



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at [WVPurchasing.gov](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 1

List View

- General Information**
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1901618

Procurement Type: Central Purchase Order

Vendor ID: 000000229419

Legal Name: MILLER ENGINEERING INC

Alias/DBA:

Total Bid: \$0.00

Response Date: 02/25/2026

Response Time: 10:36

Responded By User ID: MillerEng250

First Name: Craig

Last Name: Miller

Email: cmiller@millereng.net

Phone: 304-291-2234

SO Doc Code: CEOI

SO Dept: 0603

SO Doc ID: ADJ2600000003

Published Date: 2/12/26

Close Date: 2/26/26

Close Time: 13:30

Status: Closed

Solicitation Description: EOI Combined Support Maintenance Shop Exhaust System Repairs

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:** 1901618  
**Solicitation Description:** EOI Combined Support Maintenance Shop Exhaust System Repairs  
**Proc Type:** Central Purchase Order

| Solicitation Closes | Solicitation Response        | Version |
|---------------------|------------------------------|---------|
| 2026-02-26 13:30    | SR 0603 ESR02252600000005154 | 1       |

**VENDOR**  
 000000229419  
 MILLER ENGINEERING INC

**Solicitation Number:** CEOI 0603 ADJ2600000003  
**Total Bid:** 0  
**Response Date:** 2026-02-25  
**Response Time:** 10:36:10  
**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    | Combined Support Maintenance Shop<br>Exhaust System Repairs | 0.00000 |            |            | 0.00                        |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81101508  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

To provide professional design services to develop construction documents for a failing exhaust system located at the, Combined Support Maintenance Shop in Eleanor, WV.



**Expression of Interest**  
**Combined Support Maintenance Shop Exhaust System**  
**Repairs**  
**Eleanor, WV**  
**CEOI ADJ2600000003**  
**26 February 2026**



**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                                           |
|        | Mason Layhue                                          |
|        | 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             |
|        | Freedom Dealerships                                   |
|        | Jenkins Subaru                                        |
|        | MTEC Welding Shop                                     |
|        | 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 Combined Support Maintenance Shop Exhaust System 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 Mountaineer Challenge Academy Maclin Hall and Kitchen HVAC projects. Camp Dawson Building 301, RTI Chiller Replacement, Billeting Hot Water, and FMS4 are current WVANG projects which MEI is the prime consultant. 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. We have delivered several renovation projects for WVANG as prime including restroom and locker room renovations to Bridgeport FWAATS and Buckhannon USPFO. The currently in design FMS4 renovations include the replacement of the current vehicle and equipment exhaust system in the repair bays. MEI has also performed HVAC and exhaust projects for Freedom Dealerships and Jenkins Hyundai & Subaru. If any structural support is required, Arrow Engineering will provide structural design services. Montum Architecture is part of the team if any architectural services are deemed necessary. MEI has delivered many successful projects as part of a team with Montum and Arrow including several WVANG projects.

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 Combined Support Maintenance Shop Exhaust System 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 light blue horizontal line underneath it.

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, maintainable, and function well in their intended purpose.*

*Over the past 23 years Miller Engineering, Inc. (MEI) has engineered solutions for over \$100M plus 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 18 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 -24/7/365

## Engineering Design and Consultation

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

### Facility Utilization

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

### Construction Administration

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

### Communication Systems

- Intercomm & Public
- AddressVoice/Data/CATV
- Urgent Response

### Energy

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

### Life Safety Inspection/Design

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

### Industry Experience

- Education
- Local & State Government
- Commercial Development
- Healthcare
- Public Pools (indoor & outdoor)
- Department of Parks & Recreation

### Aquatic Facility Design

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





**B. Craig Miller, PE**

Craig founded Miller Engineering in 2003, and serves as President and Principal Engineer. He has more than 40 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)
- 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 projects. 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**



**Mason Layhue**

As an engineer, Mason Layhue has overseen mechanical, electrical, plumbing, and HVAC projects of varying scope and size. These projects have provided Mason with experience in construction and practical, constructible design for both new construction and renovation projects. Mason is currently preparing for the Fundamentals of Engineering examination. He provides HVAC, Mechanical, Plumbing, and Electrical design services for Miller Engineering, along with planning support and construction administration as part of the firm’s complete MEP assessment and design process.

**Project Role: MEP Engineer**

- *Design of Mechanical, Electrical, and Plumbing Systems*
- *Constructible Materials Evaluation*
- *Site Evaluation and Mechanical System Review*
- *Code Compliance Reviews*
- *RFI Coordination, Review, and Response*
- *Construction Observation*

**Professional Project Highlights**

- Ford Blue Oval Battery Plant, Central Utilities Plant
- Williams College TES Tank
- Towson De-carbonization
- Charleston Capitol Building Complex Cooling Tower Replacement
- Architect of the Capitol, Underground Fuel Storage Tank Replacement
- Fairfax Hospital HVAC Renovations
- Facebook Data Storage Building

**Professional History**

|              |                           |                    |
|--------------|---------------------------|--------------------|
| 2026-Present | Miller Engineering, Inc.  | MEP Designer       |
| 2025-2025    | RMF Engineering           | Mechanical Drafter |
| 2023-2023    | Intermountain Electronics | Mechanical Drafter |

**Education**

|      |                                                       |
|------|-------------------------------------------------------|
| 2025 | West Virginia University, BS – Mechanical Engineering |
| 2025 | West Virginia University, BS – Aerospace Engineering  |

**Licenses and Certifications**

- OSHA 10-hour Course: Construction Safety & Health

# 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 |
|------|---------------|---------------------------|

#### **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 – 1<sup>st</sup> 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, 10<sup>th</sup> 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**

Since joining Montum Architecture in May 2020 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 currently a candidate for architectural licensure.

### **Project Role: Design Professional**

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

### **Professional History**

|               |                     |                     |
|---------------|---------------------|---------------------|
| 2020- Present | Montum Architecture | Design Professional |
|---------------|---------------------|---------------------|

### **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

### **Professional Project Highlight**

- WVU Medicine Potomac Valley Hospital OR Renovation, Keyser WV
- WVANG Camp Dawson FMS 4, Kingwood WV
- WVU Medicine Potomac Plaza Phase 4, Keyser WV
- WVANG Tri-State Readiness Addition, Kenova WV
- WVU Medicine Garrett Regional Medical Center Radiology Renovation, Oakland MD
- 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
- 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
- WV Challenge Academy Maclin Hall

# 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<br>Arrow Structural Engineering                                            |
| 2001 – 2025    | President, Structural Engineer<br>CAS Structural Engineering, Inc.                        |
| 1999 – 2001    | Structural Engineer<br>Clingenpeel/McBrayer & Assoc, Inc.                                 |
| 1996 – 1999    | Transportation Department Manager<br>Structural Engineer<br>Chapman Technical Group, Inc. |
| 1995 – 1996    | Structural Engineer<br>Alpha Associates, Inc.                                             |
| 1988 – 1995    | Structural Department Manager<br>Structural Engineer<br>NuTec Design Associates, Inc.     |
| 1982 – 1988    | Engineer<br>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<br><i>President</i>                                                             |
| 2012 – 2019    | Allegheny Design Services<br><i>Director of Sports &amp; Recreation</i><br><i>Senior Structural Engineer</i> |
| 2008 – 2012    | Brockenbrough and Associates<br><i>Structural Engineer</i>                                                   |
| 2007 – 2008    | McKinney and Company<br><i>Civil Engineer</i>                                                                |
| 2005 – 2007    | American Bridge Company<br><i>Field Engineer</i>                                                             |

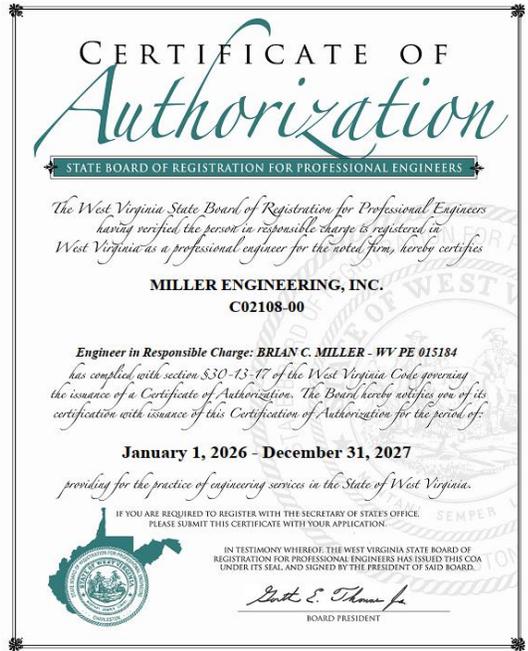
### **PROFESSIONAL SUMMARY**

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 – Certifications and Degrees Applicable to this Project





## TAB 2 – PROJECT ORGANIZATON



### **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>Mason Layhue</u>      | MEP Designer                   |

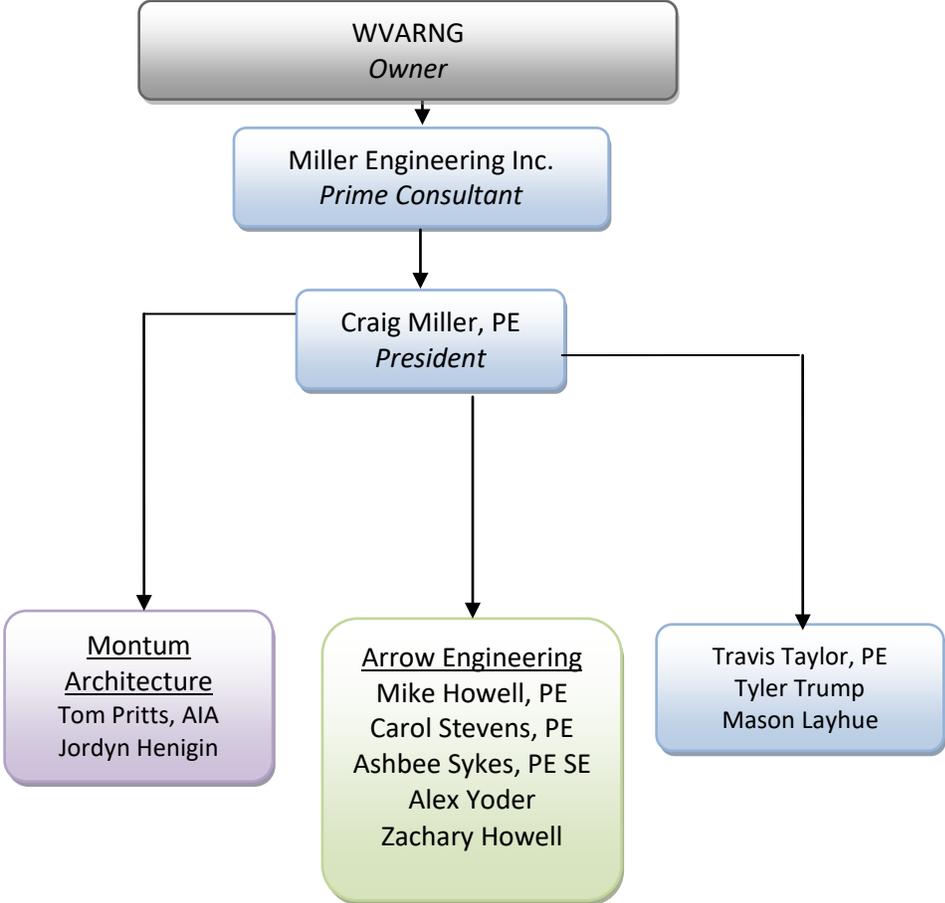
### **MONTUM ARCHITECTURE**

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

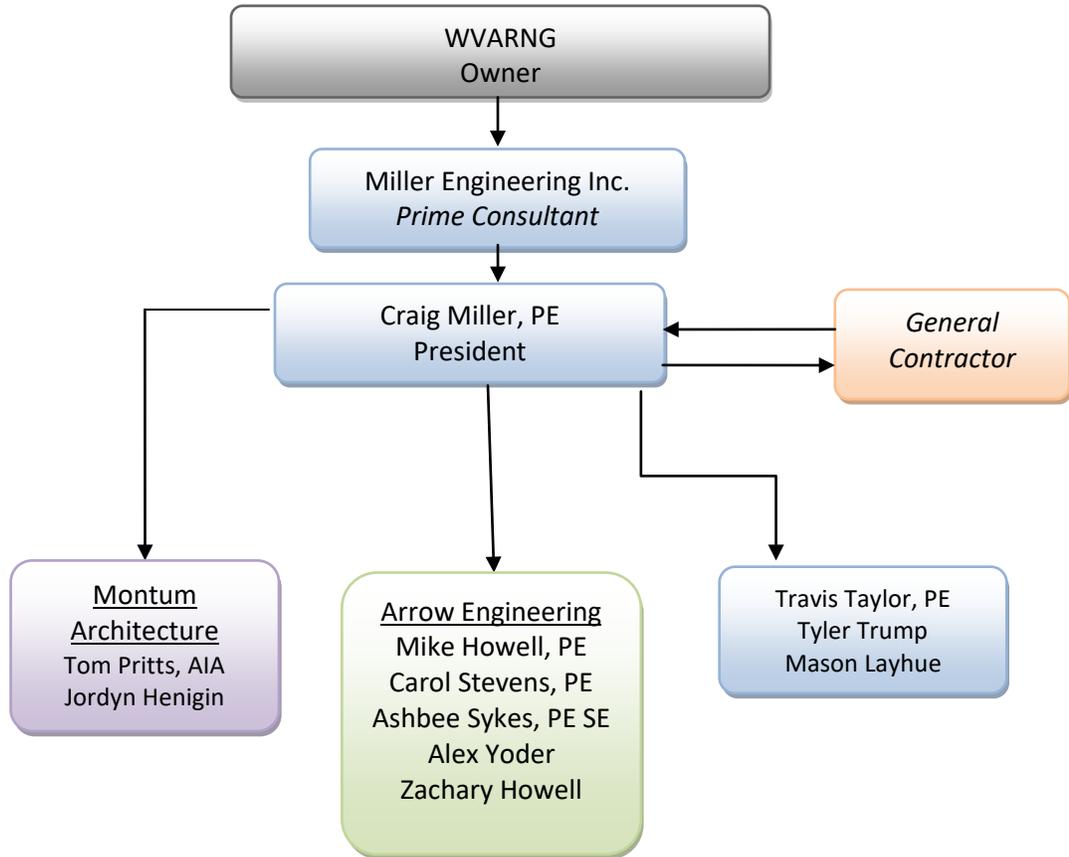
### **ARROW ENGINEERING**

|                            |                  |
|----------------------------|------------------|
| <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

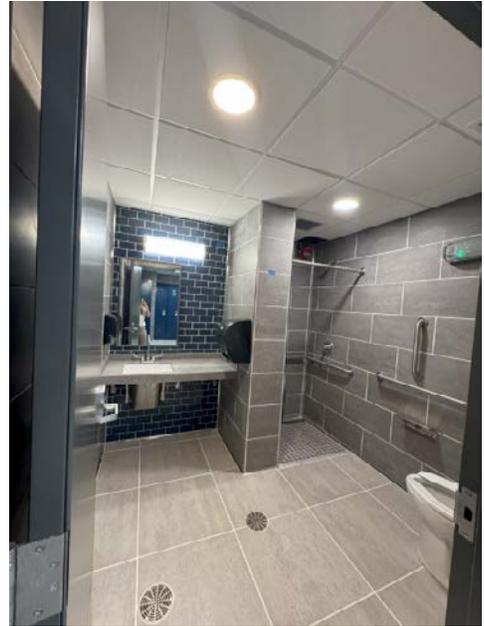
#### Services Provided:

- Renovation
- MEP Renovation
- Construction Administration

**Const. Cost: \$1.2M**

**Facility Area: 4,000 ft<sup>2</sup>**

**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 was completed in July 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*

WV ANG

(304) 561-6550

## Descriptions of Past Projects Completed – MEP

### Freedom Automotive Dealerships

Granville, WV & Bridgeport, WV

#### Services Provided:

- HVAC
- Electrical
- Plumbing
- Building Automation
- Fire Protection
- Fire Alarm

**MEP Budget: \$3.6M**

**Owner: Freedom Automotive**



Miller Engineering was the MEP consultant for three new dealerships from Freedom Automotive: Ford, Kia, & Volkswagen. Each facility required a complete design of HVAC, plumbing, electric, fire protection, fire alarm, and communications for the showrooms, offices, service departments, and support spaces. The dealerships are a "campus" in which the Ford dealership acts as the main building, and sub-feeds to Kia and Volkswagen. This required MEI to design interconnecting utilities between buildings. The Ford dealership utilizes waste oil boilers which use old oil as a heating source. The Ford dealership also uses radiant in-floor heating. All three building had to meet the owner's requirements in addition to meeting the requirements of Ford, Kia, & Volkswagen. Additionally, MEI & Alpha designed an additional Kia Dealership for Freedom Automotive in Clarksburg, WV. This facility was very similar to the Granville location, with the exception of being a stand-alone facility.

Project Contact:  
*Brian Gaudiano*  
*Fairchance Construction*  
*(724) 564-7485*

## Descriptions of Past Projects Completed – MEP

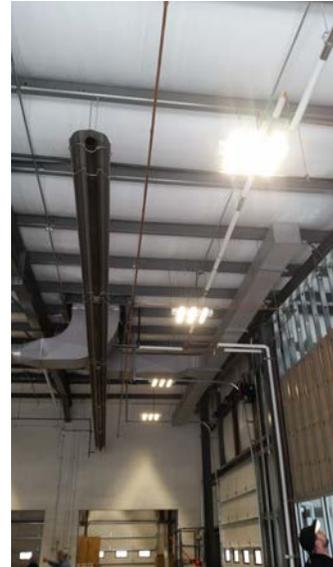
### Jenkins Subaru Dealership Addition

Bridgeport, WV

#### Services Provided:

- HVAC
- Electrical
- Plumbing
- Fire Alarm

**Facility Area: 23,700 sq ft**  
**Addition Area: 8,400 sq ft**  
**Owner: Jenkins Subaru**



Miller Engineering teamed up with Alpha Associates to design an addition to the Jenkins Subaru & Hyundai dealership in Bridgeport, West Virginia. The addition comprised of a service drop off, new car dealership, quick lube service area as well as a lounge and service reception area for Subaru. Some existing financial and office spaces had small renovations. The new areas received new HVAC systems, electric, fire alarm, plumbing, and LED lighting. The addition required the electric and natural gas services to the facility to be upgraded.

Project Contact:  
*Rick Colebank, PE*  
*Alpha Associates*  
*(304) 296-8216*

## Descriptions of Past Projects Completed – MEP

### MTEC Welding Shop

#### Services Provided:

- Electrical

**Estimated Budget: \$150k**

**Contract Amount: \$130K**

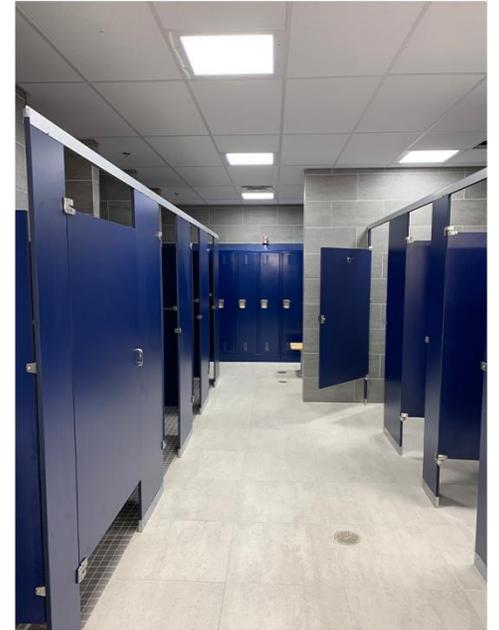
**Owner: Monongalia County Board of Education**

**Status: Complete**



The Monongalia County Technical Education Center (MTEC) has seen an increased interest in the welding program. MTEC decided to turn the current auto body shop into the new welding shop to handle the larger attendance. The MCBOE purchased welding equipment, booths, and welding exhaust under a separate contract. Miller Engineering was contracted to design the new electrical distribution of the new shop. New bus way will be installed around the shop with receptacles for welders, plasma cutters, grinders, etc. The bus way was configured to allow the shop to modify the layout based upon the current equipment MTEC has. There will be emergency pushbuttons located in several locations to allow the instructors and students to safely disconnect power to the entire shop in an emergency situation. MEI also provided power to exhaust booths and fans which will be installed by another contract. This project is was completed in March 2017.

Project Contact:  
Nancy Napolillo  
Monongalia County Technical  
Education Center  
Phone: (304) 216-7908



## 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

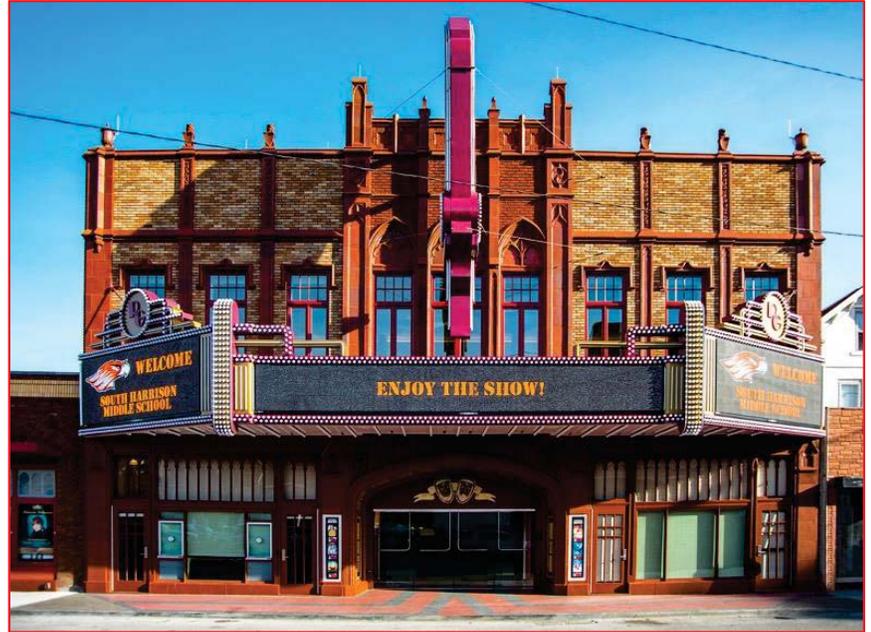
CLARKSBURG, WV

**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<br>Emergency Repairs | \$225,000   | \$129,829   | 42% Under Budget |
| Mapetown Elevator                        | Elevator Addition               | \$650,000   | \$440,000   | 32% Under Budget |
| Kanawha State Forest<br>Campground       | Electrical Upgrades             | \$300,000   | \$279,000   | 7% Under Budget  |
| WV Wildlife Center                       | Electrical Upgrades             | \$300,000   | \$303,000   | 1% Over Budget   |
| USPFO Buckhannon Restroom<br>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 Days  | 90 Days  | On Time                                 |
| Pipestem McKeever Lodge                       | HVAC Piping                   | 365 Days | 365 Days | On Time w/<br>Extensive<br>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*

|                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Roger Wolfe</b><br/> <i>Project Engineer</i><br/> <i>WV Division of Natural Resources</i><br/> <i>1000 Conference Center Drive</i><br/> <i>Logan, WV 25601</i><br/> <b>(304) 885-6100</b><br/> <a href="mailto:roger.c.wolfe@wv.gov">roger.c.wolfe@wv.gov</a></p> | <p><b>Jim Skaggs</b><br/> <i>Technical Analyst</i><br/> <i>WVARNG – Division of Engineering &amp; Facilities</i><br/> <i>1707 Coonskin Dr.</i><br/> <i>Charleston, WV 25311</i><br/> <b>304-561-6550</b><br/> <a href="mailto:Robert.a.skaggsii.nfg@army.mil">Robert.a.skaggsii.nfg@army.mil</a></p>  | <p><b>Cindy Fisher</b><br/> <i>Procurement Administrator</i><br/> <i>WV Dept. Of Agriculture</i><br/> <b>(304) 558-2221</b><br/> <a href="mailto:cfisher@wvda.us">cfisher@wvda.us</a></p>                                                                                                |
| <p><b>Bob Ashcraft</b><br/> <i>Safety and Ancillary Projects</i><br/> <i>Monongalia County Schools</i><br/> <i>533 East Brockway Street</i><br/> <i>Morgantown, WV 26501</i><br/> <b>(304) 657-4079</b></p>                                                             | <p><b>Dave Parsons</b><br/> <i>Energy Program Manager</i><br/> <i>WV General Services</i><br/> <i>112 California Avenue</i><br/> <i>Building 4, 5th Floor</i><br/> <i>Charleston, WV 25305</i><br/> <b>(304) 957-7122</b><br/> <a href="mailto:David.K.Parsons@wv.gov">David.K.Parsons@wv.gov</a></p> | <p><b>Richard J. Briggs</b><br/> <i>Vice President</i><br/> <i>Lutz Briggs Schultz &amp; Assoc. Inc.</i><br/> <i>239 Country Club Drive</i><br/> <i>Ellwood City, PA 16117-5007</i><br/> <b>(724) 651-4406</b><br/> <a href="mailto:lbsa@zoominternet.net">lbsa@zoominternet.net</a></p> |

*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 the Combined Support Maintenance Shop (CSMS) at the Eleanor Joint Services Readiness Center. The evaluation will involve both on site field review and a thorough review of all documentation related to the facility. The existing exhaust system will be evaluated for both a performance and operations standpoint. Montum Architecture will provide LIDAR scanning services of the CSMS which will aid in creating a highly accurate model of the existing conditions of the CSMS.

## Schematic

Upon completion of the facility evaluation and creation of the building model, MEI will begin the design process. Discussion with the Owner to understand the equipment types that are repaired in the CSMS will direct MEI on determining the proper exhaust rate. As vehicle and equipment exhaust rates are usually high, make-up air will be required when the exhaust system is running. The sizing and location of the equipment will determine if structural modifications are required, which Arrow will provide to MEI. 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 progress sets will reflect the outcomes of the formal and informal review and 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**

|                                                                                      |                            |                         |                                 |
|--------------------------------------------------------------------------------------|----------------------------|-------------------------|---------------------------------|
| <b>Proc Folder:</b> 1901618                                                          |                            |                         | <b>Reason for Modification:</b> |
| <b>Doc Description:</b> EOI Combined Support Maintenance Shop Exhaust System Repairs |                            |                         |                                 |
| <b>Proc Type:</b> Central Purchase Order                                             |                            |                         |                                 |
| <b>Date Issued</b>                                                                   | <b>Solicitation Closes</b> | <b>Solicitation No</b>  | <b>Version</b>                  |
| 2026-02-12                                                                           | 2026-02-26 13:30           | CEOI 0603 ADJ2600000003 | 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** 25 Feb 2026

**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

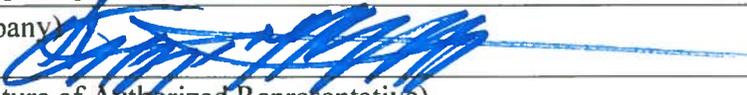
(Phone Number) / (Fax Number) (304) 291-2234

(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)