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Header @ 1

[General Information](#) | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 1732668

Procurement Type: Central Purchase Order

Vendor ID:

Legal Name: MILLER ENGINEERING INC

Alias/DBA:

Total Bid: \$0.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

SO Doc Code: CEOI

SO Dept: 0603

SO Doc ID: ADJ2600000002

Published Date: 7/28/25

Close Date: 8/11/25

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 1

Total of All Attachments: 1



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: 1732668
Solicitation Description: Camp Dawson Building 202 Renovation
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2025-08-11 13:30	SR 0603 ESR08112500000000760	1

VENDOR
000000229419
MILLER ENGINEERING INC

Solicitation Number: CEOI 0603 ADJ2600000002
Total Bid: 0
Response Date: 2025-08-11
Response Time: 08:56:02
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	Camp Dawson Building 202 -Renovation				0.00

Comm Code	Manufacturer	Specification	Model #
81101508			

Commodity Line Comments:

Extended Description:

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



Expression of Interest
Camp Dawson Building 202 Renovations
Kingwood, WV
CEOI ADJ2600000002
11 August 2025



Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Table of Contents

A Letter from Our Owner

TAB 1:	Firm Qualifications
	Miller Engineering, Inc. Firm Profile
	Craig Miller, PE
	Travis Taylor, PE
	Tyler Trump
	Rowan Barto
	Montum Architecture Firm Profile
	Tom Pritts, AIA
	Jordyn Henigin
	Arrow Engineering Firm Profile
	Carol Stevens, PE
	Mike Howell, PE
	Ashbee Sykes, PE SE
	Phillip Bailey, PE
	Alex Yoder
	Zachary Howell
	Certifications and Degrees Applicable to This Project
TAB 2:	Project Organization
	Staffing Plan
	Organization Chart
TAB 3:	Experience
	USPFO Buckhannon Restroom Renovations
	Mountaineer Challenge Academy Maclin Hall
	WV Building 22 Second Floor Upgrades
	Camp Dawson FMS4 Fire Protection
	Blackwater Falls Lodge Renovations
	Bridgeport FWAATS Restroom Renovations
	Mineral County Facility Renovations & Additions
	Short Gap VFD
	Bridgeport Fire Department
	Spencer Middle School
	Robinson Grand Theatre
	Similar Projects Budget Delivery History
	Similar Projects Deadline Delivery History
	References

TAB 4: Methodology
 Project Approach & Methodology

TAB 5: Project Forms
 Signed EOI Forms

The Miller Engineering Difference



We are very pleased to submit our response for the Camp Dawson Building 202 Renovations project. We have elected to submit as prime due to MEI's past history working with the WVANG as a prime consultant. MEI has operated in this role many times before for WVANG, including the MCA South Kitchen HVAC Renovations and the Patriot Gardens Electrical Design projects. We are currently the prime consultant for other Camp Dawson projects including the RTI Chiller & Hot Water Repairs, FMS4, and the Building 301 projects. We have also served as the prime consultant on many other projects for various clients and state agencies.

We're not your typical MEP firm; we ensure our designs meet very specific, time-tested criteria, including but not limited to being constructible, operable, and maintainable. We want to set up our clients to be self-sufficient, but we work to be available every step of the way.

Every project we do has a particular set of standards which we must apply, and this is no exception. We see our diversity of previous work as an advantage as we do not use "cookie cutter" design or presume we have all the answers when we start.

Our hands-on staff takes great pride in their construction and operations backgrounds, which help us visualize the project as it would be built instead of just lines on paper. We don't sit clients down and lecture to them about what they're going to get; we listen to them so we can strive to deliver exactly what they want and need. It costs too much time and money (for both our clients and us) to not deliver exceptional service every single time, and we work tirelessly to keep projects on time and on budget. We're proud to say that our change order percentage over the last 10 years is less than 0.1%, and that's not just a statistic; it's a proclamation of our commitment and determination to make sure things are done right the first time, every time.

While MEI's portfolio covers all types of construction, the majority of our projects are focused on renovations. MEI has successfully delivered renovations to Bridgeport FWAATS and the Buckhannon USPFO locker and restroom spaces along with HVAC renovations to Mountaineer ChalleNGe Academy South Maclin Hall. We have also completed renovations to other state facilities including the Blackwater Falls, Hawks Nest, and Cacapon state park lodges. To provide architectural design for the renovation, MEI has decided to bring Montum Architecture as part of the design team. Montum has also successfully delivered many renovations including several for the WVANG. Providing structural evaluation and design services will be Arrow Engineering. MEI, Montum, and Arrow as a design team have completed several renovation projects including the previously mentioned Camp Dawson FMS 4 project in addition to many of the WVANG projects completed with either MEI or Montum as the lead consultant.

We encourage you to contact any of our references to gauge our level of commitment, not only through design but continuing through construction administration, and beyond the warranty period.

I would like to personally thank you for affording Miller Engineering the opportunity to propose on for the Camp Dawson Building 202 Renovations project and we look forward to the chance to discuss the project in an interview.

Best Regards and Good Luck on the Project,

A handwritten signature in blue ink, appearing to read "Craig Miller", with a stylized flourish extending to the right.

Craig Miller, PE
President/Owner
Miller Engineering, Inc.



TAB 1 –FIRM QUALIFICATIONS





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 14 years Miller Engineering, Inc. (MEI) has engineered solutions for over \$23.2M 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
AddressVoice/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





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

- Morgantown High School Area 4 HVAC Renovations
- WVU Life Sciences Building and Student Recreation Center – Owner's Engineer
- WVANG Bridgeport FWAATS Restroom Renovations
- ChalleNGe Academy Maclin Hall Make Up Air Unit Replacement
- Advanced Surgical Hospital
- Camp Dawson FMS4 Fire Protection
- Chief Logan Lodge HVAC Renovations
- WVANG Child Development Center HVAC Upgrades
- Cacapon Lodge Addition & Renovations

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



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. These include local ASHRAE classes in addition to classes on electrical systems, and also steam systems through Shippenburg Pump Company. 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

- WVANG Bridgeport FWAATS Restroom Renovations
- WVANG USPFO Buckhannon Restroom Renovations
- Camp Dawson FMS4 Fire Protection
- WVANG Jackson County AFRC Canopy
- WV State Building 25 (Piping, HVAC, Lighting)
- Mineral County Commission Facility Additions & Renovations
- Blackwater Falls Lodge Renovations
- WVANG Child Development Center HVAC Upgrades
- Huntington Floodwall Automation

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, Maryland
- OSHA 10-hour Course: Construction Safety & Health



Tyler Trump

Tyler joined Miller Engineering in August 2022. A recent graduate of West Virginia University, he has been eager to learn the means and methods of MEP consulting. Tyler assists the MEP design team with design calculations and is rapidly learning design software such as Autodesk REVIT and Hourly Analysis Program by Carrier. He is also learning construction administrations along with building, electrical, and plumbing codes and standards. Tyler is currently preparing to take the Fundamentals of Engineering Exam.

Project Role: Junior Engineer

- *Design Calculations*
- *Drafting of MEP Systems*
- *Assist with Construction Administration*

Professional Project Highlights

- Cass Scenic Railroad State Park Campground
- Lost River Campground
- WVANG Child Development Center HVAC Upgrades
- USPFO Buckhannon Restroom Renovations
- WV Building 25 Lighting Upgrades
- Ronald McDonald House Morgantown Addition & Renovations
- McKeever Lodge Boiler Replacement
- Chief Logan Lodge HVAC Renovations
- ChalleNGe Academy Maclin Hall Make Up Air Unit Replacement
- Patriot Gardens Electrical Design

Professional History

2022- Present Miller Engineering, Inc. MEP Designer

Education

2022 West Virginia University, BS - Mechanical Engineering

Licenses and Certifications



Rowan Barto

Rowan joined Miller Engineering in June 2025 as a recent graduate of West Virginia University. Eager to grow in the field of MEP consulting, she supports the design team by performing design calculations and is quickly gaining proficiency in industry-standard software such as Autodesk Revit and Carrier's Hourly Analysis Program. Rowan is also developing her knowledge of construction administration as well as building, electrical, and plumbing codes and standards. She is currently preparing to take the Fundamentals of Engineering exam.

Project Role: MEP Designer

- *Design Calculations*
- *Drafting of MEP Systems*
- *Assist with Construction Administration*

Professional Project Highlights

- WVAW Eastern Operating Area Field Services Building
- Potomac Valley Hospital OR, PACU, Life Safety Renovations
- Camp Dawson FMS4
- Garrett Regional Medical Center LINAC Renovations

Professional History

2025- Present Miller Engineering, Inc. MEP Designer

Education

2025 West Virginia University, BS - Mechanical Engineering

Licenses and Certifications

Montum Architecture, LLC Firm Profile

Who We Are.

Montum Architecture, LLC was founded in 2017 to provide architectural design and consulting services. Montum Architecture is a Limited Liability Corporation filed in the state of West Virginia. The company is also registered in the State of Maryland as a foreign LLC. Montum is staffed by a licensed principal architect and a design professional. They work manage projects together, from conceptual to construction administration, allowing the utmost coordination of building plans and specifications with minimal potential for miscommunication.

Our Services

Government	Planning
Institutional	Building Assessment
K-12 schools	Architectural Detailing
Higher Education	Specification Writing
Multi-Dwelling	Contract Administration
Medical	Design/Bid/Build
Retail	Renovation
Emergency Services	Renderings
Automotive	Life Safety Evaluations
Financial	Design/Build
Warehouse	Project Management

Why Choose Us.

Communication

Tom Pritts will be the primary point of contact for Montum's architectural services. Montum will manage communication with the Owner, Contractor, and sub-consulted team of members on this project.

Project Budget

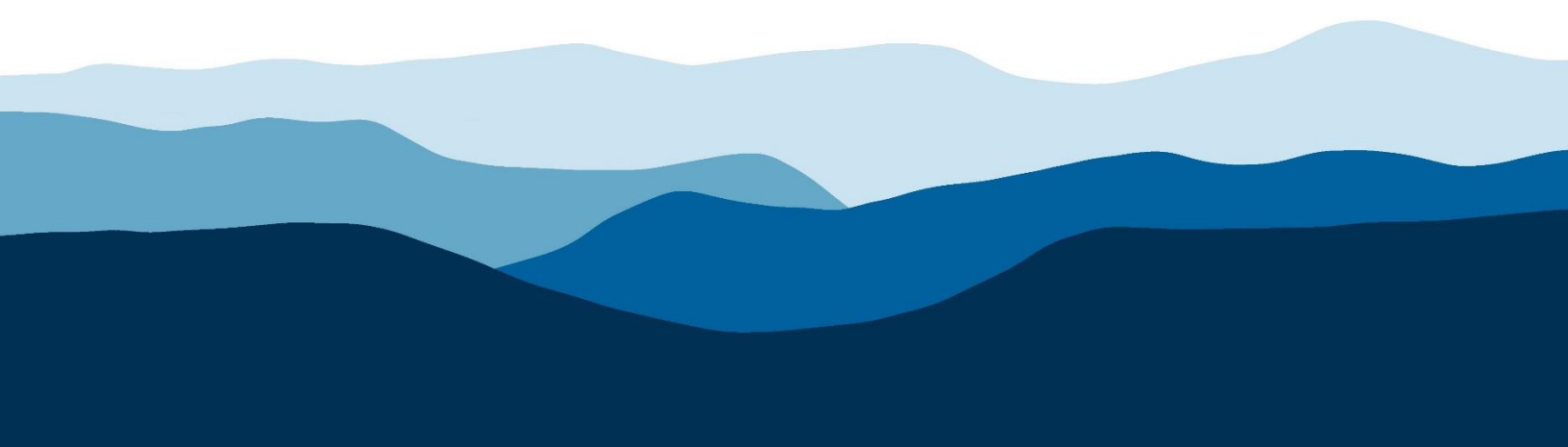
Previous work experience has shown a consistent +/-2%bid-to-budget ratio.

Project Schedule

Montum will monitor and adjust the design tasks in order to complete the design work in the established timetables. They will also work diligently during project construction to maintain the contractual constraints placed as part of the contractor's bid.

Design Software

Montum utilizes Autodesk Revit for all design projects incorporating three-dimensional modeling and parametric reporting. Existing condition documentation includes drone imaging, 360 camera shots, and handheld LiDAR telemetry.





Thomas Pritts, AIA, LEED-AP, CSI-CCS

Tom founded MontumArchitecture in 2017. He has more than 15 years experience in design, specification, and project management. During his former employment, Tomhas designed and managed dozens of built projects.His experience encompasses a wide range of projects including K-12 and higher education facilities, financial Institutions, emergency services buildings, and automotive dealerships. A native of Mineral County, Tom is member of the West Virginia Chapter of American Institute of Architects and was involved in the establishment of the US Green Building Council's West Virginia chapter. He is highly skilled in the design of complex building systems, technical construction detailing and specifying, and construction contract administration. These skills were critical in the development and maintaining of many multi-year, multi-project relationships with Clients in his previous employment.

Project Role: Relationship Manager – Primary Point of Contact

- Principal in Charge
- Design and Project Management
- Concept and Construction Design
- Quality Assurance and Control

Professional History

2017- Present	Montum Architecture	Architect
2004-2017	Alpha Associates	Associate and Architect
2003	Marshall Craft Associates	Architectural Intern

Education

2004	Virginia Tech	Bachelors of Architecture
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Licenses and Certifications

- Licensed Architect (West Virginia, Maryland)
- NCARB Certificate
- Construction Specifier Institute – Certified Construction Specifier
- LEED-AP Certified
- Part 107 Remote Pilot
- 30-hour OSHA Card

Associations and Memberships

- American Institute of Architects
- Mineral County Chamber of Commerce – 1st Vice President

Professional Project Highlights

- Potomac State College – Bachelor of Nursing Renovation
- Wyoming East High School HVAC Renovation – Wyoming County Schools, WV
- Mountainview and MTEC HVAC Renovation – Monongalia County Schools, WV
- Berkeley Springs State Park – Pool Bathhouse Roof Replacement
- Berkeley Springs State Park – Old Roman Bath Renovation
- Blackwater Falls State Park – Boiler Room Renovation
- Our Lady of the Mountains Parish – Bathroom Renovation
- Mountain View Assembly of God – Rec Hall Ceiling Design



Professional Project Highlights (former employment built projects)

- Potomac State College – ADA Connector Building, Church-McKee Plaza, Shipper Library Façade
- WVU Engineering Sciences Building – East Wing Addition, 10th Floor Fit-Out, Basement Renovation
- WVU Engineering Research Building – G07 & G08 Renovation
- WVU Equine Education Center
- WVU College of Physical Activities and Sports Sciences/ Student Health Center
- WVU Center for Alternative Fuel Engines and Emissions
- WVU Colson Hall Water Infiltration Repairs
- WVU Mountainlair Water Infiltration Repairs
- WVU Chemistry Research Laboratories Fit-Out
- WVU Creative Arts Center Wheelchair Lift
- Alderson Broaddus University –Pyles Arena Deck Replacement
- Glenville State College –Morris Stadium Skybox
- Washington High School, Jefferson County Schools, WV
- Pineville Elementary School, Wyoming County Schools, WV
- Huff Consolidated School, Wyoming County Schools, WV
- Aurora School Addition, Preston County Schools, WV
- Riverview High Field House Design-Build, McDowell County Schools, WV
- Safe School Entries, Monongalia County Schools, WV
- Morgantown High Elevator, Monongalia County Schools, WV
- 2010 Comprehensive Education Facilities Plan- Monongalia County Schools, Wyoming County Schools
- Clear Mountain Bank Branches, Oakland, MD - Reedsville, WV - Kroger-Sabraton, WV
- Grant County Bank, Petersburg, WV
- Fairmont Federal Credit Union, Bridgeport, WV
- Freedom Ford, Kia, and VolkswagenAutomotive Dealerships, Morgantown and Clarksburg, WV
- Jenkins Subaru Addition, Bridgeport, WV
- Elkins Fordland Renovation - Elkins Chrysler Dealership, Elkins, WV
- Harry Green Nissan Design-Build, Clarksburg, WV
- Cool Green Automotive Addition and Renovation, Shepherdstown, WV
- Veteran’s Affairs – OI&T Office Fit-Out, Shepherdstown, WV
- OPM, Eastern Management Development Center Addition, Shepherdstown, WV
- National Energy Technology Laboratory – Building B-8 Roof Replacement, Morgantown, WV
- US Coast Guard – Conference Room Renovation, Martinsburg, WV
- Eastern Panhandle Transit Authority Addition, Martinsburg, WV
- Cacapon State Park – Old Inn HVAC and Interior Renovation
- WV National Guard - Armory Office Fit-out, Parkersburg, WV
- South Berkeley Fire Station, Inwood, WV
- Jefferson County Emergency Services Agency – New Headquarters
- Berkeley County Ambulance Authority – South Station Renovation and Addition
- Poolhouse Renovation, McMechen, WV
- Community Center, Ridgeley, WV
- Wastewater Treatment Plant Renovations, Martinsburg, WV
- Public Works Building, Fairmont, WV
- Oatesdale Park Little League Fields, Martinsburg, WV
- St. Luke Canopy Replacement, Morgantown, WV
- Freshwater Institute – Aquaculture Building, Shepherdstown, WV
- Clarion Hotel Renovation, Shepherdstown, WV
- Shenandoah Village Apartments – Façade and Deck Replacement, Martinsburg, WV
- Regional Eye Associates/ Surgical Eye Center, Morgantown, WV
- Bavarian Inn – Infinity Pool/ Pool Bar, Shepherdstown, WV



Jordyn Henigin, M.Arch

Jordyn joined Montum Architecture in May 2020. A recent graduate of Fairmont State University, She has been eager to enhance her skills in the business field and develop a stronger knowledge of architectural design principals and methods. Jordyn is in the process of perusing her goal to becomea licensed Architect.

Project Role: Design Professional

- Concept and Construction Design
- Building Information Modeling – Revit
- Architectural Rendering - Lumion

Professional History

2020- Present	Montum Architecture	Design Professional
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Education

2020	Fairmont State University	Bachelors of Architecture
2022	Fairmont State University	Masters of Architecture

Licenses and Certifications

- LEED-Green Associate
- 30-hour OSHA Card

Associations and Memberships

- Assoc. AIA

Professional Project Highlight

- Watters Smith State Park, Lost Creek WV
- Mon Co Schools Transportation Addition, Morgantown WV
- Jackson Co ARFC Wash Bay, Millwood WV
- BUMFS Staggers Recovery, Burlington WV
- BUMFS Knobley Rehab, Burlington WV
- Aging & Family Services of Mineral County - Keyser Senior Center, Keyser WV
- Mineral County Detention Center, Courthouse, and Annex addition and renovations, Keyser WV
- New Covenant UMC, Cumberland MD
- Larenim Park Amphitheater, Burlington WV
- Building 25 HVAC, Parkersburg WV
- WVGSD Elevator Modernizations
- Westside HVAC and Roof, Clear fork WV
- Ed Kelley Memorial, Keyser WV
- Cass Campground, Cass WV
- Waxler Warehouse, Keyser WV
- Greenbrier SF Headquarters, White Sulphur Springs WV
- FWAATS, Bridgeport WV

ARROW

STRUCTURAL ENGINEERING

ARROW'S MISSION

Since 2016, Arrow Engineering has been dedicated to delivering top-tier structural engineering solutions that exceed expectations. Drawing from his extensive background as a contractor, civil engineer, and structural engineer, Michael Howell founded Arrow Structural Engineering to bring a unique blend of practical experience and innovation to every project.

At Arrow Engineering, we understand the paramount importance of a sturdy foundation and impressive design. Whether it is a commercial, industrial, governmental, historic preservation or residential venture, our team is committed to crafting solutions that exceed industry standards. With a focus on safety and durability, trust us to bring your structural visions to life with precision and expertise.



ARROW'S LEADERSHIP



MICHAEL HOWELL, P.E. S.E.
President

Mike's passion for construction began in his youth in New Brighton, Pennsylvania, where early hands-on experiences and volunteer work fueled his interest in structures. He earned a B.S. in Civil and Environmental Engineering from the University of Pittsburgh and an MBA from West Virginia University. His professional journey includes roles at firms such as American Bridge Company, McKinney and Company, Brockenbrough and Associates, and Allegheny Design Services. An active member and leader in groups like the American Society of Civil Engineers and the Richmond Joint Engineers Council, Mike also gives back to his community through board service with organizations like Pace Enterprises and the Spark Imagination and Science Center. Based in Morgantown, West Virginia, he enjoys coaching youth sports and spending time with his two children. As a speaker, he presents on topics such as engineering failures, leadership, and historical insights into modern construction.



CAROL STEVENS, P.E. F.ASCE
Chief Engineer

Carol Stevens is a leading structural engineer with decades of experience designing and rehabilitating critical infrastructure throughout West Virginia and beyond. A graduate of West Virginia University and The Pennsylvania State University, she has led CAS Structural Engineering as president since 2001, contributing to landmark projects at Twin Falls, Hawks Nest, and Pipestem State Parks, as well as historic restorations like the First Presbyterian Church and the West Virginia State Capitol Complex. Her award-winning work on the Upshur County Courthouse, Robinson Grand Performing Arts Center, and the Main Capitol Building Dome has earned recognition for design excellence. Actively involved in the American Society of Civil Engineers and the National Society of Professional Engineers, Carol also serves on the West Virginia Board of Registration for Professional Engineers and advises academic institutions, reflecting her dedication to mentoring future engineers and advancing the profession.

ARROW'S TEAM



ASHBEE SYKES, P.E. S.E.
Senior Engineer

Originally from Kitty Hawk, North Carolina, Ashbee brings a deep understanding of construction and structures to his work as a structural engineer. His background working with a family construction business provided hands-on experience ranging from framing houses to engineering multimillion-dollar projects, informing his approach to the intricacies and impact of design decisions. Inspired by his early days as a carpenter, Ashbee's journey led him to West Virginia. A graduate of West Virginia University with degrees in Mechanical and Aerospace Engineering, Ashbee is currently advancing his expertise in Structural Engineering at The Citadel. As a licensed Professional Engineer since 2019, he's committed to delivering excellence in every project.



ALEX YODER
Junior Engineer

From working in his father's wood shop to building storage sheds and remodeling houses, a passion for design and construction eventually led Alex to pursue a B.S. in civil engineering with a focus on structures from Bucknell University in Lewisburg, PA.



PHILLIP BAILEY, P.E.
Project Engineer

With a background in civil engineering and construction management, Phillip brings practical experience and academic knowledge to our projects. Phillip holds B.S. in Civil Engineering from West Virginia University, and has a background in construction management working for Yates Construction on the WVU Medicine Children's Hospital. Having worked on significant projects like WVU Medicine Children's Hospital, Phillip is well-prepared to lead complex building and design endeavors. As a licensed Engineering Intern in West Virginia, he's committed to delivering top-notch results. Phillip is a member of West Virginia University's Chi Epsilon Honorary Academic Fraternity.



ZACHARY HOWELL
CAD TECHNICIAN

As Arrow's sole CAD Technician, Zachary plays a vital role in the team. His expertise in engineering technology and design enables him to create both 2D and 3D designs, ensuring Arrow produces top-quality plans for superior structures. Beyond design, Zachary also assists with field work, measuring structures and conducting assessments. His attention to detail makes him an essential part of the team. Zachary received AutoDesk Certification from the Virtual Design Construction Institute, further validating his skills in CAD.

Carol A. Stevens, PE, F.ASCE

Chief 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

2025 – Present	Chief Engineer Arrow Structural Engineering
2001 – 2025	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
West Virginia University Institute of Technology
Department of Civil Engineering Advisory Committee
West Virginia Board of Registration for Professional
Engineers



EXPERIENCE

West Virginia, Public Service Commission: Completed investigation of exterior facade issues related to water infiltration, flashing degradation and potential design issues.

West Virginia, State Capitol Complex, Capitol Cafeteria: Investigated problems with support of structure above glass window walls and developed repair solution.

West Virginia, State Capitol Complex, Dome Structure: Exploratory investigation, preparation of construction documents for repairs to structural steel in Capitol Dome.

West Virginia, State Capitol Complex, Building 3: Structural design and construction administration of repairs and renovations to limestone canopy.

West Virginia, Eastern West Virginia Regional Airport: Designed foundations and structural steel framing for new 2-story terminal building.

West Virginia, Kanawha County Schools: Structural design of additions and renovations to George Washington, Sissonville, Herbert Hoover, South Charleston and Nitro High Schools.

West Virginia, Sharpe Hospital HVAC Renovations: Designed framing for piping enclosures, tank and generator foundations, cooling tower foundations, steel structure support and other miscellaneous support designs and analyses for complete redesign of HVAC systems in existing facility.

West Virginia, Covenant House: Structural design of new 3-story, 13,700 SF steel frame and light-gauge steel roof truss building.

West Virginia, Twin Falls Resort State Park Addition: Structural design for new 3-story, 36,600 SF expansion to existing lodge facility, including conference rooms and new indoor pool.

West Virginia, Logan Middle School: Structural analysis for HVAC upgrades.

Michael Howell, PE SE

President



EDUCATION

University of Pittsburgh
BSCE, 2005
West Virginia University, Executive Program
MBA 2014
The Pennsylvania State University
PhD of Engineering *Expected 2027*

PROFESSIONAL REGISTRATION

P.E. Alabama
P.E. Arkansas
P.E./S.E. California
P.E. Kentucky
P.E. Maryland
P.E. Missouri
P.E. North Carolina
P.E. Ohio
P.E. Pennsylvania
P.E. Tennessee
P.E. Virginia
P.E. West Virginia

BACKGROUND SUMMARY

2019 – Present	Arrow Structural Engineering <i>President</i>
2012 – 2019	Allegheny Design Services <i>Director of Sports & Recreation</i> <i>Senior Structural Engineer</i>
2008 – 2012	Brockenbrough and Associates <i>Structural Engineer</i>
2007 – 2008	McKinney and Company <i>Civil Engineer</i>
2005 – 2007	American Bridge Company <i>Field Engineer</i>

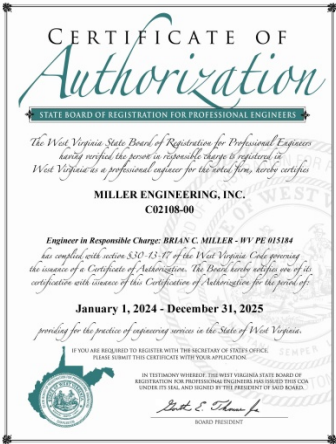
PROFESSIONAL SUMMARY

A 2005 graduate of the University of Pittsburgh with a Bachelor of Science in Civil Engineering and a 2014 graduate of West Virginia University with a master's degree in business administration. Licensed in numerous states as both a Professional Engineer and Structural Engineer. Experience in residential, commercial, heavy-highway, and industrial projects. Structural Engineering experience includes the design, specification, and evaluation of all typical construction materials including timber framing, structural steel, cold-formed steel, cast-in-place concrete, precast concrete, masonry, and aluminum. Performed forensic investigations, structural assessments, and has been a consultant for attorneys, real estate agents, insurance companies, and property owners in several legal cases. Expertise in historical and existing building assessments and renovations, risk assessment, structural failure and analysis, foundation design, subsidence evaluation, seismic and wind force detailing, and constructability assessments. Employment history includes tenures as a contractor, field engineer, civil engineer and structural engineer. Has presented numerous times on engineering management practices, design methods, and project case studies.

PROFESSIONAL ASSOCIATIONS

Pace Enterprises Board of Directors
Habitat for Humanity Construction
Barlett House Board of Directors
Spark Innovation and Science Center Board President
American Society of Civil Engineers Branch President
Richmond Joint Engineers Council Chair
Structural Engineers Institute Business Practice
ASCE 7 Timber Design Subcommittee

Staff – Licenses & Certifications





TAB 2 – PROJECT ORGANIZATON



Staff – Proposed Staffing Plan

MILLER ENGINEERING

<u>Craig Miller, PE</u>	President, Principal in Charge
<u>Travis Taylor, PE</u>	Lead MEP Engineer
<u>Tyler Trump</u>	MEP Designer
<u>Rowan Barto</u>	MEP Designer

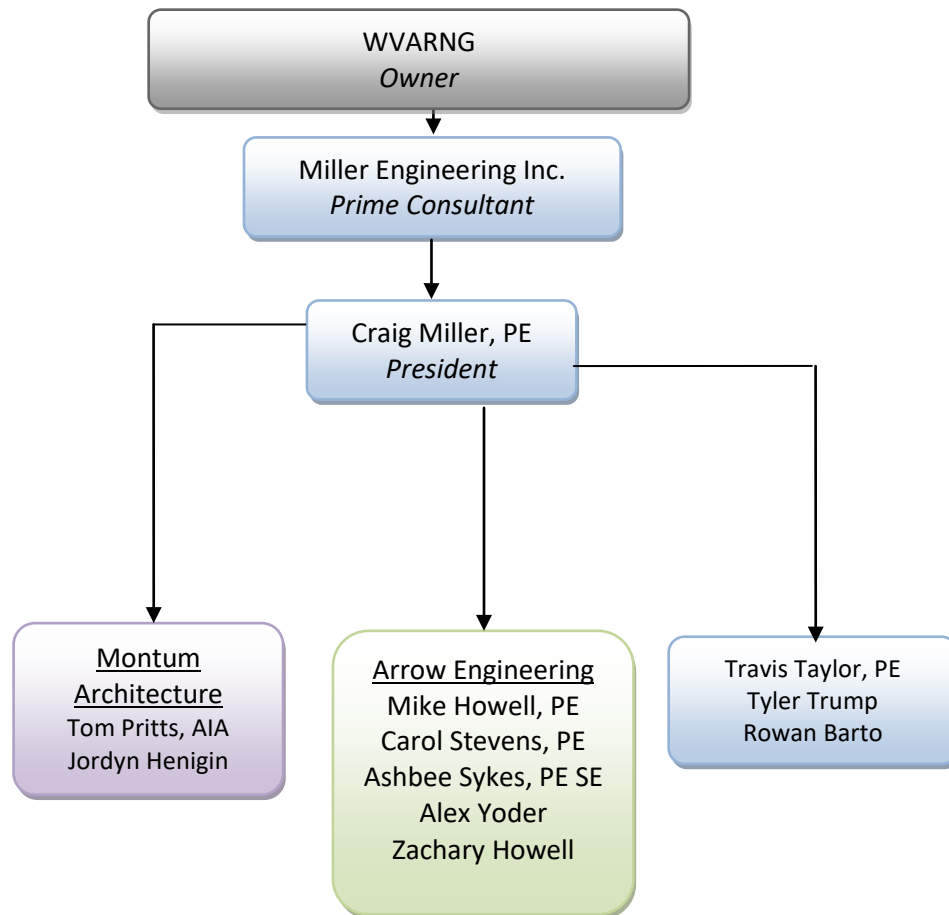
MONTUM ARCHITECTURE

<u>Tom Pritts, AIA</u>	Architect, Owner
<u>Jordyn Henigin</u>	Design Professional

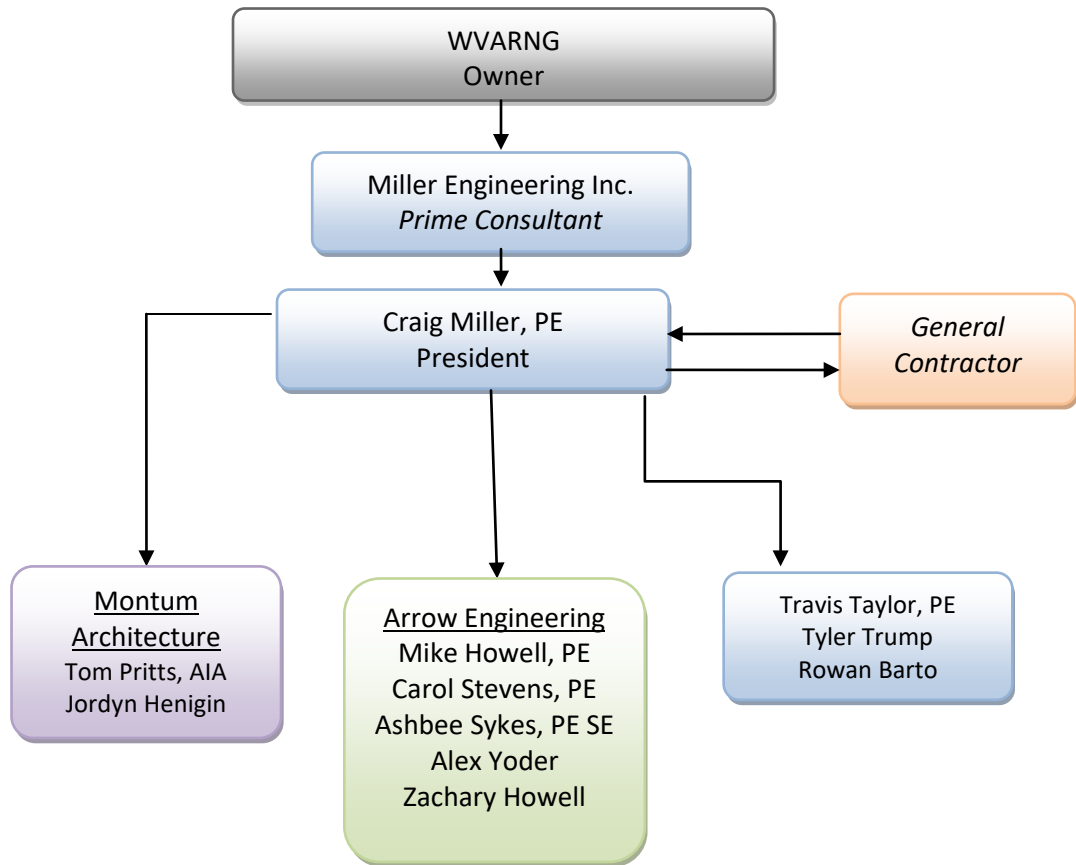
ARROW ENGINEERING

<u>Mike Howell, PE</u>	President
<u>Carol Stevens, PE</u>	Chief Engineer
<u>Ashbee Sykes, PE SE</u>	Senior Engineer
<u>Phillip Bailey, PE</u>	Project Engineer
<u>Alex Yoder</u>	Junior Engineer
<u>Zachary Howell</u>	CAD Technician

Organization Chart -Design



Organization Chart – Construction



Descriptions of Past Projects Completed – New Construction

USPFO Buckhannon Restroom Renovations

Buckhannon, WV

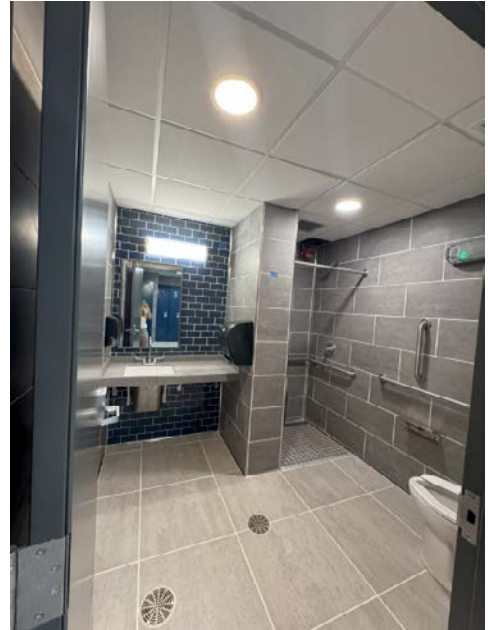
Services Provided:

- Renovation
- MEP Renovation
- Construction Administration

Const. Cost: \$1.2M

Facility Area: 4,000 ft²

Owner: WVANG



MEI was the Engineer of Record for the renovations to the restrooms and locker rooms at the United States Property & Fiscal Office (USPFO) in Buckhannon, WV. The front restrooms will be reconfigured into three single use restrooms and one lactation room. The locker rooms will be configured as single use restrooms with showers that share a common locker area. Montum Architecture provided architectural support and selection of finishes. The previously successful Bridgeport FWAATS restroom layout and finishes were the basis for USPFO. Also included are renovations to the break room and select office spaces. Corridor carpeting will be replaced with luxury vinyl tile. The project has begun construction with an anticipated completion of Summer 2025.

Project Contact:

Jim Skaggs

WV ANG

(304) 561-6550

Descriptions of Past Projects Completed – New Construction

WVANG Challenge Academy Maclin Hall MAU Replacement

Montgomery, WV

Services Provided:

- Mechanical
- Electrical
- General Trades

Construction Cost: \$496K

Owner: WVANG



MEI was tasked with replacing two failing make-up air (MAU) units at Maclin Hall. The units provide ventilation air for the facility. The MAU replacement involved installing new rooftop mounting curbs and replacement on rooftop mounted ductwork. New exhaust fans were installed on the roof and tied to the existing exhaust / relief air systems. New electrical feeds were installed to the new MAUs and fans. Montum Architecture assisted with the addition of rooftop railing to improve worker safety and the replacement of roof hatches and access ladders. The project was completed in January 2024 with no disruption to Challenge Academy operations.

Project Contact:

Jim Skaggs

WVANG

(304) 561-6550

Project Experience: HVAC Upgrade

Building 22 2nd Floor Upgrades

Charleston, WV

Services Provided:

- Mechanical
- Electric
- Telecommunications
- Construction Administration

Renovation Area: 7,400 sq ft

Contract Amount: \$398k

Owner: State of West Virginia –
General Services Division



West Virginia State Building 22 required renovations to the 2nd floor, which houses the state tax office. New mail processing equipment which have cooling, power, and data requirements were purchased by the state and the floor plan needed modifications. This building is an extremely high secure area. It houses the tax and revenue department for the State of WV. Approximately 2.5 million dollars is processed through this building daily.

Miller Engineering, along with Montum Architecture designed the renovations to the 2nd floor to accommodate the changes needed. The existing space was served by a fan powered VAV AHU. The existing air distribution was modified to meet the requirements of the new floor plan. The processing room and server rooms, which require year round cooling, are being served with computer-room air conditioning (CRAC) units.

The revised floor plan called for modifications to the power and telecommunications layouts for the integrated furniture systems. The grounding and bonding systems for the server room were upgraded as well. This project was completed in April, 2018.

Project Contact:

*David Parsons, Operations and
Maintenance Manager
State Capitol, Room E-119
(304) 957-7122*

Descriptions of Past Projects Completed – Fire Protection

Camp Dawson FMS4 Fire Protection

Kingwood, WV

Services Provided:

- Fire Protection

Budget: \$130K

Facility Area: 7,400 sq ft

Owner: WVARNG



FMS4 is a vehicle and equipment repair facility located on the Camp Dawson Army National Guard base located near Kingwood, WV. The 7,400 square foot facility includes 4,800 square feet of high bay service area, with the remaining area dedicated to office space, storage, and locker rooms. The facility contains bulk storage of oil and other equipment fluids, requiring fire protection. MEI was tasked with designing a fire protection system which would provide adequate coverage of FMS4 and meet applicable codes. Through research of NFPA 30 and NFPA 13, MEI was able to determine the size of the service and coverage requirements. MEI determined that by providing separation of the bulk storage from the rest of the facility, the fire protection service requirements could be reduced, eliminating a water service upgrade by the utility. Montum Architecture was brought on board to provide architectural support in regards to the separation of the bulk storage room and for the construction of the sprinkler room. The project was successfully completed in December 2019, one month ahead of schedule.

Project Contact:

Jim Skaggs

WV ARNG

(304) 561-6550

Descriptions of Past Projects Completed – Renovation

Blackwater Falls State Park Lodge Renovations

Davis, WV

Services Provided:

- General Trades
- Plumbing
- Electrical
- Mechanical
- Pool

Const. Cost: \$4.6 Mil

Facility Area: 44,000 ft²

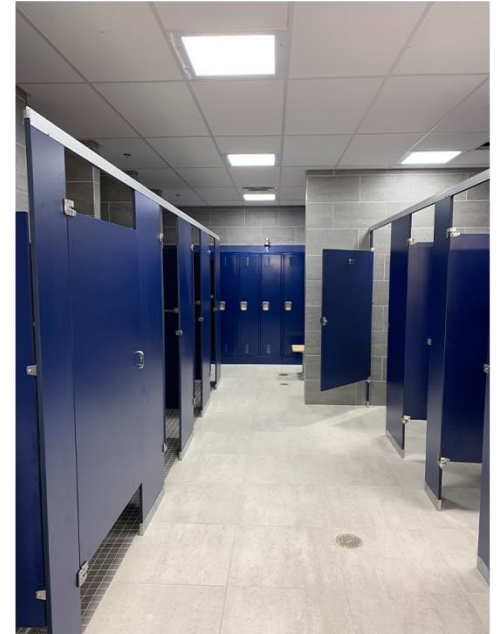
**Owner: West Virginia Division of
Natural Resources**



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

MEI was part of a design team with Paradigm Architecture to design the interior renovations to the lodge at Blackwater Falls State Park. All 54 lodge guestrooms were completely renovated with new finish, HVAC, and bathroom upgrades. Four of the guestrooms were modified to meet modern ADA guidelines. The lobbies, reception area, and dining rooms were upgraded with new HVAC, lighting, and finishes. The original finned tube radiant was replaced with new 4 pipe fan coil units and were tied into the boilers which were recently replaced by a previous MEI project.

A new chiller was installed with pumps and chilled water piping to the fan coil units. The guest rooms HVAC systems are fan coil units with ventilation served by make-up air units. Energy recovery ventilators pre-condition outside air to make the make-up air units operate more efficiently. The lodge was re-opened in January 2022.



WVANG Bridgeport FWAATS Restroom Renovations

Description of Project:

In Partnership with Miller Engineering, Montum Architecture helped prepare renovated floor plans for two locker / shower rooms and two restrooms. The goal was to renovate the spaces to meet ADA guidelines and improve efficiency and utilization of the areas. As well as, choose appropriate finishes that bring these spaces into the modern era. The flooring on the first floor was also replaced under this project. MEI designed renovations to the plumbing, lighting, fire alarm, fire protection, electrical, and VAC systems to accommodate the changes to the floor plans. The existing boiler was replaced with two, high efficient, modulating boilers. The owner was pleased with the chosen finishes and plans to use these as a standard going forward.

Construction Cost
\$1M

Project Size
1,400SF Renovated

Project Location
Bridgeport, WV

Construction Completion
May 2023

Contact
Jim Skaggs
WV ANG
(304) 561-6550



Mineral County Commission

Facility Renovations and Additions

Description of Project:

The Mineral County Commission operates three primary buildings at the Courthouse Complex which are the Courthouse, the Judicial Annex, and Sheriff Building. Additional office space is provided via a second-story addition to the Sheriff Building with elevator access. The Courthouse gains a security checkpoint vestibule, egress stair, and elevator access to all three existing floors. The Judicial Annex improvements include the fit out of the existing second floor, an addition of a security checkpoint vestibule, egress stair, and elevator. The project includes fire alarm and sprinkler system installations for code compliance.

Construction Cost

\$8.5 Million

Project Size

40,000 SF Existing

10,500 SF New

Project Location

Keyser, WV

Construction Completion

Spring 2025

Contact

Luke McKinzie
County Coordinator
304-788-5921



Before



After

Short Gap Volunteer Fire Department Renovation & Addition

Description of Project:

Short Gap Volunteer Fire Department contracted Montum Architecture to design a single-story addition to the apparatus bay and a two-story addition to the social hall/ office/ crew quarter portion of the building. The addition includes a 20-foot expansion to the front of the building that houses: additional apparatus storage space, restrooms, stair reconfiguration, replacement gear storage space, laundry, and replacement of garage doors.

Construction Cost

\$ 782,800

Project Size

3,200 SF Addition

Project Location

Ridgeley, WV

Construction Completion

Spring 2020

Contact

Project Contact:

Luke Harrison

Short Gap VFD President

(304) 726-4388

BRIDGEPORT FIRE DEPARTMENT

BRIDGEPORT, WV

PROJECT TYPE:

Municipal / Residential

PROJECT SUMMARY

This project showcased Arrow's ability to blend functionality, resilience, and visual impact through the structural design of a new fire department facility in Bridgeport, West Virginia. Designed to meet the demanding operational needs of first responders, the facility was engineered using a robust combination of masonry bearing walls, cast-in-place concrete slabs, and a meticulously designed steel framing system. Together, these components provided a durable structural solution capable of withstanding both the test of time and the rigors of emergency services operations.

A standout feature of this project was the incorporation of exposed structural steel roof trusses. These trusses were not only engineered to deliver the necessary roof support and load transfer but were also designed with visual expression in mind. Finished in a striking firehouse red, they created a bold architectural statement that complements the utilitarian materials throughout the building. By leaving these trusses exposed, the design celebrates the strength and precision of the structure itself—bringing engineering into the spotlight as a visible and integral design element.

From concept through construction, our team collaborated closely with architects and contractors to ensure seamless integration of aesthetics and performance. The result is a civic facility that is as structurally sound as it is visually iconic—serving both the community's emergency response needs and the city's architectural landscape.



SPENCER MIDDLE SCHOOL

SPENCER, WV

PROJECT TYPE:
Primary Education

PROJECT SUMMARY

The expansion of Roane County High School in Spencer, West Virginia, presented a unique and complex set of structural challenges—driven largely by the site's uneven topography and existing fill conditions. Our firm was engaged to deliver a structural solution that not only integrated seamlessly with the existing campus but also ensured long-term stability, safety, and performance in a geotechnically sensitive environment.

The site's natural hillside contours, combined with years of accumulated fill material, required an innovative approach to the foundation system. After extensive geotechnical evaluation and subsurface testing, our team designed a deep foundation system anchored directly into bedrock. This solution provided the necessary support for the new addition, effectively mitigating the risk of settlement and ensuring consistent performance despite the variability in soil conditions.

The structural system of the building addition included durable masonry walls, chosen to match the architectural language of the existing school while also providing long-term resilience. Beyond their functional value, the masonry elements contributed to visual continuity across the campus, reinforcing the expansion's role as a natural extension of the original facility.

Collaboration with geotechnical engineers played a critical role throughout the project. Our teams worked in tandem to develop a cost-effective, structurally sound foundation strategy that addressed the site's sloped terrain and heterogeneous subsurface conditions. The result was a successful expansion that met the school district's growing needs while upholding the highest standards of structural integrity and design coordination.



ROBINSON GRAND THEATRE

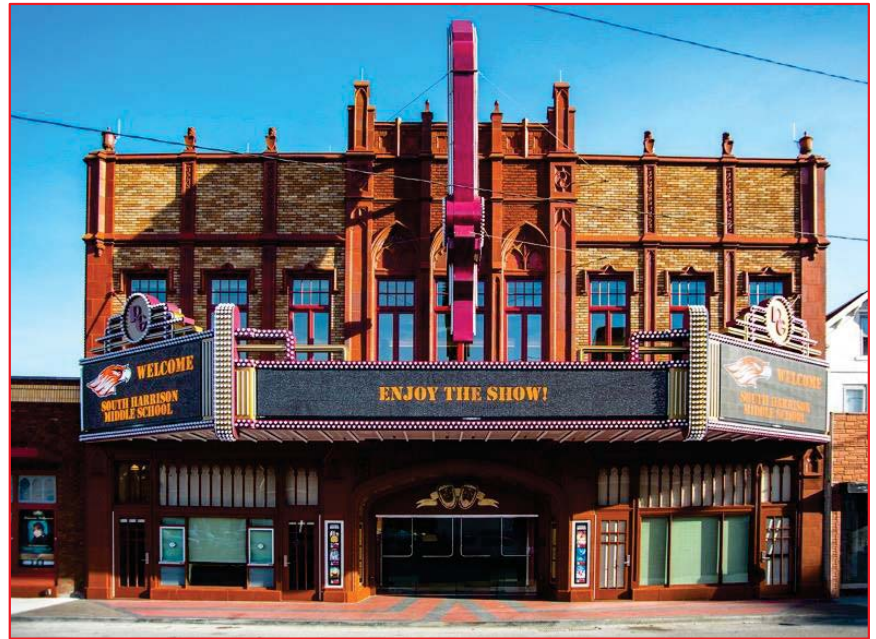
CLARKSBURG, WV

PROJECT TYPE: Historic Preservation

PROJECT SUMMARY

Originally constructed in the early 1900s and partially rebuilt in 1939 following a devastating fire, this historic performance venue underwent a significant restoration and expansion effort. The project preserved the surviving front portion of the building while the rear auditorium and stagehouse—lost in the fire—were reconstructed. Listed on the National Register of Historic Places, the structure required sensitive interventions to meet modern standards while retaining its historic character.

To bring the building up to code, new framing and structural reinforcement were installed beneath the second-floor ballroom. The design also introduced a two-story side addition, incorporating dressing rooms for performers on the first floor and flexible conference space on the second. Additional structural modifications were made to improve accessibility and provide compliant egress, ensuring the building remains a vibrant and functional cultural asset for future generations.





Budget History

Project Name	Description	Budget	Cost	Notes
Bluestone State Park	Pool Replacement	\$1,000,000	\$935,600	6% Under Budget
WV State Bulding 25	HVAC Piping	\$650,000	\$533,400	18% Under Budget
Canaan Valley Resort	Electrical Emergency Repairs	\$225,000	\$129,829	42% Under Budget
Mapetown Elevator	Elevator Addition	\$650,000	\$440,000	32% Under Budget
Kanawha State Forest Campground	Electrical Upgrades	\$300,000	\$279,000	7% Under Budget
WV Wildlife Center	Electrical Upgrages	\$300,000	\$303,000	1% Over Budget
USPFO Buckhannon Restroom Renovations	Renovation	\$1,200,000	\$1,040,000	13% Under Budget



Project Delivery History

Project Name	Description	Contract	Delivery	Notes
Bluestone State Park	Pool Replacement	180 Days	180 Days	On Time
Bridgeport FWAATS Restroom Renovations	Locker / Restroom Renovations	240 Days	196 Days	Expedited Design
Camp Dawson FMS4 Fire Protection	Fire Protection	150 Days	115 Days	Delivered 1 Month Early
ChalleNGe Academy Maclin Hall MAU Replacement	HVAC Renovation	180 Days	171 Days	Delivered 9 Days Early
Mapletown Jr/Sr High School	HVAC Renovation	180 Days	180 Days	On Time
MTEC Welding Shop	Electrical Renovation	90 Dyas	90 Days	On Time
Pipestem McKeever Lodge	HVAC Piping	365 Days	365 Days	On Time w/ Extensive Coordination

What our satisfied customers have to say...

“Hard working, do-whatever-it-takes, diligent team that provides excellent customer service is what you can expect from Miller Engineering.”

--Chris Halterman, Dominion Post, Morgantown

“As a design/build team, working with Miller Engineering, our project involving a private surgical hospital together was a success – completed ahead of schedule and on budget. Miller worked with us throughout the project to consult, engineer and inspect the mechanical systems. Craig Miller, PE and his staff are working with us again, and are very important members of our design/build team. I highly recommend their services.

--Richard J. Briggs

Roger Wolfe

*Project Engineer
WV Division of Natural
Resources
1000 Conference
Center Drive
Logan, WV 25601
(304) 885-6100
roger.c.wolfe@wv.gov*

Jim Skaggs

*Technical Analyst
WVARNG – Division of
Engineering & Facilities
1707 Coonskin Dr.
Charleston, WV 25311
304-561-6550
Robert.a.skaggsii.nfg@army.mil*

Cindy Fisher

*Procurement
Administrator
WV Dept. Of Agriculture
(304) 558-2221
cfisher@wvda.us*

Bob Ashcraft

*Safety and Ancillary Projects
Monongalia County Schools
533 East Brockway Street
Morgantown, WV 26501
(304) 657-4079*

Dave Parsons

*Energy Program Manager
WV General Services
112 California Avenue
Building 4, 5th Floor
Charleston, WV 25305
(304) 957-7122
David.K.Parsons@wv.gov*

Richard J. Briggs

*Vice President
Lutz Briggs Schultz & Assoc. Inc.
239 Country Club Drive
Ellwood City, PA 16117-5007
(724) 651-4406
lbsa@zoominternet.net*

From Jonathan Miller, Mechanical Project Manager, Nitro Mechanical:

“Miller Engineering is not your average engineering company; they work with the owner AND the contractor to solve all issues that arise throughout the project to make the process as fluid as possible”



TAB 4 – METHODOLOGY & APPROACH



Project Methodology & Approach

Evaluation

MEI will begin by evaluating Building 202 at Camp Dawson. The evaluation will involve both on site field review and a thorough review of all documentation related to the facility. Montum Architecture will perform a thorough review of the existing building evaluating walls, floors, roof, doors, and windows. Montum and MEI have the capability to perform LIDAR scanning of Building 202 to get precise dimensions of the existing building. Arrow Engineering will review any structural issues the Owner believes may exist. The structural evaluation will also play a role in determining modifications to the floor plan and the placement of any equipment on the roof. The existing plan review, site evaluation and LIDAR scan will allow MEI, Montum, and Arrow to create a model of Building 202 including MEP systems.

Schematic

Upon completion of the facility evaluation and creation of the building model, MEI will begin the design process. Discussions with the WVANG on the conversion of building programming will guide Montum on creating floor plan concepts to show WVANG what possibilities exist. The floor plan changes will be coordinated with MEI for determining the best changes to MEP systems. Any changes, both to floor plan and MEP, will be reviewed with Arrow to determine the extent of structural modifications necessary. Miller Engineering's staff has backgrounds in construction, maintenance, and operations which provide a unique perspective as we do not just think "Will it work?" but also consider "How will it be installed?" and "How well can it be maintained to work as intended. The initial schematic design will be the basis of the 35% documents. MEI will provide cost estimates using real material quotes and take-offs to convey projected costs to the owner.

Design Development

MEI will take input from the owners based upon review of the 35% design documents and proceed. While the requirements of the EOI give specific milestones for progress sets (35%, 65%, 95%, & 100%), MEI will not wait until the next progress set to speak with the stakeholders if questions arise. Our philosophy is that the sooner issues are brought forward and addressed, the less they cost the project in time and money. The estimate will also be updated regularly as MEI treats the estimate as a "living document." Any changes or inputs from the owner, as well as other changes made during proceeding with design development, will be reflected in the estimate. MEI believes in giving the owner the information necessary, including budgetary effects, to make informed decisions regarding the design. The 65% and 95% progress sets will reflect the outcomes of the formal and informal discussions with the owners.

Construction Documents

The construction documents will be completed using both the results of the progress set reviews and internal peer review. MEI understands that while working on a project, engineers and designers can get "tunnel vision", meaning they see what they want to see reflected in the documents. All drawings and specifications issued by Miller Engineering go through a three step peer review internally to ensure the intent of the document is clearly transmitted. The final



100% construction document set will be issued to the owner for bidding, along with our best estimate of probable cost.

Bidding

During bidding, Miller Engineering will assist the owner to successfully procure bids for the upgrades. MEI will be present during the pre-bid meeting to discuss the technical scope of work for the project. Any technical questions from contractors or vendors to the owner during bidding will be answered by MEI. MEI will provide addendum documents as needed. MEI will also assist in reviewing bids and making recommendations to the owner. We have completed many projects through WV State Purchasing, and understand the requirements to successfully bid a project with the state of West Virginia.

Construction Administration

After bids are received and the contract awarded, MEI is not a firm that disappears until the final punch list. MEI will provide thorough construction administration (CA) services as agreed upon with the owner. We will be present for a construction kick-off meeting to make sure the project gets off on the right foot. MEI believes in being present at construction progress meetings and making informal site visits to keep the project on track. Our background in construction and operations allows us to understand the sequencing of construction in the field to better aid the contractors when questions arise. One of MEI's main beliefs is that any requests for information (RFIs) submitted by the contractor should be reviewed and answered within one business day if possible. This is because we understand that delays in RFI responses can lead to additional costs and construction days. If necessary, we will provide an informal answer and follow up with the formal response to keep the project rolling. During progress meetings and site visits, any issues discovered by MEI will be relayed to the owner and contractor immediately to prevent delays. Another company standard is for our staff to be present for testing and balancing (TAB), equipment start-up, and owner training. While these events occur at the very end of the project, they are critical to ensure the new systems operate as designed. MEI will be on hand for these activities to quickly answer any questions and confirm these items are performed properly in accordance with the construction documents.



TAB 5 – PROJECT FORMS





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

State of West Virginia
Centralized Expression of Interest
Architect/Engr

Proc Folder: 1732668

Doc Description: Camp Dawson Building 202 Renovation

Reason for Modification:

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2025-07-28	2025-08-11 13:30	CEOI 0603 ADJ2600000002	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

David H Pauline
304-558-0067
david.h.pauline@wv.gov

Vendor
Signature X

FEIN# -1386

DATE 11 August 2025

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

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Craig Miller, PE - President

(Address) 54 West Run Rd. Morgantown, WV 26508

(Phone Number) / (Fax Number) (304) 291-2234

(email address) cmiller@millereng.net

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.

Miller Engineering, Inc.

(Company)

(Signature of Authorized Representative)

Craig Miller, PE - President

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

(304) 291-2234

(Phone Number) (Fax Number)

cmiller@millereng.net

(Email Address)