



BUILDING 9 (CULTURE CENTER) RENOVATIONS PROJECT

DEPARTMENT OF TOURISM RESPONSE TO WRITTEN QUESTIONS

Posted December 1, 2025

almost heaven

QUESTION 1

Where is this building located?

ANSWER: The Agency's "the Culture Center" is specifically located within the West Virginia Capitol Complex at Building 9, 1900 Kanawha Blvd E, Charleston, WV 25305.

QUESTION 2

The scope description for the assessment / evaluation seems to be focused on "system" repairs, upgrades, and refresh; I.E nuts and bolts. However, it also includes museum "upgrades", theatre "upgrades", Great Hall "modernization", library "modernization" and storage "efficiency" upgrades. It is unclear if the expectation will involve "architectural conceptual design" development for recommended changes to these areas or if this initial evaluation is focused on assessment of existing conditions and recommendations for repairs and upgrades to existing finishes and systems for these specialty areas, whereas conceptual design for these areas would be developed in a subsequent phase. Please clarify.

ANSWER: The focus of the building assessment is comprehensive.

The Department of Tourism is seeking assessments (and eventually drawings) from the successful bidder regarding all building systems in the Culture Center, with the exception of two noted below, for which design work is being contracted separately.

More detail is provided on page 4 of the Request for EOIs: "Vendor will perform a full evaluation and produce an assessment report for the building. Evaluation should include HVAC system, exterior envelopes (patio deck and well), elevators and escalators, fire systems, electrical systems, plumbing, hot water distribution system, security system, restroom renovations, museum maintenance and upgrades, theater maintenance and upgrades, marble repair, carpeting, painting, Great Hall modernization, library modernization, storage upgrades for more efficient use of space, and any other improvements discovered during the assessment. Vendor will provide recommendations and a cost estimate for repairs and upgrades. The evaluation should not include the roof replacement or Great Hall window repairs, as these two projects are already underway."

To clarify this language further, the Department of Tourism is indeed seeking to understand the Agency's full suite of options for both repairing and renovating the Culture Center, through a multi-step process, including conceptual drawings of specialty areas that the successful bidder deems require more comprehensive updates.

QUESTION 3

Is the expectation for this assessment / evaluation team to include specialty design consultants for museum, theatre, exhibit (Great Hall) and library? Please clarify.

ANSWER: Having specialty design consultants for museum, theatre, exhibit (Great Hall) and library designs is not required but – to the extent feasible for the bidder – having these experts assembled as part of the team may mean that a given bidder will score more highly both in the area of "Qualifications, Experience, and Past Performance" and "Goals and Objectives: Anticipated Concepts and Methods of Approach" when evaluated by the review committee. The skills possessed by these experts, who may be subcontracted by the successful bidder if needed, would constitute valuable contributions to the anticipated approach for assessment and design.

QUESTION 4

Given the upcoming holiday can the submission due date be extended?

ANSWER: Unfortunately, the project timeline cannot be extended. The Department of Tourism tentatively anticipates scheduling interviews with the shortlisted firms during the week of December 8 -12, 2025, and moving forward with negotiations as soon as possible in December.

The resulting assessment and cost estimates will be used to seek funding during the 2026 Legislative Session.

QUESTION 5

Could we conduct a site visit to review the building to help in developing our project approach and organizing our project team? Who could give us access to review the building needs?

ANSWER: An opportunity for a site visit will be provided to the successful bidder after this selection is made.

RELATED QUESTION 6 & 7

Are there any currently known issues with the envelope not being addressed by the roofing/window replacement project other than the plaza decking? AND Are there subterranean spaces with water infiltration or other related issues?

ANSWER: To our knowledge, other building envelope issues and water infiltration issues may be present but have not yet been fully and specifically identified. We are seeking a full assessment from the successful bidder. For background information, the rest of the envelope was chemically pressure-washed and sealed with new caulk in 2021- 2022. This included the limestone and granite. Another company addressed the spalling concrete and coated the north, south, and east sides along the wall of the plaza deck with tinted exterior concrete sealant. On the west side of the building, the repairs to the spalling were undertaken, but this side was not coated as the other sides were.

In terms of potential water infiltration issues, the Department is aware of drainage issues in the North Garden under the concrete, and our building maintenance team currently uses sump pumps to address water drainage issues in the back parking lot during heavy rains. We are seeking input on how to better address these longstanding issues.

QUESTION 8

Please provide AIA general conditions as amended by the State, as referenced in the solicitation

ANSWER: The standard B101-2017 Supplementary Conditions (Architecture and/or Engineering only) are available online [here](#).

The boilerplate language in the EOI reads: "All construction contracts that will be completed in conjunction with architectural services procured under this solicitation will be governed by the attached AIA documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein. The terms and conditions of this document shall prevail over anything contained in the AIA Documents or the Supplementary Conditions."

In this case, the phrase "attached AIA documents" refers to the contract documents that will be attached to the finalized contract between the Department of Tourism and the successful bidder, not attachments to this EOI. These finalized documents will be negotiated later in the process.

QUESTION 9

Has a preliminary construction and/or soft cost budget been determined?

ANSWER: No, we are hoping the selected bidder can assist us with providing a full suite of options and corresponding cost estimates.

QUESTION 10

We assume that the initial building assessment will not require specialty diagnostics or cultural program specialist expertise (museum, theatre, climate control specialties, etc.) – can you confirm?

ANSWER: Correct, this is not required. Please see the answer to Question 3 above.

QUESTION 11

Are there specific issues which are of most concern, or which triggered the need for the building-wide assessment?

ANSWER: In July of 2025, the Department of Tourism assumed the responsibility for facility operations for the Culture Center. The Department recognized that the building had significant deferred maintenance that needed immediate attention, thus prompting the request for a complete assessment.

QUESTION 12

Is the goal to extend the life and existing performance of building systems, or to upgrade with improved performance?

ANSWER: Both, as budgets allow. See the answer to Question 2 above.

QUESTION 13

Has an environmental / hazardous material assessment report been produced? Will one be required?

ANSWER: To our knowledge, an environmental/hazardous material assessment has not been done in at least 10 years, and we would anticipate that these types of assessments should be included in the comprehensive building assessment solicited through this EOI.

QUESTION 14

We understand the following two goals to be related to typical construction administration tasks where we observe but do not manage the bid process or construction tasks, including procurement. We assume we would include attending prebid walkthrough, reviewing bids solicited by others, and reviewing rfi's and submittals typical of CA phases. Can you confirm?

1. Goal 2: "The successful team will provide project management and supervision of the construction phases of the project....including scheduling and leading prebid meetings for the construction phases"
2. Goal 3: 'oversee multiple competitive bid packages'

ANSWER: Yes - your understanding of this is correct. We would anticipate that the successful bidder would observe the processes as you have outlined and convene regular meetings with the construction vendors (selected later) to monitor their progress.

QUESTION 15

Is the property currently listed or expected to be nominated for any historic designations? Are there historic review processes associated with its location on the WV Capitol grounds or neighborhood location?

ANSWER: The building is not listed individually on the National Register of Historic Places and is located just outside the historic district.

QUESTION 16

Is it expected that specialty cultural programming (museum planning, theatre planning, library planning, etc.) would be of value during the design documentation process?

ANSWER: This is not required, but may be helpful. Please see the answer to Question 3 above.

QUESTION 17

Will any spaces require specialty climate control conditions for the storage or display of historic materials?

ANSWER: Yes, both the State Archives and the Museum collection areas will need special consideration with regard to temperature and humidity when the HVAC system is reviewed.

QUESTION 18

Is it expected that lighting, acoustic, and/or IT/AV specialists will be required?

ANSWER: This is not required, but may be helpful. Please see the answer to Question 3 above.

QUESTION 19

Is it expected workplace planning specialists will be required?

ANSWER: We do not anticipate this being needed.