



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: 03-12-2025

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 0603 0603 ADJ2500000001 2	Change Order No:	Procurement Folder:	1434011
Document Name:	WVARNG Child Development Center HVAC Renovations Design EOI		Reason for Modification: Change Order- NO.1- To increase the cost of this purchase order per the attached documentation.	
Document Description:	WVARNG Child Development Center HVAC Renovations Design EOI			
Procurement Type:	Central Purchase Order			
Buyer Name:	David H Pauline			
Telephone:	304-558-0067			
Email:	david.h.pauline@wv.gov			
Shipping Method:	Best Way		Effective Start Date:	2024-06-20
Free on Board:	FOB Dest, Freight Prepaid		Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000229419 MILLER ENGINEERING INC 429 Laurel Run Rd Carmichaels PA 15320-2543 US Vendor Contact Phone: 304-291-2234 Extension: 2 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: Rachel L White Requestor Phone: (304) 982-1417 Requestor Email: rachel.l.white36.nfg@army.mil 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
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	BUILDING TRADE SPECIALIST ADJUTANT GENERALS OFFICE 1740 COONSKIN DR CHARLESTON WV 25311 US

CR 3-31-25

Total Order Amount: \$64,440.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>3/28/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>4/2/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>4-2-25</i> ELECTRONIC SIGNATURE ON FILE
---	---	--

Extended Description:

CHANGE ORDER NO. 1 - To increase the contract amount to allow for the completion of the items outlined in the attached documentation, according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. The contract (unit prices, hourly rates, annual fee, etc.) is increased as defined in the attached documentation.

Original Contract Price: \$44,725.00
Change Order No. 1 Increase: \$19,715.00
Contract New Total: \$64,440.00

EFFECTIVE DATE OF CHANGE: February 3, 2025

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	44725.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: WVARNG Child Development Center HVAC Renovations Design EOI

Extended Description:

Provide professional architectural and engineering design services per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	19715.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: CHANGE ORDER NO. 1- To increase contract amount

Extended Description:

Change Order #1- To increase the contract amount to redesign and de-scope the project to meet budgetary restraints, per the attached documentation.



3Feb25

Jim Skaggs
Technical Analyst
DIV of Engineering & Facilities
WVARNG
Adjutant General's Office
1707 Coonskin Drive, 5th Floor
Charleston, WV 25305

Reference: WVARNG CDC HVAC Renovations PO# CPO 0603 0603 ADJ25*01

Mr. Skaggs:

Miller Engineering Inc. is requesting a contract change order related to an increase in scope of professional services on the project. WVARNG has requested MEI perform additional services to redesign the project for re-bidding. Those services are as follows:

- 1) Generally, the scope of services is to re-design the HVAC system to more align with the available funds.
- 2) MEI will re-design the HVAC system and provide bid documents in line with the original proposal.
- 3) The Change includes providing new bidding documents, conducting the pre-bid meeting, and evaluating the bid results.
- 4) MEI will provide construction administration as indicated in the original proposal.
- 6) All other requirements, terms, and conditions of the contract remain unchanged.

MEI is requesting an increase in fee of \$19,715.00 to \$64,440.00 based on the above additional services, including travel, lodging, and reproductions.

The result of Change Order #1 is a revised Lump Sum Fee of Sixty Four Thousand, Four Hundred Forty Dollars (\$64,440.00).

Project A&E Fee after CO #1 \$64,440.00

If this request meets with your satisfaction, we will provide the appropriate contract paperwork to complete the change order.

Thank you for your consideration, please do not hesitate to call me if you have any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Craig Miller', with a long horizontal line extending to the right.

Craig Miller, PE
President
Miller Engineering, Inc.

Cc: file



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

APPROVED
[Signature]
3/25/25

NGWW-FMO

12 March 2025

TO: Mr. David Pauline, Senior Buyer
West Virginia Division of Purchasing

FROM: Mr. Dean Wingerd, Procurement Analyst
Office of the Adjutant General, State of West Virginia

RE: Change Order Justification
CPO-ADJ2500000001
CO#1 WVARNG Child Development Center HVAC Renovations Design
Miller Engineering, Inc.

This change order request for the project noted above is to increase the contract amount, by \$19,715.00 to a total of \$64,440.00, for the additional work required to redesign the project for re-bidding. The letter dated February 5, 2025, from the agency project manager reflects this request for a cost increase to the contract and is attached to this submission. The submission of this request was delayed because of the difficulty obtaining federal funds to complete this change order and staff workload.

Per this justification, we respectfully request the approval of Change Order #1 as submitted.

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at claude.d.wingerd.nfg@army.mil.

Dean Wingerd
Procurement Analyst
WV Military Authority
Construction & Facilities Management Office

West Virginia Army National Guard
Construction & Facilities Management Office
1707 Coonskin Drive
Charleston, West Virginia, 25311-1085

FMO-OTR-

5 February 2025

Mr. Pauline,

Please find the following change order packet for the subject contract (CPOADJ2500000001). This change order is for Additional Design services of the CDC HVAC Renovation project. The project is in Charleston, West Virginia. A description of the services is provided below.

We request a courtesy call if there are any problems associated with the attached change order so that we may have an opportunity to address the issue in a timely manner. The point of contact for this change order is Jim Skaggs at (304)719-8745.

1. Itemized Changes:

a. Item #1: Additional Design for CDC HVAC Renovation

1. Description of work: Provide additional design services to replace existing HVAC system.
2. Justification for Change:
 - (a) Facts: The project has been designed to 100%, advertised, and bid. The project was bid over the estimated budget and was forced to be discarded due to lack of funding.
 - (b) Recommendation: Redesign project to fit within limits of budgetary restraints and provide a more economical solution in order to get the project constructed.

b. Item #2 Cost Increase: \$19,715.00.

3. Description of work: A&E to provide additional design work to complete a new scope and bid package.

4. Justification for Change:

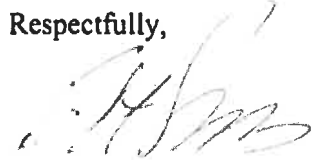
- (a) Facts: Initial design was performed by Miller Engineering in the amount of \$44,725.
- (b) Recommendation: Approve change order with increased amount. The request is fair and reasonable.

Funding: 100% Federal

Accounting Summary:

CONSOLIDATED PRICING OF CHANGE ORDER		
Description	Federal Funds	State Funds
Item #2: Additional Design Services Increase from \$44,725.00 to \$64,440.00(Increase in the amount of \$19,715.00)	\$19,715.00	\$0
Item #3: Time Extension	\$0	\$0
Total	\$19,715.00	\$0

Respectfully,



ROBERT SKAGGS
Project Manager

Cc:
COL Hodges, FMO

WVANG CDC HVAC
Redesign CO Breakout
(re-design with 2 ground mounted rooftops, VAV)

	Hours	Rate	Extended
Principal Engineer	34	185	6290
Architect	14	150	2100
Professional Engineer	55	135	7425
Engineer		115	0
Structural Engineer	10	200	2000
Designer	20	95	1900
Technician		95	0
Constr Rep.		95	0
Office Support		65	0
			19715

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>3/13/25</u> Solicitation No. <u>CPO ADJ25*1</u>	Agency: Adjutant Generals Office <hr/> Procurement Officer Submitting Requisition: Dean Wingerd <hr/> Requisition No. CPO-ADJ25*1 Change Order #1- Price Increase <hr/> PF No.: 1434011
--	--

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10 Insurance requirements				
Commercial General Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12 Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1 Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5 Bond Rider (Construction)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6 Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7 State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8 Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

You are viewing this page over a secure connection. Click [here](#) for more information.

West Virginia Secretary of State — Online Data Services

Business and Licensing

[Online Data Services Help](#)

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

MILLER ENGINEERING INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	10/1/2003		10/1/2003	Foreign	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock
Charter County	Monongalia	Control Number	60208
Charter State	PA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	54 WEST RUN RD MORGANTOWN, WV, 26508
Mailing Address	429 LAUREL RUN ROAD CARMICHAELS, PA, 15320 USA
Notice of Process Address	BRIAN CRAIG MILLER 429 LAUREL RUN ROAD CARMICHAELS, PA, 15320
Principal Office Address	429 LAUREL RUN ROAD CARMICHAELS, PA, 15320 USA
Type	Address

Officers	
Type	Name/Address
President	BRIAN CRAIG MILLER 429 LAUREL RUN ROAD CARMICHAELS, PA, 15320
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
2013	
2012	

× Close

Hi, I'm SOLO! I can help you file your Annual Report.

2011
2010
2009
2008
2007
2006
Date filed

[File Your Current Year Annual Report Online Here](#)

For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, March 25, 2025 — 4:10 PM

© 2025 State of West Virginia

✕ Close

Hi, I'm SOLO! I can help
you file your Annual
Report.

An official website of the United States government [Here's how you know](#)



Subaward Reporting is live on SAM.gov [Show Details](#)
Mar 8, 2025



See All Alerts

Scheduled SAM Maintenance [Show Details](#)
Mar 18, 2025



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words e.g. 1606N020Q02

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- ☐ Any Words
- ☐ All Words
- ☐ Exact Phrase

e.g. 1606N020Q02

"miller engineering inc"

Federal Organizations

Enter Code or Name

Status

- ☒ Active
- ☐ Inactive

Reset

All Domains

Contracting

Federal Assistance

Entity Information

Federal Hierarchy

Wage Determinations

No matches found

Your search did not return any results.

To view Entity Registrations, Subcontract Reports, Subaward Reports you must sign in.

Sign In

Would you like to include inactive records in your search results?

Yes

Go Back



Feedback

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)