



**Expression of Interest  
Architectural/Engineering Services**

**State Park Model Cabin  
Renovation Project  
Watoga and Cass Scenic Railroad  
State Parks**

**Solicitation No: CE01 0310 DNR160000009**

**December 1, 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)

Presented to:

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

12/01/15 08:59:27  
WV Purchasing Division

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

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December 1, 2015

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

Re: State Park Model Cabin Renovation Project

Dear Mr. Nisbet,

On behalf of EL Robinson (ELR), Allegheny Design Services (ADS) and West Virginia Living (WVL), I am respectfully submitting a response to your expression of interest to provide architectural/engineering services for the renovation of the several types of cabins in the Watoga State Park and Cass Scenic Railroad State Park. We are confident that our team of experienced professionals can successfully evaluate the subject buildings and develop appropriate rehabilitation plans to maintain their historic integrity while meeting the needs of visitors in the 21<sup>st</sup> century. 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. Caitlin Shields serves as our interior designer whose approach to interior architecture creates fresh and inspired spaces. Historian Sandra Scaffidi ensures that the team is following the Secretary of the Interior's Standards and are making appropriate alterations to the buildings. 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.

Additionally, our team has worked on a number of sensitive historic rehabilitations including the Old Inn at Cacapon Resort State Park, a private 1840s residence in

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

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Monroe County, HVAC upgrades at Hawks Nest and Twin Falls, and the rehabilitation of the Blue Sulphur Springs Pavilion. Each of these projects required that we follow the Secretary of the Interior's Standards and submit to oversight by the West Virginia State Historic Preservation Office.

EL Robinson is a full service civil engineering firm with an office located in Bridgeport. Recognized by *Engineering News Record* as one of the nation's top 500 engineering firms, ELR uses state of the art technology, an attention to detail and superior service to analyze each project to save the clients time and money. ELR's project team includes its namesake and founder, Edward Robinson, PE, PS who oversees all facets of the company; Randall Lewis, an expert in community planning and development (as related to infrastructure), Eric Coberly, PE who oversees site development projects, infrastructure planning and geotechnical analysis; as well as project engineers Ray Tilley, PE, Joe Mills, PE and Tim Cart, PE.

EL Robinson has an extensive portfolio of successfully completed park projects throughout the state including designing a wastewater treatment facilities at Holly River State Park and Tygart Lake State Park, mitigating standing water at North Bend State Park, conducting a feasibility study at Beech Fork State Park, and designing a recreational facility at Chief Logan State Park. Detailed descriptions of these projects are included in the attached submission.

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, Nemaquin 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 and several other recent projects.

West Virginia Living's Nikki Bowman is the publisher of New South Media, which is the documentary vehicle transforming West Virginia's image through its publications *Wonderful West Virginia*, *WV Living Outdoors* and *WV Focus*. An explorer of the state's most diverse landscapes and as the chair-elect of the Tamarack Artisan Foundation, Ms. Bowman also showcases West Virginia-made products and has helped revitalize the state's burgeoning artisan industry. Nikki's role in the project team is to help incorporate WV artists, products and culture into the redesign of the model cabins.

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 budgetary restrictions.

We have put together a West Virginia based team that puts West Virginia first. We hope to exemplify the best our state has to offer and showcase that through the redesign of the cabins by using West Virginia based materials and artisan wares.

### **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 State Park Model Cabin Renovation Project.

Sincerely,

Michael Mills, AIA  
Managing Principal

# 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.

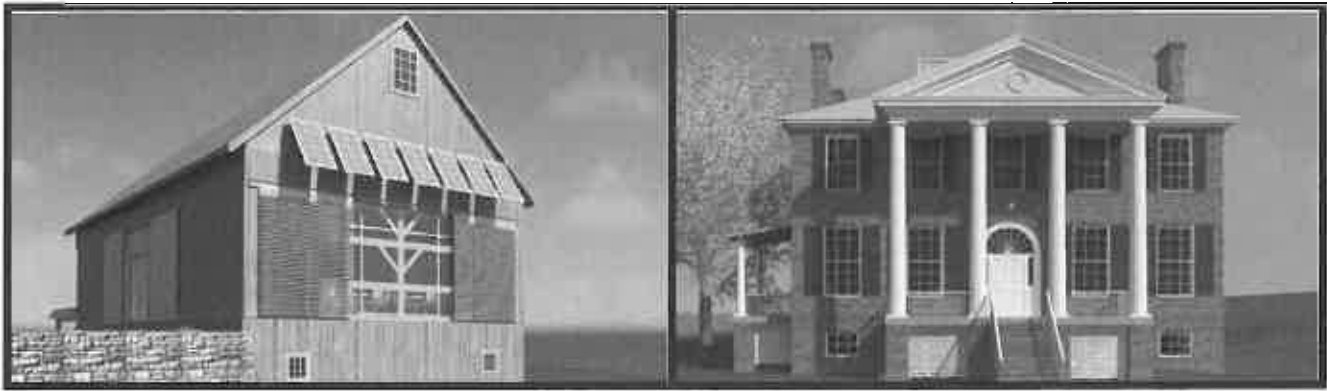
The firm is committed to a quality end product derived from experience, diligence, and collaboration. We are committed to maintaining our dedication to the project from the earliest discussions to the close out of the construction phase of the project.

## 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.

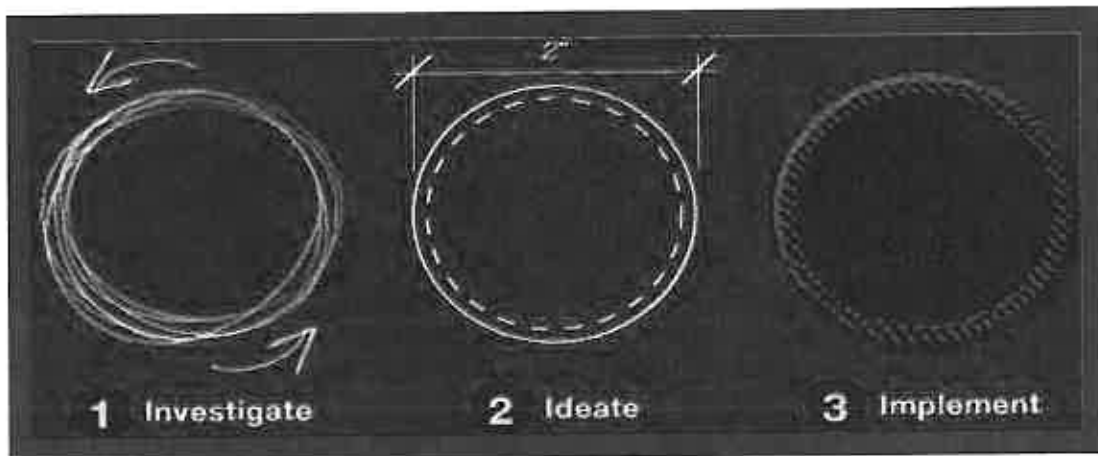
## **DIGITAL REALIZATION**

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.



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.



## COMPANY HISTORY

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 multiple SE states including West Virginia, Pennsylvania, Maryland, Virginia, District of Columbia, North Carolina, South Carolina and Ohio.

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

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## CONSULTING ENGINEERING FIRM SPECIALIZING IN STRUCTURAL & MEP DESIGN AND BUILDING

SPORTS & RECREATIONAL  
ATHLETIC FACILITIES &  
VIDEO BOARDS

Welcome to Allegheny Design Services  
Allegheny Design Services is a consulting engineering firm specializing in Structural & MEP building design and analysis. Dedicated to serving West Virginia and the surrounding region, ADS recognizes the need for reliable and full service engineering service for our clients. ADS provides all phases necessary to successfully complete a building project including: schematic design, design development, construction documents and specifications, and construction administration. Our straightforward approach provides our clients with efficient and creative solutions to their project.

We currently hold licenses in West Virginia, Pennsylvania, Ohio, Indiana, Maryland, Virginia, District of Columbia, South Carolina, Louisiana, Alabama, Tennessee, Kentucky, Georgia and Florida.

Specialties—Structural Engineering, Mechanical, Electrical, and Plumbing Engineering, Building Information Modeling, System Engineering

BALLPARK OF THE YEAR!



E.L. Robinson is a multi-disciplined engineering and planning firm with a staff of over 125 full-time professionals and support personnel located in eight offices throughout West Virginia (Beckley, Charleston, Bridgeport, and Chapmanville), Kentucky, and Ohio. Over the last 38 years, E.L. Robinson has grown to be one of the most respected firms in the region, offering a diverse scope of services. Since 1978, E.L. Robinson has provided a full range of quality engineering services, from planning and analysis to design and implementation.

Named for its founder and president, Edward L. Robinson, P.E., P.S., the firm has based its success on a commitment to quality projects and superior client service. Finding new and creative ways to say yes to challenges has brought the firm's vision of excellence into reality. Along with this "yes, we can do it" attitude, the firm has grown to understand the ingredients of a professional service firm include not only brick and mortar, but also leading edge technology and a talented, motivated staff that is continually growing and advancing their skills. This dedication rewarded ELR with being named one of the Engineering News Record's top 500 engineering firms in the country.

The use of technology has allowed the firm to expand engineering capabilities and make use of new resources such as satellite imagery and digital mapping. In addition to the use of technology, E.L. Robinson also continues to strive to invent new and more effective ways to serve our clients. One of these ways is to provide a thorough pre-analysis of every project, saving the client time, money, and legal exposure. When the client is educated on every phase of the job and every challenge, the reputation of the firm grows stronger and attracts business from a larger marketplace.

E.L. Robinson has been providing its clients with quality products and superior service since 1978. Our staff combines state-of-the-art technology, experienced professionals, and innovative methods to help our clients meet their challenges.

- Infrastructure
- Transportation
- Bridge Design
- Structural Engineering
- Geotechnical Engineering
- Environmental Engineering
- Site Development
- Right-of-Way Services
- Construction Administration/Observation
- Surveying/Global Positioning
- Landscape Architecture



# Resumes

TAB 2



## Qualifications

### 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.

#### **Lynnside 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



### **Education:**

BS, BARCH/1983  
University of  
Kentucky

### **Professional Registrations:**

West Virginia  
Maryland  
Ohio  
Pennsylvania  
NCARB Member

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.

### **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



### **Education:**

Bachelor of  
Architecture/2004  
Virginia Polytechnic  
Institute & State  
University

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.

### **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.



# Sandra Scaffidi, MA

## Preservation Associate & Historian



Sandra has more than 15 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 is experienced in using historic preservation as a tool to revitalize downtowns through her work in the Main Street program, through serving as the chair of her local historic preservation review commission and as a certified Economic Development Finance Professional.

### Preservation Experience:

#### Education:

MA/2001 Public  
History- Colorado  
State University

BA/1998/History  
Binghamton  
University

#### **2011-2015 WV SHPO Grant Monitor, Statewide.**

Served as assistant grant monitor for nearly 80 projects that received funding from the State Historic Preservation Office. Provided procurement services, technical assistance, and construction oversight on each project.

#### **2013 WV SHPO Covenant Monitor, Statewide.**

Conducted site visits for 28 resources to ensure that the properties did not suffer from incompatible alterations and they met the Secretary of the Interior's Standards. Responsible for photo documentation and reporting.

#### **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.

#### **Twin Falls and Hawks Nest State Parks, WV.**

Provided historic oversight to ensure that the upgrade to the parks HVAC system met the Secretary of the Interior's Standards. Followed proper compliance protocol as required by Section 106 of the National Historic Preservation Act.

#### **Oglebay and Wheeling Parks Reconnaissance Survey, Wheeling, WV.**

Documented approximately 100 resources and evaluated their integrity for listing in the National Register of Historic Places.

#### **The Development of a Maintenance Manual, Veterans Memorial, Charleston, WV.**

Detailed procedures for the care and preservation of the monument at the capital complex.

#### **Architectural Survey, Grant County, WV.**

Conducted a historic and architectural reconnaissance survey of Grant County which included documenting over 700 resources. Each site was documented with photographs, a historic property inventory form, and GIS UTM points.

#### **Historic Structure Report and Conditions Assessment, Blue Sulphur Springs Pavilion, Greenbrier County, WV.**

Documented and evaluated architectural integrity of ca. 1835 masonry pavilion. Conducted material analysis, historic research and physical assessment.

#### **National Register of Historic Places Nominations for Capon Chapel, Old Pine Church, Hebron Church, Fort Mill Ridge Trenches, Kuykendall House, Yellow Spring Mill and French's Mill, Hampshire County, WV.**

Completed background research, architectural documentation & nomination form for NRHP listing of the historic properties.

#### **Lynside 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.

#### **Compliance Report for Berkeley Springs Depot, Bath, WV.**

Reviewed proposed architectural plans and assessed how they met the Secretary of the Interior's Standards, in compliance with requirements of Section 106 of the National Historic Preservation Act.



## Sandra Scaffidi, MA

### **Architectural Survey of Woodburn Historic District, Morgantown, WV.**

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/Architectural Documentation of the Highland Drive Veterans Administration Hospital, Pittsburgh, PA.**

Documented and evaluated mid 20th century psychiatric hospital prior to demolition.

### **The Development of a Maintenance Manual, Independence Hall, Wheeling, WV.**

Detailed procedures for the care and preservation of a new mural inside the courtroom at the Custom House.

### **Historic Structures Report. Rogers House, Morgantown, WV.**

Conducted an in-depth architectural study of the Rogers House, a 19th century building listed in the NRHP.

### **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, WV.

### **Additional Project Experience:**

**Historic Documentation of the Lodge Buildings at Canaan Valley State Park, Tucker County, WV.** Architectural Historian (Practical Preservation). Responsibilities included documenting the history of the lodge buildings with a WV Historic Property Inventory Form before the buildings were demolished.

**Grey's Reef Light Station, Lake Michigan, MI. Architectural Historian.** (TetraTech). Responsibilities included photographically documenting the removal of the antenna according to a Memorandum of Understanding between the Advisory Council on Historic Preservation and the US Coast Guard.

**Historic Documentation of the Lodge at Cacapon Resort State Park, Morgan County, WV.** Lead Architectural Historian (Practical Preservation). Responsibilities included researching the history of the lodge, documenting the structure on a WV Historic Property Identification Form, assessing the eligibility of the structure and the effect of the project on the resource.

**Preserve America Oral History Podcast Project.** Marion County, WV. (The City of Fairmont) Author. Responsibilities included creating a proposal addressing the need to capture the oral history of older Fairmont citizens and their memories of downtown. Created budget work plan, request for proposals and solicited qualified applicants. Successfully awarded \$40,000 grant funding in 2008.

**National Trust for Historic Preservation, Great American Main Street Award (GAMSA) Finalist, Marion County, WV.** (Main Street Fairmont) Author. Responsibilities included assessing statistical data to illustrate revitalization trends in downtown Fairmont for the past 20 years. The application also included highlights from several activities which showcased Main Street Fairmont's volunteer efforts. Organization was granted finalist status and was in the top 5 of over 1,000 communities throughout the United States.

**National Register Nomination.** Emporia, Virginia. City of Emporia and the Virginia Division of Historic Resources (VDHR). Architectural Historian (KCI Technologies) Inventory, evaluation, and National Register nomination of approximately 100 resources located within two historic districts within the town of Emporia. Responsibilities include client contact, preparation of approximately 100 survey forms, historic context, public presentations, and project management.

**Statewide Historic Bridge Survey.** Charleston, WV. WV Division of Highways. Architectural Historian (KCI Technologies). Inventory and evaluation of approximately 3,000 bridges built prior to 1965 to update the WV Historic Bridge Survey. Responsibilities include preparation of historic context report.

# M. Juliana Lloreda

## Planner and Design Associate



M. Juliana Lloreda leads the planning program at the Mills Group. Blending a background of architectural and landscape design, Juliana aims to incorporate social and cultural heritage into each site she designs. In addition to design, Juliana provides excellence in exterior and interior renderings and the creation of design presentations.

### Experience:

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

West Place, LLC chose the Mills Group to design a hotel based on the Marriott brand. Juliana worked with the architects to design an efficient and tranquil landscape to accommodate the new hotel as well to complement the existing retail shops surrounding the site. Master Planned the five acre parcel to maximize the clients return of investment.

#### **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.

### Education:

West Virginia  
University:  
2013/MLA/ Landscape  
Architecture

St. Bonaventure  
University:  
2009/BARCH/ Bachelor  
of Architecture

#### **Sterling Spencer Sculpture Garden** - Richwood, WV

Juliana was asked to transform a former hotel site into a sculpture garden honoring one of Richwood's resident wood carvers. The site currently consists of a brick patio with several small trees planted along the sidewalk. Juliana's design incorporated an elevated sculpture garden, a waterfall and pond to create a stormwater management system and used native grass and vegetation to soften the existing hardscape. The design also introduced the use of solar energy adaptive reuse of existing buildings to transform the existing park into a dynamic centerpiece for the town of Richwood.

#### **Design Standards** - Morgantown, WV

The City of Morgantown chose Mills Group to create Design Guidelines for their historic downtown and surrounding districts. Although this process is in the early stages, the guidelines will focus on complimentary and contextual design.

#### **Heritage Farm Village** - Huntington, WV

Juliana designed an interactive playground to complement Heritage Farms, a hands-on outdoor museum dedicated to educating the public about Appalachian life in the 19th and early 20th centuries. Building upon the Six Simple Machines, Juliana designed a concept to help educate children about agriculture and the tools necessary to accomplish tasks related to wind, water, harvest and livestock.

#### **Highland Park Square** - Morgantown, WV

Juliana designed the site layout for a three-story mixed use building located on a corner site in Morgantown. In conjunction with the Mills Group architecture team, Juliana assisted in designing the interior and exterior of the building in order to complement the context of the existing site's unique topography. The overall design aims to promote pedestrian activity throughout the project area.

#### **Webster Springs Downtown Master Plan** - Webster Springs, WV

Though collection of existing conditions and documentation in the study area, Juliana prepared a master plan of the downtown historic district in Webster Springs, which reinforces the historical and cultural assets of the town. The master plan is pedestrian-oriented and emphasizes the design of significant open spaces and intersections that integrate the community and provide a sense of place in town.



# Caitlin M. Shields

## Interior Design Associate



Caitlin has a broad range of experience including interior design and space planning for commercial, ecclesiastical and hospitality projects as well as private residential clients.

Caitlin manages all aspects of interior projects relationships and coordinates the Mills Group interior design team. Ms. Shields is well versed in code compliance and Americans Disability Act (ADA) regulations.

### Project Experience:

#### **Education:**

BS/ 2013  
Interior Design- West  
Virginia University

#### **Burgerz & Dogz, Morgantown, West Virginia.**

Designed the interior fit out for a 49 person restaurant. Researched codes to ensure compliance with local and state building regulations. Developed finishes and fixtures plan as well as provided conceptual renderings of the restaurant. Developed construction documents.

#### **Glenmark- Stewartstown Road, Morgantown, West Virginia.**

Caitlin developed the interior finish schedule as well as conducted construction administration duties and quality assurance services.

#### **Mariott Hotel, Morgantown, West Virginia.**

A private developer chose the Mills Group to design a hotel using the Mariott brand. Caitlin organized finishes, casework details, and the décor package for a 107 room hotel. Caitlin also conducted site visits and developed construction documents and provided quality control services.

#### **Holiday Inn Hotel, Weirton, West Virginia.**

Caitlin provided a code compliance and ADA accessibility planning for this hotel. Ms. Shields also provided space planning services and developed material boards for restroom facilities.

#### **Homewood Suites, Bridgeport, West Virginia.**

Caitlin assisted in the creation of an interior finishes package for this 108 room hotel as well as developing the construction documents.

#### **Perspective College Project, West Virginia.**

Caitlin assisted in the development of a conceptual design of an outdoor amphitheater for a higher education facility.

#### **Hoadley Residence, Terra Alta, West Virginia.**

The Hoadley family asked Caitlin to provide conceptual design services for an existing building remodel. This project included space planning and exterior graphic renderings.

#### **Regan Residence, Wheeling, West Virginia.**

Caitlin provided inspirational images and developed an exterior rendering to depict a new green roof and kitchen concept.

#### **Mon County Habitat for Humanity, Morgantown, West Virginia.**

Mills Group provided Habitat for Humanity with a new design for their homeownership program. Caitlin provided exterior and interior concepts, a finishing plan as well as ADA code compliance.

#### **Our Lady of Peace Church, Wheeling, West Virginia.**

Caitlin provided an exterior perspective for a new ADA compliant church entrance.

#### **Wesley United Methodist Church, Morgantown, West Virginia.**

Caitlin provided construction administration services for this church rehabilitation project. This project created better circulation between the original church and gymnasium addition.







**DAVID R. SIMPSON, PE, SECB, MBA**  
**PRESIDENT / PRINCIPAL ENGINEER**

**Education:**

West Virginia Institute of Technology - B.S. Civil Engineering  
West Virginia University - Masters Business Administration  
West Virginia State College - Architectural Technology Courses

**Professional Registrations:**

Year first registered: 1984  
West Virginia, Pennsylvania, Maryland, Virginia, Florida, District of Columbia, South Carolina, Georgia, Ohio,  
Structural Engineering Certification Board and National Council of Examiners for Engineering and Surveying

**Professional Memberships:**

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

**Professional Experience:**

Responsible for strategic management, marketing, quality control, personnel development, business development, project management and design at Allegheny Design Services. Experience includes over 32 years in structural design and project management for industrial, commercial, institutional, and nuclear/chemical facilities utilizing steel, concrete, masonry, and wood. Past accomplishments include design and construction administration of health care facilities, hotels, schools, shopping centers, aircraft hangars, numerous retail facilities, and numerous forensic engineering assignments. Experience has been obtained from the following assignments:

**Experience Record:**

Allegheny Design Services, LLC, President,	May 2002 to Present
R.M. Gensert and Associates, Vice President,	August 1998 to May 2002
WVU, Assoc. Director of Planning, Design & Construction	August 1988 to August 1998
Simpson Engineering, Owner	August 1988 to August 1998
CECO Buildings Division, Senior Structural Engineer	April 1985 to August 1988
Rockwell International, Facility Structural Engineer	March 1982 to April 1985
Bellard Ladner & Assoc., Staff Structural Engineer	Sept. 1981 to March 1982
PPG Industries, Facility Structural Engineer	January 1980 to Sept. 1981

**Project Experience Includes:**

Morgantown Event and Conference Center, Morgantown, WV  
Phipps Conservatory Addition, Pittsburgh, PA  
Waterfront Hotel and Conference Center, Morgantown, WV  
WVU Basketball Practice Facility  
WVU Mountaineer Field North Luxury Suites  
UPMC Hillman Cancer Center  
William Sharpe Hospital Addition  
Chestnut Ridge Church  
University of Pittsburgh Bio Medical Tower  
Glade Springs Hotel & Conference Center  
Fairmont State University Parking Garage





**MICHAEL W. HOWELL, PE, SE, MBA**  
**SENIOR STRUCTURAL ENGINEER**  
**DIRECTOR SPORTS & RECREATION**

**Education:**

University of Pittsburgh - B.S. Civil Engineering  
West Virginia University - Master of Business Administration

**Professional Registrations:**

Professional Engineer – Virginia, West Virginia, Pennsylvania, Tennessee, Indiana, and Louisiana  
NCEES Record Holder

**Professional Memberships:**

Board President of Children’s Discovery Museum at WVU  
American Society of Civil Engineers - Past Branch President  
Richmond Joint Engineers Council - Past Council Chairman  
Structural Engineering Institute - Member

**Continuing Education:**

Blodgett’s Welding Design Seminar – April 2013 – Cleveland, OH  
Simpson Strong-Tie Continuous Load Paths in Wood Structures – November 2011 – Charlottesville, VA  
Kaplan 28 Hour SE Exam Review Course – August 2011 – Richmond, VA  
Emerging Leaders Alliance Workshop – November 2010 – Denver, CO  
OSHA 10 Hour Safety Course for Construction Personnel – April 2006 – Alexandria, VA  
SE University multiple structural technical training webinars.

**Professional Experience:**

Responsibilities at Allegheny Design Services include project management and structural design. Professional experience is comprised of a wide variety of roles as both a designer and contractor. Past accomplishments include a mix of residential, commercial, industrial, military and government facilities utilizing all major building elements including steel, concrete, masonry, wood, and aluminum. Experience includes domestic as well as international projects for a variety of public and private clients from the following assignments:

**Experience Record:**

Allegheny Design Services, LLC, Sr. Structural Engineer	June 2012 to Present
Austin Brockenbrough and Associates, Structural Engineer	March 2008 to June 2012
McKinney and Company, Civil Engineer	March 2007 to March 2008
American Bridge Company, Field Engineer	May 2005 to March 2007

**Project Experience Includes:**

Project experience (past and present) includes:

Puskar Center Auditorium Expansion, West Virginia University, Morgantown, WV  
White Oaks Office Development Building II, Bridgeport, WV  
College Park Apartments, Morgantown, WV  
University Park Dormitory, West Virginia University, Morgantown, WV  
Brownsville Marine Product Plant Upgrade and Repairs, Brownsville, PA  
High Bridge Trail State Park Pedestrian Bridges, Prince Edward County, Virginia  
Observation Platform, Midlothian Mines Park, Chesterfield County, Virginia  
Fuel System & Facility Upgrades, Fort Drum, NY  
Eppington Plantation Restoration and Structural Stabilization, Chesterfield County, Virginia  
Old City Hall Plaza Replacement, Richmond, Virginia  
Woodrow Wilson Bascule Replacement, Alexandria, Virginia  
Monongalia County Ball Park, Morgantown, WV  
Nashville Sound Scoreboard, Nashville, TN  
Indianapolis 500 Sign Upgrade  
Milan Puskar Stadium North End Renovations



**DAVID A. COTTON, P.E., LEED AP BD+C**  
**SENIOR MECHANICAL ENGINEER**

**Education:**

West Virginia Institute of Technology – B.S. Mechanical Engineering

**Professional Registrations:**

Professional Engineer, West Virginia, Pennsylvania, Ohio, Maryland and Virginia.  
LEED AP BD+C Professional Accreditation  
NCEES Record Certificate

**Professional Memberships:**

American Society of Heating, Refrigerating and Air-Conditioning Engineers  
- Secretary Mountaineer Chapter  
- Student Activities Chair Mountaineer Chapter  
U.S Green Building Council  
National Fire Protection Association  
- Architects Engineers and Building Officials Chapter Member

**Continuing Education:**

2009 ASME HVAC Systems: Sizing and Design - April 27-29 - Orlando, FL  
2013 Commercial Buildings Energy Code Workshop - ASHRAE 90.1 - 2007 - West Virginia University  
2013 Mitsubishi Diamond Designer Seminar 1 - October 31 - Charleston, WV

**Professional Experience:**

Responsible for HVAC & plumbing design at Allegheny Design Services. Experience includes mechanical design and project management for industrial, commercial, institutional, education, and recreational facilities. Building system designs include packaged gas heating / dx cooling, split systems, air distribution systems, boiler & chiller systems, VAV & VVT zone control, indoor air quality ventilation and server room cooling. Plumbing systems include sanitary, domestic water, fuel gas, and storm drainage. Implemented sustainable building design concepts, and provided construction administration to achieve LEED certification for new construction projects.

**Experience Record:**

Allegheny Design Services, LLC, Senior Mechanical Engineer	June 2009 - Present
March-Westin Company, Project Manager	August 2006 - June 2009
Contracting Engineering Consultants, Detailer	May 2006 - August 2006
Special Metals, Corrosion Lab Technician	May 2005 - January 2006
Oasis Landscaping, Landscaper	May 2004 - September 2004
GC Services, Account Representative/Team Leader	May 2002 - October 2003

**Project Experience Includes:**

Experience includes estimating, design, project management, coordination, and project engineering for construction projects:

Beitzel / Pillar Innovations Office Building, Morgantown, WV  
GSA Charleston LEED Administration, Charleston, WV  
Jerry Dove Medical Office Building, Bridgeport, WV  
Percival Hall Chiller & Cooling Tower Replacement, Morgantown, WV  
Thrasher Engineering Office Building, Bridgeport, WV  
RL Bland Middle School Field House Renovation, Lewis, WV  
South Ridge Church, Fairmont, WV  
Steptoe and Johnson Office Building, Clarksburg, WV  
Upshur County Communication Center, Buckhannon, WV  
WVU Alumni Center, Morgantown, WV  
WVU Biomedical Research Facility, Morgantown, WV  
WVU Milan Puskar Locker Room Renovations, Morgantown, WV  
WVU Office Fitout at Marina Tower, Morgantown, WV  
WVU Creative Arts Center Rehearsal Hall, Morgantown, WV



**GARY M. (MIKE) CHANCEY, P.E., LEED AP**  
**MEP DEPARTMENT MANAGER**

**Education:**

West Virginia Institute of Technology - B.S. Electrical Engineering

**Professional Registrations:**

Professional Engineer, West Virginia, Ohio, Pennsylvania and Maryland  
LEED Accredited Professional

**Professional Memberships:**

National Society of Professional Engineers  
West Virginia Society of Professional Engineers  
American Institute of Architects - WV Chapter  
U.S. Green Building Council

**Continuing Education:**

2014 Commercial Buildings Energy Code Workshop - ASHRAE 90.1 - 2007  
2013 Lightfair International, Philadelphia, PA

**Professional Experience:**

Responsible for project management and electrical design at Allegheny Design Services. Experience includes over 20 years in electrical design and project management for industrial, commercial, residential, institutional, educational, and recreational facilities. Building system design includes lighting, site lighting, power distribution, communications, surveillance, access control, and fire protection. Past accomplishments include design and construction administration of health care, schools, municipal, sports, commercial and retail facilities.

**Experience Record:**

Allegheny Design Services, LLC, MEP Project Manager	June 2009 - Present
MSES Consultants, Project Electrical Engineer	August 1990 - June 2009
Triad Engineering Consultants, Staff Electrical Engineer	May 1988 - August 1990
Duke Power, Design Engineer	August 1985 - May 1988

**Project Experience Includes:**

Experience includes estimating, design, project management, coordination, and project engineering for construction projects:

Parish Center for Immaculate Conception Church, Clarksburg, WV  
WVU Milan Puskar Stadium Ad Board Upgrades, Morgantown, WV  
Mountaineer Medical Office Building, Bridgeport, WV  
WVU Visitor's Resource Center, Morgantown, WV  
Total Dental Office Building, Bridgeport, WV  
Mia Margherita Restaurant, Bridgeport, WV  
Premier Chevrolet Buick, Morgantown, WV  
WVU College Park Apartments, Morgantown, WV  
Morgantown Event Center, Morgantown, WV  
WVU Percival Hall Chiller Replacement, Morgantown, WV  
Mylan Pharmaceuticals, Greenbag Road Facility, Morgantown, WV  
Bank of Gassaway, Flatwoods, WV  
Veterans Nursing Facility, Clarksburg, WV  
Harrison Co. 4-H & Recreation Center, Clarksburg, WV  
Robert L. Bland Middle School Renovation, Weston, WV  
Stonewall Jackson Resort Lodge, Stonewall Jackson Lake, WV  
Ripley Municipal Building, Ripley, WV  
Wheeling Jesuit Science and Technology Building, Wheeling, WV  
Fairmont State University Athletic Field Lighting, Fairmont, WV  
Harrison Marion Regional Airport Runway Extension, Bridgeport, WV  
Various school renovations and additions

Eric Coberly, P.E.  
Project Engineer



## Education

M.S. Engineering of Mines, West Virginia University, 1990  
B.S. Engineering of Mines, West Virginia University, 1983

## Registrations

Registered Professional Engineer in West Virginia, Kentucky, Ohio, and Maryland

## Professional Experience

Mr. Coberly has more than 30 years of experience as an infrastructure and mining engineer. He has extensive experience in project planning, specifically in mining, site development, water and wastewater projects.

Mr. Coberly served as the Chief for the West Virginia Department of Environmental Protection Abandoned Mine Lands Division for more than 4 years. In this position, he was responsible for managing and directing the operations of the Abandoned Mine Lands Office. This program is responsible for reclaiming lands damaged due to coal mining that occurred prior to 1977. The Office investigates, plans, designs, bids and oversees construction projects reclaiming these abandoned mines. The budget for the Office is approximately \$66 Million with a staff of nearly 60 employees.

Mr. Coberly has managed projects with ELR which have involved site development, infrastructure planning, water, sewer, geotechnical analysis, abandoned mine reclamation projects, building construction, active surface mining projects, insurance investigations, providing expert witness services and various post mining land use projects.

## Representative Projects

Project Manager on over 80 West Virginia Department of Environmental Protection Abandoned Mine Lands reclamation projects

Glen Rogers waterline replacement Project: Project Manager responsible for design and construction oversight of waterline replacement project.

Lavalette PSD Route 52 Waterline Extension Project: Project Manager responsible for design and construction oversight of \$5 Million waterline extension project.

Mingo County Redevelopment Wood and Belo Industrial Parks: Project Manager responsible for design and construction oversight of \$4.5 million site development project that involved over 2 million cubic yards of earthwork and infrastructure development of over 120 acres.

Williamson DHHR Facility: Project Manager responsible for design and construction oversight of \$2.5 million office facility. Project included the geotechnical analysis, foundation design, site grading, water, sewer and storm water design for the facility.



Eric Coberly, P.E.  
(continued)



**Mason County 911 Facility:** Project Manager responsible for design and construction oversight of \$1.5 million office facility. Project included the geotechnical analysis, foundation design, site grading, water, sewer and storm water design for the facility.

**Flatwoods Canoe Run PSD - Exchange Road Waterline Extension Project Phase I:** Project Manager responsible for the design of a \$3 million waterline extension project.

**Norton Harding Jimtown PSD - Scott Road/Findley Orad Waterline Extension Project:** Project Manager responsible for design of \$1.2 million waterline extension project.

**Putnam Development Authority - Business Park Utility Extension Phase II:** Project Manager responsible for design of \$1 million multiple utility extension.

**Wayne County 2010 Plan -** Project Manager responsible for the development and implementation of a county wide plan for waterline extensions.

Additionally, Mr. Coberly was the initial Project Manager through funding on several projects including Lavalette Route 37, Crum PSD Route 152, Dingess Phase I, Twin Branch Racetrack and Holden Water Project.



Shawn Kelly  
Project Engineer



## Education

B.S. Civil Engineering, West Virginia University, 2002

## Professional Experience

Mr. Kelly has over ten years of experience in many areas of civil engineering including sanitary sewer collection, water distribution systems, roadway design projects, and site development projects. He has also assisted in the preparation of permits for NPDES, NOI, Public Land, U.S. Army Corps of Engineers, WV Health Department, WVDOH, and CSX Railroad.

Mr. Kelly has experience in the design and draft of construction and right-of way plans as well as performing hydraulic analysis of waterways within project areas. He has also assisted in the coordination of construction activities with utility companies.

## Representative Projects

Putnam PSD Sewer 2009 Project: Drafting of the plan and profile sheets for construction purposes, determine quantities for construction purposes.

Putnam PSD 2012 Water Project: Drafting of the plans and details for construction purposes, assisted in the preparation of bidding documents and technical specifications.

Armstrong PSD Water Treatment Plant Improvements and Waterline Extension: Drafting of the plans and details for construction purposes, assisted in the hydraulic analysis of the water distribution system.

Buffalo Creek Bridge Replacement: Drafting of maintenance and traffic plans, determined quantities for pavement marking and traffic control.

Corridor H Davis to Bismark: Drafting of pavement typicals on cross sections and determine quantities, determined earthwork quantities for the construction limits within the project area, determined quantities for temporary pollution control.

U.S. Route 35: Completed DR-6 and DR-7 forms to determine flow, depth, and velocity to size pipes for minor drainage, determine quantities for temporary pollution control





## Education

B.S. Civil Engineering, West Virginia University, 1981, Magna Cum Laude

## Registrations

Registered Professional Engineer West Virginia (1986)

Registered Professional Surveyor in West Virginia (1995)

## Professional Memberships

American Society of Civil Engineers (ASCE)

## Professional Experience

Mr. Cart has over 34 years of experience in providing consulting engineering services. Clients served have included Industrial, Public and Private Institutions and State and Federal Agencies. He has served as Project Engineer on numerous geotechnical investigations over the years. These projects have included highways, bridges, industrial sites, buildings and various developments.

Mr. Cart has been the lead engineer for the design of structures including garage maintenance facilities, 911 centers, student resident housing additions, building renovations including additions of elevations and stairways. The projects vary in complexity to single story slab on grade structures to multi-story 911 centers.

Additionally, Mr. Cart has also provided clients with evaluation of existing structures to determine the modifications required for proposed changes in the structural loading. He has worked with architects and the fire marshall's office to provide structures designed to the latest code requirements.

## Representative Projects

Mr. Cart has served as senior project engineer for numerous structural projects including the following:

- Buckwheat Express Bus Garage- Kingwood, WV
- Mason County 911 Center and Garage- Point Pleasant, WV
- Putnam County 911 Center and Maintenance Garage- Winfield, WV
- Mingo County 911 Center- Williamson, WV
- Wetzel County 911 Center- New Martinsville, WV
- CAMC General Student Resident Housing- Charleston, WV
- State Credit Union Building Addition- Charleston, WV



Tim Cart, P.E.  
(continued)



- Chief Logan Recreational Center- Logan, WV
- Aldersgate United Methodist church Gym and Fellowship Building- Sissionville, WV
- Lincoln County Courthouse File Room Modifications- Hamlin, WV
- Logan County Commission Building Elevator and Stairway Project- Logan, WV
- Logan County Courthouse Annex, Elevator and Stairway Project- Logan, WV
- Logan Welcome Center- Logan, WV
- Historic Coal House Restoration- Williamson, WV
- Flatwoods Canoe Rune PSD Maintenance & Treatment Building- Sutton, WV
- Putnam County Pre-Sed Basin and Building- Teays Valley, WV
- Delbarton Sewage Treatment Plant & Facility Buildings- Delbarton, WV
- Putnam County PSD Maintenance Garage- Teays Valley, WV





# Nikki Bowman

PUBLISHER & EDITOR  
NEW SOUTH MEDIA, INC.

---

1998 MASTER'S DEGREE IN WRITING, DEPAUL UNIVERSITY  
1992 BACHELOR OF ARTS, WEST VIRGINIA UNIVERSITY

**NIKKI BOWMAN**, a West Virginia native, is the founder and owner of New South Media, Inc., which publishes regional magazines for national audiences, including the award-winning *WV Living*, *WV Weddings*, *West Virginia Focus*, *Explore*, and *Morgantown* magazines. Her company also recently took over the editorial and design of *Wonderful West Virginia* magazine. A consummate entrepreneur and ardent supporter of the arts, Nikki is a constant champion of West Virginia's heritage, towns, artists, and small businesses.

Nikki was recently honored nationally as a *Folio: Top Woman in Media* in 2015, and in 2014 she was given the Small Business Administration's *Woman-owned Small Business Champion Award*. The West Virginia Division of Tourism has recognized her company with six Star of the Industry awards. She was also chosen by the Women's Business and Training Center as the 2011 Pocahontas County Woman Business Leader and was selected by *The State Journal* as one of the Generation Next 40 under 40.

Nikki is the chair-elect of the Tamarack Artisan Foundation Board. In that role, in the upcoming year she'll be working to connect West Virginia artists and artisans with contractors, architects, corporate gift-givers, and other new markets. She also serves on the boards of the Morgantown Chamber of Commerce, the Greater Morgantown Convention and Visitors Bureau, the Regional Board of AAA, and the Fairmont State University's School of Business.



## PUBLICATIONS

***WV Living*** is the state's premier lifestyle, travel, and arts and culture magazine. It showcases the best the state has to offer with positive stories about West Virginia's small towns, charming shops, cutting-edge restaurants, recipes, and talented craftsmen. *WV Living* is published quarterly and has a readership of 90,000 and is sold in more than 24 states and in Canada.

***WV Weddings*** is the state's bridal bible, connecting brides with local venues and regional wedding resources. It was originally published annually, but because it reached nearly 700 pages, it was divided in 2013 into two seasonal issues a year.

***Morgantown*** magazine, published bimonthly with a circulation of 25,000, champions the state's fastest-growing city and serves as a resource for attracting businesses as well as meeting the needs of the town's young professional demographic.

***West Virginia Focus***, published bimonthly, is a small business and policy magazine that strives to build a better state one business at a time. Its Turn This Town Around campaign has resulted in tangible changes in the selected communities. The magazine has a statewide readership of 60,000 to 80,000.

***Wonderful West Virginia*** In January 2015 New South Media was awarded the editorial and design of the state's oldest magazine. Challenged with updating the publication, New South Media has freshened the content with stories about West Virginia's wildlife, heritage, arts, state parks, and interesting people.

***The Ultimate Sports and Travel Guide to the Big 12*** is a lifestyle and sports publication that covered each of the towns as tourist destinations and each of the Big 12 schools. Its 100,000 copies sold out on newsstands nationwide.

***Explore: Reaching the Summit*** In 2013, with the opening of the Bechtel Summit Reserve and the Boy Scout Jamboree in West Virginia, New South Media once again saw the need for the creation of a targeted national publication championing the state. New South Media worked with the Division of Tourism to create *Explore: Reaching the Summit*. This piece was hailed as the *National Geographic* of West Virginia and was mailed to troop leaders across the country.

***Explore: Adventures on the Gorge*** is a custom magazine created for Adventures on the Gorge. It champions the New River Gorge area and seeks to draw new guests to AOTG. Published annually, it is mailed to 100,000 people.

***ID INTEL*** Magazine, published in partnership with WVHTC, illustrates the unique concentration of biometrics, forensics, and cyber security resources that have developed in the I-79 corridor over the past two decades. It was primarily used as a recruiting and relocation tool.

***Explore: Elkins*** is a custom magazine that showcases the arts and culture, tourism, and culinary opportunities in Elkins and the surrounding area.



# Project Experience

TAB 3



## EXPERIENCE

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.



A SERIES OF WVSHPO DEVELOPMENT GRANT PROJECTS

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.



B&O RAILROAD STATION, OAKLAND, MARYLAND

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.







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  
Wheeling, WV 26003  
(304) 233-0048

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



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.

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



# 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  
Wheeling, WV 26003  
(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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ARCHITECTURE ■ PLANNING ■ PRESERVATION

# West Virginia Veterans Memorial Restoration

Location: Charleston, West Virginia  
Client: WV State Purchasing Division  
Services: Conditions Assessment Report  
Construction Value: N/A

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



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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ARCHITECTURE ■ PLANNING ■ PRESERVATION

## Courtyard by Marriott

Location: Morgantown, WV  
Client: West Place LLC  
Services: Architectural Design,  
Development, Construction Documents,  
Coordinating Consultants, Construction  
Administration  
Construction Value: \$12,000,000

Owner's Representative:  
Tom Bonney  
West Place LLC  
1133 Dekalb Pike  
Blue Bell, PA 19422  
215-531-7501

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

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

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



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.

Planning began the summer of 2014. Mills Group was integral in the site planning and assisted the owner in their vision of the hotel and the adjacent site. The Marriott will be perched at the top of a hill, the eastern side of the site, paralleling the Monongahela River located 360 feet below.

Marriott will offer many amenities to their guests. The hotel has an indoor pool, a generous public space including a bar, a bistro, a business center, and a theater. The guestroom configuration favors a two queen bed mix providing families and business travellers a variety of overnight stay options. This Courtyard's interior design will play off of local culture and incorporate WVU themed images throughout. A new Marriott interior design rolled-out in January and this will be one of the first hotels to offer guests this new vision of the Marriott brand. The distinctive location will offer private outdoor spaces for guests to participate in the fine weather and view. This will be enjoyed beside a fire-pit crackling in the background.

The hotel is set to open in Winter 2015.

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**MILLS  
GROUP**

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  
53 14th Street, Suite 607  
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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# Davis Infill Housing

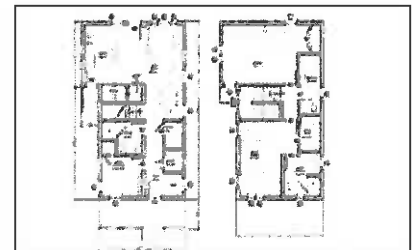
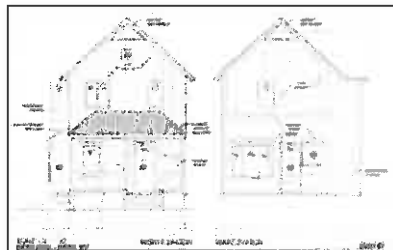
Location: Davis, WV  
Client: Boomtown Design  
Services: Conceptual Design  
Construction Value: N/A

Owner's Representative:  
Peter C. Johnson  
8032 Cindy Lane  
Bethesda, MD 20817

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

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Mills Group designed residential buildings to provide in-fill housing within the historic town of Davis, West Virginia to cater to seasonal rentals. The mountain neighborhoods of Davis have a specific design aesthetic and the client tasked the Mills Group with creating a new urban infill that complements the existing architectural context.

Mills Group designed two basic models that provide between 1,400 and 1,700 square feet of living space on a 40 foot wide lot. The townhouse design featured a rustic Victorian vernacular that was suited to the area's outdoor/recreational lifestyles. The exterior of the houses were designed with low-maintenance in mind which included Hardi-board siding and metal roofing with no gutters to prevent ice-damming and encourage efficient snow shedding. The interiors of the dwellings featured nine foot ceilings with an open concept plan on the main floor, a master bedroom with attached on-suite, a lockable owner's closet and rustic finishes such as hard wood flooring and reclaimed lumber finishes.

The heating and ventilation systems were designed to be energy efficient and take advantage of the natural light while the finishes were designed to be aesthetically pleasing yet able to withstand the punishment from the rental market.

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ARCHITECTURE ■ PLANNING ■ PRESERVATION

# 2015 WVSHPO Grant Monitor

Location: Various Locations: WV  
Client: WV Division of Culture & History  
Services: Grant Monitoring & Technical  
Assistance  
Construction Value: NA

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



Since 2006, the Mills Group has been awarded an annually competitive contract with the West Virginia State Historic Preservation Office to provide technical assistance and grant monitoring 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.

#### The awarded properties include:

- Fischer-Lasch Farmhouse, Wheeling, WV
- Williamson Field House, Williamson, WV
- Carnegie Hall, Lewisburg, WV
- Robinson-Tabb House, Shepherdstown, WV
- Thomas Fleming House, Fairmont, WV
- Adaland, Phillipi, WV
- Milkint Building, Buckhannon, WV
- Pocahontas County Museum, Marlinton, WV
- Mercer County Courthouse, Princeton, WV
- Masons Building, Sutton, WV
- Kump House, Elkins, WV
- Hotel McCreery, Hinton, WV
- The Professional Building, Wheeling, WV
- Fairmont Fire Station, Fairmont, WV
- Dr. AO Albin House, Charles Town, WV
- The Carriage Inn, Charles Town, WV

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## 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







## 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





## **PROJECT PROFILE**

### **Frank & Jane Gabor West Virginia Folklife Center at Fairmont State University Fairmont, WV**



**STRUCTURAL ENGINEER:**

Allegheny Design Services, LLC, Morgantown, WV

**PROJECT DESCRIPTION:**

Originally known as the Kennedy Barn, this historic building is at Fairmont State University's new main campus entrance. This charming stone building has previously been used as apartments and storage. Now it will become the headquarters of Fairmont State University's Folklife Program and a Visitor's Center. Work included retrofit and stabilization of existing trusses for removal of the entire third floor to open up the space for a larger gallery space.

**PROJECT VALUE:**

\$1.3 Million

**PROJECT COMPLETION:**

2011



## PROJECT PROFILE



### The Greenbrier Chapel White Sulphur Springs, WV



**PROJECT ARCHITECT:**  
**STRUCTURAL ENGINEER:**  
**CONTRACTOR:**

The Thrasher Group, Inc., Bridgeport, WV  
Allegheny Design Services, LLC, Morgantown, WV  
Agsten Construction, White Sulphur Springs, WV

**PROJECT SCOPE:**

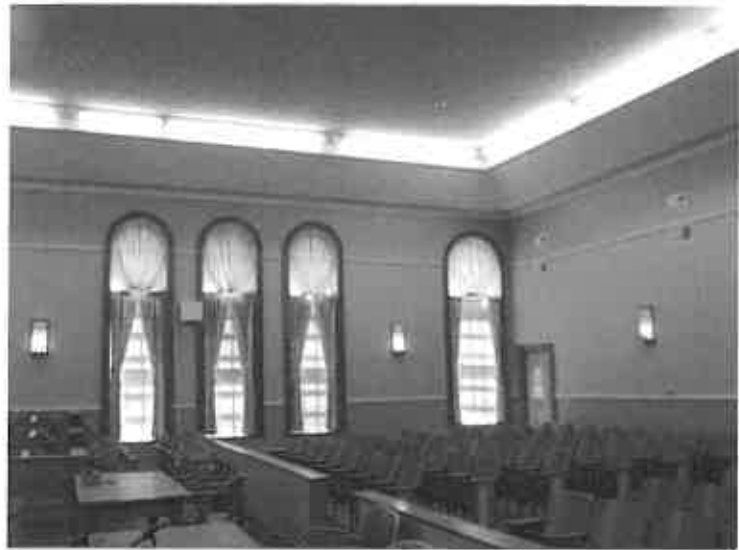
- Full Concrete Foundation Basement / Heavy Timber Framing Company by
- Blue Ridge Timberwrights
- Nestled in White Sulphur Springs in the Allegheny Mountains of West Virginia, The Greenbrier has been welcoming guests since 1778. Known as "America's Resort," it encompasses more than 10,000 acres of undulating landscape .

*The Greenbrier*  
AMERICA'S RESORT



## **PROJECT PROFILE**

### **Pocahontas County Courthouse Lighting Replacement Marlinton, WV**



**MEP ENGINEER:  
CONTRACTOR:**

Allegheny Design Services, LLC, Morgantown, WV  
Plateau Electric, Inc., Scarbro, WV

**PROJECT SCOPE:**

- Replace existing lighting fixtures with energy saving, high efficient fluorescent lamps and ballasts.
- Provide energy saving occupancy sensing lighting controls.

**PROJECT VALUE:** \$150,000

**PROJECT COMPLETION:** Under Construction



## PROJECT PROFILE

### Harrison County Recreation Complex 4-H Center Clarksburg, WV



**ELECTRICAL ENGINEER:**

Mike Chancey of Allegheny Design Services—MEP with  
MSES Consultants, Clarksburg, WV

**CONTRACTOR:**

Marks-Landau Construction, Bridgeport, WV

**PROJECT SCOPE:**

- New multi-use facility with multi-purpose room, classrooms, offices and commercial kitchen.
- Multi-level lighting utilizing high efficient fluorescent lamps with occupancy sensing lighting controls. Site lighting for aesthetics and security, fire alarm system, intrusion detection system, telephone system, data cabling infrastructure, and electronic informational displays.

**PROJECT VALUE:**

\$3.2 Million





## **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



## **PROJECT PROFILE**

### **Robert L. Bland Middle School Field House Addition Weston, WV**



**MEP ENGINEER:**  
**CONTRACTOR:**

Allegheny Design Services, LLC, Morgantown, WV  
Flint Construction Company, Inc., Gassaway, WV

**PROJECT SCOPE:**

- 2,400 SF addition with locker room, coach's office and storage.
- Lighting replaced throughout the entire facility.
- Emergency lighting upgraded to meet current codes.
- Power and fire alarm upgrades to address WV State Fire Marshal concerns.

**PROJECT VALUE:** \$300,000

**PROJECT COMPLETION:** Summer 2011



## Beech Fork State Park Lodge Feasibility Study



**CLIENT:**  
 West Virginia Division of  
 Natural Resources

Brad S. Leslie, P.E.  
 Assistant Chief West Virginia  
 Division of Natural Resources  
 State Parks Section  
 324 4th Avenue  
 South Charleston, WV 25303  
 Phone: 304.558.2764 Ext. 51823  
 E-Mail: bradley.s.leslie@wv.gov

**COMPLETION DATE:**  
 2018 est.

**PROJECT COST:**  
 Total Architecture & Site  
 Related Cost \$35 Million

**OUR ROLE:**  
 Site feasibility, studies,  
 preliminary design, lead  
 consultant involving civil,  
 structural, transportation,  
 geotechnical engineering,  
 landscape architecture with  
 additional services from other  
 consultants.

West Virginia Division of Natural Resources has considered a lodge for Beech Fork State Park since before it was opened in 1979. Several studies were completed in the past examining six possible sites for lodges ranging in size from 75 to 150 rooms. The last studies completed in 1995 recommended a 150 room lodge at Stowers Branch.

WVDNR retained E.L. Robinson's landscape architects in 2008 to study a new site near the Beech Fork Lake dam and marina for the feasibility of building a 35, 50, or 75 room lodge. This study found from earth work calculation, cost estimates, and slope analysis maps that the Stowers Branch site was still the most desirable based on costs, proximity to the lake, and visual impact on the park.

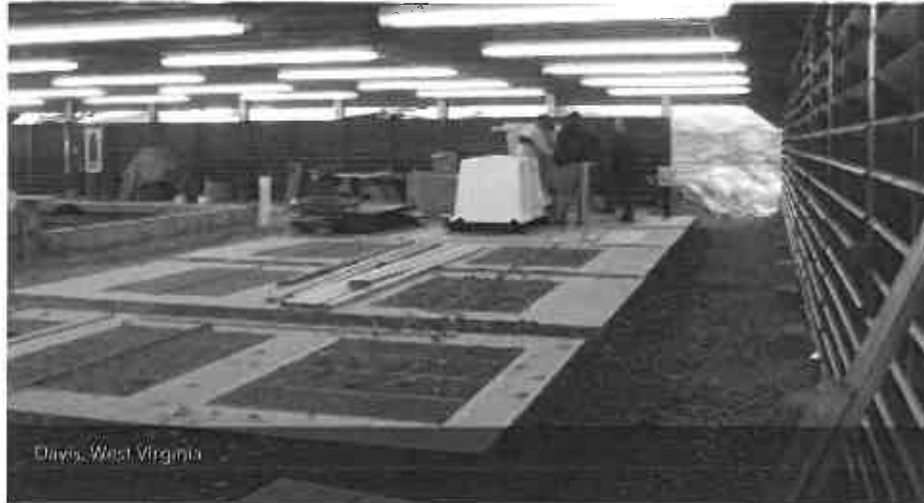
In 2013, WVDNR retained the team of E.L. Robinson Engineering and ZMM Architects to prepare construction documents for a 75 room lodge at the Stowers Branch location. This site is located near the swimming beach owned and operated by US Army Corps of Engineers and two miles by road from the Beech Fork Lake Dam. In 2015, the project was put on hold after completion of the design development phase.

This site was selected after two previous studies completed in 1994 and 2008. It was concluded that after studying six other possible locations, the Stowers Branch Site proved to be the most desirable location. This study is the basis of WVDNR efforts to lease additional USACOE property for the state park's facilities expansion.





## Blackwater Falls State Park Sewage Treatment Plant Replacement



**CLIENT:**  
West Virginia Division of  
Natural Resources, Parks and  
Recreation

Brad S. Leslie, P.E.  
Assistant Chief West Virginia  
Division of Natural Resources  
State Parks Section  
324 4th Avenue  
South Charleston, WV 25303  
Phone:304.558.2764 Ext. 51823  
E-Mail: bradley.s.leslie@wv.gov

**COMPLETION DATE:**  
2008

**PROJECT COST:**  
\$600,000

**OUR ROLE:**  
Design and Construction  
Observation

E.L. Robinson Engineering Co. was contracted by the West Virginia Division of Natural Resources, Parks & Recreation to design a new concrete sewage treatment plant which eliminates the potential for rust. The new plant also uses ultraviolet disinfection and provides a sand filter prior to discharge into the Blackwater Canyon.

The new plant was constructed adjacent to the existing plant. E.L. Robinson's design kept the existing plant in service during construction. A new building was also designed to match the building housing the existing plant.



## Chief Logan State Park Recreational Facility



**CLIENT:**  
WV Dept. of Natural Resources

**COMPLETION DATE:**  
2009

**PROJECT COST:**  
\$5.2 Million

**OUR ROLE:**  
Geotechnical, civil and structural  
design services

The facility consists of a 37,050 SF first level that has a tennis facility surrounded by an elevated walking track, and a 25 meter indoor swimming facility. A second level consisting of 8563 square foot includes a weight lifting facility as well as several other exercise areas.

E. L. Robinson Engineering provided Geotechnical, Civil and Structural Design services for the facility. We also served as the Prime Consultant on the project and worked with our sub contractors the project architect and the project mechanical engineer. The site was a former mine fill area with 70 -80 feet of rock over burden placed on site during mining operations. E. L. Robinson worked with the owner after performing a geotechnical investigation to develop a plan to remove soil at the site to a depth of 12 feet removing oversized materials and replacing the material with an engineered fill. Upon completion of the earthwork, plans and specifications for the structure and the foundation system were developed. In addition sewage and water infrastructure was designed to serve the facility. Working with the owner, project architect, and mechanical engineer the facility was bid documents were developed. E. L. Robinson assisted the owner in the solicitation of bids and award of the contract and also provided on-site review of the construction as needed.





## Holly River State Park Wastewater Treatment



**CLIENT:**  
West Virginia Department of  
Natural Resources, Parks and  
Recreation

**Brad S. Leslie, P.E.**  
Assistant Chief West Virginia  
Division of Natural Resources  
State Parks Section  
324 4th Avenue  
South Charleston, WV 25303  
Phone:304.558.2764 Ext. 51823  
E-Mail: bradley.s.leslie@  
wv.gov

**COMPLETION DATE:**  
1999

**PROJECT COST:**  
\$66,000

**OUR ROLE:**  
Design and Construction  
Observation

E.L. Robinson was retained by the West Virginia Division of Natural Resources, Parks and Recreation to provide planning, design and construction administration services for a new waste water treatment plant for Holly River State Park in Webster County, West Virginia.

The existing treatment plant was replaced by a 2,000 gallon per day package plant with new controls and electrical equipment. The new plant serves part of the campground.



## North Bend State Park Campground Upgrades



ELR prepared construction documents for mitigating the standing water present in many of the 26 sites due to years of added road pavement and lack of adequate cross slope and drainage swales throughout the campground.

ELR also provided an upgrade of the existing electrical service to the campsites by increasing the sites from 30 amp to 50 amp service which required extending 3 phase service 1600' to the campground. Additionally the park staff wished to establish individual water hook ups at all 26 campsites. Only five (5) centralized faucets existed throughout the campground. To facilitate this transition, an aging 2" waterline to the campground will require replacement with 1600 feet of new 4" waterline. Lastly staff expressed an interest in evaluating the cost of a prefabricated concrete restroom facility for the additional 22 campsites that have no facilities lessening the burden on the existing restroom /bathhouse in the original 26 site campsites.

**CLIENT:**  
WV Division of Natural Resources

Mr. Brad Leslie, P.E.  
Assistant Chief  
West Virginia Division of  
Natural Resources Parks and  
Recreation Section  
324 4th Avenue  
South Charleston, WV 25303

**COMPLETION DATE:**  
2016

**PROJECT COST:**  
\$250,000 (first phase) est

**OUR ROLE:**  
Topographical survey, civil  
and electrical engineering,  
material selection, construction  
documents, and construction  
observation

## Tygart Lake State Park Wastewater Treatment Plant



**CLIENT:**  
West Virginia Division of  
Natural Resources, Parks and  
Recreation

**Brad S. Leslie, P.E.**  
Assistant Chief West Virginia  
Division of Natural Resources  
State Parks Section  
324 4th Avenue  
South Charleston, WV 25303  
Phone:304.558.2764 Ext. 51823  
E-Mail: bradley.s.leslie@wv.gov

**COMPLETION DATE:**  
1998

**PROJECT COST:**  
\$118,000

**OUR ROLE:**  
Design and Construction  
Observation

E.L. Robinson Engineering Co. was retained by the West Virginia Division of Natural Resources, Parks and Recreation, to provide planning, design and construction administration services for a new waste water treatment plant for Tygart Lake State Park near Grafton, West Virginia.

The existing treatment plant was replaced by an 8,000 gallon per day package plant, with new controls and electrical equipment. The new plant serves the lodge. A concrete retaining wall was also constructed due to poor soil conditions at the plant site.



# 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.

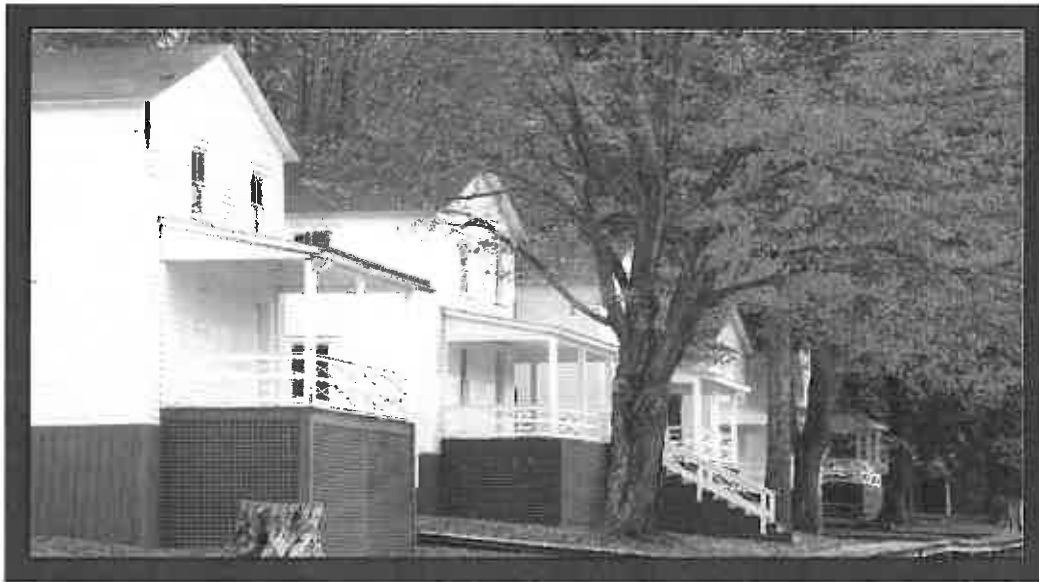
# Concept and Project Approach

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.

When our team worked with the Old Inn at Cacapon, we were able to find original blueprints from the CCC at the West Virginia State Archives and specify accent materials that replicated the originals.



## **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



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] AIA Date: 8/25/15

State of West Virginia

County of Monongalia, to-wit:

Taken, subscribed, and sworn to before me this 25<sup>th</sup> day of August, 2015.

My Commission expires January 11, 2016.



NOTARY PUBLIC Nikki A. Bates

**ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:**

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

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

Mills Group LLC  
Company  
[Signature]  
Authorized Signature  
August 25, 2015  
Date

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

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through wvOASIS, 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, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Mills Group LLC  
(Company)

 ATO  
(Authorized Signature) (Representative Name, Title)

304-296-1010 / 304-413-0120 / August 25, 2015  
(Phone Number) (Fax Number) (Date)

# Thank You

for your consideration of our team. We look forward to discussing this opportunity further and to the possibility of assisting the Department of Natural Resources in creating timeless model cabins to serve the state of West Virginia for generations to come.

