

AN EXPRESSION OF INTEREST

# BUILDING 6

## INTERIOR RENOVATIONS

CAPITOL COMPLEX, CHARLESTON, WV



05/03/18 09:37:42  
WV Purchasing Division



May 3, 2018

Ms. Michelle Childers  
Department of Administration  
Purchasing Division  
2019 Wahington Street E  
Charleston, WV 25305

Re: Expression of Interest: Building Six Interior Renovations

Dear Ms. Childers,

Mills Group is pleased to submit this expression of interest as an offer of our professional services for the Building Six Interior Renovation Project located on the West Virginia State Capitol Campus in Charleston, WV.

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

- The Kaley Center – Wheeling, WV
- CHROME Federal Credit Union – Sewickley, PA
- Williamson Health & Wellness Clinic – Williamson, WV
- The Boury Lofts – Wheeling, WV

Each of these projects fostered economic opportunities in their communities. The team we propose to use values the design process and the importance of open and frequent communication with our clients. Team members of Mills Group include:

Michael Mills, AIA is the Managing Principal of the Mills Group. Michael's architecture experience ranges over three states and the District of Columbia. He personally leads all the firm's undertakings and will be current on the progress of work in the office and on site at every milestone.

Victor Greco, AIA, NCARB is the Mills Group Principal Architect and head of the Wheeling studio. He is a leader in West Virginia's architecture community with 30 years experience in designing and managing large projects from concept to ribbon cutting.

Ryan Hess, LEED AP is a Principal of the Mills Group and the Director of Sustainable Design. He serves as our expert on LEED projects and incorporates sustainable principles into all of his designs.

"Designing on the principles of the past and preserving for the future"

The Weiss Building  
63 Wharf Street, Suite 300  
Morgantown, WV 26501  
Phone: 304.296.1010

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

The Kaley Center  
53 14<sup>th</sup> Street, Suite 607  
Wheeling, WV 26003  
Phone: 304.233.0048

Lance Muscara, AIA is an experienced project manager and expert in building codes, zoning and jurisdictional approval. As a skilled woodworker, Lance brings a distinctive understanding of building principles to his designs.

#### Project Team

**Mills Group** specializes in architecture with a team of talented architects and planners. Our firm's frequent and open dialogue with clients and regulatory agencies allows for streamlined project review and accurate results.

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

**H.F. Lenz** is a client-focused engineering firm with over 70 years of industry experience serving western Pennsylvania and WV. Their knowledge of mechanical, electrical and plumbing engineering for municipal building facilities will be utilized on this project.

#### **Scope of Work**

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

- Provide programming and full service architectural, mechanical, electrical, structural, and other engineering design and construction administration services to renovate and enhance five floors of Building Six.
- Design and administer a phased construction project and improve upon an existing strategic plan that is geared to streamline the design process into multiple phases, while maintaining an operational building and tenant occupancy.
- Consultation and guidance on design involving areas of hazardous materials.

#### **Methodology**

Our team takes pride in the firm's reputation for producing quality designs on projects large and small with the end goal of a completed project that meets or exceeds the client's expectations. The Mills Group architects, planners and designers will draw on our reservoir of experience – gleaned over decades and multiple states – to comprehend client needs and produce a design that we will lead to success.

Our first step would be comprehensive conversations with all the relevant stakeholders coupled with site visits to assess conditions and develop the scope of work. Once we have a defined scope, we will then be able to provide a complete construction estimate for the project. Sustainability assessment, code, life safety and zoning evaluations will follow. Precedent and product research will lead to design concepts, construction documents, bidding and negotiations. Supervising the construction will be the culmination of all this work.

### **NEEDS ASSEMENT AND CONDITIONS DOCUMENTATION**

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

- *Research the site and its context*
- *Observe Existing Conditions*
- *Analyze and Identify Issues and Opportunities*
- *Develop Alternatives*
- *Make Recommendations and Creating a Solution (Masterplan)*
- *Assemble Construction documents*
- *Provide assistance with bidding and execute construction observation*

For the Mills Group, the ROADMAP, is a critical path to achieve the success of an existing structure project and especially for a structure that has exhibited deficiencies in its function or failures in various components of its construction. To expound on the summary above, the outlined steps below are the detailed phases of the project:

1. **Research and data collection.** The approach to preservation projects starts with an understanding of the physical and cultural evolution of the building through a detailed research effort. The research would include the review of written documents, photographs, and drawings. This process would involve a detailed recording of the information and documentation of the primary sources. This phase of the project would also include the research into project precedents of similar project types.
2. **Observe existing conditions.** The first step is to walk through/around the structure and make a visual inspection of the surroundings. The assessment phase of any project is the time at which the site is evaluated in its rarest form of components; this will involve the full consulting team. Any available construction drawings of the original structures should be consulted, as well as any additions or modifications made over the years should be examined.

Existing condition drawings will be developed as baseline data. This would include floor plans, exterior elevations, and general building sections. This phase could involve a student group in order to share the documentation process and leverage a cost effective resource.

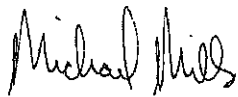
3. **Analyze and identify issues and opportunities.** Determine the project requirements and the programmatic elements for the current use. Understand the potential changes as a resulting of the programming/planning workshop. Other items that will have an impact on the project shall be potential parking accommodations, type of room layouts, security requirements, common area requirements, utility infrastructure, and accommodations for ADA. Perform a code and regulatory analysis.
4. **Develop alternative design concepts.** The team generates coordinated concept solutions that are directly responsive to the due diligence, existing conditions and the client's goals for the project. These concepts are created after a collaborative design process has occurred amongst our team and are the basis for a consensus process with the client.
5. **Make Recommendations and Creating a Solution.** Our team shall work with the client group to determine the realities of the project, based upon the factors of cost, time, and quality of the design solutions. We will prepare options and facilitate the decision making process, while utilizing the existing data. The deliverable will be a project master plan that will also make recommendations for a phasing approach.
6. **Assemble Construction documents.** The team shall provide detailed construction drawings and supporting project specifications to allow for a competitive bidding process meeting all state procurement regulations.
7. **Provide assistance with bidding and execute construction observation.** The team shall execute the bidding process per state procurement regulation, respond to any RFIs, issue addenda as required, conduct project meetings, review payment applications, review all proposed change orders, and perform the necessary site visits.

The process outlined above is utilized on all of our projects involving an existing structure and we find that it is both effective and imperative to follow in order to achieve a project's success.

At every step we can be relied on to keep our clients abreast of developments. We value their input and use it to better serve them. Please find attached our firm and team member resumes along with examples and samples of our work.

We are excited to aid the State of West Virginia with the design, assesment and planning for the interior renovations of Building Six. Should you have any questions, please feel free to contact me at 304-296-1010 or email me at [mmills@millsgrouponline.com](mailto:mmills@millsgrouponline.com). Thank you for this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Mills". The signature is fluid and cursive, with the first name "Michael" and last name "Mills" clearly distinguishable.

Michael J. Mills, AIA  
Principal



# QUALIFICATIONS



# MILLS GROUP

ARCHITECTURE ■ PLANNING ■ PRESERVATION

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

**LOCATIONS:**

**THE WEISS BUILDING**

63 Wharf Street, Suite 300  
Morgantown, WV 26501  
304.296.1010

**THE KALEY CENTER**

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

**SITE:**

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

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

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

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

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



# MILLS GROUP

ARCHITECTURE ■ PLANNING ■ PRESERVATION

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

## Architecture

COMMERCIAL  
RESIDENTIAL  
PUBLIC

## Planning

ENABLE  
EXTEND  
ENHANCE

## Preservation

REVITALIZE  
REHABILITATE  
CONSULT

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

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

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

**“Provide high quality, state-of-the-art, and cost effective engineering and surveying services to a diversified clientele, which will assure a fair return on investment to provide for the continued employment and well being of the employees, and the perpetuation of the company.”**

**LOCATION:**

1051 Brinton Road  
Pittsburgh, PA 15221  
P - 412.371.9073

**SITE:**

**WWW.HFLENZ.COM**

H.F. Lenz Company was established 1946 in its present form, under the name H.F. Lenz Company, R.E., and in 1953 the company was incorporated, as a Private Corporation, in Pennsylvania as H.F. Lenz Company. Our projects span the nation, with the heaviest concentration in the Northeast, and exceed \$530 million in MEP, Civil and Structural construction annually. Each market sector—corporate, government, health care, education, and industry—is served by a team of specialists who understand the unique needs of the clients they serve.

Our team has extensive experience in indoor sports complex's and recreational facilities, including our current project for a new \$15 million, 57,000 sq.ft. "The End Zone" Recreation Center at Sacred Heart University in Connecticut. The program elements include an indoor suspended track, multi-purpose rooms, two-story gymnasium, open exercise machine space, aerobics, yoga and spin rooms, climbing wall, bowling alleys, golf simulator, locker rooms and administrative offices. We have also completed several projects at Robert Morris University for the Island Sports Complex which houses two indoor rinks, one NHL size and one Olympic size indoor rink, as well as one outdoor ice rink.

H.F. Lenz Company has been ranked in the "Top 100 Green Design Firms" in the Country, for several years, by ENR Magazine. We have been a member of the United States Green Building Council since 2000 and currently have 19 LEED® Accredited Professionals on staff. We have designed over 15 million sq.ft. of facilities utilizing LEED principles including 80+ projects that have attained various levels of LEED Certification.

Our staff consists of 150 individuals, including 50 Licensed Professional Engineers and 19 LEED Accredited Professionals.



# Allegheny

## Design Services

Consulting Engineers



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

**LOCATION :**

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

**SITE :**

**ALLEGHENYDESIGN.COM**

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

ADS' experience in Design and Project Management includes:

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

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

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



# RESUMES



# Michael Mills

AIA, NCARB

## MANAGING PRINCIPAL

### EDUCATION

BS, BARCH / 1993 / RENSSELAER  
POLYTECHNIC INSTITUTE

### PROFESSIONAL REGISTRATIONS

WEST VIRGINIA  
VIRGINIA  
OHIO  
PENNSYLVANIA  
MASSACHUSETTES

## BIOGRAPHY

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

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

## EXPERIENCE

### **2016 WVSHPO Grant Monitor - Various, WV**

Since 2006, the Mills Group has been awarded an annually competitive contract with the West Virginia State Historic Preservation Office to provide technical assistance and grant monitoring. The scope of the grant projects range from masonry and window restoration to roof replacement and exterior millwork rehabilitation.

### **CHROME Federal Credit Union-Sewickley, PA**

Partnering with Waller Corporation, this multi-phased bank renovation includes an interior fit-out and exterior facade face-lift to incorporate the bank's new brand. This project posed an interesting challenge as it was fully operational during renovations.

### **Monongalia County Courthouse Plaza -Morgantown, WV**

Mills Group created a conceptual masterplan of the Courthouse building and Plaza renovations through the integration of indoor and outdoor spaces. The design includes a more distinguished entrance, pedestrian accessibility and well-defined transitional spaces for community use.

### **WV Veterans Memorial - Charleston, WV**

Mills Group intensely surveyed the West Virginia Veterans Memorial site and structure April 3, 2013. The general overview involved a visual condition assessment of the structure's components utilizing the standard Uni-format outline to ensure all issues were addressed in a logical order. Additionally, Mills Group composed an Operations and Maintenance Manual to ensure the monument's long-term care.



# Victor Greco

AIA, NCARB

## PRINCIPAL ARCHITECT

### EDUCATION

BS. ARCH / 1983 / UNIVERSITY  
OF KENTUCKY

### PROFESSIONAL REGISTRATIONS

WEST VIRGINIA  
MARYLAND  
OHIO  
PENNSYLVANIA

## BIOGRAPHY

Mr. Greco leads our Wheeling Office and has over thirty years of experience in historical preservation, architectural design and planning. Victor takes a holistic approach to create design solutions that address the complexities of historic restoration projects, as well as programming and master planning for future growth. He is detail-oriented and pragmatic, working hands-on with clients to ensure their needs are served efficiently and comprehensively. Victor has been recognized state-wide with numerous awards and news articles on his projects and accomplishments. He is very active with Rotary and serves on the Easter Seals Board. Victor is also a Commissioner on the West Virginia Archives and History Commission and a Member of the Wheeling Historic Landmarks Commission.

## EXPERIENCE

### **The Boursy Lofts - Wheeling, WV**

Wheeling's landmark Boursy Warehouse is being adapted to loft apartments utilizing state and federal Historic Tax Credits. The six-story building will have 86,000 sq ft for tenants to enjoy in a fully renovated structure that retains its historic character along the Ohio River. Historic elements including interior timbering, window forms and a railroad track into the building will be featured.

### **The Health Plan - Wheeling, WV**

The Regional Economic Development (RED) Partnership hired Mills Group to study the proposed sites in downtown Wheeling for the development of a new headquarters for the Health Plan, a non-profit community health organization currently headquartered in St. Clairsville, Ohio. The four story, 51,000 sq. ft. building will occupy 1.3 acres of land in addition to parking, greenspace and an amphitheater. The design includes storm water retention through bioswales and landscaping elements that filter pollutants from surface runoff.

### **The Kaley Center - Wheeling, WV**

Mills Group assisted in the rehabilitation of the Kaley Center, an existing 10 story building in downtown Wheeling. The renovations included a complete facade restoration, installation of new windows, the installation of new mechanical, electrical, plumbing, fire protection systems and elevators all while meeting the Secretary of the Interiors Standards.



**Ryan  
Hess**  
LEED AP

**PRINCIPAL /  
SUSTAINABILITY**

**EDUCATION**

WEST VIRGINIA UNIVERSITY:  
BS / CIVIL & ENVIRONMENTAL  
ENGINEERING

WEST VIRGINIA UNIVERSITY:  
MBA / BUSINESS ADMINISTRATION

CARNEGIE MELLON UNIVERSITY:  
MASTER OF SCIENCE,  
ARCHITECTURE

**BIOGRAPHY**

Ryan Hess is a principal for Mills Group. He is responsible for leading the office in the sustainable design market and serves as our expert on LEED projects. As such, he pursues client opportunities, manages projects, and incorporates sustainable principles into all his designs.

Ryan has also improved the efficiency of the office through in-house project management. Additionally, Mr. Hess volunteers his time lecturing students interested in pursuing a career in architecture, mentors architectural interns as well as serves on various city redevelopment committees.

**EXPERIENCE**

**Camp Caesar Masterplan - Cowen, WV**

Stabilization of Council Circle, the only covered 4-H Council Circle in the state of West Virginia. Built in 1928 and relocated in 1961, this structure was in need of rehabilitation after heavy snowfall greatly affected the structure in the winter of 2009. Assisted Camp Caesar in a grant application for the funding to properly restore it to its glory.

**Hermanson Center, Davis & Elkins College - Elkins, WV**

The Hermanson Center has served many purposes over the years and was in desperate need of a facilities upgrade. The scope of the project included extensive interior architectural upgrades to the lower level, including a full art department complete with technology labs, office space, and studio space. The work also included a total renovation of the auditorium lobby, additional restroom facilities, office space and a retail space for the Augusta Center

**Williamson Health and Wellness Center - Williamson, WV**

Williamson native Dr. Donovan Beckett asked Mills Group to design new space for an expanded clinic in the vacant second storey of his building using the Leadership in Energy and Environmental Design (LEED) guidelines. Such standards ensure efficient energy performance and use of resources while also serving as a benchmark for the first in the state of West Virginia. Additionally, the importance of a national (now international) certification would provide inspiration for the once major export town of Williamson.



# Lance Muscara

AIA, LEED AP

**PROJECT  
MANAGER**

## EDUCATION

BARCH / 1992 / RENSSELAER  
POLYTECHNIC INSTITUTE

## BIOGRAPHY

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

## EXPERIENCE

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

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

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

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

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

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

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

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



# David E. Palmer

PE, HFDP

PROJECT MANAGER/  
MECHANICAL  
ENGINEER

## EDUCATION

THE PENNSYLVANIA STATE  
UNIVERSITY: BACHELOR OF  
SCIENCE, ENERGY  
TECHNOLOGY, 1983

## CERTIFICATIONS

LICENSED PROFESSIONAL  
ENGINEER IN PENNSYLVANIA •  
HEALTHCARE FACILITY  
DESIGN PROFESSIONAL

## BIOGRAPHY & EXPERIENCE

Mr. Palmer has worked in the HVAC engineering field for over 20 years as a consulting engineer, department manager, and project manager. His design and management background includes central plant chiller and boiler design, hospital design, education facility design and semi-conductor facility design. He has been lead system design engineer on projects exceeding 250 million dollars in construction cost.

### **Robert Morris University - Moon Township, Pennsylvania**

- › Refurbished the Ice Rink HVAC system
- › Demand control ventilation system for removal of the Zamboni exhaust from the indoor rinks
- › Snow melt for around the rinks where the Zamboni enters and exists the ice
- › Installation of ice melt systems for the Zamboni ice pits
- › Heating and ventilation for the outdoor rink locker rooms
- › Replacement of the domestic water heating system for the public areas and locker rooms.
- › Island Sports Center Munters HVAC unit study
- › Island Sports Center Munters humidity control system
- › Island Sports Center domestic hot water system modifications study and design
- › Stadium heating system evaluation

### **East Suburban YMCA – Pittsburgh, Pennsylvania**

- › New 25,000 sq. ft. addition and 15,000 sq. ft. renovation. Project includes wellness center, offices, aquatic center, locker rooms, community multipurpose room, child watch, admin area and group exercise rooms

### **Baierl Family YMCA – Pittsburgh, Pennsylvania**

- › New addition including a fitness center, wellness center, and youth/teen zone, as well as renovation of existing facility which houses an indoor and outdoor pool, two group exercise studios, climbing wall, five locker rooms, a double gymnasium, a walking/running track, XRCade and a Child Watch Center

### **UPMC, Steelers Indoor Practice Facility - Pittsburgh, Pennsylvania**

- › MEP study and design for renovation of office and locker room addition

### **PNC Park – Pittsburgh, Pennsylvania**

- › Pittsburgh Pirates Executive Office tenant fit-out



# David R. Simpson

PE, SECB, MBA

**PRESIDENT/  
STRUCTURAL  
ENGINEER**

## EDUCATION

WEST VIRGINIA INSTITUTE OF  
TECHNOLOGY  
BS / CIVIL ENGINEERING

WEST VIRGINIA UNIVERSITY  
MBA / BUSINESS  
ADMINISTRATION

WEST VIRGINIA STATE COLLEGE:  
ARCHITECTURAL TECHNOLOGY  
COURSES

## BIOGRAPHY

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

## MEMBERSHIPS

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

## EXPERIENCE

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

*Morgantown, WV*

### **Phipps Conservatory Addition**

*Pittsburgh, PA*

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

*Morgantown, WV*

### **WVU Basketball Practice Facility**

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

### **UPMC Hillman Cancer Center**

### **William Sharpe Hospital Addition**

### **Chestnut Ridge Church**

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

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

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



# EXPERIENCE



## The Bours Lofts

**LOCATION:** Wheeling, WV

**CLIENT:** Woda Group Inc.

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

**CONSTRUCTION VALUE:**  
\$10 million

**MILLS GROUP**  
ARCHITECTURE • PLANNING • PRESERVATION

Wheeling's landmark Bours Warehouse is being adapted to loft apartments utilizing state and federal Historic Rehabilitation Tax Credits. Once the home of a grocery company, wool and ginseng exporters and coffee roasters, the stylish wood and brick structure will contribute to the Central Business District's rebirth. Neighboring Mills Group projects include West Virginia Northern Community College's Applied Technology Center, Student Center and Administrative Building.

The six-story building will have 86,000 sq ft for renters to enjoy in a fully renovated structure that retains its historic character along the Ohio River. Historic elements including interior timbering, window forms and a railroad track into the building will be featured. Seventy-three apartments ranging from 1- to 3-bedroom units will house tenants with amenities including two elevators, a lobby, tv lounge, mail room, fitness center and coffee lounge.

This project is emblematic of Mills Group's commitment to sustainability by retaining historic structures that serve present needs in a sensitive way.



# The Kaley Center

**LOCATION :** Wheeling, WV

**CLIENT :** GJR Enterprises, Inc.

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

**CONSTRUCTION VALUE :**  
\$5 million

**MILLS GROUP**  
ARCHITECTURE • PLANNING • PRESERVATION

The former Riley Law Building was renovated to become the Kaley Center.

Since tenants occupied the building during the renovation, the project was completed in multiple phases. The first phase included an exterior restoration where the façade brick and limestone accents were cleaned and restored. New insulated double-hung windows and trim matching the size, scale and color of the originals replaced the 1970s bronze aluminum single glazed windows. Once the new windows were installed, the architect's original design intent expressing the strong contrast between the brick veneer and fenestration once again became prominent.

The second phase of the rehabilitation included the installation of new mechanical, electrical, plumbing and fire protection systems along with a generator which brought the building into code and energy compliance. New equipment and cab finishes improved the existing elevators while the interior was completely renovated with new finishes complementing the existing conditions.

The final phase of the project included improving site conditions with new landscaping, paving and parking lot control.

Though the building serves multiple tenants, the building primarily functions as the corporate headquarters for a national roofing company that employs nearly 80 personnel.



# CHROME Federal Credit Union

**LOCATION :** Sewickley, PA  
**CLIENT :** CHROME Federal Credit Union

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

**CONSTRUCTION VALUE :**  
\$1.3 million

**MILLS GROUP**  
ARCHITECTURE • PLANNING • PRESERVATION

A local credit union is putting a unique spin on their newest location and the end result is designed to not look like your average credit union branch. CHROME's recent merger with Pittsburgh Central Federal Credit Union has given the Washington, PA based company a foothold into the promising market of Allegheny County.

Mills Group has partnered with Waller Corporation to renovate an existing facility in Franklin Park, hoping to offer that community a shiny new option for banking. This multi-phased project created a unique design challenge for the team, as banking business continued to operate during construction. The "shine" of CHROME is a branding endeavor and opportunity for the design team that comes alive in the stripes and details of the building.



# West Edge Warehouse

FORMER CORBIN BUILDING

**LOCATION :** Huntington, WV

**CLIENT :** Coalfield Development Corporation

**SERVICES :** Concept Design, Schematic Design, Design

Development, Bidding & Negotiation, Construction Administration

**CONSTRUCTION VALUE :**

\$2.4 million

A multi-phased project located in the Westmoreland neighborhood of Huntington, WV. Mills Group was tasked with developing the design potential and provide infrastructure improvement and fortification of the 94,000 square foot West Edge Factory (formerly the Corbin Building) to accelerate it as a job creation engine and training center to diversify the economies of Wayne, Lincoln, and Mingo Counties. These communities surround the heart of the Central Appalachian Coalfield; a region characterized by steep and rugged topography which limits access to basic services and economic development. The housing of smaller enterprises, all working together under one roof to spur economic development is the ultimate goal of the Coalfield Development Corporation. The West Edge Warehouse will allow for those burdened by the downturn of the coal industry to gain experience, life skills, and job training to make them compatible in the workforce beyond the mines.

Adaptable reuse of the former industrial building held its own design challenges, in order to create a cohesive design out of a warehouse that will host a variety of tenants. Mills Group organized an initial visit to do a conditions and validation assessment. An extensive fire and life safety assessment was required as an initial feasibility requirement prior to moving into design work.

**MILLS GROUP**  
ARCHITECTURE • PLANNING • PRESERVATION



# Stone Center at Market Plaza

**LOCATION:** Wheeling, WV

**CLIENT:** Regional Economic  
Development (RED) Partnership

**SERVICES:** Preliminary Design  
through Construction Administration

**CONSTRUCTION VALUE:**  
NA

**MILLS GROUP**  
ARCHITECTURE • PLANNING • PRESERVATION

The Stone Center at Market Plaza is the restoration of the former Stone & Thomas department store in downtown Wheeling, WV. The exterior work included the restoration of stone and brick facades, decorative metal cornice and large wood windows; all done in strict accordance with the Secretary of Interiors Standards for Rehabilitation.

The interior work included the complete rehabilitation of building infrastructure, including new stair towers, elevators, lighting, environmental systems, sprinklers, fire alarm and handicap accessibility. In addition, the restoration included the installation of a new central building lobby.

Project by SMG Architects Inc. Victor R. Greco Principal Architect



# The Flatiron Building

**LOCATION :** Wheeling, WV

**CLIENT :** FIBOW Realty, LLC

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

Construction Administration

**CONSTRUCTION VALUE :**

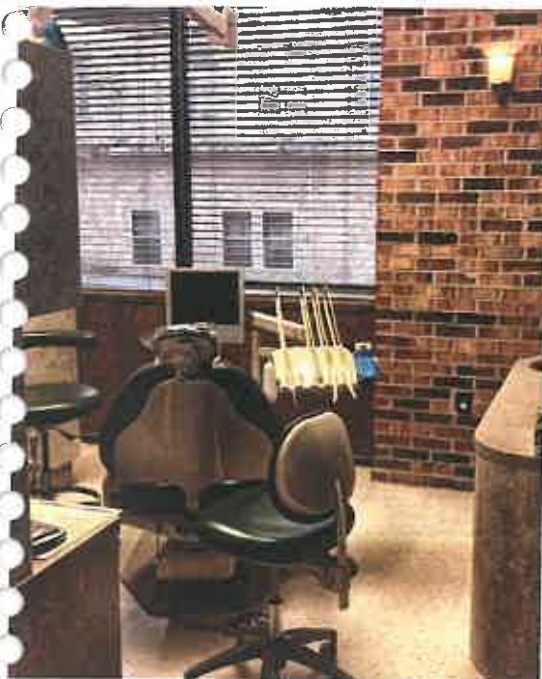
\$1.5 million

Mills Group is excited to be working on the restoration of this unique building. Constructed in 1896 as the Riverside Iron Works Office Building, the building is now being restored into offices on the lower level with apartments on the upper levels.

The first phase of the project is completed with the restoration of the facade and the replacement/rehabilitation of the windows. In addition, a new elevator was installed in the building and new building entry points via access bridging to the Intermodal Parking structure next to the building. This bridging provides covered parking and easy access for future tenants of the apartments.

The second phase is currently underway with upgrades to the building mechanical, electrical and fire protection infrastructure, and renovations to create the apartments on the upper levels.

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ARCHITECTURE • PLANNING • PRESERVATION



# Williamson Health & Wellness Clinic

**LOCATION :** Williamson, WV

**CLIENT :** Dr. Donovan Beckett

**SERVICES :** Sustainable LEED Design

**CONSTRUCTION VALUE :**

\$200,000.

**MILLS GROUP**  
ARCHITECTURE • PLANNING • PRESERVATION

Dr. Donovan Beckett established his medical practice in downtown Williamson. After seeing the need for additional medical services, Dr. Beckett asked the Mills Group to redesign his building using the Leadership in Energy and Environmental Design (LEED) standards to improve energy performance.

The Mills Group began work by redesigning the façade to open up the previously filled in upper story windows. Additional skylights and solar daylighting tubes also bring natural light deep into the historic building. The Mills Group also designed the building using natural and salvaged materials to lessen the structure's carbon footprint. The building's existing solar panels also help reduce the owner's reliance on using non-renewable energy.

This project has a Silver LEED certification pending. Mills Group is proud to be working with Dr. Beckett to bring sustainable design into Mingo County.



# Allegheny Design Services

## OVERVIEW

**LOCATIONS:** WV/PA

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



**Allegheny  
Design Services**  
CONSULTING ENGINEERS

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



# H.F. Lenz Company OVERVIEW

**LOCATION :** PA, OH, CT

**SERVICES :** Engineering  
Fire Protection & Life Safety, Energy,  
Commissioning, Construction, Surveying,  
LEED, GIS Mapping, Environmental Site  
Assessments

**FIG H.F. LENZ  
COMPANY**

Our projects span the nation, with the heaviest concentration in the Northeast, and exceed \$530 million in MEP, Civil and Structural construction annually. Each market sector—corporate, government, health care, education, and industry—is served by a team of specialists who understand the unique needs of the clients they serve.

## Sandstone Visitors Center - Summers County, WV

Design of a new visitor center for the National Park Service that was designed to attain a LEED Platinum rating; the project included design of a geothermal system and a photovoltaic solar array

## West Virginia University - Morgantown, WV

H.F. Lenz Company has been providing multi-discipline engineering services to WVU for nearly 20 years. We have held seven term contracts with the university since 1996.

## NASA Langley Research Center - Hampton, Virginia

New Town Phase 1 (Building 2101): New 79,000 sq.ft. administrative office building for NASA; sustainable design elements include photovoltaic daylight harvesting, a vegetative green roof, and geothermal wells; The project is LEED Platinum



# REFERENCES

## Ron Justice

West Virginia University  
Marina Tower, 4th Floor  
PO Box 6555  
Morgantown, WV 26505  
Ph: 304-293-3034  
[rjustice@mail.wvu.edu](mailto:rjustice@mail.wvu.edu)

Project: Sigma Nu Addition and  
Garage, WVU Greek Masterplan

## Kevin Duffin

Fibow Realty LLC  
27 Forest Road  
Wheeling, WV 26003  
PH: 740-635-1920  
[Kevin@belmontcarsonpetroleum.com](mailto:Kevin@belmontcarsonpetroleum.com)

Project: Flat Iron Building

## Dave Clark

Woodlands Development Group  
PO Box 1579  
Elkins, WV 26241  
Ph: 304-636-6495  
[Dclark@rchawv.org](mailto:Dclark@rchawv.org)

Project: WDG Redbud Lane, the  
Garehouse Center, Delmonte  
Marketplace

## Kathy Mace

Preston County Commission  
106 West Main Street, Room 202  
Kingwood, WV 26537  
Ph: 304-239-1805  
[kmace@prestoncountywv.gov](mailto:kmace@prestoncountywv.gov)

Project: Preston County  
Courthouse/Commission  
Improvements; Preston county 911  
Center; Preston County Poor Farm  
Masterplan

## Brandon Dennison

Coalfield Development Corporation  
PO Box 1133  
Wayne, WV 25570  
Ph: 304-617-2735  
[dennison.brandon@yahoo.com](mailto:dennison.brandon@yahoo.com)

Project: West Edge Warehouse at  
the former Corbin Building

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: GSD1800000005**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

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

MILLS GROUP, LLC  
\_\_\_\_\_  
Company  
[Signature]  
\_\_\_\_\_  
Authorized Signature  
5.2.18  
\_\_\_\_\_  
Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

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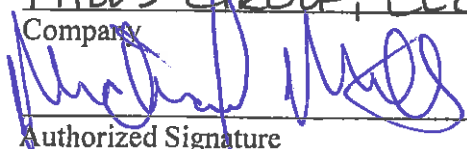
*(Check the box next to each addendum received)*

- |  |  |
|--|--|
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MILLS GROUP, LLC

Company

  
Authorized Signature

5.2.18

Date

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

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

MICHAEL MILLS, AIA MANAGING PRINCIPAL  
(Name, Title)

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

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


304-296-1010 / 304-413-0120

(Phone Number) / (Fax Number)

MMILLS@MILLSGROUPONLINE.COM  
(email address)

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

MILLS GROUP, LLC  
(Company)

  
(Authorized Signature) (Representative Name, Title)

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

5.2.18  
(Date)

304-296-1010 / 304-413-0120  
(Phone Number) (Fax Number)

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: MILLS GROUP LLC Address: 63 WHARF ST.  
STE. 300

Authorized Agent: MICHAEL MILLS, AIA Address: MORGANTOWN, WV 26501

Contract Number: CE01 0211 GSD1800000005 Contract Description: Bldg. Six INTERIOR RENO

Governmental agency awarding contract: GENERAL SERVICES DIVISION

☐ Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

**1. Subcontractors or other entities performing work or service under the Contract**

☐ Check here if none, otherwise list entity/individual names below.

ALLEGHENY DESIGN SERVICES  
H. F. LENZ

**2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

☒ Check here if none, otherwise list entity/individual names below.

**3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

☒ Check here if none, otherwise list entity/individual names below.

Signature: 

Date Signed: 5/21/18

**Notary Verification**

State of WEST VIRGINIA, County of MONONGALIA:

I, MICHAEL MILLS, AIA, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 2<sup>ND</sup> day of MAY 2018.

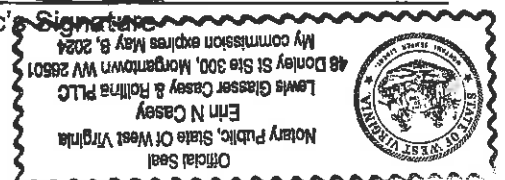
Notary Public's Signature: 

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_



Revised October 7, 2017

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: MILKS GROUP LLC

Authorized Signature: [Signature] Date: 5/2/18

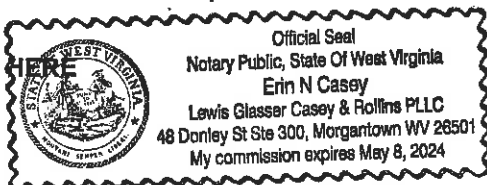
State of WEST VIRGINIA

County of MONONGALIA, to-wit:

Taken, subscribed, and sworn to before me this 2<sup>nd</sup> day of MAY, 2018

My Commission expires MAY 8, 2024

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]