

**EXPRESSION OF INTEREST**  
FOR THE  
**NEW HQ & MAINTENANCE BUILDING**  
**ELK RIVER RAIL TRAIL**  
**CEOI DNR22\*09**



03/22/22 10:52:11  
WV Purchasing Division



**WYK ASSOCIATES, INC.**

ARCHITECTURE • PLANNING

205 Washington Avenue, Clarksburg, WV 26301 304-624-6326 [www.wykarchitects.com](http://www.wykarchitects.com)

CLAY COUNTY, WV



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

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**JAMES B. SWIGER**  
AIA, NCARB, LEED AP BD+C, CHC  
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# **NEW HQ & MAINTENANCE BUILDING ELK RIVER RAIL TRAIL**

## **Table of Contents**

---

Letter of Interest

Company Overview

Project Team

Projects

Resumes

Consultants

Civil & Environmental Consultants, Inc. - CEC

CAS Structural Engineering, Inc. - CAS

Miller Engineering, Inc. - MEI

Watkins Design Works, LLC - WDW

References

Testimonials



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

**ELK RIVER RAIL TRAIL**  
**New HQ and Maintenance Building**  
**LETTER OF INTEREST**



**WYK ASSOCIATES, INC.**  
ARCHITECTURE - PLANNING

March 18, 2022

Mr. Joseph E. Hager, III  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

Re: New Headquarters and Maintenance Building – Elk River Rail Trail

Dear Mr. Hager:

WYK Associates, Inc. wishes to express a strong interest in providing design services for the Division of Natural Resources upcoming Elk River Rail Trail project! Our roots run deep in West Virginia, back 122 years our firm and predecessors have been successful with focusing on architecture, which we are trained at and do best. We carefully select and utilize knowledgeable, experienced and trained consultants who specialize in their respective disciplines.

Our experience includes work on a wide variety of building types and projects of varying scopes and complexities. Examples of these are included in this Expression of Interest. WYK Associates, Inc. and its predecessors have provided architectural services in West Virginia since 1900. We believe that our knowledge and expertise and strong project team make our firm a sound choice for this endeavor. If LEED or Energy Star requirements are sought for this project, our team has the expertise to handle these facets of this renovation. Also, WYK is currently working close to this area, as we are the architect for the renovations to Hawk's Nest State Park Lodge Renovations & Redecorating located in Anstead.

We understand the importance of working with the Division of Natural Resources Purchasing Department to develop a design solution that works best for you with regards to the scope of work, schedule and available funding. The importance of design with this type of facility needs very careful consideration as it will be the representing "face" of this trail and trail system. The principals noted in our Team Organizational Chart will be the individuals with whom you will work. We customized our team of consultants to create the best combination of experience for the unique needs of your project. Our Team includes: Civil and Environmental Consultants (CEC) of Bridgeport for Civil Engineering and Landscape / Hardscape Design, Miller Engineering for Mechanical, Electrical, Plumbing and Fire Protection Engineering of Morgantown, CAS Engineering for Structural Engineering and Watkins Design Works for Interior Design Services both located in the Metro Charleston, WV area. We carefully select and utilize knowledgeable, experienced and trained consultants who specialize in their respective disciplines and all have successful relationship working with the WVDNR.

We feel that the involvement of these principals throughout the course of the project allows us to provide our utmost level of service. We have demonstrated these services on a variety of projects with various programs and budgets for over a century.

Thank you for your consideration, we welcome the opportunity to meet with you to discuss your project further. Please feel free to contact me if you any questions or need any additional information regarding this submission at 304-624-6326 (office) 304-677-3373 (cell) or via e-mail at [james@wykarchitects.com](mailto:james@wykarchitects.com).

Respectfully Submitted,

James B. Swiger, AIA, NCARB, LEED AP BD+C, CHC  
President



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

**ELK RIVER RAIL TRAIL  
New HQ and Maintenance Building**

**COMPANY OVERVIEW**



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Company Information

Identity • Project Philosophy • Project Management

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



### Our Identity

#### Who we are

WYK Associates, Inc. is a full service architectural and planning firm serving a wide variety of commercial, religious, educational, civic and industrial clientele.

WYK Associates, Inc.'s legacy began in 1900 by Edward J. Wood. Our archives are filled with a century's worth of historic work. From this, many predecessors who have carried the torch of the firm through the last century.

Wood's grandfather's firm had roots in North Central West Virginia dating back to the early twentieth century. William Yoke, Jr. and Howard Kelley partnered with Mr. Wood in 1974 to form WYK Associates, Inc.

Mr. James Swiger joined the firm in 2005 and became a principal and vice president in 2008. In 2012, Mr. James Swiger assumed sole ownership of WYK Associates, Inc.

### Project Philosophy

#### Our process at work

COMMUNICATION & TEAMWORK are our guide words for each project. Our client's requirements for quality, service and value are the driving force behind each decision.

Through collaboration with engineering consultants we address the needs and schedule requirements of each client.

We provide thorough planning in all areas of each project to fit the individual requirements for a positive impact on both the natural and built environments. Energy conservation and product safety are very important concerns.

### Project Management

#### How we create excellence

We carefully evaluate the client's program, design concerns, budget, funding sources, and other available data to assure a clear understanding of each project.

We incorporate input from our client and consultants to establish the budget and schedule. These facets are updated during each stage of project development to ensure our client's parameters are met.

WYK's principals engage and manage the entire project team, from concept through occupancy. WYK Associates, Inc. has an outstanding reputation for providing construction administration services along with maintaining an excellent rapport with contractors.

“ Our building stands as a tribute to you and your firm for a job well done. ”

-Charles A. Feathers, Chief Bridgeport Fire Department, Retired





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Company Information

Identity • Project Philosophy • Project Management

## Architecture

### Contact Information

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### Key Project Staff

**James B. Swiger**

AIA, NCARB, LEED AP BD+C, CHC  
President / Principal-in-Charge  
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Associate AIA  
Senior Project Manager  
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**Canon T. Fancher**

Associate AIA, LEED Green Associate  
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**Irene Malfregeot**

MBA, Allied AIA  
Director of Finance & Client Relations  
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**Lisa A. Kuhn**

Construction Administration Coordinator  
[lisa.k@wykarchitects.com](mailto:lisa.k@wykarchitects.com)

### Memberships



### Summary

Our firm's legacy began in 1900, then named Edward J. Wood Architect, WYK Associates, Inc. has been located in Clarksburg for 122 years. Through innovative and thoughtful responses to the unique issues of each project, our goal is to create places that fit the needs and desires of those who use them.

Our team approach integrates the collaborative strengths of each member to produce a solution of balance between design quality, schedule and budget. We have always considered sustainability, the built environment, and quality of life long before the public began to focus on its benefits. We take seriously the responsibility of designs and solutions to be cost effective and operate efficiently throughout the building's lifecycle.

### Sample Project Experience:

UHC - Eye Center  
Bridgeport, WV

Robinson Grand PAC  
Clarksburg, WV

Bridgeport Public Safety Building  
Bridgeport, WV

Tyler County Courthouse  
Middlebourne, WV

UHC - Weston  
Weston, WV

Bridgeport Public Library  
Children's Area  
Bridgeport, WV

Immaculate Conception Parish  
Center, Clarksburg, WV

Jackson Square  
Clarksburg, WV

Pocahontas County Courthouse  
Marlinton, WV



West Virginia Folklife Center



United Hospital Center Breezeway



Immaculate Conception Parish Center

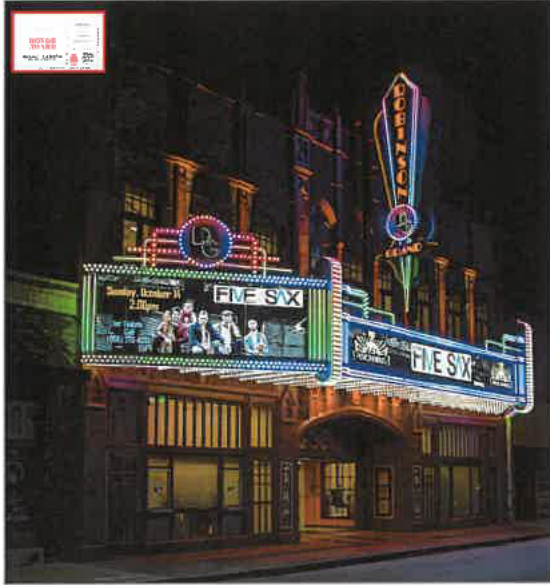


**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Company Information

Identity • Project Philosophy • Project Management

## Awards



2019 WV-AIA Honor Award for Design Excellence in Architecture - Historic Preservation

2019 WV-AIA Craftsmanship Award for Excellence in Architectural Detail and Craftsmanship

### WV AIA AWARDS

#### ACHIEVEMENT IN ARCHITECTURAL DESIGN

**Robinson Grand Performing Arts Center**

Clarksburg, West Virginia

Size: 45,000 S.F.

This project was awarded full EPACT Tax credits for surpassing the ASHRAE 2007 Standards for HVAC, Interior Lighting and Building Envelope Exterior Improvements. It was also awarded 2018 Excellence in Construction Award from the Associated Builder and Contractors, Inc.



2013 WV-AIA Merit Award for Design Excellence

**West Pike Street Parking Facility**

Clarksburg, West Virginia

Size: 57,000 S.F.

The facility's design compliments all the adjacent properties, both historic and modern. A variety of outdoor activities are easily held here, enhancing the city's economy and livability. Designed by Associated Architectural Consultants, PLLC, which is a combination of Ralph Pedersen Architect & WYK Associates, Inc.



**Shinnston Community Center**

Shinnston, West Virginia

Size: 17,000 S.F.

The facility will serve as a performing arts center, a look out for downtown events such as parades, etc. A much needed large banquet hall, accommodating 350 people, will provide the city with a gathering space for meetings and community organization. There is also a room solely dedicated to the Shinnston Senior Citizens, and another additional meeting room. The upper level of the building serves as the city administration offices and Council Chambers.





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Company Information

Identity • Project Philosophy • Project Management

## Awards



2013 WV-AIA Merit Award for Design Excellence and Sustainable Design

### Information Manufacturing Corporation (I.M.C.)

Cowen, West Virginia

Size: 18,000 S.F.

With Sponsorship from Senator Robert C. Byrd, the Webster County Development Authority commissioned this "state of the art" facility to house Information Manufacturing Corporation's regional operations. The important notion of sustainability is addressed through use of recycled steel, regional materials, and an innovative geothermal heat pump heating and cooling system.



2013 WV-AIA Merit Award for Design Excellence



### West Union Bank- Newpointe Clarksburg, West Virginia

Size: 9,000 S.F.

The design uses a combination of glass curtain wall with brick and monumental masonry units to present a very contemporary image. Because of the building orientation, the glass elevations require the use of solar glazing and a brise soleil system to reduce heat gain and glare in the offices.



### Fairmont State University - Frank & Jane Gabor Folklife Center Fairmont, West Virginia

Size: 6,900 S.F.

The Folklife Center was constructed in 1903 by Michael Kennedy and is the last remaining vestige of the Kennedy's dairy farm. The building had been seriously compromised by years of neglect and fire damage. Due to the building's history and notable residents, it was placed on the National Register of Historic Places in 2006.



### FSU-Interior Design Fairmont, West Virginia

After developing an architectural program for the Folklife Program, WYK Associates, Inc. decided to remove a floor from the existing structure and create a first floor classroom area, and a second floor "Great Room" which would restore the open structure of the barn and provide both exhibit and multi-use space.





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Company Information

Identity • Project Philosophy • Project Management

## 3D Laser Scanning / 3D Modeling / 3D Printing

WYK Associates, Inc. welcomed the New Year by taking a leap of progress in architectural design. By acquiring a color 3D printer, the Clarksburg architectural-planning firm puts themselves on the map as an industry leader in the region.

3D printing technology is just now becoming available, commercially. A color 3D printer creates a physical, three-dimensional gypsum-based model of any project from a digital prototype in nearly three million colors, allowing for exact detailing in every model.

"Our refined modeling process allows our clients to see and touch a new building at scale, but with its actual features. It enables our clients to make educated choices with less variance between their expectation and the actual outcome," states James B. Swiger, President of WYK Associates, Inc.

The decision to purchase a color 3D printer was not made lightly. Evaluating different brands, methods

and technologies in 2013 and visiting maker labs and distributors in- and out-of-state, WYK opted for a solution tailored to the architectural environment and the company's clients, by choice the "greenest", most environmentally friendly model available to date.

To unleash the full potential of the 3D printer, WYK partners with ZDS Design/Consulting Services on 3D laser scanning. In the process of 3D laser scanning, laser beam signals that collect survey data points are used to capture images, make drawings and record measurements of a structure.

Combining the two technologies, existing buildings are scanned to the accuracy of one millimeter and then recreated as scale models on the 3D printer. An exciting combination - another first for the region - producing results greater than the sum of its parts.

"The possibilities are endless, and we have only just begun," says Swiger enthusiastically.



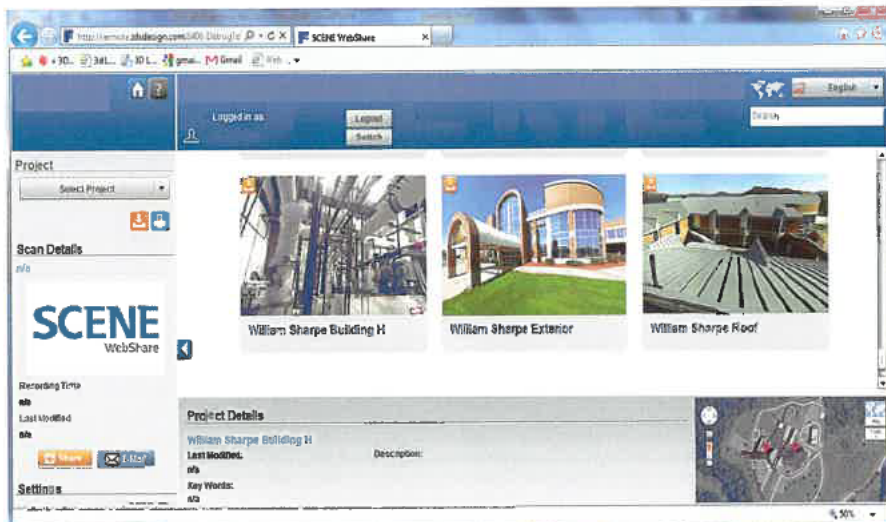
3D Laser Printing



Physical Model Preparation



Shinnston Community Center Physical Model



3D Modeling



3D Laser Scanning



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Company Information

122 Years of Excellence in Architecture



### Rooted in History

The history of WYK Associates, Inc. is intertwined with the history of architecture in West Virginia. Through the years, countless buildings have been designed, expanded, and renovated by our company and its predecessors.

### Focus on Knowledge

Our staff is academically trained, all of our Architectural Interns have a degree in architecture from the East Coast's most prominent design schools. We know that professional development and enrollment with the professional organizations of our trade is the key to skilled employees.

### Backed by Experience

We have been involved in a multitude of projects serving clients of the private, industrial and public sectors. From LEED-certified building design and complex multi-phase additions to the careful renovation of historical landmarks or our national heritage, we have been instrumental in our client's building success.

### Passing the Torch

With generations of skilled architects contributing to the growth, values and success of our company, we developed a reliable process and keep an archive of documented solutions for architectural problems and planning challenges. This helps us to save time and resources, providing an advantage for our clients.

### Ready for the Future

We are the first West Virginia architect to offer 3D printing solutions in-house, and with integration of 3D scanning and BIM in our projects, we are ready for the future of our trade.

WYK finalizes design on new Pediatrics Facility for WVU Medicine   UHC, Inc.	2022
New Eye Clinic for United Hospital Center	2021
WYK designs "Net Zero" energy Tyler County 911 Center	2020
RGPAC receives two AIA-WV Design Awards	2019
WYK Associates, Inc. signs contract to renovate the Historic Tyler County Courthouse	2019
RGPAC construction complete. Grand Opening!	2018
Construction begins on the RGPAC	2017
Ribbon Cutting Ceremony held for Clarksburg Federal Credit Union	2017
Upshur County Courthouse Roof & Chimney Restoration	2016
WYK Associates, Inc. signs contract to renovate the Robinson Grand Theatre	2015
James B. Swiger becomes sole owner of WYK, now President and Principal-in-Charge	2012
James B. Swiger becomes President	2011
James B. Swiger becomes Partner and Vice President	2008
James B. Swiger returns as Project Architect	2005
James B. Swiger becomes an Architectural Intern at WYK Associates, Inc.	1996
Carleton Wood, Jr. retires; William E. Yoke, Jr. becomes President	1996
Howard Kelley retires	1992
WYK Architects, Inc. becomes WYK Associates, Inc.	1978
Carleton Wood, Jr., William E. Yoke, Jr. and Howard Kelley form WYK Architects, Inc.	1976
Whalen King Architects purchases W.H. Grant's firm	1973
Carleton Wood, Jr. joins Whalen King Architects	1971
William H. Grant, Jr. acquires firm	1956
Carleton Wood, Jr. joins firm as apprentice	1949
Carleton Wood selected to rebuild Robinson Grand Theatre	1939
Carleton Wood designs Clarksburg Fire Station	1927
Firm changes to E.J. Wood and Son Architects as Carleton Wood joins	1921
Edward J. Wood commissioned Marion County Jail	1910
Edward J. Wood starts architectural practice	1900



**WYK ASSOCIATES, INC.**  
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**ELK RIVER RAIL TRAIL  
New HQ and Maintenance Building**

**PROJECT TEAM**





**WYK ASSOCIATES, INC.**  
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**NEW HQ & MAINTENANCE BUILDING  
ELK RIVER RAIL TRAIL  
TEAM STRUCTURE**

**DNR PARKS & RECREATION  
OFFICE OF PLANNING,  
ENGINEERING & MAINTENANCE**  
Project Team Stewards

**WYK Associates, Inc.**  
James B. Swiger, AIA, NCARB  
LEED AP BD+C, CHC

**WYK Associates, Inc.**  
Stephen M. Kelley, B Arch  
Associate AIA  
Senior Project Manager

**WYK Associates, Inc.**  
Canon Fancher, M Arch  
Associate AIA, LEED Green Assoc  
Project Manager / Designer

**WYK Associates, Inc.**  
Lisa Kuhn  
Construction Administration  
Coordinator

**WYK Associates, Inc.**  
Irene Malfregeot  
Director of Finance  
Client Relations

**WYK Associates, Inc.**  
Alex Banko  
BIM Technician

**Civil & Environmental  
Consultants, Inc.**  
Joseph D. Robinson, PE

**CAS Structural Engineering, Inc.**  
Carol A. Stevens, PE  
PASCE

**Miller Engineering, Inc.**  
Craig Miller, PE

**Watkins Design Works, LLC**  
Jill Watkins, NCIDQ  
LEED AP BD+C



**WYK ASSOCIATES, INC.**  
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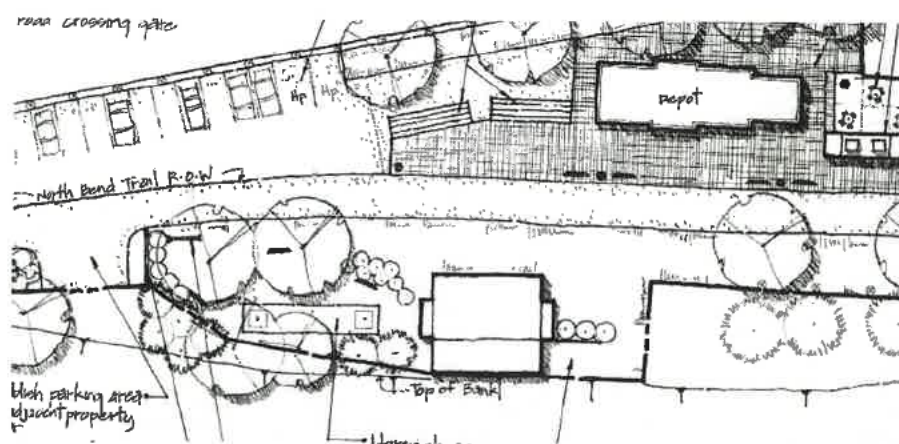
**ELK RIVER RAIL TRAIL**  
**New HQ and Maintenance Building**  
**PROJECTS**



**WYK ASSOCIATES, INC.**  
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## Salem Trailhead Park and Depot

Salem, West Virginia



## Reclaimed Historic Depot

**Contributing Building - Salem Historic District - National Register**

WYK Associates provided architectural services for a project to organize a variety of use areas connected to a reclaimed historic train station in downtown Salem.

The intent of the design was to create an activity center, using the station area for a park trailhead, when not in use for special events and festivals. During these times the park had to be flexible enough to convert into entertainment, dining, seating, and exhibition areas, and still serve as a trailhead for the North Bend Rail Trail.

Use areas were arranged to allow for easy circulation and interpretive value of the restored train station. Views were maintained into downtown and undesirable views of adjoining residential areas were screened.

WYK did extensive research for the exterior restoration and came up with a unique design for the interior adaptive re-use of this 1912 structure, fire gutted a majority of the building in November of 2008 and the City of Salem selected WYK to bring this historic structure back to its former 1912 glory. The interior will be renovated to meet ADA requirements and will be utilized for multiple civic functions such as a library, special dinners, meetings and small concerts.



### Project Facts

Depot Size: 3,000 sq ft

Trailhead Park: 1996

Depot Fire Restoration: 2009

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**WYK ASSOCIATES, INC.**  
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## Morgantown Depot Renovation - Mountain Line

Morgantown, West Virginia

### Beautification of Historic Depot

**Eye-catching, modern updates through total gut and re-design**

Long vacant and deteriorated, this building has now been renovated to become the cornerstone in the revitalization effort for the Riverfront District in Morgantown, WV.

Part of a \$530,000 project including development of a rail trail and waterfront park, the Depot has been returned to its transportation heritage by serving as operations center for Mountain Line Transit.

Filling the high demand for meeting space, the building accommodates local organization with a meeting room and kitchen facility. As a trail head, the Depot offers parking and seasonal concessions for hikers and bikers.



Main Street West Virginia  
Best Interior Rehabilitation Award 1998

#### Project Facts

Size: 2,000 sq ft

Completed: 1998

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## Hawks Nest State Park Lodge

Ansted, WV



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### Renovations & Redecorations

The project consists of enclosing the route to the existing outdoor pool with a storefront to create a new interior space; replacing the approximately seven (7) doors along the hallway to be enclosed; installing a new door lock system for all of the lodge rooms; demolition of the existing pool and surrounding elements; designing of a new pool and splash pad, and a hallway, including structural and architectural elements; exterior repair work to the existing sidewalks; replacement of the Exterior Railings outside of the Guest Rooms; redecorating of the other portions of the Lodge and the designing of additional power for the Guest Rooms.



#### Project Facts

Size: 26,336 s.f.

Completed: IN PROGRESS

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**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Webster County EDA Building

Cowen, West Virginia



### Not your typical steel building...

#### Flexible spaces for lease!

This structure was built to bring in businesses to rural West Virginia, located in Cowen. It is a pre-engineered steel building with a masonry and metal façade. The design allows the building to be divided into three separate tenant spaces or "pods". Its design also had the foresight to be flexible enough to be used by a single tenant. The "pods" range in size from 2,500 S.F., 6,000 S.F. and 12,000 S.F.



A local doctor has leased the smallest segment of the building and has opened up a new health clinic of which the build-out was also designed by WYK. This facility is located on the same campus as the I.M.C. The glass entry element reflects the same detail from the I.M.C. building which contributes to the feeling of an overall campus.

The building is situated so that it is surrounded by parking to easy access to each "pod" and minimized common space in order to maximize the leasable area of the building.



The roof gables are turned 90 degrees to each other to break up the large mass of the building within its rural setting. It appears to be three separate buildings from a distance in lieu of a large warehouse "big box" metal building.

#### Project Facts

Size: 21,100 s.f.

Completed: 2005

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**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Information Manufacturing Corporation

Cowen, West Virginia

Commercial > IMC

### Hi-tech expression

**Sustainable design focusing on office operations.**

With Sponsorship from Senator Robert C. Byrd, the Webster County Development Authority commissioned this "state of the art" facility to house Information Manufacturing Corporation's regional operations. This company transforms data into business intelligence and manages electronic data for government agencies.

The facility embraces a "hi-tech" image through expressions of form and materials. Extensive use and thoughtful composition of architectural metal panels, large glazed panels, and geometric proportioning of the brick masonry are integral to the building's character. The concept of manufacturing information guided the functional interpretation of the building's interior. Demands of the company's activities dictated large, ultra-flexible spaces defining the majority of the form. The building combines this square footage with smaller spaces for offices, secure storage spaces and conference areas.

Much consideration was given to employing user-friendly materials and creating environments whose focus was on the comfort of the users. Strategies range from indirect lighting in data processing areas, to creating exterior views from virtually every workstation.

The important notion of sustainability is addressed through use of recycled steel, regional materials, and an innovative geothermal heat pump heating and cooling system.

#### Project Facts

Size: 18,000 sq ft

Completed: 2006

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







**WYK ASSOCIATES, INC.**  
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**Total Dental**  
Bridgeport, West Virginia

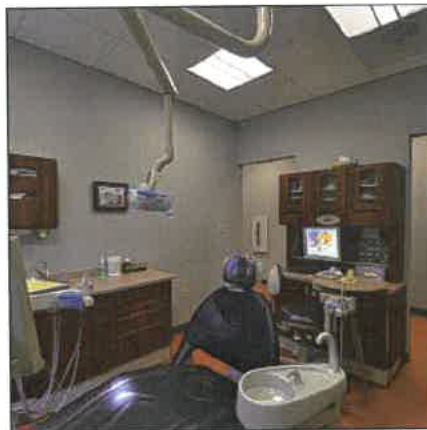
## An “AHH” inspiring building!

Open up and say “AHH”!

WYK Associates provided architectural services for Dr. Jeffrey Browning in designing this new 9,800 square foot facility. Designed primarily for Total Dental, this building provides additional build-out spaces for future clients.

WYK designed the second floor of the building to the dental office with eight operatory rooms for dental services, a large waiting room, two doctor's offices, and a breakroom/kitchen space with access to an outdoor balcony.

The first floor of the facility is partially occupied by Subway and another doctor's suite. WYK provided access for a drive-thru area, making the restaurant capable of accepting drive-thru orders!



### Project Facts

Size: 9,800 sq ft

Completed: 2014

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





**WYK ASSOCIATES, INC.**  
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## Gore Building Build-Out Clarksburg, West Virginia

### Historic building to provide upscale living in Clarksburg!

The Gore Hotel, located on West Pike and South Second Streets in downtown Clarksburg, served originally as a prestigious hotel in the 1920's. It was built in 1913 by Truman E. Gore and Howard M. Gore, Governor of West Virginia and U.S. Secretary of Agriculture, respectively.

The 3rd, 4th, and 5th floors are being rehabilitated from multiple small hotel type rooms into seven separate luxury apartments per floor with one and two bedroom options.

The inside of the exterior walls have been stripped of their original plaster and will be cleaned and sealed to leave a unique texture and feel to the apartments. The living areas will have laminate flooring while the bathrooms will have ceramic tile.

A new, large elevator and shaft is being installed to accommodate all levels of the building. Each floor will have a common area for residents to mix and socialize.

This project also included adding a new internal elevator and ADA compliant accessibility upgrades throughout the building.

#### Project Facts

Size: 40,000 sq ft

Completed: Spring 2016

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







**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Immaculate Conception Parish Center

Clarksburg, West Virginia



### Natural Lighting at it's best!

#### Eye-catching religious space

The new parish center is located directly behind the Immaculate Conception Church in Clarksburg. This facility houses the church offices, a large banquet room with a capacity of 320, commercial kitchen, meeting spaces and smaller, intimate gathering spaces.



The center spine of the building is very spacious and is capped with translucent panels which will flood the interior spaces with natural light. It is centered on axis with the campanile of the original church.

Located in a transition point on Main Street between commercial and residential neighborhoods, the exterior features masonry to compliment the existing church as well as a roof with a tile appearance. The size and massing of the building pulls from both the church elements as well as surrounding houses to offer a smooth transition within the historic fabric of the street.



The porte-cochere provides users with a welcoming and safe haven from the elements of Mother Nature. Landscaping will anchor the building to its surroundings and offer a sense of calm and serenity.

#### Project Facts

**Size:** 15,000 s.f.

**Completed:** 2014

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# FAA Sector Field Office & Storage Building

Bridgeport, West Virginia



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Now serving: NCWV Airport

Office and storage buildings

### Field Office



This facility, built along the access road to the airport terminal, houses the Airfield Services Support Staff to the FAA. These technicians provide support for the airport safety and navigation systems for the entire state of West Virginia.

The building houses not only office spaces, but shops for repair and assembly of components and a garage area for storage of equipment and maintenance of vehicles.

### Storage Building



This pre-engineered building provides garage space for the airport's snow removal and runway support equipment.

The building includes minimal office space for record keeping and is designed to accommodate storage of salt, sand and cinders to keep both the runways and the roads open during winter weather conditions.

### Project Facts

Size: 6,000 & 4,000 sq ft

Completed: June 2004

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





## Northpointe Business & Industrial Park Shell Building Bruceton Mills, West Virginia

**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING



### Multi-Use Shell Space

#### Growth and Convenience

This highly visible shell building was a project of the Preston County Economic Development Authority through West Virginia's EDA Shell Building Loan Program.

It is located at the Hazelton Exit of Interstate 68. This location in the Northpointe Business and Industrial Park is convenient to the intersections of I-79 and I-68, and within 500 miles of the major population centers of the northeastern United States.

This building is currently occupied by Puris, LLC, a 3D metal printing fabricator. With a 22' eave height, the building is adaptable for many uses. The office portion is masonry clad with two colors of CMU. All utilities are available within the Northpointe Business and Industrial Park.



#### Project Facts

High Bay: 47,250 s.f.

Office Space: 5,000 s.f.

Total: 52,250 s.f.

Completed: 2002

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

## North View Fire Substation

Clarksburg, West Virginia



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING



### Spacious Department

Local Fire Station receives  
addition!

The City of Clarksburg worked with Dominion Gas to acquire the conveniently located former Hope Gas Company City Plant to replace the City's existing North View Fire Substation.



This facility includes a 60 x 120 pre-engineered addition for garage and apparatus storage. It houses four new bays for the fire department vehicles, including one wash bay.

Bunk rooms, shower facilities, training facilities, and offices are located in the existing structure. They feature new fixtures, paint, carpet, lighting, and communication systems.



The site also accommodates vehicle storage for extra equipment, such as the City's rescue boat.

#### Project Facts

Size: 2,400 sq ft

Completed: 2010

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





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Bridgeport Public Safety Substation

Bridgeport, West Virginia

Government > Bridgeport Public Safety > Public Safety Substation



### A Focus on Safety

**Public Safety Substation doubles as an emergency shelter.**

This facility is located directly adjacent to the new United Hospital Center at Jerry Dove Drive and strategically situated within a ½ mile radius of I-79 and the White Oaks and Charles Pointe Developments.

The building is a substation for the Fire and Police Departments of the City of Bridgeport. The structure is a combination of load bearing masonry and structural steel frame with a decorative brick veneer. The Apparatus Bay and supporting facilities are one story, slab-on-grade with an abundance of natural daylight.

The radiant gas heating, vehicle exhaust and high efficient lighting systems are integrated nicely into the exposed roof structure above. The administrative offices along with each of the department's support facilities are in a connected, two story masonry and steel frame structure.

This facility was designed as a 75-100 year structure to serve the needs of this ever growing area region. The building's power is completely backed up by an emergency generator which will allow it to double as an emergency shelter in times of need.



#### Project Facts

Size: 15,000 sq ft

Completed: October 2009

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



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Jackson Square Parking Facility

Clarksburg, West Virginia



### City parking for all!

#### Convenience and Prosperity

AAC or Associated Architectural Consultants, PLLC is a collaboration of WYK Associates, Inc. and Ralph Pedersen Architect founded in 2004, this partnership combines the unique strengths of two local architectural firms to provide design and planning services for projects in Clarksburg and Harrison County.

This project consisted of the demolition and abatement of all the long-vacant, dilapidated buildings in the 300 block of West Pike Street, one of Clarksburg's main downtown thoroughfares. A historical study of these buildings was completed and reviewed by the State Historic Preservation Office prior to demolition.

Underground utilities and new storm water management created an unencumbered site for 126 parking places on two levels. The upper level entered from Traders Avenue is covered with translucent panels creating a "band shell." Lower level entry is from Pike Street. Concrete retaining walls, decorated brick pillars, accessible stairways, easy maintenance landscaping, programmable lighting, user friendly electronic parking fee collection, and stamped asphalt paving create accessible parking. The facility's design complements all the adjacent properties, both historic and modern. A variety of outdoor activities are easily held here, enhancing the city's economy and livability.



#### Project Facts

Size: 57,000 s.f.

Completed: 2009

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





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Robinson Grand Performing Arts Center Restoration / Renovation

Clarksburg, West Virginia

### Historic property brought back to life!

#### Local theatre to revive downtown

The Robinson Grand Performing Arts Center is comprised of several different layers of classifications, including restoration, rehabilitation, renovations and additions. The 45,000 S.F. project included the restoring of the building's exterior masonry, updating the performance hall to seat over 1,000 guests, adding all new HVAC, finishes, electrical, sound, stage rigging, plumbing, complete roof replacement, concessions, restrooms, stage curtains, lighting, sound systems, dressing rooms, LED lighting, a barrel vaulted ballroom, a multi-purpose educational center, caterer's and preparation kitchens, circular bar, two new elevators, a loading dock and state-of-the-art marquee as well as structural enhancements throughout the building.

The City of Clarksburg purchased the building in April of 2014 and hired WYK in June of 2014 to begin the conceptual design process. WYK worked closely with the WV State Historic Preservation Office and the Owner's tax credit Consultants from the very beginning stages of design. A large portion of this project focused on conducting an ADA / building code assessment and designing the proper solutions. These included: ADA compliant restrooms, a new elevator, and the creation of new accessible routes throughout the center, which has 15 different levels.

The project was ultimately awarded \$6.5 million in state and federal historic and new market tax credits. Other awards the Robinson Grand received include the 2018 Excellence in Construction Award from the Associated Builders and Contractors, Inc. West Virginia Chapter. The project was completed in October of 2018.



#### Awards:

2018 Project of the Year by the Exponent Telegram  
WV Municipal League All Star Community Award  
WV Contractors Association Award (March-Westin)  
(2) AIAW Awards

2019 Community Affordable Housing Equity Corp  
(CAHEC) Outstanding Community Impact Award  
2019 Historic Preservation Award for Downtown  
Preservation

# Robinson Grand Performing Arts Center Restoration / Renovation

Clarksburg, West Virginia



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING



Original Lobby



New Lobby

## Project Facts

Original Building: 1913
Theatre Fire: 1939
Rebuilt: December 1939
Closed: 2000
Bought by City: 2014
Renovations Completed: 2018
Size: 45,000 s.f.

## Project Partners:

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

[www.aurora-llc.com](http://www.aurora-llc.com)

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

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

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

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

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



Original Second Floor Lobby



New Second Floor Lobby



Photo Showcasing Masonry Restoration



New Second Floor Lobby



**Winner of Two AIA WV 2019  
Design Awards**





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Office Building for Central Supply Company

Bridgeport, WV

### A New Office

#### For Central West Virginia

Central Supply Company hired WYK to design a new office building for their work in West Virginia, with the aim of having a more central location within close proximity to I-79 and the High-Tech Corridor of North Central West Virginia.

The new office building was designed to establish a stronger public presence of the Company to accompany their work in the area, as well as to provide a new, friendly and welcoming location for potential customers to come and meet with the staff, learn about the company, learn about the products they offer and establish a beneficial working relationship.

The building construction was completed by Commercial Builders in 2004. The office building is designed as a masonry and block building, to highlight the uses of block and concrete, and consists of multiple offices, conference rooms and a showroom adjacent to the main lobby.

#### Project Facts

Completed: 2004

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





SKB Architecture & Design



WYK ASSOCIATES, INC.  
ARCHITECTURE • PLANNING

## Steptoe & Johnson Headquarters

Bridgeport, West Virginia

Commercial > Steptoe & Johnson PLLC > Headquarters Building

### A Next Generation Success Story

#### Prime location with a View

The law firm of Steptoe & Johnson PLLC retained SKB to design a new build-to-suit headquarters building for their home office in West Virginia.

As the local associated architectural firm, WYK communicated the design to the team of contractors and was instrumental in the project's success.

The move from downtown Clarksburg to a new office park in Bridgeport was spurred by a new FBI evidence complex and regional hospital center. Serving as a symbol of West Virginia's economic growth, the new building sits picturesque on a hill with commanding views of the region.

The offices are intended to respect the company's tradition as a stalwart in the region and ushers in their next generation. The building includes offices for 70 attorneys; a conference center; a data center serving all of Steptoe & Johnson's offices in West Virginia, Ohio and Kentucky; a library and the associated support spaces.

The architects have been able to streamline the design process and minimize the construction costs while maintaining a high quality building inside and out that befits a law firm of this stature.



The headquarters overlook the I-79 tech corridor



The Modern Façade



Hallway Interior



Meeting Spaces

#### Project Facts

Completion Date: 2010

Size: 80,000 sq ft

[www.steptoe-johnson.com](http://www.steptoe-johnson.com)





## Frank & Jane Gabor WV Folklife Center

Fairmont State University, Fairmont, West Virginia

**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

### The Folklife Center - A Success Story

#### Living history carefully updated

Originally a barn, this historic building is at Fairmont State University's new main campus entrance. This charming stone building was previously used as apartments and storage.

It is now the home of Fairmont State University's West Virginia Folklife Program and serves the school as a Visitor's Center.

By removing the third floor and gutting the second-floor plan, WYK designed a two-story day lit gallery space on the existing second floor. Remedial structural repairs were needed to brace the existing roof structure once the third floor was removed.

The first-floor houses offices, classrooms and informal gathering spaces. An elevator, replacement of 72 windows and doors, natural and specialized lighting, sprinkler system and HVAC systems have all been integrated into this structure. By marrying the historic character of the building with upscale contemporary features and educational elements, the Folklife Center welcomes alumni, students, faculty and the general public to share many public functions. A large portion of this project also focused on ADA accessibility upgrades, accessible restrooms and the installation of a new elevator and shaft.

This project also included the cleaning of the exterior masonry, re-pointing approximately 35% of the exterior, replacing the stone in approximately 10% of the exterior and utilized a new stone that matched the existing.





# Frank & Jane Gabor WV Folklife Center

Fairmont State University, Fairmont, West Virginia



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING



Structural Update In-Progress (Third Floor Still Present)



The Colonial Apartments

## Project Facts

Phase I: Completed 2009

Phase II: Completed 2010

Phase III: Completed 2011

## Project Links

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

[www.fairmontstate.edu](http://www.fairmontstate.edu)

[www.Pierpont.edu/folklife](http://www.Pierpont.edu/folklife)



**AIA West Virginia**

This project won two awards - the 2013 Merit Award for Achievement in Architecture Design in the categories Interior and Exterior.

We are thankful of the recognition and like to acknowledge the team effort leading to the project's success.



The Frank and Jane Gabor  
West Virginia Folklife Center

1201 Locust Avenue  
Fairmont, WV 26554

(304) 367-4403

[wvfolklife@fairmontstate.edu](mailto:wvfolklife@fairmontstate.edu)

[wvfolklife@pierpont.edu](mailto:wvfolklife@pierpont.edu)





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Christie-Cutlip Office Complex

Charles Pointe, Harrison County, WV

Commercial > Comvest Limited Inc. > Christie-Cutlip Office Complex



### A 21st century office complex design

**Easily accessible from major  
highways!**

This office complex is located in the new prestigious Charles Pointe Development directly off the I-79 Technology Corridor.

Their location is highly visible from the Harrison-Marion Airport and the I-279 connector to the airport. The client wanted a distinguished and comfortable modern design that incorporates historic/traditional architectural features.

The welcoming arched entry of the structure is flanked by a distinguished soaring clock tower to give the building presence within its surroundings. The brick incorporates intricately detailed ribbon bands which reflect a common building practice of yesteryear.



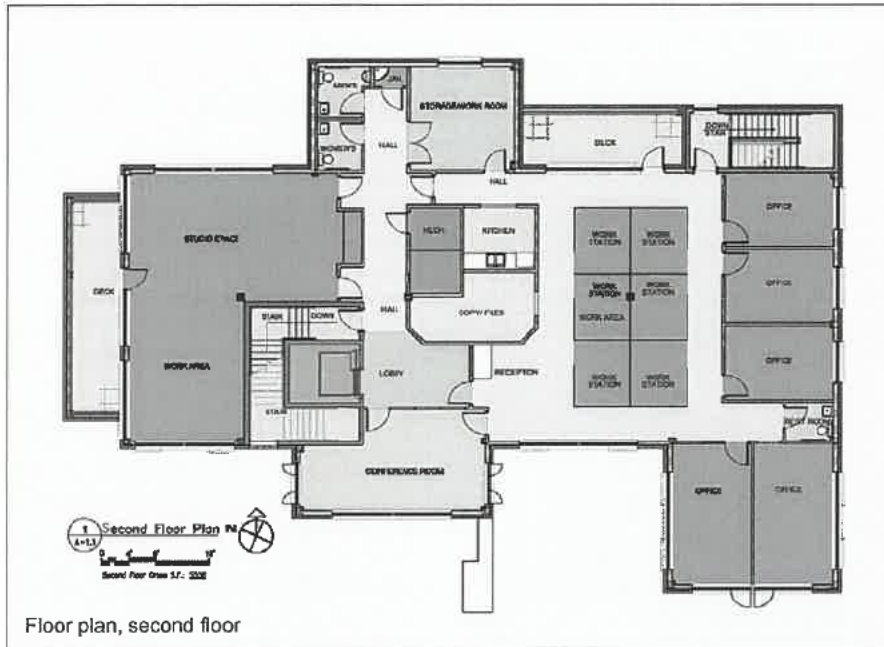


**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

# Christie-Cutlip Office Complex

Charles Pointe, Harrison County, WV

Commercial > Comvest Limited Inc. > Christie-Cutlip Office Complex



## Project Facts

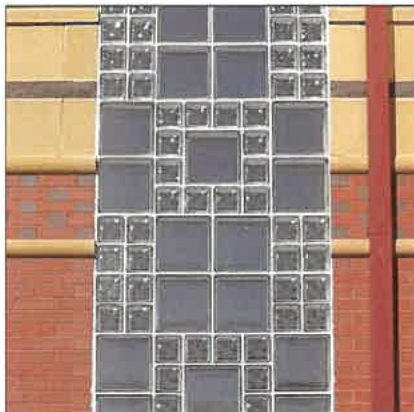
Phase One Completed: 2007

First Floor Build-Out: 2008

Size: 12,000 sq ft

Dark tinted aluminum storefront windows provide views to the majestic surrounding hills and the arriving and departing aircraft.

These energy efficient windows provide contrast to the brick textures while reducing heat gain and glare within the offices. The large overhangs provide protection to the façade from the elements as well as reduce direct heat gain in summer months.

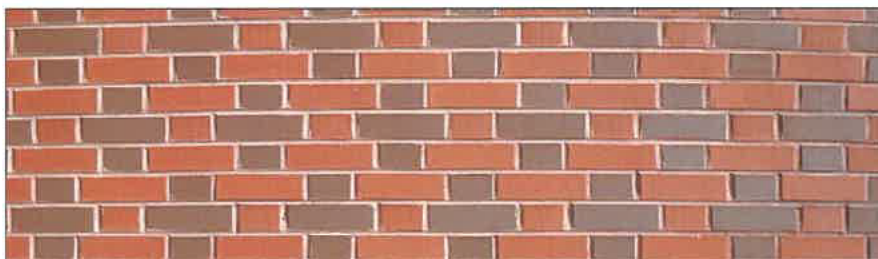


## Project Links

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

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

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





# United Hospital Center – Weston

Infusion, Oncology, Orthopedics, Urology, Rheumatology, ENT,  
and Plastic Surgery

Weston, West Virginia



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING



## Interior Renovations

WYK was hired by UHC to design a build-out of a new medical office suite to accommodate infusion, oncology, orthopedics, urology, rheumatology, ENT and Plastic surgery clinics in a 15,000 S.F. shell space located in an existing strip mall. Once WYK began field investigative work, it was noticed there appeared to be issues with an existing concrete slab installed in the space, which was approximately 600 S.F. The cracking in the slab warranted further geotechnical investigation prior to the hospital making a large investment in the space. The investigation was performed, and the soil was discovered to be pyritic. The entire space had to be over excavated 3' in depth and filled in with compacted stone. Interior drains were also added to deal with groundwater. Had it not been for WYK's attention to detail, the project could have been disastrous if the pyritic soil had not been discovered. The floor could have heaved causing destruction to the floors, walls, doors, and ceilings.



The building was divided into two suites, the southern half of the suite was designed for Community Care of WV and the northern half for UHC. Community Care leases the space from UHC. The project followed the 2014 FGI Guidelines, OHFLAC and the WV State Fire Marshal's Office approvals were obtained. A new vestibule was added for the comfort of patients in the waiting rooms and for energy savings. The office suites exist of exam rooms, procedure rooms, Clean and Soiled rooms, administration spaces and an abundance of restrooms. Detailing of the demising wall between the two internal suites and the adjacent storefront were very important to prevent air and sound transmission from tenant to tenant.

### Project Facts

Size: 15,000 s.f.

Completed: 2018

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



# Davis Memorial Hospital - Addition

Elkins, West Virginia



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING



## Addition to the Hospital

Davis Health System has added onto their campus with a two- and three-story Outpatient Service area in addition to a new Physician's Office Building.

The addition, directly connected to Davis Memorial Hospital's existing corridors, is designed to create minimal disturbance, penetrating at the facility's two existing corridor locations, joining the present corridors with the new. The addition consists of exam rooms, administrative offices, reception and waiting areas, and outpatient surgical recovery rooms. The facade features brick with a glass storefront to blend in with the historic fabric of the town, while also providing a modern look.

Other work included approximately 10,000 SF of renovations to the existing hospital at the connection points, and most noteworthy, the renovation of a new phlebotomy lab on the ground floor.



### Project Facts

**Size: 80,000 s.f. (New)**

**Size: 10,000 s.f. (Renovation)**

**Completed: June 2014**

**[www.wykarchitects.com](http://www.wykarchitects.com)**



## United Hospital Center – Pinewood Medical Center Grafton, West Virginia

**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING



### Renovations & Additions

United Hospital Center hired WYK Associates, Inc. to design an addition to the existing Pinewood Medical Center.

The project consisted of constructing an addition of approximately 2,600 S.F. to the end of a 4,300 S.F. existing building. The new addition has eight exam rooms, central charting with three doctor charting stations and five nurse workstations. It also includes mechanical rooms, soiled and clean rooms, storage room, IT closet, vital rooms and two toilet rooms. A new vestibule was built with manufactured masonry veneer on the exterior wall. In the existing building, the waiting room was renovated as well as increasing the size of the break room..

The parking lot was modified and expanded. The other existing building on the site was demolished in its entirety. The interior finishes were coordinated with the UHC hospital standards throughout the facility.



#### Project Facts

Size: 6,874 s.f.

Completed: 2020

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



# United Hospital Center – Eye Clinic

Bridgeport, West Virginia



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING



## Additions & Renovations

United Hospital Center hired WYK Associates, Inc. to re-design the second floor of the Medbrook Building into an eye clinic.

The project consists of a complete demolition of approximately 8,000 S.F. of the second floor. Work included removal of interior partitions and building systems. The build-out included 12 exam rooms, one proceed room and four diagnostic rooms. New HVAC, electrical, lighting and lay-in ceilings were installed. A new EPDM replaced the former ballast roof and additional overflow drains were added to meet current standards.

The first-floor front cover drop-off area was enclosed to create a new lobby of approximately 600 S.F. To improve movement between floors, a new hospital-grade hydraulic elevator and shaft was added adjacent to the existing elevator. Other work included a new awning over the entrance, parking lot reconfiguration and new landscaping.



### Project Facts

Size: 8,000 s.f.

Completed: 2020

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





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Davis Memorial Hospital – Cancer Center

Elkins, West Virginia



### Life-Changing Medical Care for a Whole Region

#### CONSULTANT:

Andrew G. Bukovitz

Radiological Physics Service, Inc.

Designed as an integral part of an existing hospital campus, this Cancer Treatment Center uses materials and massing like surrounding buildings. Masonry quoins add interest to the building's simple footprint.



The client's goal was to combine nuclear and experimental medicine with an intimate, residential atmosphere to promote maximum healing. Interior finishes and furnishings soften the medical setting.

Access is paramount for both the patient and their caregivers, who await them during treatment. The portecochere features a stilted round arch with contrasting keystone, which is repeated in a reduced scale for the entry. The flat arches of the windows also use the contrasting keystone. The buildings' masonry back wall, which is visible from other hospital campus facilities, exhibits the same stilted arch with contrast detail as a detail in the masonry.



#### Project Facts

Size: 80,000 s.f. (New)

Completed: June 2014

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

# Peterson-Central Elementary School

Weston, West Virginia



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING



## Excellent Education!

### Consolidated Elementary

This Elementary School consolidated the greatly over-crowded Peterson Elementary and Central Elementary Schools, housing students from Kindergarten through Fourth Grade.

Primary design objectives include:

- Design for Architectural Context regarding the established residential neighborhood.
- Allow the facility to double as a community center.
- Provide the capacity for expansion.

These goals are achieved through the implementation of brick masonry, hip roof elements, and a scale for the primary facade consistent with the quaint existing neighborhood's contextual fabric. Compartmentalizing the build, allows the community public access to recreational areas as well as the media center, while maintaining security and privacy in the instructional spaces.

The interior environments, including the new library, employ a contemporary application of vibrant colors, exposed structural elements, and naturally lighted spaces. The materials and their placement provide for ease of maintenance and can be readily updated as the educational and community needs adapt and expand.

### Project Facts

Size: 43,000 s.f.

Completed: 1999

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



# Bridgeport Public Safety Substation

Bridgeport, West Virginia



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING



## A Focus on Safety

**Public Safety Substation doubles as an emergency shelter.**

This facility is located directly adjacent to the new United Hospital Center at Jerry Dove Drive and strategically situated within a ½ mile radius of I-79 and the White Oaks and Charles Pointe Developments.

The building is a substation for the Fire and Police Departments of the City of Bridgeport. The structure is a combination of load bearing masonry and structural steel frame with a decorative brick veneer. The Apparatus Bay and supporting facilities are one story, slab-on-grade with an abundance of natural daylight.

The radiant gas heating, vehicle exhaust and high efficient lighting systems are integrated nicely into the exposed roof structure above. The administrative offices along with each of the department's support facilities are in a connected, two story masonry and steel frame structure.

This facility was designed as a 75-100 year structure to serve the needs of this ever growing area region. The building's power is completely backed up by an emergency generator which will allow it to double as an emergency shelter in times of need.



### Project Facts

Size: 15,000 s.f.

Completed: October 2009

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



# Clarksburg Treatment Center - Addition

Clarksburg, West Virginia



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING



## New Addition

The existing Clarksburg Treatment Center contacted WYK Associates, Inc. to design and oversee the construction of a new 1,440 square foot addition to their facility, as they had reached their maximum capacity and wanted to better serve their community.

The addition, itself, attached directly to the easy façade of the existing facility and housed a new conference space, waiting room, clinical rooms/exam rooms, and offices. This project also included an outdoor patio area for employee breaks to the east of the addition. The facility's parking lot also received lighting upgrades and increased from 38 parking spaces to 59 spaces.

WYK was careful to respect the aesthetic of the existing building and designed the exterior with the goal of seamlessly blending the original building with the addition.



### Project Facts

Size: 1,440 s.f.

Completed: June 2017

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

# Sharpe Hospital – Transitional Facility

Weston, West Virginia



## A “Residential” Transition Space

The Transitional Facility for Sharpe Hospital was designed to aid forensic patients who are no longer considered a threat to themselves or others to rejoin society. The 12-bed facility was designed to teach life skills to its residents as well as to teach them to interact with one another and the employees. The facility is staffed 24 hours. The building hosts a large kitchen, day room/living room a spacious screened in porch nestled within the wilderness. The interior and exterior of the building was designed to give a feeling of “home” which is much less institutional than the main hospital.



James Swiger while employed at Blackwood Associates, Inc. in Fairmont assisted another architect in the firm by designing the exterior of this facility and writing the specifications. The other architect designed the floor plan and interior finishes, which she based off the owner’s program and goals. A dark base band of brick was used to anchor the building to the ground. Brick detailing and expansive windows create the fenestration of the facades while the building is capped with a hip roof giving it a residential appearance.



### Project Facts

Size: 6,200 s.f.

Completed: 2006

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



# Steptoe & Johnson Headquarters

Clarksburg, West Virginia



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING



## A Next Generation Success Story

### Prime location with a View

The law firm Steptoe & Johnson PLLC retained SKB to design a new build-to-suit headquarters building for their home office in West Virginia.

As the local associated architectural firm, WYK communicated the design to the team of contractors and was instrumental in the project's success.

The move from downtown Clarksburg to a new office park in Bridgeport was spurred by a new FBI evidence complex and regional hospital center. Serving as a symbol of West Virginia's economic growth, the new building sits picturesque on a hill with commanding views of the region.

The offices are intended to respect the company's tradition as a stalwart in the region, and ushers in their next generation. The building includes offices for 70 attorneys; a conference center; a data center serving all of Steptoe & Johnson's offices in West Virginia, Ohio, and Kentucky; a library and the associated support spaces.

The architects have been able to streamline the design process and minimize the construction costs while maintaining a high quality building inside and out, that befits a law firm of this stature.



### Project Facts

Size: 80,000 s.f.

Completed: 2010

[www.step toe-johnson.com](http://www.step toe-johnson.com)

"WYK provided our firm's "safety net" and "comfort zone" throughout the entire process... I cannot imagine our law firm completing this beautiful facility without WYK in our corner."

-Gary W. Nickerson, Managing Partner, Bridgeport Office, Steptoe & Johnson PLLC



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

**ELK RIVER RAIL TRAIL**  
**New HQ and Maintenance Building**

**RESUMES**





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Team Profiles

James Swiger



**James B. Swiger**  
**AIA, NCARB,**  
**LEED AP BD+C, CHC**

**President/Principal-In-Charge**

WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

304-624-6326 Office

304-677-3373 Cell

304-623-9858 Fax

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

[james@wykarchitects.com](mailto:james@wykarchitects.com)

## Memberships



He is a Harrison County native involved with several community and professional organizations.

James has gained broad experience in both the private and public sectors of the construction / design industry. His completed work reflects a variety of projects with values ranging from thousands of dollars to over \$22 million.

### EDUCATION

5-Year Bachelor of Architecture, 1996  
University of Tennessee, Knoxville, TN  
NAAB Accredited University

### ARCHITECTURAL REGISTRATION

West Virginia (# [REDACTED])  
Virginia (# [REDACTED])  
Pennsylvania (# [REDACTED])  
Ohio (# [REDACTED])  
Maryland (# [REDACTED])  
Kentucky (# [REDACTED])  
National Council of Architects (# [REDACTED])

### HONORS AND AWARDS

2021 The Shinnston & Harrison County Journal "Citizen of the Month" for April

2019 "Sharp Shooter" WV Executive Magazine

2019 AIA-WV Honor Award for Excellence in Architecture - Historic Preservation / AIA-WV Craftsmanship Award for Excellence in Architectural Detail and Craftsmanship; Robinson Grand PAC, Clarksburg, WV

2015 Clarksburg Uptown Business Member of the Year

2015 Campaign Chair - United Way of Harrison County, Inc.

2015 Harrison County Chamber of Commerce Education Committee Chair

2015 "Young Gun" WV Executive Magazine

2013 AIA-WV Merit Award for Achievement in Architecture Design - Unbuilt: Shinnston Community Center, Shinnston, WV

2013 AIA-WV Merit Award for Achievement in Architecture Design; Fairmont State University- Frank and Jane Gabor Folklife Center, Fairmont, WV - Interior and Exterior

Energy Star Certification, Elkins Middle School, Elkins, WV

2010-11 Cambridge Who's Who Member

2009 West Virginia Kiwanis District Governor's Award for "Promoting Membership Growth"

2008 Volunteer of the Year - Harrison County Chamber of Commerce

2008 Selected "Generation Next: 40 Under 40" by the West Virginia State Journal

2008 Strathmore's Who's Who Worldwide Recipient

2008 AIA-WV Merit Award for Achievement in Architecture; West Pike Street Parking Facility, Clarksburg, WV (Co-Design Architect)

### PROFESSIONAL AFFILIATIONS

American Institute of Architects

AIA - West Virginia

National Council of Architectural Registration Boards

Accredited Professional - U.S. Green Building Council Building Design + Construction

USGBC-WV Chapter

League of Historic American Theatres

National Trust for Historic Preservation

NFPA - National Fire Protection Association

ASHE - Associate Member of National Society for Healthcare Engineering

WVSHE - Associate Member of West Virginia Society for Healthcare Engineering

Affiliate Member of Builders Supply Association of West Virginia

### CIVIC AFFILIATIONS

Health Access, Inc. - Board of Directors

Bi-County Nutrition, Inc. - Board of Directors

Clarksburg Uptown - President / Board of Directors

Kiwanis Division 3  
2020/2021 Lieutenant Governor

Salem University - Advisory Committee to the School of Business

Central WV Corvette Club Member

Harrison County Chamber of Commerce - Board of Directors (2013-15)

United Way of Harrison County, Inc.; Board of Directors (2009-2016) - Executive Committee "Stonewall Leadership Contributor"; 2015 Campaign Chair

Kiwanis Club of Clarksburg 2008/2009 President

Kiwanis Division 3  
2009/2010 Lieutenant Governor

Kiwanis Club of Clarksburg 2018 - Present Volunteer and Service Committee Chair

Harrison County Elks Lodge #2875 Member

West Virginia Kiwanis District - District 3 - Past Lieutenant Governor

Harrison County Chamber of Commerce - Past Education Committee Chair

Salem Elementary School Nature/Fitness Trail - Project Manager

## Team Profiles

Irene Malfregeot



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING



### **Irene Malfregeot** **Allied AIA** **Director of Finance &** **Business Development**

WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

304-624-6326 Office

304-669-6785 Cell

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

[irene@wykarchitects.com](mailto:irene@wykarchitects.com)

### **Professional Memberships**



The American Institute of Architects



Irene began her career at WYK Associates, Inc. in the spring of 2013. With sharp attention to detail and excellent communication skills, she is responsible for the client experience. Irene works in a marketing and business development capacity, and then continues with clients in each phase of the architectural process through financial management. Her experience with networking, organization, and client relations makes it easy for her to connect – and stay connected.

With a master's degree in Business Administration and a bachelor's degree in Political Science, Irene's academic background, her professional experience, and honed skill set enable her to connect easily and build lasting and mutually beneficial relationships. Her involvement in professional and community-related events and organizations, and her attentive nature enable her to establish WYK Associates, Inc.'s authority as the leading architectural firm in the Mountain State.

### **EDUCATION**

M.A. – Higher Education  
Administration  
Shepherd University, 2009

Master's Business Administration  
Shepherd University, 2007

B.A. – Political Science  
Lenoir-Rhyne University, 2003

### **PROFESSIONAL AFFILIATIONS**

Buckhannon-Upshur Chamber of  
Commerce

Harrison County Chamber of  
Commerce

Marion County Chamber of  
Commerce

Society for Marketing Professional  
Service  
Pittsburgh

### **CIVIC AFFILIATIONS**

Central West Virginia Soccer  
Association  
Treasurer  
2020-present

Harrison County Library Board of  
Trustees  
Treasurer  
2020-present

Harrison County Child Advocacy  
Center  
Board Member  
2013-present

United Way of Harrison County  
Grants Committee  
2017-2018

GFWC Bridgeport Junior Woman's  
Club  
2009-present  
Co-President 2011-2012





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## Team Profiles

Stephen Kelley



**Stephen M. Kelley**  
**Associate AIA**  
Senior Project Manager

Stephen began his employment at WYK in 2007, after working at a previous firm and serving our country in active duty. He served as Senior Project Manager for the award winning Robinson Grand Performing Arts Center and numerous healthcare projects for United Hospital Center (UHC) and WVU Medicine. Stephen's 20 plus years of experience has ranged from small building additions to multi-million dollar, complex construction projects. Stephen has broad experience in both the private and public sectors of the construction / design industry.

### EDUCATION

5-Year Bachelor of Architecture, 2000  
Philadelphia University  
NAAB Accredited University

### MILITARY EXPERIENCE

US Army Reserves 1994 - 2006  
OIF II 2003 - 2005

### PROFESSIONAL AFFILIATIONS

Associate Member, American Institute of Architects (AIA) National Chapter  
Associate Member, American Institute of Architects (AIA), West Virginia Chapter

### CIVIC AFFILIATIONS

Salem Area Chamber of Commerce - Past Board Member  
Harrison County Development Authority - Past Board Member  
Fort New Salem Foundation - Current Board Member  
Sperry-Davis VFW Post 9151  
Post Commander 2020 - Present  
Quartermaster 2008 - 2020  
Department of WV - District 3  
Quartermaster (2015/2016)  
Sigma Mu Fraternity Alumni, Mu Pi Chapter  
United Way of Harrison County, Inc.  
Stonewall Leadership Contributor

WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

304-624-6326

304-623-9858 Fax

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

[stephen@wykarchitects.com](mailto:stephen@wykarchitects.com)

### Associated Memberships





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## TEAM PROFILES

Canon Fancher



### **Canon T. Fancher** **Associate AIA** **LEED Green Associate**

#### **Project Manager/Designer**

WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

304-624-6326 Office

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

[canon@wykarchitects.com](mailto:canon@wykarchitects.com)

#### **Associate Memberships**



Canon began his career at WYK Associates, Inc. in 2015 while earning his Bachelor of Science in Architecture degree from Fairmont State University. He then proceeded to earn his Master of Architecture degree through Fairmont State University as one of the core years assessed through the program's NAAB (National Architectural Accrediting Board) accreditation process. He is equipped to contribute to all phases of a project, from design through completion, including client relations, schematic design, project visualization, design development, construction documents and specifications creation, bidding phases and construction administration. As the head of the firm's residential design department, Canon has designed homes exceeding \$5 Million in combined estimated construction costs. In addition to residential construction, Canon has experience in the design and construction administration of a variety of projects types, including: hospitality, light commercial, historical restoration and renovation, masonry restoration, 911 Centers, Courthouse renovation and Architectural assessments of existing properties.

Having grown up in north central West Virginia, Canon understands the needs and desires of small communities, and has a desire to infuse modern, contextually sensitive, and sustainable designs into the projects he is involved with. Knowing the importance of communication and coordination throughout a project, Canon always aims to develop positive client and consultant relationships in order to create a cohesive working environment, through all phases of a project. Whether it be conceptual design, inquiries and exploration of design possibilities, visualization, drafting and Building Information Modeling utilization, 3D modeling, creation of specifications, construction administration or project support for other staff, Canon strives to meet the highest standard of production quality. He is a Marion County native involved with several community and professional organizations.

#### **EDUCATION**

Bachelor of Science in Architecture with a Minor in General Business – 2016  
Fairmont State University

Master of Architecture – 2020  
Fairmont State University

#### **PROFESSIONAL AFFILIATIONS**

American Institute of Architects (AIA), National Chapter, Associate Member

USGBC – LEED Green Associate

#### **VOLUNTEER EXPERIENCE & AFFILIATIONS**

United Way "Day of Action" – Annual Volunteer





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

**ELK RIVER RAIL TRAIL**  
New HQ and Maintenance Building

**CONSULTANTS**



# Civil Engineering & Site Development

CEC provides civil engineering and site development consulting services to assist clients with the development of cost-effective designs for office campuses, industrial developments, and institutional and educational facilities along with commercial, retail, and residential site developments.

CEC has extensive experience preparing regulatory permits and managing the design, approval, and on-site construction processes associated with a project. CEC has developed a reputation for developing high-quality, sustainable and “buildable” design solutions within construction budgets.

## Site Grading Analyses

Site grading plans produce “balanced” earthwork conditions for sites involving minimal earthwork and those involving several million cubic yards of earthmoving. CEC incorporates CADD technology while integrating slope stability, drainage, stormwater management, and geotechnical requirements.

## Predevelopment Site Investigations

CEC provides predevelopment investigation services to evaluate sites for specific uses, addressing site layout, zoning adherence for parking and setbacks, site access, wetlands and other environmental considerations, geotechnical concerns, grading/earthwork and utility availability and capacity.

## Utility Design/Coordination

CEC designs sanitary sewer collection and conveyance systems, sewage pumping and on-site treatment facilities, and water distribution systems for domestic and fire protection needs while effectively coordinating with electric, natural gas, telephone, and cable television utility companies to provide service to new site developments.

## Erosion and Sedimentation Control

CEC has a proven track record of obtaining local, state, and federal erosion and sedimentation control (E&S) permits and/or regulatory approvals. With a thorough working knowledge of state and federal E&S and National Pollutant Discharge Elimination System (NPDES) regulations and requirements, CEC’s primary objective is to



effectively protect the local waterways from erosion and to integrate E&S controls with post-development stormwater management to reduce overall site development construction costs.

## Stormwater Management/Water Quality Design

CEC provides comprehensive stormwater management consulting services, including flood routing studies, stream relocations and enclosures, hydrologic and hydraulic analyses and design, stormwater detention design, and the design of water quality best management practices (BMP) facilities. CEC analyzes alternative stormwater detention measures and methodologies to tackle the unique stormwater-related challenges of difficult sites.

## PRACTICES

- Civil Engineering*
- Ecological Sciences*
- Environmental Engineering and Sciences*
- Waste Management*
- Water Resources*

## INDUSTRIES

- Manufacturing*
- Mining*
- Natural Gas*
- Power*
- Public Sector*
- Real Estate*
- Solid Waste*





## Company Overview

Civil & Environmental Consultants, Inc. (CEC) provides comprehensive industry-focused consulting services that advance client strategic business objectives.

Consistently ranked among the Top 500 Design Firms and Top 200 Environmental Firms by *Engineering News-Record*, CEC is recognized for providing innovative design solutions and integrated expertise in the primary practice areas of civil engineering, ecological sciences, environmental engineering and sciences, waste management and water resources.

### Safety First

CEC believes that all accidents are preventable and is committed to creating an accident and incident free workplace for employees and subcontractors through training, safe work practices, and processes for assessing project hazards. CEC strives for safety excellence throughout our entire organization and holds employees and subcontractors accountable for the safe performance of their work. Safety is a key element of CEC's Strategic Plan and is represented by our Accident and Incident Free program.

### Industry Oriented

Multi-disciplined Industry Consulting Groups (ICGs) are derived from the primary practice areas to strategically focus on the business challenges and drivers of the manufacturing, mining, natural gas, power, public sector, real estate and solid waste industries. Each of these diverse teams is a conduit to the latest thinking and advancements in the industries we serve, allowing CEC to provide clients with concise, timely information and regulatory updates to facilitate informed decision-making.

### Employee Owned

CEC's employee-owners are highly motivated by the link between our success and that of our clients. Our continuing growth reflects client confidence in the work of our employees, who are guided by three core business principles:

- **Senior Leadership**
- **Integrated Services**
- **Personal Business Relationships**



### Multi-Disciplined

Headquartered in Pittsburgh, Pennsylvania, CEC is an expanding company with:

- Civil Engineers
- Geotechnical Engineers
- Environmental Scientists
- Environmental Engineers
- Chemical Engineers
- Geologists
- Hydrogeologists
- Hydrologists
- Ecologists
- Biologists
- Wetland Scientists
- Threatened & Endangered Species Experts
- Agronomists/Soil Scientists
- Emissions Testing Professionals
- Chemists
- Archaeologists
- Construction Managers & Inspectors
- Environmental Technicians
- Treatment Plant Operators
- Land Surveyors
- Landscape Architects
- GIS Analysts & Programmers

### PRACTICES

*Civil Engineering*  
*Ecological Sciences*  
*Environmental Engineering and Sciences*  
*Waste Management*  
*Water Resources*

### INDUSTRIES

*Manufacturing*  
*Mining*  
*Natural Gas*  
*Power*  
*Public Sector*  
*Real Estate*  
*Solid Waste*

# Company Overview

## Civil Engineering

- Erosion & Sedimentation Control/ NPDES Permitting Predevelopment Site Investigations
- GPS/GIS Services
- Landscape Architecture/Land Planning
- Geotechnical Engineering
- Site Grading/Earthwork Analysis
- Expert Witness Testimony
- Roadway Design and DOT Permitting
- Stormwater Management/BMP Design
- Utility Design
- Sustainability Planning/Design
- Construction Services
- Integrated Project Delivery
- Site Infrastructure Maintenance/Rehabilitation
- Topographic Surveys
- ALTA ACSM Land Title Surveys
- Boundary Retracement Surveys
- Horizontal & Vertical Control Surveys
- Volumetric Surveys
- Construction Surveys
- Oil and Gas Pipeline Surveys
- Highway R/W Surveys
- As-built Surveys
- LiDAR Surveys

## Ecological Sciences

- Wetlands and Waters Delineations
- Clean Water Act, Section 401/404 Permitting
- Wetland & Stream Impact Mitigation Design
- Ecosystem Restoration
- Wetland AMD Treatment
- Fish & Macroinvertebrate Surveys
- Bathymetric/Hydrographic Surveys
- Expert Witness Testimony
- Water Quality & Sediment Surveys
- Threatened & Endangered Species Surveys/ Wildlife Surveys
- Clean Water Act, 316 (a) & (b) Permitting
- Aquatic & Terrestrial Habitat Surveys
- Ecological Risk Assessment & Land Restoration
- Soil Science & Phytoremediation

## Environmental Engineering and Sciences

- Air Emissions Testing & Permitting
- Greenhouse Gas Reporting
- Air Dispersion Modeling
- Phase I & II Assessments
- Site Characterization
- Property Condition Assessments
- Risk Assessments
- Auditing & Compliance Plans
- RCRA/CERCLA
- Soil/Groundwater Remediation Systems
- Brownfield Redevelopment Services
- Hydrogeology & Groundwater Modeling
- Storm Water Sampling & Permitting
- NPDES Permitting Support
- Expert Witness Testimony
- Cultural Resource Management
- Architectural History (Above-ground) Resource Investigations
- Archaeological Investigations
- FERC Applications/Certification

## Waste Management

- Landfill Design & Permitting
- Transfer Station Design & Permitting
- Waste Characterization Studies
- Landfill Gas Management
- Geotechnical Engineering
- Renewable Energy Processes
- Air Compliance & Permitting
- Expert Witness Testimony
- Leachate Treatment & Control
- O & M of Control Systems
- Construction Services
- Site Selection and Characterization
- Hydrogeologic Site Investigations
- Environmental Monitoring/Compliance Support
- Coal Combustion Product Management

## Water Resources

- Stormwater BMP Design & Inspections
- Compliance Audits
- NPDES Permit Negotiation
- Watershed Planning & Restoration
- Flood Routing and FEMA Map Revisions
- TMDL Modeling & Monitoring
- Stream Assessments & Restoration
- Expert Witness Testimony
- Water Quality & Quantity Modeling
- Low Impact Development Design
- Erosion & Sediment Control Design and Inspection
- Water Quality BMP Testing
- Waste Water and Leachate Treatment
- Stormwater Piping & Culvert Inspections

## LOCATED NATIONWIDE

- Austin, TX*  
855.365.2324
- Boston, MA*  
866.312.2024
- Bridgeport, WV*  
855.488.9539
- Charlotte, NC*  
855.859.9932
- Chicago, IL*  
877.963.6026
- Cincinnati, OH*  
800.759.5614
- Columbus, OH*  
888.598.6808
- Detroit, MI*  
866.380.2324
- Export, PA*  
800.899.3610
- Indianapolis, IN*  
877.746.0749
- Knoxville, TN*  
865.977.9997
- Nashville, TN*  
800.763.2326
- Philadelphia, PA*  
888.267.7891
- Phoenix, AZ*  
877.231.2324
- Pittsburgh, PA*  
800.365.2324
- Sayre, PA*  
877.389.1852
- Sevierville, TN*  
865.774.7771
- St. Louis, MO*  
866.250.3679
- Toledo, OH*  
855.274.2324





# Construction Phase Services and Quality Assurance

The trained professionals, technicians, and inspectors at CEC combine extensive experience with state-of-the-art field equipment to complete construction phase services for a wide range of civil, geotechnical, environmental, and waste management projects.

CEC routinely monitors the construction of large earthmoving projects, mine grouting programs, the installation of erosion control measures, landslide corrective actions, environmental remediation projects, geosynthetic installation, landfill closures, and building construction.

## Construction Phase Services

- Construction Quality Assurance (CQA)
  - Density Testing of Soils and Aggregates
  - Concrete Testing
  - Structural Steel Testing
  - Masonry Testing
  - Fire Proofing Testing
  - Asphalt Pavement Testing
  - Fill Placement Monitoring
  - Geosynthetic Testing
- Landfill Liner/Cap Installation Monitoring
- Confirmation Sampling
- Certification Report Preparation
- As-Built Drawing Preparation

## IBC Special Inspections

CEC provides Special Inspections during building construction as required by Chapter 17 of the International Building Code (IBC). The code requires the firm performing Special Inspections to be retained by the owner or design professional, not the contractor. CEC typically provides testing of soils, concrete, masonry, steel, and fire proofing. CEC's technicians are certified by numerous testing organizations including ACI, NICET, AWS, and ICC.

## Environmental Related Monitoring

CEC provides services during the remedial action phase of UST and waste/contaminated material removal projects and has directed and monitored the installation of groundwater extraction and treatment systems and soil venting systems. Professionals include AHERA-certified asbestos inspectors who can monitor



removal of asbestos-containing materials. CEC technicians also perform air monitoring during construction to allow contractors to assess on-site personnel protection requirements.

## Waste Management CQA

CEC provides CQA services during the construction and closure of waste management facilities. CEC reviews material testing reports, monitors placement of earth materials and geosynthetics, and evaluates field test results from geosynthetic installations while compiling the information for the construction certification report, sealed by a CEC registered professional engineer and prepared for submittal to environmental agencies.

## Construction Management

CEC provides complete construction management services beginning with the bidding process and through to project closeout. CEC develops bid documents, solicits and evaluates bids, and negotiates contracts for site development, environmental remediation and other projects. During construction, CEC oversees contractor activities with site supervision and helps meet the specifications and schedule requirements.

## PRACTICES

*Civil Engineering*  
*Ecological Sciences*  
*Environmental Engineering and Sciences*  
*Waste Management*  
*Water Resources*

## INDUSTRIES

*Manufacturing*  
*Mining*  
*Natural Gas*  
*Power*  
*Public Sector*  
*Real Estate*  
*Solid Waste*



# Construction Management Services

CEC engineers, construction managers and field superintendents provide tailored Construction Management Services (CMS) to deliver seamless completion of projects. CEC's pro-active approach saves time and cost while providing quality results that achieve client objectives.

## Construction Management Approach

CEC provides CMS as an agency or as an Owner's Representative, as well as CEC-led Design/Build arrangements where CEC provides a turnkey solution. CEC's collaborative team approach enables early, impactful decisions about a project's design intent, schedule, budget, materials and more. As the Construction Manager (CM), CEC acts as the Owner's Representative and advocate, managing the construction trades, budgeting and scheduling. Trade contracts are "held" either by the owner or by CEC as the CM. In a Design/Build approach, where CEC is responsible for both design and construction of a project, CEC contracts directly with the Owner and is fully responsible for the delivery of the project. CEC's typical Design/Build approach is to offer an integrated team with CEC providing design and engineering on a turnkey basis.

The benefits of a CEC-led CM approach are:

- Builder/contractor selection flexibility
- Early input on constructability
- Early budget and schedule input/control
- Faster schedule delivery
- Owner advocacy

CEC provides a single point of responsibility for both design and construction.

## Construction Management Services

CEC's suite of construction-related services provides client advocacy and confidence while delivering projects in many forms, including:

- Pre-Construction
- Project Administration
- Construction Inspection
- Constructability Reviews
- Project Controls and Document Management
- Scheduling



- Cost Estimating
- Cost Control and Value-Engineering
- Change Order Management
- Claims Management and Resolution
- Quality Assurance
- Startup and Testing
- Project Close-out

## Construction Management Experience

CEC has delivered on-schedule and on-budget quality CMS for a variety of projects, including:

- Site Development
- Earthwork and Grading
- Site Utility Construction
- Soil and Groundwater Remediation
- Landslide Repair and Remediation
- Erosion & Sedimentation Controls Installation
- Wetland and Stream Restoration
- Access Road Rehabilitation and Construction
- Mine Grouting
- Soil Retention Systems
- Paving
- Post-Construction Restoration

## PRACTICES

- Civil Engineering*
- Ecological Sciences*
- Environmental Engineering and Sciences*
- Waste Management*
- Water Resources*

## INDUSTRIES

- Manufacturing*
- Mining*
- Natural Gas*
- Power*
- Public Sector*
- Real Estate*
- Solid Waste*





# Due Diligence

CEC's integrated approach to due diligence is designed to provide timely and vital information for real property transactions to support an informed decision process.

CEC's due diligence services define a client's risk tolerance, schedule and cost parameters while identifying and quantifying liabilities during the sale, refinance, lease, development or investment in real property. Recognizing and considering liabilities and fatal flaws is essential to the decision-making process. CEC effectively manages these liabilities with early identification, quantification, and communication of the risks.

CEC's due diligence services include:

- Environmental Assessments (ASTM, Phase I and II Assessments, Archaeological)
- Property (Facility) Condition Assessments
- Environmental Compliance Audits and Hazardous Material Surveys
- Ecological Resources Reviews and Permitting Evaluation (Wetland Identification/Delineation, Jurisdictional Waters, Threatened and Endangered Species)
- Land Survey Services (ALTA/ACSM and Geophysical Surveys)
- Local Ordinance Reviews
- Utility Evaluations
- Geotechnical Investigations
- Floodplain/Floodway Identification
- Stormwater Management Assessments
- Site Evaluations and Conceptual Planning
- Pre/Post Occupancy Assessments Supporting Lease Requirements



## PRACTICES

*Civil Engineering*  
*Ecological Sciences*  
*Environmental Engineering and Sciences*  
*Waste Management*  
*Water Resources*

## INDUSTRIES

*Manufacturing*  
*Mining*  
*Natural Gas*  
*Power*  
*Public Sector*  
*Real Estate*  
*Solid Waste*

# Landscape Architecture & Planning

CEC provides a diverse range of landscape architecture design services for site and land development, master development planning, feasibility studies, stormwater management, landscape design, green infrastructure and irrigation.

CEC provides landscape architecture services to architects; developers; institutional, commercial and businesses owners; and public agencies, and is recognized for leadership in applying sustainable design practices to projects seeking LEED® certification.

## Site and Land Development

CEC landscape architects prepare feasibility studies, site concept plans and master development plans for commercial office and retail sites, industrial and residential developments and institutional/academic campuses. Preliminary site planning services address utility and roadway infrastructure, vehicular accessibility and circulation, in some cases rail access, municipal zoning and land development requirements, and state and federal regulations, as well as site planning flexibility.

CEC takes into consideration floodplain issues, topographic constraints, existing and proposed infrastructure, stormwater management, preservation of natural site features such as existing vegetation and water courses, and review of wetlands and other environmental considerations. CEC can include the design of ponds and other water features such as bioswales, rain gardens, and creative stormwater treatment measures to limit water resource impacts.

## Landscape and Irrigation Design

CEC can prepare landscape design and planting plans that address local municipal ordinance requirements and the client's program objectives, LEED, and construction budget constraints. CEC also can prepare irrigation plans and construction documents to include commercial systems, groundwater and surface water supply irrigation systems, increased water efficiency, fountains and other water amenity features.



## Graphic Renderings and Photo Manipulation Services

CEC prepares large-scale color renderings, photo manipulation services and 3-D modeling for presentation quality drawings and 3-D visualizations. CEC combines computer accuracy with an artistic by-hand touch to create realistic renderings and 3-D models. With technology to overlay proposed design solutions on photos of existing site conditions, CEC can communicate a photo-realistic effect of what the final design solution may look like, which is very effective for public meetings. Hand-drawn and computer-imaged renderings include: black and white and color perspectives, realistic detailed sections and elevations, 3-D models, and color presentation boards presenting both conceptual and final master plans.

## PRACTICES

*Civil Engineering*  
*Ecological Sciences*  
*Environmental Engineering and Sciences*  
*Waste Management*  
*Water Resources*

## INDUSTRIES

*Manufacturing*  
*Mining*  
*Natural Gas*  
*Power*  
*Public Sector*  
*Real Estate*  
*Solid Waste*



Civil & Environmental Consultants, Inc.





Civil & Environmental Consultants, Inc.

## LEED®/Sustainable Site Design



Leadership in Energy and Environmental Design (LEED) is the fastest growing practice area in the engineering and architectural consulting industry. The United States Green Building Council (USGBC) LEED rating point system begins with site selection context and includes numerous components of civil engineering, land planning, landscape architecture and ecology. Referred to more broadly as "Sustainable Site Design," the utility and water savings, life cycle cost benefits and public image of "Green/Sustainable Projects" define the need for a creative and innovative design team. CEC's design consultants provide leadership and effective expertise to our clients to assure they meet their LEED/Sustainable project site design goals.

### **Community Context and Site Selection**

The first step in the LEED rating process is site context and community connectivity. CEC sustainable site consultants can evaluate properties for public transportation and community density parameters, existing building and site condition surveys, brownfields, remediation and tax increment financing opportunities, wetland and habitat restoration, site footprint and green space analysis and site master planning.

### **Materials Re-Use and Repurposing**

The cost of off-site disposal and the cost savings from recycling of useable existing materials such as concrete, bituminous paving, structural steel, brick and other products normally considered waste can be part of the LEED point system. CEC's team can inventory existing properties for potential re-purposing of site materials and prepare demolition and materials handling plans for re-use within the infrastructure of the client's new LEED project as paving, sub-strate, and landscape architectural site features.

### **Site Water Resources**

While innovative building mechanical and lighting systems are a core component of LEED buildings, water resource or water efficiency (WE) credits are important points to achieve on any Green Building project along with their substantial contribution to operational cost reduction. CEC's civil engineers, landscape architects and ecologists can develop strategies for storm water run-off capture for use as efficient irrigation and gray water systems, bio-filtration, rain gardens, pervious

paving, detention filtration or ground water recharge. CEC has extensive experience in on-site storm water treatment and bio-remediation design.

### **Sustainable Landscaping**

Our landscape architects and ecologists specialize in the use of native plant species to greatly reduce or eliminate irrigation and maintenance demands while achieving necessary common visual appeal and order. CEC can develop site design plans that incorporate recycled materials and design high efficiency irrigation systems using captured rain water that reduce water use and over-spray loss.

### **Ecological Restoration**

Our team of ecologists and biologists can assess sites for invasive species issues and wetlands and provide plans for invasive species management, wetland restoration and native species re-vegetation. This component of our consulting expertise can contribute to the total number of LEED Sustainable Sites (SS) certification points achieved.

### **USGBC LEED Documentation**

USGBC LEED project certification requires thorough and accurate calculations and support documentation for each requested criteria point. CEC's LEED Accredited Professionals (LEED AP) and design team prepare the necessary documentation and assist our clients in the certification review process to achieve the maximum number of available points including innovation credits for creative proposals and design solutions.

Civil & Environmental Consultants, Inc. (CEC) provides comprehensive, industry-focused consulting services that advance our clients' strategic business objectives. CEC scientists and engineers deliver knowledge, innovative design solutions and integrated expertise in civil engineering, environmental engineering and sciences, ecological sciences, waste management and water resources. Multi-disciplinary Industry Consulting Groups (ICGs) focus on the business challenges and drivers of the manufacturing, mining, natural gas, power, public sector, real estate, and solid waste industries.

### **Senior Leadership Integrated Services Personal Business Relationships**

#### **Located Nationwide**

Austin, Texas	855.365.2324
Boston, Massachusetts	866.312.2024
Bridgeport, West Virginia	855.488.9539
Charlotte, North Carolina	855.859.9932
Chicago, Illinois	877.963.6026
Cincinnati, Ohio	800.759.5614
Cleveland, Ohio	866.507.2324
Columbus, Ohio	888.598.6808
Detroit, Michigan	866.380.2324
Export, Pennsylvania	800.899.3610
Indianapolis, Indiana	877.746.0749
Knoxville, Tennessee	865.774.7771
Nashville, Tennessee	800.763.2326
North Central Pennsylvania	877.389.1852
Philadelphia, Pennsylvania	888.267.7891
Phoenix, Arizona	877.231.2324
Pittsburgh, Pennsylvania	800.365.2324
St. Louis, Missouri	866.250.3679
Toledo, Ohio	855.274.2324

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

## Joseph D. Robinson, P.E.

### Vice President



#### 17 YEARS OF EXPERIENCE

##### EDUCATION

B.S., Civil Engineering, West Virginia University,  
2004

Mr. Robinson is a Vice President with seventeen years of diverse experience in civil, geotechnical, water resources, structural engineering, Oil & Gas site & pipeline design and residential/commercial site design. He has designed various projects including site layouts, grading plans, sanitary sewer, storm water management, impoundments, roads, sediment control measures, segmental retaining walls, flood plain analyses and concrete design projects. Mr. Robinson has currently been responsible for Marcellus/Utica gas site design including drill pads, fracture pits, freshwater impoundments, grading, permitting and management associated with these sites and oversight of West Virginia Oil & Gas projects for CEC.

##### EXPERTISE

Project planning, coordination and permitting of Oil & Gas projects in WV

Diverse experience in civil, geotechnical, water resources, structural engineering, and site design

##### REGISTRATIONS

Professional Engineer

- WV
- OH
- MD
- VA
- PA
- TX

##### PROJECT EXPERIENCE

###### Civil Site Design Experience

###### Site Development Projects, Timberbrook Condos\*

Responsible for grading, quantities and design plan production.

###### Site Development Projects, Bridgeport BUMC Parking Lot, Bridgeport, WV\*

Responsible for grading, quantities, design plans and construction.

###### Site Development Projects, Energy Plaza Partners, WV\*

Site Grading Project along Rt 50 Responsible for grading, quantities, design plan production and survey stakeout.

###### EPP Experience, Energy Plaza Partners, WV

Project management and design of one site for future development. Project included civil site design for rough grading, E&S controls, surveying, as-built and concept site layouts.

###### Site Development Projects, 200 Orchard Street\*

Segmental Retaining Wall Project Responsible for site layout, segmental retaining wall design, design plan production, survey stakeout and construction.

###### Site Development Projects, Mon General\*

Segmental Retaining Wall Redesign Project Responsible for segmental retaining wall design, design plan production and construction.

###### Health Care Facility Design\*

UHC Project - Jerry Dove Drive, Bridgeport, WV Responsible for final site grading, drafting and segmental retaining wall design & construction. Physicians Office Building - Jerry Dove Drive, Bridgeport, WV Responsible for final site grading, drafting and construction oversight.



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## **Joseph D. Robinson, P.E.**

### Vice President

#### **Site Development Projects, GAL Land Company, Bridgeport, WV\***

Oversaw site grading, quantities, storm water management, permitting, survey stakeout, final grading for individual lots and construction.

#### **City development Projects, Clarksburg\***

Clarksburg Safe Routes Project. Responsible for design layout, quantities, plan production and construction. Clarksburg Streetscape Project 2010 Responsible for site layout, quantities, design plan production and survey stakeout.

#### **Floodplain Analyses & Inundation Studies Experience**

##### **Floodplain Analysis Designs, Antero\***

Foreman FWI Responsible for inundation study

##### **Floodplain Analysis Designs, McIntyre FWI\***

Responsible for inundation study.

##### **Floodplain Analysis Designs, Indian Creek FWI\***

Responsible for inundation study.

#### **Layout & Railroad Projects**

##### **HDD Kanawha River Crossing, Mountaineer Gas Company , Kanawha County, WV**

**Role:** Principal

Mountaineer plans to construct a pipeline near Charleston, Kanawha County WV. A Horizontal Directional Drilling (HDD) crossing is proposed along the Kanawha River. The gas pipe will be a 12-inch HDPE and the approximate length of the pipeline crossings is 1,400 feet.

##### **CSX Railroad Permit Application, South Charleston, Kanawha County, WV**

**Role:** Principal

This proposal includes labor, travel and expenses necessary to perform the tasks listed below and complete engineering design and permit preparation of a gas line inside of steel casing underneath of CSX railroad tracks in South Charleston, West Virginia.

##### **North Pinch Road River Crossing HDD, Elk River, Mountaineer Gas Company , Kanawha County, WV**

**Role:** Principal

CEC will conduct an on-site field delineation within an approximately 2-acre area to identify streams and delineate wetland boundaries. CEC's wetland delineation services will be performed in accordance with the 1987 U.S. Army Corps of Engineers Manual, supplemented by the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region Version 2.0, the National Wetland Plant List (Lichvar, 2016), and the U.S. Department of Agriculture's Hydric Soils of the United States. CEC will identify wetlands using the three (3) criteria described in the Corps Manual: hydrophytic vegetation, hydric soils, and hydrology.

#### **Structural Design & Analyses Experience**

##### **Structural Design\***

Hotel and Home Designs in Maryland, Virginia and Delaware Responsible for vibratory & driven pile designs, concrete grade beam design, timber beam design, engineered beam design, timber flitch plate design and concrete foundations. Smith Services Project Responsible for concrete mat foundation analysis for warehouse facilities and design plan production. PDC Gamelli Bridge Responsible for existing steel tube bridge analysis/load rating for equipment crossing.

*\* Work performed prior to joining CEC*

## James Christie, P.L.A.

Principal



**23 YEARS OF EXPERIENCE**

### EDUCATION

B.S., Landscape Architecture, West Virginia University, 1998

### REGISTRATIONS

Registered Landscape Architect

- CO
- WV
- MD

Jim is a Senior Project Manager in the Civil department. In his capacity, he is responsible for complete project management within CEC. He is responsible for site design, landscape architecture, site development entitlement services, construction documents, client management, personnel supervision, and construction administration on numerous municipal, commercial, and institutional projects. Jim is a detail-oriented, highly-creative Landscape Architect with 22 years of dedicated experience in designing and implementing projects to support client needs and meet business objectives. His wide range of project experience ranges from landscape design to destination resort design in multiple regions both within the United States and internationally.

### PROJECT EXPERIENCE

#### **Palatine Park, Marion County Commission, Fairmont Marion County, WV\***

Palatine Park was designed to be a multi-use amphitheater facility and has become the gathering place in Marion County. The Phase 1 masterplan included a tiered grass amphitheater, splash park, multiple restroom facilities and a large parking area. The entire site meets ADA requirements and was designed to allow multiple events to happen simultaneously within the park grounds. Each area was planned to have multiple uses such as greenspace, event tent areas and full electric so that farmers markets, art festivals and concerts have multiple opportunities for vendor setups as well as for the public to utilize for everyday use. The project was fast tracked and had to be designed, bid and built in a six-month timeframe in order to be completed and operational for the Marion County's Three River Festival in 2014. Since the opening of the park, the amphitheater and associated spaces have become the center of entertainment and gathering in Marion County throughout the year.

#### **Wave Pool Demo and Concept, MCPARC, Pleasant Valley Marion County, WV\***

In 2016, the MCPARC worked with Jim to create a demolition plan for the existing Wave Pool buildings as well as create a conceptual plan to address the needs and opportunities for a new building and amenities for the Wave Pool at East Marion Park. The conceptual plan included multiple upgrades as well as multiple revenue producing areas that are currently not at the pool facility such as a FlowRider, rentable cabanas and flex space for events.

#### **The Eastern Continental Divide Loop Trail Master Plan, Garrett Trails, McHenry Garrett County, MD\***

Served as Master Planner, Landscape Architect, and Project Manager. Building from the success of the Great Allegheny Passage (GAP), the Eastern Continental Divide Loop Trail (ECDLT) is a multi-use trail system which starts along the GAP and travels south along the continental divide connecting communities, state parks, resorts, wild and scenic rivers, and reservoirs on a 150-mile journey until connecting again with the GAP trail. Successfully presented the idea of a marketing booklet to showcase the idea and plans for the trail to be used to obtain funding through private donations and governmental backing. Through this booklet, Garrett Trails has obtained over \$800,000 for completing sections of the trail and is continuing to utilize it for future grants.

#### **Allegheny County Bicycle and Pedestrian Master Plan, Cumberland Area Metropolitan Planning Organization, Cumberland Allegheny County, MD\***

Building from the success of the Great Allegheny Passage (GAP), The Cumberland MPO utilized a master plan of the region to take advantage of the GAP trail as the pedestrian backbone for connectivity in the region. It creates connections to all of the municipalities, recreational areas in the region and allows for an alternative type of transportation. Jim was the creative director



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## **James Christie, P.L.A.**

### **Principal**

and project manager of the creation of the master plan which was adopted by Allegany County into their latest comprehensive plan.

#### **Loch Lynn Heights Wetland Boardwalk Trail, Loch Lynn Heights, Loch Lynn Heights Garrett County, MD\***

Part of the Easter Continental Divide Loop Trail system, the Wetland Boardwalk Trail is a boardwalk trail as well as on-grade trail through multiple classifications of wetlands and upland forest taking the visitor on a journey through multiple environments and the little Yough river. The boardwalk system was built on helical piles to create a sensitive environmental solution to the high altitude wetland at the headwaters to the Wild and Scenic Youghiogheny River. This trail is the first helical pile boardwalk system in Western Maryland. This trail was not only to give the public access and education to wetlands but also to keep ATV's out of the sensitive environment. All three phases of the project are completed.

#### **Stonewall Resort Peninsula Cottages, Stonewall Resort, Roanoke Lewis County, WV\***

The Cottages Peninsula is a new product with in Stonewall Resort. This area will have twenty seven new homes set in a wooded area with direct connection to the lake. As part of this project, a passive park and trail network are also included for the use of cottage owners and guests. The trail system includes the first wetland trail system in the resort. Jim also designed the grading and landscape plans for the first set of cottages. Current ongoing work with Stonewall Resort to complete Cottages as well as a master plan for a new splash park, hot tub and board walk trail area adjacent to the main lodge.

#### **Brooke Hills Park, Brooke Hills Park, Wellsburg Brooke County, WV\***

Brooke Hills Park is a 700 acre park in the northern panhandle of West Virginia. Jim project managed a team of consultants on a lodge feasibility study and master plan. Currently Jim is leading the implementation of the 2016-17 phase of the project which includes, a new pool, pool buildings, additional parking, multi-use athletic facilities, disc golf and residential cabins. This is an ongoing project which provides additional amenities and an economic draw for the community.

#### **WVU - Evansdale Campus Entry Realignment, West Virginia University, Morgantown Monongalia County, WV\***

Jim was chosen to create multiple concepts for the solution to the pedestrian and vehicular conflicts on Evansdale Campus. The focus was on the entry along Monongahela Boulevard between the Coliseum parking lot and Campus. Jim's design of moving the intersection not only helped the pedestrian crossing issue but also took advantage of creating a secondary entrance and exit for the Coliseum parking lot. By moving the intersection, the two traffic signals were able to be synchronized, which has lead to better traffic flow into the lot and campus respectively.

#### **Great Allegheny Passage Mile Markers, Allegheny Trail Alliance, Homestead Allegheny County, PA\***

The Great Allegheny Passage is a 150 mile long distance bike trail from Pittsburgh, PA to Cumberland, MD which follows an abandoned railroad line for most of its journey. Most of the trail is in rural regions and the Allegheny Trail Alliance (ATA) hired Jim to create a creative way to mark the miles for the trail users. This will allow them to know where they are for navigation as well as for safety and maintenance. Jim's idea was to utilize material that was similar to once was on the railroad but also something historical. The final choice was granite curbing repurposed from the Longfellow Bridge in Boston. The granite would then have the mile markers sandblasted into the sides and at special points have the name of the trailhead or significant historical sites. The mile makers are currently being installed by the ATA.

#### **Town of Bath Streetscape, Town of Bath, Bath Morgan County, WV, USA\***

Jim was the project manager and landscape architect for the Bath (Berkeley Springs) streetscape project. In his role, he coordinated with the Town of Bath, the WVDOH and Berkeley Springs State Park to create the sense of place along Route 522 (Washington St) and Fairfax Street in the resort area of downtown Berkeley Springs. The project utilized green infrastructure to treat the sidewalk and road runoff prior to returning to Warm Springs Run. The project also included new ADA access as well as lighting and landscaping features. Beyond the sidewalk and green infrastructure, the project also consisted of a historic brick street which was replaced with current heavily load pavers to keep with the history of the area which services commercial water trucks daily.

#### **Parsons Streetscape, City of Parsons, Parsons Tucker County, WV\***

Jim served as the landscape architect and creative lead for the Parsons Streetscape on Route 219. The streetscape included decorative brick pavers, historical period lighting and was coordinated with the addition of the new County Courthouse Annex. The project also had challenges with basements and coal shoots under the existing sidewalk as well as ADA challenges with multiple

## **James Christie, P.L.A.**

### **Principal**

heights on entries into existing buildings. This was the first phase of streetscape and it has set precedent for the future streetscaping of Parson's downtown.

#### **Fairmont Connectivity Plan, Mainstreet Fairmont, Fairmont Marion County, WV, Marion\***

Jim was the project manager for the Fairmont Connectivity Plan. The Connectivity Plan is a master plan booklet mapping out improvements for pedestrian connections within the City of Fairmont and surrounding Marion County. The plan's goal is to encourage walking and biking as a viable mode of transportation for all residents and visitors. The plan utilizes the existing and proposed rail trails as the backbone of the pedestrian system and links neighborhoods to schools, government agencies, shopping areas and recreational opportunities.

#### **Bridgeport Rec Center, Omni Associates, Bridgeport, WV**

Civil/Site engineering and landscape architectural services for the proposed City of Bridgeport 40 million dollar recreational complex on 55+ acres. The complex will include four NCAA regulation sand cap all-purpose natural grass fields with associated irrigation and drainage systems, one synthetic turf field and drainage system, indoor turf facilities, aquatic center, tennis courts, basketball courts and various other recreational amenities. To create the 55+ acre site in mountainous terrain and meet ADA regulations, the project will move 350,000 cubic yards of earth.

*\* Work performed prior to joining CEC*

## **Jason H. Littler, P.S.**

### Senior Project Manager



#### **25 YEARS OF EXPERIENCE**

#### **EDUCATION**

A.S., Civil Engineering Technology, West Virginia Institute of Technology, 1995

B.S., Engineering Technology - (Survey Emphasis), West Virginia Institute of Technology, 1996

#### **REGISTRATIONS**

Professional Surveyor

• WV [REDACTED]

Mr. Littler has over 24 years of experience with proven leadership skills, including managing, supervising, and motivating staff to achieve company objectives. Responsibilities have included positions as Roadway Designer and Survey Project Manager. He has performed roadway design, site civil design, drainage computations, construction layout, earthwork volumes, topographical surveys, aerial mapping control surveys, boundary surveys, WVDOH right of way plan development, courthouse research, deed work maps, survey plats, survey descriptions, earthwork volume computations, hydrology computations, WVDOH waste permits, plan preparation, subdivision plats, cell tower surveys, oil and gas landowner exhibits, pipeline as-builts, pipeline alignment sheets, pipeline routing, fine grade computations, and survey field crew management and oversight. He has been in direct charge with as many as 12 survey crews, which all reported to him and were supervised by him for direction and client satisfaction. He has been in professional charge of several boundary surveys ranging in size from small lot and partition surveys to large multi-tract 1000 acre surveys. He has performed numerous ALTA/ASCM land title surveys all throughout West Virginia for various banks, title insurance companies and development companies.

#### **PROJECT EXPERIENCE**

##### **Airports & Aviation**

##### **Buckhannon Upshur Airport Authority, Buckhannon, WV\***

Surveyor Project Manager in charge for the site surveying and topography for the design and construction of a new T-hanger.

##### **Buckhannon Upshur Airport Authority, Buckhannon, WV\***

Lead Surveyor for the construction layout to repair slips on both sides of the runway. Project consisted of excavation of slide material on both sides of the runway, and then the replacement of engineered fill to finish grade.

##### **Land Development**

##### **Sun Mountain Resort, Mount Hope, WV\***

This project consisted of the development of approximately 1,000 acres of land located on the west side of US Route 19, north of the exit to Mount Hope in Fayette County, WV. Preliminary plans for the Sun Mountain Resort included an amphitheater, hotel, Gary Player golf course, and a conference facility. Mr. Littler was responsible for all storm drainage and some of the civil design associated with the construction of the complex. The construction of this project was not completed.

##### **Northeast Quad Development, Bridgeport, WV\***

Mr. Littler was involved in performing all site design for the development of this proposed commercial site, such as producing a detailed set of plans showing all site grading and drainage structures and performing all runoff calculations and sediment pond sizing. He also submitted a National Pollution Discharge Elimination System (NPDES) permit for approval.



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## **Jason H. Littler, P.S.**

### **Senior Project Manager**

#### **Fairskies Development, Buckhannon, WV\***

Mr. Littler performed a complete site design to produce the most available land use for this development. He also calculated pre and post runoff curve numbers with discharges, designed all structures accordingly, and provided mapping and placement of a

#### **Surveys / Geomatics**

#### **Tygart Valley Dam, Grafton, WV\***

Served as survey crew chief producing as-built surveying diagrams of piping within the dam. Surveying was conducted inside the dam for all as-built locations. Information was to be used for realignment of new pipes being replaced. Also performed original ground topography surveying for an access road leading to the base of the dam for access of equipment.

#### **Pine Bluff Tipple Complex, Pine Bluff, WV\***

This project is a Bond Forfeiture site located in Pine Bluff, WV. Mr. Littler produced all original ground sections and monthly pay volumes for submittal to the State of West Virginia. He also constructed an as-built map of the completed site.

#### **Dolphin Communications, Bridgeport, WV\***

Mr. Littler performed a complete boundary survey of this tract and produced original ground mapping for the proposed road location to the new KISS FM radio station. Mr. Littler acquired all necessary permits and contracted all state agencies necessary for the construction of this road. He also performed runoff calculations and sized all culverts along the road.

#### **Taylor Creek Impoundment, Widen, WV\***

Mr. Littler was involved in this Abandoned Mine Land (AML) project. The project consisted of two (2) sites of which all original ground sections were produced and monthly pay volumes were submitted for approval.

#### **WVDOH-Red Jacket Postal Facility ALTA Survey, Mingo County, WV\***

Performed an ALTA/ASCM land title survey for this project. Mr. Littler served as Survey Project Manager coordinating all survey crews and managing the daily field collection of data in accordance to ALTA survey procedures along with utility coordination, record research and computations.

#### **Robinson Run Overland Conveyor Project, Harrison County, WV**

Mr. Littler served as Survey Project Manager in charge of surveying on this 4.1 mile, overland conveyor belt line being constructed for Consol Energy. This project consisted of the survey layout, volume computations, and as-built mapping of the 4.1 mile overland conveyor along with over 4 miles of access roads and over 500,000 cubic yards of excavation. Mr. Littler was responsible for the crew scheduling, reviewing of all data, final cross section data, checking of all computations.

#### **Robinson Run Preparation Plant, Harrison County, WV\***

Mr. Littler served as Survey Project Manager in charge of surveying on this 2200 TPH coal preparation plant being constructed for Consol Energy. This plant was built to replace the existing plant which had served its time. This project was unique in that the new prep plant was positioned directly behind the existing plant and the existing conveyor feed line to the plant was to only be extended from the old plant into the new plant. The tolerances on alignment tie in was minimal and final tie-in between the old conveyor feed line and the new conveyor feed line was accomplished in a couple of days with no misalignment problems.

#### **WVDEP Office of Abandoned Mine Lands and Reclamation Northern Mapping Services, northern counties of West Virginia\***

Mr. Littler served as Survey Project Manager in charge of surveying and mapping on these individual Projects with the West Virginia Department of Environmental Protection, Division of Land Restoration, Office of Abandoned Mine Lands. This contract consisted of a 3 year assignment with the WVDEP and involved surveying and mapping services to be used for the design and construction of Abandoned mine lands projects located throughout the northern counties of West Virginia. Currently in the Northern contract, Mr. Littler has been in charge of the successful completion of the mapping for 40 individual projects with a total mapped acreage of 5,800 acres. Mr. Littler was responsible for the client maintenance, field visits, billing, invoicing and oversight for this three year assignment.

## **Jason H. Littler, P.S.**

### Senior Project Manager

**WVDEP Office of Abandoned Mine Lands and Reclamation Southern Mapping Services, southern counties of West Virginia\***

Mr. Littler served as Survey Project Manager in charge of surveying and mapping on these individual Projects with the West Virginia Department of Environmental Protection, Division of Land Restoration, Office of Abandoned Mine Lands. This contract consisted of a 3 year assignment with the WVDEP and involved surveying and mapping services to be used for the design and construction of Abandoned mine lands projects located throughout the southern counties of West Virginia. Currently in the southern contract, Mr. Littler has been in charge of the successful completion of the mapping for 53 individual projects with a total mapped acreage of 5,000 acres. Mr. Littler was responsible for the client maintenance, field visits, billing, invoicing and oversight for this three year assignment.

*\* Work performed prior to joining CEC*

#### **PROFESSIONAL AFFILIATIONS**

West Virginia Society of Professional Surveyors

Ohio Oil & Gas Association



**CAS Structural Engineering, Inc.**

Alum Creek, WV





## **Firm Profile**

**CAS Structural Engineering, Inc.** – CAS Structural Engineering, Inc. is a West Virginia Certified Disadvantaged Business Enterprise structural engineering firm located in the Charleston, West Virginia area.

Providing structural engineering design and/or analysis on a variety of projects throughout the state of West Virginia, CAS Structural Engineering has experience in excess of 30 years on the following types of building and parking structures:

- Governmental Facilities (including Institutional and Educational Facilities)
- Industrial Facilities
- Commercial Facilities

Projects range from new design and construction, additions, renovation, adaptive reuse, repairs and historic preservation (including use of The Secretary of the Interior's Standards for Rehabilitation) to evaluation studies/reports and analysis.

CAS Structural Engineering utilizes AutoCAD for drawing production and Enercalc and RISA 2D and 3D engineering software programs for design and analysis. Structural systems designed and analyzed have included reinforced concrete, masonry, precast concrete, structural steel, light gauge steel and timber.

Carol A. Stevens, PE is the firm President and will be the individual responsible for, as well as reviewing, the structural engineering design work on every project. Carol has over 30 years of experience in the building structures field, working both here in West Virginia and in the York, Pennsylvania vicinity. Carol is also certified by the Structural Engineering Certification Board for experience in the field of structural engineering.

CAS Structural Engineering, Inc. maintains a professional liability insurance policy.

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## STRUCTURAL INVESTIGATION HAWKS NEST STATE PARK LODGE

Ansted, West Virginia

Project includes investigation into causes of structural cracking in existing lodge facility and providing solution to the problem.



Currently completing a report for the Owner with photo documentation of conditions found and recommendations for repairs and associated construction cost estimates.



Part of the investigation included having a contractor perform probes to observe the condition of the structural elements and connections.



## TWIN FALLS STATE PARK LODGE ADDITION

Mullens, West Virginia



Performed structural design for new 28,000 SF addition to existing lodge facility. Addition includes new lobby and conference areas, sleeping rooms, indoor pool facility and all support spaces.

Construction materials consisted of timber, concrete, masonry, precast plank and structural steel.



Project Owner: West Virginia Division of Natural Resources

Contact Person: Brad Leslie, PE

Contact Phone: (304) 558-2764

Professional Services End Date: December 2009

Construction Completion Date: Winter 2010

Construction Cost: \$7.3M





## PIPESTEM SPRAYGROUND

Pipestem, West Virginia



Project included a new sprayground and bathhouse with pedestrian bridge to provide safe access from McKeever Lodge across the street.

The old swimming pool and recreation center will be partially demolished and the existing upper level toilet rooms will be renovated to provide ADA accessibility.

Work is anticipated to be completed by end of 2019.

Project Owner: West Virginia Division  
of Natural Resources  
Contact Person: Brad Leslie, PE  
Contact Phone: (304) 558-2764



## ROBINSON GRAND THEATRE RESTORATION AND ADDITIONS

Clarksburg, West Virginia



This early 1900's structure was devastated by fire and partially re-built in 1939. The front portion of the building was salvaged, and the rear of the auditorium and stage-house were reconstructed. This structure is listed on the National Register of Historic Places.

The design included a large two-story addition to the side to provide dressing rooms for performers on the 1st floor and conference space on the 2nd floor. On the other side of the original building was another two-story addition with a stair tower and electrical rooms. Both additions were supported on deep foundations and grade beam with structural slabs.





## ROBINSON GRAND THEATRE RESTORATION

Clarksburg, West Virginia



This early 1900's structure was devastated by fire and partially re-built in 1939. The front portion of the building was salvaged, and the rear of the auditorium and stagehouse were reconstructed. This structure is listed on the National Register of Historic

Additional framing and reinforcing of the existing structure was installed below the ballroom on the second floor to comply with current building codes.



The design included a large two-story addition to the side to provide dressing rooms for performers on the 1st floor and conference space on the 2nd floor. Additional structural modifications and additions were included for accessibility and egress.





## BEECH FORK STATE PARK POOL, BATHHOUSE AND CABINS

Barboursville, West Virginia



The project included design of new cabins with exposed glulam scissors roof trusses.

A new pool and bathhouse were also part of the design for the project.



# Carol A. Stevens, PE, F.ASCE

## Structural Engineer



### **EDUCATION**

West Virginia University, BSCE, 1984  
Chi Epsilon National Civil Engineering Honorary  
The Pennsylvania State University, ME Eng Sci, 1989

### **PROFESSIONAL REGISTRATION**

P.E.	1990	Pennsylvania
P.E.	1991	West Virginia
P.E.	1994	Maryland
P.E.	2008	Ohio
P.E.	2010	Kentucky
P.E.	2013	Virginia

### **BACKGROUND SUMMARY**

2001 – Present	President, Structural Engineer CAS Structural Engineering, Inc.
1999 – 2001	Structural Engineer Clingenpeel/McBrayer & Assoc, Inc.
1996 – 1999	Transportation Department Manager Structural Engineer Chapman Technical Group, Inc.
1995 – 1996	Structural Engineer Alpha Associates, Inc.
1988 – 1995	Structural Department Manager Structural Engineer NuTec Design Associates, Inc.
1982 – 1988	Engineer AAI Corporation, Inc.

### **PROFESSIONAL ASSOCIATIONS**

American Society of Civil Engineers  
National Society of Professional Engineers  
American Concrete Institute  
American Institute of Steel Construction  
West Virginia University Department of Civil and  
Environmental Engineering Advisory Committee Chair  
West Virginia University Institute of Technology  
Department of Civil Engineering Advisory Committee

### **CIVIC INVOLVEMENT**

Forks of Coal State Natural Area Fdn Committee Member

### **EXPERIENCE**

**West Virginia, Pipestem Resort State Park Lodge and Facilities:** Structural repairs to steel and concrete structural components with severe deterioration.

**West Virginia, Pipestem Resort State Park Sprayground:** Structural design of new bathhouse to support new sprayground near lodge.

**West Virginia, Twin Falls Resort State Park:** Multiple phased structural repairs to existing lodge structure. Structural design of new bathhouse and gold pro shop.

**West Virginia, Hawks Nest State Park:** Multiple phased structural repairs to existing lodge structure. Structural design of additional and renovations to existing lodge.

**West Virginia, Chief Logan State Park:** Structural design of new 4-bedroom cabins.

**West Virginia, Canaan Valley Resort State Park:** Structural investigation and recommendations for repairs to the five (5) existing overnight sleeping facilities.

**West Virginia, Twin Falls Resort State Park Lodge Addition:** Structural design for new 28,000 SF addition to existing facility, including new entrance lobby, conference areas, sleeping rooms and indoor pool.

**West Virginia, Hawks Nest State Park Lodge:** Analysis of structural cracks in lodge building. Work included probes to determine condition of existing connections between structural elements.

**West Virginia, Twin Falls Resort State Park:** Structural evaluation of existing recreation building.

**West Virginia, Pipestem Resort State Park:** Structural evaluation of existing recreation building.

**West Virginia, Beech Fork State Park Pool, Bathhouse and Cabins:** Designed structure for new bathhouse, swimming pool and cabins.

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*We provide Solutions. You can expect Excellence.*

**Miller Engineering, Inc.**

Morgantown, WV





## Firm Profile

MILLER ENGINEERING is a solely held (S) corporation owned by Craig Miller PE, President. The corporation maintains a Certificate of Authority with the WV State PE Board and has carried professional liability insurance since its inception. Neither the firm nor its professional engineers have ever faced disciplinary action in any form from the states in which they are registered.

Our engineered solutions involve a detailed assessment process: investigation, observation, communication with stakeholders, system analysis, building modeling and engagement from our entire team. We approach each and every project with this process and the guiding principle that buildings are designed to be livable and function in their intended purpose.

Over the past 13 years Miller Engineering, Inc. (MEI) has engineered solutions for over \$17.2M in MEP system upgrades, repairs and renovations for projects of all scopes and sizes, with clients ranging from private owners to local and state governments. With a strict attention to detail and commitment to delivering a job done well and done right the first time, every time, **MEI has accumulated a change order percentage of less than 0.1% over the past 8 years.**

Our team has unique skill-sets regarding engineered renovation solutions. Each member of the team has hands-on mechanical system experience including installation, construction, design and maintenance.

Miller Engineering takes pride in being **different by design**, and that difference shines through in all phases of our work and continued relationships with our clients.

- Experienced and Licensed Professional Engineers
- Quality, Value-Engineered Project Delivery
- Qualified Construction Representative on Staff
  - LEED-AP Certified
  - Below Industry Change Order Status
  - Building Information Modeling
  - Emergency Facility Response

## Engineering Design and Consultation

- Mechanical
- Electrical
- Plumbing
- HVAC Design
- Renovation
- New Construction
- Building Information Modeling

### Aquatic Facility Design

- Public Pools & Areas
- ADA Compliance
- Indoor & Outdoor (air flow)
- Chlorination/Filtration

### Construction Administration

- Maintenance/Facility Improvement Plans
- Contract Administration
- Code Observation

### Communication System

- Intercomm & Public Address
- Voice/Data/CATV
- Urgent Response

### Energy

- Power Supply (main & backup)
- Green & Renewable Consulting
- Systems Utilization & Upgrades
- Sustainable Solutions

### Facility Utilization

- Systems Assessment & Solutions
- Adaptive Re-use
- Planning/Life-Cycle Control
- Engineered Replacement

### Life Safety Inspection/Design

- Fire Protection & Alarm Systems
- Access Control
- Fire & Electrical Investigation

### Industry Experience

- Education
- Local & State Government
- Commercial Development
- Healthcare

## Descriptions of Past Projects Completed – MEP / Pool

### Hawks Nest Lodge

#### Services Provided:

- Electrical
- Plumbing
- Pool

**Construction Cost: \$3.1M**

**Facility Area: 26,000 ft<sup>2</sup>**

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



MEI worked with WYK Associates to design renovations to Hawks Nest Lodge. The guest and public restrooms were updated with new fixtures and finishes. Select restrooms were renovated to become ADA accessible including the addition of new restrooms off the lower lobby. The main lobby was renovated with new finishes and lighting. The third floor guestrooms, which were initially open to the exterior, were enclosed within a new corridor which received new lighting and HVAC. The existing pool was demolished and a new pool and small splash pad were installed with all new piping. The pool equipment was replaced with new filtration, pumps, controls, and chemical controls.

Project Contact:  
Barrow Koslosky, AIA – Chief of PEM  
WV DNR  
Phone: (304) 558-2764



## Descriptions of Past Projects Completed – Misc. Upgrades

### Blackwater Falls State Park Lodge Upgrades

Davis, WV

#### Services Provided:

- General Trades
- Plumbing
- Electrical
- Mechanical
- Pool

**Estimated Budget: \$1.1 Mil**

**Facility Area: 46,000 ft<sup>2</sup>**

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



MEI has performed several projects at the Blackwater Falls State Park Lodge that cover many trades. Miller Engineering designed new HVAC systems for the dining room and make up unit for the Kitchen. The units were installed in a manner to not interfere with views of the park. The second floor plumbing piping was upgraded and routed out of the attic for freeze protection. The bathrooms were re-connected with new GFCI receptacles to eliminate nuisance tripping. New panel boards, hallway lighting, and hallway ceilings were installed as well. A MEI project which was just completed is the replacement and re-piping of the hot tub. The existing spa was leaking and had maintenance issues. A new hot tub was installed along with tiling. A new chemical and pump room was installed as well. Miller Engineering was recently contracted to design the replacement of the existing boiler system and convert them from steam to hot water. The project is currently in design and will include the construction of a boiler room.

#### Project Contact:

*Bradley S. Leslie, PE, Assistant Chief  
State Parks Section*

*Phone: (304) 558-2764 ext. 51826*



## Descriptions of Past Projects Completed – MEP

### Cacapon Old Inn

Berkeley Springs, WV

#### Services Provided:

- HVAC
- Plumbing
- Electrical

MEP Budget: \$98k

Facility Area: 5,500 ft<sup>2</sup>

Owner: West Virginia Division of Natural Resources



The Old Inn at Cacapon State Park is a popular lodging choice for large gatherings at the park. The Old Inn only had window AC and heating only through fire places. MEI designed a complete HVAC renovation which includes propane fired furnaces with DX air conditioning to serve the first floor common areas.

The guest rooms on the second floor utilize mini-split system units, allowing for individual room control. The kitchen area was completely renovated including new appliances making it more useful for large gatherings.

The HVAC renovation required architectural and structural modifications to the facility. The guest rooms were updated with new furniture and bathrooms were undated as well. Great detail was taken to keep any modifications in-line with the historical component of the Old Inn.

#### Project Contact:

Debbie Demyan, Project Engineer  
 State Parks Section  
 (304) 550-4892

## Descriptions of Past Projects Completed – Pool Replacement

### Greenbrier State Park

Eastern, WV

#### Services Provided:

- Aquatic Design
- Plumbing
- Electrical

**Estimated Budget: \$760K**

**Facility Area: 5,500 ft<sup>2</sup>**

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



A field study and assessment determined that several plumbing and mechanical systems were inadequate and needed more efficient, code-compliant replacement. The goal of the project was to efficiently use existing piping tunnels that were in good condition and place a new basin within the existing one in order to meet budget demands. The innovative isolation method saved on excavation cost and construction time. New filtration and heating systems were designed for the wading pool and an attractive aquatic design element was also added to increase water movement. The filtration and heating systems were sized and configured not just for the existing pool but also to accommodate a larger pool renovation that was planned during our design process and implemented the following year.

High-rate fiberglass sand filters provide circulation and filtration of the pool water.

#### Project Contact:

*Bradley S. Leslie, PE, Assistant Chief  
State Parks Section  
(304) 558-2764 ext. 51826*

## Descriptions of Past Projects Completed – HVAC Piping

### Pipestem McKeever Lodge

Pipestem, WV

#### Services Provided:

- HVAC
- Plumbing
- Electrical
- Accommodation of Existing Systems

**Estimated Budget: \$1.7M**

**Facility Area: 63,000 ft<sup>2</sup>**

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



The original HVAC piping at McKeever Lodge had exceeded its lifespan and had been suffering from corrosion leading to multiple leaks, including one causing an electrical service outage. Miller Engineering was hired to investigate the existing piping, discovering all of the piping required replacement. As this lodge is regularly occupied for larger conferences, the project had to be phased to minimize the amount of guest rooms taken out of service at one time. MEI also designed provisions to interconnect the lodge's two separate boiler/chiller plants so one plant could operate the entire lodge at a partial capacity while the other plant was replaced and re-piped. This interconnect also allows the lodge to operate in the event of a boiler or chiller outage. Power was provided to new equipment, and motor control centers were added to control the building loop pumps. A new building controls system was installed to allow the plants to run at optimum efficiency while meeting the lodges heating and cooling needs.

Project Contact:  
Carolyn Mansberger, Project Manager  
State Parks Section  
(304) 558-2764





### **B. Craig Miller, PE**

Craig founded Miller Engineering in 2003, and serves as President and Principal Engineer. He has more than 20 years experience in design, specification, operations and project management. During his employment with WVU, Craig was directly involved with approximately \$130 million in new capital construction. His experience with a wide range of projects including HVAC, electrical, plumbing, infrastructure upgrades, building automation, energy efficiency and maintenance/renovation, among others, allows him to serve in multiple capacities within a given project. Craig will serve as the "Relationship

Manager" for Miller Engineering as the main communication interface between the Owner, the design team, contractors and end users.

#### **Project Role: Relationship Manager – Primary Point of Contact**

- Engineer in Responsible Charge
- Design and Project Management of Mechanical, Electrical, Plumbing Projects
- Concept and Construction Design
- Business Operations and Financial Management Oversight
- Quality Assurance and Control

#### **Professional Project Highlights**

- Bobtown Elementary HVAC
- Blackwater Falls State Park Lodge (Dining Room, 2nd Fl, Spa, Boiler)
- Hawks Nest/Twin Falls HVAC
- Mapletown High School HVAC Replacement Phase I & II
- McKeever Lodge HVAC Piping
- Holly River State Park Primary Electric Service Replacements Phase I & II
- Beech Fork State Park – MEP New Construction Design
- Cheat Lake Elementary & Middle School Renovations
- Cacapon Old Inn

#### **Professional History**

2003- Present	Miller Engineering, Inc.	President, Relationship Manager
2002-2003	Casto Technical Services	Existing Building Services Staff Engineer
2001-2002	Uniontown Hospital	Supervisor of Engineering
1995-2001	West Virginia University	Staff Engineer
1990-1995	BOPARC	Caretaker – Krepps Park
1983-1988	University of Charleston	Electrician/HVAC Mechanic

#### **Education**

1995	West Virginia University	BS- Mechanical Engineering
1988	University of Charleston	BA- Mass Communications

#### **Licenses and Certifications**

- Professional Engineer (West Virginia, Pennsylvania, Maryland, and Ohio)
- Licensed Master Plumber
- LEED-AP Certified



## **Robert Angus**

20 Years of maintenance, operations, and construction management precede Rob's engagement with Miller Engineering. Professional expertise of construction project management was gained as an owner of his own contracting company specializing in residential and commercial construction, electrical, plumbing, and HVAC projects. Rob's hands-on approach, common sense and valuable work history knowledge enables him to interface with construction personnel seamlessly alongside engineers and architects. He is adept at preventing and handling issues. Rob is involved at the estimation phase to allow for continuity within the project's design and construction.

### **Project Role: Construction Representative**

- Construction Project Representation and Management
- Construction Administration
- Project Cost Estimation
- Submittal Review
- RFI, RFPCO Review and Response

### **Professional Project Highlights**

- 3<sup>RD</sup> Party Construction Observation – Canaan Valley Resort
- Hawks Nest/Twin Falls HVAC
- Cacapon Old Inn
- Suncrest Middle School Gym HVAC Upgrade
- Freedom Dealerships (Ford, Kia, Volkswagen)
- Mapletown Jr./Sr. High School HVAC/Boiler Upgrade
- Blackwater Falls Lodge (Dining, 2nd Fl, Spa, Boiler)

### **Professional History**

2009- Present	Miller Engineering, Inc.	Aquatic Construction Representative
2000-2009	Angus Contracting, LLC	Owner/Operator
1991-2000	BOPARC	Director of Maintenance

### **Education**

2000	Monongalia County Technical Education Center	Heating, Cooling, and Refrigeration Certification
1996	West Virginia University	Recreation and Parks Administration

### **Licenses and Certifications**

- Licensed West Virginia General Contractor
- Licensed West Virginia HVAC Contractor
- Certified HVAC Mechanical Contractor
- Licensed West Virginia Journeyman Electrician
- Licensed West Virginia Master Plumber
- OSHA 10-Hour Construction Safety & Health



## **Travis Taylor, PE**

Experience in project management facilitates Travis's ability to create and design constructible projects. Prior to joining the Miller Engineering team he was directly responsible for managing \$10 million in electrical construction budgets. His experiences encompass both new construction and renovation. Travis maintains professional competencies by attending seminars and continuing education classes. As lead engineer he provides HVAC, mechanical, plumbing and electrical design solutions and services for our clients. In addition, he is part of our team's complete assessment process in both

planning and MEP design through construction administration.

### **Project Role: Lead MEP Engineer**

- *Design of Mechanical, Electrical, and Plumbing Systems*
- *Building Information Modeling - Revit*
- *Constructible Materials Evaluation*
- *Site Evaluation and Mechanical System Review*
- *Submittal and RFP Review*
- *RFI Coordination, Review, and Response*
- *Construction Observation*

### **Professional Project Highlights**

- Suncrest Middle Gym HVAC
- Holly River State Park Primary Electric Service Replacements Phase I & II
- MHS Area 4 HVAC
- McKeever Lodge Fire Alarm
- Pipestem Lodge McKeever Lodge HVAC Piping Replacement
- Blackwater Falls Lodge (2nd Fl, Spa, Boiler)
- Cacapon Old Inn
- Freedom Dealerships (Ford, Kia, Volkswagen)

### **Professional History**

2011-Present	Miller Engineering, Inc.	Staff Engineer
2006-2011	Tri-County Electric, Co.	Project Manager
2006-2006	Schlumberger	Field Engineer Trainee - MWD

### **Education**

2006 West Virginia University, BS – Mechanical Engineering

### **Licenses and Certifications**

- Professional Engineer - State of West Virginia
- OSHA 10-hour Course: Construction Safety & Health





**Watkins Design Works**  
Charleston, WV



## Firm Profile

### ABOUT

Watkins Design Works is a commercial interior design and green building consulting firm. We offer all facets of interior design services for corporate, government, hospitality, higher education, healthcare, retail, military, design-build, and architectural clients. Jill Watkins, Owner, has nearly 30 years of experience designing a wide variety of commercial interiors and working with architects, engineers, contractors, and other consultants. Her project experience ranges from 123,000 square feet of corporate headquarters to 1,000 square foot tenant renovations...from an \$85 million dollar project for a national guard base to kitchen and bath renovations at a low-income multi-family housing facility. From programming through construction administration, from conceptual color palettes to custom millwork detailing, Watkins Design Works will be involved with you throughout the entire process, to design functional and beautiful interiors that support your staff, your needs, and your vision.

We also provide overall guidance, eco-charrette facilitation and in-depth knowledge of the LEED Green Building Rating System for clients interested specifically in green building. By embracing an integrative design process, where designers, architects, engineers, contractors, and all stakeholders are involved in a design project early and often, we are able to connect the built environment with the natural environment, so that quality of life is improved for end users and local habitat is regenerated. Economic savings are realized through this early decision-making process, rather than diminishing value through traditional "value engineering" at the end of the design process. Thus, the triple bottom line of sustainability is inherent in everything we do: environment-equity-economy, each considered in equal parts.

### SERVICES

Programming, project planning, and pre-design  
Schematic design, space planning, and design development  
Contract and bid documents  
Interior construction administration  
Lighting design  
Custom casework and millwork design  
Furniture design  
LEED Green Building Rating System and WELL Building consulting

### CERTIFICATIONS

Small Business Administration:  
    Woman-Owned Small Business  
    Economically Disadvantaged Woman-Owned Small Business  
State of West Virginia:  
    Small Business and Woman-Owned Business  
    WV Oasis Registered Vendor

### MEMBERSHIPS

American Institute of Architects WV Chapter.....Professional Affiliate Member  
U.S. Green Building Council .....National Organizational Member

## CURRENT AND RECENT PROJECTS

### Gat Creek, Canaan Valley Resort State Park

Client: Gat Creek  
Project: Furniture and Interior Design Services  
Location: Canaan Valley Resort State Park, Davis, WV

Gat Creek was asked by the WV State Parks and Regency Hotels to provide a turn-key solution for the four-bedroom cottages and two-bedroom cabins at Canaan Valley Resort State Park, and hired Watkins Design Works as their design consultant. Durability for an all-season park and having the design fit in with the uniqueness of Canaan Valley was paramount.

### Hawks Nest State Park

Client: WYK Associates  
Project: Lodge Renovations and Redecorating  
Location: Ansted, WV

Size: 26,336 SF  
Cost: \$3.4 million

The lodge at Hawks Nest is an historic and architecturally important Walter Gropius-designed building, and Watkins Design Works provided full interior design services for the project. The interiors feature a natural color palette which respects the original Bauhaus-influenced design. Furniture selections also reflect the period when the building was originally designed while also meeting current needs and reflecting a hospitality project for the WV State Parks.

### Gat Creek, Cacapon Resort State Park

Client: Gat Creek  
Project: Furniture, Bedding, and Window Treatments  
Location: Cacapon Resort State Park, Berkeley Springs, WV

Approx. Size: 8,261 SF  
Cost: \$199,929

Gat Creek was asked by the WV State Parks to provide a turn-key solution for the Classic Cabins at Cacapon Resort State Park, and hired Watkins Design Works as their design consultant. The first project comprised two model cabins and services included furniture layouts, furniture and finish selections, window treatments, and bedding. It is anticipated that the remaining Classic Cabins will follow later this year. The second project encompassed the same services for the CCC-era Legacy Cabins at Cacapon. Design for the two types of cabins is in keeping with the periods in which they were built while also showcasing a modern, hospitality-like feel, and providing the WV State Parks with durable furniture and fabrics that will be long-lasting and easy to maintain.

### West Virginia State Parks, multiple projects

Client: WV Division of Natural Resources, State Parks Section  
Project: Furniture, Bedding, and Window Treatments  
Locations: Twin Falls, Pipestem, Cass Scenic Railroad, Watoga, Blackwater Falls

Approx. Size: 31,425+ SF  
Cost: \$687,902+

We were first hired by the WV State Parks to provide interior design services for Twin Falls Resort State Park's Walter Gropius-designed cabins. Services included furniture arrangements, interior finishes, window treatments, and artwork selections. This project expanded to include the cabins at Pipestem (square footage and cost listed above include these two parks). Design for these parks is in keeping with the modernist style of the original architecture, and includes both commercial-grade



furniture and WV-made furniture, environmentally-friendly fabrics, and durable materials. We are also providing furniture design services for the company houses at Cass Scenic Railroad State Park, bedding and drapery selections for CCC-era cabins at Watoga State Park, and drapery selections for the cabins at Blackwater Falls State Park.

### **N3**

Client: N3	
Project: Tenant Fit-Out	Size: 27,033 SF
Location: 2001 Union Carbide Drive, Suite 1500, South Charleston, WV 25303 Budget: \$2,361,170	

N3 is an Atlanta-based private company which opened up an office at the West Virginia Regional Technology Park in South Charleston. Their new tenant space includes primarily systems furniture in an open plan environment, with some private offices and smaller meeting rooms throughout the space. There is also a large staff lunch room and executive suite. Branding is an important component of N3's culture, so their logo and corporate colors are prominent in the design. Project delivery was via a design-build arrangement, and furniture was procured through a private bidding process.

### **Robinson Grand Performing Arts Center**

Client: WYK Associates	
Project: Robinson Grand Theater Renovations	Size: 45,000 SF
Location: 444 West Pike Street, Clarksburg, WV 26301 Budget: \$15,000,000	

Interior renovations for this Art Deco-era theater include the primary theater space and balconies, lobby, concessions, restrooms, offices, ballroom, bar area, green room and other back-of-house functions. The color palette is reminiscent of the early 1940's and compliments the existing dark red brick on the exterior and existing interior finishes.

### **West Virginia Department of Commerce**

Client: ZMM Architects and Engineers	
Project: Furniture Design and Coordination	Size: 4,000 SF
Location: Capitol Complex, Building 6, Room 525, Charleston, WV 25305 Cost: \$105,000	

During this project, offices for the former Cabinet Secretary and his staff were located on one-quarter of the 5<sup>th</sup> floor in State Office Building 6. A primary goal of the renovation was to create a modern, professional first impression for visitors who are interested in starting or expanding a business in West Virginia. Private offices were created using systems furniture, lots of glass to let in natural light, and wood-grain walls and desks. A large conference room and plenty of meeting space and storage space within each office were key features. Furniture was procured from the Statewide SYSFURN Contract.

### **Jefferson County Circuit Courtroom**

Client: ZMM Architects and Engineers	
Project: Renovations to St. Margaret's Judicial Annex, Third Floor	Size: 7,000 SF
Location: 119 North George Street, Charles Town, WV 25414 Cost: \$450,000	



With West Virginia's 23<sup>rd</sup> Judicial Circuit adding one Circuit Judge, the Jefferson County Commission undertook a project to renovate one of their Magistrate Courtrooms into a Circuit Courtroom, as well as add Judge's Chambers, a jury room, offices, and other spaces associated with a Circuit Court. The project consisted of both new and existing millwork, and new and existing furniture. New furniture was purchased by the county from a preferred vendor.

### **New River Community & Technical College, multiple projects**

Client: Community and Technical College System of West Virginia

Project: Furniture and Window Treatments

Locations: Raleigh County Campus and Greenbrier County Campus

Approx. Size: 52,283 SF

Cost: \$700,000

The first project for NRCTC included furniture for the Allied Health Facility at the Raleigh County Campus in 2015. Typical classroom furniture, computer labs, offices, conference room, and a tiered lecture hall with fixed tables and swivel chairs were all part of this project. Commercial roller shades were specified and bid for the entire new facility. The CTC System purchased furniture for classrooms, student common areas, and boardrooms at both the Raleigh County Campus and Greenbrier County Campus. Watkins Design Works specified all furniture based on a national purchasing contract available to the college.

### **PROFESSIONAL REFERENCES**

#### **Ken Boggs**

Vice President of Operations, N3  
2001 Union Carbide Drive, Suite 1500, South Charleston, WV 25303  
202.340.4237 mobile  
[kenneth.boggs@n3results.com](mailto:kenneth.boggs@n3results.com)

#### **Gat Caperton**

President & CEO, Caperton Furniture Works  
5270 Valley Road, Berkeley Springs, WV 25411  
304.258.2343 x 115 office  
[gat@gatcreek.com](mailto:gat@gatcreek.com)

#### **Erica Boggess**

Executive Director, West Virginia Housing Development Fund  
5710 MacCorkle Avenue SE, Charleston, WV 25304  
304.391.8638 office  
[ericaboggess@wvhdf.com](mailto:ericaboggess@wvhdf.com)

#### **Rich Donovan**

Chief Procurement Officer, WV Higher Education Policy Commission  
1018 Kanawha Blvd. East, Suite 700, Charleston, WV 25301  
681.313.2212 direct  
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Watkins Design Works, LLC  
815 Quarrier Street, Suite 202  
Charleston, WV 25301  
304.553.7002 office  
[www.watkinsdesignworks.com](http://www.watkinsdesignworks.com)

## West Virginia State Parks, Cabins at Pipestem and Twin Falls State Parks

Client: West Virginia Division of Natural Resources

Contact: Paul Redford, District Administrator, Lodge and Resort District

Parks and Recreation Section, 324 4th Avenue, South Charleston, WV 25303

304.558.2764, paul.a.redford@wv.gov

Project: Cabin interiors, furniture, and window treatments

Approx. Size: 31,425 SF

Locations: Pipestem Resort State Park and Twin Falls Resort State Park

FFE Cost: \$687,902

Watkins Design Works provided interior design services for the 1960's-era cabins designed by The Architects Collaborative out of Boston and Irving Bowman & Associates of Charleston. The original cabins received new kitchens, bathrooms with floor and wall tile, a variety of accent paints, modern window shades, and new furniture. Artwork was specified from West Virginia artists and framers. The furniture itself is all made in America, including Berkeley Springs, WV. The fabrics are also made in America, are extremely durable, with good indoor air quality and recycled content. Watkins Design Works made some modifications to some of Gat Creek's wood furniture for end tables and coffee tables.





### **Gat Creek, Cabins at Cacapon Resort State Park**

Client: Caperton Furniture Works / Gat Creek

Contact: Gat Caperton, President & CEO

5270 Valley Road, Berkeley Springs, WV 25411

304.258.2343 x 115, gat@gatcreek.com

Project: Furniture, bedding, and window treatments for Classic and Legacy Cabins    Size: 8,261 SF  
Location: Cacapon Resort State Park, Berkeley Springs, WV 25411    Cost: \$199,929

Gat Creek was asked by the WV State Parks to provide a turn-key solution for the Classic Cabins at Cacapon Resort State Park, and hired Watkins Design Works as their design consultant. The first project comprised two model cabins and services included furniture layouts, furniture and finish selections, window treatments, and bedding. It is anticipated that the remaining Classic Cabins will follow later this year.

Since the Classic Cabins have pine walls and ceilings as well as wood flooring, wood finishes for the furniture are gray and green, darker in the living / dining room and lighter in the bedrooms. Gray fabrics compliment the warm walls, and local CCC-era artwork add to the charm.



The second project encompassed the same services for the CCC-era Legacy Cabins at Cacapon. The design for these is in keeping with the period...craftsman-style tables and chairs, hammered metal lamps, a cherry wood finish, and an arts & crafts style upholstery pattern for the lounge chairs and sofa. Modern touches include bright blue bedding fabric and pale blue-green wood finish on chests of drawers. Watkins Design Works also designed a modification to one of Gat Creek's pieces to fit the unique size and layout in some of the cabins.



### N3, Tenant Fit-Out for the West Virginia Office

Client: N3

Contact: Ken Boggs, Vice President of Operations

2001 Union Carbide Drive, Suite 1500, South Charleston, WV, 25303, 202.340.4237,  
kenneth.boggs@n3results.com

Project: Tenant Fit-Out

Size: 15,860 SF

Location: 2001 Union Carbide Drive, Suite 1500, South Charleston, WV 25303

Cost: \$1,420,000

N3, an Atlanta-based private company, recently opened an office at the West Virginia Regional Technology Park in South Charleston. Their new tenant space includes mostly systems furniture in an open plan environment, with some private offices and smaller meeting rooms throughout the space. There is also a large staff lunch room and executive suite. Branding is an important component of N3's culture, so their logo and corporate colors are prominent in the design. The project delivery method was design-build, but furniture was procured through a private bidding process. Watkins Design Works provided programming, space planning, interior design services, and worked closely with BBL Carlton throughout construction. The project was completed in February 2018, Phase 2 was completed at the end of May 2018, and the firm already has plans for additional expansion.



Furniture design is based on typical workstations in N3's corporate headquarters.



**N3, Tenant Fit-Out for the West Virginia Office**



N3 has a strong brand identity, which is evident in carpet colors, paint colors, and fabrics.



Open kitchenettes become "third spaces": areas where staff can informally interact.

**N3, Tenant Fit-Out for the West Virginia Office**



A typical private office and meeting room arrangement.



Views throughout the space add interest and daylight.

## Civic / Performing Arts

### Robinson Grand Performing Arts Center

Client: WYK Associates

Contact: James Swiger, President

1038 Washington Avenue, Clarksburg, WV 26301

304.624.6326, james@wykarchitects.com

Project: Renovations to the Robinson Grand Performing Arts Center

Size: 45,000 SF

Location: 444 West Pike Street, Clarksburg, WV 26301

Cost: \$15,000,000

The City of Clarksburg purchased this Art Deco theater, along with two adjacent properties, and focused on bringing it back to life. Watkins Design Works provided color and material selections for the main theater and balcony, lobby, concessions, offices, mezzanine/bar area, ballroom/multi-purpose space, dressing rooms, and other back-of-house areas.



Inspiration for the colors and patterns came from this Art Deco print.





Rendering of the performance hall interior design (above) / Opening night photo (below)





Rendering of the main lobby interior design (above) / Rendering of the bar area (below)



## Resume

Jill M. Watkins



### EDUCATION

Bachelor of Science in Interior Design ..... May 1993  
The University of Tennessee, Knoxville ..... CIDA Accredited

### CERTIFICATIONS / ACCREDITATIONS

WELL Accredited Professional ..... Mar 2021  
Wilderness First Aid ..... Mar 2021  
Virginia Certified Interior Designer (#0412001129) ..... Nov 2019  
Washington, D.C. Certified Interior Designer (#INT2002177) ..... Oct 2019  
Maryland Certified Interior Designer (#2466) ..... Sep 2019  
LEED Accredited Professional BD+C ..... Apr 2003  
National Council for Interior Design Qualification (NCIDQ #14182) ..... Oct 1997

### COMMUNITY INVOLVEMENT / MEMBERSHIPS

Appalachian Mountain Club ..... Backpacking, Bicycling, and Hiking Leader  
Citizens' Climate Lobby West Virginia ..... Member  
U.S. Green Building Council West Virginia ..... Former Chair  
BridgeValley Community & Technical College ..... Former Adjunct Professor

### EXPERIENCE

Watkins Design Works, LLC ..... Jan 2014 - Present  
Owner ..... Charleston, WV

Jill started her own interior design and green building consulting business in 2014. As an NCIDQ-certified interior designer with nearly 30 years of experience, and now as an entrepreneur, Jill brings both knowledge of and a passion for interior design and green building to all her clients.

ZMM Architects and Engineers ..... May 2008 - Dec 2013  
Interior Designer/Sustainability Coordinator ..... Charleston, WV

In this dual role, Jill worked alongside project architects in developing comprehensive finish and furniture designs, as well as with all project team members on the firm's LEED projects, including the JITEC facility at Camp Dawson (LEED Gold Certified) and the Wood County Justice Center (LEED Certified). She selected colors for many of the firm's school projects, and was integrally involved with their military and higher education clients.

Cubellis ..... Dec 2005 - May 2008  
Senior Interior Designer ..... Boston, MA

Jill was responsible for design of the firm's Boston headquarters, which received LEED-CI Gold Certification in August of 2009. She was also a key team member in the design of Gillette's global headquarters renovation and subsequent tenant redistribution in their former lease space.





- Wolf Maison Limited .....Feb 2004 - Aug 2005  
Interior Designer .....Cleveland, OH  
As interior designer for this architectural start-up, Jill expanded her experience into dental office design and high-end residential projects, along with additional corporate work. She also provided LEED assistance to Cleveland State University in the form of drawing and specification reviews and recommendations for the new Recreation Center; the building is LEED Silver Certified.
- Doty & Miller Architects ..... May 2003 - Feb 2004  
Interior Designer .....Cleveland, OH  
For one of Cleveland's greenest architectural firms, Jill provided sustainable interior design for a variety of project types, including healthcare, public projects and nonprofit organizations.
- AECOM (formerly URS Corporation).....Nov 1999 - Feb 2003  
Senior Interior Designer .....Cleveland, OH  
Jill participated among teams of interior designers, architects and engineers to work on secondary schools, higher education, and public projects. She served an integral role on the design team for the Nathaniel R. Jones Federal Building and U.S. Courthouse in Youngstown, Ohio. This was the first courthouse in the U.S. and the first building in Ohio to become LEED Certified.
- KA, Inc. Architecture .....Apr 1998 - Nov 1999  
Interior Designer .....Cleveland, OH  
Jill went to KA after their purchase of Triad Design in 1998. As part of the Corporate Studio, she gained experience in the design of corporate headquarters, but also assisted architects with malls and big-box retail store design and documentation.
- Triad Design Interiors.....Aug 1996 - Apr 1998  
Interior Designer .....Cleveland, OH  
As a designer with this small interior design firm, Jill was involved in many different project types, including corporate offices, restaurants, and private suites for the new Cleveland Browns football stadium.
- Koster & Associates Architects.....Mar 1995 - Aug 1996  
Interior Designer .....Cleveland, OH  
Koster & Associates specialized in library design throughout the Midwest. Jill was responsible for interior finishes, furniture design and custom millwork design and documentation.
- Capitol Business Interiors .....May 1993 - Feb 1995  
Interior Designer .....Charleston, WV  
After working at CBI in the summer months while in college, Jill worked as a full-time designer supporting the salespeople in the firm's many public and private projects, including Union Carbide's Building 6000 and the initial renovation of One Station Place.



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

**ELK RIVER RAIL TRAIL**  
New HQ and Maintenance Building  
**WYK's REPEAT CLIENTELE**  
**REFERENCES**

## References

WYK Associates, Inc.



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

Geoff Marshall, CHFM, CHC  
Vice-President of Support Services  
WVU Medicine | United Hospital Center, Inc.  
327 Medical Park Drive  
Bridgeport, WV 26330  
681-342-1220

Ian McAra  
Operations Manager  
Robinson Grand PAC - City of Clarksburg  
444 West Pike Street  
Clarksburg, WV 26301  
304-624-1500

Eric Vincent  
President, Tyler County Commission  
121 Main Street  
Middlebourne, WV 26149  
304-758-2102

Martin Howe, ICMA - CM  
(Former, City Manager - Clarksburg, WV)  
President - Community Development Corporation - MVB Bank  
51 Donahue Avenue, Suite 115  
Morgantown, WV 26505  
304-292-9350

Jeff Landau  
President  
Landau Building Company  
4377 William Flynn Highway  
Allison Park, PA 15101  
724-935-8800

Loria Cavallo  
Assistant Principal, St. Mary's Catholic Grade School  
107 East Pike Street  
Clarksburg, WV 26301  
304-622-9831

Teresa Bolyard  
Office Manager  
Pinewood Medical Center  
104 North Pike Street  
Grafton, WV 26354  
304-265-1350

Vicki Huffman  
Principal, Johnson Elementary School  
531 Johnson Avenue  
Bridgeport, WV 26301  
304-326-7109

Joshua Brown  
Executive Director  
Health Access, Inc.  
489 Washington Avenue  
Clarksburg, WV 26301  
304-622-2708

Dr. Jeffrey Browning, DDS  
Total Dental  
1219 Johnson Avenue Suite 201  
Bridgeport, WV 26330  
304-842-7591

Matthew Lawson- Baker  
Managing Partner, Armory Pharmaceutical, Inc.  
1 Armory Road  
Buckhannon, WV 26201  
202-569-1279

Tom Whaling  
President & CEO  
West Union Bank  
320 Emily Drive  
Clarksburg, WV 26301  
304-873-2361

Reta Griffith  
(Former, Pocahontas County Commissioner)  
Advocate, Family Refuge Center  
213 Coleman Drive Suite B  
Lewisburg, WV 24901  
304-645-6334

Dr. C. Eric Kirkland, Ph. D, PMP  
Salem International University  
223 West Main Street  
Salem, WV 26426  
304-782-5011

Tim Johnson  
Director of Admin & Support Services  
Pendleton Co. Schools  
58 Walnut Street  
Franklin, WV 26807  
304-358-2207 (ext 123)

Beau Henderson  
President, City Construction Company  
284 Factory Street  
Clarksburg, WV 26301  
304-623-2573





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

## WYK Repeat Clientele

WYK Associates, Inc.

---

Amos Carvelli Funeral Home  
ARC of Harrison County  
Arnett Carbis Toothman (formerly Toothman & Rice)  
Barbour County Board of Education  
Barbour County Commission  
Citizens' National Bank of Elkins  
City Neon  
City of Bridgeport  
City of Clarksburg  
City of Salem  
Corhart Refractories  
Daisy Development  
Davis Health Systems (Davis Memorial Hospital)  
Diamond Development  
Dominion Exploration and Production  
Fairmont State University  
Fellowship Bible Church  
Greathouse Funeral Home  
Harrison County Board of Education  
Harrison County Bank  
Harrison County Commission  
Harrison County Courthouse  
Harrison County Senior Citizens  
Harrison County YMCA  
Highland Clarksburg Hospital  
Health Access, Inc.  
Kappa Sigma Pi  
Lewis County Board of Education  
Louis A. Johnson V.A. Medical Center - Clarksburg  
MVB Bank  
North Central West Virginia Airport  
Pocahontas County Commission  
Quiet Dell United Methodist Church  
Salem International University  
Stockmeier Urethanes  
Taylor County Commission  
Town of Addison (Webster Springs)  
United Hospital Center  
United Summit Center  
Upshur County Commission  
Vienna Public Library  
Webster County EDA  
West Union Bank  
World Vision



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

**ELK RIVER RAIL TRAIL**  
**New HQ and Maintenance Building**  
**TESTIMONIALS**



To Whom it May Concern,

The Robinson Grand Performing Arts Center is a historic performance and event facility, with roots dating back to initial construction in 1913. For over 100 years, our facility has provided the North Central West Virginia region with arts and entertainment events, along with facility rentals for social gatherings of all types. Throughout the 1980s, 1990s, and early 2000s, the Robinson Grand experienced a decline in business activity and upkeep, which ultimately led to its permanent closure in 2004.

For many years our regional community and the City of Clarksburg had dreams of how this facility could be renovated, preserved, and functionally brought into the 21<sup>st</sup> century. Those dreams became a reality in 2014, when the City of Clarksburg purchased the facility and partnered with WYK Associates, Inc. in the consulting, planning, and ultimate renovation/construction over the following years.

WYK's outstanding team, under the direction of James Swiger, led our renovation/construction effort through meticulous historical research, numerous site surveys, and a turn-key plan that involved expert consultants. Work began on the facility in early 2017 and was completed by our Grand Opening on October 20, 2018. We have now been in full operation for just over a year and couldn't be more pleased with the outcome of this project.

WYK's scope involved a myriad of aspects and requirements, which provided functionality for the facility, but also allowed our project to receive New Market and Historical tax credits. These items included restoration and preservation of the historical structures, as well as the design of new buildings to seamlessly integrate into our existing facility and complete ADA accessibility. Additionally, mechanical, fire, audio/visual, and automation systems were completely updated. James and his team were here every step of the way, even going above and beyond their contractual obligations to ensure the best design and implementation.





The Robinson Grand was met with much excitement and awe from the regional community upon completion. In addition, the project has received numerous awards. Most recently it won the following:

- 2019 Preservation Alliance of WV Downtown Preservation Award
- 2019 AIAWV Honor Award for Excellence in Architecture & Historic Preservation
- 2019 AIAWV Craftsmanship Award for Excellence in Architectural Detail & Craftsmanship for the brick sculptures in the new West Addition facade
- 2018 Associated Builders and Contractors, Inc. WV Chapter award for Excellence in Construction for Historical Renovation
- 2019 Outstanding Community Impact Award for The Community Affordable Housing Equity Corp. (CAHEC)

I would highly recommend the services of WYK Associates, Inc. for your next project. They are not only skilled and professional, but also provide a personal service that is hard to find at many larger firms. My contact information is listed on the footer below. Please don't hesitate to reach-out to me directly for further information on our beautiful facility or how WYK played an instrumental role in our re-birth.

Sincerely,

Ryan W. Tolley  
Executive Director  
Robinson Grand Performing Arts Center



## Webster County Economic Development Authority

139 Baker Street • Webster Springs, WV 26288 • Phone: (304) 847-2145  
Email: [wcda@WebsterWV.com](mailto:wcda@WebsterWV.com) • Website: [www.WebsterWV.com](http://www.WebsterWV.com)

February 8, 2016

Mr. James Swiger, President and Principal-In-Charge  
WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

To Whom It May Concern:

It is my pleasure to recommend WYK Associates, Inc. for your next project. I have had the privilege of working with them on a variety of projects over the last decade. The Information Manufacturing Corporation (I.M.C.) Building in Cowen at our Industrial Park utilizes a geothermal heating and cooling system. The I.M. C Building is a 17,000 S.F. structure with an abundance of daylight in the front office area and houses a spacious open structure work space. This project won a Merit Award in Architecture from the WV Chapter of the American Institute of Architects (WVAIA). The 21,000 S.F. Webster County multi-tenant building was built following completion of the I.M.C. in the same development. The multi-tenant building was designed to accommodate a variety of manufacturing spaces and was uniquely designed to be divided or used as a whole.

Recently we have worked with WYK for the interior renovations to our railroad depot building in Webster Springs and R.V. Park adjacent to the depot. This project is part of a master plan to convert this area into a small commercial/recreation area and possibly a trail head for a local trail system in the near future.

WYK has always been diligent in answering any questions or concerns we might have had. In working with WYK on the depot they worked very hard at designing it to meet our very tight budget constraints. The project was funded by a matching grant and there were no additional monies above and beyond the grant. WYK worked with us to give us the most "bang for the buck" to prepare the depot for its future use as a hub for the adjacent facilities.

We were pleased to work with WYK on these projects and we look forward to working with them again in the future. Please do not hesitate to contact me for additional information or questions.

Sincerely,

A handwritten signature in cursive script that reads "Geary Weir".

Geary Weir  
Executive Director



February 8, 2012

To Whom It May Concern,

The City of Shinnston has worked with WYK Associates, Inc., on a variety of projects and has always been impressed by their level of skill, professionalism and commitment to quality. The staff exhibits an expertise in their field and is attentive and attuned to the community they are working in.

Current projects that WYK Associates, Inc., are assisting the City of Shinnston with include the design and construction of the Shinnston Community Building. This \$5 million building is located at the entrance to the City's historic downtown district and WYK have excelled at designing a building sensitive to its location and history, yet able to carry the City into the twenty first century. From initial stakeholder meetings to design presentations, the team at WYK listened to the community's needs and responded accordingly.

The City of Shinnston is also utilizing the planning and design aspect of WYK Associates, Inc., on the former G.C Murphy building project. This project is a detailed feasibility study to assist the City in deciding whether to purchase the hundred year old property. The WYK team has researched the current condition, reviewed code requirements with regard to future development and developed a plan for the highest and best use of the building.

In 2009, WYK Associates Inc., designed and managed the renovation of the City of Shinnston Museum. The Museum now has excellent display space, coupled with galleries for exhibits, and a spacious meeting area. WYK's ability to design space to serve multiple purposes has meant that the Museum is used for government meetings and receptions as well as traditional preservation uses.

The City of Shinnston has been very pleased to partner with WYK Associates, Inc., on these and other projects. From architects to administrative support personnel, the firm exhibits a high commitment to quality and customer satisfaction.

Yours truly,

Emma Clarke  
Finance Officer





**LANDAU BUILDING COMPANY**  
GENERAL CONTRACTOR

9855 Rinaman Road • Wexford, PA 15090  
(724) 935-8800 • Fax: (724) 935-6510  
www.landau-bldg.com

To Whom It May Concern:

We have had the pleasure of working with WYK Associates, Inc. on multiple projects spanning more than a decade. We pride ourselves on exceptional contracting services which can only be achieved through collaboration with the right people. James Swiger (President) and his team have proven repeatedly, that they are reliable, responsive, and experts in their field. It is very evident they take pride in their work.

We rely on architects to go beyond design and act as intermediaries between the owner and the contractor. WYK builds strong relationships with owners that allows for a smoother process for everyone. WYK is quick to respond to any unexpected changes that pop up on projects with direct and innovative solutions.

We have partnered with WYK on multiple medical facility jobs for WVU Medicine/United Hospital Center including the enclosure of the front main entrance bridge to the hospital and a 20,000 S.F. Renovation to the fourth floor of the Physician's Office Building creating new diagnostic suites for Audiology, Endoscopy and Gastroenterology. We have also had successful partnerships outside of medical facilities on a variety of project. We are always looking for opportunities to partner with WYK. We look forward to continuing working with them in the future!

Sincerely,

Jeffrey C. Landau  
President  
Landau Building Company/Marks-Landau Construction  
9855 Rinaman Road  
Wexford, PA 15090  
(724) 935-8800



*"Five Generations Serving the Area for Over One Hundred Years"*





OFFICE OF  
CITY MANAGER

## CITY OF CLARKSBURG

WEST VIRGINIA

November 7, 2016

James Swiger, President and Principal-In-Charge  
WYK Associates, Inc.  
205 Washington Ave.  
Clarksburg, WV 26301

Re: Letter of Appreciation

Dear James:

It is with great pleasure that I am writing this letter of recommendation and appreciation for James Swiger and the entire team at WYK Associates, Inc. I have thoroughly enjoyed working with Mr. Swiger and his staff. James and his team are courteous and professional and have been dedicated to even the smallest of details for each project they have completed for the City of Clarksburg. Additionally, they have ensured the projects were always on time.

Over the years, James and the staff at WYK Associates, Inc. have completed multiple projects for the City of Clarksburg including a Police Sub-Station in Laurel Lanes, three (3) Fire Stations in Clarksburg which include the Central Fire Station in downtown, and two (2) sub-stations; the East End and North View Stations, as well as designing the Jackson Square Parking Facility. Jackson Square is used for downtown parking with an outdoor venue utilized for outside events. Everything from farmers' markets, wedding receptions, holiday events and festivals like the West Virginia Italian Heritage Festival's Pasta Cook-Off. I am proud to share that WYK was awarded the AIA West Virginia Merit Award for Achievement in Architecture for this project.

I personally look forward to working with WYK Associates, Inc. again and would highly recommend them to other local governments for use on their projects.

Sincerely,

  
Martin Howe, ICMA-CM  
City Manager

## Nardelli Audiology, LLC

111 Steele St. Bridgeport, WV 26330

Phone: (304) 842-9428 Fax: (304) 842-6775

Melissa Carnes Rose, AuD

Doctor of Audiology

Dear Mr. Swiger:

It is my pleasure to offer an unreserved recommendation of James Swiger and the team at WYK Associates, Inc. As an audiologist, my needs regarding space are technical and of the utmost importance to my practice and the privacy of my patients. WYK Associates were able to clearly understand my vision, provide a design that met my many complex needs, and exceeded my expectations.

James' breadth of knowledge and depth of experience working with medical facility design allowed him to take into consideration the importance of lighting, soundproofing, and ADA compliance. In every detail, WYK was one step ahead. My office build-out was incredibly well received by staff and patients alike. Please feel free to contact me for any additional information regarding my enthusiastic recommendation.

Melissa Rose, AuD



**Pinewood Medical Center**

401 North Pike Street

Grafton, WV 26354

Phone / 304-265-1350

Fax / 304-265-0295

May 10, 2021

To Whom It May Concern:

I am pleased to write this letter of recommendation for James B. Swiger of WYK Associates. I have had the pleasure of working with James on a multi-phase renovation project at the health care facility that I manage. During that time I have always found James to be very knowledgeable, competent and motivated. James is very professional, punctual, organized, efficient, and shows commitment to the organization he is representing.

James' experience with design is well proven. The expansion and renovation project was well received within the community. I strongly endorse Mr. Swiger without any reservations. Please feel free to contact me if you have any questions or would like any additional information.

Sincerely,



Teresa G. Bolyard

Clinic Manager

# TOWN OF GASSAWAY

**RICHARD M. ROACH, MAYOR**

**CHERRI WILSON-GERWIG, RECORDER/CLERK**

**RICK A. BURROWS, SR. CHIEF OF POLICE**

## COMMON COUNCIL

**JIM MALICK**

**FRANCES CLAYTOR**

**JIM CRINER**

**LYNN JEFFRIES**

**EDNA WILSON**

Jordan Garland  
205 Washington Avenue  
Clarksburg, West Virginia 26301

I am writing to recommend the services of WYK Architects'. WYK did an outstanding job on the restoration of the Gassaway Depot. Their knowledge and attention to detail made the restoration of the Gassaway Depot a success. I feel confident in recommending WYK Architect services. Their work was not only thorough but they were also easy to work with, and willing to take the time to discuss any concerns and responses to any questions.

If you have any further questions please feel free to contact me.

Regards,

A handwritten signature in blue ink, appearing to read 'Richard M. Roach', with a long horizontal flourish extending to the right.

Richard M. Roach, Mayor

416 ELK STREET, P.O. Box 147  
GASSAWAY, WV 26624  
304-364-5111  
304-364-4003 FAX  
THETOWNOFGASSAWAY@FRONTIER.COM

# UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex  
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

Telephone: (304) 472-0585  
Telecopier: (304) 473-2802

TDD Numbers  
Business: 472-9550  
Emergency: 911

March 10, 2017

WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

Re: Upshur County Courthouse Roof and Chimney Projects

To Whom It May Concern:

We recently had the pleasure of working with WYK Associates, Inc. on the roof and chimney restoration for the Upshur County Courthouse in Buckhannon, WV. WYK was instrumental in coordinating with West Virginia's State Historic Preservation Office (SHPO) to ensure the new designs were compatible with the historic character of the building.

For the roof, new metal shingles and flashing replaced existing materials surrounding the bell tower dome and at the front gable. The remaining shingles on the main roof were cleaned and coated with a fibered aluminum coating. For the two chimneys, the existing brick was dismantled and rebuilt from the roof up. Both chimneys were restored to their existing height using similar materials and topped with new stainless steel caps.

WYK brought their experience, knowledge, and professionalism to both projects as they expertly developed the new design, created the construction documents, facilitated the bidding process, and administered the construction contract. WYK's attentiveness and responsiveness contributed to both projects being successfully completed on time and within budget.

The Upshur County Commission is fortunate to have worked with a competent architect such as WYK Associates and looks forward to working with them again.

Sincerely,



Carrie L. Wallace

Upshur County Administrator

*An Equal Opportunity Employer*





## Health Access Inc. Free & Charitable Clinic

PRIMARY MEDICAL CARE, PRESCRIPTION  
MEDICATIONS AND REFERRAL SERVICES  
FOR UNINSURED AND UNDERINSURED ADULTS  
IN HARRISON AND DODDRIDGE COUNTIES

May 12, 2021

James B. Swiger, AIA, NCARB, LEED AP  
President / Principal  
WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

RE: Letter of Recommendation

Dear Mr. Swiger:

Health Access, Incorporated hired WYK Associates, Inc. to design, plan and manage a project to create new space within the free clinic at 489 Washington Avenue in Clarksburg West Virginia to allow the clinic to expand and provide onsite dental services. Included in this project were two state of the art dental operatory rooms, dental x-ray space, electrical & mechanical room, new HVAC system, a new kitchen/break room, handicapped restroom and added storage room as well as an expansive outdoor patio area.

From the outset, WYK Associates exhibited great attention to the details of our operation as our clinical operations continued throughout the construction of the dental clinic spaces. WYK led every aspect of project beginning with inviting several top rated contracting companies to bid on the job. Managing the construction phase of the project and providing bi-weekly updates with the contractors and our clinic leadership kept this project on track and moving forward. WYK Associates worked to keep this project within budget and it was completed on time. With total project costs of just over five hundred thousand dollars the finished project has provided a first class dental clinic that will serve hundreds of patients for years to come.

This project was our third experience in working with WYK Associates, Inc. having used the firm for projects in 2010 and again in 2014. Please know that Health Access Inc. has been delighted with the process working with WYK Associates in this project. Feel free to use Health Access, Incorporated as a reference to any potential clients seeking Architectural, Planning-Design or Project Management services. We can certainly recommend WYK Associates, Incorporated without reservation as we are a very satisfied customer. Thank you again for your efforts to make this beautiful new state of the art dental space a reality at Health Access, Inc. free clinic.

Sincerely,

  
James A. Harris, Executive Director



United Way  
Partner Agency



489 Washington Ave · Clarksburg, WV 26301

Phone: (304) 622-2708 · Fax (304) 623-9302 · [HealthAccessInc.org](http://HealthAccessInc.org)

P.O. Box 577  
643 Route 20 South Road  
Buckhannon, WV 26201



Phone: 304-472-5595  
Fax: 304-472-5594  
License #: WV026530

James B. Swiger, AIA, NCARB, LEED AP BD+C, CHC  
President/Principal-In-Charge  
WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

To Whom It May Concern:

It is my pleasure to write this letter recommending WYK Associates, Inc.

High Point Construction Group has performed construction services on several jobs that WYK was the architect on for more than a dozen years. We have found that both our companies have a "team approach" to projects which has always led to stellar results for our clients. We have meticulous project management and take our commitments to our clients very seriously. It is refreshing to work with an architectural firm that shares those same values.

WYK Associates are true professionals. They bring a high level of expertise to every project and are able to work seamlessly with clients and contractors alike. It is this clear communication, in depth knowledge, prompt response time and reliability that allow our partnership to result in consistently successful projects.

We have worked with WYK on multiple projects over the years including a complex project involving a custom corner post elevator, shaft and pit being constructed within the confines of an existing stair tower, with inclusion of a new egress stair system in the historic Pocahontas County Courthouse. Other projects we have worked together on required a high level of detail as well; such as medical facilities for the United Hospital Center Eye Center, Bridgeport Express Care Expansion, Weston Medical Complex, Salem Family Medicine Renovations and the Pharmacy Lab Renovations at St. Joseph's Hospital in Buckhannon.

We look forward to continued partnerships with WYK Associates, Inc. and recommend their work for any project of any size.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy B. Critchfield", is written over the printed name.

Timothy B. Critchfield  
Member Manager

**LETTER OF RECOMMENDATION  
WYK ASSOCIATES**

To Whom it May Concern:

This letter is to recommend WYK Associates, Inc. as an architect for projects of any size or complexity. As the former Chief Executive Officer and President of Highland-Clarksburg Hospital (now retired), I had the distinct pleasure of working with WYK on multiple projects through many phases.

Highland-Clarksburg Hospital (former United Hospital Center Building) is a mental health hospital dedicated to providing the best care for persons with behavioral and mental health disorders. As such, our needs were specific and technical. WYK understood the complexity of each project and provided innovative and intuitive designs that met our needs and exceeded our expectations. WYK was continually willing to meet with the Owner, General Contractor, OHFLAC (State regulatory Agency), the WV State Fire Marshal and USDA (funding source) throughout the design process. They worked collaboratively with the hospital's general contractor, R.C. General Contractors, Inc. to keep the projects on time and within budget.

WYK designed an 8,900 S.F. area for Central Supply for the Veteran's Administration Hospital (leasing space from our facility). This project had to meet many strict guidelines set forth by the V.A. Hospital for security and sterilization. WYK also met with the WV State Fire Marshal for exiting requirements, as much of the floor was unoccupied.

Other projects I worked with WYK on were in various phases of designs. One was the conversion of two floors, approximately 33,000 S.F. being converted to rehab patient rooms, another wing of standard patient rooms of approximately 14,000 S.F. and the conversion of a former pediatrics wing into a daycare center, approximately 7,800 S.F. The most multifaceted project we were considering was completely gutting a 10,000 S.F. space, removing columns, raising the roof 8 feet and adding long span structure within the former X-Ray Department and converting it to a gymnasium. Although this project did not come to fruition, WYK worked through the design process and came up with viable solutions. All the projects listed were reviewed and approved by WV State Fire Marshal and/or OHFLAC and USDA at the time of my retirement.

I could always count on WYK's professionalism and timely submission of their work. They provided solutions to any unexpected issues that arose, and worked seamlessly with the hospital, the contractor and subcontractors during design and construction.

I offer my highest recommendation of WYK Associates, Inc. I am happy to elaborate on my experience. Feel free to contact me with any additional questions at 304.552.8135.

Sincerely,



Michael W. Casdorph



**Adam Michael Rowh, CLU®**  
Managing Director

adamrowh.nm.com  
adam.rowh@nm.com  
99 Cambridge Pl  
Bridgeport, WV 26330  
P 304.624.5400 | C 304.669.8868  
F 304.624.6383

June 1, 2021

To Whom It May Concern:

It has been a pleasure knowing and working with WYK on recent renovations to our new office. These renovations included new wall partitions, adjustments to respective ceiling and floor systems, updates to interior finishes, and ADA upgrades. They were very knowledgeable and informative regarding local code regulations and compliance. They were also very professional, experience and detailed. The final project design met the needs of our company, the requirements of local and state building codes and was within our target budget.

Based on my personal experience working with WYK, I would highly recommend them to anyone looking for quality architectural design and oversight of work. I look forward to working with them again in the future.

Please feel free to contact me if you have any questions or if you would like any additional information.

Sincerely,



Adam Rowh, CLU  
Managing Director

**FLINT CONSTRUCTION  
COMPANY, INC.**

**COMMERCIAL & INDUSTRIAL CONTRACTORS**

*Since 1956*

WV021938

P.O. BOX 146

GASSAWAY, WV 26624

June 1, 2021

Rob Flint, President

Flint Construction Co., Inc.

74 South State Street

Gassaway WV 26624

Re: WYK Associates, Inc.

Dear Sir/Madam:

I am writing this letter to recommend WYK Associates Inc.. Flint Construction and WYK have a history of partnering on successful projects going back more than thirty years. A few of the projects we have worked on together include the Information Manufacturing Corporation and Multi-Tenant Buildings both located in Cowen, WV; Federal Aviation Administration office at North Central West Virginia Airport, Bank of Gassaway (Now Premier Bank) in Flatwoods, and a field house addition at Robert L Bland Middle School, just to name a few.

Flint Construction has been in business for 65 years. We are well versed in commercial construction and know what it takes to ensure successful outcomes. The team at WYK has a relationship-focused approach that builds a bridge between owner and contractor. Their ability to communicate about the project to clients, consultants, and us, the contractor, makes the construction side run smoothly and allows projects to be completed on time and on budget.

WYK also expects and demands high quality workmanship, which is a credit to their commitment to their client and a sign of them taking pride in their work. WYK has also impressed us with their flexibility when unexpected changes occur on projects. Once again, their expertise and clear communication, bring about the best possible outcomes. WYK was the first architect we have worked with that allowed submittals to be submitted electronically as well as other project paperwork such as pay applications. Since then, it is common throughout the profession. This is a testament to them always thinking outside the box to streamline and make things more efficient on everyone's behalf.

We are always happy to partner with WYK Associates on projects and they are our first phone call when a design/build opportunities arise.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Rob Flint". The signature is written in a cursive, flowing style.

Rob Flint, President

Flint Construction Co., Inc.

(304) 364-5555





Tom Whaling, President  
West Union Bank  
212 Main Street  
West Union, WV 26456

Re: WYK Associates, Inc. Recommendation

Dear James:

At its deepest roots banking is all about relationships. It matters with every facet of what we do daily, from cashing checks, to making loans, to adding value back to our stakeholders. The relationship we developed and fostered with WYK exceeded our expectations with their work designing three West Union Bank branches, as well as recently renovating all five of our banks' teller lines for added security between the lobby and cashiers. We are very pleased with the solutions you came up with.

WYK clearly outlined each phase of the projects. They communicated clearly and frequently throughout the projects and we always felt confident in the team they assembled. WYK was reliable and incredibly easy to work with. Their expertise was obvious from the first design meeting and remained so throughout the full construction of each project.

We would use WYK for any architectural needs that arise at any of the West Union Bank branches and we highly recommend WYK for any project. They have been a trusted bank partner and we look forward to working with them again.

If you have any questions pertaining to WYK, please do not hesitate to call me at 304-873-2361

Sincerely,

Tom Whaling  
President  
West Union Bank



West Union • Salem • Pennsboro • Harrisville • Clarksburg  
1-304-873-2361  
P.O. BOX 305 WEST UNION, WV 26456





## HUFFMAN CORPORATION

*General Contractors - Construction Managers*

415 A BENEDUM DR.  
BRIDGEPORT, WV 26330

TELEPHONE  
304-842-8500

May 28, 2021

Dear Potential WYK Client,

Huffman Corporation and WYK Associates, Inc. have worked on a multitude of projects over several years. The Immaculate Conception Parish Center, Renovations to Dr. DeMarco's Office Suite for UHC, additions and renovations to the Clarksburg Treatment Center, City of Clarksburg Police Substation, Physical Therapy Suite for UHC, Phase I of the Gabor Folk Life Center at FSU, renovations to all five West Union Bank locations and many others are just a few over the past 15 years. We work with many architects throughout the region and have to say that WYK pays the most attention to detail and is very particular about the craftsmanship of work during construction. This shows they care about the end product for their clients and speaks volumes for their integrity of building and maintaining a solid reputation.

We have always found WYK good to work with and we know they continually have their client's best interest at heart. WYK is also very philanthropic within the community by the giving of their time and talents. This indicates the passion and leadership the firm has lived by for decades.

We are always happy to be the contractor on WYK's projects and we always welcome opportunities to work with them when given the chance. I recommend them without reservation for your next project.

You may contact me if you have any questions regarding our experience with WYK Associates, Inc.

Respectfully,

Wayne E. Huffman, President  
Huffman Corporation



131 WEST MAIN ST. • BRIDGEPORT, WEST VIRGINIA 26330-6310  
Phone: (304) 842-8251 • Fax: (304) 842-8254 • [www.bridgeportwv.com](http://www.bridgeportwv.com)  
CHUCK FEATHERS • BRIDGEPORT FIRE DEPARTMENT  
Chief

September 20, 2010

Mr. James B. Swiger  
WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

Dear Mr. Swiger,

It has been almost a year now since we moved into our new Public Safety Substation and I wanted to take a moment to thank you for all you did in insuring the success of our building. It is more than we expected when we first started this project. Your detail to our requests as we started this project is what has made it such a workable project. You took our words on what we wanted and turned them into a state of the art public safety building that is not just pleasing to the eye but very functional.

Throughout the project as problems rose you were quick to find answers that worked for our needs and decisions evolved around our needs instead of what worked best for others.

Thank you again for all the great work you did for us and the building stands as a tribute to you and your firm for a job well done. If I can be of assistance to you in the future just let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Chuck Feathers", written in a cursive style.

Charles A. Feathers, Chief

Bridgeport Fire Department



# *City Construction Company, Inc.* *West Virginia Proud Since 1965*

GENERAL CONTRACTING • REMODELING • COMMERCIAL • CITYCONSTRUCTIONCO@CCCWV.US  
284 FACTORY STREET - SUITE 101, CLARKSBURG, WEST VIRGINIA 26301 • PHONE 304-623-2573 • FAX 304-326-2069


May 28, 2021

Re: WYK Associates, Inc.

To Whom It May Concern:

City Construction Company Inc. has worked with WYK Associates, Inc. for decades on multiple projects of various sizes. From \$500,000 to \$7 million each project is perfected by the team of WYK Associates, Inc. for accuracy and details. Our requests for questions are answered on a timely basis and in completeness. We always look forward to working with WYK Associates on any and all projects that we execute together.

Respectfully yours,



Beau T. Henderson  
President



ARMORY PHARMACEUTICAL, INC  
1 ARMORY ROAD  
BUCKHANNON, WV 26201

James B. Swiger, AIA, NCARB, LEED AP BD+C, CHC  
President/Principal  
WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

To Whom It May Concern:

Armory Pharmaceutical, Inc. hired WYK to design, bid, and oversee construction on a 25,000 s.f. facility with many unique needs. Our project is complex and required patience and understanding as scope and timeline changed. Throughout the process, we could count on WYK to meet every deadline with professionalism and expertise.

Our facility is a medical marijuana processing facility which had a complicated permit process. James Swiger and his team worked closely with us to submit pertinent information that allowed us to be granted the permit necessary. In addition, they worked diligently to be the first to submit a facility design of this nature to the WV State Fire Marshall and we intend to meet our goal of being first to market.

This unique project has a laboratory setting along with creating a second floor within the space as a mechanical mezzanine. There are eight grow rooms with very specific needs for lighting, humidity control, ventilation, and security. WYK's design was thoughtful, purposeful, and met each need beautifully. I am pleased to recommend WYK Associates, Inc. and James Swiger for any project. I would be happy to elaborate about our experience. Please feel free to contact me with any questions.

Sincerely,

Matt Lawson-Baker  
Principal Partner  
Armory Pharmaceutical, Inc

May 14, 2021

Mr. James Swiger, AIA, President  
WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

Dear Mr. Swiger,

WYK and I have worked together on two projects. One was the renovation/maximization of an older building for commercial office space. The other was a major healthcare addition.

Doak, Cuppett & Poling was a growing CPA firm in Clarksburg. As the firm grew, imagination was needed to provide space for additional staff, conference rooms and related office needs. This was accomplished within the confines of an existing older building.

The second project was for Davis Medical Center in Elkins. An 80,000 square foot addition was added to the 165,000 square foot existing hospital. The new two and three story additions housed a new entrance and lobby, day surgery and physicians' offices, exam rooms, loading dock and required ancillary spaces. While the addition was all new construction, connecting to the existing hospital which had 1970 ceiling heights with new codes requiring higher ceilings and aligning property grades for consistent entrances was extremely challenging. Also, as part of this project, WYK renovated 10,000 square feet within the existing hospital for a new phlebotomy lab and the tie-in points from existing to new construction; creating seamless transitions.

In both projects WYK was very creative, professional, and flexible in their design approach. I recommend using WYK as your architect for your next building / renovation needs.

Sincerely,



Mark Doak, CPA  
Former Partner, Doak, Cuppett & Poling, CPA  
Former Administrator – Davis Medical Center



246 Business Park Drive  
Fairmont, WV 26554



Telephone: 304-598-2285

Website: [www.veritaswv.com](http://www.veritaswv.com)  
Email: [bid@veritaswv.com](mailto:bid@veritaswv.com)

May 18, 2021

Re: WYK Associates, Inc

To Whom It May Concern,

We have worked with WYK Associates on a variety of projects of numerous sizes over the past 15 years. We have always found them to be easy to work with and very responsive to any situation that may arise onsite. This is extremely important as a contractor that our concerns are addressed as time is money.

They are "TRUE" mediators between the owner and contractor which ultimately leads to a more successful and relationship-built project. Another quality WYK brings to each project is the understanding and awareness of unforeseen condition in projects. Their direct approach with using contingencies allows us as a contractor to be open about unforeseen items discovered as the project is completed. In addition, we feel this makes for a better bidding process and more accurate cost estimate for the owners which allows for more open communication.

It's the little things they do above which leads to more communication and better projects. I would highly recommend WYK Associates and staff for any size project!

All Best,

  
Samuel Proctor

President

Veritas Contracting, LLC

[sproctor@veritaswv.com](mailto:sproctor@veritaswv.com)

office: 304-598-2285

cell: 304-826-7071



February 5, 2016

To whom it may concern:

I am very pleased to write this letter on behalf of WYK Associates, Inc. of Clarksburg. Our century old school building was in desperate need of additional classroom and office space. We were faced with a sudden increase in enrollment for the upcoming school year for the Pre-Kindergarten class. The Wheeling-Charleston Diocese asked me to contact WYK to explore solutions to utilize the most space within our tight budget and timeframe. The Diocese spoke very highly of WYK as the firm had recently completed a new parish center for our associated church and they also performed other renovations to our school as well as our neighboring Notre Dame High School.

James Swiger and his staff diligently studied our building, exploring every option of gaining Pre-Kindergarten classroom space. Another challenge of the project was the requirement of the Pre-K to be located on the main floor for direct exiting requirements. The ultimate solution was to move the principal's office to the center of the school, utilizing the back of the oversized existing auditorium, under what was once a balcony. This created four new private offices for our administration in addition to a much needed conference room. The old office space was removed, thus expanding the adjacent classroom into that area. This kept the Pre-K on the main floor, made our offices more centrally located and increased visibility and security to all three entrances to the main floor level. They kept insisting they wanted to solve as many design issues within the school as they could while doing this renovation. They did just that!

WYK's staff was very professional, experienced, thorough and timely. They produced a wonderful design that fit within our budget and allowed for minimal disruption to the school. They worked closely with the contractor, which assisted him in completing the work in our shortened summer vacation. It is without reservation that I highly recommend WYK Associates, Inc. for your project. I can now see why the Diocese asked me to contact WYK to execute this work.

Sincerely,

Nicole A. Folio, M. Ed.  
Principal

*The mission of St. Mary's Central School is to nurture the spirit, challenge the mind, and strengthen the heart of each student who enters her doors. Through the lens of the teachings of the Roman Catholic Church, St. Mary's cultivates a Christ-centered environment in which we nurture our children, families, and community so that we might see the face of Christ in each other.*



1219 Johnson Avenue, Suite 201  
Bridgeport, WV 26330

304-842-7591

---

To whom it may concern:

It is with great pleasure that I am writing this letter of recommendation for James Swiger and the entire WYK team.

When I was starting my building project, I asked several people for recommendations. I spoke with contractors, businessmen, and people who had been through construction projects. Overwhelmingly, the one name that was mentioned was James Swiger.

Every aspect of the project that James was involved with was done with great care and excellence, from the initial design of the building, to coordinating all of the work, and even now that the building is complete. James was and is available to answer my questions and to help in any way that I ask. I honestly cannot remember a single incident that James or a WYK team member was not available. I feel that his knowledge of and rapport with the engineers, contractors, and inspectors was a tremendous asset to the project. His attention to detail would amaze me. It is obvious that he takes great pride in his work. His professionalism and level of commitment is beyond what would be expected. I would visit my construction site every evening after work and on the weekends, and often times James would show up.

Finally, as the saying goes, the proof is in the pudding. The finished product is a thing of beauty. My patients are always commenting about the building. My building is the perfect space for my dental practice as well as the other tenants.

Please feel free to contact me if I can be of further assistance.

Sincerely,

Jeffrey W Browning, DDS





DR. MARK A. MANCHIN  
*Superintendent*

## HARRISON COUNTY SCHOOLS

408 E. B. SAUNDERS WAY  
POST OFFICE BOX 1370  
CLARKSBURG, WEST VIRGINIA 26302-1370  
(304) 326-7300  
FAX (304) 624-3361

**BOARD OF EDUCATION**  
DOUGLAS K. HOGUE, *President*  
FRANK DEVONO, JR. *Vice President*  
MICHAEL DAUGHERTY  
GARY M. HAMRICK  
KRISTIN MESSENGER

August 18, 2015

Mr. James Swiger  
President and Principal-In-Charge  
WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

To Whom It May Concern:

It is my pleasure to write this letter on behalf of WYK Associates, Inc. and recommend Mr. James Swiger and the WYK Associates, Inc. team.

For over 20 years I have worked with WYK team on numerous projects for Harrison County Schools and they have proven to be a valuable asset to the school district. We have greatly benefitted from the expertise and architectural skill of WYK Associates. James and his team are true professionals and bring important architectural knowledge and outstanding management skills to their projects. James and his team are active supporters of Harrison County and show leadership in our community.

James and the team at WYK have always been conscientious of financial constraints and have always delivered superior service in a timely manner for Harrison County Schools. Harrison County Schools would not hesitate to work with WYK Associates on future projects, and I would recommend them to other organizations without reservation.

Please do not hesitate to contact me for further information or questions.

Sincerely,

A handwritten signature in blue ink that reads "Neil Quinn".

Neil Quinn, Director  
Harrison County Schools



400 White Oaks Boulevard  
Bridgeport, WV 26330  
(304) 933-8000 (304) 933-8183 Fax  
www.stephoe-johnson.com

Writer's Contact Information

(304) 933-8163  
Gary.Nickerson@stephoe-johnson.com

March 10, 2016

To Whom It May Concern:

I am presently the managing partner of the Bridgeport, West Virginia, office of Steptoe & Johnson PLLC, a national law firm of over 300 lawyers in six states. S&J has its roots in Harrison County, West Virginia, where it was formed in 1913 in Clarksburg. Our firm maintained its primary office in downtown Clarksburg for almost 100 years.

Recognizing that the facility in Clarksburg could no longer meet the needs of a growing national law firm, in 2008, we made the decision to build a new home office, strategically located in Bridgeport, West Virginia, along the I-79 Corridor. We retained SKB Architects, a firm known worldwide for the design of law firm buildings. Because SKB was not local to this area, both SKB and our firm recognized the critical need to have a local architectural firm be actively involved in the design and construction of the 80000 square foot state-of-the-art office building. Without hesitation, we recommended WYK Associates, Inc. to SKB, having known the architects of this firm and the quality of their work for several decades.

Specifically, from day one, WYK performed oversight of the project, serving as an important liaison between SKB, the S&J's building committee and the construction firm. Initially, WYK Associates, Inc. provided a peer review of SKB's design and construction documents prior to the documents being released to contractors for bidding. With SKB and our firm's building committee, WYK was actively involved in the contractor interview and selection process for the \$16 million building, designed to LEED standards. The assistance of James Swiger of WYK was of critical importance to S&J's selection of a contractor and that selection proved to be outstanding. Moreover, WYK attended all construction meetings with SKB, the firm's executive director, the contractor and sub-contractors throughout the course of the construction period. WYK also served as the "eyes and ears" for SKB, making site visits and reporting back to SKB-- on the "off" weeks that SKB was not present at the site-- as a means of quality control as well as verifying construction conditions for SKB. WYK was active in the job site meetings, offering input and solutions to any construction related issues that arose throughout the course of the construction process. In the end, the project was a resounding success for our firm and we moved into our beautiful, state-of-the-art facility, in August, 2010.

From S&J's standpoint, WYK provided our firm's "safety net" and "comfort zone" throughout the entire process, being a longstanding and respected firm of architects who we have known and trusted for decades. Despite our large size, we had never built our own building, and had leased in all office locations throughout our century of existence. James

March 10, 2016  
Page two

Swiger and WYK Associates, Inc. provided a much needed comfort level to our lawyers as well as a level of service and oversight that was of critical importance to the successful completion of the project, on time and on budget. As the office managing member, and as an active member of the S&J building committee, I cannot imagine our law firm completing this beautiful facility without WYK in our corner. Should you have any questions, please feel free to call me.

Very truly yours,



Gary W. Nickerson

GWN  
7133013.1





**HARRISON COUNTY YMCA  
Lowndes Hill Park  
P.O. Box 688  
Clarksburg, WV 26302-0688  
304-623-3303**

August 14, 2015

To whom it may concern:

WYK Associates serve their clients with thoughtful planning; creative design; and credible engineering. Their professional skill is underscored by impeccable character and generosity to their community.

Commending WYK Associates to prospective clients comes from personal experience and observation of projects completed for others. Their talent and high standards will serve you well.

Sincerely,

MX

D. Max Francis  
Interim Executive Director

August 13, 2015

Mr. James Swiger  
President and Principal-In-Charge  
WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

Dear James,

I would like to take this opportunity to express our satisfaction with Premier Bank's Flatwoods Branch. I was the Executive Vice President of the Bank of Gassaway when the branch was constructed and all of us at the Bank of Gassaway were well pleased with your design and project management of the branch.

The branch stands out from the other businesses in the area and we regularly are complimented on its appearance. The branch is very functional and it serves our customers well.

Thank you for your excellent work on the project.

**Jim McQuain**  
**Senior Vice President**  
**304-364-5138 ext 1701**  
[jimmy.mcquain@premierbankinc.com](mailto:jimmy.mcquain@premierbankinc.com)



July 16, 2015

Mr. James B. Swiger  
President and Principal-In-Charge  
WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301


Dear James,

Please consider this letter my recommendation of you and the staff at WYK Associates based on the projects completed for United Hospital Center. UHC was pleased to work with WYK on a variety of projects at our hospital facilities and we were impressed with your level of skill, professionalism, and commitment to quality. The staff at WYK exhibits a high-level of expertise in their field and was attentive to the needs of the hospital and our objectives.

United Hospital Center hired WYK Associates, Inc. to redesign two existing physician office suites in our multi-tenant facility and the jobs included a complete demolition of the existing offices. In addition to the multi-tenant building, WYK also renovated United Hospital Center's Cardiac Rehabilitation Center, Physical Therapy Suite, and Sleep Center.

I am confident that the work completed by WYK Associates, Inc. at United Hospital Center will be instrumental in better serving our patients and community and we are pleased with the results. I would be happy to recommend WYK and express my pleasure in working with the firm on the various projects at United Hospital Center. I would also welcome the opportunity to work with WYK Associates, Inc. again in the future.

Sincerely,



Geoff Marshall  
VP Support Services



**BOB TRICKETT**

**Cadillac Buick GMC Inc.**

**GMC**



P.O. Box 509, Route 50, East • CLARKSBURG, WEST VIRGINIA 26301 • (304) 624-6555

February 5, 2016

Mr. James Swiger  
President and Principal-In-Charge  
WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

To whom it may concern:

It is with great pleasure that I am writing this letter of recommendation for James Swiger and the entire WYK Associates, Inc. team.

WYK Associates, Inc, renovated the Bob Trickett Cadillac Buick GMC dealership located on old Bridgeport Hill. Throughout the entire process, WYK was available any time to answer any questions or concerns I had. WYK was able to complete our project on time and adhere to our budget. WYK had an excellent rapport with the project engineers, contractors and inspectors. Our newly renovated building is easily the most attractive building on Old Bridgeport Hill now.

James and the team at WYK are professional and courteous. I would not hesitate to recommend WYK Associates, Inc. to other car dealerships or businesses for their architectural services.

Please contact me for further information or questions.

Sincerely,

Mr. Robert W. Trickett, Owner  
Bob Trickett Cadillac Buick GMC

James B. Swiger, AIA, NCARB, LEED AP

President/Principal

WYK Associates, Inc.


205 Washington Avenue

Clarksburg, WV 26301

Salem International University has benefited from the expertise, professionalism and friendship of Mr. James Swiger for a number of years. WYK and Mr. Swiger, specifically, have aided the University in planning and execution of renovations. He has helped identify regulations and options as well. He is always mindful of financial constraints and deadlines while delivering quality work products.

He has worked with the community of Salem on a number of efforts sometime as a partner with the University, the Chamber of Commerce and others. Salem International University is pleased to recommend WYK and James Swiger for consideration for any architectural/engineering project that is under consideration. He and his team take pride in their work, and all are conscientious and professional. That reflects on his leadership.

As loyal supporters of the University and the Salem Community, Mr. Swiger and his team are community advocates that we treasure. We would be more than pleased to be contacted if further information is required.



Dan Nelant

President

Salem International University



Keith Bullion

Associate Director of Campus Operations

Salem International University



## **LEWIS COUNTY SCHOOLS**

239 Court Avenue  
Weston, West Virginia 26452  
Telephone (304) 269-8300  
Fax (304) 269-8305

---

**Superintendent**

Dr. Joseph L. Mace

February 4, 2016

**Board of Education**

Paul Derico, President  
Debbie Clem  
Sylvia McNeish  
Robert Mitchell  
Michael Monachello

Mr. James Swiger  
President/Principal-In-Charge  
WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

To Whom It May Concern:

I am writing this letter on behalf of WYK Associates, Inc. and it is my pleasure to recommend Mr. James Swiger and the WYK Associates, Inc. team.

For many years I have worked with the WYK team on multiple projects for Lewis County Schools including the construction of Peterson Central Elementary School and Outdoor Classroom; Roanoke Elementary School; Lewis County High School Bleachers; Lewis County High School Concession Stand; Robert Bland Field House Addition; and security upgrades for the Lewis County Board of Education. Lewis County Schools have greatly benefited from the skills and expertise of WYK Associates, Inc.

James and the team at WYK offer professionalism at its best and I have enjoyed working with them over the years. WYK has always offered sound architectural options while being conscientious of financial constraints. The team at WYK has always been readily available for questions or concerns and has always given Lewis County Schools superior service in a timely manner. Lewis County Schools would welcome the opportunity to work with WYK Associates, Inc. on future projects, and I would strongly recommend them to other School Boards and organizations.

Please do not hesitate to contact me for further information or questions.

Sincerely,

Dr. Joseph Mace, Superintendent  
Lewis County Board of Education



March 10, 2011

Mr. James B. Swiger, AIA  
President / Principal-In-Charge  
WYK Associates, Inc.  
205 Washington Avenue  
Clarksburg, WV 26301

Dear James:

This letter is in appreciation of all the work WYK Associates has provided to the Pocahontas County Commission and myself over the last year. I have thoroughly enjoyed working with your company and have appreciated the professionalism and dedication you have given our projects.

Due to the historic nature of the Pocahontas County Courthouse I knew there would be surprises in replacing the roof and installing an elevator. WYK was very creative in overcoming these challenges and researching alternatives that would fit within the budget of funds we had to use for this project. I have also enjoyed the consistent and timely communication you provided while I was managing the project for the County Commission. You never failed to respond to a request, and even provided direction when we were at a loss as to how to proceed.

I would highly recommend your company for other projects with local governments or in the private sector.

Thank you again for all your assistance.

*Reta Griffith*

Sincerely,  
Reta Griffith  
Former Commissioner, Pocahontas County (1998-2010)  
RR 1 Box 122A  
Marlinton, WV 24954  
304-799-4523  
[retagriffith@frontiernet.net](mailto:retagriffith@frontiernet.net)



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

205 Washington Avenue  
Clarksburg, West Virginia 26301  
Phone: (304) 624-6326 Fax: (304) 623-9858  
E-mail: wyk@wykarchitects.com

TO: Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

Mar. 20, 2022	Job # 2200000009
ATT: Joseph E. Hager, III, Buyer	
RE: Elk River Trail New HQ Building Project	

**We Are Sending You**

☐ Shop Drawings  
☐ Copy of Letter

☒ Attached  
☐ Prints  
☐ Change Order

☐ Under separate cover via \_\_\_\_\_ the following items:  
☐ Sketch ☐ Samples ☐ Specifications  
☐ Submittals ☒ via UPS

Copies	Date	No	Description
1	03/21/22	Hard Copy	Expression of Interest for New HQ and Maintenance Building - Elk River Rail Trail
3		CDs	Solicitation No. CEOI 0310 DNR2200000009 (PDF Print Ready   double-sided)
1			Designated Contact Sheet
1			Addendum Acknowledgement Form
1			Purchasing Affidavit

**These Are Transmitted**

as checked below:

☐ For Approval

☒ For Your Use

☒ As Requested

☐ For Review and Comment

☐ FOR BIDS DUE \_\_\_\_\_

☐ Furnish as Submitted

☐ Furnish as Corrected

☐ Revise and Resubmit

☐ \_\_\_\_\_

☐ Resubmittal Not Required

☐ Rejected

☐ Resubmit

☐ PRINTS RETURNED AFTER LOAN TO US

\_\_\_\_ Copies for Approval

\_\_\_\_ Copies for Distribution

\_\_\_\_ Corrected Prints

**Remarks**

WYK Associates, Inc. thanks you for the opportunity to submit a proposal on this project. We look forward to the possibility of working with you in the near future.

**COPY TO:** file \_\_\_\_\_

**SIGNED:** James B. Swiger, AIA

*If enclosures are not as noted, kindly notify us at once.*

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: WYK Associates, Inc.

Authorized Signature: [Signature] Date: 3/18/22

State of West Virginia

County of Harrison, to-wit:

Taken, subscribed, and sworn to before me this 18<sup>th</sup> day of March, 2022

My Commission expires January 21, 2026

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CEOI DEP22\*09**

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

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

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

WYK Associates, Inc.  
\_\_\_\_\_  
Company  
\_\_\_\_\_  
Authorized Signature  
3/18/22  
\_\_\_\_\_  
Date

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

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

James B. Swiger, AIA / President  
(Name, Title)  
WYK Associates, Inc.  
(Printed Name and Title)  
205 Washington Avenue, Clarksburg, WV 26301  
(Address)  
304-624-6326 / 304-623-9858 Fax  
(Phone Number) / (Fax Number)  
james@wykarchitects.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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

WYK Associates, Inc.  
(Company)

James B. Swiger, AIA - PRESIDENT  
(Authorized Signature) (Representative Name, Title)

James B. Swiger, AIA - President / Principal-in-Charge  
(Printed Name and Title of Authorized Representative)

3/18/22  
(Date)

304-624-6326 / 304-623-9858 Fax  
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