



**Expression of Interest  
Architectural/Engineering Services**

**Chief Logan Cabins and  
Picnic Shelters**

**Solicitation No: CEOI 0310 DNR16000003**

**November 10, 2015**



The Weiss Building  
63 Wharf Street, Suite 300  
Morgantown, WV 26501  
(304) 296-1010

The Kaley Center  
53 14th Street, Suite 607  
Wheeling, WV 26003  
(304) 233-0048

Visit us at [millsgrouponline.com](http://millsgrouponline.com)

11/10/15 08:38:03  
WV Purchasing Division

Presented to:

West Virginia Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, West Virginia 25305

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



November 10, 2015

Mr. Guy Nisbet  
Department of Administration  
Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

Re: Chief Logan Cabins & Picnic Shelters; Solicitation Number: CEOI0310  
DNR1600000003

Dear Mr. Nisbet,

On behalf of Allegheny Design Services (ADS) and Mills Group (MG), I am respectfully submitting a response to your expression of interest to provide architectural/engineering services for the design and construction of three log cabins and several picnic pavilions throughout the state. We are confident that our team of experienced professionals can successfully design appropriate context sensitive log cabins and pavilions while meeting the needs of state park visitors and staff. In addition to inspired design, our team is experienced in providing detailed construction documents and administration services.

### **Project Team**

Mills Group specializes in architecture with a talented team of architects, planners and a historian: architect Michael Mills, AIA leads the firm and has over 20 years' experience in rehabilitation of historic buildings and the sensitive design of new structures. Principal architect Victor Greco, AIA has over 30 years of experience in designing high impact facilities that improve the lives of its occupants. Ryan Hess, Mills Group's Director of Sustainable Design ensures that the project utilizes the benefits of the natural environment to ensure the maximum functionality of each building. Our team's frequent and open dialogue with our clients and regulatory agencies allow for streamlined project review and accurate results.

Mills Group is proud of its hospitality portfolio which includes the rehabilitation of Oglebay Park's Wilson Lodge, the Spa at Snowshoe Resort, the Courtyard Marriott and the Fairfield Inn. Our team also is well-known for our work designing second homes for clients throughout the state. Our constant communication with clients provides an intimate understanding of what the public wants in their vacation rental units.

Allegheny Design Services (ADS) is a group of talented Structural and MEP engineers in Morgantown who ensure that their projects meet the current and proposed project needs. ADS completed projects in Canaan Valley Resort State Park, Nemacolin

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

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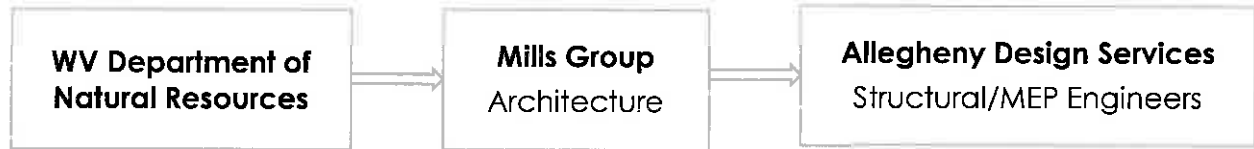
The Weiss Building  
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The Kaley Center  
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Phone: 304.233.0048

Woodlands, as well as served as the structural engineer for the new Greenbrier Chapel. ADS has previously teamed with the Mills Group on the Morgantown Marketplace Pavilion, the Morgantown Courtyard Marriott and several other recent projects.

The graphic below illustrates our team approach to this project:



### **Project Approach and Methodology**

A more detailed description of our typical project approach is enclosed in the attached report, however, we believe in maintaining a constant, open dialogue with our clients and our team to ensure there is no miscommunication. We conduct our due diligence prior to the project's start, ensuring that we are meeting the known needs of the client as well as discover any other unknown necessities that may improve the function of project area. We will strive to meet the goals and objectives of the Department of Natural Resources as well as design a plan that meets the budgetary restrictions.

### **Previous Project Experience**

Please find attached summaries of our qualifications, technical experience, management and staffing capabilities and our related prior experiences.

I will serve as the contact person responsible for the project and can be reached by telephone at 304-296-1010 or via email at [mmills@millsgrouponline.com](mailto:mmills@millsgrouponline.com).

Should you have any questions, please do not hesitate to let me know. Thank you for the opportunity to work with the Department of Natural Resources on the Chief Logan Cabins and Picnic Pavilions project.

Sincerely,

Michael Mills, AIA  
Managing Principal

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**MILLS GROUP**  
ARCHITECTURE ■ PLANNING ■ PRESERVATION

# Firm Qualifications

TAB 1



## Firm Description

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

The Mills Group is an established architectural practice focused on quality design and the revitalization of communities. Since 2005, Mills Group implemented the sensitive preservation of numerous historic buildings and guided clients in existing structure renovations. In 2013, Mills Group opened a second office location in Wheeling, WV.

The firm is diligent in understanding each client's spatial needs, the existing conditions, design goals, and budget. Our process is built on the foundation of research, client collaboration and communication, and creative solutions. We structure our restorations based on the Secretary of the Interior's Standards, taking a sensitive approach to rehabilitation.

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 serves 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.

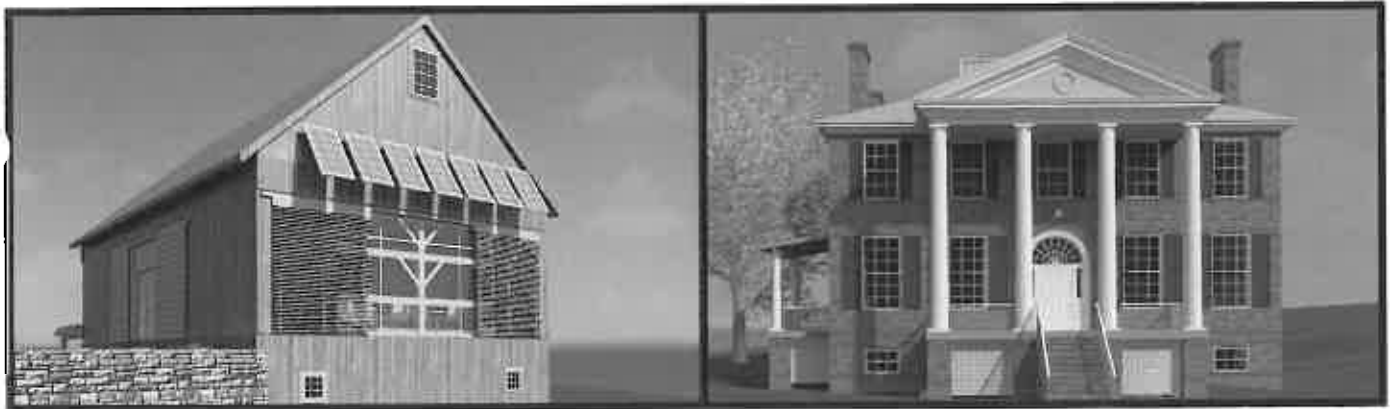
The firm is committed to a quality end product derived from experience, diligence, and collaboration. We are committed to maintaining our dedication to the project from the earliest discussions to the close out of the construction phase of the project.

## Overview of Services

### ARCHITECTURE

The Mills Group focuses on residential, commercial, public and 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, while specializing in the rehabilitation and adaptive reuse of existing structures, emphasizing their cultural, historical and environmental context.

Our in-house architectural philosophy is "building on the principles of the past while preserving for the future." Mills Group offers design solutions to address the client's needs and objective while translating their vision into reality.



## **SUSTAINABLE DESIGN**

The Mills Group strongly believes in the principles of “green” architecture and environmentally sensitive design. We research and try to understand each site, developing architectural solutions while minimizing environmental impact. To put our sustainable philosophy into practice, we follow these guiding principles:

- Understand and preach the historic and cultural significance of each project
- Utilize appropriate technologies to maximize building performance while minimizing environmental impact
- Create a symbiotic relationship with buildings and nature
- Use architectural design to strengthen and diversify the local economy
- Specify locally harvested and manufactured construction materials

## **PLANNING**

The Mills Group approaches each planning project with careful consideration of the complex interaction of the functional, economic, and social needs of our clients while creating an engaging environment. We pride ourselves in completing extensive design due diligence to assess the existing constraints and opportunities, the historic context, the solar orientation and transportation and circulation issues.

Our experience with both private developers and public agencies has equipped us with an understanding of the green field and in-fill design challenges from both perspectives. We feel good planning and urban design will significantly enhance the real value of any proposed site development, as well as facilitate compliance with zoning, infrastructure and environmental regulations. We stress urban design concepts that offer a mix of uses, promote a strong sense of community and present an appealing image and are environmentally responsible.

## **PRESERVATION**

Each building the Mills Group works with presents a unique set of needs, therefore, our preservation solutions take a sensitive approach. The key to working with historic buildings is to understand the material, social and economic context during which the building was constructed. We take great care to research the types of materials historically used and develop preservation plans to blend 21st century solutions to age old problems.

The Mills Group provides expertise in other areas of historic preservation including cultural resource management, reconnaissance surveys and interpretive displays. Our professional historians perform primary research to aid in the documentation and evaluation of historic sites which is oftentimes incorporated into a historic structures report or feasibility study. Our historians also conduct large scale historic resource surveys, complete National Register of Historic Places nominations, and provide objective analysis for review and compliance projects.

## **INTERIOR DESIGN and SPACE PLANNING**

A unique feature of our office is our ability to incorporate quality interior design into our projects. After client consultations, our two interior designers create classic and timeless plans to convey our client's desires. Our designers try to incorporate locally sourced and sustainable materials in their designs, where possible. In addition, our designers consider the future needs of the clients, oftentimes providing a design that is able to grow with our client's needs.

## **FACILITY AND MAINTENANCE PLANNING**

Our team has experience in developing facility maintenance plans that prescribe the routine work that is necessary to protect historic buildings and materials. Many times structural deterioration caused by a simple problem exacerbated by an uneducated or insensitive approach. Our plans provide easy to follow recommendations on how to care for historic properties and a calendar detailing when to conduct review of the building systems.

## **MUSEUM AND INTERPRETIVE EXPERIENCES**

Museums are essential elements to educating the public about local cultural affairs although sometimes the approach doesn't meet the appetite of the public. The Mills Group can help organizations determine the physical and operational needs of a facility to create an optimal visitor experience, sustain collections and support a creative work environment. We believe that each experience begins with a collective dialogue between the facility staff, the needs of the collection, the desires of the benefactors and the targeted audience. Our goal is to provide facility design, space planning, content development and graphic services designed to engage the visitor and excite the staff.

## **DIGITAL REALIZATION**

If a picture is worth a thousand words, then the Mills Group's digital imagery is worth much more! Building upon our existing knowledge of architectural development software, the Mills Group established a niche market in creating short videos for accident re-creation, historic site development and marketing videos. Attorneys appreciate having accurate depictions of events, which are especially helpful in reenacting accident recreations. Based upon available information such as police reports, victim statements and metrological events, the Mills Group can vividly reproduce the events which provide a multiple points of view. Our team also uses this technology to showcase the changes to a building over time such as the Blue Sulphur Springs Resort, which was destroyed by fire in the 1860s.







ENGINEERING FOR  
STRUCTURAL SYSTEMS  
MECHANICAL SYSTEMS  
ELECTRICAL SYSTEMS  
FORENSIC INVESTIGATION

## Overview

Allegheny Design Services (ADS) is a consulting engineering firm specializing in structural and MEP building design and building analysis. Dedicated to serving West Virginia and the surrounding region, ADS recognizes the need for reliable and full service engineering support. ADS provides all phases necessary for the successful completion of a building project including schematic design studies, design development, construction documents and specifications, and construction administration. We currently hold licenses in West Virginia, Pennsylvania, Maryland, Virginia, District of Columbia, North Carolina, South Carolina, Ohio and Florida, Tennessee, Indiana, Kentucky, Alabama and Nebraska.

ADS' experience in Design and Project Management includes:

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

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

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

## Value Added Services

Our company strives to provide efficient, quality engineering services that serve both the needs of the client as well as the needs of the design team. We achieve this level of service by leveraging our extensive project experience with a work-flow built upon the cohesive integration of 3D Revit modeling and the latest analysis software. This integration allows us to produce the highest quality designs in the timeframe needed for successful design-build projects. Our staff is comprised of multiple licensed Professional Engineers.

Allegheny Design Services  
102 Leeway Street  
Morgantown, WV 26505

P 304.599.0771  
F 304.212.2396

# Resumes

TAB 2

**Firm Staffing: Who are we?**

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



# Michael J. Mills, AIA

## Managing Principal



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

### **Education:**

BS, BARCH/1993/  
Rensselaer  
Polytechnic Institute

### **Professional Registrations:**

West Virginia  
Virginia  
Ohio  
Pennsylvania  
Massachusetts  
NCARB

### **Preservation Experience:**

#### **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.

#### **Historic Structure Assessment and Rehabilitation Plans for the Old Inn, Cacapon Resort State Park, Cacapon, WV.**

Researched and documented the historic cabin, evaluated its architectural integrity and developed a rehabilitation plan. Conducted material analysis on chinking and daubing materials to ensure proper rehabilitation.

#### **WVSHPO 2015, 2014, 2013, 2012, 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.

#### **Lynside Manor Historic Structure Evaluation/Rehabilitation Tax Credit**

##### **Project- Sweet Springs, WV**

Led the architectural team and coordinated the consultant team to restore an antebellum plantation built circa 1845 and later suffered from a devastating fire in 1933. Oversaw development of architectural design and completed a historic rehabilitation tax credit application for the building.

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

The West Virginia Veterans Memorial site and structure was intensely surveyed by The Mills Group team on April 3, 2013. The general overview involved a visual condition assessment of the structure's components utilizing the standard Uniformat outline to ensure that all issues were addressed in a logical order. This report is not meant to be a specification to execute the work but simply provides a description of the item or issue, a narrative for the condition, and a recommendation for the approach to execute.

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

A new five-story Courtyard by Marriott hotel is planned to rise across the street from the Morgantown Black Bears baseball stadium in Granville, WV. The site, at the far end of the University Town Center drive, is unique as it is positioned above the river with a view toward WVU's iconic Coliseum and the City of Morgantown. Mills Group is leading the design-build team of Owner, West Place, LLC, and general contractor, Waller Corporation.



### **Willey Mansion - 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.

### **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.

### **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.

### **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. The team incorporated sustainable practices in their recommendations.

### **Duffields Station- Jefferson County, WV**

The Mills Group created a master plan for Duffields Station, the oldest extant B&O Railroad station in (West)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 team produced a conceptual design and phased plan to redevelop the historic building and assist the owners in obtaining future funding opportunities.

**Scottish Rite,-Wheeling, WV-** Members of the Scottish Rite asked the Mills Group to assist them with the restoration of their historic plaster ceiling. After previously assisting them with a SHPO development grant to replace their leaking rubber roof, the Mills Group created plaster restoration specifications and worked with their contractor to ensure that the project met the Secretary of the Interior's Standards and restored the ceiling back to its former glory.

**Berkeley Springs Train Depot-** Bath, WV- The Town of Bath asked the Mills Group to design the rehabilitation plans for the historic Berkeley Springs Depot. The depot is an important local architectural landmark that symbolizes the bustling, thriving center of activity that once emanated from the railroad serving the town. The rehabilitation includes the stabilization and restoration of the clay tile roof as well as master planning of the adjoining 2.1 acre site. The Mills Group researched historic maps and photographs to produce a three-dimensional understanding of the train depot and how it changed over time as well as a conceptual site layout.

**Wesley United Methodist Church-** Morgantown, WV. Church officials asked the Mills Group to redesign their building to increase its accessibility and create a more comfortable arrival experience. In order to create better circulation between the original church and gymnasium addition, the team designed a new entrance, an interior arrival space and elevator to allow access throughout the building. Mills Group also suggested different uses for existing spaces, using conceptual designs to illustrate better movement and function to the congregation.

### **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.

# Victor Greco, AIA

## Principal Architect



Mr. Greco leads our Wheeling Office and has over thirty years of experience in historical preservation, architectural design and planning. Victor takes a holistic approach to create design solutions that address the complexities of historic restoration projects, as well as programming and master planning for future growth. He is detail-oriented and pragmatic, working hands-on with clients to ensure their needs are served efficiently and comprehensively. Victor has been recognized state wide with numerous awards and news articles on his projects and accomplishments. He is very active with Rotary and serves as the Chairman of the 2014 Easter Seals Board. Victor is a Commissioner on the West Virginia Archives and History Commission and a Member of the Wheeling Historic Landmarks Commission.

### **Education:**

BS, BARCH/1983  
University of  
Kentucky

### **Professional Registrations:**

West Virginia  
Maryland  
Ohio  
Pennsylvania  
NCARB Member

### **Relevant Experience:**

#### **Oglebay Wilson Lodge Original Wing Schematic Design, Wheeling, WV**

Victor led the schematic design concepts for the renovation and addition to the original wing of Wilson Lodge. Our team conducted a site inventory and developed a design that illustrated the lodge's new model room. Additional work included the development of new points of entry as well as a third level addition to supply the lodge with additional guest rooms.

#### **Oglebay Gatehouse Roof & Facade Restoration, Wheeling, WV**

Victor conducted a study of the existing conditions of the historic Gatehouse which led to a phased rehabilitation program which included a roof replacement as well as a facade restoration (currently beginning construction).

#### **Oglebay Resort & Conference Center, Wheeling, WV**

Victor has worked on various master planning projects at multiple venues throughout the park over the past 20 years including Wilson Lodge and the Tennis Complex.

#### **Fairfield Inn & Suites, Triadelphia, WV**

This four-story hotel will provide overnight accommodations at the Highlands Town Center Development. Victor led the design of the first level of the hotel to incorporate a mixed use retail space while meeting the Marriott brand's requirements. The hotel will also complement an existing two-story retail space, conference center and educational facility.

#### **The Highlands, Triadelphia, WV**

The Highlands project is the master planning and project implementation of a 1,000 acre multi-use site. Several parcels include lodging and food services accessed by efficiently designed vehicular, pedestrian and utility infrastructure.

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

Mills Group is leading the design-build of a new Courtyard by Marriott in the University Town Center Development. The hotel is five stories with an indoor pool, generous public spaces including a bar, a bistro, a business center and a theater.

#### **West Virginia Northern Community College Applied Technology Center, Wheeling, WV**

Victor led the rehabilitation of a former auto dealership into a 18,900 sq.ft. facility for West Virginia Northern Community College. The building houses labs for mechatronics, welding, diesel and refrigeration/heating/air conditioning instruction along with large classrooms and offices.



# Kellie M. Cole, AIA

## Project Architect



As one of our leading architects at the Mills Group, Kellie participates in many facets of the design and construction processes. She is responsible for managing commercial projects and providing administrative fieldwork. Kellie also leads the Interiors Division, which continues to develop means and methods for research in sustainable practices and products.

Kellie's design focus, as of late, is in providing excellence for the hospitality industry by creating welcoming spaces that reflect the corporate brand as well as the local context.

Kellie holds LEED accreditation as a Green Associate.

### **Education:**

Bachelor of  
Architecture/2004  
Virginia Polytechnic  
Institute & State  
University

### **Relevant Experience:**

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

Kellie is leading the design-build of a new Courtyard by Marriott in the University Town Center Development. Kellie oversaw the FF&E selection, sourced the materials as well as provided construction administration services for the project. The hotel is five stories with an indoor pool, generous public spaces including a bar, a bistro, a business center and a theater.

#### **Homewood Suites, Bridgeport, WV**

Kellie is leading the design effort to develop a new Homewood Suites Hilton Hotel in the Charles Pointe Development of Bridgeport, WV. The hotel offers 109 suites, an enclosed pool, fitness room and expanded lobby area.

#### **The Highlands, Triadelphia, WV**

The Highlands project is the master planning and project implementation of a 1,000 acre multi-use site. Several parcels include lodging and food services accessed by efficiently designed vehicular, pedestrian and utility infrastructure. Kellie has designed and produced construction documents for multiple tenants throughout the development over the past 7 years.

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

Kellie assisted in the rehabilitation of the Kaley Center, an existing 10 story building in downtown Wheeling. The renovations included a complete facade restoration, installation of new windows, the installation of new mechanical, electrical, plumbing, fire protection systems and elevators all while meeting the Secretary of the Interiors Standards. Also, the interior was completely renovated with new finishes throughout.

#### **West Virginia Northern Community College Applied Technology Center, Wheeling, WV**

Kellie assisted in the rehabilitation of a former auto dealership into a 18,900 sq.ft. facility for West Virginia Northern Community College. The building houses labs for mechatronics, welding, diesel and refrigeration/heating/air conditioning instruction along with large classrooms and offices.

#### **West Virginia Northern Community College Student Center, Wheeling, WV**

Kellie assisted in the renovation and addition of a former auto dealership into the new multi-purpose Student Center. This rehabilitated building in downtown Wheeling now includes a Barnes & Noble Collegiate Bookstore and Cafe, multi-purpose student center, offices and toilet rooms.

# Ryan K. Hess, LEED AP

## Director of Sustainable Design



Ryan is responsible for leading the office in the sustainable design market and serves as our expert on LEED projects. As such, he pursues client opportunities, manages projects, and incorporates sustainable principles into all his designs. Ryan has also improved the efficiency of the office through in-house project management. Additionally, Mr. Hess volunteers his time lecturing students interested in pursuing a career in architecture, mentors architectural interns as well as serves on various city redevelopment committees.

### Experience:

#### **Cowen Depot Feasibility Study and Master Plan - Cowen, WV**

The Glade District Improvement Company contracted the Mills Group to create a feasibility study and master plan for the Cowen Depot. After assessing the condition of the building, Mills Group conducted a study to determine the best reuse for the property. This plan included creating a small pocket park while the building was adapted to include a cafe, kitchen and farmer's market. In addition to the written report, Mills Group created a 3-D animation of the proposed site.

#### **Williamson Community Garden - Williamson, WV**

Mills Group was sought out by the JOBS Project and the City of Williamson to study a vacant city lot and assess the potential reuse as a community garden. Located directly across the street from a neighborhood, such use would provide adequate food and crop supplements for the area residents.

#### **Morgantown Market Place - Morgantown, WV**

Mills Group collaborated with the City of Morgantown, its Parking Authority, and Main Street Morgantown to design a structure that serves as an outdoor market, as well as sheltered parking for employees and patrons of the city's downtown business district.

Such a structure is sustained by its fabricated steel construction, solar reflectant metal roof which mitigates urban heat island effects, and rainwater collection. Water falling on the roof will be harvested on site and will irrigate the native species vegetation that doubly acts as a bio-swale, which naturally filters pollutants in the rainwater that collect from the parking surface, as well as regenerates the site's soils.

#### **Urlings General Store Building - Wayne, WV**

The Mills Group was contracted by Coal Field Redevelopment Corporation to execute a design charrette for the adaptive reuse of this historic building in the middle of Wayne, WV. The Mills Group has subsequently been awarded the task to complete the construction documents for this mixed use project.

#### **Clear Mountain Bank Master Plan - Bruceton Mills, WV**

The client's desire for this project was for an addition to an existing structure, but to also consolidate existing redundant office space, while improving on the aesthetic presence of the site within the city. To achieve this, Jared developed a 3d model of the entire town of Bruceton Mills. This allowed for the proposed improvements to be viewed within the context of the surrounding mountain ranges, terminus points of the main thoroughfares, and surrounding buildings.

#### **WVU Greek Master Plan - Morgantown, WV**

West Virginia University Greek Fraternities and Sororities have identified a need for strategic planning of existing and future facilities. Initiating current chapter presidents, alumni, University and City officials, and local landowners, this preliminary plan outlays the feasibility of such efforts for WVU and the community.

#### **Preston County Poor Farm Master Plan - Kingwood, WV**

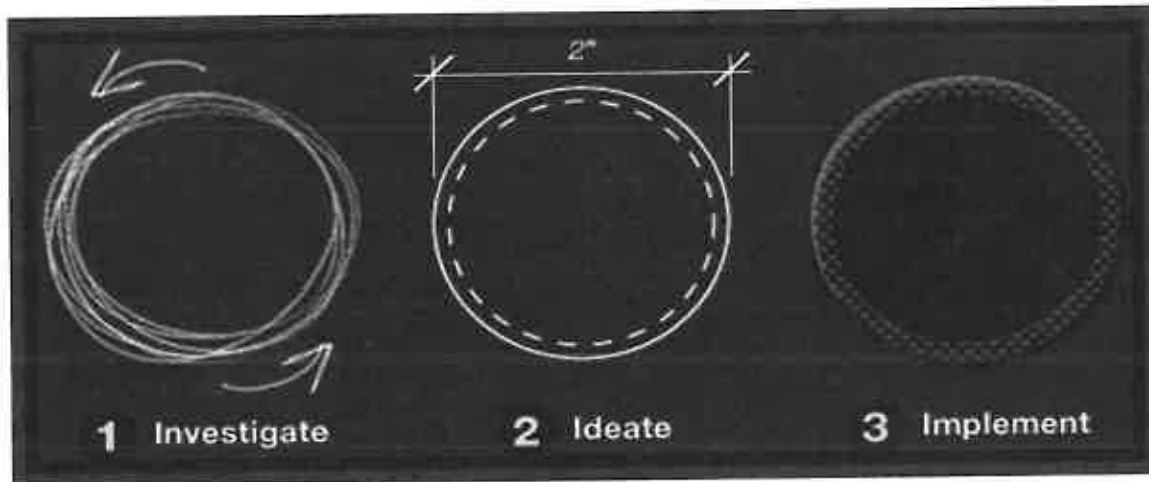
Sustainable design features were incorporated into this master plan prior to the first structure being built. A general east-west layout, the master plan creates sites ideal for maximizing solar gain and harvesting natural cooling. In addition to planning the site, Mills Group also developed, in partnership with the County Commission, design guidelines for various building types including renderings, crosswalks, landscaping, and other amenities that were adopted as covenants and restrictions for the development.





Our design approach is built on the foundation of research, data collection, client collaboration, and creative solutions. A goal of our practice is to embrace the architectural heritage of the region and to celebrate the best of our past.

It's a Collaborative Process of Discovery:



**Investigate** – The first step for every project is a complete needs analysis. This enables us to walk in our clients shoes to gain a practical understanding of the project needs. We believe that this process creates a scenario whereby the Mills Group becomes the “trusted advisor” throughout the project.

**Ideate** – Once the needs for the project have been clearly defined, we go to work. Our experienced and talented team sets out on a collaborative process to create a functional and creative solution that ensures our clients' complete satisfaction. We believe that creative ideas are what bind practical needs with stunning solutions.

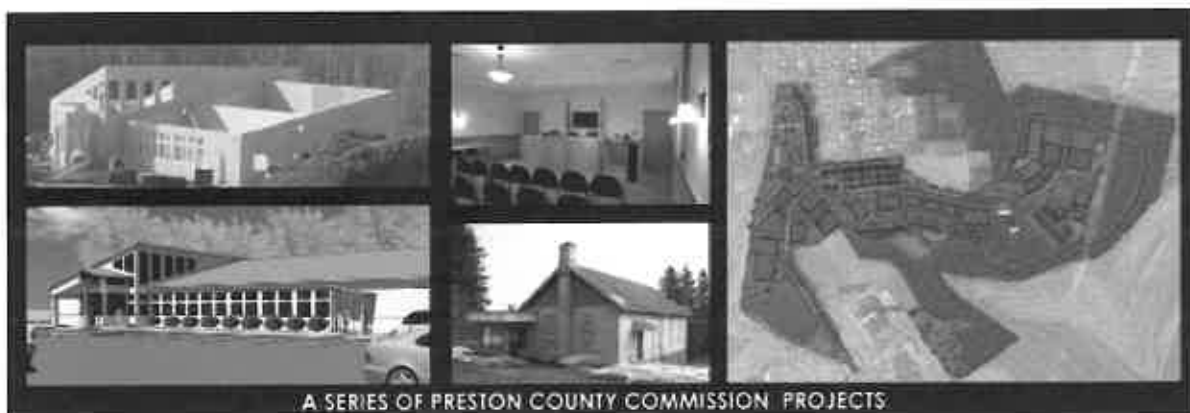
**Implement** – We don't just think of creative solutions, we see them through to completion. Our designs are rendered to contractor specifications which ensure that the results are what everyone envisioned. The final product is the culmination of countless hours, passionate research, collaborative planning, creative problem solving, and unparalleled attention to detail.

# Project Experience

TAB 3

The Mills Group has a wealth of experience within the architecture, preservation and planning divisions.

**Architecture:** Since the summer of 2007, the Preston County Commission chose the Mills Group as their architecture of choice. Our work together included the design of the County Commission's public meeting room and secure storage facility. Our team developed construction documents for a 7,000 sq. ft. Call Center/Office of Emergency Management and master plans for a 220 acre County Farm and Sheriff's facility.



More recently, the Mills Group designed a new 109 room Homewood Suites hotel in the Charles Pointe Development in Bridgeport. This design caters to the long-term traveler with each suite containing a small kitchen, a generous bath and ample space to create a living room arrangement. This project cost approximately \$8 million to complete.

Our team provided design services for the Wesley United Methodist Church to create a functional and aesthetically pleasing entry into their community facility. This accessible design accommodates members and guests by following the ADA guidelines.



**Preservation:** Since 2006, the State Historic Preservation Office (SHPO) annually awarded the Mills Group a contract to provide technical assistance and grant monitoring for a range of projects ranging in construction value from \$5,000 to \$350,000. The scope of work often range from masonry and window restoration, to roof and exterior millwork rehabilitation. Our clients range from the homeowner with no construction background to facility maintenance directors with numerous years of experience.



Michael Mills, our firm's founder manages this contract because of his desire to interact with clients across the state and educate both historic property owners and contractors on proper preservation techniques.

We recently developed a rehabilitation plan for the Berkeley Springs Train Depot. This project included conducting historic research and material analysis of the clay tile roof in order to specify the correct shape of the tile. Additionally, the project included a Section 106 compliance narrative illustrating the project's adherence to the Secretary of the Interior's Standards for Rehabilitation.

Vic Greco, principal architect, designed the award winning historic rehabilitation of the B&O Railroad Station in Oakland, Maryland. This building became the town's new visitor's center and includes a small theatre and museum. In order to replicate the original design, the team utilized slate mined from the same quarry as the original roof tiles.



Our historic resources staff recently completed a county wide reconnaissance survey of Grant County, identifying over 700 historic buildings. These resources were each documented with high resolution photography, described on a Historic Property Inventory form and pin pointed on a topographic GIS map. This project's future goal is to give the State Historic Preservation Office an "at a glance" understanding of the county's historic resources and allows them to provide quick feedback for potential project impact.

**Planning:** The Mills Group believes that sound planning practices are the best way to ensure long term success of a project. In 2013, the Greek Life Center at West Virginia University hired Mills Group to complete a master plan of the Greek Village. This plan, rendered digitally in 3-D, provided a graphic illustration of the possibilities of the project area utilizing the undulating topography to create an interesting and diverse design.



West Virginia University hired the Mills Group to develop a master plan for a housing development catering to visiting professors. This project, in addition to site design, aimed to preserve the pastoral feeling of the agricultural area. Our planners conducted solar and wind studies to determine the best placement for the homes.





# MILLS GROUP

ARCHITECTURE • PLANNING • PRESERVATION

## Hawk's Nest/ Twin Falls State Parks

Location: Hawks Nest, WV and Twin Falls, WV  
Client: Miller Engineering  
Services: Section 106 Monitoring  
Contact: Craig Miller, 304-291-2234

The Weiss Building  
63 Wharf Street, Suite 300  
Morgantown, WV 26501  
(304) 296-1010

The Kaley Center  
53 14th Street, Suite 607  
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(304) 233-0048

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Both Twin Falls and Hawk's Nest State Park Lodges were designed by a team of architects called The Architecture Collaborative (TAC) which was led by world renowned modern architect Walter Gropius. While the buildings are significant for their modern architecture, the HVAC system needed to be improved for energy efficiency. An American Recovery and Reinvestment Grant allowed the two state parks to install efficient equipment and upgrade the heating and air conditioning in the lodges. Because of the historic and architectural significance of the two lodges, the Mills Group was asked to serve as a monitor to ensure that the project met the Secretary of the Interior's Standards as well as complied with the Federal law, Section 106 of the National Historic Preservation Act of 1966.

The Mills Group served as the liaison between the project manager and the State Historic Preservation Office, documented the efforts of the team as they installed the units, and compiled data to comply with Federal and state regulations.

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# West Virginia Veterans Memorial Restoration

Location: Charleston, West Virginia  
Client: WV State Purchasing Division  
Services: Conditions Assessment Report  
and Full Restoration  
Construction Value: \$1.5 Million

The Weiss Building  
63 Wharf Street, Suite 300  
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The West Virginia Veterans Memorial site and structure was intensely surveyed by The Mills Group team on April 3, 2013. The general overview involved a visual condition assessment of the structure's components utilizing the standard Uni-format outline to ensure that all issues were addressed in a logical order. This report is not meant to be a specification to execute the work but simple provides a description of the item or issue, a narrative for the condition, and a recommendation for the approach to execute. The West Virginia Veterans Memorial is not a historic structure, having been completed nineteen years ago, but it was built with traditional materials with the intent that it would be an enduring structure for future generations to enjoy. It is our feeling that the activities of preservation and restoration coupled with sensitive modernization is the correct approach in order to achieve long term sustainability of this important structure.

The overall goal of this project is to determine a plan to ensure that the West Virginia Veterans Memorial site and structure is restored to ensure the original design intent of the artist, modernize components that have failed, and ensure long term sustainability.

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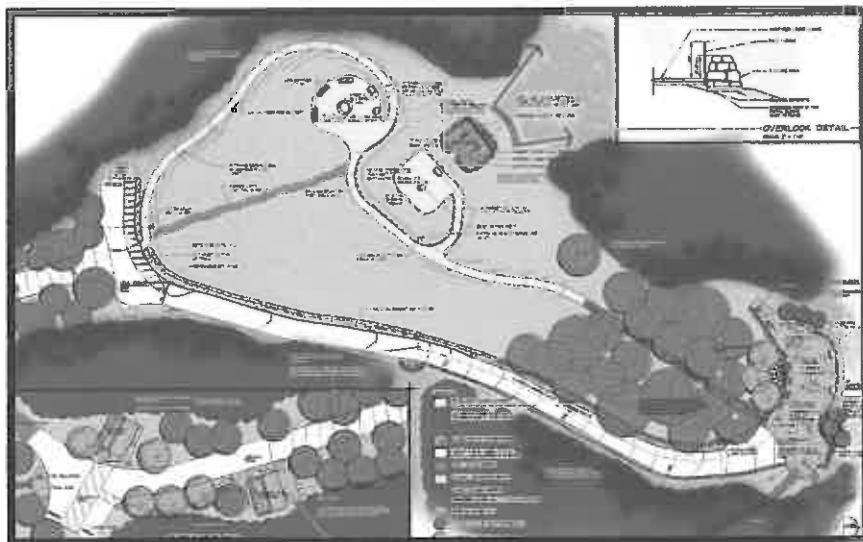
# Cannon Hill Historic Site

Location: Rowlesburg, WV  
Client: Bob Ayersman, Sr.  
Rowlesburg Area Historical Society  
Services: Pavilion Design and  
Cultural Resource Master Plan  
Construction Value: NA

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63 Wharf Street, Suite 300  
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In conjunction with the Rowlesburg Area Historical Society, the Mills Group developed a master plan for managing this cultural resource that included a historical treatment zone and a related historical landscape plan. Cannon Hill was vital to the Northern war effort because of the B&O Railroad's Cheat River Bridge and the Tray Run Viaduct. Similarly, its continued preservation has been a priority for West Virginia's cultural heritage.

Assessing the existing site conditions and conducting historical research, both of Cannon Hill's significant characters and the precedents at other battle sites, was the first step. The studies highlighted priorities for the park's future. With these priorities in hand, Mills Group provided the Historical Society recommendations including interpretational sites, preservation of the existing battlements, and revitalization of scenic overlooks.

Upon the successful completion of a master plan for the Cannon Hill Historic Site in Rowlesburg, WV, the Mills Group was asked to begin the implementation of the plan. The project's second phase was to provide visitors with basic on-site amenities, including a convenience shelter, an interpretive shelter, and a handrail at the overlook area.

The selected shelter designs were reminiscent of early Civilian Conservation Corps park structures, which utilized natural, local, and readily available materials. The structures are designed not to impose on the site using materials of rough sawn logs and fieldstone but instead to provide basic visitor facilities and be aesthetically pleasing.

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ARCHITECTURE • PLANNING • PRESERVATION

# Berkeley Springs Depot

Location: Bath WV

Client: Town of Bath

Services: Historic Data Collection,  
Stabilization and Restoration Plan,

Compliance Assessment

Construction Value: \$400,000 (approx.)

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63 Wharf Street, Suite 300  
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The Town of Bath asked the Mills Group to design the stabilization and rehabilitation plans for the historic Berkeley Springs Depot. The depot is an important local architectural landmark that symbolizes the bustling center of activity that once emanated from the railroad serving the town.

The rehabilitation includes the stabilization and restoration of the clay tile roof as well as master planning of the adjoining 2.1 acre site. The Mills Group researched historic maps and photographs to produce a three-dimensional understanding of the train depot and how it changed over time as well as a conceptual site layout.

Mills Group also conducted a compliance analysis to ensure that the proposed plans met the Secretary of the Interior's Standards and Determination of Effect Report.

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ARCHITECTURE • PLANNING • PRESERVATION

# Oglebay Wilson Lodge Original Wing

Location: Wheeling, WV  
Client: Wheeling Park Commission  
Services: Architectural Design  
Development  
Construction Value: n/a

Owner's Representative:  
Brad Dorsey  
Wheeling Park Commission  
Oglebay Park  
465 Lodge Drive  
Wheeling, WV 26003  
304-243-4000

The Weiss Building  
63 Wharf Street, Suite 300  
Morgantown, WV 26501  
(304) 296-1010

The Kaley Center  
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Wheeling, WV 26003  
(304) 233-0048

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The Wheeling Park Commission retained the Mills Group to develop conceptual floor plans and renderings of the proposed renovations and addition to the original wing of Wilson Lodge at Oglebay Resort and Conference Center.

Mills Group designed the concept to further develop the existing second level by combining three smaller guest rooms to create two guests rooms as per the recently completed model room. The resulting second floor plan will be duplicated and become a third level addition. After the remodel, the room total increases from 55 guest rooms to 67 guest rooms. The design concept includes a new elevator, a ramp to Hickman Lounge, a new corridor to the second level of the Kline Wing, a mid-building entry/stair providing access to the parking lot and courtyard to the west and various life safety code improvements.

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# MILLS GROUP

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## Urlings General Store

Location: Wayne, WV

Client: Wayne County Housing Authority

Services: Adaptive Reuse Concept and  
Bidding/Construction Documents

Construction Value: \$1,000,000  
(estimated)

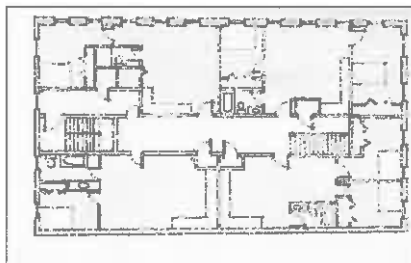
The Weiss Building

63 Wharf St., Suite 300 - Morgantown, WV 26501  
(304) 296-1010

The Kaley Center

53 14th St., Suite 607 - Wheeling, WV 26003  
(304) 233-0048

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Mills Group was sought by Coalfield Redevelopment Corporation to execute a design charrette for the adaptive reuse of this historic building in Wayne, WV. Subsequently, Mills Group was awarded the task to complete the construction documents for this mixed use project.

Serving as a catalyst for community revitalization and increased affordable housing development, the once blighted building project will: 1) Provide five affordable multi-family rental units. 2) Revitalize downtown Wayne by renovating a dilapidated, empty building and turning it into a place of residence, empowerment, and commerce 3) Build community, self-confidence, and life skills by providing a community empowerment space available to all Wayne County residents and nonprofit organizations. 4) Develop a permanent office for the Housing Authority of Wayne County and Coalfield Development Corporation. The rehabilitation was as environmentally sustainable and energy efficient as possible so that it will serve as a model for all of Wayne County.

The top floor will have four one bedroom units; the ground (middle) level will have a one bedroom, accessible unit as well as three offices for the Housing Authority of Wayne County and the Coalfield Development Corporation. A large community empowerment space will take a majority of ground level square footage. A smaller portion of the groundlevel floor will be devoted to a cooperative local artisan business storefront. The bottom floor basement is currently used for storage.

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# MILLS GROUP

ARCHITECTURE • PLANNING • PRESERVATION

## Wellsburg Tollgate House

Location: Wellsburg, WV  
Client: Brooke County Commission  
Services: Rehabilitation and Stabilization  
Construction Value: \$150,000

Owner's Representative:  
Norm Schwertfeger  
WVU-Extension  
840 Charles Street  
Wellsburg, WV 26070  
PH: (304)-737-3666

Prime General Contractor:  
Wolf Creek Construction  
405 Watertown Road  
Waterford, Ohio 45786

The Weiss Building  
63 Wharf Street, Suite 300  
Morgantown, WV 26501  
(304) 296-1010

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Mills Group was pleased to assist the Brook County Commission in the restoration of the Wellsburg Tollgate House, the last remaining extant tollhouse on the Washington and Wellsburg Turnpike. The structure was clad in asbestos shingles with its original materials hidden by years of alterations. Mills Group was hired to return the building to its circa 1840 appearance.

Mills Group began by documenting the structure with existing condition drawings and collected a comprehensive understanding of the building's history and development over time. Once the building was documented, the 20th century materials were removed and the Mills Group developed a plan to restore the original materials and supplement in-kind where restoration work was impossible. The construction scope focused on the stabilization of the building's foundation and exterior structure, restoration of the exterior millwork and trim, installation of a compatible roof assembly, and the reconstruction of a period addition to the building. The full building restoration shall involve subsequent phases focused on additional exterior detailing, interior rehabilitation, and interpretation. The Mills Group also conducted construction administration and ensured that the building was ADA accessible while complimenting the original historic character of the building.

**Project Success Story:** *The Wellsburg Tollgate House is a great example of how different groups can work together to preserve a community's history. This project highlights how preservation priorities are focused within a limited budget to achieve a visible result in multi phase project.*

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# MILLS GROUP

ARCHITECTURE • PLANNING • PRESERVATION

## Old Inn Cacapon Resort State Park

Location: Cacapon, WV  
Client: WV DNR-Parks and Recreation  
Services: Restoration and Master Plan  
Construction Value: NA

Owner's Representative:  
Jim Schotsch  
1200 Harrison Avenue  
Suite 222  
Elkins, WV 26240

The Weiss Building  
63 Wharf Street, Suite 300  
Morgantown, WV 26501  
(304) 296-1010

The Kaley Center  
53 14th Street, Suite 607  
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(304) 233-0048

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The Old Inn at Cacapon Resort State Park in Berkeley Springs, WV was constructed in 1938 as part of a Civilian Conservation Corps project at nearby Camp Morgan as the first overnight lodging facility within the state park system. The Old Inn was originally built as a one and a half story hand hewn log structure with three wood burning chimneys. By the early 1940s, the increasing number of visitors to the State Park required the Old Inn to be enlarged. In order to protect the log structure from decay, officials decided to clad the entire building in board and batten wood siding circa 1960.

The WV Division of Natural Resources (DNR) hired the Mills Group to assess the integrity of the log structure and develop a plan to stabilize the building and its continued maintenance. Because the DNR used Federal money to assess the building, they were bound by Section 106 of the National Historic Preservation Act of 1966 to assess the effect of their actions on the structure. Mills Group also acted as a liaison between the DNR and the State Historic Preservation Office.

The building had been changed slightly during the years to accommodate wall mounted air conditioning units. Otherwise, the building was in remarkably good shape and is slated to be restored to its early 1940s appearance with the exposed log exterior. Mills Group devised a plan to rehabilitate the historic log structure and adapt it for continued use for the future.

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**Allegheny**  
**Design Services**  
*Consulting Engineers*

## **PROJECT PROFILE**

### **Canaan Valley Resort State Park Davis, WV**



**STRUCTURAL ENGINEER:**  
**CONTRACTOR:**

Allegheny Design Services, LLC, Morgantown, WV  
Harbel, Inc., Cumberland, MD

**PROJECT SCOPE:**

- Construction of Two Brand New Guest Wings (162 Rooms)
- Extensive Renovations of the Main Lodge
- 102,534 SF (Addition); 64,993 SF (Renovation); Design-Bid-Build

**PROJECT VALUE:** \$25 Million

**PROJECT COMPLETION:** Fall 2013



**Allegheny**  
**Design Services**  
*Consulting Engineers*

## **PROJECT PROFILE**

### **Glade Springs Hotel and Conference Center Daniels, WV**



**STRUCTURAL ENGINEER:**

Allegheny Design Services, Morgantown, WV

**CONTRACTOR:**

Alliance Construction Management, Princeton, WV

**PROJECT SCOPE:**

- 40,000 Sq. Ft. Hotel Wing
- 12,000 Sq. Ft. Conference Center
- 2,000 Sq. Ft. Porte Coche

**PROJECT VALUE:**

\$5 Million

**PROJECT COMPLETION:**

2005



## PROJECT PROFILE

### Nemacolin Woodlands Sundial Lodge Farmington, PA



**STRUCTURAL ENGINEER:**  
**CONTRACTOR:**

Allegheny Design Services, LLC, Morgantown, WV  
Martik Brothers, Inc., Finleyville, PA

**PROJECT SCOPE:**

- 25,000 Sq. Ft. Multi-Purpose Ski Lodge
- Restaurant
- Bowling Alley

**PROJECT VALUE:** \$3 Million

**PROJECT COMPLETION:** 2013







**Allegheny**  
**Design Services**  
*Consulting Engineers*

## **PROJECT PROFILE**

### **Cacapon Resort State Park Addition and Renovations Berkeley Springs, WV**



**STRUCTURAL ENGINEER:**  
**CONTRACTOR:**

Allegheny Design Services, LLC, Morgantown, WV  
TBD

#### **PROJECT SCOPE:**

Located in the eastern panhandle of West Virginia, Cacapon Resort State Park is available for both family vacations and business retreats, offering access to golf, lake, and camping activities. The facility functions as the main lodging and meeting center of the resort and offers a mix of hotel rooms and suites, and a conference center. The new addition provides an additional 79 guest rooms, swimming pools, new dining facilities and commercial kitchen, and a spa and fitness area. Additional renovations to the resort includes golf course upgrades, as well as water and wastewater treatment upgrades. This is a Design-Bid-Build Project.

**PROJECT VALUE:**

\$22 Million

**ESTIMATED PROJECT COMPLETION:**

TBD



**Allegheny**  
Design Services  
*Consulting Engineers*

## PROJECT PROFILE

### Canaan Valley Institute Headquarters/Educational Facility Davis, WV



**STRUCTURAL ENGINEER:**  
**CONTRACTOR:**

Allegheny Design Services, Morgantown, WV  
Manheim Corporation, Pittsburgh, PA

**PROJECT SCOPE:**

- Research Facilities
- Offices
- Public Service Facilities

**PROJECT VALUE:**

\$6.5 Million

**ESTIMATED PROJECT COMPLETION:**

2009



**Allegheny**  
**Design Services**  
*Consulting Engineers*

## **PROJECT PROFILE**

### **Courtyard Marriott—University Towne Center Granville, WV**



**PROJECT ARCHITECT:**

Mills Group, LLC, Morgantown, WV

**MEP ENGINEER:**

Allegheny Design Services, LLC, Morgantown, WV

**CONTRACTOR:**

Waller Corporation, Washington, PA

**PROJECT SCOPE:**

- 60,000 SF , 5 Story Hotel
- 3,000 AMP, 120/208, 3 Phase Electrical Service with Emergency / Standby Generator
- Dedicated outside air equipment
- Packaged DX/gas RTU's, Split System Furnaces
- Kitchen exhaust and gas fired makeup air unit.

**PROJECT VALUE:**

\$ 12 Million

**PROJECT COMPLETION:**

Winter 2015





**Allegheny**  
**Design Services**  
*Consulting Engineers*

## **PROJECT PROFILE**

### **Peterson Central Elementary Outdoor Classroom Weston, WV**



**MEP ENGINEER:**

Allegheny Design Services, LLC, Morgantown, WV

**CONTRACTOR:**

Flint Construction Company, Inc., Gassaway, WV

**PROJECT SCOPE:**

- Outdoor classroom consisting of a pavilion, work area, and restroom facilities.
- Extended utilities from existing school facility.

**PROJECT VALUE:**

\$350,000

**PROJECT COMPLETION:**

Spring 2010



# Allegheny Design Services

Consulting Engineers

## PROJECT PROFILE

### Black Knight Country Club Renovation Beckley, WV



**PROJECT ARCHITECT:**

Paradigm Architecture, Morgantown, WV

**MEP ENGINEER:**

Allegheny Design Services, LLC, Morgantown, WV

**PROJECT SCOPE:**

- Renovations included a bar and dining area, private dining area and a new elevator.
- Electrical service upgrade and lighting replacement
- Replaced existing split system HVAC equipment and reconfigured ductwork for renovated spaces.
- New Packaged DX / Gas Rooftop Units for Dining Room Addition

**PROJECT VALUE:**

\$ 1.2 Million

**PROJECT COMPLETION:**

Fall 2012



# Performance Data

TAB 4



## Performance Data

Listed below are cost summaries of projects completed during the past four years by Mills Group.

### **Morgantown Market Place Morgantown, WV**

Construction Cost Estimate: \$629,790.00  
Construction Bid (low): \$613,300.00 (including bid alternate)  
Change Orders: \$ 17,980.00 (2% of construction contract)  
Schedule: Completed in two phases (due to winter weather)

### **West Virginia Northern Community College Applied Technology Addition Weirton, WV**

Construction Cost Estimate: \$ 2,125,500.00  
Construction Bid (low): \$ 1,854,000.00  
Change Orders: \$ 52,610.00 (2% of construction contract)  
Schedule: Completed on schedule

### **West Virginia Northern Community College Applied Technology Center Wheeling, WV**

Construction Cost Estimate: \$ 3,280,000.00  
Construction Bid (low): \$ 3,888,000.00  
Change Orders: \$ 52,000.00 (1.3% of construction contract)  
Schedule: Completed within 30 days of original schedule

### **West Virginia Northern Community College Student Center/Barnes & Noble Wheeling, WV**

Construction Cost Estimate: \$ 2,325,000.00  
Construction Bid (low): \$ 2,139,000.00  
Change Orders: \$ 184,673.00 (8.6% of construction contract)  
Schedule: Completed on schedule

# Cost and Schedule Control

TAB 5





## Cost and Schedule Control

Cost and schedule control are vital areas which must be monitored throughout the planning, design and construction phase of the demonstration project. This is important not only for tracking projects as originally conceived, but for proactively tracking and managing changes during the course of the project. These changes must remain consistent not only with the design concept of the demonstration project, but must remain within the cost and schedule constraints as well.

Towards these goals, the following covenants are made:

Mills Group will maintain and control our schedules and we will endeavor to complete our assignments ahead of time.

Mills Group will report on schedule and cost status at executive briefings. The use of the Critical Path Method (CPM) in this section will be instrumental in enabling Mills Group to control its design/planning efforts and bring current accurate information to the project oversight.

We have implemented the CPM schedule for both design/planning and construction projects to update and monitor progress schedules, provide analysis of project trends and delays and constructing what-if scenarios for use in decision making. Our program can also help provide recommendations of methods of schedule recovery, claims analysis, manpower leveling, and initial cost distribution and cash flow predictions.

The way the "tools" are used is often more important than the mechanics of the tools themselves. The real value of such a system is not the input and subsequent reports, but rather using the reports as a meaningful management tool. Scheduling systems provide real effectiveness when used intelligently.

Coordinating activities, or usage of the tools, for this program will include:

- Schedule and cost reports will be included in monthly status reports, both for individual projects and for the program as a whole. Included in these reports will be changes from the previous month.
- Any significant changes to the budget or schedule will be documented and explained within the monthly report. If project changes cause negative impacts to the program, they will be highlighted and discussed as potential impact issues.

Of course, the key to any successful project is constant, open communication between the client, the regulatory agency, the consultants and the contractors.

Quality, aesthetics and economy need not be mutually exclusive. We design facilities and provide cultural resource design to function in the real world of competition and scarce resources, but at the same time we build facilities that are aesthetically pleasing and comfortable to use.

As we design, we engage in a constant process of checking and balancing the cost of the materials, equipment and systems we specify against the life cycle cost of operation, maintenance and replacement. We also often employ an independent cost estimator to further inform the design process and give the client data to make a decision.

We will make the following commitments related to delivering quality design and implementing sound cost control on this project:

- o The Mills Group will provide the highest quality of service throughout our role as the Architect and for the duration of the entire project.
- o The Mills Group will develop a written project specific quality control plan for this project.
- o The Mills Group will hold regularly scheduled quality team meetings.
- o The Mills Group will conduct peer office review of design products.
- o The Mills Group will use state-of-the-art technology to enhance design quality to the maximum extent possible.
- o 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 for the project.

# Concept and Project Approach

TAB 6



## Concept and Project Approach

Mills Group put together a West Virginia based team that prides itself on putting West Virginia first. One of our state's most valuable assets is our state park system which oftentimes offers visitors their first impression of the state. Our goal is to help the Department of Natural Resources (DNR) meet their project objectives while meeting a realistic budget as well as improving the image of West Virginia.



The following acronym describes our methodology to achieve our clients' objectives:

1. Research and data collection
2. Observe existing conditions
3. Analyze and identify issues and opportunities
4. Develop Alternatives
5. Make Recommendations and create solutions
6. Assemble the final documents
7. Present to the stakeholders and potential funders

This ROADMAP process provides our teammates and clients with a path to a successful project. Our approach is more fully detailed in the following paragraphs:

### **1. Research and Data Collection**

Upon first beginning any project, we need to have an understanding of the physical and cultural evolution of the existing buildings and site by conducting detailed research. Our team would use information found in written documents, photographs, drawings, and conversations with previous project managers and site supervisors to develop a background context from which to grow our concept.



## **2. Observe Existing Conditions**

Generally we observe existing conditions by visiting a site to conduct a visual inspection of the surroundings. To gather primary information, however, our team would experience the cabins themselves to evaluate the site as a client as well as a design professional.

## **3. Analyze and Identify Issues and Opportunities**

Using the context we previously gathered during the earlier phases of the project, the team will work with the client to determine needed programmatic elements for current and future uses which includes visitor experience, ADA accommodations, and security concerns.

## **4. Develop Alternatives**

Our design process consists of an interactive dialogue with project stakeholders facilitated by our design team. Our collaborative process builds on client needs and constraints to develop creative solutions. The charette experience is then synthesized into several options for client review.

## **5. Make Recommendations and Create a Solution**

Before final selections, the design team contacts appropriate regulatory agencies to determine what impact the review process might have on the final design. In our experience, involving regulatory agencies early in the process expedites the resolution of concerns that might arise, resulting in a smooth approval process. With proper due diligence, there are no false starts.

## 6. Assemble the Final Documents

The Mills Group team provides deliverables in a high-quality graphic design which allows our clients to visualize the final documents in 3-D, ensuring that the client's vision is brought to life.



## 7. Present to Stakeholders and Potential Funders

We are pleased to present our work to our clients and potential funders to convey the vision of the design concept how it is sustainable and achievable. Effective project delivery is a direct result of sound project planning.

Our team makes the following commitments related to delivering quality design solutions and implementing sound cost control on this contract:

- Mills Group will provide the highest quality of service throughout our role as the designer and construction administrator for this project
- Mills Group will host regularly scheduled quality team meetings
- Mills Group will conduct peer office review of design products
- Mills Group will use state of the art technology to enhance design quality to the maximum extent possible
- Mills Group will conduct conceptual cost analysis on the proposed design to balance cost savings verses quality and operational efficiency
- We aim to reduce construction costs and waste by creating sustainable and efficient designs

Because this project is so unique, our project completion timeframe is responsive to the task and the client's demands of schedule.

**Regardless of the project size and scope, we dedicate ourselves to each task at hand and are expedient in our efforts to ensure that the project is on time and on budget.**

# References

TAB 7



## References

### **Curt Byrum**

Director of Facility Maintenance  
Oglebay Resort and Conference Center  
465 Lodge Drive  
Wheeling, WV  
Ph: (304) 243-4000  
Email: cbyrum@oglebay-resort.com  
Project: Oglebay Resort Wilson Lodge Rehabilitation

### **Robert Krause**

West Virginia General Services Division  
Architecture and Engineering  
Capitol Complex  
Building 1, Room MB 60  
1900 Kanawha Boulevard, East  
Charleston, WV 25305  
Ph. 304-957-7143  
Email: Robert.P.Krause@wv.gov  
Project: West Virginia Veterans' Memorial

### **Susan Pierce**

Deputy State Historic Preservation Officer  
WV Division of Culture and History  
The Cultural Center  
1900 Kanawha Boulevard, East  
Charleston, WV 25305  
Ph: (304) 558-0240  
Email: Susan.M.Pierce@wv.gov  
Project: Development Grant Monitor (8 years)

### **Buck Smith**

Interim President  
Davis and Elkins College  
100 Campus Drive  
Elkins, WV 26241  
Ph: (304) 637-1900  
Email: buck@dewv.edu  
Project: Miles Art Center



# **Information**

**Purchasing Affidavit  
Addendum Acknowledgement**

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: MILLS GROUP LLC

Authorized Signature: [Signature] Date: 11/09/15

State of West Virginia

County of Morgania, to-wit:

Taken, subscribed, and sworn to before me this 9<sup>th</sup> day of November, 2015.

My Commission expires January 11, 2020.

AFFIX SEAL HERE



NOTARY PUBLIC Nikki A. Bates

Purchasing Affidavit (Revised 08/01/2015)

**ADDENDUM ACKNOWLEDGEMENT FORM**

**SOLICITATION NO.: CEOI 0310 DNR 1600000003**

**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.

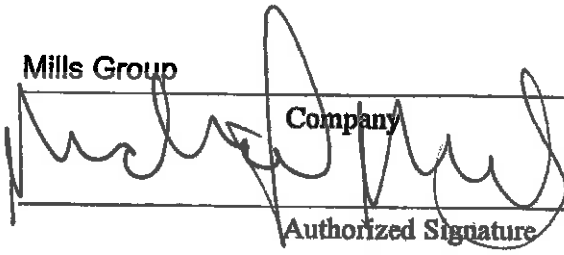
**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**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

November 9, 2015  
 \_\_\_\_\_  
 Date

**NOTE:** This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/9/2012