

EXPRESSION OF INTEREST

# HAWKS NEST CCC MUSEUM & PAVILION

A / E SERVICES





July 31, 2018

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

Re: Expression of Interest: Hawks Nest CCC Museum and Pavillion

Dear Ms. Negley,

Mills Group is pleased to submit this expression of interest as an offer of our professional services for the renovations to Hawks Nest CCC Museum and Pavillion located in Ansted, WV.

Our team has been overseeing the design, rehabilitation and coordination for a multitude of commercial and preservation projects for over thirteen years. The caliber of talent of the Mills Group team will be an asset to your project. Public and preservation success stories include:

- **Section 106 Compliance-Hawks Nest/Twin Falls State Park Lodge** – Ansted, WV and Twin Falls, WV (This project was lead and managed by Michael Mills)
- **Cannon Hill Historic Site Masterplan and Shelter Design**– Rowlesburg, WV (This project was lead and managed by Michael Mills)
- **Historic Structures Report-Old Inn Cacapon** – Cacapon, WV (This project was lead and managed by Michael Mills)
- **Historic Structures Report and Stabilization-Blue Sulphur Springs Pavillion** – Blue Sulphur Springs, WV (This project was lead and managed by Michael Mills)

Each of these projects fostered economic opportunities in their communities, all while revitalizing and preserving historic structures. They are the result of effective communication between the team and the client to ensure timeliness and adherence to the project budget. We have a dedicated staff ready to assist with this project who value the design process and the importance of open and frequent communication with our clients. Team members of Mills Group include:

Michael Mills, AIA is the Managing Principal of the Mills Group. Michael’s architecture experience ranges over three states and the District of Columbia. He will provide guidance to ensure that the projects are on time and on budget. Michael will be the client manager and principal architect on the project.

*“Designing on the principles of the past and preserving for the future”*

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<b>MORGANTOWN:</b>	The Weiss Building	63 Wharf Street, Suite 300	Morgantown, WV 26501	Phone: 304.296.1010
<b>WHEELING:</b>	The Kaley Center	53 14 <sup>th</sup> Street, Suite 607	Wheeling, WV 26003	Phone: 304.233.0048

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WWW.MILLSGROUPONLINE.COM

Lance Muscara, AIA is a Project manager and supporting project architect. Lance has developed numerous specification manuals and construction documents for projects throughout the east coast. Lance also incorporates LEED principals into all of his designs to increase energy efficiency. Mr. Muscara oversees numerous construction administration projects which require extreme attention to detail and mindful organization to lead his projects through seamlessly.

Paula McClain is the preservation associate and historian of the Mills Group and is well versed in Federal, state, and local preservation laws. She is very familiar with the duties and process associated with the Secretary of the Interior's Standards. Paula will provide additional team support in documenting existing conditions, drafting proposed concepts, and executing construction documents.

An exciting opportunity such as this calls for a group effort and we have compiled a strong team to supplement our talents.

#### Project Team

**Mills Group** specializes in architecture with a team of talented architects and planners. Our firm's frequent and open dialogue with clients and regulatory agencies allows for streamlined project review and accurate results. Mills Group shall lead the project and serve as the architect and historic preservation consultant.

**Harper Engineering** specializes in innovative engineering design services with a project focus on the mechanical, electrical and plumbing design. Their multidisciplinary nature allows for complete turnkey projects.

**Allegheny Design Services (ADS)** is a group of remarkable engineers in Morgantown who ensure their projects meet current and speculative design needs with sound solutions. This firm will be responsible for structural engineering.

**Potesta & Associates, Inc.** specializes in professional engineering and environmental consulting services. Their multidisciplinary nature allows for complete turnkey projects and we will draw on their expertise in site/civil engineering.

**WV Weddings.** Nikki Bowman is the editor of WV Weddings Magazine and will be the expert wedding consultant for optimizing your space with sustaining trends in events and weddings.

#### **Scope of Work**

The substantial nature of this undertaking necessitates the following scope of work:

- Create a plan for necessary repairs and renovations to the CCC Musuem and Pavillion that include, but are not limited to:
  - Miscellaneous architectural, mechanical and other improvements at these structured to allow for expanded use of the Museum for events year-round and preserve the Pavillion

- Renovation of existing residence portion to a catering kitchen, historic preservation and mechanical remodel.
- Address ADA accessibility at each structure
- Provide Construction Administration Services

## Methodology

Our team takes pride in the firm's reputation for producing quality designs on projects large and small with the end goal of a completed project that meets or exceeds the client's expectations. The Mills Group architects, planners, and designers will draw on our past experiences – gleaned over decades and multiple states – to comprehend client needs and produce a design that we will lead to success. At every step we can be relied on to keep all pertinent stakeholders abreast of developments. We pride ourselves on having open and transparent conversations with our clients to ensure they are involved throughout the entire design process. The end goal is to work with the Division of Natural Resources, The Hawks Nest State Park Facilities management team, and all other stakeholders to deliver a strategic plan for improvements and renovations. The communication shall be facilitated with regular team meetings, either in person or by phone, and supported with the Mills Group's ability to execute remote screen sharing to allow for visual explanation and impromptu concept development. Each meeting will be followed up with written meeting minutes to document the team's cohesive understanding of upcoming event while maintaining an action list with associated deadlines and milestones.

Our first step would be comprehensive conversations with all the relevant stakeholders coupled with site visits to assess conditions and develop a more defined scope of work. Our team wants to understand the opportunities and constraints early in the process.

Once we have a defined scope, we will then be able to provide a complete project schedule for the project. This will give us the basis needed to propose a definitive timeline for major project milestones. Sustainability and preservation assessment, code, life safety, and zoning evaluations will follow. Precedent and product research will lead to design concepts, construction documents, bidding and negotiations. Supervising the construction will be the culmination of all this work in later phases.

The overarching methodology to achieve the project objectives as agreed upon by the client, are summarized in the following bullets points:

- *Research the site and its context*
- *Observe Existing Conditions*
- *Analyze and Identify Issues and Opportunities*
- *Develop Alternatives*
- *Make Recommendations and Creating a Solution*

- *Assemble Construction documents*
- *Provide assistance with bidding and execute construction observation*

For the Mills Group, the ROADMAP, is a critical path to achieve the success of an existing structure project. The process outlined above is subject to change, based upon phasing of the work to be performed. Mills Group will work with the Division of Natural Resources to determine appropriate phasing of different scopes, as to not greatly disrupt the function of the park facilities.

The Mills Group is challenged on each project to meet the client's expectations and one major expectation is to ensure that the construction costs do not exceed the client's available funding source and set budget. The firm is diligent to first, ask what the budget for the project is set for and secondly, develop a project scoping document/project narrative to closely align with the budget. This would allow for the team's first pass at validating the budget expectations prior to any conceptual design is executed, but after the initial site assessment is completed. A project cost opinion is executed at two additional times in the project process; at the completion of Design Development and Construction Documents. The project cost opinion is developed by the architectural staff utilizing historical data and current market conditions. The Mills Group additionally uses third party cost estimates to garner a second opinion on the projected cost.

Beyond developing an awareness and opinion of the construction cost, the Mills Group aids the client in developing an overall project budget which also includes soft costs such as general conditions, permit fees, furniture and equipment budgets, and project contingencies. If warranted, the firm helps develop a phased project approach that could be driven by fiscal constraints, schedule, or occupancy considerations.

The Mills Group also helps to develop the bidding requirements for construction incorporating alternates, allowances, and unit costs. These bid items allow the owner to have financial options once the project is awarded and in the case of unit costs it would lock the contractor into fixed pricing for a stated task or material with the agreed upon quantity being the variable. The development of alternates allows the owner to have the ability to modify the total project cost prior to contract with the bidders.

Below is a list of some of our recent projects with any overview of how the final projects did in comparison to the established budget:

**West Liberty University  
Media Arts Center**

Square Footage:	10,600
Construction Contract:	\$ 3,755,570.00 (project Value Engineering total)
Total Change Orders	\$ 77,619.29 (2% of Construction Contract)

**West Liberty University**

**Curtis Hall Renovations**

Square Footage:	25,900
Construction Contract:	\$ 1,437,370.00 (approximately \$150,000.00 under budget)
Total Change Orders	\$ 133,815.14 (9.3% of Construction Contract)

**West Virginia Northern Community College**

**Applied Technology Center**

Square Footage:	18,900
Construction Contract:	\$ 3,888,000.00 (on budget)
Total Change Orders	\$ 90,273.09 (2% of Construction Contract)

**West Virginia Northern Community College**

**Student Center**

Square Footage:	6,500
Construction Contract:	\$ 2,226,000.00 (on budget)
Total Change Orders	\$ 98,936.00 (4% of Construction Contract)

**Monongalia County Commission**

**Courthouse Plaza Renovation**

Square Footage:	12,500
Construction Contract:	\$ 2,123,306.35 (under budget)
Total Change Orders	- \$ 86,122.00 (-4% of Construction Contract)

In addition to asking the client upfront what their budget is, the second question needs to be "what is the project timeline." The Mills Group will establish expectations with the client during a kick-off meeting regarding a comprehensive project time line. The time line shall be a Gantt chart to layout the consultant's schedule, from kick-off to bidding, and will make provision for client review and agency approvals. The Gantt chart shall further illustrate a bidding period and expected construction schedule. It is expected that the project schedule/Gantt chart shall be updated as required by the client. The Mills Group shall ensure that milestones and deadlines are set and met during our process.

The Mills Group shall be diligent to maintain the construction schedule utilizing several methods:

1. An agreed upon construction period and penalty of liquidated damages for a missed project completion shall be dictated in the bidding documents. The bidding form shall request a listing of subcontractors and any long lead items.

2. As part of the contract requirements, the general contractor shall provide the owner and architect with a detailed project schedule and schedule of values.
3. The Mills Group will act as the owner's agent during construction and attend construction progress meetings at a minimum of every other week, if not every week.
4. The Mills Group shall be diligent to be responsive to RFI's, submittals, and any change order requests in a timely manner so as not to cause any reason for the contractor to make claim for a project delay.
5. The Mills Group shall be in contact with the general contractor on a regular basis to be responsive and understand challenges.
6. The Mills Group shall critically review the General Contractor's Applications for Payment on a monthly basis. This is an opportunity for the architect to question the contractor about progress and timing of the set schedule.
7. The Mills Group shall be diligent to schedule the punch list and project turn over with the contractor.
8. If the Contractor does not meet the set deadline for substantial completion, the Mills Group shall recommend initiating the liquidated damages and withhold retainage and final payment.

Below is a list of some of our recent projects that have been constructed in the time allotted by the contract documents:

- The West Wing at Olegbay - Completed within the project schedule of 285 days
- Stabilization-Blue Sulphur Springs Pavillion: Completed within the project schedule of 90 days to meet grant funding deadlings
- Courtyard by Marriott – Completed within the project schedule of 320 days.

Please find attached our firm and team member resumes along with examples and samples of our work. You will find with the attached supporting information that our team has the experience and talents to make this a successful project for you and the Division of Natural Resource.

We would be delighted to aid the Division of Natural Resources with the rehabilitation and repairs to the Hawks Nest CCC Museum and Pavillion. Should you have any questions, please feel free to contact me at 304-296-10108 or email me at [mmills@millsgrouponline.com](mailto:mmills@millsgrouponline.com). Thank you for this opportunity.

Sincerely,



Michael J. Mills, AIA  
Managing Principal

# QUALIFICATIONS







# MILLS GROUP

ARCHITECTURE ■ PLANNING ■ PRESERVATION

“Designing on  
the principles  
of the past and  
preserving  
for the  
future”

**LOCATIONS:**

**THE WEISS BUILDING**

63 Wharf Street, Suite 300  
Morgantown, WV 26501  
304.296.1010

**THE KALEY CENTER**

53 14th Street, Suite 607  
Wheeling, WV 26003  
304.233.0048

**SITE:**

[millsgrouponline.com](http://millsgrouponline.com)

Mills Group represents a collection of architects, designers, and researchers dedicated to innovative design and quality work. In 2005 Michael Mills, AIA, answered a market demand for architects with a special skill set. By 2013 the firm expanded to Wheeling to include more talent over a broader geographic range.

The firm's success is a product of diligently understanding client needs, existing conditions, design goals and budget. Our process is built on the foundation of research, client collaboration, and creative solutions. The team looks to the region's architectural heritage for inspiration to celebrate the best of the past and promote economic vitality for the future.

Mills Group happily serves public and private clients. Public sector patrons who have sought our services include cultural agencies, development offices, municipalities, non-profits, and schools. Other architects and engineers, developers, homeowners, and business people are counted among our private clients.

The firm is committed to a quality end product derived from experience, diligence, and collaboration. Clients can always count on us to maintain our efforts from concept to ribbon cutting.



# MILLS GROUP

ARCHITECTURE ■ PLANNING ■ PRESERVATION

Our firm currently has eight technical staff members located in the Morgantown office and an office manager/administrator. Our Wheeling office has four technical associates and an office manager. Although we have two offices, we work very closely together and frequently meet through the use of interactive web conferencing and in-person get-togethers. Each team member has a well-rounded architectural background while also possessing a specific area of excellence.

**Architecture**  
COMMERCIAL  
RESIDENTIAL  
PUBLIC

**Planning**  
ENABLE  
EXTEND  
ENHANCE

**Preservation**  
REVITALIZE  
REHABILITATE  
CONSULT

Mills Group is a proven leader in many specialized areas of architecture and design. With experience in commercial, public, and cultural facilities, our firm has a breadth of exposure, which gives us confidence to approach any design challenge. Through engagement and collaboration we develop solutions based on shared visions and focused needs.

Our firm provides careful planning and design for commercial, public, and residential clients both as a necessary asset to an overall architecture project and as a stand-alone service. The firm follows the 'measure twice, cut once' principle, and approaches planning as a forward thinking, cost saving, and practical application for all projects.

We maintain a commitment to the cultural heritage of our region. We strive to raise awareness of the significant history and culture that is the foundation of who we are and ultimately, will become. Our team performs historical research as well as assessing and documenting existing conditions. We compile our findings into a comprehensive narrative, a feasibility study and/or historic structures report for the owner to implement planning for the next phase of use for the building.



**Allegheny**  
**Design Services**  
*Consulting Engineers*



**“Providing  
reliable,  
responsible  
services of  
building  
system design  
and analysis”**

**LOCATION :**

102 Leeway Street  
Morgantown, WV 26505  
P - 304.599.0771  
F - 304.212.2393

**SITE :**

**ALLEGHENYDESIGN.COM**

Allegheny Design Services (ADS) is a consulting engineering firm specializing in structural building design and building analysis. Dedicated to serving West Virginia and the surrounding region, ADS recognizes the need for reliable and full service engineering support. ADS provides all phases necessary for the successful completion of a building project including schematic design studies, design development, construction documents and specifications, and construction administration.

ADS' experience in Design and Project Management includes:

- Commercial Facilities
- Industrial Facilities
- Institutional Facilities
- Educational Facilities

ADS was established by David Simpson, PE, MBA, in 2002 as a result of a need in North Central West Virginia for reliable structural engineering services. In 2009 MEP engineering services were added, led by Mike Chancey, PE. ADS utilizes a combination of office technology and a motivated staff to deliver projects typically up to \$40 million in construction value. Our clients include architects, contractors, developers, attorneys and insurance companies.

ADS currently utilizes the latest engineering design and BIM software for the development of project work.



**HE Harper Engineering, pllc**

**“A unique combination of young talent and proven experience”**

**LOCATION**

52 B Street  
St. Albans, WV 25177  
P - 304.722.3602  
F - 304.722.3603

**SERVICES**

- HVAC Design** - Heating and cooling load calculations / Ductwork sizing / Hydronic pipe sizing / Equipment selection
- Electrical Design** - Electrical load calculations / Panel and switch gear selection / Lighting / Fire alarm / Site utilities / Emergency generators / Security and communications
- Plumbing Design** - Pipe sizing / Fixtures / Sprinklers / Site Utilities
- Drafting**
- Specifications**
- Project Management**
- Construction Documents**



# POTESTA

**“Providing  
innovative, timely,  
and cost-effective  
engineering and  
environmental  
solutions”**

**LOCATIONS :**

125 Lakeview Drive  
Morgantown, WV 26508  
P - 304.225.2245

7012 MacCorkle Avenue, SE  
Charleston, WV 25304  
P - 304.342.1400

15 South Braddock Street  
Winchester, VA 22601  
P - 540.450.0180

**SITE :**

**POTESTA.COM**

Potesta & Associates, Inc. (POTESTA) was founded in 1997 as a full service engineering and environmental consulting firm headquartered in Charleston, West Virginia. We have now expanded to a diverse staff of more than 85 experienced engineers, scientists, and support personnel with branch offices in Morgantown, West Virginia, and Winchester, Virginia. Our clients include mining, manufacturing and chemical companies; utility companies; waste management companies; colleges/universities; land developers; attorneys; financial institutions; insurance companies; local, state and federal agencies; construction companies and architects.

POTESTA's staff is committed to delivering innovative, cost-effective solutions to meet our client's complex requirements. The firm's environmental department consists of biologists, geologists, chemists, environmental scientists and environmental engineers, many with advanced degrees (Masters and Ph.D. level). POTESTA's engineering department includes civil, geotechnical, environmental, mining and mechanical engineers. Our registered professional engineers have over 300 years experience among them and are supported by a capable team of engineers, designers, and surveyors.

Our firm is managed by two principals driving POTESTA forward with their experience and emphasis on exceeding expectations. Ronald R. Potesta, President, is a former Director of the West Virginia Division of Natural Resources and Dana L. Burns, P.E., Vice President of Engineering, has more than 30 years experience with civil, geotechnical, mining, and environmental engineering projects.



# wv weddings

MAGAZINE



**LOCATION :**

New South Media  
709 Beechurst Ave, 14A  
Morgantown, WV 26505  
304.413.0104  
304.413.0105

**SITE :**

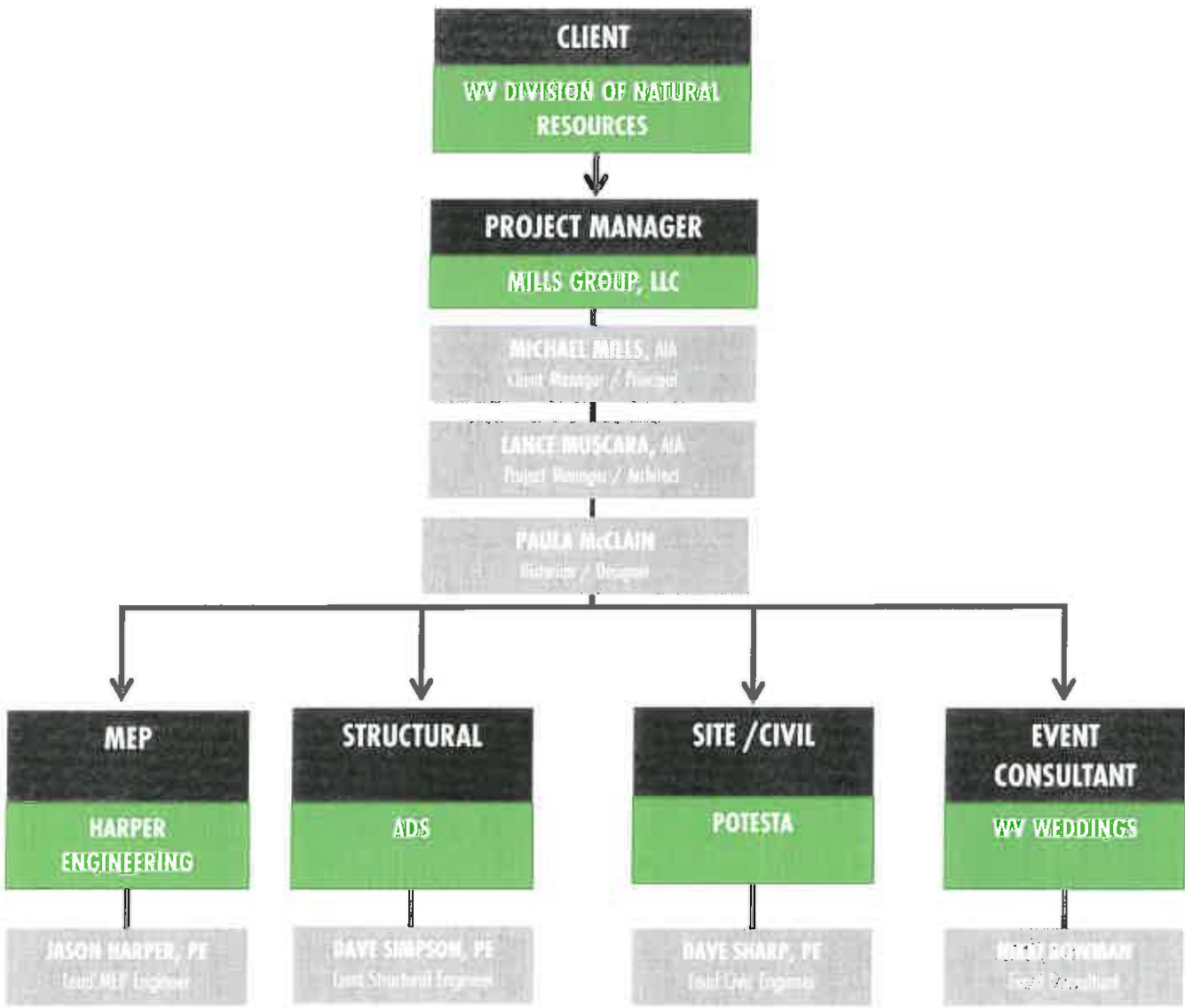
**MYVWEDDING.COM**

Nikki Bowman, a West Virginia native, is the founder and owner of New South Media, Inc., which publishes the award-winning WV Living, WV Weddings, and Morgantown magazines. In January 2015, her company also took over the editorial and design of Wonderful West Virginia magazine.

Nikki was recently chosen as a Top Woman in Media by Folio, given the 2016 WV Excellence in Support of the Arts Award by the WV Division of Culture and History, named as a 2018 American Small Business Champion, and in 2014 received the US Small Business Administration's Women Business Champion Award. Her company is the recipient of six Star of the Industry Awards given by the West Virginia Division of Tourism.

In 2009, Nikki launched WV Weddings magazine, the first and only statewide publication totally dedicated to weddings. Since then, it has become the bridal bible for the state, and Nikki has become the state's leading expert on West Virginia's wedding industry. She serves as a consultant to businesses looking to create new wedding venues as well as those wanting to reinvigorate an existing wedding business. By staying on top of national and regional trends, Nikki helps clients conceptualize ideas, create unique and marketable venues, craft profitable wedding packages, and formulate marketing plans and collateral material. She has worked with the state's leading wedding professionals from photographers to venues to caterers to wedding planners. She most recently has served as a consultant for Marriott Courtyard in Morgantown, Oglebay Resort in Wheeling, and Erikson Alumni Center in Morgantown.

# STAFFING PLAN



# RESUMES







# Michael Mills

AIA, NCARB

## MANAGING PRINCIPAL

### EDUCATION

BS, BARCH / 1993 / RENSSELAER  
POLYTECHNIC INSTITUTE

### PROFESSIONAL REGISTRATIONS

WEST VIRGINIA  
VIRGINIA  
OHIO  
PENNSYLVANIA  
MASSACHUSETTES  
KENTUCKY

## BIOGRAPHY

Mr. Mills leads all facets of the daily operations of the Mills Group. He has twenty-three years of experience in historical preservation, architectural design, and planning. Through his extensive work with historic structures, he has a detailed working knowledge of the Secretary of the Interior's Standards for Historic Preservation Projects.

His work includes interior and exterior preservation, window restoration, foundation waterproofing, roof repair, integration of MEP systems in a historic structure and the design of interpretive exhibits for historic structures. The other aspects of his work include historic design guidelines, contextual design of new structures, and the issues related the revitalization of main streets across the country.

## EXPERIENCE

### **Blue Sulphur Springs- Blue Sulphur Springs, WV**

The Greenbrier County Historical Society chose Mills Group to oversee the long-term restoration of the Blue Sulphur Springs Pavillion. Mills Group has assessed building code compliance and offered a treatment and maintenance plan to care for the structure.

### **Cannon Hill Pavillion & Master Plan - Rowlesburg, WV**

The Mills Group designed three open air pavillions providing on-site amenities at Cannon Hill Historic Site. The selected shelter designs were reminiscent of early Civilian Conservation Corps park structures; which utilized natural, local, and readily available materials. The pavillions were designed not to impose on the site; instead, they became part of the background through their use of rough sawn logs and fieldstone. The shelters were designed to provide basic visitor facilities and be aesthetically pleasing.

### **Oglebay Park Foundation Office - Wheeling, WV**

Mills Group is tasked with redeveloping the former Oglebay Burton Hall guest house into multi-functioning space for the Oglebay Foundation. The first floor build-out is being rehabilitated to include the CEO's office, an event space and visitor's center, space for support staff as well as a restroom, kitchenette, and storage.

### **Snowshoe Boathouse - Snowshoe, WV**

Located on Shavers Lake at Snowshoe Mountain, this newly designed dining experience will serve visitors daily as well as providing a large event space to accomodate weddings and special events. The new structure includes full restaurant design, restrooms with interior and exterior access, and an upper level overlook. This will provide Snowshoe with a facility that will garner greater flexibility to host weddings and events seamlessly year round.



# Lance Muscara

AIA, LEED AP

## PROJECT MANAGER

### EDUCATION

BARCH / 1992 / RENSSELAER  
POLYTECHNIC INSTITUTE

## BIOGRAPHY

Lance has extensive experience in designing commercial buildings and specializes in the technical development of projects which includes planning/zoning and jurisdictional approvals. With an eye for detail, Lance has developed numerous specification manuals and construction documents for projects throughout the east coast. Lance also incorporates LEED principals into all of his designs to increase energy efficiency. Mr. Muscara oversees numerous construction administration projects which require extreme attention to detail and mindful organization to lead his projects through seamlessly.

## EXPERIENCE

### **Courtyard by Marriott - Morgantown, WV**

This five-story hotel is a design-build that includes an indoor pool, generous public spaces and a business center. Mills Group was tasked with the FF&E selection, sourcing the interior materials and overseeing construction administration services with strict adherence to the project schedule.

### **Davis & Elkins College, New Life Sciences Building - Elkins, WV**

Mills Group developed the Concept design for a new life sciences building for the Davis & Elkins school of nursing. A new four-storey, 25000 sq ft building, comprised of teaching labs, classrooms, lecture hall, student lounges, and faculty offices and support space were configured into the design. The building is sited to replace the existing Randolph Hall.

### **Camden Clark Medical Center - Parkersburg, WV**

Mills Group was tasked with the conceptual design of a new physician's professional building for WVU Medicine. The design needed to accommodate twenty-five exam rooms, physician's offices, nursing areas, administrative and conference rooms and evaluation suites with cardiology and vascular equipment.

### **Actors Guild of Parkersburg - Parkersburg, WV**

The Actors Guild was awarded an matching grant from the WV Division of Culture and History to begin multi-phased renovations upgrade to the historic theater. Phase I involves expanding restroom facilities and installing an elevator base. Phases II and III call for expansion of the lobby, completing the elevator installation, moving the main entrance and refurbishing the rehearsal hall.

## BIOGRAPHY

Paula has four years of experience documenting historic properties throughout the United States. She is well versed in Federal, state, and local preservation laws and enjoys developing historic contexts and completing field surveys. Paula is experienced in completing historic structure assessments, authoring individual and historic district nominations for the National Register of Historic Places, and designing interpretive and educational graphics for historic sites.

## EXPERIENCE

### **Suncrest Intensive-Level Architecture and History Survey**

*Morgantown, WV*

Authored final report on intensive architecture and history survey completed in 2016.

### **Moorefield Intensive-Level Architecture and History Survey – Moorefield, WV**

Evaluated over 300 previously - and newly-surveyed resources for potential inclusion in existing Moorefield Historic District.

### **Shepherdstown Design Guidelines - Shepherdstown, WV**

Evaluation of existing design guidelines to enhance and update the Design Guidelines for Shepherdstown Historic District.

### **St. Mary's Church – Petersburg, WV**

Documentation of existing conditions assessment for the rehabilitation of the St. Mary's Parish. Also included is the conceptual design and building set for an addition.

### **Columbia Club – Weston, WV**

Assessment and preparation of a Historic Structures Report for the Columbia Club Building. Site visits, historic data collection and research, conditions assessment are included within the report.

### **Palace of Gold – New Vrindaban, WV**

Completed historic structure assessment and report to produce a National Register of Historic Places Nomination for the Palace of Gold.



**Paula  
McClain**

**PRESERVATION /  
HISTORIAN**

### **EDUCATION**

BIS / ARCH. STUDIES &  
INTERIOR DESIGN HISTORY /  
2015 / ARIZONA STATE  
UNIVERSITY



# David R. Simpson

PE, SECB, MBA

**PRESIDENT/  
STRUCTURAL  
ENGINEER**

## EDUCATION

WEST VIRGINIA INSTITUTE OF  
TECHNOLOGY:  
BS / CIVIL ENGINEERING

WEST VIRGINIA UNIVERSITY:  
MBA / BUSINESS  
ADMINISTRATION

WEST VIRGINIA STATE COLLEGE:  
ARCHITECTURAL TECHNOLOGY  
COURSES

## BIOGRAPHY

David Simpson's experience includes over 30 years in structural design and project management for industrial, commercial, institutional and nuclear/chemical facilities utilizing steel, concrete, masonry and wood. His accomplishments include design and construction administration of health care facilities, hotels, schools, shopping centers, aircraft hangars, numerous retail facilities and several forensic engineering assignments. Simpson graduated from the West Virginia Institute of Technology with a bachelor's degree in civil engineering and an MBA from West Virginia University. He is registered in West Virginia, Pennsylvania, Maryland, Virginia, Florida, District of Columbia, North Carolina, South Carolina, Georgia, and Ohio.

## MEMBERSHIPS

American Society of Civil Engineers, Structural Engineering Institute, Charter Member, American Concrete Institute, American Institute of Architects - West Virginia Chapter, American Institute of Steel Construction, Inc., American Iron and Steel Institute Member, Associated Builders & Contractors (ABC), National Academy of Forensic Engineers

## EXPERIENCE

### **Morgantown Event and Conference Center**

*Morgantown, WV*

### **Phipps Conservatory Addition**

*Pittsburgh, PA*

### **Waterfront Hotel and Conference Center**

*Morgantown, WV*

### **WVU Basketball Practice Facility**

### **WVU Mountaineer Field North Luxury Suites**

### **UPMC Hillman Cancer Center**

### **William Sharpe Hospital Addition**

### **Chestnut Ridge Church**

### **University of Pittsburgh Bio Medical Tower**

### **Glade Springs Hotel & Conference Center**

### **Fairmont State University Parking Garage**



# Jason E. Harper

PE

**OWNER/  
ENGINEER**

## EDUCATION

WEST VIRGINIA INSTITUTE OF  
TECHNOLOGY  
BS / MECHANICAL  
ENGINEERING

## PROFESSIONAL REGISTRATIONS

ASHRAE  
NFPA

## BIOGRAPHY

Jason E. Harper, PE brings 11 years design experience to our firm. He has experience with HVAC, Electrical, plumbing, and fire alarm system design. His projects include educational facilities (including colleges and universities), health care facilities, office buildings, banks, emergency services facilities, postal facilities, and government buildings.

## EXPERIENCE

**Addition and Renovation to Geary School**

**Baileysville Elem. HVAC Renovations**

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

**Dominion Gas Office Building**

**Renovations to Glenville ES**

**Addition to Shady Spring Middle School**

**Addition and Renovations to Flinn Elementary**

**Renovations to Park Middle School**



# David B. Sharp

P.E.

**BRANCH MANAGER/  
PROJECT MANAGER**

## EDUCATION

WEST VIRGINIA UNIVERSITY:  
MS / CIVIL ENGINEERING  
BS / CIVIL ENGINEERING

## BIOGRAPHY

David B. Sharp, P.E., Branch Manager will serve as the Project Manager for this project. Mr. Sharp has over 22 years of experience with Civil/Site Design, Geotechnical Engineering, Utility Design, and Construction Observation and Material Testing projects. He has served as Branch Manager for POTESTA's Morgantown office for 14 years. He will be the day-to-day contact for the client and responsible for coordinating the project staffing and technical reviews. Mr. Sharp will be available as much as needed for the project. Mr. Sharp possesses a Bachelor of Science and Master of Science degree from West Virginia University in Civil Engineering with emphasis Geotechnical/Environmental disciplines.

## SPECIALIZATION

Involved with many aspects of civil engineering with a special interest in the geotechnical/environmental aspects. Responsibilities have included projects involving Civil Site Design; Geotechnical Design; Solid Waste Management Facility Design, including geosynthetic applications; hydrologic and hydraulic design; transportation/highway projects, including geotechnical and right-of-way plans; and municipal water and wastewater projects.

## EXPERIENCE

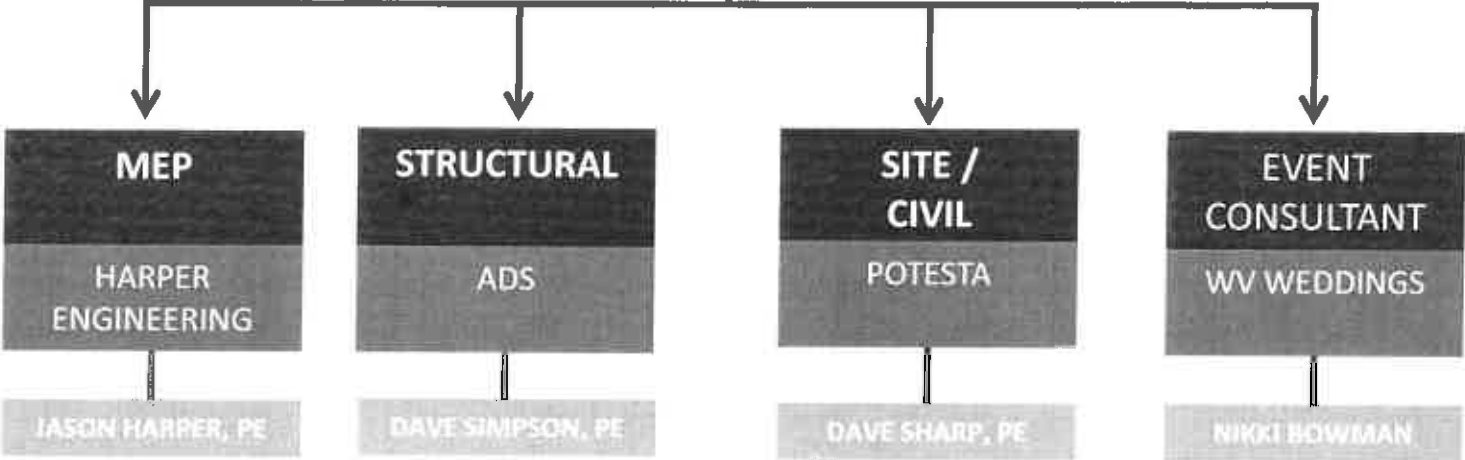
Project Manager/Engineer on numerous projects involving most aspects of site development. Involvement has included civil/site design, geotechnical aspects, hydrology/hydraulics, permitting, erosion/sediment control/permitting, etc.:

- WVARNG Readiness Center – Summersville, WV
- Arbor Terrace Assisted Living Facility – Charleston and Huntington, WV
- Sunnyside Commons Student Housing Project (included 5 multi-story buildings, 268 parking spaces, and 43,000 sq. ft. of retaining walls) – Morgantown, WV
- Coombs Farm Residential Development – Morgantown, WV
- Town of Granville Boat Ramp Project – Granville, WV
- Shiloh Residential Development – Morgantown, WV
- Numerous Marcellus Well Pad Sites for Various Clients – Northern WV
- Summit at Cheat Lake Residential Development – Morgantown, WV
- Logston Landslide Repair – Wheeling, WV

# STAFFING PLAN

**CLIENT**  
WV DIVISION OF  
NATURAL RESOURCES

**PROJECT MANAGER**  
MILLS GROUP, LLC  
MICHAEL MILLS, AIA  
LANCE MUSCARA, AIA  
PAULA McCLAIN





# EXPERIENCE





# Cannon Hill Historic Site

**LOCATION:** Rowlesburg, WV

**CLIENT/PROJECT MANAGER:**

Rowlesburg Area Historical Society

Bob Ayersman, Sr.

304-454-9714

**SERVICES:** Pavillion Design and

Cultural Resource Master Plan

**CONSTRUCTION VALUE:**

NA

**MILLS GROUP**  
ARCHITECTURE • PLANNING • PRESERVATION

In conjunction with the Rowlesburg Area Historical Society, the Mills Group developed a master plan for managing this cultural resource that included a historical treatment zone and a related historical landscape plan. Cannon Hill was vital to the Northern war effort because of the B&O Railroad's Cheat River Bridge and the Tray Run Viaduct.

Assessing the existing site conditions and conducting historical research, both of Cannon Hill's significant characters and the precedents at other battle sites, was the first step. The studies highlighted priorities for the park's future. With these priorities in hand, Mills Group provided the Historical Society recommendations including interpretational sites, preservation of the existing battlements, and revitalization of scenic overlooks.

Upon the successful completion of a master plan for the Cannon Hill Historic Site in Rowlesburg, WV, the Mills Group was asked to begin the implementation of the plan. The project's second phase was to provide visitors with basic on-site amenities, including a convenience shelter, an interpretive shelter, and a handrail at the overlook area.

The selected shelter designs were reminiscent of early Civilian Conservation Corps park structures, which utilized natural, local, and readily available materials. The structures are designed not to impose on the site using materials of rough sawn logs and fieldstone but instead to provide basic visitor facilities and be aesthetically pleasing.



# Oglebay Wilson Lodge West Family Wing

**LOCATION:** Wheeling, WV

**CLIENT/PROJECT MANAGER:**

Curt Byrum

304-243-4004

**SERVICES:** Schematic Design, Design  
Development, Construction Documents,  
Bidding & Negotiation, and Construction  
Administration

**CONSTRUCTION VALUE:**

\$3 Million

Mills Group lead the renovation of the Oglebay Wilson Lodge West Family Wing.

The renovation included the complete interior demolition of the second level to create two guestrooms out of the space previously occupied by three guestrooms. The first level guestrooms were renovated to receive new fixtures and finishes. The second level guestrooms included new balconies entered from the guestrooms on the north face of the wing. All new windows and finishes were installed throughout the wing.

To improve accessibility within the Lodge, a new elevator was installed as well as updating the existing corridor ramps to meet the current ADA requirements. A new mid-wing two-story entry was added to provide a central access entry point into the wing and a communal point for guest vending and laundry services.

 **MILLS GROUP**  
ARCHITECTURE • PLANNING • PRESERVATION



# Oglebay Foundation Office

**LOCATION:** Wheeling, WV

**CLIENT/PROJECT MANAGER:**

Eriks Janelsins

304-243-4160

**SERVICES:** Architectural Design  
Development, Construction Drawings,  
Construction Administration

**CONSTRUCTION VALUE:**

\$256,000

**MILLS GROUP**  
ARCHITECTURE • PLANNING • PRESERVATION

Mills Group is tasked with redeveloping the former Oglebay Burton Hall guest house into multi-functioning space for the Oglebay Foundation.

The first floor, 1600 sq ft, build-out is being rehabilitated to include the CEO's office, an event space and visitor's center, space for support staff as well as a restroom, kitchenette, and storage.

This adaptive reuse project will keep the original historical aesthetics of Burton Hall, by revitalizing the fireplace and preserving the oversized moldings. Sleek, floor-to-ceiling glass walls will define the interior spaces. The seamless and invisible integration of mechanical and electrical systems are pertinent within this highly-exposed and wide-open space. An etched motif, made of large-format vinyl graphics, will be applied to the glass to allow for privacy. The graphic design on the glass focuses on native wildlife, and invoke the historic landscapes of the Oglebay grounds.

The integration of ultra-modern glass walls and sliding doors contrast the ultra-traditional interior space to create high levels of drama throughout this multi-functional and highly visible space.



# Courtyard by Marriott

**LOCATION :** Granville, WV

**CLIENT/ PROJECT MANAGER :**

Thomas Bonney  
West Place LLC

215-512-7957

**SERVICES :** Architectural Design  
Development, Construction Documents,  
Coordinating Consultants, Construction  
Administration

**CONSTRUCTION VALUE :**

\$17,000,000

A brand new five-story hotel has opened across the street from the Morgantown Black Bears baseball stadium in Granville, WV. This Courtyard by Marriott has been a collaboration of a full design-build team. Along with the owners, West Place, LLC and general contractor, Waller Corporation, the Mills Group eagerly awaits the reviews of the community as they visit the high-quality brand.

Overlooking WVU's iconic Coliseum, the hotel is more easily accessed from Interstate 79 from the new Granville interchange which opened in the summer of 2016.

Mills Group provided full design services to West Place, LLC. From conceptual site design through the design development and construction document phases Mills Group collaborated with Design/Build team member Waller Corporation. The five-story hotel was built within the quick time-frame of a 15-month delivery schedule. Many consultants made up the team to ensure that the brand and owners were delivered a quality Courtyard hotel. These consultants include Marriott's design team, Oldcastle, who provided pre-built modular guest bathroom pods, full structural, mechanical, plumbing, electrical services by Allegheny Design, fire protection and security, kitchen and pool consultants, among many more. The building has an indoor pool, a generous public space including a bar, a bistro, and business center. The distinctive location offers private outdoor spaces for guests, complete with a fire-pit, encouraging them to enjoy the fresh outdoors of West Virginia and the view offered overlooking the river to Morgantown.





# Hawks Nest / Twin Falls State Parks

**LOCATION :** Ansted, WV and Twin Falls,  
WV

**CLIENT/PROJECT MANAGER :**  
WV DNR - Parks and Recreation  
Brad Leslie  
304-558-2764

**SERVICES :** Section 106 Monitoring  
**CONSTRUCTION VALUE :**  
N/A

Both Twin Falls and Hawks Nest State Park Lodges were designed by a team of architects called The Architecture Collaborative (TAC) which was led by world renowned modern architect Walter Gropius. While the buildings are significant for their modern architecture, the HVAC system needed to be improved for energy efficiency. An American Recovery and Reinvestment Grant allowed the two state parks to install efficient equipment and upgrade the heating and air conditioning in the lodges. Because of the historic and architectural significance of the two lodges, the Mills Group was asked to serve as a monitor to ensure that the project met the Secretary of the Interior's Standards as well as complied with the Federal law, Section 106 of the National Historic Preservation Act of 1966.

The Mills Group served as the liaison between the project manager and the State Historic Preservation Office, documented the efforts of the team as they installed the units, and compiled data to comply with Federal and state regulations.





# Blue Sulphur Springs Pavillion

**LOCATION :** Blue Sulphur Springs,  
WV

**CLIENT/PROJECT MANAGER :**  
Greenbrier County Historical Society  
Margaret Hambrick  
304-646-2439

**SERVICES :** Historic Structure Report  
and Existing Conditions Assessment

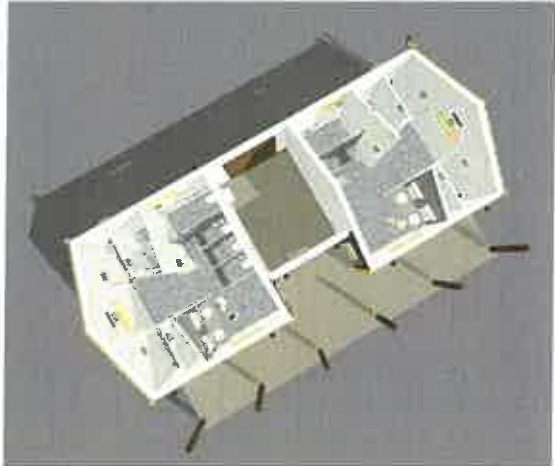
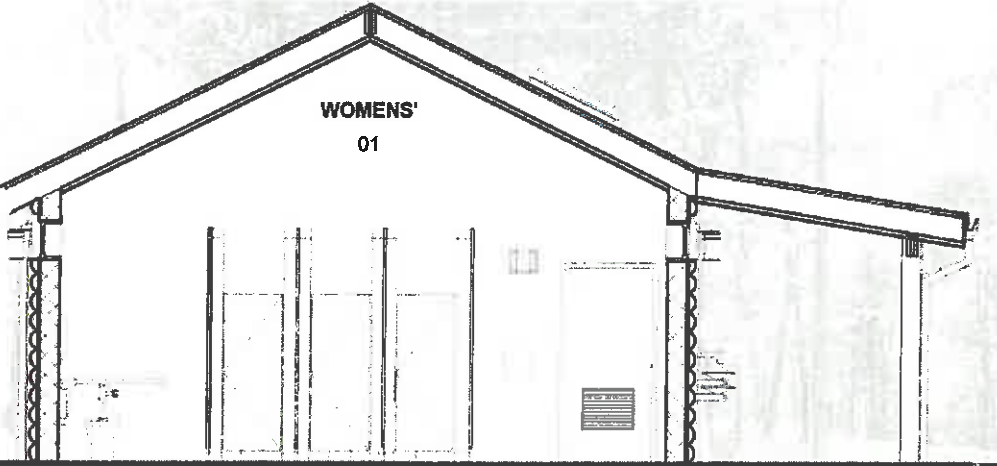
**CONSTRUCTION VALUE :**  
\$1 Million

 **MILLS GROUP**  
ARCHITECTURE • PLANNING • PRESERVATION

The Greenbrier County Historical Society chose the Mills Group to conduct an existing conditions assessment, describe the written and architectural history of the Blue Sulphur Springs pavilion and offer a plan for its stabilization and reuse.

The Blue Sulphur Springs Pavilion was constructed ca. 1836 as the centerpiece of a health resort along Kitchen Creek in Greenbrier County, (West) Virginia. Although it was regarded as superior to the other springs in Western Virginia in terms of comfort and beauty, the resort was also not as fashionable as the White Sulphur Springs located 26 miles to the east. As a result of the declining popularity of the resort and nationwide economic instability, the property was transferred into the hands of gentlemen who created Allegheny College, a seminary for Baptist students in 1859. With the outbreak of the Civil War, the college lost both students and several structures, as part of the resort was destroyed by fire in 1863. All that remained of the property was the Greek Revival inspired pavilion which continued to be enjoyed by picnickers throughout the 20th century.

In 2013, the Greenbrier County Historical Society acquired the property and with the Mills Group's help, established a plan to restore the structure. This plan includes reusing as much original material as possible and incorporating the interpretation of the pavilion's history and restoration. The first step of the restoration is to stabilize the existing structure.



# Adventure West Virginia Restrooms

**LOCATION :** Morgantown, WV

**CLIENT/PROJECT MANAGER :**

West Virginia University

Joshua Shinn

304-293-9092

**SERVICES :** Design Development

**CONSTRUCTION VALUE :** NA



West Virginia University chose the Mills Group to design an easy to assemble building to serve as a restroom facility for their Adventure WV Outdoor Education Center. The new facility serves both men and women by offering restrooms and showers for visitors to the site while also providing storage for the maintenance crews. The water supply to the building is provided by storage tanks adjacent to the building while the wastewater treatment is addressed through a septic tank and leach field.

The Mills Group designed a turn-key facility which was ready for immediate use upon delivery to the site. Mills Group envisioned a building that incorporated natural-looking elements such as a log exterior with the durability of concrete fabrication.



# Old Inn Cacapon Resort State Park

**LOCATION:** Cacapon, WV  
**CLIENT/PROJECT MANAGER:**  
WV DNR Parks and Recreation  
James G. Schotsch  
304-558-2764  
**SERVICES:** Restoration & Master Plan  
**CONSTRUCTION VALUE:** NA

 **MILLS GROUP**  
ARCHITECTURE • PLANNING • PRESERVATION

The Old Inn at Cacapon Resort State Park in Berkeley Springs, WV was constructed in 1938 as part of a Civilian Conservation Corps project at nearby Camp Morgan as the first overnight lodging facility within the state park system. The Old Inn was originally built as a one and a half story hand hewn log structure with three wood burning chimneys. By the early 1940s, the increasing number of visitors to the State Park required the Old Inn to be enlarged. In order to protect the log structure from decay, officials decided to clad the entire building in board and batten wood siding circa 1960.

The WV Division of Natural Resources (DNR) hired the Mills Group to assess the integrity of the log structure and develop a plan to stabilize the building and its continued maintenance. Because the DNR used Federal money to assess the building, they were bound by Section 106 of the National Historic Preservation Act of 1966 to assess the effect of their actions on the structure. Mills Group also acted as a liaison between the DNR and the State Historic Preservation Office.

The building had been changed slightly during the years to accommodate wall mounted air conditioning units. Otherwise, the building was in remarkably good shape and is slated to be restored to its early 1940s appearance with the exposed log exterior. Mills Group devised a plan to rehabilitate the historic log structure and adapt it for continued use for the future.





# Allegheny Design Services

## OVERVIEW

**LOCATIONS:** WV/PA

**SERVICES:** Structural Engineering,  
Mechanical, Electrical, and Plumbing  
Engineering, Building Information  
Modeling, System Engineering



- Dorms, Student Housing & Apartments
- Athletic & Recreation
- Religious / Non-Profit
- Healthcare
- Higher Education
- Historic Restoration
- Industrial
- K-12
- Government
- Office Buildings
- Parking Garages
- Retail & Commercial
- Metal Building Systems
- Hotels & Resorts
- Pedestrian Bridges
- LEED & Commissioning



# Harper Engineering

OVERVIEW

LOCATIONS WV

SERVICES: HVAC Design,  
Electrical Design, Plumbing Design,  
Drafting, Specifications, Project  
Management, Construction  
Documents

**HE Harper** Engineering,pllc

- **Beckley Appalachian Regional Hospital -**  
HVAC and Electrical Design for Lab Upgrades, CCU Unit Replacement and Duct Modifications as well as Unit Replacement as part of Reskin Project
- **Tucker County Community Based Outpatient Clinic -**  
HVAC, Plumbing, Electrical, Fire Alarm, and Sprinkler design for a 3,600 sq. ft. VA outpatient clinic.
- **Bert Wolf Toyota -**  
HVAC, Plumbing, Sprinkler, Electrical and Fire Alarm design for the addition and renovation totaling 39,500 sq. ft. for showroom and maintenance bay located in Charleston, WV. Included Vehicle Exhaust System for Maintenance bay
- **Huff Elementary -**  
New School in Wyoming County, 43,000 sq. ft. building. Sprinkler system with fire water storage tank and fire pump
- **Energy Corporation of America -**  
HVAC, Plumbing, Electrical, Fire Alarm, and Sprinkler design for a 60,000 sq. ft. office located in Charleston, WV
- **W. Kent Carper Justice and Public Safety Complex -**  
HVAC, Plumbing, Electrical, Fire Alarm, and Sprinkler design for renovations to the 62,400 sq. ft. Justice and Public Safety Complex



# Potesta

## OVERVIEW

**LOCATIONS:** WV/VA

**SERVICES:** Engineering, Mining,  
Remediation, Oil & Natural Gas,  
Environmental



- Air
- Asbestos Abatement
- Biological and Toxicological
- Civil Engineering and Site Design
- Coal Supply and Procurement
- CADD
- Construction Monitoring
- Environmental Emergency Response
- Environmental Site Assessment
- Geographic Information Systems
- Geotechnical Engineering
- Groundwater
- Hydrology and Hydraulics
- Landfills and Solid Waste
- Litigation Support
- Marcellus Shale Natural Gas
- Mining
- Mixing Zone Analysis
- Occupational Safety and Health
- Oil and Natural Gas
- Permitting
- Remedial
- Roadway Engineering
- Stream Restoration
- Storage Tanks
- Surveying and Mapping
- Water Quality Studies
- Water and Wastewater
- Wetlands



# REFERENCES

## Ron Justice

West Virginia University  
State and Local Relations Specialist  
Marina Tower, 4th Floor  
PO Box 6555  
Morgantown, WV 26505  
Ph: 04-293-3034

## Margaret Hambrick

Greenbrier Historical Society  
President  
301 West Washington Street  
Lewisburg, WV 24601  
Ph: 304-46-2439

## Kathy Mace

Preston County Commission  
County Administrator  
106 West Main Street  
Room 202  
Kingwood, WV 26537  
Ph: 04-329-1805

## Eriks Janelains

The Oglebay Foundation  
President & CEO  
465 Lodge Dr.  
Wheeling, WV 26003  
Ph: 304-243-4160

ADDITIONAL  
INFORMATION



# The West Virginia Board of Architects

certifies that

MICHAEL MILLS

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

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

Certificate Number 3525

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



A handwritten signature in cursive script, reading "Emily Papadopoulos".

Board Administrator

18 0020500

**Commonwealth of Pennsylvania**  
**Department of State**  
**Bureau of Professional and Occupational Affairs**  
**PO Box 2649 Harrisburg PA 17105-2649**

**License Type**  
**Registered Architect**

**License Status**  
**Active**

**Initial License Date**  
**08/03/2000**

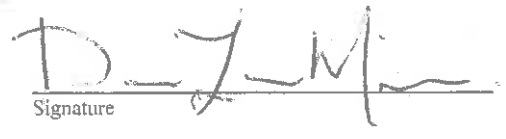
**DOMINIC LANCE MUSCARA**  
**103 STILWELL DRIVE**  
**MORGANTOWN WV 26505**

**License Number**  
**RA016356B**

**Expiration Date**  
**06/30/2019**



Commissioner of Professional and Occupational Affairs

  
Signature

**West Virginia State Board of Registration  
for Professional Engineers**



**DAVID R. SIMPSON  
WV PE #010150**

This is to certify that the above named PROFESSIONAL ENGINEER has met the requirements of the law, is duly registered and is entitled to practice engineering in the State of West Virginia

**EXPIRES December 31, 2018**





STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come Greeting  
"Know Ye" That The State Board of Registration for Professional Engineers  
of the State of West Virginia, reposing special confidence in  
the Intelligence, Integrity and Discretion of

Jason E. Harper

DOES IN PURSUANCE OF AUTHORITY VESTED IN IT

by law hereby certify that he having submitted  
satisfactory evidence of his ability and experience is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number 17278

"To Hold" and use such title in the practice of his profession,  
subject to the conditions prescribed by law.



Given under the hand of the  
Seal of the Board at the Capitol in the  
City of Charleston,  
This 12th day of June  
in the year of our Lord 2007  
and of the State  
the One Hundred Forty-Third

Members of the Board

James D. Timms, Jr.

Richard E. Dlyna

Blayne S. Selja

William E. Pierson

[Signature]



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

Know Ye That The State Board of Registration for Professional Engineers, of the State of West Virginia, reposing special confidence in the Intelligence, Integrity and Discretion of

David B. Sharp

Does, in Pursuance of Authority Vested in it

by law, hereby certify that he, having submitted satisfactory evidence of his ability and experience, is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number 14187

To hold, and use such title in the practice of his profession, subject to the conditions prescribed by law.



Given under the hand and the Seal of the Board, at the Capitol in the City of Charleston, this 28th day of July in the year of our Lord One Thousand Nine Hundred and Ninety-nine and of the State the One Hundred Thirty-sixth.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Handwritten signatures of board members and the registrant, including 'David B. Sharp' and 'Frank M. ...'.

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

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

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

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

**DEFINITIONS:**

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

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

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

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

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: MILLS GROUP LLC

Authorized Signature: [Signature] Date: 7/27/18

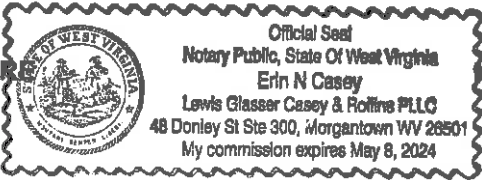
State of West Virginia

County of Morgan to-wit:

Taken, subscribed, and sworn to before me this 27 day of July, 2018

My Commission expires May 8, 2024

AFFIX SEAL HERE



NOTARY PUBLIC [Signature]

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: AEOI DNR18\*07

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

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

Addendum Numbers Received:

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

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

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

MILLS GROUP LLC  
Company

Authorized Signature

Date

7/27/18

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

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

MICHAEL J MILLS, AIA MANAGING PRINCIPAL  
(Name, Title)

MICHAEL J MILLS, AIA MANAGING PRINCIPAL  
(Printed Name and Title)

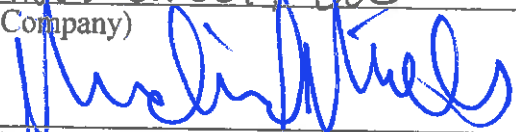
03 WHARF ST. STE. 300 MORGANTOWN, WV 26501  
(Address)

304.296.1010 / 304.413.0120  
(Phone Number) / (Fax Number)

MMILLS@MILSGROUPONLINE.COM  
(email address)

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

MILLS GROUP, LLC  
(Company)

  
(Authorized Signature) (Representative Name, Title)

MICHAEL J MILLS, AIA MANAGING PRINCIPAL  
(Printed Name and Title of Authorized Representative)

7/27/18  
(Date)

304.296.1010 / 304.413.0120  
(Phone Number) (Fax Number)



State of West Virginia  
Expression of Interest  
Architect/Engr

Procurement Folder : 463508

Document Description : A/E Services for Hawks Nest CCC Museum and Pavilion

Procurement Type : Agency Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No		Version	Phase
2018-06-26	2018-07-31 13:30:00	AEOI 0310	DNR1800000007	1	Draft

SUBMIT RESPONSES TO:	VENDOR
BID RESPONSE DIVISION OF NATURAL RESOURCES PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV 25303-1228 US	Vendor Name, Address and Telephone MIWS GROUP, LLC 63 WHARF ST. STE. 300 MORGANTOWN, WV 26501

FOR INFORMATION CONTACT THE BUYER

Angela W Negley  
304) 558-3397  
angela.w.negley@wv.gov

Signature X

FEIN # 20 3789 115

DATE 7/27/18

Offers subject to all terms and conditions contained in this solicitation