

REQUEST FOR QUOTATION

HISTORIC RESOURCES SURVEY

HANCOCK, BROOKE,
MARSHALL, WETZEL,
and TYLER COUNTIES

09/28/17 10:07:04
WV Purchasing Division



September 28, 2017

Department of Administration, Purchasing Division
Attn: Ms. Michelle Childers
2019 Washington Street East
Charleston, WV 25305-0130

Re: Request for Quotation: Hancock, Brooke, Marshall, Wetzel, and Tyler County Historic Resources Survey

Dear Ms. Childers,

Mills Group is pleased to submit this request for quotation to offer our services to conduct an intensive – level architectural survey of Hancock, Brooke, Marshall, Wetzel and Tyler counties.

Our team has been involved in understanding and documenting historic structures in West Virginia for over 10 years. Over the past several years, we were fortunate to have been selected to conduct several historic resource surveys including:

- A reconnaissance survey of Grant County, documenting over 700 historic resources
- A reconnaissance survey of the Woodburn neighborhood of Morgantown
- National Register of Historic Places nominations for six sites in Hampshire County
- A reconnaissance survey of the Oglebay estate

Each of these projects brought about their own challenges and rewards, but we always gain new insight into each community, the survey process and the importance of open and frequent communication with our clients and the WV State Historic Preservation Office (WV SHPO).

Michael Mills is the managing principal of the Mills Group and is an expert in historic preservation. He will head the team and ensure that the project is on time and on budget. His previous experiences include the successful nomination of the Tucker County Bank Building to the National Register of Historic Places, teaching at WVU and completing preservation projects in West Virginia and Washington, D.C. including Decatur House, the Kump House and the Berkeley Springs Train Depot.

Paula Scott is the preservation associate and historian of the Mills Group. She is well versed in Federal, state, and local preservation laws and is experienced in completing historic structure assessments, authoring individual and historic district nominations for the National Register of Historic Places, and designing interpretive and educational graphics for historic sites.

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

The Weiss Building
63 Wharf Street, Suite 300
Morgantown, WV 26501
304.296.1010

www.millsgrouponline.com

The Kaley Center
53 14th Street, Suite 607
Wheeling, WV 26003
304.233.0048

Scope of Work

The substantial nature of this undertaking necessitates the following scope of work:

1. Conduct a reconnaissance-level historic resources survey in unincorporated areas located within the following counties: Hancock County, Brooke County, Marshall County, Wetzel County, and Tyler County until 750 resources have been documented.
2. Provide research and write a 10-20 page history for each county to provide a context that identifies specific themes of history associated with the build resources found within the project area, which provides for evaluating resources for their National Register eligibility.
3. Completion of a West Virginia Historic Property Inventory (HPI) Form for 750 historic resources that are at least 50 years old and retain historic architectural integrity. Each main resource will be documented separately with ancillary resources documented on the same HPI form.
 - a. All HPI forms will be supplied in hard copy format, and PDF format.
 - b. Each inventory form will be saved as a separate PDF document and saved by the West Virginia HPI site number.
 - c. Each HPI Form will be submitted with a minimum of two current photographs, one of which will be a three-quarter view showing the main elevation.
 - d. Photographs must be taken digitally and embedded on the HPI form or on an HPI form continuation sheet. Electronic images will be submitted on CD-R media, saved by the WV HPI site number, and meet the current National Park Service's standards for electronic images.
4. Complete United States Geological Survey topographic maps, or sections of appropriate quadrangle map, that details locations of surveyed resources.
 - a. Maps will be labelled with name of county, quadrangle name and HPI site numbers.
 - b. Documented sites will be digitized as an ESRI shape file using the site number as the identifying attribute.
 - c. The map projection will be UTM 17 North NAD 83.
5. Provide written recommendation of National Register eligibility for the surveyed resources in accordance with National Park Service Bulletin 15.
6. Complete a final survey report for each county documented that will:
 - a. Combine the brief historic overview of the county
 - b. Survey methodology
 - c. Description of property types
 - d. USGS maps
 - e. Table of resources and recommendations
 - f. Final survey report will also be submitted as a pdf file.

Methodology

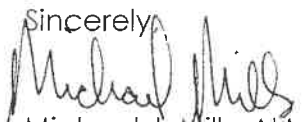
Our team prides ourselves on our past experiences in historic preservation which have included local, state and national projects. The Mills Group uses the Secretary of the Interior's Standards as a baseline for all of our historic preservation projects. We also have a continued strong relationship with WVSHPO as the Mills Group has been the rehabilitation grant monitor for the past ten years.

In general, we would begin the project by taking a cursory look at the project area and by meeting with local representatives to gather immediate information relating to the history of the project area. Then our team would conduct more detailed research using local, state and/or federal repositories to create a more thorough historic context. After the collection of background information, our team would begin our survey in earnest, documenting each site with digital photographs, a written description and GIS software to create a geo-location reference for accurate mapping. Once the survey is complete, the team returns to the office to compile the materials and provide draft documents for the owner and SHPO to review. After making final adjustments, we would provide a final electronic and hard copy to WVSHPO to conclude the project.

We understand that the project must be completed 365 days from the notice to proceed and that the work will be completed for \$52,500.00.

Our resumes and references are included as is a sampling of our previous work.

We would be honored to assist the Division of Culture and History by conducting this intensive-level architectural survey. Should you have any questions, please feel free to contact me at 304-296-1010 or email me at mmills@millsgrouponline.com. Thank you for this opportunity.

Sincerely,

Michael J. Mills, AIA
Principal



QUALIFICATIONS



MILLS GROUP
ARCHITECTURE ■ PLANNING ■ PRESERVATION

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

LOCATIONS:

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

SITE:

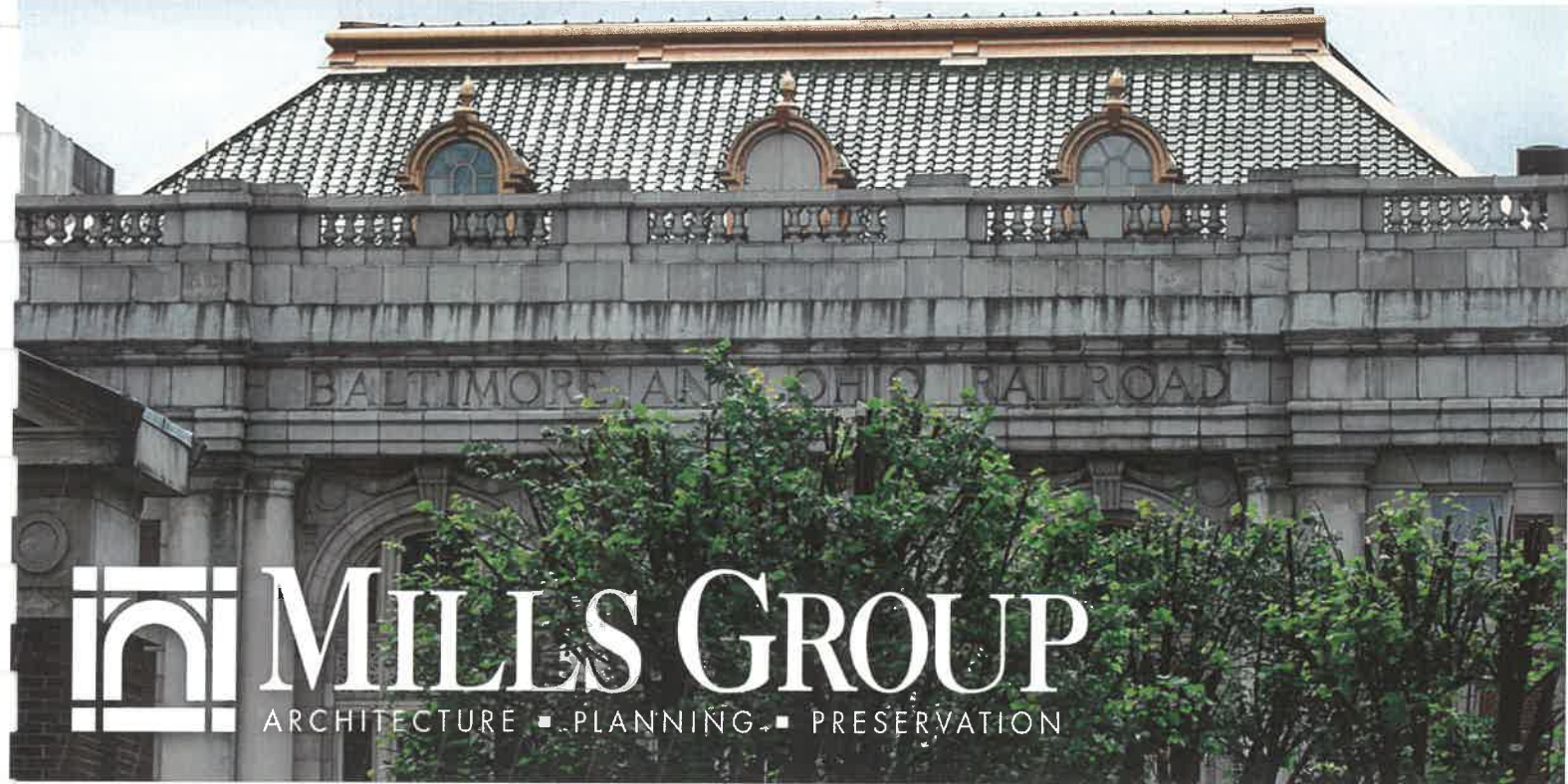
MILLSGROUPONLINE.COM

Mills Group represents a collection of architects, designers, and researchers dedicated to innovative design and quality work. In 2005 Michael Mills, AIA, answered a market demand for architects with a special skill set. By 2013 the firm expanded to Wheeling to include more talent over a broader geographic range.

The firm's success is a product of diligently understanding client needs, existing conditions, design goals and budget. Our process is built on the foundation of research, client collaboration, and creative solutions. The team looks to the region's architectural heritage for inspiration to celebrate the best of the past and promote economic vitality for the future.

Mills Group happily serves public and private clients. Public sector patrons who have sought our services include cultural agencies, development offices, municipalities, non-profits, and schools. Other architects and engineers, developers, homeowners, and business people are counted among our private clients.

The firm is committed to a quality end product derived from experience, diligence, and collaboration. Clients can always count on us to maintain our efforts from concept to ribbon cutting.



MILLS GROUP

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Our firm currently has eight technical staff members located in the Morgantown office and an office manager/administrator. Our Wheeling office has four 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.

Architecture

COMMERCIAL
RESIDENTIAL
PUBLIC

Planning

ENABLE
EXTEND
ENHANCE

Preservation

REVITALIZE
REHABILITATE
CONSULT

Mills Group is a proven leader in many specialized areas of architecture and design. With experience in commercial, public, and cultural facilities, our firm has a breadth of exposure, which gives us confidence to approach any design challenge. Through engagement and collaboration we develop solutions based on shared visions and focused needs.

Our firm provides careful planning and design for commercial, public, and residential clients both as a necessary asset to an overall architecture project and as a stand-alone service. The firm follows the 'measure twice, cut once' principle, and approaches planning as a forward thinking, cost saving, and practical application for all projects.

We maintain a commitment to the cultural heritage of our region. We strive to raise awareness of the significant history and culture that is the foundation of who we are and ultimately, will become. Our team performs historical research as well as assessing and documenting existing conditions. We compile our findings into a comprehensive narrative, a feasibility study and/or historic structures report for the owner to implement planning for the next phase of use for the building.



RESUMES



Michael Mills

AIA, NCARB

MANAGING PRINCIPAL

EDUCATION

BS, BARCH /1993 / RENSSELAER
POLYTECHNIC INSTITUTE

PROFESSIONAL REGISTRATIONS

WEST VIRGINIA
VIRGINIA
OHIO
PENNSYLVANIA
MASSACHUSETTES

BIOGRAPHY

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

EXPERIENCE

2016 WVSHPO Grant Monitor - Various, WV

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. The scope of the grant projects range from masonry and window restoration to roof replacement and exterior millwork rehabilitation.

Downtown Morgantown Design Guidelines - Morgantown, WV

Mills Group is working to transform Morgantown's downtown business district with a new set of design standards. The plan involves evaluating the existing development and design for the downtown and then creating a three dimensional design of the town to reflect the varied topography and existing conditions.

Blue Sulphur Springs Pavillion - Blue Sulphur Springs, WV 2016 WVSHPO Grant Monitor - Various, WV

The Greenbrier County Historical Society chose the Mills Group to conduct an existing conditions assessment, describe the written and architectural history of the Blue Sulphur Springs pavilion and offer a plan for its stabilization and reuse.

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.



Victor Greco

AIA, NCARB

**PRINCIPAL
ARCHITECT**

EDUCATION

BS, BARCH / 1983 / UNIVERSITY
OF KENTUCKY

PROFESSIONAL REGISTRATIONS

WEST VIRGINIA
MARYLAND
OHIO
PENNSYLVANIA

BIOGRAPHY

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 on the Easter Seals Board. Victor is also a Commissioner on the West Virginia Archives and History Commission and a Member of the Wheeling Historic Landmarks Commission.

EXPERIENCE

The Bory Lofts - Wheeling, WV

Wheeling's landmark Bory Warehouse is being adapted to loft apartments utilizing state and federal Historic Tax Credits. The six-story building will have 86,000 sq ft for tenants to enjoy in a fully renovated structure that retains its historic character along the Ohio River. Historic elements including interior timbering, window forms and a railroad track into the building will be featured.

Berkeley Springs Train Depot - Wheeling, WV

The Town of Bath sked 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 a 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 conceptual site layout.

Capitol Theatre - Wheeling, WV

The Capitol Theatre is a Beaux Art Building located in the heart of downtown Wheeling. Constructed in 1922, the building underwent a rehabilitation in its terra cotta façade. Mills Group prepared architectural specification and bid documents as well as oversaw the procurement process. Our team attended on-site visits with the building owner, potential contractors, structural engineers and terra cotta expertse ensure that the project is completed successfully.

BIOGRAPHY

Paula has three years of experience documenting historic properties throughout the United States. She is well versed in Federal, state, and local preservation laws and enjoys developing historic contexts and completing field surveys. Paula is experienced in completing historic structure assessments, authoring individual and historic district nominations for the National Register of Historic Places, and designing interpretive and educational graphics for historic sites.

EXPERIENCE

Suncrest Intensive-Level Architecture and History Survey - Morgantown, WV

Authored final report on intensive architecture and history survey completed in 2016.

Moorefield Intensive-Level Architecture and History Survey – Moorefield, WV

Evaluated over 300 previously- and newly-surveyed resources for potential inclusion in existing Moorefield Historic District.

Coronado Historic District Amendment and Boundary Increase - Phoenix, AZ

Conducted comprehensive inventory of over 600 properties for amendment and boundary increase to existing NRHP nomination. August 2014.

Taos Rael Homestead National Register Nomination – Santa Fe, NM

Developed historic context for Section 8 of NRHP nomination. (While at Logan Simpson)

Josie Bassett Morris Ranch Complex Cultural Landscape Inventory – Dinosaur National Monument, UT

Completed Cultural Landscape Inventory report on all significant structures, buildings, and objects associated with the 80-acre Josie Bassett Morris Ranch Complex. (While at Logan Simpson)

Loveland Center for the Arts Historic Structure Assessment – Loveland, CO

Completed historic structure assessment for 1894 Queen Anne brick schoolhouse converted for reuse as community arts center. (While at Logan Simpson)



Paula Scott

**PRESERVATION /
HISTORIAN**

EDUCATION

BIS / ARCH. STUDIES &
INTERIOR DESIGN HISTORY /
2015 / ARIZONA STATE
UNIVERSITY



EXPERIENCE



2016 WVSHPO Grant Monitor

LOCATION : WV

CLIENT : WV Division of Culture & History

SERVICES : Grant Monitoring & Technical Assistance

CONSTRUCTION VALUE : NA



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 replacement 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:

- Fort Henry Club, Wheeling, WV
- Henderson Hall, Williamstown, WV
- Braxton Motors, Sutton, WV
- Halliehurst, Elkins, WV
- Fayette County Courthouse, Fayetteville, WV
- AF Kisar House, Point Pleasant, WV
- Snow Hill, Leetown, WV
- Shephard Hall, Wheeling, WV



Grant County Reconnaissance Survey

LOCATION : Grant County, WV
CLIENT : State of WV Department of
Administration

SERVICES : Reconnaissance
Architectural History Survey

CONSTRUCTION VALUE :
N/A

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The State Historic Preservation Office (SHPO) hired the Mills Group to conduct a reconnaissance survey of Grant County to identify historic resources 50 years and older.

The Mills Group identified nearly 750 resources that met the minimum age criteria, individually photographing each building, documenting the resource on a Historic Property Inventory Form, pin pointing the location of each structure using GIS software, gathering UTM coordinates and recommending National Register eligibility.

In addition, the Mills Group researched the history of the county and developed a cohesive narrative of the county's growth and development.

This reconnaissance survey aims to assist the SHPO in identifying and creating a comprehensive database of historic resources throughout the state.



Hampshire County NRHP Nominations

LOCATION : Purgittsville & Capon
Chapel, WV

CLIENT : Hampshire County

SERVICES : NRHP Nomination
Composition

CONSTRUCTION VALUE :
N/A

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

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

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

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

The National Park Service listed these buildings in the National Register of Historic Places in 2012.



Woodburn Neighborhood Reconnaissance Survey

LOCATION : Morgantown, WV

CLIENT : Morgantown Historic
Landmark Commission

SERVICES : Reconnaissance Survey
and Eligibility Assessment

CONSTRUCTION VALUE : N/A

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

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

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



Oglebay and Wheeling Parks Reconnaissance Survey

LOCATION: Wheeling, WV

CLIENT: Wheeling Parks Commission

SERVICES: Reconnaissance
Architectural History Survey

CONSTRUCTION VALUE:
N/A

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The Wheeling Parks Commission and the Wheeling Historic Landmarks Commission hired the Mills Group to conduct a reconnaissance survey of Oglebay Park to identify historic resources 50 years and older.

The Mills Group identified resources that met the minimum age criteria, individually photographing each building, documenting the resource on a Historic Property Inventory Form, pin pointing the location of each structure using GIS software, gathering UTM coordinates and recommending National Register eligibility.

In addition, the Mills Group provided a brief history of the parks and developed a cohesive narrative of the parks growth and development.

This reconnaissance survey aims to assist the SHPO in identifying and creating a comprehensive database of historic resources throughout the state.



REFERENCES



REFERENCES

Margaret Hambrick

President, Greenbrier Historical Society

301 West Washington Street
Lewisburg, WV 24601

Ph: 304-646-2439
mchwv44@gmail.com

Project: Blue Sulphur Springs
Pavilion Historic Structure
Assessment

Charlie Baker

Director of Planning, Hampshire County

Hampshire County Planning
Commission
90 North High St., PO Box 883
Romney, WV 26757

Ph: 304-822-7018
charlie@hampshirewv.com

Project: Six National Register
Nominations

Shannon Tinnell

Historic Preservation Review Commission

City of Morgantown Historic
Landmarks Commission
300 Spruce St.
Morgantown, WV 26505

Ph: 304-685-7747
shannontinnell@earthlink.net

Project: Woodburn Area Historic
Survey

Eriks Janelins

President & CEO - The Oglebay Foundation

465 Lodge Dr.
Wheeling, WV 26003

Ph: 304-243-4160
ejanelins@oglebay-resort.com

Project: Oglebay Survey

Don T. Rigby

Executive Director
Regional Economic Development
Partnership

1100 Main Street, 3rd Floor
PO Box 1029
Wheeling, WV 26003

Ph: 304-232-7722
drigby@redp.org

Project: RED office building

Exhibit A

West Virginia Division of Culture and History,
State Historic Preservation Office
Hancock, Brooke, Marshall, Wetzel, and Tyler County Historic Resources Survey

Date: 9.27.17

Name of Vendor: Mills Group, LLC

LUMP SUM BID FOR 750 HPI FORMS: \$ 52,500.00

Fifty two Thousand, Five hundred Dollars
(Show amount in both words and numbers)

Submitted in the name of:

Firm or Individual: Mills Group, LLC

By: 

(Signature)

Managing Principal
(Title)

Date: 9.27.17

REQUEST FOR QUOTATION
Hancock, Brooke, Marshall, Wetzel and Tyler County Historic Resources Survey

8.1.4. Failure to remedy deficient performance upon request.

8.2. The following remedies shall be available to Agency upon default.

8.2.1. Immediate cancellation of the Contract.

8.2.2. Immediate cancellation of one or more release orders issued under this Contract.

8.2.3. Any other remedies available in law or equity.

9. MISCELLANEOUS:

9.1. **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Michael J. Mills, AIA

Vendor's Address: 63 Wharf St. Ste 300
Morgantown, WV 25001

Telephone Number: 304.296.1010

Fax Number: 304.413.0120

Email Address: MMills@miusgrouponline.com

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

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

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

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

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

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: MILS GROUP

Signed: 

Date: 9.27.17

Title: Managing Partner

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

West Virginia Ethics Commission

Disclosure of Interested Parties to Contracts

Contracting business entity: Mills Group, LLC

Address: 63 Wharf St. Ste 300 Morgantown, WV 26501

Contracting business entity's authorized agent: Michael J. Mills AIA

Address: 63 Wharf St. Ste. 300 Morgantown, WV 26501

Number or title of contract: Conduct a Buonnaissance - Level Survey of Hancock, Brooke, Marshall, Wetzel and Tyler Counties.

Type or description of contract: Wetzel and Tyler Counties.

Governmental agency awarding contract: Division of Culture & History

Names of each Interested Party to the contract known or reasonably anticipated by the contracting business entity (attach additional pages if necessary):

Signature: [Handwritten Signature] Date Signed: 9.27.17

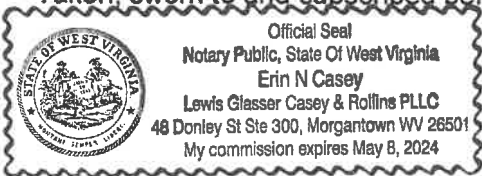
Check here if this is a Supplemental Disclosure.

Verification

State of West Virginia, County of Monongalia

I, Erin N. Casey, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledges that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 27th day of September, 2017



[Handwritten Signature] Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency:

Date submitted to Ethics Commission:

Governmental agency submitting Disclosure:

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: 0/0
(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

Authorized Signature

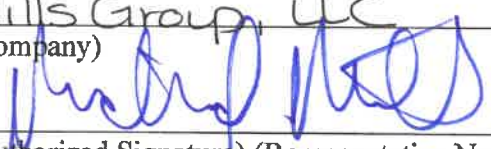
9.27.17
Date

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

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Michael J. Mills, AIA Managing Principal
(Name, Title)
Michael J. Mills, AIA Managing Principal
(Printed Name and Title)
63 Wharf St. Ste. 300. Morgantown, WV 26501
(Address)
304.296.1010 (ph.) 304.413.0120 (fax)
(Phone Number) / (Fax Number)
mmills@millsgrouponline.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that 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)

(Authorized Signature) (Representative Name, Title)

Michael J. Mills, AIA Managing Principal
(Printed Name and Title of Authorized Representative)

9.27.17
(Date)

304.296.1010 (ph.) 304.413.0120 (fax)
(Phone Number) (Fax Number)

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 exceed five percent of the total contract amount.

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

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Mills Group, LLC

Authorized Signature: [Signature] Date: 9.27.17

State of West Virginia

County of Monongalia, to-wit:

Taken, subscribed, and sworn to before me this 27th day of September, 2017

My Commission expires May 8, 2024.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

Purchasing Affidavit (Revised 08/01/2015)

