



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

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WV PURCHASING DIVISION

March 29, 2021

Mr. David H. Pauline  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

Re: Solicitation #: CEOI 0603 ADJ2100000010  
Wheeling AASF2 – Shower-Restroom Renovation

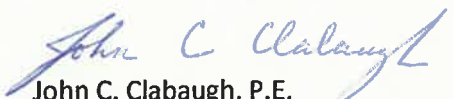
Dear Mr. Pauline:

**Stiffler McGraw Architects, LLC (SMA)** appreciates this opportunity to be considered for selection to provide architectural services related to the design and development of construction documents for the renovation of the shower and restroom areas within the flight facility at the Army Aviation Support Facility #2, Wheeling, WV. 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 the West Virginia 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 Army Aviation Support Facility #2 Shower-Restroom project. Should you care to discuss any aspect of this submission in further detail, please contact our Lead Architect, Andrew Kordish, AIA at or [akordish@stiffler-mcgraw.com](mailto:akordish@stiffler-mcgraw.com) or (814) 696-6280.

Sincerely,

  
John C. Clabaugh, P.E.  
Sr. Project Manager/Vice President

**Letter of Interest**

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*Stiffler McGraw Architects, LLC (SMA)* is best suited to undertake the Wheeling AASF2 Shower-Restroom Renovation because we have an “in-house” team with experience undertaking similar projects with a history of completing the work on-time and within budget. Our parent company, *Stiffler McGraw & Associates, Inc. (SM)*, 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 Wheeling Army Aviation Support Facility #2 (AASF2) Shower-Restroom 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
- Construction Inspection

Our current staff of 62 includes architects; civil, electrical, mechanical, structural and transportation engineers; surveyors; landscape architects; construction inspectors; technicians; environmental scientists; grant coordinators 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, tenant improvements, additions, and historical renovations and repairs. Our architectural department has direct access to a team of “in-house” engineering and environmental 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. Every project is unique in terms of the priorities and resources. 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 markets that we serve. Every aspect of designing, permitting, specifying and overseeing the construction of these facilities is completed in house. We invite you to compare our in-house capabilities 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 Wheeling AASF2 Shower-Restroom. 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 our success over the past 31 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 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 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 Wheeling, WV, 146 miles away, is not outside of our service reach.

- Bethany College, WV – 143 miles
- 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
- City of Titusville, Crawford County, PA – 146 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

We have recently provided services as a subconsultant on the following projects in West Virginia:

- Willowdale Parking Structure, West Virginia University, Morgantown, WV
- 15<sup>th</sup> Street Parking Structure, Marshall University, Huntington, WV
- Pierpont 5000, Metro Properties, Morgantown, WV
- Margaret Manson Weir Pool, City of Weirton, Weirton, WV
- Cockayne House, Private Owner, Glen Dale, WV

***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 Wheeling AASF2 Shower-Restroom 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:

5 Administrative	3 Environmental Specialists	2 Structural Engineers
1 Architect	1 IT Specialist	6 Surveyors
10 Civil Engineers	1 Landscape Architect	3 Technicians
5 Construction Inspectors	1 Mechanical Engineer	3 Transportation Engineers
5 Draftsmen/CAD Operators	8 Project Designers	6 Water/Wastewater Engineers
1 Electrical Engineer	1 Project Manager	

- **SM** has a history of retaining staff; 24 have been with the firm for 15 or more years, many of whom have been completing projects together since our inception in 1989. Staff members have an average of 13 years of employment at **SM**. 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. One of our cultural objectives is to develop and maintain staff with competencies in multiple disciplines. Accordingly, we have effectively managed our workload, budgets and deadlines. 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 over 30 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.
- Eleven of our staff are professionally registered in the State of West Virginia, as well as multiple other states. Key staff for this project include:
  - **Andrew L. Kordish, AIA, CDT** – 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, NY
  - **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*.

**Andrew L. Kordish, AIA, CDT** will serve as the Lead Architect and Project Manager for the Wheeling AASF2 Shower-Restroom Renovation and point of contact for the WV Army National Guard Adjutant General's office, overseeing the project during design, bidding and construction administration. He serves as Sr. Project Architect for architectural design utilizing Building Information Modeling (BIM). He provides design services for multiple new construction and rehabilitation projects for our retained clients and quality assurance and quality control on all projects produced in house before going out to bid. His experience over the past 30 years spans a broad spectrum of design services for K-12 educational, higher education, business/office, correctional, municipal, retail, manufacturing and residential facilities.

**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 18 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. Kordish 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. Mr. Campbell has provided structural services on a number of WV projects as noted on his resume.

**Michael S. Davignon, P.E.** has 16 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.

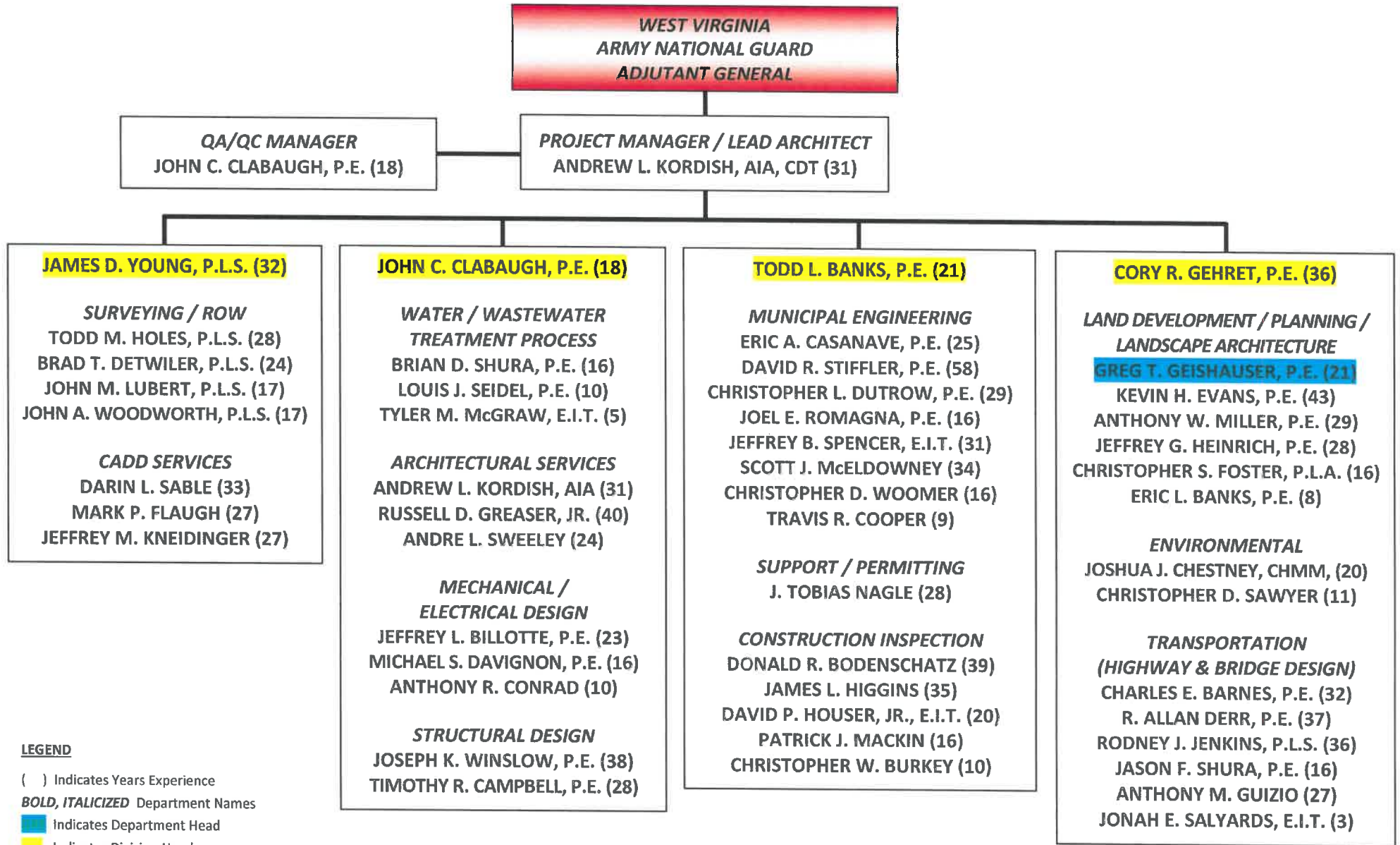
**Jeffrey L. Billotte, P.E.** has 20 years of experience in the design of electrical systems for a variety of buildings for municipal, commercial, industrial and residential clients. He assists with preliminary and final project design responsibilities, which include equipment selection, specification 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.

**Joshua J. Chestney, CHMM, WPIT** serves as a Sr. Environmental Scientist for environmental consulting and testing in support of renovation and demolition activities. His 20 years of experience includes providing technical assistance and staff support for Phase I Environmental Site Assessments; Phase II Subsurface Investigations and Environmental Impact Assessments; asbestos projects; hazardous material surveys; Indoor Air Quality assessments; industrial hygiene investigations; and microbial investigations.



# 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.

**New Fire Station, Bedford Fire Department No. 1, Bedford, Bedford County**

The project involves the construction of a new 16,000 SF, two-story fire station. The main level of the facility consists of a 12,000 SF pre-engineered metal building that contains a 6-bay apparatus garage, gear room with lockers, radio room, meeting/training room, kitchen/lounge area, and four offices. As one passes through the main entrance you encounter a long corridor that is used as a museum type space filled with display cases of memorabilia, artifacts, and pictures representing the history of the fire department. Other support spaces on this level include a decontamination shower, tool room, cascade room, hose washer and drying area, restrooms and shower room. To the rear of the apparatus garage, and above the administrative area, there is a large storage mezzanine that is open to the garage that is used for large bulk storage. On the lower level is a 4,000 SF unfinished basement space that is planned for a future social hall and kitchen.

**SMA** provided survey, land development, architectural, structural, and MEP design services for the facility as well as typical bidding and construction administration services.



**Restroom Renovation, Rockland Manufacturing, Altoona, Bedford County**

This project involved the renovation of an existing 300 SF restroom to provide ADA accessible restroom facilities and increase capacity. The new design included an additional 200 SF of space which provided a code compliant accessible restroom facility. In addition to the accessibility upgrades, the mechanical system was upgraded to improve ventilation to the area and all new LED lighting and power systems were upgraded to support the new layout.





### **Municipal/Police Building Addition and Renovations, Bedford Borough Council, Bedford County**

The project involves the construction of a two story 1,536 SF addition to the existing two story 15,518 SF Borough Municipal Building for the purposes of providing the Borough's administrative staff, police department and public works department with a more modern, secure and efficient space to occupy. The renovation will completely remodel the interior of the building providing a much-needed Council Chambers room with a 13-seat Chambers desk and room to accommodate a 60-person public audience.

The new addition provides an interior communication and exit stair which improves staff circulation and safety by replacing a non-code compliant exterior stair. Individual secure entrances are designed for the administrative staff, police department and tax collection office. The administrative and tax collection area of the building contains four offices, a file room and break room. The police department is being consolidated to one floor to accommodate a full-time staff of five and part-time staff of three. A separate break room, interview room, evidence room, locker room, conference room, secure storage and two-car garage will vastly improve the police accommodations. The lower level of the building contains the public works department for a staff of ten which has a four-bay garage for various maintenance and repair vehicles, break room, restroom and shower facilities, and an office. The building design incorporates enhanced construction while improving security and sound attenuation in sensitive areas of the building.

**SMA** is providing land development, architectural, structural, and MEP design for the addition and alterations as well as typical bidding and construction administration services.



### **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.



### Indiana Community Center Restroom Renovations, Indiana Borough, Indiana County

**Stiffler McGraw** completed a building assessment report for the Indiana Community Center, a 100-year old historic building housing the Indiana Free Library and Jimmy Stewart Museum, with the purpose of providing Indiana Borough a tool to aid in applying for various grant funding, developing budgets and plan for the much-needed renovations accordingly. Since that time, we have completed restroom renovations, interior renovations and exterior envelope renovations.

The restroom renovations consisted of eight restrooms throughout the four floors of the building for ADA compliance. Work included structural repairs to the existing floor systems, new wet walls, subfloors, ceramic tile, insulation, gypsum board wall systems, fire stopping, suspended ceilings, doors and hardware, new supply plumbing including DWV, new plumbing fixtures, electrical distribution including lighting, exhaust systems, and modifications to the existing sprinkler and steam radiator systems. **SMA's** services included the architectural, structural, HVAC, plumbing and electrical design for the project. Through some creative planning and scheduling, and tremendous cooperation between Stiffler McGraw, the contractors, and the tenants, the library was able to stay open and operational for all but 30 days in an approximately 5-year span. The museum never closed.



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

The project consisted of a new three building complex that will serve as a regional headquarters. The 40 acre, three building 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 pre-engineered metal buildings contain energy efficient floor radiant heating systems and high value insulation. Building 1 is a two story 23,400 SF office and maintenance building with locker, 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 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. **Stiffler McGraw** provided surveying, site design, stormwater management, permitting, structural design for foundation and masonry bearing walls, architectural services for office and interior design, mechanical and electrical engineering and complete construction management.



## RELEVANT PROJECT EXPERIENCE

### **East Freedom Surgery Center, East Freedom Surgical Associates, LLC, East Freedom, Blair County**

Construction of a new 8,500 SF, single-story ambulatory surgical facility. The building is separated into two distinct functional areas: a public and administrative area, and a diagnostic and treatment area. The public area consists of a waiting room/lobby area, restrooms, consultation room, and a reception/registration area that is located to provide observation of the waiting room and serve as a security point to enter the diagnostic and treatment area. The administrative area is located adjacent to the reception/registration area and accommodates two private offices along with an open work area for additional work stations and medical records. This area also includes an employee lounge with a full kitchen and lockers, changing rooms, and toilet/shower facilities. The diagnostic and treatment area contains a pre/post procedure area with accommodations for seven beds including one that can be isolated into a separate room for examinations. There is a total of three procedure rooms including two operating rooms and one endoscopy procedure room. In addition, there are various support spaces that are provided throughout including an instrument processing room, lab, soiled and clean workrooms, soiled linen room, anesthesia workroom, medication storage, sterile storage, medical air/vacuum room, and other miscellaneous spaces such as restrooms and housekeeping rooms.



**SMA** partnered with *UpStreet Architects, Inc.* to provide the programming and architectural design for the facility. **SMA** provided survey, land development, structural, and MEP design services for the project as well as typical bidding and construction administration services.

### **New Domestic Violence Shelter, Alice Paul House, White Township, Indiana County**

The project involved the construction of a two story, 14,250 SF shelter facility with 45 parking spaces for a non-profit agency focusing on domestic abuse victims. The facility contains a mixture of administrative and counseling spaces on the first floor. The second floor provides temporary housing, group lounge room, multipurpose space, wellness/fitness room, library and laundry. The site development provides a fenced, secure parking area, secure play area with a walking path and calming garden. The façade incorporates familiar residential materials such as shingled roofing, painted fiber cement siding with stone veneer and wood timber accents. Several programming meetings were conducted with the owner and a space needs analysis was completed. The building design incorporated enhanced security and sound attenuation in sensitive areas of the building. **SMA** provided land development, architectural, structural, and MEP design for the addition as well as typical bidding and construction administration services. With **SMA's** assistance, the owner is seeking project funding through several grant agencies including the Redevelopment Assistance Capital Program (RACP) based on an estimated construction cost of \$3,500,000. Additional funding was received from the Commonwealth of Pennsylvania Community Development Block Grant program.



### 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.

### Restroom Building, Snake Spring Township Park, Snake Spring, Bedford County

Provided architectural services for a new 600 SF unconditioned, concrete masonry framed building to house ADA compliant male and female restrooms. Each restroom contains 3 toilet/urinal fixtures and 2 lavatories that will serve spectators at two existing baseball fields located within the park. The restrooms were designed to be



durable and minimize maintenance by using sealed concrete floors, concrete block partitions, painted plywood ceilings, and vandal resistant accessories. An accessible parking space and walkway were also designed to connect the new restrooms to the existing parking lot. Services provided included the architectural, structural, HVAC, plumbing and electrical design for the project.

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.

**Rockland Manufacturing**

Mr. Josh Bookhammer, Safety Manager  
152 Weber Lane  
Bedford, PA 15522  
(814) 623-0178

**Bedford Borough Council**

Ms. Barbara Diehl, Borough Manager  
244 West Penn Street  
Bedford, PA 15522  
(814) 623-8192

**Bedford Fire Department No. 1**

Mr. Bill Blackburn, Asst. Fire Chief  
244 West Penn Street  
Bedford, PA 15522  
(814) 623-8914

**The Borough of Sayre**

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

**Alice Paul House**

Ms. Audia Boyles, Executive Director  
Saltsburg Avenue, PO Box 417  
Indiana, PA 15701  
(724) 349-5744

**East Freedom Surgical Associates, LLC**

Mr. Dave Auerbeck, Chief Administration Officer  
120 Court Street  
Bedford, PA 1522  
(814) 623-7440



**Stiffler McGraw Architects (SMA)** understands the Adjutant General's office is seeking a qualified architectural/engineering firm to provide design services to renovate the West Virginia Army National Guard's shower/restroom areas within the flight facility located at the Army Aviation Support Facility #2 near Wheeling.

The project goals and objectives are:

1. Provide a complete design including all engineering and architectural disciplines and supervision thereof, to prepare construction bid documents for West Virginia State Purchasing. Key design elements include abate mildew and mold covered wall board and material from the shower/restroom areas and replace, provide design for complete shower/restroom renovations, and new interior LED lighting for these areas.
2. Assure that the renovated areas meet all current building codes, ADA compliance and current military force protection regulations.
3. Researching and investigating the location of existing underground and above ground utilities, and to provide drawings and specifications of any and all utility changes, as needed and directed by the owner and/or utility approval authorities for Wheeling, WV.
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 Army Aviation Support Facility #2 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 project 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.



## *PROJECT UNDERSTANDING and APPROACH*

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.

Andrew L. Kordish, AIA 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. Kordish 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. Kordish 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. Kordish 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. Kordish has access to the full resources of *SMA* and can add manpower as necessary to meet critical timeframes.

Mr. Kordish 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. Kordish 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. Kordish 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 Andrew Kordish, AIA 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. Kordish 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.



Sr. Project Architect for architectural design utilizing Building Information Modeling (BIM). Andy performs cost estimating, building code analysis, and construction administration services for **Stiffler McGraw Architects (SMA)**. He provides design services for multiple new construction and rehabilitation projects for our retained clients and quality assurance and quality control on all projects produced in house before going out to bid. His experience at **SMA** and previous employment over the past 31 years spans a broad spectrum of design services for K-12 educational, higher education, business/office, correctional, municipal, retail, manufacturing and residential facilities.

**RELATED PROJECT EXPERIENCE (STIFFLER MCGRAW and CDI/L.R. KIMBALL)**

- **Jordan Hall Bathroom Renovation, Penn State University, State College, Centre County**  
Project Architect for the interior renovation of a 4-story dormitory, transforming existing gang showers and toilet rooms into shared private bathrooms. Construction Cost: \$1.2 million.
- **New Residential Rehabilitation Facility, VA Medical Healthcare System, Perry Point, MD**  
Project Architect for a new 25,000 SF building to house a 35-bed residential rehabilitation treatment program. Construction Cost: \$8.2 million.
- **Plaquemines Parish Detention Facility, Davant, LA**  
Project Architect of a new 207,000 SF, 871 bed replacement correctional facility constructed as a result of hurricane Katrina. Structure was precast concrete on a deep pile foundation system. Construction Cost: \$89.6 million.
- **New Convocation and Fitness Center, Mount Aloysius College, Cresson, Cambria County**  
Project Architect on a new 2,250 seat arena with an auxiliary gymnasium, administration offices and a fitness center. Construction Cost: \$26 million.
- **Bill Noe Flight School, Marshall University, Yeager Airport, Charleston WV**  
Project Architect for a new 10,000 SF educational building and 12,000 SF hangar.
- **Electrical Upgrade Project, Louis A. Johnston VA Medical Center, US Department of Veterans Affairs, Clarksburg, WV**  
Project Architect for a new 2,000 SF addition to house electrical equipment. Construction Cost: \$5 million.
- **New Fire Station, Bedford Fire Department No. 1, Bedford, Bedford County**  
Project Architect for the construction of a new 16,000 SF, two-story fire station. The main level of the facility consists of a 12,000 SF pre-engineered metal building that contains a 6-bay apparatus garage, gear room with lockers, radio room, meeting/training room, kitchen/lounge area, and four offices. Other support spaces on this level include a decontamination shower, tool room, cascade room, hose washer and drying area, restrooms and shower room. To the rear of the apparatus garage, and above the administrative area, there is a large storage mezzanine that is open to the garage that is used for large bulk storage. On the lower level is a 4,000 SF unfinished basement space that is planned for a future social hall and kitchen.
- **New Domestic Violence Shelter, Alice Paul House, White Township, Indiana County**  
Performed construction administrative services for the 2-story, 14,250 SF facility.



- **Removal of Architectural Barriers, Juniata Township Municipal Building, Blair County**  
Quality assurance review of a CDBG funded project consisting of the removal of certain architectural barriers that exist at the Township Municipal Building. New blacktop surfacing and signage will be installed that will meet the ADA parking lot layout and slope requirements and accessible route requirements.
- **Safety & Security Upgrades, Housing Authority of the County of Armstrong, Kittanning, Armstrong County**  
Provided architectural design for the safety and security upgrade project which included a new aluminum storefront and ballistic protection at their administration office building. The scope of work included redesign of their vestibule, the addition of ballistic rated panels, transaction window and wood doors.
- **Jesse Moyer Dance School, Greenwood, Logan Township, Blair County**  
Project Architect for the conversion of an existing 2 story 2,800 SF repair garage to a dance school. The design included 2 dance studios, 2 toilet rooms, changing area, waiting area and storage. The mechanical, electrical and plumbing systems were designed to accommodate the new layout and meet code.
- **Mon Fayette Expressway New Logistics Warehouse, PA Turnpike Commission, Jefferson Hills, Allegheny County**  
Project Architect for a new 8,232 SF warehouse for the PA Turnpike Commission. Project included a loading dock, warehouse and an administration area. Estimated Construction Cost: \$3.4 million.
- **New Headquarters Administration Building, Pennsylvania State Police, Erie, Erie County**  
Project Architect for a new 58,354 SF administration building complete with maintenance garage, indoor rifle range and covered parking area. Estimated Construction Cost: \$16.75 million.
- **Office Building and Hangar Renovation, Washington County Airport, Washington County**  
Project Architect for an office building and hangar renovation project. Scope included the resurfacing of an existing 13,900 SF hangar floor and miscellaneous interior finish upgrades. Construction Cost: \$141,000.
- **New Office Building, Somerset County Board of Social Services, Somerville, NJ**  
Project Architect for a new 4 story office building 42,000 SF. Construction Cost: \$12.5 million.

**EDUCATION**

Associates Degree, Architecture Engineering Technology, 1988, Penn State University, Fayette Campus

**PROFESSIONAL REGISTRATIONS**

Registered Professional Architect - WV (5271, exp. 6/30/21)

Registered Professional Architect - PA, MD, NY

**PROFESSIONAL CERTIFICATIONS**

Construction Documents Technologist, Construction Specification Institute

**PROFESSIONAL SOCIETIES**

American Institute of Architects

**EXPERIENCE RECORD** - 31 Years



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 serves as Division Head for the Municipal Division and has 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.

#### **RELATED PROJECT EXPERIENCE**

- **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

Registered Professional Engineer - WV (22655, exp. 12/31/22)

Registered Professional Engineer - PA, MD, WV

**EXPERIENCE RECORD** - 18 Years



Russ brings more than 40 years of professional experience to his role as Project Manager/Sr. Architectural Designer at **Stiffler McGraw**. He conducts quality control reviews during key phases of projects to ensure project completeness and accuracy. He has helped to successfully manage the design and documentation of dozens of education, healthcare and civic projects at Stiffler McGraw and previous employers. His work encompasses new construction, complex renovations, athletic facilities and building assessments.

Russ offers expertise in conducting building evaluations as he has done for numerous facility studies. He surveys buildings to assess existing conditions, code compliance and other deficiencies, and prepares reports of his findings. He provides specific expertise and understanding regarding ADA requirements and building codes, and routinely participates in building assessments and design reviews to determine compliance with these issues.

#### **RELATED PROJECT EXPERIENCE**

- **Katherine Johnson IV&V Facility, West Virginia University/NASA, Fairmont, WV**  
While employed with Hayes Large Architects, assisted with the construction documents and performed quality assurance review for the home of NASA's IV&V Program.
- **Charles Wise Library Addition, West Virginia University, Morgantown, WV**  
While employed with Hayes Large Architects, assisted with the construction documents and performed quality assurance review as part of a joint venture with SBRA Architects, Boston.
- **Health Sciences Center Library, West Virginia University, Morgantown, WV**  
While employed with Hayes Large Architects, performed quality assurance review of the construction documents for the new library and additional classrooms.
- **Accessible Restrooms, Altoona Area School District, Altoona, Blair County**  
Project Manager and Designer for the renovation of a 560 SF football stadium concession building and converting it into fully accessible restroom facilities, including a family/assisted-use restroom. Renderings and drawings were completed for public meetings, project has not moved forward yet.
- **New Fire Station, Bedford Fire Department No. 1, Bedford, Bedford County**  
Performed quality assurance review of the construction documents for a new 16,000 SF, two-story fire station. The main level of the facility consists of a 12,000 SF pre-engineered metal building that contains a 6-bay apparatus garage, gear room with lockers, radio room, meeting/training room, kitchen/lounge area, and four offices. On the lower level is a 4,000 SF unfinished basement space that is planned for a future social hall and kitchen.
- **Municipal/Police Building Addition & Renovations, Bedford Borough Council, Bedford County**  
Project Manager for the construction of a two story 1,536 SF addition to the existing two story 15,518 SF Bedford Borough Municipal Building for the purposes of providing the Borough's administrative staff, police department and public works department with a more modern, secure and efficient space to occupy. Scope includes a complete renovation of the building interior.
- **Fire Hall Renovations, Nanty Glo Volunteer Fire Department, Nanty Glo, Cambria County**  
Project Manager, designer, specification writer and construction administrator for 8,437 SF of interior renovation to the 14,464 SF existing Fire Hall to provide a more modern, secure and efficient space to occupy and utilize for social functions. The project involves an assembly area which contains a social hall, kitchen, offices, radio room, lounge, meeting room, storage rooms and new accessible restroom.



- **New Domestic Violence Shelter, Alice Paul House, White Township, Indiana County**  
Performed quality assurance review of the construction documents for a 2 story 14,250 SF facility.
- **New Museum Building, Bedford Museum of Speed, Bedford, Bedford County**  
Project Manager and Designer for a two-story, 11,250 SF building on a severely sloped site near the Bedford County Fairgrounds. The building includes car-racing related displays, snack bar, assembly seating for touring presentations and a spectator box to view dirt-track racing at the fairground speedway.

As Project Manager for the following, Russ was responsible for execution of design and construction administration on these projects that included restroom/shower/locker room facilities:

- Interior Renovations, McConnellsville Elementary School, Central Fulton School District, McConnellsburg, PA
- New High School, Altoona Area School District, Altoona, PA
- Synthetic Turf, Track and Public Restroom Facilities Replacement, Selinsgrove Area School District, Selinsgrove, PA
- Hollidaysburg Area School District, Hollidaysburg, PA
- Armstrong Area School District, Ford City, PA
- Berlin Brothersvalley School District, Berlin, PA
- Spring Cove School District, Roaring Spring, PA
- Tyrone Area School District, Tyrone, PA
- Abington School District, Abington, PA
- Bald Eagle Area School District, Wingate, PA
- Central Greene School District, Waynesburg, PA
- South Western School District, Hanover, PA
- Keystone Central School District, Lock Haven, PA
- PA Cyber Charter School, Midland, PA
- New Transportation Training Center, Central Pennsylvania Institute of Science and Technology, Pleasant Gap, PA
- New Middle School, Bentworth School District, Bentleyville, PA
- Middle/High School Additions and Alterations, Everett Area School District, Everett, PA
- New High School, Big Spring School District, Newville, PA
- New Elementary School, Cambria Heights School District, Patton, PA
- High School Additions and Alterations, Mifflinburg Area School District, Mifflinburg, PA
- New K-8 School, Jim Thorpe Area School District, Jim Thorpe, PA
- Knoch Middle and Senior High School Additions and Alterations, South Butler County School District, Saxonburg, PA
- New Red Mill Elementary School, West Shore School District, New Cumberland, PA
- Cowanesque Valley Junior/Senior High School Additions and Alterations, Northern Tioga School District, Westfield, PA

#### **EDUCATION**

Associates Degree, Architectural Engineering Technology, 1981, The Pennsylvania State University

#### **PROFESSIONAL SOCIETIES / COMMITTEES**

Greater Altoona Career and Technology Center - Drafting and Design Technology Department - Occupational Advisory Committee

#### **EXPERIENCE RECORD - 40 years**



Tim has 28 years of structural experience including providing expertise for structural design of new municipal and commercial buildings and analysis and review of existing structures for restoration and rehabilitation projects. As a Structural Engineer for *Stiffler McGraw*, Tim's responsibilities include structural design and development of architectural plans for related structures; and preparation of construction documents including plans, details, schedules, specifications and shop drawing review.

#### **RELATED PROJECT EXPERIENCE**

- **Willowdale Parking Structure, West Virginia University, Morgantown, WV**  
Structural Engineer of Record for 6½ story, 280,000 SF, 790 car precast concrete parking structure and 90' pedestrian bridge with 54' clear span over Willowdale Avenue to Milan Puskar Stadium. Design of concrete caisson foundation system. Subconsultant to Carl Walker Construction, Pittsburgh, PA.
- **15<sup>th</sup> Street Parking Structure, Marshall University, Huntington, WV**  
Foundation Design Engineer for 4-story, 253,000 SF, 710 car precast concrete parking structure. Design of auger cast pile foundation system. Subconsultant to Carl Walker Construction, Pittsburgh, PA.
- **Pierpont 5000, Metro Properties, Morgantown, WV**  
Structural design of 20,000 SF retail space with steel joists and beam roof system and spread footing concrete foundations.
- **Pedestrian Bridge and Steam Pipe Bridge Inspections, Bethany College, Bethany, WV**  
Biennial inspections of bridges for safety and maintenance issues.
- **Margaret Manson Weir Pool, City of Weirton, Weirton, WV**  
Site observations, condition report, repair suggestions, and review of proposed repair costs for concrete framed pool listed on the National Register of Historic Places. Subconsultant to Heritage Architectural Associates, Wheeling, WV.
- **Cockayne House, Private Owner, Glen Dale, WV**  
Design of front porch framing and review of existing structure for farmstead residence listed on National Register of Historic Places. Subconsultant to Heritage Architectural Associates, Wheeling, WV.
- **New Fire Station, Bedford Fire Department No. 1, Bedford, Bedford County**  
Structural Engineer for the construction of a new 16,000 SF, two-story fire station. Design included of foundation design for a 12,000 SF pre-engineered metal building, steel joist and beam framed floor with concrete deck, light gauge steel framed mezzanine with cementitious board deck, concrete retaining walls and foundation walls, and concrete piers and footings.
- **Municipal/Police Building Addition & Renovations, Bedford Borough Council, Bedford County**  
Structural engineering design of a two story 1,536 SF addition to the existing two story 15,518 SF Bedford Borough Municipal Building and site retaining walls on both sides of the building to accommodate significant grading changes for accessibility.
- **Township Building Addition, Allegheny Township, Blair County**  
Structural engineering services for 5,400 SF one-story municipal office and police station addition to existing one-story 2,350 SF building. Structural framing is wood truss framed roof on concrete masonry bearing walls with concrete footings and precast concrete plank ceilings in secure police areas.





- **Indiana Community Center Restroom Renovations, Indiana Borough Council, Indiana County**  
Structural Engineer for the complete renovation of eight existing restrooms on four floors in the historic Indiana Community Center Building for ADA compliance. Provided masonry and foundation wall review, floor joist system repair sketch, and specification reviews.
- **Sheetz**  
Design of retail store restroom additions.
  - Baden, PA
  - Nanty Glo, PA
  - Girard, OH
  - Winchester, VA
  - Huntingdon, PA
  - York, PA
  - Harrisonburg, VA
- **New Domestic Violence Shelter, Alice Paul House, White Township, Indiana County**  
16,000 SF, two-story women's shelter with wood truss roof, engineered wood joist floor, wood frame walls, and masonry foundation walls on concrete spread footings. Building also has two heavy timber truss canopies with wood posts on masonry piers.
- **Restroom Building, Snake Spring Township Park, Snake Spring, PA**  
Structural Engineer for a new 600 SF unconditioned, concrete masonry building with a frame shingle roof to house ADA compliant male and female restrooms. Services included engineering of the foundation system, slab floor, masonry lintels and trussed roof system.
- **New Administration Building, CitiKidz Christian Sports Camp, Westmoreland County**  
Structural Engineer for a new 3,520 SF, two-story camp administration building with wood frame roof, floor and wall framing, concrete masonry foundation walls, and concrete footings.
- **New Municipal Building, Wysox Township, Bradford County**  
One-story, 2,430 SF office/public meeting building with wood truss roof and bearing walls, concrete masonry foundation walls and concrete footings.
- **New Administrative Building, Snake Springs Township Municipal Authority, Bedford County**  
One-story, 3,500 SF office/public meeting/garage building with wood truss roof and bearing walls, concrete masonry foundation walls, and concrete retaining walls and footings.
- **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.

#### EDUCATION

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

#### PROFESSIONAL REGISTRATIONS / CERTIFICATIONS

Registered Professional Engineer - WV (018748, exp. 12/31/22)

Registered Professional Engineer - PA, MD, OH, VA

NCEES Record Certificate (2011)

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

#### EXPERIENCE RECORD - 28 Years



Mike has 16 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. Mike has extensive knowledge of national, state and local plumbing and fire protection codes for plumbing, HVAC and electrical requirements.

#### **RELATED PROJECT EXPERIENCE**

- **Athletic Building Annex Renovation and Restroom Addition, 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. Occupancy sensors and security switches were installed on the lighting system to meet the varying needs of the athletic department.
- **Restroom Renovation, Rockland Manufacturing, Altoona, Bedford County**  
Engineer responsible for the mechanical design for the renovation of approximately 500 SF restroom alteration for a manufacturing facility to provide additional capacity and additional accessible restroom facilities as well as improving the ventilation of the area. Responsibilities included site survey and construction coordination as no existing construction drawings were available.
- **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. The design included the incorporation of a restroom with showers and lockers to support the workers of the complex.
- **Indiana Community Center Restroom Renovations, Indiana Borough Council, Indiana County**  
Project Engineer for the mechanical, electrical and plumbing design for renovation of eight existing restrooms on four floors in the historic Indiana Community Center Building for ADA compliance. New construction included a new sewer lateral from the building to the public sewer, new water supply and drainage plumbing, electrical distribution including lighting, modifications to the existing sprinkler system, fire alarm system and exhaust systems. It also included modern modifications to the steam radiator systems as well as the addition of an in-floor radiant heat system.
- **New Restroom Building, Snake Spring Township Park, Snake Spring, Bedford County**  
This project is for a new 600 SF unconditioned, concrete masonry building with a frame shingle roof to house ADA compliant male and female restrooms. Work included drainable plumbing system for building and new electrical distribution service.
- **New Fire Station, Bedford Fire Department No. 1, Bedford, Bedford County**  
Project Engineer responsible for the complete design and specification of the HVAC, plumbing and fire protection for the construction of a new 16,000 SF, two-story fire station. Design included a vehicle exhaust capture system, radiant heat system and new utility services for the building. The design included restroom and shower facilities for the Fire Department as well as a specific Decontamination shower area.



- **Accessible Restrooms, Altoona Area School District, Altoona, Blair County**  
Engineer responsible for the mechanical design for the renovation of a 560 SF football stadium concession building and converting it into fully accessible restroom facilities, including a family/assisted-use restroom. Responsibilities included coordinating with site utilities for complete design. Renderings and drawings were completed for public meetings, project has not moved forward yet.
- **Municipal/Police Building Addition & Renovations, Bedford Borough Council, Bedford County**  
Engineer responsible for the complete design and specification of the mechanical and plumbing systems for the construction of a two story 1,536 SF addition to the existing two story 15,518 SF Bedford Borough Municipal Building.
- **Fire Hall Renovations, Nanty Glo Volunteer Fire Department, Nanty Glo, Cambria County**  
Engineer responsible for the design of the Mechanical Systems for a renovation of an 8,437 SF assembly area which contains a social hall, kitchen, offices, radio room, lounge, meeting room, storage rooms and new accessible restroom. The HVAC design included a multi-zone VRF heat pump system, modification of the existing radiant heating systems and forced air cooling systems. Plumbing design included a new layout for a serving kitchen and an ADA restroom layout as well as the modification of the existing fill hose station.
- **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 Municipal Building for the Police department and Township offices. Design included complete HVAC and plumbing design for holding cells, evidence and file storage, interview and locker rooms, offices, and a vehicle sallyport. Design also included video surveillance system for implementation into the building security 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.
- **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.

**EDUCATION**

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

**PROFESSIONAL REGISTRATIONS**

Registered Professional Engineer - WV (22682, exp. 12/31/22)

Registered Professional Engineer - PA, MD, MO, NY

**EXPERIENCE RECORD - 16 Years**

Jeff serves as an Electrical Engineer for *Stiffler McGraw*. His 23 years of experience includes assisting with the design of electrical systems for new construction and renovations of architectural projects as well as water and wastewater facility projects. 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.

#### RELATED PROJECT EXPERIENCE

- **Indiana Community Center Restroom Renovations, Indiana Borough Council, Indiana County**  
Electrical design for the complete renovation of eight existing restrooms on four floors in the historic Indiana Community Center Building for ADA compliance. Design included electrical distribution, lighting, and code required exit/emergency fixtures for the renovated restrooms.
- **Accessible Restrooms, Rockland Manufacturing, Bedford, Bedford County**  
Engineer responsible for the electrical design for the renovation of an approximately 500 SF restroom alteration for a manufacturing facility to provide additional capacity and additional accessible restroom facilities, as well as improving the ventilation of the area. Design included new LED restroom lighting and power distribution for new HVAC equipment.
- **New Fire Station, Bedford Fire Department No. 1, Bedford, Bedford County**  
Electrical design for the construction of a new 16,000 SF fire station building, which included vehicle & gear storage, meeting and training spaces, and restroom and shower facilities. Design included a new electrical service, with provisions for a standby generator, power distribution equipment, receptacle and telephone/data locations, and interior/exterior lighting. Design also included coordination with building HVAC systems, as well as exit/emergency fixtures for code compliance.
- **Municipal/Police Building Addition and Renovations, Bedford Borough Council, Bedford County**  
Electrical design for the construction and renovations of a two story 1,536 SF addition to the existing two story 15,518 SF building, including new ADA compliant restrooms, offices, and conference rooms. Design included modifying existing electrical service and power distribution equipment, receptacle and telephone/data locations, and interior/exterior lighting to accommodate the new building layout. Design also included coordination with building IT and security systems, as well as fire alarm system layout and exit/emergency fixtures for code compliance.
- **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.
- **New Domestic Violence Shelter, Alice Paul House, White Township, Indiana County**  
Electrical Engineer for the development of a new 2-story, 14,250 SF shelter facility containing a mixture of emergency housing space and office space, which included restroom, laundry, and staff break room facilities. Design included utility coordination for a new electric service, electrical distribution layout including a generator and automatic transfer switch to serve normal and emergency panels, and branch circuit design to serve building receptacles, equipment, HVAC systems, and elevator. Design also included interior and exterior lighting layout, telephone/data outlet layout, fire alarm system equipment coordination, and security camera and building access control system coordination.



- **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.
- **Fire Hall Renovations, Nanty Glo Volunteer Fire Department, Nanty Glo, Cambria County**  
Provided electrical design for the renovation of an 8,437 SF assembly area which contains a social hall, kitchen, offices, radio room, lounge, meeting room, storage rooms and new accessible restroom. The electrical work included modifications to the existing electrical distribution system, addition of receptacles, data and telephone jacks, branch circuits to support new mechanical equipment, new interior lighting including required exit/egress lighting, and support for the building's audio/video equipment.
- **Restroom Building, Snake Spring Township Park, Snake Spring, Bedford County**  
Electrical design for a new 600 SF unconditioned, concrete masonry building with a frame shingle roof to house ADA compliant male and female restrooms. Design included layout of power distribution and controls for lighting and HVAC equipment.
- **Additions and Renovations, Wehnwood United Methodist Church, Altoona, Blair County**  
Responsible for the design of the electrical systems for a new 2,800 SF addition to the existing church, which included installation of an elevator. The design included an upgrade to the electrical service and new distribution equipment to support the elevator, new HVAC equipment, and general power and lighting loads. The design also included new lighting throughout the addition, including as required for life safety.
- **Shop/Garage Building, Bedford Township Municipal Authority, Bedford County**  
Electrical design for 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. Design included utility coordination for a new electric service, electrical distribution layout to serve building convenience receptacles, equipment, and HVAC systems, telephone/data outlet coordination, and interior & exterior lighting layout.
- **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.

**EDUCATION**

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

**PROFESSIONAL REGISTRATIONS**

Registered Professional Engineer - WV (022677, exp. 12/31/22)

Registered Professional Engineer - PA, MD, NY

**EXPERIENCE RECORD - 23 Years**

As *Stiffler McGraw's* Sr. Environmental Scientist, Josh provides environmental consulting and testing in support of new construction, renovation and demolition activities. He is also certified in wetland delineation, permitting and botanical surveys. Josh has completed hazardous materials surveys, and Phase I and Phase II Environmental Site Assessments as part of engineering and environmental studies associated with renovation and demolition activities.

#### **RELATED PROJECT EXPERIENCE**

- **Addition/Expansion to the Bedford County Business Center, Bedford County Development Association, Bedford, Bedford County**  
*SMA* conducted a limited microbial assessment at the Bedford County Business Center located at ONE Corporate Drive, Bedford, PA. The assessment included a visual observation of surfaces, review of the area for moisture intrusion, and collection of non-viable mold surface and air samples within affected and unaffected areas of the building. The assessment also consisted of the collection of real-time air quality measurements throughout the building. The assessment began with a walk through of the affected area of the building. During the walk through the interior of the wooden window frames were observed to contain visible mold growth and a small section of drywall was noted to contain some discoloration. In addition, moisture was noted between the fiberglass insulation and the exterior walls.
- **Microbial Assessments, Altoona Regional Health System, Altoona, PA**  
*SMA* was retained by the Altoona Regional Health System (ARHS) to conduct limited microbial assessments at their facilities located in Altoona, PA. These surveys included a visual observation of surfaces, review of the area for water damage and collection of non-viable mold surface and air samples within complaint and non-complaint areas of the departments. The surveys also consisted of the collection of real-time air quality measurements for temperature, relative humidity, carbon dioxide and carbon monoxide throughout areas of the departments.
- **Indiana Community Center Renovation, Indiana Borough**  
Performed environmental consulting and testing services in support of upcoming renovation activities at the Indiana Community Center located at 845 Philadelphia Street, Borough of Indiana, Indiana County, PA. The scope of services included an asbestos-containing building materials survey, lead paint survey, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes and report preparation documenting final results.
- **Altoona Blair County Airport Open-end Contract, Delta Airport Consultants and Altoona Blair County Airport Authority, Martinsburg, Blair County**  
Performed environmental consulting and testing services in support of upcoming demolition activities at the former FAA Automated Flight Service Station. The scope of services included an asbestos containing materials (ACM) survey, a screening for lead paint, a screening for fluorescent light ballast, universal wastes, freon containing equipment, PCB caulking and bedding sealants, emergency generator lubricants / fuels, halon fire suppression, ionization smoke detectors and any additional accumulated wastes. Completed an Environmental Due Diligence Audit (EDDA) for adjacent property the AAO wishes to purchase.



- **Asbestos Consulting Services, UPMC Altoona, City of Altoona, Blair County**  
Performed environmental consulting and testing services in support of upcoming demolition activities at 35 residential structures. The scope of services included an asbestos-containing building materials survey, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes. Prepared a hazardous materials abatement specification for the removal of identified materials. Responsible for bidding services, scheduling, implementation, field supervision, technical guidance, and report preparation/review for the abatement project.
- **Rental Assistance Demonstration (RAD) Architectural Services, Mercer County Housing Authority, Sharon, Mercer County**  
Provided Phase I and Phase II ESAs, asbestos file review and summary write-up, completion of HUD form 4128, and historic preservation clearance services as part of the Rental Assistance Demonstration (RAD) Funded Capital Improvements. As part of the Capital Improvements, Mercer County Housing Authority is proposing to upgrade electrical service, sewer laterals and kitchen and bath replacements as the budget will allow.
- **Residential Demolition Asbestos Consulting Services, Towanda Borough, Towanda Borough, Bradford County**  
Performed environmental consulting and testing services in support of upcoming demolition activities at 410 – 422 Main Street. The scope of services included an asbestos-containing building materials survey, waste characterization sampling, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes. Prepared a hazardous materials abatement specification for the removal of identified materials. Responsible for bidding services, scheduling, implementation, field supervision, technical guidance, and report preparation/review for the abatement project.
- **Windy Ridge Business & Technology Park, Indiana County Development Corporation, White Township, Indiana County**  
Performed environmental consulting and testing services in support of upcoming demolition activities at four structures located at the Park. The scope of services included an asbestos-containing building materials survey, waste characterization sampling, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes. Prepared a hazardous materials abatement specification for the removal of identified materials. Responsible for bidding services, scheduling, implementation, field supervision, technical guidance, and report preparation/review for the abatement project.

**EDUCATION**

Bachelor of Science Degree, Environmental Science, 2001, Slippery Rock University

**PROFESSIONAL REGISTRATIONS / CERTIFICATIONS**

Certified Hazardous Materials Manager (#15247)  
Pennsylvania Certified Asbestos Building Inspector (#034181)  
Pennsylvania Wild Plant Management Permit (19-603)  
Wetland Professional in Training (325133)

**EXPERIENCE RECORD - 20 Years**



**The West Virginia Board of Architects**

certifies that

**ANDREW L. KORDISH**

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 **5271**

*The registration is in good standing until June 30, 2021.*



*Emily R. [Signature]*  
Board Administrator



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

**JOHN CHARLES CLABAUGH**  
**WV PE #022655**

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, 2022**







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

**TIMOTHY R. CAMPBELL**  
WV **PE #018748**

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, 2022**



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

**MICHAEL SEAN DAVIGNON**  
WV **PE #022682**

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, 2022**



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

**JEFFREY LYNN BILLOTTE**  
WV **PE #022677**

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, 2022**





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

**State of West Virginia  
 Centralized Expression of Interest  
 Architect/Engr**

<b>Proc Folder:</b> 854626			<b>Reason for Modification:</b>
<b>Doc Description:</b> EOI- Wheeling AASF2-Shower-Restroom Renovation Design			
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2021-03-11	2021-03-31 13:30	CEOI 0603 ADJ2100000010	1

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :** Stiffler McGraw Architects, LLC

**Address :** 1731 N Juniata Street

**Street :**

**City :** Hollidaysburg

**State :** PA **Country :** USA **Zip :** 16648

**Principal Contact :** Andrew L. Kordish, AIA

**Vendor Contact Phone:** (814) 696-6280 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 David H Pauline  
 304-558-0067  
 david.h.pauline@wv.gov

**Vendor Signature X** *John C. Clabough* **FEIN#** 26-2599385 **DATE** 3/30/21

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

**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.

\_\_\_\_\_  
(Name, Title)

Andrew L. Kordish, AIA, Lead Architect

\_\_\_\_\_  
(Printed Name and Title)

1731 N Juniata Street, Hollidaysburg, PA 16648

\_\_\_\_\_  
(Address)

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

\_\_\_\_\_  
(Phone Number) / (Fax Number)

akordish@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/Vice President

\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

March 29, 2021

\_\_\_\_\_  
(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: *John C. Chalough* Date: 3/29/21

State of Pennsylvania

County of Blair, to-wit:

Taken, subscribed, and sworn to before me this 29<sup>th</sup> day of March, 2021.

My Commission expires August 6, 2022.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** *Trisha M. Dulock*

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