 Kentucky  
P.E. 2013 Virginia

### BACKGROUND SUMMARY

2001 – Present President, Structural Engineer  
CAS Structural Engineering, Inc.

1999 – 2001 Structural Engineer  
Clingenpeel/McBrayer & Assoc, Inc.

1996 – 1999 Transportation Department Manager  
Structural Engineer  
Chapman Technical Group, Inc.

1995 – 1996 Structural Engineer  
Alpha Associates, Inc.

1988 – 1995 Structural Department Manager  
Structural Engineer  
NuTec Design Associates, Inc.

1982 – 1988 Engineer  
AAI Corporation, Inc.

### PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers  
National Society of Professional Engineers  
American Concrete Institute  
American Institute of Steel Construction  
West Virginia University Department of Civil and  
Environmental Engineering Advisory Committee Chair  
West Virginia University Institute of Technology  
Department of Civil Engineering Advisory Committee

### CIVIC INVOLVEMENT

Forks of Coal State Natural Area Fdn Committee Member  
Engineer's Week Speaker

### EXPERIENCE

**West Virginia, Pipestem Resort State Park Lodge:**  
Structural repairs to steel and concrete structural  
components with severe deterioration.

**West Virginia, Pipestem Resort State Park Sprayground:**  
Structural design of new bathhouse to support new  
sprayground near lodge.

**West Virginia, Twin Falls Resort State Park:**  
Multiple phased structural repairs to existing lodge  
structure.

**West Virginia, Hawks Nest State Park:**  
Multiple phased structural repairs to existing lodge  
structure.

**West Virginia, Chief Logan State Park:**  
Structural design of new 4-bedroom cabins.

**West Virginia, Canaan Valley Resort State Park:**  
Structural investigation and recommendations for repairs  
to the five (5) existing overnight sleeping facilities.

**West Virginia, Twin Falls Resort State Park Lodge  
Addition:** Structural design for new 28,000 SF addition to  
existing facility, including new entrance lobby, conference  
areas, sleeping rooms and indoor pool.

**West Virginia, Hawks Nest State Park Lodge:** Analysis of  
structural cracks in lodge building. Work included probes  
to determine condition of existing connections between  
structural elements.

**West Virginia, Twin Falls Resort State Park:** Structural  
evaluation of existing recreation building.

**West Virginia, Pipestem Resort State Park:** Structural  
evaluation of existing recreation building.

**West Virginia, Cabwaylingo State Forest:** Structural  
evaluation of existing dormitory buildings constructed in  
the 1950's.

**West Virginia, Beech Fork State Park Pool, Bathhouse and  
Cabins:** Designed structure for new bathhouse, swimming  
pool and cabins.

PO Box 469 • Alum Creek, WV 25003-0469 **PHONE** 304-756-2564 **FAX** 304-756-2565 **WEB** [www.casstruceng.com](http://www.casstruceng.com)

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**Municipal Complex** - **Renovations**

**Mr. Mike Webb**, City Manager  
 City of Princeton  
 800 Bee Street  
 Princeton, WV 24740  
 304-487-5093

**Multiple Housing Projects/Developments** - **New**

**Ms. Mary Skeens**, former Executive Director  
 Community Works in WV  
 Charleston, WV  
 304-546-5302

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

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







State of West Virginia  
Expression of Interest  
Architect/Engr

Procurement Folder : 579313

Document Description : Addendum No. 01-A/E Services for Hawks Nest Lodge Renovation

Procurement Type : Agency Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No		Version	Phase
2019-06-04	2019-06-14 13:30:00	AEOI	0310 DNR1900000008	2	Draft

SUBMIT RESPONSES TO:	VENDOR
BID RESPONSE DIVISION OF NATURAL RESOURCES PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV 25303-1228 US	Vendor Name, Address and Telephone <b>E.T. Boggess Architect, Inc.</b> <b>PO Box 727, 101 Rockledge Avenue</b> <b>Princeton, WV 24740</b> <b>304-425-4491</b>

**FOR INFORMATION CONTACT THE BUYER**  
 Angela W Negley  
 (304) 558-3397  
 angela.w.negley@wv.gov

Signature X  FEIN # 55-0515917 DATE June 13, 2019



ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: AEOI DNR19\*8

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

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

Addendum Numbers Received:

*(Check the box next to each addendum received)*

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

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

E.T. Boggess Architect, Inc.

Company



Authorized Signature

June 13, 2019

Date

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



State of West Virginia  
 Expression of Interest  
 Architect/Engr

Procurement Folder : 579313

Document Description : A/E Services for Hawks Nest Lodge Renovations & Redecorating

Procurement Type : Agency Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2019-05-14	2019-06-14 13:30:00	AEOI 0310 DNR1900000008	1	Draft

SUBMIT RESPONSES TO:	VENDOR
BID RESPONSE DIVISION OF NATURAL RESOURCES PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV 25303-1228 US	Vendor Name, Address and Telephone <b>E.T. Boggess Architect, Inc.</b> <b>PO Box 727, 101 Rockledge Avenue</b> <b>Princeton, WV 24740</b> <b>304-425-4491</b>

**FOR INFORMATION CONTACT THE BUYER**  
 Angela W Negley  
 (304) 558-3397  
 angela.w.negley@wv.gov

Signature X  FEIN # 55-0515917 DATE June 13, 2019

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



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

  
(Name, Title)

Todd Boggess, President  
(Printed Name and Title)

PO Box 727, Princeton, WV 24740  
(Address)

(P) 304-425-4491 / (Fax) NA  
(Phone Number) / (Fax Number)

etb@etbarchitects.com  
(email address)

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

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

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

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

June 13, 2019  
(Date)

(P) 304-425-4491 / (Fax) NA  
(Phone Number) (Fax Number)

STATE OF WEST VIRGINIA

Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: E.T. Boggess Architect, Inc.

Authorized Signature: [Signature] Date: June 13, 2019

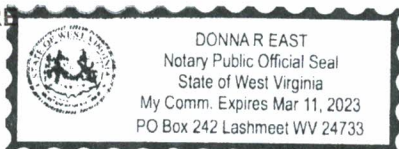
State of West Virginia

County of Mercer, to-wit:

Taken, subscribed, and sworn to before me this 13 day of June, 2019.

My Commission expires March 11, 2023.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]





# Letter of Transmittal

6/13/2019

**TO:** WV Division of Natural Resources  
 Property and Procurement Office  
 324 4<sup>th</sup> Avenue  
 So. Charleston, WV 25303

**Project:**  
 Lodge Renovations at  
 Hawks Nest State Park

**Atten:** Angela White Negley

**Sending Via:**  
 UPS

**Subj:** Qualifications

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

# of copies	DATE	DESCRIPTION	CODE
		<b>DNR1900000008</b>	
1		Statement of Qualifications - 3 ring binder	<b>2</b>
1		WV Purchasing Forms - Unbound (also bound in Section 7 of the proposal)	<b>3</b>

**REMARKS:**

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

Signed: Todd Boggess, AIA, NCARB, Architect