



**Expression of Interest
Architectural/Engineering Services**

**Cacapon Resort State Park
Old Inn Renovations and Remodel**

Solicitation No: CEOI 0310 DNR160000004

Novemeber 10, 2015



11/10/15 08:38:11
WV Purchasing Division

The Weiss Building
63 Wharf Street, Suite 300
Morgantown, WV 26501
(304) 296-1010

The Kaley Center
53 14th Street, Suite 607
Wheeling, WV 26003
(304) 233-0048

Visit us at millsgrouponline.com

Presented to:

West Virginia Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, West Virginia 25305

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

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November 10, 2015

Mr. Guy Nisbet
Department of Administration
Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

Re: Old Inn at Cacapon Renovation; Solicitation Number: CEOI 0310 DNR1600000004

Dear Mr. Nisbet,

On behalf of Allegheny Design Services (ADS) and Mills Group (MG), I am respectfully submitting a response to your expression of interest to provide architectural/engineering services for the renovation of the Old Inn at Cacapon State Park. We are confident that our team of experienced professionals can successfully evaluate the building and develop appropriate rehabilitation plans to maintain its historic integrity while meeting the needs of visitors in the 21st century. In addition to inspired design, our team is experienced in providing detailed construction documents and administration services.

Project Team

Mills Group specializes in architecture with a talented team of architects, planners and a historian: architect Michael Mills, AIA leads the firm and has over 20 years' experience in rehabilitation of historic buildings and the sensitive design of new structures. Principal architect Victor Greco, AIA has over 30 years of experience in designing high impact facilities that improve the lives of its occupants. Ryan Hess, Mills Group's Director of Sustainable Design ensures that the project utilizes the benefits of the natural environment to ensure the maximum functionality of each building. Historian Sandra Scaffidi ensures that the team is following the Secretary of the Interior's Standards and are making appropriate alterations to the buildings. Our team's frequent and open dialogue with our clients and regulatory agencies allow for streamlined project review and accurate results.

Mills Group is proud of its hospitality portfolio which includes the rehabilitation of Oglebay Park's Wilson Lodge, the Spa at Snowshoe Resort, the Courtyard Marriott and the Fairfield Inn. Our team also is well-known for our work designing second homes for clients throughout the state. Our constant communication with clients provides an intimate understanding of what the public wants in their vacation rental units.

Additionally, our team has worked on a number of sensitive historic rehabilitations including previous work at the Old Inn at Cacapon Resort State Park, a private 1840s residence in Monroe County, HVAC upgrades at Hawks Nest and Twin Falls, and the

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rehabilitation of the Blue Sulphur Springs Pavilion. Each of these projects required that we follow the Secretary of the Interior's Standards and submit to oversight by the West Virginia State Historic Preservation Office.

Allegheny Design Services (ADS) is a group of talented Structural and MEP engineers in Morgantown who ensure that their projects meet the current and proposed project needs. ADS served as the structural engineer for the addition and renovations for the Cacapon Resort State Park addition and renovation project. ADS also completed projects in Canaan Valley Resort State Park, Nemaocolin Woodlands, as well as served as the structural engineer for the new Greenbrier Chapel. ADS has previously teamed with the Mills Group on the Morgantown Marketplace Pavilion, the Morgantown Courtyard Marriott and several other recent projects.

The graphic below illustrates our team approach to this project:



Project Approach and Methodology

A more detailed description of our typical project approach is enclosed in the attached report, however, we believe in maintaining a constant, open dialogue with our clients and our team to ensure there is no miscommunication. We conduct our due diligence prior to the project's start, ensuring that we are meeting the known needs of the client as well as discover any other unknown necessities that may improve the function of project area. We will strive to meet the goals and objectives of the Department of Natural Resources as well as design a plan that meets the budgetary restrictions.

Previous Project Experience

Please find attached summaries of our qualifications, technical experience, management and staffing capabilities and our related prior experiences.

I will serve as the contact person responsible for the project and can be reached by telephone at 304-296-1010 or via email at mmills@millsgrouponline.com.

Should you have any questions, please do not hesitate to let me know. Thank you for the opportunity to work with the Department of Natural Resources on the Old Inn Renovation project at Cacapon Resort State Park.

Sincerely,

Michael Mills, AIA
Managing Principal

Firm Qualifications

TAB 1





Firm Description

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

The Mills Group is an established architectural practice focused on quality design and the revitalization of communities. Since 2005, Mills Group implemented the sensitive preservation of numerous historic buildings and guided clients in existing structure renovations. In 2013, Mills Group opened a second office location in Wheeling, WV.

The firm is diligent in understanding each client’s spatial needs, the existing conditions, design goals, and budget. Our process is built on the foundation of research, client collaboration and communication, and creative solutions. We structure our restorations based on the Secretary of the Interior’s Standards, taking a sensitive approach to rehabilitation.

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 for the future.

The firm serves 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.

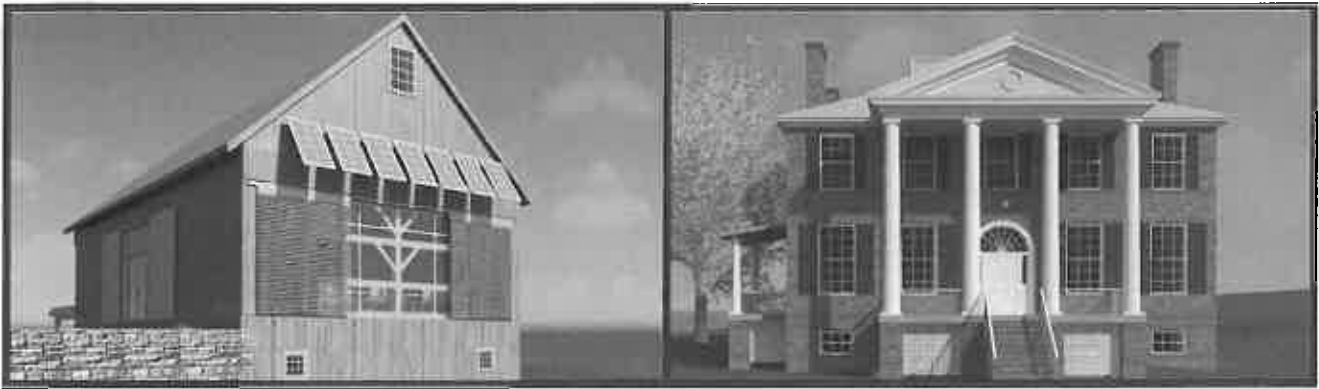
The firm is committed to a quality end product derived from experience, diligence, and collaboration. We are committed to maintaining our dedication to the project from the earliest discussions to the close out of the construction phase of the project.

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, while specializing in the rehabilitation and adaptive reuse of existing structures, emphasizing their cultural, historical and environmental context.

Our in-house architectural philosophy is “building on the principles of the past while preserving for the future.” Mills Group offers design solutions to address the client’s needs and objective while translating their vision into reality.



SUSTAINABLE DESIGN

The Mills Group strongly believes in the principles of "green" architecture and environmentally sensitive design. We research and try to understand each site, developing architectural solutions while minimizing environmental impact. To put our sustainable philosophy into practice, we follow these guiding principles:

- Understand and preach the historic and cultural significance of each project
- Utilize appropriate technologies to maximize building performance while minimizing environmental impact
- Create a symbiotic relationship with buildings and nature
- Use architectural design to strengthen and diversify the local economy
- Specify locally harvested and manufactured construction materials

PLANNING

The Mills Group approaches each planning project with careful consideration of the complex interaction of the functional, economic, and social needs of our clients while creating an engaging environment. We pride ourselves in completing extensive design due diligence to assess the existing constraints and opportunities, the historic context, the solar orientation and transportation and circulation issues.

Our experience with both private developers and public agencies has equipped us with an understanding of the green field and in-fill design challenges from both perspectives. We feel 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. We stress urban design concepts that offer a mix of uses, promote a strong sense of community and present an appealing image and are environmentally responsible.

PRESERVATION

Each building the Mills Group works with presents a unique set of needs, therefore, our preservation solutions take a sensitive approach. The key to working with historic buildings is to understand the material, social and economic context during which the building was constructed. We take great care to research the types of materials historically used and develop preservation plans to blend 21st century solutions to age old problems.

The Mills Group provides expertise in other areas of historic preservation including cultural resource management, reconnaissance surveys and interpretive displays. Our professional historians perform primary research to aid in the documentation and evaluation of historic sites which is oftentimes incorporated into a historic structures report or feasibility study. Our historians also conduct large scale historic resource surveys, complete National Register of Historic Places nominations, and provide objective analysis for review and compliance projects.

INTERIOR DESIGN and SPACE PLANNING

A unique feature of our office is our ability to incorporate quality interior design into our projects. After client consultations, our two interior designers create classic and timeless plans to convey our client's desires. Our designers try to incorporate locally sourced and sustainable materials in their designs, where possible. In addition, our designers consider the future needs of the clients, oftentimes providing a design that is able to grow with our client's needs.

FACILITY AND MAINTENANCE PLANNING

Our team has experience in developing facility maintenance plans that prescribe the routine work that is necessary to protect historic buildings and materials. Many times structural deterioration caused by a simple problem exacerbated by an uneducated or insensitive approach. Our plans provide easy to follow recommendations on how to care for historic properties and a calendar detailing when to conduct review of the building systems.

MUSEUM AND INTERPRETIVE EXPERIENCES

Museums are essential elements to educating the public about local cultural affairs although sometimes the approach doesn't meet the appetite of the public. The Mills Group can help organizations determine the physical and operational needs of a facility to create an optimal visitor experience, sustain collections and support a creative work environment. We believe that each experience begins with a collective dialogue between the facility staff, the needs of the collection, the desires of the benefactors and the targeted audience. Our goal is to provide facility design, space planning, content development and graphic services designed to engage the visitor and excite the staff.

DIGITAL REALIZATION

If a picture is worth a thousand words, then the Mills Group's digital imagery is worth much more! Building upon our existing knowledge of architectural development software, the Mills Group established a niche market in creating short videos for accident re-creation, historic site development and marketing videos. Attorneys appreciate having accurate depictions of events, which are especially helpful in reenacting accident recreations. Based upon available information such as police reports, victim statements and metrological events, the Mills Group can vividly reproduce the events which provide a multiple points of view. Our team also uses this technology to showcase the changes to a building over time such as the Blue Sulphur Springs Resort, which was destroyed by fire in the 1860s.





ENGINEERING FOR

STRUCTURAL SYSTEMS

MECHANICAL SYSTEMS

ELECTRICAL SYSTEMS

FORENSIC INVESTIGATION

Overview

Allegheny Design Services (ADS) is a consulting engineering firm specializing in structural and MEP building design and building analysis. Dedicated to serving West Virginia and the surrounding region, ADS recognizes the need for reliable and full service engineering support. ADS provides all phases necessary for the successful completion of a building project including schematic design studies, design development, construction documents and specifications, and construction administration. We currently hold licenses in West Virginia, Pennsylvania, Maryland, Virginia, District of Columbia, South Carolina and Ohio.

ADS' experience in Design and Project Management includes:

- Commercial Facilities
- Industrial Facilities
- Institutional Facilities
- Educational Facilities

ADS was established by David Simpson, PE, MBA, in 2002 as a result of a need in North Central West Virginia for reliable structural engineering services. In 2009 MEP engineering services were added, led by Mike Chancey, PE. ADS utilizes a combination of office technology and a motivated staff to deliver projects typically up to \$40 million in construction value. Our clients include architects, contractors, developers, attorneys and insurance companies.

ADS currently utilizes the latest engineering design and BIM software for the development of project work.

Value Added Services

Our company strives to provide efficient, quality engineering services that serve both the needs of the client as well as the needs of the design team. We achieve this level of service by leveraging our extensive project experience with a work-flow built upon the cohesive integration of 3D Revit modeling and the latest analysis software. This integration allows us to produce the highest quality designs in the timeframe needed for successful design-build projects. Our staff is comprised of multiple licensed Professional Engineers.

Allegheny Design Services
102 Leeway Street
Morgantown, WV 26505

P 304.599.0771

F 304.212.2396

Resumes

TAB 2



Qualifications

Firm Staffing: Who are we?

Our firm currently has nine technical staff members located in the Morgantown office and an office manager/administrator. Our Wheeling office has three technical associates and an office manager. Although we have two offices, we work very closely together and frequently meet through the use of interactive web conferencing and in-person get-togethers. Each team member has a well-rounded architectural background while also possessing a specific area of excellence. Resumes of the technical staff are included in this proposal.



Michael J. Mills, AIA

Managing Principal



Mr. Mills leads all facets of the daily operations of the Mills Group. Mr. Mills has twenty 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.

Education:

BS, BARCH/1993/
Rensselaer
Polytechnic Institute

Professional Registrations:

West Virginia
Virginia
Ohio
Pennsylvania
Massachusetts
NCARB

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.

Historic Structure Assessment and Rehabilitation Plans for the Old Inn, Cacapon Resort State Park, Cacapon, WV.

Researched and documented the historic cabin, evaluated its architectural integrity and developed a rehabilitation plan. Conducted material analysis on chinking and daubing materials to ensure proper rehabilitation.

WVSHPO 2015, 2014, 2013, 2012, 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.

Lynnside Manor Historic Structure Evaluation/Rehabilitation Tax Credit

Project- Sweet Springs, WV

Led the architectural team and coordinated the consultant team to restore an antebellum plantation built circa 1845 and later suffered from a devastating fire in 1933. Oversaw development of architectural design and completed a historic rehabilitation tax credit application for the building.

WV Veterans Memorial - Charleston, WV

The West Virginia Veterans Memorial site and structure was intensely surveyed by The Mills Group team on April 3, 2013. The general overview involved a visual condition assessment of the structure's components utilizing the standard Uniformat outline to ensure that all issues were addressed in a logical order. This report is not meant to be a specification to execute the work but simply provides a description of the item or issue, a narrative for the condition, and a recommendation for the approach to execute.

Morgantown Marriott Courtyard- Morgantown, WV

A new five-story Courtyard by Marriott hotel is planned to rise across the street from the Morgantown Black Bears baseball stadium in Granville, WV. The site, at the far end of the University Town Center drive, is unique as it is positioned above the river with a view toward WVU's iconic Coliseum and the City of Morgantown. Mills Group is leading the design-build team of Owner, West Place, LLC, and general contractor, Waller Corporation.



Michael J. Mills, AIA

Willey Mansion - 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.

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.

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.

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. The team incorporated sustainable practices in their recommendations.

Duffields Station- Jefferson County, WV

The Mills Group created a master plan for Duffields Station, the oldest extant B&O Railroad station in (West)Virginia. The team conducted historic and architectural research to understand the phases of development of the stone and timber building and worked with the client to understand their future needs for the building. The team produced a conceptual design and phased plan to redevelop the historic building and assist the owners in obtaining future funding opportunities.

Scottish Rite, -Wheeling, WV- Members of the Scottish Rite asked the Mills Group to assist them with the restoration of their historic plaster ceiling. After previously assisting them with a SHPO development grant to replace their leaking rubber roof, the Mills Group created plaster restoration specifications and worked with their contractor to ensure that the project met the Secretary of the Interior's Standards and restored the ceiling back to its former glory.

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

Wesley United Methodist Church- Morgantown, WV. Church officials asked the Mills Group to redesign their building to increase its accessibility and create a more comfortable arrival experience. In order to create better circulation between the original church and gymnasium addition, the team designed a new entrance, an interior arrival space and elevator to allow access throughout the building. Mills Group also suggested different uses for existing spaces, using conceptual designs to illustrate better movement and function to the congregation.

Morgantown Museum- Morgantown, WV

The City of Morgantown hired The Mills Group to redesign the lower level interior of the Monongalia Arts Center to serve as the new and expanded City Museum. The space once served as a warehouse for the US postal service and was a blank canvas. The team designed public restrooms and the interior wall layout for displays. The Mills Group interior designer also selected finishes and details to transform the space. The team also composed the graphic design and signage to illustrate the new displays.

Victor Greco, AIA

Principal Architect



Education:

BS, BARCH/1983
University of
Kentucky

Professional Registrations:

West Virginia
Maryland
Ohio
Pennsylvania
NCARB Member

Mr. Greco leads our Wheeling Office and has over thirty years of experience in historical preservation, architectural design and planning. Victor takes a holistic approach to create design solutions that address the complexities of historic restoration projects, as well as programming and master planning for future growth. He is detail-oriented and pragmatic, working hands-on with clients to ensure their needs are served efficiently and comprehensively. Victor has been recognized state wide with numerous awards and news articles on his projects and accomplishments. He is very active with Rotary and serves as the Chairman of the 2014 Easter Seals Board. Victor is a Commissioner on the West Virginia Archives and History Commission and a Member of the Wheeling Historic Landmarks Commission.

Relevant Experience:

Oglebay Wilson Lodge Original Wing Schematic Design, Wheeling, WV

Victor led the schematic design concepts for the renovation and addition to the original wing of Wilson Lodge. Our team conducted a site inventory and developed a design that illustrated the lodge's new model room. Additional work included the development of new points of entry as well as a third level addition to supply the lodge with additional guest rooms.

Oglebay Gatehouse Roof & Facade Restoration, Wheeling, WV

Victor conducted a study of the existing conditions of the historic Gatehouse which led to a phased rehabilitation program which included a roof replacement as well as a facade restoration (currently beginning construction).

Oglebay Resort & Conference Center, Wheeling, WV

Victor has worked on various master planning projects at multiple venues throughout the park over the past 20 years including Wilson Lodge and the Tennis Complex.

Fairfield Inn & Suites, Triadelphia, WV

This four-story hotel will provide overnight accommodations at the Highlands Town Center Development. Victor led the design of the first level of the hotel to incorporate a mixed use retail space while meeting the Marriott brand's requirements. The hotel will also complement an existing two-story retail space, conference center and educational facility.

The Highlands, Triadelphia, WV

The Highlands project is the master planning and project implementation of a 1,000 acre multi-use site. Several parcels include lodging and food services accessed by efficiently designed vehicular, pedestrian and utility infrastructure.

Courtyard by Marriott, Morgantown, WV

Mills Group is leading the design-build of a new Courtyard by Marriott in the University Town Center Development. The hotel is five stories with an indoor pool, generous public spaces including a bar, a bistro, a business center and a theater.

West Virginia Northern Community College Applied Technology Center, Wheeling, WV

Victor led the rehabilitation of a former auto dealership into a 18,900 sq.ft. facility for West Virginia Northern Community College. The building houses labs for mechatronics, welding, diesel and refrigeration/heating/air conditioning instruction along with large classrooms and offices.



Kellie M. Cole, AIA

Project Architect



Education:

Bachelor of
Architecture/2004
Virginia Polytechnic
Institute & State
University

As one of our leading architects at the Mills Group, Kellie participates in many facets of the design and construction processes. She is responsible for managing commercial projects and providing administrative fieldwork. Kellie also leads the Interiors Division, which continues to develop means and methods for research in sustainable practices and products.

Kellie's design focus, as of late, is in providing excellence for the hospitality industry by creating welcoming spaces that reflect the corporate brand as well as the local context.

Kellie holds LEED accreditation as a Green Associate.

Relevant Experience:

Courtyard by Marriott, Morgantown, WV

Kellie is leading the design-build of a new Courtyard by Marriott in the University Town Center Development. Kellie oversaw the FF&E selection, sourced the materials as well as provided construction administration services for the project. The hotel is five stories with an indoor pool, generous public spaces including a bar, a bistro, a business center and a theater.

Homewood Suites, Bridgeport, WV

Kellie is leading the design effort to develop a new Homewood Suites Hilton Hotel in the Charles Pointe Development of Bridgeport, WV. The hotel offers 109 suites, an enclosed pool, fitness room and expanded lobby area.

The Highlands, Triadelphia, WV

The Highlands project is the master planning and project implementation of a 1,000 acre multi-use site. Several parcels include lodging and food services accessed by efficiently designed vehicular, pedestrian and utility infrastructure. Kellie has designed and produced construction documents for multiple tenants throughout the development over the past 7 years.

The Kaley Center, Wheeling, WV

Kellie assisted in the rehabilitation of the Kaley Center, an existing 10 story building in downtown Wheeling. The renovations included a complete facade restoration, installation of new windows, the installation of new mechanical, electrical, plumbing, fire protection systems and elevators all while meeting the Secretary of the Interiors Standards. Also, the interior was completely renovated with new finishes throughout.

West Virginia Northern Community College Applied Technology Center, Wheeling, WV

Kellie assisted in the rehabilitation of a former auto dealership into a 18,900 sq.ft. facility for West Virginia Northern Community College. The building houses labs for mechatronics, welding, diesel and refrigeration/heating/air conditioning instruction along with large classrooms and offices.

West Virginia Northern Community College Student Center, Wheeling, WV

Kellie assisted in the renovation and addition of a former auto dealership into the new multi-purpose Student Center. This rehabilitated building in downtown Wheeling now includes a Barnes & Noble Collegiate Bookstore and Cafe, multi-purpose student center, offices and toilet rooms.



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 projects. As such, he 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. Additionally, Mr. Hess volunteers his time lecturing students interested in pursuing a career in architecture, mentors architectural interns as well as serves on various city redevelopment committees.

Experience:

Cowen Depot Feasibility Study and Master Plan - Cowen, WV

The Glade District Improvement Company contracted the Mills Group to create a feasibility study and master plan for the Cowen Depot. After assessing the condition of the building, Mills Group conducted a study to determine the best reuse for the property. This plan included creating a small pocket park while the building was adapted to include a cafe, kitchen and farmer's market. In addition to the written report, Mills Group created a 3-D animation of the proposed site.

Williamson Community Garden - Williamson, WV

Mills Group was sought out by the JOBS Project and the City of Williamson to study a vacant city lot and assess the potential reuse as a community garden. Located directly across the street from a neighborhood, such use would provide adequate food and crop supplements for the area residents.

Morgantown Market Place - Morgantown, WV

Mills Group collaborated with the City of Morgantown, its Parking Authority, and Main Street Morgantown to design a structure that serves as an outdoor market, as well as sheltered parking for employees and patrons of the city's downtown business district.

Such a structure is sustained by its fabricated steel construction, solar reflectant metal roof which mitigates urban heat island effects, and rainwater collection. Water falling on the roof will be harvested on site and will irrigate the native species vegetation that doubly acts as a bio-swale, which naturally filters pollutants in the rainwater that collect from the parking surface, as well as regenerates the site's soils.

Urlings General Store Building - Wayne, WV

The Mills Group was contracted by Coal Field Redevelopment Corporation to execute a design charrette for the adaptive reuse of this historic building in the middle of Wayne, WV. The Mills Group has subsequently been awarded the task to complete the construction documents for this mixed use project.

Clear Mountain Bank Master Plan - Bruceton Mills, WV

The client's desire for this project was for an addition to an existing structure, but to also consolidate existing redundant office space, while improving on the aesthetic presence of the site within the city. To achieve this, Jared developed a 3d model of the entire town of Bruceton Mills. This allowed for the proposed improvements to be viewed within the context of the surrounding mountain ranges, terminus points of the main thoroughfares, and surrounding buildings.

WVU Greek Master Plan - Morgantown, WV

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

Preston County Poor Farm Master Plan - Kingwood, WV

Sustainable design features were incorporated into this master plan prior to the first structure being built. A general east-west layout, the master plan creates sites ideal for maximizing solar gain and harvesting natural cooling. In addition to planning the site, Mills Group also developed, in partnership with the County Commission, design guidelines for various building types including renderings, crosswalks, landscaping, and other amenities that were adopted as covenants and restrictions for the development.



Sandra Scaffidi, MA

Preservation Associate & Historian



Sandra has more than 15 years of experience documenting historic properties throughout the United States. She is well versed with Federal, state and local preservation laws and enjoys developing historic contexts and completing field surveys. Sandra is experienced in using historic preservation to revitalize downtowns through her work in the Main Street program, through serving as the chair of her local historic preservation review commission and as a certified Economic Development Finance Professional.

Preservation Experience:

Education:

MA/2001 Public
History- Colorado
State University

BA/1998/History
Binghamton
University

2011-2015 WV SHPO Grant Monitor, Statewide.

Served as assistant grant monitor for nearly 80 projects that received funding from the State Historic Preservation Office. Provided procurement services, technical assistance, and construction oversight on each project.

2013 WV SHPO Covenant Monitor, Statewide.

Conducted site visits for 28 resources to ensure that the properties did not suffer from incompatible alterations and they met the Secretary of the Interior's Standards. Responsible for photo documentation and reporting.

Historic Structure Assessment and Rehabilitation Plans for the Old Inn, Cacapon Resort State Park, Cacapon, WV.

Researched and documented the historic cabin, evaluated its architectural integrity and developed a rehabilitation plan. Conducted material analysis on chinking and daubing materials to ensure proper rehabilitation.

Twin Falls and Hawks Nest State Parks, WV.

Provided historic oversight to ensure that the upgrade to the parks HVAC system met the Secretary of the Interior's Standards. Followed proper compliance protocol as required by Section 106 of the National Historic Preservation Act.

Oglebay and Wheeling Parks Reconnaissance Survey, Wheeling, WV.

Documented approximately 100 resources and evaluated their integrity for listing in the National Register of Historic Places.

The Development of a Maintenance Manual, Veterans Memorial, Charleston, WV.

Detailed procedures for the care and preservation of the monument at the capital complex.

Architectural Survey, Grant County, WV.

Conducted a historic and architectural reconnaissance survey of Grant County which included documenting over 700 resources. Each site was documented with photographs, a historic property inventory form, and GIS UTM points.

Historic Structure Report and Conditions Assessment, Blue Sulphur Springs Pavilion, Greenbrier County, WV.

Documented and evaluated architectural integrity of ca. 1835 masonry pavilion. Conducted material analysis, historic research and physical assessment.

National Register of Historic Places Nominations for Capon Chapel, Old Pine Church, Hebron Church, Fort Mill Ridge Trenches, Kuykendall House, Yellow Spring Mill and French's Mill, Hampshire County, WV.

Completed background research, architectural documentation & nomination form for NRHP listing of the historic properties.

Lynnside Manor Historic Structure Evaluation/Rehabilitation Tax Credit Project, Sweet Springs, WV.

Conducted historic documentary and architectural research to trace development of an antebellum plantation that suffered from a devastating fire in 1933. Assisted in the development of architectural designs and completed a historic rehabilitation tax credit application for the building.

Compliance Report for Berkeley Springs Depot, Bath, WV.

Reviewed proposed architectural plans and assessed how they met the Secretary of the Interior's Standards, in compliance with requirements of Section 106 of the National Historic Preservation Act.



Sandra Scaffidi, MA

Architectural Survey of Woodburn Historic District, Morgantown, WV.

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/Architectural Documentation of the Highland Drive Veterans Administration Hospital, Pittsburgh, PA.

Documented and evaluated mid 20th century psychiatric hospital prior to demolition.

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

Detailed procedures for the care and preservation of a new mural inside the courtroom at the Custom House.

Historic Structures Report. Rogers House, Morgantown, WV.

Conducted an in-depth architectural study of the Rogers House, a 19th century building listed in the NRHP.

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, WV.

Additional Project Experience:

Historic Documentation of the Lodge Buildings at Canaan Valley State Park, Tucker County, WV. Architectural Historian (Practical Preservation). Responsibilities included documenting the history of the lodge buildings with a WV Historic Property Inventory Form before the buildings were demolished.

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.



Education:

West Virginia Institute of Technology - B.S. Civil Engineering
West Virginia University - Masters Business Administration
West Virginia State College - Architectural Technology Courses

Professional Registrations:

Year first registered: 1984
West Virginia, Pennsylvania, Maryland, Virginia, Florida, District of Columbia, South Carolina, Georgia, Ohio,
Structural Engineering Certification Board and National Council of Examiners for Engineering and Surveying

Professional Memberships:

American Society of Civil Engineers, Structural Engineering Institute, Charter Member, American Concrete Institute, American Institute of Architects – West Virginia Chapter, American Institute of Steel Construction, Inc., American Iron and Steel Institute Member, Associated Builders & Contractors (ABC), National Academy of Forensic Engineers

Professional Experience:

Responsible for strategic management, marketing, quality control, personnel development, business development, project management and design at Allegheny Design Services. Experience includes over 32 years in structural design and project management for industrial, commercial, institutional, and nuclear/chemical facilities utilizing steel, concrete, masonry, and wood. Past accomplishments include design and construction administration of health care facilities, hotels, schools, shopping centers, aircraft hangars, numerous retail facilities, and numerous forensic engineering assignments. Experience has been obtained from the following assignments:

Experience Record:

Allegheny Design Services, LLC, President,	May 2002 to Present
R.M. Gensert and Associates, Vice President,	August 1998 to May 2002
WVU, Assoc. Director of Planning, Design & Construction	August 1988 to August 1998
Simpson Engineering, Owner	August 1988 to August 1998
CECO Buildings Division, Senior Structural Engineer	April 1985 to August 1988
Rockwell International, Facility Structural Engineer	March 1982 to April 1985
Bellard Ladner & Assoc., Staff Structural Engineer	Sept. 1981 to March 1982
PPG Industries, Facility Structural Engineer	January 1980 to Sept. 1981

Project Experience Includes:

Morgantown Event and Conference Center, Morgantown, WV
Phipps Conservatory Addition, Pittsburgh, PA
Waterfront Hotel and Conference Center, Morgantown, WV
WVU Basketball Practice Facility
WVU Mountaineer Field North Luxury Suites
UPMC Hillman Cancer Center
William Sharpe Hospital Addition
Chestnut Ridge Church
University of Pittsburgh Bio Medical Tower
Glade Springs Hotel & Conference Center
Fairmont State University Parking Garage



Education:

West Virginia University - B.S. Civil Engineering

Professional Registrations:

Professional Engineer – West Virginia, Pennsylvania, Maryland, Kentucky, Alabama, Nebraska and Mississippi.

Professional Memberships:

Member of AISC
Associate Member of ASCE

Continuing Education:

WVU Steel Design—Fall 2007
AISC - Façade Attachments to Steel Frames - September 20, 2007
ASCE - Reinforced Masonry: Design and Construction - November 8, 2007
TSN - Cold-Formed Steel Seminar – Load Bearing and Curtain Wall Systems - December 4, 2008
Lincoln Electric Co. - Blodgett's Welding Design Seminar - October 13-16, 2009
Steel Camp – November 4-5, 2010
The New 14th Edition Steel Manual – October 25, 2011
ASCE-Design and Renovation of Wood Structures - October 2012
SE University multiple structural technical training webinars.
The MGI Management Institute—Successful Marketing of Engineering Services 2015
Steel Camp—March 25-28 , 2015

Professional Experience:

Responsibilities include structural engineering design, construction documents, quality control and field engineering.

Experience Record:

Allegheny Design Services, LLC, Senior Structural Engineer June 2007 to Present

Project Experience Includes:

University Park Mixed Use Building, Morgantown, WV
White Oaks Hawthorn Suites, Bridgeport, WV
BFS Suncrest, Morgantown, WV
Pikewood Creative Addition and Renovation, Morgantown, WV
GSD Fairmont, Fairmont, WV
Bridgeport Public Safety Substation, Bridgeport, WV
Canaan Valley Institute, Davis, WV
Charles Pointe BFS, Bridgeport, WV
Fairmont AFRC, Fairmont, WV
Gabriel Brothers Renovation, Clarksburg, WV
Genesis Youth Crisis Center, Clarksburg, WV
Goshen Baptist Church, Morgantown, WV
GSA DOE, Morgantown, WV
ICC Parish Center, Clarksburg, WV
Mason Dixon, Bridgeport, WV
GSA , Charleston, WV
Progress Centre 2, Bridgeport, WV
WVU Child Development, Morgantown, WV
White Oaks Progress Center, Bridgeport, WV
Thrasher Office Building, Bridgeport, WV
WVU Greenhouse Building, Morgantown,, WV
Courtyard Marriott– University Towne Center, Morgantown, WV
University Place Parking Garage, Morgantown, WV



Education:

University of Pittsburgh - B.S. Civil Engineering
West Virginia University - Master of Business Administration

Professional Registrations:

Professional Engineer – Virginia, West Virginia, Pennsylvania, Tennessee, Indiana, and Louisiana
NCEES Record Holder

Professional Memberships:

Board President of Children’s Discovery Museum at WVU
American Society of Civil Engineers - Past Branch President
Richmond Joint Engineers Council - Past Council Chairman
Structural Engineering Institute - Member

Continuing Education:

Blodgett’s Welding Design Seminar – April 2013 – Cleveland, OH
Simpson Strong-Tie Continuous Load Paths in Wood Structures – November 2011 – Charlottesville, VA
Kaplan 28 Hour SE Exam Review Course – August 2011 – Richmond, VA
Emerging Leaders Alliance Workshop – November 2010 – Denver, CO
OSHA 10 Hour Safety Course for Construction Personnel – April 2006 – Alexandria, VA
SE University multiple structural technical training webinars.

Professional Experience:

Responsibilities at Allegheny Design Services include project management and structural design. Professional experience is comprised of a wide variety of roles as both a designer and contractor. Past accomplishments include a mix of residential, commercial, industrial, military and government facilities utilizing all major building elements including steel, concrete, masonry, wood, and aluminum. Experience includes domestic as well as international projects for a variety of public and private clients from the following assignments:

Experience Record:

Allegheny Design Services, LLC, Sr. Structural Engineer	June 2012 to Present
Austin Brockenbrough and Associates, Structural Engineer	March 2008 to June 2012
McKinney and Company, Civil Engineer	March 2007 to March 2008
American Bridge Company, Field Engineer	May 2005 to March 2007

Project Experience Includes:

Project experience (past and present) includes:

Puskar Center Auditorium Expansion, West Virginia University, Morgantown, WV
White Oaks Office Development Building II, Bridgeport, WV
College Park Apartments, Morgantown, WV
University Park Dormitory, West Virginia University, Morgantown, WV
Brownsville Marine Product Plant Upgrade and Repairs, Brownsville, PA
High Bridge Trail State Park Pedestrian Bridges, Prince Edward County, Virginia
Observation Platform, Midlothian Mines Park, Chesterfield County, Virginia
Fuel System & Facility Upgrades, Fort Drum, NY
Eppington Plantation Restoration and Structural Stabilization, Chesterfield County, Virginia
Old City Hall Plaza Replacement, Richmond, Virginia
Woodrow Wilson Bascule Replacement, Alexandria, Virginia
Monongalia County Ball Park, Morgantown, WV
Nashville Sound Scoreboard, Nashville, TN
Indianapolis 500 Sign Upgrade
Milan Puskar Stadium North End Renovations



Education:

West Virginia University – B.S. Civil Engineering

Professional Registrations:

WV EIT Certification

Professional Memberships:

American Society of Civil Engineers
Chi Epsilon

Continuing Education:

North Carolina State University – Master of Civil Engineering
SE University multiple structural technical training webinars.

Professional Experience:

Responsibilities include engineering design of structural steel, reinforced concrete, reinforced masonry, wood, foundations and analysis of existing systems.

Experience Record:

Allegheny Design Services, LLC, Jr. Structural Engineer	January 2013 to Present
North Carolina Department of Transportation, Engineering Technician	September 2012 to December 2012

Project Experience Includes:

Project experience (past and present) includes:

Triple S. Harley Davidson, Morgantown, WV
Clarksburg Credit Union, Clarksburg, WV
College Park Apartments, Morgantown, WV
West Union Bank, Salem, WV
Urlings General Store, Wayne, WV
Mt. Morris BFS, Mt. Morris, PA
Sabraton Shoney's, Morgantown, WV
Suncrest BFS, Morgantown, WV
WVU Puskar Stadium AD Suite, Morgantown, WV
Elkins Coal & Coke Building, Masontown, WV
Total Dental– New Multi-Tenant Building, Clarksburg, WV
Webster 911 Center, Webster Springs, WV
Gateway Commercial Building, Morgantown, WV
Wesley United Methodist Church, Morgantown, WV
Arthurdale High School Renovation, Arthurdale, WV
Preston Contractors Office Addition, Kingwood, WV
Health South Ambulance Canopy, Morgantown, WV
CAPE Credit Union, Clarksburg, WV
University Park Complex, Morgantown, WV
Potomac State Catamount Place, Keyser, WV
WVU Stadium Signage Upgrade, Morgantown, WV
Dominion Transmission HQ Office Building, Bridgeport, WV
University Place Parking Garage, Morgantown, WV
Vandalia Hall, Morgantown, WV
University Towne Center Starbucks/ Chipotle, MGW
Microtel, New Martinsville, WV



Education:

West Virginia Institute of Technology - B.S. Electrical Engineering

Professional Registrations:

Professional Engineer, West Virginia, Ohio, Pennsylvania and Maryland
LEED Accredited Professional

Professional Memberships:

National Society of Professional Engineers
West Virginia Society of Professional Engineers
American Institute of Architects – WV Chapter
U.S. Green Building Council

Continuing Education:

2014 Commercial Buildings Energy Code Workshop—ASHRAE 90.1—2007
2013 Lightfair International, Philadelphia, PA

Professional Experience:

Responsible for project management and electrical design at Allegheny Design Services. Experience includes over 20 years in electrical design and project management for industrial, commercial, residential, institutional, educational, and recreational facilities. Building system design includes lighting, site lighting, power distribution, communications, surveillance, access control, and fire protection. Past accomplishments include design and construction administration of health care, schools, municipal, sports, commercial and retail facilities.

Experience Record:

Allegheny Design Services, LLC, MEP Project Manager	June 2009 to Present
MSES Consultants, Project Electrical Engineer	August 1990 to June 2009
Triad Engineering Consultants, Staff Electrical Engineer	May 1988 to August 1990
Duke Power, Design Engineer	August 1985 to May 1988

Project Experience Includes:

Experience includes estimating, design, project management, coordination, and project engineering for construction projects:

Parish Center for Immaculate Conception Church, Clarksburg, WV
Mountaineer Medical Office Building, Bridgeport, WV
WVU Visitor's Resource Center, Morgantown, WV
Upshur County 911 Center, Buckhannon, WV
Morgantown Event Center, Morgantown, WV
WVU Percival Hall Chiller Replacement, Morgantown, WV
Mylan Pharmaceuticals, Greenbag Road Facility, Morgantown, WV
Bank of Gassaway, Flatwoods, WV
Veterans Nursing Facility, Clarksburg, WV
Harrison Co. 4-H & Recreation Center, Clarksburg, WV
Robert L. Bland Middle School Renovation, Weston, WV
Stonewall Jackson Resort Lodge, Stonewall Jackson Lake, WV
Ripley Municipal Building, Ripley, WV
Wheeling Jesuit Science and Technology Building, Wheeling, WV
VAMC Primary Care Renovation, Clarksburg, WV
National Guard Hangar, Harrison Marion Regional Airport, Bridgeport, WV
Fairmont State University Athletic Field Lighting, Fairmont, WV
Harrison Marion Regional Airport Runway Extension, Bridgeport, WV
Various school renovations and additions
Streetscape projects in Clarksburg, Bridgeport, Weston, Morgantown, and WVU



Education:

West Virginia Institute of Technology – B.S. Mechanical Engineering

Professional Registrations:

Professional Engineer, West Virginia, Pennsylvania, Ohio and Maryland
LEED AP BD+C Professional Accreditation
NCEES Record Certificate

Professional Memberships:

American Society of Heating, Refrigerating and Air-Conditioning Engineers
- Secretary Mountaineer Chapter
- Student Activities Chair Mountaineer Chapter
U.S Green Building Council
National Fire Protection Association
- Architects Engineers and Building Officials Chapter Member

Continuing Education:

2009 ASME HVAC Systems: Sizing and Design - April 27-29 - Orlando, FL
2013 Commercial Buildings Energy Code Workshop - ASHRAE 90.1 - 2007 - West Virginia University
2013 Mitsubishi Diamond Designer Seminar 1 - October 31 - Charleston, WV

Professional Experience:

Responsible for HVAC & plumbing design at Allegheny Design Services. Experience includes mechanical design and project management for industrial, commercial, institutional, education, and recreational facilities. Building system designs include packaged gas heating / dx cooling, split systems, air distribution systems, boiler & chiller systems, VAV & VVT zone control, indoor air quality ventilation and server room cooling. Plumbing systems include sanitary, domestic water, fuel gas, and storm drainage. Implemented sustainable building design concepts, and provided construction administration to achieve LEED certification for new construction projects.

Experience Record:

Allegheny Design Services, LLC, Senior Mechanical Engineer	June 2009 - Present
March-Westin Company, Project Manager	August 2006 - June 2009
Contracting Engineering Consultants, Detailer	May 2006 - August 2006
Special Metals, Corrosion Lab Technician	May 2005 - January 2006
Oasis Landscaping, Landscaper	May 2004 - September 2004
GC Services, Account Representative/Team Leader	May 2002 - October 2003

Project Experience Includes:

Experience includes estimating, design, project management, coordination, and project engineering for construction projects:

Beitzel / Pillar Innovations Office Building, Morgantown, WV
GSA Charleston LEED Administration, Charleston, WV
Jerry Dove Medical Office Building, Bridgeport, WV
Percival Hall Chiller & Cooling Tower Replacement, Morgantown, WV
Thrasher Engineering Office Building, Bridgeport, WV
RL Bland Middle School Field House Renovation, Lewis, WV
South Ridge Church, Fairmont, WV
Steptoe and Johnson Office Building, Clarksburg, WV
Upshur County Communication Center, Buckhannon, WV
WVU Alumni Center, Morgantown, WV
WVU Biomedical Research Facility, Morgantown, WV
WVU Milan Puskar Locker Room Renovations, Morgantown, WV
WVU Office Fitout at Marina Tower, Morgantown, WV
WVU Creative Arts Center Rehearsal Hall, Morgantown, WV



Education:

West Virginia University - B.S. Electrical Engineering

Professional Registrations:

Engineer in Training, West Virginia

Professional Memberships:

Eta Kappa Nu – IEEE

Continuing Education:

2013 Commercial Buildings Energy Code Workshop—ASHRAE 90.1—2007—West Virginia University

Professional Experience:

Responsible for assistance in electrical design at Allegheny Design Services. Experience includes electrical design for industrial, commercial, residential, institutional, educational, and recreational facilities. Building system design includes lighting, site lighting, power distribution, communications, surveillance, access control, and fire protection. Past accomplishments include administering computer labs for IT needs of the Mining Engineering Department at West Virginia University, traveling to multiple statewide conferences to provide IT assistance for the West Virginia Coal Mining Institute and West Virginia Coal Associations meetings, shadowing Coal Mine Preparation Plant Electrical Foreman of maintenance projects, and designing and giving presentation at NASA Headquarters in Washington, DC on software architecture diagrams for the International Space Station.

Experience Record:

Allegheny Design Services, LLC, Junior Electrical Engineer	January 2013— Present
Allegheny Design Services, LLC, Engineering Intern	May 2012— December 2012
Arch Coal, Electrical Engineering Intern	December 2010— August 2011
West Virginia University, IT Student Technician	October 2008 – December 2011
NASA, Summer Intern	June 2008 — August 2008

Project Experience Includes:

Experience includes estimating, design, project management, coordination, and project engineering for construction projects:

WVU College Park Apartments, Morgantown, WV
WVU CAC Rehearsal Hall Renovations, Morgantown, WV
Clarksburg Credit Union, Clarksburg, WV
Shoney's Restaurant, Morgantown, WV



Education:

West Virginia University—Morgantown, WV—B.S. Mechanical Engineering

Professional Memberships:

WVU Student Branch of American Society of Heating, Refrigerating and Air-Conditioning Engineers
* President for Spring 2015 semester
* Treasurer for Fall 2014 semester

Professional Experience:

Responsible for assistance in HVAC & plumbing design at Allegheny Design Services. Experience includes mechanical, electrical, plumbing designs and construction administration, for state government, educational, and recreational facilities. Mechanical system designs include packaged gas heating, dx cooling, split systems, air distribution systems, boiler and chiller systems, VAV & VVT zone control and server room chilling. Electrical system designs include power distribution, lighting, communications, and fire protection. Plumbing system designs include sanitary, domestic water and fuel gas.

Experience Record:

Allegheny Design Services, LLC, Jr. Mechanical Engineer	June 2015 to Present
Allegheny Design Services, LLC, Engineering Intern	March 2015 to May 2015
Miller Engineering, MEP Engineering Intern	May 2014 to March 2015
Clarkson Enterprises, Maintenance Worker	May 2008 to August 2011
St. Sebastian's Church, Maintenance Worker	August 2007 to August 2009

Project Experience Includes:

Experience includes estimating design, construction administration, and /or project engineer for projects:

Beech Fork State Park, Barboursville, WV
Canaan Valley State Park, Davis, WV
Bartlett House, Morgantown, WV
DHHR Office Building, Parkersburg, WV
Bobtown Elementary School, Bobtown, PA
Dorsey Elementary School, Morgantown, WV

Project Experience

TAB 3



EXPERIENCE

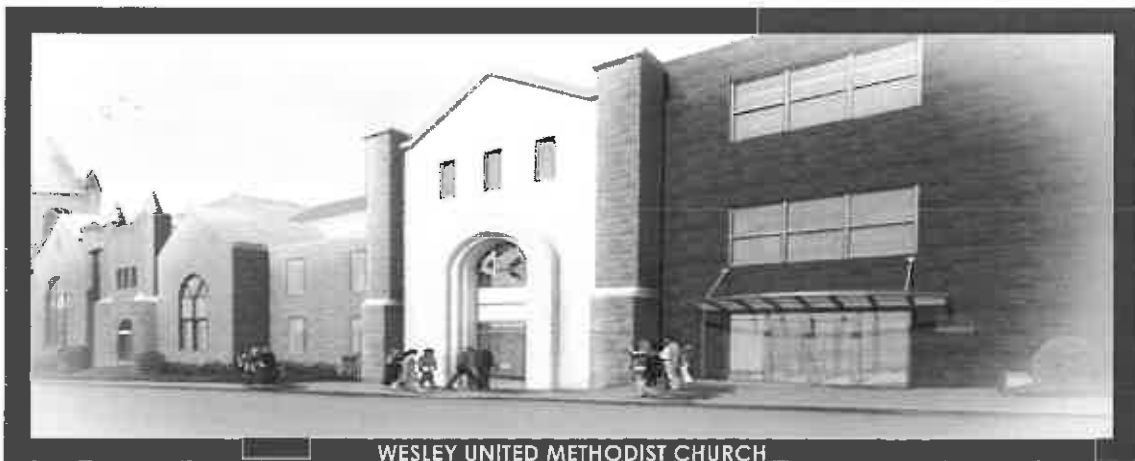
The Mills Group has a wealth of experience within the architecture, preservation and planning divisions.

Architecture: Since the summer of 2007, the Preston County Commission chose the Mills Group as their architecture of choice. Our work together included the design of the County Commission's public meeting room and secure storage facility. Our team developed construction documents for a 7,000 sq. ft. Call Center/Office of Emergency Management and master plans for a 220 acre County Farm and Sheriff's facility.



More recently, the Mills Group designed a new 109 room Homewood Suites hotel in the Charles Pointe Development in Bridgeport. This design caters to the long-term traveler with each suite containing a small kitchen, a generous bath and ample space to create a living room arrangement. This project cost approximately \$8 million to complete.

Our team provided design services for the Wesley United Methodist Church to create a functional and aesthetically pleasing entry into their community facility. This accessible design accommodates members and guests by following the ADA guidelines.



Preservation: Since 2006, the State Historic Preservation Office (SHPO) annually awarded the Mills Group a contract to provide technical assistance and grant monitoring for a range of projects ranging in construction value from \$5,000 to \$350,000. The scope of work often range from masonry and window restoration, to roof and exterior millwork rehabilitation. Our clients range from the homeowner with no construction background to facility maintenance directors with numerous years of experience.



A SERIES OF WVSHPO DEVELOPMENT GRANT PROJECTS

Michael Mills, our firm's founder manages this contract because of his desire to interact with clients across the state and educate both historic property owners and contractors on proper preservation techniques.

We recently developed a rehabilitation plan for the Berkeley Springs Train Depot. This project included conducting historic research and material analysis of the clay tile roof in order to specify the correct shape of the tile. Additionally, the project included a Section 106 compliance narrative illustrating the project's adherence to the Secretary of the Interior's Standards for Rehabilitation.

Vic Greco, principal architect, designed the award winning historic rehabilitation of the B&O Railroad Station in Oakland, Maryland. This building became the town's new visitor's center and includes a small theatre and museum. In order to replicate the original design, the team utilized slate mined from the same quarry as the original roof tiles.



B&O RAILROAD STATION, OAKLAND, MARYLAND

Our historic resources staff recently completed a county wide reconnaissance survey of Grant County, identifying over 700 historic buildings. These resources were each documented with high resolution photography, described on a Historic Property Inventory form and pin pointed on a topographic GIS map. This project's future goal is to give the State Historic Preservation Office an "at a glance" understanding of the county's historic resources and allows them to provide quick feedback for potential project impact.

Planning: The Mills Group believes that sound planning practices are the best way to ensure long term success of a project. In 2013, the Greek Life Center at West Virginia University hired Mills Group to complete a master plan of the Greek Village. This plan, rendered digitally in 3-D, provided a graphic illustration of the possibilities of the project area utilizing the undulating topography to create an interesting and diverse design.



West Virginia University hired the Mills Group to develop a master plan for a housing development catering to visiting professors. This project, in addition to site design, aimed to preserve the pastoral feeling of the agricultural area. Our planners conducted solar and wind studies to determine the best placement for the homes.





Old Inn Cacapon Resort State Park

Location: Cacapon, WV
Client: WV DNR-Parks and Recreation
Services: Restoration and Master Plan
Construction Value: NA

Owner's Representative:
Jim Schotsch
1200 Harrison Avenue
Suite 222
Elkins, WV 26240

The Weiss Building
63 Wharf Street, Suite 300
Morgantown, WV 26501
(304) 296-1010

The Kaley Center
53 14th Street, Suite 607
Wheeling, WV 26003
(304) 233-0048

Visit us at www.millsgrouponline.com



The Old Inn at Cacapon Resort State Park in Berkeley Springs, WV was constructed in 1938 as part of a Civilian Conservation Corps project at nearby Camp Morgan as the first overnight lodging facility within the state park system. The Old Inn was originally built as a one and a half story hand hewn log structure with three wood burning chimneys. By the early 1940s, the increasing number of visitors to the State Park required the Old Inn to be enlarged. In order to protect the log structure from decay, officials decided to clad the entire building in board and batten wood siding circa 1960.

The WV Division of Natural Resources (DNR) hired the Mills Group to assess the integrity of the log structure and develop a plan to stabilize the building and its continued maintenance. Because the DNR used Federal money to assess the building, they were bound by Section 106 of the National Historic Preservation Act of 1966 to assess the effect of their actions on the structure. Mills Group also acted as a liaison between the DNR and the State Historic Preservation Office.

The building had been changed slightly during the years to accommodate wall mounted air conditioning units. Otherwise, the building was in remarkably good shape and is slated to be restored to its early 1940s appearance with the exposed log exterior. Mills Group devised a plan to rehabilitate the historic log structure and adapt it for continued use for the future.

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



Hawk's Nest/ Twin Falls State Parks

Location: Hawks Nest, WV and Twin Falls, WV
Client: Miller Engineering
Services: Section 106 Monitoring
Contact: Craig Miller, 304-291-2234



Both Twin Falls and Hawk's Nest State Park Lodges were designed by a team of architects called The Architecture Collaborative (TAC) which was led by world renowned modern architect Walter Gropius. While the buildings are significant for their modern architecture, the HVAC system needed to be improved for energy efficiency. An American Recovery and Reinvestment Grant allowed the two state parks to install efficient equipment and upgrade the heating and air conditioning in the lodges. Because of the historic and architectural significance of the two lodges, the Mills Group was asked to serve as a monitor to ensure that the project met the Secretary of the Interior's Standards as well as complied with the Federal law, Section 106 of the National Historic Preservation Act of 1966.

The Mills Group served as the liaison between the project manager and the State Historic Preservation Office, documented the efforts of the team as they installed the units, and compiled data to comply with Federal and state regulations.

The Weiss Building
63 Wharf Street, Suite 300
Morgantown, WV 26501
(304) 296-1010

The Kaley Center
53 14th Street, Suite 607
Wheeling, WV 26003
(304) 233-0048

Visit us at www.millsgrouponline.com

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



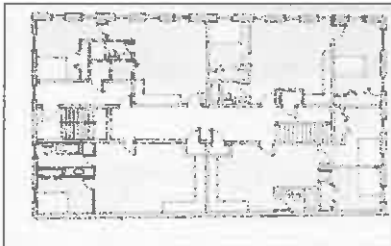
Urlings General Store

Location: Wayne, WV
Client: Wayne County Housing Authority
Services: Adaptive Reuse Concept and
Bidding/Construction Documents
Construction Value: \$1,000,000
(estimated)

The Weiss Building
63 Wharf St., Suite 300 - Morgantown, WV 26501
(304) 296-1010

The Kaley Center
53 14th St., Suite 607 - Wheeling, WV 26003
(304) 233-0048

Visit us at www.millsgrouponline.com



Mills Group was sought by Coalfield Redevelopment Corporation to execute a design charrette for the adaptive reuse of this historic building in Wayne, WV. Subsequently, Mills Group was awarded the task to complete the construction documents for this mixed use project.

Serving as a catalyst for community revitalization and increased affordable housing development, the once blighted building project will: 1) Provide five affordable multi-family rental units. 2) Revitalize downtown Wayne by renovating a dilapidated, empty building and turning it into a place of residence, empowerment, and commerce 3) Build community, self-confidence, and life skills by providing a community empowerment space available to all Wayne County residents and nonprofit organizations. 4) Develop a permanent office for the Housing Authority of Wayne County and Coalfield Development Corporation. The rehabilitation was as environmentally sustainable and energy efficient as possible so that it will serve as a model for all of Wayne County.

The top floor will have four one bedroom units; the ground (middle) level will have a one bedroom, accessible unit as well as three offices for the Housing Authority of Wayne County and the Coalfield Development Corporation. A large community empowerment space will take a majority of ground level square footage. A smaller portion of the groundlevel floor will be devoted to a cooperative local artisan business storefront. The bottom floor basement is currently used for storage.

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



The Kaley Center

Location: Wheeling, WV
Client: GJR Enterprises, Inc.
Services: Architectural Design Development, Construction Drawings, Coordinating Consultants, Construction Administration
Construction Value: \$5 million

Owner's Representative:
Jim Hurley
Kalkreuth Roofing & Sheet Metal, Inc.
53 14th Street, Suite 100
Wheeling, WV 26003
304-232-8540

The Weiss Building
63 Wharf Street, Suite 300
Morgantown, WV 26501
(304) 296-1010

The Kaley Center
53 14th Street, Suite 607
Wheeling, WV 26003
(304) 233-0048

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The former Riley Law Building was renovated to become the Kaley Center.

Since tenants occupied the building during the renovation, the project was completed in multiple phases. The first phase included an exterior restoration where the façade brick and limestone accents were cleaned and restored. New insulated double-hung windows and trim matching the size, scale and color of the originals replaced the 1970s bronze aluminum single glazed windows. Once the new windows were installed, the architect's original design intent expressing the strong contrast between the brick veneer and fenestration once again became prominent.

The second phase of the rehabilitation included the installation of new mechanical, electrical, plumbing and fire protection systems along with a generator which brought the building into code and energy compliance. New equipment and cab finishes improved the existing elevators while the interior was completely renovated with new finishes complementing the existing conditions.

The final phase of the project included improving site conditions with new landscaping, paving and parking lot control.

Though the building serves multiple tenants, the building primarily functions as the corporate headquarters for a national roofing company that employs nearly 80 personnel.

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



Wellsburg Tollgate House

Location: Wellsburg, WV
Client: Brooke County Commission
Services: Rehabilitation and Stabilization
Construction Value: \$150,000

Owner's Representative:
Norm Schwertfeger
WVU-Extension
840 Charles Street
Wellsburg, WV 26070
PH: (304) 737-3666

Prime General Contractor:
Wolf Creek Construction
405 Watertown Road
Waterford, Ohio 45786

The Weiss Building
63 Wharf Street, Suite 300
Morgantown, WV 26501
(304) 296-1010

The Kaley Center
53 14th Street, Suite 607
Wheeling, WV 26003
(304) 233-0048

Visit us at www.millsgrouponline.com



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.

Project Success Story: *The Wellsburg Tollgate House is a great example of how different groups can work together to preserve a community's history. This project highlights how preservation priorities are focused within a limited budget to achieve a visible result in multi phase project.*

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



West Virginia Veterans Memorial Restoration

Location: Charleston, West Virginia
Client: WV State Purchasing Division
Services: Conditions Assessment Report and Full Restoration
Construction Value: \$1.5 Million

The Weiss Building
63 Wharf Street, Suite 300
Morgantown, WV 26501
(304) 296-1010

The Kaley Center
53 14th Street, Suite 607
Wheeling, WV 26003
(304) 233-0048

Visit us at www.millsgrouponline.com



The West Virginia Veterans Memorial site and structure was intensely surveyed by The Mills Group team on April 3, 2013. The general overview involved a visual condition assessment of the structure's components utilizing the standard Uni-format outline to ensure that all issues were addressed in a logical order. This report is not meant to be a specification to execute the work but simple provides a description of the item or issue, a narrative for the condition, and a recommendation for the approach to execute. The West Virginia Veterans Memorial is not a historic structure, having been completed nineteen years ago, but it was built with traditional materials with the intent that it would be an enduring structure for future generations to enjoy. It is our feeling that the activities of preservation and restoration coupled with sensitive modernization is the correct approach in order to achieve long term sustainability of this important structure.

The overall goal of this project is to determine a plan to ensure that the West Virginia Veterans Memorial site and structure is restored to ensure the original design intent of the artist, modernize components that have failed, and ensure long term sustainability.

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



Oglebay Wilson Lodge Original Wing

Location: Wheeling, WV
Client: Wheeling Park Commission
Services: Architectural Design
Development
Construction Value: n/a

Owner's Representative:
Brad Dorsey
Wheeling Park Commission
Oglebay Park
465 Lodge Drive
Wheeling, WV 26003
304-243-4000

The Welss Building
63 Wharf Street, Suite 300
Morgantown, WV 26501
(304) 296-1010

The Kaley Center
53 14th Street, Suite 607
Wheeling, WV 26003
(304) 233-0048

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The Wheeling Park Commission retained the Mills Group to develop conceptual floor plans and renderings of the proposed renovations and addition to the original wing of Wilson Lodge at Oglebay Resort and Conference Center.

Mills Group designed the concept to further develop the existing second level by combining three smaller guest rooms to create two guests rooms as per the recently completed model room. The resulting second floor plan will be duplicated and become a third level addition. After the remodel, the room total increases from 55 guest rooms to 67 guest rooms. The design concept includes a new elevator, a ramp to Hickman Lounge, a new corridor to the second level of the Kline Wing, a mid-building entry/stair providing access to the parking lot and courtyard to the west and various life safety code improvements.

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



Berkeley Springs Depot

Location: Bath WV
Client: Town of Bath
Services: Historic Data Collection, Stabilization and Restoration Plan, Compliance Assessment
Construction Value: \$400,000 (approx.)



The Town of Bath asked the Mills Group to design the stabilization and rehabilitation plans for the historic Berkeley Springs Depot. The depot is an important local architectural landmark that symbolizes the bustling center of activity that once emanated from the railroad serving the town.

The rehabilitation includes the stabilization and restoration of the clay tile roof as well as master planning of the adjoining 2.1 acre site. The Mills Group researched historic maps and photographs to produce a three-dimensional understanding of the train depot and how it changed over time as well as a conceptual site layout.

Mills Group also conducted a compliance analysis to ensure that the proposed plans met the Secretary of the Interior's Standards and Determination of Effect Report.

The Weiss Building
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Allegheny
Design Services
Consulting Engineers

PROJECT PROFILE

Cacapon Resort State Park Addition and Renovations Berkeley Springs, WV



STRUCTURAL ENGINEER:
CONTRACTOR:

Allegheny Design Services, LLC, Morgantown, WV
TBD

PROJECT SCOPE:

Located in the eastern panhandle of West Virginia, Cacapon Resort State Park is available for both family vacations and business retreats, offering access to golf, lake, and camping activities. The facility functions as the main lodging and meeting center of the resort and offers a mix of hotel rooms and suites, and a conference center. The new addition provides an additional 79 guest rooms, swimming pools, new dining facilities and commercial kitchen, and a spa and fitness area. Additional renovations to the resort includes golf course upgrades, as well as water and wastewater treatment upgrades. This is a Design-Bid-Build Project.

PROJECT VALUE:

\$22 Million

ESTIMATED PROJECT COMPLETION:

TBD



Allegheny
Design Services
Consulting Engineers

PROJECT PROFILE

Canaan Valley Resort State Park Davis, WV



STRUCTURAL ENGINEER:
CONTRACTOR:

Allegheny Design Services, LLC, Morgantown, WV
Harbel, Inc., Cumberland, MD

PROJECT SCOPE:

- Construction of Two Brand New Guest Wings (162 Rooms)
- Extensive Renovations of the Main Lodge
- 102,534 SF (Addition); 64,993 SF (Renovation); Design-Bid-Build

PROJECT VALUE:

\$25 Million

PROJECT COMPLETION:

Fall 2013



Allegheny
Design Services
Consulting Engineers

PROJECT PROFILE

Glade Springs Hotel and Conference Center Daniels, WV



STRUCTURAL ENGINEER:

Allegheny Design Services, Morgantown, WV

CONTRACTOR:

Alliance Construction Management, Princeton, WV

PROJECT SCOPE:

- 40,000 Sq. Ft. Hotel Wing
- 12,000 Sq. Ft. Conference Center
- 2,000 Sq. Ft. Porte Coche

PROJECT VALUE:

\$5 Million

PROJECT COMPLETION:

2005



Allegheny
Design Services
Consulting Engineers

PROJECT PROFILE

Nemacolin Woodlands Sundial Lodge Farmington, PA



STRUCTURAL ENGINEER:
CONTRACTOR:

Allegheny Design Services, LLC, Morgantown, WV
Martik Brothers, Inc., Finleyville, PA

PROJECT SCOPE:

- 25,000 Sq. Ft. Multi-Purpose Ski Lodge
- Restaurant
- Bowling Alley

PROJECT VALUE: \$3 Million

PROJECT COMPLETION: 2013





Allegheny
Design Services
Consulting Engineers

PROJECT PROFILE

Canaan Valley Institute Headquarters/Educational Facility Davis, WV



STRUCTURAL ENGINEER:
CONTRACTOR:

Allegheny Design Services, Morgantown, WV
Manheim Corporation, Pittsburgh, PA

PROJECT SCOPE:

- Research Facilities
- Offices
- Public Service Facilities

PROJECT VALUE:

\$6.5 Million

ESTIMATED PROJECT COMPLETION:

2009



Allegheny Design Services

Consulting Engineers

PROJECT PROFILE

Courtyard Marriott—University Towne Center Granville, WV



PROJECT ARCHITECT:

Mills Group, LLC, Morgantown, WV

MEP ENGINEER:

Allegheny Design Services, LLC, Morgantown, WV

CONTRACTOR:

Waller Corporation, Washington, PA

PROJECT SCOPE:

- 60,000 SF , 5 Story Hotel
- 3,000 AMP, 120/208, 3 Phase Electrical Service with Emergency / Standby Generator
- Dedicated outside air equipment
- Packaged DX/gas RTU's, Split System Furnaces
- Kitchen exhaust and gas fired makeup air unit.

PROJECT VALUE:

\$ 12 Million

PROJECT COMPLETION:

Winter 2015





Allegheny
Design Services
Consulting Engineers

PROJECT PROFILE

Peterson Central Elementary Outdoor Classroom Weston, WV



MEP ENGINEER:

Allegheny Design Services, LLC, Morgantown, WV

CONTRACTOR:

Flint Construction Company, Inc., Gassaway, WV

PROJECT SCOPE:

- Outdoor classroom consisting of a pavilion, work area, and restroom facilities.
- Extended utilities from existing school facility.

PROJECT VALUE:

\$350,000

PROJECT COMPLETION:

Spring 2010



Allegheny
Design Services
Consulting Engineers

PROJECT PROFILE

WVU College Park Dormitories Morgantown, WV



MEP ENGINEER:
CONTRACTOR:

Allegheny Design Services, LLC, Morgantown, WV
March-Westin Co., Inc., Morgantown, WV

PROJECT SCOPE:

The project included the design of several multiple family structures and a clubhouse encompassing approximately 200,000 square feet with over 200 residential units. Heat pumps used for heating and cooling of each residential unit. Single phase electrical service and individual panel board serve each residential unit.

PROJECT VALUE:

\$32 Million

ESTIMATED PROJECT COMPLETION:

2014

Performance Data

TAB 4



Performance Data

Listed below are cost summaries of projects completed during the past four years by Mills Group.

Morgantown Market Place Morgantown, WV

Construction Cost Estimate: \$629,790.00
Construction Bid (low): \$613,300.00 (including bid alternate)
Change Orders: \$ 17,980.00 (2% of construction contract)
Schedule: Completed in two phases (due to winter weather)

West Virginia Northern Community College Applied Technology Addition Weirton, WV

Construction Cost Estimate: \$ 2,125,500.00
Construction Bid (low): \$ 1,854,000.00
Change Orders: \$ 52,610.00 (2% of construction contract)
Schedule: Completed on schedule

West Virginia Northern Community College Applied Technology Center Wheeling, WV

Construction Cost Estimate: \$ 3,280,000.00
Construction Bid (low): \$ 3,888,000.00
Change Orders: \$ 52,000.00 (1.3% of construction contract)
Schedule: Completed within 30 days of original schedule

West Virginia Northern Community College Student Center/Barnes & Noble Wheeling, WV

Construction Cost Estimate: \$ 2,325,000.00
Construction Bid (low): \$ 2,139,000.00
Change Orders: \$ 184,673.00 (8.6% of construction contract)
Schedule: Completed on schedule

Cost and Schedule Control

TAB 5



Cost and Schedule Control

Cost and schedule control are vital areas which must be monitored throughout the planning, design and construction phase of the demonstration project. This is important not only for tracking projects as originally conceived, but for proactively tracking and managing changes during the course of the project. These changes must remain consistent not only with the design concept of the demonstration project, but must remain within the cost and schedule constraints as well.

Towards these goals, the following covenants are made:

Mills Group will maintain and control our schedules and we will endeavor to complete our assignments ahead of time.

Mills Group will report on schedule and cost status at executive briefings. The use of the Critical Path Method (CPM) in this section will be instrumental in enabling Mills Group to control its design/planning efforts and bring current accurate information to the project oversight.

We have implemented the CPM schedule for both design/planning and construction projects to update and monitor progress schedules, provide analysis of project trends and delays and constructing what-if scenarios for use in decision making. Our program can also help provide recommendations of methods of schedule recovery, claims analysis, manpower leveling, and initial cost distribution and cash flow predictions.

The way the "tools" are used is often more important than the mechanics of the tools themselves. The real value of such a system is not the input and subsequent reports, but rather using the reports as a meaningful management tool. Scheduling systems provide real effectiveness when used intelligently.

Coordinating activities, or usage of the tools, for this program will include:

- Schedule and cost reports will be included in monthly status reports, both for individual projects and for the program as a whole. Included in these reports will be changes from the previous month.
- Any significant changes to the budget or schedule will be documented and explained within the monthly report. If project changes cause negative impacts to the program, they will be highlighted and discussed as potential impact issues.

Of course, the key to any successful project is constant, open communication between the client, the regulatory agency, the consultants and the contractors.

Quality, aesthetics and economy need not be mutually exclusive. We design facilities and provide cultural resource design to function in the real world of competition and scarce resources, but at the same time we build facilities that are aesthetically pleasing and comfortable to use.

As we design, we engage in a constant process of checking and balancing the cost of the materials, equipment and systems we specify against the life cycle cost of operation, maintenance and replacement. We also often employ an independent cost estimator to further inform the design process and give the client data to make a decision.

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

- o The Mills Group will provide the highest quality of service throughout our role as the Architect and for the duration of the entire project.
- o The Mills Group will develop a written project specific quality control plan for this project.
- 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 commits to designing in a manner intended to minimize construction costs as much as feasible while continuously maintaining the quality, durability and operational efficiency for the project.

Concept and Project Approach

TAB 6



Concept and Project Approach

Mills Group put together a West Virginia based team that prides itself on putting West Virginia first. One of our state's most valuable assets is our state park system which oftentimes offers visitors their first impression of the state. Our goal is to help the Department of Natural Resources (DNR) meet their project objectives while meeting a realistic budget as well as improving the image of West Virginia.



The following acronym describes our methodology to achieve our clients' objectives:

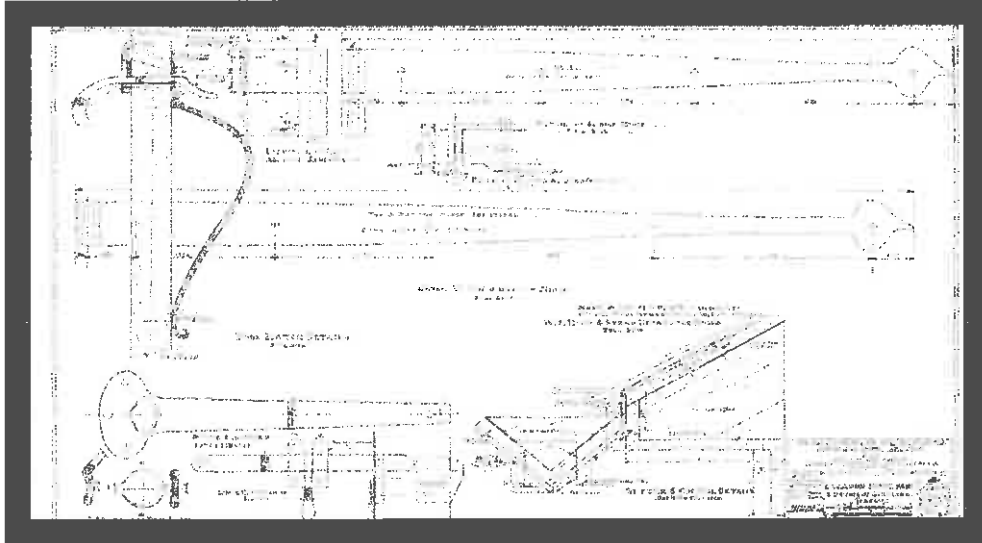
1. Research and data collection
2. Observe existing conditions
3. Analyze and identify issues and opportunities
4. Develop Alternatives
5. Make Recommendations and create solutions
6. Assemble the final documents
7. Present to the stakeholders and potential funders

This ROADMAP process provides our teammates and clients with a path to a successful project. Our approach is more fully detailed in the following paragraphs:

1. Research and Data Collection

Upon first beginning any project, we need to have an understanding of the physical and cultural evolution of the existing buildings and site by conducting detailed research. Our team would use information found in written documents, photographs, drawings, and conversations with previous project managers and site supervisors to develop a background context from which to grow our concept.

When our team worked with the Old Inn at Cacapon, we were able to find original blueprints from the CCC at the West Virginia State Archives and specify accent materials that replicated the originals.



2. Observe Existing Conditions

Generally we observe existing conditions by visiting a site to conduct a visual inspection of the surroundings. To gather primary information, however, our team would experience the cabins themselves to evaluate the site as a client as well as a design professional.

3. Analyze and Identify Issues and Opportunities

Using the context we previously gathered during the earlier phases of the project, the team will work with the client to determine needed programmatic elements for current and future uses which includes visitor experience, ADA accommodations, and security concerns.

4. Develop Alternatives

Our design process consists of an interactive dialogue with project stakeholders facilitated by our design team. Our collaborative process builds on client needs and constraints to develop creative solutions. The charette experience is then synthesized into several options for client review.

5. Make Recommendations and Create a Solution

Before final selections, the design team contacts appropriate regulatory agencies to determine what impact the review process might have on the final design. In our experience, involving regulatory agencies early in the process expedites the resolution of concerns that might arise, resulting in a smooth approval process. With proper due diligence, there are no false starts.

6. Assemble the Final Documents

The Mills Group team provides deliverables in a high-quality graphic design which allows our clients to visualize the final documents in 3-D, ensuring that the client's vision is brought to life.



7. Present to Stakeholders and Potential Funders

We are pleased to present our work to our clients and potential funders to convey the vision of the design concept how it is sustainable and achievable. Effective project delivery is a direct result of sound project planning.

Our team makes the following commitments related to delivering quality design solutions and implementing sound cost control on this contract:

- Mills Group will provide the highest quality of service throughout our role as the designer and construction administrator for this project
- Mills Group will host regularly scheduled quality team meetings
- Mills Group will conduct peer office review of design products
- Mills Group will use state of the art technology to enhance design quality to the maximum extent possible
- Mills Group will conduct conceptual cost analysis on the proposed design to balance cost savings verses quality and operational efficiency
- We aim to reduce construction costs and waste by creating sustainable and efficient designs

Because this project is so unique, our project completion timeframe is responsive to the task and the client's demands of schedule.

Regardless of the project size and scope, we dedicate ourselves to each task at hand and are expedient in our efforts to ensure that the project is on time and on budget.

References

TAB 7



References

Curt Byrum

Director of Facility Maintenance
Oglebay Resort and Conference Center
465 Lodge Drive
Wheeling, WV
Ph: (304) 243-4000
Email: cbyrum@oglebay-resort.com
Project: Oglebay Resort Wilson Lodge Rehabilitation

Robert Krause

West Virginia General Services Division
Architecture and Engineering
Capitol Complex
Building 1, Room MB 60
1900 Kanawha Boulevard, East
Charleston, WV 25305
Ph. 304-957-7143
Email: Robert.P.Krause@wv.gov
Project: West Virginia Veterans' Memorial

Susan Pierce

Deputy State Historic Preservation Officer
WV Division of Culture and History
The Cultural Center
1900 Kanawha Boulevard, East
Charleston, WV 25305
Ph: (304) 558-0240
Email: Susan.M.Pierce@wv.gov
Project: Development Grant Monitor (8 years)

Buck Smith

Interim President
Davis and Elkins College
100 Campus Drive
Elkins, WV 26241
Ph: (304) 637-1900
Email: buck@dewv.edu
Project: Miles Art Center

Information

**Purchasing Affidavit
Addendum Acknowledgement**

000030

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: MILLS GROUP LLC

Authorized Signature: [Signature] Date: 11/09/15

State of West Virginia

County of Morgantown, to-wit:

Taken, subscribed, and sworn to before me this 9th day of November, 2015.

My Commission expires January 11, 2020.



NOTARY PUBLIC [Signature: Nikki A. Bates]

Purchasing Affidavit (Revised 08/01/2015)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CE010310 DNR 1600000004

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

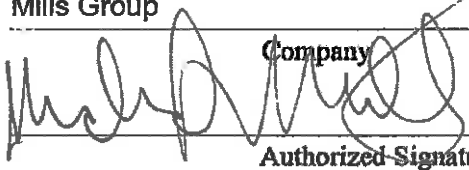
Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Mills Group

 Company


 Authorized Signature

November 9, 2015

 Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012