



HISTORIC PRESERVATION

Development Grant

MONITOR SERVICES

 **MILLS GROUP**
ARCHITECTURE • PLANNING • PRESERVATION



RECEIVED
2018 MAY -2 AM 9:26
WV PURCHASING
DIVISION

May 2, 2018

Ms. Michelle Childers
2019 Washington Street, East
Charleston, WV 25305

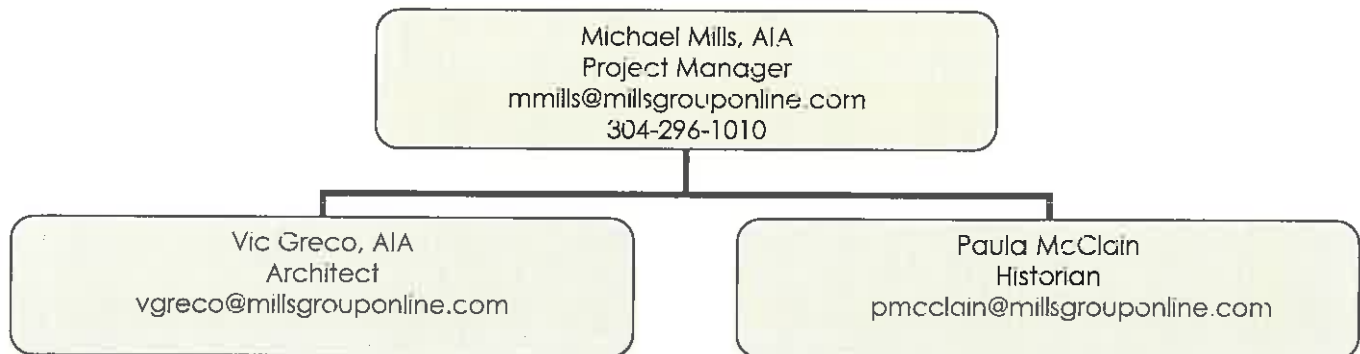
RE: Historic Preservation Development Grant Monitor Services

Dear Ms. Childers,

On behalf of the Mills Group, I would like to express our interest in serving as the Grant Monitor for the Division of Culture and History. Having been fortunate to serve as a grant monitor since 2006, we are very familiar with the duties and process associated with the position. In addition, we continue to reevaluate our process to ensure maximum efficiency and effectiveness.

Proposed Staffing Plan

We have a great team of dedicated staff ready to assist with this project. I will oversee the project having worked on over 100 development grant projects in the last 11 years. Vic Greco and our new historian Paula McClain will also be assisting in the reporting and documentation of sites. Our combined skill sets will ensure that the project is successfully completed and allow us to quickly respond to issues throughout the state. The below listed graphic illustrates our group dynamic.



I have attached our staff resumes to this proposal. All staff assisting with this project meet the professional qualifications for architecture or architectural history as defined for 36 CFR 61 and are well versed in the Secretary of the Interior's Standards.

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

Approach and Methodology

We continually try to improve our approach to working with the grant recipients, however, we also have a general system that we follow to remain organized and meet the criteria mandated by each project. These steps include:

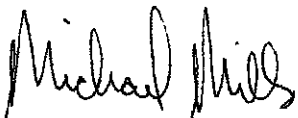
1. Review proposed scope of work
2. Project file set-up (contact info-project documents)
3. Conduct an initial site visit
4. Provide an initial site visit follow-up report (Development of Scope)
5. Furnish technical assistance via e-mail and phone
6. Conduct a site visit with contractor-construction kick-off
7. Complete construction kick-off site visit follow-up report
8. Provide technical assistance via e-mail and phone
9. Complete a final site inspection
10. Document final site inspection follow-up with a site visit form report and close out the project

The completion of each project is contingent upon the awardee meeting the requirements of the grant and participating in the process. It has been my recent experience that the owner must drive the initiation of the project and have a vested interest in its success. The selected consultant, at times, serves at the mercy of the owner (and weather). It is essential to have the first site meeting soon after the grant award to allow for enough time to bid the project.

It has been a pleasure working with the West Virginia SHPO and we would be honored if you selected the Mills Group to monitor the next round of development grants.

If you have any questions, please do not hesitate to contact me at 304-296-1010 or email me at mmills@millsgrouponline.com.

Sincerely,



Michael 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:

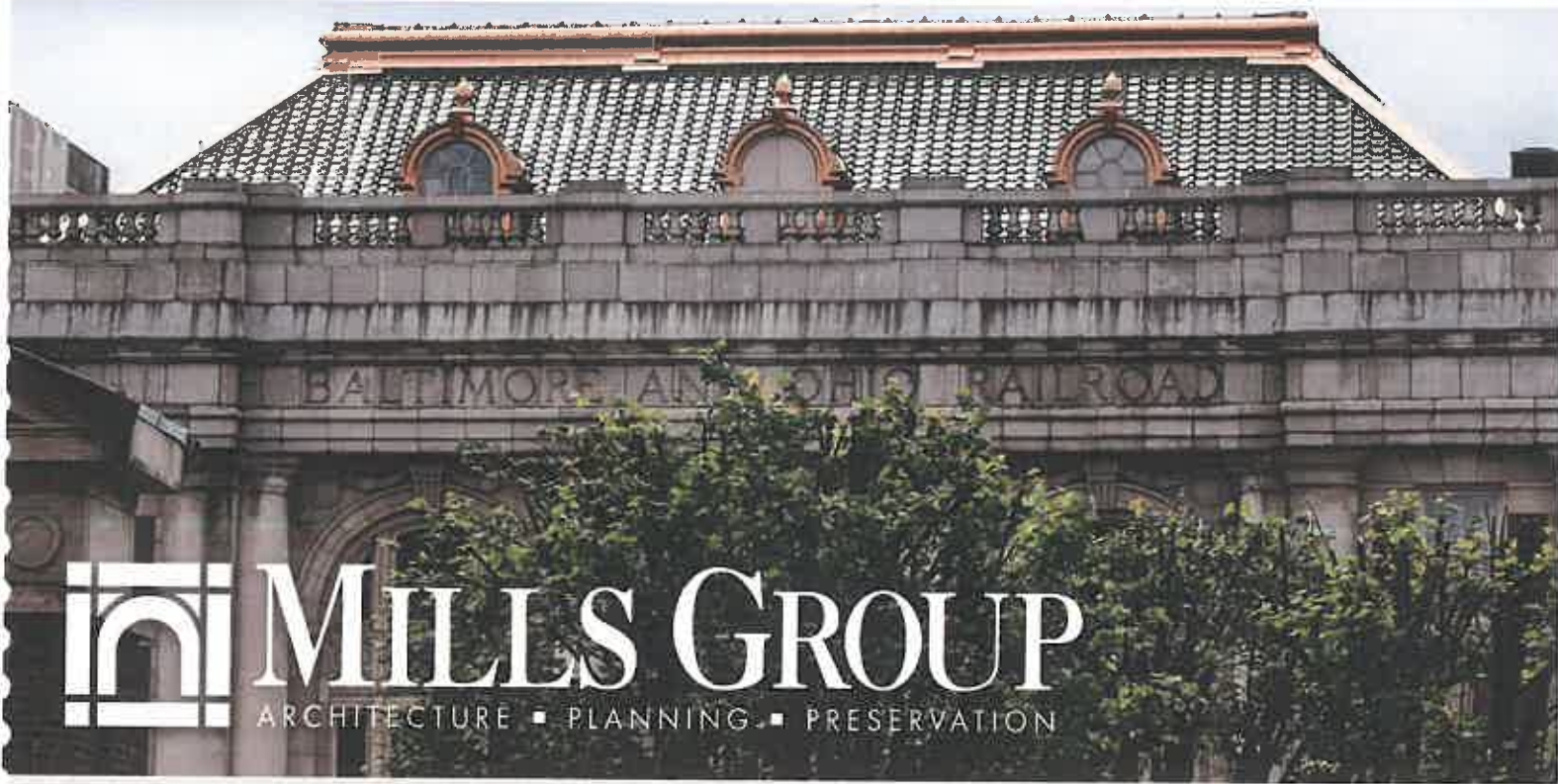
millsgrouponline.com

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

ARCHITECTURE ■ PLANNING ■ PRESERVATION

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
MASSACHUSETTS

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 Boursy Lofts - Wheeling, WV

Wheeling's landmark Boursy 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.

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 expertise ensure that the project is completed successfully.

The Kaley Center - Wheeling, WV

Victor assisted in the rehabilitation of the Kaley Center, an existing 10-story building in downtown Wheeling. The renovations included a complete façade 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.

The Stone Center at Market Place - Wheeling, WV

Restoration of stone and brick facades, decorative metal cornice and large wood windows; all done in strict accordance with the Secretary of Interiors Standards for Rehabilitation. Complete rehabilitation of building infrastructure, including new stair towers, elevators, lighting, environmental systems, sprinklers, fire alarm and handicap accessibility. Restoration included installation of a new central building lobby



Paula McClain

**PRESERVATION /
HISTORIAN**

EDUCATION

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

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.

Shepherdstown Design Guidelines- Shepherdstown, WV

Evaluation of existing design guidelines to enhance and update the Design Guidelines for Shepherdstown Historic District.

St. Mary's Church – Petersburg, WV

Documentation of existing conditions assessment for the rehabilitation of the St. Mary's Parish. Also included is the conceptual design and building set for an addition.

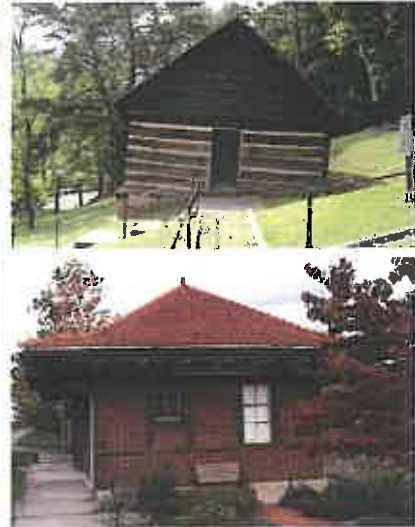
Columbia Club – Weston, WV

Assessment and preparation of a Historic Structures Report for the Columbia Club Building. Site visits, historic data collection and research, conditions assessment are included within the report.

Palace of Gold – New Vrindaban, WV

Completed historic structure assessment and report to produce a National Register of Historic Places Nomination for the Palace of Gold.

EXPERIENCE



2009 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:

- Darden House - Elkins, WV
- Job's Temple - Glenville, WV
- McGrew House - Kingwood, WV
- McMechen Inn - Moorefield, WV
- Old Opera House - Charlestown, WV
- Old Stone House - Morgantown, WV
- Fort Hill Farm - Burlington, WV
- Thomas Fleming House- Fairmont, WV
- Waitman T. Willey House- Morgantown, WV



2010 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:

- Pearl S. Buck Birthplace- Hillsboro, WV
- North House Museum- Lewisburg, WV
- Hancock Co, Museum- New Cumberland, WV
- Lewis County Health Dept.- Weston, WV
- First Ward School- Elkins, WV
- Riverside School- Elkins, WV
- 826 Benoni Ave.- Fairmont, WV
- Fort Hill Farm- Burlington, WV
- Morton Mansion- Webster Springs, WV
- Kump House- Elkins, WV





2011 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:

- 6 South Front Street- Wheeling, WV
- Albert Heck Mansion- Spencer, WV
- Carnegie Hall- Lewisburg, WV
- Elmhurst- Wheeling, WV
- Entler-Weltzheimer House- Shepherdstown, WV
- Hotel McCreery- Hinton, WV
- Humbolt Yakum House- Beverly, WV
- Kump House- Elkins, WV
- Marshy Dell- Gerrardstown, WV
- Marion County Courthouse- Fairmont, WV
- Masonic Temple- Fairmont, WV
- New Deal Homestead Museum- Arthurdale, WV
- Old Opera House Theater- Charlestown, WV
- Pearl S. Buck Museum-Hillsboro, WV
- Scottish Rite Building- Wheeling, WV
- Shaw Hall-West Liberty, WV
- Town's Inn- Harper's Ferry, WV



2012 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:

- Capitol Theatre, Wheeling, WV
- The Cornelia, Wheeling, WV
- The Jacob-Hutchinson Warehouse Building, Fairmont, WV
- Second Presbyterian Church, Wheeling, WV
- Cockayne House, Moundsville, WV
- The Spadafore Building, Fairmont, WV
- 401 Monroe Street, Fairmont, WV
- Big Four Drug Store, Hinton, WV
- Campbell Mansion, Bethany, WV
- Carnegie Hall, Lewisburg, WV
- Greenbrier County Courthouse, Lewisburg, WV
- Summers County Courthouse, Hinton, WV
- Waldomore, Clarksburg, WV
- Woman's Club, Fairmont, WV



2013 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:

- Thomas Fleming House, Fairmont, WV
- Carnegie Hall, Lewisburg, WV
- Monroe County Courthouse, Union, WV
- Waldomore, Clarksburg, WV
- Greenbrier County Courthouse, Lewisburg, WV
- Big Four Drug Store, Hinton, WV
- Spadafore Building, Fairmont, WV
- Summers County Courthouse, Hinton, WV
- Alexander Campbell Mansion, Bethany, WV
- Cockayne House, Moundsville, WV
- Second Presbyterian Church, Huntington, WV
- The Cornelia, Wheeling, WV



2014 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:

- Spring Hill Cemetery and Mausoleum, Charleston, WV
- Oakland Hall, Moorefield, WV
- The Vivienne, Wheeling, WV
- Fischer-Lasche Farmhouse, Wheeling, WV
- Old Fayetteville High School, Fayetteville, WV
- YWCA Wheeling, WV
- Bishop Apartments, Elkins, WV
- Our Country Corner, Fairmont, WV
- Boone-Madison Public Library, Madison, WV
- Poor House Farm, Martinsburg, WV
- Pearl S. Buck Birthplace, Hillsboro, WV
- Tyree Tavern, Hilltop, WV
- Graceland Inn, Elkins, WV
- Patterson-Deering Building, Oak Hill, WV
- Cain Harvey House, Huntington, WV
- Arthurdale Forge, Arthurdale, WV



2015 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:

- 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 McCraery, 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



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, Lestown, WV
- Shephard Hall, Wheeling, WV



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

WEST VIRGINIA DIVISION OF CULTURE AND HISTORY
FY 2019 HISTORIC PRESERVATION DEVELOPMENT GRANT MONITORING SERVICES

EXHIBIT A - PRICING PAGE

The Grant Monitor will be assigned up to twenty-five (25) projects located across West Virginia per Specifications.

Location of the projects may include major metropolitan areas as well as more remote rural locations in each region of the state. Please see Exhibit C for FY 2016-2018 locations by county.

The rate of pay will be a flat fee per site visit regardless of location. The flat fee must include an average hourly rate and related travel expenses. The flat fee also encompasses all required reporting to SHPO per Specification. A maximum of three (3) site visits will be conducted at each location.

Bid Worksheet:

Flat Fee Single Site Visit Cost =	<u>\$ 1128</u> - (A)
Single Site Visit Cost (A) x Three (3) =	<u>\$ 3384</u> - (B) <i>(Per Project Cost)</i>
<u>(VENDOR'S BID – Not to Exceed Cost)</u>	
Project Cost (B) x Twenty-Five (25) =	<u>\$ 84600</u> - (C) Total Bid Amount

EXHIBIT B

STATE DEVELOPMENT GRANT MONITORING

The timeline and responsibilities for a Development Grant Monitor are as follows:

March 31st - Development Grant applications are received in the SHPO office and are reviewed and compiled to send to outside professional grant panel members.

May 3rd - Grant panel members review and make recommendations for funding of development grants to the Archives & History Commission. At this time, SHPO will have a recommended number of projects.

June 1st - The Archives and History meets and approves grant recommendations from grant panel.

July 1st - Grant announcements are made, and a grant orientation is scheduled by SHPO staff.

The following work items are conducted between the grant orientation date (end of July) until the projects are completed. Sometimes the projects take longer and cannot be completed within the one-year timeframe:

The Development Grant Monitor (Vendor) is required to attend sub-grant orientation meeting hosted by SHPO where sub-grants are informed of all regulations and requirements for the completion of their grant.

Vendor conducts initial site visit to each of the grant projects to review proposed work items, as needed applying the Secretary of the Interior's Standards for Rehabilitation.

Vendor reviews and approves the draft request for bids submitted by sub-grantees, to ensure the scope of work fully describes the project. Vendor assists the grantee in drafting a technical scope of work which addresses repair items. Working with SHPO and vendor, subgrantee sends out bid and selects a contractor.

After the contractor is chosen by the sub-grantee, a second visit, if needed, may be performed to meet with the contractor to discuss the project in detail.

Upon completion of each project, conduct a final site visit to ensure that the work was completed and meets the Secretary of the Interior's Standards for Rehabilitation.

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 / 304.413.0120
(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)

5/1/18
(Date)

304.296.1010 / 304.413.0120
(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

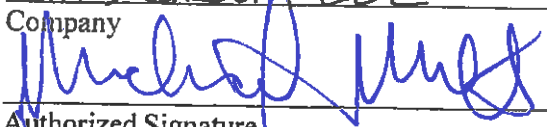
Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

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
5/11/18
Date

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

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: MICHAEL J MILLS, AIA

Authorized Signature: [Signature] Date: 4/27/18

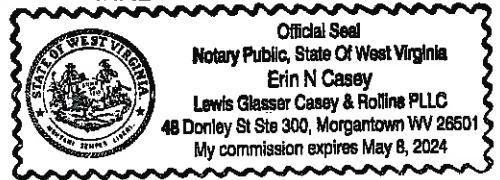
State of West Virginia

County of Monongalia, to-wit:

Taken, subscribed, and sworn to before me this 27 day of April, 2018

My Commission expires May 8, 2024

AFFIX SEAL HERE



NOTARY PUBLIC [Signature]

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: MICHAEL J MILLS, AIA Signed: 
Date: 5/1/18 Title: MANAGING PRINCIPAL

*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

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: MILKS GROUP, LLC Address: 63 WHARF ST. STE. 300
MORGANTOWN, WV 26501

Authorized Agent: MICHAEL J MILKS, AIA Address: _____

Contract Number: DCH 1800000009 Contract Description: GRANT MONITOR SERVICES

Governmental agency awarding contract: DIVISION OF CULTURE & HISTORY

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: 

Date Signed: 4/27/18

Notary Verification

State of West Virginia, County of Monongalia:

I, Michael J Mills, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge 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 April, 2018.

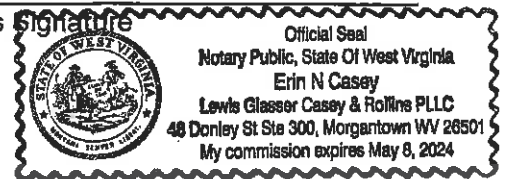
Notary Public's signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____



Revised October 7, 2017

REQUEST FOR QUOTATION
WV Division of Culture & History
State Development Grant Monitor

9.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

9.1.4. Failure to remedy deficient performance upon request.

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

9.2.1. Immediate cancellation of the Contract.

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

9.2.3. Any other remedies available in law or equity.

10. MISCELLANEOUS:

10.1. 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 26501

Telephone Number: 304-296-1010

Fax Number: 304-413-0120

Email Address: MMILLS@MILLSGROUPONLINE.COM

Date: 5/1/18

Name of Vendor: MILLS GROUP, LLC