

EXPRESSION OF INTEREST A/E SERVICES

# WEST VIRGINIA DIVISION OF NATURAL RESOURCES DISTRICT #2 AND #3 BUILDING IMPROVEMENTS



THE EXPERIENCE *you want,*  
THE APPROACH *you need.*

OFFICES LOCATED THROUGHOUT PENNSYLVANIA  
1.888.696.6280 • STIFFLER-MCGRAW.COM



BLAIR COUNTY  
1731 N. JUNIATA STREET  
HOLLIDAYSBURG, PA 16648  
TEL: 814.696.6280  
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June 13, 2019

Ms. Angela White Negley  
WV Division of Natural Resources  
Property and Procurement Office  
South Charleston, WV 25303

Re: Solicitation #: AEOI 0310 DNR1900000014  
AE Services – District #2 and #3 Building  
Improvements

Dear Ms. White Negley:

**Stiffler McGraw Architects, LLC** appreciates this opportunity to be considered for selection to provide architectural services to provide certain improvements at the existing District #2 and #3 Office Buildings. We understand that work contemplated will include replacing windows and doors, adapting the building to current ADA standards as well as adding some security features. The primary focus of our package is to demonstrate to you that our firm is highly qualified and capable of performing the professional services requested per your advertisement, as we have done on many renovation projects for our clients.

**Stiffler McGraw** is a full-service consulting firm offering complete civil engineering, surveying and architecture services. Our firm has been dedicated to providing quality, professional services since 1989. Many of our client's needs included architectural services and in early 2008 **Stiffler McGraw Architects, LLC** was formed to provide those services. Due to our success over the years, we are at a point where we are looking to expand our services into new geographic territories within a relatively close proximity to our Hollidaysburg, PA corporate office. Historically, we have consistently provided engineering services to numerous clients in the Northern Tier of Pennsylvania, some of which have been over 160 miles from our corporate office. If selected by the West Virginia Division of Natural Resources, we will exceed expectations to prove our dedication to new clients in your area. In fact, we promise to work harder than ever to build a relationship with you to ensure that you will be anxious to share with your neighbors what an asset that **Stiffler McGraw Architects** was to your project.

Thank you for the opportunity to submit our qualifications. Based on our past experience and record of performance, we believe that we are a perfect match to support the needs of the District #2 and #3 office renovations project. Should you care to discuss any aspect of this submission in further detail, please contact me at or [bendler@stiffler-mcgraw.com](mailto:bendler@stiffler-mcgraw.com) or (814) 696-6280.

Sincerely,

Brian P. Endler, R.A.  
Principal Architect

OFFICES LOCATED THROUGHOUT PENNSYLVANIA

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**Stiffler McGraw Architects, LLC (SMA)** is best suited to undertake the District #2 and District #3 Building Improvements because we have an “in-house” team with on-going experience undertaking similar projects with a history of completing the work on-time and within budget. Our parent company, **Stiffler McGraw & Associates, Inc.**, has been providing engineering, architectural and surveying services since 1989 from our Hollidaysburg, PA corporate office and branch offices in Indiana, Titusville and Towanda, PA.

Our firm’s capabilities are constantly upgraded and expanded to provide high quality, cost-effective, and responsive services to our clients. **We strive to provide a full range of architecture and engineering services “in house”.** This allows us to control work flow and maintain accountability for meeting deadlines. We are capable of providing all the services needed for the District #2 and District #3 Building Improvements and do not foresee the need for subconsultants. Services **Stiffler McGraw** provides include:

- Architectural Services
- Environmental Assessments & Surveys
- Water Supply Engineering
- Transportation Engineering
- Construction Management
- Land Development Engineering
- Landscape Architecture
- Wastewater Engineering
- Surveying
- Construction Inspection

Our current staff of 76 includes architects; civil, electrical, mechanical, structural and transportation engineers; surveyors; environmental scientists; landscape architects; construction inspectors; technicians; GIS specialists; planners; grant coordinators and CAD operators. We constantly upgrade and expand our firm’s capabilities to provide high quality and responsive services to our clients. Our staff offers extensive knowledge and experience with all phases of projects including planning, design, project scheduling and budgeting, construction documents and specifications, bidding and negotiation, and construction contract administration and management.

**SMA** provides complete architectural and engineering services for a full range of design services for new construction, commercial renovations, tenant improvements, additions, and historical renovations and repairs. Our architects have direct access to a team of “in-house” engineering and environmental specialists; this close relationship ensures project flexibility and efficiency. Our experienced design professionals are committed to delivering projects of the highest quality while balancing the needs and budget constraints of our clients. We view each project as a unique challenge, and through our collaborative team approach and consistent engagement with our clients, we strive to provide innovative solutions that satisfy the needs of our clients, now and for years to come.

While building functionality is important, we take great care in providing aesthetically pleasing designs that are economical and appropriate for the community in which it’s located, as well as minimizing the impact to the environment through sustainable design principles. Our staff offers extensive knowledge and experience with all phases of projects including feasibility studies, planning, design and construction administration. We have integrated current technology into our design process with Building Information Modeling software (BIM) and 3-D renderings and visualization. We provide project scheduling and budgeting, construction documents and specifications, bidding and negotiation, construction contract administration and management, and post occupancy evaluation.



Our approach to architectural projects is based upon a team approach. Our projects have involved the planning, evaluation, design and construction management of new buildings, as well as detailed inspection, monitoring, analysis and evaluation of older existing buildings to be replaced or modified. As a result, we have invested in building a cohesive team of professionals dedicated to working within the municipal market sector day in and day out. Every aspect of designing, permitting, specifying and overseeing the construction of these facilities is completed in house by **Stiffler McGraw**. We invite you to compare the in-house capabilities of **Stiffler McGraw** to our competitors and we believe that you will not find a more qualified team.

**SM** currently serves as the “Engineer of Record” for nearly 100 municipalities or authorities throughout the Commonwealth of Pennsylvania. As a result, we have had the privilege of guiding numerous clients through the exact process that currently faces the WV DNR with the building improvements to District #2 and #3 offices. Each of these projects required a design approach that considered each individual client’s economic concerns associated with the renovation of their facilities. In each case, we were able to guide the clients through detailed discussions regarding building design and material selection, bidding techniques, permitting requirements and funding coordination. We believe that our experience in this area could prove to be invaluable to the DNR’s office throughout the duration of the project.

Due to the success of **Stiffler McGraw** over the past 30 years, we have experienced significant corporate growth. With that growth, we have been able to assemble an exceptional team of highly qualified individuals. With the growth of our team, we are now at a point in our corporate history where we are looking towards expansion into new geographic territories such as West Virginia and Maryland. We assure you that we are dedicated to servicing these new areas with the same professional service that has satisfied our Pennsylvania clientele for years. In fact, we will work harder than ever to build relationships with our clientele in our expanded service area to ensure that they will be anxious to share with their neighbors what an asset the **SMA** team was to their project. We understand that distance is potentially a concern and would like to share with you a list of our clients we serve from our Hollidaysburg, PA office and the distance they are from our office to demonstrate that the locations of your District #2 office near Romney, WV (approximately 90 miles away) and District #3 office near French Creek, WV (approximately 200 miles away), are not outside of our service reach.

- Garrett County, MD – 115 miles
- Towanda Township, Towanda, Bradford County, PA – 169 miles
- Wysox Township & Wysox Township Municipal Authority, Wysox, Bradford County, PA – 173 miles
- Asylum Township, Bradford County, PA – 173 miles
- Titusville Redevelopment Authority, Crawford County, PA – 146 miles
- Sayre Borough, Sayre, Bradford County, PA – 181 miles
- Towanda Municipal Authority, Towanda, Bradford County, PA – 169 miles
- Washington County Commissioners, Washington County, PA – 121 miles

***Stiffler McGraw...***  
***The experience you want.***  
***The approach you need.***





The West Virginia Division of Natural Resources office can be assured that it will receive the personal attention that is needed to complete the proposed District #2 and District #3 Building Improvements in a professional and business-like manner. The **Stiffler McGraw Architects (SMA)** design team provides an abundance of expertise that will be available to the DNR office:

- Our staff offers extensive knowledge and experience with all phases of projects including feasibility studies, planning and design. We provide project scheduling and budgeting, construction documents and specifications, bidding and negotiation, and construction contract administration and management.
- **SM** and **SMA** has a high ratio of licensed architects, engineers and land surveyors to staff. This is an important factor in assuring the DNR that you will receive the expertise needed to complete a successful project. With such a large pool of talented professionals, we are able to ensure project flexibility and efficiency to meet aggressive delivery schedules and work on multiple concurrent assignments. Following is a breakdown of the technical and support staff available:

8 Administrative	4 Environmental Specialists	1 Project Manager
1 Architect	1 GIS Specialist	2 Structural Engineers
12 Civil Engineers	1 IT Specialist	6 Surveyors
11 Construction Inspectors	1 Landscape Architect	2 Survey Office Technicians
7 Draftsmen/CAD Operators	1 Mechanical Engineer	3 Transportation Engineers
2 Electrical Engineers	7 Project Designers	6 Water/Wastewater Engineers

- **SM** and **SMA** have a history of retaining staff; 18 have been with the firm for over 16 years, many of whom have been completing projects together since our inception in 1989. Overall, our staff members have an average of 10 years of employment. Not only is this a testament to our culture, but it conveys our ability to work together to complete projects for our clients. In addition, as new employees are brought on to expand on our services and coverage areas, we have the resources to provide experienced mentors to them. You can be assured that you will be working with a cohesive team that has been organized to successfully work together as they have for the past 30 years.
- Our Team has the recent experience on similar projects as we note in *Section 4 – Relevant Project Experience* to create economical, functional, and aesthetically pleasing building designs, utilizing the most current specialized technology. We will ask the DNR, its stakeholders and consultants the necessary questions to gain a thorough understanding of your needs, business goals, and personal goals and only then will we begin the design of the projects. We can offer insight gained from “lessons learned” to present cost-effective real-world solutions. Our designs will influence the way people work, helping to encourage positive working environments, and long-term operational viability, in a more efficient manner.
- Nine of our staff are professionally registered in the State of West Virginia, as well as multiple other states. Key staff for this project include:
  - **Brian P. Endler, R.A.** – Registered Architect – WV, MD, PA, NY
  - **Timothy C. Campbell, P.E., LEED GA** – Professional Engineer – WV, MD, PA, NJ, OH, VA; Leadership in Energy and Environmental Design – Green Associate
  - **Michael S. Davignon, P.E.** – Professional Engineer – WV, MD, PA, MO
  - **Jeffrey L. Billotte, P.E.** – Professional Engineer – WV, MD, PA
  - **John C. Clabaugh, P.E.** – Professional Engineer – WV, MD, PA







When preparing a Staffing Plan, **Stiffler McGraw Architects, LLC (SMA)** recognizes the importance of utilizing a strong project management and design team with extensive experience to successfully take a project from conception to completion. We have built a cohesive design team that has a proven ability to complete the planning, design and construction administration of renovation projects as identified in the WV DNR District #2 and #3 Building Improvements Expression of Interest. We have attached an Organizational Chart to illustrate the depth of personnel we have available for the improvements. Our Proposed Staffing Plan includes the following key personnel along with their assigned roles for this agreement. Resumes for each are included in *Section 8 – Appendix*.

**Brian P. Endler, R.A.** will serve as the Lead Architect and Project Manager for the District #2 and #3 Building Improvements and point of contact for the WV Division of Natural Resources' office, overseeing the project during design, bidding and construction administration. He has 20 years of experience that includes architectural design, code analysis, construction documents, bidding and construction administration. Mr. Endler's architectural experience includes correctional, municipal/judicial, retail, business/office, higher education, K-12 educational, religious, public safety, and recreational facilities, encompassing both new construction and renovations.

**John C. Clabaugh, P.E.** provides QA/QC on many of the larger architectural projects for the firm as well as providing engineering services for municipal projects. As a Sr. Project Manager, he has 16 years of experience in the planning, design, bidding and construction administration of municipal projects including water and wastewater treatment plants and conveyance systems. Mr. Clabaugh has served as Project Manager on multiple projects ranging in size from \$10,000 to \$18,000,000. He incorporates this experience in his role as QA/QC on architectural projects to assist Mr. Endler in keeping projects on track and within budget.

**Russell D. Greaser** brings more than 38 years of professional experience to his role as Project Manager at **Stiffler McGraw**. He conducts quality control reviews during key phases of projects to ensure project completeness and accuracy. Russ offers expertise in conducting building evaluations as he has done for numerous facility studies. He surveys buildings to assess existing conditions, code compliance and other deficiencies, and prepares reports of his findings. He provides specific expertise and understanding regarding ADA requirements and building codes, and routinely participates in building assessments and design reviews to determine compliance with these issues.

**Timothy R. Campbell, P.E., LEED GA** has 26 years of structural experience including analysis and review of existing structures for restoration and rehabilitation projects and providing expertise for structural design of new municipal and commercial buildings. As a Structural Engineer for **Stiffler McGraw**, Mr. Campbell's responsibilities include structural design and development of architectural plans for related structures; preparation of construction documents including plans, details, schedules, specifications and shop drawing review.

**Michael S. Davignon, P.E.** has 14 years of experience as a Mechanical Engineer which has included surveying and documentation of existing structures for purposes of modifications to buildings, including plumbing and stormwater systems. He provides services in the plumbing and fire protection fields for municipal, commercial and residential buildings. He has specified equipment and supervised the engineering design and construction of numerous architectural projects. Mr. Davignon has extensive knowledge of national, state and local plumbing and fire protection codes for plumbing, HVAC and electrical requirements.



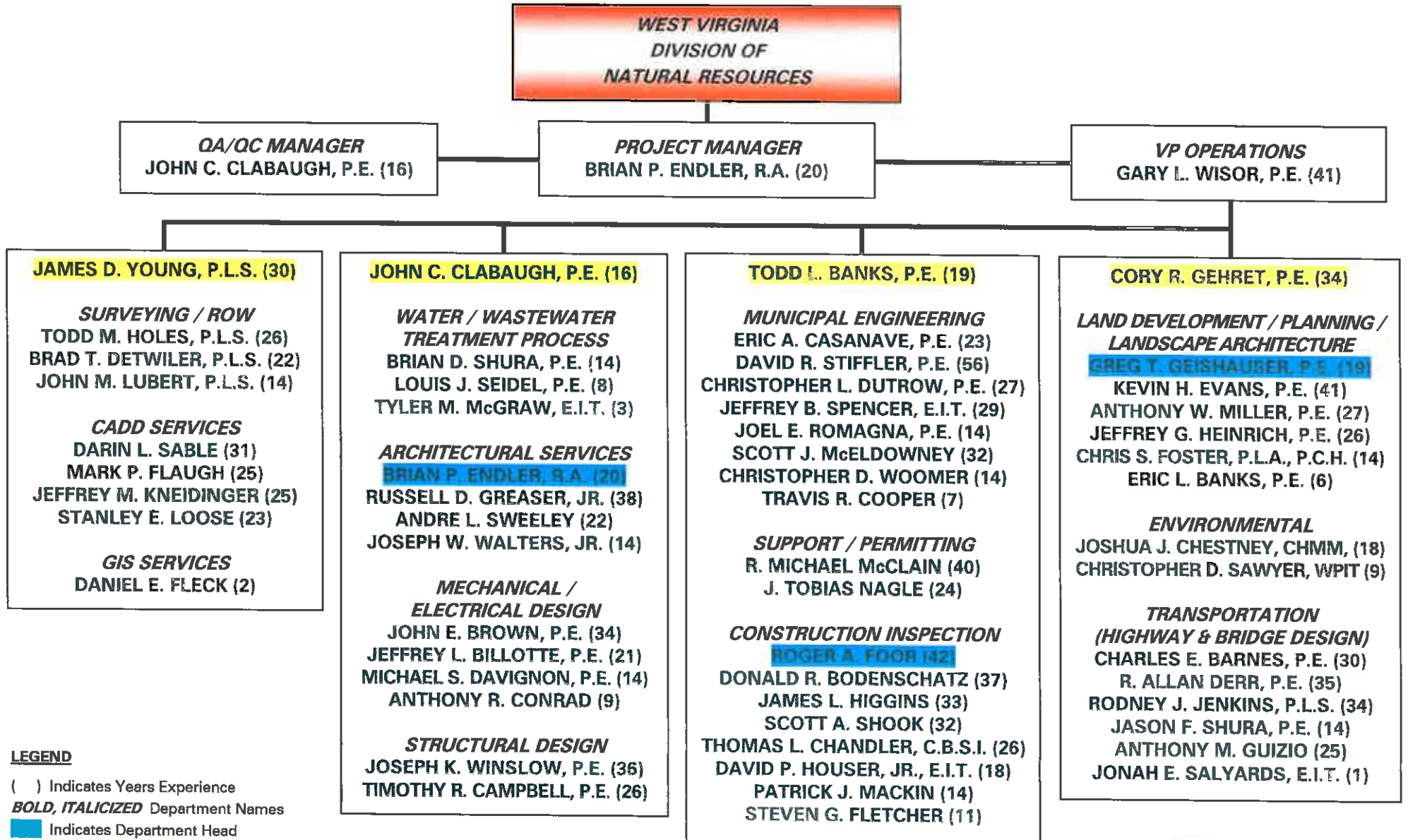
**Jeffrey L. Billotte, P.E.** has 21 years of experience in the design of electrical systems for a variety of buildings for municipal, commercial, industrial and residential clients. As an Electrical Engineer for **Stiffler McGraw**, he assists with preliminary and final project design responsibilities, which include equipment selection, specification review/revision, shop drawing review, CADD drawing review, and client liaison. Mr. Billotte's skillset is vitally important to the study phase and preliminary design of projects.

**Joshua J. Chestney, CHMM, WPIT** has 18 years of experience providing environmental consulting and testing in support of new construction, renovation and demolition activities. He is also certified in wetland delineation, permitting and botanical surveys. As our firm's Sr. Environmental Scientist, Josh has completed hazardous materials surveys, and Phase I and Phase II Environmental Site Assessments as part of engineering and environmental studies associated with renovation and demolition activities.



# PROJECT TEAM ORGANIZATION

Professional Engineering Services



**LEGEND**

- ( ) Indicates Years Experience
- BOLD, ITALICIZED** Department Names
- Indicates Department Head
- Indicates Division Head

Note: Not all staff is shown.





### Central Campus Alterations, Keystone Mountain Lakes Regional Council of Carpenters, Duncansville, Blair County

*Contact: Mr. Rick Tomlinson, Council Representative & LU #950 President, (814) 693-0315 (ext. 1)*  
The project consisted of interior/exterior renovations and a change in use of an existing 10,700 SF steel framed building. The building was formerly used for retail sales and warehousing and is now currently used as an educational and training facility. Interior renovations included office space and conference rooms, traditional classrooms and a 5,500 SF shop area used for demonstrations and hands-on instruction. In addition, to take advantage of the nearly 24-foot-high space, a new 2,500 SF structural floor system was added above the office and classroom areas for additional meeting space as well as material storage. Specialized mechanical systems were also designed including a dust collection system for welding equipment and an air cleaning system in the main shop area to remove smoke and dust contaminants. The exterior renovations included the re-design of the front entrance facade. The existing wall was bumped out to add depth to the elevation and split-faced concrete block veneer was used on the lower portion with new horizontal metal siding above. A cedar wood canopy provides shelter over the wood entrance doors. The facade is accented with illuminated signage above the canopy. **SMA** provided complete architectural and engineering design services for the project.



### Municipal Building Addition, Allegheny Township Supervisors, Blair County

*Contact: Silke Morrison, Borough Secretary, (814) 695-9563*

The project involves the construction of a 5,400 SF addition to the existing Allegheny Township Municipal Building for the purpose of providing the Township Police Department with a more modern, secure and efficient space to occupy. The single-story structure is slab-on-grade, masonry framed with brick veneer, and has a shingled gabled roof. The new addition contains a secure intake and processing area including vehicle and pedestrian sallyports, holding cells (one of which is padded), interview rooms, and a processing counter with secure evidence lockers. Administratively,



the department now has three private offices, an open office area with accommodations for four patrolmen, file storage with high density mobile shelving, and a secure evidence storage room. Locker room facilities for both men and women, along with an armory and ammo storage were provided. **SMA** provided land development, architectural, structural, and MEP design for the addition as well as typical bidding and construction administration services.

### Former Ekey Floral Shop Renovations, Warren-Forest Counties Economic Opportunity Council, Inc. (WFCEOC), Warren County

Contact: Lyn Pryor, Director of Community Development, (814) 726-2400



The project involved renovations of an existing 2-story, 3,000 SF building into leasable space for the WFCEOC. Renovations included dividing the building into two separate and distinct uses; one for retail and the other for business offices. Several programming meetings were held with the owner and future tenants of the spaces to identify their functional needs and spatial requirements. From those meetings, conceptual plans were developed and presented for approval. The design included new ADA restrooms, private offices, receptionist areas, and open retail spaces. On the exterior, the building received new roofing, siding, windows, a greenhouse structure, as well as a new parking area. Once the concept was approved, **SMA** prepared construction documents including drawings and technical specifications, assisted in soliciting bids, and provided construction administration services.

### Addition/Expansion to the Bedford County Business Center, Bedford County Development Association, Bedford, Bedford County

Contact: Ms. Bette Slayton, President, (814) 623-4816

The project consists of a 15,480 SF pre-engineered metal building addition to an existing 24,000 SF facility. The Bedford County Development Association expanded their multi-tenant Bedford County Business Center with the construction of a new \$1.2 million building center connecting the existing center by a breezeway area. The new addition houses future business tenant spaces connected to a common corridor with restroom facilities and mechanical space. A major design consideration was the owner's desire to match the existing facility to the greatest extent possible so the entire complex looks original.

**SMA** provided complete architectural and engineering design services as well as all bidding and construction administration of the project. The project added to the existing 24,000 SF complex, by 15,156 SF of enclosed area, of which 1,652 SF is common corridors, restroom facilities and telecommunications and 13,504 SF of open tenant space. Services provided consisted of civil engineering, general construction, plumbing, electrical and HVAC.



### Additions and Renovations, Wehnwood United Methodist Church, Altoona, Blair County

Contact: Evelyn Madison, Pastor, (814) 942-6081

The project consists of a 3,120 SF, one-story (with full basement) addition to the existing church. The purpose of the addition is to solve accessibility and spatial issues that currently exist within the church. The main floor of the addition will provide a new entrance vestibule off of the rear parking lot that includes an elevator to the basement level. The main floor will also contain meeting room space, administrative office, pastor's study, and an ADA accessible restroom. In the basement level, a multi-purpose space, storage room, and utility room are proposed. Renovations include increasing the capacity of the Narthex by removing several walls and installing new finishes while the existing basement restrooms will be made accessible. **SMA's** services included the architectural, structural, HVAC, plumbing and electrical design.



### **Elevator and Stair Tower Addition, Oil City Masonic Hall Association, Oil City, Venango County**

*Contact: James Monson, President of Masonic Hall, (814) 676-1155*

Project consists of the design and construction documents for a new masonry framed elevator and stair tower addition to an existing 4-story building to provide an accessible route to all floors. **SMA** is providing architectural, civil, structural, mechanical and electrical design to meet local ordinances and the Pennsylvania Uniform Construction Code.

### **Additions and Renovations, First Church of Christ, Altoona, Blair County**

*Contact: John Collins, Lead Pastor, (814) 942-2480*

The project consisted of additions and renovations to an existing church. The primary design objectives were to gain additional sanctuary seating, make all levels of the building accessible, and maximize the parking capacity on the site within a constrained budget. The building program provided for new ADA accessible restrooms, family restroom, elevator, multipurpose room addition, day care suite, educational classrooms, commercial kitchen, narthex addition, lighting, HVAC, fire protection systems consisting of sprinkler and fire alarm system, audio/video and acoustical treatments and canopy entrance. The existing building contained approximately 19,500 SF and with the additions and renovations the total space was increased to approximately 36,000 SF. The civil aspects of the project provided for an expanded parking lot, utility extensions and implementation of storm water management facilities. **SMA** completed written CSI format specifications and bid documents for the general construction requirements. Provided bidding services including advertisement, collected and cataloged request for information, issued addenda, attended bid opening, evaluated bids for compliance with the bidding procedures. Construction contract administration was provided on an as needed basis.



### **Tunkhannock Office Expansion, Southwestern Energy Co., Tunkhannock, Wyoming County**

*Contact: Scott Meaders, Facilities Services Manager, (501) 548-6528*



The project consisted of a 5,200 SF pre-engineered metal building addition to an existing office building. The goal and objective of the additions were to provide additional private offices, open office area and conference space to accommodate the client's growing need for office space. In addition, there is a 3,100 SF conventional wood framed addition to an existing office/garage building located 15 feet and connected by an enclosed breezeway. This addition, plus renovations to the existing garage area, also provided additional private and open office space. One unique challenge with this project was treating the non-potable water. This involved storing the water, identifying and filtering the mineral contaminants, and treating and disinfecting any biological contaminants. Stiffler McGraw provided complete architectural, mechanical, plumbing, and electrical design services for the project, as well as land development services including permitting, erosion & sedimentation control, and parking lot design.



### Indiana Community Center Building Assessment, Indiana Borough, Indiana County

In 2012, **SMA** completed a building assessment report for the Indiana Community Center with the purpose of providing the Borough a tool to aid in developing their yearly budgets and plan the much-needed renovations to their building in phases accordingly. Since that time, we have taken the following projects from the study phase, through design, bidding, and finally construction administration:



- **Indiana Community Center – Exterior Envelope Improvements**  
Exterior restoration of the existing 100-year-old historic building housing the Indiana Free Library and Jimmy Stewart Museum. The restoration included a complete masonry repair and restoration of all exterior facades, a complete replacement of the flat roof areas, repair/reinstallation of the existing clay tile roof system, replacement of all exterior windows and doors including damaged lintels, refurbishing of existing fire escape, and parking lot repair and resurfacing.
- **Indiana Community Center – Restroom Renovations**  
Complete renovation of the restrooms in the existing 100-year-old historic building housing the Indiana Free Library and Jimmy Stewart Museum for ADA compliance. The project required selective and systematic demolition of a total of eight restrooms on four floors. Work included structural repairs to the floor systems, new wet walls, subfloors, ceramic tile, insulation, gypsum board wall systems, fire stopping, suspended ceilings, doors and hardware, new supply plumbing including DWV, new plumbing fixtures, electrical distribution including lighting, modifications to the existing sprinkler system, exhaust systems, and modifications to the steam radiator systems.
- **Indiana Community Center – Interior Improvements**  
Interior renovations of the existing 100-year-old historic building housing the Indiana Free Library and Jimmy Stewart Museum. Renovations include the installation of a new heating and cooling system throughout the building, replacement of existing light fixtures with LED's, ADA improvements such as door hardware and kitchenettes, and miscellaneous cosmetic upgrades including flooring and paint.

### Department of Public Works and Emergency Operations Center, Sayre Borough, Sayre, Bradford County

*Contact: David Jarrett, Borough Manager, (570) 888-7739*

The goals and objectives of the project were to construct the building on the constricted site of a former maintenance garage. The multi building site contained the Borough recycling center and other garage buildings for heavy equipment storage. The project consists of a new \$1.4 million, 8,500 SF pre-engineered metal building to house the 3,000 SF Emergency Operations Center and 5,500 SF Department of Public Works Maintenance Garage. The project was bid and completed in two separate phases. The first phase completed all civil work and the construction of the pre-engineered metal building. The second phase finished the interior of the building primarily consisting of meeting rooms, locker and shower facilities, offices, borough plan room, garage space, signage shop, maintenance bays, and space for future offices and meeting rooms. The structure is completely accessible and has the capabilities of full building generator service and modern telecommunications services. Provided complete architectural and engineering design services.



### **Regional Headquarters Complex, Pumpco Energy Services, Asylum Township, Bradford County** *Contact: Mark Songer, Division President, (412) 490-9200*



The project consisted of a 40 acre, three building complex that serves as a regional headquarters. Building 1 is a two story 23,400 SF office and maintenance building with shower and restroom facilities, offices, conference rooms and lunch rooms. Finishes in the buildings utilized low VOC compliant materials and coatings, recyclable carpet tile, energy efficient window fenestrations, occupancy sensors, low

flow plumbing fixtures and high R value insulation. The maintenance portion is a high bay service garage area for repairs and includes an equipment room for parts storage. Building 2 is a two bay 5,500 SF truck wash building with an integral water reclamation system. Building 3 is a 10,600 SF chemical storage building and houses a private sourced water treatment system with storage capacity for the complex as well as the fire protection system.

The pre-engineered metal buildings contain energy efficient floor radiant heating systems and high value insulation. The complex contains a large truck parking area and material laydown yards, covered with a pervious surface of shale stone to reduce runoff. It includes truck charging stations and limited shielded site lighting. The project was completed using a fast track integrated design process. The collaboration between the design team incorporated green design features into the project where feasible, economical and practical. **SMA** provided complete architectural, engineering and land development design services as well as bidding and construction administration for the project.

### **Renovations to Shop/Maintenance Building & Truck Wash Addition, Pumpco Energy Services, Inc., Smithton, Westmoreland County**

*Contact: Mark Songer, Division President, (412) 490-9200*

Pumpco purchased a facility on a 10 acre site located in Smithton, PA, previously identified as lots 10 and 24 of the Westmoreland 1-70 Industrial Park. The existing facility included a 25,000 SF pre-engineered building that was renovated to support new offices, warehouse space and a maintenance garage. The site contains a large area for truck parking and material laydown yards consisting of a pervious surface of shale stone to reduce runoff. The new building added to the complex is a two bay 5,000 SF truck wash building that contains truck wash equipment with an integral water reclamation system. Green design elements also included the use of LED lighting and additional insulation added to both exterior walls and ceiling for an overall improved R factor. **SM** provided full professional services for the complex including land development services consisting of surveying, site design, storm water management, permitting, structural design for foundation systems and interior masonry walls, architectural services for the office and shop areas including interior design, mechanical engineering and complete construction management.

### **New Administration Building, Citikidz Christian Sports Camp, Westmoreland County**

*Contact: Aaron Good, Operations Director, (724) 813-0930*

The project consisted of the design and preparation of construction documents for a new administration building for the camp. The building is a two-story, 5,000 SF wood framed structure with offices and conference space on the first floor, and a large multi-purpose space on the second floor. SMA provided the architectural, structural, and MEP design for the project which is currently under construction, scheduled to be completed by early 2020.

### Removal of Architectural Barriers, Blair Township Municipal Building, Blair County

Contact: Ed Silvetti, Supervisor, (814) 696-4363

The project consisted of the removal of certain architectural barriers that existed within the Township Municipal Building. The main entrance was revised to comply with current ADA standards including new 36" doors with power operated automatic doors and hardware. Modifications were also made to the transaction counter found in the lobby that included a lower accessible counter and window to allow people with disabilities equal opportunity to conduct business with the Township. The existing restrooms were upgraded with new ADA compliant fixtures and accessories as well as new finishes. The majority of the project was funded by the Township's CDBG program; therefore, all construction documents complied with all applicable CDBG requirements.



### Ganister Station Adult Day Services, Mineral Point, Cambria County



The project is for the alterations and change in use of a one story, 2,500 SF wood framed/brick veneered building. The building, formally a church, will now be used as an adult day care facility for persons with intellectual disabilities. The renovations included the complete demolition and rebuild of the existing restrooms in order to comply with ADA requirements. An existing stage was removed and a new floor system framed to accommodate two new offices at the west

end of the building. Mechanical system upgrades included new water supply and sanitary lines, and new supply duct runs and exhaust fans in the new restrooms. A new fire alarm system with 24/7 monitoring services was installed throughout the facility. **SMA's** services included the architectural, structural, HVAC, plumbing and electrical design.



The following is a list of references for which **Stiffler McGraw Architects (SMA)** has provided design, bidding, and construction administration services similar to what we anticipate will be needed by the WV DNR for the District #2 and #3 Building Improvements. Please contact them for verification of our performance regarding personnel, work quality, cost control and ability to meet schedules.

**Keystone Mountain Lakes Regional Council of Carpenters**

Mr. Rick Tomlinson, Council Representative & LU #950 President  
261 Patch Way Road  
Duncansville, PA 16635  
(814) 693-0315 (ext. 1)

**Allegheny Township Supervisors**

Ms. Silke Morrison, Secretary  
3131 Colonial Drive  
Duncansville, PA 16635  
(814) 695-9563

**The Borough of Sayre**

Mr. David Jarrett, Borough Manager  
110 West Packer Avenue  
Sayre, PA 18840  
(570) 888-7739

**PA DCNR, Bureau of Facility Design & Construction**

Mr. Wayne Nguyen, Civil Engineer Manager  
40 Market Street, 8th Floor  
Harrisburg, PA 17101  
(717) 787-9292

Currently providing design, environmental, field survey and inspection services for various bridge and culvert replacement and rehabilitation projects on DCNR managed properties (Open-end Contract FDC-500-802). To date, the contract has included 28 work orders since 2015 for culvert replacements, bridge replacements, bridge rehabilitation projects and environmental tasks for an ATV trail project. Work orders for 2019 are already in progress.





**Stiffler McGraw Architects (SMA)** understands the Division of Natural Resources (DNR) is seeking a qualified architectural firm to provide professional design services to complete building improvements at the District #2 office near Romney, WV and the District #3 office near French Creek, WV. The buildings were constructed in 1959 – 1960 and require some improvements. Work at each building is anticipated to include replacement of windows and doors, planning and installation of an elevator, work on restrooms and other portions of the building to provide accommodations for compliance with current ADA requirements. The planned improvements may also include any other work necessary for, or related to, the District offices, as well as any other necessary ancillary work.

The project goals and objectives are:

**Goal/Objective 1: Review Existing Plans & Conditions and Communication with Owner**

An initial site visit will be scheduled with WV DNR staff to review the existing plans, discuss the primary issues and establish the expectations of the renovations to both District Office #2 and District Office #3. Base plans will be developed to illustrate existing features, proposed improvements, and any equipment locations. Subsequent to the completion of the conceptual plans, they will be presented to WV DNR for a 30% review. Revisions will be incorporated into the plans based on WV DNR input and continuing dialogue.

**Goal/Objective 2: Provide Necessary Services to Design Facilities**

With an approved conceptual layout, **SMA** will proceed with preparation of preliminary plans and specifications. During this time, window, door, and elevator manufacturers will be solicited to supply selections and pricing on materials. Detailed plans will be developed integrating the selected materials and equipment.

Preliminary permitting tasks will be completed. The local Authority having jurisdiction will be contacted for a permitting consultation along with the appropriate County and Municipality.

Around 60% completion, plans will be submitted to the WV DNR for review.

All appropriate drawings, specifications and documents shall be prepared under the supervision of a Professional Architect registered in the State of West Virginia, Project Manager Brian Endler, R.A. and all appropriate drawings, specifications and documents shall be signed and sealed by the same.

Upon approval of the preliminary plans and material/equipment selection; plans, details and specifications will be finalized. Based on the design, permits will be finalized for submission. Prior to submission, a 90% complete plan set will be submitted to the WV DNR for review. Required revisions or changes will be made to the plans.

**Goal/Objective 3: Provide Bidding Assistance and Construction Contract Administration**

Under this phase, **SMA** will be responsible for the following tasks:



1. Support WV DNR, as necessary, throughout the bidding process.
2. Furnish WV DNR and the successful contractor(s) with an additional set of construction plans and specifications.
3. Consult with and advise WV DNR and act as its representative as normally expected of professional architecture firms. **SMA** will issue WV DNR's written instruction to the contractor(s). **SMA** will have the authority to act on the behalf of WV DNR to the extent authorized by WV DNR.
4. Make periodic visits to the site as necessary, or as defined for the project (minimum of twice a month). The purpose of the visit is to observe, as an experienced design professional, the progress and quality of the executed work and to determine, in general, if the work is proceeding in accordance with the final plans, specifications, and the contract documents. **SMA** will verify that the completed project conforms to the final plans, specifications, and to the contract documents. During such visits and on the basis of its on-site observations, **SMA** shall keep WV DNR informed in writing on the progress of work and shall endeavor to guard WV DNR against defects and deficiencies in the work of the contractor(s); shall notify WV DNR of any observed defects or deficiencies in the work of the contractor(s); and shall disapprove or reject work as failing to conform to the requirements of the final plans, specifications, or contract documents.
5. Take appropriate prompt action to review and respond to requests for information and review and approve submittals, shop drawings and samples, the results of tests and inspections and other data which contractor(s) is required to submit, for conformance with the design concept of the project and compliance with the information given in the final plans, specifications, and the contract documents; determine the acceptability of substitute materials and equipment proposed by contractor; and receive and review maintenance and operating instructions, schedules, guarantees, bonds, and certificates of inspection, which are to be assembled by the contractor in accordance with the final plans, specifications, and contract documents.
6. Issue instructions to the contractor and prepare and review all change orders as required. **SMA** may require special inspection testing of the work and shall act as interpreter of the requirements of the final plans, specifications, and the contract documents and judge the performance there under of the contractor.
7. Based on **SMA** on-site observations as an experienced and qualified design professional and on our review of the contractors applications for payment and the accompanying data and schedules, shall advise WV DNR as to the amount owing to contractor(s) and indicate whether he/she approves such amount per month; such approvals for payment will be indicative to WV DNR based on such observation and review, that the work has progressed to the point indicated and that, to the best of knowledge, information and belief, the quality of the work is in accordance with the final plans, specifications, and the contract documents.
8. Conduct bi-weekly progress meetings and distribute minutes of all meetings.
9. Prepare and provide a set of reproducible mylar records and three (3) copies of drawings showing those changes made during the construction process, based on the marked-up prints and drawings, which we consider significant. This information shall be made available to WV DNR in hard copy and electronic AutoCAD format.







**A. Procedure for Communication with Owner**

Brian Endler, R.A. will serve as *Stiffler McGraw Architect's (SMA)* Project Manager, as well as Architect of Record, and be the main point of contact for all communication with WV DNR. Russell Greaser, Project Manager, will provide assistance to Mr. Endler as the back-up contact. A kickoff-off meeting with WV DNR representatives and key *SMA* staff will be arranged and conducted by Mr. Endler to provide WV DNR with an outline of the proposed projects and ensure that all parties agree with the anticipated project scope, timeline and implementation schedule. A detailed scope, including a manhour and cost estimate, will be prepared and presented to WV DNR for review. Once approved by WV DNR, Mr. Endler will have *SMA* staff begin project activities. Throughout the project, open lines of communication with WV DNR staff will be maintained to keep WV DNR informed of project status. *SMA* will be available to conduct status meetings, memos, emails or telephone calls with WV DNR staff as requested.

**B. Budget Plan**

Project Manager Brian Endler, R.A. will be responsible for managing the project budget and keeping the team informed and on-track. *SMA* utilizes Deltek Ajera software; a real-time project based management and accounting software system built specifically around Architecture and Engineering best practices. Information such as project reporting, resource scheduling, contract compliance, invoicing and timesheet collection are updated in real-time for project based costing. Once the Scope of Work is approved by the WV DNR, Mr. Endler will develop a work plan based on hourly rates and tasks as defined in the Scope. We utilize this process for all of our projects to ensure conformance with project milestones and budget.

**C. Project Schedule Plan**

Mr. Endler will be in direct charge of creating and monitoring the project schedule. Planning is a fundamental and challenging activity in the management and execution of any project. It involves the choice of technology, the definition of work tasks, the estimation of the required resources and durations for individual tasks, and the identification of any interactions among the different work tasks. It also involves relying on past experiences to know where potential problems may exist and how to adjust for those. Mr. Endler has access to the full resources of *SMA* and can add manpower as necessary to meet critical timeframes.

The schedule will be reviewed and approved by WV DNR as part of the Scope of Work. Mr. Endler will monitor the progress and compare it with the schedule developed in the approved Scope of Work to assure the project will be completed within the agreed upon period. Throughout the project, if circumstances develop that may impact the project schedule, Mr. Endler will work with WV DNR to develop a mutually agreeable adjustment.





Brian serves as Principal Architect for architectural design, code analysis, production of construction documents and construction administration at Stiffler McGraw. His experience over the past 20 years spans a broad spectrum of design services for new construction and rehabilitation projects including correctional, municipal/judicial, public safety, retail, business/office, higher education, K-12 educational, religious, manufacturing, recreational and residential facilities.

## RELATED PROJECT EXPERIENCE

- **Central Campus Renovations, Keystone Mountain Lakes Regional Council of Carpenters, Duncansville, Blair County**  
Project Architect for the design and construction of various alterations at the existing Central Campus building. The alterations, totaling approximately 13,150 SF, included additional office and conference space, instructional classrooms, and a welding booth area in the shop. In addition, to take advantage of the nearly 24 foot high space, a new 2,500 SF structural floor system was added above the office area to be used as material storage. On the exterior, a new main entrance façade and canopy were added to enhance the building's appearance.
- **Additions and Renovations, Wehwood United Methodist Church, Altoona, Blair County**  
Principal Architect for the design and construction of a 2,800 SF, one-story (with full basement) addition to the existing church. The purpose of the addition is to solve accessibility and spatial issues that currently exist within the church. The main floor of the addition will provide a new entrance vestibule off of the rear parking lot that includes an elevator to the basement level. The main floor will also contain meeting room space, administrative office, pastor's study, and an accessible restroom. In the basement level, a multi-purpose space, storage room, and utility room are proposed. Renovations include increasing the capacity of the Narthex by removing several walls and installing new finishes while the existing basement restrooms will be made accessible.
- **Addition/Expansion to the Bedford County Business Center, Bedford County Development Association, Bedford County**  
Project Architect for a 15,480 SF pre-engineered metal building addition to an existing 24,000 SF facility. A major design consideration was the owner's desire to match the existing facility to the greatest extent possible so the entire complex looks original. Provided complete architectural and engineering design services as well as all bidding and construction administration of the project.
- **Township Building Addition, Allegheny Township, Blair County**  
Principal Architect for the construction of a 5,400 SF addition to the existing Allegheny Township Municipal Building for the purpose of providing the Township Police Department a more modern, secure and efficient space to occupy. The single story structure is slab-on-grade, masonry framed with brick veneer, and has a shingled gabled roof. The new addition contains a secure intake and processing area including vehicle and pedestrian sallyports, holding cells (one of which is padded), interview rooms, and a processing counter with secure evidence lockers. Administratively, the department has three private offices, an open office area with accommodations for four patrolmen, file storage with high density mobile shelving, and a secure evidence storage room. Locker room facilities for both men and women, along with an armory and ammo storage is also provided.



- **Removal of Architectural Barriers, Blair Township Municipal Building, Blair County**  
Principal Architect for the project that included the removal of certain architectural barriers that existed within the Township Municipal Building. The main entrance was revised to comply with current ADA standards including new 36" doors with power operated automatic doors and hardware. Modifications were also made to the transaction counter found in the lobby that included a lower accessible counter and window to allow people with disabilities equal opportunity to conduct business with the Township. The existing restrooms were upgraded with new ADA compliant fixtures and accessories as well as new finishes.
- **Elevator & Stair Tower Addition, Oil City Masonic Hall Association, Oil City, Venango County**  
Architect of Record for the design and construction documents for a new masonry framed elevator and stair tower addition to an existing 4-story building to provide an accessible route to all floors. A new accessible entrance vestibule/elevator lobby will be included and serve as a secondary main entrance to the building.
- **New Administrative Building, Snake Spring Township, Bedford County**  
Principal Architect for the construction of a new single-story, 2,240 SF building to serve as the Authority's administrative office, public meeting space, and storage garage. The single-story structure will be slab-on-grade, wood framed with a gabled roof. The exterior of the building has metal roofing and siding with aluminum windows. The interior of the garage area is finished with painted OSB board and metal liner panel, while the administrative area has typical office finishes.
- **Additions and Renovations, First Church of Christ, Altoona, Blair County**  
Project Architect for the design and construction of additions and renovations to an existing pointed arch church. The project provided additional seating capacity in the existing sanctuary with two building additions flanking each side of the existing altar. Additions were constructed to house a new larger narthex, and a multipurpose gymnasium complete with a commercial kitchen. A new elevator and stair tower were added to accommodate the increased occupant load and provide an accessible route between different levels of the building. Additionally, the project included new accessible restrooms, an enlarged day care space, educational classrooms, and new fire protection systems consisting of sprinklers and fire alarms.
- **Alice Paul House, White Township, Indiana County**  
Project Architect for the preparation of concept plans and renderings for the development of a new facility for a non-profit agency. Initial scoping meetings were conducted and space needs analysis completed. Concept floor plans were developed and reviewed with staff and board members. With their input, revisions were made and final floor plans, building elevations and a project rendering were prepared. A preliminary site plan was developed and cost estimate for a 2 story 14,250 SF facility with 60 parking spaces was prepared.

## **EDUCATION**

Bachelor of Arts Degree, Architecture, 2001, Lehigh University

## **PROFESSIONAL REGISTRATIONS**

Registered Professional Architect – WV (4751, exp. 6/30/19), PA, NY, MD

## **PROFESSIONAL SOCIETIES**

American Institute of Architects – Vice President, Middle Pennsylvania Chapter (2015- 2016)

## **EXPERIENCE RECORD – 20 Years**



John provides a continuous QA/QC process on many of the larger architectural projects for the firm, assisting the entire team as needed from beginning to end. In this role, his responsibilities include coordinating with the Architectural Project Manager throughout the project life cycle to review project status, staff needs, project budget and assist with any results discussions and recommend necessary corrective actions.

John serves as Division Head for the Municipal Division and has served as Project Manager/Engineer for the following municipal infrastructure projects while employed at Stiffler McGraw. John's duties include preliminary design, final design, bidding, construction administration and operation, securing of permits, grant/loan administration and client liaison.

## **RELATED PROJECT EXPERIENCE**

- **Water Treatment Facility Improvements, Williamsburg Municipal Authority, Woodbury Township, Blair County**  
Project Manager for the design of a new potable water disinfection facility at the current Municipal Authority well field. The project involves the construction of a modern masonry structure to house the chemical feed equipment as well as serve as an office space for the operator; updates to the flow monitoring equipment, the installation of modern pump controls, and online chlorine residual monitoring equipment. Estimated Project Cost - \$3,223,450.
- **Water Treatment Plant Improvements, Nanty Glo Water Authority, Cambria Township, Cambria County**  
Sr. Project Engineer for water treatment plant improvements including a new dual unit 800 gpm upflow clarifier/filtration system, construction of a backwash water supply pump station, conversion of an existing sludge holding tank to a backwash waste equalization tank, and installation of an on-site shallow injection well/absorption bed for disposal of backwash water solids and plate settler overflow. Estimated Project Cost - \$3,980,000.
- **Water System Upgrades, Hastings Municipal Authority, Cambria County**  
Project Manager for the design, permitting, bidding and construction administration of an interconnection between the Hastings System and Elder Township, replacement of the raw water line, replacement of the system's primary source of raw water, replacement of the water distribution system in the village of Slickport and renovations to the existing water treatment facility. Estimated Cost - \$4,500,000.
- **Water Treatment Plant, Towanda Municipal Authority, Bedford, Bradford County**  
Project Manager for the design of a new 1.0 MGD treatment facility equipped with membrane filtration, clear well storage, and disinfection facilities, abandonment of an existing well field and gas dechlorination system. Estimated Project Cost - \$6,500,000.
- **Wastewater Treatment Plant Upgrade, Municipal Authority of the Borough of Bedford, Bedford County**  
Project Manager for the design of upgrades to the existing wastewater treatment plant (1.5 MGD capacity). The upgrades included installation of SBR's, anaerobic digesters, screening equipment, grit removal, primary clarifiers, UV disinfection system, biofilter, chemical feed systems and solids processing equipment. Estimated Cost - \$17,700,000.



- **Wastewater Treatment Plant Upgrade, Freedom Township Water & Sewer Authority, Blair County**  
Project Manager for the design of upgrades to the existing wastewater treatment plant (0.96 MGD capacity). The upgrades included installation of equalization tanks, influent pumping station, fine screening equipment, 4 stage BNR process, UV disinfection system, aerobic digesters, chemical feed systems and solids processing. Estimated Cost - \$13,000,000.
- **Water System Upgrades, Northern Cambria Municipal Authority, Cambria County**  
Design, permitting, bidding and construction administration of an approximately 559,000 gallon water storage tank to replace the existing Cherry Ridge water storage tank, addition of new public water source, upgrades to the existing Spangler Water Treatment Facility. Project involves administering PennVEST and H2O CFA funds as part of the project cost and securing a Public Water Supply Permit from the Pennsylvania Department of Environmental Protection. Estimated Cost - \$3,000,000.
- **Wastewater Treatment Plant Upgrades, Gallitzin Borough Sewage and Waste Authority, Cambria County**  
Project Manager for the design of upgrades to the existing wastewater treatment plant (0.400 MGD capacity). The upgrades included installation of SBR's, influent pumping station, UV disinfection system, aerobic digesters, sludge processing equipment, ADA restrooms and chemical feed systems. Estimated Cost - \$8,500,000.
- **Sanitary Sewer Replacement, Borough of Philipsburg, Centre County**  
Design of a four phase replacement sanitary sewer conveyance system throughout the Borough. Included the installation of approximately 69,900 LF of sanitary sewer pipe, manholes, associated appurtenances and 1,365 LF of storm sewer piping. Estimated Cost - \$18,000,000.
- **Wastewater Treatment Plant Upgrades, Williamsburg Municipal Authority, Blair County**  
Project Manager for the design of upgrades to the existing wastewater treatment plant (0.337 MGD capacity). The upgrades included installation of SBR's, influent pumping station, UV disinfection system, aerobic digesters, sludge processing equipment, municipal offices, locker rooms, ADA restrooms and chemical feed systems. Estimated Cost - \$8,000,000.

**EDUCATION**

Bachelor of Science Degree, Civil & Environmental Engineering, 2003, The Pennsylvania State University

**PROFESSIONAL REGISTRATIONS**

Registered Professional Engineer – WV (22655, exp. 12/31/18), PA, MD

**EXPERIENCE RECORD – 16 Years**



Russ brings more than 38 years of professional experience to his role as Project Manager at Stiffler McGraw. He conducts quality control reviews during key phases of projects to ensure project completeness and accuracy. He has helped to successfully manage the design and documentation of dozens of education, healthcare and civic projects. His work encompasses new construction, complex renovations, athletic facilities and building assessments.

Russ offers expertise in conducting building evaluations as he has done for numerous facility studies. He surveys buildings to assess existing conditions, code compliance and other deficiencies, and prepares reports of his findings. He provides specific expertise and understanding regarding ADA requirements and building codes, and routinely participates in building assessments and design reviews to determine compliance with these issues.

### **RELATED PROJECT EXPERIENCE**

- New Fire Station, Bedford Fire Department No. 1, Bedford, Bedford County
- Alice Paul House, White Township, Indiana County
- Bedford Municipal Building Renovations, Borough of Bedford, Bedford County
- Building Renovations, Tyrone VFW Post #4559, Tyrone, Blair County
- Public Improvements, Historic Henry House, Washington County Commissioners, Washington County

### **PRIOR EXPERIENCE**

#### **JW Design**

As Project Manager, Rus was responsible for execution of design and construction documents.

- Interior Renovations, McConnellsville Elementary School, Central Fulton School District, McConnellsburg, PA
- New Building, Anytime Truck Garage, Altoona, PA
- Store Addition and Renovation, Ace Fix-It Hardware, Tyrone, PA
- Surgical & CT Scan Addition, Ebensburg Animal Hospital, Ebensburg, PA

Also served as Specification Writer for several skilled nursing rehabilitation facilities in Michigan for the Wellbridge and Medilodge owner groups.

- Wellbridge
  - Rochester Hills
  - Pinkney
  - Clarkston
  - Fenton
  - Genesis
- Medilodge
  - Richmond
  - Frankenmuth
  - Lansing
  - Campus Area
  - East Lansing
  - Grand Blanc





**KCBA Architects**

As Project Manager, Russ assisted with construction administration.

- New High School, Altoona Area School District, Altoona, PA
- Synthetic Turf, Track and Public Restroom Facilities Replacement, Selingsrove Area School District, Selingsrove, PA

**Hayes Large Architects, LLC**

As Director of Operations/Project Manager, Russ was responsible for project and staff coordination, scheduling, construction document preparation and supervision of technical and support personnel, coordinating the efforts of the AE Team and all consultants in order to meet the Owner's goals, budget and schedule. He lead projects from design through construction, managing the many details critical to project success. His prior roles gave him a comprehensive perspective on the management of every phase of a project. His Quality Assurance project responsibilities included conducting quality control reviews during key phases of projects to ensure project completeness and accuracy.

**Healthcare**

- Window Replacement, Building 1, VA Altoona (James E. Van Zandt) Healthcare System, Altoona, PA
- Nursing Building Occupational Health Outpatient Center/Atrium Mall, Altoona Hospital Center for Medicine, Altoona, PA
- Altoona Regional Health System (ARHS), Altoona Hospital Campus, Altoona, PA
- OP Services Expansion, ARHS Station Medical Center Campus, Altoona, PA
- Jameson Memorial Hospital, New Castle, PA
- UPMC Lee Regional, Johnstown, PA
- Lewistown Hospital, Lewistown, PA

**Education**

- Comprehensive ADA Assessment, Washington County Public Schools, Hagerstown, MD
- Accessibility Study, Loudoun County Public Schools, Ashburn, VA
- Window Replacement, Western Pennsylvania School for Blind Children, Pittsburgh, PA
- Hollidaysburg Area School District, Hollidaysburg, PA
- Armstrong Area School District, Ford City, PA
- Spring Cove School District, Roaring Spring, PA
- Abington School District, Abington, PA
- Bald Eagle Area School District, Wingate, PA

**EDUCATION**

Associates Degree, Architectural Engineering Technology, 1981, The Pennsylvania State University

**PROFESSIONAL SOCIETIES / COMMITTEES**

Greater Altoona Career and Technology Center – Drafting and Design Technology Department – Occupational Advisory Committee

**EXPERIENCE RECORD – 38 years**

Tim has 26 years of structural experience including analysis and review of existing structures for restoration and rehabilitation projects and providing expertise for structural design of new municipal and commercial buildings. As a Structural Engineer for **Stiffler McGraw**, Tim's responsibilities include structural design and development of architectural plans for related structures; and preparation of construction documents including plans, details, schedules, specifications and shop drawing review.

## **RELATED PROJECT EXPERIENCE**

- **Coshocton Readiness Center, Coshocton, Ohio**  
Structural design of a 26,000 SF steel framed roof and concrete masonry load-bearing wall structure with an enclosed reinforced concrete weapons storage room for The Ohio Army National Guard.
- **Central Campus Renovations, Keystone Mountain Lakes Regional Council of Carpenters, Duncansville, Blair County**  
2,500 SF light gauge floor addition within existing 10,700 SF steel framed building. Also included structural design and modifications for a cantilever entrance canopy.
- **Additions & Renovations, First Church of Christ, Altoona, Blair County**  
Structural Engineer for the design and construction to an existing wood arch church. The total additions and new structure totaled 35,910 SF, containing new elevator, multipurpose room addition, narthex addition, sanctuary additions, stair addition and alteration of existing arch system for increased column-free area.
- **Additions and Renovations, Wehwood United Methodist Church, Altoona, Blair County**  
Structural engineering for a 2,800 SF, one-story (with full basement) addition to existing church with concrete footings, masonry foundation walls, and wood frame floor and roof structure.
- **Lee Industries, Philipsburg, Centre County**  
Foundation design and project management for 30,600 SF pre-engineered metal building with five 30-ton cranes and capacity for 10-ton gantry crane located anywhere on concrete grade slab.
- **Renovations to Existing Shop/Maintenance Building and Truck Wash Addition, Pumpco Energy Services, South Huntingdon Township, Westmoreland County**  
Structural Engineer for foundation and interior masonry wall design for renovation and 5,000 SF addition to existing 25,000 SF pre-engineered metal building with offices, vehicle maintenance and truck wash areas.
- **Service & Maintenance Complex, Pumpco Energy Services, Asylum Township, Bradford County**  
Foundation and interior masonry wall design for 23,400 SF, 10,600 SF and 5,500 SF pre-engineered metal buildings including office area, vehicle maintenance, chemical storage, and truck wash areas.
- **Bedford County Business Center, Bedford County Development Association, Bedford County**  
Foundation design and building specification for 15,480 SF pre-engineered metal building addition to existing 24,000 SF facility.



- **Athletic Building Annex Renovation, Bellwood Antis School District, Bellwood, Blair County**  
Structural Engineer for design of renovations for a one-story wood frame athletic building.
- **Tunkhannock Office Expansion, Southwestern Energy Co., Tunkhannock, Wyoming County**  
Foundation design for 5,200 SF pre-engineered metal building addition and design of light gauge metal second roof structure for 3,000 SF office building addition.
- **Historic Structure Report, Frederick A. Thayer, III Courthouse, Garrett County Commissioners, Oakland, Garrett County, MD**  
Structural Engineer for a Historic Structure Report for a 110-year old, Neoclassical Renaissance Revival style courthouse building. Providing structural engineering services including assessment of exterior masonry and condition of structural components.
- **Department of Public Works and EOC Building, Sayre Borough, Sayre, Bradford County**  
Foundation design for 8,500 SF pre-engineered metal building and design of light gauge metal second floor structure with offices, emergency operations center and vehicle maintenance area.
- **East Freedom Surgical Center, East Freedom Properties, LLC, East Freedom, Blair County**  
Design for 8,500 SF, one-story surgical center with wood truss roof, wood frame exterior walls, steel beam and column interior supports, and masonry foundation walls on concrete spread footings. Building also has two cantilever type canopies and one larger canopy with wood frame roof trusses supported by steel beams and columns.
- **Soho West, Urban Architecture, LLC, Hoboken, NJ**  
Co-design of 20-story, 800,000 SF cast-in-place residential building structure with four levels of parking, exterior terrace and pool space, and ground level retail.
- **Sheetz Travel Center Expansion, Mount Jackson, VA**  
Design of 1,500 SF addition and supplementary structure for pre-engineered canopies for 10,500 SF existing retail store.
- **Sheetz Convenience Store**  
Design of retail store addition and structure for pre-engineered canopies.
  - Charles Town, WV
  - Morgantown, WV
  - Roanoke, VA
  - Duncannon, PA
  - Indiana, PA
  - Cresaptown, MD
  - Dahlgren, VA
  - Mill Hall, PA
  - Butler, PA

#### EDUCATION

Bachelor of Architectural Engineering Degree, Structural Engineering, 1992, The Pennsylvania State University

#### PROFESSIONAL REGISTRATIONS / CERTIFICATIONS

Registered Professional Engineer – WV (018748, exp. 12/31/18), PA, MD, OH, VA,  
NCEES Record Certificate (2011)  
Leadership in Energy and Environmental Design – Green Associate (2013)

EXPERIENCE RECORD – 26 Years



Mike has 14 years of experience as a Mechanical Engineer which has included surveying and documentation of existing structures for purposes of modifications to buildings, including plumbing and stormwater systems. He provides services in the plumbing and fire protection fields for municipal, commercial and residential buildings. He has specified equipment and supervised the engineering design and construction of numerous architectural projects. Mike has extensive knowledge of national, state and local plumbing and fire protection codes for plumbing, HVAC and electrical requirements.

## **RELATED PROJECT EXPERIENCE**

- **Central Campus Renovations, Keystone Mountain Lakes Regional Council of Carpenters, Duncansville, Blair County**  
Project Engineer for the complete design and specification the mechanical and plumbing systems for the construction of additional office space on the first floor level, a welding booth area, and a new, approximate 3,500 SF mezzanine level structural floor system over a portion of the existing shop area to be used as storage.
- **Athletic Building Annex Renovation, Bellwood Antis School District, Bellwood, Blair County**  
Complete two phase conversion of an existing school utility building to an educational athletic building. The project included the design of a 2,000 SF bathroom addition, which included a central ventilation system, electric unit heaters, and the installation of a new 200 amp 3 phase electrical service, with a 100 amp sub-feed, as well as extensive plumbing design. The second phase consisted of a rooftop HVAC system as well as natural gas unit heaters to remodel the existing 5,000 SF building. Additionally, occupancy sensors and security switches were installed on the lighting system to meet the varying needs of the athletic department.
- **Bedford County Business Center Addition, The Bedford County Development Association, Bedford County**  
Project Engineer for the construction of a 15,480 SF building addition to house business enterprises. Work consists of civil, general construction, plumbing, electrical and HVAC. The project added to the existing 24,000 SF complex, consisting of 15,156.39 SF of enclosed area, of which 1,652.17 SF is common corridors, restroom facilities and telecommunications area and 13,504.22 SF of tenant space.
- **Titusville Opportunity Park 20 Series Building Renovation Project, Titusville Redevelopment Authority, Titusville, Crawford County**  
Renovation of an old existing steel-mill site. The project is approximately 101,000 SF in size and is proposed to be separated into 5 tenant spaces with a common loading area, and shall be used as unconditioned warehousing. The renovation will generally include new metal roofing and siding, fire-rated demising walls between tenants, new overhead and man doors, and electrical upgrades.
- **Service and Maintenance Complex, Pumpco Energy Services, Asylum Township, Bradford County**  
Complete design and specification of the mechanical plumbing and fire protection systems for a new regional headquarters including: 17,000 SF office and maintenance garage building, 5,500 SF truck wash building and 10,600 SF chemical warehouse building.



- **Renovations to Shop/Maintenance Building & Truck Wash Addition, Pumpco Energy Services, Inc., Smithton, Westmoreland County**  
Project Engineer for 25,000 SF of renovations including new office space and maintenance garage and 5,000 SF truck wash addition including new HVAC system, fire protection and fire alarm system and a self-contained truck wash system.
- **Dept. of Public Works & Emergency Operations Center, Sayre Borough, Bradford County**  
Complete design and specification of the mechanical, electrical and plumbing systems of an 8,500 SF Department of Public Works and Emergency Operations Center borough building. Design included hydronic in slab radiant tube heating, emergency generator, underground electrical service and electrical service distribution to the Borough Public Works compound.
- **Township Building Addition, Allegheny Township, Blair County**  
Engineer responsible for the complete design and specification of the mechanical and plumbing systems of a 5,400 SF addition to the existing Allegheny Township Municipal Building for the Police department and Township offices. Design included complete HVAC and plumbing design for holding cells, interview rooms, evidence and file storage, locker rooms, offices, and a vehicle sallyport. Design also included video surveillance system for implementation into the building security system.
- **Indiana County Recycling Center, Indiana County Solid Waste Authority, Indiana County**  
Project Engineer for the renovation of an existing tenant space into a 4,000 SF storage and work area. Work included all new mechanical and renovated electrical systems to support a new work area for the County.
- **Additions and Renovations, Wehnwood United Methodist Church, Altoona, Blair County**  
Engineer responsible for the design of the Mechanical Systems for a new 2,800 SF addition to the existing church. The addition includes an elevator. The design included two new air-handling systems and modification of the existing kitchen exhaust ventilation; plumbing for a new kitchenette and ADA restroom as well as the modification of the existing exterior sanitary sewer lateral system.
- **Tenant Space Fit-out, Dr. Christie Cardellino, Johnstown, Cambria County**  
Project Engineer for the renovation of an existing 4,190 SF commercial building into two separate tenant spaces, and the 2,560 SF fit-out of one of the tenants. The new tenant fit-out will house an eye doctor's office including a waiting area, exam rooms, frame fitting area and a bathroom. Work consisted of altering existing mechanical system, adding plumbing for new fixtures and electrical system modifications.

**EDUCATION**

Bachelor of Mechanical Engineering Degree, Mechanical Engineering, 1992, Villanova University

**PROFESSIONAL REGISTRATIONS**

Registered Professional Engineer – WV (22682, exp. 12/31/18), PA, MD, MO, NY

**EXPERIENCE RECORD – 14 Years**

Jeff serves as an Electrical Engineer for *Stiffler McGraw*. His 21 years of experience includes assisting with the design of electrical systems for new construction and renovations of architectural projects as well as water and wastewater facility projects. He assists with preliminary and final project design responsibilities, which include equipment selection, specification review/revision, shop drawing review, CADD drawing review, and client liaison.

## RELATED PROJECT EXPERIENCE

- **Youth Forestry Camp #3 HVAC and Electrical Upgrades, Trough Creek State Park, PA DGS, Huntingdon County**  
Electrical design for the installation of new HVAC equipment in two dorm buildings and an operations/training building at a youth development center. The project also included modifications to the electric service at one of the dorm buildings, including installation of a generator and automatic transfer switch. Design duties included layout of the modified electric service and electrical distribution to support the new HVAC equipment.
- **Additions & Renovations, First Church of Christ, Altoona, Blair County**  
Electrical design for additions and renovations to an existing church, which included new accessible restrooms, elevator, multipurpose room addition, day care, educational classrooms, commercial kitchen, and narthex addition. Design included modifications to the building's electrical service and distribution to accommodate a new fire pump, elevator, HVAC equipment, and miscellaneous circuits throughout the building. Design also included code required exit/emergency fixtures, and interior and exterior lighting.
- **Additions and Renovations, Wehnwood United Methodist Church, Altoona, Blair County**  
Responsible for the design of the electrical systems for a new 2,800 SF addition to the existing church, which included installation of an elevator. The design included an upgrade to the electrical service and new distribution equipment to support the elevator, new HVAC equipment, and general power and lighting loads. The design also included new lighting throughout the addition, including as required for life safety.
- **Indiana Community Center Restroom Renovations, Indiana Borough Council, Indiana County**  
Electrical design for the complete renovation of eight existing restrooms on four floors in the historic Indiana Community Center Building for ADA compliance. Design included electrical distribution, lighting, and code required exit/emergency fixtures for the renovated restrooms.
- **Fralely Street Building Renovation, McKean County Redevelopment & Housing Authority, Kane, McKean County**  
Electrical design for the renovation of six apartments to achieve four efficiency style apartments with a common laundry facility and office. Duties included design modifications to the existing electrical service and distribution, and layout of electrical equipment, lighting, and exit/emergency fixtures to code.
- **Ganister Station, Mineral Point, Cambria County**  
Electrical design for the renovation of an existing building into an adult care facility, including new ADA compliant restrooms, office, and conference rooms. Design included modifying existing electrical equipment to accommodate the new building layout, exit/emergency fixtures for code compliance, and specification of a building fire alarm system.



- **Renovations to Existing Shop/Maintenance Building and Truck Wash Addition, Pumpco Energy Services, Smithton, Westmoreland County**  
Assisted with the design and specification of electrical equipment for renovations and additions to an office and truck shop/maintenance facility. Design duties included assisting with layout of the electrical service and equipment required for lighting and power for the renovated office and shop/maintenance space, as well as a newly added truck wash facility.
- **Service and Maintenance Complex, PumpCo Energy Services, Asylum Township, Bradford County**  
Assisted with the design and specification of electrical equipment for a new office and truck shop/maintenance facility. Design duties included assisting with layout of the electrical service and equipment required for lighting and power for office and shop/maintenance space, truck wash facility and chemical storage warehouse, which included on-site water storage/treatment equipment.
- **Township Building Addition, Allegheny Township, Blair County**  
Electrical engineering design for 5,400 SF one-story municipal office and police station addition to existing one-story 2,350 SF building. Design included electrical service upgrade, and distribution for power, lighting, and HVAC equipment; lighting for building interior, exterior, and exit/emergency needs; and accommodations for building data, access, and security system needs.
- **The Russell House, Bedford County Chamber of Commerce, Bedford County**  
Engineer responsible for a Conceptual Design Study of a historic property in downtown Bedford that assessed the current condition of the building's electrical system, including the service, distribution equipment, devices, and lighting, with consideration for code and accessibility compliance. Evaluated the electrical systems for a conceptual design for the new proposed use of the building, including an upgrade of the existing service and distribution equipment as required to support the potential for new HVAC and elevator loads, replacement of existing devices for usability and/or code compliance, and installation of life safety related equipment. This study also included a preliminary opinion of construction costs to aid in developing a project budget.
- **Skills of Central PA Adult Day Care Renovations, MTS Real Estate, Ebensburg, Cambria County**  
Electrical design for renovations to an existing building which provides adult day care services to older adults with developmental disabilities. Design included changes to the existing power distribution to accommodate building renovations and new HVAC equipment, and specification of a building fire alarm system. Design also included new exit/emergency fixtures and lighting throughout the renovated areas of the building.

**EDUCATION**

Bachelor of Science Degree, Electrical Engineering, 1998, The Pennsylvania State University

**PROFESSIONAL REGISTRATIONS**

Registered Professional Engineer – WV (22677, exp. 12/31/20), PA, MD, NY

**EXPERIENCE RECORD – 20 Years**

As **Stiffler McGraw's** Sr. Environmental Scientist, Josh provides environmental consulting and testing in support of new construction, renovation and demolition activities. He is also certified in wetland delineation, permitting and botanical surveys. Josh has completed hazardous materials surveys, and Phase I and Phase II Environmental Site Assessments as part of engineering and environmental studies associated with renovation and demolition activities.

## **RELATED PROJECT EXPERIENCE**

- **Indiana Community Center Renovation, Indiana Borough, Borough of Indiana, Indiana County**  
Performed environmental consulting and testing services in support of upcoming renovation activities. The scope of services included an asbestos-containing building materials survey, lead paint survey, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes and report preparation documenting final results.
- **Asbestos Consulting Services, UPMC Altoona, City of Altoona, Blair County**  
Performed environmental consulting and testing services in support of upcoming demolition activities at 35 residential structures located in the City. The scope of services included an asbestos-containing building materials survey, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes. Prepared a hazardous materials abatement specification for the removal of identified materials. Responsible for bidding services, scheduling, implementation, field supervision, technical guidance, and report preparation/review for the abatement project.
- **Rental Assistance Demonstration (RAD) Architectural Services, Mercer County Housing Authority, Sharon, Mercer County**  
Provided Phase I and Phase II ESAs, asbestos file review and summary write-up, completion of HUD form 4128, and historic preservation clearance services as part of the Rental Assistance Demonstration (RAD) Funded Capital Improvements. As part of the Capital Improvements, Mercer County Housing Authority is proposing to upgrade electrical service, sewer laterals and kitchen and bath replacements as the budget will allow.
- **Windy Ridge Business & Technology Park, Indiana County Development Corporation, White Township, Indiana County**  
Performed environmental consulting and testing services in support of upcoming demolition activities at four structures located at the proposed Windy Ridge Business & Technology Park. The scope of services included an asbestos-containing building materials survey, waste characterization sampling, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes. Prepared a hazardous materials abatement specification for the removal of identified materials. Responsible for bidding services, scheduling, implementation, field supervision, technical guidance, and report preparation/review for the abatement project.
- **Asbestos Consulting Services, Southwestern Energy Company, Wyalusing Township, Bradford County**  
Performed environmental consulting and testing services in support of upcoming renovation / demolition activities at the Camptown Elementary School located at 15 Stonewall Road. The scope of services included an asbestos-containing building materials survey, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes and report preparation documenting final results.





- **Project Manual, Altoona Housing Authority, City of Altoona, Blair County**  
Completed a Project Manual for the Altoona Housing Authority for the Fairview Hills Townhouses, Green Avenue Tower, Eleventh Street Tower, and Pleasant Village Townhouses in order to obtain a unit price contract for selective asbestos abatement.
- **Former Martinsburg RV, Martinsburg Borough, Blair County**  
Performed hazardous materials survey, Phase I and Phase II Environmental Site Assessment as part of engineering and environmental studies associated with the property. Enrolled the property within the Pennsylvania Land Recycling and Environmental Remediation Standards Act (Act 2) to return the property back into productive reuse for Martinsburg Borough.
- **Residential Demolition Asbestos Consulting Services, Towanda Borough, Towanda Borough, Bradford County**  
Performed environmental consulting and testing services in support of upcoming demolition activities at 410 – 422 Main Street. The scope of services included an asbestos-containing building materials survey, waste characterization sampling, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes. Prepared a hazardous materials abatement specification for the removal of identified materials. Responsible for bidding services, scheduling, implementation, field supervision, technical guidance, and report preparation/review for the abatement project.
- **Phase II Environmental Site Assessment and UST Removal Oversight, Sheetz, Inc. Mansfield, Tioga County**  
Performed a Phase II Environmental Site Assessment (ESA) addressing recognized environmental conditions identified during the Phase I ESA. Performed oversight for the removal of a regulated underground storage tank (UST). Due to visual contamination observed within the UST excavation, soil excavation oversight was conducted at the site.
- **Wastewater Treatment Plant Renovation/Demolition, Cromwell Township Supervisors, Cromwell Township, Huntingdon County**  
Performed environmental consulting and testing services in support of upcoming renovation / demolition activities at the Cromwell Township Wastewater Treatment Plant located in. The scope of services included an asbestos-containing building materials survey, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes and report preparation documenting final results.

## **EDUCATION**

Bachelor of Science Degree, Environmental Science, 2001, Slippery Rock University

## **PROFESSIONAL REGISTRATIONS / CERTIFICATIONS**

Certified Hazardous Materials Manager (#15247)

Pennsylvania Certified Asbestos Building Inspector (#034181)

Pennsylvania Certified Asbestos Management Planner (#034181)

Pennsylvania Certified Asbestos Project Designer (#034181)

## **EXPERIENCE RECORD – 18 Years**



**The West Virginia Board of Architects**

certifies that

**BRIAN PAUL ENDLER**

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 4751

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



A handwritten signature in cursive script, likely belonging to the Board Administrator.

Board Administrator



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

**JOHN CHARLES CLABAUGH  
WV PE #022655**

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, 2020**





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

**TIMOTHY R. CAMPBELL**  
**WV PE #018748**

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, 2020**



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

**MICHAEL SEAN DAVIGNON**  
**WV PE #022682**

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, 2020**



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

**JEFFREY LYNN BILLOTTE**  
**WV PE #022677**

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, 2020**



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS  
DIRECTOR

November 28, 2018

STIFFLER MCGRAW & ASSOCIATES INC  
1731 N JUNIATA ST  
HOLLIDAYSBURG, PA 16635

Ms. Illig:

This is to notify you that your Small, Women-, and Minority-Owned Businesses (SWAM) Certification Application has been approved on the basis of your representations that the vendor named above meets the definition of a Small, Women-, and Minority-Owned Businesses as set forth in the *West Virginia Code of State Rules* 148-22-1 et seq. This certification becomes effective:

10/11/2018

And shall automatically expire without notice two years after the effective date unless revoked by the Purchasing Director or upon expiration pursuant to the *West Virginia Code of State Rules* 148-22-8. The type(s) of Small, Women-, and Minority-Owned Businesses (SWAM) Certification approved for your entity:

Small Business

To maintain certification without lapse, a certified business shall apply to renew its certification at least 60 days prior to the end of the two-year certification period. Complete renewal instructions, recertification forms, and a list of all SWAM Certified entities are available online at [www.state.wv.us/admin/purchase/VendorReg.html](http://www.state.wv.us/admin/purchase/VendorReg.html).

If you have questions, please contact the West Virginia Purchasing Division at 304-558-2306.

Sincerely,



Gail Montantez  
Vendor Registration Coordinator



**State of West Virginia  
Expression of Interest  
Architect/Engr**

**Procurement Folder : 584121**

**Document Description : A/E Services-Districts 2 & 3 Office Building Improvements**

**Procurement Type : Agency Contract - Fixed Amt**

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2019-05-24	2019-06-18 13:30:00	AEOI 0310 DNR1900000014	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

**FOR INFORMATION CONTACT THE BUYER**

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

Signature X  FEIN # 26-2599385 DATE 6/13/19

All offers subject to all terms and conditions contained in this solicitation

**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.

  
\_\_\_\_\_  
(Name, Title)

Brian P. Endler, R.A., Lead Architect  
\_\_\_\_\_  
(Printed Name and Title)

1731 N. Juniata Street, Hollidaysburg, PA 16648  
\_\_\_\_\_  
(Address)

(814) 696-6280 / (814) 696-6240  
\_\_\_\_\_  
(Phone Number) / (Fax Number)

bendler@stiffler-mcgraw.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.

Stiffler McGraw Architects, LLC  
\_\_\_\_\_  
(Company)

 Sr. Project Manager  
\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

John C. Clabaugh, P.E., Sr. Project Manager  
\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

6/13/18  
\_\_\_\_\_  
(Date)

(814) 696-6280 / (814) 696-6240  
\_\_\_\_\_  
(Phone Number) (Fax Number)

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: Stiffler McGraw Architects, LLC

Authorized Signature:  Date: 6/13/19

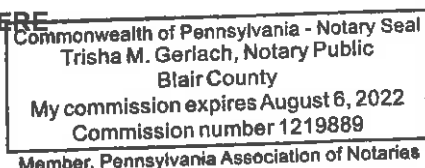
State of Pennsylvania

County of Blair, to-wit:

Taken, subscribed, and sworn to before me this 13<sup>th</sup> day of June, 2019.

My Commission expires August 6, 2022.

**AFFIX SEAL HERE**



**NOTARY PUBLIC** 

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: AEOI DNR19\*14

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: 0

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

- Addendum No. 1
- Addendum No. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5

- Addendum No. 6
- Addendum No. 7
- Addendum No. 8
- Addendum No. 9
- 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.

Stiffler McGraw Architects, LLC

Company



Authorized Signature

6/13/19

Date

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





1731 N. Juniata Street  
Hollidaysburg, PA 16648  
814.696.6280

39 N. 7<sup>th</sup> Street, Suite 001  
Indiana, PA 15701  
724.717.6925

115 West Spring Street  
Titusville, PA 16354  
814.775.0309

5 Lombard Street  
Towanda, PA 18848  
570.265.8816