



MEETING AGENDA | Board of Directors
FRI 15 AUG 2025 | 9:30 AM – NOON [zoom]

AIA Virginia Mission: AIA Virginia is the voice of the architecture profession in the Commonwealth, dedicated to serving its members, advancing their value, and improving the quality of the built environment.

AIA Virginia Vision: Through a culture of innovation, AIA Virginia empowers its members and inspires the creation of a better built-environment.

TIME TOPIC (SPEAKER/LEAD)

9'30 Convene meeting [Jancy]
welcome; conflict of interest, etc
Consent Agenda [Jancy][1]
Minutes [Conkey][2]
Financials [Hall][3]
Investment Accounts [Hall][4]
Honors Committee [Garrett][5]
Nominations Committee [Battaglia][6]
Candidates for elected office [Battaglia][7]
Candidates for appointed office [Battaglia][8]
Member Survey [Conkey][9]
AIAs in Virginia [Jancy, Hopkins]
2026 Governance Calendar [Battaglia][10]
ArchEx/Visions Update [Ogden][11] + [Jancy][12]
New Business [Jancy]
12'00 Adjournment [Jancy]

Anti-Trust Compliance Statement: It is the practice of The American Institute of Architects and its members to comply strictly with all laws, including federal and state antitrust laws that apply to AIA operations and activities. Accordingly, this meeting will be conducted in full compliance with those laws.

Diversity Statement: The American Institute of Architects, as part of the global community, champions a culture of equity, diversity, and inclusion within the profession of architecture to create a better environment for all. Achieving this vision has a direct impact on the relevance of our profession and the world's prosperity, health, and future.

EXPECTED ATTENDEES

AIA Virginia 2025 Board of Directors

Meagan Jancy, AIA | President
Bill Hopkins, AIA | President-Elect
Karen Conkey, AIA | Secretary
Amber Hall, AIA | Treasurer
Kelly Callahan, AIA | Past President
Phoebe Crisman, AIA | Director
Michael Ermann, AIA | Director
Jonathan Hiser, AIA | Director
Sonia Jarboe, AIA | Director
Derek McCalla, AIA | Director
TJ Meehan, AIA | Director
Shawn Mulligan, AIA | Director
Kendall A. Nicholson, Ed.D., Assoc AIA | At-large Director
Daya Irene Taylor, Ph.D., AIA | Director
Nicholas A. Wade, AIA | Director
Ashleigh Walker, Assoc AIA | Director
Paul R. Battaglia, AIA | Executive Vice President

AIAVA Staff Members

Cathy Guske, Hon. AIAVA | Member Services Director
Delaney Ogden | Director of Education

Guests

Lori Garrett, FAIA | Honors Committee Chair



Consent Agenda

AIA Virginia | 15 AUG 2025 Board of Directors MTG

Membership (as of 8/1/2025)

1,624 Architects

534 Associates

285 Emeritus

2,443 Total

+25 over last month

-1.39% over the same time last year

19 allied members

Renewals:

as of 8/1/2025	Lapsed	Active	Total	% renewed
Blue Ridge	21	206	227	90.75%
Central Va	12	233	245	95.10%
Coastal Va	32	369	401	92.02%
Northern Va	138	1144	1282	89.24%
Richmond	46	491	537	91.43%
AIA Virginia	249	2443	2684	91.02%

(Lapsed members will be terminated 12/31/2025)

August 1 "active" numbers are used by AIA for component allocations for the next year.

AIAVA Foundation

Amber Book

12 licenses remain in our current bundle. Financial support is needed for this program. Donations can be made through the AIA Virginia Foundation.

Helene Combs Dreiling FAIA Fellowship

The Helene Combs Dreiling, FAIA Fellowship will be awarded to up to three individuals each year. The award is for a maximum of \$1,000.00 (one thousand dollars) to each individual awardee and is meant to cover, in part or in full, the selected candidate's registration and other related costs to attend AIA national and AIA Virginia programs and events. The call for applications will remain open until 22 AUG 2025.

<https://www.aiava.org/38961-2/>

AIAVA PAC BOT

Organizing a campaign to solicit investments.

Advocacy Advisory Council

The Council continues to meet and develop plans for AIA Virginia Hill Day TU 27 JAN 2026 (Alt: WED 28 JAN 2026).

Education Advisory Council

The council continues to meet regularly. Still need a Chair.

Member Services Advisory Council

Reviewed the member feedback survey, and Karen, Chair, will present the findings at the meeting. Three postcard designs have been chosen, and you'll see them in your mailbox over the next 3 years. Working on a promotional email to member prospects.

Outreach Advisory Council

The OAC is meeting regularly. Starting coordination for the 2026 VA Prize, looking for sponsors for the prize money (donation to the Foundation).

Design Committee

The 2026 Design Forum will be held on Friday, May 1-Saturday, May 2 at the Center for the Arts at Virginia Tech (formally named the Moss Center). The committee is currently working on sponsorships and confirming speakers. Marketing and promotional communications will start in December.

Emerging Leaders in Architecture Executive Committee

Applications for the 2026 Class will open August 13th and close November 12, 2025. Please share this information with your chapters, firms, and individuals who you think should apply.

Historic Resources Committee

The committee continues to meet monthly. The HRC created a social media campaign called "Throw Back Thursdays" where there is a theme for the month and we will post pictures on social of that theme. July was brick patterns and August is Heavy Timber. Please like, comment, and share these posts from our AIA Virginia social media channels to gain more traction. The committee is planning out a few more historic tours and then focusing on the Craftsperson's Crawl at ArchEx.

J.E.D.I. Committee

The committee is preparing a panel discussion for ArchEx, titled "Now What? A Conversation About Design Industry Culture," along with our coffee networking session with VANOMA on Thursday, November 6th. Also writing an article on the benefits of the IPAL program and another featuring a member firm and their best practices and innovations in EDI. Continuing the "perspectives" social media campaign with architecture school students featured this summer. EDI resources have been shared with members through the member newsletter in each issue this year.

VA Committee on the Environment (VA COTE)

The committee continues to meet monthly. They currently have a VA COTE member interest survey out to gather information about VA COTE programming and are working on plans for the coffee networking gathering at ArchEx. The committee will be collaborating with USGBC for building tours around the Commonwealth in 2026 and they have a LEED v5 webinar coming up on 8/19.

Member Roundtables

Lori Garrett, FAIA, has offered to chair the Large Firm Roundtable. Our thanks to Charles Piper, AIA, for his three years of service as chair of this roundtable.

ArchEx 2025 Update

ArchEx is scheduled for Wednesday, November 5 through Friday, November 7 at the Richmond Marriott in Richmond, VA, and our theme this year is Design the Future: Advancing Technology, Community & Business. Our program will continue to be a 2.5-day event and Visions for Architecture on Thursday evening. We will have 40 education sessions, kickoff/keynote panel discussion, keynote presentation workshop, annual meeting/lunch, 3 plenary sessions, 6-8 tours, an expanded design expo with 40 booths, and Visions for Architecture Reception & Gala on Thursday evening. We will also have an international design competition winner's exhibition. The opening Keynote Panel Discussion will be with Margaret Cavenagh, AIA, LEED AP (Perkins & Will), Elliott Felix (Buro Happold), and Peter B. MacKeith, Assoc. AIA (Fay Jones School of Architecture + Design, University of Arkansas) titled, Uncertainty to Opportunity: Designing Resilience in a Changing World. The day two Keynote Presentation Workshop will be with Dr. Mehdi Nourbakhsh who is an author, speaker, and CEO of [YegaTech](#), a technology consulting company in the AEC industry specializing in AI strategy, governance, and implementation for AEC companies. His workshop will be titled, The Transformative Role of AI in the AEC Industry.

Leaders in Architecture & Business

The class continues to have monthly sessions. Just completed session #4 Basic Accounting session in Northern Virginia and next session will be on 8/29 in Roanoke about Time Management. The Steering Committee will be focusing on the planning and timeline for 2026 applications next month.

Quarterly Component Leaders

Our next call will be in August. The format and structure of these meetings is being adjusted.

*****END OF CONSENT AGENDA*****

AIA Virginia and ACEC Virginia Collaborate with DGS to Revise Contract Standards for A/E Services

ACEC Virginia and AIA Virginia have been actively working with the Virginia Department of General Services (DGS) to update and clarify the standards that govern the procurement and execution of Architecture and Engineering (A/E) services in the Commonwealth. This collaboration has resulted in key updates to the **CO-3a Terms and Conditions of the A/E Contract**, directly addressing concerns from the A/E community.

Key Revisions and Improvements Include:

- **Refined Standard of Care Language:** One of the most significant updates was the **removal of the phrase “highest standard of care”** from the contract. This revision brings the standard of care in line with industry norms—requiring services to be performed with the care and skill ordinarily used by members of the profession practicing under similar conditions—which eliminates insurability concerns.
- **Updates to Section 32 – Contractual Claims** clarifies and makes explicit how issues beyond the immediate control of the A/E can establish a cause for claim for compensation, and how the process for resolving that claim should proceed.
- **Incorporation of CPSM-Related Language:** Relevant content from **Section 9 of the A/E Manual**, related to **Design Not to Exceed (CPSM)**, has been relocated and integrated into Section 32 of the contract. This realignment ensures that CPSM provisions are directly and clearly addressed within the contractual framework.
- Section 12 establishes the maximum amount of **Professional Liability Insurance** required, regardless of the Design-not-to-exceed Budget.

Additional revisions pertain to requirements for additional insurance, HR training, etc. Members would do well to review the documents in their entirety. For your convenience, a comparative text document, highlighting the recent revisions, can be accessed here [\[link\]](#). To view the updated CO-3a Terms and Conditions in its full and official form, visit the DGS Forms Center at <https://dgs.virginia.gov>.

We appreciate the willingness of DGS leadership to listen and respond to the concerns of industry. We also appreciate the willingness of our members to voice their concerns, apply their expertise and experience, and propose, consider, and refine alternatives.

This successful collaboration highlights the value of continued dialogue between key stakeholders and the A/E industry. Through this work, ACEC Virginia and AIA Virginia continue to advocate for the interests of our members and our professions.

Please continue to keep us apprised of issues that affect our practice and industry. Alert us to issues and/or stakeholders that need to be addressed. We remain committed to the cause and are eager to advocate on your behalf.

COMMONWEALTH OF VIRGINIA



TERMS AND CONDITIONS OF THE A/E CONTRACT

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PLEASE NOTE: The Terms and Conditions of the A/E Contract (CO-3a) (“Terms and Conditions”), have been created specifically for the use of agencies of the Commonwealth of Virginia, which may not alter any provisions without the express written approval of the Virginia Department of General Services, Division of Engineering and Buildings. The Terms and Conditions have significant legal implications and shall not be altered or modified. The Terms and Conditions shall not be amended or deleted or its intent changed, except by an approved and properly issued Supplemental General Conditions. The Commonwealth of Virginia makes no representation as to their suitability for any other purpose. Note: Governmental entities not subject to DGS purview intending to modify the Terms and Conditions for their use should consult with their legal counsel.

1. DEFINITIONS

Whenever used in these Terms and Conditions of the A/E Contract (“Terms and Conditions”) the following terms have the meanings indicated, which are applicable to both the singular and plural and the male and female gender thereof:

AARB: Commonwealth of Virginia’s Art and Architectural Review Board

ADA: The Americans with Disabilities Act of 1990.

ADAAG: Americans with Disabilities Act Architectural Guidelines.

Addendum: Written or graphic instruments issued prior to the opening of bids or proposals that clarify, correct or change the IFB or RFP.

Advertisement: The term commonly used to describe the public announcement or “Notice” of the availability of the IFB or RFP made by publishing a notice in eVA, and by providing public notice pursuant to the Virginia Public Procurement Act ([Code of Virginia](#), § 2.2-4300, *et seq.*).

A/E Contract: The Contract between Owner and A/E for Professional Services ([CO-3](#), [CO-3.1](#), or [CO-3.2](#)) and any documents expressly incorporated therein, including but not limited to: the Terms and Conditions of the A/E Contract (CO-3a); Supplemental General Conditions; the A/E Manual; the MOU; all addenda; and all modifications, including subsequent A/E Change Orders.

A/E Change Order: A document (CO-11ae) issued on or after the effective date of the A/E Contract which is agreed to by the A/E and approved by the Owner, and which authorizes an addition, deletion or revision in the A/E Services, including any adjustment in the Total Contract Amount, Contract Price and/or the Contract Completion Date. An A/E Change Order, once signed by all parties, is incorporated into and becomes a part of the A/E Contract.

A/E Manual: The A/E Manual shall consist of the following Chapters and Sections of the CPSM: Chapters 1, 2, 3, 6, 7; and Sections 4.0 through 4.20 (excluding 4.19), Sections 5.0 through 5.17, ; and Appendices A thru through Z, including all revisions thereto. The A/E Manual and all revisions shall be incorporated into the A/E Contract in their entirety except as amended or superseded in the A/E Contract or an addendum thereto.

A/E of Record: An individual person named by the A/E to oversee, coordinate, review and be the professional responsible for the aggregate collection of A/E Services and the Construction Documents.

A/E Project Manager: The A/E Project Manager as used herein shall be the A/E’s designated representative for the Project. The A/E Project Manager shall be the person through whom the A/E generally conveys written decisions and notices. The A/E may change the A/E Project Manager from time to time and may, in the event that the A/E Project Manager is absent, disabled or otherwise temporarily unable to fulfill his duties, appoint an interim A/E Project Manager.

A/E Services: The entirety of the services that the A/E performs that constitute the scope of services for the A/E under the A/E Contract, including the Basic Services (Section 42 below), Additional Services, and any Extra Services.

Additional Services: Services required by the A/E Contract to be performed by the A/E that are in addition to those services required under Section 42 for “A/E Basic Services.”

Agency: The agency, institution, or department which is a party to the A/E Contract. For purposes of the Contract, the term Owner shall include such Agency, whether or not the Agency owns the Site or the building.

Agency Contracting Officer: The person designated in writing by the Agency as being delegated authority to award and sign contracts, change orders, and other documents related to capital outlay projects for the Agency (may also be called the **Chief Facilities Officer**).

Agency Manual: The Agency Manual shall consist of the following Chapters and Sections of the CPSM: Chapters 1 through 8, Appendices A through Z, and all revisions thereto.

APELSCIDLA Board: Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects.

Architect: A person who is qualified and licensed to practice architecture in Virginia by the APELSCIDLA Board. “Architect” may also be used to refer to a firm of such individuals which is properly licensed in the Commonwealth of Virginia.

Architect/Engineer (“A/E”): The Virginia licensed Architect or Engineer that contracts with the Owner to provide the A/E Services for the Project. The A/E is a separate contractor and not an agent of the Owner. The term includes any subcontractors, associates or consultants employed by the A/E to assist in providing the A/E Services.

ASAD: ADA Standards for Accessible Design, current edition.

Association: As applied to architects or engineers, this term shall mean a legal entity formed by several architects and/or engineers who have associated together for the purposes of working as a unit on a specific Project. The Association may take the form of a partnership, joint venture, corporation, etc.

Beneficial Occupancy: The time, following Substantial Completion, at which the Project or portion thereof, is sufficiently complete and systems operational such that the Owner could, after obtaining necessary approvals and certificates, occupy and utilize the space for its intended use. Guarantees and warranties applicable to that portion of the Work begin on the date the Owner accepts and occupies the Project, or a portion thereof, unless otherwise specified in the Supplemental General Conditions or by separate agreement.

Bid: The offer provided by a bidder submitted on the prescribed form and setting forth the bidder’s price(s) for the Work to be performed.

Bid Documents: Another term for the **Invitation for Bids** (“IFB”), defined below.

BIM Model: The documents and electronic information produced by the building information modeling (“BIM”) process.

Building Official: The Building Official for all buildings on Commonwealth of Virginia property excluding non-occupiable buildings, bridges and structures in the VDOT right-of-way and who is the Director of the Division of Engineering and Buildings, Department of General Services. The Building Official’s duties, responsibilities and authority generally conform to those described in the Uniform Statewide Building Code ([Code of Virginia](#), § 36-98.1).

Chief Facilities Officer: Another term for **Agency Contracting Officer**, defined above.

Code of Virginia: Code of Virginia 1950, as amended. Sections of the Code referred to herein are noted by (§ xx-xx).

Competitive Negotiations: A method of contractor selection that includes the following elements ([Code of Virginia](#), § 2.2-4302.2):

- Issuance of a written RFP indicating in general terms that which is sought to be procured, specifying the factors which will be used in evaluating the proposal and containing or incorporating

by reference the other applicable contractual terms and conditions, including any unique capabilities or qualifications which will be required of the Contractor.

- Public notice of the RFP at least ten (10) days prior to the date set for receipt of the proposal by posting in a public area normally used for posting of public notices and by publication on the eVA web site.

Competitive Sealed Bidding: A method of contractor selection that includes the following elements ([*Code of Virginia*](#), § 2.2-4302.1):

- Issuance of a written IFB containing or incorporating, by reference, the specifications and contractual terms and conditions applicable to the procurement.
- Public notice of the IFB at least ten (10) days prior to the date set for receipt of bids by posting in a designated public area and by publication of the public announcement or “Notice” of the availability of the IFB (i.e. Bid Documents) on the eVA web site www.eva.virginia.gov. Bids may be solicited solely from contractors who have prequalified. ([*Code of Virginia*](#), § 2.2-4317). In addition, bids may be solicited directly from potential contractors. Any additional solicitations shall include businesses selected from a list made available by the DSBSD.
- Public opening and announcement of all bids received.
- Evaluation of bids based upon the requirements set forth in the invitation.
- Award to the lowest responsive and responsible bidder.
- Competitive sealed bidding shall not be used for procurement of Professional Services.

Construction: Includes new construction, reconstruction, renovation, restoration, major repair, demolition, and all similar work upon buildings and ancillary facilities owned or to be acquired by the Commonwealth of Virginia, including any draining, dredging, excavation, grading, or similar work upon real property.

Construction Administration: Non-professional services provided under a contract with the Owner which generally includes inspection of the Work, coordinating testing services contracts procured by the Owner, reviewing change orders and schedule submittals from the Contractor, and providing other construction period services for the benefit of the Owner.

Construction Administrator (“CA”): The CA is the entity responsible to the Owner for providing these services to assure compliance with the Contract Documents but is not responsible under the Construction Contract for providing the Work. The Owner may use an employee to perform Construction Administration services. This differs from the **Contract Administration** services required under the A/E Contract, defined below.

Construction Contract: The Contract between Owner and Contractor (CO-9), signed by the Owner, for the Work of the Project and all documents expressly incorporated therein. Also known as the **Contract Documents**, defined below.

Construction Change Order: A document (CO-11) issued on or after the effective date of the Construction Contract which is agreed to by the A/E and approved by the Owner, and which authorizes an addition, deletion or revision in the Work, including any adjustment in the Total Contract Amount, Contract Price and/or the Contract Completion Date. A Construction Change Order, once signed by all parties, is incorporated into and becomes a part of the Construction Contract.

Construction Documents: Written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a Project necessary for construction and for obtaining a building permit. See **Working Drawings**, defined below.

Construction Management: Services provided under contract with the Owner, which generally include coordinating and administering construction contracts for the benefit of the Owner, but may also include, if provided in the Construction Contract, furnishing construction services to the Owner. See CPSM, Section 7.2 for further descriptions.

Construction Manager (“CM”): The CM has direct responsibility and liability to the Owner for performing the Work as described by the Contract Documents. Also called the **CM at Risk**, or the **Contractor** for the Project.

Consultant: An individual or firm with professional expertise engaged to render a specific service in connection with a Project.

Contract Administration: The duties and responsibilities normally performed by the A/E during the construction phase of a Project. This differs from **Construction Administration** services, defined above.

Contract Completion Date: The date by which the Work must be substantially complete. The Contract Completion Date is customarily established in the Notice To Proceed, based on the Time for Completion. In some instances, however, the Contract contains a mandatory Contract Completion Date, which shall be stated in the Invitation for Bids.

Contract Documents: The Contract between Owner and Contractor (CO-9) signed by the Owner and the Contractor and any documents expressly incorporated therein. In the event of a conflict between or among the Contract Documents, the precedence of the Contract Documents shall be in the following order: the Contract; the Supplemental General Conditions; the General Conditions; the Special Conditions; the Specifications; and the Plans.

Contractor: The person with whom the Owner has entered into a Contract between Owner and Contractor to do the Work.

Contract Price: The total compensation payable to the Contractor for performing the Work in accordance with the Contract Documents, subject to modification by Change Order.

CM At Risk: Another term for **Construction Manager**, defined above.

CPSM: The most current edition of DEB’s Construction and Professional Services Manual (“CPSM”), as amended and revised from time to time.

Day(s): Calendar day(s) unless otherwise noted.

DEB: Division of Engineering and Buildings, a division of the Commonwealth of Virginia Department of General Services.

Defective: An adjective which, when modifying the word Work, refers to Work that is unsatisfactory, faulty, deficient, does not conform to the Contract Documents or does not meet the requirements of inspections, standards, tests or approvals required by the Contract Documents, or Work that has been damaged prior to the A/E’s recommendation of final payment (unless responsibility for the protection thereof has been assumed by Owner at Substantial Completion or Beneficial Occupancy).

DEQ: Commonwealth of Virginia Department of Environmental Quality.

Design-Build (“DB”): A contract between a public body and a design-build Contractor in which the Contractor agrees to both design and build the structure, roadway or other item specified in the Contract between Owner and Contractor. See CPSM, Section 7.3 for further descriptions.

Design Completion: The date when the Owner has received a complete set of design documents without code and/or scope deficiencies.

“Design-not-to-exceed” Budget: The Project construction budget established in the A/E Contract as the maximum cost for the construction of the Project for which the A/E is engaged to provide A/E Services.

DGS: Commonwealth of Virginia Department of General Services.

DHR: Commonwealth of Virginia Department of Historic Resources.

DPOR: Commonwealth of Virginia Department of Professional and Occupational Regulation.

DSBSD: Commonwealth of Virginia Department of Small Business and Supplier Diversity.

Drawing: A page or sheet of the Plans which presents a graphic representation, usually drawn to scale, showing the technical information, design, location, and dimensions of various elements of the Work. The graphic representations include, but are not limited to, plan views, elevations, transverse and longitudinal sections, large and small scale sections and details, isometrics, diagrams, schedules, tables and/or pictures.

Emergency: Any unforeseen situation, combination of circumstances, or a resulting state that poses imminent danger to health, life or property.

Engineer: A person who is qualified and licensed to practice engineering in Virginia as a Professional Engineer by the APESCB Board of the DPOR. "Engineer" may also be used to refer to a firm of such individuals which is properly licensed in the Commonwealth of Virginia.

Equal: Any other brand, make or manufacturer of a product, assembly or equipment that, in the opinion of the A/E, is equivalent to that specified, considering quality, capabilities, workmanship, configuration, economy of operation, useful life, compatibility with design of the Work and suitability for the intended purpose, and which is accepted as such by the Owner.

Equipment: A tangible resource, such as machinery, articles or apparatus, of a permanent or long-term nature, used in an operation or activity.

eVA: DGS' central electronic procurement system used in the Commonwealth of Virginia. The eVA home page address is www.eva.virginia.gov.

Extra Service(s): A service which the Owner tasks the A/E to provide after the A/E Contract has been signed and which was not included in the Basic Services or in the Additional Services as described in the A/E Contract. Extra Services, and the compensation therefore, are authorized by a modification to the A/E Contract using an A/E Change Order ([CO-11 ae](#)).

Field Order: A written order issued by the A/E which clarifies or explains the Plans or Specifications, or any portion or detail thereof, without changing the design, the Contract Price, the Time for Completion or the Contract Completion Date.

Final Completion: Completion and full performance of all Work in accordance with the terms and requirements of the Contract Documents, including the completion of all items identified on punch lists generated through the inspections set forth in Section 44(b) and submission of all information, manuals, warranties and documentation required by the Contract.

Final Completion Date: The date of the Owner's acceptance of the Work following Final Completion.

Final Construction Documents: The set of plans from which the project is built, are prepared by the A/E for use in (1) obtaining the necessary permits and (2) completing the Work. Final Construction Documents are completed documents ready for bidding and include all corrections required by the DEB review. Each sheet of the drawings reproduced in the bid documents shall bear the seal and dated signature of the responsible licensed professional and a uniform document date.

Final Construction Documents Addendum: The first sheet of each and every addendum issued to bidders shall indicate the number of pages in the addendum and shall list any attached sketches, drawings or other material included in the addendum.

General Conditions: The General Conditions of the Construction Contract (CO-7).

Governor: The Governor of the Commonwealth of Virginia.

Informality: A minor defect or variation of a bid or proposal from the exact requirements of the Invitation for Bids or Request for Proposals that does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured, as established by [Code of Virginia](#), § 2.2-4301.

Invitation for Bids (“IFB”): A formal solicitation to the public including the Notice, Instructions To Bidders, Bid Form, General Conditions of the Construction Contract (CO-7), Supplemental General Conditions, Special Conditions, Forms to be used, the Plans and Specifications, and any other documents listed in the Specifications, all of which request qualified bidders to submit competitive prices or bids for providing the described Work on a Project. The IFB is the “Invitation for Bid” required by [Code of Virginia](#), § 2.2-4302.1.

Instruments of Service: All materials and documentation including the original drawings, the Plans and Specifications (including electronic files), and copies of any calculations and analyses prepared pursuant to the Contract between the Owner and the A/E

Landscape Architect: An individual licensed by the Commonwealth of Virginia as a “Landscape Architect” by the APELSCIDLA Board of the DPOR. The Landscape Architect may function as an A/E Project Manager and may be the A/E of Record on those Projects where the preponderance of the work is represented by the application of the principles and methodology of landscape architecture in consultation, evaluation, planning (including the preparation and filing of sketches, drawings, plans and specifications) and responsible supervision or administration of contracts relative to Projects principally directed at the functional and aesthetic use of land.

LEED: Leadership in Energy and Environmental Design.

Manual: The CPSM.

Micro Business: A business certified as a Micro Business by the DSBSD.

Minority-Owned Business: A business certified as a Minority-owned business by the DSBSD.

MOU: A Memorandum of Understanding between the Owner and A/E.

NFPA: National Fire Protection Association.

Nonprofessional Services: Any services not specifically identified as “professional services” in the definition of “professional services” provided by [Code of Virginia](#), § 2.2-4301.

Notice: All written notices required or permitted under the A/E Contract or Contract Documents. Notice shall be given in writing to the email address or physical delivery location identified in the A/E Contract or Contract Documents for receipt of Notice by the receiving party. A Notice is deemed to have been properly given and effective at the time such Notice is (i) deposited with a nationally recognized overnight delivery service using no more than two (2) business day delivery service for delivery to the Notice address; (ii) hand delivered to the Notice address; (iii) enclosed in a postage prepaid envelope addressed to the Notice address and delivered to a United States Postal Service for delivery by prepaid certified or registered mail; or (iv) sent via email to the email address identified for Notice in the A/E Contract or Contract Documents.

Notice of Award: The written notification by Owner to the apparent successful bidder notifying the bidder that it has been awarded the contract, pending the submittal and execution of all documents required in the IFB.

Notice of Intent to Award: The written public posting by Owner announcing the apparent successful bidder and notifying the bidder and all other bidders that the Owner ~~intents~~[intends](#) to award the contract to the

apparent successful bidder pending completion of the verification that it is a Responsible Bidder and the receipt and acceptance of all executed documents required in the IFB.

Notice to Proceed: A written Notice given by the Owner to the Contractor fixing the date on which the Time for Completion will commence for the Contractor to begin the execution of the Work. The Notice to Proceed will identify the Contract Completion Date if not otherwise established by the Contract.

Owner: The public body with whom the Contractor and A/E have entered into contractual agreements and for whom the Work and A/E Services are to be provided. The term “Owner,” as used herein, shall also mean the Agency.

Owner’s Project Manager: Shall be the Owner’s designated representative for the Project. The scope of the Owner’s Project Manager’s authority is limited to that authorized by the Owner, who shall provide written information to the Contractor at the preconstruction meeting defining those limits. This authorization by the Owner or Owner’s Project Manager authority shall not impinge upon or supersede the professional responsibility and liability of the A/E.

Performance Specification: A specification which generally describes the characteristics of the article required, e.g. the style, type, quality, character, economy of operation and purpose to be served by the article and the results required of the article provided. It does not restrict bidders to a specific brand, make, or manufacturer, nor does it tell the A/E or Contractor how to achieve the required result.

Person: This term includes any individual, corporation, partnership, association, company, business, trust, joint venture, or other legal entity.

Plan Holder: A Person that has received Plans from the A/E.

Plans: The term used to describe the group or set of Project-specific drawings which are included in the Contract Documents.

Pre-bid Conference: A meeting of interested, prospective bidders held at the Owner’s discretion, usually with the assistance of the A/E, prior to the receipt of bids in which comments or questions concerning specifications or other provisions in the IFB or RFP can be received and considered ([Code of Virginia](#), § 2.2-4316). Any response shall be in writing and distributed to all who requested and received the IFB and RFP.

Prequalification of Bidders: The process by which the qualifications and credentials of potential bidders may be evaluated for particular types of services or construction in accordance with criteria established in writing and sufficiently in advance of their implementation to allow interested persons or firms a fair opportunity to complete the process ([Code of Virginia](#), § 2.2-4317).

Professional Services: As defined in *Code of Virginia*, § 2.2-4301, work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering. “Professional Services” shall also include the services of an economist procured by the State Corporation Commission.

Project: The term used instead of the specific or proper assigned title of the entire undertaking which includes, but is not limited to, the Work and the A/E Services.

Project Inspector: One or more persons employed by the Owner to inspect the Work for the Owner and/or to document and maintain records of activities at the Site to the extent required by the Owner. The scope of the Project Inspector’s authority with respect to the Contractor is limited to that indicated in Section 16 (e) and (f) of the General Conditions and as supplemented by the Owner in writing to the Project Inspector and to the Contractor.

Project Order: A specific commission that is issued to the A/E with a CO-3.1a in accordance with the MOU incorporated into the A/E Contract (for use only with the Term Contract Between Owner and Architect/Engineer for Professional Services (CO-3.1)).

Proprietary: An adjective used to describe a product or piece of equipment which is manufactured under some exclusive right but which is available to Subcontractors from multiple vendors or Suppliers; (e.g. a product or piece of equipment which is specified by a single brand name and model number and which is available to bidders from more than one source, but for which no “Equal” is permitted).

Provide: Shall mean furnish and install ready for its intended use.

Record Drawings: Record Drawings are a final compilation set of drawings showing the “as built” condition of the Work, including all conditions, locations and dimensions based on the Contractor’s As-Built Drawings. The Record Drawings shall contain the Plans, Specification, Addenda, approved shop drawings, and any other information needed to show the final condition of the work, actual location of piping and utilities, the depths of pilings or caissons if pilings or caissons were in the construction, and the integration of all Change Orders to the Work. Record Drawings shall be provided to the Owner in electronic PDF format, in addition to any other physical format required by the Owner.

Responsible Bidder: A bidder who has the capability, in all respects, to perform fully the Contract requirements and the moral and business integrity and reliability that will assure good faith performance, and who has been prequalified, if required ([Code of Virginia](#), § 2.2-4301).

Responsive Bidder: A person or firm who has submitted a bid which conforms in all material respects to the Invitation for Bid ([Code of Virginia](#), § 2.2-4301).

Reviewing Agency: Any agency from which an approval is required per the Code of Virginia or other policy or procedure in effect.

RFP: Request for Proposal.

RFQ: Request for Qualifications.

Sealed Bid: A bid which has been submitted in a sealed envelope or electronically submitted into eVA utilizing the eVA Secure Vendor Portal to prevent its contents from being revealed or known before the deadline for the submission and opening of all bids.

Service Disabled Veteran-Owned Business: A business that meets the definition of Service disabled veteran-owned business set forth in *Code of Virginia*, § 2.2-4310.

Services: Any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials, or supplies (*Code of Virginia*, § 2.2-4301).

Shop Drawings: The drawings, diagrams, illustrations, schedules, installation descriptions and other data prepared by or for the Contractor to provide detailed information for the fabrication, location, erection, installation, connection and methodology associated with the Work. Shop drawings are intended to aid in the preparation and installation of materials and to ascertain that the materials proposed by the Contractor conform to the requirements of the Contract Documents.

Site: Shall mean the location at which the Work is performed or is to be performed.

Small Business: A business certified as a small business by the DSBSD.

Sole Source: A product, item of equipment, service or combination of these which is available from only one manufacturer, vendor or provider in an area to the exclusion of others (e.g. within the constraints of the particular Project, whether geographic, time, material or other). If products, equipment or services are

franchised to only one vendor in an area, the vendor would be considered a Sole Source for such products, equipment or services specified for this Project.

Special Conditions: That part of the Contract Documents which describes special or additional requirements or procedures applicable to the Project. The Special Conditions do not amend or supersede the General Conditions of the Construction Contract (CO-7).

Specifications: That part of the Contract Documents containing the written administrative requirements and the technical descriptions of materials, equipment, construction systems, standards, and workmanship for the Work.

Subcontractor: A person or firm having a direct contract with the Contractor or with any other Subcontractor for the performance of the Work, or who has a direct contract with the A/E for professional services for the Project. Subcontractor includes any person or firm who provides on-site labor but does not include a Supplier.

Submittals: All shop, fabrication, setting and installation drawings, diagrams, illustrations, schedules, samples, and other data required by the Contract Documents which are specifically prepared by or for the Contractor to illustrate some portion of the Work and all illustrations, brochures, standard schedules, performance charts, instructions, diagrams and other information prepared by a Supplier and submitted by the Contractor to illustrate material or equipment conformance of some portion of the Work with the requirements of the Contract Documents.

Substantial Completion: The condition when the Owner agrees that the Work, or a specific portion thereof, is sufficiently complete, in accordance with the Contract Documents, so that it can be utilized by the Owner for the purposes for which it was intended. The Owner at its sole discretion may, after obtaining the necessary approvals and certificates, take Beneficial Occupancy at this time or choose to wait to occupy until after Final Completion is achieved.

Substitute: A material, product, equipment, or assembly that deviates from the requirements of the Contract Documents but which the Contractor deems will perform the same function and have equal capabilities, service life, economy of operation, and suitability for the intended purpose. The proposal must include any cost differentials proposed. Any such proposed substitute must be submitted to the A/E for review and, if acceptable to the A/E and the Owner, incorporated into the Construction Contract by Change Order.

Supplemental General Conditions: An amendment or modification which amends or supplements the General Conditions of the Construction Contract ([CO-7](#)) or the Terms and Conditions of the A/E Contract ([CO-3a](#)).

Supplier: A manufacturer, fabricator, distributor, material provider or vendor who provides material for the Project but does not provide on-site labor.

SWaM/SDV Business: All subcategories of Small Businesses including Micro Business, Minority-Owned Business, Service Disabled Veteran-Owned Business, Small Business, and/or Women-Owned Business together as a group.

Time for Completion: The number of consecutive Days following the Date of Commencement within which the Contractor must achieve Substantial Completion of the Work in accordance with the Contract Documents.

Total Contract Amount: The total compensation payable to the A/E for performing the A/E Services, subject to modification by Change Order.

Unit Price Work: Work to be paid for on the basis of established unit prices for the quantity of material provided or Work done.

USBC: Another term for **Virginia Uniform Statewide Building Code**, defined below.

VDOT: Commonwealth of Virginia Department of Transportation.

VPPA: Virginia Public Procurement Act, *Code of Virginia*, § 2.2-4300 – 2.2-4383, as amended.

VUSBC: Virginia Uniform Statewide Building Code (also referred to as the **USBC**).

Women-Owned Business: A business certified as women-owned by the DSBSD.

Work: The construction and services required by the Contract Documents, whether completed or partially completed, including, but not limited to, furnishing labor, furnishing and incorporating materials and equipment into the Construction. The Work includes the entire completed Construction, or the various separately identifiable parts thereof, required to be provided under the Contract Documents or which may reasonably be expected to be provided as part of a complete, code compliant and functioning system for those systems depicted in the Plans and Specifications.

Working Drawings: Written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a Project necessary for obtaining a building permit. See **Construction Documents**, defined above.

2. LICENSE AND REGISTRATION

Persons providing architectural and/or engineering services shall be properly registered and licensed in Virginia as required by DPOR through the APELSCIDLA Board, and, if incorporated, the State Corporation Commission. Professional corporations shall obtain a Certificate of Authority as required by *Code of Virginia*, § 13.1-549. Other business entities shall register with DPOR as required by *Code of Virginia*, § 54.1-411, as amended.

The individual Architect or Engineer responsible for the control and supervision of each discipline shall be at all times licensed in the Commonwealth of Virginia and shall affix his or her seal to those documents for which he or she is responsible.

3. A/E OF RECORD

The A/E shall designate an A/E of Record on behalf of the A/E .

4. PROFESSIONAL SERVICES

The architectural, civil, structural, mechanical, and electrical portions of the Project shall be planned and designed by, or under the immediate supervision of, a licensed Architect or Engineer who has expertise in the particular discipline involved. Where the A/E chooses to subcontract a portion of the architectural, civil, structural, mechanical and electrical portions of the A/E Services, the A/E shall retain only entities which employ architects or engineers with the requisite expertise to provide the required services. The Subcontractors proposed by the A/E during the selection process to be part of the A/E Project team shall perform the A/E Services as proposed.

If circumstances require a change of personnel from the originally proposed Project team, the A/E shall advise the Owner of the proposed change, the reasons for the change, and the name and qualifications of the proposed replacements. The replacements must be acceptable to the Owner.

Any associates, Consultants, or Subcontractors proposed to be part of the A/E's Project team shall be contracted by the A/E at the beginning of the A/E Services and shall be active participants in all phases of the A/E Services related to their discipline from beginning to end. The A/E shall be responsible to the Owner for A/E Services provided by its Consultants and Subcontractors, whether employees of the A/E or not, performed for the A/E Contract.

5. TAXPAYER IDENTIFICATION NUMBER

The A/E shall furnish to the Owner its Federal Employer Identification Number ("FEIN") if a proprietorship, corporation or a partnership, or its Social Security Number ("SSN") if an individual at the time of A/E Contract award.

6. DEBARMENT STATUS

By entering into this Contract, the A/E certifies that it is not currently debarred or enjoined by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this A/E Contract, nor is it an agent of any Person that is currently so debarred or enjoined.

7. IMMIGRATION REFORM AND CONTROL ACT OF 1986

By entering into this Contract, the A/E certifies that it does not and shall not during the performance of this Contract knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986, or otherwise violate its provisions.

If the A/E has an average of more than fifty (50) employees in the twelve (12) months preceding this A/E Contract, and the Total Contract Amount is in excess of \$50,000 then the A/E shall, during the performance of this A/E Contract, be registered and participate in the federal E-Verify program for employers as defined by *Code of Virginia*, § 2.2-4308.2.

8. RELATIONSHIP OF ARCHITECT/ENGINEER TO OWNER

After the A/E Contract has been fully executed, the A/E shall be the professional advisor and consultant to the Owner for technical matters related to the Project and shall be responsible directly to and only to the Owner. The Owner shall communicate all approvals, rejections, change requirements and other similar information to the A/E. The A/E shall advise the Owner of changes necessary to keep the Project within the prescribed area and cost limits. The A/E's status, relationship and authority during the construction phase of the Project are further defined in the General Conditions, Section 15, (a) through (h), and are included herein by reference.

Generally, the Owner will observe the procedure of issuing orders to the Contractor through the A/E or, if the A/E's construction period duties have been so modified, through the Owner's Project Manager. If the Owner issues orders directly to the Contractor, the A/E shall be copied on such orders.

9. ARCHITECT/ENGINEER'S MANUAL (A/E MANUAL)

The most current A/E Manual is incorporated into the A/E Contract in its entirety except as expressly amended or superseded by the requirements of the A/E Contract or an addendum thereto.

For the sake of simplicity, the provisions of the A/E Manual dealing with Architects and Engineers are written as though they apply to the design of buildings and to Construction Administration only. They also shall apply, however, to all architectural and engineering services of every kind including, but not limited to, project studies, development of master site plans, other studies, and related professional services.

~~Many of the changes, additions, or deletions made in revisions to the A/E Manual are necessary to keep abreast with codes, statutes, or regulations related to the Project. They require immediate compliance by the A/E.~~

~~If the A/E determines that Extra Services will be needed to incorporate the requirements of the latest edition of the CPSM or any A/E Manual revision issued after the date of the A/E Contract, the A/E shall notify the~~

~~Owner of same within sixty (60) days of the date of revision distribution, and shall provide an itemized list of the Extra Services required.~~

~~After consultation with DEB, the Owner shall provide direction to the A/E regarding the effort necessary to incorporate the requirements of the revision. If appropriate, the Owner shall issue a Change Order to the A/E Contract for the Extra Services, as described in Section 20. Generally, revisions issued prior to the date of approval of the preliminary submittal can be incorporated with minimal, if any, Extra Services.~~

~~If the A/E fails to notify the Owner within sixty (60) days after the date of distribution of an A/E Manual revision that the revision will require Extra Services, the A/E waives the right to make claims for Extra Services provided to address the requirements of the revision.~~

10. “DESIGN-NOT-TO-EXCEED” BUDGET AS RELATED TO A/E CONTRACT

The Owner shall provide the A/E with a description of the Project including information on functions, space requirements, special features and requirements, aesthetic requirements, authorized square footage and “Design-not-to-exceed” Budget. If the low bid for the Work exceeds the “Design-not-to-exceed” Budget by ten percent (10%) or more, all revisions to the Plans and Specifications required to bring the cost of the Project within the “Design-not-to-exceed” Budget shall be executed by the A/E at no additional cost to the Owner.

The A/E's cost estimate shall be in the systems format described in CPSM Chapter 5 and Appendix E. The estimate shall be provided at a level of detail commensurate with the current design phase. The A/E shall submit a cost estimate with each phase submittal. If the cost estimate indicates a potential problem in securing a bid within the "Design-not-to-exceed" Budget, the A/E shall notify and work with the Owner to redefine the design concepts of space utilization, building efficiencies, materials of construction, etc., so that the estimated cost of construction does not exceed the "Design-not-to-exceed" Budget.

Substantial changes in the Project scope, such as those which affect the area (whether increase or decrease) or function of the proposed facility, must be justified by the A/E and shall be approved by the Owner and may require the approval of the Governor or his designee.

11. CODE AND REGULATORY COMPLIANCE

The A/E is responsible for designing the Project and administering the construction phase of the Project in accordance with the VUSBC, the A/E Manual, and other statutory and/or regulatory requirements applicable to the Project. Nothing contained herein shall be construed as relieving the A/E or any Subcontractor, Contractor, Supplier or any other participant from any professional or legal responsibility for performance. Reviews, comments and approvals by DGS, DEB, Owner, or the staff of any Agency, in no way absolve any other Person involved in a Project from complying with his or her full responsibilities under the VUSBC and applicable laws, codes and professional regulations and standards. Lack of comment by DGS, DEB, or the Owner does not relieve the A/E from designing the Project to meet the VUSBC, other applicable codes, the A/E Manual requirements, and applicable state and local regulations related to water, sewer, fire department service, and other utilities.

If the correction is to comply with the requirements of the VUSBC, the A/E Manual, or to correct other statutory or regulatory violations and results in a Change Order to the Construction Contract during construction, any additional costs incurred by the Owner shall be paid by the party responsible for the violation or omission. The Owner shall bear only the costs attributable to the work as it should have been originally specified by the A/E as described in Section 13.

If the A/E believes that a VUSBC, A/E Manual requirement, or other statute or regulation is unclear as to meaning, the A/E shall request a written opinion as to the applicable interpretation from DEB or from the applicable regulatory agency, as appropriate. The A/E shall be entitled to rely on the written opinion, if any, which he receives in response.

12. A/E PROFESSIONAL LIABILITY INSURANCE

The A/E shall carry professional liability insurance covering acts, errors and omissions in the course of its professional services and the A/E Services. Prior to the start of any A/E Services, the A/E shall provide to the Owner Certificates of Insurance for review by the Owner. Upon request, the A/E also shall provide full copies of its insurance policies.

The A/E shall carry either "basic practice policy" or "project policy insurance" coverage. The minimum limits of liability coverage shall be the greater of either (a) an amount equal to five percent (5%) of the estimated "Design-not-to-exceed" Budget for all projects by the A/E for the Commonwealth currently under contract and where the Work has been completed within the past five (5) years, per claim, and twice that amount, in the aggregate; or (b) \$five-hundred thousand dollars (\$500,000) per claim and in the aggregate. ~~The maximum amount of insurance required, regardless of the "Design not to exceed" Budget shall be \$5,000,000 per claim and \$10,000,000 in the aggregate.~~
The maximum amount of insurance required, regardless of the "Design-not-to-exceed" Budget shall be five-million dollars (\$5,000,000) per claim and ten-million dollars (\$10,000,000) in the aggregate.

The A/E shall maintain insurance coverage for a period of not less than five (5) years after completion of Work under the Contract Documents.

All coverage shall be considered primary and non-contributory with respect to other insurance that might be available to the A/E, Owner, or Agency.

Professional Liability Insurance carried by Subcontractors or Consultants of the A/E shall not fulfill the requirements of this section.

The insurer shall waive rights of subrogation against the Owner and Agency for any claims covered by the insurance required herein.

Insurance shall not be canceled, dropped, replaced or materially changed without at least thirty (30) days' prior written notice to and consent of the Owner.

13. DESIGN ERRORS AND/OR OMISSIONS

The Commonwealth of Virginia shall actively pursue reimbursement of damages resulting from the A/E's errors, omissions or negligent performance of A/E Services, breaches of the A/E Contract, and failures by the A/E to comply with the applicable standard of care. Upon determination that there may be A/E financial responsibility, the A/E shall be contacted by the Owner in writing. The A/E shall be advised of the design deficiency or other breach or omission and informed that it is the Agency's opinion that the A/E may be financially responsible. The A/E shall provide a technical solution to the identified problem, including cost estimate. The A/E also shall coordinate with the Owner to determine required technical support and timing to minimize delays and costs resulting from the issue. Pending final decision by the Owner, the A/E will be invited to attend all price negotiations with the Contractor for the corrective work.

If the A/E refuses to cooperate in the negotiations or disputes its responsibility, the Owner shall have the right to proceed with the remedial and corrective action, including necessary revisions, construction and/or Change Order negotiations without the A/E.

All changes to the Contract Documents, whether to correct errors or omissions, to accommodate unforeseen or differing site conditions, or Owner requested changes, must be made and documented by Change Order, using CO-11 or CO-11ae, as applicable.

The A/E shall not be responsible for the actual cost to correct equipment or systems which should have been originally specified in the Contract Documents, but the A/E shall be responsible for any increased costs, whether the result of inflation, reordering, restocking or otherwise, of incorporating the corrected Work into a Construction Contract Change Order as a result of the A/E's errors, omissions, negligence or breach.

For the purposes of determining the A/E's share of such costs for Work which has not yet been performed, the cost of Work performed under a Construction Contract Change Order shall generally be presumed to be at least fifteen percent (15%) greater than if the work had been included in the original Contract Documents. The A/E shall have the burden of disproving this presumption.

When determining the A/E's contribution for Construction Contract Change Orders attributed to errors, omissions, breaches or negligent performance of the A/E Services, where the work has not yet been done by the Contractor, the Owner/Agency may also take into account the actions and efforts of the A/E during the construction phase that were above and beyond the scope of its contract to assist the Owner in obtaining a timely, quality product.

14. OTHER INSURANCE REQUIRED OF THE A/E

Prior to the start of any A/E Services, the A/E shall provide to the Owner Certificates of Insurance for review by the Owner. Upon request, the A/E also shall provide full copies of its insurance policies. The A/E shall maintain all insurance required by this Section until the completion of the Work under the Contract Documents. The minimum types of coverage and limits of liability shall be as follows:

- a. Workers' Compensation and Employer's Liability Insurance – Coverage meeting all Commonwealth of Virginia statutory requirements and regulations to provide all benefits to which employees may be entitled, with limits no less than \$1-one-million dollars (\$1,000,000) bodily injury by accident or disease, each employee.

- b. Comprehensive General Liability – **\$One-million dollars (\$1,000,000)** per occurrence and **\$two-million dollars (\$2,000,000)** in the aggregate applicable on a per project basis. The coverage shall include: Broad Form Contractual Liability; Premises/Operations; Products and Completed Operations Coverage; Independent Contractor’s Liability; and Personal Injury Liability (Libel, Slander, Defamation of Character, etc.).
- c. Automobile Liability – **\$One-million dollars (\$1,000,000)** combined single limit for bodily injury and property damage per occurrence, covering all owned non-owned, hired and borrowed vehicles.

With the exception of worker’s compensation insurance, the Commonwealth of Virginia and Owner shall be named as an additional insured on all policies. All insurance coverage shall be considered primary and non-contributory with respect to other insurance that might be available to the A/E, Owner, or Agency.

All insurers shall waive rights of subrogation against the Owner and Agency for any claims covered by the insurance required herein.

Insurance shall not be canceled, dropped, replaced, or materially changed without at least thirty (30) days’ prior written notice to and consent of the Owner.

15. RECORDS RETENTION

The A/E shall retain record copies of its design calculations, BIM, Plans, Specifications, bid/contract documents, addenda, field orders, clarifications, and responses to Requests For Information, approved shop drawings and submittals, inspection/observation reports, fiscal records, Instruments of Service, and other documents relative to the A/E Contract for five (5) years after completion of the A/E Services or five years after Final Completion of Work whichever occurs earlier. Should the A/E cease its business prior to that time, the A/E will provide those Project related documents to the Owner.

16. OWNERSHIP OF DOCUMENTS AND MATERIALS

Instruments of Service shall belong exclusively to the Owner whether the Instruments of Service are completed or not and whether the Work for which they are made is executed or not. The A/E shall not use these materials on any other work or release any information from these Instruments of Service without the express written consent of the Owner.

Instruments of Service may be subject to public inspection in accordance with the Virginia Freedom of Information Act. Security-related documents and information are excluded from the Act unless a specific need to know can be shown. Trade secrets or proprietary information submitted by a bidder, offeror, or Contractor in connection with a procurement transaction shall not be subject to disclosure under the Virginia Freedom of Information Act, provided the bidder, offeror, or Contractor invokes the protections of *Code of Virginia*, § 2.2-4342(F) prior to or upon submission of the data or other materials, identifies the data or materials to be protected and states the reason why the protection is necessary.

The A/E shall provide the following documents to the Owner at the completion of the A/E Services:

- a. Original sealed, signed, and dated Plans;
- b. Original copy of the Specifications;
- c. Copy of analyses made for the Project;
- d. Indexed copy of the calculations made by each discipline for the Project; and
- e. The Owner copy of all shop drawings, submittals, cut sheets, operation and maintenance instructions, parts lists, and other material related to the Project.

If the A/E creates a Building Information Model (“BIM”), Computer Aided Design and Drafting (“CADD”) or other renderings of the Project in digital design software, the A/E shall deliver the final renderings and underlying digital data to the Owner at the completion of the A/E Services with the same level of completeness as it would the documents discussed in the preceding paragraph.

The Commonwealth of Virginia, as owner of the documents prepared for its Projects, has the right to use the Project documents and Instruments of Service as a prototype to demonstrate scope, size, functional relationships, etc., to an Architect or Engineer designing a similar Project for the Commonwealth of Virginia or its agencies. The A/E shall not be responsible or liable to the Owner for any such use of the Instruments of Service.

17. STANDARD/PROTOTYPE PLANS

Where the Owner has engaged the A/E to prepare "Standard Designs" such as "Standard Plans" and/or "Prototype Plans" for structures such as picnic shelters, sheds, bath houses, single family residences, cabins, and utility buildings for the Owner to site adapt for use at various locations, the drawings for the Standard or Prototype Plans shall include:

- a. The name of the Owner;
- b. The Title of the Standard or Prototype Structure for which the design was developed;
- c. The name of the A/E; ~~and~~
- d. The seal and dated signature of the responsible licensed professional; ~~;~~
- e. The 11-digit Project Code of the Prototype Structure; and
- f. A 2"H x 4"W area (oriented horizontally) shall be reserved in the upper right corner of the title block of all drawings for the State Building Official Approval stamp.

The Standard Plans shall also indicate the applicable codes, standards, loadings and design parameters used to develop the design.

Where the A/E has not been engaged to review the site adaptation of the Standard Plans nor review the submittals or construction, the Owner, and not the A/E, shall be responsible for the proper site adaptation and use of the Standard Plans. The A/E shall, however, be responsible for negligent acts, errors or omissions in the Standard Plans.

When the A/E Services involve the site adaptation of Standard Plans, the cover sheet for the Project plans shall list the drawings included in the set of plans and shall differentiate between the Standard Plans and the "site-specific" site development, utility, and foundation drawings prepared by the A/E for that site. These site-specific drawings shall be sealed and signed by the responsible licensed A/E.

18. REQUIREMENTS FOR A/E SEALS AND SIGNATURES

The professional seal and signature of the Engineer, Architect, or Landscape Architect on the drawings provides notice to the public that the drawings are complete and that the professional has exercised complete direction and control over the A/E Services and the drawing to which the seal or signature is affixed. All Final Construction Documents for building Projects designed for the Owner shall bear the seal(s) and dated signature(s) of the responsible licensed professional(s).

Each drawing to be reproduced shall include:

- a. The name of the A/E;
- b. The Project Title;
- c. The Project location;
- d. The 11-digit Project Code;
- e. The Drawing/Sheet Title;
- f. The Drawing/Sheet number;
- g. The seal and dated signature of the responsible licensed professional; ~~and~~
- h. The uniform date of the completed documents; ~~;~~ and
- i. A 2"H x 4"W area (oriented horizontally) shall be reserved in the upper right corner of the title block of all drawings for the State Building Official Approval stamp.

The Title sheet drawing(s) shall include:

- a. The Index of Drawings;
- b. The Project VUSBC data;
- c. The seal and dated signature of the A/E of Record of the Project; ~~and~~

- d. The uniform date of the completed documents; ~~and~~
- e. Note: A/E may also require the seal and signature of a principal of its Subcontractors.

The Specifications Table of Contents or Title Page shall include:

- a. The seal and dated signature of the A/E of Record of the Project;
- b. The uniform date of the completed documents; and
- c. The list of specification sections included for the Project.
- d. Note: A/E may also require the seal and signature of a principal of its Subcontractors.
- e. A 2"H x 4"W area (oriented horizontally) shall be reserved on the Project Manual cover for the State Building Official Approval stamp.

"Working Drawing Sets" submitted to DEB for review are expected to be complete documents ready for bidding.

Copies of each Final Construction Documents Addendum, with date, seal, and signature shall be distributed to the above recipients in the same fashion as the official Final Construction Documents.

Each Final Construction Documents Addendum shall include:

- a. The name of the A/E;
- b. The Project Title;
- c. The Addendum Number;
- d. The 11-digit Project Code;
- e. The seal and dated signature of the A/E of Record and all applicable responsible licensed professionals;
- f. The date of the Addendum;
- g. The page number and total number of pages; ~~and~~
- h. A list of any attachments to and part of the Addendum; and
- ~~h.i.~~ A 2"H x 4"W area (oriented horizontally) shall be reserved on the first page of the Addendum, and also at the upper right corner of all full-sized drawings included in the Addendum.

19. SUBCONTRACTS

No portion of the A/E Services shall be subcontracted without prior written consent of the Owner. Consultants proposed by the A/E during the selection and fee negotiation phases are assumed to be acceptable to the Owner unless the Owner notes otherwise during those phases. In the event that the A/E desires to subcontract some part of the A/E Services required by the Contract to a Consultant or Subcontractor not previously approved, the A/E shall furnish the Owner with names, qualifications and experience of the proposed Consultants for approval. The A/E shall, however, remain fully liable and responsible for all A/E Services performed by his Consultants and Subcontractors and shall assure that their A/E Services comply with all requirements of the A/E Contract.

20. MODIFICATION OF THE A/E CONTRACT (A/E CHANGE ORDERS)

The Owner may, upon mutual agreement with the A/E, issue written modifications to the scope of services of the A/E Contract using CO-11ae.

Any single A/E Change Order, or accumulation of A/E Change Orders, which increases the original Total Contract Amount by more than twenty-five percent (25%) or \$fifty-thousand dollars (\$50,000;), whichever is greater, shall have the prior approval of the Governor or his designee. (*Code of Virginia*, § 2.2-4309 as amended).

When the cumulative total of A/E Change Orders exceed twenty-five percent (25%) of the original Total Contract Amount, or \$fifty-thousand dollars (\$50,000;), whichever is greater, all succeeding A/E Change Orders which increase the Total Contract Amount shall have the prior approval of the Governor or his designee. (*Code of Virginia*, § 2.2-4309 as amended).

In making any A/E Change Order, the resulting increase or decrease in cost shall be accompanied by adequate consideration in accordance with requirements of the VPPA (*Code of Virginia*, § 2.2-4309(A)) and Chapter 3, Section 3.2.6 of the A/E Manual.

21. PAYMENTS TO THE ARCHITECT/ENGINEER

The following requirements are established in conformance with the VPPA and, in particular, *Code of Virginia*, § 2.2-4347 *et seq.*, which is referred to as the “Prompt Payment Act.”

- a. The A/E shall submit an invoice to the Owner along with Owner-required documentation. The invoice shall generally itemize the various phases or parts of the Total Contract Amount, the value of the various phases or parts, the previously invoiced and approved amounts for payment, and the amount of the current invoice. The invoice shall also include a certification statement signed by the A/E stating that the A/E has paid its Consultants, Subcontractors and Suppliers their individual proportional share of all previous payments, including interest, received from the Owner. Invoices for reimbursables shall include documentation of costs for which reimbursement is sought. Invoices for A/E Services being performed on an hourly rate basis shall show the technical classifications, names of the persons performing the A/E Services, hours expended, marked up hourly rates for the classification, and the extended cost amount.
- b. Unless there is a dispute about the compensation due the A/E including, but not limited to, claims by the Owner against the A/E, then **within thirty (30) days** after receipt by the Owner of the A/E’s valid invoice, which shall be considered the invoice receipt date, the Owner shall pay to the A/E the amount approved less any retainage and less any prior payments or advances made to the A/E. The date on which payment is due shall be referred to as the “Payment Date.”
- c. The Owner may agree to make progress or partial payments to the A/E during any phase of the A/E Services based on the estimated value of the A/E Services completed by the A/E on that phase. Any such progress payment shall be based on the Owner’s opinion of the value of the A/E Services completed as of the date of the invoice. The A/E may invoice the Owner for progress payments. If the Owner agrees that the submittal for the particular design phase is complete, the Owner may approve payment of a cumulative amount of not more than ninety-five percent (95%) of the value of that phase at the time the phase submittal is made to the Owner. The A/E may invoice the Owner for the remaining five percent (5%) (i.e., the balance of the value of that phase) when the submittal has been reviewed and approved.
- d. Disputes regarding the compensation due the A/E may include, but are not limited to, the amount due, the value or percentage of the A/E Services completed, defects or deficiencies in the A/E Services, quality of the A/E Services, compliance with the Contract Documents, completion itself, or negligent performance of professional services on the part of the A/E. In the event of disputes, payment shall be mailed on or before the Payment Date for amounts and A/E Services not in dispute, subject to any setoffs claimed by the Owner.
- e. All prior payments, whether based on estimates or otherwise, may be corrected and adjusted in any payment and shall be corrected and adjusted in the final payment. In the event that any invoice by the A/E contains a defect or impropriety which would prevent payment by the Payment Date, the Owner shall notify the A/E in writing of such defect or impropriety within ten (10) days after the invoice receipt date. Any disputed amounts determined by the Owner to be payable to the A/E shall be due thirty (30) days from the date the dispute is resolved.
- f. Interest shall accrue on all amounts owed by the Owner to the A/E which remain unpaid seven (7) days following the Payment Date. Said interest shall accrue at the discounted ninety day U.S. Treasury bill rate as established by the Weekly Auction and as reported in the publication entitled *The Wall Street Journal* on the weekday following each such Weekly Auction. During the period of time when the amounts due to the A/E remain unpaid following the fifteenth day after the Payment Date, the interest accruing shall fluctuate on a weekly basis and shall be that established by the immediately prior Weekly Auction. It shall be the responsibility of the A/E to gather and

substantiate the applicable weekly interest rates to the satisfaction of the Owner and to calculate to the satisfaction of the Owner the interest due. In no event shall the rate of interest charge exceed the rate of interest established pursuant to *Code of Virginia*, § 6.2-1520. No interest shall accrue when payment is delayed because of a dispute between the Owner and the A/E as described in subparagraph d above, or a dispute as to the accuracy of any Request for Payment received. This exception to the accrual of interest shall apply only to that portion of a delayed payment which is actually the subject of the dispute and shall apply only for the duration of such disagreement. Nor shall interest accrue on retainage, which is withheld to assure faithful performance of the Contract. No interest penalty shall be paid to any debtor on any payment, or portion thereof, withheld pursuant to the Comptroller's Debt Setoff Program commencing with the date the payment is withheld. If, as a result of an error, a payment or portion thereof is withheld, and it is determined that at the time of setoff no debt was owed to the Commonwealth, interest shall accrue at the rate determined above on amounts withheld which remain unpaid after seven (7) days following the payment date. In those cases where payment is made by mailing, the date of mailing of any payment by the U.S. Postal Service is deemed to be the date of payment to the addressee. Where payment is made by electronic transfer of funds, the date of the transfer of funds is deemed to be the date of payment. The Owner is entitled to interest on all amounts from the A/E that remain unpaid thirty (30) days after the amount is deemed due, whether as a result of a resolution of a dispute or otherwise. Any such interest shall be calculated by the same method as set forth in this subsection.

22. PAYMENTS BY ARCHITECT/ENGINEER

The following procedures are established in conformance with the VPPA and, in particular, *Code of Virginia*, § 2.2-4347 *et seq.* (Prompt Payment Act).

- a. The A/E shall, at the time of contract award to the A/E, require every individual Consultant, Subcontractor and Supplier to provide its Social Security Number ("SSN"), or if a proprietorship, corporation or partnership, its Federal Employer Identification Number ("FEIN").
- b. Except in cases of bona fide disputes, or where the A/E has some other justifiable reason for delaying payment, the A/E shall pay:
 - i. To each of its Consultants, Subcontractors and Suppliers, not later than seven (7) calendar days after receipt of amounts paid to the A/E by the Owner, the proportionate share of the total payment, including any interest, received from the Owner attributable to the A/E Services performed by Consultants and Subcontractors and materials furnished by Suppliers less a retainage of not more than five percent (5%), said retainage being the same money, not additional money, retained by the Owner from the payment to the A/E.
 - ii. In the case of bona fide disputes or where the A/E has some other justifiable reason to delay payment, not later than seven (7) calendar days after receipt of amounts paid to the A/E by the Owner, the A/E shall notify the Owner and the Consultant, Subcontractor, or Supplier, in writing, of his intention to withhold all or a part of the Consultant, Subcontractor or Supplier's payment with the reason for nonpayment. The A/E shall make timely payments of those portions of the payment not in dispute.
 - iii. The A/E shall pay interest to the Consultants, Subcontractors, or Suppliers on all amounts owed by the A/E that remain unpaid after seven (7) days following receipt by the A/E of payment from the Owner for A/E Services performed by the Consultants, Subcontractors, or materials furnished by Suppliers under the contract, except for amounts withheld as allowed in subsection (ii) of this Section. Unless otherwise provided under the terms of this A/E Contract, interest shall accrue at the rate of one percent per month.
 - iv. The A/E's obligation to pay interest to its Consultants, Subcontractors, or Suppliers pursuant to subsection (iii) of this Section shall not be construed to be an obligation of the Owner.

- v. A contract modification shall not be made for the purpose of providing reimbursement to the A/E for such interest charge. The A/E's invoice shall not include any amount for reimbursement for such interest charge.
- c. Failure on the part of the A/E to conform to the requirements of this section and the VPPA will be a breach of the requirements of the A/E Contract and/or a violation of law.
- d. The A/E shall include in each of its subcontracts a provision requiring each Consultant, Subcontractor or Supplier to include in each of their subcontracts a provision requiring each Subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower tier Consultant, Subcontractor or Supplier. Each Consultant, Subcontractor or Supplier shall include with its invoice to, or request for payment from, the A/E, a certification that that it has paid each of its Consultants, Subcontractors and Suppliers and lower tier Consultants, Subcontractors and Suppliers their proportionate share of previous payments received from the A/E attributable to the Work performed or the materials furnished by it under this A/E Contract.

23. AUDIT

The A/E shall provide documentation, subject to audit, for all invoices requesting payment for services provided on a cost reimbursement or hourly rate basis. Compensation paid to the A/E on these bases is subject to adjustment based on the results of the audit.

Notwithstanding the requirements of Section 15, the A/E, by signing the Contract, agrees to retain all books, records, and other documents relative to the A/E Contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Owner, its authorized agents, and/or Commonwealth's auditors shall have full access to and the right to examine any of the materials during said period.

24. CONFLICTS OF INTEREST

The A/E, including any subsidiaries or affiliates or other entities in which the A/E has a pecuniary interest, which design, prepare plans and specifications, or prepare cost estimates for a Construction Contract is prohibited from providing all or a portion of said construction, or the building materials, supplies or equipment used in such construction. (*Code of Virginia*, § 2.2-4374).

In addition, an entity which provides to the A/E any design services specifying a sole source for building materials, supplies or equipment to be used in the construction shall be prohibited from bidding on, or otherwise furnishing such building materials, supplies or equipment for the construction. This prohibition is not applicable to vendors who provide catalog information, technical data and such on products, material or equipment to the A/E solely for the A/E's consideration.

25. RELEASE OF INFORMATION PERTAINING TO PROJECT DESIGN

Release, in any form by the A/E, of information pertaining to the estimated construction cost of a Project under design to anyone other than authorized Owner personnel, DEB personnel, and other Architects, Engineers or Consultants performing design of related state facilities is prohibited.

The A/E shall not release information concerning a Project to which it is providing A/E Services to anyone other than authorized Owner personnel, other Architects or Engineers performing design of related state facilities, and personnel of DEB without specific prior written approval of the Owner to release such information. This includes, but is not limited to, Project photographs, floor plans, and Project cost information.

When the Project is advertised, the A/E may provide the following information to "construction information/plan room" services who serve the construction industry:

- a. Type of Project or facility;
- b. Size (area) and number of stories;
- c. Types of materials;
- d. Bidding requirements;
- e. IFB (document) source; and
- f. A Project cost range (e.g. \$3,000,000 to \$5,000,000).

As documents are issued to prospective bidders, a current list of plan holders should be made available to those who request such information, including the plan room services.

During the bidding period, the A/E shall not respond to requests by prospective bidders to clarify or state the intent of Plans or Specifications unless such requests are in writing. The response shall be in the form of an addendum issued to all Plan Holders. Sources of supply for special equipment may be made available to all bidders in writing. The A/E shall promptly prepare and issue addenda for any necessary corrections or clarifications to the Plans and Specifications.

26. DEFAULT

In case of the A/E's failure to deliver the reports, documents, Record Drawings, or A/E Services in accordance with the A/E Contract, or the A/E's breach of any of the terms and conditions of the A/E Contract; then the Owner, after written notice, may procure A/E Services, in whole or in part, from other sources and the A/E shall be responsible for any resulting additional costs incurred by the Owner. This remedy shall be in addition to any other remedies which the Owner may have.

27. TERMINATION OF CONTRACT BY THE OWNER/AGENCY

The Owner may terminate the A/E Contract for cause or for convenience after giving thirty (30) days' written notice to the A/E, or as otherwise specified below.

Delivery of Materials: Any termination shall not relieve the A/E of the obligation to deliver to the Owner all products of the A/E Services for which the A/E has been or will be compensated, including, but not limited to Instruments of Service, drawings and specifications, copies of electronic files, calculations, and analyses. Unless otherwise agreed to in writing, the A/E shall deliver the materials to the Owner within thirty (30) days of receipt of the notice of termination. Failure to do so shall result in the withholding of final payment and shall constitute a breach of contract.

a. Termination For Cause

If the A/E should repeatedly or substantially breach the A/E Contract, or fail to perform the A/E Services or any portion thereof, then the Owner may terminate the A/E Contract for cause.

Before termination of the Contract, the Owner shall give the A/E at least ten (10) days' written notice stating the breach (or breaches) forming the basis for the termination and provide the A/E an expressed period of time within which to remedy the stated breach (or breaches). If the A/E fails to remedy the breach (or breaches) within the allotted time, then the Owner may immediately terminate the A/E Contract for cause without the necessity of further ten (10) day notice, by notifying the A/E in writing of the termination.

The Owner's forbearance in not terminating the A/E Contract shall not constitute a waiver of the Owner's right to terminate in the future for similar breaches or failures to perform.

If the Owner terminates the A/E Contract for cause, the A/E shall be responsible for all damages incurred by the Owner as a result of the A/E's breach or failure to perform, including but not limited to, all costs and expenses incurred in securing a replacement professional to fulfill the obligations of the A/E Contract, or to remedy deficiencies in the A/E's performance.

Any termination by the Owner for cause, if determined by a court of competent jurisdiction not to have been justified as a termination for cause, shall be deemed a termination for the convenience of the Owner.

b. Termination For Convenience

The Owner may terminate the A/E Contract in whole or in part for convenience by delivering to A/E a written notice of termination as set forth above, specifying the extent to which performance under the A/E Contract is terminated and the effective date of the termination. Upon receipt of such notice, the A/E must stop performing the A/E Services, including but not limited to A/E Services performed by Subcontractors and Consultants, at such time and to the extent specified in the notice.

If the A/E Contract is terminated for convenience, the A/E shall be entitled to those fees earned for A/E Services performed in accordance with the A/E Contract prior to the date the notice of termination is effective. Thereafter, the A/E shall be entitled to any fees earned for A/E Services not terminated, but shall not be entitled to lost profits for the portions of the A/E Contract which were terminated. The A/E shall be compensated for reasonable costs or expenses for delivery to the Owner of the Instruments of Service or other products of the services for which the A/E has or will receive compensation.

Compensation Due the A/E: When the A/E is terminated for convenience, the following method shall be utilized in computing amounts due the A/E for services prior to termination:

- i. If terminated at the completion of a design phase or the bidding phase, the amount due shall be the cumulative total of the fees for the phases completed according to the A/E Contract.
- ii. If terminated prior to completion of a design phase or the bidding phase, the amount due shall be the sum of the previously completed phase fees plus a negotiated amount based on the portion of services provided for the phase not completed.
- iii. If terminated during the construction phase, the total amount earned shall be the sum of the previously completed design and bidding phase fees plus a negotiated amount based on the portion of the construction period services provided through the notice of termination.
- iv. Payment for the Additional Services portion of the fee shall be for those services provided up through the effective date of the written notice of termination unless otherwise specifically agreed to between the Owner and the A/E.
- v. Payment for the Reimbursable Expenses shall be based on approved reimbursable expenses incurred up through the notice of termination.

The A/E shall submit invoices for all such amounts in accordance with the normal billing process, but in no event later than sixty (60) days after the last A/E Services are performed. All amounts invoiced are subject to deductions for amounts previously paid or for amounts due the Owner.

28. ASSIGNMENT OF CONTRACT

The A/E shall not assign the A/E Contract, in whole or in part, without the written consent of the Owner.

29. ANTITRUST

By entering into this A/E Contract, the A/E conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of the action it may now have or hereafter acquire

under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Owner under said Contract.

30. ETHICS IN PUBLIC CONTRACTING

The A/E shall not offer or receive any kickbacks or inducements from any other offeror, Supplier, manufacturer, or Subcontractor in connection with this Project. The A/E shall not confer on any public employee having official responsibility for this Project any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. (*Code of Virginia* § 2.2-4372, *et seq.*).

31. NONDISCRIMINATION

- a. By signing the A/E Contract, the A/E certifies to the Commonwealth of Virginia that the A/E, in the role as “contractor” for the A/E Services with respect to the use of the term “contractor” in the statutes and regulations referred to in this Section 31, shall comply the Federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Contracting Act of 1975, as amended, the Virginia Human Rights Act, as amended, and the laws of the Commonwealth of Virginia and all Executive Orders in effect at the time of the Work which safeguard individuals from unlawful discrimination in employment.
- b. *Code of Virginia* § 2.2-4311 shall be applicable to the A/E Services of the Contract. During the performance of this Contract, the A/E agrees as follows:
 - i. The A/E shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The A/E agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - ii. The A/E, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such A/E is an equal opportunity employer.
 - iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 - iv. The A/E shall include the provisions of the foregoing subparagraphs ~~1, 2i, ii~~ and ~~3iii~~ in every Subcontract or purchase order over ~~\$ten-thousand dollars (\$10,000-),~~ so that the provisions will be binding upon each Subcontractor and Consultant.
- c. *Code of Virginia*, § 2.2-4201 shall be applicable to the Work of the Contract. During the performance of this Contract, the A/E agrees as follows:
 - i. The A/E shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the A/E. The A/E shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause, including the names of all contracting agencies with which the A/E has contracts over ~~\$10,000-~~ ten-thousand dollars (\$10,000).
 - ii. The A/E will, in all solicitations or advertisements for employees placed by or on behalf of the A/E, state that A/E is an equal opportunity employer. However, notices,

advertisements and solicitations placed in accordance with federal law, rule or regulation
~~shall be deemed sufficient for the purpose of meeting the requirements of this chapter~~

shall be deemed sufficient for the purpose of meeting the requirements of this chapter

- iii. If the A/E employs more than five (5) employees, the A/E shall: (i) provide annual training on the A/E's sexual harassment policy to all A/E's supervisors and employees providing services in the Commonwealth of Virginia, except such supervisors or employees who are required to complete sexual harassment training provided by the Commonwealth of Virginia Department of Human Resource Management; and (ii) post the A/E's sexual harassment policy in: (a) a conspicuous public place in each building located in the Commonwealth that the A/E owns or leases for business purposes; and (b) the A/E's employee handbook.
- iv. The A/E shall include the provisions of the foregoing subparagraph ~~1, 2i, ii~~ and ~~3iii~~ in every Subcontract and purchase order over ~~\$ten-thousand dollars (\$10,000,)~~, so that the provisions will be binding upon each Subcontractor and Consultant.
- d. Where applicable, the Virginians With Disabilities Act and the federal Americans With Disabilities Act shall apply to A/E and all Subcontractors and Consultants.
- e. The Owner does not discriminate against faith-based organizations as defined in *Code of Virginia* § 2.2-4343.1(B).

32. CONTRACTUAL ~~DISPUTES CLAIMS~~
(Code of Virginia, § 2.2-4363)

The Owner's Dispute Resolution Procedures shall apply if provided in writing and attached to the A/E Contract. Alternatively, the following procedures shall apply:

a. Claims due to CPSM or A/E Manual Updates

Many of the changes, additions, or deletions made in revisions to the A/E Manual are necessary to keep abreast with codes, statutes, or regulations related to the Project. They require immediate compliance by the A/E.

If the A/E determines that Extra Services will be needed to incorporate the requirements of the latest edition of the CPSM or any A/E Manual revision issued after the date of the A/E Contract, the A/E shall notify the Owner of same within sixty (60) days of the date of revision distribution, and shall provide an itemized list of the Extra Services required.

After consultation with DEB, the Owner shall provide direction to the A/E regarding the effort necessary to incorporate the requirements of the revision. If appropriate, the Owner shall issue a Change Order to the A/E Contract for the Extra Services, as described in Section 20. Generally, revisions issued prior to the date of approval of the preliminary submittal can be incorporated with minimal, if any, Extra Services.

If the A/E fails to notify the Owner within sixty (60) days after the date of distribution of an A/E Manual revision that the revision will require Extra Services, the A/E waives the right to make claims for Extra Services provided to address the requirements of the revision.

b. Other Claims

~~Alternatively, the following procedures shall apply:~~

~~A/E claims for contractual claims, whether relating to additional compensation, additional services, delay, or other claims, shall be submitted in writing, no later than sixty (60) days after final payment; however,~~ Written notice of the A/E's intention to file such claim must be given to the Owner's Project Manager within ten (10) days of the time of the occurrence or beginning of the A/E Services upon which the claim is based. Such notice shall state that it is a "notice of intent to file a claim" and include a written statement describing the act or omission of the Owner or its agents that allegedly caused or may cause damage to the A/E and the nature of the claimed damage.

The filing of a timely notice is a condition precedent to recovery under this Section. Failure to submit such notice of intent within the time and in the manner required shall be a conclusive waiver of the claim by the

A/E. Oral notice, the Owner's actual knowledge, or a written notice given after the expiration of ten (10) days of time of the occurrence or beginning of A/E Services upon which the claim is based, shall not be sufficient to satisfy the requirements of this Section. Although the A/E may be required to submit certain classes of claims prior to final payment, and the A/E is not prevented from filing claims during the pendency of the A/E Services, the Owner shall not be obligated to render a final written decision on any claim until after final payment. All claims shall be submitted along with all practically available supporting evidence and documentation.

A/E claims for delay to Design Completion throughout the life of a project shall be subject to the following conditions:

- i. The Owner is the sole cause of the delay.
- ii. If the delay is six (6) months or less and the A/E seeks an extension of the Contract Completion Date, then the A/E shall give Notice to the Owner's Project Manager within ten (10) days of the time of the occurrence of the delay. If the Owner agrees that the overall Design Completion has been impacted by the delay event, the Owner may extend the Contract Completion Date to accommodate the length of time that the overall Design Completion was delayed.
- iii. If the delay is more than six (6) months and the A/E seeks an extension of the Contract Completion Date, the same Notice procedure detailed above shall be utilized. However, in addition to consideration of an extension to the Contract Completion Date, the Owner may also consider adjustment of the A/E Rates and associated fees for work subsequent to the six (6) month period of delay in an amount not exceeding the change in the Bureau of Labor Statistics, Producer Price Index by Industry: Architectural, Engineering and Related Services (PCU54135413) from six (6) months after the beginning date of the delay to the ending date of the delay, as determined by the Owner.

c. A/E Final Claims

A/E claims for contractual claims, whether relating to additional compensation, additional services, delay, or other claims, shall be submitted in writing, no later than sixty (60) days after final payment.

- i. No written decision denying a claim or addressing issues related to the claim, if rendered prior to final payment, shall be considered a denial pursuant to this Section unless the written decision makes express reference to this Section and is signed by the Agency Head or his designee. The A/E may not institute legal action prior to receipt of the Owner's final written decision on the claim unless the Owner fails to render such a decision within ninety (90) days of submission of the claim or within ninety (90) days of final payment, whichever is later.
- ii. The decision of the Owner on a claim shall be final and conclusive unless the A/E within six (6) months of the date of the final decision on a claim, initiates legal action as provided in *Code of Virginia*, § 2.2-4364~~5~~. Failure of the Owner to render a timely decision shall not result in the A/E's being awarded the relief claimed nor shall it result in any other relief or penalty. The sole result of the Owner's failure to render a timely decision shall be the A/E's right to immediately institute legal action. No administrative appeals procedure pursuant to *Code of Virginia*, § 2.2-4365, has been established for contractual claims under this A/E Contract.

32.33. **INFORMAL ALTERNATIVE DISPUTE RESOLUTION**

Pursuant to *Code of Virginia*, § 2.2-4366, Alternative Dispute Resolution, the Owner may enter into an agreement with the A/E to submit disputes arising from the performance of this A/E Contract to arbitration and utilize mediation and other alternative dispute resolution procedures. However, such procedures entered into by the Owner, the Commonwealth, or any department, institution, division, commission, board, or bureau thereof, shall be nonbinding and subject to *Code of Virginia*, § 2.2-514, as applicable. The details for the implementation of Alternative Dispute Resolution are provided in CPSM Section 3.2.7.

33.34. **APPLICABLE LAW AND COURTS**

The A/E Contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth, as provided under Virginia law.

In performing any services under the A/E Contract, the A/E shall comply with applicable federal, state and local laws and regulations.

34.35. **PROHIBITION OF ALCOHOL AND OTHER DRUGS AT WORKPLACE**

Pursuant to *Code of Virginia*, § 2.2-4312, the A/E shall establish a written policy to maintain and enforce a drug-free workplace, to specify actions that will be taken against persons for violations of the policy, and to require that such policy be binding on each of its Consultants, Subcontractors, and Suppliers performing A/E Services for the Project.

The A/E's policy shall prohibit the following acts by the A/E, its employees, Subcontractors, Consultants, and Suppliers while performing services under the terms of the A/E Contract:

- a. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of marijuana, or other drugs (except the possession and use of medically prescribed drugs for legitimate medical purposes) in the workplace or at the construction site;
- b. The unlawful or unauthorized manufacture, distribution, dispensation, or use of alcoholic beverages in the workplace or at the construction site during hours of work; and
- c. The impairment of a person in the workplace, or at the construction site, related to the use of alcohol, marijuana, or other drugs including impairment from prescription drugs.

The A/E shall post a copy of this policy in a conspicuous place at the workplace and assure that all personnel, including potential hires, are advised of the policy. A violation of this policy will be recognized as a breach of contract and may result in termination of the A/E Contract.

The A/E shall include in all solicitations or advertisements for employees placed by or on behalf of the A/E that the A/E maintains a drug-free workplace.

~~In every A/E subcontract or purchase order over \$10,000 the A/E shall include the foregoing provisions as binding upon each Subcontractor, or vendor.~~

For the purposes of this section, "drug-free workplace" means a site for the performance of A/E Services done in connection with a specific contract awarded to a contractor (i.e. the A/E and its Consultants, Subcontractors, and Suppliers), in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of any controlled substance during the performance of the contract.

In every A/E subcontract or purchase order over ~~\$ten-thousand dollars~~ (\$10,000) the A/E shall include the foregoing provisions as binding upon each Consultant, Subcontractor, and Supplier.

35.36. DESIGN OF SECURITY SYSTEMS

Any bidder, offeror, Consultant, Architect or Engineer providing for the installation, service, maintenance, or design of security equipment or any central station alarm condition monitoring service shall be licensed by the Department of Criminal Justice Services (“DCJS”) pursuant to *Code of Virginia*, § 9.1-139. An A/E proposing to provide any of these services with its own staff shall be exempt from the DCJS licensing requirement if properly licensed by the APELSCIDLA Board. (*Code of Virginia*, § 9.1-140). If the A/E proposes to have the security system designed by a Subcontractor or Consultant, such Person shall be properly licensed as required by *Code of Virginia*, § 9.1-139.

Any Project designed by the A/E which has such security systems shall include the licensing requirements of *Code of Virginia*, § 9.1-139 in the specifications and the requirement that the successful bidder shall provide documentation within five (5) calendar days of bid opening that the Person performing the security system work possesses the proper license.

36.37. USE OF STANDARD FORMS AND FORMATS

The A/E shall incorporate in every Construction Contract the applicable CO-7 (General Conditions) and CO-7a (Instructions to Bidders), which may be found at <http://forms.dgs.virginia.gov>. **These forms shall not be retyped or modified in any way.** If changes are required to either, the changes shall be made in the form of “Supplemental General Conditions” or “Supplemental Instructions to Bidders” (collectively, “Supplements”). Such Supplements shall be approved by the Director of DEB prior to their incorporation in the Construction Contract.

The A/E shall use the applicable Capital Outlay Forms and the standard DEB forms which are available electronically for viewing and download from the DGS Forms Center, available at <http://forms.dgs.virginia.gov>. The wording on the forms shall not be modified or altered without the specific written approval of the Director of DEB. Where spaces are provided for insertion of information, or *italics* signify information to be modified, the size of the space may be adjusted to accommodate the information being inserted.

The A/E shall use the standard formats which are available electronically for viewing and download at <http://forms.dgs.virginia.gov> (e.g., PDF, Microsoft Excel, or Microsoft Word, as appropriate). Formats may be edited to delete portions which are not applicable to the Project and to insert necessary information. *Italics* signify information to be modified. The format and the basic wording shall be retained.

37.38. PARTICIPATION OF SMALL BUSINESSES

If the Total Contract Amount of the A/E Contract is greater than ~~\$ten-thousand dollars (\$10,000)~~ and the A/E is not a Micro Business, Small Business, Women-Owned Business, Minority-Owned Business, or Service Disabled Veteran-Owned Business (together “SWaM/SDV Business”); then the A/E shall include in its Bid a plan to subcontract SWaM/SDV Businesses (a “Small Business Procurement Plan”) (if subcontracting work is intended by the A/E as part of its performance of the A/E Contract).

If the Total Contract Amount of the A/E Contract is greater than ~~\$eighty-thousand dollars (\$80,000;)~~, then the A/E shall include in its Bid a Small Business Procurement Plan and report on the involvement of SWaM/SDV Businesses in the A/E’s performance of the A/E Contract as follows:

- a. **Periodic Progress Reports:** The A/E shall report on involvement of SWaM/SDV Business with each periodic invoice submitted by the A/E. The report shall identify each subcontract or agreement with a SWaM/SDV Business, including the total contract value, and state the total amounts paid to each SWaM/SDV Business in connection with the A/E Contract as of the report date. The report shall provide this information separately for each type of SWaM/SDV Business and shall clearly indicate those SWaM/SDV Businesses which were identified in the A/E’s Small Business Procurement Plan submitted by the A/E in the procurement phase for the A/E Contract. The A/E shall provide two (2) copies of each periodic report to the Owner. Failure to submit the report with each invoice will result in the invoice being rejected by the Owner without payment.

- b. **Final Compliance Report:** Prior to or with its final invoice for payment, the A/E shall certify and report on its compliance with the Small Business Procurement Plan, submitted by the A/E in the procurement phase for the A/E Contract, to the Owner through DGS' eVA system (the "Final Compliance Report"). In the Final Compliance Report, the A/E shall:
- i. Provide a written explanation to the Owner of any variances between the A/E's Small Business Procurement Plan and the actual participation of SWaM/SDV Businesses in the A/E's performance of the A/E Contract; and
 - ii. Report on the involvement of other SWaM/SDV Businesses in the A/E's performance of the A/E Contract, including the contract value, the type of SWaM/SDV Business, a comparison of the actual amount paid with the planned amounts, the total amount paid to each type of SWaM/SDV Business, and a calculation of the percentage of the Total Contract Amount paid to SWaM/SDV Business.

A format for the Final Compliance Report will be provided by the Owner.

The Owner may withhold final payment to the A/E until the A/E has complied with the requirements of its Small Business Procurement Plan submitted by the A/E in the procurement phase for the A/E Contract.

38.39. RESPONSIBILITIES OF THE OWNER TO THE A/E

The Owner is responsible for providing the following information/data to the A/E, if required, for the planning and design of the Project. The information so furnished shall not relieve the A/E of its independent responsibility for evaluating the information provided and for notifying the Agency of any additional surveys, investigations, tests, or other information required for the A/E to perform its services. The Agency may request that the A/E obtain such information as an additional service.

- a. Information to establish the scope of the design including: building space requirements, adjacencies, functional requirements, special systems, and siting requirements.
- b. "Design-not-to-exceed" Budget.
- c. Schedule for the planning and design of the Project.
- d. Survey of the Site in the form of topographic maps or plats locating relevant existing buildings to scale and, where necessary, showing benchmarks, grades, 100 year and 500 year floodplains, lines of streets, pavements, property lines, rights-of-way, restrictions, easements, other improvements, and trees.
- e. Utility maps showing the location, size and elevation of all existing public and private utilities which might interfere with the Project or to which the Project might be connected.
- f. Location and dimensions of existing buildings. Where the interior arrangement, construction, or floor level of an existing building affects the plans for the Project, the Agency shall furnish the A/E with the necessary information as to interior arrangement, including reasonably accurate Record Drawings (if available), construction system information, and floor levels.
- g. Existing equipment, furniture, furnishings, apparatus, etc., to be used on the Project, including all necessary characteristics required to coordinate the equipment in the Project.
- h. Itemized list of required equipment, with the standards as to type, size, and quality for use by the A/E in preparing the specifications for this equipment.
- i. If the A/E determines that roof scans, structural, chemical, mechanical, asbestos, lead based paint, or geotechnical investigations including borings or load tests for soil bearing capacity, are

necessary, the A/E shall inform the Agency of such requirements and the Agency shall secure such information. The A/E shall provide guidance and criteria to assist the Agency in obtaining these services as part of the A/E's Basic Services.

- j. Geotechnical investigation including: testing, analysis of test results, and design recommendations based on preliminary design parameters furnished by the A/E (e.g. type of construction, estimated column loads, estimated wall footing loads, and proposed floor elevations relative to existing grade). Preparing a scope of work and the preliminary design parameters to assist the Agency in securing the geotechnical services shall be part of the A/E's Basic Services.
- k. Determine any specific development requirements of political subdivisions appropriate and consistent with state policy, opinions of the Attorney General, and existing statutes.
- l. Pay the invoice cost of all sets of Plans and Specifications for the initial schematic, preliminary and working drawing submittals. Where the Agency determines that the submittals made by the A/E were deficient, the A/E may be required to reimburse the Agency for the cost of any resubmittals required for DEB review.
- m. Compensate the A/E for Additional Services in the preparation or presentation of any submittals to secure approvals for environmental or other applicable special requirements such as air and noise pollution provisions of local, state, or federal agencies or preparation of environmental impact statements. These Additional Services are apart from those normally required by the Owner, the AARB, State Fire Marshal, DEB, Department of Health, DEQ, Department of Conservation and Recreation (Division of Soil and Water Conservation), and DHR.

39.40. QUALITY OF WORK

The A/E shall be responsible for the A/E Services, including the technical accuracy and coordination of all designs, drawings, specifications, cost estimates, and other A/E Services or materials provided. The Project documents submitted by the A/E shall represent a reasonable, VUSBC compliant, and acceptable architectural and/or engineering solution based on the scope of work, "Design-not-to-exceed" Budget, and other constraints of the A/E Contract. All A/E Services must be in accordance with current criteria, guides, and specifications set forth in the CPSM, and shall conform to good, professional architectural and engineering practices and skill. Workmanship shall be neat with all lines and lettering of uniform weight and clarity for complete legibility and satisfactory reproduction. All elements of the A/E's submittals shall be checked by professional personnel trained in that specific discipline. The A/E's submittal will be reviewed by DEB for compliance with VUSBC and the CPSM requirements and criteria. Errors and deficiencies shall be corrected by the A/E at no additional cost to the Owner.

40.41. STANDARDS FOR A/E SERVICES

The A/E shall possess the required degree of skill, learning and experience needed to provide the A/E Services. The A/E shall provide services with the ~~highest level of competence, care, skill, and diligence~~ level of competence, care, skill, and diligence held by others of the same profession in the Commonwealth of Virginia relating to design and other services for capital outlay projects of similar nature and complexity which are subject to the Construction and Professional Services Manual. The A/E, remaining responsible for the A/E Services, shall coordinate documents and supervise its consultants to achieve compliance with the requirements stated above. The A/E shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The A/E shall ~~adhere to the design policies of the CPSM in developing the Project design. The Owner may request a waiver of policy from the DEB Director where technical requirements and life cycle cost considerations justify such a waiver.~~

~~The A/E shall restrict itself to the authorized scope of services. It is the A/E's contractual responsibility to design a facility a structure that can be constructed within the "Design-not-to-exceed" budget and which, conforms with the Code of Virginia and applicable codes, Virginia Regulations, and conforms with the CPSM. The A/E shall restrict the design to the authorized project scope. The Owner, not the A/E, may~~

provide justification for and the technical criteria of the CPSM request a modification of these requirements from the DEB Director.

During the development of the Project and through approval of preliminaries, the A/E may expect clarifications and refinements within the general scope of the Project and shall make necessary adjustments

accordingly. Approved preliminary design based on incorporation of review comments and accepted value engineering recommendations (~~“VE Recommendations”~~) establishes the requirements for development of the working drawings and final design of the Project. Incorporating ~~VE~~value engineering recommendations justified on payback and changes in functional layout to achieve greater efficiency or cost savings ~~are~~is within the ~~scope~~Basic Services of the Contract. Changes or modifications required to conform to code requirements are within the ~~scope~~Basic Services of the A/E Contract.

41.42. A/E BASIC SERVICES

The following services are to be provided during each phase of the Project, unless modified by a MOU:

The A/E shall document all meetings in writing (including summaries, direction, guidance, clarifications, Site-visit observations, and field orders). The A/E shall provide copies of the meeting documentation to the Owner and to other participants or attendees as appropriate.

Project Initiation, including Schematic Phase

- (1) Consult with the Agency to define, clarify and refine the Agency’s requirements for the Project; review available data; confirm the scope of the Project and the services required from the A/E; review the “Design-not-to-exceed” Budget; establish the quality of materials, aesthetics desired and other factors pertinent to the Project. Some or all of this information should be contained in the Capital Project Request. As directed by the Agency, consultations shall include the user of the facility and the staff responsible for the maintenance of the facility in the Project discussions and development of the Project criteria and in the review of the A/E’s schemes for satisfying the Project criteria.
- (2) Identify and analyze requirements of governmental authorities having jurisdiction to approve the design of the Project and participate in consultations with such authorities.
- (3) The A/E shall not rely totally on information contained in the “as-built” documents. As part of the required services, it is the A/E’s responsibility to verify, by on-site observations of applicable existing buildings, the configurations, locations, dimensions, sizes and conditions accessible for verification. Certain assumptions are made regarding existing conditions in the remodeling and or rehabilitation of an existing building. Some of these assumptions may not be verifiable without additional exploration or investigation of the building or site. To minimize the risk during construction of uncovering conditions that are not as shown on the documents and delaying Project progress, the Agency should consider and evaluate the advice of the A/E to conduct additional investigation, verifications, or checks to verify assumptions.
- (4) Analyze the Agency’s spatial and functional requirements, its required and preferred space adjacencies, its planning surveys, its site evaluations, and its comparative studies of prospective sites; provide alternative schemes or solutions for review, approval and/or selection by the Agency.
- (5) Prior to preparing the Schematic Submittal, submit floor plan and elevation schemes to the Agency, and describe how the schemes relate to the space, function, and adjacency requirements in the Project criteria.
- (6) Provide a general economic analysis of Agency’s requirements applicable to various alternatives.
- (7) Prepare a budget systems cost estimate for the building systems proposed.
- (8) Prepare and submit Schematic material for this phase as described in CPSM Chapter 5.
- (9) Prepare presentation for the AARB for new construction and for exterior renovations, alterations and rehabilitations of existing buildings; make presentations as necessary to obtain recommendations for approval.

- (10) Prepare materials for presentation to the DHR for supportive recommendation on Projects involving interior renovation, rehabilitation and/or remodeling of existing buildings and for exterior renovations of existing building.
- (11) Prepare data and pictures of buildings proposed for demolition and assist Agency in obtaining approval recommendations from AARB and DHR.
- (12) Prepare and distribute minutes of Project meetings or telephonic discussions summarizing discussions, agreements and direction given or received.

Preliminary Design Phase

After Agency's written authorization to proceed with the Preliminary Design Phase, A/E shall:

- (1) In consultation with Agency and based on the accepted study and/or submittal documents and review comments, determine the scope, extent, and character of the Project. As directed by the Agency, the consultations shall include review and input from the user of the facility and the staff responsible for the maintenance and operation of the facility in the discussions at this phase.
- (2) Advise Agency if additional data or services are necessary and assist Agency in obtaining such data or services.
- (3) Prepare and submit preliminary design documents, calculations, and life cycle cost and energy analyses as described in CPSM Chapter 5 for this phase.
- (4) Prepare furnishing and equipment information floor plans that depict the proposed layout and demonstrate that the required items will fit functionally and spacewise in the rooms.
- (5) Prepare and make presentations to the AARB and DHR as may be required for recommendations for approval.
- (6) Prepare and submit a complete systems cost estimate with appropriate backup data. See CPSM Chapter 5 and Appendix E for specific requirements.
- (7) Prepare and submit to the Agency written responses to all reviewing Agency's (or Agencies') comments and, if applicable, provide the technical data the Agency may need to substantiate any waiver request required.
- (8) Resolve all outstanding issues, comments from reviewers, and value engineering recommendations ("VE Recommendations") before proceeding with the Working Drawings Phase.
- (9) Prepare and distribute minutes of Project meetings or telephonic discussions summarizing discussions, agreements and direction given or received.

The A/E shall provide the preliminary submittal to the Agency, for distribution to the user of the facility and staff responsible for its maintenance and operation. This review is to assure that the spatial, functional, and operational requirements have been satisfied. All outstanding issues must be resolved and agreement reached on how to proceed before the A/E is authorized to prepare the Working Drawings. Changes made after authorization to proceed with Working Drawings may subject the Agency to a claim by the A/E for a change in scope or extra services.

Working Drawings (Construction Documents) Phase

After Agency's written authorization to proceed with the final design, A/E shall:

- (1) On the basis of the accepted Preliminary Design documents, the accepted VE Recommendations, and the review comments as finally resolved, prepare final drawings (hereinafter called "Plans") to be included in the Contract Documents showing the complete scope, extent, and character of the Work to be furnished and performed by Contractor(s). Also prepare Specifications for inclusion in the Contract Documents that conform to the recognized format of the Construction Specifications Institute. Specify all finishes and provide color selections of all materials and finishes included in the Construction Contract.
- (2) Provide technical criteria, written descriptions, and design data for the Agency's use in filing applications for permits with or obtaining approvals of such governmental authorities as have jurisdiction to approve the design of the Project; and assist the Agency in consultations with appropriate authorities.
- (3) Advise the Agency of potential cost overruns, the necessity for unit pricing of any Work, and the necessity for additive bid items, and assist in preparing and documenting any requests or submittals required.
- (4) Prepare soil and erosion control plans and stormwater management plans for the Agency to submit to appropriate agencies for approval.
- (5) Prepare/update a detailed systems cost estimate with back-up data and submit with working drawing submittal. See CPSM Chapter 5 and Appendix E for specific requirements.
- (6) Provide recommendation on number of days estimated for substantial completion of the construction of the Project.
- (7) Prepare and submit completed Plans and Specifications and other documents in accordance with the requirements of CPSM Chapters 4, 5, and 6 for approval.
- (8) Make any revisions necessary to the Plans and Specifications so that they incorporate resolution and/or correction of all deficiencies identified during review; and submit a written response to all review comments to DEB **prior to issuing the Bid Documents**.
- (9) Assist the Agency in evaluating Contractor and/or Subcontractor prequalification data if bidders/firms are prequalified for the Project.
- (10) Prepare and distribute minutes of Project meetings or telephonic discussions summarizing discussions, agreements and direction given or received.

Interior Design Services

The Basic Services of the A/E for a Project require the A/E to provide informational floor plans which use basic template outlines to show that the required furniture will fit in the rooms or spaces. The A/E is also required to specify all building materials and finishes and to select the colors for all building components which the Contractor is required to provide and/or install.

The selection, specification, and procurement of furniture and furnishings are not a part of the A/E's Basic Services and would be considered Additional Services as described below (Section 43).

Bidding Phase

After Owner's written authorization to proceed with the Bidding Phase, the A/E shall (unless deleted by the Construction Contract, MOU, or A/E Change Order):

- (1) Print a sufficient number of Bid Document sets. If the Owner's Project Manager approves the issuance of electronic Bid Documents in lieu of paper drawings and specifications, it is the A/E's responsibility to provide electronic Bid Documents in a read-only format which are readily usable by the agency and by all bidders. If Bid Documents are distributed electronically by requiring prospective bidders to download documents via file transfer, no deposit shall be charged for this service by the A/E. If the Bid Documents are distributed via removable electronic media (e.g., DVDs, flash drives, etc.), the deposit shall be minimized to cover direct costs of media, and shipping and handling only.
- (2) Assist the Agency in advertising for and obtaining bid proposals for each separate prime contract, whether for construction, materials, equipment or services. Where applicable, issue Bid Documents, maintain a record of prospective bidders to whom the Bid Documents have been issued, attend pre-bid conferences, and receive and process deposits for Bid Documents.
- (3) Issue addenda, as appropriate, to interpret, clarify, or define the requirements of the Bid Documents. Each Addendum must show the 11-digit Project Code and Project Title and shall bear the A/E seal, signature, and date. All addenda shall be approved by the Agency prior to issuance.
- (4) Consult with and advise Agency as to the acceptability of Subcontractors, Suppliers, other persons or organizations proposed by the low bidder when such acceptability is required by the Bid Documents.
- (5) Requirements for pre-approval of materials proposed by bidders/Suppliers are not allowed to be specified. Substitutions are not allowed during the bidding process. The General Conditions give specific procedures for considering substitutions after the contract for construction is awarded. If the A/E determines that other materials are acceptable during the Bid Period, then the A/E shall issue an Addendum to modify the Specifications and any material that meets the Specifications as modified may be provided (but **"alternate bid items" are not permitted**).
- (7) When the lowest responsive and responsible bid exceeds the budgeted Project cost, A/E shall assist the Agency in negotiating with the low bidder, if applicable, and/or modify the Bid Documents, as appropriate, and assist the Agency in reissuing the IFB. If the Agency is allowed to negotiate with the low bidder to obtain a price acceptable for award of a contract, the A/E shall also prepare the modifications to the drawings, details, and specifications to document the changes made to the Contract Documents.
- (8) Consult with Agency on the acceptability of any substitute materials and equipment proposed by the low bidder when the Agency is authorized to negotiate with the low bidder. The acceptability of a substitute material, equipment, or Work must be documented on the CO-9b, Bid Modification. See CPSM Chapter 6 and the General Conditions.
- (9) Receive and inspect Bid Documents returned; issue refunds to bidders, as appropriate.

**Construction Phase Services Required to be Performed by the A/E
(Submittal Review and Construction Administration Services)**

The following services are described in CPSM Chapter 7 and in General Conditions, Section 15, (a) through

(h). ~~(h)~~ They shall be provided by the A/E as part of Basic Services and shall not be delegated to others unless such delegation has been specifically approved in writing by the Director of DEB:

- (1) **Consultations.** A/E shall consult with and advise the Agency on all technical matters and act as the agency's representative in dealing with the Contractor on all such matters. The Agency's instructions to Contractor(s) will be issued through the A/E, who has authority to act on behalf of Agency to the extent provided in the General Conditions except as otherwise provided in writing.

- (2) **Interpretations and Clarifications.** The A/E shall issue all necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare any necessary Field Orders and Construction Change Orders.
- (3) **Field and Construction Change Orders.** Issue Field Orders and assist the Agency in preparing and issuing Construction Change Orders. Where the Agency has obtained approval to modify the A/E Contract to reduce the A/E's Construction Phase services, the following shall apply:
 - a. Any matters of a technical nature which affect the integrity of the exterior architectural, structural or fire safety systems or which affect the integrity or operation of the mechanical, plumbing, or electrical systems shall be validated by the A/E before a Field Order or Construction Change Order is issued. Since technical matters constitute a change to the approved building permit documents, submittal to DEB for review is required.
 - b. Field Orders on non-technical matters such as landscaping, finishes, colors, and similar items which do not affect the exterior architectural appearance or the structural, fire safety, mechanical, or electrical system integrity may be handled by a qualified licensed professional from the Agency staff or by a licensed professional of the separate contractor engaged to provide such services.
 - c. The A/E shall notify the Owner before issuing a Field Order for Work that may impact code compliance and submit such documents as necessary for review by DEB.
- (4) **Shop Drawings.** The A/E shall review and approve (with or without conditions), reject or take other appropriate action on Shop Drawings and other submittals required of the Contractor. The A/E shall review for conformance with the Project design concept and compliance with the information given in the Contract Documents. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences or construction procedures or safety precautions and programs incident thereto. See General Conditions, Section 24.
- (5) **Equals.** The A/E shall evaluate and determine the acceptability of any equal materials or equipment proposed by Contractor. See General Conditions, Section 26.
- (6) **Structural and Special Inspections.** The A/E shall provide the services described in CPSM Chapter 7 relating to proper installation of structural systems on the Project, including the review of applicable inspection and test reports by the Agency's testing and inspection entity.
- (7) **Disputes between Agency and Contractor.** The A/E shall act as initial interpreter of the requirements of the Contract Documents, judge the acceptability of the Work thereunder, and make recommendations to the Agency on all Contractor claims relating to the acceptability of the Work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Work. The A/E is not authorized to alter or waive the requirements of the Contract Documents. The Agency shall have the final authority on disputes brought by the Contractor.

Construction Visits, Inspection, and Closeout Services to be Performed by the A/E or by the Agency Project Management and Inspection Entity

The following construction period services described in CPSM Chapter 7 and in the General Conditions shall also be provided by the A/E as part of its Basic Services unless specifically deleted in the A/E Contract or its MOU and delegated by the Agency to its Project Inspector or separate Construction Administrator entities. (Note: When the service(s) has been delegated to other than the A/E, the description below applies to the person or entity to which it has been delegated.)

- (1) **Visits to Site and Observation of Construction.** An A/E representative who is knowledgeable of the Project and competent in each discipline which has trade activities and stages of construction being performed shall visit the Site at intervals no less frequently than once per month to observe as an experienced and qualified design professional the progress and quality of the various aspects of

the Contractor's Work. Based on information obtained during such visits and on such observations, the A/E shall endeavor to determine whether such Work is proceeding in accordance with the Contract Documents and shall keep the Agency informed of the general progress of the Work in relation to the overall schedule. The A/E shall document all Site visits in writing.

- (2) **Inspections of Work in progress by the A/E.** During its periodic visits to the Site to observe the Work in progress, the A/E (accompanied by the Project Inspector) shall, (a) as a minimum, spot check the Work installed and the Work in progress to determine compliance with the requirements of the Contract Documents and the codes and installation/workmanship standards listed therein (e.g. clearances and lap lengths for reinforcing bars per ACI; duct construction and installation conforming to SMACNA; pipe support terminals conforming to Code; wiring installation, anchorage and terminations conforming to NEC; and such); and (b) document its observations in writing (the "A/E's Inspection Report"). Defective and noncompliant Work shall be noted in the A/E's Inspection Report and pointed out to the Project Inspector and Contractor. The A/E shall identify for the Project Inspector any specific checks or inspections to be made. The results of these inspections shall be made a part of the Project Inspector's Daily Report.
- (3) **DEB Interim Inspections.** The A/E's licensed professional architect, mechanical engineer, and electrical engineer shall be present at all DEB interim inspections unless absent on an express written waiver by the Agency. The results of these inspections shall be made a part of the Project Inspector's Daily Report. The A/E shall document the inspection in writing.
- (4) **Supplemental Inspections and Tests.** For Work not in compliance with the Contract Documents, the A/E shall, with the Agency's approval, require additional or supplemental inspection or testing. The A/E shall receive and review all certificates of inspections, tests, and approvals required by laws, rules, regulations, ordinances, codes, orders, or the Contract Documents and shall determine whether their content complies with the requirements of each. The A/E shall also determine whether the results certified indicate compliance with the Contract Documents. The A/E shall document the inspection in writing.
- (5) **Defective Work.** During its monthly Site visits and based on its observation during such visits, the A/E may disapprove or reject Work, or any portion thereof, while the Work is in progress if A/E believes that such Work does not conform to the Contract Documents, including the approved shop drawings or other submittals (the "Defective Work"). The A/E may also recommend that the Agency reject any Work which it believes will not result in a completed Project that conforms generally to the Contract Documents or that it believes will prejudice the integrity of the design as reflected in the Contract Documents. The A/E shall document the Defective Work in writing.
- (6) **Contractor Applications for Payment (DGS Form DGS-30-104, CO-12).** Based on the A/E's on-Site observations as an experienced and qualified design professional, information provided by the agency's Project Inspector and review of applications for payment and the accompanying data and schedules, the A/E shall determine the amounts due to Contractor(s) and recommend in writing payments to the Contractor(s). Such recommendations will constitute a representation to Agency, based on such observations and review, that the Work has progressed to the point indicated and that to the best of the A/E's present knowledge, information and belief, the quality of such Work is generally in accordance with the Contract Documents (subject to an evaluation of such Work as a functioning whole prior to or upon Substantial Completion, the results of any subsequent tests called for in the Contract Documents and any other qualifications stated in the recommendation). In the case of unit price Work, the A/E's recommendations for payment will include final determinations of quantities and classifications of such Work subject to any subsequent adjustments allowed by the Contract Documents and approved by DEB.
- (7) **Substantial Completion Inspection.** Prior to scheduling a Substantial Completion inspection, the A/E shall verify that the Project is, in fact, ready for such an inspection as described in CPSM Chapter 7. The A/E shall document all Defective Work in writing. Then, at a minimum, the A/E's licensed professional architect, mechanical engineer, and electrical engineer shall be present at the Substantial Completion inspection unless absent on an express written waiver by the Agency. The

A/E shall document the Substantial Completion inspection in writing and provide the written results to the Agency and Contractor.

- (8) **Final Completion Inspection.** The A/E shall conduct a final inspection to determine if the completed Work is acceptable. The A/E shall notify the Agency in time to allow Agency and DEB representatives to participate in the inspections. If the final completion inspection is successful, the A/E may recommend, in writing, final payment to Contractor(s) and give written notice to the Agency and the Contractor(s) that the Work is acceptable. The A/E may, however, accept some portions of the Work and reject others or may accept some or all of the Work subject to certain conditions. The A/E shall document the results of its final completion inspection in writing and provide the written results to the Agency and Contractor.
- (9) **Contractor's Completion Documents.** The A/E shall receive and review maintenance and operating instructions, schedules, guarantees, bonds, and certificates of inspection, tests and approvals which are to be assembled by Contractor(s) in accordance with the Contract Documents and shall transmit them to the Agency with written comments. The A/E shall receive the as-built drawing mark-ups required from the Contractor, prepare the Record Drawings of the Work, and submit the data to the Owner. The A/E shall submit Record Drawings to the Owner electronically in PDF format and in any other format(s) required by the Owner (e.g., BIM, electrostatic paper copies, microfilm, etc.).
- (10) **Project Closeout.** A/E shall provide Project closeout services as outlined in CPSM Chapter 7.
- (11) **Other:** The A/E shall perform all duties described in or reasonably implied by CPSM Chapter 7; the Construction Contract (including the Plans and Specifications); and the General Conditions.

42.43. **WORK NOT INCLUDED IN THE SCOPE OF A/E BASIC SERVICES**

The following services are not considered to be included in the A/E's Basic Services. If any of these services are included in the A/E's Contract as Additional Services, they shall be set out separately with the associated negotiated fees and included in the Total Contract Amount. If requested in writing after negotiation of the A/E Contract, they shall constitute Extra Services as described in CPSM Chapter 3 and shall be negotiated and authorized by A/E Change Order to the A/E Contract.

When, after approval of any stage of the design, it is determined that a substantial change in the overall scheme is advisable, and such change is ordered by the Agency with the authority of the Governor, the fixed-fee amount for the Extra Services shall be agreed upon and added to the A/E Contract by A/E Change Order.

When the A/E is directed to prepare applications and supporting documents for Federal government grants, loans, or advances, the fixed-fee amount for those services shall be agreed upon and included in the A/E Contract as Additional Services or added to the A/E Contract by A/E Change Order.

When the Agency authorizes or directs the A/E to provide information or data which is normally the Agency's responsibility, as described in Section 39 of this document, the fixed-fee amount for those services shall be agreed upon and included in the initial contract as Additional Services or added to the A/E Contract by A/E Change Order.

When the Agency requests changes to drawings and specifications after the Work is under construction, the fixed-fee amount for those A/E services shall be agreed upon and added to the A/E Contract by A/E Change Order.

When delinquency, insolvency, or failure of the Contractor to perform the Work requires extraordinary demands on the time of the A/E and the A/E has not contributed to such delays, the Agency may consider compensating the A/E for some portion of the time where documented and justified.

When extra A/E services are required as a result of damage by fire, unforeseen structural conditions, or other causes beyond the control of the A/E, the fixed-fee amount for those services shall be agreed upon and added to the A/E Contract by A/E Change Order.

When the Substantial Completion of construction is delayed beyond the Contract Completion Date for more than thirty (30) days by the Contractor or the Agency and through no fault of the A/E, the A/E may be entitled to additional compensation for authorized additional periodic Site visits/inspections necessitated by the delay. Requests for such compensation shall include documentation naming the person(s) making the additional visit, date(s), time(s), etc. as may be required by the Agency.

When unforeseen conditions require special or continuous on-Site services for an approved period of time, such special or continuous on-Site services must be requested and approved in writing by the Agency in advance.

When the A/E is directed to prepare, document, and submit an environmental impact study or report, the fixed-fee amount for those services shall be agreed upon and included in the A/E Contract as Additional Services or added to the A/E Contract by A/E Change Order.

When the A/E is directed to perform interior design services to include assisting in the selection, specification, and procurement of furniture and furnishings that are not a part of the A/E's Basic Services as described above, the fixed-fee amount for those services shall be agreed upon and included in the initial contract as Additional Services or added to the A/E Contract by A/E Change Order.

If the Agency decides after execution of the A/E Contract that prequalification of contractors and/or subcontractors is required, the services required of the A/E to assist in evaluating the prequalification data will be considered Extra Services and a fee for same shall be negotiated prior to the A/E performing the A/E Services and added to the A/E Contract by A/E Change Order.

If the A/E is required to participate in the Value Engineering Study, the A/E's participation fee shall be included in the initial A/E Contract as an Additional Service or added to the A/E Contract by A/E Change Order.

43.44. IDENTIFICATION OF DOCUMENTS AND MATERIALS

The Agency and the A/E shall note the assigned 11-digit Project Code number on **all** Project documents, correspondence, memoranda, invoices, submittals, and other related material. The A/E shall require that the assigned 11-digit Project Code number be shown on all submittals, correspondence, and other documents generated by the Contractor, Subcontractors, Suppliers, Consultants, testing entities, or others associated with the Project.

44.45. CONFLICTS; ORDER OF PRECEDENCE

The A/E shall report any conflicts between the A/E Contract, the A/E Manual, the VUSBC, or any law, regulation, or technical code and allow Owner to clarify the Project requirements prior to A/E preparing Contract Documents. In the event of a conflict between or among the provisions of the A/E Contract, the conflict shall be resolved by giving precedence to the provisions in the following order, with the provision of higher precedence being controlling: (1) the A/E Contract; (2) the Project Order, if any; (3) the MOU; (4) the Terms and Conditions of the A/E Contract; then (5) A/E Change Order, if any.

* *** *

CONDITIONS OF THE A/E CONTRACT

END OF TERMS AND

* *** *

4.6 Meetings.

4.6.1 Meeting Type. A Committee or Advisory Council may meet, either in full or in part, in person, by phone, by online conferencing service, or by other similar electronic means. A Committee or Advisory Council may act by exchange of emails or written communications if all members agree.

4.6.2 Notetaking at Meetings. During meetings, the use of any AI/proxy notetaking tools is prohibited, unless explicitly approved by the Presiding Officer and/or Chair. Participants are expected to rely on traditional methods of notetaking to ensure the confidentiality and security of the discussion.

4.7 Honors Committee.

4.7.1 Committee Purpose. The Committee is responsible for recommending to the Board those individuals upon which AIA Virginia should bestow an AIA Virginia honorary award.

4.7.2 Membership. The Honors Committee shall be composed of the following members: the chair, who shall also be a Fellow or a Past President of AIA Virginia; two Fellows of the Institute; two Past Presidents of AIA Virginia; and eight at-large members of AIA Virginia. At least two at-large members should be a former honoree in any category who is neither a Fellow nor a Past President of AIA Virginia. Each member shall serve for two years and terms shall be staggered. The terms shall be staggered so that six members rotate off the Committee each year. Members shall not be eligible for reappointment for one year following the expiration of a term. The chair shall be appointed by AIA Virginia President for a one-year term.

4.7.3 Duties. The Committee shall work annually to enable AIA Virginia to recognize, encourage, and honor distinguished achievements that constitute a beneficial influence on the built environment and/or the profession of architecture. The Committee shall bring annually to the Board a series of recommendations for honors and awards to be bestowed as selected through processes outlined in the Administrative Procedures document. All honor and award nominations made by the Committee must be approved by the Board. The Board may, under unusual circumstances and at its discretion, make additional honor and award nominations.

4.7.4 Meeting Notice. The Committee shall provide meeting notice to the members of the Committee at least twenty-one (21) calendar days before the date fixed for the meeting.

4.7.5 Meeting Frequency. The Committee shall meet as often as necessary to carry out the responsibilities of the Committee. The Committee shall meet at least once each calendar year.

4.7.6 Meeting Quorum. The Committee may only act to approve final honor and award nominations if at least nine (9) members vote to approve the nomination.

4.7.7 Voting. The Board may establish different voting thresholds for each honor or award category.

4.7.8 Nominating Procedure. The Committee shall request nominations from AIA Virginia members, components, and Board members. All submitted nominations must be in the form approved by the Committee. Forms shall be those created by and issued by the Committee from time to time. The Committee may, but is not obligated to, consider any submission which is incomplete, which fails to comply with the Committee's nomination submission guidelines, or which fails to meet the submission deadlines. Nominators are



MEETING MINUTES | Board of Directors

FRI 20 June 2025 | Varina Library, Richmond, VA

Jancy convened the meeting at 9'19 AM
Jancy offered words of welcome
Jancy welcomed conflict of interests; none were declared
The Consent Agenda was approved as presented
The Minutes of the 11 April 2025 BOD Meeting were approved as presented
The Financial Report was approved as presented
Price presented an update on Investment Accounts
Battaglia provided an overview of Budget and Finances
Battaglia and Guske provided an update on Membership and Dues
The Board passed a MOTION approving the Budget
The Board passed a MOTION adjusting the Dues
Battaglia provided an update on the Component Allocation MOU
The Board passed a MOTION approving the Notetaking Proxy Policy
Mulligan provided an update on L.A.B.
Ogden provided an update on Architecture Exchange East and Visions
Battaglia provided an update on Partnerships and Fundraising
Jancy provided an update on the Annual Meeting at AIA'25
Jancy led a discussion of the May 2025 Work Session
Jancy invited New Business
 PAC contributions
 Advocacy: DGS, DPOR/APELSCIDLA
 AIA Contract Documents
 AIA President Lee at AIA Coastal Virginia event; WED 27 AUG 2025
 Candidates for State Positions
 Guske Service Anniversary
The Meeting was adjourned at 12'11 PM

ATTENDEES

Meagan Jancy, AIA | President
Bill Hopkins, AIA | President-Elect
Karen Conkey, AIA | Secretary
Amber Hall, AIA | Treasurer
Sonia Jarboe, AIA | Director
Derek McCalla, AIA | Director
TJ Meehan, AIA | Director
Shawn Mulligan, AIA | Director
Kendall A. Nicholson, Ed.D., Assoc AIA | At-large Director
Daya Irene Taylor, Ph.D., AIA | Director
Nicholas A. Wade, AIA | Director
Ashleigh Walker, Assoc AIA | Director

MEETING AGENDA
AIA Virginia | Board of Directors

Paul R. Battaglia, AIA | Executive Vice President
Cathy Guske, Hon. AIAVA | Member Services Director
Delaney Ogden | Director of Education
Ashby Price, CFA | Ashwood Financial Partners
Chris Milligan, CFA | Ashwood Financial Partners

NOT IN ATTENDANCE

Kelly Callahan, AIA | Past President
Phoebe Crisman, AIA | Director
Michael Ermann, AIA | Director
Jonathan Hiser, AIA | Director

MOTION | AIA Virginia Board of Directors
FRI 15 AUG 2025

Item

Minutes of 20 June 2025 Meeting of the Board of Directors

Background

At each meeting of the AIA Virginia Board of Directors, the Secretary records the proceedings in the Minutes.

Motion

That the Minutes be approved as presented.



August 8, 2025

TREASURERS REPORT

1st Quarter 2026 to the period ending July 31, 2025

CONTENTS

Balance Sheet – For the period ending July 31, 2025

Revenue & Expense Graph -- For the period ending July 31, 2025

2026 Actual vs. Budget – – For the period ending July 31, 2025

2026 Projection Graph - For the period ending July 31, 2025

Respectfully submitted,
Amber Hall, AIA
AIA Virginia Treasurer

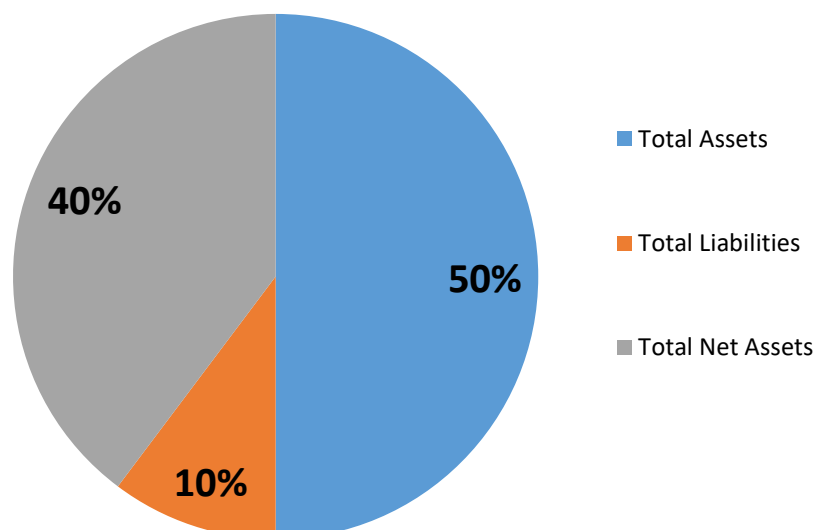
A handwritten signature in black ink, appearing to read 'A Hall'.

AIA VIRGINIA

BALANCE SHEET as of July 31, 2025 1st Qtr,

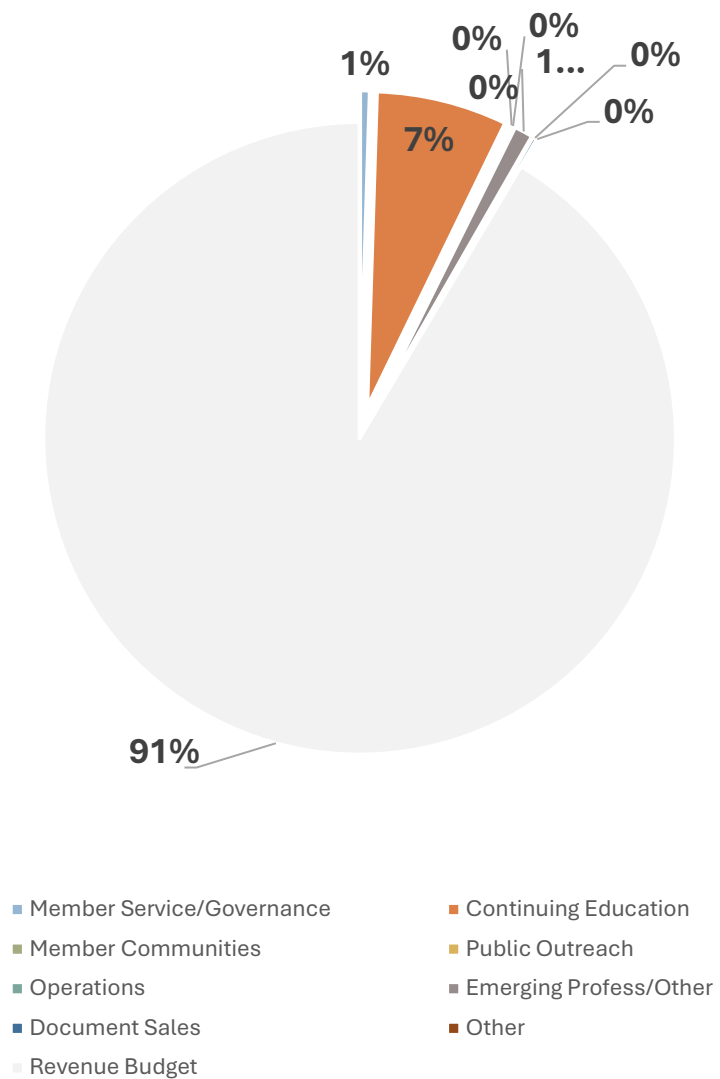
(UNREVIEWED)	2024	2025
ASSETS		
Cash and cash equiv	\$ 173,711	\$ 243,714
Financial Contingency Fund (Long-term Putnam	\$ 254,686	\$ 291,304
Saving (Short-term Putnam)	\$ 74,685	\$ 14,685
EIDL Loan (Putnam)	\$ 149,900	\$ 149,900
Accounts receivable	\$ 11,273	\$ 17,705
Inventory	\$ 5,800	\$ 4,303
Prepaid Expenses	\$ 11,897	\$ 12,962
Total Current Assets	\$ 681,952	\$ 734,573
Fixed Assets (net)	\$ 9,055	\$ 12,153
Security Deposit	\$ 5,088	
ROU Lease Asset	\$ 43,885	\$ -
Total Assets	\$ 739,980	\$ 746,726
LIABILITIES		
EIDL Loan	\$ 149,626	\$ 141,293
Note payable, line of credit	\$ -	\$ -
Accounts payable	\$ 2,369	\$ 4,561
Other accrued expenses	\$ 7,418	\$ 7,330
Deferred revenue	\$ -	
Lease Liability	\$ 52,431	\$ -
Total Liabilities	\$ 211,843	\$ 153,183
NET ASSETS		
Fund balances	\$ 536,424	\$ 580,562
Financial contingency fund	\$ -	\$ -
Current year earnings	\$ (8,287)	\$ 12,981
Total Net Assets	\$ 528,137	\$ 593,542
Total Liabilities and Net Assets	\$ 739,980	\$ 746,726

Balance Sheet - 2025

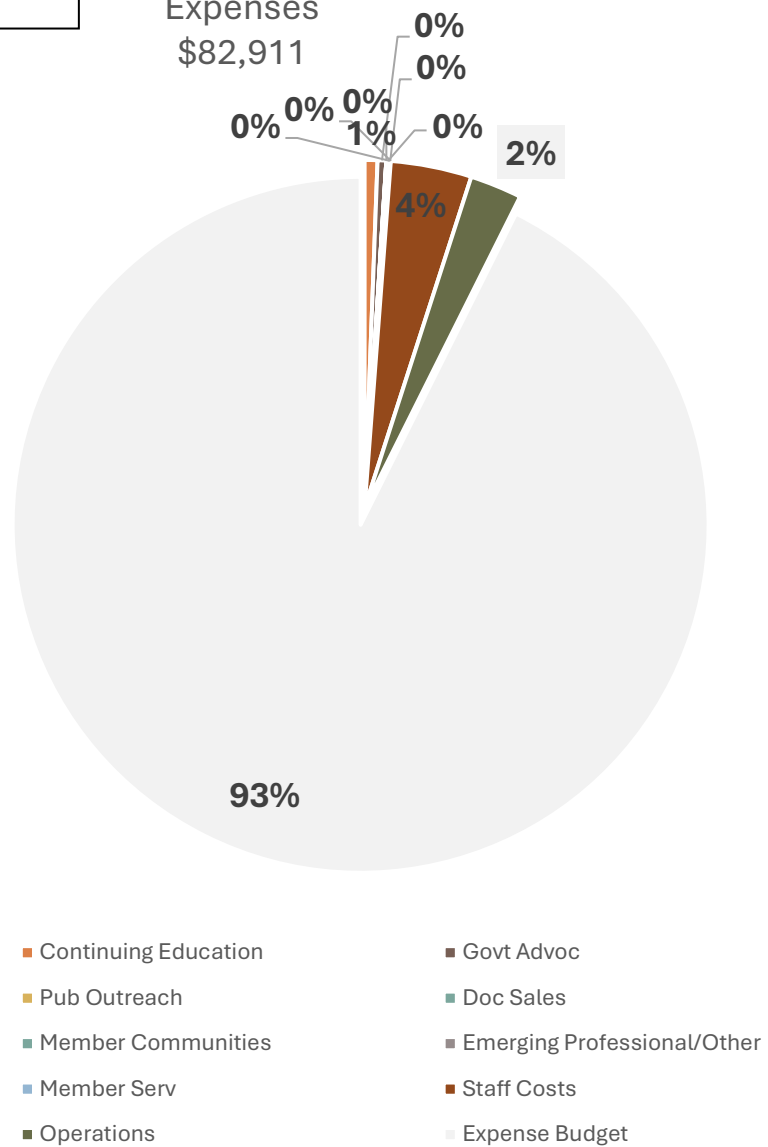


July 2025 – Q1

Revenue
\$95,982



Expenses
\$82,911



AIA VIRGINIA
2026 Budget vs. Actual
YTD through July 31, 2025

REVENUES					EXPENSES			NET REVENUE
	Sponsor	Other	TOTAL	Direct	Staff	TOTAL		
PROFESSIONAL EXCELLENCE								
CONTINUING EDUCATION					Expenses			
Architecture Exchange East	Budget	117,000	114,000	231,000	152,045	0	152,045	78,955
	Actual	75,250	0	75,250	6,687	0	6,687	68,563
Professional Development Series	Budget	0	1,100	1,100	2,850	0	2,850	(1,750)
	Actual	0	65	65	2	0	2	63
MEMBER COMMUNITIES								
Design Forum	Budget	45,000	25,000	70,000	34,050	0	34,050	35,950
	Actual	0	0	0	0	0	0	0
Art of Practice	Budget	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0
AIA Fellows	Budget	4,500	5,250	9,750	9,000	0	9,000	750
	Actual	0	0	0	0	0	0	0
EMERGING PROFESSIONALS								
LAB	Budget	5,000	22,500	27,500	25,600	0	25,600	1,900
	Actual	0	8,750	8,750	261	0	261	8,489
Emerging Leaders in Architecture	Budget	6,400	23,088	29,488	10,765	0	10,765	18,723
	Actual	700	771	1,471	164	0	164	1,307
VA Society / AIA (Univ) Prize	Budget	0	0	0	5,500	0	5,500	(5,500)
	Actual	0	0	0	0	0	0	0
OTHER								
Design Awards	Budget	0	28,000	28,000	2,325	0	2,325	25,675
	Actual	0	620	620	17	0	17	603
GOVERNMENT ADVOCACY								
	Budget			0	61,350	0	61,350	(61,350)
	Actual		0	0	4,513	0	4,513	(4,513)
PUBLIC OUTREACH								
External Commun / Public Relations	Budget		5,000	5,000	27,000	0	27,000	(22,000)
	Actual		150	150	4	0	4	146
Architecture Advocacy	Budget		0	0	10,150	0	10,150	(10,150)
	Actual		0	0	0	0	0	0

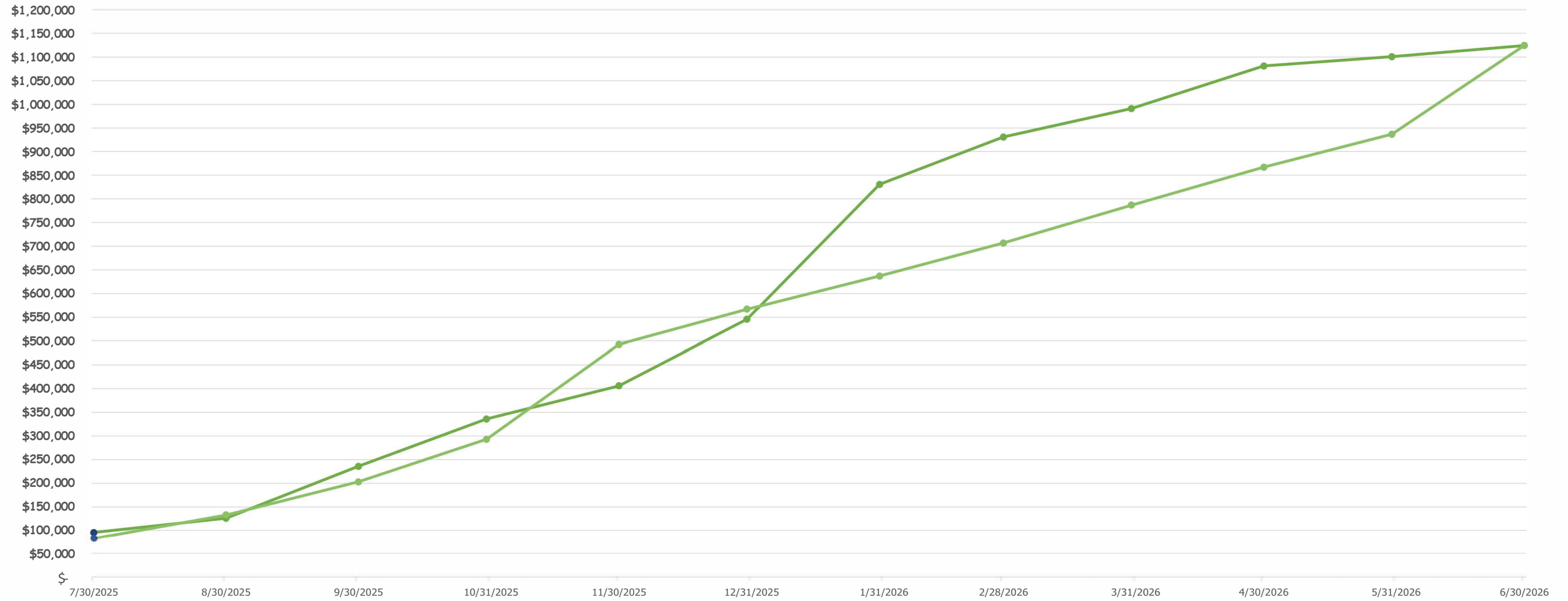
AIA VIRGINIA

2026 Budget vs. Actual

YTD through July 31, 2025

REVENUES				EXPENSES			NET REVENUE
	Sponsor	Other	TOTAL	Direct	Staff	TOTAL	
DOCUMENTS SALES							
	Budget	40,200	40,200	3,700	0	3,700	36,500
	Actual	2,570	2,570	1,775	0	1,775	794
MEMBER SERVICES / GOVERNANCE							
Services	Budget	0	664,231	29,550	0	29,550	634,681
	Actual	0	5,527	92	0	92	5,434
Organizational Liaison	Budget	0	0	27,500	0	27,500	(27,500)
	Actual	0	0	0	0	0	0
Board / Exec Comm	Budget	0	0	30,000	0	30,000	(30,000)
	Actual		0	0	0	0	0
SOCIETY OPERATIONS							
Administrative Services	Budget	0	0	5,000	0	5,000	(5,000)
	Actual	0	0	0	0	0	0
Financial Operations	Budget	15,000	15,000	20,000	0	20,000	(5,000)
	Actual	1,489	1,489	450	0	450	1,040
Office Rental	Budget	0	0	0		0	0
	Actual	0	0	0		0	0
Office Operations	Budget	3,000	3,000	261,507	406,377	667,884	(664,884)
	Actual	0	0	26,664	42,282	68,946	(68,946)
BUDGET TOTALS				717,892	406,377	1,124,269	0
ACTUAL TOTALS				40,629	42,282	82,911	12,981

AIA Virginia 2025 Projection



Budget Revenue 2025

2025 Monthly Revenues

Budget Expenses 2025

2025 Monthly Expenses

MOTION | AIA Virginia Board of Directors
FRI 15 AUG 2025

Item

Treasurer's Report

Background

At each meeting of the AIA Virginia Board of Directors, the Treasurer presents the financial report for the most recent month.

Motion

That the Treasurer's Report be approved as presented.



MEETING MINUTES | Finance Committee

THUR 7 AUG 2025 [zoom]

Hall convened the meeting at 12'02 PM

Hall called for conflicts of interest; none were declared

Those presented discussed the AIA Virginia Investment Accounts

- Blackstone BREIT and BCRED Funds

- AIA Virginia Investment Policies

- Alternatives to current Blackstone Funds

- Long-term investment strategy

- Definition of Financial Contingency Fund

Those present discussed repayment of monies borrowed from short-term investment accounts

Those present discussed repayment of Economic Injury Disaster Loan (EIDL)

Those present discussed the terms of the Component Allocation MOU

Motions were passed offering the following recommendations to the AIA Virginia Board of Directors

- That the Board maintain the investments in the Blackstone BREIT and BCRED Funds
- That the Board return \$10,000 to the Putnam short term investment fund in a lump sum
- That the Board maintain the financial terms of the current Component Allocation MOU

Hall invited New Business; none was proposed

The meeting adjourned at 12'58 PM

ATTENDEES

Amber Hall, AIA | Chair

Alexander Helms, AIA

Bill Hopkins, AIA

Meagan Jancy, AIA

TJ Meehan, AIA

Keesha Ezell, Hon. AIAVA

Ashby Price, CFA | Ashwood Financial Partners

Paul R. Battaglia, AIA

MOTION(S) | AIA Virginia Board of Directors
FRI 15 AUG 2025

Item

AIA Virginia Investment Accounts

Background

The Board directed the Finance Committee to develop recommendations concerning the alignment of the Blackstone BREIT and BCRED Funds with the AIA Virginia Investment Policies.

At its meeting of 7 AUG 2025, the Finance Committee passed motions offering the following recommendations for consideration by the AIA Virginia Board of Directors:

- That the Board maintain the investments in the Blackstone BREIT and BCRED Funds
- That the Board return \$10,000 to the Putnam short term investment fund in a lump sum
- That the Board maintain the financial terms of the current Component Allocation MOU

Motion

That AIA Virginia Board of Directors direct the repayment of \$10,000.00 of the monies borrowed from the short-term investment account in a lump sum.

MOTION | AIA Virginia Board of Directors
FRI 15 AUG 2025

Item

Endorsement of AIA Virginia 2025 Honors

Background

The Honors program recognizes the best efforts of Virginians who, by profession or avocation, have made creating, preserving, and enhancing Virginia's communities an important life commitment.

Reminder: results are CONFIDENTIAL

Motion

That the Board of Directors approves the 2025 AIA Virginia Honors Awards.

AUG 2025

Aspirants to Positions Elected by the AIA Virginia membership

candidates to be considered and elected during Annual Meeting; NOV 2025

President-elect

Paula Loomis, FAIA

Andrew Moore, AIA

Treasurer

Amber Hall, AIA (I)

Associate Director

Philip Baxter, Assoc AIA

Aspirants to Positions appointed by the AIA Virginia Board of Directors

candidates to be considered and acted upon during BOD MTG AUG 2025

State Licensing Advisor

Heather Casey, AIA

Gina Robinson, AIA (I)

State/Territory Associate Representative (StAR)

no aspirants; incumbent's term expires 1 DEC 2025

Strategic Councilor

Shawn Mulligan, AIA

William Tate, AIA

Young Architect Representative (YAR)

John McKenna, AIA

(I) indicates incumbents

JULY 2025

A Call for candidates – to a number of positions

AIA Virginia and its members benefit enormously from dedicated, effective, and passionate volunteers serving in a number of positions – many of which will be available. Before we provide details on those positions, let's acknowledge and voice appreciation for those who have been serving so well:

Erin Agdinaoay, AIA - Young Architect Representative (YAR)
Amber Hall, AIA – Treasurer
Bill Hopkins, AIA – President-elect
Stephanie Leedom, AIA and Robert Easter, FAIA – Strategic Council
Caitlin Morgan, Associate AIA - State/Territory Associate Representative (StAR)
Gina Robinson, AIA – State Licensing Advisor
Ashleigh Walker, Associate AIA – Associate Director

Applause and appreciation to each and all. Thank you.

More specific information about each of those positions appears below. Please encourage qualified candidates (members in good standing) to apply. You are further encouraged to remember that might be you.

Submissions, including a letter of interest, a resume, and any additional items specific to the position sought, as well as any questions should be addressed to EVP Paul R Battaglia, AIA at pbattaglia@aiava.org prior to the applicable deadline.

A Call for the AIA Virginia President-Elect

President-elect is a one-year position at the beginning of a three-year term of service. During the first year the President-elect serves on the Board of Directors and the Executive Committee, chairs the Nominating Committee, and presides at meetings in the absence of the President. Following the initial year, the individual then serves one year as President (presiding over the organization), and thereafter one year as Past President.

Prospective candidates should send a letter of interest, a resume, and a headshot to EVP Paul R Battaglia, AIA at pbattaglia@aiava.org no later than WED 30 JULY 2025. Submissions will be reviewed by the Nominating Committee to confirm eligibility. The Board of Directors will approve the full slate of candidates during its Meeting scheduled for FRI 15 AUG 2025. The slate will be announced to members in advance of the elections that will be held during the Annual Meeting of the Membership at Architecture Exchange East in Richmond, VA 5 to 7 NOV 2025. Terms of those elected will commence at the BOD Meeting scheduled for FRI 19 DEC 2025.

A Call for the AIA Virginia Treasurer

During a two-year term, the Treasurer serves on the Board of Directors and the Executive Committee, chairs the Finance and Audit Committees, presides over financial reports and records, and assures that all monies, funds, securities, and properties of the organization are managed properly.

Prospective candidates should send a letter of interest, a resume, and a headshot to EVP Paul R Battaglia, AIA at pbattaglia@aiava.org no later than WED 30 JULY 2025. Submissions will be reviewed by the Nominating Committee to confirm eligibility. The Board of Directors will approve the full slate of candidates during its Meeting scheduled for FRI 15 AUG 2025. The slate will be announced to members in advance of the elections that will be held during the Annual Meeting of the Membership at Architecture Exchange East in Richmond, VA 5 to 7 NOV 2025. Terms of those elected will commence at the BOD Meeting scheduled for FRI 19 DEC 2025.

A Call for Associate Director – on the AIAVA Board

The Associate Director is an associate member who serves a two-year term on the Board of Directors.

Prospective candidates should send a letter of interest, a resume, and a headshot to EVP Paul R Battaglia, AIA at pbattaglia@aiava.org no later than WED 30 JULY 2025. Submissions will be reviewed by the Nominating Committee to confirm eligibility. The Board of Directors will approve the full slate of candidates during its Meeting scheduled for FRI 15 AUG 2025. The slate will be announced to members in advance of the elections that will be held during the Annual Meeting of the Membership at Architecture Exchange East in Richmond, VA 5 to 7 NOV 2025. Terms of those elected will commence at the BOD Meeting scheduled for FRI 19 DEC 2025.

A Call for the STAR: State/Territory Associate Representative

State Associate Representatives (StARs) serve on the National Associates Committee (the NAC). The NAC is the voice of Associate members of AIA. It represents and advocates for both mainstream and non-traditional associates - who constitute 19% of national AIA membership - at all components of the AIA. By promoting excellence, providing information and leadership, fostering inclusiveness, and encouraging individual, community and professional development, the NAC strives to integrate the growing associates community of the profession into a strong voice within the AIA. StARs typically serve two-year terms. Efforts include monthly workgroup calls, quarterly full committee calls, and one required in-person (travel paid) annual meeting in Q1. Expect to dedicate 10 hours per month to this role.

Application Requirements

AIA Membership – Applicant must be an AIA member in good standing within AIA Virginia (AIA Blue Ridge, AIA Central Virginia, AIA Coastal Virginia, AIA Northern Virginia, and AIA Richmond) and must be licensed not more than 10 years at the time of submission.

Letter of Interest – From Applicant. Indicate understanding of the position, qualifications/experience, and reasons for seeking election. Limit one-page.

Letter of Nomination – From an AIA local or state component Board Member. Indicate the connection between the YAR position and the Nominee's leadership qualities. Limit one-page.

Letter of Recommendation – From an AIA member. Indicate the Nominee’s qualifications for the YAR position. Limit one-page.

Letter of Support – From Employer. A Principal (or Officer) within the candidate’s firm must commit to supporting the candidate in fulfilling the role’s obligations. Limit one page on company letterhead.

Resume – Indicate education, employment history, organizations, activities, honors, and awards. Limit two pages (It is NOT in the applicant’s best interest to simply submit a firm resume with project experience).

Prospective candidates should send their application materials to EVP Paul R Battaglia, AIA at pbattaglia@aiava.org no later than WED 30 JULY 2025. Submissions will be reviewed by the Nominating Committee to confirm eligibility. The Board of Directors will review candidates and make an appointment during its Meeting scheduled for FRI 15 AUG 2025 for a two-year term commencing on 1 DEC 2025.

A Call for the State Licensing Advisor

The Architect Licensing Advisors Community is a group of individuals committed to assisting licensure candidates and architects as they navigate the path to licensure and reciprocity. Architect licensing advisors provide guidance throughout the licensure process by facilitating the flow of information to architecture students, licensure candidates, and architects. The program is led by NCARB and jointly supported by the American Institute of Architects. Appointees serve a two-year term.

As an architect licensing advisor, you’ll gain access to resources and support to ensure you’re equipped to help candidates, including access to NCARB’s online advisors community, exclusive webinars and training resources, and more. Plus, you’ll have direct NCARB staff support for questions and guidance.

Activities of a State Licensing Advisor

Every month this position will require 12 to 16 hours of your time. A licensing advisor is expected to engage with candidates in your community on a regular basis and stay active in the community by:

- Maintaining a thorough understanding of the AXP, ARE, and NCARB certification requirements, objectives, and resources
- Connecting with local candidates—both by request and proactively—to provide licensure information and guidance
- Participating in Architect Licensing Advisors Community training and development events
- Communicating with your local licensing board to maintain a thorough understanding of licensure requirements and procedures
- Attending AIAVA member events; e.g., Quarterly Component Calls, Architecture Exchange East, Town Halls in local components, etc.
- Making sure that your contact info in My NCARB is up-to-date so local candidates can reach you
- Every other year, NCARB hosts the Licensing Advisors Summit, an exciting and engaging conference where you can meet NCARB staff, engage with other advisors, hear updates on NCARB programs, and explore factors that impact the pursuit of licensure. NCARB waives summit registration fees for all licensing advisors and provides travel funding for many advisors. The next summit will be held in 2027 (date and location TBD).

Application Requirements

AIA Membership – Applicant must be an AIA member in good standing within AIA Virginia (AIA Blue

Ridge, AIA Central Virginia, AIA Coastal Virginia, AIA Northern Virginia, and AIA Richmond) and must be licensed not more than 10 years at the time of submission.

Letter of Interest – From Applicant. Indicate understanding of the position, qualifications/experience, and reasons for seeking election. Limit one-page.

Letter of Nomination – From an AIA local or state component Board Member. Indicate the connection between the YAR position and the Nominee's leadership qualities. Limit one-page.

Letter of Recommendation – From an AIA member. Indicate the Nominee's qualifications for the position. Limit one-page.

Letter of Support – From Employer. A Principal (or Officer) within the candidate's firm must commit to supporting the candidate in fulfilling the role's obligations. Limit one page on company letterhead.

Resume – Indicate education, employment history, organizations, activities, honors, and awards. Limit two pages (It is NOT in the applicant's best interest to simply submit a firm resume with project experience).

Prospective candidates should send their application materials to EVP Paul R Battaglia, AIA at pbattaglia@aiaava.org no later than WED 30 JULY 2025. Submissions will be reviewed by the Nominating Committee to confirm eligibility. The Board of Directors will review candidates and make an appointment during its Meeting scheduled for FRI 15 AUG 2025 for a term commencing on 1 SEPT 2025.

A Call for a YAR: Young Architect Representative

A YAR is a Young Architect Representative; an AIA member who has been licensed for less than 10 years and who serves as a liaison between the state chapter (in our case, AIA Virginia) and the Young Architects Forum (YAF) focusing on issues that concern Emerging Professionals (EPs; architects in the early stage of their career). The YAR serves a two-year term, beginning 1 January 2026.

Roles and duties of the Young Architect Representative (YAR)

Young Architect Representatives represent young architects within AIA at the state and national level. They are the primary connection between local AIA chapters and the national YAF Advisory Committee (AdCom).

The Young Architect Representative communicates information from AIA National to local emerging professional groups and vice versa by:

- Maintaining quarterly communication with all YAF chapters within their state
- Serving as a conduit between local YAF chapters and the AdCom

The Young Architect Representative contributes to the direction and planning of the YAF by:

- Participating in the YAF Annual Meeting and attending YAF full committee conference calls
- Working with the AdCom on various national issues through participation in at least one YAF Focus Group
- Attending AIA Leadership Summit and AIA National Conference, when possible

The Young Architect Representative serves young architects at the state level by:

- Providing reports regarding the activities of the YAF and emerging professionals groups when requested

- Maintaining quarterly communication with the following counterparts from their state: National Associates Committee (NAC) state representatives, Strategic Council representatives, and College of Fellows (COF) regional representative
- Attending monthly AIA Leadership Exchange calls
- Suggesting or encouraging young architects for nomination for state or national awards, positions or committees/subcommittees.

Young Architect Representatives have the option to represent YAF within the larger AIA National community by serving as a member of or liaison to any of the following: Strategic Council work groups, Knowledge Communities, Board Committees, Member Interest Groups, or Task Forces. These opportunities may vary from year to year.

Additional responsibilities may be required by each respective state. Young Architect Representatives are required to work with their states to ensure that expectations from state leadership are clearly defined and met. The AdCom encourages all applicants to discuss the position with their state leadership (either the state AIA President and/or Executive Director) to fully understand the role and commitment that the Young Architect Representative will have to their respective state prior to submitting an application.

Activities of a YAR

Every month this position will require 4 to 5 hours of your time. The state representative should expect to participate in the following calls and meetings:

- Full committee Annual meeting (Q1, travel and lodging paid by AIA National)
- Bi-monthly Full Committee Calls (2 hours each call)
- Working group calls (frequency depends on the workgroup and their current load, but assume 1-2 hours a month)
- Special calls as needed (generally no longer than an hour)
- AIA Leadership Exchange calls (1 hour quarterly)

Application Requirements

AIA Membership – Applicant must be an AIA member in good standing within AIA Virginia (AIA Blue Ridge, AIA Central Virginia, AIA Coastal Virginia, AIA Northern Virginia, and AIA Richmond) and must be licensed not more than 10 years at the time of submission.

Letter of Interest – From Applicant. Indicate understanding of the position, qualifications/experience, and reasons for seeking election. Limit one-page.

Letter of Nomination – From an AIA local or state component Board Member. Indicate the connection between the YAR position and the Nominee's leadership qualities. Limit one-page.

Letter of Recommendation – From an AIA member. Indicate the Nominee's qualifications for the YAR position. Limit one-page.

Letter of Support – From Employer. A Principal (or Officer) within the candidate's firm must commit to supporting the candidate in fulfilling the role's obligations. Limit one page on company letterhead.

Resume – Indicate education, employment history, organizations, activities, honors, and awards. Limit two pages (It is NOT in the applicant's best interest to simply submit a firm resume with project experience).

Timeline

Prospective candidates should send their application materials to EVP Paul R Battaglia, AIA at pbattaglia@aiava.org no later than WED 30 JULY 2025. Submissions will be reviewed by the Nominating

Committee to confirm eligibility. The Board of Directors will review candidates and make an appointment during its Meeting scheduled for FRI 15 AUG 2025. Notification of new YARs are sent to the new YAR and the AIA YAF staff liaison during October 2025. Positions begin in January 2026, with AIA National-paid travel to the 2026 YAF Annual Meeting (date and location TBD).

A Call for a Strategic Councilor

The AIA Strategic Council (“The Council”) is a diverse group of forward-thinking leaders, charged with exploring new ideas and solutions to significant issues facing the profession of architecture and its role in society. The Council seeks to prioritize and make advancements by informing the AIA Board of Directors and other Institute bodies about important professional issues and opportunities. The Council is not an AIA governing body, which allows it the freedom to explore issues outside of current constructs. The Council’s primary focus is the future of the profession.

Ideal characteristics of a Strategic Councilor

While the form and operation of the Strategic Council have continued to evolve since its inception in 2015, engaged and effective Councilors over this time have several shared qualities.

We are seeking individuals with the following characteristics:

- A true representative of our state’s members, that can bring forth the diversity of perspectives within our various communities
- An exemplary communicator, a listener, and advocate who will capably serve as an active conduit for information and ideas to and from our members.
- A natural leader, able to inspire, collaborate and work with others, who possess a bias for action.
- A reflective thinker who offers expertise, experience, insight, and/or unique perspectives.

Commitments and Expectations of a Strategic Councilor

Refer to the Handbook for the Strategic Council.

Application Requirements

AIA Membership – Applicant must be an AIA Virginia member in good standing.

Letter of Interest – From Applicant. Indicate understanding of the position, qualifications/experience, and reasons for seeking election. Limit one-page.

Letter of Nomination – From an AIA local or state component Board Member. Indicate the connection between the Strategic Council position and the Nominee’s leadership qualities. Limit one-page
Letter of Recommendation – From an AIA member. Indicate Nominee’s qualifications for the Strategic Council position. Limit one-page.

Letter of Support – From Employer. A Principal (or Officer) within the candidate’s firm must commit to supporting the candidate in fulfilling the role’s obligations. Limit one page on company letterhead.

Personal Resume – Indicate education, employment history, organizations, activities, honors, and awards. Limit two pages (It is NOT in the applicant’s best interest to simply submit a firm resume with project experience).

Selection Process/Schedule

Prospective candidates should send their application materials to EVP Paul R Battaglia, AIA at pbattaglia@aiava.org no later than WED 30 JULY 2025. Submissions will be reviewed by the Nominating Committee to confirm eligibility. The Board of Directors will review candidates and make an appointment

during its Meeting scheduled for FRI 15 AUG 2025. AIAVA informs AIA of the appointment no later than WED 10 SEPT 2025. A two-year term commences DEC 2025.

Position Requirements
AUG 2025

Positions Elected by the AIA Virginia membership

AIA Virginia President-Elect

- one-year position at the beginning of a three-year term of service commencing DEC 2025
- serves first year as President-elect
 - serves on the Board of Directors and the Executive Committee
 - chairs the Nominating Committee
 - presides at BOD meetings in the absence of the President
- then serves one year as President
- thereafter serves one year as Past President

AIA Virginia Treasurer

- two-year term commencing DEC 2025
- serves on the Board of Directors and the Executive Committee
- chairs the Finance and Audit Committees
- presides over financial reports and records
- assures that monies, funds, securities, and properties of the organization are managed properly

AIA Virginia Associate Director – on the AIAVA Board

- associate member
- serves a two-year term on the Board of Directors commencing DEC 2025

Positions appointed by the AIA Virginia Board of Directors

State Licensing Advisor

- serve a two-year term commencing 1 SEPT 2025
- licensed not more than 10 years at the time of submission
- Architect Licensing Advisors Community; led by NCARB and jointly supported by the AIA
- Letter of Nomination from an AIA local or state component Board Member
- Letter of Recommendation from an AIA member
- Letter of Support from Employer

State/Territory Associate Representative (the StAR)

- two-year term commencing 1 DEC 2025
- serves on the National Associates Committee (the NAC)
- licensed not more than 10 years at the time of submission

Strategic Councilor

- two-year term commencing DEC 2025
- serves on AIA Strategic Council
- Letter of Nomination from an AIA local or state component Board Member
- Letter of Recommendation from an AIA member
- Letter of Support from Employer
- AIA Virginia informs AIA of the appointment no later than WED 10 SEPT 2025

Young Architect Representative (YAR)

- two-year term, beginning 1 JAN 2026
- licensed for less than 10 years
- Letter of Nomination from an AIA local or state component Board Member
- Letter of Recommendation from an AIA member
- Letter of Support from Employer



MEETING MINUTES | Nominations Committee

TUES 5 AUG 2025 [zoom]

Hopkins convened the meeting at 3'04 PM

Hopkins invited conflicts of interest; none were declared

Battaglia reported that all aspirants have been verified as members in good standing

Motions were passed offering the following recommendations to the AIA Virginia Board of Directors

- That the aspirants to appointed office be confirmed and forwarded to the AIA Virginia Board of Directors for consideration
- That the aspirants for elected office be confirmed and forwarded to the AIA Virginia Board of Directors, to duly establish the slate of candidates
- That the call for the StAR position remain open until submissions are received from qualified aspirants

Hopkins invited New Business

appreciation was expressed for continued service of committee members

adjust the timeline to allow more time for the call for positions and the solicitation of submissions

Meeting adjourned at 3'35 PM

ATTENDEES

Bill Hopkins, AIA | Chair

Kelly Callahan, AIA

Theresa del Ninno, AIA

Meagan Jancy, AIA

Thom White, AIA

Paul R. Battaglia, AIA

Philip Baxter

Richmond, VA

Phone 804-651-6272

Email:

pbaxter@dsarchitecture.com

LETTER OF INTENT

I am writing this letter of intent to initiate and show interest in the process to become a member of the American Institute of Architects Virginia Board.

I started practicing Architecture over a two years ago after my career in the Army and becoming an entrepreneur after becoming a disabled combat veteran. Coming back into Architecture, it is my intent to give back as much as possible.

In AIA Richmond I am currently a Board Associate Director, serve on two committees, the Community and Governance Committee, which we champion events like Canstruction and Front Porch. I also serve on the YAFRVA Committee in which I have helped in support of events including Welcome to Richmond and many Hard Hat Tours, I also serve as the Instagram Manager for YAFRVA. I was accepted into AIA Virginia Emerging Leaders in Architecture and was the first recipient of the FAIA R. Corey Clayborne Scholarship. I serve on the ELA Richmond Steering Committee and I also serve on the AIA Virginia LAB Steering committee.

I'm also a member of the Virginia Chapter of the National Organization of Minority Architects. I am the Chair for the Outreach and Planning Committee. I was a presenter, mentor, and volunteer at this year's VANOMA Project Pipeline Summer Camp exposing middle school and high school students to Architecture and Design at Brightpoint Community College. I developed and assisted in the VANOMA Partnership Campaign dedicated to bringing together members across the state of Virginia post-pandemic workforce.

I am a Wounded Warrior Project Alumni and volunteer frequently to give back to like minded veterans battling Combat PTSD. I also serve as the Instagram Manager for the WWP.RVA Peer Support Group.

I believe as serving as an associate board member in AIA Virginia would allow me to help in assisting the Board in giving back and positively effecting the design community and environment. My commitment to knowledge inspires me to want to learn more and to share along the way. Please consider my application for AIA Virginia Board.

I also serve in the Greater Scott's Addition Association as a Board Member. I've served on the Governance Committee and I am currently serving on the Marketing Committee, working together to make our neighborhood a great place to be for residents and businesses.

Thank you

Philip Baxter

804-651-6272

Philip Baxter

Richmond, VA

Phone 804-651-6272

Email:

pbaxter@dsarchitecture.com

RESUME

Highly motivated Disabled Combat Veteran seeking to expand Architecture knowledge base towards becoming a licensed architect after completing military career. Utilized a strong background in efficiently managing multiple priorities and successfully meeting organizational demands. Looking to leverage the knowledge from my military, project management, and leadership experience in a career where strong communication skills, integrity, and adaptability to a fast-paced environment could be an asset.

SKILLS

Communication	Adaptability in the face of adversity	Initiative
Flexibility	Problem-Solving	Technical Skills
Integrity	Teamwork	Leadership
Organization	Compliance	Strategic Planning
Detail – Oriented	Microsoft Office	Dedication
In Design	Adobe Photoshop	Revit
		Sketch up

EXPERIENCE

DS ARCHITECTURE, CLEVELAND OH

09/2024-Present

Project Designer Current

DNA WORKSHOP (DYKE NELSON ARCHITECTURE), RICHMOND VA

**11/2022-
09/2024**

Associate Architect, perform site evaluations, scheduling, programming, proposals, and measurements. Construction Documentation and Construction Administration. Multifamily, Low income housing tax credit, historic preservation, hospitality, and retail. Worked on projects in a range of 15-20 different states.

BAXTER SAFE HOMES LLC, RICHMOND VA

**08/2019-
08/2020**

Operations Manager, Managed and supervised administrative and operational tasks. Took inventory and ordered supplies as needed. Adhered to all safety and quality regulations. Handled monetary transactions, balanced the budget, and conducted analysis.

MMG Services for Disabled Veterans and Dependents, Reading PA

**04/2016-
08/2019**

Chief Executive Officer, Owner and Operator Pennsylvania 501 c 3 which facilitated free fitness for Disabled Veterans and their Dependents, provided free health education, and provided Combat PTSD counseling for service members and their dependents funded through grants awarded for bridging the gap with Veterans and the local Community.

UNITED STATES ARMY

**05/2005-
04/2016**

Infantry Officer, Company Commander, Operations Officer. given mission parameters, timeline to execute to standard, and posture for future operations.

Multiple successful combat deployments. Accountable for over \$21,000,000 of Fleet vehicles and Military equipment. Responsible for the welfare and training of over 254 Soldiers with over 31 different skill sets. Ability to balance and adjust priorities as needed while working on multiple diverse projects simultaneously. Investigating Officer for cases foreign and domestic. Officer In Charge of the Iraqi Security Forces, Building Official, and Pay Agent.

EDUCATION

Prairie View A&M University of Texas 2005

Major

Architecture

Minor

Military Science

AWARDS

BRONZE STAR MEDAL	ARMY ACHIEVEMENT MEDAL	TWO MERITORIOUS UNIT COMMENDATION
NATIONAL DEFENSE SERVICE MEDAL	GLOBAL WAR ON TERRORISM SERVICE MEDAL	THREE IRAQ CAMPAIGN MEDALS WITH CAMPAIGN STAR
ARMY SERVICE RIBBON	COMBAT INFANTRYMAN BADGE	SILVER RECRUITER BADGE
PARACHUTIST BADGE	MODARM ARMY COMBATIVES LEVEL TWO CERTIFIED	RANGER SCHOOL

ORGANIZATIONS

Wounded Warrior Project Alumni

WWP.RVA Instagram Manager

Veterans Coalition of Pennsylvania Partner

MMG Services for Disabled Veterans and Dependents Partnered with VCOP to feed homeless veterans once a month.

NOMA member

VANOMA Outreach & Events Planning Committee Chair

VANOMA Project Pipeline Presenter, Mentor, and Volunteer Summer Camp exposing Middle School through High School students to Architecture and Design.

VANOMA Partnership Campaign head dedicated to bringing together members across the state of Virginia post-pandemic workforce.

VANOMA Design RVA exposes grade school students to architecture and design in Richmond Va.

AIA Richmond Associate Board Member

First R. Corey Clayborne Scholarship Recipient for Emerging Leaders in Architecture AIA Virginia

AIA Richmond Community and Governance Committee

AIA Richmond YAFRVA Committee

Richmond Virginia Greater Scotts Addition Association Board Member

Richmond Virginia Greater Scotts Addition Association Marketing Committee member

Pop up Park, a team member in setting up, operating, and cleaning up an event in the community that promotes adding more green space.

Serve Day, a team member in neighborhood clean-up, community service, and community engagement.

PROJECTS

Petersburg East Apartments, Petersburg VA Petersburg East Housing Partnership LP Construction Administration, Construction Documents, Drafting	Multifamily renovation Revit, CA
Hopewell Heights, Hopewell Va Envolve Communities LLC Construction Administration, Construction Documents, Drafting	Multifamily renovation Revit, CA
Glenridge Gardens, Augusta ME Glenridge Housing Associates LP Construction Documents, Drafting	Multifamily renovation Revit, CD
Carriage House Petersburg VA Envolve Communities LLC Design Development, Construction Documents, Drafting	Multifamily renovation Revit, CD
Casa Grande, Jackson MS Lockwood and Mead Real Estate Programming, Schematic Design, Drafting	Multifamily renovation Revit, CD
Lake Side Garden Apartments, Shreveport LA SPC Development Corporation Construction Documents, Drafting	Multifamily renovation Revit CD
Labor Retreat, Minneapolis MN Labor Retreat Acquisition Partners LP Construction Documents, Construction Administration, Drafting	Multifamily renovation Revit, Photoshop, In Design, CA
Westdale Apartments, Cedar Rapids IA Westdale Apartments AF, LLC. Construction Documents, Drafting	Multifamily renovation Revit, CD

Tyler Apartments, TN Tyler Housing Partners LP Design Development, Construction Documents, Drafting	Multifamily renovation Revit, Photoshop, In Design, CA
University of Toledo University of Toledo Design Development, Construction Documents, Drafting	Institution Dorm Renovation Revit SD
Strongsville Fire Station Number Five City of Strongsville Ohio Design Development, Construction Documents, Drafting	Multifamily renovation Revit SD-DD
The Catalyst of Literacy Wall Ascent at Broadway Project Manager	Multifamily renovation Project Manager

AIA Virginia Nominating Committee and Board of Directors
c/o AIA Virginia
P.O. Box 2626
Chesterfield, Virginia 23832

To the Committee and Board of Directors,

29 July 2025

I am interested in the American Institute of Architects (AIA) Virginia President-Elect position.

AIA Involvement and Experience. I have been an active member of AIA Virginia for thirty-eight years serving in a variety of positions at the local, state and national levels of AIA. I understand how AIA operates at the three levels, understand how to coordinate with the three levels to get work accomplished, and have connections in many levels/offices.

With the **Hampton Roads Chapter** (now Coastal Virginia) I served as the Honors Chair, Second Vice President, Vice President, and President as well as with the Regionalism Committee that won a 1998 American Architectural Foundation Grant to Hampton Roads to promote the benefits of mass transit in Hampton Roads. The committee brought in three national speakers including James Kunstler and Victor Dover, held four radio talk shows, held two television programs, and held a public charrette to show how mass transit stops could be fit into the Norfolk and Virginia Beach city fabric. Light rail came to Norfolk in 2011. I currently lead the AIA Coastal Virginia Past Presidents' Committee bringing in "big name" speakers including Carol Ross Barney, FAIA, HASLA, AIA Gold Medal Winner in 2023, and establishing a foundation/method to allow architects/families to establish named architectural scholarships.

With AIA Virginia I served on the Board of Directors, Honors Award Committee, Virginia Advocacy Advisory Committee, and Virginia Disaster Assistance Committee where the committee offers Safety Assessment Program (SAP) courses from the California Office of Emergency Services to train architects, engineers, and others how to evaluate buildings and facilities following a disaster to determine if the buildings are safe to inhabit or use. This allows people/owners/occupants to get back in their homes and businesses earlier than if SAP did not exist. Getting people back in their buildings earlier helps the community to get "back on its feet earlier." I look forward to this committee pushing further to help educate mayors and council members on how to be more resilient.

With AIA National I served on the Board of Directors, Strategic Council, Board Knowledge Committee, Strategic Planning Workshop, Government Advocacy Committee, Resiliency Committee, National Collaborative Jury, AIA Research Grants Selection Committee, Regional Urban Development Committee, and the Public Architects Knowledge Community Committee including its Chair. With AIA National I have been recognized as an advocate for resiliency and non-traditional career paths. I was part of the group that successfully got the federal government limits set on Department of Defense (DoD) architectural/engineering (A/E) fees changed from six percent to ten percent. This fee limit affects many A/E firms in Virginia. (My goal is to have the limits totally removed.)

Current Architectural Issues. I believe my background and interests align with significant issues affecting Virginia architects. Below are issues I believe are important to today's architects.

Resiliency/Sustainability. The effects of a climate change affect all areas of Virginia from sea-level rise on the east coast to creek flash flooding in the mountainous areas to the impact of heat across the state. Working with local community leaders and owners to ensure they plan/design to reduce the effects of climate change is important as well as designing to reduce energy and water usage.

Design. While it is important to have resilient and efficient buildings and communities, it is equally important those facilities are designed attractively to positively contribute to the character of the community. I've had success promoting design through the Air Force Design Awards and the Army Design Awards programs. I also co-established the Society of American Military Engineers' Design Awards program.

Architectural Business/Advocacy. It is important for AIA to advocate for fair state and federal laws and to educate legislators about the issues affecting the built environment. Like my support to remove the federal limit on DoD A/E fees, I will advocate for fair laws. Laws that are fair to the government and industry allow both to operate in harmony at fair costs to the government/owners and fair fees to the A/E industry.

Professional Development. I am a big supporter of professional development including bringing in speakers to Virginia events. I also speak at 10-12 events each year, write articles for professional newsletters, and teach as an adjunct professor. I'd love to include professional development with sister organizations to allow us to expand our professional development offerings.

Professional Connections. For AIA to remain significant to the profession it is important that AIA attract architects and persons in related professions. Many of today's issues to solve require professionals from across the city planning/building industry. It would be good for AIA to be seen as the place where those people can come together, have roundtable discussions, and help solve community issues.

Public Outreach/Advocacy. Those same issues that require professionals from across the industry to collaborate also often require support and involvement from the local community. This includes outreach to legislators, community leaders, influencers, and the common person.

I hope that my record of AIA involvement and accomplishments gives you comfort that I will work hard if nominated for President-Elect. I also hope that what I have identified as important issues for Virginia architects is compatible with your direction. Please let me know if there are issues, I have missed.

In conclusion, I would be honored if you would include me in the AIA Virginia slate for the office of President-Elect.



Paula J. Loomis, PhD, FAIA, FSAME, AICP, LEED AP, SAP
Director of Research

PAULA J. LOOMIS, PHD, FAIA, FSAME, RA, AICP, LEED AP, SAP, MBA, Colonel, USAFR (ret)
630 Graydon Avenue, Norfolk, VA 23507, ploomisva@cox.net, 757-630-4773

SUMMARY:

- **Civilian:**
 - Director of Research, The Urban Collaborative, LLC
 - Executive Director, Shore Infrastructure Log Ctr, USCG
 - Adjunct Professor, Stevens Institute of Technology
 - Deputy Civil Engineer, US Coast Guard
 - Sustainability Program Manager, HQ USACE
 - Project Manager, USACE Norfolk District
 - Senior Associate/Office Lead, EDAW, Virginia Beach
- **Military:**
 - Energy Analysis, Deputy Assistant Secretary (Energy), AF
 - Senior Reservist (IMA) to AFCEC Director
 - Senior IMA to AFCEE Commander
 - OIC for Nuclear Weapons Related Materiel AF Inventories
 - Senior IMA to 78 Air Base Wing Commander, Robins AFB GA
 - Senior IMA to AFMC/A7 and AFMC/A6/7
 - Senior IMA to AFMC Civil Engineer (AFMC/MSE)
 - Senior IMA to AF Environmental Division Chief (AF/ILEV)
 - Visiting Professor, Hampton University, Dept of Architecture
 - Program Coordinator, Office of Chief Architect, GSA
 - Deputy, Base Transition Office, Dep Asst Sec Office, USAF
 - Command Architect, Air Combat Command (ACC)
 - Military Construction Project Manager, ACC
 - Architect, Department of Public Works, Norfolk Naval Base
 - Supervisory Architect, Ansell & Associates
 - Construction Site Engineer, McCarthy Construction
 - Senior IMA to AF Plans and Policy Branch Chief (AF/ILEPP)
 - Senior IMA to 49 Civil Engineer Squadron Commander
 - Training Officer, Theater Wartime Constr Mgt Unit, Atlantic Theater
 - IMA to AF Military Construction Programs (AF/CECP)
 - Military Construction Branch Chief, Tactical Air Command
 - Family Housing Program Manager, Tactical Air Command
 - Command Staff Architect, Tactical Air Command
 - Langley AFB Base Architect

SKILLS:

- **Technical Background:** Extensive experience in architecture, community planning, facility programming, and construction as well as environmental, sustainability, resiliency, historic design, emergency response, anti-terrorism/force protection, and operations/maintenance issues in the United States Coast Guard (USCG), Air Force (AF), Army, Navy, General Services Administration (GSA), and private sector.
- **Leadership Positions:** Executive Director CG Shore Infrastructure Logistics Center, USCG Deputy Civil Engineer, Deputy for Secretary of the Air Force Base Transition Office, Senior Reservist for Air Force Civil Engineer Center (AFCEC), Air Force Center for Engineering and the Environment (AFCEE), Air Force Materiel Command (AFMC) Mission Support and Civil Engineer, 78th Air Base Wing, and 49th Civil Engineer Squadron. Served at Joint Command, SAF, HQ AF, HQ USACE, HQ GSA, HQ USAF, Major Commands (MAJCOM), and installations. Span of control included Security Forces and Command Post Operations. I approach leadership as "walk the walk".
- **Drive:** Most important attributes: An eagerness to accept challenges, quick grasp of the unfamiliar, ability to teach concepts to others, ability to inspire, ability to multi-task, attention to detail, and tenacity to work until items are done. I understand technical concepts, theoretical concepts, and office dynamics. I work hard and smart reaching to include others in the accomplishment of goals.

EDUCATION:

- Doctor of Philosophy in Public Administration and Urban Theory, Magna Cum Laude, ODU (2015)
 - Master of Business Administration (MBA), Magna Cum Laude, Old Dominion University, Norfolk, VA (1995)
 - Master of Architecture (MARCH), Washington University, St. Louis, MO (1985)
 - Master of Construction Management (MCM), Washington University, St. Louis, MO (1985)
 - Bachelor of Environmental Design (BED) with University Honors, Miami University (1983)
 - Joint Forces Staff College, Advanced Joint Professional Military Education, 07-09 AJPME (2007)
 - Air War College, Seminar (1999)
 - Joint Forces Staff College, Reserve Course in Residence (1992)
 - Air Command and Staff College, Correspondence (1994)
 - Squadron Officer School, Correspondence (1985) Residence (1987)
- Completed/passed training - Certified Passive Haus Consultant (2013), Green Globes Professional (2013), Project Management Professional (2009), California Safety Assessment Program Instructor (2019), Leadership in Energy and Environmental Design Advanced Professional (2006), FEMA National Incident Management System (2015), FEMA National Response Framework (2015), FEMA Continuity of Operations (2015), and American Institute of Architects Resilience Certificate (2023)

LICENSES: Licensed Architect, Commonwealth of Virginia, 1989-present (0401007450), AIA (30070382). Certified Planner 2015-present (218732), Leadership in Energy and Environmental Design Advanced Professional, 2006-present

MILITARY EFFECTIVE DATES OF PROMOTION: (Retired 1 Jun 2013)

Second Lieutenant 15 May 1983, First Lieutenant 15 May 1985, Captain 15 May 1987, Major 05 Mar 1993, Lieutenant Colonel 17 Oct 1997
Colonel 31 Mar 2001 Selected by Reserve Brigadier General Qualification Board 2003, 2004, 2006, 2007, 2008, 2009, 2010 and 2011

CIVILIAN EXPERIENCE:

- **September 2019 to Present Director of Research, The Urban Collaborative, Norfolk, VA.** Dr. Loomis is the Director of Research, Senior Planner, and Senior Architect for The Urban Collaborative LLC, an interdisciplinary planning and urban design firm that works across the U.S., Europe, and Asia. She has extensive experience in sustainable and resilient architecture and planning, completing plans at a range of scales from strategic agency-wide visions to campus real property master plans to area development plans and architectural designs. Recent projects include the National Air and Space Administrative (NASA) Asset Management Plan which looks across NASA's future missions and their facility portfolio to identify what to what assets to keep, where to find industry partners, and what to divest. A similar review was done for the US Federal Law Enforcement Training Centers (FLETC) which, in addition to identifying what assets to keep, what to renovate, and what to divest, included Master Plans for their four sites; Glynco, Georgia; Cheltenham, Maryland; Charleston, South Carolina; and Artesia, New Mexico. Other projects include the Naval Special Warfare (NSW) Shore Infrastructure Plan at Naval Base Guam; the NSW Area Development Plan (ADP) at the Joint Expeditionary Base Little Creek-Fort Story (JEBLCFS); NSW ADP at Oceana-Dam Neck Naval Air Station; the US Secret Service Rowley Training Center Master Plan; the Flightline ADP at Joint Base Langley-Eustis (JBLE); and the Randolph ADP at Joint Base San Antonio. Dr. Loomis' recent research includes "Military Installations of the Future" where she led a cross-service and industry team through the Society of American Military Engineers. Dr. Loomis also teaches Temporary Structures for Heavy Construction at the Charles Schaefer School of Engineering at Stevens Institute of Technology.
- **November 2016 to September 2019 (Retirement from Civil Service) Executive Director, Shore Infrastructure Logistics Center (SILC), US Coast Guard (USCG), Norfolk, VA.** Responsible for 35,000 buildings/structures at 2000 sites (92,000 acres) worldwide worth \$18 billion (B) in replacement cost including master planning, programming, design, construction, acquisition, renovation, maintenance, vehicles, and aids to navigation. Leads a team of 1100 facility professionals with policy and career field guidance (550 in SILC and other across the service). Oversaw yearly budget to \$301 million (M) plus the response to Hurricane Matthew (\$110M) and the response to the 2017 hurricanes (\$719M) for a total of \$1,130M. Took proactive measures to address natural disasters through the enterprise-wide *Shore Infrastructure Vulnerability Assessment* surveying all buildings and structures within the USCG for their vulnerability to eight natural disasters. SILC will use this tool to improve prioritization of investment needs to assure the resiliency of critical infrastructure and protect life safety. Improved facility standards that have proved a worthwhile investment in Hurricanes Harvey, Irma, and Maria. Worked closely with stakeholders to develop the 2017-2021 *Shore Infrastructure Strategic Plan*. Had a 22 percent reduction in significant findings in the 2016 Environmental Compliance Evaluation, promoted energy conservation measures, and saved 20 percent reduction in water use.
- **August 2014 to October 2016 Deputy Civil Engineer, USCG, Headquarters, Washington DC.** Deputy for Civil Engineering across the USCG. Responsible for 35,000 structures at over 2000 sites (92,000 acres) worldwide worth \$18B in replacement cost including master planning, programming, budgeting, funding, design, construction, acquisition, renovation, maintenance, vehicles, and aids to navigation. Led the career fields of planning, architecture, civil, mechanical, and electrical engineering and provided technical and administrative supervision for military personnel, civilian employees, and contractors. Represented the USCG as a subject matter expert on shore facilities, logistics modernization and capital asset management. Reviewed programs and took necessary action to bring individual programs into alignment. Briefed USCG leadership on program progress, emergency facility responses, and oversaw congressional responses. Ensured 100 percent obligation/execution of the USCG program and fully implemented USCG Prioritization Board planning. Oversaw the USCG response to Hurricane Sandy, providing the needed programmatic guidance to allow the rapid execution of interim repair projects and the development of a comprehensive reconstruction program to fully restore damaged facilities. Successfully pursued housing maintenance consolidation. Aggressively sought to "right-size" the USCG's owned housing inventory to generate revenue for housing recapitalization and aggressively sought to "right-size" the remaining inventory to reduce maintenance and replacement costs. Led the USCG participation in Department of Homeland Security (DHS) Field Efficiency Visits and met DHS Freeze the Footprint goals. USCG is one of the first federal agencies to comply with the Chief Financial Officer (CFO) policy and processes. Oversaw the development of process guides and petitioned for additional operating funds to meet CFO guidelines.
- **April 2010 to August 2014 Sustainability Program Manager, US Army Corps of Engineers (USACE), Headquarters Washington, DC.** Developed USACE, Army and Office of Secretary of Defense (OSD) sustainability, resiliency, and energy policies for implementation across USACE, Army and DoD including the High Performance Sustainable Buildings Unified Facilities Criteria (UFC 1-200-02), OSD Sustainability Policy (November 2013), USACE Leadership in Energy and Environmental Design (LEED) Implementation Guide and Engineering Construction Bulletins. Re-established the system of Major Subordinate Command (MSC) and District Sustainable Design and Development (SDD) points of contact to organize the Sustainability Program. Developed sustainability, measurement and verification and life cycle cost analysis (LCCA) training for over 10,000 USACE personnel as well as outreach to DoD, Army, AF, and Navy personnel. Established 21 Energy, Sustainable Design and LCCA Centers of Expertise across USACE including Commissioning, Charrettes and Conceptual Modeling, Lighting, District Energy, Water Renovations, Contingency Design, Metering, Solar Photovoltaic, Solar Thermal, Wind, Ground Source Heat Pumps and Waste to Energy. USACE liaison for US Green Building Council, Green Building Initiative, American Institute of Architects, Interagency Sustainability Working Group (all federal agencies), Federal Facilities Council Standing Committee on Sustainable Design and Construction and the tri-services Sustainable Discipline Working Group.

- **March 2009 to April 2010 Project Manager, USACE, Norfolk District, Norfolk, VA.** Oversaw planning, design and construction of Base Realignment and Closure (BRAC) projects at Ft Lee. Projects: Barracks, Battalion Headquarters, Dining Facility, Qualifications Training Range, US Marine Corps (USMC) facility, Sustainment Center of Excellence Warrior Training, Child Development Center, Fitness Center, and Troop Store. Led multi-discipline teams. Responsible for quality, schedule, and cost.
- **October 2007 to March 2009 Senior Associate/Office Lead, EDAW, Virginia Beach, Virginia.** Established EDAW's Virginia Beach Office with concentrations in planning, urban development, and military planning. Projects included the Chief of Naval Command's Global Shore Infrastructure Plan which consolidated Sailor and Family Readiness and Base Support planning into one strategic document.
- **September 2007 to 2010 (Visiting), 1999 to 2003 (Adjunct) Professor, Department of Architecture, Hampton University, Hampton, VA.** Taught third and fourth-year architecture studio, Professional Practice I and II, Structures I, II and III and Leadership in Energy and Environmental Design (LEED). Served as thesis advisor for Gap Between Architecture Schools and the Profession (1999), Reforming the Campus Footprint (2007-2008), Spatial Illusions and Disappearing Acts: The Magic of Living in Small Spaces (2007-2008), New Housing Prototypes for India (2008-2009) – selected as Thesis of the Year.
- **October 2005 to September 2007 Program Coordinator, Office of Chief Architect, GSA Public Buildings Service, Washington, DC.** Program Coordinator for the Office of the Chief Architect including Headquarters Department of Homeland Security and US Coast Guard at St Elizabeths (a pre-Civil War mental institution) (\$2.3B), renovation of the LaFayette Building for the Veteran's Administration and the Import/Export Bank (\$126M) and JE Hoover Building for the Federal Bureau of Investigation (FBI). Total program \$3.9B.
- **February 2002 to September 2005 Deputy, Base Transition Office, Office of the Deputy Assistant Secretary (Installations), USAF, Pentagon, Washington, DC.** Prime to establish BRAC implementation office to oversee 2005 \$2B BRAC transition. Lead Engineer responsible for formulation/implementation of BRAC facility policies, plans and procedures including MILCON, operations, and maintenance (O&M), medical, and military family housing (MFH). Critical link between active-duty AF and secretariat in developing BRAC facility analysis questionnaire. Developed facility criteria to be used in BRAC analysis. Reduced questions from 260 to 88 hard-hitting questions. Worked with BRAC programmer to develop and test questions. Coordinated input from all the Major Commands (MAJCOMs). Determined policies/standards for protection/maintenance of AF installations vacated by active unit prior to their disposal. Scrubbed past BRAC accounts. Identified \$20M in FY03/\$10M in FY04 to cover environmental clean-up.
- **July 1997 to February 2002 Command Architect, Air Combat Command, Civil Engineer Directorate, Langley AFB, VA.** Lead Architect for 34 bases. Developed/revised 50 ACC instructions, policy booklets, definitives, and standards. These ensure user requirements are incorporated and facilities are low-life cycle cost, long-lasting, quality facilities. Revised ACC's Architectural Policy to promote quality, long-lasting, low life cycle costing architectural styles, materials, and design. Led bases to develop their own standards taking into account local vernacular and climatic conditions. Invigorated ACC's Design Awards. Took the program from winning zero to eight awards per year, 30 percent of AF. Lead for 45 multi-discipline teams to 23 bases that planned, programmed, and designed over \$3B in facilities. Initiated a pre-planning program call Customer Concept Documents that provides an intense look at customer needs, site conditions, building mass and form, schematic floor plans and cost estimates to ensure that projects are adequately costed and scoped before they are submitted to Congress. Program was adopted Air Force wide.
- **June 1992 to July 1997 Military Construction Project Manager/Special Projects Manager, Air Combat Command, Civil Engineer Directorate, Langley AFB, VA.** Project Manager in charge of all MILCON and MFH projects at Homestead AFB (\$92M) following Hurricane Andrew. Coordinated with the Air Force, Dade County Commissioners, Air Force Reserves and thirty-two tenant organizations to develop six proposals for reconstruction. Proposals presented to the Base Realignment and Closure Commission. Briefed officials including Deputy Secretary of Air Force for Installations and Deputy Secretary of Housing and Urban Development.
- **July 1991 to June 1992 Supervisory Architect, U.S. Navy, Department of Public Works, Architecture Section, Norfolk Naval Base, VA.** Headed three-person architectural design team responsible for the design and cost control of \$6.0M annually. Projects included renovations to MFH units, control tower and classified work area/storage.
- **Jan 1991 to July 1991 - Desert Storm (military service)**
- **November 1990 to January 1991 Project Architect (Supervisory), Ansell and Associates, Virginia Beach, VA** Project Architect - \$2M small commercial/residential renovations/new construction. Provided design oversight/coordination.
- **May 1985 to September 1985 Site Engineer, McCarthy Brothers Construction Company, St. Louis, MO.** Site Engineer on an eight-story parking garage. Oversaw workmen and subcontractors for completion and punch list work.

MILITARY EXPERIENCE: • November 2011 to June 2013 (Retired 2013)

- **Senior Program Manager, Energy Analysis Task Force, Deputy Assistant Secretary, USAF, Pentagon, Washington, DC.** Lead for facility energy initiatives. Responsible for initiative development, prioritization, resource advocacy and allocation of resources. Coordinated with Air Force Academy (AFA) and Air Force Institute of Technology (AFIT). Served as adjunct professor to review projects, theses, and dissertations. Research included “Strategies for Identifying How, Where, When and What to Implement for Renewable Energy Initiatives under Different Stereotypical Circumstances on Air Force Installations”, “Waste Disposal vs. Waste to Energy Generation - When Should Each Be Done on Any Given Installation”, “Plan Development on Constructing a Collaborative Web-enabled Database for Energy Research Initiatives Across the DoD”, “Identifying Strategies for Optimizing Energy Auditing Practices in the AOR”, “Feasibility Study for Facility Metering in the AOR” and “Identifying Strategies in Targeting Most Appropriate Facilities for Re/Retro-Commissioning”.
- **November 2009 to June 2013 Senior Individual Mobilization Augmentee to AF Civil Engineer Center, Lackland AFB, TX.** When activated served as the Commander of 1700 member headquarters organization of engineers, scientist, contracting officers and lawyers providing integrated engineering and environmental management, execution, and technical services for a \$2.6B program that optimized AF/Joint capabilities through sustainable installations and provided services to Defense Logistics Agency (DLA) and Army/Air Force Exchange Service (AAFES). AFCEC leads the AF’s military construction in the continental US (CONUS), overseas (OCONUS), and area of responsibility (AOR) environments, the AF environmental remediation and P2 programs and the AF housing program including MFH and privatized housing. Activated approximately 90 days each year.
- **December 2009 to November 2011 Officer in Charge, AF Nuclear Weapon Related Materiel (NWRM) Worldwide Inventory (WWI)** Lead the AF NWRM WWI for three inventory cycles after incidents where nuclear materials were unknowingly shipped overseas and flown across US airspace. Took the AF from 90 to 99.91 percent accuracy reaching 100 percent accuracy at AF organic sites. Ensured location of 13,000 assets worth \$2.2 billion. Closed 62 NWRM storage locations. Tested remote monitoring equipment to enable daily inventories. Tests showed equipment was 100 percent accurate. Cut the cost of inventorying by 75 percent.
- **December 2007 to November 2009 Senior Individual Mobilization Augmentee to 78th Air Base Wing Commander, Robins AFB GA.** When activated served as the Commander of 3,700 member wing. Deployed 6,500 members annually. Oversaw base complex for the Air Logistics Center, AF Reserve Command, and 30 associate units. Managed \$3.5B in real property. Responsible for civil engineer, resource analysis, budget, security forces, base operations, plans & programs, supply & transportation, morale, welfare & recreation, family support, personnel, chaplain, social actions, communications, medical and information management for 39,000 people. Served as Command Post Commander for exercises. Oversaw planning for exercises to target learning for specific emergency response skills.
- **November 2004 to November 2007 (mobilized Aug 2006 – Sep 2007) Senior Individual Mobilization Augmentee to Air Force Materiel Command Mission Support, Wright Patterson AFB, OH.** Mission Support consists of civil engineering, security forces, services, and communications (computer and telephone). Operated as the commander of assigned IMA personnel responsible to Mission Support. When mobilized had authority to direct planning, programming, and budgeting for all aspects of base operating support at ten bases, led the most complex AF environmental program, and served as a focal point for foreign military sales construction. Served in AFMC Command Post for exercises and real-world events including pre-positioning temporary housing assets ahead of Hurricane Katrina and well as support for New Orleans following the hurricane.
- **August 2002 to November 2004 Senior Individual Mobilization Augmentee to Air Force Materiel Command Civil Engineer, WPAFB OH Assisted Command Civil Engineer** by directing staff of 176 professionals in preparing more than 1,500 military engineers for worldwide deployment and expeditionary operations. When mobilized directed policy development, programming, and budgeting necessary to operate, maintain and improve the largest physical plant in the AF valued at over \$45B. Provided policy, procedural and technical guidance to over 7,000 people across 10 installations supporting AFMC research, test, acquisition, and logistics missions. Took AFMC Deployment Qualification System to the reserves – expanded to active duty. Worked command contract for fire-fighters with fire-fighter union representatives. Served in AFMC Command Post for exercises and real-world events.
- **August 2000 to August 2002 Senior Individual Mobilization Augmentee to Chief, Environmental Division, HQ USAF, Pentagon** Championed \$4.2B Environmental Quality program across the fiscal year defense plan (FYDP) to the Office of Secretary of Defense (OSD) comptroller. Led review of AF Environment, Safety and Occupational Health Management draft policy. Prepared issues briefings and papers for Joint Staff’s Focused Logistics War Games. Served as Acting Division Chief and AF Academy/ROTC Liaison Officer Director for Eastern Virginia.
- **August 1999 to August 2000 Individual Mobilization Augmentee to Chief, Plans and Policy Branch, Programs Division, HQ USAF/ILEP, Pentagon, Washington DC.** Developed hearing preparation for AF/ILE for four MILCON and MFH congressional hearings. Branch chief during Congressional hearing cycle. Gained \$510M in MILCON adds, 65% of total DoD adds, largest insert program to date.

- **July 1995 to August 1999 Individual Mobilization Augmentee to 49th Civil Engineer Squadron (CES) Commander, Holloman AFB, NM.** Responsible for management of 49 CES IMA program. In CES Commander's absence commanded the third largest squadron in ACC with 550 military and civilian personnel. Managed emergency actions for power outages, accidents, water outages and suicide attempts. Prepared long-range plans for community center, housing, and dormitory areas as well as management improvement plans for the entire squadron. Also responsible for ACC Reserve Construction Program which designed and built over 20 facilities, trained over 800 reservists, and saved \$1M in ACC O&M funds.
- **February 1995 to June 1995 Individual Mobilization Augmentee to Programs Branch, Construction Division, HQ AF/CECP, Pentagon, Washington, DC.** Created first-ever facilities programming metrics and AF/CEC Project Officer Handbook covering 25 programs totaling over \$800M annually. Appointed to AF Design Advisory Council reporting to AF/CE.
- **February 1992 to February 1995 Training Officer, Theater Wartime Construction Management Unit, J-4, Atlantic Command, Norfolk Naval Base, VA.** Prepared Civil Engineer appendices to five Joint War Plans and training matrices to forecast training requirements. Closed gap in engineering plans for Ocean Venture '93. Automated Time Phased Force Deployment List for joint engineering activities. Augmented Joint Operations/Logistics Readiness Center staff during AGILE PROVIDER 94. Incorporated lessons learned into Haitian/Cuban relief efforts. Enabled joint planning and execution during Haitian, Rwandan and Cuban relief.
- **February 1991 to July 1991 Military Construction Program Manager (Extended Active Duty), U.S. Air Force, Civil Engineering, HQ Tactical Air Command, Langley AFB, VA.** Served during Desert Storm as Branch Chief of the MILCON Design Branch (\$148M under design) and as the project manager in charge of MILCON projects at Homestead AFB FL, Mt Home AFB ID, and Tyndall AFB FL.
- **May 1988 to October 1990 Military Family Housing (MFH) Program Manager and Staff Architect (Active Duty), U.S. Air Force, Civil Engineering Directorate, Headquarters Tactical Air Command, Langley AFB, VA.** Selected as the program manager in charge of long-range planning and design for all new/renovation projects for housing facilities for eighteen bases. Included were approximately 20,000 homes, \$1B in planning and \$123M in design. Directed development of Housing Community Plans (long range planning documents for each base) that cover projected housing requirements, infrastructure, neighborhood layouts, recreation/community amenities, phasing plans and cost estimates.
- **October 1985 to May 1988 Base Architect, Project Designer and Executive Officer (Active Duty), 1 Civil Engineering Squadron, Langley AFB, VA.** Served as project architect responsible for design, cost control and construction observation for \$4.7M annually. Projects included Officer's Club Renovation, Non-Commissioned Officer's Club Renovation, Commissary Northwest Regional Office, 27th Tactical Fighter Squadron, Bowling Center (construction) and Golf Course Clubhouse (construction). Led a multi-disciplined design and construction team responsible for the Bethel Manor Satellite Clinic. The clinic was the first in TAC and winner of a TAC Design Award. Formerly a service station, the clinic was designed/constructed in five months.

■ ADDITIONAL RESERVE DUTIES:

2011 – 2013, Energy Analysis Task Force, Office of Deputy Assistant Secretary (Energy), USAF
 2009 – 2011, Office in Charge, AF Nuclear Weapon Related Materiel Worldwide Inventory
 1999 – 2002, Liaison Officer Director, Eastern Virginia, United States Air Force Academy
 1995 – 1999, Officer in Charge, Reserve Leadership Lab/Construction Projects, Air Combat Command
 1995 – Design Advisory Council, Headquarters United States Air Force Civil Engineer
 1993 – 1995, IMA Executive Officer, Headquarters United States Air Force Civil Engineer
 1992 – 2007, Admission Liaison Officer, Eastern Virginia, United States Air Force Academy

■ PROFESSIONAL AWARDS:

2025 – Recognized by the Virginia General Assembly, PL 970 for work in architecture and disaster relief
 2025 – Merit Award, Society of American Military Engineers Design Awards Program for the Naval Expeditionary Combat Command Area Development Plan, Joint Expeditionary Base Little Creek-Fort Story, VA
 2025 – Citation Award, American Planning Association, Federal Planning Division, Outstanding Federal Planning Program, Ebbing Air National Guard Base, Arkansas
 2025 – Stevens Institute of Technology, Schaefer School of Engineering and Science, Excellent Teaching Evaluation

2024 – Merit Award, Society of American Military Engineers Design Awards Program for the Expeditionary Maritime Operations Center, Joint Expeditionary Base Little Creek-Fort Story, VA
 2024 – American Institute of Architects Award for Excellence in Public Architecture
 2024 – Merit Award, Outstanding Area/Site Development Plan, Joint Base Langley-Eustis, Tri-District Plans, American Planning Association Federal Planning Division
 2024 – Citation Award, Outstanding Area/Site Development Plan, U.S. Army Garrison, Benelux Installation Development Plan, American Planning Association Federal Planning Division
 2024 – Stevens Institute of Technology, Schaefer School of Engineering and Science, Excellent Teaching Evaluation
 2023 – Honor Award, Outstanding Area/Site Development Plan, Joint Expeditionary Base Little Creek-Fort Story, Navy Expeditionary Combat Command Area Development Plan, American Planning Association Federal Planning Division
 2023 – Citation Award, Outstanding Technical Plan or Study, Base Langley-Eustis, Heavier-Than-Air District Area Development Plan, American Planning Association Federal Planning Division
 2023 – Citation Award, Outstanding Technical Plan or Study, Joint Base Langley-Eustis, Consolidated Communications Facility Customer Concept Document, American Planning Association Federal Planning Division
 2022 – Merit Award, Planning and Design Studies, Society of American Military Engineers (SAME), Joint Base Langley-Eustis South Flightline Beddown Program. Sponsor: USACE, Huntsville Engineering and Support Center
 2022 – Stevens Institute of Technology, Schaefer School of Engineering and Science, Excellent Teaching Evaluation
 2021 – Honor Award, Outstanding Area/Site Development Plan, Air Force Institute of Technology Campus Master Plan, American Planning Association Federal Planning Division, Sponsor: USACE Louisville District
 2021 – Merit Award, Outstanding Environmental Planning, Marine Corps Air Station Iwakuni, Monzen District LEED for Neighborhood Development, American Planning Association Federal Planning Division. This project is the first LEED ND certified federal project
 2021 – Citation Award, Outstanding Federal Planning Program, Joint Base Langley-Eustis, 43rd Formal Training Unit Beddown, American Planning Association Federal Planning Division. Sponsor: USACE Engineering and Support Center, Huntsville, Alabama
 2020 – Merit Award, Outstanding Area/Site Development Plan, Joint Base Langley-Eustis, Intelligence, Surveillance & Reconnaissance Campus, Hampton, Virginia, American Planning Association Federal Planning Division
 2020 – Merit Award, Outstanding Technical Plan or Study – Joint Base Langley-Eustis Customer Concept Documents for the Live Mission Operations Capability and 43D Formal Training Unit Beddown, American Planning Association Federal Planning Division
 2020 – Co-founder of the Society of American Military Engineers Design Awards Program
 2019 – Honor Award, Outstanding Federal Planning Project – Marine Corps Air Station Iwakuni Customer Concept Documents, Japan (under contract to Leidos, Inc.), American Planning Association Federal Planning Division
 2019 – Citation Award, Outstanding Area/Site Development Plan - Joint-Base San Antonio Fort Sam Houston Corporate District Area Development Plan and Area Development Execution Plan, Texas, American Planning Association Federal Planning Division
 2019 – Department of Homeland Security Civilian Service Commendation Medal
 2018 – Department of Homeland Security Secretary Volunteer Award
 2017 – American Institute of Architects Virginia Distinguished Achievement Award
 2017 – Society of American Military Engineers (SAME) Public Agency Award (SILC Award)
 2016 – Elevated to American Institute of Architects (AIA) Louise Bethrum Fellow (National Strategic Council)
 2015 – American Institute of Architects Hampton Roads Chapter Distinguished Achievement Award
 2015 – AIA Chicago Distinguished Building Award for the Coast Guard Headquarters
 2014 – Washington Building Congress Craftsmanship Award for the Coast Guard Headquarters
 2013 – GSA Design Excellence Honor Award in Planning/Landscape for the Coast Guard Headquarters
 2013 – Best Government/Public Building Project in Engineering News-Record, Mid-Atlantic for the Coast Guard Headquarters
 2013 – Association Real Estate Award, American Society of Association Executives for the Coast Guard Headquarters
 2014 – Elevated to AIA UpJohn Fellow
 2013 – Elevated to SAME Fellow, SAME College of Fellows
 2012 – SAME Urbahn Medal (highest SAME award for architecture)
 2010 – Air Force Design Excellence Award (Military Category – highest AF architecture award). Only person to receive civilian and military
 2007 – Elevated to Fellow AIA College of Fellows
 2003 – Assistant Secretary of Air Force (SAF/IE) Outstanding Civilian Performer Award
 2003 – Air Force Design Excellence Award (Civilian Category – highest AF award for architecture)
 2003 – Air Force Civilian Excellence Award
 2000 – Hampton Roads Outstanding Professional Woman of the Year (Engineering and Architecture)
 2000 – AF Citation Design Award for Planning, Barksdale AFB Community Center Area Development Plan
 2000 – SAME Meadow Award finalist for article "Total Force in the AF"

1999 - AF Citation Design Award, Davis-Monthan AFB Design Standards (Project Manager)
 1992 - Panel Member of "Women in Architecture", Hampton University
 1988 - Tactical Air Command Design Award, Bethel Manor Medical Clinic
 1985 - First Place, St Charles Missouri Riverfront Design Competition

MILITARY AWARDS:

Air Force Legion of Merit Medal
 Air Force Meritorious Service Medal with four oak leaf clusters
 Air Force Commendation Medal with one oak leaf cluster
 Air Force Achievement Medal
 Joint Meritorious Unit Award
 AF Outstanding Unit Award with one oak leaf cluster
 AF Organizational Excellence Award with four oak leaf clusters

National Defense Service Medal with one oak bronze star
 Global War on Terrorism Service Medal
 AF Longevity Service with two oak leaf clusters
 Armed Forces Reserve Medal with one oak leaf cluster
 Small Arms Expert Marksmanship Ribbon
 AF Training Ribbon

2008 – AF Military Design Excellence Award
 2007 – AFMC Military Design Excellence Award
 2002 – AF IMA Manager of the Year (Second PI)
 2002 – AF Engineer IMA Manager of the Year

1999 – AF Outstanding Civil Engineer Unit
 1996, 97, 99 – 49th Civil Engineer Squadron (CES) IMA of the Year
 1987 – 1 Combat Support Group Officer of the Year
 1987 – 1 CES Officer of the Year

TEACHING, ADVISING, GRANTS AND RESEARCH:

Research areas of interest:

- 1) Public architecture and public spaces
- 2) Resilience and sustainability for communities and public buildings
- 3) Redevelopment of communities

- **Stevens Institute of Technology** – Adjunct Professor (2016–present). Examination Committee Member. Teaches Temporary Structures for Heavy Construction in the Master of Construction Management program. Previously taught Research Methods for the Doctor of Philosophy in the Built Environment program. Served on Examination Committee for Doctor of Philosophy in the Built Environment oral and written exams.

- **University of Oregon** – Guest Lecturer and Juror (2021-present). Served as guest lecturer and juror reviewer in the Advanced Architectural Studio 484/584. Lectures included Leadership in Energy and Environmental Design and Designing in the Federal Sector. The students studied how to use cross laminated timber construction and similar materials for federal facilities. Have taught in previous studios and served on previous juries. Advised on a Doctor of Philosophy in Architecture dissertation centered on the DoD's wholesale adoption of anti-terrorism design standards across their portfolio.

- **Federal Military Planning Institute** - Guest Lecturer (2023-present). Serves as lecturer for Master Planning courses.

- **US Army Corps of Engineers Learning Center** – Guest Lecturer (2011-2014, 2019-2022). Served as guest lecturer for the PROSPECT Leadership in Energy and Environmental Design, Master Planning Advanced Techniques, Master Planning Principles, and Master Planning Sustainable Historic Structures.

- **Hampton University** – Visiting Professor (2007-2010), Virginia Prize Juror (2000), Adjunct Professor (1999 – 2003, 2017), Visiting Juror (1995–2002), Masters Thesis Advisor (1999-2000, 2007-2008), Virginia Prize Coordinator (2008), Master of Architecture Thesis Jury (2013). Courses taught include Leadership in Energy and Environmental Design (LEED), Third and Fourth Year Architecture Studio, Professional Practice, and Structures I-III. Masters thesis advising topics included "Gap Between Architecture Schools and the Profession" (1999), "Reforming the Campus Footprint" (2007-2008), "Spatial Illusions and Disappearing Acts: The Magic of Living in Small Spaces" (2007-2008) and "New Housing Prototypes for India" (2008-2009) – selected as Thesis of the Year, Hampton University. Provides advice to students.

- **Air Force Institute of Technology** - Served as advisor for General Engineer Master Research Topics: "Strategies for Identifying How, Where, When and What to Implement for Renewable Energy Initiatives under Different Stereotypical Circumstances on an Air Force Installation", "Waste Disposal vs. Waste to Energy Generation - When Should Each be Done on Any Given Installation", "Plan Development (and possible execution of on Constructing a Collaborative Web-Enabled Database for Energy Research Initiatives Across the DoD", "Identifying strategies for optimizing energy auditing practices in the AOR", "Feasibility Study for Facility Metering in the AOR" and "Identifying Strategies in Targeting Most Appropriate Facilities for Re/Retro- Commissioning". Represented the AF as a client. Coordinated problem statements for each research project with the appropriate AF office, reviewed the research projects during the research and

coordinated presentations with AF senior leadership (AF Deputy Assistant Secretary for Energy, AF Deputy Assistant Secretary for Installations and Air Force Civil Engineer) for the final work.

- **University of Texas, Austin** –Dissertation advisor for Lt Col Christopher Stoppell, Doctor of Philosophy in Construction Management. Dissertation entitled “Identifying and mitigating sources of error in building energy models used in LEED dormitory buildings in the Department of Defense”, University of Texas at Austin, (2010-2013).
- **Massachusetts Institute of Technology, Sloan School of Management.** Sustainability Summit Panelist, 2016, Boston, MA.
- **Society of American Military Engineers, Installations of the Future Industry-Government Engagement (IGE) Initiative.** 2023-2025. This multi-year initiative looks at future military missions and envisions how Installations of the Future should be developed. It is supported by representatives from the Department of Defense and all the services – Army, Navy, Air Force, Marines, and Coast Guard. It includes multiple government/industry sub-groups that address different installations components and a central integrating committee. Dr. Loomis is the lead for the entire initiative.
- **AIA UpJohn Research Initiative** - Chair of AIA National UpJohn Research Grants Jury, 2014. The program supports applied research projects that enhance the value of design and professional practice knowledge.
- **AIA Symposium on the Future of Urban Design - Mind the Gap** - Chair of Urban Studios, Washington, DC, January 2019
- **AIA Symposium on the Climate of Public Architecture** – Co-Chair, Washington, DC, April 2022
- **Advisor for Congressional Select Committee on Modernization of Congress**, 2022
- **Advisor for National Science Foundation - Rebuilding McMurdo Station**, 2016-2024
- **Advisor for Security Measures for US Capitol - American Institute of Architects**, 2021
- **ACSA/AIA Intersections Applied Research Conference Selections Committee** - Served on Association of Collegiate Schools of Architecture/AIA Intersections Applied Research Conference Jury, 2015
- **American Architectural Foundation (AAF) Grant** - Received 1998 AAF Grant (one of three national grants) to promote light rail in the Hampton Roads area of Virginia (Norfolk, Virginia Beach, Hampton, etc.). Brought in three national speakers including James Kunstler (author of *Home from Nowhere*, *Geography of Nowhere* and *City in Mind*) and Victor Dover (prominent urban planner, owner at Dover, Kohl & Partners, Charter Member of Congress for New Urbanism and author of *Street Design, The Secret to Great Cities and Towns*), held four radio talk shows, held two television programs including a community wide charette/debate, partnered with the Tidewater Regional Transit authority. Light rail came to Norfolk 2011.
- **Old Dominion University** - Dissertation for Doctor of Philosophy in Public Administration and Urban Theory entitled *Determining if Development Capacity Leads to the Attainment of Redevelopment Goals for Six Communities Affected by Base Realignment and Closure (1988, 1991, and 1993)*. The dissertation used the McGuire et al Model (1994) that showed if a community has a strategic plan, then the community will have higher development capacity. McGuire et al did not study whether higher development capacity led to more successful development (i.e., did the community create more jobs or higher paying jobs). This dissertation tested the McGuire et al Model on six similar rural communities that had just lost a major employer. It measured their development capacity soon after the employer left and measured the communities’ development for twenty years. The dissertation found that a higher level of development capacity led to more successful redevelopment for the six communities studied.

RESEARCH:

- **Economic Redevelopment Travel** - Visited 75 former BRAC communities/ sites out of 95 communities/sites to research visually the economic redevelopment success of the local community following BRAC closures. This represented 79 percent of the 1988, 1991, 1993 and 1995 BRAC sites. Sites included Rantoul, Illinois (former Chanute Air Force Base (AFB)), Peru, Indiana (former Grissom AFB), Rome, New York (former Griffiss AFB), Plattsburgh, New York (Plattsburgh AFB), Oscoda, Michigan (former Wurtsmith AFB) and Marquette, Michigan (former KI Sawyer AFB). For the six communities studied in my dissertation these visits provided a chance to see the redevelopment first-hand and interview persons involved with the redevelopment efforts. For the other locations it provided additional comparisons. Also visited former military sites in other countries such as La Villette outside of Paris.
- **Economic Redevelopment Travel:** Visited seven former Olympic and thirteen World’s Fair Exposition Sites to visually research the economic redevelopment of those site following the Olympics or World’s Fair. Sites visited include Athens, Greece; Paris, France; Vancouver, Canada; Atlanta, Georgia; Los Angeles, California; Garmish, Germany; Lake Placid, New York, Barcelona, Spain; San Antonio, Texas; Philadelphia, Pennsylvania; St Louis, Missouri; Chicago, Illinois; Melbourne, Australia; San Francisco, California, New York, New York; Seattle, Washington and New Orleans, Louisiana. These sites are a continuation of my dissertation economic redevelopment research. These sites are similar to the BRAC sites because the cities have large tracks of land and facilities that have to

be reused. These sites are different from BRAC because the cities should pre-plan how they will use the land/facilities and should be better able to affect their redevelopment success.

- **Public Architecture/Urban Spaces Travel:** Public buildings and spaces are very important to the development of cities and the life of the cities' citizens. I've traveled to urban spaces in 39 countries to learn about the relationships between public buildings and the spaces they support and that support them. Countries visited include Sweden, Finland, Norway, France, West Germany, East Germany, Spain, Portugal, Italy, Luxembourg, Belgium, Netherlands, Denmark, Great Britain, Ireland, Greece, Turkey, Cyprus, Australia, New Zealand, Austria, South Africa, Tanzania, China, Japan, South Korea, Russia, Ukraine, Yerevan, Armenia, Qatar, Mexico, Canada, Iceland, etc. Before visiting the countries, I conduct a literature review. In most countries I have met with local architects and city planners to further understand the relationship between the public buildings, public spaces, and the local citizens. In China I toured the Olympic facilities while they were under construction and met with the World Association of Chinese Architects. In Singapore I toured the National Gallery for temporary structure lessons learned during the transformation from a city hall to a museum.

- **Public Architecture Design/Acquisition Strategy Travel:** Traveled to several locations to research acquisition and project management methodologies used by public agencies such as Monterey, California; Norfolk, England; Golden, Colorado; Beijing, China and Shanghai, China. The visits helped me encourage agencies where I work to take a chance on alternative design and delivery methods. For instance, the National Renewable Energy Lab (NREL) in Golden, Colorado used a two-phase design-build delivery method where the first phase was a qualifications-based selection, and the second phase was a best-value selection with a design stipend provided to each design-build team and then the government owned all the design recommendations. This delivery method is unique in the government because the selection for neither was based on lowest cost. In Monterey the Presidio of Monterey has an agreement with the City of Monterey where the city provides access to indefinite delivery maintenance contracts. This relieves the Presidio of developing and implementing their own contracts, allows the Presidio and city to take advantage larger bulk prices and saves about one million dollars per year for the Presidio. In Las Vegas I toured the City Center and learned about their project management strategies for mega-projects.

- **Sustainability/Resilience Travel:** Traveled to several locations to experience first-hand their sustainability and energy conservation methods. Visits include the NREL in Golden, Colorado and the Chesapeake Bay Foundation in Virginia Beach, Virginia. The goal in the sustainability/energy visits are to understand how to incorporate measures that are low life-cycle cost and low maintenance sophistication. Governments cannot/should not invest in sustainability/energy measures that are not cost effective or easy to maintain. Now I am beginning to research resilient as well as sustainability/energy savings to ensure the Coast Guard facilities stand-up to natural disasters. Recent storm experiences (Matthew, Harvey, Irma, Maria, Nate, Florence) demonstrate that our solid, appropriately elevated, low maintenance facilities stand the test of storms.

SIGNIFICANT PROJECTS:

- Pentagon Installation Development Plan, 2025-2026 (Senior Planner)
- Ft Bliss Beddown of USAF Combat Support Training Range, CSTR, 2024-2025 (Senior Planner, Senior Architect)
- Naval Special Warfare East Coast Campus Area Development Plan Update, 2024-2025 (Project Manager, Senior Planner)
- Aberdeen Proving Ground, Building 4218 Conversion to APE CBRNE, 2024-2025 (Senior Architect)
- Ft Hunter-Liggett Army Helicopter Hangar 2024-2025 (Senior Architect)
- Marine Corps Unaccompanied Enlisted Personnel Housing and Unaccompanied Officer Personnel Housing Standardization, 2024-2025 (Senior Planner, Senior Architect)
- CFAY Installation Master Plan, Yokosuka, Japan 2024-2025 (Senior Planner)
- Fitness Center, United States Secret Service Rowley Training Center, 2023- (Senior Planner)
- Small Arms Firing Range, United States Secret Service Rowley Training Center, 2023- (Senior Planner)
- P1424 Special Operation Force 25 Meter Indoor Range, Naval Air Station Oceana-Dam Neck 2023-2024 (Project Manager, Senior Architect)
- Master Plan Update, Naval Special Warfare Development Group, Naval Air Station Oceana-Dam Neck 2023-2024 (Project Manager, Senior Architect)
- Commander Naval Information Forces Hampton Roads Regional Shore Infrastructure Plan, Naval Base Norfolk 2023-2024 (Project Manager, Senior Planner, Senior Architect)
- Next Generation Air Defense Complex Edwards Air Force Base, California 2023-2024 (Project Manager, Senior Architect, Senior Planner)
- Munitions Complex Study, Edwards Air Force Base, California, 2023-2024 (Project Manager, Senior Architect, Senior Planner)
- B602 and B664 Customer Concept Documents, Joint Base Langley-Eustis, Virginia 2023-2024 (Project Manager, Senior Architect)
- South Base District Plan, Edwards Air Force Base, California 2023-2024 (Project Manager, Senior Planner, Senior Architect)
- New Communications Tower Joint Base Langley-Eustis, Virginia 2023-2024 (Project Manager, Senior Planner)
- Administrative District Plan, Joint Base Andrews, Maryland 2022-2023 (Project Manager, Senior Planner, Senior Architect)
- Ammunition and Silver Flag District Plans, Tyndall Air Force Base, Florida 2022-2023 (Project Manager, Senior Planner)

- National Air and Space Administration Asset Management Plan, NASA Headquarters, Washington DC 2022-2023 (Senior Planner)
- Naval Expeditionary Combat Forces Maritime Expeditionary Training Facility, Joint Expeditionary Base Little Creek-Fort Story, Virginia, 2022-2023 (Project Manager, Senior Planner, Senior Architect)
- National Institute of Science and Technology, Research IT Computing Center (Senior Architect)
- Basic Facility Requirements, Marine Corps Air Station Iwakuni (Project Manager, Senior Planner, Senior Architect)
- Naval Beach Group Area Development Plan, Joint Expeditionary Base Little Creek-Fort Story, Virginia (Project Manager, Senior Planner, Senior Architect)
- US Secret Service Rowley Training Center Master Plan Update, Laurel, Maryland (Project Manager, Senior Planner)
- Quantico Russell Knox Nodal Plan, Marine Corps Base Quantico, Virginia (Senior Planner)
- Russel Knox Mission Building Annex Customer Concept Document, Marine Corps Base Quantico, Virginia (Senior Architect)
- RCCSG-15 Naval Base Point Loma: Feasibility Study (Senior Architect, Senior Planner)
- Air Force Institute of Technology (AFIT) Master Plan, Wright-Patterson AFB, Ohio (Senior Planner, Architect)
- Area Development Plan for Daumerie Compound as part of the Chievres Air Base Master Plan, Belgium (Senior Planner)
- Master Plan for City of Jizan in Jazan Saudi Arabia (Senior Planner)
- Naval Postgraduate School - Knox Library Renovation Conceptual Design, Monterey, California (Senior Architect)
- Naval Criminal Investigative Service (NCIS) Customer Concept Document, Monterey Naval Support Activity, Monterey, California (Senior Architect)
- Naval Expeditionary Combat Commands Area Development Plan Joint Expeditionary Base Little Creek-Fort Story, Virginia (Project Manager, Senior Architect, Senior Planner)
- Naval Expeditionary Combat Command Fort Story Area Development Plan, Joint Expeditionary Base Little Creek-Fort Story, Virginia (Project Manager, Senior Planner)
- Joint Base Langley-Eustis, South Flightline Bed Down Program Area Development Plan, Joint Base Langley-Eustis, Virginia (Senior Planner)
- Joint Base Langley-Eustis Intelligence, Surveillance & Reconnaissance Campus, JBLE, Virginia (Senior Planner)
- Joint Base Langley-Eustis Customer Concept Document for the Live Mission Operations Capability and 43rd Formal Training Unit Bed Down, JBLE, VA (Senior Architect)
- Naval Special Warfare Development Group Dam Neck Area Development Plan (Project Manager, Senior Architect, Senior Planner)
- Federal Law Enforcement Training Centers Master Plan - Glynco, Charleston, Artesia, Cheltenham (Senior Planner)
- Naval Special Warfare East Coast Campus Area Development Plan, JEBLCFS, VA (Project Manager, Senior Planner, Senior Architect)
- Naval Special Warfare Guam Area Development Plan, Guam (Project Manager)
- Randolph Area Development Plan, Joint Base San Antonio (JBSA), TX (Senior Architect, Senior Planner)
- Fort Sam Houston Corporate District Area Development Plan, JBSA, TX (Senior Architect, Senior Planner)
- Marine Air Corps Base Iwakuni, Monzen Housing Area Development Plan, Iwakuni, Japan (Senior Architect, Senior Planner)
- Marine Air Corps Base Iwakuni, Customer Concept Documents, Iwakuni, Japan (Senior Architect, Senior Planner)
- Coast Guard Headquarters, Anacostia, DC (Project Manager)
- Wharton Texas Assistance Team (Planner)
- Homestead AFB Redevelopment Plan (Project Manager)

PROFESSIONAL AFFILIATIONS:

- **Commonwealth of Virginia Secure and Resilient Commonwealth Board.** Appointed by Governor Northam (2021-present)
- **Commonwealth of Virginia Department of Economic Development's Committee** for Best Practices related to the impact of climate change (2021-2022)
- **American Institute of Architects (AIA)** – Member (1987 to present)

AIA College of Fellows: Fellow (2007), selected as Regional Director (2008), Fellows Selection Committee (2009-2011).

AIA National: National Board of Directors (2014), National Strategic Council (2014-2016), Strategic Planning Workshop (2003-2004), Board Knowledge Committee (2004-2006, 2014-2016), National Collaborative Jury (2004), Public Architects Knowledge Group Advisory Committee (2001-2006, 2019-2025, Chair 2006, Board Advisor 2014-2016), AIA Research Grants Selection Committee (2006), Public Architects Workshop Chairman (2002-2004), Public Architects Workshop Committee (2021-2025), Project Delivery Task Force (2005-2006), Regional Urban Development Committee Board Advisor (2014-2016), Resiliency Committee Board Advisor (2014-2016), AIA Urban Design Conference Committee (2019), Government Advocacy Committee (2021-2022)

AIA Virginia: Board of Directors (1996-1999), Honors Award Committee (1998, 2016 and 2019), Virginia Prize Jury (2012), Virginia UpJohn Fellows (2014-2017), Virginia Disaster Assistance Committee Chair (2017-present), Virginia Honors Awards Committee (2020-2021), Virginia Advocacy Advisory Committee (2022-present)

AIA Hampton Roads/Coastal Virginia Chapter: President (1999), Vice President (1998), Second Vice President (1997), Honors Chair (1996), Regionalism Committee (1997-2002), Children's Program Chair (2000-02), Sister Cities Chair (2000-02), Architecture Week Chair (2001-02), Nomination Committee (2006, 2012, 2014), Board of Directors (1996-2000, 2008), Strategic Planning Committee (2008), Research Grant Jury (2012), Honors Awards Committee (2012), Women in Design Leadership Committee and Founder (2011-2017), Past Presidents Committee (Chair 2024-present)

Accomplishments:

- AIA Virginia Prize, Hampton Roads Jury Coordinator (2008)
- Juror for Hampton Roads CANstruction (Nov 2007)
- Interviewed as one of 150 AIA Fellows selected for the Young Architect's Forum 150 in 150 (Dec 2007)
- Community:Commute. Received American Architectural Foundation Grant (one of three national) to promote light rail. Brought in three national speakers, held four radio talk shows, held two television programs including a community wide charette/debate, partnered with the Tidewater Regional Transit authority. Light rail came to Norfolk 2011 (1998)
- Chapter won over 50% of Virginia Honors Awards (1998)
- Began an Exchange Program with the Royal Institute of British Architects from Norfolk, England (2000)
- Brought in nationally recognized speakers including Gold Medal winner Richard Meier, FAIA; Carol Ross Barney, FAIA, HSLA; Antoine Predock, FAIA; Dr. Lisa Schrenk; Ray Gindroz, FAIA; and George Miller, FAIA to local meetings.
- Granby Street Initiative. Worked with City of Norfolk on downtown revitalization proposals (1998)
- Worked with the Virginia Department of Emergency Management (VDEM) to establish a volunteer network of architects, engineers, and other building professionals to assist after disasters by performing volunteer evaluations of buildings to determine if residents/owners can re-inhabit those buildings. Trained 200 volunteers on the Safety Assessment Program. Gave similar training to architects, engineers and other building professionals from the Army, Navy, AF, CG, and private sector at the 2018 SAME Joint Engineer Training Conference (2017-present), Architecture Exchange East and other venues.
- **American Planning Association** – Member (2007-present), AICP (2015-present)
- Hampton Roads Section Director, 2021-present
- Federal Planning Division (FPD) Workshop Committee 2021 - 2024, Sponsorship committee lead (2021, 2024), Local tours (2022), Awards Committee (2024-2025), National Workshop Student and Young Planners Event (2022 - 2025)
- Spoke at the FPD Conference, December 2016 on the Coast Guard's Shore Infrastructure Vulnerability Assessment program
- Spoke at FPD Conference, May 2024
- Scheduled to speak at FPD Conference, May 2025 and lead tour of National Western Center in Denver, Colorado
- Served on the 2019 and 2024 FPD Conference Committee,
- Co-Chair for the Portland Regional FPD Workshop, FPD Workshop Committee (Sponsorship)
- **Urban Land Institute** – Member (2008-2009)
- **Congress of New Urbanism** – Member (2008-2010), Hampton Roads Section President (2009)
- **Society of American Military Engineers** - Life Member, National Board of Directors (2016-2018), Junior Vice President Peninsular Chapter (1987), Regional Conference Committee (1993), Peninsula Board of Directors (2002), Peninsula Chapter Secretary (2009), National Architectural Practice Committee (2012-Present, Chair 2015-2018), National Energy & Sustainability Committee – Public Sector Representative (2012-2015), Urbahn Medal Recipient (2012), Urbahn Medal Committee (2012-Present), National Liaison to the American Institute of Architects (2012-2015), Co-founder of the SAME Design Awards Program (2020-present), Industry-Government Engagement Installations of the Future (2023-present)
- **Washington University** – Distinguished Alumni Awards Selection Committee (2008)
- **US Green Building Council** - Member (2007- 2019)
- **Project Management Institute** - Member (2010-2011)
- **Omicron Delta Kappa Honor Society** - Life Member (1983-present)
- **Golden Key Honor Society** - Life Member (2007-present)

JURIES:

- Architecture, Media, Politics, and Society (AMPS) Conference, 2025
- American Institute of Architects National Convention, 2025
- Society of American Military Engineers, Goethals Award for excellence in engineering, 2025
- Society of American Military Engineers, Urbahn Medal for excellence in architecture, 2025
- Society of American Military Engineers, Joint Engineer Training Conference, 2025
- American Planning Association, Federal Planning Division, Awards Jury, 2025
- Future City, High School Competition, January 2025
- Department of Defense Building Criteria Workshop, Invited facility expert, April 2024
- APA Federal Planning Division Awards Committee, 2024 and 2025
- APA Convention Review Committee, 2024
- AIA Virginia Honors Awards Jury, 2021
- University of Oregon, Fourth- and Fifth-Year Studio Reviews, Fall Semester 2021
- University of Oregon, Third Year Studio Final Review, Dec 2020
- USACE Master Planning Sustainable Historic Buildings Course Jury, Dec 2020
- AIA Virginia Honors Awards Jury, 2020
- Naval Facilities Design Awards Jury and Jury Chair, 2018
- National Science Foundation Review Committee for Antarctic Infrastructure Modernization for Science (AIMS) **new design at McMurdo, Antarctica, 2016 - present**
- American Society of Civil Engineers, International Sustainable Infrastructure Conference Review, 2017
- International Green Building Council. Conference Review Committee, 2016 and 2017
- US Green Building Council. Conference Review Committee, 2016 and 2017
- Association of Collegiate Schools of Architecture/AIA Intersections Applied Research Conference Jury, 2015
- AIA National UpJohn Research Grants Jury, Jury Chair, 2014
- Coast Guard Civil Engineer Awards, 2014-2017
- Hampton University, Department of Architecture, Master of Architecture Thesis Jury, 2013
- Odebrecht International Sustainability Jury, 2012 and 2013
- Society of American Military Engineers Urbahn Medal Jury, 2012, 2015, 2018, 2019
- Society of American Military Engineers Sustainability Awards Jury, 2012-15
- Hampton Roads, Research Grant Jury, 2012
- Hampton Roads, American Institute of Architects, Honors Awards Committee, 2012
- USACE Design and Sustainability Awards, 2012-14
- Virginia Society of American Institute of Architects, Virginia Prize, 2011
- USACE Sustainability Awards, 2011
- USACE Architect of the Year, 2011
- American Institute of Architects College of Fellows Selection Jury, 2009-11
- Hampton Roads CANSTRUCTION, 2007
- Air Force Material Command Design Awards Jury, 1999, 2002 to 2005
- AIA National Collaborative Jury Member, 2004
- AIA Virginia Prize Jury Member, 2000
- Air Force Design and Construction Manager of the Year, 2000
- Air Force Design, Construction and Design through Construction Agents of the Years, 2000
- AIA Virginia Honors Awards Committee Member, 1998
- Air Combat Command Design Awards Jury, 1995-2002
- Hampton University Visiting Juror, 1995-2002

PRESENTATIONS:

- “*Safety Assessment Program for Disaster Response*”, Architecture Exchange East, AIA Virginia, November 2025 (*scheduled*)
- Moderator for interview with Ray Gindroz for APA Hampton Roads and AIA Coastal Virginia, FAIA, 25 Sep 2025 (*scheduled*)
- “*Design-Build at the National Institute of Science and Technology*”, Design-Build Institute of America, Federal Conference, August 2025 (*scheduled*)
- “*Expeditionary Maritime Operations Center*”, Society of American Military Engineers, Winchester Post, 8 Aug 2025 (*scheduled*)

- *"Fellowship"*, Coastal Virginia AIA, 23 June 2025 (*scheduled*)
- *Safety Assessment Program for Disaster Response*, Society of American Military Engineers (SAME), 18 June 2025
- *"SAME Design Awards Update - Naval Expeditionary Combat Command ADP"*, Society of American Military Engineers (SAME), 17 June 2025
- *"Safety Assessment Program for Disaster Response"*, Washington DC AIA, 16-17 June 2025
- Moderator for interview with Carol Ross Barney FAIA, 2023 AIA Gold Medal Award recipient on the "Chicago Riverwalk" for APA Hampton Roads and AIA Coastal Virginia, 12 June 2025
- Moderator for presentation by Dr. Lisa Schrenk on "World's Fairs and Expositions" for APA Hampton Roads and AIA Coastal Virginia, 8 May 2025
- *"The Transformation of Diocletian's Palace at Split"*, International Association for the Study of Traditional Environments (IASTE) May 2025
- *"Federal Planning Opportunities at the Denver Civic Center"*, a hands-on workshop for student members at the American Planning Association, Federal Planning Division Student Planning Workshop, April 2025 (*scheduled*)
- *"Federal Requirements Smorgasbord"*, American Planning Association Federal Planning Division Conference, April 2025 (*scheduled*)
- *"Tour of the National Western Center"*, American Planning Association Federal Planning Division Conference, April 2025 (*scheduled*)
- *"The Architecture of Ghent United Methodist Church"*, Virginia Wesleyan University (23 Jan 2025)
- *"Benefits of Being a Fellow"*, Society of American Military Engineers (12 Dec 2024)
- *"Future Facility Planning in the Federal Sector"*, SAME Small Business Conference (20 Nov 2024)
- *"Building Sustainability and Resiliency Rating Systems"*, University of Oregon (13 Nov 2024)
- *"Safety Assessment Program for Disaster Response"*, at Architecture Exchange East, AIA Virginia (8 Nov 2024)
- *"Agile Facilities"*, Society of American Military Engineers Webinar (6 Nov 2024)
- *"Safety Assessment Program for Disaster Response"*, AIA North Carolina (28 Oct 2024)
- *"Safety Assessment Program for Disaster Response"*, AIA National (25-26 Sep 2024)
- *"Federal Facilities and Their Impact on Community Development"*, Architecture, Media, Politics, and Society (AMPS) Conference, London, accepted (Jun 2024)
- Public Architects Symposium Panel (5 Jun 2024)
- *"Requirements Based Planning: A Multi-Agency Perspective"*, American Planning Association Federal Planning Division Conference (15 May 2024)
- *"Future Facility Planning in the Federal Sector: a Look at Weapon Systems Integration"*, Joint Engineers Training Conference, Society of American Military Engineers (14 May 2024)
- *"Future Facility Planning in the Federal Sector"*, Capital Week Workshop, Society of American Military Engineers (25 Mar 2024)
- *"Importance of Public Architecture; Top Ten Criteria"*, University of Oregon, Human Environment Course (16 Feb 2024)
- *"The Architectural Barriers Act and the Americans with Disabilities Act"*, University of Oregon Human Context of Design Course (25 Jan 2024)
- *"Federal Facilities and Their Impact on Community Development"*, International Association of the Study of Traditional Environments, Riyadh, Kingdom of Saudi Arabia (Jan 2024)
- PTSD and Military Facilities, Society of American Military Engineers, Virginia Peninsula Post (28 Nov 2023)
- *"Sustainability Assessment Programs"*, University of Oregon, Architecture Studio (9 Nov 2023)
- *"Installations of the Future Industry-Government Engagement Initiative"*, Society of American Military Engineers, Executive Advisory Group, (2 Nov 2023)
- *"Safety Assessment Program for Disaster Response"*, AIA Virginia (2 Nov 2023)
- *"Installation of the Future"*, Society of American Military Engineers, Small Business Conference (1 Nov 2023)
- McMurdo SAME Peninsula Post (17 Oct 2023)
- *"Federal Facilities and Their Impact on Community Development"*, AIA Public Architects Knowledge Community (11 Oct 2023)
- *"Installations of the Future Industry-Government Engagement Initiative"*, Society of American Military Engineers, Joint Engineer Training Conference (2 May 2023)
- *"Safety Assessment Program for Disaster Response"*, AIA Virginia (24 Feb 2023)
- *"Importance of Public Architecture; Top Ten Criteria"*, University of Oregon, Architecture Studio (15 Feb 2023)
- *"Military Bases of the Future: Learning from the Past"*, International Association for the Study of Traditional Environments (IASTE), Singapore (17 Dec 2022)
- *"COVID and Small Towns: How to Manage the Rupture"*, IASTE, Singapore (16 Dec 2022)
- *"Safety Assessment Program for Disaster Response"*, AIA Virginia (23 Sep 2022)
- *"The Inside Scoop on How to Create an Effective, Efficient Acquisition Strategy"*, Design-Build Institute of America Federal Workshop (23 Jul 2022)
- *"Case Study in Planning – Downtown Mall Conversion"*, American Planning Association, Federal Planning Division Student Engagement (6 Jun 2022)

- “Qualifications Based Selection and Fair Compensation – the Six Percent Interpretation,” SAME Joint Engineer Training Conference (11 May 2022)
- “Safety Assessment Program for Disaster Response,” AIA Virginia (6 May 2022)
- “Safety Assessment Program for Disaster Response,” AIA Kentucky, AIA Tennessee, AIA Indiana (19-20 Apr 2022)
- “Build It Better – Government Leadership in Sustainability,” AIA Public Architects Knowledge Community Symposium (7 Apr 2022)
- “Federal Sustainability Standards”, University of Oregon Architecture Studio (6 Oct 2021)
- “Oceana Naval Air Station Photovoltaic Project Tour” (23 Sep 2021)
- “Norfolk’s Elizabeth River Trail,” APA Hampton Roads (17 Sep 2021)
- USACE Master Planning 75 Course (24-26 Aug 2021)
- “Safety Assessment Program for Disaster Response” AIA Virginia, (9 Jul 2021)
- “History of Ft Monroe”, Hampton Roads Federal Planning Cohort, (24 Jun 2021)
- “Case Studies in Installation Energy,” SAME Joint Education Training Conference (May 2021)
- “Case Study in Federal Planning - the US Capitol”, Federal Planning Division Student Engagement (May 2021)
- “Iwakuni Sustainment Component Plan,” Federal Planning Division Conference (May 2021)
- USACE Historic Structures Master Planning Course (5 May 2021)
- “How the COVID-19 Pandemic will Change the Built Environment,” Colossal Colorado, SAME (Apr 2021)
- USACE Master Planning 75 Course (Feb 2021)
- “Safety Assessment Program” (Jan 2021) Connecticut AIA
- “Alternative Careers,” AIA Virginia (Dec 2020)
- “Safety Assessment Program,” Ohio and Pennsylvania (Dec 2020)
- “How the COVID-19 Pandemic will Change the Built Environment,” MEGA Maryland (Sep 2020)
- “California Safety Assessment” Program (Sep 2020)
- AIA Virginia - Mentoring Program - Panel on Hiring (Aug 2020)
- “California Safety Assessment Program for Disaster Response” (Aug 2020) AIA Florida
- “California Safety Assessment Program for Disaster Response” (July 2020) AIA Virginia
- “California Safety Assessment Program for Disaster Response” (June 2020) AIA DC
- “St Elizabeths and Coast Guard Headquarters - Sustainable Planning in an Historic Campus” Guest speaker as part of the USACE Master Planning Sustainable Historic Structures Course (June 2020)
- “Rigor, Relevance and Credentials”, American Planning Association National Planning Convention (May 2020)
- Panel Chair for “Alternative Methods in Design Education,” “Curriculum Considerations” and “Technology Enhanced Education.” Education, Design and Practice Conference - Understanding Skills in a Complex World Architecture, Media, Politics and Society organization, Hoboken, NJ (Jun 2019)
- “Intersection of Design Excellence and Sustainability in Public Architecture”, AIA Interior Design Knowledge Community Meeting, Las Vegas, NV (Jun 2019)
- “Federal Agency Resilient Facilities”, Federal Planning Division Conference, San Francisco, CA (May 2019)
- “Safety Assessment Program for Disaster Response,” Joint Engineer Training Conference, SAME, Tampa, FL (May 2019)
- Federal Government Master Planning Course, National Capitol Planning Commission
- “Urban Design Studios,” as part of the Mind the Gap - AIA Symposium on the Future of Urban Design Education and Practice, AIA, Washington, DC (January 2019)
- “Strategic Directions in Facility Design and Construction”, Joint Engineer Training Conference (JETC), SAME, Kansas City, KS (May 2018)
- “Everyone Requires Something Different, A Facilitated Discussion on Work Alternatives”, Architecture Exchange East 2017, AIA Virginia, Richmond, VA. (November 2017)
- “Virginia Disaster Assistance Program”, Architecture Exchange East 2017, AIA Virginia, Richmond, VA. (November 2017)
- “Knowledge Transfer in Succession Planning: How to Retain Your Business When Key Employees Retire”, Architecture Exchange East 2017, AIA Virginia, Richmond, VA (November 2017)
- “Capitol Clients, Panel Discussion”, Women’s Leadership Summit, AIA, Washington, DC (September 2017) 300 attendees.
- American Society of Civil Engineers, International Sustainability Conference (October 2017). Accepted
- “Future Strategic Directions in Facility Design and Construction”, JETC, SAME, Columbus, OH (May 2017)
- “Building in the Extremes” (a facilitated panel on building in extremely cold or hot climates and indigenous or bio-mimicry potential solutions), JETC, SAME, Columbus, OH (May 2017)
- “Architect of the Capitol” SAME Architectural Practice Webinar facilitator (May 2017)
- “Learning from the Masters - A discussions with architects from office of Michael Graves and Helmut Jahn”, Architectural Practice Webinar, SAME (March 2017)
- MIT Sustainability Summit Panelist, Sloan School of Management, Boston, MA (April 2016)

- “Sea Level Rise Preparedness: An Interagency Blueprint for Community Resilience” APA Federal Planning Division Workshop, Washington DC (Nov 2016)
- “Mission Requirements, Vulnerability Assessments and Optimization” APA Federal Planning Division Workshop, Washington DC (Nov 2016).
- “Learning from the Masters - A discussions with architects from office of Max Urbahn and Mies Van De Rohe”, SAME Architectural Practice Webinar (July 2016).
- “Strategic Directions in Facility Design and Construction”, SAME National Joint Engineer Training Conference (JETC) (2016)
- “Design for Cost Consciousness” SAME Federal Agency Workshop, Washington DC (March 2016)
- “Toward Resilience: Required Tools and a Practical Example”, AIA National Convention, Philadelphia, PA (2016)
- “Future Directions including Cyber Security in Facility Design and Construction”, SAME JETC, Phoenix, AZ (May 2015)
- “What Owners Want from Architects in Keeping the Job”, AIA National Convention, Atlanta, GA (May 2015)
- “Sustainability and Resilience Issues” IFMA Conference Washington DC (April 2015)
- Periodic Book Reviews for the SAME APC Newsletter and the AIA Public Architects Cornerstone (2014- present)
- “Connecting the Architect, the Owner and the End Users through Facilities Management, Half Day Workshop at the American Institute of Architects (AIA) National Convention (May 2012)
- “Motivating Your Interns with Sustainability Challenges”, Session at the AIA National Convention (May 2012)
- “Demystifying Fellowship”, Sessions at Virginia Architecture Exchange East (Nov 2010-2015)
- Society of American Military Engineers, Executive Forum, Sustainability Panel Member (Jun 2011) Chicago
- “High Performance Buildings & Storm Water Policy”, Session at the Society of American Military Engineers (SAME) Sustainability Communities for DoD Installations Seminar (Apr 2011) Norfolk
- “Sustainability in the US Army” Green in the Military, US Green Building Council Hampton Roads, (2011)
- “Sustainability in the US Army” presented at GreenBuild National Convention (2010)
- “Architecture of China”, presented at Hampton University Lecture Series (Jan 2008)
- “Public Architects in China”, AIA National Convention, Public Architects Training Workshop (2008)
- Yuan Ming Yuan Garden 200 Year Anniversary Academy Seminar, Oct 2007, Beijing China (300 attendees)
- Master of Architecture Thesis Advisor (1999-2000, 2007-2008), “Gap Between Architecture Schools and the Profession” (1999), “Reforming the Campus Footprint” (2007-2008), “Spatial Illusions and Disappearing Acts: The Magic of Living in Small Spaces” (07-8), “New Housing Prototypes for India” (2008-2009) – selected as Thesis of the Year, Hampton University
- BRAC Opportunities for Innovation and Engagement, AIA National Convention, Los Angeles, CA (June 2006)
- Organized the AIA Project Delivery Workshop (May 2005)
- Military Construction Design and Construction Process, Air Force Institute of Technology (May 2003)
- Spoke at a variety of other conferences and workshops with the AIA, American Society of Landscape Architects, Norfolk Architecture, Royal Institute of British Architects (Aug 2000)
- 1995 Interviewed by the AIA's Oral History Project

CHAPTERS/BOOKS/ARTICLES PUBLISHED:

2025 - “Ft Bliss Historic Architecture and Planning, Lessons Learned for Modern Construction,” Architecture Practice Committee Newsletter, Society of American Military Engineer

2023 - “A New Horizon for Scientific Research”, The Military Engineer, Nov 2023, p45-49

2017 - “Perspective on the Contributions of Public Architects and Engineers to the Profession”, Architecture Practice Committee Newsletter, Society of American Military Engineers.

2016 - American Institute of Architects Disaster Handbook, 4th Edition, Contributor

2015 - Determining if Development Capacity Leads to the Attainment of Redevelopment Goals for Six Communities Affected by Base Realignment and Closure (1988, 1991, and 1993), Dissertation in partial fulfillment of Doctor of Philosophy in Public Administration and Urban Theory with a cognate in Economics, May 2015.

2014 - “Asset Management & Logistics Support Centers - How Can This Be Architecture?,” Architecture Practice Committee Newsletter, Society of American Military Engineers.

2013 - Beyond Sustainable – Building Great Buildings in The Military Engineer Magazine, no 682

2013 - Are Sustainable Buildings the Best Buildings and How to Design a Sustainable Buildings in Public Works Magazine, US Army Installation Management Command

2010 - Contributing author Unified Facilities Criteria (UFC) 2-100-01, Installation Master Planning

2012 - Design Excellence in the Public Sector – A Primer, Cornerstone Publications, American Institute of Architects, Public Architects Knowledge Committee

2011 - *Army's Fort Carson New Brigade Battalion Headquarters: A Prototype for Net Zero at the Department of Energy* in Living Better Magazine
 2010 - Co-author UFC 1-200-02, High Performance and Sustainable Building Requirements
 2008 - "Case Study for Community Redevelopment Following the Closure of Williams Air Force Base, Arizona", chapter in the book *Building the Local Economy: Case Studies in Economic Development*
 1999 - Society of American Military Engineers Magazine, Feb, Volume 91, Number 597; "Total Force in the AF"
 1998 - Featured as a "Public Architect" in Inform Magazine, Virginia Society of the American Institute of Architect

■ ASSISTANCE TEAMS, AREA DEVELOPMENT PLANS, AND STUDIES

Arnold AFB	Conference Center and Lodging Study
Barksdale AFB	Flightline Area Development Plan
Barksdale AFB	Community Center Area Development Plan
Beale AFB	Main Street Landscape Study
Bolling AFB	Architecture Standards Study
Brooks AFB	AF Research Lab Consolidation Study
Brooks AFB	AFCEE Relocation Study
Cannon AFB	Flightline Area Development Plan
Cannon AFB	Dormitory Area Development Plan
Cheyenne Mountain AFS	Security Study
Davis-Monthan AFB	Dormitory Area Development Plan
Davis-Monthan AFB	Main Street Landscape Study
Davis-Monthan AFB	Gate Study
Dyess AFB	Community Center Area Development Plan
Edwards AFB	Community Center Area Development Plan
Edwards AFB	Housing Area Development Plan
Ebbing AFNG	Area Development Plan
Eglin AFB	Gate Study
Eglin AFB	Housing Area Development Plan
Ellsworth AFB	Community Center Area Development Plan
Ellsworth AFB	Housing Area Development Plan
FE Warren AFB	Streetscape Study
Hill AFB	East Campus Development Plan
Holloman AFB	Dormitory Area Development Plan
Holloman AFB	Community Center Area Development Plan
Holloman AFB	Parachute Support Building Study
Hurlburt AFB	Campus Plan
Incirlik AFB	Mobility Study
Joint Base Andrews	Administrative District Plan
Joint Base Langley-Eustis	Combat Communications Customer Concept Document
Joint Base Langley-Eustis	Flightline Area Development Plan
Joint Base Langley-Eustis	ISR Campus Plan
Joint Base Langley-Eustis	<i>Flightline Building</i> Customer Concept Document
Joint Base Langley-Eustis	NCOK Facility
Joint Base San Antonio	Randolph Area Development Plan
Joint Base San Antonio	Fort Sam Houston Area Development Plan
Joint Expeditionary Base Little Creek-Fort Story	Naval Special Warfare ADP
Joint Expeditionary Base Little Creek-Fort Story	Naval Expeditionary Combat Command ADP
Joint Expeditionary Base Little Creek-Fort Story	NECC Ft Story ADP
Joint Expeditionary Base Little Creek-Fort Story	Naval Beach Group 2 ADP AFB
Kadena AFB	Lodging Study
Kadena AFB	Squadron Operations Customer Concept Development
Langley AFB	Memorial Park Study
Langley AFB	Community Center Area Development Plan
Langley AFB	Chapel Customer Concept Development

Laughlin AFB
 Marine Corps Base Iwakuni
 Marine Corps Base Quantico
 Minot AFB
 Moody AFB
 Mountain Home AFB
 Mountain Home AFB
 Mountain Home AFB
 Naval Air Station Oceana
 NASA Research Center Langley
 Nellis AFB
 Nellis AFB
 Offutt AFB
 Offutt AFB
 Pentagon
 Peterson AFB
 Ramstein AFB
 Remote Location
 Schriever AFB
 Seymour Johnson AFB
 Shaw AFB
 Shaw AFB
 Shaw AFB
 Shaw AFB
 Tyndall AFB
 Tyndall AFB
 Tyndall AFB
 Wright Patterson AFB
 Wright Patterson AFB
 Wright Patterson AFB
 Wright Patterson AFB

Architectural Guidelines Study
Monzen Housing Area Development Plan
 Russel Knox Nodal Development Plan
 Housing Area Development Plan
 Consolidate Wing Headquarters Study
 Dormitory Study
 Community Center Area Development Plan
 Landscape Development Plan
 Naval Special Warfare Development Group Area Development Plan Dam Neck
 Facility Strategic Plan
 Dormitory Area Development Plan
 Fighter Weapons School Study
 Alert Squadron Addition
 Housing Area Development Plan
 Master Plan
 AIA Building Study
 Housing Area Development Plan
 New Base Development Plan
 Chapel Customer Concept Document
 Housing Area Development Plan
 Community Center Area Development Plan
 Entry Study
 East Campus Study
 Landscape Study
 Housing Area Development Plan
 Ammunition District Plan
 Silver Flag District Plan
 Air Force Institute of Technology ADP
 Entry Gate Analysis
 HQ AFMC Security Study
 National Air and Space Intelligence Center Addition Study

Design Guides

ACC Architectural Standards
 ACC Bowling Alley
 ACC Child Care Center Brochure
 ACC Club Brochure
 ACC Design Excellence
 ACC Dining Hall Brochure
 ACC Dormitory Brochure
 ACC Education Center Brochure
 ACC Fitness Center Brochure
 ACC Golf Course Brochure
 ACC JAG Brochure
 ACC Squadron Operations Brochure
 AF Control Tower Brochure
 AF Dormitory Brochure
 AF Force Protection Brochure
 AF Fitness Center Brochure
 AF Fire Station Brochure
 TAC Design Standards
 TAC Design Excellence
 TAC Dining Hall Brochure

TAC Dormitory Brochure
TAC Housing Office Definitive
TAC Lodging Brochure
DOD UFC-1-200-02, High Performance and Sustainable Building Requirements (principal author)
DOD UFC 2-100-01, Master Planning (contributing author)

Base Architectural Standards

Barksdale AFB
Beale AFB
Bolling AFB
Cannon AFB
Davis Monthan AFB
Dyess AFB
Ellsworth AFB
Holloman AFB
Langley AFB
Laughlin AFB
Minot AFB
Whiteman AFB

Master Plans

Federal Law Enforcement Training Centers (FLETC) Strategic and Master Plans for Charleston, Glynco, Artesia, Cheltenham
Guam Naval Special Warfare Strategic Infrastructure Plan
Homestead AFB Redevelopment Plans (six different scenarios)
Little Rock AFB
Luke AFB
Tyndall AFB
Lajes AFB
Pentagon
Pope AFB
Moody AFB
Mountain Home AFB
Nellis AFB
Offutt AFB
Pentagon
Shaw AFB
Seymour Johnson AFB
Yokosuka Naval Base, Yokosuka, Japan
US Secret Service James J. Rowley Training Center Master Plan Update

Agency-Wide Facility Plans

Marine Corps Unaccompanied Enlisted Personnel Housing and Unaccompanied Officer Personnel Housing Standardization, 2024-2025
Air Force Base Realignment and Closure Plan, 2002
Coast Guard Shore Infrastructure Vulnerability Risk Analysis (Resilience Plan), 2018
Federal Law Enforcement Training Centers 2021
NASA Asset Management Plan, 2022-2023

PERSONAL ACHIEVEMENTS:

Climbed Mt Kilimanjaro (19,341 ft), climbed Mt Tippanogos. Ran a marathon and 1/2 marathon. Finalist in movie "Grease". Bungee jumped from Kaurau bridge in New Zealand (where bungee jumping was invented). Flew an F-15 twice. Aerially refueled a plane. Went ski diving. Sailed from Key Largo to the Bahamas with friends during my high school years. Renovated my house (ok almost done with lots of help from my husband). Renovated my daughter and son-in-law's house (again with my husband's help). Play piano, violin, and

pipe organ. Sing in the church choir. Paint and sketch. Traveled extensively to research and enjoy cities and architecture (over 50 countries). Beautiful/smart daughter, loving husband, great son-in-law, two inquisitive/lovely granddaughters, and a pip-squeak grandson.

 **GOALS:** Support public architecture and urban spaces through sustainable and resilient design. Write a book on military/federal architecture/planning. (Resume current *July 2025*)

AICP 218732

Arch Registration 0401007450

ACROYNIMS

AAF - American Architectural Foundation
AAFES - Army Air Force Exchange Service
ACC - Air Combat Command
ACSA - Association of Collegiate Schools of Architecture
ADP – Area Development Plan
AF - Air Force
AFA - Air Force Academy
AFB - Air Force Base
AFCEC - Air Force Civil Engineer Center
AF/CEC - Air Force Civil Engineer Construction
AF/CECP - Air Force Civil Engineer Construction and Programming
AFCEE - Air Force Center for Engineering and the Environment
AF/ILE - Air Force Installations Logistics and Engineering
AF/ILEPP - Air Force Installations, Logistics, Engineering, Planning and Programming
AF/ILEV - Air Force Installations Logistics, Engineering and Environmental
AFIT - Air Force Institute of Technology
AFMC – Air Force Materiel Command
AIA - American Institute of Architects
AIMS - Antarctic Infrastructure Modernization for Science
AJPMC - Advanced Joint Professional Military Education
AOR - Area of Responsibility
APA - American Planning Association
APC - Architectural Practice Committee
Asst - Assistant
B - Billion
BED - Bachelor of Environmental Design
BRAC - Base Realignment and Closure
CFO - Chief Financial Officer
CES - Civil Engineer Squadron
CONUS - Continental United States
Dept - Department
Dep - Deputy
DHS - Department of Homeland Security
DLA - Defense Logistics Agency
DoD - Department of Defense
EAD - Extended Active Duty
FPD - Federal Planning Division
FYDP - Five Year Defense Plan
GSA - General Services Administration
JEBLCFS – Joint Expeditionary Base Little Creek-Fort Story
JETC - Joint Engineer Training Conference
JBLE – Joint Base Langley Eustis
IASTE – International Association for the Study of Traditional Environments
IMA - Individual Mobilization Augmentee
LCCA – Life Cycle Cost Analysis
LEED - Leadership in Energy and Environmental Design
LEED AP – Leadership in Energy and Environmental Design Advanced Professional
LLC – Limited Liability Corporation
M - Million

MAJCOM – Major Command
MARCH - Master of Architecture
MBA - Master of Business Administration
MCM - Master of Construction Management
MFH - Military Family Housing
MILCON - Military Construction
MSC – Major Subordinate Command
NREL - National Renewable Energy Lab
NSW – Naval Special Warfare
NWRM - Nuclear Weapon Related Materiel
O&M - Operations and Management
OCNOUS - Outside the Continental United States
OIC - Officer-in-Charge
OSD - Office of the Secretary of Defense
P2 - Pollution Prevention
PROSPECT – Proponent Sponsored Engineer Corps Training
ROTC - Reserve Officer Training Corps
SAME - Society of American Military Engineers
Sec - Secretary
SCoE - Sustainment Center of Excellence
SDD – Sustainable Design and Development
SILC - Shore Infrastructure Logistics Center
UFC - Unified Facilities Criteria
US – United States
USACE - United States Army Corps of Engineers
USAF - United States Air Force
USCG - United States Coast Guard
USMC - United States Marine Corps
VDEM - Virginia Department of Emergency Management
WWI - World-wide Inventory

5 August 2025

AIA Virginia Nominating Committee
C/o Paul R. Battaglia, AIA
Executive Vice President
AIA Virginia
P.O. Box 2626
Chesterfield, VA 23832
Via email: pbattaglia@aiava.org

Re: Letter of Interest, Nomination for Office of President-Elect

Members of the Nominating Committee,

Architecture has the power to shape the communities, culture, and economy of the Commonwealth, and AIA Virginia plays a vital role in advancing our profession's impact. I would be honored to serve as President-Elect, bringing collaborative leadership, strategic insight, and a commitment to ensuring our profession helps communities thrive.

Throughout my career, I've led organizations that connect design with public service. As President of Partnership for Smarter Growth, Vice-Chair of Storefront for Community Design, Chair of the Capitol Square Preservation Council, and Chair of Richmond's Commission of Architectural Review, I've built consensus, strengthened public understanding of the built environment, and championed policies that support livable communities. These roles have sharpened my skills in governance and advocacy—essential for this position.

While I've been an AIA member since licensure and participated in initiatives, this is a meaningful opportunity to serve the profession more directly. Encouragement from colleagues like former AIA Virginia President Lori Garrett, FAIA, affirms my belief that this role offers a chance to give back and reflect Glave & Holmes Architecture's ongoing commitment to the AIA. I'm grateful for the firm's full support.

If elected, I will work to strengthen member engagement, elevate advocacy, and support emerging leaders. I look forward to collaborating with officers, directors, and members to position AIA Virginia as an indispensable resource for architects and their communities.

Thank you for your consideration.

Sincerely,



Andrew B. Moore, AIA
Senior Principal



Andrew Moore, AIA, LEED AP BD+C

Richmond, Virginia | amoore@glaveandholmes.com | 804.649.9303

Current Firm Affiliation

Glavé & Holmes Architecture, Richmond, Virginia
Senior Principal & Director of the Civic & Community Studio

With more than 30 years of wide-ranging architectural experience, Andrew Moore is a respected leader known for his thoughtful, principled approach to design and his deep commitment to civic life. As a Senior Principal and Director of the Civic & Community Studio at Glavé & Holmes Architecture, Andrew guides projects that strengthen the identity and fabric of communities across Virginia and beyond. His work spans both public and private sectors and includes everything from the rehabilitation of a landmark historic courthouse to the design of a prominent new mixed-use development that integrates seamlessly into a well-loved Richmond neighborhood.

Andrew's design leadership is rooted in the principle of *civitas*—architecture as a civic act—and he has consistently demonstrated how buildings can contribute meaningfully to the public realm. His portfolio reflects a nuanced understanding of context, heritage, and placemaking, with a focus on the renewal of civic spaces through both preservation and innovation. Through his mentorship, advocacy, and practice, Andrew continues to shape the built environment with purpose and integrity.

Education

Bachelor of Architecture, Virginia Tech, 1994

Professional Registrations

Registered Architect: Virginia, Delaware, California, Wisconsin, Tennessee, North Carolina, National Council of Architectural Registration Boards

Professional Affiliations

American Institute of Architects
Congress of the New Urbanism
Capitol Square Preservation Council
Richmond Commission of Architectural Review
Urban Land Institute
National Town Builders Association
Virginia Municipal League

Selected Projects

Virginia General Assembly Building

Richmond, Virginia | 415,000-square foot legislative facility on Capitol Square serving as the first purpose-built home for the General Assembly since Jefferson's Capitol.
AWARDS:

ENR MidAtlantic, Award of Merit
Golden Hammer, Best Overall

Reid's Row Rehabilitation

Richmond, Virginia | Rehabilitation of a landmark 1853 Italianate rowhouse, blending historic preservation with modern office functionality.

Middleburg Town Hall

Town of Middleburg, Virginia | New municipal building consolidating key public services and integrated into the town's historic district.
AWARD:
Waterford Foundation Special Recognition

Southampton County Courthouse Renovation & Expansion

Courtland, Virginia | Renovation and expansion of a historic courthouse, balancing modernization with preservation.

Charlotte County Courthouse

Charlotte County, Virginia | New courthouse focusing on functional efficiency, public safety, and architectural expression appropriate to the county's civic identity.

Westhampton Commons, Phases 1 & 2

Richmond, Virginia | Vibrant multi-building mixed-use development focused on contextual integration, walkability, and cohesive neighborhood character.
AWARD:
GRACRE Real Estate Award - Top Mixed-Use

Amber Hall, AIA

Senior Project Manager
Office of the University Architect, William & Mary
anhall@wm.edu
1102 Hitchens Lane
Williamsburg, VA 23188



RE: Letter of Intent – Incumbent Candidate for AIAVA Treasurer

Dear AIA Virginia Members,

It is with enthusiasm and a deep sense of responsibility that I submit my candidacy to continue serving as Treasurer of the AIA Virginia Board of Directors. I was honored to be nominated and elected last year to fulfill the remainder of Bill's term as he transitioned to President-Elect, and I am eager to carry this momentum forward into a full term.

Since joining the Board in 2022, I've been an active voice in advancing our chapter's strategic vision – contributing to long-range planning efforts, participating in statewide initiatives, and supporting critical task forces. I take pride in being part of the leadership team that is not only stewarding our mission today but also laying the groundwork for a stronger, more resilient organization.

In my role as Treasurer, I have prioritized clarity, accessibility, and relevance in how we report and evaluate AIA Virginia's financial health. I partnered with our Director of Finance to restructure our quarterly financial reports – introducing a new format with strong visual tools and targeted summaries that allow the Board to focus on what matters most to our members: intentional use of funds and the strategic allocation of membership dues to support more robust member services. This shift not only enhances transparency but ensures that our financial decision-making remains tightly aligned with the needs and priorities of our membership.

Professionally, I serve as Senior Project Manager for Design & Construction at William & Mary where I oversee complex, multi-million-dollar capital projects funded by both public dollars and private philanthropy. This experience reinforces my commitment to fiscal responsibility, future-focused planning, and value-driven resource management – principles I bring to every decision in my role as Treasurer.

Beyond the Board, my commitment to the profession has been long-standing. I've served on the boards of both the Central Virginia and Coastal Virginia chapters, am an alum of the Emerging Leaders in Architecture program and was recently selected to join AIA VA's inaugural cohort for Leaders in Architecture & Business (LAB). These experiences have shaped me as a leader and continue to support my passion to elevate the next generation of architects and grow the impact of AIA Virginia.

Thank you for your continued trust and for the opportunity to serve. I am proud of what we've accomplished and energized for the work ahead.

With appreciation,

A handwritten signature in black ink that reads "A Hall". The signature is stylized with a large, looped "A" and a cursive "Hall".

Amber Hall, AIA

AMBER HALL, AIA

DETAILS

ADDRESS

1102 Hitchens Lane
Williamsburg, VA, 23188

PHONE

757 784 8925

EMAIL

anhall@wm.edu

EDUCATION

Master of Architecture

Virginia Tech 2013

Bachelor of Architecture

Virginia Tech 2012

Magna Cum Laude

SKILLS

Planning



Construction Management



Project Management



Leadership



SPEAKING ENGAGEMENTS

2024 NASPA Annual Conference, Co-Speaker

Student Success as the Anchor for
Planning: Insights from the Women
Leading W&M's Student Union Expansion
Project

2023 SCUP Annual Conference, Co-Speaker

It Takes a 'Student Life' Village: Student
Success at the Heart of Campus

2023 ACE Women's Network Virginia Conference, Co-Speaker

Authenticity and Trust at the Helm:
Insights from the Women Leading W&M
Sadler Center's Expansion Project

2023 VAPPA Conference, Co-Speaker

Best Practices of Remote and Virtual
Inspections

PROFESSIONAL SUMMARY

I am an Architect and Senior Project Manager with over 13 years of experience in the Architecture/Engineering/Construction industry--the past 10 years are specific to Higher Education facilities and capital planning. I have proven experience overseeing complex projects up to \$230 million with multi-phased initiatives. I am responsible for promoting design dialogue and aligning project delivery with mission-driven goals and in coordination with campus-wide initiatives. I lead diverse teams.

Value added: strategic thinker, commitment to and understanding of capital project execution, decisive leader among large project teams, and an advocate for fiscal responsibility, transparent reporting, regulatory standards, and strategic alignment of budget and scope.

PROFESSIONAL EXPERIENCE

Senior Project Manager, William & Mary

Williamsburg, VA

Aug 2021 — Present

- Oversee complex capital projects - cumulative project value at \$400 million
- Specific experience with Public-Private Partnerships, Construction Manager at Risk, Design-Build and Design-Bid-Build delivery methods
- Coordinate multi-phased initiatives while balancing state funding approvals, drawing review milestones, state agency expectations, and campus logistics
- Abide by University technical standards, building code requirements and campus wide strategic planning guidelines
- Collaborate with various University stakeholder groups to gain feedback and project support through effective leadership and communication
- Manage project scope, budget, and schedule, driving projects from initial programming through completion

Project Manager, William & Mary

Williamsburg, VA

Jan 2018 — Aug 2021

- Simultaneous management of design and construction processes for projects in the \$1-\$50 million range
- Advocated for various stakeholder groups by facilitating design workshops, speaking at public forums, and reporting to university leadership
- Developed project scope, budget, and schedule while facilitating the feasibility, design, bidding, and construction processes of new and renovation projects
- Maintained consistent communication with stakeholders to manage multiple interests and expectations

Project Architect, Alloy Workshop

Charlottesville, VA

Jan 2016 — Jan 2018

- Design-Build firm experience working on renovation projects for residential and commercial clients
- Led project team through existing conditions assessment, design development, value management, permitting, and construction
- Facilitated construction administration while coordinating critical path items
- Presented project costs and conducted value engineering exercises to optimize project outcomes
- Earned projects through business development efforts, tracking profitability of project types, and continued client referrals

TECHNICAL SKILLS

eBuilder, 6 years
BIM Software, 13 years
AutoCAD, 18 years
Procore, 5 years
Adobe CS, 15 years
MS Office, 15 years
Newforma, 7 years

COURSES

SAFETY ASSESSMENT PROGRAM

Building Evaluator
AIA Disaster Assistance, 2019

EROSION & SEDIMENT CONTROL

Inspector Training
DEQ, 2019

CORE CERTIFICATION

Virginia Building Code Academy, 2018

PROFESSIONAL EXPERIENCE, CONTINUED

Design Lead, Mitchell Matthews Architects + Planners Charlottesville, VA

April 2014 — Jan 2016

- Architectural designer and project manager for various higher education clients in the state of Virginia
- Designed and prepared proposals for RFP submissions and structured client interview presentations to earn work
- Developed early release packages for fast-track construction projects using BIM software and integrated project delivery
- Collaborated with teams to ensure project goals were met effectively

Intern Architect, Rust|Orling Architecture

Alexandria, VA

May 2011 — April 2014

- Gained working knowledge of resources needed to meet project schedule and budget constraints
- Experience with interpreting client needs through developing program requirements, creative problem-solving, and conducting feasibility studies
- Organized code and zoning analyses, construction administration documents and specification sections for project manuals

LEADERSHIP

AIA Virginia Treasurer

Dec 2024 — Present

Board of Directors, Executive Committee Member

W&M 2025 Campus Comprehensive Master Plan Initiative

Summer 2023 — Present

LearningSpaces Planning Committee, Member

AIA Virginia Director

Dec 2023 — Dec 2024

Board of Directors, Member-at-Large

AIA Coastal Virginia Director

Jul 2022 — Dec 2024

Regional Board of Directors, Member-at-Large

W&M Climate Action Plan

Jan 2019 — Aug 2019

Committee on Sustainability, Member

AIA Virginia Emerging Leaders in Architecture

2018

Honors Academy Graduate

AIA Central Virginia Director

Sep 2016 — Jan 2018

Regional Board of Directors, Emerging Professional Liaison

National Academy of Environmental Design

2013

Event Coordinator, Annual Conference

MOTION | AIA Virginia Board of Directors
FRI 15 AUG 2025

Item

Candidates for Elected Office

Background

In accordance with Section 6.03 of the Bylaws, the Nominating Committee, any Member, or any component may recommend a qualified Member for consideration by the Nominating Committee as an officer. The Nominating Committee shall prepare a slate of names and present the slate to the Board for approval prior to the annual Membership meeting. Upon approval by the Board, the Nominating Committee shall place the proposed slate of officers before the membership of AIA Virginia by written notice at least thirty (30) days before the annual Membership meeting. Additional nominations of qualified Members for each office about to become vacant may be made at the annual Membership meeting from the floor.

Reminder: The Annual Business Meeting is scheduled for WED 5 NOV 2025.

The Nominations Committee recommended the following slate for the Board's consideration during its 5 AUG 2025 Meeting.

Proposed Slate

President-elect: Paula Loomis, FAIA and Andrew Moore, AIA

Treasurer: Amber Hall, AIA (I)

Associate Director: Philip Baxter, Assoc AIA

(I) indicates incumbents

Motion

That the Board of Directors approve the Slate of Candidates for Elected Office and direct the Secretary to announce the Slate and the Annual Meeting in accordance with the requirements of the Governance Documents.

Letter of Interest

Wednesday, July 30, 2025

Dear AIA Virginia,

My name is Heather Casey, AIA, NCIDQ and I would like to add my name to the list of candidates who are interested in the State Licensing Advisor volunteer position.

I want to be of service to help architecture students, licensure candidates, and architects. I look forward to supporting individual pathways to further them within the architecture profession. Being supportive and resourceful is important, but I also look forward to getting to know each individual on a personal level.

My personal experience with licensure will be invaluable to connect with the audience – I just completed the AREs (August 2023) after studying for around 3 years (even though my testing journey started in the early 2000s) and I also have a non-traditional pathway to licensure that would assist me in helping those candidates seeking a non-traditional pathway. I am also currently finishing up my Education Alternative pathway with NCARB to obtain my NCARB Certificate.

I completely understand the amount of time and effort that this role takes each month – as stated online – approximately 12-16 hours per month, but I look forward to being a part of a community of people supporting licensure and reciprocity. I have volunteered with DCNOMA – so far once a year since last year – to bring to the table my experiences of how I studied and finally passed my AREs. I think being an advisor on a larger scale will help me to reach more people in the Commonwealth of Virginia.

Thank you for taking the time to read my letter of interest and all my application documents.

Sincerely,

HSCasey.

Heather Casey, AIA, NCIDQ, CDT

MEAGAN W. JANCY, AIA

3200 Langston Boulevard
Arlington, VA 22207

AIA Virginia Nominations Committee

PO Box 2626
Chesterfield, VA 23832

July 30, 2025

Dear Members of the Nominations Committee,

It is with great enthusiasm that I nominate Heather Casey, AIA, for the position of *State Licensing Advisor* with AIA Virginia. Heather's professional achievements, volunteer leadership, and personal licensure journey exemplify the insight, empathy, and initiative that this position demands.

Heather's firsthand experience navigating a non-traditional licensure path, having achieved architectural licensure in 2023 through NCARB's Education Alternative, gives her a unique and relatable perspective for aspiring architects across Virginia. She brings a rare combination of lived experience and a deep understanding of the licensure process, including AXP, the ARE, and certification requirements. Currently licensed in Maryland, Virginia, and Wisconsin, Heather continues to demonstrate a personal commitment to growth and professional excellence.

In addition to her licensure accomplishments, Heather has actively leveraged her experience to support and guide others in the profession. She is currently volunteering as a two-year NCARB Architect Licensing Advisor and was most recently a guest advisor for DCNOMA's "Navigating the ARE: Study Community Roundtable." Her participation in several of these events at NCARB reflects her continued engagement with both local and national conversations on equitable pathways to licensure.

In short, Heather Casey is an ideal candidate to serve as State Licensing Advisor. She brings a blend of technical knowledge, advocacy for licensure access, and a passion for empowering the next generation of architects. Her voice is one of encouragement and her dedication to the architectural community in Virginia is solid.

Thank you for your thoughtful consideration of this nomination.

Sincerely,



Meagan W Jancy, AIA

Date: July 30, 2025

Re: Heather Casey, AIA
Virginia AIA - State Licensing Advisor
Letter of Recommendation

To All Concerned,

Heather Casey has been an excellent architectural professional and project manager to work with since I met her in 2020, through both her past firm MTFA and her current firm SCI, where she is the architectural studio leader. She manages her projects well, is proficient and effective, is detail oriented, and takes the initiative to bring teams together and manage them consistently through to project completion. She is above all an excellent communicator.

Of particular importance for this appointment, she has also been involved as an advisor with DCNOMA, NCARB, and AIA NoVA Women in Architecture (WIA).

I feel confident that Heather will make an excellent State Licensing Advisor for the Virginia AIA.

Please contact me with any questions.

Respectfully,



Drake A Wauters, AIA, CSI/CDT, SCIP
Principal
(DC #ARC4727)
703-626-5748, phone
Wauters Design Group, LLC
Box NN, McLean, VA 22101
drake@wauters.com
www.wauters.com



29 July 2025

Summer Consultants Ref: ZZZ

AIA Virginia
PO Box 2626
Chesterfield, VA 23832

Attention: Paul R. Battaglia, AIA, Executive Vice President

Reference: State Licensing Advisor

Subject: Letter of Support

Dear Mr. Battaglia,

Heather Casey, AIA, NCIDQ, CDT, is a Senior Architect and Interior Designer with Summer Consultants, Inc. She is a member of the American Institute of Architects (AIA) and is actively involved in the AIA Northern Virginia chapter, especially with the Women in Architecture (WIA) committee.

Summer Consultants, Inc. supports Heather in her candidacy to become a State Licensing Advisor for AIA Virginia. And if selected, Summer Consultants will continue to support her in fulfilling the role's obligations throughout the two-year term.

Sincerely,
Summer Consultants, Inc.

A handwritten signature in blue ink that reads "James P. Hoffman".

James P. Hoffman, PE, LEED AP O+M, CEM, FACEC
President
hoffman@summerconsultants.com

Resume

Heather Casey, AIA, NCIDQ, CDT

Education:

- Bachelor of Environmental Design in Architecture (BEDA)
 - North Carolina State University (NCSU) in Raleigh, North Carolina
- Continuing Education Classes (in AutoCAD)
 - Wake County Community College in Raleigh, North Carolina
- Architecture Class
 - University of Virginia (UVA) in Charlottesville, Virginia

Work Experience:

- Senior Architect and Interior Designer, Project Manager, Studio Leader
 - Summer Consultants, Inc. – started November 2023 to current
- Project Manager
 - MTFA Architecture, Inc. in Arlington, Virginia – Oct 2015 to Aug 2023 (7 years 11 months)
- Assistant Project Manager
 - Architecture, Inc. in Reston, Virginia (~4 years)
- Architectural Designer
 - Grimm + Parker Architects in McLean, Virginia (~4 years)
- Architectural Staff
 - Zavos Architecture + Design (ZA+D) in Frederick, Maryland (~4 years)
- Architectural Staff
 - dBF Associates, Architects, Inc. in Charlottesville, Virginia (~4 years)
- Architectural Staff
 - Architects Tolson & Associates, Inc. (~1.5 years)
- High School Intern
 - Planning & Design Associates, PA in Raleigh, North Carolina

Licensures:

- Registered Architect in Maryland - 2023
- Registered Architect in Virginia - 2023
- Registered Architect in Wisconsin - 2023
- Registered Interior Designer (RID) in Washington, DC - 2024

Certificates:

- NCIDQ Certification - 2024
- Construction Documents Technologist (CDT) Certification - July 2025-June 2028
- AutoCAD 2012 Certified Associate

Volunteer Positions:

- NCARB Architect Licensing Advisor – 2-year term – started October 2024
- AIA Northern Virginia Women in Architecture (WIA) Secretary – 2025

Professional Associations:

- AIA – member and an active participant with AIA NoVA Chapter/Women in Architecture (WIA)
- ASID – member, but a passive participant
- CSI – member, but a passive participant
- DCNOMA – member, but a passive participant

My Account

Profile Transcript



Ms. Heather Casey, AIA

AIA number: 30I55308

Education and CES

LUs for 2025 **35.00**

[VIEW TRANSCRIPTS](#)

[SELF-REPORTS](#)

[PURCHASE COURSES](#)

About me

Home



Work

7900 Westpark Dr., A-405
McLean, VA 22102
casey@summerconsultants.com

DOB

Education

North Carolina State University
Bachelor degree (other)



My member info

Membership type
Architect

Expiration date
December 31, 2025

Manage

Make updates to your personal and professional details, access receipts, and manage other membership items here.

[Edit >](#)

NCARB Record

Heather Casey, AIA

Record Number: 78893

Record Expires: 11/30/25

Overview Education Experience Exams Licenses

Licenses



Keep your license information up-to-date!

Some state boards and other jurisdictions do not report licensure information to NCARB. Be sure to keep your license information up-to-date.

LICENSES

[+ Add License](#)

Maryland Active	Type: Architect License Number: 21738	Issued: 10/25/2023 Expiration: 10/25/2025	Required CE Hours: 24 hours every 2 years	Required HSW Hours: 16 hours	
Virginia Active	Type: Architect License Number: 0401020386	Issued: 11/1/2023 Expiration: 11/30/2025	Required CE Hours: 16 hours every 2 years	Required HSW Hours: None	
Wisconsin Active	Type: Architect License Number: 15079-5	Issued: 9/18/2023 Expiration: 7/31/2026	Required CE Hours: 24 hours every 2 years	Required HSW Hours: 16 hours	

Gina Robinson, AIA
5325 Truman Ave
Alexandria, VA 22304
gina.a.robinson@gmail.com

28 July, 2023

Dear Mr. Battaglia, Nominating Committee, and the AIA Virginia Board of Directors,

I am writing to express my sincere interest in continuing as AIA Virginia's Component Appointed Licensing Advisor. While serving in the role over the past two years, I have worked to bring visibility to the Licensing Advisor program as a resource for Candidates at all stages of their licensure journey. The success of aspiring Architects is vital to the future of our profession, and an active and knowledgeable Licensing Advisor helps ensure they have as much information as possible as they chart their path.

Over the past two years, I have had the opportunity to work with licensure Candidates across the Commonwealth and beyond. Most reach out via email, but I have also had virtual meetings with Candidates (some with their supervisors) and have arranged to meet a few individuals in person. Most have questions about the licensure process in Virginia, however, I have spoken to several who need to follow an alternate path or just aren't sure how to get started. Working with non-traditional candidates has meant that I have built my knowledge of the process outside even my own experience. There's no one-size fits all approach to licensure, and each Candidate requires focused attention and specific feedback. There are times that I have not been able to find an answer, but remaining engaged with other Licensing Advisors and NCARB provides additional resources and connections. I want each person to feel that they have been heard and are making progress, even if I'm just a step in their process.

In addition to advising on an individual basis, I have presented to several groups in my capacity as Licensing Advisor. This engagement started in summer 2024 with virtual presentations to the intern cohort at Baskervill and KEi architects in Richmond. In spring 2024 and 2025 I worked with the AIA Northern Virginia's Schools Connections Committee to host panel discussions at the WAAC in Alexandria, both focused on how students can bridge the gap between their education and experience. Last fall I held a workshop Architecture Exchange East, focused on helping Candidates and their Supervisors better understand AXP reporting requirements. Most recently, I was asked by NCARB to present an introductory session for new Advisors at the 2025 Licensing Advisor Summit in Minneapolis. This year was my second time attending the Summit, which is an important venue to connect with other Advisors and learn about the future of NCARB's programs.

I believe that in my time as the Component Appointed Licensing Advisor I have been able to bring more visibility to the role within the Commonwealth, while representing AIA Virginia locally and nationally. If I were to continue, I would provide consistency through NCARB's planned Pathways to Practice updates in 2026 and maintain the relationships I have built over the past two years. I look forward to the possibility of continuing this work over the next two years.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Gina Robinson', followed by a long horizontal line extending to the right.

Gina Robinson, AIA

July 29, 2025

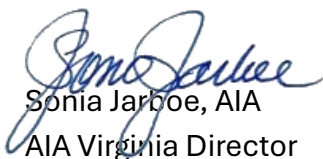
Paul R Battaglia, AIA
Executive Vice President
AIA Virginia
2201 W Broad Street, Suite 207
Richmond, VA 23220

It is my honor to nominate Gina Robinson for the position of State Licensing Advisor. As the current AIA Virginia Director and Co-Chair of the AIA Northern Virginia School Connections Committee (SCC), I have had the privilege of working closely with Gina in this capacity.

Over the past few years, Gina has played a pivotal role in the programs organized by the SCC at the Washington-Alexandria Architecture Center (WAAC), which are designed for students and young professionals pursuing licensure. Gina was instrumental in both our "Demystifying Licensure" (2025) and "Skills to Effectively Bridge the Gap between Academia and Professional Practice" (2024) programs at WAAC. At both events, she shared her extensive knowledge of the licensing process with participants as the moderator of the panel discussion. This past year, she also served as a keynote speaker, delivering an in-depth presentation on the current licensing process.

I have known Gina for over ten years through our mutual involvement in the AIA. She is deeply passionate about the AIA and is dedicated to sharing her expertise in the architecture licensing process to help others succeed. Gina consistently exceeds expectations, and I am confident that, if given the opportunity to continue serving as one of the State Licensing Advisors, she will continue to excel in this role.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sonia Jarboe".

Sonia Jarboe, AIA
AIA Virginia Director

Co-Chair School Connections Committee - AIA Northern Virginia



28 July, 2025

Re: Letter of Recommendation for Gina Robinson – Component-Appointed Licensing Advisor

Dear Mr. Battaglia, Nominating Committee, and the AIA Virginia Board of Directors,

I am writing to submit my recommendation for Gina Robinson, AIA, to continue in her role as Component-Appointed Licensing Advisor. Gina has been serving as AIA Virginia's Licensing Advisor since the summer of 2023, and through her service has gained valuable knowledge and experience that will help her continue in the role.

Although Gina has worked with Candidates at all stages of their licensure journey, she has focused heavily on working with young professionals, new graduates, and students – some of whom have never had experience in an office environment. Gina takes the time to meet each Candidate where they are in their journey, discussing their concerns and answering their questions. Often, students have never heard of AXP or even of NCARB, and Gina is able to start from the beginning of their process and get them up to speed. She is patient and concise in her answers and spends the time that each Candidate needs. They often leave the conversation with a newly established NCARB record and even a few hours reported.

In addition to the time she spends with Candidates, Gina makes sure she is up to date on NCARB's policies, ensuring she is always providing the most current information. Additional research is also sometimes required, since no two Candidates are alike, and some are seeking licensure outside of Virginia, or need to follow an alternate path.

Gina's balance of empathy and rigor make her uniquely qualified to continue serving in the Component-Appointed Licensing Advisor role. Her listen first approach helps Candidates feel heard and supported, and they're able to leave the conversation empowered to move forward on their licensure path. I'm confident she will maintain this approach to ensure the success of Candidates across the Commonwealth of Virginia.

Sincerely,

A handwritten signature in black ink, appearing to read 'Graydon Blakeslee'.

Graydon Blakeslee, AIA, Architect



28 July 2025

Re: Letter of Support for Gina Robinson – Component-Appointed Licensing Advisor

Dear Mr. Battaglia, Nominating Committee, and the AIA Virginia Board of Directors,

I am writing to express my support for Gina Robinson, AIA, to continue in her role as Component-Appointed Licensing Advisor. Gina has been serving as AIA Virginia's Licensing Advisor since the summer of 2023, and through her service has brought increased visibility to and engagement with the role in the Commonwealth and beyond.

Over the past two years, Gina has worked with candidates at all stages of their licensure journey, from new graduates to professionals who want to re-join the field. Though most of her one-on-one engagement has been through email, she has also met candidates virtually and in person to learn about their background and goals, and to understand what obstacles they're facing. She attends NCARB's monthly Licensing Advisor Community Hour sessions, connecting with NCARB staff and other Advisors across the globe, as well as NCARB's education sessions, keeping up with changes in programs and policy.

In 2024, Gina presented an interactive workshop session at AIA Virginia's Architecture Exchange East, focusing on AXP Candidates as well as their Supervisors, providing guidance and examples of meaningful AXP reporting. Also during her tenure in the position, Gina has twice participated in NCARB's biannual Licensing Advisor Summit – in 2023 as an attendee and again in 2025 as a presenter, following a request by NCARB's planning committee. Her session kicked off the Summit for new Advisors and first-time attendees, setting the stage for their time at the conference. Locally, Gina has presented to students at Virginia Tech in Blacksburg and in partnership with AIA NoVA's Schools Connections Committee at the WAAC. Each session was focused on bridging the gap students often face between their education and professional practice, outlining the licensure process and the importance of early participation in the AXP.

While these commitments are all on her own volunteer time, Gina is able to balance these opportunities with her commitments to our office and to her project work, and I am in full support of her continuing in the role. I am excited for the momentum she has built over the last two years and to see where she is able to take the Licensing Advisor role in the years to come.

Sincerely,

April Drake, AIA, Managing Principal, Associate Vice President
2023 AIA Northern Virginia Chapter President
2013 – 2021 NCARB Committee Volunteer

5325 Truman Avenue
Alexandria, VA

703.203.3250

gina.a.robinson@gmail.com

[linkedin.com/ginaarobinson](https://www.linkedin.com/ginaarobinson)

biography

A graduate of the University of North Carolina at Charlotte, Gina brings over 18 years of experience to her current role as Project Designer and Design Studio Lead with HDR in Arlington, Virginia. Though the first years of her career through the Great Recession were challenging, she gained early experience in Charlotte, NC, and Suzhou, China, before settling in Northern Virginia in 2014. Since joining HDR in 2015, she has come to specialize in public sector projects, working with large, multidisciplinary teams on complex deliverables.

Outside of her professional responsibilities, Gina served two terms as Associate Director on the AIA Virginia Board of Directors, participated in the Honors Committee Diversity Task Force as well as the Inclusivity into the Profession Task Force. These experiences, combined with her background and early career obstacles, helped her develop a focus on mentorship and advocacy, advocating for increasing diversity in the profession and transparent communications with emerging professionals as they begin their careers in architecture.

employment

HDR, Inc., Arlington, VA

Associate, Project Designer, Design Studio Lead

August 2023 - Present

Leads design and technical decision making on large, complex public sector projects, working with multidisciplinary teams across HDR. Focused on research of building typologies and exterior material applications, as well as leading project design intent through concept design to substantial completion. Proficient in UFC Building Codes and UFGS specifications, as well as narratives, architectural graphics, and renderings for client deliverables. Engaged in HDR's firm culture as a sustainable operations leader, Arlington intern program coordinator, and mentor to emerging professionals.

Associate, Senior Design Coordinator

January 2019 - July 2023

Senior Design Coordinator

January 2017 - December 2018

Design Coordinator

September 2015 - January 2017

Kerns Group Architects, Falls Church, VA

Designer

October 2014 - September 2015

Supported principals and project managers in the design and documentation of all project phases through visual representation of master planning studies, renderings, construction documents, detailing, and information management.

FUTUREPOLIS, LLC, Suzhou, Jiangsu, China

Design Manager & Team Lead

December 2012 - August 2014

Contributed to the Design Director's process and worked with team members to reach client and context appropriate design solutions; guided the process of design teams to ensure a high level of visual clarity and graphic consistency; managed graphics and information under high-pressure deadlines for client presentations; coordinated information with renderers, designers, and consultants in China and the US; managed text translation from English to Chinese; traveled with project leaders for site visits, presentations, and meetings with government and private clients in Mainland China.

Designer

January 2011 - December 2012

Carolina Raptor Center, Huntersville, NC

Director - Summer Flight Program (seasonal)

December 2009 - October 2010

Marketing Coordinator - Graphic Design

February - November 2009

TobinDudleyStarr, PLLC (now Starr Design), Charlotte, NC

Intern Architect

June - October 2008

FreemanWhite, Inc. (now The Haskell Company), Charlotte, NC

Intern Architect, Healthcare Studio

May 2007 - April 2008

5325 Truman Avenue
Alexandria, VA

703.203.3250

gina.a.robinson@gmail.com

[linkedin.com/ginaarobinson](https://www.linkedin.com/ginaarobinson)

volunteering

NCARB

July 2023 - Present

- Licensing Advisors Summit Speaker: July 2025, Minneapolis, MN
Welcome to the Summit—and the Licensing Advisor Community
- Virtual Item Authoring (VIA) Workgroup: November 2024 - March 2025
- Licensing Advisors Summit Attendee: July 2023, Kansas City, MO
- Component-Appointed Licensing Advisor: June 2023 - Present

HDR

September 2015 - Present

- Sustainability Stewards Program - Global Chair: March 2023 - December 2025
- Student Outreach Taskforce Founder/Chair - Arlington: January 2024 - Present
- Summer Intern Program Coordinator - Arlington: May 2022 - Present
- Green Team Chair (now SSP) - Arlington: May 2018 - Present
- Sustainable Operations Committee - Arlington: November 2015 - March 2016
- Green Team - Arlington: September 2015 - April 2018

American Institute of Architects - Virginia Chapter

Architect Member

August 2023 - Present

- Architecture Exchange East Presenter: November 2024
Engaging Experience: How AXP Supports Candidates' Path to Licensure and Beyond
- Art of Practice Planning Committee: September 2024 - March 2025
- Mid-career Professionals Taskforce: May 2024 - January 2025

Associate Member

October 2014 - August 2023

- Component-Appointed Licensing Advisor: June 2023 - Present
- Inclusivity into the Profession Task Force: 2022
- Honors Committee Diversity Task Force: 2019
- Board of Directors: Associate Director: October 2017 - October 2019
Education Advisory Council
- Board of Directors: Associate Director: October 2015 - October 2017
Communications & Outreach Advisory Council
2016 Strategic Plan Development Committee

American Institute of Architects - Northern Virginia Chapter

Architect Member

August 2023 - Present

- Panel Moderator, recurring events: 2024 & 2025

Associate Member

October 2014 - August 2023

- Women in Architecture Committee: December 2014 - January 2020
Communication & Social Media: January - December 2015
Women's Leadership Summit Planning Committee

**licences &
accreditations**

Maryland Department of Labor

Registered Architect

August 2023 - Present

International WELL Building Institute

WELL Accredited Professional

March 2018 - Present

**honors &
awards**

HDR

Pathfinder Award of Excellence

HDR's Pathfinder Awards recognize employees whose dedication to quality, innovation, and productivity goes far beyond the norm. Recipients are nominated by their peers in one of eight categories and are celebrated throughout the company.

- Client Service - 2025
- Leadership - 2024
- Creativity & Innovation - 2023
- Collaboration - 2022
- Teamwork - 2021
- Community Service - 2016
- Creativity & Innovation - 2016

Associates & Officers Program

HDR's Associates Program recognizes leaders who demonstrate extraordinary potential to advance in technical, creative, or business careers.

- Associate - 2019

education

The University of North Carolina at Charlotte, Charlotte, NC

Bachelor of Arts in Architecture

August 2002 - May 2007

DESIGN CLARITY

designclarity.co
202.384.9165
Charlottesville, VA 22901

DATE 07/30/2025
TO Paul Battaglia and AIA Virginia Nominating Committee
FROM Shawn Mulligan
RE Letter of Interest – AIA Strategic Councilor

Dear AIA Virginia Board of Directors and Nominating Committee,

I am happy to express my strong interest in serving as AIA Virginia's representative on the AIA National Strategic Council. Having spent the past eighteen years building eight member engagement programs, for five different nonprofits, that serve professionals in all career stages—from emerging professionals to seasoned leaders—I understand that the future of our profession depends on our ability to listen deeply, think strategically, and act decisively on behalf of all members and the communities we serve.

My approach follows a consistent pattern: engage members where they are, learn what they truly need, and create sustainable solutions that empower them to thrive. As AIA Central Virginia's Emerging Professionals Liaison, I designed a member-driven program that visits local creative businesses monthly to teach young architects how professionals navigate growth, challenges, and success. Eight years and three leaders later, this program continues to grow because it was built with and for its members.

This philosophy guided my work on two AIA Virginia Mid-Career Task Forces, facilitating listening sessions across the state to understand member needs and build programs to meet them. This led to the launch of AIA Virginia's Mid-Career Roundtable, AIA Central Virginia's Mid-Career Professionals Group, and the creation of AIA Virginia's Leaders in Architecture & Business—the first US and state-level business and management training program for architects—all of which I now lead.

Through the pro-bono design studio partnership I created with Building Goodness Foundation, we empowered emerging professionals to lead community projects like a student-led design of the first playground for Walker Elementary School, Computers for Kids, Ready Kids, and Kindness Cafe, a coffee shop staffed by adults with cognitive disabilities. These projects serve communities while building the next generation of socially conscious architects.

As a current AIA Virginia Board Director and past AIA Central Virginia President, I turn member insights into actionable programming, and advocate for our profession at the local, state, and national levels. On the Education Advisory Council, I help plan signature events like Art of Practice and Architecture Exchange East Annual Conference, while regularly sharing insights at conferences. My 25 years of experience—from Rotterdam's OMA to Virginia's rural communities, single-family homes to Net Zero schools—provides the broad perspective essential for addressing architecture's evolving societal role.

The future requires leaders who can listen with empathy, think with creativity, and act with purpose, qualities I've demonstrated throughout my career and in service to our profession. I am committed to serving as an active conduit between our diverse membership and national priorities, bringing forward authentic voices from all firm sizes, career stages, and from the mountains to the coast.

I would be honored to represent AIA Virginia on the Strategic Council and contribute to shaping architecture's role in addressing the challenges and opportunities that lie ahead.

Respectfully,



Shawn Mulligan, AIA
Principal and Founder, DESIGN CLARITY

Director, AIA Virginia Board
Chair, Leaders in Architecture & Business
Past-President and Mid-Career Liaison, AIA Central Virginia

Sidney Griffin, AIA NOMA
President, AIA Central Virginia
AIA# 38327665

August 1, 2025

To the AIA Virginia Nominating Committee and AIA Virginia Board of Directors:

It's with full confidence and sincere enthusiasm that I nominate Shawn Mulligan, AIA, to serve as AIA Virginia's next Strategic Councilor. I've had the opportunity to work with Shawn both in the firm environment and through AIA Central Virginia where he's served the members of AIA Central Virginia for 8 years. I've seen firsthand how he operates—with clear vision, humility, and a rare ability to translate listening into action.

In Shawn's long history of service to the AIA, he's led initiatives and built programs to endure. He initiated the Emerging Professionals (EP) and the Mid-Career Professional groups in AIA Central Virginia both designed around a simple but powerful mission: meet members where they are, understand what they need, and build something meaningful with them. Shawn continues to lead the Mid-Career Professionals while the EP group continues to thrive under new leadership - a sign that his work has inspired shared aspirations to connect creative professionals in and beyond architecture.

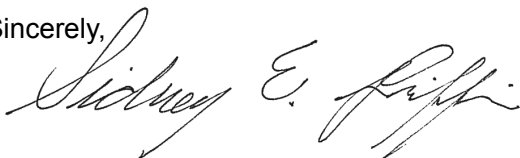
As Chair of AIA Virginia's new Leaders in Architecture & Business (LAB) program, Shawn has once again stepped into an uncharted space and turned it into a platform for connection and growth. The Strategic Council is designed for members who can think strategically, regard diverse voices, and connect local realities to national priorities. That's exactly the space Shawn has been working in for years.

What sets Shawn apart is a wide-angle view of the AECO industry that is grounded in the lived experience of our members. From emerging professionals to firm principals, Shawn advocates with compassion for our rural sole practitioners, the large-firm architects, and all flavors of professionals in between. His design work spans from Net Zero schools to preservation and community-based projects. He's led a pro-bono studio in partnership with Building Goodness Foundation to give emerging architects real-world leadership opportunities while delivering lasting impact in the community. And when he speaks—whether on the AIA Central Virginia Board, at ArchEx, or in a LAB session—he consistently brings clarity, insight, and practicality.

Shawn is exactly the kind of thoughtful, committed, and broadly engaged leader AIA Virginia should send to the Strategic Council. He listens deeply, asks the right questions, and has a consistent track record of turning dialogue into direction. He's ready for this role, and we'll be better as a chapter and profession with him at that table.

Please accept this nomination with my full support.

Sincerely,



Sidney Griffin, AIA NOMA

DESIGN CLARITY

designclarity.co

202.384.9165

Charlottesville, VA 22901

DATE 07/30/2025

TO Paul Battaglia and AIA Virginia Nominating Committee

FROM Shawn Mulligan

RE **Letter of Support – AIA Strategic Council**

Dear AIA Virginia Board of Directors and Nominating Committee,

As an Owner of DESIGN CLARITY, I support the commitment required to be an AIA Strategic Councilor.

Respectfully,

A handwritten signature in black ink, appearing to read 'Sm', with a small dot above the 'm'.

Shawn Mulligan, AIA

Principal and Founder, **DESIGN CLARITY**

Director, AIA Virginia Board

Chair, Leaders in Architecture & Business

Past-President and Mid-Career Liaison, AIA Central Virginia

RESUME OVERVIEW

Shawn is a consultant and designer with over two decades of experience helping people and organizations solve the right problems and build programs - and places - that help them grow and thrive.



"What is particularly notable about Shawn is his passionate commitment to the people being served by the work. Whether he was speaking to a group of emerging leaders at our annual conference or elevating the voices of less visible members of the profession as a contributor to our magazine, his human-centered approach inevitably drove deeper engagements and opportunities for community building."

Rhea George, CAE
Senior DirectorMember Education
American Institute of Architects

SHAWN MULLIGAN, AIA

Founder, Principal

With over two decades of architectural expertise, Shawn has successfully led diverse projects, from furniture design to campus master plans, spanning residential, hospitality, preservation, and education sectors. Most recently he designed innovative Net Zero Energy schools at VMDO Architects, including an occupied addition and renovation of Maryland's top high school (246,000 SF), the Athletic Health and Wellness Center at Chatham Hall (34,700 SF), and the transformation of an abandoned school into a Career Technical Education Center (54,000 SF).

Shawn is passionate about community service, including the pro-bono design of Kindness Cafe and a Playground for Walker Elementary School, and almost two decades of nonprofit leadership with the Center for Nonprofit Excellence, Piedmont Housing Alliance, Building Goodness Foundation, Charlottesville Business Innovation Council, and the American Institute of Architects at local and state levels.

Education

Bachelor of Architecture (BArch), Virginia Tech - 1996-2001
BArch with Minor in Industrial Design, Cum Laude

Professional Experience

Design Clarity, Principal, Founder - 2023-Present
VMDO Architects, Senior Project Architect - 2019-2023
Dalglish Gilpin Paxton Architects, Project Architect - 2006-2019
Thomas S Shiner Architect, Architect - 2001-2006
Museum & Library Furniture, Sales Manager and Designer - 2001-2006
Office for Metropoliatan Architecture, Architectural Intern - 1999-2000

Project Experience

Hegyion Farm and Jewish Cultural Center | Coveseville, VA
Charlottesville Intigrated Psychiatry | Charlottesville, VA
Poolesville High School (MCPS), Addition & Renovation | Poolesville, MD
Athletic Health and Wellness Center (Chatham Hall) | Chatham, VA
Shihadeh Innovation Center (WPS), Addition & Renovation | Winchester, VA
Blue Ridge School, Master Plan | St George, VA
A Playground for Walker Elementary School (CPS) | Charlottesville, VA
Kindness Cafe + Play | Charlottesville, VA
Cochran House at The Jefferson Scholars Foundation | Charlottesville, VA
Old Parkland, Commercial Business Campus | Dallas, TX
Green Dragon Restaurant and Cafe | Dallas, TX
Historic Midway Farm, Addition & Historic Preservation | Free Union, VA
V House | Keene, VA
Jackson River House | Hot Springs, VA
Universal Studios Headquarters | Universal City, CA

SHAWN MULLIGAN AIA

202.384.9165 | shawn@designclarity.co | Charlottesville VA 22901

CREDENTIALS **Virginia Architect License #0401014176 | AIA #30375895**

EDUCATION **Virginia Tech | Blacksburg VA | Bachelor of Architecture (BArch)**
Bachelor of Architecture with Minor in Industrial Design, Cum Laude
Gould Turner Group Academic Scholarship (outstanding fourth year Architecture student)
Werner Graeff Memorial Award (outstanding Industrial Design senior)

EXPERIENCE **Design Clarity | 2023 - present**
Principal - Founder, Consultant, Architect

- › Consulting and design firm that helps leaders elevate their people, process, and place.
- › Responsible for client satisfaction, strategic planning, leadership coaching, and process improvement.
- › Architect, Project Manager, Owner's Representative, web and graphic design, community engagement.

VMDO Architects | Charlottesville VA | 2019 - 2023
Associate - Senior Project Manager, Senior Project Architect

- › Led multi-disciplinary teams designing high-performing, sustainable, Net Zero Energy schools.
- › Primary point of contact for client, community, and design partners.
- › Responsible for project performance, documentation, and coordination.
- › Internal: recruiter, business development, pro-bono project lead, project management expert.

Dalglish Gilpin Paxton Architects | Charlottesville VA | 2006 - 2019
Project Architect

- › Managed high-touch client and contractor relations on high-end projects - from start to finish.
- › Responsible for success of Residential, Commercial, Hospitality, and Historic Preservation projects.
- › Internal: recruiter, business development, office standards, photography, web and graphic design.

Thomas S Shiner Architect | Washington DC | 2001 - 2006
Architect

- › Led residential and commercial design projects, documentation, and construction administration.
- › Marketing and graphics, architectural photography, website design.

M&LF - Museum & Library Furniture | Washington DC | 2001 - 2006
Sales Manager, Designer

- › Institutional and custom furniture design, product development, and manufacturing.
- › Managed sales (tradeshows, direct, web, and custom), production scheduling, and shipping.
- › Marketing and graphics, advertising, product photography, website design.

OMA - Office for Metropolitan Architecture | Rotterdam NL | 1999 - 2000
Architectural Intern

- › Schematic Design for Universal Studios Headquarters, OMA's first US commission.
- › Co-founded Research & Development Office to find and deploy new materials and technologies.
- › Recruited and led a team to program a custom database that organized and connects data on products, sample libraries, working drawings and details, and photographs of the installation.

SERVICE **AIA Virginia**
Director, 2024-present
Chair, Leaders in Architecture & Business, 2025
Chair, Mid-Career Roundtable, 2019-present
Built and led the first year of the LAB program

AIA Central Virginia
President and Board Member, 2016-present
Founded Emerging and Mid-Career groups.
Community design project and outreach lead.
Improved governance, finances, communication.

CBIC - Cville Business Innovation Council
Strategic Executive Partner, 2025-present
Leadership Coaching, strategy, communications

CNE - Center for Nonprofit Excellence
Finance Committee, 2025-present
Program and Events Committee, 2016-present

BGF - Building Goodness Foundation
Pro-Bono Design Studio, 2019-present
Created community design studio, led projects

Charlottesville Chamber of Commerce
Leadership Charlottesville, 2016-2017
Start PHA Office of Community Wealth Building.

LVCA - Literacy Volunteers
Adult literacy tutor, Committees, 2007-2011 Board
Committees on curriculum and programs.

RECOGNITION Virginia School Boards Association Platinum Design Award - Shihadeh Innovation Center, 2022
Building Stone Pinnacle Award of Excellence, Residential - V House, 2019
Southern Home Magazine - Ivy Creek Residence, 2017
Home & Design Magazine - Roanoke Residence, and V House 'Back in Time', 2016
BIAA Brick in Architecture, ULI Innovations, CDA Copper in Architecture - Old Parkland, 2016

umbau

EVP
paul battaglia, AIA

dear paul,

i would love to submit my name for candidacy for the Strategic Councilor listing. the primary focus being the future of the profession, is pretty much down my alley. i think about this much of the time; i feel like the role of the architect has been much diluted and weakened from the cultural force that i think architecture needs to be. i fear we may be too 'professional' and not enough agents of homeopathy.

the studio culture at jmu is a good laboratory of experimentation and allows me to delve into these questions, both through teaching histories and design process in studio. and i am constantly on the lookout for authenticity in architecture.

vitas seem a bit tiresome and long-winded to me. while included, i have some others a bit more pithy and tongue-in-cheek. along with recent writings on design education, as well as the vienna studio. these are not meant to overload or bore you, just to maybe catch you up a bit. plus i know we share these ideals.

i love the fact of writing this to you. i hope laura is well at vcu. i am sorry we did not land her.

thank you for considering this humble application. the Strategic Councilor 'club' seems a rare and good outlet.

viva puccini,
bill tate

VITA

William Tate, AIA

professor

JMU

founding director, umbau

umbau11@gmail.com

540.290.5692

education

- | | |
|------|---|
| 1983 | Master of Architecture
Virginia Polytechnic Institute & State University
Blacksburg, VA |
| 1976 | Bachelor of Science
Wake Forest University
Winston-Salem, NC |

academic appointments

- | | |
|--------------|--|
| 1993-present | James Madison University
professor, tenured
Harrisonburg, VA |
| 1990-93 | University of Southwestern Louisiana
assistant professor
Lafayette, LA |

professional experience

- | | |
|--------------|--|
| 2001-present | umbau
non-profit studio for travel, research, experimental design
Staunton, VA |
| 1986-present | De Nada, architecture practice, sole practitioner
Staunton, VA |
| 1989-90 | Robert Collins architects
Charlotte, NC |
| 1988 | Legorreta Arquitectos
Mexico City, Mexico |
| 1987-88 | Odell Associates
Charlotte, NC |
| 1986-87 | Murray Whisnant Architects
Charlotte, NC |
| 1984-86 | Carlton Abbott & Partners
Williamsburg, VA |
| 1983-84 | University Architect's Office
Blacksburg, VA |

architectural registration

State of North Carolina, NCARB, State of Virginia

TATE CANON, invited lecture series with the Journey Group design firm

27 january 2022	UNFOLDING: umbau teaching
24 february	CASA MALAPARTE: mythological architecture
24 march	TOTALITY: cinema + architecture; via godard + ando
14 april	WALK THE PLANK: chefs + risk + design
may-june-july	keine vorstellung---closed
25 august	HOW THE UNIVERSE REALLY IS: quantum physics, theory of relativity, time, space
27 october	AIKIDO + THE U.S. MARINE CORPS: design warriors
17 november	DEEP READ: being transported
26 january 2023	MEXICAN PILGRIMAGE: MEXICAN DREAM
23 february	STUDIO KRAKOW
23 march	<i>we went dark</i>
20 april	VIENNA LESSONS---what we find, what they say, what we hear

may-june-july-august summer interlude

previously considered talks. likely to happen in open dates. or something else.
the universe awaits.

BUILD PUCCINI: new synapses, paradigms, the•never•before

MONK TIME----- contemplation, oasis, silence, mystery

ARCHITECTURE IS-----peripherals, soto de moura, tea, zen

THE LETTER E-----czech, brits, swiss + french

NEW MODELS-----grit, netflix, the garage, big pivots

SELECT PAPERS / INVITED LECTURES / DESIGN REVIEWS

2024	Teaching Design: as a subversive act American Studies conference Vorarlberg, Austria
2023	Monk's Eyes: thomas merton and a new american seeing American Studies Klagenfurt, Austria
2018	The Garage Phenomenon: the start-up revolution, a new mobility Association for American Studies Vienna, Austria
2018	Mama Lowndes Freedom Memorial: black panthers, rhinos, + cotton Gdansk, Poland
2017	Salzburg-ian Echoes: the Salzburg Seminar re-applied: on beginning new things, ideas, schools, + such paper presentation, Austrian Association for American Studies Salzburg, Austria
2016	Zorro + Paladin: Lessons from the Wild West paper presentation, Austrian Association for American Studies Innsbruck, Austria
2015	Counterpoint Moderne paper presentation, Austrian Association for American Studies Graz, Austria
2015, fall	Beginning + Becoming invited lecture, University of Louisiana Architecture + Design Lafayette, LA
2015, spring	Other Mode: Rakennustaide Architecture as the Practice of Alchemy, Subversion, + Mercy invited lecture, University of Louisiana Festival of the Arts Lafayette, LA
2015, spring	Lateral Think invited lecture, TED talk format ACA ArTech Fusion Lafayette, LA
2015, spring	Homage to Eddie Cazayoux invited talk, Life Achievement Award University of Louisiana Lafayette, LA
2014, fall	Invading Amerika: Why Not? the Werkbundsiedlung re-applied paper presented, Austrian Association for American Studies paper published in conference proceedings Graz, Austria

2013, spring	Warp Zone 1: the irrational + warriorship invited lecture Eisenhower School, National Defense University Washington, DC
2013, spring	U: BUILDING PUCCINI distinguished lecture series, + design critic William + Mary Department of Art and Art History
2012, spring	LANDERS: beyond architecture invited lecture Dalhousie University School of Architecture Halifax, Nova Scotia, Canada
2011, winter	WORLDS APART: slave memorial for mepkin abbey American Historical Association Meeting Boston, MA
2011, spring	UMBAU NOW invited lecture, inciteXchange conference Fox School of Business Temple University, Philadelphia, PA
2011, spring	design critic 1st year M.Arch studio, with John Pawson NC State University Raleigh, NC
2011, fall	design critic 1st year industrial design studio University of the Arts Philadelphia, PA
2011, fall	OUTRAGEOUS PLAY: lessons from pixar paper to be published in proceedings, fall, 2013 Austrian Association for American Studies, 38th International Conference Schloss Leopoldskron Salzburg, Austria
2010, fall	STEP FORTH: lowndes county civil rights memorial Austrian Association for American Studies, 37th International Conference University of Innsbruck Innsbruck, Austria
2009, spring	design critic M.Arch thesis studio Temple University Philadelphia, PA
2008, spring	DAZWISCHEN: the cracks in-between; invited lecture Lehigh University Department of Architecture, lecture series
2007, spring	Integrating Architecture and the Liberal Arts Education, panelist 95th Annual ACSA National Meeting Philadelphia, PA

2007, spring	thesis design critic Temple University, Univ. of Pennsylvania
2007, fall	"Umbau = Transform", invited lecture for the series DESIGN DIALOGUE: Conversations about 21st Century West Virginia University
2007, fall	Selma Diagrams, invited exhibition The Reality of the Unbuilt Temple University
2007, fall	design critic 3rd Year Design Studio University of Pennsylvania
2007, fall	thesis design critic Southern California Institute of Architecture [SCIArc]
2004, fall	Shifting the Pegs paper presentation, Austrian Association for American Studies Vienna, Austria
2003, fall	Black Madonnas paper presentation, Austrian Association for American Studies Graz, Austria
2002, fall	This is Not US: anti-McDonalds paper presentation, Austrian Association for American Studies Vienna, Austria
2001, fall	The Lessons of Mr. B paper presentation, Austrian Association for American Studies Klagenfurt, Austria
1999, fall	War + Peace paper presentation, Austrian Association for American Studies Salzburg, Austria
1998	Apprenticing the Wall: WORKing with Legorreta Arquitectos paper presentation, ACSA Northeast Regional Meeting Dalhousie University Halifax, Nova Scotia, Canada
1995, fall	The Axis, the Column, and the Wall paper presentation, Austrian Association for American Studies Vienna, Austria
1994	Architecture, Memory, and the Next Generation paper presentation, 82nd ACSA Annual Meeting McGill University Montreal, Canada
1993, fall	A Generation of Lost Space paper presentation, Austrian Association for American Studies Klagenfurt, Austria

COLLABORATIVE SCHOLARLY WORKS

2024	Vienna Studio: 24 book
2023	Vienna Studio: 23 book
2018	Vienna Studio: 17 book
2017	Vienna Studio: 16 book
2016	Vienna Studio: 15 book
2015	Vienna Studio: 14 book
2013	Vienna Studio: 12 book, won international HOW award
2012	Vienna Studio: 11 book, won international HOW award

publications

2018	Tate, William. INVADING AMERIKA: WHY NOT? the werkbundsiedlung re-applied. Space Oddities: Difference and Identity in the American City, American Studies in Austria, Volume 16 [Vienna: LIT VERLAG, GmbH, 2018], pp. 201-217.
2014	Tate, William. Outrageous Play: pixar umbau, Is It 'Cause It's Cool? affective encounters with American Culture American Studies in Austria, Volume 13 [Vienna: LIT VERLAG, GmbH, 2014], pp. 321-346.
2008	Tate, William, Move the World Over, Batture, vol. 4 Amnesiascope, [Baton Rouge: LSU School of Architecture, 2008], pp. 58-65.
2000	Tate, William, book review of "Values in American society", by Tibor Frank, Arbeiten aus Anglistik und Amerikanistik, Band 25 [2000], Heft 1 [Tübingen: Gunter Narr Verlag, 2000], pp. 126-128.
1996	Tate, William, "Design Culture: on the transformation of a pedagogical setting", 13th National Conference on the Beginning Design Student [Baton Rouge: LSU School of Architecture, 1996], pp. 221-226.
1994	Tate, William and Philip Grayson, "Without Intermission", Collaborating & Construction, ACSA Southwest Regional Conference [Lafayette: USL, 1994], pp. 140-145.

- | | |
|------|--|
| 1992 | Tate, William, "On Risk", Design Studio Teaching Methods, ACSA Southwest Regional Conference [Fayetteville: Univ. of Arkansas, 1992], pp. 19-24. |
| 1992 | Tate, William, "The House of Solitude and Dance", Dwelling(s): Here and There, ACSA Northeast Regional Conference [Montreal: McGill University, 1992]. |
| 1992 | Tate, William, "Samarkand", Ideogram, Vol. II [Lafayette: USL, 1992], p. 3. |
| 1991 | Tate, William, "Thoughts Upon an Optimistic Architecture", An Optimistic View of Architecture [New York: National Institute for Architectural Education, 1991], p. 39. |
| 1989 | Tate, William, "Epiphany." "the Next Step." "Letter from Mexico." "Guadalupe Light." Capriccio, issue 2, February, 1989, pp. 18-19, 54-55. |

ONGOING WORKSHOPS IN TRANSFORMATION

- | | |
|---------------|---|
| 2018, august | Landmark Forum Workshop
transformation, 9am-10pm FRI-SAT-SUN, 7-10:15pm TUES.
Baltimore, MD |
| 2018 sept-nov | Landmark Forum Seminar
every thursday night for 10 weeks
Alexandria, VA |
| 2018, dec | Landmark Forum Advanced Course
10am-11:45pm FRI-SAT-SUN, 7-10:15pm TUES

to |

DE NADA / UMBAU PROJECTS

- | | |
|-------------|--|
| current | Civil Rights Memorial
Lowndes County, Alabama |
| 2024 | Last Nuclear War Memorial
new mexico desert |
| 2001---2022 | Slave Memorial
Mepkin Abbey, SC |
| 2012 | AIDS Memorial Park
New York City |
| 2003 | 9-11 Memorial Competition
New York City |

2001	Monticello Slave Burial Ground Memorial Charlottesville, VA
2000	Dr. Martin Luther King, Jr. National Memorial Competition Washington, DC
1999	Gateways Project for Route 33 Harrisonburg, VA
1999	House for Goethe Schinkenchiku Residential Design Competition
1995	Garden and Entrance Ramp, 1, 2, and 3 Christ Episcopal Church, Pulaski, VA
1992	Spreebogen International Competition for Urban Design Ideas in collaboration with Robert Collins and 2nd Year Design Studio at USL Berlin, Germany
1992	Phoenix Awards Competition for Kensal Green Cemetery London, England
1991	Samarkand International Competition Samarkand, Uzbekistan [Russia]
1990	Shinkenchiku International Residential Design Competition Tokyo, Japan
1987-90	Prayer Wall for Holy Cross Abbey Guesthouse Berryville, VA
1987	National Peace Garden Competition Washington, DC
1986	Pershing Square Design Competition in collaboration with Edwin Pease awarded Honorable Mention Los Angeles, CA

works cited

1995	Das Letzte Haus / The Last House [Graz: Verlag Gerd hatje, 1995], pp. 232, 247.
1993	The Spreebogen Urban Design Ideas Competition [Berlin/Bonn: Oktoberdruck, 1993], p. 437.

honors and awards

- | | |
|---------|--|
| 2013-14 | Distinguished Faculty Teaching Award
College of Visual and Performing Arts
James Madison University |
| 2008 | Trust for Mutual Understanding, grant for research project
SHARED IDENTITY: an urban workshop for Bosnia-Herzegovina
Umbau research team to Travnik and Pocitelj |
| 1991 | Graham Foundation Grant for the book,
The Architecture of 1001 Nights,
a journal of working with Ricardo Legorreta
Chicago, IL |
| 1991 | USL Summer Research Award for the book,
The Architecture of 1001 Nights,
a journal of working with Ricardo Legorreta
Lafayette, LA |
| 1986 | Honorable Mention [in collaboration with Edwin Pease]
Design Competition for Pershing Square
Los Angeles, CA |

SERVICE

university work

James Madison University
Coordinator, formerly, Industrial Design
Coordinator, formerly, Interior Architecture
J. Binford Walford Scholarship in Architecture, Chair
Portfolio ReviewS
Honors + Awards Committee
C & I Committee
Advisor
Art Assessment
Search Committees, Industrial Design, Interior Architecture, Art History
Interior Design Accreditation Committee, 1995, 2001, 2007
PAC [Peer Advisory Council], elected, previous service

community service

Trinity Episcopal Church
vestry
chalice bearer
lector
prayer workshops

Dear AIA Virginia Selection Committee,

I am writing to express my enthusiastic interest in the Young Architect Representative (YAR) position. As an AIA member licensed for 7 years and actively involved in the local architectural community, I am deeply committed to supporting emerging professionals and believe my experience and passion align perfectly with the responsibilities of this role.

My qualifications are well-suited to the demands of the YAR role. As the founder of MC3 Group, a multi-disciplinary firm, I bring a unique blend of architectural design, construction, and entrepreneurial experience. This background has instilled in me a strong foundation in project management, design documentation, team oversight, and construction administration, all skills directly transferable to managing the diverse responsibilities of the YAR. My firm's focus on innovative design and problem-solving, coupled with our commitment to collaborative processes, reflects my dedication to high-quality deliverables and effective coordination, which are central to the YAR's duties. My experience also includes continuous research and development to stay at the forefront of industry trends, which would be invaluable in supporting local Young Architects Forum's (YAF) objectives.

I am particularly drawn to this opportunity to deepen my involvement in the professional community, engage more closely with my peers at both local and national levels, and ultimately contribute to improving the quality of our industry and how it is perceived. I am passionate about empowering young architects and guiding them through the challenging career path they face out of school. I am actively engaged in the development of each of my employees, prioritizing time for mentorship to support both soft and hard skills. Our company encourages continued education and prides itself on our employee retention rate, with only one employee having left to pursue his license and with a plan to return following completion of his program. My journey in establishing and growing MC3 has equipped me with firsthand insights into the entrepreneurial aspect of architecture, and I am eager to share this knowledge to help EPs gain control and opportunity in their careers. The YAR position offers an ideal platform to support and uplift the next generation of architectural leaders.

I understand the role and responsibilities the Young Architect Representative serves in the structure of AIA Virginia. Furthermore, I am keen to identify and encourage young architects for nominations for awards, positions, and committees, and to explore opportunities to represent YAF within the broader AIA National community.

Thank you for considering my application. I am confident that my dedication, experience, and vision align perfectly with the goals of the Young Architect Representative position, and I am eager to contribute to AIA Virginia and the Young Architects Forum.

Sincerely,



John McKenna, AIA, NCARB



July 28, 2025

AIA Virginia Nominating Committee
P.O. Box 2626
Chesterfield, Va. 23832

RE: **John McKenna – Letter of Recommendation**

To Whom It May Concern,

It is with great enthusiasm that I recommend John McKenna be appointed for the role of Young Architect Representative by the Nominating Committee and approved by the Board of Directors.

I originally met John at the Virginia Tech College of Architecture and Urban Design Career Fair in Blacksburg Virginia while on a recruiting trip for my former firm PGN Architects (now Michael Graves Architecture). I was impressed with John's resume and communication skills, and we offered him a role which he accepted. Over the next few years John and I worked on a variety of complex multifamily and mixed-use projects in the District of Columbia on which he demonstrated his growing design and technical abilities. Eventually we both moved on from PGN but remained close friends and confidants. I have watched with great enthusiasm as John worked towards and completed his licensure and then started his own design build firm MC3 Design. As a young firm leader, he is diligently working to grow his client base and business which includes mentoring and encouraging the professional growth of his junior staff.

John has always shown a commitment to mentorship and advocacy for young members of our profession and would provide enthusiastic dedication to the role of Young Architect Representative.

Respectfully,

A handwritten signature in black ink, appearing to read 'Matt Stevison', with a horizontal line extending from the end of the signature.

Matthew C. Stevison , AIA
Va. License - 0401018797
Senior Associate, Project Manager
mattstevison@fgmarchitects.com

To whom it may concern,

It is with pleasure and confidence that I recommend John McKenna for the Young Architect Representative (YAR) position. As his partner at MC3 Group, I have had the privilege of witnessing firsthand John's exceptional leadership, dedication, and commitment to the architectural profession, particularly his passion for nurturing the next generation of architects.

John's journey as an architect, culminating in the founding of MC3 Group, showcases a rare blend of design acumen, practical construction knowledge, and an entrepreneurial spirit. He has consistently demonstrated the ability to manage complex projects from inception through completion, meticulously handling design, documentation, and construction administration. His skill in coordinating diverse project facets, coupled with his commitment to clear and honest communication with clients, vendors, and team members, is truly exemplary. These qualities are not just professional assets; they reflect his genuine desire to connect, collaborate, and contribute meaningfully to any endeavor he undertakes.

What truly sets John apart is his dedication to empowering emerging professionals. He believes deeply in fostering an entrepreneurial mindset among young architects, helping them navigate the challenging landscape of our profession and encouraging them to seize opportunities they might not initially recognize. This isn't just a theoretical interest for John; it's a core tenet of how he approaches his work and leadership. Our staff has been entirely composed of recent graduates and I am proud to say that we have retained all of our employees over the past three years since hiring, with the exception of one employee who we encouraged and assisted with his desire to return to school to pursue his M.Arc degree and obtain his license. John's desire to become a YAR is a natural extension of this ambition, offering a platform to actively support and guide those in the early stages of their careers.

I understand the commitment and responsibilities that the YAR role entails, including regular calls, meetings, and active participation in various forums. John possesses the vision, dedication, and practical experience to be an outstanding representative. He is not just seeking a title; he is seeking an opportunity to make a tangible difference in the lives of emerging professionals and the future of our industry. I wholeheartedly endorse his application.

Sincerely,



Maya Chehab
Partner
MC3 Group

MC3 DESIGN, LLC

1308 Vincent Pl, McLean, Virginia 22102
phone: (202) 599-7779 email: admin@mc3group.com

John McKenna

McLean, VA | 202-599-7779 | jmckenna@mc3group.com | [LinkedIn](#)

Professional Summary

Founding Partner and Principal Architect with extensive experience expanding into high-end custom residential design. Proven expertise in architectural leadership, project management, and establishing design departments, ensuring successful project delivery from conceptualization through construction.

Work Experience

Principal Architect | MC3 Group | McLean, VA | September 2020 – Present

- Founder, owner, and operator of MC3 Design and MC3 Build, overseeing all aspects of business development and project execution.
- Scaled company revenue from startup to \$5M within five years of founding, achieving a 100% increase YoY over the past 3 years through strategic partnerships with local builders, engineers, and architects.
- Spearhead architectural design, from zoning compliance to structural calculations, ensuring project integrity and client satisfaction.
- Lead client engagement from initial concept through project completion, emphasizing a transparent and client-centric design-build process.
- Cultivate relationships with local businesses, prioritizing quality and community-focused collaborations.
- Champion emerging architectural talent by actively recruiting, mentoring, and advocating for new and young architects throughout their professional development and continuing education.

Principal Architect | GeoEnv Engineers | Fairfax, VA | March 2021 – January 2022

- **Established and structured a new architectural department** within an existing engineering firm, improving design component organization.
- **Developed and implemented project schedules and departmental goals**, enhancing team efficiency and output.
- **Streamlined communication protocols** between architectural and engineering teams, fostering collaborative workflows.

Studio Director | Commonwealth Restorations | Arlington, VA | Oct 2018 – Aug 2021

- **Led the expansion of the architectural department** for a residential design-build firm.
- **Managed client material selections** for diverse projects, ensuring alignment with design specifications and client preferences.
- **Directed client coordination meetings** for additions, renovations, and new construction, facilitating smooth project progression.

Project Architect | SK+I Architecture | Bethesda, MD | November 2016 – October 2018

Staff Architect | Michael Graves Architecture (PGN Architects) | Washington, DC | June 2015 – November 2016

Education

Bachelor of Architecture | Virginia Polytechnic Institute and State University | Blacksburg, VA | May 2015

Masters of Science in Real Estate Development | Anticipated graduation 2028

Organizations, Affiliations, and Recognition

American Institute of Architects - AIA Virginia
NCARB Certified - Licensed and practicing in DC, VA, MD, NY, NJ, PA, FL
National Association of Home Builders (NAHB)
Home Builders Association of Virginia (HBAV)
National Kitchen & Bath Association (NKBA)

Local Engagement

Northern Virginia Building Industry Association (NVBIA)
NVBIA - Future Leaders of the Building Industry Committee
AIA Northern Virginia

Recognition

Best of Houzz - Best of Service, 2025
BuildZoom - Best Architects in Mclean, 2025
Arlington Magazine - Kitchen and Bath Showcase
iGuide Panelist - "How Top Firms Are Using Tech To Move Faster"

MOTION | AIA Virginia Board of Directors
FRI 15 AUG 2025

Item

Candidates for Appointed Positions

Background

In accordance with Section 4.8.1 of the RULES, the Nominations Committee is responsible for recommending to the Board for approval candidates for each officer position and, when applicable, any director position which is selected by the Board.

The Nominations Committee recommended the following slate for the Board's consideration during its 5 AUG 2025 Meeting.

Proposed Slate

State Licensing Advisor: Heather Casey, AIA and Gina Robinson, AIA (I)

Strategic Councilor: Shawn Mulligan, AIA and William Tate, AIA

Young Architect Representative (YAR): John McKenna, AIA

State/Territory Associate Representative (StAR): no aspirants; current term expires 1 DEC 2025

(I) indicates incumbents

Motion

That the Board of Directors appoint xxx to serve as the yyy.

2025 AIAVA Member Satisfaction Survey

Karen Conkey, AIA | Member Services Advisory Council, Chair

Conkey will present a summary of the survey feedback at the meeting.

The document can be accessed here:

<https://www.aiava.org/wp-content/uploads/2025/08/Member-Survey-Results-Presentation-July-2025-comp.pdf>

AIA Virginia Board of Directors 2026 Governance Calendar (Proposed)

THUR 18 DEC 2025	BOD Dinner (Richmond)
FRI 19 DEC 2025	BOD Meeting + BOD Orientation (Richmond)
THUR 15 JAN 2026	ExComm Meeting
TU 27 JAN 2026	AIAVA Hill Day [Alt: WED 28 JAN 2026]
F 6/S 7 FEB 2026	AIAVA BOD Strategic Plan Retreat [Alt: F 13/S 14 FEB 2026]
W 11/S 14 FEB 2026	AIA Leadership Summit (DC)
FRI 20 FEB 2025	BOD Meeting
THUR 19 MAR 2026	ExComm Meeting
FRI 17 APR 2026	BOD Meeting (TBD/HU)
F 1/S 2 MAY 2026	AIAVA Design Forum (Blacksburg)
THUR 21 MAY 2026	ExComm Meeting
10-13 JUN 2026	AIA A'26 Conference
FRI 19 JUN 2026	BOD Meeting
THUR 16 JULY 2026	ExComm Meeting
FRI 21 AUG 2026	BOD Meeting [zoom]
THUR 17 SEPT 2026	ExComm Meeting
FRI 16 OCT 2026	BOD Meeting (TBD/WAAC)
W 4/F 6 NOV 2026	Architecture Exchange East (Richmond)
THUR 19 NOV 2026	ExComm Meeting
THUR 17 DEC 2026	BOD Dinner (Richmond)
FRI 18 DEC 2026	BOD Meeting + BOD Orientation (Richmond)

Exhibitor Stats	New for 2025	Returning from 2024	Not returning
August 5, 2025 Update	13	22	12

Status from 2024 Sponsors

2025 Status

2RW Consultants	No People for 2025 / 2026	Susan Kalergis
Allegion	SECURED 2025 PLatinum	Uriah Parker
Architectural Outfitters	NO, purchased building	Greg Frederick
Architectural Systems of Virginia, Inc.	NO, Velux changed Reps	Joe Maynard
Acentech	SECURED 2025 GOLD	Darshit Joshi / Sandy Kane
Bamforth Engineers + Surveyors	Partners - NO EVENT 2025	Laarni Campbell
Behold Design	No Reply Yet	Salina Sandoval
Benjamin Moore	NO For 2025 - HATED EVENT	James Brice
Benjamin Obdyke	SECURED 2025 PLatinum	Mike Lee
Chaney Enterprises	No Reply Yet	Madison Sloan
Cosentino	NO, Not in Budget	Sue Lee
Crossroads Art Center	SECURED 2025 GOLD	Jennifer Kirby
Dayloom	No REPLY Yet	Patrick Harders
Decorative Films	SECURED 2025 PLatinum	John Sharkey
DPR	SECURED Design Comp	Chris Durand
Dunbar	NO for 2025 - Budget	Jeffrey Davis
Duradek MidAtlantic	SECURED 2025 PLatinum	Mindy Shifflett
Duradek MidAtlantic	SECURED 2025 PLatinum	Mindy Shifflett
Eden Valders Stone Company	SECURED 2025 GOLD	Bob Altmann
Epic Metals	PENDING NO REP Yet	David Weber
Extron	SECURED 2025 GOLD	Ken Mangum
Falk Panel	NO Longer Selling in VA	David DAmico
Fireside Hearth and Home	Budget Not Approved	Jeffrey Hall
Fundermax North America, Inc.	No, Date Conflict - still trying	Josh Bradley / Steve Culver
Guardian Glass	Not Expecting	Richard Blymire
Hanbury	Have not approached	Gegory Rutledge
Hartranft Lighting Studios	NO Reply	Andreea Hartranft
Howard Shockey & Sons, Inc.	Not enough value - still trying	Amy Feathers
Kawneer	SECURED 2025 GOLD	Tyler Thomas
Kingspan Insulated Panels	SECURED 2025 GOLD	Karim Muri
Kjellstrom + Lee Construction	NO Reply	Rick Berrey
MarinoWare	Secured Life of the Party	Anthony Stazzone
Marvin	SECURED 2025 GOLD	Erica Bernoehrer / Cheryl McRae
Moseley Architects	Have not approached	Lisa Demmel
Nello Wall Systems, Inc.	SECURED 2025 GOLD	Kelly Lersch
Phoenix Noise & Vibration, LLC	SECURED 2025 GOLD	Gloria Johannessen
PPSI/T&M Supply & For Me Design	Expecting Gold / Verbal	Bethany Fischer
Riggs Ward	In Discussion with Brent Ward	Susan Shibut
Rulon International	SECURED 2025 GOLD	Nick Allen
Sierra Pacific Windows & Doors	SECURED 2025 GOLD	Andrea White / John Pugh
Smith-Midland	Pending	Chris Grogan
The Garland Company	SECURED 2025 GOLD	Paxton Whitmore
The Ketchum & Walton Co.	SECURED 2025 GOLD	Erin Beecham
Thompson Consulting Engineers	NO for 2025 - No resason	Matt Haltiner
Timmons Group	NO for 2025 - Not in budget	Andi Viola
TowneBank	Special 1 day table	Arlen Penfield
TYLin Silman Structural Solutions	No Booth, Visions ONLY	Chris Ruiz
York Building Products	SECURED 2025 GOLD	Dan Longenderfer

2025 ArchEX Exhibitor/Sponsor Potential / Projections

Comparison to 2024

Sponsorship	Value	Available	Total Potential	Anticipated	Projected Value	Status August 5th	Actual	July 24th 2024 update
Life of the Party	\$ 6,000.00	5	\$ 30,000.00	5	\$ 30,000.00	\$ 24,000.00	4	\$ 24,000.00
Platinum Sponsor	\$ 3,500.00	5	\$ 17,500.00	5	\$ 17,500.00	\$ 14,000.00	4	\$ 7,000.00
Gold Sponsor	\$ 2,500.00	27	\$ 67,500.00	27	\$ 67,500.00	\$ 57,500.00	23	\$ 20,000.00
Hall Table	\$ 1,500.00	1	\$ 1,500.00	1	\$ 1,500.00	\$ 1,500.00	1	
Website Sponsor	\$ 3,000.00	1	\$ 3,000.00	0	\$ -	\$ -		
Design Competition	\$ 1,500.00	3	\$ 4,500.00	1	\$ 1,500.00	\$ 1,500.00	1	
Leadership Dinner	\$ 1,000.00	3	\$ 3,000.00	1	\$ 1,000.00	\$ -		
Name Badge	\$ 1,000.00	4	\$ 4,000.00	1	\$ 1,000.00	\$ -		\$ 1,000.00
Tour Transporation	\$ 500.00	4	\$ 2,000.00	1	\$ 500.00	\$ -		
First-timer breakfast	\$ 500.00	4	\$ 2,000.00	2	\$ 1,000.00	\$ -		
Attendee Bag	\$ 500.00	6	\$ 3,000.00	3	\$ 1,500.00	\$ 500.00	1	
Food/Coffee	\$ 800.00	4	\$ 3,200.00		\$ -	\$ -		
Expo Passport	\$ 250.00	5	\$ 1,250.00	5	\$ 1,250.00	\$ 750.00	3	
			\$ 142,450.00		\$ 124,250.00	\$ 99,750.00		\$ 52,000.00
			Potential		Projected	Confirmed		
Commission			\$ 38,461.50		\$ 33,547.50	\$ 26,932.50		\$ 14,040.00
VA Value			\$ 103,988.50		\$ 90,702.50	\$ 72,817.50		\$ 37,960.00

2024 comparable

Paul Battaglia

From: Jody Cranford
Sent: Tuesday, August 5, 2025 7:41 PM
To: Delaney Ogden
Cc: Paul Battaglia
Subject: ArchEx: Sponsorship/Expo Sales Update 8/5/2025
Attachments: 2025 ArchEx Sponsor Sales Update.pdf; 2025 ArchEx Exhibitor Update.pdf

ArchEx Expo/Sponsor Sales Update

Current Sales are Trending well ahead of 2024.
(Additional details and breakdown attached)

Current Sales: \$99,750
Compared to this time last year: \$52,000

We have JUST 6 Booth Remaining: (Probably just 4 before end of week)

- 1 Life of the Party
- 1 Platinum
- 4 Gold (with 2 of them verbally secured, pending paperwork)

Once all booths have been secured efforts will focus on the supporting sponsorships.

To date: We have 13 NEW Exhibitors
22 Exhibitors are Returning
12 Will not be Returning, reasons noted on the attached spreadsheet.

Message for the Board:

Thank you to everyone who has taken the initiative to send introduction emails to your suppliers and consultants; your efforts have truly opened doors for many of our 13 NEW exhibitors. I'm working hard to keep you updated and appreciate your patience as I work through your leads.

Special thanks to: Kelly Callahan, Amber Hall, and Nick Wade for your referrals.

Let's keep the momentum going and spread the excitement about ArchEx with your suppliers and consultants! If they aren't on the current list of exhibitors, don't hesitate to reach out, even if they previously declined. They might have a change of heart.

To assist with additional fundraising beyond the booth options, if you collaborate with firms like lighting designers, landscape architects, or engineers, this is a perfect match for a smaller sponsorship opportunity, such as coffee/food sponsor, attendee bag sponsor, or supporting the Leadership dinner.

These types of companies typically won't exhibit, but they value the chance to have their logo showcased at a prominent event or join the leadership for dinner.

Let's make this year's ArchEx unforgettable together!

Enjoy the day,

Jody Cranford
Sponsorship and Advertising Consultant

AIA Virginia
(717) 980-9280

jcranford@aiava.org



[2025 AIA Virginia Media Kit / Partnership / Sponsorships](#)



BOD Expectations/Assignments for ArchEx + Visions 2025

These expectations are aligned with the general expectations that BOD members:

- promote and attend events and programs
- serve as ambassador for the ORG
- invite and secure support for the ORG: from members, partners/sponsors, strategic partners

Before the events

- register for Arch EX and visions
- promote the events to colleagues, network; in-person and through social media
 - if you work at a university, please think about a fun and engaging way to promote and advertise ArchEx and Visions to students
- encourage others to attend, especially students and emerging professionals
- Invite a student and/or an EP to the event with you
- Send any exhibitor/sponsor connections to Delaney Ogden

At the events

Arch Ex

- engage as a host; greet and express gratitude to other attendees
- express appreciation to honorees and design award winners
- express gratitude to partners/sponsors
- connect with assigned partners/sponsors to express gratitude during the expo and connections
 - we are still securing partners/sponsors
 - assignments will be made the week before the events
 - expect to be assigned 3 or 4 partners/sponsors
 - solicit comment about expectations, observations, satisfaction, frustrations
 - **the life of the party sponsors merit special attention/consideration**
 - *please let us know if you will NOT be attending, so we can match assignments*

Visions

- engage as a host; greet and express gratitude to other attendees
- express appreciation to honorees and design award winners
- express gratitude to partners/sponsors
- distribute extra drink tickets to attendees

After the events

- magnify appreciation of honorees and design award winners; social media/press
- magnify gratitude to partners/sponsors; social media/press
- solicit comment about expectations, observations, satisfaction, frustrations
 - from attendees, partners/sponsors, presenters, honorees/awardees et al
- encourage others to respond to survey
- report any and all feedback [good, bad, ugly], on behalf of both you and others