

NORTH CAROLINA

GUILFORD COUNTY

THIS CONTRACT is hereby made, entered into, and effective as of this 17th day of September, 2015, by and between **GUILFORD COUNTY**, a body politic and corporate of the State of North Carolina, hereinafter referred to as the "**COUNTY**," and **ARCVISION STUDIOS, PC**, a professional corporation with a place of business in Greensboro, North Carolina, hereinafter referred to as the "**CONTRACTOR**," and also collectively referred to as the "Parties."

WITNESSETH:

WHEREAS, for the purpose and subject to the terms and conditions hereinafter set forth, the COUNTY hereby contracts for the items, goods, service or services of the CONTRACTOR and the CONTRACTOR agrees to provide the items, goods, service or services to the COUNTY in accordance with the terms of this Agreement.

WHEREAS, the COUNTY is in need of **ARCHITECTURAL & ENGINEERING SERVICES**; and,

WHEREAS, the CONTRACTOR has submitted a proposal to provide such goods and/or services.

NOW, THEREFORE, in consideration of promises mutually exchanged the Parties agree as follows:

- 1. Goods and/or Services.** CONTRACTOR will provide the goods and/or services as set forth in the **Specifications (Attachment A)** and **Proposal (Attachment B)**, attached hereto and incorporated herein by reference. All items and/or services shall be provided in a competent, workmanlike and professional manner acceptable to the COUNTY. Should there be any discrepancy between the CONTRACTOR'S Proposal (Attachment B) and the Specifications (Attachment A) and/or the first four (4) pages of this Contract, the first four (4) pages of this Contract and/or the Specifications (Attachment A) shall prevail and control.
- 2. Pricing.** As full compensation for the CONTRACTOR'S delivery of the goods and/or services, the COUNTY agrees to pay the amounts for the goods and/or services as set out in Attachment B. Payment will be made by the COUNTY to CONTRACTOR within thirty (30) days of receipt of a correct invoice and proper documentation that the goods and/or services have been delivered or provided in accordance with this Contract.
- 3. Price Only Contract.** The COUNTY is not financially committed by this Contract to purchase any minimum amount of goods and/or services. The financial exposure to the COUNTY is not expected to exceed \$2,500,000.00, and in any event payment will be made only from budgeted funds in accordance with N.C.G.S. Chapter §159. Any work order submitted for this Contract which is \$200,000.00 or above will be presented to the GUILFORD COUNTY Board of County Commissioners for approval prior to beginning work.
- 4. Appropriation.** This Contract is subject to annual appropriation of funds by the GUILFORD COUNTY Board of Commissioners or other funding source, pursuant to N.C.G.S. Chapter §153A-13.
- 5. Term.** This Contract shall be in effect for one (1) year, beginning September 17, 2015, and ending September 16, 2016, with the option to extend for two (2) additional one (1) year renewals at the same pricing and terms and conditions upon mutual written Agreement executed by both Parties. A "Notice to Proceed" for each project will be issued by the COUNTY prior to the start of work by CONTRACTOR.
- 6. Amendment.** The terms of this Agreement may only be modified or amended with a written Contract Amendment executed by both Parties.

**7. Termination.** The COUNTY may at any time and for any reason terminate CONTRACTOR'S services and work at COUNTY'S convenience, after notification to the CONTRACTOR in writing via certified mail. Upon receipt of such notice, CONTRACTOR shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.

Upon such termination, CONTRACTOR shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement and (2) such other costs actually incurred by CONTRACTOR as approved by COUNTY. There shall be deducted from such sums as provided in this paragraph the amount of any payments made to CONTRACTOR prior to the date of the termination of this Agreement. CONTRACTOR shall not be entitled to any claim or claim of lien against COUNTY for any additional compensation or damages in the event of such termination and payment.

**8. Notices.** All notices pursuant to this Agreement shall be in writing and delivered personally or mailed by certified mail, registered mail, postage prepaid, with return receipt requested, at the addresses appearing below, but each Party may change such address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated as of three (3) days after mailing.

Marty K. Lawing, Guilford County Manager  
**GUILFORD COUNTY**  
P.O. Box 3427 (zip code 27402)  
301 West Market Street  
Greensboro, NC 27401

Charles E. Theisen, AIA  
President/Vice President  
**ARCVISION STUDIOS, PC**  
5509B West Friendly Avenue, Suite 302  
Greensboro, NC 27410

**9. Independent Contractor/Indemnification.** CONTRACTOR shall operate as an independent contractor for all purposes. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the COUNTY and either the CONTRACTOR or any employee or agent of CONTRACTOR. CONTRACTOR is an independent contractor and not an employee, agent, joint venture or partner of the COUNTY.

The Parties agree to each be solely responsible for their own acts or omissions in the performance of each of their individual duties hereunder, and shall be financially and legally responsible for all liabilities, costs, damages, expenses and attorney fees resulting from, or attributable to any and all of their individual acts or omissions to the extent allowable by law.

**10. Assumption.** If CONTRACTOR should undergo merger, acquisition, bankruptcy or any change in their ownership or their name for any reason, CONTRACTOR must immediately notify GUILFORD COUNTY in writing of these changes and provide the COUNTY with legal documentation supporting these changes, such as an Assumption Agreement, Bill of Sale, Articles of Incorporation, Articles of Amendment, sales contract, merger documents, etc. Further, CONTRACTOR will submit the name and address of the assuming CONTRACTOR'S registered agent for service of process and/or all notices required under this Contract.

**11. Severability.** If any provision of this Contract is held unenforceable, then such provision will be modified to reflect the Parties' intention. All remaining provisions of this Contract shall remain in full force and effect.

**12. Force Majeure.** Neither Party shall be liable to the other Party for any failure or delay caused by events beyond such Party's control and not due to its own negligence, provided that such Party uses commercially reasonable efforts to resume performance as soon as reasonably practicable. The non-performing Party shall notify the other Party of the force majeure event within twenty-four (24) hours of the onset thereof. In the event that a force majeure event precludes CONTRACTOR from performing services and/or providing goods for a period of ten (10) consecutive business days, the COUNTY shall have the right to: (a) procure replacement

goods and/or services from an alternative source and/or (b) terminate the Contract or portion(s) of Contract upon written notice to CONTRACTOR.

**13. Headings/Titles/Wording.** Inclusion of titles of paragraphs or section headings, capitalization of certain words or phrases and/or bold face typestyle of certain words or phrases in this Contract are for convenience purposes only and shall not be used to interpret or construe the provisions of this Agreement. The terms "Contract" and "Agreement" have the same meaning and may be used interchangeably throughout this document. The terms "Attachment", "Exhibit" and "Addendum" have the same meaning and may be used interchangeably throughout this document.

**14. Entire Agreement.** This Contract, including the Exhibits and/or Attachments, if any, sets forth the entire Agreement between the Parties. All prior conversations or writings between the Parties hereto or their representatives are merged within and extinguished. This Contract shall not be modified except by a writing subscribed to by all the Parties.

**15. Jurisdiction.** The Parties agree that this Contract is subject to the jurisdiction and laws of the State of North Carolina. The CONTRACTOR will comply with bid restrictions, if any, and applicable laws, including N.C.G.S. §143-129(j) regarding E-Verify. Any controversies arising out of this Contract shall be governed by and construed in accordance with the laws of the State of North Carolina. An **Affidavit Regarding E-Verify** is attached hereto and incorporated herein by reference as **Exhibit I**.

(The remainder of this page is intentionally left blank.  
This Contract continues on the following page.)

WITNESS the following signatures and seals all pursuant to authority duly granted, effective as of the day and year first above written.

**GUILFORD COUNTY**

ATTEST:

\_\_\_\_\_  
Marty K. Lawing, Guilford County Manager

\_\_\_\_\_  
Guilford County Clerk to Board

(COUNTY SEAL)

**ARCVISION STUDIOS, PC**

ATTEST:

\_\_\_\_\_  
Charles E. Theisen, AIA, President/Vice President

\_\_\_\_\_  
Corporate Secretary

(CORPORATE SEAL)

This contract does not create an obligation to purchase and, therefore, has not been preaudited. Purchases under this contract shall only be made pursuant to purchase orders, each of which will contain a preaudit certificate.

\_\_\_\_\_  
Guilford County Finance Director



STATE OF NORTH CAROLINA

EXHIBIT I

COUNTY OF GUILFORD

**AFFIDAVIT REGARDING E-VERIFY**

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of  
\_\_\_\_\_ (the entity bidding on project hereinafter "Employer") after first being duly sworn  
hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. Mark "Yes" or "No":
  - a. YES \_\_\_\_\_; or,
  - b. NO \_\_\_\_\_
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Signature of Affiant  
Print or Type Name: \_\_\_\_\_

State of North Carolina County of Guilford

Signed and sworn to (or affirmed) before me, this the \_\_\_\_\_  
day of \_\_\_\_\_, 2015.

My Commission Expires:

\_\_\_\_\_  
Notary Public

(Affix Official/Notarial Seal)

**ATTACHMENT A – GUILFORD COUNTY CONTRACT NO. 111027-08/15-130  
ARCVISION STUDIOS, PC (CONTRACTOR)**

**Guilford County – REQUEST FOR QUALIFICATIONS**

This advertisement is for ARCHITECT & ENGINEERING SERVICES for two types of projects: (1) new construction and (2) repair and alteration (R&A) projects. A firm must be willing to perform services required under both types of projects. The work includes design for new facilities and expansions, design services for repair and alteration projects, engineering evaluations, project management support, preparation of contract documents, contract administration, commissioning, and inspection services. The contract will cover facilities in Guilford County, NC. The contract will have a **base term of one year** and will have **(2) one-year** renewal options. The total contract amount over the **three-year** period cannot exceed \$5,000,000. Individual work orders will be negotiated for each project. Work orders for any one project cannot exceed \$500,000. Typical work orders range from \$500 to \$100,000. Firms that have the qualifications to perform the services described are invited to submit one (1) original and two (2) copies of the their information in a format that is comparable to the information and format that is being requested in the GSA form SF-330, (Architect-Engineer Qualifications. SF-330 can be found at [www.gsa.gov](http://www.gsa.gov) under the Forms Library.) The Architect-Engineer may use the SF-330 form as their submittal documents, but the information will apply to Guilford County and not the Federal Government as indicated in the SF-330.

Firms must also submit a statement that addresses the following questions / items: (1) How long has the technical team been working together? Provide areas of expertise for each team member, and provide details on how the technical team will be structured and managed. Note: The technical team is defined as all architects, engineers, project managers, and construction administrators that will be directly assigned to support this contract (2) What experience does the team have in renovation projects? Provide information on specific projects. (3) What experience does the team have in historical preservation projects? Provide information on specific projects. (4) What experience does the team have in responding to emergencies (i.e. flooding, accidents resulting in structural damage, etc.)? Provide information on specific projects. (5) What experience does the team have in HVAC controls renovation projects? Provide information on specific projects. (6) What approach does the team have on ensuring that projects are completed on schedule and within budget? (7) Provide typical office information on work hours, days of operation, emergency contact information, and evidence of current errors and omissions insurance of \$200,000 per claim.

All firms must be licensed to perform architect and engineering services in North Carolina. Prime firms must have at least two licensed architects on staff who maintains licenses for North Carolina. The prime firm, in conjunction with any consultants, must have at least one electrical engineer, one mechanical engineer, one structural engineer, and one civil engineer licensed in North Carolina. Prime firms must be located within 75 miles of Greensboro, NC. There is no restriction on the geographical location of consultants. Prime firms that plan to use resources from more than one of their offices in North Carolina must indicate on their SF-330 the staffing compositions of each of those offices.

Firms will be evaluated on the content of their submitted forms and the responses to the questions / items above. At the discretion of Guilford County, contracts may be awarded to more than one A/E firm. Participation of minority-owned and woman-owned businesses is encouraged but is not an evaluation factor. It is prohibited to pay any fee, commission, percentage, or brokerage fee to any person or firm contingent upon or resulting from award of a contract for this project.

Submissions will not be retained or returned. This is not a request for proposal.

**Submit the required documentation to:**

Guilford County Purchasing Department  
Attn: Bonnie Stellfox, Director  
Old County Courthouse, 301 W. Market Street, Room B-32  
Greensboro, North Carolina 27401

**Guilford County**  
**REQUEST FOR QUALIFICATIONS**

This advertisement is for ARCHITECT & ENGINEERING SERVICES for two (2) types of projects:

(1) new construction and (2) repair and alteration (R&A) projects.

A firm must be willing to perform services required under both types of projects. The work includes the following:

- design for new facilities and expansions,
- design services for repair and alteration projects,
- engineering evaluations,
- project management support,
- preparation of contract documents, contract administration,
- commissioning and inspection services.

The contract(s) will cover facilities in Guilford County, NC. The contract will have a base term of one year and will have **(2) one-year** renewal options, for an overall contract period of three years. The total contract amount over the **three-year** period cannot exceed \$5,000,000. Individual work orders will be negotiated for each project. Work orders for any one project cannot exceed \$500,000. Typical work orders range from \$500 to \$100,000. Firms that have the qualifications to perform the services described are invited to submit one (1) original and two (2) hard copies of the their information in a format that is comparable to the information and format that is being requested in the GSA form SF-330, (Architect-Engineer Qualifications. SF-330 can be found at [www.gsa.gov](http://www.gsa.gov) under the Forms Library.) The Architect-Engineer may use the SF-330 form as their submittal documents, but the information will apply to Guilford County and not the Federal Government as indicated in the SF-330.

Firms must also submit a statement that addresses the following questions / items:

- (1) How long has the technical team been working together? Provide areas of expertise for each team member, and provide details on how the technical team will be structured and managed. Note: The technical team is defined as all architects, engineers, project managers, and construction administrators that will be directly assigned to support this contract
- (2) What experience does the team have in renovation projects? Provide information on specific projects.
- (3) What experience does the team have in historical preservation projects? Provide information on specific projects.
- (4) What experience does the team have in responding to emergencies (i.e. flooding, accidents resulting in structural damage, etc.)? Provide information on specific projects.
- (5) What experience does the team have in HVAC controls renovation projects? Provide information on specific projects.
- (6) What approach does the team have on ensuring that projects are completed on schedule and within budget?
- (7) Provide typical office information on work hours, days of operation, emergency contact information, and evidence of current errors and omissions insurance of \$200,000 per claim.

All firms must be licensed to perform Architect and Engineering services in North Carolina. Prime firms must have at least two (s) licensed Architects on staff who maintain licenses for North Carolina. The prime firm, in conjunction with any consultants, must have at least one electrical engineer, one mechanical engineer, one structural engineer, and one civil

**ATTACHMENT A – GUILFORD COUNTY CONTRACT NO. 111027-08/15-130  
ARCVISION STUDIOS, PC (CONTRACTOR)**

engineer licensed in North Carolina. Prime firms must be located within 75 miles of Greensboro, NC. There is no restriction on the geographical location of consultants. Prime firms that plan to use resources from more than one of their offices in North Carolina must indicate this in their submittal package. The package must indicate the staffing compositions of each of those offices.

Firms will be evaluated on the content of their submittal forms and the responses to the questions / items above. At the discretion of Guilford County, contracts may be awarded to more than one A/E firm. Participation of minority-owned and woman-owned businesses is encouraged but is not an evaluation factor. It is prohibited to pay any fee, commission, percentage, or brokerage fee to any person or firm contingent upon or resulting from award of a contract for this project. Submissions will not be retained or returned. Please submit your response(s) with one (1) original and two (2) copies to the address listed below, and your responses must be received by the event close date and time of June 16, 2015 @ 10:00 AM (EST). This is not a request for proposal.

**Submit the required documentation to:**

Guilford County Purchasing Department  
Attn: Bonnie Stellfox  
Old County Courthouse, 301 W. Market Street, Room B-32  
Greensboro, North Carolina 27401



### Guilford County's General Terms and Conditions

1. This bid package serves as official notice that GUILFORD COUNTY is soliciting and will receive bids for the item(s) and/or service(s) stated on the event cover page and outlined in the Bid specifications. Bids shall be submitted electronically via the Purchasing Department's Strategic Sourcing website: [www.co.guilford.nc.us/sourcing](http://www.co.guilford.nc.us/sourcing) by the event close date and time specified.
2. All addenda to this bid package will be issued electronically. No oral changes by anyone shall affect this bid package.
3. The official bid price, quote, response for RFP, RFQ, or otherwise instructed; shall be signed by a duly authorized person acknowledging full understanding of the bid information and all addenda. The signature shall be witnessed and the Corporate Seal affixed if a corporation. The exact legal name of the corporation or other entity shall be provided
4. Price quotes shall be net, to include all discounts and delivery charges to GUILFORD COUNTY. In cases of difference between unit price and total price, unit price shall prevail unless otherwise noted.
5. Items and services bid are for delivery or completion as soon as possible unless otherwise stated. Delivery or completion dates could therefore be important in making the award.
6. State and local sales taxes are not to be included in quotes, but they are to be added later to all invoices shown as a separate line item for payment. Federal (sales-excite) taxes, where applicable, are to be included in quotes as they are a part of the purchase price.
7. All Formal Bids will be publicly opened and recorded at the date and time specified by and in the Purchasing Department. It is GUILFORD COUNTY's policy to announce the award electronically. All other information, except that specifically noted by the Supplier as being of a Confidential nature, becomes public record in accordance with GS 132 and other applicable North Carolina laws. All interested parties are invited to attend any Formal Bid opening.
8. GUILFORD COUNTY will have a period of thirty (30) days, unless otherwise stated, after opening to analyze and award to lowest responsive and responsible bidder based on service, quality, delivery date, performance data and price. The successful supplier shall promptly enter into a contract acceptable to Guilford County.
9. All Events/Bids in the Formal Range require the final approval of the GUILFORD COUNTY Board of Commissioners who normally meet in open session two times each month, the first and third Thursday at 5:30 PM. Everyone is invited to attend those meetings.
10. A Bid Deposit may be required. If this is the case, it will be clearly stated in the Event specifications for each package. If a bid deposit is required, it should be no less than 5% of the total bid in cash, cashier's check, certified check, or a Bid Bond. The checks shall be drawn on a bank or trust company insured by the Federal Deposit Insurance Corporation; and, the bond shall be a corporate surety licensed under the State of North Carolina. The obligee in either check or bond shall be Guilford County.
11. If Bid Deposit Checks are received, they will be returned to all suppliers when the successful supplier has been selected and the contract awarded by Guilford County. The successful deposit check will be returned when the required contract has been executed.
12. In addition to the bid deposit or bid bond, some supplier's may require a separate

Performance Bond and/or laborers-materials men's bond as provided by law in the amount of the contract by the awarded supplier(s). If this is required, it will be clearly stated in the bid specifications. In place of a bond; cash, cashiers check, certified check or government securities shall be acceptable.

13. Guilford County reserves the right to reject any or all bids if in the best interest of the County.
14. In case of default by the Supplier, Guilford County shall retain the Bid Deposit or call upon the Bid Bond surety unless otherwise provided by Law.
15. Guilford County's policy is normally Net 30 days upon completion and acceptance. In the case of some longer term projects, Guilford County may choose to release partial payments to the supplier each month based on 90% of the estimated value of the work completed. The final payment will be released within thirty (30) days or less after the satisfactory completion of all work, its acceptance by Guilford County and the settlement of all other claims and accounts.
16. In the case of Continuing Service Type Contracts, payment will be made monthly or as otherwise agreed upon.
17. It is Guilford County's Purchasing Policy to conduct all purchasing within the North Carolina Laws and Guilford County Purchasing Policy, to provide each supplier/contractor an equal opportunity to participate, and to award on a best value basis. In order to accomplish our policy, we intend to make every supplier/contractor aware of each purchasing opportunity. Contracts shall be awarded to the lowest responsive and responsible bidder(s) based on quality, performance and the time specified in the proposal for the performance of the contract. Suppliers/contractors should register online at [www.co.guilford.nc.us/sourcing](http://www.co.guilford.nc.us/sourcing).
18. A Material Safety Data Sheet (MSDS) shall be furnished to Guilford County for all products purchased that contain hazardous material and/or components.
19. Any supplier/contractor performing work on GUILFORD COUNTY property is required to have adequate Liability and Workers Compensation Insurance that will fully protect GUILFORD COUNTY from any damages to property and/or persons caused by the supplier/contractor.
20. The successful supplier shall be required (and is responsible) to take Affirmative Action to employ Disabled Veterans and Veterans of the Viet Nam era, including listing vacancies with the North Carolina Employment Security Commission, under 42 US Code 4212 and applicable regulations thereafter.

The successful supplier shall be required to employ in the workforce only those laborers whose employment is consistent with all applicable State and Federal Laws. The successful supplier, and each subcontractor, shall prior to performance of the work receive clear written evidence from each laborer that said laborer may lawfully be employed. Said evidence shall immediately be submitted to the County. Failure of said Supplier or Subcontractor to receive, retain and/or provide to the County such evidence shall constitute a material breach of the Contract with the County.
21. The Supplier shall take Affirmative Action in complying with all Federal and State requirements concerning fair employment without regard to discrimination by reason of race, color, religion, sex, national origin or physical handicap.
22. The successful Supplier is responsible for compliance with all applicable Local, State and Federal Laws, including all state and local permits, licenses and fees.

23. If the Supplier/Contractor should undergo merger, acquisition or any change in their ownership or their name for any reason, the provider shall immediately notify Guilford County in writing of these changes and provide Guilford County with legal documentation supporting these changes, such as an Assumption Agreement, Bill of Sale, Articles of Incorporation, Articles of Amendment, sales contract, merger documents, etc. Further, the Supplier/Contractor shall submit the name and address of their registered agent for Service of Process and/or all notices required under the contract(s). This contract shall not be assumed or otherwise transferred to another party by the Supplier/Contractor without the express written consent of Guilford County, which said consent will be evidenced by acceptance memo, letter or e-mail from the Guilford County Manager, or designee, to the original Supplier/Contractor under the contract and the assuming Supplier/Contractor.
24. Provider shall operate as an independent contractor for all purposes. The Parties agree to each be solely responsible for their own acts or omissions in the performance of each of their individual duties hereunder, and shall be financially and legally responsible for all liabilities, costs, damages, expenses and attorney fees resulting from, or attributable to any and all of their individual acts or omissions to the extent allowable by law.
25. This contract is governed by the Laws of the State of North Carolina.

**ATTACHMENT A - GUILFORD COUNTY CONTRACT NO. 111027-08/15-130**  
**ARCVISION STUDIOS, PC (CONTRACTOR)**

**REQUIREMENTS PERTAINING TO THE PARTICIPATION OF MINORITY BUSINESSES IN BUILDING  
(CONSTRUCTION - REPAIR) CONTRACTS FOR GUILFORD COUNTY, N.C.**

Date 1-1-02

One primary responsibility of Guilford County (GC) government is the proper use of public revenue to purchase the various items, services, construction and repairs needed to operate. All expenditures of county funds must be in accordance with the NC laws. Construction contracts are subject to applicable laws, including Article 8, N.C.G.S. Chapter 143, which shall control in the event of any conflict.

For building (construction - repair), whose estimated total cost is \$300,000 or more, a formal bid process is required. This generally consists of written specifications, advertisement, bid bond, usually a prebid meeting, at least three responses on the first opening, public opening of bids, Commissioners' approval, notice of award to all participants, and written contract.

Specifications for building (construction - repair) projects requiring an expenditure of \$300,000 or more requires separate specifications for the following areas of work:

- Heating, Ventilating and Air Conditioning (HVAC)
- Plumbing
- Electrical
- General

and may be bid separate-prime (allowing bids for each of the above categories), single-prime (a bid for the total project), or dual-prime, as provided in Article 8, N.C.G.S. Chapter 143. Award is made to the lowest responsive, responsible bidder(s), as provided by law.

Contractors who bid single-prime must identify in their bid response the names of each sub-contractor for HVAC, Plumbing and Electrical.

For building (construction - repair) projects requiring an expenditure of \$100,000 or more, state law (G.S. 143-128.2) requires the public government (awarding authority) involved to adopt, after a public notice and a public hearing, an appropriate verifiable percentage goal for participation by minority business in the total value of work for each building (construction - repair) contract awarded. G.S. 143-128.2 must be read, understood, and complied with by each bidder.

Guilford County has established its verifiable minority participation goal on 3-5-90 at ten (10) percent.

In addition, each separate-prime and single-prime contractor must establish its own goal when dealing with sub-contractors and provide appropriate documentation to the awarding authority.

In each case, the responsibilities of auditing and compliance with this law is that of the awarding authority, which in this case is Guilford County.

A minority business is defined as ownership of 51% or more by a minority. Minorities are officially defined as:

- (a) Black, that is, a person having origins in any of the black racial groups in Africa;
- (b) Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, in South or Central America, or the Caribbean Islands, regardless of race;
- (c) Asian American, that is, a person with origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands;
- (d) American Indian, that is, a person having origins in any of the original Indian peoples of North America; or
- (e) Female.



(Requirements - continued)

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The Guilford County method of compliance is basically as follows:

1. For any expenditure of funds, including building construction and repair, it is GC's policy to give every supplier, business or contractor in Guilford County an equal and fair opportunity to participate. In order to accomplish this, we maintain a list of all suppliers, businesses and contractors. We have also identified all minorities on this list and we update this list on a continuous basis.
2. When bids are needed for any item, service, construction or repair, we make sure that all on our list are contacted by mail and/or phone. Larger expenditure items requiring formal bids are advertised.
3. All building construction and repair contracts over \$300,000 would be in the formal bid range requiring the mailing of bid packages (specifications), advertising and prebid meetings. All contractors on our list will either be mailed a copy of the bid package or notified in writing as to how a bid package can be obtained. All contractors on our list will also be invited to our prebid meetings.
4. In our bid package and at our prebid meeting, we explain that every contractor will be given an equal opportunity to obtain all or part of the contract award. Guilford County is ready and willing to work with any contractor to help it understand and properly compete for contract awards. The other requirements of G.S. 143-128.2 and G.S. 143-128.3 will be complied with by the County, when applicable.
5. Guilford County maintains a record as to who was awarded contracts and with the minority identification GC can state the percentage of minority participation.
6. This goal of ten (10) percent is a goal, and is not a requirement, demand, set aside or guarantee to minorities. It is, however, a serious goal and we seek to achieve this goal, as explained above, by continuing to give every supplier, business and contractor an equal opportunity to participate but to make all purchases and to award all contracts on the basis of best value.
7. All bidders shall make the minority participation disclosures required by G.S. 143-128.2(c) and comply with the other requirements of G.S. 143-128.2.

The state law requires and Guilford County expects its contractors to deal with their sub-contractors in the same manner and the state law and Guilford County require verification that this approach is being followed. The minority percentage goal set by each contractor for their sub-contractors is up to them and does not necessarily have to agree with the ten (10) percent which has been set by Guilford County. The method in which all prime contractors plan to attain this goal is, however, very important to GC and must be fully explained and it will be audited by GC.

Guilford County will help any contractor in this effort by supplying a list of all minority suppliers by trade category. Guilford County will consider a "good faith" effort by the contractor involved if the contractor makes a positive effort to contact each minority supplier and to allow each an equal opportunity to quote on the particular work involved.

If anyone has questions concerning GC's approach to the minority participation percentage goal, what is covered here, what is covered by the GC resolution, or the NC laws, they should contact Guilford County Purchasing at 336-641-3226.

(Requirements - continued)

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MINORITY BUSINESS PARTICIPATION REQUIREMENTS;

Provide on the bid - Under GS 143-128.2(c) the undersigned bidder shall identify on its bid (Identity of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value of the bids that will be performed by the minority businesses. Also list the good faith efforts (Affidavit A) made to solicit minority participation in the bid effort.

**Note:** A contractor that performs all of the work with its own workforce may submit an Affidavit (B) to that effect in lieu of the participation form and Affidavit (A) required above.

After the bid opening - The Owner will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent low bidder, the bidder shall then file within 72 hours of the notification of being the apparent lowest bidder, the following:

An Affidavit (C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the 10% goal established. This affidavit shall give rise to the presumption that the bidder has made the required good faith effort and Affidavit D is not necessary;

OR

If less than the 10% goal, Affidavit (D) of its good faith effort to meet the goal shall be provided. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

**Note:** Bidders must submit with their bid the Identification of *Minority Business Participation* list and Affidavit A or Affidavit B as applicable. Failure to file a required affidavit or documentation with the bid or after being notified apparent low bidder may be grounds for rejection of the bid.

R09-02

Attach to Bid

## R09-02

**ATTACHMENT A – GUILFORD COUNTY CONTRACT NO. 111027-08/15-130  
ARCVISION STUDIOS, PC (CONTRACTOR)**

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

**State of North Carolina - AFFIDAVIT A - Listing of the Good Faith Effort**

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_  
(Name of Bidder)

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 1.0101)

- ☐ 1 - (10 pts) Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ 2 - (10 pts) Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☐ 3 - (15 pts) Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ 4 - (10 pts) Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☐ 5 - (10 pts) Attended prebid meetings scheduled by the public owner.
- ☐ 6 - (20 pts) Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ 7 - (15 pts) Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ 8 - (25 pts) Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ 9 - (20 pts) Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ 10 - (20 pts) Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

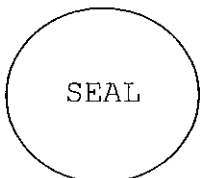
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d). Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of North Carolina, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

ATTACHMENT A – GUILFORD COUNTY CONTRACT NO. 111027-08/15-130  
ARCVISION STUDIOS, PC (CONTRACTOR)

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

**State of North Carolina -AFFIDAVIT B - Intent to Perform Contract  
with Own Workforce .**

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_  
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the  
\_\_\_\_\_ contract.  
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

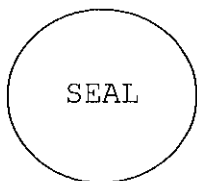
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of North Carolina, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

**ATTACHMENT A – GUILFORD COUNTY CONTRACT NO. 111027-08/15-130  
ARCVISION STUDIOS, PC (CONTRACTOR)**

Do not submit with bid

Do not submit with bid

Do not submit with bid

Do not submit with bid

**State of North Carolina - AFFIDAVIT C - Portion of the Work to be  
Performed by Minority Firms**

County of \_\_\_\_\_

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by minority businesses as defined in GS143-128.2(g) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit. This affidavit shall be provided by the apparent lowest responsible, responsive bidder within 72 hours after notification of being low bidder.

Affidavit of \_\_\_\_\_ I do hereby certify that on the

\_\_\_\_\_  
(Project Name)

Project ID# \_\_\_\_\_ Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

Name and Phone Number	*Minority Category	Work description	Dollar Value

\*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

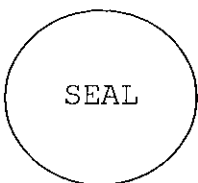
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of North Carolina, County of \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
Notary Public \_\_\_\_\_  
My commission expires \_\_\_\_\_

**ATTACHMENT A – GUILFORD COUNTY CONTRACT NO. 111027-08/15-130  
ARCVISION STUDIOS, PC (CONTRACTOR)**

R09-02

Do not submit with bid    Do not submit with bid    Do not submit with bid    Do not submit with bid

**State of North Carolina - AFFIDAVIT D - Good Faith Efforts**

County of \_\_\_\_\_

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 10% participation by minority business is not achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

(Name of Bidder)

Affidavit of: \_\_\_\_\_

I do certify the attached documentation as true and accurate representation of my good faith efforts.

(Attach additional sheets if required)

Name and Phone Number	*Minority Category	Work description	Dollar Value

\*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

Documentation of the Bidder's good faith efforts to meet the goals set forth in these provisions. Examples of documentation include, but are not limited to, the following evidence:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State or local government for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster.
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

SEAL

State of North Carolina, County of \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

**APPENDIX E**

**MBE DOCUMENTATION FOR CONTRACT PAYMENTS**

Prime Contractor/Architect: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_

SCO Project ID: \_\_\_\_\_

Pay Application #: \_\_\_\_\_ Period: \_\_\_\_\_

The following is a list of payments made to Minority Business Enterprises on this project for the above-mentioned period.

MBE FIRM NAME	* TYPE OF MBE	AMOUNT PAID THIS MONTH (With This Pay App)	TOTAL PAYMENTS TO DATE	TOTAL AMOUNT COMMITTED

\*Minority categories: Black (B), Hispanic (H), Asian American (AA), American Indian (AI),  
White Female (WF), Socially and Economically Disadvantaged (SED), Disabled (D)

Approved/Certified By:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**SUBMIT WITH EACH PAY REQUEST - FINAL PAYMENT - FINAL REPORT**



**Guilford County North Carolina  
Indefinite Delivery Indefinite Quantity contract  
for Architectural Services**

This **AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between Guilford County, hereinafter called the "Owner", and \_\_\_\_\_ hereinafter called the "Designer".

This is an Indefinite Delivery Indefinite Quantity (IDIQ) type contract. Individual work orders will be negotiated for each project. The work order will include details on the scope of work, schedule, deliverables, budget, etc.

Any work order over \$90k must be reviewed / approved by the Board of Commissioners. The attached rate schedule is to be used for all services provided unless otherwise agreed. Additional services such as geotechnical, surveys, testing, commissioning, onsite project management, and their associated fees may be negotiated for specific projects. All work performed under this contract shall be per the provided terms and agreements.

## TERMS AND CONDITIONS OF THE AGREEMENT

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### ARTICLE 1

#### BASIC SERVICES OF THE DESIGNER

##### Schematic Design Phase

- 1-1 The Designer shall consult with the Owner to ascertain the requirements of the project and shall confirm such requirements to the Owner in writing.
- 1-2 He shall prepare schematic design studies, leading to a recommended solution together with a general description of the project for approval by the Owner.
- 1-3 He shall submit to the Owner a statement of probable construction cost based on the area, volume or other current unit costs.
- 1-4 The Designer will be permitted to reduce the scope of the project, within reasonable limits approved by Owner, if such reduction is deemed necessary in order to not exceed the total project budget cost as set forth in the body of Page 1 of this Agreement.

##### Design Development Phase

- 1-5 The Designer shall prepare from the approved schematic design studies, for approval by the Owner, the design development documents which shall include site and floor plans, elevations and other drawings, and outline specifications as are necessary to fix and illustrate the size and character of the entire project in its essentials as to kinds of material, type of structure, mechanical and electrical systems, and such other work as may be required, including site and utility requirements.
- 1-6 The Designer shall submit to the Owner a further statement of probable construction cost.

## Construction Document Phase

- 1-7 The Designer shall prepare from the approved design development documents, working drawings and specifications setting forth in detail and prescribing the work to be done and the materials, workmanship, finishes and equipment required for the engineering, architectural, structural, mechanical, electrical and the site work, and for service-connected equipment; and assemble the necessary bidding information, proposal and contract forms, and conditions of the contract, for approval by the Owner.  
Designer shall submit to the Owner drawings and specifications for reviews at the following stages:
- a) 30% Design – This review will include plans and specifications. Civil should show site and building layout and basic parking areas, Architectural will have the floor plans, some details, room finish schedule started and other items to a 30% completion stage. Mechanical and electrical is to show plans and basic system concepts. Specifications to be started with front end started and some sections complete. The design can be changed at this stage to address the Owners needs.
  - b) 60% Design – This is to be the same as above but with greater detail. Concept changes should not happen on this review. However, minor adjustments may happen.
  - c) 95% Design – This review is of the 100% plans and specifications. This review is for quality control and to make sure the AE has complied with the owners needs. Any changes on this review should be for corrections to the plans and specifications.
- 1-8 He shall submit to the Owner a detailed statement of probable construction cost. The cost should reflect the fully developed requirements and current market conditions.
- 1-9 The Designer shall assist in the requesting of proposals and conducting the bid opening. He shall evaluate same and make recommendations of award to the Owner within two (2) workdays of the bid opening unless negotiations or redesign is required. Upon award of contracts, Designer shall assure proper execution of the contract documents by the contractors and forward to the Owner for his execution and further approval.
- 1-10 Designer shall fulfill the responsibilities of Guilford County to notify and attract minority businesses including:
- a) Attend the scheduled pre-bid conference to explain minority business requirements to the prospective bidders.
  - b) Assist the Owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
  - c) Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
  - d) Make documentation showing evidence of implementation of Designer's responsibilities available for review upon request.
- 1-11 The Designer shall prepare and file the required documents for the approval of governmental authorities having jurisdiction over the project.
- 1-12 In the event that bids and design fees exceed the total project cost as set forth on Page 1 of this Agreement, then the provisions of Article 5 hereof, Limitations of Project Cost and Project Scope, shall apply.

## Construction Phase

- 1-13 The Construction Phase will begin with the notification of award of contracts. The Owner will issue separate appropriate letters of "Notice to Proceed" to the single prime, construction manager at risk, or separate letters to each prime contractor in the case of separate prime bidding, which letters shall fix

and definitely establish the beginning date of time of performance for the respective contract types, and the required completion date. Copies of each such letter issued by the Owner shall be furnished to the Designer and to the County Purchasing Office.

1-14 The designer's responsibilities during the Construction Phase shall be as set forth hereinafter. His responsibilities shall include the following:

- a) Arrange for and give written notice to all appropriate parties as to the time and place as well as conduct the pre-construction conference.
- b) Establish and conduct a regular schedule of monthly meetings for contractors' representatives and a representative of the Owner. Such monthly meetings shall be maintained throughout the entire construction period and shall be for the primary purpose of assessing the progress of the work and recommending such remedial actions as are necessary to maintain progress and to complete the project within the contract time. The Designer shall submit to the Owner a full report of each such meeting. Attendance, purposes, results, reports and conduct of these monthly meetings shall be fully described.
- c) Process and approve, or take other appropriate action in respect of, progress schedules, shop drawings and other required submissions of contractors promptly.
- d) Prepare change orders as required, and have such change orders properly executed and approved before authorizing work on account thereof;
- e) Process contractors' applications for payment promptly for authorized work and issue certificates of payment;
- f) Review "MBE Documentation for Contract Payment" – (Appendix E) for compliance with minority business utilization commitments. Submit Appendix E form with monthly pay applications to the Owner.
- g) Provide general administration of the performance of construction contracts, including inspection and continuous liaison of the work to ensure compliance with plans and specifications, which inspection shall be by qualified and mutually agreed upon representatives of the designer's firm not less than once per week while work is in progress, and as often as necessary to ensure compliance with plans and specifications;
- h) Require all in-house consultants and contract consultants participating in the design of the project, and as named in Article 13 of this contract, to provide liaison and inspection services with respect to their portion of the design not less than once per week while work related to their design is in progress and as often as necessary to ensure compliance with plans and specifications;
- i) Schedule and conduct final inspection of the project, coordinating the date for such inspection with the Owner;
- j) Assemble written guarantees, affidavits, manuals of instruction for operation, and other required and closing papers of the contractors; issue certificates of final completion, certificates of compliance from various in-house and contract consultants, final certificates for payment; and set date for beginning of the guarantee period, forwarding all closing papers to the Owner;
- k) Serve as agent of the Owner as described in this contract, and within the limits and conditions of this contract, guarding the Owner against defects but not guaranteeing performance of the construction contractors.

1-15 The Designer agrees that his representatives on the construction project shall be qualified by training and experience to make decisions and interpretations of plans and specifications, and shall be empowered by the Designer to do so; such decisions and interpretations shall be binding upon the Designer as if made by him; all such decisions shall be confirmed in writing at the earliest reasonable date, with copies to the Owner, conditioned that such decisions and interpretations shall not modify adversely the requirements of the contract documents; the designer's representatives shall be replaced

promptly and without protest at the request of the Owner, if in the opinion of the Owner, such representatives are either negligent or unqualified to perform their duties; and all of the above in this paragraph shall be applicable to consultants referred to in Paragraph 1-14(h) above.

### **Post-Construction Phase**

- 1-16 Upon completion of the project, the Designer shall correct the drawings to conform to the project as finally constructed, and shall deliver to the Owner corrected record drawings.
- Prior to final payment to the Designer, he shall prepare and deliver to the Owner a final report.
- 1-17 Five percent (5%) of the total fee of the Designer shall be retained until approval of the record drawings and final report by the Owner. Final payment can be made after letter of approval is received
- 1-18 by the Owner.

### **Other Professional Services**

- 1-19 If the Designer renders basically architectural services, he hereby agrees that all plans, specifications, detail drawings, construction inspection, etc., for engineering work pertaining to heating, ventilating, refrigeration, power service, or other special mechanical or structural work shall be done by his own organization, by registered professional engineers regularly engaged and particularly qualified by experience and training to do this work, or agrees to employ without additional cost to the Owner, and subject to the approval of the Owner, the services of a registered professional engineer, which contract shall bind the engineer to terms and responsibilities substantially as set forth herein regarding design and construction phase services. (See Article 1.) Copies of this Agreement shall be furnished to the Owner.
- 1-20 If the Designer who is a party to this contract renders basically engineering services, he hereby agrees that plans, specifications, detailed drawings, construction inspection, etc., for architectural work pertaining to this project shall be done by his own organization, by registered professional architects regularly engaged in and particularly qualified by experience and training to do this work, or agrees to employ without additional cost to the Owner, and subject to approval of the Owner, the services of a registered professional architect regularly engaged in the work. This engineer shall enter into a contract agreement with such registered professional architect, which contract shall bind the architect to terms and responsibilities substantially as set forth herein regarding design and construction phase services. (See Article 1.) Copies of this Agreement shall be furnished to the Owner.
- 1-21 The Designer shall be responsible for all Designer administrative cost related to the project, including, but not limited to, the following:
- a) Providing required number of plans and specifications for review for all agencies involved in the project;
  - b) Paying for all reproduction cost except as set forth in Article 6;
  - c) Paying all cost of handling, mailing, etc., of plans and specifications to the contractors;
  - d) Paying for all telephone calls, travel, administrative overhead cost and any other expense incurred by the Designer except for those items set forth in Article 2, Additional Services of the Designer.

**ARTICLE 2**  
**ADDITIONAL SERVICES OF THE DESIGNER**

- 2-1 In the event the Owner, requests in writing that the Designer perform services over, above and beyond the basic services described in Article 1 hereof, then the Designer may be paid for such additional services as herein before provided. Additional services, for which additional compensation may be allowed, are as described hereinafter.
- a) Revising previously approved design development or working drawings or specifications to accomplish changes ordered by the Owner, except where required to get the cost within the total project budget;
  - b) Preparing drawings and specifications for alternate bids for work beyond the scope of that originally contemplated in this Agreement; (when alternates are used to assure keeping project within the total project budget, no additional fee shall apply);
  - c) Arranging for the work to proceed should the Contractor default due to delinquency or insolvency;
  - d) Providing contract administration and inspection of construction should the construction contract time be extended due to no fault of the Designer;
  - e) Making an inspection of the project prior to expiration of the guarantee period and reporting observed discrepancies under guarantees provided by the construction contracts;
  - f) Other services as may be required will be negotiated.

**ARTICLE 3**  
**FULL-TIME CONSTRUCTION INSPECTION**

- 3-1 The Owner, may direct the Designer in writing to provide full-time construction inspection services. The Designer shall be compensated for the additional expense in a manner as mutually agreed upon between the Owner and the Designer and as set forth in a written amendment to this Agreement. Such additional compensation as is agreed to shall take into account the value of inspection services required to be furnished by the Designer under his fee for basic services. If arrangements are effected for the Designer to provide full-time inspection service, the representative proposed by the Designer to act in his capacity shall be subject to the prior approval of the Owner, and the conditions of Paragraph 1-15 under Article 1 hereof shall apply to such full-time inspection representative. The use of a full-time inspector does not negate the conditions of Paragraph 1-14(h) under Article 1.

**ARTICLE 4**  
**THE OWNER'S RESPONSIBILITY**

- 4-1 The Owner shall provide full information as to its requirements for the project, consistent with the total project budget indicated on Page 1 of this Agreement.
- 4-2 The Owner shall designate, when necessary, a representative authorized to act in his behalf, who shall examine documents submitted by the Designer, and render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the designer's work. The owner's representative shall observe the procedure of issuing instruction to contractors only through the Designer. The owner's representative shall attend monthly job meetings scheduled by the Designer and shall be empowered to make commitments for the Owner at such meetings.

- 4-3 The Owner shall furnish or pay for, at cost, to the Designer, a survey of the site; giving grades and lines of streets, alleys, pavement and adjoining property, rights of way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries, elevations at grid points; locations, dimensions, and data pertaining to existing buildings, utilities and trees; or other requirements for the project. The Owner will pay, at cost, for tests and/or reports requested by Owner for determining subsoil and conditions. However, this shall not apply in engineering contracts where the survey is part of the design.
- 4-4 The Owner shall provide legal services as may be required or necessary for the project.

## ARTICLE 5

### LIMITATIONS OF PROJECT COST AND PROJECT SCOPE

#### Total Project Cost

- 5-1 The total project cost as indicated in the body of Page 1 of this Agreement shall include all costs and expenses for which the Designer is responsible, including the design fee. The contingency fund noted on Page 1 shall be reserved at the time of award of construction contracts.

#### Cost Limitations

- 5-2 The total project cost, as indicated in the body of Page 1 of this Agreement, is derived from a specific appropriation or funds specifically provided for the particular project described on Page 1. Accordingly it shall be a condition of this Agreement that the Designer shall conform his plans to a design, the construction cost of which together with the addition of design fees, shall not exceed the total project cost limitations as set forth in the body of Page 1 of this Agreement.
- 5-3 In the event that during the several stages of development of his plans the designer's Statement of Probable Construction Cost together with design fees exceeds the limitations set forth on Page 1 of this Agreement, or in the event that after receipt of bids the sum total of the lowest bona fide bids for the entire project together with design fees exceeds the limitation set forth on Page 1 of this Agreement, then the Owner shall have the right to require the Designer, without any additional cost to the Owner, to modify his plans and specifications or redesign the project as may be necessary to bring the construction cost plus design fees within the Total Project Cost limitation set forth on Page 1 of this Agreement.
- 5-4 If the probable construction cost plus design fees, or the sum total of lowest bona fide bids plus design fees, exceeds the limitation of total project cost set forth in the body of Page 1 of this Agreement, and in view of this excess of cost the Owner elects to and does effect arrangements for additional financing sufficient to permit the project to proceed at a total project cost in excess of that originally contemplated by this Agreement, then the Owner may modify the terms of this Agreement with respect to a new authorized and increased total project cost.

#### Scope of Project

- 5-5 The proposed scope of the project is indicated on Page 1 of this Agreement. The Designer will be permitted to reduce the scope of the project, within reasonable limits approved by Owner, if such reduction is deemed necessary in order to not exceed the total project cost as set forth in the body of Page 1 of this Agreement.
- 5-6 The total project cost is the primary control criteria and limitation; the scope of the project is secondary to project cost.

**ARTICLE 6**  
**REPRODUCTION EXPENSES**

- 6-1 The Designer shall be required to furnish up to 20 sets of complete, approved final plans and specifications for the project. For sets required in excess of the above-mentioned number, the Designer will be paid the actual cost of reproduction. A list of plan deposits not returned to the contractors shall be furnished to the Owner. These deposits, as set forth in Notice to Bidders, shall be credited to the Owner.

**ARTICLE 7**  
**PAYMENTS TO THE DESIGNER**

- 7-1 Payments on account of the designer's basic services shall become due and payable in an amount sufficient to increase the compensation for basic services to the following percentages of the basic fee upon completion of the phases of work as indicated hereinafter; monthly payments may be made if progress is satisfactory to the Owner. Payments are not to exceed the stated percentages.
- |  |     |
|--|-----|
| a) Upon approval of Schematic Design Phase_  | 15% |
| b) Upon approval of Design Development Phase_  | 20% |
| c) Upon approval of Working Drawings and Specifications_   | 30% |
| d) Upon Receipt of Bids_   | 5%  |
| e) During the Construction Phase, monthly in proportion to the progress of the work, up to and including final inspection and acceptance | 25% |
| f) Upon the closing of all construction contracts and the approval of record drawings and final report.                                  | 5%  |
- 7-2 Payments for additional services of the Designer, as defined in Article 2, shall be made at the time of the next payment due under schedule of payments for basic services above.



**ARTICLE 8**  
**ACCOUNTING RECORDS OF THE DESIGNER**

- 8-1 Records of the designer's personnel, consultants, additional services and reimbursable expenses pertaining to the project, and records of accounts between the Owner and the contractors, shall be kept on a generally recognized account basis, and all such records shall be available to the Owner or his authorized representative at mutually convenient times.

**ARTICLE 9**  
**OWNERSHIP OF PLANS AND SPECIFICATIONS**

- 9-1 All designs, drawings, specifications, design calculations, notes and other works developed in the performance of this contract shall become the sole property of Guilford County and may be used on any other design or construction without additional compensation to the Designer. The use of the design, including tracings and specifications, by any person or entity, for the purpose other than the project as set forth in the body on Page 1 of this Agreement, shall be at the full risk of such person or entity and the Designer shall be relieved of any liability whatsoever, including claims for personal injury, property damage, or death as a result of such other use.

**ARTICLE 10**  
**TERMINATION OF AGREEMENT**

- 10-1 The owner may terminate this Agreement for any reason upon ten (10) calendar days' written notice.
- 10-2 This Agreement may be terminated by either party upon seven (7) calendar days' written notice (delivered by certified mail, return receipt requested) should one party fail to perform in accordance with its terms through no fault of the other.
- 10-3 In event of termination, the Designer shall receive payment for services rendered prior to the receipt of written termination notice from the Owner. If termination results from abandonment or suspension of the project, then the Designer will receive termination expenses in the amount of five percent (5%) of the above due payment. If termination results from non-performance of work, then the Designer will not receive termination expenses. Any work done by the Designer prior to termination shall become the property of the Owner.
- 10-4 For the purpose of evaluating services rendered to termination, the following shall apply:
- |   |     |
|---|-----|
| a) Schematic Design Phase                                       | 15% |
| b) Completion of Design Development Phase                       | 20% |
| c) Delivery of Working Drawings and Specifications for review   | 25% |
| d) Approval of final drawings and specifications                | 5%  |
| e) Upon Receipt of Bids   | 5%  |
| f) Construction Phase monthly in proportion to progress of work | 25% |
| g) Approval of record drawings and final report                 | 5%  |

**ARTICLE 11**  
**SUCCESSORS AND ASSIGNS**

- 11-1 The Owner and the Designer each binds himself, his partners, successors, legal representatives and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect to all covenants of this Agreement. Neither the Owner nor the Designer shall assign, sublet or transfer his interest in this Agreement without the written consent of the other.

**ARTICLE 12**  
**EXTENT OF AGREEMENT**

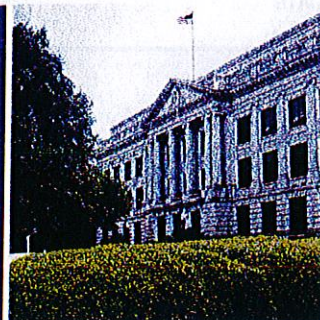
- 12-1 This Agreement represents the entire and integrated agreement between the Owner and the Designer and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written consent.



Original

## GUILFORD COUNTY ARCHITECT & ENGINEERING SERVICES SF330 QUALIFICATIONS

Event # 473-IQC Architect RFQ



16 June 2015

Submitted to:

GUILFORD COUNTY PURCHASING DEPARTMENT

Attn: Bonnie Stellfox, Director  
Old County Courthouse  
301 W. Market St. Room B-32  
Greensboro, NC 27401



Submitted by:

ArcVision Studios, PC  
Architecture - Planning  
5509B W. Friendly Ave.,  
Suite 302

Point of Contact:

Charles E. Theisen, AIA  
Principal/Vice President

Tel: 336.855.3210  
Fax: 336.855.3250  
Cell: 336.402.2606

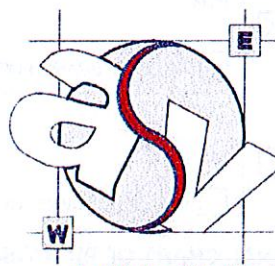
[ctheisen@avspc.com](mailto:ctheisen@avspc.com)

With:

Westcott, Small & Associates,  
PLLC  
Greensboro, NC

Structural Solutions, P.A.  
Greensboro, North Carolina 27410

R. C. Pritchard Engineering  
Services  
Greensboro, NC



ArcVision Studios, PC  
Architecture - Planning



# ARCHITECT - ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

**Guilford County – Request for Qualifications**

2. PUBLIC NOTICE DATE

**06-03-15**

3. SOLICITATION OR PROJECT NUMBER

**Event #473-IQC Architect RFQ**

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

**Charles E. Theisen, AIA – Principal/VP**

5. NAME OF FIRM

**ArcVision Studios, PC**

6. TELEPHONE NUMBER

**336.855.3210**

7. FAX NUMBER

**336.855.3250**

8. E-MAIL ADDRESS

**ctheisen@avspc.com**

### C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCON-TRACTOR			
a.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ArcVision Studios, PC</b>  <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	5509B West Friendly Ave. Suite 302 Greensboro, NC 27410	Architect-Overall team and project management
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Wescott, Small &amp; Assoc, PLLC</b>  <input type="checkbox"/> CHECK IF BRANCH OFFICE	125 South Elm Street Suite 606 Greensboro, NC 27401	Civil Engineering (WBE)
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Structural Solutions, PA</b>  <input type="checkbox"/> CHECK IF BRANCH OFFICE	5921-G West Friendly Ave. Greensboro, NC 27410	Structural Engineering
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>R.C. Pritchard Engineering Services</b>  <input type="checkbox"/> CHECK IF BRANCH OFFICE	212 Kirk Road Greensboro, NC 27455	Mechanical, Plumbing Engineering
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Dan Campbell Engineering, P.A.</b>  <input type="checkbox"/> CHECK IF BRANCH OFFICE	911 South Chapman Street Greensboro, NC 27403	Electrical Engineering
f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CHECK IF BRANCH OFFICE		

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)SEE ATTACHMENT section

**ATTACHMENT B - GUILFORD COUNTY CONTRACT NO. 111027-08/15-130  
ARCVISION STUDIOS, PC (CONTRACTOR)**

## Attachment B Hourly Rates

### Established rates for professional services

[illegible]



ARCVISION STUDIOS, PC (CONTRACTOR)

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
<b>Charles E. Theisen, AIA Principal/VP</b>	<b>Principal Architect-Overall team and project management</b>	<b>33</b>	<b>16</b>

15. FIRM NAME AND LOCATION *(City and State)***ArcVision Studios, PC 5509B West Friendly Ave., Greensboro, NC 27410**16. EDUCATION *(DEGREE AND SPECIALIZATION)***University of Notre Dame, Bachelor of Architecture 1981  
Architect**17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)***Registered Architect NC #6170****AL, FL, GA, IL, IN, KY, MD, MI, NJ, NY, OH, PA, SC, TN, TX, VA, WV**18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Mr. Theisen is a registered architect with experience in both the public and private sectors. Is a member of the American Institute of Architects (AIA). Volunteer 1999 AIANC Hurricane Floyd- Flood Assessment Team. Member of the NC Building Code Council Commercial Code Ad-Hock Committee 2009 & 2012 code adoption process. Received Outstanding Merit Design Award 2009 ARE (Association of Retail Environments). Is experienced with USPS IQC administration for new, repair and alteration projects. Has familiarity with building stock from early 1800's to present, facilitating design solutions for historic restoration, additions, renovations, and adaptive reuse projects. Has excellent site and space planning experience. Is able to develop unique out-of-the box solutions for difficult projects. Is experienced with Title II and III ADA Existing Facility Surveys.

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
a.	<b>McDonald Plaza Paving Repairs Greensboro, NC 110 South Green Street, Greensboro, NC 27401</b>	2015	Bids due 06-16-15
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Mr. Theisen is architect of record in charge of construction documentation for paving repairs and a new modular handicapped ramp for the McDonald Plaza at the Greensboro/Guilford County Greensboro Government Complex. Area of Repairs = 54,428 SF, approximate budget \$300,000.00.		
b.	<b>Guilford County Sheriff Firing Range and K-9 Training Facility New Utility Buildings 3050 County Farm Road, Gibsonville, NC 27249</b>	2015	In Design
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Mr. Theisen is architect of record in charge of design team coordination, design, and construction documentation for a new 1,100 SF K-9 building and a new 1,400 SF farm equipment storage and repair building. Approximate building budget: \$80,000.00		
c.	<b>Evergreens Facility - 206 Greensboro Road, High Point, NC 27260 Old Monticello School - 5009 NC 150 East, Browns Summit, NC 27214 Demolition</b>	2015	Demolition on-going
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Mr. Theisen is architect of record in charge of design, and construction documentation for the demolition of the Evergreens Facility structures, the Old Monticello School structures and the repair of miscellaneous items at the Old Monticello School Gymnasium that is to remain for use as a daycare. Approximate combined demolition budget: \$300,000.00		
d.	<b>Route 60/Mall Road Development JDL Castle Corporation Barboursville, West Virginia</b>	2015	Bids Due 07-10-2015
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mr. Theisen is architect of record in charge of design team coordination, design, and construction documentation for a new one story shopping center. Area = 7,700 SF.		
e.	<b>New Breed Technology Services Building 4239 Piedmont Parkway, High Point, NC</b>	2006	2006
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mr. Theisen served as architect of record in charge of design team coordination, design, construction documentation and construction observation for Complete tear-out and reconstruction for a new 2,000 SF raised floor data processing room, a 500 SF UPS/electrical room and master planned allocated space for future data expansion. Approximate project Cost = \$850,000.00.		



ARCVISION STUDIOS, PC (CONTRACTOR)

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME <b>VICTORIA WALDRON SMALL, PE</b>	13. ROLE IN THIS CONTRACT <b>PRINCIPAL IN CHARGE/CIVIL ENGINEER</b>	14. YEARS EXPERIENCE a. TOTAL <b>19</b> b. WITH CURRENT FIRM <b>7</b>	
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15. FIRM NAME AND LOCATION (City and State)

**WESTCOTT, SMALL & ASSOCIATES, PLLC, GREENSBORO, NC**

16. EDUCATION (DEGREE AND SPECIALIZATION)

**MBA, BUSINESS ADMINISTRATION, UNC GREENSBORO (2002)****BS, AGRICULTURAL ENGINEERING, CLEMSON UNIVERSITY (1995)**

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

**PROFESSIONAL CIVIL ENGINEER: NC (026399)**

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Ms. Small is a registered professional engineer with experience practicing in both the public and private sectors. She is a registered storm water Best Management Practice Reviewer with the NC Division of Water Quality and serves on the Construction Professional's Network (CPN) of North Carolina Board of Directors.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
<b>New Breed Technology Services Building</b> <b>4239 Piedmont Parkway, High Point, NC</b>	PROFESSIONAL SERVICES 2006	CONSTRUCTION (if applicable) 2006
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Ms. Small's scope included a watershed control map, site regrading, reworking existing paving to accommodate the HVAC courtyard, the generator and the utility easement.		
<b>GTCC Transportation &amp; Welding Building</b> <b>Greensboro, NC</b>	PROFESSIONAL SERVICES 2014	CONSTRUCTION (if applicable) 2015
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Ms. Small is serving as principal in charge and project manager for the relocation of the driveway, including connection to relocated High Point Road. The driveway will feature a signature boulevard style entrance with joint access to the neighboring industrial site. Future phases include revised and additional parking areas, handicap accessible routes, a loop road and connection to the main campus. Phase I construction will begin in Spring 2014.		
<b>Guilford County Schools' Herbin-Metz Education Center</b> <b>Greensboro, NC</b>	PROFESSIONAL SERVICES 2012	CONSTRUCTION (if applicable) 2013
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Ms. Small served as principal in charge and project manager for the master planning and Phase I design of GTCC's new 20 acre campus. The project involved the design of a 30,000 sf classroom building with associated parking, utilities and four biocells collocated with existing elementary and middle schools. The \$10 million project included design, plans, specifications, permitting (local, state and federal) competitive bidding and construction administration.		
<b>Greensboro Science Center &amp; Sciqarium</b> <b>Greensboro, NC</b>	PROFESSIONAL SERVICES 2012	CONSTRUCTION (if applicable) 2014
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Ms. Small served as principal in charge and project manager for the three phase master plan associated with \$20 million in bond funding. Construction documents, permitting, technical specifications, bidding assistance, value engineering and construction administration were provided for the demolition of the existing parking lot and Phase I SciQuarium addition with associated site infrastructure and Phase II bus parking lot, totaling 388 spaces.		
<b>Greenway Trails and Bridges</b> <b>Greensboro, NC</b>	PROFESSIONAL SERVICES 2011	CONSTRUCTION (if applicable) 2012
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Ms. Small served as principal in charge and project manager for new bridges and greenway connections at three Greensboro Parks. The projects included approval by NCDWQ, USACE, FEMA and the Piedmont Land Conservancy. A fourth project included a replacement stone bridge to match the historic character of the surrounding park.		



ARCVISION STUDIOS, PC (CONTRACTOR)

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME <b>MICHAEL B. WESTCOTT, PE</b>	13. ROLE IN THIS CONTRACT <b>PROJECT MANAGER/CIVIL ENGINEER</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>26</b>	b. WITH CURRENT FIRM <b>7</b>

15. FIRM NAME AND LOCATION (City and State)

**WESTCOTT, SMALL & ASSOCIATES, PLLC, GREENSBORO, NC**

16. EDUCATION (DEGREE AND SPECIALIZATION)

**BS, CIVIL ENGINEERING, NC STATE UNIVERSITY (1994)**

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

**PROFESSIONAL CIVIL ENGINEER: NC (024442)**

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Westcott has over nine years of military construction experience as a combat engineer and is a registered professional engineer in North Carolina and Virginia. His varied experience has provided him with valuable construction expertise that translates into innovative, yet highly constructible, designs.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
<b>Jaycee Park &amp; Lewis Recreation Center Greensboro, NC</b>	2013	2014
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mr. Westcott is serving as lead design engineer for the redevelopment of a 250 space parking lot to install four innovative, urban stormwater treatment devices. Improvements also include improved handicap parking and access. The project includes design, plans, specifications, permitting, cost estimating, competitive bidding and construction administration. Construction on the \$1 million project will begin in December 2013.		
<b>GTCC Master Watershed Plan &amp; Sand filter Jamestown, NC</b>	2009	n/a
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mr. Westcott served as principal in charge and lead engineer for the design and permitting of the redesign of the existing entrance road, including NCDOT connection, two roundabouts and revised traffic flow and an associated perimeter landscaping treatment including plantings and enhanced signage at the main campus. The project included design, plans, specifications, permitting, cost estimating, competitive bidding and construction administration.		
<b>Davidson County Community College Entrance Improvements, Lexington, NC</b>	2011	2012
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mr. Westcott served as principal in charge and lead engineer for the design and permitting of the redesign of the existing entrance road, including NCDOT connection, two roundabouts and revised traffic flow and an associated perimeter landscaping treatment including plantings and enhanced signage at the main campus. The project included design, plans, specifications, permitting, cost estimating, competitive bidding and construction administration.		
<b>NE Park Guilford County, NC</b>	2008	2008
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mr. Westcott served as principal in charge and lead engineer for the design and permitting of the 370 acre park located on a historic farm site. The project involved the design of soccer, baseball and multipurpose fields, roads and parking areas, hiking, walking and equestrian trails, a pool, community center and various restroom facilities with associated utilities. The \$13 million project included design, plans, specifications, permitting, cost estimating, competitive bidding and construction administration. Funding was partially provided by a Part F grant.		
<b>Guilford Technical Community College Accessible Route Jamestown, NC</b>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mr. Westcott served as principal in charge and lead engineer for the renovation of a heavily traveled pedestrian route and stairwell to improve handicap accessibility at the center of campus. 3D renderings aided in insuring the design would fit within the existing campus architecture.		



ARCVISION STUDIOS, PC (CONTRACTOR)

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME <b>Thomas L. Shelmerdine, PE</b>	13. ROLE IN THIS CONTRACT <b>Structural Engineer</b>	14. YEARS EXPERIENCE a. TOTAL <b>32</b> b. WITH CURRENT FIRM <b>21</b>	
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15. FIRM NAME AND LOCATION (City and State)  
**Structural Solutions, P.A., Greensboro, NC**

16. EDUCATION (DEGREE AND SPECIALIZATION)  
**Bucknell University, BSCE - Structural Engineering**

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)  
**NC, SC, VA, GA, FL, TX, NJ, MO, KS, AL, PA, MN, KY, MD, TN (PE in all states)**

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
Member of American Society of Civil Engineers (ASCE), Professional Member of American Institute of Steel Construction (AISC), Member of Structural Engineers Association of North Carolina

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a. <b>Route 60/Mall Road Development JDL Castle Corporation Barboursville, West Virginia</b>	PROFESSIONAL SERVICES 2015	CONSTRUCTION (If applicable) To be issued
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mr. Shelmerdine is structural engineer of record in charge of structural design, and construction documentation for a new one story shopping center. Area = 7,700 SF. <input checked="" type="checkbox"/> Check if project performed with current firm		
b. <b>GTCC Business Hall, Jamestown, NC</b>	PROFESSIONAL SERVICES 2010	CONSTRUCTION (If applicable) 2011
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Complete gut & renovation, adding an elevator, "stadium" seating lecture hall, and other features. <input checked="" type="checkbox"/> Check if project performed with current firm		
c. <b>Forsyth County Public Safety Facility, Winston-Salem, NC.</b>	PROFESSIONAL SERVICES 2011	CONSTRUCTION (If applicable) 2013
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Existing 6 stories plus 3 stories of parking. Completely gutted, upfitted 2 floors plus all parking levels, designed seismic upgrade, added stairs & elevator, added emergency generators. This building is classified as an Essential Facility. <input checked="" type="checkbox"/> Check if project performed with current firm		
d. <b>The Nissen Building, Winston-Salem, NC</b>	PROFESSIONAL SERVICES 2004	CONSTRUCTION (If applicable) 2005
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE An 18 story building constructed in 1926, completely gutted & renovated for retail & residential. Designed new stair framing for 18 floors, added a pool structure on the roof, other structural improvements. <input checked="" type="checkbox"/> Check if project performed with current firm		
e. <b>The Wilkesboro Art Gallery, North Wilkesboro, NC</b>	PROFESSIONAL SERVICES 2003	CONSTRUCTION (If applicable) 2004
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Originally a US Postal Service building built in 1934, converted to an Art Gallery. <input checked="" type="checkbox"/> Check if project performed with current firm		



ARCVISION STUDIOS, PC (CONTRACTOR)

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME <b>R. Craig Pritchard, PE</b>	13. ROLE IN THIS CONTRACT <b>PM Engineer</b>	14. YEARS EXPERIENCE a. TOTAL <b>27</b> b. WITH CURRENT FIRM <b>9</b>	
15. FIRM NAME AND LOCATION (City and State) <b>R. C. Pritchard Engineering Services</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>Bachelor of Science in Mechanical Engineering specializing in HVAC and Plumbing Design</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Professional Engineer in NC</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
<b>Guilford County Sheriff Firing Range and K-9 Training Facility New Utility Buildings</b>	PROFESSIONAL SERVICES <b>2015</b>	CONSTRUCTION (if applicable) <b>In design</b>
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mr. Pritchard is engineer of record in charge of construction documentation for a new 1,100 SF K-9 building and a new 1,400 SF farm equipment storage and repair building. Approximate building budget: \$80,000. <input checked="" type="checkbox"/> Check if project performed with current firm		
<b>Camco Manufacturing Inc. Warehouse 121 Landmark Drive Greensboro, NC</b>	PROFESSIONAL SERVICES <b>2013</b>	CONSTRUCTION (if applicable) <b>2014</b>
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mr. Pritchard is engineer of record responsible for mechanical and plumbing design for a new 180,000 SF manufacturing warehouse including breakrooms and restrooms. <input checked="" type="checkbox"/> Check if project performed with current firm		
<b>YWCA Headquarters 1807 Wendover Avenue Greensboro, NC</b>	PROFESSIONAL SERVICES <b>2013</b>	CONSTRUCTION (if applicable) <b>2014</b>
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mr. Pritchard is engineer of record responsible for mechanical and plumbing design for the renovation of an existing 19,000 SF building converted for use as the YWCA headquarters with meeting and assembly rooms, women's shelter, and commercial kitchen. Approximate building cost: \$2,400,000. <input checked="" type="checkbox"/> Check if project performed with current firm		
<b>Randolph Community College Business Education Center 629 Industrial Park Avenue Asheboro, NC</b>	PROFESSIONAL SERVICES <b>2013</b>	CONSTRUCTION (if applicable) <b>2013</b>
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mr. Pritchard is engineer of record responsible for building and mechanical design for the renovation of the existing 10,000 SF BEC building at RCC. The project included a state of the art dedicated outdoor air ventilation system with variable refrigerant flow heating and cooling which reduced annual energy costs by approx. 20%. Approx. cost: \$350,000. <input checked="" type="checkbox"/> Check if project performed with current firm		
<b>Sunset Theatre 241 Sunset Avenue Asheboro, NC</b>	PROFESSIONAL SERVICES <b>2013</b>	CONSTRUCTION (if applicable) <b>2013</b>
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mr. Pritchard is engineer of record responsible for mechanical and plumbing design, and construction administration for the renovation of the historic Sunset Theatre with auditorium, stage, and lobby, and rehearsal and meeting rooms. <input checked="" type="checkbox"/> Check if project performed with current firm		



### E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME <b>Dan O. Campbell, PE</b>	13. ROLE IN THIS CONTRACT <b>Electrical Engineer</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>38</b>	b. WITH CURRENT FIRM <b>18</b>
15. FIRM NAME AND LOCATION (City and State) <b>Dan Campbell Engineering, P.A. Greensboro, N.C.</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>Bachelor of Science in Engineering specializing in Electrical</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Professional Engineer in NC and SC</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

### 19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	<b>Guilford County Sheriff Firing Range and K-9 Training Facility New Utility Buildings</b>	<b>2015</b>	<b>In design</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mr. Campbell is electrical engineer of record in charge of construction documentation for a new 1,100 SF K-9 building and a new 1,400 SF farm equipment storage and repair building. Approximate building budget: \$80,000.		
b.	<b>Camco Manufacturing Inc. Warehouse 121 Landmark Drive Greensboro, NC</b>	<b>2013</b>	<b>2014</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mr. Campbell is engineer of record responsible for electrical design for a new 180,000 SF manufacturing warehouse including breakrooms and restrooms.		
c.	<b>YWCA Headquarters 1807 Wendover Avenue Greensboro, NC</b>	<b>2013</b>	<b>2014</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mr. Campbell is engineer of record responsible for electrical design for the renovation of an existing 19,000 SF building converted for use as the YWCA headquarters with meeting and assembly rooms, women's shelter, and commercial kitchen. Approximate building cost: \$2,400,000.		
d.	<b>City of Greensboro, N.C. Police Department - renovation of existing 5-story building on Federal Place for new home of Police Department.</b>	<b>2013</b>	<b>2013</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Police Department took what was an IRS building and moved out the municipal building. New offices included lighting, receptacles, and HVAC wiring. Fire alarm design was included, as well.		
e.	<b>Packrite warehouse and production expansion, High Point, N.C.</b>	<b>2015</b>	<b>Under Construction</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Designed power and lighting and fire alarm for new warehouse and production addition, including new 277/480V substation.		



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> <b>1</b>		
<b>21. TITLE AND LOCATION (City and State)</b> <b>Route 60/Mall Road Development JDL Castle Corporation</b> <b>Barboursville, West Virginia</b>		<b>22. YEAR COMPLETED</b> <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2008-09</td> <td>CONSTRUCTION (If applicable) 2008-09</td> </tr> </table>	PROFESSIONAL SERVICES 2008-09	CONSTRUCTION (If applicable) 2008-09
PROFESSIONAL SERVICES 2008-09	CONSTRUCTION (If applicable) 2008-09			
<b>23. PROJECT OWNER'S INFORMATION</b>				
<b>a. PROJECT OWNER</b> JDL Castle Corporation	<b>b. POINT OF CONTACT NAME</b> Mr. Brice Shearburn	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 336. 722.2033		
<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)</b>				



**Front Elevation**  
(rendering)

**Relevant Services:**

- ✓ Field Investigation
- ✓ Design team coordination
- ✓ Design, CD's & CA
  - Architectural
  - Civil
  - Structural
  - MPE
- ✓ Technical Specifications
- ✓ Permit Management (Total Scope)
- ✓ Bidding
- ✓ Shop Drawing Review
- ✓ Leasing assistance

This project is a new venture for our client into retail lease properties. As part of initial project development services, we assisted with client work letters to identify owner obligations, and coordinated final building configuration with the real estate broker and each tenant to assist the owner secure each lease.

We are currently preparing construction documentation for a construction start of August 2015 and occupancy by the Spring of 2016.

Gross building area = 7,700 SF

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME ArcVision Studios, PC	(2) FIRM LOCATION (City and State) 5509B West Friendly Ave, Greensboro, NC 274210	(3) ROLE Architect
b.	(1) FIRM NAME Structural Solutions, P.A	(2) FIRM LOCATION (City and State) 5921-G West Friendly Ave. Greensboro, NC 27410	(3) ROLE Structural Engineer



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> <b>2</b>		
<b>21. TITLE AND LOCATION (City and State)</b> <b>New Breed Technology Services Building</b> <b>4239 Piedmont Parkway, High Point NC</b>		<b>22. YEAR COMPLETED</b> <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2006</td> <td>CONSTRUCTION (If applicable) 2006</td> </tr> </table>	PROFESSIONAL SERVICES 2006	CONSTRUCTION (If applicable) 2006
PROFESSIONAL SERVICES 2006	CONSTRUCTION (If applicable) 2006			

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> New Breed Logistics	<b>b. POINT OF CONTACT NAME</b> Richard Sakowski, Sr Manager, Data Operations Center	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 336.851.8855
--	--	---

**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)**

AVSPC project scope included revising interior space planning for a new 2,000 SF raised floor data room, a 500 SF UPS/electrical room, and allocated space for future data room expansion. Characteristics of the data room included a large fire rated, staff and client observation window from the corridor, modifications to the fire sprinkler system, installation of a new alternate suppression system for the data and electrical rooms, provisions for addition of future electrical equipment, a new courtyard for the data room HVAC, a new secure 500kw diesel generator, and new electrical service for the data room. WSA project scope included a watershed control map, site regrading, reworking existing paving to accommodate the HVAC courtyard, the generator and the utility easement. Total interior area = 2,800SF, total disturbed exterior area approximately 3,000sf. Estimated cost \$850,000.

Exterior project scope: Civil, mechanical and electrical work, is along the north and west walls of the building

**Relevant Services:**

- ✓ Field Investigation
- ✓ Design team coordination
  - Civil
  - Structural
  - MPE
- ✓ Design, CD's & CA
  - Architectural
- ✓ Design, CD's & CA (By others)
  - MPE
- ✓ Architectural Technical Specifications
- ✓ Permit Management (General Construction Scope)
- ✓ Shop Drawing Review (architectural)

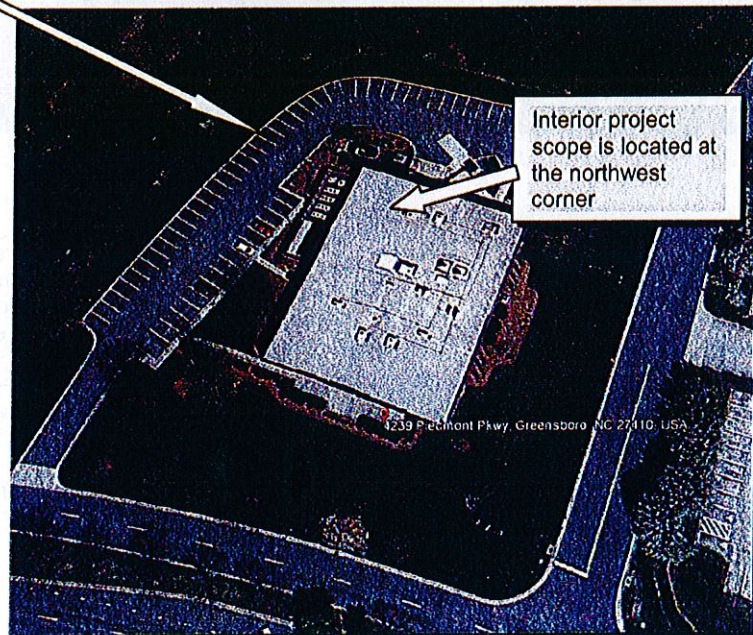


Photo credits Google Earth

**Aerial View of Facility**  
(Interior is confidential)

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b>	<b>(1) FIRM NAME</b> ArcVision Studios, PC	<b>(2) FIRM LOCATION (City and State)</b> 5509B West Friendly Ave, Greensboro, NC 274210	<b>(3) ROLE</b> Architect
<b>b.</b>	<b>(1) FIRM NAME</b> Westcott, Small & Associates, PLLC	<b>(2) FIRM LOCATION (City and State)</b> 125 South Elm Street, Suite 606 Greensboro, NC 27401	<b>(3) ROLE</b> Civil Engineer



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> <b>3</b>		
<b>21. TITLE AND LOCATION (City and State)</b> <b>Proehlific Park, 4517 Jessup Grove Road, Greensboro, NC 27410</b>	<b>22. YEAR COMPLETED</b> <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2012</td> <td>CONSTRUCTION (If applicable) 2012</td> </tr> </table>		PROFESSIONAL SERVICES 2012	CONSTRUCTION (If applicable) 2012
PROFESSIONAL SERVICES 2012	CONSTRUCTION (If applicable) 2012			

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Proehlific Park	b. POINT OF CONTACT NAME Ricky Proehl	c. POINT OF CONTACT TELEPHONE NUMBER 336.665.5233
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)**

Ricky Proehl wanted to create a place where he could give back to the community and help kids learn the values that made him a Super Bowl champion.

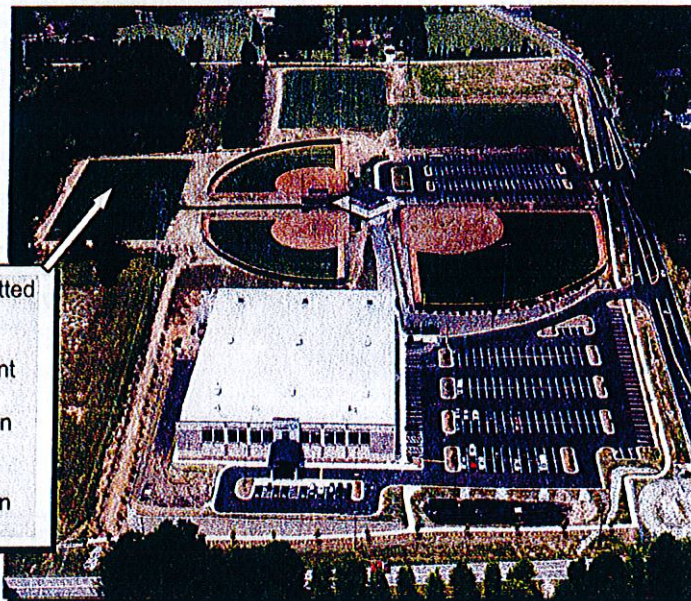
WSAA worked with Ricky to make his vision a reality on a 21 acre site in Guilford County. Proehlific Park boasts three baseball fields, three outdoor multipurpose fields, an indoor multipurpose field, batting cages, basketball/volleyball courts, weight training areas as well as study areas. The site was developed with high density and low density portions and includes three bioretention cells for stormwater management. Permitting through both Guilford County and the City of Greensboro was required. Public sidewalk extensions and left and right turn lanes were designed. The project also involved permitting with Duke Energy for development under transmission lines and adjacent to transmission towers. WSAA provided assistance throughout the rezoning process and continues to provide civil engineering services as the project evolves. Estimated Original Construction Cost: \$ 2.4 Million.

WSAA most recently, provided civil engineering design for a secondary entrance to the new health facility and relocated batting cages. SSPA provided structural engineering design for a freestanding secondary entrance canopy and inserted a free standing interior mezzanine inside the original pre-engineered building, for to the new health facility. Estimated Cost: \$ 1 Million.

**Relevant Services:**

- ✓ Civil Field Investigation
- ✓ Rezoning
- ✓ Civil Engineering Design
- ✓ Utility Design
- ✓ Stormwater Design
- ✓ Landscape Design
- ✓ Site permit management
- ✓ Structural Engineering Design
- ✓ Construction Drawings
- ✓ Shop Drawing Review
- ✓ Construction Administration
- ✓ Project Management
- ✓ Asbuilt Drawings

Area permitted with Duke Energy for development under transmission lines and adjacent to transmission towers.



**Aerial View of Proehlific Campus**

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Westcott, Small & Associates, PLLC	(2) FIRM LOCATION (City and State) 125 South Elm Street, Suite 606 Greensboro, NC 27401	(3) ROLE Civil Engineer
b.	(1) FIRM NAME Structural Solutions, PA	(2) FIRM LOCATION (City and State) 5921-G West Friendly Ave. Greensboro, NC 27410	(3) ROLE Structural Engineer



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> <p style="text-align: center;"><b>4</b></p>
<b>21. TITLE AND LOCATION (City and State)</b> <b>Camco Manufacturing Inc. Warehouse</b> <b>121 Landmark Drive</b> <b>Greensboro, NC 27409</b>	<b>22. YEAR COMPLETED</b>	
	<b>PROFESSIONAL SERVICES</b> <p style="text-align: center;">2013</p>	<b>CONSTRUCTION (If applicable)</b> <p style="text-align: center;">2014</p>

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> Camco Manufacturing Inc	<b>b. POINT OF CONTACT NAME</b> David Tickle	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 336.668.7661
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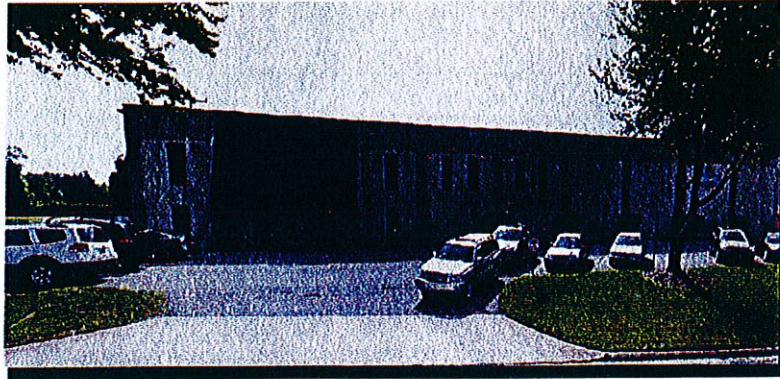
**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Camco Manufacturing, Inc, warehouse addition to existing facility.  
 Structural Solutions provided structural engineering design, construction drawings, and technical specifications.  
 R.C. Pritchard Engineering and Dan Campbell Engineering provided PME engineering design, construction drawings, and technical specifications to heating and ventilation. The warehouse was heated utilizing gas-fired air rotation units and ventilated utilizing supply and exhaust fans controlled by a programmable logic controller (PLC) system. Attached breakroom facilities included offices and restrooms.

Total new area = 180,000 SF 214,376 SF, project cost: \$3,000,000.00

**Relevant Services:**

- ✓ Civil Field Investigation
- ✓ Structural Engineering Design
- ✓ Utility Design
- ✓ Construction Drawings
- ✓ Technical Specifications
- ✓ MPE, FP, FA Engineering Design
- ✓ Construction Drawings
- ✓ Shop Drawing Review
- ✓ Construction Administration
- ✓ Project Management



**View From Landmark Drive**

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

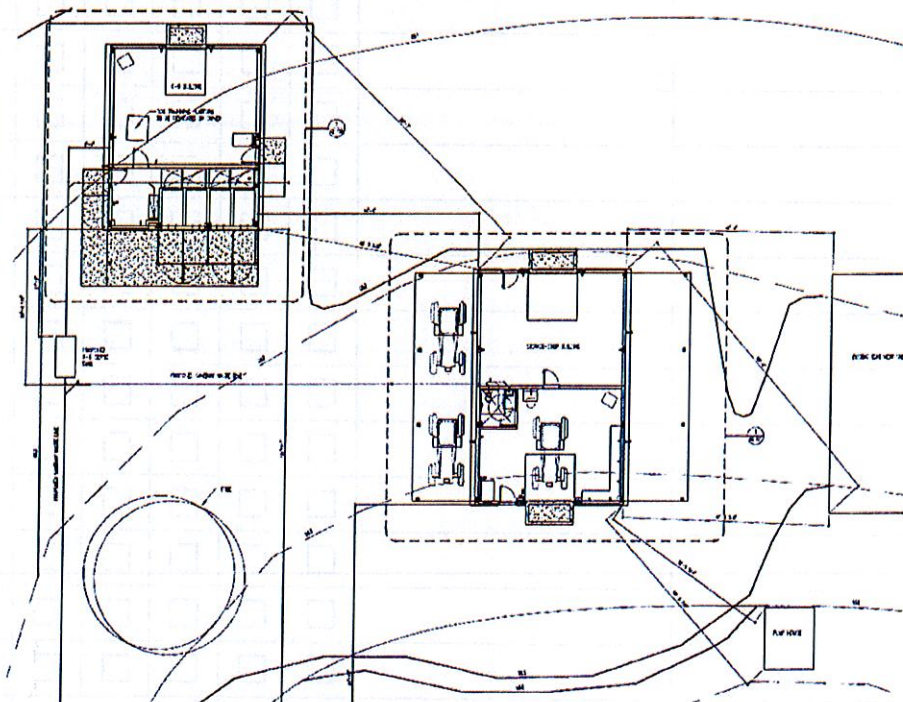
a.	(1) FIRM NAME Structural Solutions, PA	(2) FIRM LOCATION (City and State) 5921-G West Friendly Ave. Greensboro, NC 27410	(3) ROLE Structural Engineer
b.	(1) FIRM NAME R. C. Pritchard Engineering Services	(2) FIRM LOCATION (City and State) 222-2 South Swing Road Greensboro, NC 27409-2041	(3) ROLE Mechanical- Plumbing Engineer
c.	(1) FIRM NAME Dan Campbell Engineering, P.A.	(2) FIRM LOCATION (City and State) Greensboro, NC	(3) ROLE Electrical Engineer



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> <b>5</b>		
<b>21. TITLE AND LOCATION (City and State)</b> <b>Guilford County Sheriff Firing Range and K-9 Training Facility New Utility Buildings</b> <b>3050 County Farm Road, Gibsonville, NC 27249</b>		<b>22. YEAR COMPLETED</b> <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2015</td> <td>CONSTRUCTION (If applicable) In Design</td> </tr> </table>	PROFESSIONAL SERVICES 2015	CONSTRUCTION (If applicable) In Design
PROFESSIONAL SERVICES 2015	CONSTRUCTION (If applicable) In Design			
<b>23. PROJECT OWNER'S INFORMATION</b>				
<b>a. PROJECT OWNER</b> Guilford County	<b>b. POINT OF CONTACT NAME</b> Michael Reed	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 336.709.5420		
<b>24. BRIEF DESCRIPTION F PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)</b> New 1,100 SF K-9 building and a new 1,400 SF farm equipment storage and repair building. Approximate building budget: \$80,000.00				

**Relevant Services:**

- ✓ Field Investigation
- ✓ Structural Engineering Design- Post Bid to suit
- ✓ Manufacturer Selected
- ✓ PME, Engineering Design
- ✓ Construction Drawings
- ✓ Technical Specifications
- ✓ Shop Drawing Review



**Site Plan**

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME ArcVision Studios, PC	(2) FIRM LOCATION (City and State) 5509B West Friendly Ave, Greensboro, NC 274210
		(3) ROLE Architect
b.	(1) FIRM NAME R. C. Pritchard Engineering Services	(2) FIRM LOCATION (City and State) 222-2 South Swing Road Greensboro, NC 27409-2041
		(3) ROLE Mechanical- Plumbing Engineer
c.	(1) FIRM NAME Dan Campbell Engineering, P.A.	(2) FIRM LOCATION (City and State) Greensboro, NC
		(3) ROLE Electrical Engineer



26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Charles E. Theisen, AIA	Architect-Principal In-Charge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Victoria Waldron Small, PE	Civil Engineer-Principal In-Charge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael B. Westcott, PE	Project Manager/Civil Engineer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas L. Shelmerdine, PE	Structural Engineer-Principal In-Charge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Craig Pritchard, PE	PM Engineer-Principal In-Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dan O. Campbell, P.E.	E Engineer-Principal In-Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## 29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Route 60/Mall Road Development JDL Castle Corporation	6	
2	New Breed Technology Services Building	7	
3	Proehlfic Park	8	
4	Camco Manufacturing Inc.	9	
5	Guilford County Sheriff Firing Range and K-9 Training Facility New Utility Buildings	10	



## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

### 1. How long has the technical team worked together?

- ArcVision Studios principal architect, Charles E. Theisen, AIA, has demonstrated impressive success permitting projects in multiple States and local jurisdictions. Mr. Theisen is intent on reviewing and coordinating all disciplines throughout all phases of the project. As indicated on Section F and G, the listed firms have worked together in various capacities over the past 6 years and have been selected by the architect for their ability to perform with the same fervor as the prime firm. Team performance is a function of the team leadership, resulting in long-term cost effective solutions.

### 2. What experience does the team have in renovation projects?

- Mr. Theisen-Section E projects (a), (d) and (e) are all renovation projects of substantial scope; project d is a complete demolition and replacement of all systems except for exterior walls. Project (e) is a complete demolition and replacement of all systems except mechanical, which was refurbished, balanced and commissioned.
- Ms. Small-Section E project (a) is a site renovation project that includes existing building demolition, abatement, and electrical and telecommunications systems.
- Mr. Wescot-Section E project (e) is a site renovation project of a major pedestrian route and stairwell that will improve handicap accessibility at the center of the GTCC Jamestown campus.
- Mr. Shelmerdine-Section E projects (a-e) are all building renovation projects, each of varying degree.
- Mr. Pritchard and Mr. Campbell have been part of partial and entire building renovation, most recently, the County Jail HVAC.

### 3. What experience does the team have in historical renovation projects?

- Mr. Theisen's historic restoration project experience was gained at the University of Notre Dame preparing measured drawings of three dorm buildings for submittal to the National Register of Historic Places. New reproduction finishes were developed and coordinated with the various manufacturers, the University master carpenter, and a Vermont quarry that had an exact match for the slate roof. Simultaneously, construction documentation was expedited via walk-through state permitting, followed by bidding and construction administration.
- Ms. Small-Section E project (e) includes replacement of a stone bridge with a new bridge to match the original historic character.
- Mr. Shelmerdine-Section E project (e) is an historic renovation project of a 1934 Post Office.

### 4. What experience does the team have in responding to emergencies?

All team partners are centrally located in Greensboro, allowing us access to the county's facilities quickly, especially in the case of emergencies. As with any critical performance, emergency response is a function of the team leader and developing as schedule for team members to be available for first response.

- Mr. Theisen has extensive experience evaluating flood-damaged structures as a volunteer member of the 1999 AIANC Hurricane Floyd-Flood Assessment Team. The team was assembled days after the flooding at the request of the governor for the purpose of supplementing local jurisdiction efforts to condemn damaged structures and expedite FEMA assistance for those in need. Mr. Theisen's participation included the jurisdiction of Greenville, NC.
- Ms. Small and Mr. Wescot, both have stormwater response experience as past employees of the City of High Point and City of Greensboro stormwater divisions. Mr. Wescot's Army Corps of Engineers experience gives him the added advantage of developing solutions that are "outside the box".
- Mr. Shelmerdine's ability to define and develop unique structural solutions allows him to identify and respond to structural emergencies that require temporary or other remedies to stabilize a structure until a permanent solution can be found...
- Mr. Pritchard and Mr. Campbell have previously been part of multiple emergency response situations that were responded to diligently and with haste, most recently, the County Jail HVAC.

### 5. Typical hours and days of operation, emergency contact information and evidence of current errors and omissions insurance of \$200,000 per claim?

- Typical working hours are 8-5 M-F and will be adjusted as necessary for a specific project, or emergency event.
- A schedule of emergency contact information will be provided upon award of IQC.
- Evidence of current Errors & Omissions insurance is included in the ATTACHMENT section at the end of form SF330.

## I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

1. SIGNATURE



2. DATE  
06-16-15

3. NAME AND TITLE

Charles E. Theisen, AIA, Principal/VP



1. SOLICITATION NUMBER (If any)  
Event #473-IQC Architect RFQ


(This firm was broken pieces complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME <b>ArcVision Studios, PC</b>			3. YEAR ESTABLISHED 1993		4. DUNS NUMBER 14731642	
2b. STREET 5509B West Friendly Ave, Suite 302			5. OWNERSHIP			
2c. CITY Greensboro			2d. STATE NC		2e. ZIP CODE 27410	
6a. POINT OF CONTACT NAME AND TITLE Charles E. Theisen, AIA, Principal/VP			a. TYPE S-Corporation			
			b. SMALL BUSINESS STATUS Small Business			
6b. TELEPHONE NUMBER O: 336.855.3210 C: 336.402.2606			6c. E-MAIL ADDRESS <a href="mailto:ctheisen@avspc.com">ctheisen@avspc.com</a>			
8a. FORMER FIRM NAME(S) (If any) Bruce G. Sanders Architecture, PC			8b. YR. ESTABLISHED 1993		8c. DUNS NUMBER	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	1		C06	Churches	2
06	Architect	2	1	C08	NC Codes and Standards	Public Service
08	CADD Technician	1		C10	Commercial Buildings	2
				C13	Computer facilities	1
	Other Employees			D07	Restaurants	4
				H09	Assisted Living	2
06	Joint venture Architect		1	H10	Hotels	2
	Shermin Ata, Architect, PLLC			H11	Apartments	1
				M08	Modular Housing	1
				O01	Office Buildings	1
	Other Employees					
	<b>Total</b>	<b>3</b>	<b>3</b>			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	0	1. Less than \$100,000.	6. \$2 million to less than \$5 million
b. Non-Federal Work	3	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	3	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

The foregoing is a statement of facts.

1. SIGNATURE	2. DATE
	06-16-15

c. NAME AND TITLE  
Charles E. Theisen, AIA, Principal/VP



# ARCHITECT ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)  
Event #473-IQC Architect RFQ

## PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work)

2a. FIRM (OR BRANCH OFFICE) NAME <b>Westcott, Small &amp; Associates, PLLC</b>			3. YEAR ESTABLISHED 2008	4. DUNS NUMBER 809445237
2b. STREET 125 South Elm Street, Suite 606			5. OWNERSHIP	
2c. CITY Greensboro	2d. STATE NC	2e. ZIP CODE 27401	a. TYPE Corporation C	
6a. POINT OF CONTACT NAME AND TITLE Victoria Waldron Small, Principal			b. SMALL BUSINESS STATUS Small Business Woman Owned See ATTACHMENT section	
6b. TELEPHONE NUMBER 336.310.9722			6c. E-MAIL ADDRESS tsmall@wsaaeng.com	
7. NAME OF FIRM (If block 2a is a branch office)				

8a. FORMER FIRM NAME(S) (If any) Westcott Engineering & Consulting, PC	8b. YR. ESTABLISHED 1998	8c. DUNS NUMBER 806624693
---	-----------------------------	------------------------------

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	1		06	Churches; Chapels	1
08	CADD Technicians	2		C10	Commercial Bldg (low rise) shopping center	1
16	Civil Engineers	2		E02	Educational Facilities: class rooms	1
				H11	Housing (Residential, Multi-fam)	
					Apartments: Condominiums	
				I01	Industrial Buildings; Manufacturing Plants	1
				L04	libraries; museums; galleries	1
				O01	Office buildings; Industrial parks	1
				P06	Planning (site installation & projects)	1
				R04	Recreation Facilities (Parks, etc)	1
				S10	Surveying; Platting; Mapping; Flood Plain Studies	1
				S13	Storm Water Handling & Facilities	1
				W02	Water resources; Hydrology; Groundwater	1
	Other Employees					
Total						

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work		1. Less than \$100,000.	6. \$2 million to less than \$5 million
b. Non-Federal Work		2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work		3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.	
---	--

a. SIGNATURE 	b. DATE 06-16-15
---	---------------------

c. NAME AND TITLE Victoria Waldron Small, Principal
--



# ARCHITECT ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)  
Event #473-IQC Architect RFQ

## PART II - GENERAL QUALIFICATIONS

2a. FIRM (OR BRANCH OFFICE) NAME <b>Structural Solutions, P.A</b>			3. YEAR ESTABLISHED <b>1994</b>	4. DUNS NUMBER <b>176380012</b>
2b. STREET <b>5921-G West Friendly Ave</b>			5. OWNERSHIP	
2c. CITY <b>Greensboro</b>	2d. STATE <b>NC</b>	2e. ZIP CODE <b>27410</b>	a. TYPE <b>S-Corporation</b>	
6a. POINT OF CONTACT NAME AND TITLE <b>Thomas L. Shelmerdine, PE - President</b>			b. SMALL BUSINESS STATUS <b>Small Business</b>	
6b. TELEPHONE NUMBER <b>336-856-2686</b>			7. NAME OF FIRM (If block 2a is a branch office)	
6c. E-MAIL ADDRESS <b>tom@sspa.biz</b>				
8a. FORMER FIRM NAME(S) (If any)			8b. YR. ESTABLISHED	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
57	Structural Engineer	2				
2	Administrator	1		C05	Convalescent / Retirement	1
				C06	Churches	1
				C10	Commercial / Retail	1
				E02	Education / K-12 / College	1
				F02	Gyms / Sports Facilities	1
				H09	Hospital / Medical	1
				H10	Hotel / Motel	1
				H11	Housing	1
				I01	Industrial	1
				L04	Library / Museum	1
				O01	Office	1
				P13	Public Safety	1
				T02	Testing	1
				W01	Warehouse	1
	Other Employees					
Total						

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	0	1. Less than \$100,000.	6. \$2 million to less than \$5 million
b. Non-Federal Work	3	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	3	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE <b>06-16-15</b>
---	----------------------------

c. NAME AND TITLE  
**Thomas L. Shelmerdine, PE - President**



1. SOLICITATION NUMBER (If any)  
Event #473-IQC Architect RFQ

8a. FORMER FIRM NAME(S) (If any)	8b. YR. ESTABLISHED	8c. DUNS NUMBER

<b>11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS</b> <i>(Insert revenue index number shown at right)</i>		<b>PROFESSIONAL SERVICES REVENUE INDEX NUMBER</b>	
a. Federal Work	1	1. Less than \$100,000.	6. \$2 million to less than \$5 million
b. Non-Federal Work	1	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	1	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

The foregoing is a statement of facts.

c. NAME AND TITLE  
R. Craig Pritchard, PE



# ARCHITECT ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)  
Event #473-IQC Architect RFQ

## PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each branch office doing work.)


2a. FIRM (OR BRANCH OFFICE) NAME <b>Dan Campbell Engineering, P.A.</b>			3. YEAR ESTABLISHED <b>1997</b>	4. DUNS NUMBER <b>N/A</b>
2b. STREET <b>911 South Chapman Street</b>			5. OWNERSHIP	
2c. CITY <b>Greensboro</b>			a. TYPE <b>S Corporation, Professional Asso.</b>	
2d. STATE <b>NC</b>			b. SMALL BUSINESS STATUS	
2e. ZIP CODE <b>27403</b>			7. NAME OF FIRM (If block 2a is a branch office)	
6a. POINT OF CONTACT NAME AND TITLE <b>Dan Campbell, President</b>				
6b. TELEPHONE NUMBER <b>336.370.4980</b>		6c. E-MAIL ADDRESS <b>dceng@bellsouth.net</b>		
8a. FORMER FIRM NAME(S) (If any)			8b. YR. ESTABLISHED	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	1		A11	Auditoriums/theatres	1
21	Electrical Engineer	1		B01	Barracks/Dorms	1
58	Technician	1		C10	Commercial Buildings (low rise)	1
				C13	Computer facilities	1
				D07	Dining Halls, Clubs, Restaurants	1
				E02	Educational Facilities	1
				F02	Field Houses, Gyms, Stadiums	1
				E03	Electrical Studies & Design	2
				R04	Parks & Recreation	1
				F03	Fire Protection	1
				H09	Hospitals & Medical	1
				H10	Hotels & motels	1
				H11	Housing	1
				I01	Industrial/Manufacturing	1
				D04	Design-Build (proposals)	1
				L01	Laboratories & Medical	1
				H02	Hazardous Materials & Storage	1
				O01	Office Buildings	1
				S11	Sustainable Design	1
				L05	Lighting Interior	1
				L06	Lighting Exterior	1
	Other Employees					
	<b>Total</b>					

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	1	1. Less than \$100,000.	6. \$2 million to less than \$5 million
b. Non-Federal Work	3	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	3	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

## 12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE <b>06-16-15</b>
c. NAME AND TITLE <b>Dan O. Campbell, P.E.</b>	

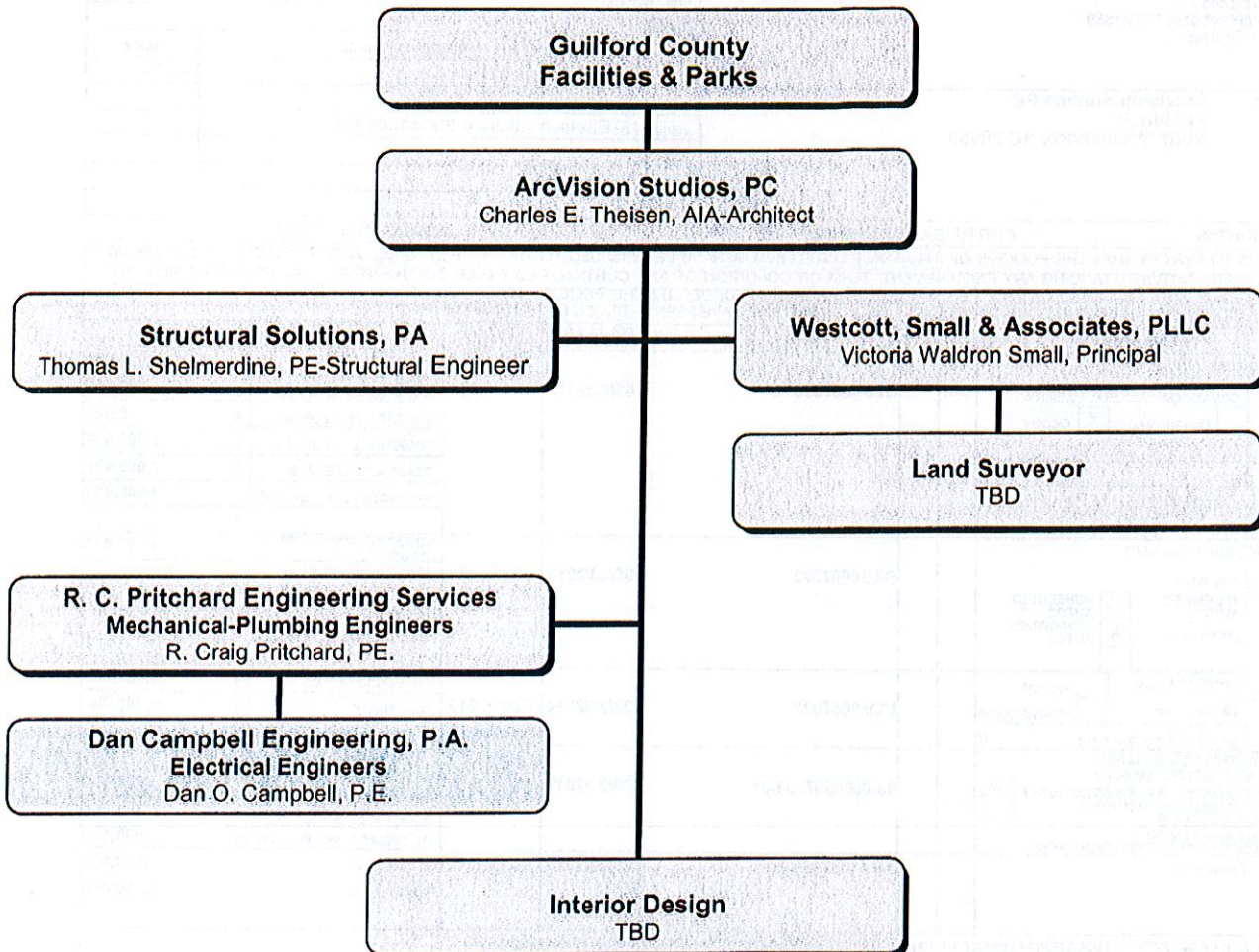


## ARCHITECT ENGINEER QUALIFICATIONS

SOLICITATION NUMBER (If any)  
Event #473-IQC Architect RFQ

### ATTACHMENTS

#### SECTION D - ORGANIZATIONAL CHART



#### SECTION H - ADDITIONAL INFORMATION

EVIDENCE OF CURRENT ERRORS AND OMISSIONS INSURANCE IS PROVIDED ON THE FOLLOWING PAGES



**CERTIFICATE OF LIABILITY INSURANCE**

ARCVI-1

OP ID: JI

DATE (MM/DD/YYYY)

06/18/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Faw Insurance Agency, Inc. P.O. Box 1248 North Wilkesboro, NC 28659 Jessica George		<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:	
<b>INSURED</b> Arcvision Studios PC 211 9th St North Wilkesboro, NC 28659		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Penn National Ins Co. NAC # 14990 INSURER B: Allrisks INSURER C: Eastern Alliance Insurance Co INSURER D: INSURER E: INSURER F:	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIED PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			BX9 0687323	09/23/2013	09/23/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 6,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BX9 0687323	09/23/2013	09/23/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			UL9 0687323	02/27/2014	02/27/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	03-0000537739-01	09/23/2013	09/23/2014	WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Professional			ARA1092626-00	09/23/2013	09/23/2014	Occurrence \$ 1,000,000 Aggregate \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b> <b>FOR PROPOSAL ONLY</b>  ArcVision Studios, PC 5509B West Friendly Ave., Suite 302 Greensboro, NC 27410	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Jessica George
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ACORD 25 (2010/05)

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# CERTIFICATE OF LIABILITY INSURANCE

WESTC-2 OP ID: SK

DATE (MM/DD/YYYY)  
09/05/14

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Mountcastle Insurance P.O. Box 1937 307 West Center Street Loxington, NC 27293-1937 Chris Call		Phone: 336-249-4951 Fax: 336-249-7759	<b>CONTACT</b> NAME: PHONE: (A/C, No, Ext): FAX: (A/C, No): E-MAIL: ADDRESS:
<b>INSURED</b> Westcott Small & Associates, PLLC Tori Small 125 S. Elm Street Ste 606 Greensboro, NC 27401		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: The Hartford INSURER B: Amwins Brokerage of the INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTY	TYPE OF INSURANCE	ADDL SUBR INSR VVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		22SBAZ11866	09/20/14	09/20/15	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Business Owners					PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 4,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				<input checked="" type="checkbox"/> VAC STATUS- TORY LIMITS <input type="checkbox"/> OT/1-ER
A	ANY PROPRIETOR, PARTNER, EXECUTIVE OFFICER, MEMBER EXCLUDED? (Mandatory in HI)	N/A	22WBCCN7043	09/20/14	09/20/15	E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - SA EMPLOYEE \$ 500,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Professional		V15UXN140801	08/30/14	08/30/15	Occurrence 1,000,000
						Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

## CERTIFICATE HOLDER

### FOR PROPOSAL ONLY

Wescott-Small and Associates, PLLC  
125 South elm Street, Suite 606  
Greensboro, NC 27401

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Chris Call*

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ACORD 25 (2010/05)

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Client#: 292155

80STRUCSOL

# ACORD. CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/03/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> BB&T Insurance Services, Inc 3318 West Friendly Ave., Ste. 400 Greensboro, NC 27410	<b>CONTACT NAME:</b> Cyndy Cagle <b>PHONE (A/G, No, Ext):</b> 336 547-2137 <b>FAX (A/G, No):</b> 8888318409 <b>E-MAIL ADDRESS:</b> ccagle@bbandt.com
<b>INSURED</b> Structural Solutions PA 5921-G West Friendly Avenue Greensboro, NC 27410	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Liberty Insurance Underwriters <b>NAIC #</b> 19917 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<div>GENERAL LIABILITY</div> <div><input type="checkbox"/> COMMERCIAL GENERAL LIABILITY</div> <div><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR</div> <div></div> <div>GEN'L AGGREGATE LIMIT APPLIES PER:</div> <div><input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC</div>					<div>EACH OCCURRENCE</div> <div>\$</div> <div>DAMAGE TO RENTED PREMISES (E&amp;S occurrence)</div> <div>\$</div> <div>MED EXP (Any one person)</div> <div>\$</div> <div>PERSONAL &amp; ADV INJURY</div> <div>\$</div> <div>GENERAL AGGREGATE</div> <div>\$</div> <div>PRODUCTS - COMP/CP AGO</div> <div>\$</div> <div></div> <div>\$</div>
	<div>AUTOMOBILE LIABILITY</div> <div><input type="checkbox"/> ANY AUTO</div> <div><input type="checkbox"/> ALL OWNED AUTOS</div> <div><input type="checkbox"/> HIRED AUTOS</div> <div><input type="checkbox"/> SCHEDULED AUTOS</div> <div><input type="checkbox"/> NON-OWNED AUTOS</div>					<div>COMBINED SINGLE LIMIT (E&amp;S occurrence)</div> <div>\$</div> <div>BODILY INJURY (Per person)</div> <div>\$</div> <div>BODILY INJURY (Per accident)</div> <div>\$</div> <div>PROPERTY DAMAGE (Per accident)</div> <div>\$</div> <div></div> <div>\$</div>
	<div>UMBRELLA LIAB</div> <div><input type="checkbox"/> EXCESS LIAB</div> <div><input type="checkbox"/> OCCUR</div> <div><input type="checkbox"/> CLAIMS-MADE</div> <div>DED</div> <div>RETENTION \$</div>					<div>EACH OCCURRENCE</div> <div>\$</div> <div>AGGREGATE</div> <div>\$</div> <div></div> <div>\$</div>
	<div>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</div> <div>ANY PROPRIETOR, PARTNER, EXECUTIVE OFFICER/ MEMBER EXCLUDED? <input type="checkbox"/> Y/N</div> <div>If yes, describe under DESCRIPTION OF OPERATIONS below</div>	N/A				<div>WC STATUS- TORY LIMITS</div> <div>OTH- ER</div> <div>E.L. EACH ACCIDENT</div> <div>\$</div> <div>E.L. DISEASE - EA EMPLOYEE</div> <div>\$</div> <div>E.L. DISEASE - POLICY LIMIT</div> <div>\$</div>
A	Professional Liability		AEA1006850004	03/11/2015	03/11/2016	<div>\$2,000,000 Per Claim</div> <div>\$2,000,000 Aggregate</div>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 If this contract is awarded, please contact the above insured for a certificate of insurance...

## CERTIFICATE HOLDER

## CANCELLATION

<b>FOR PROPOSAL ONLY</b>  Structural Solutions, PA 5921-G West Friendly Avenue Greensboro, NC 27410	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> <i>Cynthia P. Cagle</i>
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ACORD 25 (2010/05) 1 of 1 The ACORD name and logo are registered marks of ACORD  
 #S13793489/M13793481

CC1





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/15/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Phone: (336) 475-9752 Fax: (336) 472-9160  
INSURANCE SERVICE CORP. OF AMERICA  
P.O. BOX 2399  
THOMASVILLE NC 27361

CONTACT NAME: Insurance Service Corp. of America  
PHONE (336) 475-9762 FAX (336) 472-9160  
E-MAIL: Janet@iscoca.com

INSURED  
R.C. PRITCHARD ENGINEERING SERVICES  
212 KIRK RD.  
GREENSBORO NC 27455

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : CNA - PL	31127
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

## COVERAGES

CERTIFICATE NUMBER: 14085

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER	TYPE OF INSURANCE	AUTO INCL	SUBJ WGL	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (E&O) \$ MED. EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (E&O) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ FIDELITY DAMAGE (per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NC) If yes, describe under DESCRIPTION OF OPERATIONS below						EACH OCCURRENCE \$ AGGREGATE \$ \$ E.L. EACH ACCIDENT \$ E.L. DISEASE-EMPLOYEE \$ E.L. DISEASE-POLICY LIMIT \$
A	PROFESSIONAL LIABILITY			SFH 591884396	01/28/15	01/28/16	\$250,000 per claim \$500,000 annual aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

\*\*\*\*\*FOR PROPOSAL USE ONLY\*\*\*\*\*

## CERTIFICATE HOLDER

### FOR PROPOSAL ONLY

R. C. Pritchard Engineering Services  
212 Kirk Road  
Greensboro, NC 27455

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Candice H. Tickle*  
Candice H. Tickle

ACORD 25 (2014/01)

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/15/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Stephen W Kent Insurance Agency, Inc 3122 Battleground AV Greensboro, NC 27408	CONTACT NAME: Steve Kent PHONE: (336) 282-5368 FAX: (336) 282-1212 E-MAIL: steve@stevekent.biz ADDRESS: steve@stevekent.biz
		INSURERS AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED	DAN CAMPBELL ENGINEERING PA 911 S CHAPMAN ST GREENSBORO NC 27403-2209	NABO # 28143

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:  
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

FORM	TYPE OF INSURANCE	ADDL. NUMBER	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> LOC		93-CD-1781-S F	6/1/2011	6/1/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY  ANY AUTO ALL OWNED AUTOS HIRE AUTOS  SCHEDULED AUTOS NON-OWNED AUTOS					COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED. RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (If yes, describe under DESCRIPTION OF OPERATIONS below)	Y/N Y N/A	93-BP-7836-S F	03/27/2011	03/27/2012	<input checked="" type="checkbox"/> WC STAT. <input type="checkbox"/> TORT LIMITS E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Office and Engineering services excluding professional liability.

## CERTIFICATE HOLDER

## CANCELLATION

<p>FOR PROPOSAL ONLY</p> <p>Dan Campbell Engineering, P.A. 911 South Chapman Street Greensboro, N.C. 27403</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE <i>Stephen W. Kent</i></p>
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ACORD 25 (2010/05)

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**WMBE CONFIRMATION**



**North Carolina  
Department of Administration**

Pat McCrory, Governor  
Bill Daughtridge, Jr., Secretary

Office for Historically Underutilized Businesses  
Dennis M. English, Jr., Asst. to the Secretary for  
HUB Outreach

June 6, 2014

Tori Small  
Westcott, Small & Associates, PLLC (Woman Owned)  
125 South Elm Street  
Suite 606  
Greensboro, NC 27401

Dear Tori Small:

The Office for Historically Underutilized Businesses (HUB Office) is pleased to inform you that your company is now certified as a Historically Underutilized Business. Your firm is listed in the Statewide Uniform Certification (SWUC) Program database. This certification will remain in effect for four (4) years from the date of this letter, contingent upon submission of your 'Annual Status Update Affidavit' each year prior to your certification date.

You must notify the HUB Office in writing within 30 days of any changes affecting your compliance with SWUC Program eligibility requirements, including changes in ownership, day-to-day management and operational control. Failure to notify the HUB Office of these changes, submit the Annual Status Update Affidavit or reapply for certification in a timely manner may cause your HUB Certification to be revoked.

The HUB Office collaborates with local Minority/Women/Small Business (M/W/SBE) Offices who offer assistance to certified HUB firms with identifying contract opportunities with state and local government. Many of these offices also offer assistance with business development. Please visit our website at [www.dca.nc.gov/hub/s.vuc.htm](http://www.dca.nc.gov/hub/s.vuc.htm) to locate the local office near you. Another great resource is the Small Business and Technology Development Center at [www.sbtde.org](http://www.sbtde.org) for free personalized business assistance and counseling.

It is important to note that although your status as a certified HUB firm greatly improves your access to state and local government contracts, this certification does not guarantee contract awards. Your ability to research opportunities and bid competitively will be important to your success in this program.

Thank you for your interest and participation in the SWUC Program as a Historically Underutilized Business firm with the State of North Carolina.

Sincerely,

*Lena Ridley*

Lena Ridley  
Certification Specialist

**Mailing Address:**

Office for Historically Underutilized Businesses  
Department of Administration  
1336 Mail Service Center  
Raleigh, NC 27699-1336

Telephone (919) 807-2330  
Fax (919) 807-2335  
State Courier #51-01-00

**Location:**

116 West Jones Street  
Administration Building  
Suite 4169  
Raleigh, NC 27603

*An Equal Opportunity/Affirmative Action Employer*