

**MILLS
GROUP**

ARCHITECTURE ■ PLANNING ■ PRESERVATION

**Request for Qualifications
Grant County Historic
Resource Survey
RFQ-DCH12006**



Mills Group
Brock, Reed & Wade Building
206 High Street - Morgantown, WV 26505
(304) 296-1010

Visit us at millsgrouponline.com

RECEIVED
2012 AUG -1 AM 9:58

WV PURCHASING
DIVISION

Presented to
Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

July 30, 2012

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

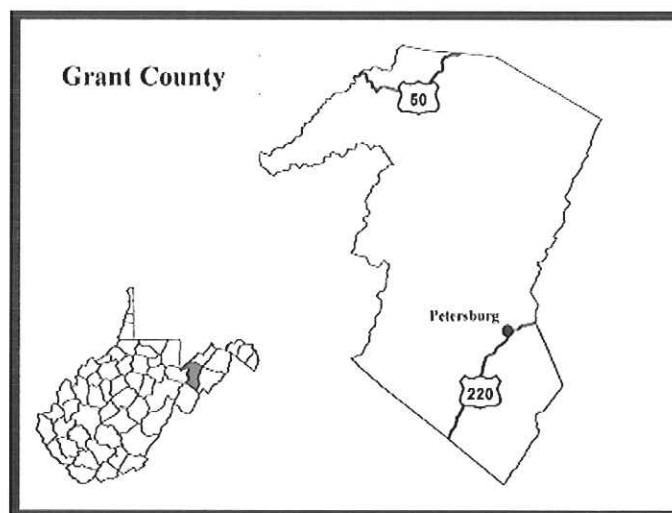
Tab1: Letter of Interest/Introduction
Solicitation
Bidding Return Sheet
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Vendor Preference Certificate
Purchasing Affidavit

Tab 2: Qualifications

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July 30, 2012

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

Re: Request for Qualifications for Grant County Historic Resource Survey
RFQ-DCH12006

Dear Madam or Sir,

The Mills Group is pleased to submit this expression of interest to offer our services to conduct a reconnaissance survey of Grant County's historic structures.

Our team has been involved in understanding and documenting historic structures in West Virginia for over 10 years. Over the past year, we were fortunate to have been selected to document the Woodburn Neighborhood of Morgantown and nominate two churches in Hampshire County for the National Register of Historic Places. Each of these projects brought about their own challenges and rewards, but we have gained much insight into the process and the importance of open and frequent communication with the WV State Historic Preservation Office (WV SHPO).

Our key personnel consist of both an architect and an architectural historian, bringing a balance of ideas and perspective to the project. Sandra Scaffidi has authored the Woodburn Neighborhood Reconnaissance Survey (2011) as well as the Hampshire County National Register Nominations for the Capon Chapel and Old Pine Church. Sandra has also successfully documented the Highland Park Veteran's Hospital Prior to her residency in West Virginia. Ms. Scaffidi conducted several large scale reconnaissance surveys including the PA 23 Historic Resource Survey through Lancaster County and the S.R. 228 Historic Survey through Cranberry Township in Butler County, PA.

Michael Mills is the principal of the Mills Group and is an expert in historic preservation. He will head the team and ensure that the project is on time and on budget. His past experiences include the successful nomination of the Tucker County Bank Building to the National Register of Historic Places.

Scope of Work

We understand that the scope of work for the project to include the following:

1. Complete a brief, original county history
2. Completion of Historic Property Inventory Forms (HPI) for 750 resources which will be supplied in either an Access or Approach database format and in PDF. Each form

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will be saved as a separate PDF document with a separate survey number. Two digital photos will be provided with each resource form.

3. Provide properly labeled USGS topographic maps detailing the location of each resource.
4. Complete formal recommendations with appropriate documentation for eligibility.
5. Complete a formal survey report that will combine information gathered from the survey.

Methodology

Our team prides ourselves on our past experiences in historic preservation which have included local, state and national projects. The Mills Group uses the **Secretary of the Interior's Standards** as a baseline for all of our historic preservation projects. We also have a strong relationship with the WV State Historic Preservation Office (SHPO), as the Mills Group has been the rehabilitation grant monitor for the past six years.

Mills Group also uses Kate Turabian's *A Manual for Writers* as our guideline for properly documenting historic documents.

Cost

The Mills Group presented our costs in the attached bid return sheet, but for ease of reference, included items below:

- Item 1. Research and Brief County History for National Register Eligibility: \$3,075
- Item 2. Completion of WV Historic Property Inventory Form: \$25,643
- Item 3. USGS Topographic Maps Detailing Resource Locations: \$3,010
- Item 4. Formal Written Recommendations for NRHP Eligibility: \$3,311
- Item 5. Complete Final Survey Report: \$4,461

Total: \$39,500

The average cost per HPI form would be approximately \$53.00. The final cost includes all travel and project related expenses.

Our resumes and project sheets/references are included.

We would be honored to assist in the identification and documentation of Grant County's historic structures. Should you have any questions, please feel free to contact me at 304-296-1010 or email me at mmills@millsgrouponline.com. Thank you for this opportunity.

Sincerely,



Michael J. Mills, AIA
Principal



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

Solicitation

NUMBER
DCH13004

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE HILL 804-558-2157

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
 Mills Group, LLC.
 206 High Street
 Morgantown, WV 26505

SHIP TO

DIVISION OF CULTURE & HISTORY
 CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

DATE PRINTED
07/09/2012

BID OPENING DATE: 08/02/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		906-48		
<p>THE STATE OF WEST VIRGINIA AND ITS AGENCY THE WEST VIRGINIA DIVISION OF CULTURE AND HISTORY REQUEST A QUOTE TO ENGAGE THE SERVICES OF QUALIFIED FIRMS TO CONDUCT A RECONNAISSANCE LEVEL ARCHITECTURAL HISTORY SURVEY OF GRANT COUNTY, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p> <p>BID OPENING: AUGUST 2, 2012 1:30 PM</p> <p>LOCATION: PURCHASING DIVISION, BUILDING #15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305</p> <p>SEE ATTACHED INSTURCTION TO BIDDERS.</p> <p>HISTORICAL PRESERVATION DESIGN SERVICES</p> <p>CONDUCT A RECONNAISSANCE LEVEL ARCHITECTURAL HISTORY SURVEY OF GRANT COUNTY, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p>						

SIGNATURE <i>Michael Niels</i>	TELEPHONE 304-296-1010	DATE July 30, 2012
TITLE Owner	FEN 20-3789115	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

REQUEST FOR QUOTATION
West Virginia Division of Culture and History,
State Historic Preservation Office
Grant County Historic Resource Survey
RFQ # - DCH12006

BIDDING RETURN SHEET:

Items below are listed in the Scope of Work section of this RFQ.

ITEM # 1: Research & Brief County History for National Register Eligibility	\$ 3,075
ITEM # 2: Completion of WV Historic Property Inventory Form	\$ 25,643
ITEM # 3: US Geological Survey Topographic Maps Detailing Resource Locations	\$ 3,010
ITEM # 4: Formal Written Recommendations for Eligibility in the National Register of Historic Places (NRHP)	\$ 3,311
ITEM # 5: Complete Final Survey Report	\$ 4,461
TOTAL COST	\$ 39,500

Contract will be awarded based on the Lowest Cost submitted by a qualified bidder meeting specifications.

This Proposal is submitted in the name of:

Firm or Individual: Mills Group

Phone: 304-296-1010

Fax: 304-413-0120

E-Mail: mmills@millsgrouponline.com

By: 
(Signature)

Owner
(Title)

Date: July 30, 2012

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Mills Group
(Company)

Michael Mills, Owner
(Representative Name, Title)

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

July 30, 2012
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DCH13004

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.

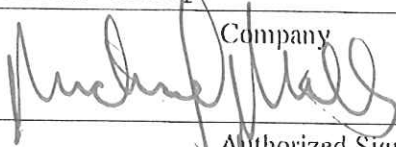
Addendum Numbers Received:

(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

 Company


 Authorized Signature

July 30, 2012

 Date

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

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Michael Mills

Signed: 

Date: July 30, 2012

Title: Owner

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "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.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Michael Mills

Authorized Signature: *[Signature]* Date: July 31, 2012

State of West Virginia

County of Monongalia, to-wit:

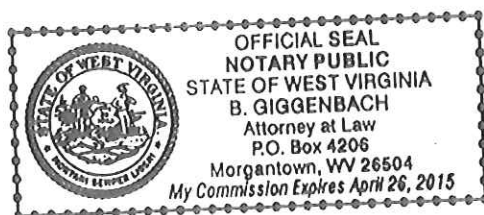
Taken, subscribed, and sworn to before me this 31st day of JULY, 2012.

My Commission expires 4-26, 2013.

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]





TAB 1: Firm Description

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

Since the Fall of 2005, Mills Group has maintained a focus on the design of new structures which encompass the rich architectural character of the past, executed site plans that are respective of opportunities and constraints, implemented sensitive preservation of historic buildings, and guided clients in existing structure renovations.

Our design process is built on the foundation of research, client collaboration, and creative solutions; The firm is diligent in understanding each client's spatial needs, design goals, and budget. Client management is grounded in professional ethics and morals that demand open communication and follow-through.

West Virginia abounds with unexpected architectural treasures. A goal of the practice is to embrace the architectural heritage of the region and to celebrate the best of the past, while promoting economic vitality for the future.

The firm's services are provided to a wide range of clients within the private sector as well as public agencies at the local, state, and federal levels. The former includes architectural and engineering firms, professional and not-for-profit organizations, foundations, institutions, corporations, individual property owners, and developers. Public-sector clients include numerous agencies responsible for the administration and stewardship of architectural and cultural resources, as well as a variety of development-oriented agencies. The firm is committed to a quality end product which is derived from experience, diligence, and collaboration.

Overview of Services

ARCHITECTURE

The Mills Group focuses on residential, commercial, public, & cultural facilities, with an emphasis on traditional design principles and vernacular design influences. The firm designs new structures, which reflect the rich architectural character of the past, but also specializes in the rehabilitation and adaptive reuse of existing structures, striving to emphasize their cultural, historical, and environmental contexts.



PRESERVATION

The Mills Group believes that sensitive and responsible preservation and restoration work must be responsive to the category of historical significance of the building. Each building provides a unique set of requirements and conditions; so too, each solution is unique. The firm's past experience and qualifications meet and exceed the Secretary of Interior's Standards for Historic Preservation set forth by NR36B, as well as those of the National Park Service.

To fully understand the built environment, it must first be comprehend, taking it beyond bricks and mortar, into a moment in time, a representation of not only the collective past, but the individual pasts. The key to thorough preservation is investigating cultural heritage, through which a balanced understanding can be achieved. It is the culmination of a project's physical character, social context, and economic parameters that shape preservation.

It is the firm's belief that to achieve meaningful and positive preservation, exploring the past is necessary. Interpretation of the built environment requires awareness of how the many aspects of cultural heritage come together to create a story. Cultural resources--those things that spiritually and physically are remnants of the past, shaping humanity into what it is--ultimately affect the way change is made. Most of all, however, it allows visionaries to see how and why to make that change.

Cultural Resource Management

Within the firm's preservation services, specific experience in the field of Cultural Resource Management [CRM] and Interpretative Design is present. The approach taken on projects of any historical nature is to first and foremost, strive to achieve a balance of the overall "Preservation Objectives" with the client's individual requirements for the building's use. The rehabilitation tenets that the firm uses is aimed at maintaining historic character, while incorporating provisions for life safety and accessibility requirements, indoor air quality and energy conservation requirements, as well as all of the real-life demands on the building.

Cultural resources, such as buildings and cultural landscapes, are tangible history. In the interpretation and preservation of these artifacts, balance is achieved through not only the social and economic aspects, but the physical as well. Increased quality of life through a positive economic marketplace, creating awareness or providing a positive atmosphere where cultures can live, work, and play, is the firm's goal in any project.



Documentation and Assessment

The Mills Group has extensive experience documenting and assessing structures, an essential part of historic preservation projects. Historic sites and buildings are the keys to understanding the past. They are tangible history and as such play an important role in cultural heritage.



The Mills Group has a staff that includes individuals who are professional historians, that are fully qualified and have extensive past experience performing historical research to aid in the assessment and documentation of historic buildings and sites; the documentation is then incorporated into the results of a comprehensive narrative, feasibility study or historic structures report. The assessment is often used to implement planning for the next phase of the project, to complete a National Register Nomination, or to produce plans for historic site interpretation.

Facility and Maintenance Planning

The Mills Group's staff has developed facility maintenance plans that prescribe the routine work that is necessary to sustain the character of the structure when given the historic materials within the environment, an aspect often overlooked. A majority of the deterioration caused in historic structures is many times due to the lack of a sensitive and educated maintenance staff or owner.

Museum and Interpretation Experience

Mr. Mills has assisted clients in determining the physical and operational needs of a facility to accommodate an optimal visitor experience, sustain collections, and to support staff in their work environments.

Integration of site/land planners, museum planning, and design and production services has been completed with success by Mr. Mills. He approaches preservation and exhibition/interpretive planning and development as dialog between the facility staff, the collection, and the targeted audience. The results of work lend themselves to being engaging for both the content and graphical presentation. The firm provides consulting services that include interpretation of historic sites, exhibit design, and facility design.

SUSTAINABLE DESIGN

The Mills Group strongly believes in the principles of "green" architecture and environmental design, considering the impact of any project on the surrounding environment, and creating solutions that minimize negative effects. Stressed is the importance of understanding the site and its surroundings, which allows design solutions to be developed that will most closely represent the project's essence and potential within the built environment. The firm is designing with a conscience toward sustainability by:

- Developing an understanding of the historical and cultural significance and context of each individual project.
- Utilizing "tangible history" to stress the importance of cultural heritage in all we say, do, think, and build
- Enhancing appropriate technologies to maximize building performance and minimize environmental impact.

- Meshing environmental systems with the built environment to enhance the symbiotic relationship between building and nature
- Developing design tools that utilize technology and environmental systems to create uniquely appropriate design solutions.
- Developing a model of architecture that helps to strengthen the economy of the area in which it exists.
- Specifying construction materials that are harvested and manufactured from local sources.
- Pursuing projects that serve to bolster a healthy diverse economy

Mills Group approaches the planning process of greenfield and infill sites with the responsibility of being a "place maker". Clients entrust the firm with the task of creating the overarching plan that will foster a rich and engaging environment for people to live, work, and play.

The planning and design approach relies on careful consideration of the complex interaction between functional, economic and social needs of our clients; the firm prides itself in doing extensive design due diligence to understanding the existing constraints and opportunities, the historic context, the solar orientation, as well as transportation and circulation issues.

Firm Staffing: Who are we?

The firm currently has six technical staff members and an office manager/administrator. The complete resumes of the technical staff are included in this proposal. The staff functions very much as a team with each staff member having a well rounded basis of knowledge about the profession, and each having a center of excellence that can provide value added service to the client.



Michael J. Mills, AIA

Principal Architect



Education:

BS, BARCH/1993/
Rensselaer
Polytechnic Institute

Professional Registrations:

West Virginia
Virginia
Ohio

Mr. Mills leads all facets of the daily operations of the Mills Group. Mr. Mills has seventeen 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.

Preservation Experience:

Lynnside Manor Restoration- Sweet Springs, WV

Mills Group was engaged to design and supervise the restoration of Lynnside Manor, an antebellum brick plantation home which was partially destroyed in a fire in 1933. Using historic research and architectural evidence, the Mills Group designed a plan to meet the 21st century needs of the new owner as well as meet the requirements of the National Park Service's stringent regulations for a Historic Rehabilitation Tax Credit application. The Mills Group oversaw the redevelopment of the whole house system which included geothermal and solar energy, access to the sweet spring which gave the town its name, and the development of a landscape master plan.

Duffields Station- Jefferson County, WV

The Mills Group was hired to create a master plan for Duffields Station, the oldest extant B&O Railroad station in Virginia. The team conducted historic and architectural research to understand the phases of development of the stone and timber building and worked with the client to understand their future needs for the building. The final result was a conceptual design and phased plan to redevelop the historic building and assist the owners in obtaining future funding opportunities.

Morgantown Museum- Morgantown, WV

The City of Morgantown hired The Mills Group to redesign the lower level interior of the Monongalia Arts Center to serve as the new and expanded City Museum. The space once served as a warehouse for the US postal service and was a blank canvas. The team designed public restrooms and the interior wall layout for displays. The Mills Group interior designer also selected finishes and details to transform the space. The team also composed the graphic design and signage to illustrate the new displays.

Metropolitan Theatre - Morgantown, WV

The Mills Group acted as associate architects on the step-by-step restoration. The project paired architects with multiple organizations to accomplish an array of tasks. The challenge was coordinating disparate entities to deal with technical, preservation, life safety and code issues in an operational performing arts facilities.

Wiley Mansion Report - Morgantown, WV

The Mills Group was contracted by the Morgantown Historic Landmarks Commission to survey the home and compile a feasibility study to determine what steps were necessary to adaptively reuse the building. An intense assessment was performed on the building systems, the conditions of the exterior envelope and interior finishes. The report details upgrades and changes that is necessary for the reuse of the building.

Kump House - Elkins, WV

The Kump House Trust and City of Elkins hired The Mills Group to execute a historical structures report and conceptual design for the re-use of the 1923 Neo-Classical mansion as a mixed use educational facility. Great emphasis for sustainable practices were considered.

Price House - Kingwood, WV

This project is working to restore a historic house on the edge of downtown. The house will be brought back to it's original character and possibly be used as business/retail space. The adjoining addition will be added onto again and transformed into student housing. A fire egress stair will connect it to the Beauty College.

Toll Gate House - Wellsburg, WV

An exterior restoration and structural stabilization. The original wood siding will be cleaned and repaired; the existing front stoop will be removed and replaced with a time appropriate stoop. Also the roof and windows will be replaced with time appropriate elements.

WVSHPO 2011, 2010, 2009, 2008, 2007 Grant Monitoring - Various locations, WV

In 2006 the Mills Group began assisting the West Virginia State Historic Preservation Office by facilitating a necessary component of contract administration, closely observing and aiding every aspect of the work. Mills first inspects the site, then helps to lay out the scope of work and craft the requests for proposals as well as reviewing the proposals. During the construction phase, architects provide technical assistance and a final inspection. Since 2006, the Mills Group has provided this service at dozens of historic sites in the state of West Virginia.

Publications:

Vandalia Heritage Foundation's Preservation Resource Center Publications: *"An Introduction to Historic Preservation"*, *"Researching your Historic Home"*, *"What is Historic Preservation?"*, and *"Preservation Bulletin #1: The Rehabilitation Process"*

"Convergence: Effective Preservation Through Collaboration/An Interdisciplinary Approach", Submitted to

APT Bulletin, Spring 2002.

"Commissary Sergeant's Quarters, Building 42", **Montgomery C. Meigs and the Buildings of the Nation's Capital.** Edited by William C. Dickinson, Dean A. Herrin and Donald A. Kennon, 2001, Ohio Press.

Sandra Scaffidi, MA

Preservation Associate & Historian



Education:

MA/2001 Public
History- Colorado
State University

BA/1998/History
Binghamton
University

Sandra has more than 10 years of experience documenting historic properties throughout the United States. She is well versed in working with Federal, state and local preservation laws and enjoys developing historic contexts and completing field surveys. Sandra also has authored National Register of Historic Places nominations and completed Historic Structures Reports. Additional preservation experience includes (but is not limited to):

Preservation Experience:

Lynnside Manor Historic Structure Evaluation/Rehabilitation Tax Credit Project, Sweet Springs, WV. Conducted historic documentary and architectural research to trace development of an antebellum plantation that suffered from a devastating fire in 1933. Assisted in the development of architectural designs and completed a historic rehabilitation tax credit application for the building.

Historic/Architectural Documentation of the Highland Drive Veterans Administration Hospital, Pittsburgh, Allegheny County, PA. Documented and evaluated mid 20th century psychiatric hospital prior to demolition.

National Register of Historic Places Nomination for Capon Chapel, Hampshire County, WV. Completed background research and nomination form for NRHP listing of the historic property.

National Register of Historic Places Nomination for the Old Pine Church, Hampshire, County, WV. Completed background research and nomination form for NRHP listing of the historic property for Landmarks Commission.

Architectural Survey of Woodburn Historic District, Morgantown, West Virginia. Morgantown Historic Landmarks Commission. Identified, documented and evaluated approximately 400 structures within the Woodburn Historic District in Monongalia County. Responsibilities included historic research, architectural survey, preparation of approximately 400 West Virginia Historic Property Inventory survey forms, the composition of a brief historic context, a public presentation, and project management.

Historic Structures Report. Rogers House, Morgantown, WV. WVU Campus Ministry Center. Preservation Associate. Conducted an in-depth architectural study of the Rogers House, a 19th century structure listed in the NRHP. Responsibilities included architectural survey and documentation, historic research, photography, and the composition of a detailed narrative

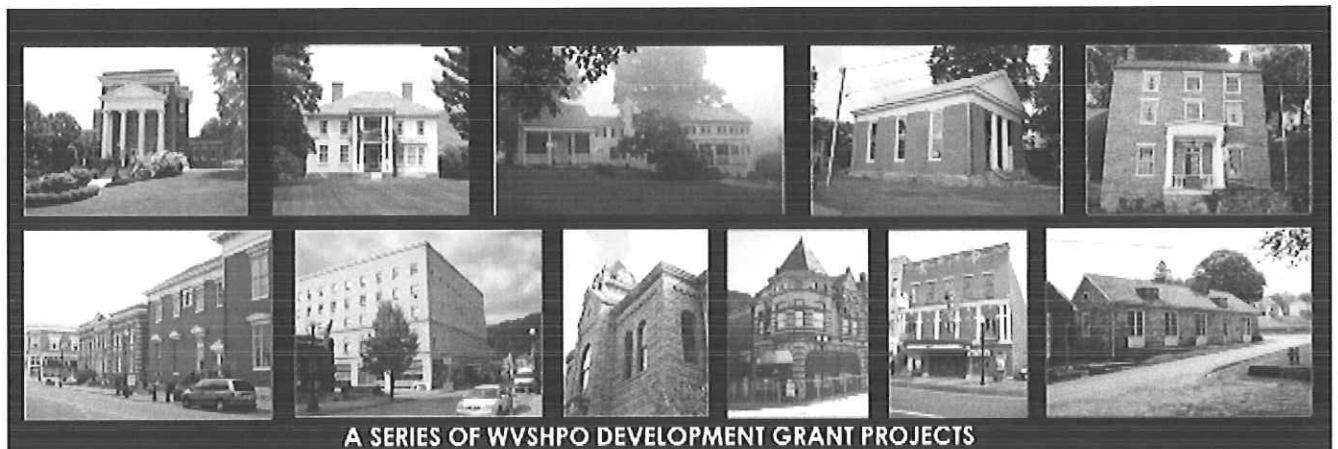
WV SHPO Grant Monitor, Charleston, WV. Provided technical assistance and grant monitoring to 17 grant recipients throughout the state on behalf of the WV SHPO.

The Development of a Maintenance Manual, Independence Hall, Wheeling, WV. Created a Maintenance Manual for the care and preservation of a new mural placed inside the courtroom at the Custom House in Wheeling featuring the creation of the state of West Virginia.

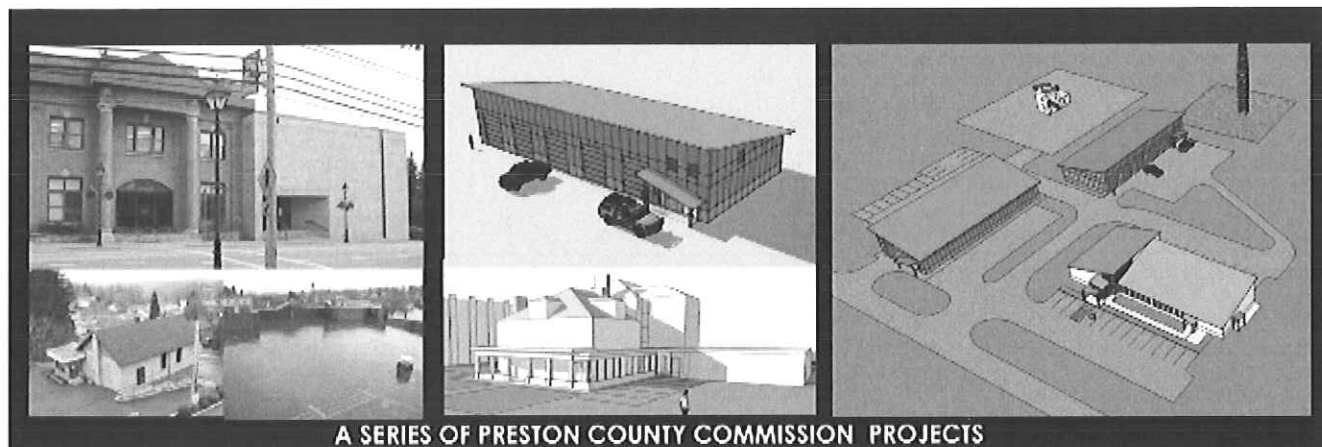
Master Plan of Duffield's Station, Duffield Station, WV. Interpreted historic documentation to develop a timeline of alterations to an early train station in Jefferson County, West Virginia.

Since 2006 the Mills Group has been awarded an annually competed contract with the West Virginia State Historic Preservation Office to provide technical assistance and grant monitoring for a range of projects ranging in construction value from \$5,000-\$350,000. The scope of the grant projects range from masonry and window restoration to roof and exterior millwork rehabilitation. The clients range from the homeowner with no construction background to facility maintenance directors with forty years of experience.

This contract is managed and executed by the firm's managing principal, Michael Mills, because of his desire to interact with the range of clients across the state with a variety of project needs. Such a contract is a challenge because of the multiple variables, yet is a joy to aid in the execution of small projects that form the basis of the State's cultural resources.

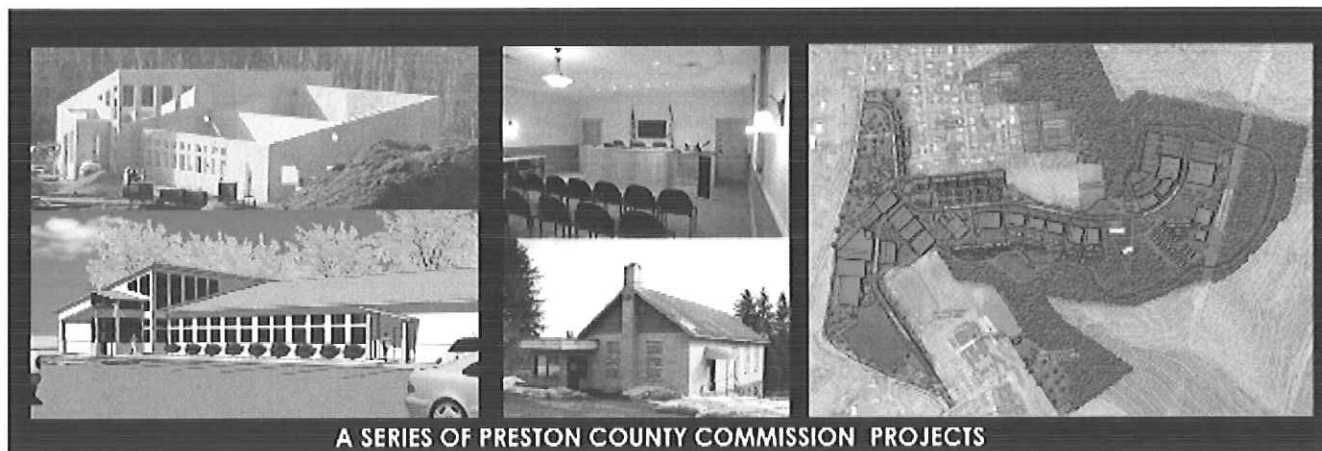


Since the summer of 2007, the Mills Group has been the architect of choice for the Preston County Commission. The first project was the renovation of a historic structure that once housed the Kingwood City Hall and Fire Company into the County Commission's Public Meeting room and secure storage for the County's voting machines. The second project was the replacement of an EPDM roof on the Commission's Office/Administration building. The third project was the development of construction documents for a 7,000 sq. ft. 911 Call Center and Office of Emergency Management with a full consultant team and site development; the follow up project was the full master plan of the 220 acre County Farm. Soon after, the firm designed a storage building as an annex to the 911/OEM facility. In the summer of 2009, the firm was hired to complete a master plan for the Preston County Sheriff's Facility that involved programmatic and existing condition assessments along with site planning and the development of a phased conceptual plan. The execution of this master plan led to the successful funding of the first phase of the master plan; the firm's consulting for the construction documents of this phase is pending. The most recent project for the Commission is the design of a storage facility and site design for a fire fighter's burn building on the County Farm site.



A SERIES OF PRESTON COUNTY COMMISSION PROJECTS

The aforementioned projects are just examples showing how the firm has sprung from its beginnings less than five years ago with a full range of projects; 60-70% of the firm's revenues come from repeat clients. The importance of term contracts and repeat clients was ingrained as a foundation of a professional practice in Mr. Mills' past experience with two of the nation's leading architecture and engineering firms. As an owner, Mr. Mills has experience as a consultant that has delivered and followed through on project scopes with professionalism and competency.



A SERIES OF PRESTON COUNTY COMMISSION PROJECTS

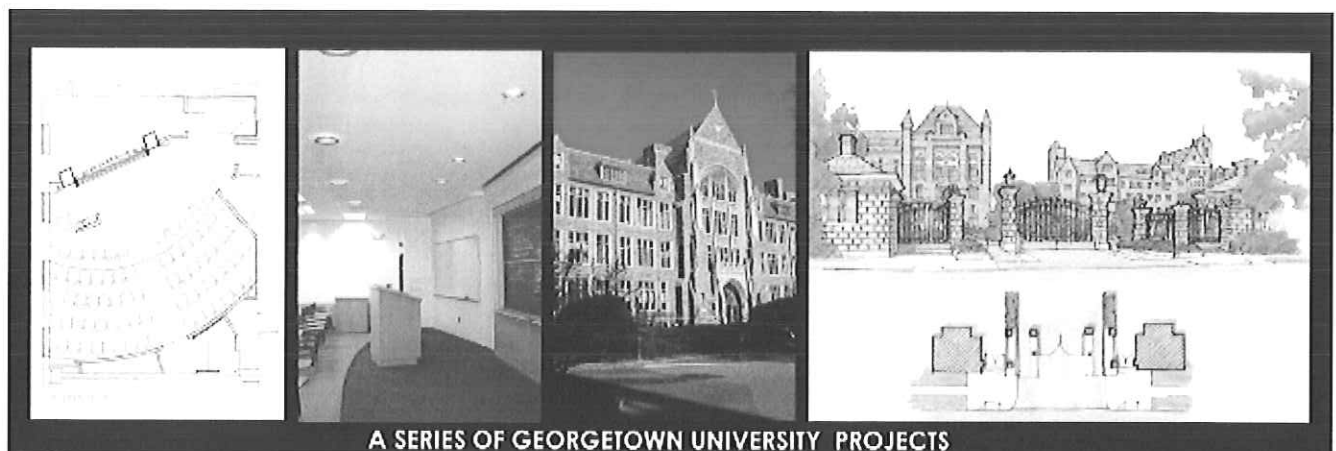
Experience as an owner:

The Mills Group is currently under contract to the West Virginia Division of Culture and History to monitor the 2007, 2008 and 2009 grants; this work has resulted in measurable success. While at the Vandalia Heritage Foundation, Mr. Mills personally administered the architectural review for a Neighborhood Enhancement Grant program which followed strict federal guidelines including the Secretary of the Interior's Standards.

In general, as the Director of Historic Preservation at the Vandalia Heritage Foundation he performed the following tasks that directly relate to the expectations of the consultant that is to be hired:

- Managed all details involving programming, building design, and preservation for a non-profit organization with a mission of economic revitalization through historic preservation.
- Oversaw architectural planning and construction related to the organization's real estate holdings which included over fifteen historic structures ranging from hotels to houses.
- Led construction administration on the organization's projects to ensure that builders were in compliance with documentation as well as all local and national codes.
- Managed preventative and cyclical maintenance from the organization's real estate portfolio.
- Provided technical architectural and preservation assistance to clients of North Central West Virginia.
- Facilitated public outreach through lectures, workshops, an in house Preservation Resource Center, and personal one-on-one guidance by appointment.
- Ensured compliance with local, state, and federal regulations as well as the Secretary of the Interior's Guidelines.
- Point person with the State Historical Preservation Office for all projects and programs.
- Developed project scopes of works as well as RFPs and RFQs for both A/E and contractor procurements.
- Selected, oversaw, and managed A/E consultant teams.

While with Einhorn Yaffee Prescott, Mr. Mills managed small scale design projects for Georgetown University over his five years at the firm. The projects included the New South Classroom, Walsh 495 Classroom, Henle Village Student Housing Renovation, and the Main Gates.



A SERIES OF GEORGETOWN UNIVERSITY PROJECTS



Woodburn Neighborhood Reconnaissance Survey

Location: Morgantown, WV

Client: Morgantown Historic Landmarks Co.
Shannon Tinnell 304-685-7747

Services: Reconnaissance Survey &
Eligibility Assessment

Construction Value: NA



The Woodburn district is a hilly residential neighborhood located to the east of downtown Morgantown. The dwellings were constructed in the early twentieth century with the westernmost portion of the neighborhood dominated by student rentals.

The Mills Group's architectural historian team conducted a pedestrian survey of the study area and took 35mm digital photos of each structure from the public right of way. The team described the buildings with architectural terminology and noted each location on a map. The objective of this project was to evaluate whether the Woodburn neighborhood could be recommended as a historic district. Several properties recommended eligible but the neighborhood overall was not considered a National Register eligible district.

Mills Group surveyed and documented 413 resources within the Woodburn neighborhood. Nineteen resources were recommended individually eligible for listing in the National Register of Historic Places.

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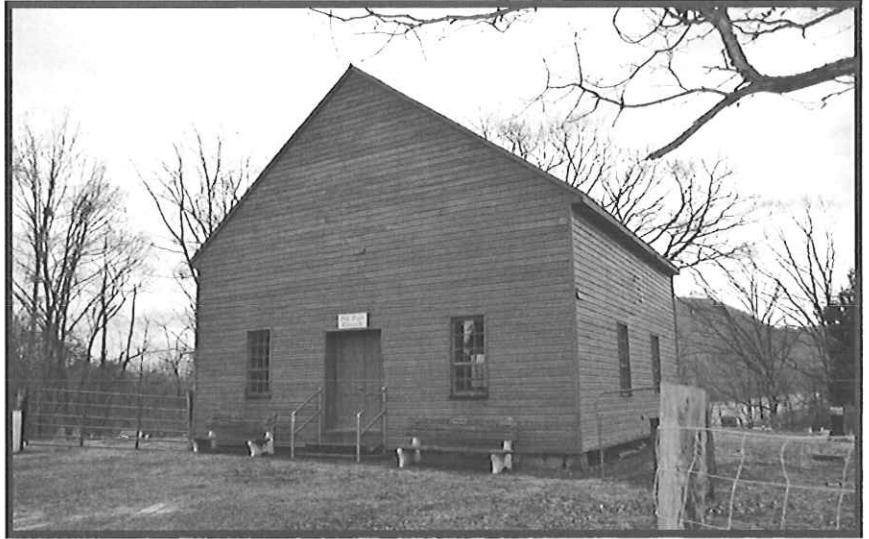
"Designing on the principles of the past and preserving for the future"

Hampshire County NRHP Nominations

Location: Purgittsville and Capon Chapel, WV
Client: Hampshire County
Services: NRHP Nomination Composition
Contact: Mr. Charles Baker, 304-822-7018

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Hampshire County has a long and complex history as one of the oldest counties in West Virginia and is fortunate to have retained many of its original structures. The Mills Group was selected to document the Old Pine Church and the Capon Chapel, both log structures with interesting histories.

The Old Pine Church is located in Purgittsville and is a one room log structure clad in clapboards. This building was constructed in circa 1834 to serve as a Union church, allowing residents from all Christian denominations to worship there. The building was maintained through the dedication of its loyal followers.

The Capon Chapel building was also designed as a one room church but was constructed circa 1852 for the Baptist Denomination. This structure has white clapboard siding. The interior of the building was Victorianized in the late 1870s when the Methodists began to occupy the building.

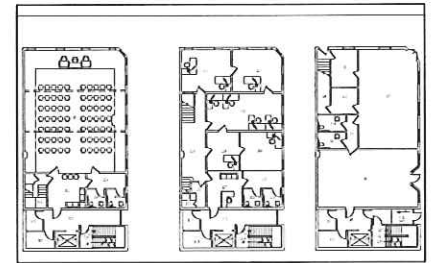
Both of these buildings are significant in the development of the surrounding communities as they served as gathering places to celebrate with neighbors, discuss the politics, and bury those lost their lives.

The goal of this project is to document each structure and nominate them to the National Register of Historic Places. This project is ongoing.

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

Tucker County Bank Building

Location: Parsons, WV
Client: Parsons Revitalization
Organization, Inc
Ron Marker 304-614-4708
Services: Historic Documentation
National Register Nomination
Construction Value: NA



Mills Group, LLC was contracted by the Parsons Revitalization Organization (PRO) to prepare a concept study and design for the rehabilitation of the Tucker County Bank Building in Parsons, West Virginia. The purpose of the study was to assess the building condition, review functional and programmatic requirements, present concept plans, and to establish a preliminary cost budget.

The process undertaken to prepare this concept report consisted of (1) Assessment – building systems, historic evaluation, programmatic and code review; (2) Concept Development; and (3) Concept Design. The assessment was performed through evaluation of the building, including site visits and review of existing building documents.

The report is organized so that issues and recommendations relating to facility condition and historic restoration, independent of functional and programmatic needs, are presented in one section. In another section of the report code and accessibility for both the existing building and the proposed concepts are reviewed. In following sections were presented with recommendations relating to environmental sustainability and the functional evaluation and subsequent description of the concepts.

Project Success Story: Preservation and adaptive reuse of a downtown icon. First privately owned building to be put on National Register for Historic Places under this scope of work.

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Firm Location

The Mills Group is headquartered in the historic core of downtown Morgantown, occupying a storefront within the Brock, Reed & Wade Building (circa 1895) at 206 High Street. The office and its location are very representational of the firm mantra of "designing on the principles of the past and preserving for the future," and the commitment to maintaining a vibrant downtown.

The firm has worked on several downtown projects which include the Brock, Reed, & Wade Building, Morgantown Marketplace, a mixed use project on Spruce Street, and the Metropolitan Theatre, which all shall further promote the historic qualities and the overall sustainability of the downtown core.

The firm's managing principal, Michael Mills, personally dedicates time to serve on Morgantown's Planning and Zoning Design Review Committee and Main Street Morgantown's Design Review Committee with the belief that design professionals have the responsibility to give back to their own communities. Additionally, Mr. Mills serves on the board of directors for the statewide preservation advocacy non-profit (Preservation Alliance of West Virginia) and leads the facilities subcommittee as a board member for the Aurora Project in Preston County.



General Project Approach

Quality, aesthetics and economy need not be mutually exclusive. The Mills Group designs facilities and provides consulting services on existing structures to function in the real world of competition and scarce resources, but at the same time executes on facilities that are aesthetically pleasing and desired places to occupy.

The firm designs facilities with the understanding that durability and attractive facilities and systems are needed within preset economic parameters. As the firm designs, a constant process of checking and balancing the first cost of the materials, equipment, and systems is engaged to specify against the life cycle cost of operation, maintenance and replacement. From almost any aspect, estimating and subsequent

cost controls are critical to the success of projects. They are critical because the client and subsequent debt holders will rely on these estimates for financial and investment decisions.

The Mills Group's ability to register simplicity and economy from the most complex and extensive building programs is well recognized in the region; it also seeks to provide the highest

level of service and accountability devoted to identifying and responding to client needs and objectives, incorporating their specific goals into the project execution, and expressing their collective identity through forms and spaces created specifically for them. It is this level of service and the willingness to collaborate with the client and user groups that distinguishes the Mills Group.

The following commitments related to delivering quality design and implementing sound cost control on this contract will be made:

- The Mills Group will provide the highest quality of service throughout its role as the Master Architect and for the duration of its entire contract.
- The Mills Group will develop a written Project Specific Quality Control Plan for this contract.
- The Mills Group will hold regularly scheduled quality team meetings.
- The Mills Group will conduct peer office review of design products.
- The Mills Group will use state-of-the-art technology to enhance design quality to the maximum extent possible.
- The Mills Group will conduct value engineering as required on its design, balancing cost savings versus quality and operational efficiency.
- The Mills Group commits to designing in a manner intended to minimize construction costs as much as feasible while continuously maintaining the quality, durability and operational efficiency of the facilities.
- The Mills Group executes all projects with a comprehensive sustainable design approach.

The small scale projects demand consistent consultant staffing and a working knowledge of the client's procedure and protocols. Success of the smaller repeat projects will only be achieved in a collaborative environment that fosters open communication and team problem solving. The staff prides itself on having a level headed approach to projects and gets energized by a variety of project types that provide the opportunity to apply professional skills in a multitude of applications.

Effective project delivery comes as a result of sound project planning, followed up with solid and dependable project execution from technical commitment and a dedicated project team.



References of Clients with whom Mills Group has an ongoing long term relationship:

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