



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Purchase Order

Order Date: 08-30-2024

CORRECT ORDER NUMBER MUST APPEAR
ON ALL PACKAGES, INVOICES, AND
SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CPO 0432 2102 DCH2500000002 1	Procurement Folder:	1493717
Document Name:	SHPO: Grants Monitoring	Reason for Modification:	
Document Description:	SHPO: Grants Monitoring		
Procurement Type:	Central Purchase Order		
Buyer Name:	Larry D McDonnell		
Telephone:	304-558-2063		
Email:	larry.d.mcdonnell@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-09-02
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-09-01

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000112161 MILLS GROUP LLC 88 HIGH ST MORGANTOWN WV 26505 US Vendor Contact Phone: 3042961010 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Samuel J Calvert Requestor Phone: (304) 558-0220 Requestor Email: samuel.j.calvert@wv.gov 2025 FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US

Purchasing Division's File Copy

Total Order Amount: \$71,122.97

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara</i> 9/5/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>9-9-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Professional Engineering Services Contract
(SHPO: Grants Monitoring)

The Vendor: Mills Group, LLC, agrees to enter into this professional architectural and engineering contract to provide monitoring development grants to ensure work meets Secretary of the Interior's Standards for Rehabilitation per the scope of work, bid requirements, terms and conditions, the Agency's submitted project plan dated: 06/28/2024, the Vendor's Scope of Work letter dated: 08/15/2024, all incorporated herein by reference and made apart of hereof.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111617	0.00000		0.000000	4730.03
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: The Armstrong on York (Wheeling)

Extended Description:

Exterior Restoration and Interior Structural Repair

Consulting Fee - \$4,285.00
Project Expenses - \$445.03

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111617	0.00000		0.000000	4220.62
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Elmhurst Wall and Front Entrance (Wheeling)

Extended Description:

Exterior Restoration

Consulting Fee - \$3,780.00
Project Expense - \$440.62

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111617	0.00000		0.000000	4359.14
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Fairmont City Center (Fairmont)

Extended Description:

Window Repair, Limestone Cleaning, and Railing Restoration

Consulting Fee - \$4,175.00
Project Expenses - \$184.14

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111617	0.00000		0.000000	4925.16
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Fayette County Soldiers and Sailors Building (Fayetteville)

Extended Description:

Concrete Deck Repair and Porch Repair

Consulting Fee - \$4,175.00
Project Expenses - \$750.16

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80111617	0.00000		0.000000	5790.93
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: GC Murphy Building (Hinton)

Extended Description:
Replace Roof and Gutter Systems

Consulting Fee - \$4,820.00
Project Expenses - \$970.93

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80111617	0.00000		0.000000	5275.24
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Kump House (Elkins)

Extended Description:
Roof and Gutter Repair

Consulting Fee - \$4,870.00
Project Expenses - \$405.24

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	80111617	0.00000		0.000000	4290.04
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Main Street- Hughs Duplex (Wheeling)

Extended Description:
Masonry Repair and Window Repair

Consulting Fee - \$3,845.00
Project Expenses - \$445.04

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80111617	0.00000		0.000000	4857.73
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Middlebourne United Methodist Church (Middlebourne)

Extended Description:
Masonry Restoration

Consulting Fee - \$4,395.00
Project Expenses - \$462.73

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80111617	0.00000		0.000000	4505.62
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Mount Carmel Monastery Building (Wheeling)

Extended Description:
Exterior Restoration

Consulting Fee - \$4,065.00
Project Expenses - \$440.62

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80111617	0.00000		0.000000	6237.21
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Ritter Park Stone Wall (Huntington)

Extended Description:

Masonry Restoration and Wall Rebuilding

Consulting Fee - \$5,235.00

Project Expenses - \$1,002.21

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80111617	0.00000		0.000000	5159.06
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Romney Dairy Barn (Romney)

Extended Description:

Roof Replacement, Restoration, and Dormer Replacement

Consulting Fee - \$5,159.06

Project Expenses - \$529.06

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	80111617	0.00000		0.000000	4766.51
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: RoxyTheater (Clendin)

Extended Description:

Sewer Line Repair and Pavement Replacement

Consulting Fee - \$4,766.51

Project Expenses - \$701.51

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	80111617	0.00000		0.000000	6002.84
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: War Memorial Building (Shepherdstown)

Extended Description:

Foundation Repair, Wall Repair, and Electrical Upgrade

Consulting Fee - \$6,002.84

Project Expenses - \$767.84

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	80111617	0.00000		0.000000	6002.84
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: West Roundhouse (Martinsburg)

Extended Description:

Window Restoration, Exterior Carpentry Repair and Painting

Consulting Fee - \$6,002.84

Project Expenses - \$767.84

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of Three Hundred Sixty Five (365). The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to Zero (0) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☐ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☒ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

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The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☒ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \$1,000,000.00 per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

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9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming 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, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

ADDITIONAL TERMS AND CONDITIONS
(Architectural and Engineering Contracts Only)

- 1. PLAN AND DRAWING DISTRIBUTION:** All plans and drawings must be completed and available for distribution at least five business days prior to a scheduled pre-bid meeting for the construction or other work related to the plans and drawings.
- 2. PROJECT ADDENDA REQUIREMENTS:** The Architect/Engineer and/or Agency shall be required to abide by the following schedule in issuing construction project addenda. The Architect/Engineer shall prepare any addendum materials for which it is responsible, and a list of all vendors that have obtained drawings and specifications for the project. The Architect/Engineer shall then send a copy of the addendum materials and the list of vendors to the State Agency for which the contract is issued to allow the Agency to make any necessary modifications. The addendum and list shall then be forwarded to the Purchasing Division buyer by the Agency. The Purchasing Division buyer shall send the addendum to all interested vendors and, if necessary, extend the bid opening date. Any addendum should be received by the Purchasing Division at least fourteen (14) days prior to the bid opening date.
- 3. PRE-BID MEETING RESPONSIBILITIES:** The Architect/Engineer shall be available to attend any pre-bid meeting for the construction or other work resulting from the plans, drawings, or specifications prepared by the Architect/Engineer.
- 4. AIA DOCUMENTS:** All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the attached AIA documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein. The terms and conditions of this document shall prevail over anything contained in the AIA Documents or the Supplementary Conditions.
- 5. GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with West Virginia Code § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007; Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

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.

(Printed Name and Title) Michael Mills, Managing Principal

(Address) 88 High Street, Morgantown, WV, 26505

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

(email address) mmills@millsgrouponline.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Mills Group LLC
(Company)

[Signature]
(Signature of Authorized Representative)

Michael Mills, Managing Principal 7/31/2024
(Printed Name and Title of Authorized Representative) (Date)

304-296-1010

(Phone Number) (Fax Number)

mmills@millsgrouponline.com
(Email Address)



August 14, 2024

Christina Moore
Grants Coordinator
State Historic Preservation Office
West Virginia Division of Arts, Culture and History
1900 Kanawha Blvd. East
Charleston, WV 25305

Subject: Proposal for FY2025 Grant Monitoring Services

Dear Ms. Moore,

Thank you for the opportunity to continue serving as a Grant Monitor for Development Grants awarded by the State Historic Preservation Office via the West Virginia Division of Culture and History for FY2025. We are pleased to provide you with a fee proposal for monitoring fourteen (14) grant projects.

Please find attached to this letter a detailed scope of work for each project and its associated expenses (Exhibit A-1). The total proposed cost for our services to monitor fourteen grants awarded for FY2025 is **\$71,122.97**.

Should you have any questions, please do not hesitate to contact me at 304.296.1010 or via email at mmills@millsgrouponline.com. Thank you.

Sincerely,

Michael J. Mills, Architect, AIA
Mills Group, LLC

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

MORGANTOWN:	88 High Street	Morgantown, WV 26505	Phone: 304.296.1010
WHEELING:	53 14 th Street, Suite 607	Wheeling, WV 26003	Phone: 304.233.0048

WWW.MILLSGROUPONLINE.COM

2025 WVSHPO DEVELOPMENT GRANT MONITORING
Project

	Consulting Fee	Project Expenses	Total Fee	Installments (3)
1 The Armstrong on York (Wheeling) Exterior Restoration and Interior Structural Repair	\$4,285.00	\$445.03	\$4,730.03	\$1,576.68
2 Elmhurst Wall and Front Entrance(Wheeling) Exterior Restoration	\$3,780.00	\$440.62	\$4,220.62	\$1,406.87
3 Fairmont City Center (Fairmont) Window Repair, Limestone Cleaning, and Railing Restoration	\$4,175.00	\$184.14	\$4,359.14	\$1,453.05
4 Fayette County Soldiers and Sailors Building (Fayetteville) Concrete Deck Repair and Parch Repair	\$4,175.00	\$750.16	\$4,925.16	\$1,641.72
5 GC Murphy Building (Hinton) Replace Roof and Gutter Systems	\$4,820.00	\$970.93	\$5,790.93	\$1,930.31
6 Kump House (Elkins) Roof and Gutter Repair	\$4,870.00	\$405.24	\$5,275.24	\$1,758.41
7 Main Street- Hughs Duplex (Wheeling) Masonry Repair and Window Repair	\$3,845.00	\$445.04	\$4,290.04	\$1,430.01
8 Middlebourne United Methodist Church (Middlebourne) Masonry Restoration	\$4,395.00	\$462.73	\$4,857.73	\$1,619.24
9 Mount Carmel Monastery Building (Wheeling) Exterior Restoration	\$4,065.00	\$440.62	\$4,505.62	\$1,501.87
10 Ritter Park Stone Wall (Huntington) Masonry Restoration and Wall Rebuilding	\$5,235.00	\$1,002.21	\$6,237.21	\$2,079.07
11 Romney Dairy Barn (Romney) Roof Replacement, Restoration, and Dormer Replacement	\$4,630.00	\$529.06	\$5,159.06	\$1,719.69
12 RoxyTheater (Clendin) Sewer Line Repair and Pavement Replacement	\$4,065.00	\$701.51	\$4,766.51	\$1,588.84
13 War Memorial Building (Shepherdstown) Foundation Repair, Wall Repair, and Electrical Upgrade	\$5,235.00	\$767.84	\$6,002.84	\$2,000.95
14 West Roundhouse (Martinsburg) Window Restoration, Exterior Carpentry Repair and Painting	\$5,235.00	\$767.84	\$6,002.84	\$2,000.95
Subtotals	\$62,810.00	\$8,312.97	\$71,122.97	
		Average Project Fee	\$5,080.21	

The Armstrong on York (Wheeling)

Exhibit A-1

Technical Assistance and Grant Monitoring

1. Task List

		Prin. Arch	Project Manager				Total		
		175	110						
1	Review proposed scope of work	1					1		
2	Project file set-up (contact info-project documents)	0	2				2		
3	Initial Site Visit	0	6				6		
4	Initial Site Visit Follow up Report (Development of Scope)	0.5	1				1.5		
5	Technical Assistance Via e-mail and phone	1	2				3		
6	Site Visit with Contractor	0	6				6		
7	Construction Kick-Off Site Visit Follow up Report	0.5	1.5				2		
8	Technical Assistance Via e-mail and phone	1	2				3		
9	Final Site Inspection	0	9				9		
10	Final Site Inspection Follow up Report and Close out	1	1.5				2.5		
								36	
Subtotal		5	31	0	0	0	36		
Total hours		5	31	0	0	0	36	36	
2024 Hourly rates		\$ 175.00	\$ 110.00						

Fee		\$ 875	\$ 3,410	\$ -	\$ -	\$ -	\$ 4,285		
								Total	\$ 4,285

2. Consultants Fees

	Prin. Arch	Princ. Des	PM	Arch II	Clerical	Total

Exhibit A-1

1. Task List

Task List		Prin. Arch	Project Manager				Total
		175	110				
1	Review proposed scope of work	1	0				1
2	Project file set-up (contact info-project documents)						0
3	Initial Site Visit	0	6				6
4	Initial Site Visit Follow up Report (Development of Scope)	0.5	2				2.5
5	Technical Assistance Via e-mail and phone	1	2				3
6	Site Visit with Contractor	0	6				6
7	Construction Kick-Off Site Visit Follow up Report	0.5	1.5				2
8	Technical Assistance Via e-mail and phone	0	3				3
9	Final Site Inspection	0	6				6
10	Final Site Inspection Follow up Report and Close out	1	1.5				2.5
Subtotal		4	28	0	0	0	32
Total hours		4	28	0	0	0	32
2024 Hourly rates		\$ 175.00	\$ 110.00				
Fee		\$ 700	\$ 3,080	\$ -	\$ -	\$ -	\$ 3,780
		Total \$ 3,780					
2 Consultants Fees							
		Prin. Arch	Princ. Des	PM	Arch II	Clerical	Total
		SubTotal \$0					
3 Estimate of Reimbursable Expenses							
			Quantity	Unit Cost	Cost		
COPIES (B&W)			10	\$0.200	2.00		
PHOTOGRAPHY CD with Digital Images)			1	\$5	5.00		
TRAVEL - (mileage) 78		156 Round Trip	468	\$0.67	313.56		
Meals and Lodging			1	\$60	60.00		
FAX/TELE/DEL			1	\$20	20.00		
Postage							
		SubTotal \$400.56					
		Handling fee 10% \$40.06					
		Total \$440.62					
4. Fee per discipline and total fee							
Subtotal		0% \$ 3,780					
Direct Expenses		\$440.62					
Total Fee		\$4,220.62					

Fairmont City Center (Fairmont)

Exhibit A-1

Technical Assistance and Grant Monitoring

1. Task List

		Prin. Arch	Project Manager			Total	
		175	110				
1	Review proposed scope of work	1				1	
2	Project file set-up (contact info-project documents)		2			2	
3	Initial Site Visit	0	6			6	
4	Initial Site Visit Follow up Report (Development of Scope)	0.5	3			3.5	
5	Technical Assistance Via e-mail and phone	1	2			3	
6	Site Visit with Contractor	0	6			6	
7	Construction Kick-Off Site Visit Follow up Report	0.5	1.5			2	
8	Technical Assistance Via e-mail and phone	1	2			3	
9	Final Site Inspection	0	6			6	
10	Final Site Inspection Follow up Report and Close out	1	1.5			2.5	
							35
Subtotal		5	30	0	0	0	35
Total hours		5	30	0	0	0	35 35
2024 Hourly rates		\$ 175.00	\$ 110.00				
Fee		\$ 875	\$ 3,300	\$ -	\$ -	\$ -	\$ 4,175
							Total \$ 4,175

2. Consultants Fees

	Prin. Arch	Princ. Des	PM	Arch II	Clerical	Total
						SubTotal \$0

3. Estimate of Reimbursable Expenses

	Quantity	Unit Cost	Cost
COPIES (B&W)	10	\$0.200	2.00
PHOTOGRAPHY CD with Digital Images)	1	\$5	5.00
TRAVEL - (mileage) 20	120	\$0.67	80.40
Meals and Lodging	1	\$60	60.00
FAX/TELE/DEL	1	\$20	20.00
Postage			0.00
			SubTotal \$167.40
			Handling fee 10% \$16.74
			Total \$184.14

4. Fee per displine and total fee

Subtotal	0% \$ 4,175
Direct Expenses	\$184.14
Total Fee	\$4,359.14

Exhibit A-1

1. Task List

1. Task List		Prin. Arch	Project Manager	Design Staff	Total		
1	Review proposed scope of work	175	110	60			
2	Project file set-up (contact info-project documents)	1					1
3	Initial Site Visit		2				2
4	Initial Site Visit Follow up Report (Development of Scope)	0	6				6
5	Technical Assistance Via e-mail and phone	0.5	3				3.5
6	Technical Assistance Via e-mail and phone	1	2				3
7	Site Visit with Contractor	0	6				6
8	Construction Kick-Off Site Visit Follow up Report	0.5	1.5				2
9	Technical Assistance Via e-mail and phone	1	2				3
10	Final Site Inspection	0	6				6
	Final Site Inspection Follow up Report and Close out	1	1.5				2.5
		35					
Subtotal		5	30	0	0	0	35
Total hours		5	30	0	0	0	35
2024 Hourly rates		\$ 175.00	\$ 110.00				
Fee		\$ 875	\$ 3,300	\$ -	\$ -	\$ -	\$ 4,175
		Total \$ 4,175					
2. Consultants Fees							
		Prin. Arch	Princ. Des	PM	Arch II	Clerical	Total
		SubTotal \$0					
3. Estimate of Reimbursable Expenses							
			Quantity	Unit Cost	Cost		
COPIES (B&W)			10	\$0.200	2.00		
PHOTOGRAPHY CD with Digital Images)			1	\$5	5.00		
TRAVEL - (mileage) 148		296	888	\$0.67	594.96		
Meals and Lodging			1	\$60	60.00		
FAX/TELE/DEL			1	\$20	20.00		
Postage							
			SubTotal		\$681.96		
			Handling fee 10%		\$68.20		
			Total		\$750.16		
4. Fee per discipline and total fee							
Subtotal		0%	\$	4,175			
Direct Expenses				\$750.16			
Total Fee				\$4,925.16			

Exhibit A-1

1. Task List

1. Task List		Prin. Arch	Project Manager	Design Staff			Total
1	Review proposed scope of work	175	110	60			1
2	Project file set-up (contact info-project documents)		2				2
3	Initial Site Visit	5	0				5
4	Initial Site Visit Follow up Report (Development of Scope)	0.5	3				3.5
5	Technical Assistance Via e-mail and phone	1	2				3
6	Site Visit with Contractor	5	0				5
7	Construction Kick-Off Site Visit Follow up Report	0.5	1.5				2
8	Technical Assistance Via e-mail and phone	1	2				3
9	Final Site Inspection	5	0				5
10	Final Site Inspection Follow up Report and Close out	1	1.5				2.5
		32					
Subtotal		20	12	0	0	0	32
Total hours		20	12	0	0	0	32
2024 Hourly rates		\$ 175.00	\$ 110.00				
Fee		\$ 3,500	\$ 1,320	\$ -	\$ -	\$ -	\$ 4,820
		Total \$ 4,820					
2. Consultants Fees							
		Prin. Arch	Princ. Des.	PM	Arch II	Clerical	Total
		SubTotal \$0					
3. Estimate of Reimbursable Expenses							
			Quantity	Unit Cost	Cost		
COPIES (B&W)			10	\$0.200	2.00		
PHOTOGRAPHY CD with Digital Images)			1	\$5	5.00		
TRAVEL - (mileage) 183		366	1098	\$0.67	735.66		
Meals and Lodging			2	\$60	120.00		
FAX/TELE/DEL			1	\$20	20.00		
Postage							
			SubTotal		\$882.66		
			Handling fee 10%		\$88.27		
			Total		\$970.93		
4. Fee per discipline and total fee							
Subtotal		0%	\$	4,820			
Direct Expenses		\$970.93					
Total Fee		\$5,790.93					

Exhibit A-1

1. Task List

1. Task List		Prin Arch	Project Manager	Design Staff	Total		
		175	110	60			
1	Review proposed scope of work	1					1
2	Project file set-up (contact info-project documents)		2				2
3	Initial Site Visit	0	6				6
4	Initial Site Visit Follow up Report (Development of Scope)	0.5	1				1.5
5	Technical Assistance Via e-mail and phone	1	2				3
6	Site Visit with Contractor	0	6				6
7	Construction Kick-Off Site Visit Follow up Report	0.5	1.5				2
8	Technical Assistance Via e-mail and phone	1	2				3
9	Final Site Inspection	9	0				9
10	Final Site Inspection Follow up Report and Close out	1	1.5				2.5
		36					
Subtotal		14	22	0	0	0	36
Total hours		14	22	0	0	0	36
2024 Hourly rates		\$ 175.00	\$ 110.00				
Fee		\$ 2,450	\$ 2,420	\$ -	\$ -	\$ -	\$ 4,870
		Total \$ 4,870					
2. Consultants Fees							
		Prin Arch	Princ Des	PM	Arch II	Clerical	Total
		SubTotal \$0					
3. Estimate of Reimbursable Expenses							
			Quantity	Unit Cost	Cost		
COPIES (B&W)			10	\$0.200	2.00		
PHOTOGRAPHY CD with Digital Images)			1	\$5	5.00		
TRAVEL - (mileage) 70		140	420	\$0.67	281.40		
Meals and Lodging			1	\$60	60.00		
FAX/TELE/DEL			1	\$20	20.00		
Postage							
			SubTotal		\$368.40		
			Handling fee 10%		\$36.84		
			Total		\$405.24		
4. Fee per discipline and total fee							
Subtotal		0%	\$	4,870			
Direct Expenses				\$405.24			
Total Fee				\$5,275.24			

Main Street- Hughs Duplex (Wheeling)

Exhibit A-1

Technical Assistance and Grant Monitoring

1. Task List

		Prin.	Arch.	Project Manager			Total	
		175		110				
1	Review proposed scope of work	1					1	
2	Project file set-up (contact info-project documents)			2			2	
3	Initial Site Visit	0		5			5	
4	Initial Site Visit Follow up Report (Development of Scope)	0.5		3			3.5	
5	Technical Assistance Via e-mail and phone	1		2			3	
6	Site Visit with Contractor	0		5			5	
7	Construction Kick-Off Site Visit Follow up Report	0.5		1.5			2	
8	Technical Assistance Via e-mail and phone	1		2			3	
9	Final Site Inspection	0		5			5	
10	Final Site Inspection Follow up Report and Close out	1		1.5			2.5	
								32
Subtotal		5		27	0	0	0	32
Total hours		5		27	0	0	0	32
2024 Hourly rates		\$ 175.00		\$ 110.00				
Fee		\$ 875		\$ 2,970	\$ -	\$ -	\$ -	\$ 3,845
								Total \$ 3,845

2. Consultants Fees

	Prin.	Arch.	Princ. Des	PM	Arch II	Clerical	Total
							SubTotal \$0

3. Estimate of Reimbursable Expenses

	Quantity	Unit Cost	Cost
COPIES (B&W)	10	\$0.200	2.00
PHOTOGRAPHY CD with Digital Images)	1	\$5	5.00
TRAVEL - (mileage) 79	474	\$0.67	317.58
Meals and Lodging	1	\$60	60.00
FAX/TELE/DEL	1	\$20	20.00
Postage			
			SubTotal \$404.58
			Handling fee 10% \$40.46
			Total \$445.04

4. Fee per displine and total fee

Subtotal	0% \$ 3,845
Direct Expenses	\$445.04
Total Fee	\$4,290.04

Middlebourne United Methodist Church (Middlebourne)

Exhibit A-1

Technical Assistance and Grant Monitoring

1. Task List

		Prin. Arch	Project Manager				Total	
		175	110					
1	Review proposed scope of work	1					1	
2	Project file set-up (contact info-project documents)		2				2	
3	Initial Site Visit	0	6				6	
4	Initial Site Visit Follow up Report (Development of Scope)	0.5	3				3.5	
5	Technical Assistance Via e-mail and phone	1	2				3	
6	Site Visit with Contractor	0	6				6	
7	Construction Kick-Off Site Visit Follow up Report	0.5	1.5				2	
8	Technical Assistance Via e-mail and phone	1	2				3	
9	Final Site Inspection	0	8				8	
10	Final Site Inspection Follow up Report and Close out	1	1.5				2.5	
								37
Subtotal		5	32	0	0	0	37	
Total hours		5	32	0	0	0	37	37
2024 Hourly rates		\$ 175.00	\$ 110.00					
Fee		\$ 875	\$ 3,520	\$ -	\$ -	\$ -	\$ 4,395	
								Total \$ 4,395

2 Consultants Fees

	Prin. Arch	Princ. Des	PM	Arch II	Clerical	Total
						SubTotal \$0

3. Estimate of Reimbursable Expenses

		Quantity	Unit Cost	Cost
COPIES (B&W)		10	\$0.200	2.00
PHOTOGRAPHY CD with Digital Images)		1	\$5	5.00
TRAVEL - (mileage) 83	166 Round Trip	498	\$0.67	333.66
Meals and Lodging		1	\$60	60.00
FAX/TELE/DEL		1	\$20	20.00
Postage				
				SubTotal \$420.66
				Handling fee 10% \$42.07
				Total \$462.73

4. Fee per displine and total fee

Subtotal	0% \$ 4 395
Direct Expenses	\$462.73
Total Fee	\$4,857.73

Exhibit A-1

1. Task List

1. Task List		Prin.	Arch	Project Manager			Total
		175	110				
1	Review proposed scope of work	1					1
2	Project file set-up (contact info-project documents)		2				2
3	Initial Site Visit	0	6				6
4	Initial Site Visit Follow up Report (Development of Scope)	0.5	2				2.5
5	Technical Assistance Via e-mail and phone	.1	2				3
6	Site Visit with Contractor	0	6				6
7	Construction Kick-Off Site Visit Follow up Report	0.5	1.5				2
8	Technical Assistance Via e-mail and phone	1	2				3
9	Final Site Inspection	0	6				6
10	Final Site Inspection Follow up Report and Close out	1	1.5				2.5
		34					
Subtotal		5	29	0	0	0	34
Total hours		5	29	0	0	0	34
2024 Hourly rates		\$ 175.00	\$ 110.00				
Fee		\$ 875	\$ 3,190	\$ -	\$ -	\$ -	\$ 4,065
		Total \$ 4,065					
2. Consultants Fees							
		Prin.	Arch	Princ. Des	PM	Arch II	Clerical
		Total					
		SubTotal \$0					
3. Estimate of Reimbursable Expenses							
			Quantity	Unit Cost	Cost		
COPIES (B&W)			10	\$0.200	2.00		
PHOTOGRAPHY CD with Digital Images)			1	\$5	5.00		
TRAVEL - (mileage) 78		156	Round Trip	468	\$0.67	313.56	
Meals and Lodging			1	\$60	60.00		
FAX/TELE/DEL			1	\$20	20.00		
Postage							
			SubTotal	\$400.56			
			Handling fee 10%	\$40.06			
			Total	\$440.62			
4. Fee per disipline and total fee							
Subtotal		0%	\$	4,065			
Direct Expenses		\$440.62					
Total Fee		\$4,505.62					

Exhibit A-1

1. Task List

1. Task List		Prin. Arch	Project Manager			Total	
		175	110				
1	Review proposed scope of work	1				1	
2	Project file set-up (contact info-project documents)		2			2	
3	Initial Site Visit	6	0			6	
4	Initial Site Visit Follow up Report (Development of Scope)	0.5	2			2.5	
5	Technical Assistance Via e-mail and phone	1	2			3	
6	Site Visit with Contractor	6	0			6	
7	Construction Kick-Off Site Visit Follow up Report	0.5	1.5			2	
8	Technical Assistance Via e-mail and phone	1	2			3	
9	Final Site Inspection	6	0			6	
10	Final Site Inspection Follow up Report and Close out	1	1.5			2.5	
		34					
Subtotal		23	11	0	0	0	34
Total hours		23	11	0	0	0	34
2024 Hourly rates		\$ 175.00	\$ 110.00				
Fee		\$ 4,025	\$ 1,210	\$ -	\$ -	\$ -	\$ 5,235
		Total \$ 5,235					
2. Consultants Fees							
		Prin. Arch	Princ. Des	PM	Arch II	Clerical	Total
		SubTotal \$0					
3. Estimate of Reimbursable Expenses							
			Quantity	Unit Cost	Cost		
COPIES (B&W)			10	\$0.200	2.00		
PHOTOGRAPHY CD with Digital Images)			1	\$5	5.00		
TRAVEL - (mileage) 205		410 Round Trip	1230	\$0.67	824.10		
Meals and Lodging			1	\$60	60.00		
FAX/TELE/DEL			1	\$20	20.00		
Postage							
			SubTotal				\$911.10
			Handling fee 10%				\$91.11
			Total				\$1,002.21
4. Fee per discipline and total fee							
Subtotal		0%	\$ 5,235				
Direct Expenses			\$1,002.21				
Total Fee			\$6,237.21				

Romney Dairy Barn (Romney)

Exhibit A-1

Technical Assistance and Grant Monitoring

1. Task List		Prin. Arch Project Manager						Total		
		175.0	110.0							
1	Review proposed scope of work	1.00	1.00					2.00		
2	Project file set-up (contact info-project documents)	2.00						2.00		
3	Initial Site Visit	0.00	6.00					6.00		
4	Initial Site Visit Follow up Report (Development of Scope)	2.00	0.50					2.50		
5	Technical Assistance Via e-mail and phone	2.00	1.00					3.00		
6	Site Visit with Contractor	0.00	6.00					6.00		
7	Construction Kick-Off Site Visit Follow up Report	1.50	0.50					2.00		
8	Technical Assistance Via e-mail and phone	2.00	1.00					3.00		
9	Final Site Inspection	0.00	6.00					6.00		
10	Final Site Inspection Follow up Report and Close out	1.50	1.00					2.50		
										35
Subtotal		12	23	0	0	0		35		
Total hours		12	23	0	0	0		35	35	
2024 Hourly rates		\$ 175.00	\$ 110.00							
Fee		\$ 2,100.00	\$ 2,530.00	\$ -	\$ -	\$ -	\$ -	4,630.00		
		Total							\$ 4,630.00	
2. Consultants Fees										
		Prin. Arch	Princ. Des	PM	Arch II	Clerical	Total			

Exhibit A-1

1. Task List

1. Task List		Prin.	Arch	Project Manager	Design Staff		Total		
		175		110					
1	Review proposed scope of work	1							1
2	Project file set-up (contact info-project documents)			2					2
3	Initial Site Visit	0		6					6
4	Initial Site Visit Follow up Report (Development of Scope)	0.5		2					2.5
5	Technical Assistance Via e-mail and phone	1		2					3
6	Site Visit with Contractor	0		6					6
7	Construction Kick-Off Site Visit Follow up Report	0.5		1.5					2
8	Technical Assistance Via e-mail and phone	1		2					3
9	Final Site Inspection	0		6					6
10	Final Site Inspection Follow up Report and Close out	1		1.5					2.5
		34							
Subtotal		5		29	0	0	0		34
Total hours		5		29	0	0	0		34 34
2024 Hourly rates		\$ 175.00		\$ 110.00					
Fee		\$ 875		\$ 3,190	\$ -	\$ -	\$ -		\$ 4,065
		Total							\$ 4,065
2. Consultants Fees									
		<u>Prin.</u>	<u>Arch</u>	<u>Pnncl. Des</u>	<u>PM</u>	<u>Arch II</u>	<u>Clerical</u>	<u>Total</u>	
		SubTotal							\$0
3. Estimate of Reimbursable Expenses									
						<u>Quantity</u>	<u>Unit Cost</u>	<u>Cost</u>	
COPIES (B&W)						10	\$0.200	2.00	
PHOTOGRAPHY CD with Digital Images)						1	\$5	5.00	
TRAVEL - (mileage) 137		274		Round Trip		822	\$0.67	550.74	
Meals and Lodging						1	\$60	60.00	
FAX/TELE/DEL						1	\$20	20.00	
Postage									
		SubTotal							\$637.74
		Handling fee 10%							\$63.77
		Total							\$701.51
4. Fee per discipline and total fee									
Subtotal		0%	\$	4,065					
Direct Expenses		\$701.51							
Total Fee		\$4,766.51							

Exhibit A-1

1. Task List

[illegible]

Exhibit A-1

1. Task List

1. Task List		Prin. Arch	Project Manager				Total	
		175	110					
1	Review proposed scope of work	1					1	
2	Project file set-up (contact info-project documents)		2				2	
3	Initial Site Visit	6	0				6	
4	Initial Site Visit Follow up Report (Development of Scope)	0.5	2				2.5	
5	Technical Assistance Via e-mail and phone	1	2				3	
6	Site Visit with Contractor	6	0				6	
7	Construction Kick-Off Site Visit Follow up Report	0.5	1.5				2	
8	Technical Assistance Via e-mail and phone	1	2				3	
9	Final Site Inspection	6	0				6	
10	Final Site Inspection Follow up Report and Close out	1	1.5				2.5	
		34						
Subtotal		23	11	0	0	0	34	
Total hours		23	11	0	0	0	34	
2024 Hourly rates		\$ 175.00	\$ 110.00					
Fee		\$ 4,025	\$ 1,210	\$ -	\$ -	\$ -	\$ 5,235	
		Total \$ 5,235						
2. Consultants Fees								
		Prin. Arch	Princ. Des	PM	Arch II	Clerical	Total	
		SubTotal \$0						
3. Estimate of Reimbursable Expenses								
			Quantity	Unit Cost	Cost			
COPIES (B&W)			10	\$0.200	2.00			
PHOTOGRAPHY CD with Digital Images)			1	\$5	5.00			
TRAVEL - (mileage) 152		304	912	\$0.67	611.04			
Meals and Lodging			1	\$60	60.00			
FAX/TELE/DEL			1	\$20	20.00			
Postage				\$10	0.00			
			SubTotal				\$698.04	
			Handling fee 10%				\$69.80	
			Total				\$767.84	
4. Fee per discipline and total fee								
Subtotal		0%	\$	5,235				
Direct Expenses				\$767.84				
Total Fee				\$6,002.84				