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

**State of West Virginia
 Solicitation Response**

Proc Folder: 1658243
Solicitation Description: CEOI - Master Plan 2025 Camp Dawson Training Center
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2025-04-09 13:30	SR 0603 ESR04092500000006101	1

VENDOR
 000000112161
 MILLS GROUP LLC

Solicitation Number: CEOI 0603 ADJ2500000020
Total Bid: 0
Response Date: 2025-04-09
Response Time: 13:24:05
Comments:

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

Vendor Signature X **FEIN#** **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Master Plan 2025 Camp Dawson Training Center				0.00

Comm Code	Manufacturer	Specification	Model #
81101508			

Commodity Line Comments:

Extended Description:

Provide professional architectural and engineering design services per the attached documentation.

MASTER PLAN 2025

**CAMP DAWSON
TRAINING
CENTER**

EXPRESSION OF INTEREST
PROFESSIONAL DESIGN SERVICES

April 8, 2025

Department of Administration
Purchasing Division
2019 Washington Street
East Charleston, WV 25305
Fax: 304-558-3970
David.H.Pauline@wv.gov

Subject: Re: EOI: Master Plan 2025- Camp Dawson Army Training Center

Dear Mr. Pauline:

We are pleased to submit our proposal to provide a Master Plan for Camp Dawson Training Center located at the West Virginia National Guard's Camp Dawson, near Kingwood in Preston County, WV.

Our team has been executing master plans, for the firm's entire 19-year history. The caliber of talent of the Mills Group team will be an asset to your project. Redevelopment success stories include:

- West Liberty University Master Plan- West Liberty, WV
- Davis & Elkins College Master Plan – Elkins, WV
- Preston County Master Plan- Kingwood, WV
- Berkeley Springs Depot Master Plan- Berkeley Springs, WV

These completed projects are the result of effective and clear communication between the team and the client to ensure timeliness and adherence to the project budget. We have a dedicated staff ready to assist with this project who value the design process, the importance of open and frequent communication with our clients, budgetary requirements, and project deadlines.

Scope of Work

- Visioning, existing conditions analysis, and needs/requirements identification, including growth trends, specific programmatic needs, operational requirements, vision and strategic direction
- Determine the basis of planning and the drivers for the master plan, including guiding principles, goals and objectives, development suitability, and gross level requirements program

M I L L S G R O U P O N L I N E . C O M

88 HIGH STREET
MORGANTOWN, WV 26505
304-296-1010

53 14TH STREET, SUITE 607
WHEELING, WV 26003
304-233-0048

122 E GERMAN STREET
SHEPHERDSTOWN, WV 25443
681-240-1010

102 THIRD STREET
ELKINS, WV 26241
681-264-8045

- Concept development, including formulation and evaluation of conceptual development options, delineation of evaluation criteria, resulting in the selection of a preferred development option
- Preparation and documentation of the draft and final master plan, including a phasing and implementation strategy, lease actions, and property acquisition/disposal if appropriate and relevant

Proposed Staffing Plan

Michael Mills AIA, NCARB, is the Managing Principal of the Mills Group. Michael's architecture experience ranges over three states and the District of Columbia. He will provide guidance to ensure that the projects are on time and on budget and serve as the client manager and project Principal.

Ryan Hess, AIA, LEED AP, is a Principal at Mills Group and will serve as the architectural designer and sustainability expert.

Ryan McClain, is the Director of Planning and Creative Design and will oversee the planning, mapping and graphics of the project.

Trevor Lloyd, PE is the Principal at Moonlight Engineering, a full service firm, and will be responsible for any engineering consulting needs. Experienced in designing and managing multi-discipline construction and land development projects including residential subdivisions and major commercial developments. Military experience includes completing projects in multiple countries including the United States, Europe, Africa, and the Middle East while coordinating with local jurisdictions in adverse conditions.

Methodology

Our team takes pride in the firm's reputation for producing quality designs on projects of all scales with the end goal of a completed project that meets or exceeds the client's expectations. Mills Group architects, planners and designers will draw on our reservoir of experience – gleaned over decades and multiple states – to comprehend client needs and produce a design that will lead to success at every step. We can also be relied on to keep all pertinent stakeholders abreast of developments. We pride ourselves on having open and transparent conversations with our clients to ensure they are involved throughout the entire design process. The end goal is to work with the Camp Dawson facilities management team, and all other stakeholders to deliver a strategic plan for the master plan.

Our first step is to facilitate comprehensive conversations with all the relevant stakeholders coupled with site visits to assess conditions and develop a defined scope of work.

Once we have a defined scope, we will then be able to provide a complete construction estimate for the project. This will give us the basis needed to propose a definitive timeline for major project milestones. Sustainability and preservation assessments, code, life safety and zoning evaluations will follow. Precedent and product research will lead to design concepts, construction documents, and bidding and negotiations. Supervising the construction will be the culmination of all of this work in later phases.

The overarching methodology to achieve the projects objectives as agreed upon by the client are summarized in the following bullet points:

- Research the site and its context
- Observe existing conditions
- Analyze then identify issues and opportunities
- Develop alternatives
- Make recommendations and create a solution
- Assemble construction documents
- Provide assistance with bidding and execute construction observation

For Mills Group, the ROADMAP is a critical path to achieve the success of any project. The process outlined above is subject to change based upon phasing of the work to be performed. Mills Group will work with the Camp Dawson facilities team to determine appropriate phasing of different scopes, as to not greatly disrupt the function of the existing facilities.

Please find attached our firm and team member resumes, along with examples of our work.

We would be honored to aid the Camp Dawson Army Training Center with the master planning effort . Should you have any questions, please feel free to contact me at 304-296-1010 or email me at mmills@millsgrouponline.com.

Sincerely,

A handwritten signature in black ink that reads "Michael Mills". The signature is written in a cursive, flowing style.

Michael Mills, AIA
Managing Principal

QUALIFICATIONS



MILLS GROUP

ARCHITECTURE ■ PLANNING ■ PRESERVATION

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

LOCATIONS:

88 High Street
Morgantown, WV 26505
304.296.1010

53 14th Street, Suite 607
Wheeling, WV 26003
304.233.0048

122 E German Street
Shepherdstown, WV 25443
681.240.1010

102 Third Street
Elkins, WV 26241
681.264.8045

SITE:

millsgrouponline.com

For more than 18 years, the architects, designers, planners and historians of the Mills Group have collaborated with our clients to improve communities through the latest design techniques while preserving the rich architectural character of the past. This blend of modern technology and story-telling makes for timeless, inspired design.

We know that the most successful projects are built on collaboration with our clients, team and partners. Open and honest communication combined with a detailed site plan that accounts for all potential variables is key to success. We look to the region's architectural heritage for inspiration to celebrate the best of the past and to promote economic vitality for the future.

Mills Group specializes in both public and private projects. Our public clients include cultural agencies, development offices, municipalities, schools, and non-profits. Other architects and engineers, developers, homeowners, and business owners are among our private clients.

We are committed to designing with our clients, not for our clients. Understanding and respecting your needs, schedule and budget are of the highest priority to us. We are also committed to understanding the history of the building or place and how that plays into the design. These contextual concerns make all the difference in creating truly special places.



Mills Group maintains offices in Morgantown, Wheeling, Elkins, and Shepherdstown, West Virginia. Our new office in downtown Morgantown is a reflection of our commitment to community and the adaptive re-use of existing buildings; the team works closely together to create truly special places for our clients and their communities.

Architecture

COMMERCIAL
RESIDENTIAL
PUBLIC

Planning

ENABLE
EXTEND
ENHANCE

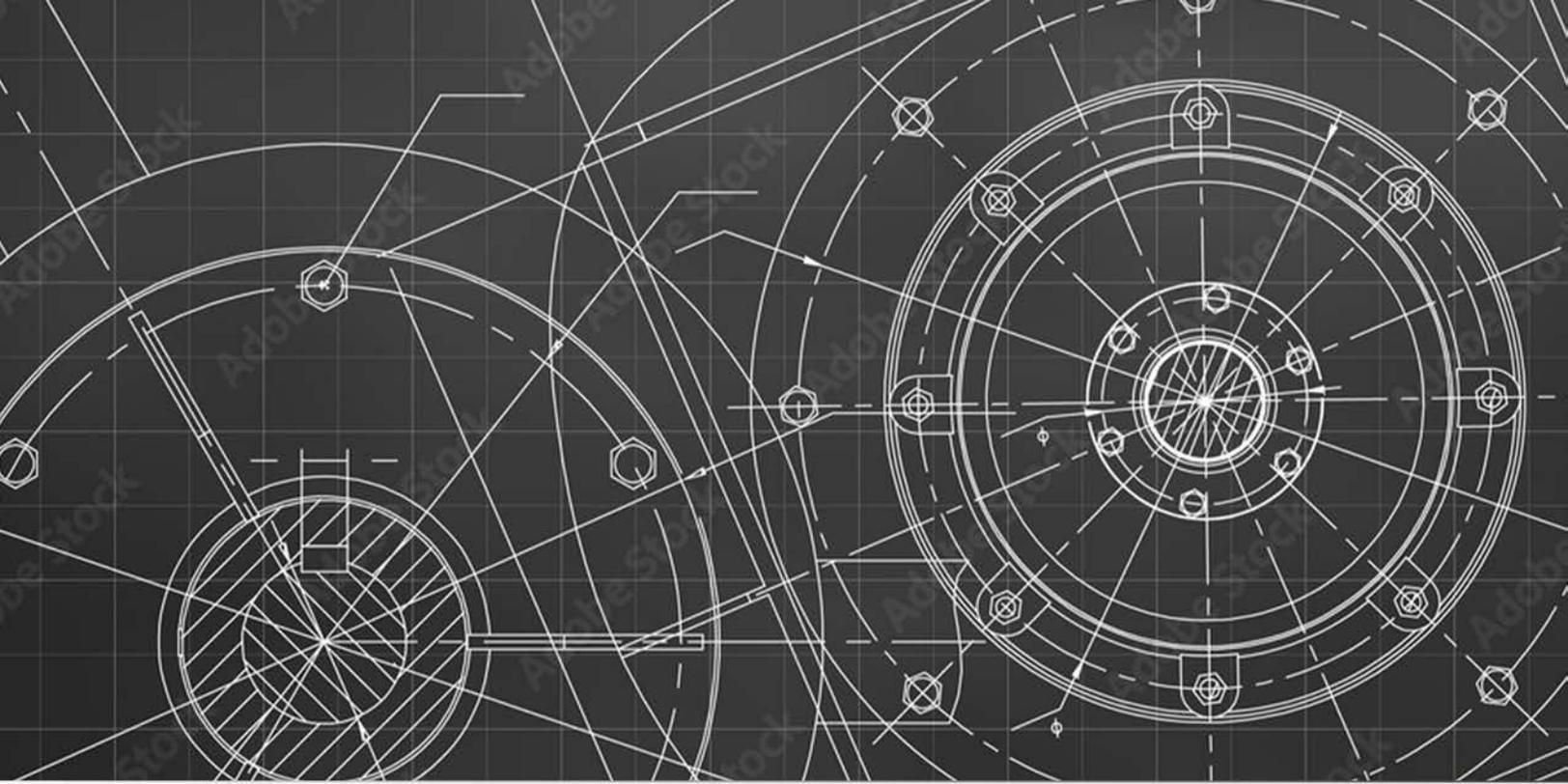
Preservation

REVITALIZE
REHABILITATE
CONSULT

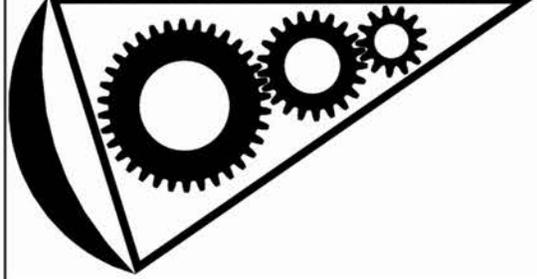
Mills Group has a holistic focus in architecture, assisting clients with residential, commercial, public, and interior designs. We work with our clients to create structures that improve their lives and their communities. Every project is developed with an emphasis on traditional design principles, vernacular design influences, and long-term sustainability.

Our clients entrust us with creating a well-researched and detailed plan that will foster a rich and engaging environment for people to live, work, and play. We carefully consider the complex interaction of functional, economic, and social needs of our clients, while also providing the needs of the site's users.

Buildings tell the story of our past and each building provides a unique set of requirements and conditions to share that story. Sensitive and responsible preservation and restoration work must be responsive to the historic significance of the building. We perform historical research and assess existing conditions, and we compile our findings into a comprehensive feasibility study and/or historic structures report for the owner to implement planning for the next phase of use for the building.



MOONLIGHT ENGINEERING



LOCATION :

424 Landmark Estates
Jane Lew, WV 26378
Ph: 304.989.1723

SERVICES

PERMITS

- o WV DEP permits
- o Floodplain permits
- o DOH Entrance permits
- o Groundwater protection permits
- o DNR watercourse permits
- o USACE permits
- o Health Department permits

EXISTING CONDITION MAPS

- o Drainage areas
- o Existing Structures
- o Contours
- o Stormwater paths
- o Benchmarks
- o Public Transport availability
- o Adjoiner information
- o Historic areas or features
- o Existing utilities

PROPOSED SITE PLANS

- o Lot layout and setbacks
- o Grading and drainage
- o Driveways
- o Open space
- o Conservation easements
- o Land use maps
- o Parking
- o Pedestrian facilities
- o Recreational facilities
- o ADA facilities
- o Road Plan and Profiles

WATER

- o Connection with existing mainline
- o Mainline extension design
- o Distribution network design
- o Pressure and flow calculations
- o Well location map

SANITARY SEWER

- o Connection with existing mainline
- o Mainline extension design
- o Sanitary sewer network
- o Pump station design

EROSION AND SEDIMENT CONTROL

- o Sequence of construction
- o Silt fence and diversion ditch design
- o Pre-treatment facilities
- o Best management Practices structures
- o Rip-rap design
- o Geosynthetics

FLOODPLAIN

- Commercial landscaping plans
- Lighting plans
- Street Signage and Pavement marking plans

STORM SEWER AND STORMWATER MANAGEMENT

RESUMES



Michael Mills

AIA, NCARB

MANAGING PRINCIPAL

EDUCATION

BS, BARCH / 1993 / RENSSELAER
POLYTECHNIC INSTITUTE

PROFESSIONAL REGISTRATIONS

WEST VIRGINIA
VIRGINIA
OHIO
PENNSYLVANIA
MASSACHUSETTES
NORTH CAROLINA
NEW HAMPSHIRE
VERMONT

BIOGRAPHY

Mr. Mills leads all facets of the daily operations of the Mills Group. He has over 25 years of experience in historical preservation, architectural design, and planning. Through his extensive work with historic structures, he has a detailed working knowledge of the Secretary of the Interior's Standards for Historic Preservation Projects. His work includes interior and exterior preservation, window restoration, foundation waterproofing, roof repair, integration of MEP systems in a historic structure and the design of interpretive exhibits for historic structures. The other aspects of his work include historic design guidelines, contextual design of new structures, and the issues related the revitalization of main streets across the country.

EXPERIENCE

The Highlands- Triadelphia, WV

The multifaceted Highlands project consists of master planning and project implementation of a 1,000 acre multi-use site. The project includes a theater, office and retail building, and college business and education center. Several parcels include lodging and food services accessed by efficiently designed vehicular, pedestrian and utility infrastructure. The completed project yields approximately 400,000 sq. of retail, office, restaurant and entertainment venues along with numerous site amenities.

Preston County Commission Sheriff's Master Plan- Kingwood, WV

Mills Group was hired to create a master plan for the current and future needs of the Sheriff's Facility in Kingwood, WV. The completed plan spatially conveyed both interior and exterior space as it related to the operations of the Preston County Sheriff's Office. Utilizing analysis of operating requirements, along with site visits, field measurements, review of county documents, and collaborative team meetings, Mills Group created a 10-15 year masterplan to allow for and facilitate growth within and beyond the existing facility.

Berkeley Springs Master Plan – Bath, WV

The Town of Bath asked the Mills Group to design the rehabilitation plans for the historic Berkeley Springs Depot. The depot is an important local architectural landmark that symbolizes the bustling, thriving center of activity that once emanated from the railroad serving the town. The rehabilitation includes the stabilization and restoration of the clay tile roof as well as master planning of the adjoining 2.1 acre site. The Mills Group researched historic maps and photographs to produce a three-dimensional understanding of the train depot and how it changed over time as well as a conceptual site layout.



Ryan Hess

AIA, LEED AP

PRINCIPAL / SUSTAINABILITY

EDUCATION

WEST VIRGINIA UNIVERSITY:
BS / CIVIL & ENVIRONMENTAL
ENGINEERING

WEST VIRGINIA UNIVERSITY:
MBA / BUSINESS ADMINISTRATION

CARNEGIE MELLON UNIVERSITY:
MS, ARCHITECTURE

PROFESSIONAL REGISTRATIONS

MARYLAND
USGBC

BIOGRAPHY

Ryan Hess has over 15 years of experience and serves as a principal for Mills Group, where he is responsible for leading the office in the sustainable design market and serves as our expert on LEED projects. He is also a member of the United States Green Building Council. As such, he pursues client opportunities, manages projects, and incorporates sustainable principles into collaborative and holistic design, within commercial, institutional and residential markets. Ryan has also improved the efficiency of the office through in-house project management. Additionally, Mr. Hess volunteers his time lecturing students interested in pursuing a career in architecture, mentors architectural interns as well as serves on various city redevelopment committees and boards.

EXPERIENCE

The Landing Dental Spa - Morgantown, WV

This keystone building in the Cheat Landing development serves as a new location for a growing dental practice in Morgantown, WV. The clean, angular structure is sited amongst other community amenities including a large church, two housing developments, businesses, retail, and food service. The modern aesthetic integrates the outdoors and provides for an interior of clean lines and coordinated color palettes. During visits, patients welcome the natural light, relaxing waiting area, and views of the outdoors, while experiencing gentle care from the practitioners.

WVU Greek Master Plan - Morgantown, WV

West Virginia University Greek Fraternities and Sororities have identified a need for strategic planning of existing and future facilities. Initiating current chapter presidents, alumni, University and City officials, and local landowners, this preliminary plan outlays the feasibility of such efforts for WVU and the community.

Pi Beta Phi Sorority House - Morgantown, WV

Mills Group was hired by the Pi Beta Phi Fraternity Housing Corporation and CSL Management to update the kitchen, dining area and bathrooms for the Pi Beta Phi Sorority House in Morgantown, WV. The new dining room layout is complete with wall enhancements, new LVT Flooring, updated lighting, dining and banquet seating, wood blinds, and new cabinets. The addition of a separate serving area was designed into the new space as well. The kitchen was completely renovated with all new kitchen equipment, exhaust system, quarry tile floors and janitors closet. The renovation of the public and private bathrooms for the 40 residents were completed in two phases. The renovated bathrooms have white tile walls, quartz countertops, frosted glass showers, ceramic tile walls, backlit, anti-fog mirrors and custom toilet partitions.



Ryan McClain

sUAS PILOT

DIRECTOR OF CREATIVE DESIGN & PLANNING

EDUCATION

BS / LANDSCAPE
ARCHITECTURE / 2006 /
WEST VIRGINIA UNIVERSITY

BIOGRAPHY

Ryan has over 15 years of experience in landscape design, planning, and graphic visualization. He is well-versed in a multitude of graphic outlets and presentation methods including 3D modeling, CAD drafting, animation software, digital illustration, photography and photo simulation, interactive documents, and hand drawn renderings. Leveraging these abilities, Ryan has been a strong team member and graphic leader on projects spanning from traditional landscape design and planning to large-scale visioning projects, master planning and research efforts, and marketing campaigns. Other areas of his work include urban planning and redevelopment, humanitarian site design, recreational park and trail planning, branding and logo design, and wayfinding/signage layout. Ryan was the lead graphic designer for the SMPS Arizona Award of 2016 for “Best Corporate Identity” and the rebranding effort involved.

EXPERIENCE

Washington County Fairgrounds– *Washington, PA*

Planned and designed new fencing systems and entryway gate features for the existing Agricultural Fairgrounds. Project services provided consisted of aerial photography and site analysis, base plan preparation, product material research, fencing/hardscape/landscape design, lighting details, signage design, and schematic level phasing and specs. Site visits and Construction Administration were also included in the project scope.

Davis & Elkins College Myles Plaza Design & Master Plan – *Elkins, WV*

Conducted several site visits and analysis of the Myles Plaza as it relates to the Hermanson Building and the chapel found on site. Designed and modeled a new plaza that responds to the aesthetic of the future Hermanson Building redesign as well as the placement of the chapel. New additions and design elements included reducing the existing rectangular hardscape area with long, sweeping pathways and circuitous pedestrian flow, additional green space and seating areas, improved landscape design and shade elements, water features, terraced seating, and specially arranged areas meant to honor artscape features and sculptures. Spherical and stereoscopic renderings were created and incorporated into the client review process to allow for a realistic take on how the space would feel in a virtual environment.

Actors Guild of Parkersburg – *Parkersburg, WV*

The Actors Guild was awarded a matching grant from the WV Division of Culture and History to begin multi-phased renovations upgrade to the historic theater. Phase I involves expanding restroom facilities and installing an elevator base. Phases II and III call for expansion of the lobby, completing the elevator installation, moving the main entrance and refurbishing the rehearsal hall.

EXPERIENCE



Berkeley Springs Depot Master Plan

LOCATION : Berkeley Springs, WV

CLIENT : Town of Bath

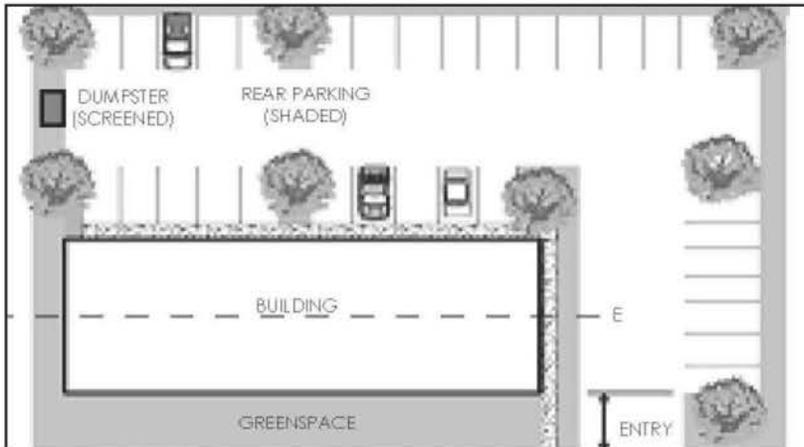
SERVICES : Master Planning

CONSTRUCTION VALUE :

N/A

As part of a Department of Highways grant, Mills Group designed a master plan for the adaptive reuse of the historic railyard at Berkeley Springs, WV. Utilizing the train depot as a new trailhead for a new rail-trail planned to connect to Berkeley Springs, the master plan includes restrooms and trail amenities along with parking and a spacious public event area. A new covered marketplace pavilion for music performances and events, along with sight and sound screening from the adjacent highway, illustrate the potential of the site as a nexus of community activity.

The plan also incorporates a fountain modeled after a railroad water stop, a bioswale, and water retention area, paying homage to the history of water in Berkeley Springs. Mills Group created a promotional simulation video illustrating the future of the site for fundraising and promotional purposes.



Preston County Master Plan

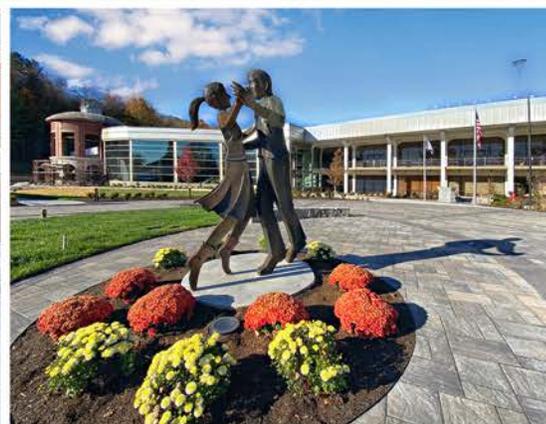
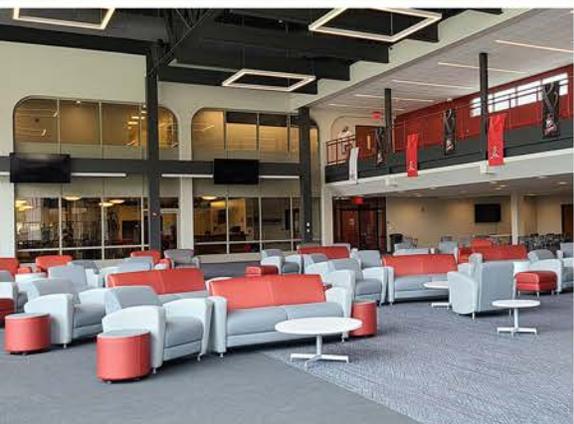
LOCATION : Kingwood, WV
CLIENT : Preston County Commission
SERVICES : Master Planning
CONSTRUCTION VALUE : N/A



The Preston County Commission asked the Mills Group to master plan a property adjacent to the Preston County High School that would allow for smart growth. Mills Group began the project by researching the future wants and needs of the County Commission. Their vision included creating a dynamic economy, diverse neighborhoods as well as an efficient transportation center. Once our team had a solid understanding of the commission’s goals, Mills Group developed a plan which encompassed those needs as well as incorporated sustainable design into the project.

The Poor Farm property was planned to include a large greenspace, an independent living facility, six building sites over 15,000 square feet in size as well as an existing 911/Emergency Operations Center, which Mills Group designed following LEED Silver criteria. The overall master plan design incorporated sustainable research into the placement of the buildings using sun studies to orient the proposed building lots.

As part of this study, Mills Group also designed lot development standards, landscape guidelines, road and public standards and building design guidelines to provide a cohesive appearance to the development. These guidelines were to aid the commission in developing a brand and standards for future development. They serve as a protective covenant to encourage good design and attract investment.



D&E College: Myles Center for the Arts & Myles Plaza

LOCATION : Elkins, WV

CLIENT : Davis & Elkins College

SERVICES : Schematic Design, Design Development, Conceptual Design, Construction Documents, Bidding and Negotiation, Construction Administration

CONSTRUCTION VALUE :

\$6.6 Million



Mills Group provided full services for the \$6.6 million expansion and renovation project to Myles Center for the Arts on the campus of Davis & Elkins College. Funded by D&E Trustee Emerita June Myles, the project called for a more than 6,000-square-foot glass enclosed addition which nearly doubles the size of The Joni and Buck Smith Arts Forum providing a 350-seat event space. Additional design elements included a two-story stone and brick rotunda main entrance, and the installation of an elevator and balcony, new restrooms and a warming kitchen.

Myles Plaza underwent a complete renovation as well. Following curvilinear lines inspired by musical influences, the space features walking paths, grassy areas, sections for conversations and a tiered seating area that can be used as an outdoor classroom and event space. The stone Vietnam Veterans Memorial honoring D&E alumni who gave their lives has been relocated. A 10-foot-tall sculpture of bronze cast dancers commissioned by Myles accentuates the plaza.

Myles Center for the Arts and Myles Plaza is featured as an Outstanding Design in the 2021 *American School & University Architectural Portfolio*.



West Liberty University Master Plan

LOCATION : West Liberty, WV
CLIENT : West Liberty University
SERVICES : Master Planning
CONSTRUCTION VALUE :
 N/A

Mills Group was tasked to work alongside the college's Planning Advisory Committee to analyze and build upon previous Master Planning reports while also investigating the current conditions of the campus. The process of combining and synthesizing our current campus analysis with long and short-term goals from the Committee helped us understand how to tailor our design recommendations in a manner which was action-oriented and time-sensitive.

The Master Planning process is comprised of three major components: analysis, design and production. With reviewing campus history, studying previous planning efforts and current site inventory and analysis is the sum of the analysis component. The design component includes site modeling, graphic analysis and data synthesis while the production component includes design/plan solutions, coordination and review, and master planning document.

The core planning team was comprised of architects, designers, and planners from Mills Group alongside the WLU Planning Advisory Committee. The Committee provided Mills Group with initial direction, review meeting sessions, and overall implementation advice.

REFERENCES



REFERENCES

Susan Pierce

Director of WV State Historic Preservation Office

WV Division of Culture and History
The Cultural Center
1900 Kanawha Blvd
Charleston, WV 25305
Ph. 304-558-0240
susan.m.pierce@wv.gov

Nate Raybeck

Preston County Commission Administrator

2106 W. Main Street
Suite 202
Kingwood, WV 26537
Ph. 304-329-1805
nraybeck@prestoncountywv.org

Damien Davis

City of Morgantown

389 Spruce Street
Morgantown, WV 26505
Ph. 304-284-7398
ddavis@morgantownwv.gov

John Newton

Actors Guild of Parkersburg

724 Market Street
Parkersburg, WV 26101
Ph. 304-485-1300

Al Tomson

Mayor of Davis

505 William Avenue
Davis, WV 26260
Ph. 304-259-5302
alan.thompson@gmail.com

Annette Gavin Bates

Jefferson County Convention & Visitors Bureau

37 Washington Court
Harpers Ferry, WV 25425
Ph. 304-535-2627
annette.gavin@jccvb.com

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.

(Printed Name and Title) Michael Mills, Managing Principal

(Address) 88 High Street, Morgantown, WV 26505

(Phone Number) / (Fax Number) 304-296-1010

(email address) mmills@millsgrouponline.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Mills Group LLC

(Company) 

(Signature of Authorized Representative)

Michael Mills, Managing Principal

(Printed Name and Title of Authorized Representative) (Date)

304-296-1010

(Phone Number) (Fax Number)

mmills@millsgrouponline.com

(Email Address)