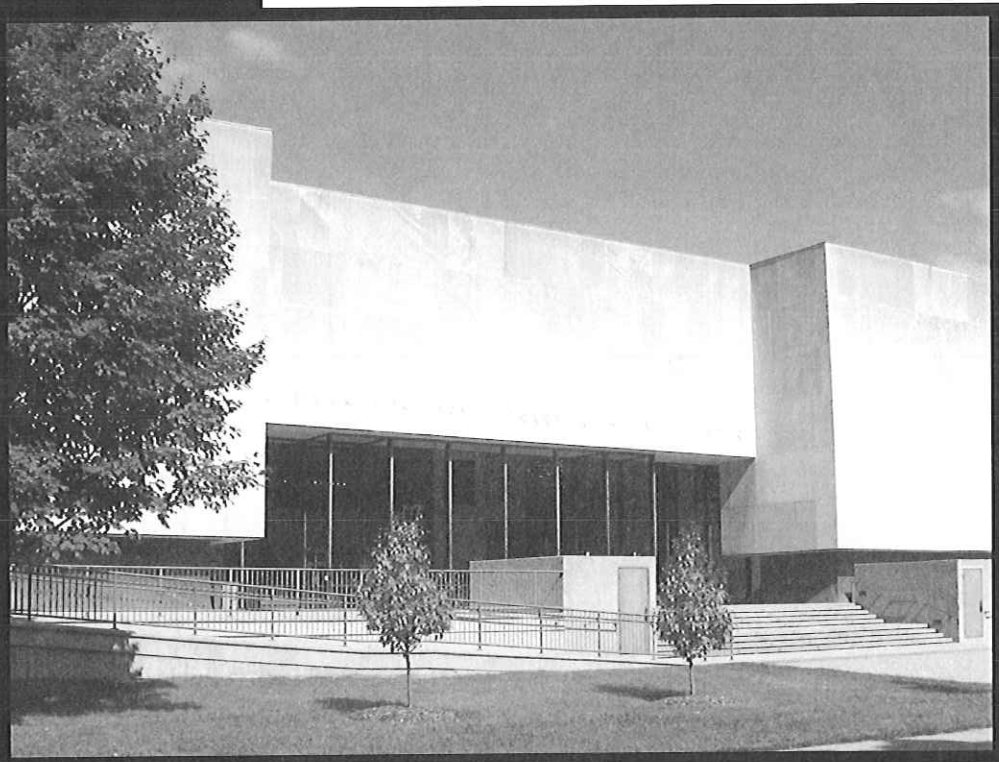


**MILLS
GROUP**

ARCHITECTURE ■ PLANNING ■ PRESERVATION

**Repair of the Exterior
Waterproofing System at
The Culture Center
Charleston, West Virginia
February 9, 2012**



RECEIVED

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WV PURCHASING
DIVISION

**Presented to:
Department of Administration
Purchasing Division
Building 15
2019 Washington Street, East
Charleston, WV 25305-0130**

Brock, Reed & Wade Building
206 High Street - Morgantown, WV 26505
(304) 296-1010
millsgrouponline.com

"Designing on the principles of the past and preserving for the future"



February 8, 2012

Ms. Shelly Murray
Department of Administration
Purchasing Division
Building 15
2019 Washington Street, East
Charleston, WV 25305-0130

Re: Expression of Interest: Repair of the waterproofing system at The Culture Center

Dear Ms. Murray,

The Mills Group is pleased to submit this expression of interest to offer our services to repair the waterproofing system at The Culture Center.

Our team understands that The Culture Center has experienced water infiltration at the base of the northeast corner and the base of the wall and through building penetrations on the southwest corner. While The Culture Center has done extensive identification work in determining points of entry, the Mills Group and Seal Engineering would be glad to further identify, document, plan and remediate moisture issue. Our team will follow the project throughout the process, soliciting client feedback and ensuring an open and dynamic working environment.

We at the Mills Group pride ourselves on our past experiences in historic preservation which have included local, state and national projects. The Mills Group has had the privilege of working on some of West Virginia's most significant cultural resources including Duffield's Depot in Jefferson County, Sweet Springs in Monroe County, Independence Hall in Wheeling, and the Waitman T. Willey House in Morgantown.

On a national level, Mr. Mills has the experience of working with team member Seal Engineering on the stone surveys at the Jefferson Memorial and Lincoln Memorial, waterproofing at the J. Edgar Hoover Building, plaza restoration at the Whitten Building-USDA Headquarters, and the roof restoration on the National Archives.


"Designing on the principles of the past and preserving for the future"

Our team's experience in providing thorough existing conditions analysis with design solutions is second to none. We understand the issues related to moisture management and create innovative designs to protect against water infiltration to preserve historic and modern buildings.

We have enclosed our resumes and sample project sheets to detail our experience working with historic structures. Together, the Mills Group and Seal Engineering possess the qualifications to successfully rehabilitate the Culture Center.

The Culture Center holds the documents and treasures of West Virginia's heritage. We would be honored to assist in the restoration of this structure. Should you have any questions, please feel free to contact me at 304-296-1010 or email me at mmills@millsgrouponline.com. Thank you for this opportunity.

Sincerely,


Michael J. Mills, AIA
Principal

Firm Description



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

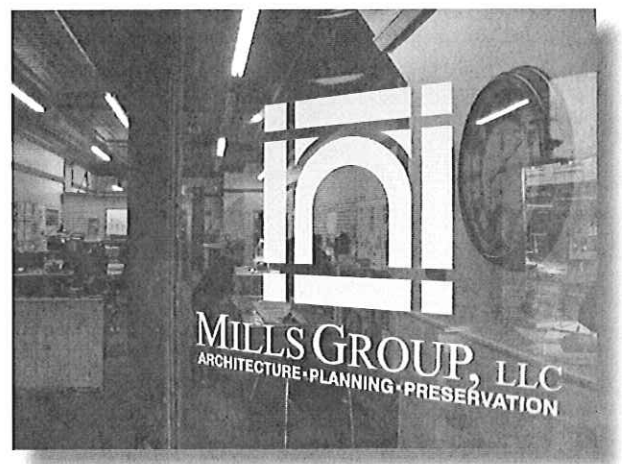
Since the Fall of 2005, the Mills Group has maintained a focus on the design of new structures which encompass the rich architectural character of the past, executed site plans that are respective of opportunities and constraints, implemented the sensitive preservation of historic buildings, and guided clients to the potential in existing structure renovations.

The firm is diligent in understanding each client's spatial needs, design goals, and budget. The design process is built on the foundation of research, data collection, client collaboration, and creative solutions. Client management is grounded in professional ethics and morals that demand open communication and follow through.

West Virginia abounds with unexpected architectural treasures. A goal of the practice is to embrace the architectural heritage of the region and to celebrate the best of the past, while promoting economic vitality.

The firm's services are provided to a wide range of clients within the private sector as well as public agencies at the local, state, and federal levels. The former includes architectural and engineering firms, professional and not-for-profit organizations, foundations, institutions, corporations, individual property owners, and developers. Public-sector clients include numerous agencies responsible for the administration and stewardship of architectural and cultural resources, as well as a variety of development-oriented agencies.

The firm is committed to a quality end product which is derived from experience, diligence, and collaboration.



Overview of Services

ARCHITECTURE

The Mills Group focuses on residential, commercial, public, and cultural facilities, with an emphasis on traditional design principles and vernacular design influences. The firm designs new structures, which reflect the rich architectural character of the past and use traditional architecture influence, but also specialize in the rehabilitation and adaptive reuse of existing structures, striving to emphasize their cultural, historical, and environmental contexts.

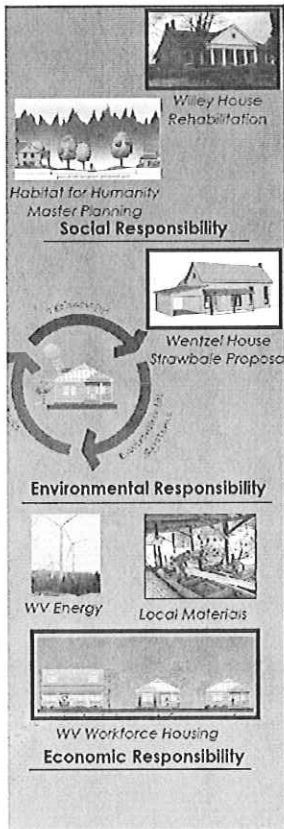


The in-house architectural design philosophy is built on the principles of the past, which leads to the use of precedents to accomplish client's objectives while putting forth the best solution for each specific project. Foremost, design solutions are developed based on a thorough understanding of the client's needs and a vision for translating goals into reality.

SUSTAINABLE DESIGN

The Mills Group strongly believes in the principles of "green" architecture and environmental design, considering the impact of any project on the surrounding environment, and creating solutions that minimize negative effects. Stressed is the importance of understanding the site and its surroundings, which allows design solutions to be developed that will most closely represent the project's essence and potential within the built environment. The firm is designing with a conscience toward sustainability by:

- Developing an understanding of the historical and cultural significance and context of each individual project.
- Utilizing "tangible history" to stress the importance of cultural heritage in all we say, do, think, and build.
- Utilizing appropriate technologies to maximize building performance and minimize environmental impact.
- Meshing environmental systems with the built environment to enhance the symbiotic relationship between building and nature.
- Developing design tools that utilize technology and environmental systems to create uniquely appropriate design solutions.
- Developing a model of architecture that helps to strengthen the economy of the area in which it exists.
- Utilizing construction materials that are harvested and manufactured from local sources.
- Pursuing projects that serve to bolster a healthy diverse economy



The Mills Group approaches the planning process of greenfield and infill sites with the responsibility of being a "place maker". Clients entrust the firm with the task of creating the overarching plan that will foster a rich and engaging environment for people to live, work, and play.



The planning and design approach relies on careful consideration of the complex interaction between functional, economic and social needs of our clients; the firm prides itself in doing extensive design due diligence to understanding the existing constraints and opportunities, the historic context, the solar orientation, as well as transportation and circulation issues.

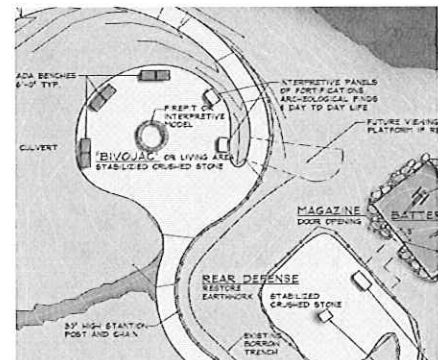
Experience with both private developers and public agencies has provided the

team with an understanding of the greenfield and infill design challenges from both perspectives. Good planning and urban design will significantly enhance the real value of any proposed site development, as well as facilitate compliance with zoning, infrastructure and environmental regulations. Urban design concepts are stressed that offer a mix of uses, promote a strong sense of community, present an appealing image, and are environmentally responsible.

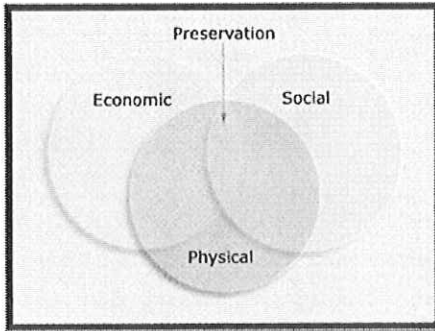
PRESERVATION

The Mills Group believes that sensitive and responsible preservation and restoration work must be responsive to the category of historical significance of the building. Each building provides a unique set of requirements and conditions; so too, each solution is unique. The firm's past experience and qualifications meet and exceed the Secretary of Interior's Standards for Historic Preservation set forth by NR36B, as well as those of the National Park Service.

To fully understand the built environment, it must first be comprehend, taking it beyond bricks and mortar, into a moment in time, a representation of not only the collective past, but the individual pasts. The key to thorough preservation is investigating cultural heritage, through which a balanced understanding can be achieved. It is the culmination of a project's physical character, social context, and economic parameters that shape preservation.



It is the firm's belief that to achieve meaningful and positive preservation, exploring the past is necessary. Interpretation of the built environment requires awareness of how our many aspects of cultural heritage comes together to create a story. Cultural resources-- those things that spiritually and physically are remnants of the past, shaping humanity into what it is--ultimately affect the way change is made. Most of all, however, it allows visionaries to see how and why to make that change.



Cultural Resource Management

Within the firm's preservation services, specific experience in the field of Cultural Resource Management [CRM] and Interpretative Design is present. The approach taken on projects of any historical nature is to first and foremost, strive to achieve a balance of the overall "Preservation

Objectives" with the client's individual requirements for the building's use. The rehabilitation tenets that the firm uses is aimed at maintaining historic character, while incorporating provisions for life safety and accessibility requirements, indoor air quality and energy conservation requirements, as well as all of the real-life demands on the building.

Cultural resources, such as buildings and cultural landscapes, are tangible history. In the interpretation and preservation of these artifacts, balance is achieved through not only the social and economic aspects, but the physical as well. Increased quality of life through a positive economic marketplace, creating awareness or providing a positive atmosphere where cultures can live, work, and play, is the firm's goal in any project.



DOCUMENTATION AND ASSESSMENT

The Mills Group has extensive experience documenting and assessing structures, an essential part of historic preservation projects. Historic sites and buildings are the keys to understanding the past. They are tangible history and as such play an important role in cultural heritage.

The Mills Group has a staff that includes individuals who are professional historians, that are fully qualified and have extensive past experience performing historical research to aid in the assessment and documentation of historic buildings and sites;



the documentation is then incorporated into the results of a comprehensive narrative, feasibility study or historic structures report. The assessment is often used to implement planning for the next phase of the project, to complete a National Register Nomination, or to produce plans for historic site interpretation.

FACILITY AND MAINTENANCE PLANNING

The Mills Group's staff has developed facility maintenance plans that prescribe the routine work that is necessary to sustain the character of the structure when given the historic materials within the environment, an aspect often overlooked. A majority of the deterioration caused in historic structures is many times due to the lack of a sensitive and educated maintenance staff or owner.

MUSEUM AND INTERPRETIVE EXPERIENCES

Mr. Mills has assisted clients in determining the physical and operational needs of a facility to accommodate an optimal visitor experience, sustain collections, and to support staff in their work environments.

Integration of site/land planners, museum planning, and design and production services has been completed with success by Mr. Mills. He approaches preservation and exhibition/interpretive planning and development as dialog between the facility staff, the collection, and the targeted audience. The results of work lend themselves to being engaging for both the content and graphical presentation.

The firm provides consulting services that include interpretation of historic sites, exhibit design, and facility design.



FIRM OWNERSHIP AND ORGANIZATION

The Mills Group is a limited liability company with sole ownership held by Michael J. Mills. The firm began in 2005 and has had one office location in the heart of downtown Morgantown, West Virginia since 2007. The Mills Group is in good standing with the West Virginia Secretary of State's Office.

Project Concept/Approach

The Mills Group

Project Process and Methodology....

As professional historic preservation and cultural resource consultants we have developed a methodology in our approach to projects that has achieved extremely positive results. Using this method as a guiding principle we feel we can bring valuable services to your project.

First and foremost, we strive to achieve a balance of the overall project objectives. The objectives are either predefined or formalized through a consensus process with the client and an assessment of the site conditions.

The methodology to achieve the project objectives as agreed upon by the client are summarized in the following bullets points:

- Research the site and its context
- Observe Existing Conditions
- Analyze and Identify Issues and Opportunities
- Develop Alternatives
- Make Recommendations and Creating a Solution
- Assemble Construction documents
- Provide assistance with bidding and execute construction observation

For the Mills Group, the ROADMAP, is a critical path to achieve the success of an existing structure project and especially for a structure that has exhibited failures in various components of its construction. To expound on the summary above, the outlined steps below are the detailed steps of the project:

1. Research and data collection. The approach to preservation projects starts with an understanding of the physical and cultural evolution of the monument through a detailed research effort. The research would include the review of written, photographs, and drawings. This process would involve a detailed recording of the information and documentation of the primary sources.
2. Observe existing conditions. The first step is to walk through/around the memorial and make a visual inspection of the surroundings. The assessment phase of any project is the time at which the site is evaluated in its rarest form of components. Any available construction drawings of the original site or site structures should be consulted, as well as any additions or modifications made over the years should be examined.

3. Analyze and identify issues and opportunities. Determine the project requirements and the programmatic elements for the current use. Understand the potential users/visitors impact on the site as a programmatic consideration. Other items that will have an impact on the site include the interpretive plan, artifacts, existing buildings, hours of operations, security requirements, common area requirements, utility infrastructure, and accommodations for ADA. Perform code and regulatory analysis. Confirm that the memorial meets all building codes and regulatory compliance.

4. Develop alternative design concepts. The team generates coordinated concept solutions that are directly responsive to the due diligence, existing conditions and the clients goals for the project. These concepts are created after a collaborative design process has occurred amongst our team and is the basis for a consensus process with the client.

5. Make Recommendations and Creating a Solution. Our team shall work with the client group to determine the realities of the project based upon the factors of cost, time, and quality of the design solutions. We will prepare options and facilitate the decision making process.

6. Assemble Construction documents. The team shall provide detailed construction drawings and supporting project specifications to allow for a competitive bidding process meeting all state procurement regulations.

7. Provide assistance with bidding and execute construction observation. The team shall execute the bidding process per state procurement regulation, respond to any RFIs, issue addenda as required, conduct project meetings, review payment applications, review all proposed change orders, and perform the necessary site visits.

The process outlined above is utilized on all of our projects involving an existing structure and we find that it is both effective as outlined and imperative to follow in order to achieve a project's success.

Quality, aesthetics and economy need not be mutually exclusive. We design facilities and provide consulting services on existing structures to function in the real world of competition and scarce resources, but at the same time we execute on facilities that are aesthetically pleasing and desired places to occupy.

We develop design solutions with the understanding that what are needed are durable and attractive facilities and systems within preset economic parameters. This means that as we design, we engage in a constant process of checking and balancing the first cost of the materials, equipment, and systems we specify against the life cycle cost of operation, maintenance and replacement. From almost any aspect, estimating and subsequent cost controls are critical to the success of this project. They are critical because the client and subsequent debt holders will rely on these estimates for financial and investment decisions.

The Mills Group's ability to register simplicity and economy from the most complex and extensive building programs is well recognized in the region; it also seeks to provide the highest level of service and accountability devoted to identifying and responding to client needs and objectives, incorporating their specific goals into the project execution, and expressing their collective identity through forms and spaces created specifically for them. It is this level of service and the willingness to collaborate with the client and user groups that distinguishes the Mills Group.

We will make the following commitments related to delivering quality design solution and implementing sound cost control on this contract:

- o The Mills Group will provide the highest quality of service throughout our role as the Master Architect and for the duration of our entire contract.
- o The Mills Group will develop a written Project Specific Quality Control Plan for this contract.
- o The Mills Group will hold regularly scheduled quality team meetings.
- o The Mills Group will conduct peer office review of design products.
- o The Mills Group will use state-of-the-art technology to enhance design quality to the maximum extent possible.
- o The Mills Group will conduct value engineering as required on its design, balancing cost savings versus quality and operational efficiency.
- o The Mills Group commits to designing in a manner intended to minimize construction costs as much as feasible while continuously maintaining the quality, durability and operational efficiency of the facilities.
- o The Mills Group executes all projects with a comprehensive sustainable design approach.

Effective project delivery comes as a result of sound project planning followed up with solid and dependable project execution from technically commitment and dedicated project team. The Mills Group commits to bring our **ROADMAP** project approach and team to this contract.

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME

Seal Engineering, Inc.

3. YEAR ESTABLISHED

1980

4. DUNS NUMBER

071220487

2b. STREET

3323 Duke Street

5. OWNERSHIP

a. TYPE

Corporation

b. SMALL BUSINESS STATUS

Yes

7. NAME OF FIRM (if block 2a is a branch office)

2c. CITY

Alexandria

2d. STATE

VA

2e. ZIP CODE

22314

6a. POINT OF CONTACT NAME AND TITLE

David A. Fyffe, P.E., President

6a. TELEPHONE NUMBER

703.823.6366

6b. E-MAIL ADDRESS

DaveF@seal-eng.com

8a. FORMER FIRM NAME(S) (if any)

N/A

8b. YR. ESTABLISHED

8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	1		A06	Airports; Terminals and Hangers	1
12	Civil Engineer	5		A11	Auditoriums and Theaters	1
57	Structural Engineer	1		C10	Commercial Building (low rise)	2
58	Project Manager	1		D04	Design-Build – RFP preparation	1
58	Project Associate	1		E02	Educational Facilities	3
06	Project Architect	1		E06	Embassies and Chanceries	1
				F02	Field Houses; Gyms; Stadiums	1
				F05	Forensic Engineering	1
				G01	Garages; Parking Decks	2
				H06	High-Rise	2
				H07	Parking Lots	1
				H08	Historic Preservation	3
				H09	Hospital and Medical Facilities	2
				H10	Hotels; Motels	1
				H11	Housing (Multifamily, Apartments, Condominiums)	3
				I01	Industrial Buildings	2
				I06	Drainage	1
				L04	Libraries; Museums	1
				R06	Rehabilitation (Buildings, Structures)	4
				R12	Roofing	4
				S09	Structural Design	1
				T02	Inspection Services	3
				T06	Tunnels and Subways	1
				W01	Warehouse and Depots	3
	Other Employees					
	Total	10				

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

a. Federal Work	3
b. Non-Federal Work	3
c. Total Work	4

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | | |
|---|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE



b. DATE

December 13, 2011

c. NAME AND TITLE

David A. Fyffe, P.E., President

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

Seal Engineering, Inc., 3323 Duke Street, Alexandria, VA 22308

Firm Profile

Seal Engineering, Inc. is a civil/structural engineering firm specializing in the prevention of moisture migration through building envelopes. As a leader in the Washington, DC Metro area, the firm provides a full range of investigation, design, inspection and quality control services for a wide range of clients, including government agencies, universities, public school systems, A/E firms, property managers and condominium associations.

A small business enterprise established in 1980, Seal Engineering has a staff of three licensed professional engineers assisted by an experienced team of engineers, engineering technicians and administrative support. A licensed engineer heads every project team, working closely with the client and supervising all aspects of the work.

The firm has completed more than 4,000 projects in the area, and has extensive experience at a wide variety of facilities, including some of the most prestigious landmark buildings in Washington, DC. A partial listing of representative project locations includes: The Smithsonian Institution, The Old Post Office, The White House, The U.S. Supreme Court, The Pentagon, Bolling Air Force Base, The Russell Senate, Rayburn House & Hart Senate Office Buildings, The Department of Commerce, The Department of Agriculture, American University and Georgetown University.

Capabilities

- Low and steep sloped roofing
- Terrace, plaza deck and below-grade waterproofing
- Building facade, concrete, masonry, window and sealant restoration
- Parking garage and balcony restoration

The scope of these services include:

- Field investigations, analyses, estimates, recommendations, technical reports, replacement reserve studies, condition reports and failure analyses
- Preparation of designs, drawings, technical specifications & contract documents; assisting in advertising, awarding & managing contracts
- Comprehensive field inspection for contract compliance
- Nuclear moisture surveys, core sampling, testing and laboratory analysis of construction materials
- Structural and material failure analysis
- Review of designs, drawings and specifications prepared by others
- Expert witness concerning engineering properties, design, installation or serviceability of materials & systems

Professional Memberships and Specialized Training

- Licensed Professional Engineers in Virginia, Maryland, District of Columbia, and West Virginia.
- Member, American Society of Civil Engineers
- Member, American Society of Testing and Materials
- Member, Construction Specifications Institute
- Member, American Concrete Institute
- Member, International Concrete Repair Institute
- Member, Association for Preservation Technology
- Associate Member, National Roofing Contractors Association
- Member, Roof Consultants Institute
- Member, National Trust for Historic Preservation
- Certified Nuclear Moisture Meter Operators (All Engineers)

I. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

31. SIGNATURE : <i>Richard P. Bowman</i>	32. DATE February 9, 2010
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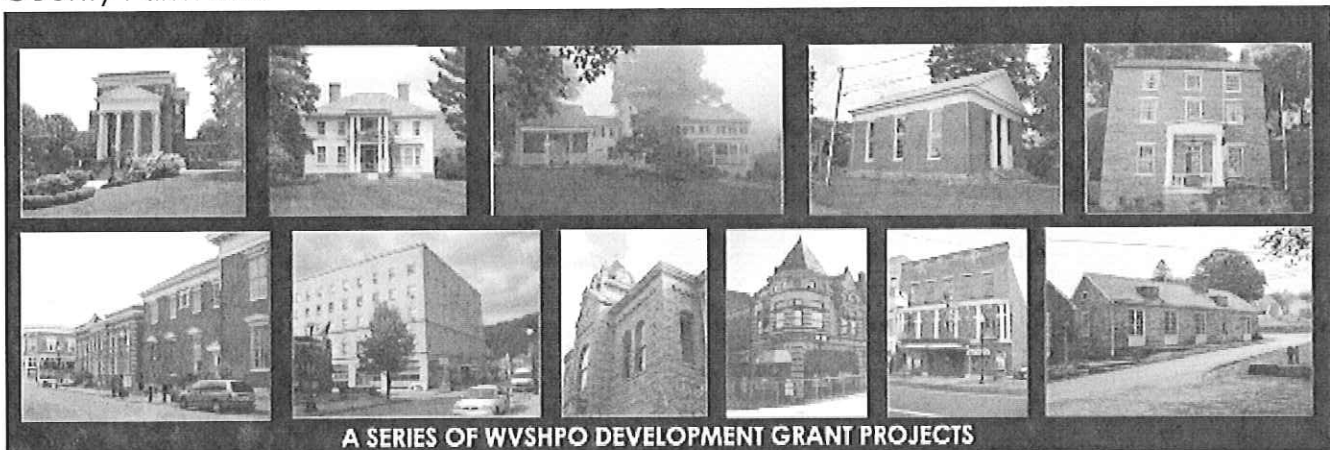
33. NAME AND TITLE Richard P. Bowman, PE, Principal
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Project Experience

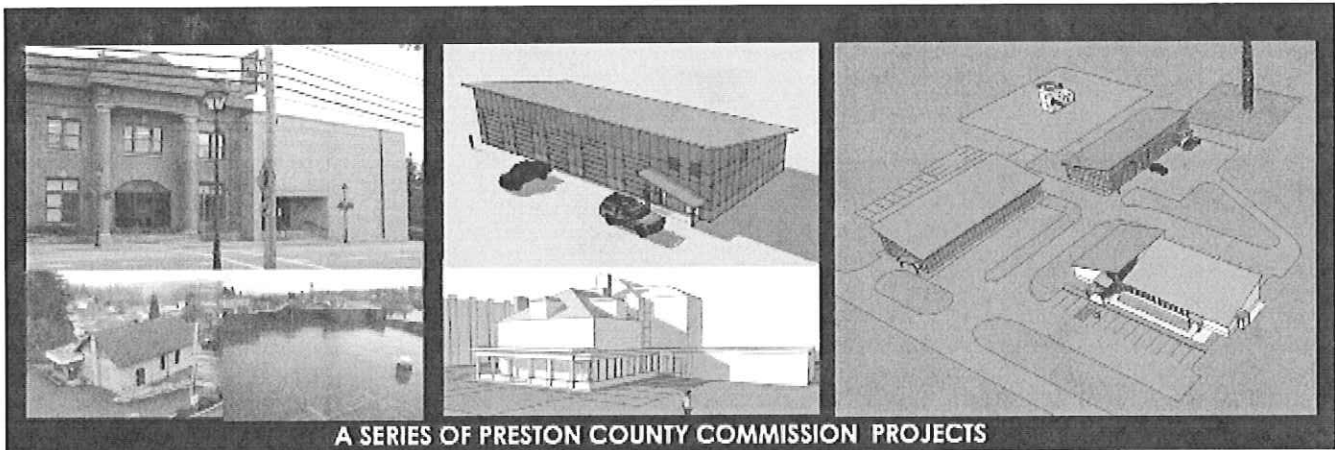
Since 2006 the Mills Group has been awarded an annually competed contract with the West Virginia State Historic Preservation Office to provide technical assistance and grant monitoring for a range of projects ranging in construction value from \$5,000-\$350,000. The scope of the grant projects range from masonry and window restoration to roof and exterior millwork rehabilitation. The clients range from the homeowner with no construction background to facility maintenance directors with forty years of experience.

This contract is managed and executed by the firm's managing principal, Michael Mills, because of his desire to interact with the range of clients across the state with a variety of project needs. Such a contract is a challenge because of the multiple variables, yet is a joy to aid in the execution of small projects that form the basis of the State's cultural resources.

Since the summer of 2007, the Mills Group has been the architect of choice for the Preston County Commission. The first project was the renovation of a historic structure that once housed the Kingwood City Hall and Fire Company into the County Commission's Public Meeting room and secure storage for the County's voting machines. The second project was the replacement of an EPDM roof on the Commission's Office/ Administration building. The third project was the development of construction documents for a 7,000 sq. ft. 911 Call Center and Office of Emergency Management with a full consultant team and site development; the follow up project was the full master plan of the 220 acre County Farm. Soon after, the firm designed a storage building as an annex to the 911/OEM facility. In the summer of 2009, the firm was hired to complete a master plan for the Preston County Sheriff's Facility that involved programmatic and existing condition assessments along with site planning and the development of a phased conceptual plan. The execution of this master plan led to the successful funding of the first phase of the master plan; the firm's consulting for the construction documents of this phase is pending. The most recent project for the Commission is the design of a storage facility and site design for a fire fighter's burn building on the County Farm site.

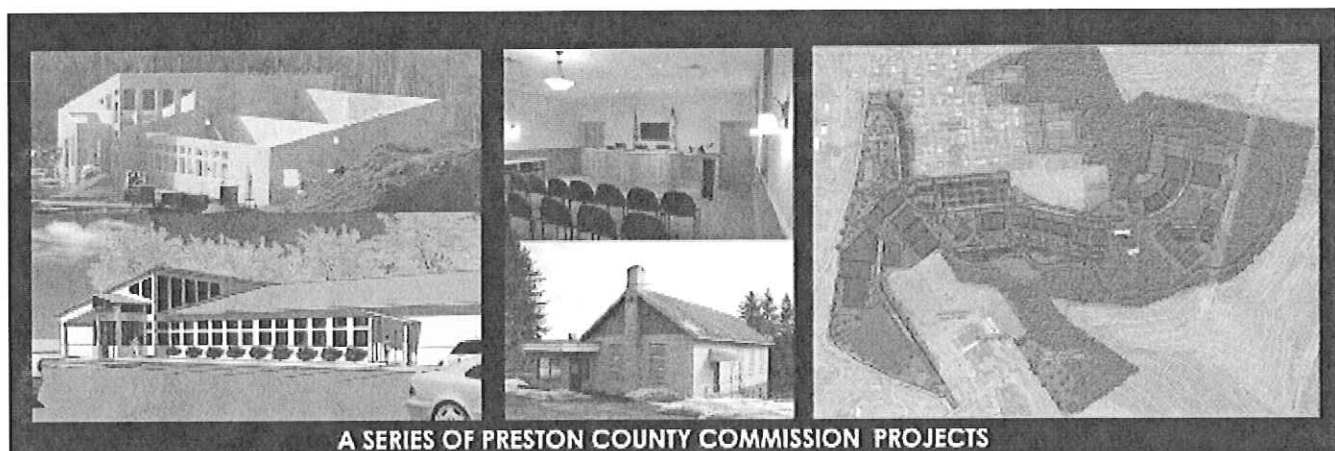


Experience



The aforementioned projects are just examples showing how the firm has sprung from its beginnings less than five years ago with a full range of projects; 60-70% of the firm's revenues come from repeat clients. The importance of term contracts and repeat clients was ingrained as a foundation of a professional practice in Mr. Mills' past experience with two of the nation's leading architecture and engineering firms. As an owner, Mr. Mills has experience as a consultant that has delivered and followed through on project scopes with professionalism and competency

Experience as an owner:



The Mills Group is currently under contract to the West Virginia Division of Culture and History to monitor the 2007, 2008 and 2009, 2010 and 2011 grants; this work has resulted in measurable success. While at the Vandalia Heritage Foundation, Mr. Mills personally administered the architectural review for a Neighborhood Enhancement Grant program which followed strict federal guidelines including the Secretary of the Interior's Standards.

CAPABILITIES AND EXPERIENCE

CAPABILITIES - Seal Engineering, Inc. is a civil-structural engineering firm dedicated to providing professional engineering services in the following areas:

- ! Low and steep sloped roofing.
- ! Terrace, plaza deck and below-grade waterproofing.
- ! Building facade, concrete, masonry, window and sealant restoration.
- ! Parking garage and balcony restoration.
- ! Site improvements and utilities.

The scope of these services includes:

- ! Field investigations, analyses, estimates, recommendations, technical reports and replacement reserve studies -- condition reports and failure analyses.
- ! Preparation of designs, drawings, technical specifications and contract documents (bid packages), and assisting owners and property managers in advertising, awarding and managing contracts.
- ! Comprehensive field inspection for contract compliance.
- ! Nuclear moisture surveys, core sampling, testing and laboratory analysis of some construction materials.
- ! Structural and material failure analysis.
- ! Review of designs, drawings and specifications prepared by others.
- ! Expert witness services in cases concerning the engineering properties, design, installation and serviceability of materials and systems.

PROFESSIONAL QUALIFICATIONS - Established in 1980, Seal Engineering's professional staff consists exclusively of civil engineers and structural engineers. Professional engineers are registered to practice in Virginia, Maryland, the District of Columbia, and West Virginia. All engineers are trained, experienced and licensed to operate laboratory and nondestructive materials testing equipment.

CAPABILITIES AND EXPERIENCE (cont'd)

SPECIALIZED EXPERIENCE - Since 1980, we have completed well over 4,000 investigation and design projects. The enclosed resumes lists a few of the interesting projects where we have had the opportunity to provide our professional services.

We pride ourselves on careful and thorough investigations and reports. Our recommendations and designs emphasize maintenance and repair whenever possible to maximize the service life of the building envelope. We recommend replacement only when it is clearly the most practical and economical alternative. Also, our engineering services have proven successful in the bidding process, where our sound, clear and practical designs and bid packages have obtained truly competitive bids.

For special assistance beyond our capabilities, we work closely with several architectural and engineering firms, materials consultants and testing laboratories.

QUALITY CONTROL/ASSURANCE - Our rigorous internal quality control/ assurance program ensures coordinated and technically accurate reports, plans, designs, specifications and construction cost estimates. Work performed by our engineering designers and consultants is carefully reviewed by our Quality Control Principal.

COMPUTER AIDED DESIGN - Our network computer system enables us to efficiently and accurately prepare reports, specifications, structural and statistical analysis, proposal cost break-outs, construction cost estimates and replacement reserve schedules. Each engineer has internet access and e-mail, allowing easy exchange of electronic files and messages with other team members. All design drawings are produced with AutoCad computer aided design and drafting (CADD).

PROFESSIONAL MEMBERSHIPS AND SPECIALIZED TRAINING

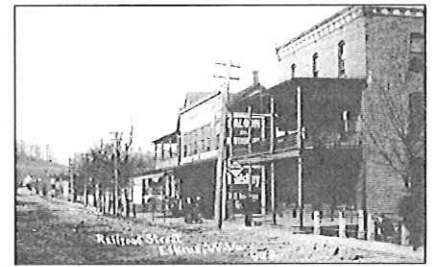
- ! Licensed Professional Engineers in Virginia, Maryland, District of Columbia, and West Virginia.
- ! Member, American Society of Civil Engineers.
- ! Member, American Society of Testing and Materials.
- ! Member, Construction Specifications Institute.
- ! Member, American Concrete Institute.
- ! Member, International Concrete Repair Institute.
- ! Member, Association for Preservation Technology.
- ! Associate Member, National Roofing Contractors Association.
- ! Member, Roof Consultants Institute.
- ! Certified Nuclear Moisture Meter Operators (All Engineers).

Delmonte Hotel

Location: Elkins, WV
Client: Randolph County Housing
Authority
Services: Historic Documentation
Restoration Documentation
Construction Value: \$200,000

Mills Group
Brock, Reed & Wade Building
206 High Street - Morgantown, WV 26505
(304) 296-1010

Visit us at millsgrouponline.com



The Mills Group was contracted by Mountain Partners in Community Development to survey the Delmonte Hotel on Railroad Ave. in Elkins for the concept design and adaptive reuse of the structure. Built in 1899, and modified in 1906, The Delmonte was central to Elkins' railroad industry. Rail workers, passengers, and locals could all be found in the first floor restaurant.

When Mountain Partners purchased the building in 1998, it had suffered from years of neglect making it unsafe and at risk to major deterioration. The building assessment and redevelopment concept plan utilized the first floor of the building as a restaurant and the upper levels as office space.

Retaining the Delmonte's historical integrity was a key motivator in this design. The sensitive use of space and architectural elements such as door hardware and wood windows and moldings maintained its sense of place in history while it was adapted to a modern use.

The firm has executed construction documents for the buildings current owner, the Randolph County Housing Authority. The scope involved the complete exterior restoration, including masonry, wood windows, exterior doors, millwork, and ADA access.

On the exterior, all of the original wood windows were completely restored to working order, the entire exterior was cleaned and repointed, and all of the trim work was cleaned and painted, retaining the Delmonte's rich historical integrity.

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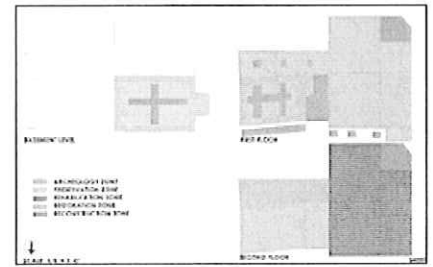
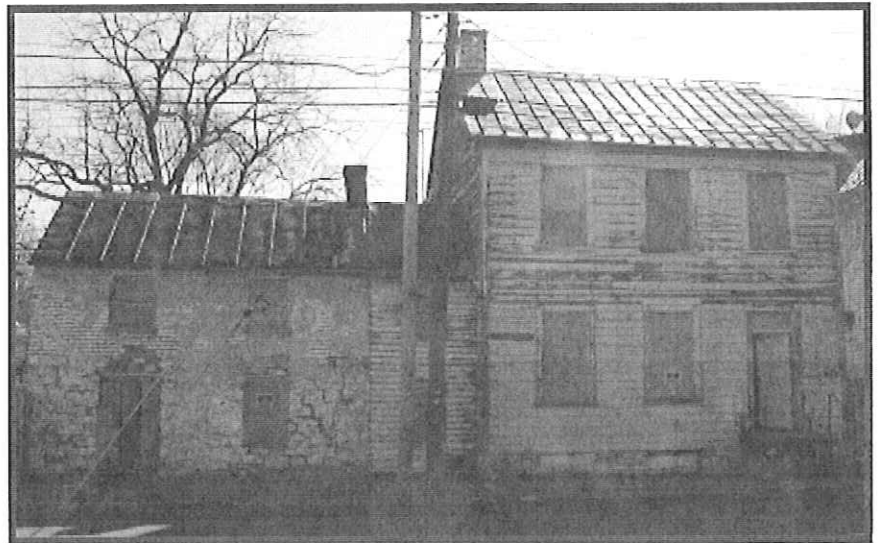
Webb Blessing House

Location: Charles Town WV

Client: Jefferson County Landmarks Comm.

Services: Historic Structures Report

Construction Value: NA



The Mills Group surveyed and assessed this neglected mid-19th century Charles Town home to develop a historic structures report and feasibility study that identified the historic components of the house and documented the progression of change over time. This historic landmark was built by one of the freedmen to house his family in a community that ended up being at the center of the secession crisis and the subsequent Civil War.

The Mills Group's plan also detailed the steps to be taken to first stabilize, then restore, and finally utilize the structure as a house museum that will relay a part of the community's rich history and cultural heritage.

This structure originated in the 18th Century and our report uncovered the cultural resources for the property, determined the phases, periods of construction and provided the Owner with a reuse master plan.

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Brock, Reed & Wade Building
206 High Street - Morgantown, WV 26505
(304) 296-1010

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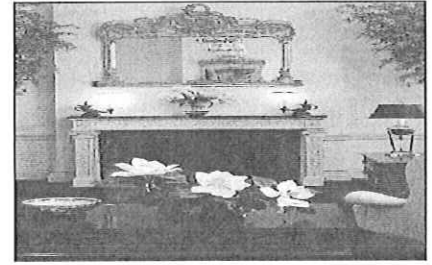
Dolly Madison Complex Masterplan

Location: Washington, DC

Client: Dolley Madison Complex Partners

Services: Historic Preservation Work

Construction Value: NA



While working with Einhorn, Yaffe, Prescott, Mr. Mills provided exterior renovation services of three historically significant buildings on Lafayette Square opposite the White House. Work included survey and scope verification, preservation and restoration of building materials including brick, stucco, cast iron. Effort also included waterproofing and incorporation of ballistic protection into the historic fabric. This project involved extensive construction site coordination and administration.

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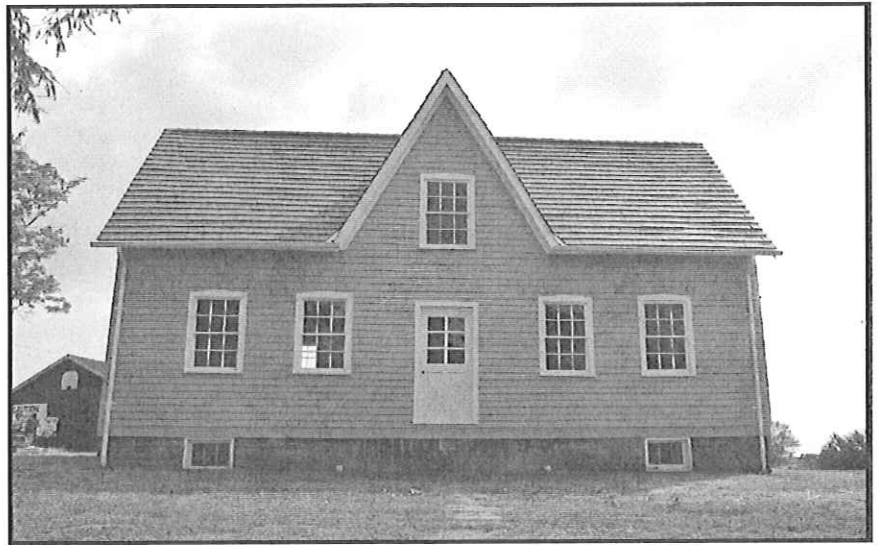
ARCHITECTURE ■ PLANNING ■ PRESERVATION

Wellsburg Tollgate House

Location: Wellsburg, WV

Client: Brooke County Commission

Services: Rehabilitation and Stabilization



Mills Group was pleased to assist the Brook County Commission in the restoration of the Wellsburg Tollgate House, the last remaining extant tollhouse on the Washington and Wellsburg Turnpike. The structure was clad in asbestos shingles with its original materials hidden by years of alterations. Mills Group was hired to return the building to its circa 1840 appearance.

Mills Group began by documenting the structure with existing condition drawings and collected a comprehensive understanding of the building's history and development over time. Once the building was documented, the 20th century materials were removed and the Mills Group developed a plan to restore the original materials and supplement in-kind where restoration work was impossible. The construction scope focused on the stabilization of the building's foundation and exterior structure, restoration of the exterior millwork and trim, installation of a compatible roof assembly, and the reconstruction of a period addition to the building. The full building restoration shall involve subsequent phases focused on additional exterior detailing, interior rehabilitation, and interpretation. The Mills Group also conducted construction administration and ensured that the building was ADA accessible while complimenting the original historic character of the building.

The Wellsburg Tollgate House is a great example of how different groups can work together to preserve a community's history.

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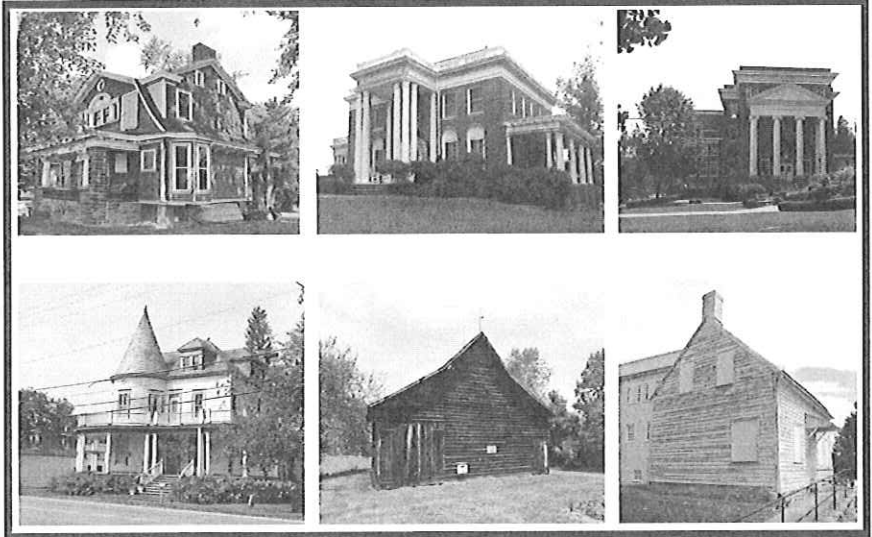
2011 WVSHPO Grant Monitor

Location: Various Locations, WV

Client: WV Division of Culture & History

Services: Grant Monitoring & Technical Assistance

Construction Value: NA



Since 2006, the Mills Group has been awarded an annually competitive contract with the West Virginia State Historic Preservation Office to provide technical assistance and grant monitoring for a range of projects ranging in construction value from \$5,000-\$350,000. The scope of the grant projects range from masonry and window restoration to roof and exterior millwork rehabilitation. The clients range from the homeowner with no construction background to facility maintenance directors with forty years of experience.

The awarded properties include:

- 6 South Front Street- Wheeling, WV
- Albert Heck Mansion- Spencer, WV
- Carnegie Hall- Lewisburg, WV
- Elmhurst- Wheeling, WV
- Entler-Weltzheimer House- Shepherdstown, WV
- Hotel McCreery- Hinton, WV
- Humbolt Yokum House- Beverly, WV
- Kump House- Elkins, WV
- Marshy Dell- Gerrardstown, WV
- Marion County Courthouse- Fairmont, WV
- Masonic Temple- Fairmont, WV
- New Deal Homestead Museum- Arthurdale, WV
- Old Opera House Theater- Charlestown, WV
- Pearl S. Buck Museum-Hillsboro, WV
- Scottish Rite Building- Wheeling, WV
- Shaw Hall-West Liberty, WV
- Town's Inn- Harper's Ferry, WV

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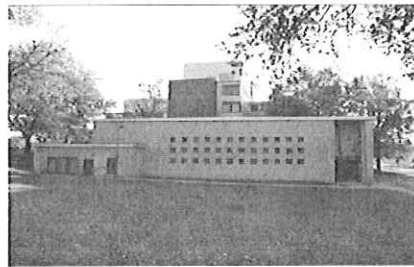
Veterans Administration Hospital

Location: Pittsburgh, PA

Client: Tetra Tech

Services: Historic Structures Survey

Construction Value: N/A



In accordance with Section 106 of the National Historic Preservation Act of 1966, Tetra Tech, NUS hired the Mills Group to document and evaluate the historic eligibility of 20 structures on the Highland Drive Veterans Administration Hospital Campus. The campus was designed in 1953 by Alfred Hopkins and Associates and the Pittsburgh architectural firm of Prack and Prack.

The Historic Structures Inventory included an architectural survey, photodocumentation of existing resources, historic research, and a recommendation of eligibility. This documentation will be placed on a Pennsylvania Historical and Museum Commission's Pennsylvania Historic Resource Survey Form (PHRS). In addition, the Mills Group developed a Recommendation of Eligibility Report to be reviewed and commented on by the Pennsylvania State Historic Preservation Office.

It was the Mills' Group's opinion that this resource is recommended eligible under Criterion A for its association with the development of mental health hospitals for Veterans.

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Waitman Willey Mansion Study

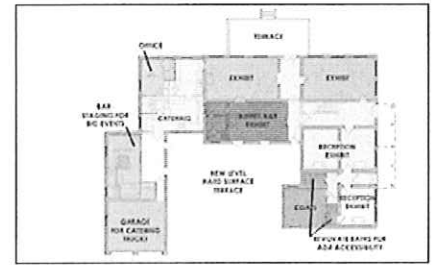
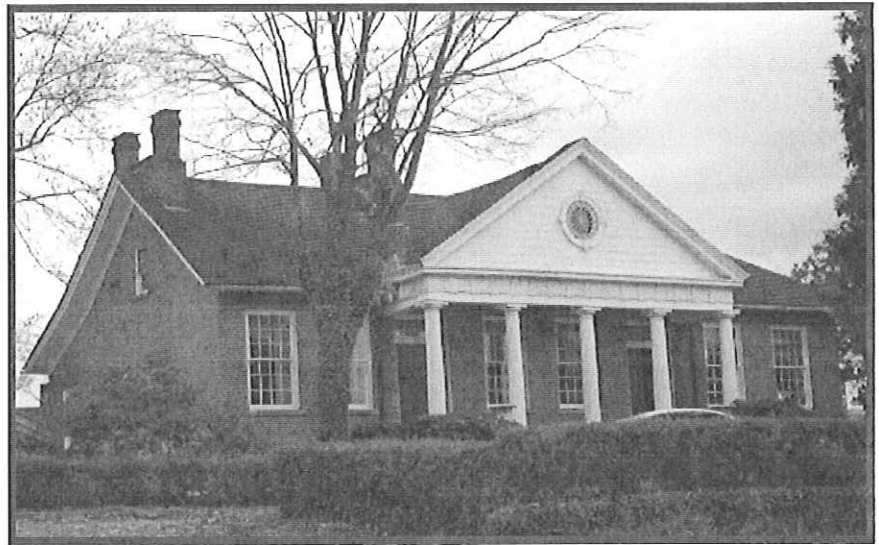
Location: Morgantown, WV

Client: City of Morgantown

Services: Historic Documentation

Master Plan

Construction Value: NA



The Mills Group was contracted by the Morgantown Historic Landmarks Commission to survey the home of the late Waitman T. Willey, US Senator from Virginia and West Virginia. The Chancery Hill Mansion, built around 1840 served as the Senator's home until his death in 1900.

The Landmarks Commission needed a feasibility study for the building's adaptive reuse. An intense assessment was performed on the building systems, the conditions of the exterior envelope, and interior finishes. The report detailed economically viable necessary upgrades and changes for the reuse of the building that still respected its historic fabric. The project also considered the adjoining commercial lot for the potential of new construction.

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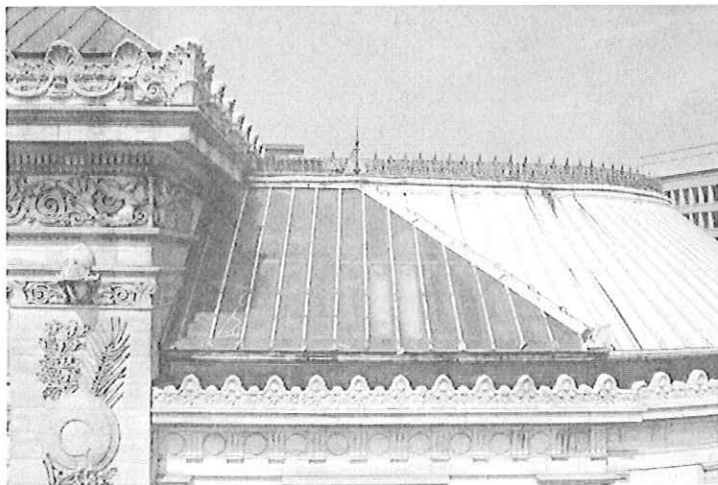
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION (*City and State*): Corcoran Gallery of Art, Washington, DC
- 22a. YEAR COMPLETED - PROFESSIONAL SERVICES: ongoing
- 22b. YEAR COMPLETED - CONSTRUCTION (*If applicable*): ongoing
- 23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: Corcoran Gallery of Art, Washington, DC
- 23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Steve Brown
- 23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: (202) 639-1764
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*):

The Corcoran Gallery of Art consists of two connected buildings constructed in 1895 and 1926. Designs for an extensive signature addition, including renovation of the original buildings, were developed in 2003. The Addition project was halted and in 2006 a new project team was hired to develop a program for restoration of the roofing systems. The team, including historic preservationists, mechanical engineers, structural engineers, and roofing specialists (Seal Engineering), analyzed the existing conditions and presented the Owner with options for the repair and restoration of the existing systems. In addition to looking at the materials and systems, the study included analysis of the construction process and phasing for each alternative to allow the project to proceed while the building was occupied and in full operation.

Final Working Drawings prepared by the team included replacement of the skylight system (a design-build effort due to schedule), replacement of all flat roofing systems, replacement of all copper roofing systems (batten seam, flat seam and standing seam), upgrading and repair of structural supports, and modification of mechanical systems. Seal, being responsible for all roofing work, worked closely with other team members, including the design-build skylight contractor, to ensure seamless integration of roof replacements with adjacent detailing (structural repair, skylight installation, mechanical installations, and interface between roofing systems). Phase 1 of construction, encompassing the 1895 building, is approximately 75 percent complete; Seal has been providing ongoing construction phase services.



25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT
- | (1) FIRM NAME | (2) FIRM LOCATION (<i>City and State</i>) | (3) ROLE |
|------------------------|---|----------------------------------|
| Seal Engineering, Inc. | Alexandria, VA | Roofing/Waterproofing Consultant |

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

-
20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION (*City and State*): HOLC Building, Washington, DC
- 22a. YEAR COMPLETED - PROFESSIONAL SERVICES: 2007
- 22b. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2009
- 23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: GSA/NCR
- 23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: David Faught
- 23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: (202) 260-4055
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*):

Seal Engineering, Inc. prepared a comprehensive field survey and assessment of the flat and sloped metal roofing systems, the built-up roofing system and the built-in gutters on this historic federal office building. Working closely with the rest of the project team (A/E prime firm, mechanical & electrical engineers and historic consultant) we prepared design drawings and technical specifications for the replacement of the standing seam copper roof, the flat-lock-and-seam copper roof and the built-up roof, as well as repairs to the existing gutters and replacement of drains and traps. After the project was awarded and construction begun, Seal continued to support the project through post-design services, including reviewing submittals and shop drawings, making site visits to ensure contract compliance, and attending progress meetings.



25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME
Seal Engineering, Inc.

(2) FIRM LOCATION (*City and State*)
Alexandria, VA

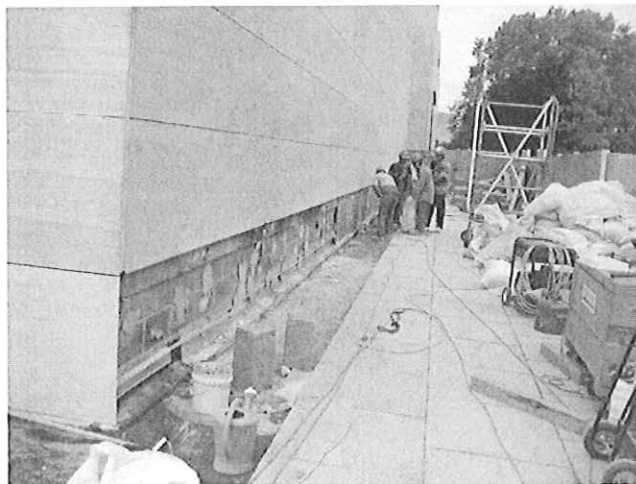
(3) ROLE
Roofing/Waterproofing Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION *(City and State)*: National Air & Space Museum, Smithsonian Institution, Washington, DC
- 22a. YEAR COMPLETED - PROFESSIONAL SERVICES: 2011
- 22b. YEAR COMPLETED - CONSTRUCTION *(If applicable)*: 2011
- 23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: Smithsonian Institution
- 23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Stefan Grgurevich
- 23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: (202) 633-6230
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*:

Seal Engineering, Inc. is providing investigation, design and construction phase services to assist the A/E prime firm in resolving water infiltration problems at the museum in three areas of the basement, two areas on the second floor and three areas on the third floor. The estimated construction budget for this project is \$1.5 million. Thus far the project has entailed investigation of leaks into the parking garage and galleries through the plaza, planters, steps, building facade, roof terraces and roofs. Seal has prepared a study indicating the leak sources & recommending repairs, prepared designs for leak repairs, and is currently providing construction-phase services.



- | | | |
|---|---|----------------------------------|
| 25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT | | |
| (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| Seal Engineering, Inc. | Alexandria, VA | Roofing/Waterproofing Consultant |

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION *(City and State)*: USDA Complex, Washington, DC
- 22a. YEAR COMPLETED - PROFESSIONAL SERVICES: ongoing since 2003
- 22b. YEAR COMPLETED - CONSTRUCTION *(If applicable)*: N/A
- 23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: GSA/NCR
- 23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Doreen LaRoche
- 23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: (202) 497-0068
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*:

Seal Engineering, Inc. has been providing services to the U. S. Department of Agriculture under a variety of contracts for over 20 years. In addition to working with the term service contractor to find leak sources and prepare focused scopes of work to implement repairs, we have designed roof replacements throughout the complex as part of modernization projects and as stand alone projects. In 1998 we completed a comprehensive study identifying flat roofing system needs at the complex over the next 20 years. Roofing assemblies included in the recently completed \$2.2 million replacement program designed by Seal were based on the recommendations of the 1998 study. The project included surveys of existing conditions, research of past projects modifying the roof systems, preparation of detailed plans, section drawings and technical specifications for the replacements. Critical elements of the design included recycling existing materials for reuse, provisions for future conversion of the replacement roofs to vegetative roof assemblies, and consideration of the construction impact on the occupied buildings.

Roofing systems included 37,000 SF of reinforced hot-applied rubberized asphalt roofing membrane covered with root barrier, insulation, filter fabric and gravel ballast; and 10,000 SF of cold-applied 2-ply modified bitumen roofing membrane with "cool" light colored cap sheet. Thermal insulation was designed to provide minimum R-20 values for the roof assemblies to meet energy conservation codes.



25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME
Seal Engineering, Inc.

(2) FIRM LOCATION *(City and State)*
Alexandria, VA

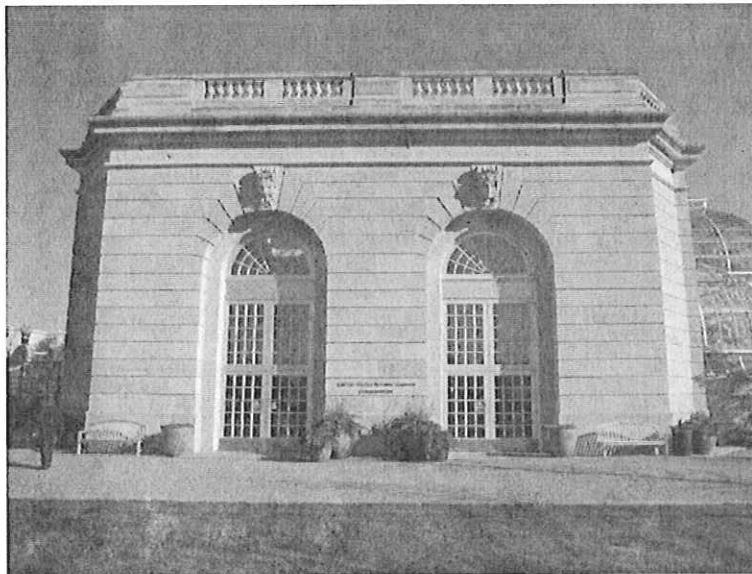
(3) ROLE
Roofing/Waterproofing Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION *(City and State)*: Botanic Garden Conservatory Façade, Washington, DC
- 22a. YEAR COMPLETED - PROFESSIONAL SERVICES: ongoing
- 22b. YEAR COMPLETED - CONSTRUCTION *(If applicable)*: N/A
- 23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: Architect of the Capitol
- 23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Marty Shore
- 23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: (202) 226-6193
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*:

Seal Engineering, Inc., was asked to survey cracking observed on the façade of this 1931 limestone Beau Arts building located on the National Mall to verify findings of an earlier survey report and then to provide construction documents to implement the recommended repairs. During study phase, it was determined that while the general concept of the previous study remains valid, conditions were identified which will require a more invasive repair program than originally anticipated by the Owner. Seal is currently working on developing construction documents for façade repairs, parapet wall removal and reconstruction, and roof replacement.



FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME
Seal Engineering, Inc.

(2) FIRM LOCATION *(City and State)*
Alexandria, VA

(3) ROLE
Roofing/Waterproofing Consultant

SEAL ENGINEERING, INC.

3323 Duke Street, Alexandria, Virginia 22314

(703) 823-6366

fax (703) 823-2890

Project: GSA Warehouse, Building A, Bay 6, Springfield, VA

Owner: General Services Administration

Contact: Steve Disselkoen, (202) 694-8078

Seal Role: Roof Design and Specification. Provide full time roof inspection with daily logs. Provide weekly progress reports to GSA. Review contractor submittals. Provide any additional necessary documents such as additional drawings and specifications for clarification of work, change orders, unforeseen conditions etc.

Job Description: Removal of smooth surfaced asphalt and asbestos felt built-up roofing and replace with 4-ply asphalt/fiberglass built up roofing membrane with mineral surface cap sheet set in hot asphalt. Roof design includes installation of additional insulation (tapered and flat) to fill in low/deflected areas of wood plank roof deck prior to roof installation. Total roof replacement is roughly 115,000 square feet.

Engineer: McMullan and Associates Inc.

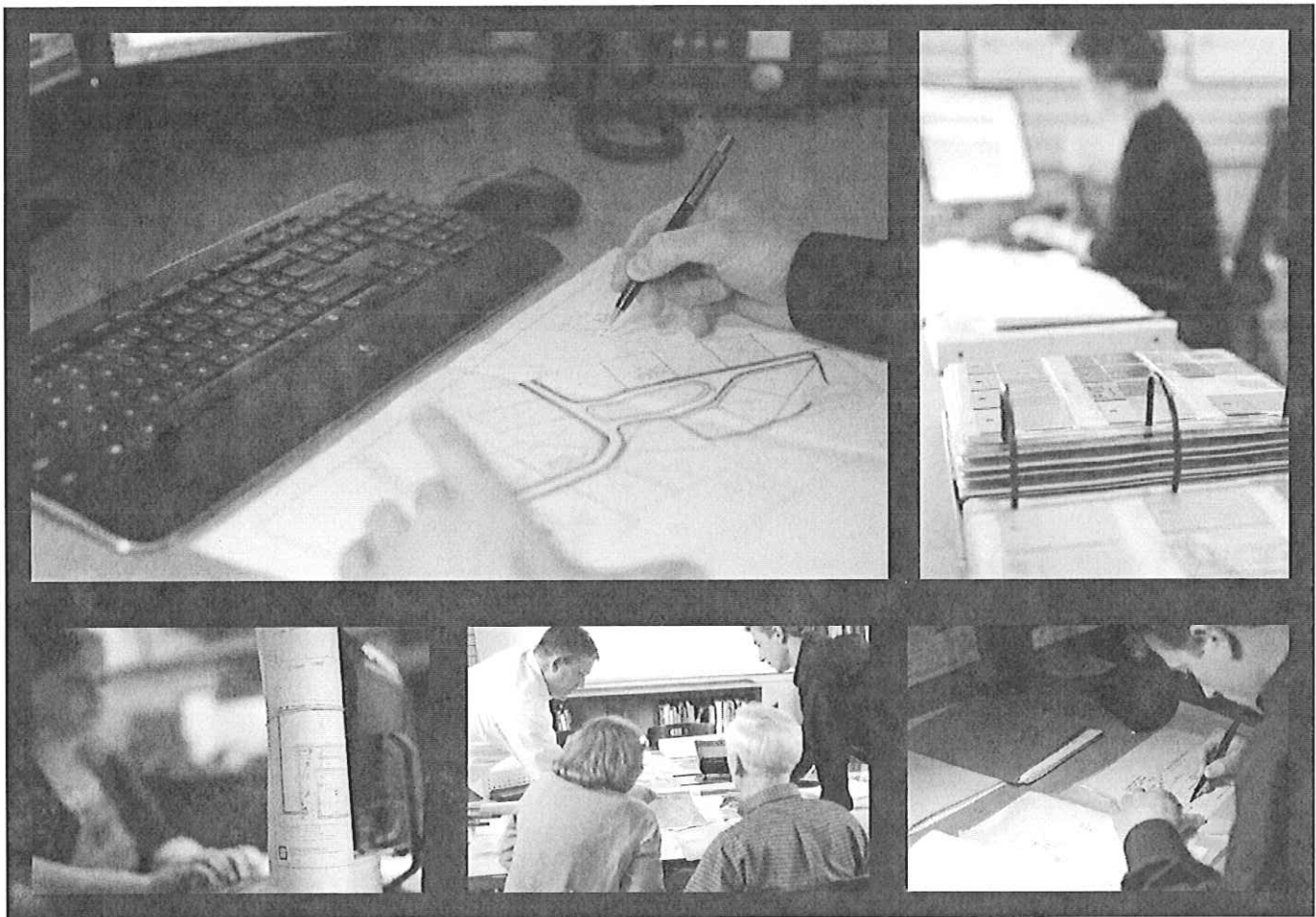
General Contractor: Persaud Companies Inc.

Roofing Contractor: Dunn Roofing and Sheet Metal Inc.



Firm Staffing: Who are we?

The firm currently has five technical staff members and an office manager/administrator. The complete resumes of the technical staff are included in this proposal and the organizational chart below shows the work flow processes of the office. The staff functions very much as a team with each staff member having a well rounded basis of knowledge about the profession, and each having a center of excellence that can provide value added service to the client. Please see the complete depth of experience and qualifications in the individual resumes within the appendix of this section.



Michael J. Mills, AIA

Principal Architect



Education:

BS, BARCH/1993/
Rensselaer
Polytechnic Institute

Professional Registrations:

West Virginia
Virginia
Ohio

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

Preservation Experience:

Metropolitan Theatre - Morgantown, WV

The Mills Group acted as associate architects on the step-by-step restoration. The project paired architects with multiple organizations to accomplish an array of tasks. The challenge was coordinating disparate entities to deal with technical, preservation, life safety and code issues in an operational performing arts facilities.

Willey Mansion Report - Morgantown, WV

The Mills Group was contracted by the Morgantown Historic Landmarks Commission to survey the home and compile a feasibility study to determine what steps were necessary to adaptively reuse the building. An intense assessment was performed on the building systems, the conditions of the exterior envelope and interior finishes. The report details upgrades and changes that is necessary for the reuse of the building.

Delmonte Hotel - Elkins, WV

The Mills Group acted as associate architects on the step-by-step restoration. The project paired architects with multiple organizations to accomplish an array of tasks. The challenge was coordinating disparate entities to deal with technical, preservation, life safety and code issues in an operational performing arts facilities.

Price House - Kingwood, WV

This project is working to restore a historic house on the edge of downtown. The house will be brought back to it's original character and possibly be used as business/retail space. The adjoining addition will be added onto again and transformed into student housing. A fire egress stair will connect it to the Beauty College.

Toll Gate House - Wellsburg, WV

An exterior restoration and structural stabilization. The original wood siding will be cleaned and repaired; the existing front stoop will be removed and replaced with a time appropriate stoop. Also the roof and windows will be replaced with time appropriate elements.

Kump House - Elkins, WV

The Kump House Trust and City of Elkins hired The Mills Group to execute a historical structures report and conceptual design for the re-use of the 1923 Neo-Classical mansion as a mixed use educational facility. Great emphasis for sustainable practices were considered.



Halliehurst - Elkins, WV

The Mills Group consulted with Davis & Elkins College on a historically based painting scheme for Halliehurst Hall, built in 1890 by Senator Stephen B. Elkins. The building has long been a center of social activity for both the college and the city of Elkins. Halliehurst was completely restored in the 1990s and is now a National Historic Landmark. The offices of the President, Advancement staff, Alumni, Communications, and Admissions are located in this magnificent example of Victorian architecture.

Highland Estate - Clarksburg, WV

A residential restoration project which is focused on the removal of the existing asphalt shingles and replacing them with the original style roofing. The original roof was a terra-cotta barrel tile that was removed at the end of its life. Also the flat roof over the front and back entry will be replaced with a fully adhered membrane system.

Camp Caesar - Cowen, WV

Stabilization of Council Circle, the only covered 4-H Council Circle in the state of West Virginia. Built in 1928 and relocated in 1961, this structure was in need of rehabilitation after heavy snowfall greatly affected the structure in the winter of 2009. Assisted Camp Caesar in a grant application for the funding to properly restore it to its glory.

WVSHPO 2011, 2010, 2009, 2008, 2007 Grant Monitoring - Various locations, WV

In 2006 the Mills Group began assisting the West Virginia State Historic Preservation Office by facilitating a necessary component of contract administration, closely observing and aiding every aspect of the work. Mills first inspects the site, then helps to lay out the scope of work and craft the requests for proposals as well as reviewing the proposals. During the construction phase, architects provide technical assistance and a final inspection. Since 2006, the Mills Group has provided this service at dozens of historic sites in the state of West Virginia.

Publications:

Vandalia Heritage Foundation's Preservation Resource Center Publications: *"An Introduction to Historic Preservation"*, *"Researching your Historic Home"*, *"What is Historic Preservation?"*, and *"Preservation Bulletin #1: The Rehabilitation Process"*

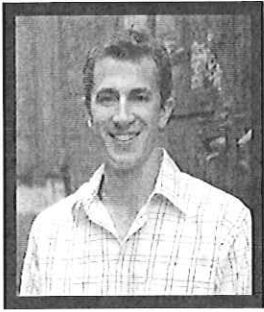
"Convergence: Effective Preservation Through Collaboration/An Interdisciplinary Approach", Submitted to

APT Bulletin, Spring 2002.

"Commissary Sergeant's Quarters, Building 42", **Montgomery C. Meigs and the Buildings of the Nation's Capital.** Edited by William C. Dickinson, Dean A. Herrin and Donald A. Kennon, 2001, Ohio Press.

Ryan K. Hess, LEED AP

Director of Sustainable Design



Ryan is responsible for leading the office in the sustainable design market and serves as our expert on LEED AP projects. As such, Ryan pursues client opportunities, manages projects, and incorporates sustainable principles into all his designs. Ryan has also improved the efficiency of the office through in-house project management. Mr. Hess also volunteers his time lecturing to students interested in pursuing a career in architecture, mentors architectural interns as well as serves on various city redevelopment committees.

Planning:

Preston County Farm Masterplan-Kingwood, WV

A proposed long term vision of a growth masterplan for Preston County Commission facilities including: 911/OEM Building, 911 Storage Facility and Bunk House, Sheriff Storage Facility, and Burn Building for safe fire training in the near future and many other possibilities in the distant future to effectively allocate space planning.

Randolph Co. Housing Authority - Elkins, WV

Energy modeling analysis investigating orientation, shading, and glazing of single family detached homes on a greenfield development site. Also an analysis of solar and wind potential of the greenfield lots pre and post development to evaluate the effects it has on the site and the surrounding areas.

Commercial:

University Avenue Plaza - Morgantown, WV

Conceptual building design of mixed use facility for retail, light commercial, office, and residential uses. This new construction project celebrates rich architectural character and building methods of downtown Morgantown's past. Site planning maximizes road frontage and encourages pedestrian traffic, while still accommodating vehicle traffic demands.

188 Spruce Street - Morgantown, WV

Urban infill project serving as transition structure and facility between urban and residential neighborhoods, utilizing proximity to amenities such as services, public transportation, entertainment, and preserved green space. It will provide sub level on-site parking, along with first level retail/office space below multiple levels of residential living.

Public:

Preston County Sheriff's Facility - Kingwood, WV

A masterplan vision for grant applications focused on the concept of adaptive reuse. It is phased into six manageable chunks to allow for total rejuvenation of the town's central core. An existing historic sheriff's house and attached jail will be transformed into useable and practical space for their growing staff.

Monongalia County Fair Barn- Morgantown, WV

A conceptual design for a multipurpose livestock barn with adjacent exhibit hall, bathroom, shower, and storage facilities. Assistance provided to Monongalia County Fair Commission for project bidding and cost estimations as well. It will be a shared public facility serving events in seasonal use.

Education:

West Virginia
University:
2007/BA/ Civil &
Environmental Engineering
2008/MA/ Business
Administration

Carnegie Mellon
University:
2009/ Master of Science,
Architecture

Preservation:

Kump House - Elkins, WV

The Kump House Trust and City of Elkins hired The Mills Group to execute a historical structures report and conceptual design for the re-use of the 1923 Neo-Classical mansion as a mixed use educational facility. Great emphasis for sustainable practices were considered.

Camp Caesar - Cowen, WV

Stabilization of Council Circle, the only covered 4-H Council Circle in the state of West Virginia. Built in 1928 and relocated in 1961, this structure was in need of rehabilitation after heavy snowfall greatly affected the structure in the winter of 2009. Assisted Camp Caesar in a grant application for the funding to properly restore it to its glory.

Past Experience:

Alpha Associates, Inc.

Engineering Intern

May - August 2005

May - August 2006

Sandra Scaffidi, MA

Preservation Associate & Historian



Education:

MA/2001 Public
History- Colorado
State University

BA/1998/History
Binghamton Univer-
sity

Sandra has more than ten years of experience documenting historic properties throughout the United States. She is well versed in working with Federal, state and local preservation laws and enjoys developing historic contexts and completing field surveys. Sandra also has authored National Register of Historic Places nominations and completed Historic Structures Reports. Additional preservation experience includes (but is not limited to):

Preservation Experience:

Historic/Architectural Documentation of the Highland Drive

Veterans Administration Hospital, Pittsburgh, Allegheny County, PA. Documented and evaluated mid 20th century psychiatric hospital prior to demolition.

National Register of Historic Places Nomination for Capon Chapel,

Hampshire County, WV. (Active) Completed background research and nomination form for NRHP listing of the historic property.

National Register of Historic Places Nomination for the Old Pine Church,

Hampshire, County, WV. (Active) Completed background research and nomination form for NRHP listing of the historic property for Landmarks Commission.

Architectural Survey of Woodburn Historic District, Morgantown, West Virginia.

Morgantown Historic Landmarks Commission. Identified, documented and evaluated approximately 400 structures within the Woodburn Historic District in Monongalia County. Responsibilities included historic research, architectural survey, preparation of approximately 400 West Virginia Historic Property Inventory survey forms, the composition of a brief historic context, a public presentation, and project management.

Historic Structures Report. Rogers House, Morgantown, WV. WVU Campus

Ministry Center. Preservation Associate. Conducted an in-depth architectural study of the Rogers House, a 19th century structure listed in the NRHP. Responsibilities included architectural survey and documentation, historic research, photography, and the composition of a detailed narrative

WV SHPO Grant Monitor, Charleston, WV. Provided technical assistance and grant monitoring to 17 grant recipients throughout the state on behalf of the WV SHPO.

The Development of a Maintenance Manual, Independence Hall, Wheeling,

WV. Created a Maintenance Manual for the care and preservation of a new mural placed inside the courtroom at the Custom House in Wheeling featuring the creation of the state of West Virginia.

Master Plan of Duffield's Station, Duffield Station, WV. Interpreted historic documentation to develop a timeline of alterations to an early train station in Jefferson County, West Virginia.

Additional Project Experience:

Grey's Reef Light Station, Lake Michigan, MI. Architectural Historian. (TetraTech). Responsibilities included photographically documenting the removal of the antenna according to a Memorandum of Understanding between the Advisory Council on Historic Preservation and the US Coast Guard.

Historic Documentation of the Lodge at Cacapon Resort State Park, Morgan County, WV. Lead Architectural Historian (Practical Preservation). Responsibilities included researching the history of the lodge, documenting the structure on a WV Historic Property Identification Form, assessing the eligibility of the structure and the effect of the project on the resource.

Preserve America Oral History Podcast Project. Marion County, WV. (The City of Fairmont) Author. Responsibilities included creating a proposal addressing the need to capture the oral history of older Fairmont citizens and their memories of downtown. Created budget work plan, request for proposals and solicited qualified applicants. Successfully awarded \$40,000 grant funding in 2008.

National Trust for Historic Preservation, Great American Main Street Award (GAMSA) Finalist, Marion County, WV. (Main Street Fairmont) Author. Responsibilities included assessing statistical data to illustrate revitalization trends in downtown Fairmont for the past 20 years. The application also included highlights from several activities which showcased Main Street Fairmont's volunteer efforts. Organization was granted finalist status and was in the top 5 of over 1,000 communities throughout the United States.

National Register Nomination. Emporia, Virginia. City of Emporia and the Virginia Division of Historic Resources (VDHR). Architectural Historian (KCI Technologies) Inventory, evaluation, and National Register nomination of approximately 100 resources located within two historic districts within the town of Emporia. Responsibilities include client contact, preparation of approximately 100 survey forms, historic context, public presentations, and project management.

Statewide Historic Bridge Survey. Charleston, WV. WV Division of Highways. Architectural Historian (KCI Technologies). Inventory and evaluation of approximately 3,000 bridges built prior to 1965 to update the WV Historic Bridge Survey. Responsibilities include preparation of historic context report.

Julie M. Frum

Project Manager



Education:

BA/1993 Interior Design- West Virginia University

Concentrating on interior design and architecture, furniture specification and project management. Ms. Frum has fifteen years experience including a broad range of commercial experience, higher education, healthcare and corporate environments. Julie executes a leadership role to manage client relationships and coordinate with the Mills Group design and project management team.

Julie's current projects include conceptual design for Hancock County 911, construction management for FBI Fairmont, WV and interior design planning for Chestnut Hotel Morgantown, WV and development and master planning

Project Experience:

Hancock 911- Hancock County, WV The Hancock County 911 and Health Department hired the Mills Group to do an interior concept layout for their new building. During the planning process Julie worked with the managers from both the 911 center and the Health Department to develop an interior layout to fit their current needs and to allow for future growth. After an initial design was completed, Julie worked with the client to refine the design in order to come up with a final layout to fit the client's needs.

Preston County ADA Signage Package- Preston County, WV

The Preston County ADA signage package was developed so that the County buildings would be in compliance with the Americans with Disability Act. Julie worked with the commission to develop a package that could be put out for public bid. All offices needed to be denoted, and then way-finding directories needed to be created to help the public maneuver around the facilities. Finally, a product specification was created to complete the bid package.

Morgantown City History Museum- Morgantown, WV

The Morgantown City History Museum employed the Mills Group to develop an overall connective design element for their new location. This element was needed to define each specific time period in the history of the city of Morgantown. Julie worked with the design team at the Mills Group to create a sign with graphics that would connect the museums exhibits together. Once the design was completed, Julie finalized the job, but working to have the signs constructed and installed before the Grand opening of the museum.

Pi Kappa Alpha Site Feasibility Study- Morgantown, WV

Working with a team at the Mills Group, Julie helped to complete a site feasibility study for the Pi Kappa Alpha Fraternity in Morgantown, WV. The goal was to establish the possible uses for the existing building and land that the fraternity currently occupies. Julie helped to plan out various type of houses that could be built on the site, as well as a renovation of the existing house.

Gained experience with Franklin Interiors:

United Hospital Center-New Facility-Bridgeport, WV

UHC, Clarksburg WV utilized Julie's project management experience when they moved into their new facility in Bridgeport, WV. Julie worked with the hospital move management team, installation crews and the facility contractors to ensure that all furniture was installed for the opening of the hospital.



**Fairmont State University - Masters in Business Classroom - Jaynes Hall
Fairmont, WV**

The new Masters in Business classroom was developed to be a flexible classroom for the business department at Fairmont State University. The goal was to create a prototype for the program that could be duplicated and expanded for classrooms within the school of business. During the programming phase Julie worked with the Dean of the School and the FSU Facilities Department to renovate the space, specify flexible furniture and add new technology. Once all space planning and product specification was complete Julie scheduled and coordinated final product installation and punch list completion.

West Virginia University Wise Library- Morgantown, WV

Due to the growth on campus WVU Wise Library worked with Julie to create new spaces for students to study and collaborate on projects. While working on this project new multi- purpose and flexible study spaces were created by moving existing book stacks. Once the areas were opened up, Julie and her design team created two small study areas, one medium study area and one large open collaboration space. The furniture that was proposed and purchased was mobile and able to adapt for many types of uses.

R. Greg Eddy, AIA

Project Manager



Education:

MA/2004 /Architecture
Virginia Polytechnic Institute & State University

BA/2001/Architecture
Fairmont State University

R. Greg Eddy, of Morgantown, has joined Mills Group in the capacity of Project Manager with eight years of experience. Greg is a registered architect in the state of West Virginia and is NCARB certified. "Being from the Morgantown area, I welcome the opportunity to assist my community in its incredible growth and development," said Greg; this sentiment is shown in his involvement in Main Street Morgantown. His project experience ranges from small residential to large commercial with a sensitivity to client focused design solutions. Greg is very excited for the opportunities offered by Mills Group and looks forward to contributing to the burgeoning Downtown Morgantown architecture firm.

Experience:

BFS Addition and Renovation – Morgantown, WV -

A design build project, the scope was to develop a set of documents which would demonstrate the intentions of updating and existing building and the creation of addition space to house a chain restaurant. Coordination between the general contractor, engineering consultants and a national chain restaurants design team were critical to the successful end deliverables.

Boy Scout Camp Mountaineer Pavilion Addition:

The Boy Scouts of America employed full services for design and documentation of two pavilions to serve shelter needs at their rifle and archery range. In addition to design and bidding we have been asked to provide administrative services to implement these structures. Through close client communications a sensitivity to natural site characteristics and budget were paramount to a successful bidding process. This project is currently under construction and has a completion date of late winter 2012.

Gained experience under the guidance of previous firms:

WVHEPC Headquarters Kanawha Valley Community and Technical College - South Charleston

A gift of an existing 100+sqft structure and the future leasing of a portion of this space to a growing community and technical college lead a very complicated program for this owner. Through interviews with the owner and the end user, a scope was developed which included a major renovation, an addition of 20+ sqft and a complete upgrade to all major support systems and non-structural systems. Currently under construction in Phase I of III, this project has a delivery date of end of 2012.

Allegheny Energy Headquarters - Fairmont WV

The scope was to develop new construction which would support 150+ employees and server as the main distribution portal for the Mid-Atlantic power grid. With deliverable as design build while being fast tracked, a team approach was taken. Given to task of interior public spaces, it was desired that a high corporate finish was desired. This was accomplished through material selections, color choices and interior partitions dynamics.

Fairfield Inn and Suites - Morgantown, WV

The scope was of new construction of a four story, ninety six sleeping unit bearing the marketed name of Fairfield Inn and Suites. Following guidance from the name brand, construction type, site placement and execution of any and all chosen amenities were within the deliverables.



WV State Parks and Forest - Twin Falls Resort State Park

The scope was to transform Twin Falls Lodge into a contemporary facility with all the comforts of true southern West Virginia hospitality. An expansion and renovation of an existing lodge was the desired direction. Through client interactions, it was determined that a completely new architectural character was desired. This was accomplished by positioning the new structure on approach in a way to limit views of the existing structure and developing a country modern material palate.

Old Hemlock Residence - Bruce ton Mills, WV

A scope of designing new construction which would serve both the needs of a caretaker's home and of education for the Old Hemlock Foundation. The residences conceptual and final designs were found through interactions with the end user to recreate positive experiences from which they would live and entertain. Through multiple interactions, a palate of materials and forms were composed which would support and provide balance with the natural surroundings. By capturing views of the foundations historical structure, Old Hemlock, and of the surrounding woodlands, a harmony was created between the new man made structure, the sites mature structures and nature.

Vidulich Residence - Morgantown, WV

The Scope of designing for new construction which would serve the needs of a family of four. Apparent to mind during the interactions with the end user were full accessible needs along with a close at hand empty nest. Working closely with the client to find a good balance between a commercially created plan, a difficult topography and the found necessities of plan, a successful structure was completed.

Teaching Experience:

Jan 2005 Fairmont State University
Adjunct Professor
Design Studio
Site Planning
Introduction to Revit Design Software

Community Involvement:

Member, St. Mary's Roman Catholic Church - Lecture
Art and Architecture Committee
Main Street Morgantown
Wes Mon Basketball League
Morgantown Baseball Association - Fall League Co-Coordinator

Resume

Name: **David A. Fyffe, P.E.**
Assignment: Principal/Project Manager
Education: Bachelor of Science, Civil Engineering, 1984
Clarkson University, Potsdam, New York

Registrations: 1992/Civil Engineering PE - DC #09864
1992/Civil Engineering PE - VA #024165
2005/Civil Engineering PE - MD #31665
2005/Civil Engineering PE - WV #16421

Experience: Mr. Fyffe is responsible for overall project management as well as conducting field investigations, preparing evaluation reports, cost estimates, design drawings, plans and specifications and performing contract compliance inspection services for roofing, waterproofing, structural, building envelope, restoration and concrete repair projects. Many of the repair and restoration projects completed involve historic structures, and as such, David and the rest of the firm have a keen understanding of Secretary of the Interior's Standard for the Treatment of Historic Properties. Prior to joining Seal, David was responsible for civil and structural engineering on several major development and rehabilitation projects. The following projects provide an overview of David's experience:

Corcoran Gallery of Art Roof and Skylight Replacement, Washington, DC – Project Manager for study and follow on design for flat and sloped roof replacements performed in traditional design-bid-build format in conjunction with design-build format for monumental skylight replacement. Project required coordination and collaboration between historic architect, mechanical consultant, structural engineer, construction manager, and skylight designer/supplier. Provided construction phase services consisting of shop drawing review, RFI responses and on-site inspection.

Camden Yards Warehouse and Camden Station Roof Replacement, Baltimore, Maryland – Project Manager for verification survey of prior condition assessment study and for follow on design for roof replacement on historic warehouse and station building. Aside from roofing, project involves interface with other consultants with respect to façade stabilization, foundation waterproofing repair and associated site work.

Rayburn House Office Building Roof Replacement, Washington, DC – Project Manager for roofing aspects of study and design for roofing system replacement. Study evaluated options for conventional roofing, vegetative roofing, Cool Roofing, and building integrated photovoltaic roofing. Final roof design package included Cool Roofing with Energy Star rated surface with option for installation of building integrated photovoltaic solar collection system. Provide Architect of the Capitol with construction phase services including shop drawing review, attendance at progress meetings, and on-call construction inspections.

East and West Wing Roofs, White House, Washington, DC - Served as Project Manager and Project Engineer for research of past roofing history, coordination of field investigations, design, preparation, and review of roof replacement and masonry chimney restoration design package. Project included design of a new wood roof support system for a flat locked and soldered lead coated copper roofing system, a hot-rubberized asphalt protected membrane assembly with precast concrete paver surfacing, concrete and masonry repairs, and gravel surfaced asphalt built-up roofing installations. Performed construction phase site inspections for Owner.

Resume Continued –David A. Fyffe, PE

Cottrill's Opera House, Thomas, West Virginia – Project Manager for the investigation of existing roofing and site conditions of this 1902 abandoned structure related to complete restoration and reoccupation of the building. Initial building stabilization work was completed prior to our involvement. Our efforts were focused on (1) completing stabilization to protect the building from the environment, and (2) designing long term repairs and replacements to serve the building in its fully occupied state. Roof replacement and site repairs to control water penetration into the structure have been completed.

Marion County Courthouse Structural Assessment, Fairmont, West Virginia – Served as Project Manager for the roofing and waterproofing component of the assessment. Work involved surveying of interior and exterior conditions related to flat roof systems, sloped metal roof systems and flashing, and cast iron façade and roofing elements. Provided follow on design services for implementation of roof repairs recommended by study associated with stabilization of perimeter cast iron cornice, and for roofing aspect associated with structurally reinforcing of the original clay tile arch roof deck.

Supreme Court Roof Repair, Washington, DC - Served as Project Manager for firm's role in preparing comprehensive study of existing conditions at the various conventional and historic roofing systems on the building. Result of study was a focused approach to address all roofing systems (repairs and replacements) in a phased manner to minimize impact on the occupied facility. Prepared design of recommended repairs and replacements. To date two phases have been completed, with final third phase scheduled.

Circuit Court Bell Tower Restoration, Fredericksburg, Virginia – Project Manager and Engineer for investigation, design and contract compliance inspection services for restoration of windows and stucco façade on this 1851 structure. Work involved closely coordinating restoration plans with City Historical Architect. Aside from inspecting work for compliance with drawings and specifications, prepared design for replacement of large deteriorated structural wood beams uncovered in the execution of the work. Worked closely with the restoration contractor to find acceptable source for replacement timbers.

Federal Trade Commission Roof and Entry Waterproofing Replacement, Washington, DC - Project Manager for the investigation of existing conditions, analysis to determine recommended repair and replacements, and preparation of design, drawings, technical specifications, and cost estimates. Scope of services included preparation of survey, report, and design for roofing and on-structure entry waterproofing replacement. Provided on-call construction phase inspection services.

U.S. Dept. of Agriculture, Washington, DC - Served as Principal-In-Charge for two open-ended A/E multiple-delivery contracts (as subconsultant), and presently providing on-call roofing and waterproofing inspection services through third term contract. Completed projects include Flat Roofing System Survey and Comprehensive Condition Report for entire complex; design and full-time inspection of roof replacement at the Jefferson Auditorium and Television Studio; Court 4 Library roof replacement design (two projects); Wing 3 Slate Roof and Built-in Gutter replacement design; Sub-Central Plant roof replacement design and construction inspection services; Court 1, 2 and 3 waterproofing repair design and construction inspection services; courtyard entrance ramp waterproofing system replacement design and construction inspection services; and design of repairs to stop roof leaks at the Cotton Annex and South Agriculture Buildings. Currently managing full time inspection services for construction phase of most recent design work for replacement of Court 2 and 3 waterproofing replacement, Cafeteria Terrace Waterproofing Replacement and East and West Bridge Roof Replacements.

PROFESSIONAL ACTIVITIES/MEMBERSHIPS

Member, American Society of Civil Engineers

Member, American Concrete Institute

Member, Construction Specifications Institute

Member, National Trust for Historic Places

Associate Member, National Roofing Contractors Association

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME David A. Fyffe, P.E.	13. ROLE IN THIS CONTRACT Roofing / Waterproofing Consultant	14. YEARS EXPERIENCE	
		a. TOTAL 27	b. WITH CURRENT FIRM 20

15. FIRM NAME AND LOCATION *(City and State)*
Seal Engineering, Inc., Alexandria, VA

16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Bachelor of Science / 1984 / Civil Engineering / Clarkson University	17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Professional Engineer, Civil District of Columbia, Commonwealth of Virginia West Virginia and Maryland
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Mr. Fyffe is familiar with a wide variety of building envelope systems and components, and has worked on over 500 projects for federal, state and local clients in the Washington, DC Metro area. Many of the projects executed by Mr. Fyffe have been on occupied structures of historic importance, a factor that was carefully considered in the repair and replacement design programs implemented. He is responsible for creating and reviewing evaluation reports, cost estimates, design drawings, plans, specifications, bid packages, contract documents, and observation reports. In addition, he serves as a personnel manager for the firm, overseeing the allocation of resources to ensure the company has the capacity to meet its contract commitments.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
a.	Roof Replacement, Corcoran Gallery of Art Washington, DC	ongoing	ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Roofing/Waterproofing Consultant: Project Manager for investigation, design and construction phase for roof replacement. Working closely with Historic Preservation Architect, Owner, Skylight System Replacement Designer and Construction Manager to design long term solutions to perennial problem areas while responding to both the historic fabric of the building and the Owner's need for maximum occupancy. Also prepared contract document package for immediate roof maintenance & repairs and continuing to provide construction phase services.		
b.	Architect of the Capitol Term Contract under A/E Prime Firm Washington, DC	ongoing	ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Roofing/Waterproofing Consultant: Project Manager for survey, report and design for roof repair and partial replacement at Hart Senate Office Building (\$1M); Survey, Condition Report and Programming for Roofing Replacement at the Supreme Court (\$7M); and Roofing System Fall Protection System Design at the Supreme Court (\$300K).		
c.	American University Term Contract Washington, DC	ongoing	ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Roofing/Waterproofing Consultant: Project Manager for surveys, reports, designs and/or inspections for over forty projects since 1990. Recently completed projects include architectural drawing design review for roofing and waterproofing systems, and construction phase inspection services for same at the newly constructed Katzen Arts Center \$500k for roof and waterproofing systems). Other pertinent projects include investigation, design, bidding and construction phase inspection services for Centennial Hall Terrace Waterproofing Replacement (\$300k), Hurst Hall Foundation Waterproofing Repair (\$20k) and Roof Replacement (\$160k), Sports Center Complex Roof Replacement (\$500k), and multiple dormitory roof replacement and façade repair projects.		
d.	USDA Headquarters Complex Roof Replacements Washington, DC	2008	2008
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Roofing/Waterproofing Consultant: Project Manager for roof replacement project ongoing since 2003. Scope of work includes roofing repairs and replacements at the Whitten Building, the South Building, the Yates Building, the Cotton Annex and the George Washington Center. Part 1 - survey & investigation of existing conditions and preparation of a detailed report including prioritized recommendations and cost estimates. Part 2 - inspection and testing of projects under construction.		
e.	Rayburn House Office Building Roof Replacement Washington, DC	2003	2003
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Roofing/Waterproofing Consultant: Project Manager for roof replacement project ongoing since 2003. Scope of work includes roofing repairs and replacements at the Whitten Building, the South Building, the Yates Building, the Cotton Annex and the George Washington Center. Part 1 - survey & investigation of existing conditions and preparation of a detailed report including prioritized recommendations and cost estimates. Part 2 - inspection and testing of projects under construction.		

SEAL ENGINEERING, INC.

3323 Duke Street, Alexandria, Virginia 22314

(703) 823-6366

fax (703) 823-2890

Name: David J. DiQuollo, P.E.

Assignment: Principal/Project Manager
Yrs with Firm: 24

Education: Bachelor of Science, Civil Engineering, 1987
Virginia Polytechnic Institute, Blacksburg, Virginia

Registrations: 1992/Civil Engineering PE - VA #022871

Mr. DiQuollo is familiar with a wide variety of building envelope systems and components, and has conducted field investigations on over 800 projects for Federal Government agencies, state and local government agencies, school systems, universities, commercial owners, churches and condominium associations. He is responsible for managing, reviewing and preparing evaluation reports, cost estimates, design drawings, plans and specifications, with a particular emphasis on programmed maintenance, repair and replacement. He also serves as a quality control principal and oversees functions of project managers and engineers.

Department of Defense, Washington, DC

Project Manager for: Survey, report, design and inspection of emergency roof repairs between Corridors 3 and 6 following September 11, 2001 terrorist attack at the Pentagon (\$4.5 million+); design of waterproofing replacement at Pentagon Mall Terrace (\$750k); survey, report and design-build RFP documents for 5 year roof repair IDIQ contract (\$3+ million/ year); survey and report of waterproofing system on Pentagon Athletic Center. In late 1980s, building-wide survey, report, design and inspection of roof maintenance, repairs and replacement at the Pentagon, including repairs and partial replacement of 110 flat roof sections and 400,000+ square feet of slate roofing (\$7+ million); in 1990s, survey, design and inspection of roof replacement at the Navy Annex (FOB #2).

General Services Administration, National Capital Region, Washington, DC

Project Manager for: Six open-ended historic preservation contracts. Completed projects include: roof replacement design and inspection at the GSA National Capitol Region Headquarters Building (\$2+ million); leak investigation and report, and roof replacement design for the Archives I 13th Tier roof (\$300k+); survey and design for roof and exterior plaza waterproofing replacement at the J. Edgar Hoover Building (\$4+ million); survey and report of the Winder Building roof; survey, report, design and inspection of the roof replacement at Jackson Place (\$300k+); survey, report and design for roof replacement at FOB 10A (\$3+ million); survey, report and design-build RFP documents for roofing, skylight and façade repairs at the Old Post Office (\$1.5+ million). Currently completing design for façade repairs at the Sidney Yates Building, and starting design for courtyard waterproofing replacement at the J. Edgar Hoover Building.

Georgetown University, Washington, DC

Project Manager for: Surveys, reports, designs and/or inspections for over twenty projects since 1990. Recently completed projects include survey, report, design and inspection of historic slate roof restoration at the Med-Dent Building (\$1.2 million); survey, report, design and inspection of roofing systems on the Nevils Building (\$250k); survey, report, design and inspection of historic slate roof restoration at the Dahlgren Chapel (\$150k); design and inspection of the waterproofing replacement at the Preclinical Science Podium (\$1.7 million); and survey and report of the roofing systems on the Harris Building.

Architect of the Capitol, Washington, DC

Project Manager for: Survey, report and 60% design for plaza waterproofing replacement at Legislative Garage; survey, report and design for terrace waterproofing replacement at the Russell Senate Office Building (\$350k); surveys and reports for leaks into Old Senate Subway Tunnel, leaks into Capitol Terminal of the Rayburn Subway Tunnel, leaks into Madison Building, and leaks into House Office Buildings.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME David J. DiQuollo, P.E.	13. ROLE IN THIS CONTRACT Roofing / Waterproofing Consultant	14. YEARS EXPERIENCE	
		a. TOTAL 24	b. WITH CURRENT FIRM 24

15. FIRM NAME AND LOCATION *(City and State)*
Seal Engineering, Inc., Alexandria, VA

16. EDUCATION *(DEGREE AND SPECIALIZATION)*
Bachelor of Science / 1987 / Civil Engineering / Virginia Tech

17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*
Professional Engineer, Civil
Commonwealth of Virginia

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Mr. DiQuollo is familiar with a wide variety of building envelope systems and components, and has conducted field investigations on over 500 projects for federal, state and local government agencies, school systems, universities, commercial owners, churches and condominium associations. He serves as a quality control principal and oversees functions of project managers and engineers. He is responsible for managing, reviewing and preparing evaluation reports, cost estimates, design drawings, plans and specifications, with a particular emphasis on programmed maintenance, repair and replacement.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
a.	National Air and Space Museum Terrace Waterproofing Smithsonian Institution, Washington, DC	ongoing	ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Roofing/Waterproofing Consultant: Project Manager for investigation, design and construction phase services to assist A/E prime firm in resolving water infiltration problems at the museum in three areas of the basement, two areas on the second floor and three areas on the third floor. Construction budget for this project is \$1.5 million.		
b.	General Services Administration, National Capitol Region Term Contract under A/E Prime Firm Washington, DC	ongoing	ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Primary contact with Prime A/E's for six open-ended historic preservation contracts. Completed projects include: roof replacement design and inspection at the GSA National Capitol Region Headquarters Building; leak investigation and report, and roof replacement design for the Archives I 13th Tier roof; survey and design for roof and exterior plaza waterproofing replacement at the J. Edgar Hoover Building; survey and report of the Winder Building roof; survey, report, design and inspection of the roof replacement at Jackson Place; survey, report and design for roof replacement at FOB 10A; survey, report and design-build RFP documents for roofing, skylight and façade repairs at the Old Post Office; survey, report and design for roof and façade repairs at the Sidney Yates Building; survey, report and design for courtyard waterproofing replacement at the J. Edgar Hoover Building; and report, design and construction phase services for the roof replacement at the HOLC Building.		
c.	Georgetown University Washington, DC	ongoing	ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Roofing/Waterproofing Consultant for surveys, reports, designs and/or inspections for over twenty projects since 1990. Recently completed projects include survey, report, design and inspection of historic slate roof restoration at the Med-Dent Building; survey, report, design and inspection of roofing systems on the Nevils Building; survey, report, design and inspection of historic slate roof restoration at the Dahlgren Chapel; design and inspection of the waterproofing replacement at the Preclinical Science Podium; survey and report of the roofing systems on the Harris Building; design of the waterproofing replacement at the Leavey Center Podium; and design and inspection of the roof replacement at the Basic Science Building.		
d.	Architect of the Capitol Term Contract under A/E Prime Firm Washington, DC	ongoing	ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Survey, report and design for plaza waterproofing replacement at Legislative Garage; survey, report and design for terrace waterproofing replacement at the Russell Senate Office Building; surveys and reports for leaks into Old Senate Subway Tunnel, leaks into Capitol Terminal of the Rayburn Subway Tunnel, leaks into Madison Building, and leaks into House Office Buildings.		
e.	Department of Defense Term Contract under A/E Prime Firm Washington, DC	ongoing	ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Survey, report, design and inspection of emergency roof repairs between Corridors 3 and 6 following September 11, 2001 terrorist attack at the Pentagon; design of waterproofing replacement at Pentagon Mall Terrace; survey, report and design-build RFP documents for 5 year roof repair IDIQ contract; survey and report of waterproofing system on Pentagon Athletic Center. Currently on construction management team overseeing 5-year term roof maintenance and repair contract.		

**The Culture Center
Suggested Waterproof Work Plan**

April 2, 2012	Receive Notice to Proceed
April 13, 2012	Conduct field inspection of site, note site surroundings and grading level
April 25, 2012	Share design concepts with clients, ask for client feedback
May 1, 2012	Submit detailed plans for approval, ask for client feedback
May 15, 2012	Upon approval, develop construction cost estimates, develop bid specifications
June 1, 2012	Begin waterproofing; provide construction administration and quality assurance services
July 1, 2012	Project Complete

"Designing on the principles of the past and preserving for the future"

References and Letters of Recommendation

References of Clients with whom The Mills Group has an ongoing long term relationship:

G.T. Buck Smith

President
Davis & Elkins College
100 Campus Drive
Elkins, WV 26241
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Karen Jacobson

Executive Director
Randolph County Housing Authority
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John Martys

Executive Director
Fairmont Morgantown Housing Authority
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Fairmont, WV 26555
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Craig Jennings

President
Preston County Commission
106 West Main Street Suite 202
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Terry Hough, PE

Director of Public Works
City of Morgantown
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References and Letters of Recommendation



Davis & Elkins COLLEGE

Office of the President
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304-637-1243 Fax: 304-637-1419 • www.davisandelkins.edu

April 12, 2010

Michael J. Mills, AIA
Principal
Mills Group, LLC
206 High Street
Morgantown, WV 26505

Dear Michael:

Since coming to Davis & Elkins College, it has been my distinct pleasure to work with you on a variety of projects, both for the College and within the Elkins community. It's time for a word of thanks!

June 1 will mark 50 years that I've been trying to advance the cause of higher education. From Cornell to Wooster to Chapman, and more recently at Bethany and D&E, I have been privileged to work with some of the nation's leading architects. It is not an exaggeration to say that none has measured up to expectations as fully as you. In addition to obvious professional capabilities (of both you and your Associates), those expectations include a sensitive listening ear to what we as the client are trying to achieve - often without clarity as to what the implications of our "desires" may be!

This has been the case in so many of the projects on which we have worked together, whether trying to select authentic colors for repainting 120-year old "Halliehurst" or designing a high-tech Learning Center. I'm especially appreciative of your connecting us with Gabe Hayes for design of the new campus "green space" entrance, and interface with the City of Elkins.

One of the pure delights for me has been the way you work with our Trustees, and volunteers within the community. We both know what a challenge it might have been for the Kump House Educational Trust to come up with a credible program to serve the professional development needs of public school teachers in the historic home of former Governor Kump. I frankly had doubts as to whether it was viable for such adaptive use. But you persevered, bringing the various community players together around a common understanding, and now we're off and running.

I especially appreciate the way you picked up on the personal query of one of our Trustees and principal donors following a planning session at the College. Your spontaneous sensitivity to the structural challenge she was facing at home - and quick, helpful resolution - won not only her gratitude but high regard as well.

The list of projects and ways in which you have been helpful goes on and on. Suffice to say, I'm most grateful. Thank you.

Cordially yours,

G. T. Smith
President



References and Letters of Recommendation

RANDOLPH COUNTY



HOUSING AUTHORITY

1404 North Randolph Avenue
P.O. Box 1579
Elkins, West Virginia 26241
Telephone: (304) 636-6495
Fax: (304) 636-6596

April 8, 2010

I am writing with regard to the Mills Group, LLC, which has provided architectural services to the Randolph County Housing Authority (RCHA) on several occasions over several years. The most recent RCHA project on which the Mills Group has worked has been restoration of the Delmonte Hotel in downtown Elkins, WV. This work is ongoing, with the most recent phase of major renovation near completion. Prior to this, Mills Group helped RCHA's nonprofit affiliate design a new 42-lot neighborhood in downtown Elkins. This work included an public design charette and assistance with a detailed set of design guidelines for the project.

RCHA provides housing and development services to a seven county region in central WV. Over the last 30 years, we have served hundreds of families through the development of single family homes and multi-family rental units, and we have renovated dozens of homes and commercial structures. As a result, RCHA staff have worked with a wide range of architects, engineers, contractors, and other building professionals.

The Mills Group is, without question, the best firm with which we have had the pleasure of working. Their staff and principal, Michael Mills, are responsive and accessible without fail. A high level of professionalism is reflected in all correspondence and discussions, and the staff have collectively demonstrated a diverse and very broad set of skills. Their dependability, thoroughness, and deep understanding of building science have earned them the respect of all our staff and contractors. In all honesty, I have never heard a single word of criticism spoken about any of the Mills Group staff or their work. In the world of building construction and renovation, I think that alone speaks volumes.

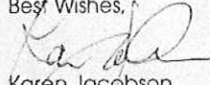
The Delmonte Hotel is a 9,000 sq. ft. historic structure in the center of a major Elkins' redevelopment initiative. This most recent phase of renovation, valued at \$250,000, (?)has gone off extremely smoothly, with only minimal unforeseen hurdles and

References and Letters of Recommendation

change orders. This is due largely to the Mills Group and their attention to detail, regular and clear communication with staff and contractors, and comprehensive understanding of all project components. Everyone involved - RCHA as the owner, funders, contractors, staff - have walked away from the project feeling very pleased and positive about the entire process. We have already taken steps to fund and hire the Mills Group for another project, and hope that we will be able to engage them here in Elkins for some time to come.

I would welcome the opportunity to further discuss the work of the Mills Group and the details of our collaborative projects. Please do not hesitate to contact me if any additional information would be helpful.

Best Wishes,



Karen Jacobson
Executive Director

References and Letters of Recommendation

Fairmont & Morgantown Housing Authorities

103 Twelfth Street
P.O. Box 2738
Fairmont, WV 26555-2738
PH (304) 363-0860 • FAX (304) 366-0469
TDD / Voice

Morgantown:
(304) 291-1660

Monongalia, Taylor & Preston Counties:
1-800-637-7464

April 13, 2010

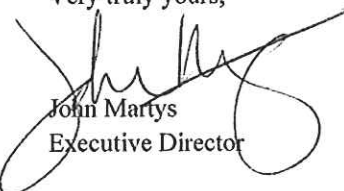
To whom it may concern:

I am very pleased to provide this letter of recommendation for the Mills Group. In our opinion the Mills Group has been a valued professional resource for our agency and other housing providers in West Virginia. The Mills Group has been selected for various projects because of their extraordinary commitment to vision, creativity and professional service. They are well-presented and have the ability to work well with a variety of groups and have shown to respond timely with deliverables and inquiries.

Over the past five years the Fairmont-Morgantown Housing Authorities has utilized the Mills Group on several projects of importance. As part of the Morgantown Housing Authority's neighborhood development efforts the Mills Group was engaged to redesign student rental units into attractive affordable single family residents. The Mills Group worked well within the project budget, design criteria, historic parameters and neighborhood characteristics. The Fairmont-Morgantown Housing Authorities also used the Mills Groups to conduct a conceptual master plan for a proposed senior residential community. The Mills Group incorporated various sources of community input to develop a workable conceptual model that met the needs of the community stakeholders and project investors.

In my experience Mr. Mills has placed a premium on customer satisfaction, a commitment to community and the dedication to the highest level of professional service. If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me.

Very truly yours,


John Martys
Executive Director



References and Letters of Recommendation

Preston County Commission

Courthouse Annex
106 W. Main Street, Suite 202
Kingwood, West Virginia 26537
Phone (304) 329-1805
Fax (304) 329-3192
TDD (304) 329-0652
www.prestoncountywv.org



October 30, 2009

To Whom It May Concern:

The Preston County Commission has worked with many architectural firms over the years including Mills Group LLC of Morgantown, West Virginia. In our opinion the Mills Group brings a wealth of expertise and professionalism that sets them apart from other architectural firms.

The company's strengths are many including the attention to detail the firm undertakes from project design, to bidding and construction phases through project completion. Michael Mills and the entire Mills Group team approach each project with a unique eye not a "boiler plate" mentality which is especially important when dealing with projects such as our new 911 facility.

We are especially pleased with Mills Group work and their work ethic and we highly recommend them as a quality architectural firm.

Sincerely,


T. Craig Jennings
President


Victoria A. Cole
Commissioner


David Price
Commissioner

References and Letters of Recommendation



March 29, 2010

*The City of Morgantown
Public Works Department
389 Spruce Street
Morgantown, WV 26505
Terry L. Hough, P.E.
Public Works Director/City Engineer
PH: (304) 284-7412 FAX: (304) 284-7409
E-MAIL: bshellito@cityofmorgantown.org
though@cityofmorgantown.org*

- * Engineering
- * Building Inspections
- * Public Works Operations

To whom it may concern:

This letter is my personal recommendation for the Mills Group. My staff and I have worked closely with the Mills Group on several projects in Morgantown including a multi-phased complex preservation project of the Metropolitan Theater in downtown Morgantown with multiple stakeholders involved. We have also worked together successfully with the local and state jurisdiction. We have always been pleased with their timely and responsive attention to the project as well as looking out for our end users best interests.

The Mills Group has shown excellent and skilled project management and proven to be technically knowledgeable and helpful with bringing a project to a successful completion with the consciousness of budgets.

If you have any questions or would like additional information regarding the Mills Group, please do not hesitate to contact me.

For these reasons, I highly recommend the Mills Group and know that you will be pleased with the level of service and expertise that the firm can provide.

Respectfully,

A handwritten signature in black ink that reads "Terry L. Hough".

Terry Hough, P.E.

Public Works Director/City Engineer