REQUEST FOR PROPOSALS

Issue Date: May 1, 2008
RFP#214-08-TABB UPGRADE

Title: A/E SERVICES FOR TABB HALL UPGRADE
Project Code: 214 - 081101

Commodity Code: PROFESSIONAL SERVICES

Issuing Agency & Address: Commonwealth of Virginia
Longwood University
Materiel Management
Bristow Building
Farmville, Virginia 23909

Location of Work: Longwood University

Period Of Contract: Single project services

All inquiries for information should be directed to:
James Simpson Phone #: (434) 395 - 2093

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO:
Longwood University, Materiel Management, Bristow Building, corner of Main Street and Redford Street, Farmville, receptionist’s desk at the front entrance.

Sealed proposals for furnishing the services described herein will be received until 2:00 p.m. local time on June 5, 2008. Proposals must reach the above address by the deadline stated.

In compliance with this Request For Proposals, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submit this signed proposal which includes this completed and signed page, the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name And Address Of Proposer:
_________________________________ Date: ______________________________
_________________________________
By ______________________________
(Signature in Ink)
_________________________________
Typed Name:
_________________________________
_________________________________ Zip: ___
Title: ______________________________
FEIN/SSN # ________________________ Telephone No. _______________________

PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference and site visit will be held on May 15, 2008 at 10:00 a.m. The pre-proposal conference will be held at Longwood University in the Bristow Building Conference Room. The purpose of this conference is to allow potential bidders/offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. While attendance at this conference will not be a prerequisite to submitting a bid/proposal, bidders/offerors who
intend to submit a bid/proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

**Addendums:** Any changes resulting from the University’s requirements will be issued in an addendum and will be posted to the eVA (http://www.dgs.state.va.us) and Longwood University Materiel Management website, http://www.longwood.edu/. Click on offices, Purchasing, Solicitations/Awards, Open Request for Proposals/Addenda/Awards. Click on the solicitation 214-Tabb Upgrade.

It is the sole responsibility of the bidder to check these web pages for all changes to the RFP prior to submission. Failure to do so may cause your bid to be determined non-responsive. Longwood University will not mail or fax these documents.

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, 11-35.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Note to bidders: Parking spaces are limited, please plan to arrive early. If you require ADA accommodations to deliver proposal, contact the materiel management office at (434) 395.2093 twenty-four (24) hours prior to solicitation closing

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**NOTE:** Electronic copies of A/E Data Forms (AE-1 through AE-6) and of the “Small Businesses and Businesses Owned by Women & Minorities” forms are available for download at the following website: [http://forms.dgs.virginia.gov/](http://forms.dgs.virginia.gov/)
eVA Business-To-Government Vendor Registration: The bidder or offeror must be a registered vendor in eVA prior to making the first Application for Payment. Bidder or offeror must include the cost of the eVA transaction fee in its bid. The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.
I. APPLICABILITY OF THE A/E MANUAL

The Commonwealth of Virginia Construction and Professional Services Manual – 2004 Edition, Chapters 1 through 10 (the A/E Manual) shall apply to the contract awarded pursuant to this RFP and is incorporated by reference herein in its entirety.

Proposer’s attention is directed to Chapter 2, Definitions, for definitions of terms used in this RFP. The terms "Agency" and "Owner" are used interchangeably in the material referenced in this RFP and mean the public body issuing this solicitation for services and with whom the successful A/E Proposer will enter into an agreement. For purposes of clarity and uniformity in this RFP, only the term "Agency" will be used herein.

Proposer's attention is also directed to Chapter 3, General Terms and Conditions for Professional Service Contracts.

II. PURPOSE

The purpose of this RFP is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services of an Architectural/Engineering firm, authorized to do business in the Commonwealth of Virginia, with experience in designing upgrading architectural finishes, structural upgrade of existing buildings and upgrades of existing fire protection systems.

The A/E shall provide professional services for the project described in Part V of this RFP consistent with the A/E Manual, as revised, and latest directives issued by the Division of Engineering and Buildings concerning construction and professional services for new and renovated State buildings.

III. BACKGROUND

Tabb Hall is currently used as a residence hall. The University wishes to change the use of the building from residence hall to administrative offices for the Athletic Department. The University had a change of occupancy assessment performed. Per this assessment, the University must modify the structural system to support the new loading conditions and the fire protection system associated with the change of use group. This project will modify the building's structural system to include repairs of the interior finishes disturbed by the structural system modification, modify the fire protection system and renovate the locker rooms in the basement for a laundry. The laundry consists of two sets of commercial washers and dryers, a folding table and a desk.

Tabb Hall is a 38,019 sq. ft. four story structure. The east section of Tabb Hall was constructed in 1926. The west portion of Tabb Hall was added in 1951. No major renovations have been done to the building except for the west portion of the first floor in 1997. The building was damaged by fire in 2001. Fire restoration included the replacement of the roof and roof structure and interior finishes and installation of a fire sprinkler system.

Tabb Hall is constructed of double width brick exterior construction with light-weight steel interior structure and bearing walls, and lightweight steel joists and concrete floor decks. The building roof is a custom galvanized standing seam metal roof. The roof framing system is a lightweight steel truss system. All walls are painted plaster walls, including the inside of the exterior walls. The building has a wet pipe fire sprinkler system.
IV. INFORMATION AVAILABLE

The University has limited as-built drawings of the Tabb Hall and a structural analysis of the building. The as-built drawings are available for examination in the University’s Capital Planning and Construction Department office located at McCorkle Hall, Room 124. The documents can be viewed weekdays from 9:00 am to 4:00 pm. For appointments to examine the documents, call David P. Pletcher at (434) 395-2297 or email pletcherdp@longwood.edu. The structural analysis is an attachment to this document.

V. SCOPE OF SERVICES:

The Agency's documents indicated in Section IV above describe the program, siting, appearance, aesthetics, functional arrangement, and level of quality desired by the Agency.

The selected A/E shall furnish all expertise, labor and resources for complete design and construction period services for the project in accordance with the requirements of the A/E Manual. The following generally highlights the services that the A/E will be required to perform:

A. Refine, clarify, and define the Agency’s project description, data, and requirements as necessary to develop a Schematic design of the project which meets the Agency’s requirements and is within the stipulated “design-not-to-exceed” construction cost. Respond to all BCOM and other agency review comments and resolve outstanding design issues at the various phases by taking appropriate action in the design of the project.

B. Provide completes construction contract documents with professional seals and signatures in accord with the procedures of the A/E Manual. Documents must be complete and ready for bidding not later than January 1, 2008.

C. Assure that the construction contract documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations including, but not limited to, the Virginia Uniform Statewide Building Code, and the Uniform Federal Accessibility Standards.

D. Provide specifications which reflect current requirements, standards and product availability.

E. Where applicable, develop and prepare construction documents for an Erosion and Sediment Control Plan and a Stormwater Management Plan. Obtain approvals from required Agencies.

F. Where applicable, coordinate entrance design with and obtain approval from the Virginia Department of Transportation office having jurisdiction.

G. Coordinate the design of utility connections with local utility provider and obtain necessary approvals. Agency will pay filing fees and connections charges, as required.

H. Prepare A/E cost estimates for the project per Chapter 8 and Appendix E of the A/E Manual.

I. Represent the Agency by presenting necessary oral and/or graphic presentations to State Agencies such as the Art and Architectural Review Board, the Division of Engineering and Buildings or any other group having interest in the project.

K. Provide services to assist the Agency in the bidding and award of the construction contract.

L. Provide services for the construction phase, as required by the A/E Manual, for the administration of the contract.

M. The A/E shall provide to the University one copy of the completed drawing on reproducible Mylar and on compact disc in the AutoCAD 2007 format that is 100 percent compatible with the University’s hardware and software. The A/E shall provide the University with any special font, symbol libraries, special line types or line drawing software or any other unique software required for the University to maintain the CADD drawings as current documents. The A/E shall provide printed deliverables to the university using the following personal computer software packages:

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The University shall have ownership and unrestricted rights to use these drawings for its purpose; however, the A/E shall not be responsible for any such use or modifications made by the University.

N. The project design will require a submittal of bid documents to BCOM. The submittal is required so BCOM may issue a building permit for the project.

O. The A/E shall submit to the University preliminary and draft working drawings. The A/E shall schedule a presentation of these submittals to the University’s building committee. Approval of these documents by the building committee is required prior to proceeding to the next design milestone.

VI. POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES:

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities. Submission of a report of past efforts to utilize the goods and services of such businesses required with any proposal for A/E services where the total A/E contract amount may exceed $100,000. Proposer must provide information on its past utilization of Small, Women, and Minority Owned disadvantaged businesses, and must also state any plans to utilize such businesses and the manner in which they may be utilized under this Contract. Electronic copies of the “Small Businesses and Businesses Owned by Women & Minorities”
VII. PROPOSAL REQUIREMENTS:

A. Proposals shall be signed by an authorized representative of the A/E. By submitting a proposal, the proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of the proposal.

B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the A/E’s capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.

C. The Respondent’s proposal shall include: the completed and signed RFP cover page 1; the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6; and the completed "Small Businesses and Businesses Owned by Women & Minorities" Data. One (1) manually signed original and five (5) copies of the proposal shall be submitted to the Agency. Each copy of the proposal shall be bound in a single volume where practical.

D. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.

E. Any information thought to be relevant, but not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.

F. To reduce the effort and expense of responding to RFP’s, provide uniformity in the type information requested, and enhance the review and evaluation process, the standard Forms AE-1 through AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA, shall be used by A/E’s responding to State agency RFP’s.

G. Descriptions of these forms and instructions for completing the forms are included in the A/E Manual. Hard copies of Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 may be found in Appendix B of the Manual. Electronic copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the http://forms.dgs.virginia.gov website.

VIII. EVALUATION AND AWARD OF CONTRACTS:

A. Evaluation Criteria: Proposals shall be evaluated by the Agency using the following criteria:

1. Expertise, experience, and qualifications of the A/E’s primary designer in each relative discipline for providing the services described in Section IV, Scope of Services.

2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section IV, Scope of Services.
3. Geographic location of the A/E’s office where work will be performed in relation to the project location(s).

4. Current and projected work load, plan to complete the work and ability to complete the work in a timely manner.

5. Expertise and past experience of the A/E in providing services on projects of similar size, scope and features as those required on this project.

6. Qualifications and experience of the A/E’s project manager to be assigned to this project.

7. A/E’s recent (past 5 years) experience / history in designing projects within an established "Design-not-to-exceed" budget.

8. A/E’s experience in providing services in conformance to the State's Construction and Capital Outlay procedures including Codes, Standards, Accessibility and Building Efficiency.

9. Use of small businesses and businesses owned by women and minorities as consultants, subcontractors, suppliers or support services.

10. Size of the firm relative to the size of the project(s).


Generally, the selection committee will consider the A/E’s overall suitability to provide the required services within the project's time, budget and operational constraints, and it will consider the comments and/or recommendations of the A/E's previous clients, as well as other references.

B. AWARD OF CONTRACT: After evaluation of the Proposals received in response to the RFP, the Agency shall engage in individual discussions and interviews with two or more proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Proposers may also propose alternate concepts or methodology. Proprietary information from competing proposers (including any data on estimated manhour rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by Section 2.2-4342, Code of Virginia, as revised. At the conclusion of the informal interviews and on the basis of evaluation factors set forth in Section VIII and the information provided and developed in the selection process to this point, the Agency shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the Agency can be negotiated at a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Proposer.
IX. FEES:

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required, the estimated manhours required for each level/discipline and the typical labor rates for the various skill levels required for the work. The Memorandum of Understanding prepared by the Agency will document the negotiated acceptable labor rates for the various levels/disciplines and these rates will be used for any hourly rate work of the A/E that is authorized by the Agency.

X. ATTACHMENTS

Attachment A: Tabb Structural Report
March 26 2007

Mr. Fred K Kuntz RA
Kuntz & Associates
7906 Andrus Road, Suite 18
Alexandria, VA  22306

Phone: (703) 619-4700
Fax: (703) 619-4701

RE:   Tabb Structural Evaluation
Longwood University, Farmville, Virginia
ADTEK Project No.: 0736.01

Dear Fred:

As requested by you, John Frankhouser of ADTEK Engineers, Inc. met with you at the referenced site on February 23, 2007 and March 5, 2007. The purpose of the site meeting was for ADTEK to provide a visual structural survey of the existing floor structures. The report includes our opinion of the integrity of the existing structure based on the structural components we were able to observe.

**Representation**

ADTEK Engineers, Inc. has observed the facility described in the attached report in accordance with our understanding as to the nature and scope of the assignment. Our examination was made within the time limitations imposed following the generally accepted visual inspection standards, but did not include the testing of physical conditions that may be referred to in this report.

This report is intended to fairly present ADTEK Engineers, Inc.’s professional opinion of the condition of the area and component parts to which reference is made in the report, as of the date of the site observation, based on ADTEK’s physical inspection and the information provided to us as to the age and the material that was apparently used, subject to qualifications expressed in this report. Unless otherwise stated, ADTEK has reported on only those items that we were able to visually inspect. It was not possible, nor was it feasible to remove major portions of the existing finish construction in order to expose concealed, and thus not apparent conditions for an internal detailed inspection.

**Scope of Investigation**

1. Visual site surveys to measure existing floor framing and columns
2. Structural gravity load analysis to verify the capacity of the existing floor framing and columns
3. Issue a report indicating the structural feasibility of converting the existing residential dormitory building into offices and provide renovation concepts if required.
4. A lateral load analysis, renovation construction documents and construction
administration will be provided, if requested, in a future indenture.

Project Description

The existing building is a four story masonry and steel structure that is currently unused, but was previously used as a residential dormitory for student housing. The rectangular shaped building is connected to several other buildings including French Hall on the east, South Tabb to the south, South Ruffner to the southwest and the recently completed Ruffner Hall to the west. There is a courtyard and a covered walkway (“Colonnade”) on the north side of Tabb Building. Tabb Building was constructed in two phases. The east half was built in 1926 and the west addition was constructed in 1951. The hip roof over both phases was recently renovated per undated contract drawings by Hanbury Evans Newill Vlattas architects and McPherson & Associates structural engineers.

Both the original building and the 1951 addition have similar construction. The exterior walls – 16” wide brick in the lowest level and 12” wide brick walls in the upper floors – are load bearing solid masonry walls that support the floor and roof framing. The floors in the original 1926 building are constructed with finish tongue and groove wood flooring on wood sleepers that bear over cold-formed steel I joists spaced 20 inches on center. There is an expanded metal lath under a cementious mortar that was placed between the wood sleepers over the joists and under the wood flooring. The joists span in a north-south direction and bear on the north and south exterior brick walls and on two rows of interior steel beams. There are two longer joist spans of about 18 feet between the exterior north and south walls and the interior steel beams. There is a shorter span of about nine feet at the corridors between the two rows of steel beams. The longer span joists were eight inch deep I joists with two inch wide flanges. The corridor joists were 6” deep I joists with 1-1/2” wide flanges. The beams span in an east-west direction and bear on interior W8 steel wide flange columns on the upper floors and brick piers in the lowest level. The beam spans varied from 8 feet to almost 24 feet.

The construction in the 1951 addition was very similar to the original 1926 building. Only the
floor slab construction was different. The floor was a concrete slab poured over a continuous building paper over a continuous welded steel wire fabric exposed under the paper. The slab and fabric spanned over open web steel joists spaced at 24 inches apart. There were three joist spans in the north-south direction similar to the original building. The two longer floor spans were constructed with 10 inch deep joists and the interior corridor floors were supported on 8 inch deep joists at 24 inches on center. The beam, column and pier construction in the 1951 addition was similar to the original 1926 building.

The roof framing over both building phases is a standing seam metal roofing on metal deck that spans between cold-formed steel trusses. The trusses are spaced about four feet on center and they span in a north-south direction. The trusses also bear on the north and south exterior walls as well as two rows of steel beams.
Observations

We observed the existing exterior brick walls from the grade. The brick appeared to be in sound condition. The existing interior framing was visible only at openings cut into the plaster ceiling and wall finishes and at an area in the 1926 building where the wood flooring was removed. In some areas, there was a suspended acoustical tile ceiling below the original plaster ceiling. We observed portions of the existing joists, slabs, beams and columns at the openings. The existing hip roof framing was visible via an access hatch in the 3rd floor corridor ceiling. We observed new sloped cold-formed steel framing that supported the metal roof deck under the finished standing seam metal roof. The cold-formed steel framing was also supported by the top of the north and south exterior masonry walls plus two rows of interior steel beams.
Underside of the first floor

Cold formed steel I joists

Plaster ceiling

Opening cut in plaster finish at an existing steel beam under the first floor in the basement of the 1951 addition

10" deep open web steel joists under the first floor

Existing steel beam under the first floor

Cold formed steel I joist in upper floor

Open web steel joist in upper floor
W8 steel columns in upper floor

Cold formed steel framing under the sloped roof

We observed the location where a test sample was cut from an existing cold-formed steel I joist under the first floor of the 1926 building. Temporary shoring was in place to support the cut joist.
Analysis

The purpose of this evaluation was to check the existing framing to see if the existing floor structures are capable of supporting new offices. The floor live loading that was used in our analysis for the original residential loading and the proposed office loading was derived from the current Virginia Uniform Statewide Building Code which is based on the 2003 International Building Code (IBC). The existing floor dead loads were based on our site observations and measurements.

The floor loading used in our analysis was as follows:

- Existing floor dead load in the 1926 Building – 40 Pounds per square foot (psf)
- Existing floor dead load in the 1951 Addition – 60 psf
- Original residential dormitory floor live loads (rooms and corridor) – 40 psf
- Proposed Office room live load – 50 psf + 20 psf partition dead load
- Proposed upper floor corridor live load for the offices - 80 psf

Based on our calculations, the existing corridor joists in the original 1926 building and in the 1951 addition will support the existing floor dead loads plus the new corridor live loads. The existing longer span open web steel floor joists in the rooms on each side of the corridor in the 1951 addition; however, will not support the increased office loads. The longer span cold-rolled steel I joists in the original 1926 building would be subjected to their maximum load with the new office loading.

We considered two optional methods of reinforcing the room floors. The first method involved reinforcing the existing joists parallel to the existing joist expansion. We believe this method will be costly and the existing interior beams, columns and footings would also require reinforcing. The second method we considered was to add new beams under and perpendicular to the
existing floor joists near their mid-span points. These new beams would bear on new steel tube columns embedded in the existing office partitions. The new columns will extend from the underside of the existing third floor down to the basement slab. The columns would bear on new spread footings cut into the slab. We believe the installation for this second method is easier and less costly than adding new joists or reinforcing the existing joists full span. Another advantage to the second method is the additional beams, columns and footings reduce the floor loading area on the existing interior beams, columns and footings. The reduced tributary floor area on the existing framing and foundation more than compensates for the increased floor loading such that there is a slight net load reduction on the existing framing and foundation.
In addition, we believe the existing tongue and groove flooring in the 1926 building will need to be removed and reinforced with new ¾" thick APA rated 'Sturd - I – Floor sub-flooring. The original T&G flooring can be replaced over the sub floor or a new “Gypcrete” topping or another light weight finish (Vinyl tile, carpet, etc.) can be added over the new sub-floor. Doors and threshold work will be required between the rooms and the corridors.
Please refer to the enclosed calculations for additional details.

**Conclusions and Recommendations**

Based on our visual observations, ADTEK Engineers, Inc. is of the opinion that the existing floor structure can accommodate the proposed building conversion from a residential dormitory to an office with the new beam, column and footing renovations as described above and in the enclosed concept sketches.

We appreciate this opportunity to serve you on this project. Feel free to contact us if you have any questions.

Very truly yours,

ADTEK ENGINEERS, INC.

John I. Frankhouser III, P.E.
Principal

enclosures