



BLAIR COUNTY
1731 N. JUNIATA STREET
HOLLIDAYSBURG, PA 16648
TEL: 814.696.6280
FAX: 814.696.6240

November 6, 2018

Ms. Stephanie L. Gale
Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Re: Solicitation #: CEOI 0603 ADJ1900000010
Mountaineer Challenge Academy Facility

Dear Ms. Gale:

Stiffler McGraw Architects, LLC (SMA) appreciates this opportunity to be considered for selection to provide architectural services for the design and development of construction documents to renovate the Vance Building at Camp Dawson. We understand the pre-fabricated metal building is being repurposed to meet the needs of the Mountaineer Job Challenge Program to support elements of the Mountaineer Challenge Academy school program. The primary focus of our package is to demonstrate to you that our firm is highly qualified and capable of performing the professional architectural services requested per your advertisement, as we have done on many renovation projects for our clients.

Stiffler McGraw (SM) is a full-service consulting firm offering complete civil engineering, surveying and architecture services. Our firm has been dedicated to providing quality, professional services since 1989. Many of our client's needs included architectural services and in early 2008 **Stiffler McGraw Architects, LLC (SMA)** was formed to provide those services. Due to our success over the years, we are at a point where we are looking to expand our services into new geographic territories within a relatively close proximity to our Hollidaysburg, PA corporate office. Historically, we have consistently provided engineering services to numerous clients in the Northern Tier of Pennsylvania, some of which have been over 160 miles from our corporate office. If selected by the Adjutant General, we will exceed expectations to prove our dedication to new clients in your area. In fact, we promise to work harder than ever to build a relationship with you to ensure that you will be anxious to share with your neighbors what an asset that **Stiffler McGraw Architects** was to your project.

Thank you for the opportunity to submit our qualifications. Based on our past experience and record of performance, we believe that we are a perfect match to support the needs of the Mountaineer Challenge Academy project. Should you care to discuss any aspect of this submission in further detail, please contact me at or bendler@stiffler-mcgraw.com or (814) 696-6280.

Sincerely,

Brian P. Endler, A.I.A.
Principal Architect

RECEIVED

2018 NOV -7 PM 12: 29

WV PURCHASING
DIVISION

OFFICES LOCATED THROUGHOUT PENNSYLVANIA

1.888.696.6280 • • STIFFLER-MCGRAW.COM

STIFFLER MCGRAW & ASSOCIATES, INC | STIFFLER MCGRAW ARCHITECTS, LLC

Letter of Interest

Section 1 - Firm Background

Section 2 - Staff Qualifications

Section 3 - Proposed Staffing Plan

Section 4 - Relevant Project Experience

Section 5 - References

Section 6 - Project Understanding and Approach

- a. Goals and Objectives*

Section 7 - Project Management, Quality Control & Cost Control

- a. Project Management Plan*
- b. Project Quality Control*
- c. Project Cost Control*

Section 8 - Appendix

- a. Staff Resumes*
- b. Staff Certifications*
- c. Expression of Interest Signature Pages*
- d. Addendum Acknowledgement Form*
- e. Certification Page*





Stiffler McGraw Architects, LLC (SMA) is best suited to undertake the Mountaineer Challenge Academy Job Challenge Facility Renovation because we have an "in-house" team with on-going experience undertaking similar projects with a history of completing the work on-time and within budget. Our parent company, **Stiffler McGraw & Associates, Inc.**, has been providing engineering, environmental and surveying services since 1989 from our Hollidaysburg, PA corporate office and branch offices in Indiana, Titusville and Towanda, PA.

Our firm's capabilities are constantly upgraded and expanded to provide high quality, cost-effective, and responsive services to our clients. *We strive to provide a full range of architecture and engineering services "in house"*. This allows us to control work flow and maintain accountability for meeting deadlines. We are capable of providing all the services needed for the Mountaineer Challenge Academy Job Challenge Facility Renovation and do not foresee the need for subconsultants. Services **Stiffler McGraw** provides include:

- Architectural Services
- Environmental Engineering
- Water Supply Engineering
- Transportation Engineering
- Construction Management
- Land Development Engineering
- Landscape Architecture
- Wastewater Engineering
- Surveying
- Regional Planning Services

Our current staff of 73 includes civil, electrical, mechanical, structural and transportation engineers; surveyors; architects; landscape architects; construction inspectors; technicians; environmental scientists; GIS specialists; planners; grantsmen and CAD operators. We constantly upgrade and expand our firm's capabilities to provide high quality and responsive services to our clients.

SMA provides complete architectural and engineering services for a full range of design services for new construction, commercial renovations, tenant improvements, additions, and historical renovations and repairs. Our architects have direct access to a team of "in-house" engineering specialists; this close relationship ensures project flexibility and efficiency. Our experienced design professionals are committed to delivering projects of the highest quality while balancing the needs and budget constraints of our clients. We view each project as a unique challenge, and through our collaborative team approach and consistent engagement with our clients, we strive to provide innovative solutions that satisfy the needs of our clients, now and for years to come.

While building functionality is important, we take great care in providing aesthetically pleasing designs that are economical and appropriate for the community in which it's located, as well as minimizing the impact to the environment through sustainable design principles. Our staff offers extensive knowledge and experience with all phases of projects including feasibility studies, planning, design and construction administration. We have integrated current technology into our design process with Building Information Modeling software (BIM) and 3-D renderings and visualization. We provide project scheduling and budgeting, construction documents and specifications, bidding and negotiation, construction contract administration and management, and post occupancy evaluation.

Our approach to architectural projects is based upon a team approach. Our projects have involved the planning, evaluation, design and construction management of new buildings, as well as detailed inspection, monitoring, analysis and evaluation of older existing buildings to be replaced



or modified. As a result, we have invested in building a cohesive team of professionals dedicated to working within the municipal market sector day in and day out. Every aspect of designing, permitting, specifying and overseeing the construction of these facilities is completed in house by **Stiffler McGraw**. We invite you to compare the in-house capabilities of **Stiffler McGraw** to our competitors and we believe that you will not find a more qualified team.

SM currently serves as the “Engineer of Record” for nearly 100 municipalities or authorities throughout the Commonwealth of Pennsylvania. As a result, we have had the privilege of guiding numerous clients through the exact process that currently faces the Adjutant General with the renovation of The Vance Building at Camp Dawson. Each of these projects required a design approach that considered each individual client’s economic concerns associated with the renovation and repurposing of their facilities. In each case, we were able to guide the clients through detailed discussions regarding building design and material selection, bidding techniques, permitting requirements and funding coordination. We believe that our experience in this area could prove to be invaluable to the Adjutant General’s office throughout the duration of the project.

Due to the success of **Stiffler McGraw** over the past 28 years, we have experienced significant corporate growth. With that growth, we have been able to assemble an exceptional team of highly qualified individuals. With the growth of our team, we are now at a point in our corporate history where we are looking towards expansion into new geographic territories such as West Virginia and Maryland. We are currently working on the Frederick A. Thayer III Courthouse Historic Structure Report in Oakland, MD, just 20 miles from Camp Dawson. We assure you that we are dedicated to servicing these new areas with the same professional service that has satisfied our Pennsylvania clientele for years. In fact, we will work harder than ever to build relationships with our clientele in our expanded service area to ensure that they will be anxious to share with their neighbors what an asset the **SMA** team was to their project. We understand that distance is potentially a concern and would like to share with you a list of our clients we serve from our Hollidaysburg, PA office and the distance they are from our office to demonstrate that your location in Camp Dawson, WV, 131 miles away, is not outside of our service reach.

- Garrett County, MD – 115 miles
- Towanda Township, Towanda, Bradford County, PA – 169 miles
- Wysox Township & Wysox Township Municipal Authority, Wysox, Bradford County, PA – 173 miles
- Asylum Township, Bradford County, PA – 173 miles
- Titusville Redevelopment Authority, Crawford County, PA – 146 miles
- Sayre Borough, Sayre, Bradford County, PA – 181 miles
- Towanda Municipal Authority, Towanda, Bradford County, PA – 169 miles
- Washington County Commissioners, Washington County, PA – 121 miles

Stiffler McGraw...
The experience you want.
The approach you need.



The West Virginia Army National Guard Adjutant General's office can be assured that it will receive the personal attention that is needed to complete the proposed Mountaineer Challenge Academy Job Challenge Facility Renovation project in a professional and business-like manner. The **Stiffler McGraw Architects (SMA)** design team provides an abundance of expertise that will be available to the Adjutant General's office:

- Our staff offers extensive knowledge and experience with all phases of projects including feasibility studies, planning and design. We provide project scheduling and budgeting, construction documents and specifications, bidding and negotiation, and construction contract administration and management.
- **SM** and **SMA** has a high ratio of licensed architects, engineers and land surveyors to staff. This is an important factor in assuring the Adjutant General that you will receive the expertise needed to complete a successful project. With such a large pool of talented professionals, we are able to ensure project flexibility and efficiency to meet aggressive delivery schedules and work on multiple concurrent assignments. Following is a breakdown of the technical and support staff available:

8 Administrative	1 GIS Specialist	2 Structural Engineers
1 Architect	1 IT Specialist	6 Surveyors
12 Civil Engineers	1 Landscape Architect	2 Survey Office Technicians
12 Construction Inspectors	1 Mechanical Engineer	3 Transportation Engineers
7 Draftsmen/CAD Operators	1 Planner: Urban/Regional	6 Water/Wastewater Engineers
2 Electrical Engineers	7 Project Designers	

- **SM** and **SMA** have a history of retaining staff; 18 have been with the firm for over 15 years, many of whom have been completing projects together since our inception in 1989. Overall, our staff members have an average of 10 years of employment. Not only is this a testament to our culture, but it conveys our ability to work together to complete projects for our clients. In addition, as new employees are brought on to expand on our services and coverage areas, we have the resources to provide experienced mentors to them. You can be assured that you will be working with a cohesive team that has been organized to successfully work together as they have for the past 28 years.
- Our Team has the recent experience on similar projects as we note in *Section 4 – Relevant Project Experience* to create economical, functional, and aesthetically pleasing building designs, utilizing the most current specialized technology. We will ask the Adjutant General, its stakeholders and consultants the necessary questions to gain a thorough understanding of your needs, business goals, and personal goals and only then will we begin the design of the projects. We can offer insight gained from "lessons learned" to present cost-effective real-world solutions. Our designs will influence the way people work, helping to encourage positive working environments, and long-term operational viability, in a more efficient manner.
- Eight of our staff are professionally registered in the State of West Virginia, as well as multiple other states. Key staff for this project include:
 - **Brian P. Endler, A.I.A.** – Registered Architect – WV, MD, PA, NY
 - **Timothy C. Campbell, P.E., LEED GA** – Professional Engineer – WV, MD, PA, NJ, OH, VA; Leadership in Energy and Environmental Design – Green Associate
 - **Michael S. Davignon, P.E.** – Professional Engineer – WV, MD, PA, MO
 - **Jeffrey L. Billotte, P.E.** – Professional Engineer – WV, MD, PA
 - **John C. Clabaugh, P.E.** – Professional Engineer – WV, MD, PA



When preparing a Staffing Plan for any project, **Stiffler McGraw Architects, LLC (SMA)** recognizes the importance of utilizing a strong project management and design team with extensive experience to successfully complete the project. We have built a cohesive design team that has a proven ability to complete the planning, design and construction administration of renovation projects as identified in the Adjutant General's Mountaineer Challenge Academy Expression of Interest. We have attached an Organizational Chart to illustrate the depth of personnel we have available. Our Proposed Staffing Plan includes the following key personnel along with their assigned roles for this agreement. Resumes for each are included in *Section 8 – Appendix*.

Brian P. Endler, A.I.A. will serve as the Lead Architect and Project Manager for the Job Challenge Facility and point of contact for the WV Army National Guard Adjutant General's office, overseeing the project during design, bidding and construction administration. He has 19 years of experience that includes architectural design, code analysis, production of construction documents and construction administration. Mr. Endler's architectural experience includes correctional, municipal/judicial, retail, business/office, higher education, K-12 educational, religious, public safety, and recreational facilities, encompassing both new construction and renovations.

John C. Clabaugh, P.E. provides QA/QC on many of the larger architectural projects for the firm as well as providing engineering services for municipal projects. As a Sr. Project Manager for the firm, he has 15 years of experience in the planning, design, bidding and construction administration of many of our municipal projects including water and wastewater treatment plants and conveyance systems. Mr. Clabaugh has served as Project Manager on multiple projects ranging in size from \$10,000 to \$18,000,000. He incorporates this experience in his role as QA/QC on architectural projects to assist Mr. Endler in keeping projects on track and within budget.

Timothy R. Campbell, P.E., LEED GA has 25 years of structural experience including analysis and review of existing structures for restoration and rehabilitation projects and providing expertise for structural design of new municipal and commercial buildings. As a Structural Engineer for **Stiffler McGraw**, Mr. Campbell's responsibilities include structural design and development of architectural plans for related structures; preparation of construction documents including plans, details, schedules, specifications and shop drawing review.

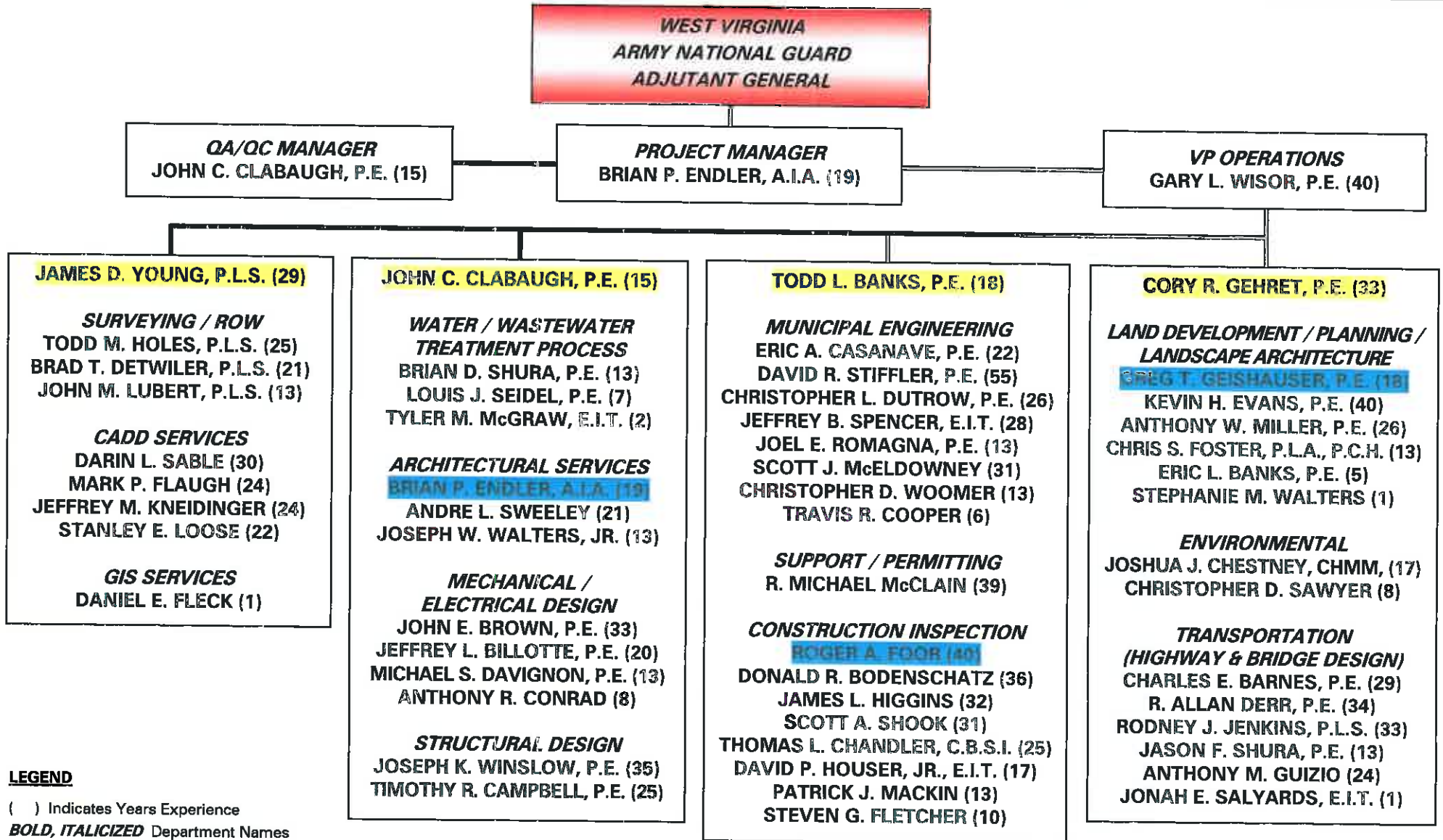
Michael S. Davignon, P.E. has 13 years of experience as a Mechanical Engineer which has included surveying and documentation of existing structures for purposes of modifications to buildings, including plumbing and stormwater systems. He provides services in the plumbing and fire protection fields for municipal, commercial and residential buildings. He has specified equipment and supervised the engineering design and construction of numerous architectural projects. Mr. Davignon has extensive knowledge of national, state and local plumbing and fire protection codes for plumbing, HVAC and electrical requirements.

Jeffrey L. Billotte, P.E. has 20 years of experience in the design of electrical systems for a variety of buildings for municipal, commercial, industrial and residential clients. He assists with preliminary and final project design responsibilities, which include equipment selection, specification review/revision, shop drawing review, CADD drawing review, and client liaison. Jeff's skillset is vitally important to the study phase and preliminary design of projects.



PROJECT TEAM ORGANIZATION

Professional Engineering Services



LEGEND

- () Indicates Years Experience
- BOLD, ITALICIZED** Department Names
- Indicates Department Head
- Indicates Division Head

Note: Not all staff is shown.



Central Campus Alterations, Keystone Mountain Lakes Regional Council of Carpenters, Duncansville, Blair County

The project consisted of interior/exterior renovations and a change in use of an existing 10,700 SF steel framed building. The building was formerly used for retail sales and warehousing and is now currently used as an educational and training facility. Interior renovations included office space and conference rooms, traditional classrooms and a 5,500 SF shop area used for demonstrations and hands-on instruction. In addition, to take advantage of the nearly 24-foot-high space, a new 2,500 SF structural floor system was added above the office and classroom areas for additional meeting space as well as material storage. Specialized mechanical systems were also designed including a dust collection system for welding equipment and an air cleaning system in the main shop area to remove smoke and dust contaminants. The exterior renovations included the re-design of the front entrance facade. The existing wall was bumped out to add depth to the elevation and split-faced concrete block veneer was used on the lower portion with new horizontal metal siding above. A cedar wood canopy provides shelter over the wood entrance doors. The facade is accented with illuminated signage above the canopy. **SMA** provided complete architectural and engineering design services for the project.



Titusville Opportunity Park 20 Series Building Renovation, Titusville Redevelopment Authority, Titusville, Crawford County

The project involved renovations of a 101,000 SF former steel mill building for reuse as several manufacturing spaces. This was achieved by dividing the building into five separated tenant spaces with a common loading dock/corridor to be shared by all tenants. The renovations included new metal roofing and siding applied to the existing structures, translucent panels for day lighting, installation of building insulation, interior distribution of electrical power to each future tenant space, new lighting and convenience outlets, emergency lighting and exit signage to code, interior roof drainage connected to the existing interior system, construction of tenant separation walls, and new insulated overhead and man doors. The project was funded through a \$1,250,000 Pennsylvania Department of Community and Economic Development Grant and the awarded contracts for construction came in under budget at \$1,156,000.00. **SMA** provided complete architectural and engineering design services and as well as construction administration for the project.



New Manufacturing Facility, Lee Industries, Inc., Philipsburg, Centre County

This project consisted of a new 42,000 SF high bay manufacturing facility for Lee Industries to help accommodate the increasing demand for their processing equipment and systems across the pharmaceutical, chemical, cosmetic, healthcare, and food industries. This new, state of the art facility will help supplement the capacity in their existing facility and will have the added capability of producing larger scale equipment not currently able to be produced. **SMA** provided complete architectural and engineering design services and as well as construction administration for the project.



After several design meetings with the client, one common design criteria that surfaced was the absolute need for flexibility of the space. The industries served are constantly evolving, and this facility needs the capability of easily adapting to new processes and products. Our design approach was to make each bay/work station interchangeable and adaptable by providing the same equipment and utilities at each one, including a 2-3 ton jib crane, water, argon gas, compressed air, and electrical services. This approach will allow the client to respond to changing industry requirements and revise their processes accordingly.

Some other features of the building included 4 overhead bridge cranes varying in capacity from 20-30 tons, clear hook heights of 35 feet, and positioned to move materials throughout the production process from raw material receiving to the shipping stage. The building also contains a 3-story stock area for material storage equipped with a 10,000 lb. capacity freight elevator, a deionized water testing area with trench drain system, and all overhead doors are 24 ft. wide x 20 ft. high to accommodate larger products and materials.

Restroom Addition and Athletic Building Renovations, Bellwood Antis School District, Bellwood, Blair County

The project was designed and constructed in two separate phases, a restroom addition and athletic annex renovation. The first phase required the demolition of a small existing restroom facility and the construction of a new 2,044 SF addition that houses accessible restrooms, locker rooms and storage that will serve the athletic building annex and the football stadium. The second phase consisted of the renovation of an existing 5,300 SF masonry bus garage (attached to the phase one restroom facility) into an indoor athletic and maintenance facility. The renovated building features indoor batting cages, weight lifting stations, a padded exercise floor and two maintenance areas for the stadium and school facilities. **SMA** provided complete architectural and engineering design services, bidding, and construction administration for the project.



Department of Public Works & Emergency Operations Center, Sayre Borough, Sayre, Bradford County

The project consisted of a new \$1.4 million, 8,500 SF pre-engineered metal building to house the 3,000 SF Emergency Operations Center and 5,500 SF Department of Public Works Maintenance Garage. The building was constructed on a very constricted site of a former maintenance garage owned by the Borough. The multi-building site contained the Borough recycling center and other garage buildings for heavy equipment storage. The project was bid and completed in two separate phases. The first phase completed all civil work and the



construction of the pre-engineered metal building. The second phase finished the interior of the building primarily consisting of meeting rooms, locker and shower facilities, offices, borough plan room, garage space, signage shop, maintenance bays, and space for future offices and meeting rooms. The structure is completely accessible and has the capabilities of full building generator service and modern telecommunications services. **SMA** provided complete architectural, engineering, and land development design services as well as bidding and construction administration for the project.

Regional Headquarters Complex, Pumpco Energy Services, Asylum Township, Bradford County



The project consisted of a 40 acre, three building complex that serves as a regional headquarters. Building 1 is a two story 23,400 SF office and maintenance building with shower and restroom facilities, offices, conference rooms and lunch rooms. Finishes in the buildings utilized low VOC compliant materials and coatings, recyclable carpet tile, energy efficient window fenestrations, occupancy sensors,

low flow plumbing fixtures and high R value insulation. The maintenance portion is a high bay service garage area for repairs and includes an equipment room for parts storage. Building 2 is a two bay 5,500 SF truck wash building with an integral water reclamation system. Building 3 is a 10,600 SF chemical storage building and houses a private sourced water treatment system with storage capacity for the complex as well as the fire protection system.

The pre-engineered metal buildings contain energy efficient floor radiant heating systems and high value insulation. The complex contains a large truck parking area and material laydown yards, covered with a pervious surface of shale stone to reduce runoff. It includes truck charging stations and limited shielded site lighting. The project was completed using a fast track integrated design process. The collaboration between the design team incorporated green design features into the project where feasible, economical and practical. **SMA** provided complete architectural, engineering and land development design services as well as bidding and construction administration for the project.

Renovations to Shop/Maintenance Building & Truck Wash Addition, Pumpco Energy Services, Inc., Smithton, Westmoreland County

Pumpco purchased a facility on a 10 acre site located in Smithton, PA, previously identified as lots 10 and 24 of the Westmoreland 1-70 Industrial Park. The existing facility included a 25,000 SF pre-engineered building that was renovated to support new offices, warehouse space and a maintenance garage. The site contains a large area for truck parking and material laydown yards consisting of a pervious surface of shale stone to reduce runoff. The new building added to the complex is a two bay 5,000 SF truck wash building that contains truck wash equipment with an integral water reclamation system. Green design elements also included the use of LED lighting



and additional insulation added to both exterior walls and ceiling for an overall improved R factor. The project was completed using a fast track integrated design process. The team consisted of **SMA** professionals, the contractor, the owner, building manufacturer and consultants. The collaboration between the design team incorporated green design features into the project where feasible, economical and practical. **SMA** provided complete architectural, engineering, and land development design services as well as bidding and construction administration for the project.

Sheetz Convenience Store Site Re-Builds, Additions and Renovations, Sheetz, Inc., Various Locations – PA, MD, VA, OH, WV

These projects consisted of renovations and additions to approximately seventy-five existing Sheetz convenience store buildings. The projects typically consisted of cooler/freezer area expansions, new kitchen layout and equipment, new interior finishes and graphics, ADA compliant restrooms, and new coffee/beverage stations. Renovations to the exterior included new brick/stone veneer, storefronts, awnings, ADA parking, sidewalks/patios, curb ramps and signage. **SMA** provided architectural and structural engineering designs using a fast-track schedule in order to meet the strict timelines imposed by the owner.



The following is a list of references for which and **Stiffler McGraw Architects (SMA)** has provided design, bidding, and construction administration services similar to what we anticipate will be needed by the WV Army National Guard. Please contact them for verification of our performance regarding personnel, work quality, cost control and ability to meet schedules.

Keystone Mountain Lakes Regional Council of Carpenters
Mr. Rick Tomlinson, Council Representative & LU #950 President
261 Patch Way Road
Duncansville, PA 16635
(814) 693-0315 (ext. 1)

Lee Industries, Inc.
Mr. Josh T. Montler, Vice President of Finance & Operations
50 West Pine Street
Philipsburg, PA 16866
(814) 342-0461

Titusville Redevelopment Authority
Ms. Laurie Baker, Executive Director
110 W Spring Street
Titusville, PA 16354
(814) 827-3668

The Borough of Sayre
Mr. David Jarrett, Borough Manager
110 West Packer Avenue
Sayre, PA 18840
(570) 888-7739

Sheetz, Inc.
Mr. William Sauserman, P.E., Director of Engineering and Store Design
Sheetz Facilities Support Center
351 Sheetz Way
Claysburg, PA 16625
(814) 239-1373



Stiffler McGraw Architects (SMA) understands the Adjutant General's office is seeking a qualified architectural firm to provide professional design services to renovate The Vance Building at Camp Dawson, which is to be repurposed to meet the needs of the Mountaineer Job Challenge Program. As such, the facility will be renovated to support elements of the Mountaineer Challenge Academy school program.

The project goals and objectives are:

1. The Vance Building is a pre-fabricated metal building that has two large work bays, office area, conference area, restrooms, and storage areas. The building currently serves as the Fire Department building for Camp Dawson. The building will be redesigned in all aspects to provide classroom areas, offices, sufficient restrooms, shop areas and storage for the Mountaineer Challenge Academy's Job Challenge Program.
2. Provide a complete design including all engineering and architectural disciplines to prepare construction bid documents for the West Virginia State Purchasing Division. The key design elements include rearranging the existing floor plan, insulation, additional egress doors, additional electrical, additional data, reconfiguring and the addition of heating and cooling, and the addition of proper ventilation of the shop area.
3. All new interior and exterior lighting. All lighting is to be LED and appropriate for newly designed area. Any new exterior doors are to be designed more efficient at protecting against the transference of heat and cold.
4. Drawings and specifications are to be submitted at 35%, 65%, 95% and 100%; cost estimates are to be revised and submitted with each submittal at 35%, 65%, 95% and 100%.
5. Provide construction bid services to the Owner.

We have grown our clientele based on the ability to evaluate building renovation needs efficiently and effectively, identify the needs of the Owner and Users, and guide projects from concept through construction. Once receiving the Notice to Proceed, our first task will be holding a kick-off/planning meeting with a committee appointed by the Adjutant General's office that has authority to give direction regarding the scope of the project. During that meeting, we will begin to identify the current and future programming needs of the Mountaineer Challenge Academy's Job Challenge Program (MCAJCP) and any known deficiencies that exist throughout the existing facility.

The reason that we must begin the process by sitting down with the committee is that the needs of the MCAJCP are known only to you. We can and will use our professional expertise to help identify deficiencies within the existing structure; However, only you can provide the necessary insight regarding the types and sizes of program spaces required, specific equipment to be included, and aesthetic preferences.

Having a firm understanding of your goals will allow our team of trained professionals to integrate these goals into a schematic design consisting of floor plans, elevations, and sections as necessary to illustrate the intent of the design. We will investigate building code requirements, state/federal regulations and local ordinances and their potential impacts on the project.



As we move further along with design we will begin to prepare the final technical drawings and specifications, which establish the requirements for the construction of the project. They will describe the quality, configuration, size, and relationship of all components to be incorporated into the project. All disciplines will review and coordinate their drawings with the entire design team to ensure a well-coordinated and accurate set of documents. These documents will serve as the basis for obtaining bids from contractors and are used by contractors to obtain price quotes from subcontractors.

The bidding process is probably the shortest phase but crucial to ensuring that the right contractor is selected with the right bid. We will assist the Adjutant General's office throughout the entire process from distributing the construction documents to bidders, conducting a pre-bid conference, evaluating bids for accuracy, contractor selection, and contract preparations.

During construction, we will act as your representative and provide administration of the Contract between you and Contractor. Throughout the construction of the project we will observe construction progress, note when it does not conform to the construction documents and review the Contractor's request for payments (to ensure what they are billing you for has indeed been installed and to verify that they are on schedule). We will answer questions from the contractor and clarify the design documents, issue supplementary information, review change proposals, substitution requests and review material samples.

Once substantial completion has been reached, we will perform a final walk through and create a "punch list" of items to be fixed and/or completed before verifying the final payment, and will assist you with all project close-out procedures.



A. Project Management Plan

Our staff offers extensive knowledge and experience with all phases of projects including planning, design, project scheduling and budgeting, construction documents and specifications, bidding and negotiation, and construction contract administration and management.

Brian Endler, A.I.A. will serve as **Stiffler McGraw Architect's (SMA)** Project Manager, as well as Architect of Record, and be the main point of contact for all communication with the WV Purchasing Division and the Adjutant General's Office. Mr. Endler will be in charge of coordinating the collection of data and authorizing the required plans and specifications for the projects. A kickoff-off meeting with the WV Purchasing Division and the Adjutant General representatives and key **SMA** staff will be arranged and conducted by Mr. Endler to provide an outline of the proposed project and ensure that all parties agree with the anticipated project scope, timeline and implementation schedule. Once approved, Mr. Endler will have **SMA** staff begin project activities. Throughout the project, open lines of communication with the WV Purchasing Division and the Adjutant General's Office will be maintained to keep you informed of project status, and as such, we will be available to conduct status meetings, memos, emails or telephone calls as needed.

Planning is a fundamental and challenging activity in the management and execution of any project. It involves the choice of technology, the definition of work tasks, the estimation of the required resources and durations for individual tasks, and the identification of any interactions among the different work tasks. It also involves relying on past experiences to know where potential problems may exist and how to adjust for those. Mr. Endler has access to the full resources of **SMA** and can add manpower as necessary to meet critical timeframes.

Mr. Endler will be in direct charge of creating and monitoring the project schedule. The schedule will be reviewed and approved by WV Purchasing Division and the Adjutant General's Office as part of the scope of work. Mr. Endler will monitor the progress of all work to help ensure the project will be completed within the agreed upon period. Throughout the project, if circumstances develop that may impact the project schedule, Mr. Endler will work with WV Purchasing Division and the Adjutant General's Office to develop a mutually agreeable adjustment.

B. Project Quality Control

Oversight is provided to all levels of project production by both a company Principal and the Project Manager. John Clabaugh, P.E. will be responsible for verification of the QA/QC processes by conducting periodic evaluations to ensure that the Project Manager responds in accordance with the applicable sections and procedures outlined in our Master Quality Management Plan. The Project Manager is responsible to ensure that corrective actions are taken if required and non-conforming work is handled properly.

A Project Specific Quality Assurance Plan (PSQAP) will be developed. At project inception, the Project Manager clearly identifies the objectives, requirements and operating procedures for the project and shares them with the members of the design team specifically chosen for each project per project needs. These include peer review of submissions, calculation and plan checking, a comprehensive schedule with milestone dates, a communication plan, regular staff meetings, CADD documentation, coordination with outside agencies, procedures for documenting various tasks, conformance audits, various management tools and a project team protocol.



C. Project Cost Control

Project Manager Brian Endler, A.I.A. will be responsible for managing the project budget and keeping the team informed and on-track. **SMA** utilizes Deltek Ajera software; a real-time project based management and accounting software system built specifically around Architecture and Engineering best practices. Information such as project reporting, resource scheduling, contract compliance, invoicing and timesheet collection are updated in real-time for project based costing. Once the scope of work is approved by the WV Purchasing Division, Mr. Endler will develop a work plan based on hourly rates and tasks as defined in the Scope. We utilize this process for all of our projects to ensure conformance with project milestones and budget.



RELATED PROJECT EXPERIENCE

The following list of projects are ones in which Brian served as Project Architect while employed at Stiffler McGraw. Brian's demonstrated areas of expertise include architectural design, code analysis, construction documents, bidding and construction administration. His architectural experience includes correctional, municipal/judicial, retail, business/office, higher education, K-12 educational, religious, public safety, manufacturing, recreational facilities and residential, encompassing both new construction and renovations.

- **Central Campus Renovations, Keystone Mountain Lakes Regional Council of Carpenters, Duncansville, Blair County**
Project Architect for the design and construction of various alterations at the existing Central Campus building. The alterations, totaling approximately 13,150 SF, included additional office and conference space, instructional classrooms, and a welding booth area in the shop. In addition, to take advantage of the nearly 24 foot high space, a new 2,500 SF structural floor system was added above the office area to be used as material storage. On the exterior, a new main entrance façade and canopy were added to enhance the building's appearance.
- **Service & Maintenance Complex, Pumpco Energy Services, Asylum Township, Bradford County**
Project Architect for a new three-building complex that will serve as a regional headquarters for Pumpco. The buildings are pre-engineered metal structures and each serves various functions. Building one the largest at 23,400 SF, and contains the administrative offices, and a full service garage for the repair and maintenance of their equipment. Building two is a 5,500 truck wash building that contains a water reclamation system. Building three is a 10,600 chemical storage building that also houses a water treatment system for the complex, as well as the fire protection system holding tanks.
- **Addition/Expansion to the Bedford County Business Center, Bedford County Development Association, Bedford County**
Project Architect for a 15,480 SF pre-engineered metal building addition to an existing 24,000 SF facility. A major design consideration was the owner's desire to match the existing facility to the greatest extent possible so the entire complex looks original. Provided complete architectural and engineering design services as well as all bidding and construction administration of the project.
- **Township Building Addition, Allegheny Township, Blair County**
Principal Architect for the construction of a 5,400 SF addition to the existing Allegheny Township Municipal Building for the purpose of providing the Township Police Department a more modern, secure and efficient space to occupy. The single story structure is slab-on-grade, masonry framed with brick veneer, and has a shingled gabled roof. The new addition contains a secure intake and processing area including vehicle and pedestrian sallyports, holding cells (one of which is padded), interview rooms, and a processing counter with secure evidence lockers. Administratively, the department has three private offices, an open office area with accommodations for four patrolmen, file storage with high density mobile shelving, and a secure evidence storage room. Locker room facilities for both men and women, along with an armory and ammo storage is also provided.



- **Shop/Garage Building, Bedford Township Municipal Authority, Bedford County**
Principal Architect for the construction of a new 4,550 SF shop/garage building to accommodate various equipment, machinery and material storage as well as provide a small office space for the Authority. The single story structure is slab-on-grade, wood framed with a gabled roof. The exterior has metal roofing and siding with fiberglass windows. The interior of the shop/garage areas is finished with metal liner panel while the administrative areas have typical finishes.
- **Police Department Additions and Renovations, Roaring Spring Borough, Blair County**
1,000 SF of additions and renovations to the existing borough building to house the police department. The new space includes offices for the Chief and Lieutenant, open office area, and an interview/holding room.
- **New Administrative Building, Snake Spring Township, Bedford County**
Principal Architect for the construction of a new single-story, 2,240 SF building to serve as the Authority's administrative office, public meeting space, and storage garage. The single story structure will be slab-on-grade, wood framed with a gabled roof. The exterior of the building will have metal roofing and siding with aluminum windows. The interior of the garage area will be finished with painted OSB board and metal liner panel, while the administrative area will have typical office finishes.
- **Department of Public Works and Emergency Operations Center, Sayre Borough, Sayre, Bradford County**
Project Architect for a new pre-engineered metal building to house the 3,000 SF Emergency Operations Center and 5,500 SF DPW Maintenance Garage. Phase I completed all civil work and the construction of the pre-engineered metal building. Phase II finished the interior of the building consisting of meeting rooms, locker and shower facilities, offices, borough plan room, garage space, signage shop, maintenance bays, and space for future offices and meeting rooms.
- **Alice Paul House, White Township, Indiana County**
Project Architect for the preparation of concept plans and renderings for the development of a new facility for a non-profit agency. Initial scoping meetings were conducted and space needs analysis completed. Concept floor plans were developed and reviewed with staff and board members. With their input, revisions were made and final floor plans, building elevations and a project rendering were prepared. A preliminary site plan was developed and cost estimate for a 2 story 14,250 SF facility with 60 parking spaces was prepared.

EDUCATION

Bachelor of Arts Degree, Architecture, 2001, Lehigh University

PROFESSIONAL REGISTRATIONS / CERTIFICATIONS

Registered Professional Architect – WV (■■■■■ exp. 6/30/19), PA, NY, MD

PROFESSIONAL SOCIETIES

American Institute of Architects – Vice President, Middle Pennsylvania Chapter (2015- 2016)

EXPERIENCE RECORD – 19 Years



RELATED PROJECT EXPERIENCE

John provides a continuous QA/QC process on many of the larger architectural projects for the firm, assisting the entire team as needed from beginning to end. In this role, his responsibilities include coordinating with the Architectural Project Manager throughout the project life cycle to review project status, staff needs, project budget and assist with any results discussions and recommend necessary corrective actions.

John has also served as Project Manager/Engineer for the following municipal infrastructure projects while employed at Stiffler McGraw. John's duties include preliminary design, final design, bidding, construction administration and operation, securing of permits, grant/loan administration and client liaison.

- **Water Treatment Facility Improvements, Williamsburg Municipal Authority, Woodbury Township, Blair County**
Project Manager for the design of a new potable water disinfection facility at the current Municipal Authority well field. The project involves the construction of a modern masonry structure to house the chemical feed equipment as well as serve as an office space for the operator; updates to the flow monitoring equipment, the installation of modern pump controls, and online chlorine residual monitoring equipment. Estimated Project Cost - \$3,223,450.
- **Water Treatment Plant Improvements, Nanty Glo Water Authority, Cambria Township, Cambria County**
Sr. Project Engineer for water treatment plant improvements including a new dual unit 800 gpm upflow clarifier/filtration system, construction of a backwash water supply pump station, conversion of an existing sludge holding tank to a backwash waste equalization tank, and installation of an on-site shallow injection well/absorption bed for disposal of backwash water solids and plate settler overflow. Estimated Project Cost - \$3,980,000.
- **Water System Upgrades, Hastings Municipal Authority, Cambria County**
Project Manager for the design, permitting, bidding and construction administration of an interconnection between the Hastings System and Elder Township, replacement of the raw water line, replacement of the system's primary source of raw water, replacement of the water distribution system in the village of Slickport and renovations to the existing water treatment facility. Estimated Cost - \$4,500,000.
- **Water Treatment Plant, Towanda Municipal Authority, Bedford, Bradford County**
Project Manager for the design of a new 1.0 MGD treatment facility equipped with membrane filtration, clear well storage, and disinfection facilities, abandonment of an existing well field and gas dechlorination system. Estimated Project Cost - \$6,500,000.
- **Wastewater Treatment Plant Upgrade, Municipal Authority of the Borough of Bedford, Bedford County**
Project Manager for the design of upgrades to the existing wastewater treatment plant (1.5 MGD capacity). The upgrades included installation of SBR's, anaerobic digesters, screening equipment, grit removal, primary clarifiers, UV disinfection system, biofilter, chemical feed systems and solids processing equipment. Estimated Cost - \$17,700,000.



- **Wastewater Treatment Plant Upgrade, Freedom Township Water & Sewer Authority, Blair County**
Project Manager for the design of upgrades to the existing wastewater treatment plant (0.96 MGD capacity). The upgrades included installation of equalization tanks, influent pumping station, fine screening equipment, 4 stage BNR process, UV disinfection system, aerobic digesters, chemical feed systems and solids processing. Estimated Cost - \$13,000,000.
- **Water System Upgrades, Northern Cambria Municipal Authority, Cambria County**
Design, permitting, bidding and construction administration of an approximately 559,000 gallon water storage tank to replace the existing Cherry Ridge water storage tank, addition of new public water source, upgrades to the existing Spangler Water Treatment Facility. Project involves administering PennVEST and H2O CFA funds as part of the project cost and securing a Public Water Supply Permit from the Pennsylvania Department of Environmental Protection. Estimated Cost - \$3,000,000.
- **Wastewater Treatment Plant Upgrades, Gallitzin Borough Sewage and Waste Authority, Cambria County**
Project Manager for the design of upgrades to the existing wastewater treatment plant (0.400 MGD capacity). The upgrades included installation of SBR's, influent pumping station, UV disinfection system, aerobic digesters, sludge processing equipment, ADA restrooms and chemical feed systems. Estimated Cost - \$8,500,000.
- **Sanitary Sewer Replacement, Borough of Philipsburg, Centre County**
Design of a four phase replacement sanitary sewer conveyance system throughout the Borough. Included the installation of approximately 69,900 LF of sanitary sewer pipe, manholes, associated appurtenances and 1,365 LF of storm sewer piping. Estimated Cost - \$18,000,000.
- **Wastewater Treatment Plant Upgrades, Williamsburg Municipal Authority, Blair County**
Project Manager for the design of upgrades to the existing wastewater treatment plant (0.337 MGD capacity). The upgrades included installation of SBR's, influent pumping station, UV disinfection system, aerobic digesters, sludge processing equipment, municipal offices, locker rooms, ADA restrooms and chemical feed systems. Estimated Cost - \$8,000,000.

EDUCATION

Bachelor of Science Degree, Civil & Environmental Engineering, 2003, The Pennsylvania State University

PROFESSIONAL REGISTRATIONS / CERTIFICATIONS

Registered Professional Engineer – WV [REDACTED], exp. 12/31/18), PA, MD

EXPERIENCE RECORD – 15 Years



RELATED PROJECT EXPERIENCE

The following list of projects are ones in which Tim served as Senior Project Engineer while employed at Stiffler McGraw. Tim's responsibilities include structural design and development of architectural plans for related structures; preparation of construction documents including plans, details, schedules, specifications and shop drawing review.

- **Central Campus Renovations, Keystone Mountain Lakes Regional Council of Carpenters, Duncansville, Blair County**
2,500 SF light gauge floor addition within existing 10,700 SF steel framed building. Also included structural design and modifications for a cantilever entrance canopy.
- **Lee Industries, Philipsburg, Centre County**
Foundation design and project management for 30,600 SF pre-engineered metal building with five 30-ton cranes and capacity for 10-ton gantry crane located anywhere on concrete grade slab.
- **Renovations to Existing Shop/Maintenance Building and Truck Wash Addition, Pumpco Energy Services, South Huntingdon Township, Westmoreland County**
Structural Engineer for foundation and interior masonry wall design for renovation and 5,000 SF addition to existing 25,000 SF pre-engineered metal building with offices, vehicle maintenance and truck wash areas.
- **Service & Maintenance Complex, Pumpco Energy Services, Asylum Township, Bradford County**
Foundation and interior masonry wall design for 23,400 SF, 10,600 SF and 5,500 SF pre-engineered metal buildings including office area, vehicle maintenance, chemical storage, and truck wash areas.
- **Pierpont 5000, Morgantown, WV**
Design of 20,000 SF retail space with steel joists and beam roof system and spread footing concrete foundations.
- **Bedford County Business Center, Bedford County Development Association, Bedford County**
Foundation design and building specification for 15,480 SF pre-engineered metal building addition to existing 24,000 SF facility.
- **Tunkhannock Office Expansion, Southwestern Energy Co., Tunkhannock, Wyoming County**
Foundation design for 5,200 SF pre-engineered metal building addition and design of light gauge metal second roof structure for 3,000 SF office building addition.
- **Department of Public Works and EOC Building, Sayre Borough, Sayre, Bradford County**
Foundation design for 8,500 SF pre-engineered metal building and design of light gauge metal second floor structure with offices, emergency operations center and vehicle maintenance area.
- **Athletic Building Annex Renovation, Bellwood Antis School District, Bellwood, Blair County**
Structural Engineer for design of renovations for a one-story wood frame athletic building.



- **Historic Structure Report, Frederick A. Thayer, III Courthouse, Garrett County Commissioners, Oakland, Garrett County, MD**
Structural Engineer for a Historic Structure Report for a 110-year old, Neoclassical Renaissance Revival style courthouse building. Providing structural engineering services including assessment of exterior masonry and condition of structural components.
- **Additions & Renovations, First Church of Christ, Altoona, Blair County**
Structural Engineer for the design and construction to an existing wood arch church. The total additions and new structure totaled 35,910 SF, containing new elevator, multipurpose room addition, narthex addition, sanctuary additions, stair addition and alteration of existing arch system for increased column-free area.
- **Additions and Renovations, Wehnwood United Methodist Church, Altoona, Blair County**
Structural engineering for a 2,800 SF, one-story (with full basement) addition to existing church with concrete footings, masonry foundation walls, and wood frame floor and roof structure.
- **East Freedom Surgical Center, East Freedom Properties, LLC, East Freedom, Blair County**
Design for 8,500 SF, one-story surgical center with wood truss roof, wood frame exterior walls, steel beam and column interior supports, and masonry foundation walls on concrete spread footings. Building also has two cantilever type canopies and one larger canopy with wood frame roof trusses supported by steel beams and columns.
- **Soho West, Urban Architecture, LLC, Hoboken, NJ**
Co-design of 20-story, 800,000 SF cast-in-place residential building structure with four levels of parking, exterior terrace and pool space, and ground level retail.
- **Sheetz Travel Center Expansion, Mount Jackson, VA**
Design of 1,500 SF addition and supplementary structure for pre-engineered canopies for 10,500 SF existing retail store.
- **Sheetz Convenience Store**
Design of retail store addition and structure for pre-engineered canopies.
 - Duncannon, PA
 - Cresaptown, MD
 - Roanoke, VA
 - Charles Town, WV
 - Butler, PA
 - Indiana, PA
 - Dahlgren, VA
 - Mill Hall, PA
 - Morgantown, WV
 - Brownstown, PA

EDUCATION

Bachelor of Architectural Engineering Degree, Structural Engineering, 1992, The Pennsylvania State University

PROFESSIONAL REGISTRATIONS / CERTIFICATIONS

Registered Professional Engineer – WV (██████████, exp. 12/31/18), PA, MD, OH, VA, NCEES Record Certificate (2011)

Leadership in Energy and Environmental Design – Green Associate (2013)

EXPERIENCE RECORD – 25 Years



RELATED PROJECT EXPERIENCE

The following list of projects are ones in which Mike served as mechanical engineer while employed at **Stiffler McGraw**. Mike's demonstrated area of mechanical engineering experience is concentrated in the HVAC, plumbing and fire protection fields for hospitals, pharmaceuticals, commercial and residential buildings. His duties include surveying and documentation of existing structures for purposes of modifications to buildings, including, plumbing and storm water systems. Construction administration including shop drawing review and tracking of project correspondence; field verification of drawings; attendance of job meetings for project coordination and implementation; review and revision of CADD drawings; cost estimation; equipment selection; and drafting of punch lists.

- **Central Campus Renovations, Keystone Mountain Lakes Regional Council of Carpenters, Duncansville, Blair County**
Project Engineer for the complete design and specification the mechanical and plumbing systems for the construction of additional office space on the first floor level, a welding booth area, and a new, approximate 3,500 SF mezzanine level structural floor system over a portion of the existing shop area to be used as storage.
- **Athletic Building Annex Renovation, Bellwood Antis School District, Bellwood, Blair County**
Complete two phase conversion of an existing school utility building to an educational athletic building. The project included the design of a 2,000 SF bathroom addition, which included a central ventilation system, electric unit heaters, and the installation of a new 200 amp 3 phase electrical service, with a 100 amp sub-feed, as well as extensive plumbing design. The second phase consisted of a rooftop HVAC system as well as natural gas unit heaters to remodel the existing 5,000 SF building. Additionally, occupancy sensors and security switches were installed on the lighting system to meet the varying needs of the athletic department.
- **Bedford County Business Center Addition, The Bedford County Development Association, Bedford County**
Project Engineer for the construction of a 15,480 SF building addition to house business enterprises. Work consists of civil, general construction, plumbing, electrical and HVAC. The project added to the existing 24,000 SF complex, consisting of 15,156.39 SF of enclosed area, of which 1,652.17 SF is common corridors, restroom facilities and telecommunications area and 13,504.22 SF of tenant space.
- **Titusville Opportunity Park 20 Series Building Renovation Project, Titusville Redevelopment Authority, Titusville, Crawford County**
Renovation of an old existing steel-mill site. The project is approximately 101,000 SF in size and is proposed to be separated into 5 tenant spaces with a common loading area, and shall be used as unconditioned warehousing. The renovation will generally include new metal roofing and siding, fire-rated demising walls between tenants, new overhead and man doors, and electrical upgrades.
- **Service and Maintenance Complex, Pumpco Energy Services, Asylum Township, Bradford County**
Complete design and specification of the mechanical plumbing and fire protection systems for a new regional headquarters including: 17,000 SF office and maintenance garage building, 5,500 SF truck wash building and 10,600 SF chemical warehouse building.



- **Renovations to Shop/Maintenance Building & Truck Wash Addition, Pumpco Energy Services, Inc., Smithton, Westmoreland County**
Project Engineer for 25,000 SF of renovations including new office space and maintenance garage and 5,000 SF truck wash addition including new HVAC system, fire protection and fire alarm system and a self-contained truck wash system.
- **Dept. of Public Works & Emergency Operations Center, Sayre Borough, Bradford County**
Complete design and specification of the mechanical, electrical and plumbing systems of an 8,500 SF Department of Public Works and Emergency Operations Center borough building. Design included hydronic in slab radiant tube heating, emergency generator, underground electrical service and electrical service distribution to the Borough Public Works compound.
- **Township Building Addition, Allegheny Township, Blair County**
Engineer responsible for the complete design and specification of the mechanical and plumbing systems of a 5,400 SF addition to the existing Allegheny Township Municipal Building for the Police department and Township offices. Design included complete HVAC and plumbing design for holding cells, interview rooms, evidence and file storage, locker rooms, offices, and a vehicle sallyport. Design also included video surveillance system for implementation into the building security system.
- **Indiana County Recycling Center, Indiana County Solid Waste Authority, Indiana County**
Project Engineer for the renovation of an existing tenant space into a 4,000 SF storage and work area. Work included all new mechanical and renovated electrical systems to support a new work area for the County.
- **Additions and Renovations, Wehnwood United Methodist Church, Altoona, Blair County**
Engineer responsible for the design of the Mechanical Systems for a new 2,800 SF addition to the existing church. The addition includes an elevator. The design included two new air-handling systems and modification of the existing kitchen exhaust ventilation; plumbing for a new kitchenette and ADA restroom as well as the modification of the existing exterior sanitary sewer lateral system.
- **Tenant Space Fit-out, Dr. Christie Cardellino, Johnstown, Cambria County**
Project Engineer for the renovation of an existing 4,190 SF commercial building into two separate tenant spaces, and the 2,560 SF fit-out of one of the tenants. The new tenant fit-out will house an eye doctor's office including a waiting area, exam rooms, frame fitting area and a bathroom. Work consisted of altering existing mechanical system, adding plumbing for new fixtures and electrical system modifications.

EDUCATION

Bachelor of Mechanical Engineering Degree, Mechanical Engineering, 1992, Villanova University

PROFESSIONAL REGISTRATIONS / CERTIFICATIONS

Registered Professional Engineer – WV [REDACTED] exp. 12/31/18, PA, MD, MO

EXPERIENCE RECORD – 13 Years



RELATED PROJECT EXPERIENCE

The following list of projects are ones in which Jeff served as Project Designer while employed at Stiffler McGraw. Jeff primarily assists with preliminary and final project design responsibilities, which include equipment selection, specification review/revision, shop drawing review, CADD drawing review/revision, and client liaison.

- **Service and Maintenance Complex, PumpCo Energy Services, Asylum Township, Bradford County**
Assisted with the design and specification of electrical equipment for a new office and truck shop/maintenance facility. Design duties included assisting with layout of the electrical service and equipment required for lighting and power for office and shop/maintenance space, truck wash facility and chemical storage warehouse, which included on-site water storage/treatment equipment.
- **Renovations to Existing Shop/Maintenance Building and Truck Wash Addition, Pumpco Energy Services, Smithton, Westmoreland County**
Assisted with the design and specification of electrical equipment for renovations and additions to an office and truck shop/maintenance facility. Design duties included assisting with layout of the electrical service and equipment required for lighting and power for the renovated office and shop/maintenance space, as well as a newly added truck wash facility.
- **Township Building Addition, Allegheny Township, Blair County**
Electrical engineering design for 5,400 SF one-story municipal office and police station addition to existing one-story 2,350 SF building. Design included electrical service upgrade, and distribution for power, lighting, and HVAC equipment; lighting for building interior, exterior, and exit/emergency needs; and accommodations for building data, access, and security system needs.
- **Titusville Opportunity Park 20 Series Building Renovation Project, Titusville Redevelopment Authority, Titusville, Crawford County**
Electrical design for improvements to a multi-building site for a former steel mill plant. Completed design and specifications for interior distribution of electrical power to each future tenant space, installation of new lighting and convenience outlets, emergency lighting and exit signage to code.
- **Historic Structure Report, Frederick A. Thayer, III Courthouse, Garrett County Commissioners, Oakland, Garrett County, MD**
Electrical Engineer for a Historic Structure Report for a 110-year old, Neoclassical Renaissance Revival style courthouse building. Analyzing the installed electrical systems for the existing courthouse and as needed to support mechanical systems in the adjoining buildings. Will provide recommendations for updates to the systems and related cost estimates.
- **Sayre Borough Building, Sayre, Bradford County**
Assisted with the design and specification of the electrical system of a 4,000 SF borough building, which included assisting with the layout of electrical service, as well as interior power, lighting and data equipment.



- **Skills of Central PA Adult Day Care Renovations, MTS Real Estate, Ebensburg, Cambria County**
Electrical design for renovations to an existing building which provides adult day care services to older adults with developmental disabilities. Design included changes to the existing power distribution to accommodate building renovations and new HVAC equipment, and specification of a building fire alarm system. Design also included new exit/emergency fixtures and lighting throughout the renovated areas of the building.
- **Additions & Renovations, First Church of Christ, Altoona, Blair County**
Electrical design for additions and renovations to an existing church, which included new accessible restrooms, elevator, multipurpose room addition, day care, educational classrooms, commercial kitchen, and narthex addition. Design included modifications to the building's electrical service and distribution to accommodate a new fire pump, elevator, HVAC equipment, and miscellaneous circuits throughout the building. Design also included code required exit/emergency fixtures, and interior and exterior lighting.
- **New Manufacturing Facility, Lee Industries, Inc, Philipsburg, Centre County**
Electrical design for a new 42,000 SF high bay facility for the manufacturing of process equipment to serve the pharmaceutical, chemical, cosmetic, healthcare and food industries. Design included new electric service, switchgear, and bus duct distribution to serve welding work station equipment, bridge and jib cranes, and HVAC equipment. Design also included facility lighting, including interior hi-bay and task lighting, and exterior building lighting.
- **Fraley Street Building Renovation, McKean County Redevelopment & Housing Authority, Kane, McKean County**
Electrical design for the renovation of six apartments to achieve four efficiency style apartments with a common laundry facility and office. Duties included design modifications to the existing electrical service and distribution, and layout of electrical equipment, lighting, and exit/emergency fixtures to code.
- **Ganister Station, Mineral Point, Cambria County**
Electrical design for the renovation of an existing building into an adult care facility, including new ADA compliant restrooms, office, and conference rooms. Design included modifying existing electrical equipment to accommodate the new building layout, exit/emergency fixtures for code compliance, and specification of a building fire alarm system.
- **Tenant Space Fit-out, Dr. Christie Cardellino, Johnstown, Cambria County**
Electrical design for the renovation of an existing 4,190 SF commercial building into two separate tenant spaces, and fit-out of one of the tenants. Duties included design modifications to the existing electrical service and distribution, and layout of electrical equipment, lighting, and exit/emergency fixtures for code compliance.

EDUCATION

Bachelor of Science Degree, Electrical Engineering, 1998, The Pennsylvania State University

PROFESSIONAL REGISTRATIONS / CERTIFICATIONS

Registered Professional Engineer – WV (██████) exp. 12/31/18), PA, MD

EXPERIENCE RECORD – 20 Years



The West Virginia Board of Architects

certifies that

BRIAN PAUL ENDLER

is registered and authorized to practice
Architecture in the State of West Virginia.

In testimony whereof this certificate has been issued
by the authority of this board.

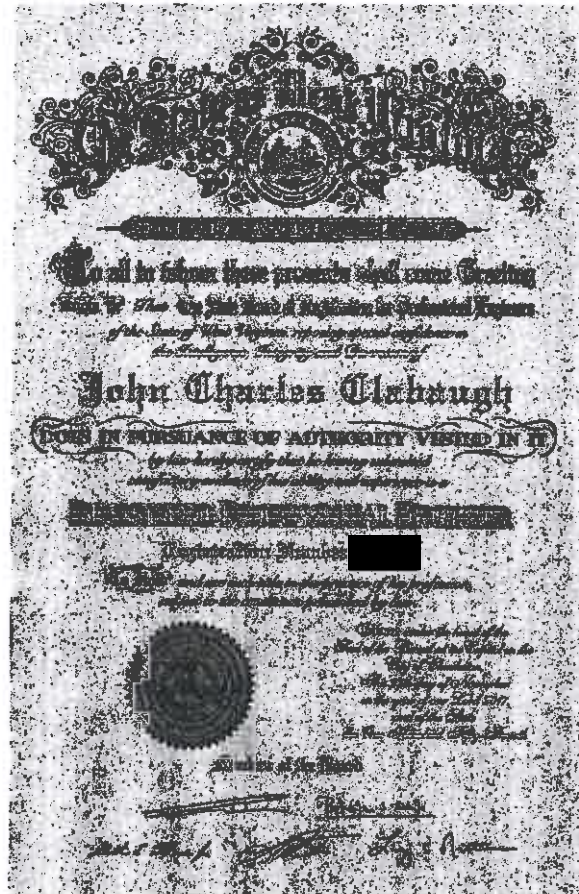
Certificate Number [REDACTED]

The registration is in good standing until June 30, 2019.



A handwritten signature in cursive script, likely of the Board Administrator.

Board Administrator





**West Virginia State Board of Registration
for Professional Engineers**

TIMOTHY R. CAMPBELL
WV PE # [REDACTED]

This is to certify that the above named PROFESSIONAL ENGINEER has met the requirements of the law, is duly registered and is entitled to practice engineering in the State of West Virginia.

EXPIRES December 31, 2018



**West Virginia State Board of Registration
for Professional Engineers**

MICHAEL SEAN DAVIGNON
WV PE # [REDACTED]

This is to certify that the above named PROFESSIONAL ENGINEER has met the requirements of the law, is duly registered and is entitled to practice engineering in the State of West Virginia.

EXPIRES December 31, 2018



**West Virginia State Board of Registration
for Professional Engineers**

JEFFREY LYNN BILLOTTE
WV PE # [REDACTED]

This is to certify that the above named PROFESSIONAL ENGINEER has met the requirements of the law, is duly registered and is entitled to practice engineering in the State of West Virginia.

EXPIRES December 31, 2018





Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Expression of Interest
 02 – Architect/Engr

Proc Folder: 507304

Doc Description: Addendum #1 MCA Jobs Challenge Program Renovation

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-11-02	2018-11-08 13:30:00	CEOI 0603 ADJ1900000010	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature X

FEIN # 26-2599385

DATE November 6, 2018

All offers subject to all terms and conditions contained in this solicitation



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Expression of Interest
 02 - Architect/Engr

Proc Folder: 507304

Doc Description: MCA Jobs Challenge Program Renovation

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-10-18	2018-11-08 13:30:00	CEOI 0603 ADJ1900000010	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature X

FEIN # 26-2599385

DATE November 6, 2018

All offers subject to all terms and conditions contained in this solicitation

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

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

Stiffler McGraw Architects, LLC

Company




Authorized Signature

November 6, 2018

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012

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.

 LEAD ARCHITECT

(Name, Title)
Brian P. Endler, A.I.A., Lead Architect

(Printed Name and Title)
1731 N. Juniata Street, Hollidaysburg, PA 16648

(Address)
(814) 696-6280 / (814) 696-6240

(Phone Number) / (Fax Number)
bendler@stiffler-mcgraw.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.

Stiffler McGraw Architects, LLC

(Company)



(Authorized Signature) (Representative Name, Title)

John C. Clabaugh, P.E., Sr. Project Manager

(Printed Name and Title of Authorized Representative)

November 6, 2018

(Date)

(814) 696-6280 / (814) 696-6240

(Phone Number) (Fax Number)

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: Stiffler McGraw Architects, LLC

Authorized Signature: *[Signature]* Date: November 6, 2018

State of Pennsylvania

County of Blair, to-wit:

Taken, subscribed, and sworn to before me this 6th day of November, 2018.

My Commission expires August 6, 2022.

AFFIX SEAL HERE

Commonwealth of Pennsylvania - Notary Public
Trisha M. Gerlach, Notary Public
Blair County
My commission expires August 6, 2022
Commission number 1219889
Member, Pennsylvania Association of Notaries

NOTARY PUBLIC *[Signature]*

Purchasing Affidavit (Revised 01/19/2018)