

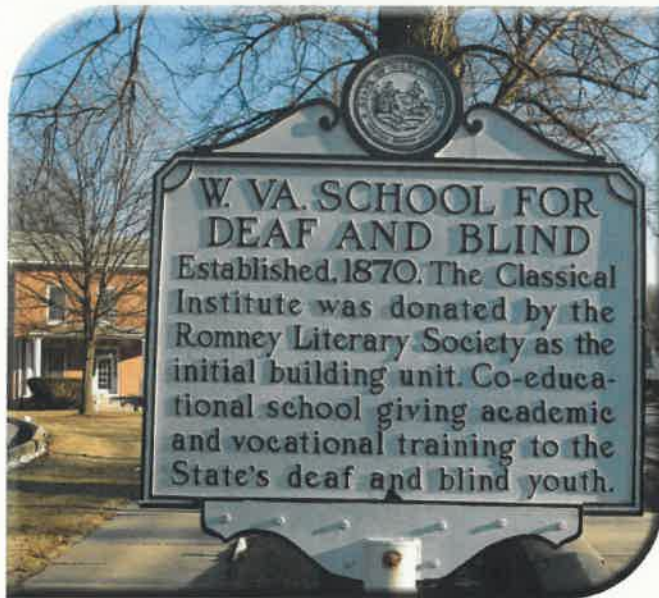
EXPRESSION OF INTEREST

WEST VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND RENOVATION & ASSESSEMENT PROJECTS AE SERVICES

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WV PURCHASING
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BLAIR COUNTY
1731 N. JUNIATA STREET
HOLLIDAYSBURG, PA 16648
TEL: 814.696.6280
FAX: 814.696.6240

April 19, 2021

Mr. Joseph E. Hager, III
Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Re: Solicitation #: CEOI 0403 DBS2100000001
WVSDB Renovation and Assessment Projects AE Services

Dear Mr. Hager:

Stiffler McGraw Architects, LLC (SMA), a Stiffler McGraw Company affiliate, appreciates this opportunity to be considered for selection to provide architectural and engineering services related to the design and construction contract administration services for all necessary improvements to the various buildings on the West Virginia Schools for the Deaf and the Blind (WVSDB) campus. The primary focus of our package is to demonstrate to you that our firm is highly qualified and very capable of performing the professional architectural and engineering services requested per your Expression of Interest advertisement.

Stiffler McGraw (SM) is a full-service consulting firm offering complete civil engineering, surveying and architectural services. **SM** was founded in 1989 by Dave Stiffler and Steve McGraw and has been providing and expanding their quality, professional services ever since. It became apparent through our clients' requests that architectural services were becoming a priority and in 2008, **Stiffler McGraw Architects, LLC (SMA)** was formed to focus on those needs. During this time, **SM** has expanded its territory primarily to the Northern Tier of Pennsylvania and now we are currently focused on expanding our services south knowing we regularly serve clients nearly 200 miles from our main office located in Hollidaysburg, PA.

Our success, growth and client retention demonstrate our dedication to our clients, and when selected for this project, we look forward to exceeding your expectations and building a long-term relationships.

Thank you for the opportunity to submit our qualifications. Based on our experience and record of performance, we believe that we are a perfect match to support the needs of the West Virginia Schools for the Deaf and the Blind Renovation and Assessment projects. Should you care to discuss any aspect of this submission in further detail, please contact me at akordish@stiffler-mcgraw.com or (814) 696-6280.

Sincerely,

Andrew L. Kordish, AIA
Lead Architect

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STIFFLER MCGRAW & ASSOCIATES, INC | STIFFLER MCGRAW ARCHITECTS, LLC

Letter of Interest

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Section 1
Firm Overview



Stiffler McGraw Architects, LLC (SMA) is best suited to undertake the West Virginia Schools for the Deaf and the Blind Renovation and Assessment Projects because we have an “in-house” team with experience undertaking similar projects with a history of completing the work on-time and within budget. Our parent company, **Stiffler McGraw & Associates, Inc. (SM)**, has been providing engineering, environmental and surveying services since 1989 from our Hollidaysburg, PA corporate office and branch offices in Indiana, Titusville and Towanda, PA.

Our firm’s capabilities are constantly upgraded and expanded to provide high quality, cost-effective, and responsive services to our clients. **We strive to provide a full range of architecture and engineering services “in house”.** This allows us to control work flow and maintain accountability for meeting deadlines. We are capable of providing all the services needed for the Renovation and Assessment Projects and do not foresee the need for subconsultants. Services **Stiffler McGraw** provides include:

- Architectural Services
- Environmental Engineering
- Water Supply Engineering
- Transportation Engineering
- Construction Management
- Land Development Engineering
- Landscape Architecture
- Wastewater Engineering
- Surveying
- Construction Inspection

Our current staff of 62 includes architects; civil, electrical, mechanical, structural and transportation engineers; surveyors; landscape architects; construction inspectors; technicians; environmental scientists; grant coordinators and CAD operators. We constantly upgrade and expand our firm’s capabilities to provide high quality and responsive services to our clients.

SMA provides complete architectural and engineering services for a full range of design services for new construction, tenant improvements, additions, and historical renovations and repairs. Our architectural department has direct access to a team of “in-house” engineering and environmental specialists; this close relationship ensures project flexibility and efficiency. Our experienced design professionals are committed to delivering projects of the highest quality while balancing the needs and budget constraints of our clients. Every project is unique in terms of the priorities and resources. Through our collaborative team approach and consistent engagement with our clients, we strive to provide innovative solutions that satisfy the needs of our clients, now and for years to come.

While building functionality is important, we take great care in providing aesthetically pleasing designs that are economical and appropriate for the community in which it’s located, as well as minimizing the impact to the environment through sustainable design principles. Our staff offers extensive knowledge and experience with all phases of projects including feasibility studies, planning, design and construction administration. We have integrated current technology into our design process with Building Information Modeling software (BIM) and 3-D renderings and visualization. We provide project scheduling and budgeting, construction documents and specifications, bidding and negotiation, construction contract administration and management, and post occupancy evaluation.

Our approach to architectural projects is based upon a team approach. Our projects have involved the planning, evaluation, design and construction management of new buildings, as well as detailed inspection, monitoring, analysis and evaluation of older existing buildings to be replaced or modified. As a result, we have invested in building a cohesive team of professionals dedicated to working within the markets that we serve. Every aspect of designing, permitting, specifying and overseeing the construction of these facilities is completed in house. We invite you to compare our in-house capabilities to our competitors and we believe that you will not find a more qualified team.



SM currently serves as the “Engineer of Record” for nearly 100 municipalities or authorities throughout the Commonwealth of Pennsylvania. As a result, we have had the privilege of guiding numerous clients through the exact process that currently faces the West Virginia Schools for the Deaf and the Blind. Each of these projects required a design approach that considered each individual client’s economic concerns associated with the renovation and repurposing of their facilities. In each case, we were able to guide the clients through detailed discussions regarding building design and material selection, bidding techniques, permitting requirements and funding coordination. We believe that our experience in this area could prove to be invaluable to the School’s office throughout the duration of the project.

Due to our success over the past 31 years, we have experienced significant corporate growth. With that growth, we have been able to assemble an exceptional team of highly qualified individuals. With the growth of our team, we are now at a point in our corporate history where we are looking towards expansion into new geographic territories such as West Virginia and Maryland. We assure you that we are dedicated to servicing these new areas with the same professional service that has satisfied our Pennsylvania clientele for years. In fact, we will work harder than ever to build relationships with our clientele in our expanded service area to ensure that they will be anxious to share with their neighbors what an asset the **SMA** team was to their project. We would like to share with you a list of our clients we serve from our Hollidaysburg, PA office and the distance they are from our office to demonstrate that your location in Romney, WV, 90 miles away, is not outside of our service reach.

- Bethany College, WV – 143 miles
- Garrett County, MD – 115 miles
- Towanda Township, Towanda, Bradford County, PA – 169 miles
- Wysox Township & Wysox Township Municipal Authority, Wysox, Bradford County, PA – 173 miles
- Asylum Township, Bradford County, PA – 173 miles
- City of Titusville, Crawford County, PA – 146 miles
- Titusville Redevelopment Authority, Crawford County, PA – 146 miles
- Sayre Borough, Sayre, Bradford County, PA – 181 miles
- Towanda Municipal Authority, Towanda, Bradford County, PA – 169 miles
- Washington County Commissioners, Washington County, PA – 121 miles

We have recently provided services as a subconsultant on the following projects in West Virginia:

- Willowdale Parking Structure, West Virginia University, Morgantown, WV
- 15th Street Parking Structure, Marshall University, Huntington, WV
- Pierpont 5000, Metro Properties, Morgantown, WV
- Margaret Manson Weir Pool, City of Weirton, Weirton, WV
- Cockayne House, Private Owner, Glen Dale, WV

Stiffler McGraw...
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Section 2
Firm Information/Contact

FIRM NAME: Stiffler McGraw Architects, LLC

CONTACT: Andrew L. Kordish, AIA, CDT

ADDRESS: 1731 N. Juniata Street, Hollidaysburg, PA 16635

PHONE: (814) 696-6280

FAX: (814) 696-6240



Section 3
Firm's Qualifications

The West Virginia Schools for the Deaf and the Blind (WVSDb) can be assured that it will receive the personal attention that is needed to complete the Renovation and Assessment projects in a professional and business-like manner. The **Stiffler McGraw Architects (SMA)** design team provides an abundance of expertise that will be available to the School's office:

- Our staff offers extensive knowledge and experience with all phases of projects including feasibility studies, planning and design. We provide project scheduling and budgeting, construction documents and specifications, bidding and negotiation, and construction contract administration and management.
- **SM** and **SMA** has a high ratio of licensed architects, engineers and land surveyors to staff. This is an important factor in assuring the WVSDb that you will receive the expertise needed to complete a successful project. With such a large pool of talented professionals, we are able to ensure project flexibility and efficiency to meet aggressive delivery schedules and work on multiple concurrent assignments. Following is a breakdown of the technical and support staff available:

5 Administrative	3 Environmental Specialists	2 Structural Engineers
1 Architect	1 IT Specialist	6 Surveyors
10 Civil Engineers	1 Landscape Architect	3 Technicians
5 Construction Inspectors	1 Mechanical Engineer	3 Transportation Engineers
5 Draftsmen/CAD Operators	8 Project Designers	6 Water/Wastewater Engineers
1 Electrical Engineer	1 Project Manager	

- **SM** has a history of retaining staff; 24 have been with the firm for 15 or more years, many of whom have been completing projects together since our inception in 1989. Staff members have an average of 13 years of employment at **SM**. Not only is this a testament to our culture, but it conveys our ability to work together to complete projects for our clients. In addition, as new employees are brought on to expand on our services and coverage areas, we have the resources to provide experienced mentors to them. One of our cultural objectives is to develop and maintain staff with competencies in multiple disciplines. Accordingly, we have effectively managed our workload, budgets and deadlines. You can be assured that you will be working with a cohesive team that has been organized to successfully work together as they have for over 30 years.
- Our Team has the recent experience on similar projects as we note in *Section 4 – Firm's Experience* to create economical, functional, and aesthetically pleasing building designs and renovations, utilizing the most current specialized technology. We will ask the WVSDb, its stakeholders and consultants the necessary questions to gain a thorough understanding of your needs, business goals, and personal goals before we begin the design of any of the projects. We can offer insight gained from "lessons learned" to present cost-effective real-world solutions. Our designs will influence the way people work, helping to encourage positive working environments, and long-term operational viability, in a more efficient manner.
- Eleven of our staff are professionally registered in the State of West Virginia, as well as multiple other states. Key registered staff for this project include:
 - **Andrew L. Kordish, AIA, CDT** – Registered Architect – WV, MD, PA, NY
 - **Timothy C. Campbell, P.E., LEED GA** – Professional Engineer – WV, MD, PA, NJ, OH, VA; Leadership in Energy and Environmental Design – Green Associate
 - **Michael S. Davignon, P.E.** – Professional Engineer – WV, MD, PA, MO, NY
 - **Jeffrey L. Billotte, P.E.** – Professional Engineer – WV, MD, PA
 - **John C. Clabaugh, P.E.** – Professional Engineer – WV, MD, PA
 - **Eric L. Banks, P.E.** – Professional Engineer – WV, PA



When preparing a Staffing Plan for any project, **Stiffler McGraw Architects, LLC (SMA)** recognizes the importance of utilizing a strong project management and design team with extensive experience to successfully complete a project. We have built a cohesive design team that has a proven ability to complete the planning, design and construction administration of the renovation and assessment projects as identified in the West Virginia Schools for the Deaf and the Blind Expression of Interest. We have attached an Organizational Chart to illustrate the depth of personnel we have available. Our Proposed Staffing Plan includes the following key personnel who are licensed in West Virginia, along with their assigned roles for this agreement.

Andrew L. Kordish, AIA, CDT will serve as the Lead Architect and Project Manager for the Renovation and Assessment projects and point of contact for the West Virginia Schools for the Deaf and the Blind office, overseeing the project during design, bidding and construction administration. He serves as Sr. Project Architect for architectural design utilizing Building Information Modeling (BIM). He provides design services for multiple new construction and rehabilitation projects for our retained clients and quality assurance and quality control on all projects produced in house before going out to bid. His experience over the past 30 years spans a broad spectrum of design services for K-12 educational, higher education, business/office, correctional, municipal, retail, manufacturing and residential facilities. He is the first recipient of a WV Board of Architects waiver of initial licensing fees for military service.

John C. Clabaugh, P.E. provides QA/QC on many of the larger architectural projects for the firm as well as providing engineering services for municipal projects. As a Sr. Project Manager for the firm, he has 18 years of experience in the planning, design, bidding and construction administration of many of our municipal projects including water and wastewater treatment plants and conveyance systems. Mr. Clabaugh has served as Project Manager on multiple projects ranging in size from \$10,000 to \$18,000,000. He incorporates this experience in his role as QA/QC on architectural projects to assist Mr. Kordish in keeping projects on track and within budget.

Timothy R. Campbell, P.E., LEED GA has 25 years of structural experience including analysis and review of existing structures for restoration and rehabilitation projects and providing expertise for structural design of new municipal and commercial buildings. As a Structural Engineer for **Stiffler McGraw**, Mr. Campbell's responsibilities include structural design and development of architectural plans for related structures; preparation of construction documents including plans, details, schedules, specifications and shop drawing review. Mr. Campbell has provided structural services on a number of WV projects as noted on his resume.

Michael S. Davignon, P.E. has 16 years of experience as a Mechanical Engineer which has included surveying and documentation of existing structures for purposes of modifications to buildings, including plumbing and stormwater systems. He provides services in the plumbing and fire protection fields for municipal, commercial and residential buildings. He has specified equipment and supervised the engineering design and construction of numerous architectural projects. Mr. Davignon has extensive knowledge of national, state and local plumbing and fire protection codes for plumbing, HVAC and electrical requirements.

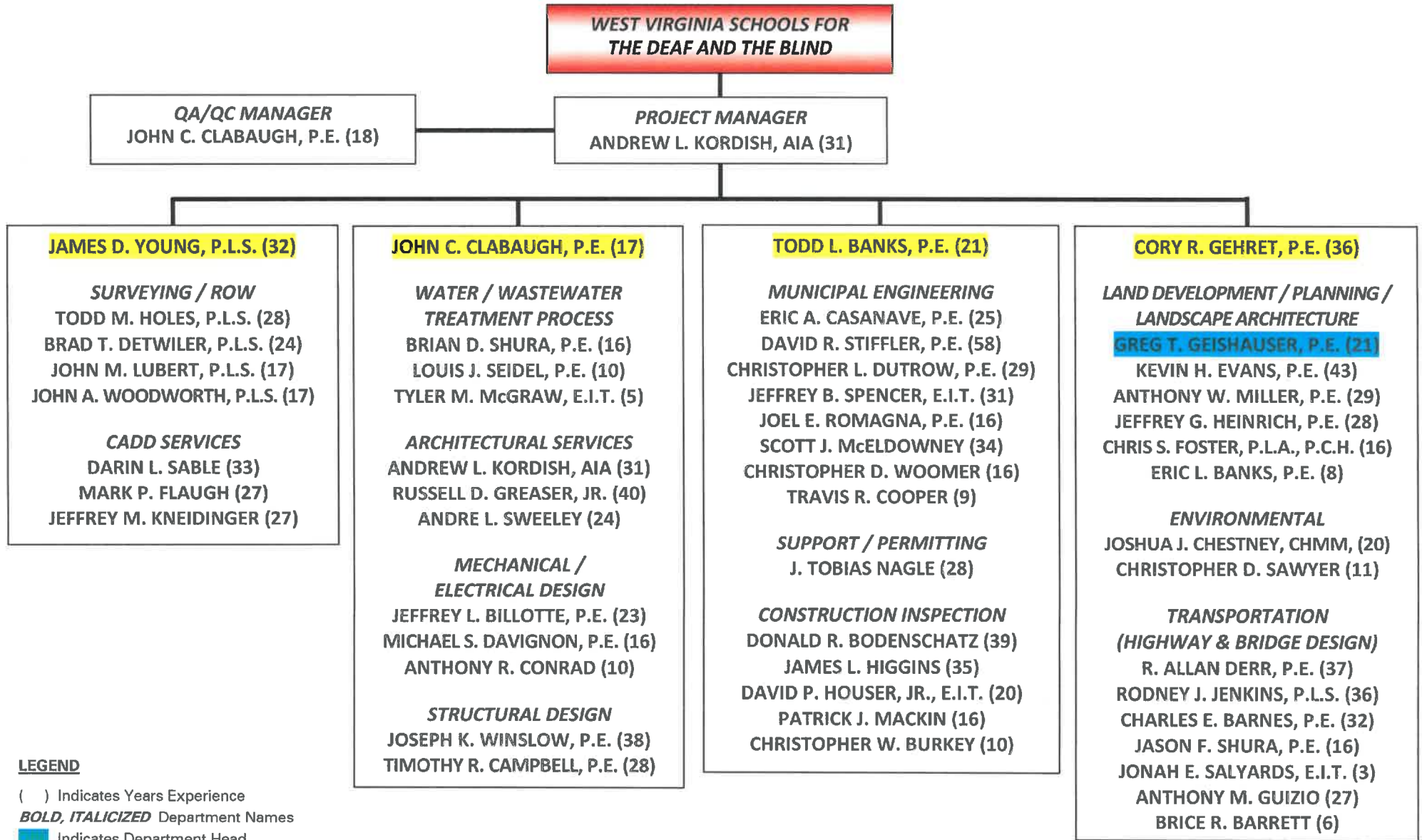
Jeffrey L. Billotte, P.E. has 20 years of experience in the design of electrical systems for a variety of buildings for municipal, commercial, industrial and residential clients. He assists with preliminary and final project design responsibilities, which include equipment selection, specification review/revision, shop drawing review, CADD drawing review, and client liaison. Jeff's skillset is vitally important to the study phase and preliminary design of projects.

Eric L. Banks, P.E. has 8 years of civil engineering experience and serves as a Project Engineer in our Land Development Department. He is responsible for preliminary and final site design, stormwater management facilities and storm sewer system design, securing of permits, and coordinating approvals between participating entities. He assists with layout and design of sidewalks, ADA ramps and curbs, and roadways.



PROJECT TEAM ORGANIZATION

Professional Engineering Services



LEGEND

() Indicates Years Experience

BOLD, ITALICIZED Department Names

 Indicates Department Head

 Indicates Division Head

Note: Not all staff is shown.

Sr. Project Architect for architectural design utilizing Building Information Modeling (BIM). Andy performs cost estimating, building code analysis, and construction administration services for **Stiffler McGraw Architects (SMA)**. He provides design services for multiple new construction and rehabilitation projects for our retained clients and quality assurance and quality control on all projects produced in house before going out to bid. His experience at **SMA** and previous employment over the past 31 years spans a broad spectrum of design services for K-12 educational, higher education, business/office, correctional, municipal, retail, manufacturing and residential facilities.

RELATED PROJECT EXPERIENCE (STIFFLER MCGRAW and CDI/L.R. KIMBALL)

- **Bill Noe Flight School, Marshall University, Yeager Airport, Charleston WV**
Project Architect for a new 10,000 SF educational building and 12,000 SF hangar.
- **Electrical Upgrade Project, Louis A. Johnston VA Medical Center, US Department of Veterans Affairs, Clarksburg, WV**
Project Architect for a new 2,000 SF addition to house electrical equipment. Construction Cost: \$5 million.
- **Elevator Renovation, Penn State University, University Park Campus, State College, Centre County**
Project Architect for the design and construction documents for an elevator replacement at an existing student dorm building. Project not only required compliance with local codes but also the University's documentation standards.
- **Morehead Towers Elevator Replacement, Housing Authority of Indiana County, Blairsville, Indiana County**
Quality assurance review of a 5-stop, 2-car elevator replacement for a 72-unit apartment complex.
- **Roof Replacement, Housing Authority of the County of Blair, Tyrone, Blair County**
Assisted with project management and specifications and performed quality assurance review of the construction documents for a roof replacement for the Cold Springs 16-building Apartment Community.
- **Roof Replacement, Housing Authority of the City of Franklin, Franklin County**
Assisted with project management and specifications and performed quality assurance review of the construction documents for a roof replacement for a 9-building apartment complex.
- **New Residential Rehabilitation Facility, VA Medical Healthcare System, Perry Point, MD**
Project Architect for a new 25,000 SF building to house a 35-bed residential rehabilitation treatment program. Construction Cost: \$8.2 million.
- **New Convocation and Fitness Center, Mount Aloysius College, Cresson, Cambria County**
Project Architect on a new 2,250 seat arena with an auxiliary gymnasium, administration offices and a fitness center. Construction Cost: \$26 million.
- **New Domestic Violence Shelter, Alice Paul House, White Township, Indiana County**
Performed construction administrative services for the 2-story, 14,250 SF facility.
- **Jordan Hall Bathroom Renovation, Penn State University, State College, Centre County**
Project Architect for the interior renovation of a 4-story dormitory, transforming existing gang showers and toilet rooms into shared private bathrooms. Construction Cost: \$1.2 million.



- **New Fire Station, Bedford Fire Department No. 1, Bedford, Bedford County**
Project Architect for the construction of a new 16,000 SF, two-story fire station. The main level of the facility consists of a 12,000 SF pre-engineered metal building that contains a 6-bay apparatus garage, gear room with lockers, radio room, meeting/training room, kitchen/lounge area, and four offices. Other support spaces on this level include a decontamination shower, tool room, cascade room, hose washer and drying area, restrooms and shower room. To the rear of the apparatus garage, and above the administrative area, there is a large storage mezzanine that is open to the garage that is used for large bulk storage. On the lower level is a 4,000 SF unfinished basement space that is planned for a future social hall and kitchen.
- **Safety & Security Upgrades, Housing Authority of the County of Armstrong, Kittanning, Armstrong County**
Provided architectural design for the safety and security upgrade project which included a new aluminum storefront and ballistic protection at their administration office building. The scope of work included redesign of their vestibule, the addition of ballistic rated panels, transaction window and wood doors.
- **Jesse Moyer Dance School, Greenwood, Logan Township, Blair County**
Project Architect for the conversion of an existing 2 story 2,800 SF repair garage to a dance school. The design included 2 dance studios, 2 toilet rooms, changing area, waiting area and storage. The mechanical, electrical and plumbing systems were designed to accommodate the new layout and meet code.
- **Mon Fayette Expressway New Logistics Warehouse, PA Turnpike Commission, Jefferson Hills, Allegheny County**
Project Architect for a new 8,232 SF warehouse for the PA Turnpike Commission. Project included a loading dock, warehouse and an administration area. Estimated Construction Cost: \$3.4 million.
- **New Headquarters Administration Building, Pennsylvania State Police, Erie, Erie County**
Project Architect for a new 58,354 SF administration building complete with maintenance garage, indoor rifle range and covered parking area. Estimated Construction Cost: \$16.75 million.
- **Office Building and Hangar Renovation, Washington County Airport, Washington County**
Project Architect for an office building and hangar renovation project. Scope included the resurfacing of an existing 13,900 SF hangar floor and miscellaneous interior finish upgrades. Construction Cost: \$141,000.
- **New Office Building, Somerset County Board of Social Services, Somerville, NJ**
Project Architect for a new 4 story office building 42,000 SF. Construction Cost: \$12.5 million.

EDUCATION

Associates Degree, Architecture Engineering Technology, 1988, Penn State University, Fayette Campus

PROFESSIONAL REGISTRATIONS

Registered Professional Architect - WV (5271, exp. 6/30/21)

Registered Professional Architect - PA, MD, NY

PROFESSIONAL CERTIFICATIONS

Construction Documents Technologist, Construction Specification Institute

PROFESSIONAL SOCIETIES

American Institute of Architects

EXPERIENCE RECORD - 31 Years

John provides a continuous QA/QC process on many of the larger architectural projects for the firm, assisting the entire team as needed from beginning to end. In this role, his responsibilities include coordinating with the Architectural Project Manager throughout the project life cycle to review project status, staff needs, project budget and assist with any results discussions and recommend necessary corrective actions.

John serves as Division Head for the Municipal Division and has served as Project Manager/Engineer for the following municipal infrastructure projects while employed at **Stiffler McGraw**. John's duties include preliminary design, final design, bidding, construction administration and operation, securing of permits, grant/loan administration and client liaison.

RELATED PROJECT EXPERIENCE

- **Water Treatment Facility Improvements, Williamsburg Municipal Authority, Woodbury Township, Blair County**
Project Manager for the design of a new potable water disinfection facility at the current Municipal Authority well field. The project involves the construction of a modern masonry structure to house the chemical feed equipment as well as serve as an office space for the operator; updates to the flow monitoring equipment, the installation of modern pump controls, and online chlorine residual monitoring equipment. Estimated Project Cost - \$3,223,450.
- **Water Treatment Plant Improvements, Nanty Glo Water Authority, Cambria Township, Cambria County**
Sr. Project Engineer for water treatment plant improvements including a new dual unit 800 gpm upflow clarifier/filtration system, construction of a backwash water supply pump station, conversion of an existing sludge holding tank to a backwash waste equalization tank, and installation of an on-site shallow injection well/absorption bed for disposal of backwash water solids and plate settler overflow. Estimated Project Cost - \$3,980,000.
- **Water System Upgrades, Hastings Municipal Authority, Cambria County**
Project Manager for the design, permitting, bidding and construction administration of an interconnection between the Hastings System and Elder Township, replacement of the raw water line, replacement of the system's primary source of raw water, replacement of the water distribution system in the village of Slickport and renovations to the existing water treatment facility. Estimated Cost - \$4,500,000.
- **Water Treatment Plant, Towanda Municipal Authority, Bedford, Bradford County**
Project Manager for the design of a new 1.0 MGD treatment facility equipped with membrane filtration, clear well storage, and disinfection facilities, abandonment of an existing well field and gas dechlorination system. Estimated Project Cost - \$6,500,000.
- **Wastewater Treatment Plant Upgrade, Municipal Authority of the Borough of Bedford, Bedford County**
Project Manager for the design of upgrades to the existing wastewater treatment plant (1.5 MGD capacity). The upgrades included installation of SBR's, anaerobic digesters, screening equipment, grit removal, primary clarifiers, UV disinfection system, biofilter, chemical feed systems and solids processing equipment. Estimated Cost - \$17,700,000.



- **Wastewater Treatment Plant Upgrade, Freedom Township Water & Sewer Authority, Blair County**
Project Manager for the design of upgrades to the existing wastewater treatment plant (0.96 MGD capacity). The upgrades included installation of equalization tanks, influent pumping station, fine screening equipment, 4 stage BNR process, UV disinfection system, aerobic digesters, chemical feed systems and solids processing. Estimated Cost - \$13,000,000.
- **Water System Upgrades, Northern Cambria Municipal Authority, Cambria County**
Design, permitting, bidding and construction administration of an approximately 559,000 gallon water storage tank to replace the existing Cherry Ridge water storage tank, addition of new public water source, upgrades to the existing Spangler Water Treatment Facility. Project involves administering PennVEST and H2O CFA funds as part of the project cost and securing a Public Water Supply Permit from the Pennsylvania Department of Environmental Protection. Estimated Cost - \$3,000,000.
- **Wastewater Treatment Plant Upgrades, Gallitzin Borough Sewage and Waste Authority, Cambria County**
Project Manager for the design of upgrades to the existing wastewater treatment plant (0.400 MGD capacity). The upgrades included installation of SBR's, influent pumping station, UV disinfection system, aerobic digesters, sludge processing equipment, ADA restrooms and chemical feed systems. Estimated Cost - \$8,500,000.
- **Sanitary Sewer Replacement, Borough of Philipsburg, Centre County**
Design of a four phase replacement sanitary sewer conveyance system throughout the Borough. Included the installation of approximately 69,900 LF of sanitary sewer pipe, manholes, associated appurtenances and 1,365 LF of storm sewer piping. Estimated Cost - \$18,000,000.
- **Wastewater Treatment Plant Upgrades, Williamsburg Municipal Authority, Blair County**
Project Manager for the design of upgrades to the existing wastewater treatment plant (0.337 MGD capacity). The upgrades included installation of SBR's, influent pumping station, UV disinfection system, aerobic digesters, sludge processing equipment, municipal offices, locker rooms, ADA restrooms and chemical feed systems. Estimated Cost - \$8,000,000.

EDUCATION

Bachelor of Science Degree, Civil & Environmental Engineering, 2003, The Pennsylvania State University

PROFESSIONAL REGISTRATIONS

Registered Professional Engineer - WV (22655, exp. 12/31/22)

Registered Professional Engineer - PA, MD, WV

EXPERIENCE RECORD - 18 Years



Russ brings more than 40 years of professional experience to his role as Project Manager/Sr. Architectural Designer at **Stiffler McGraw**. He conducts quality control reviews during key phases of projects to ensure project completeness and accuracy. He has helped to successfully manage the design and documentation of dozens of education, healthcare and civic projects at Stiffler McGraw and previous employers. His work encompasses new construction, complex renovations, athletic facilities and building assessments.

Russ offers expertise in conducting building evaluations as he has done for numerous facility studies. He surveys buildings to assess existing conditions, code compliance and other deficiencies, and prepares reports of his findings. He provides specific expertise and understanding regarding ADA requirements and building codes, and routinely participates in building assessments and design reviews to determine compliance with these issues.

RELATED PROJECT EXPERIENCE

- **Katherine Johnson IV&V Facility, West Virginia University/NASA, Fairmont, WV**
While employed with Hayes Large Architects, assisted with the construction documents and performed quality assurance review for the home of NASA's IV&V Program.
- **Charles Wise Library Addition, West Virginia University, Morgantown, WV**
While employed with Hayes Large Architects, assisted with the construction documents and performed quality assurance review as part of a joint venture with SBRA Architects, Boston.
- **Health Sciences Center Library, West Virginia University, Morgantown, WV**
While employed with Hayes Large Architects, performed quality assurance review of the construction documents for the new library and additional classrooms.
- **Morehead Towers Elevator Replacement, Housing Authority of Indiana County, Blairsville, Indiana County**
Project Manager and quality assurance review of a 5-stop, 2-car elevator replacement for a 72-unit apartment complex.
- **Roof Replacement, Housing Authority of the County of Blair, Tyrone, Blair County**
Assisted with project management and specifications and performed quality assurance review of the construction documents for a roof replacement for the Cold Springs Apartment Community 16-building apartment complex.
- **Roof Replacement, Housing Authority of the City of Franklin, Franklin County**
Assisted with project management and specifications and performed quality assurance review of the construction documents for a roof replacement for a 9-building apartment complex.
- **Window and Roof Replacement - Chestnut Ridge Terrace, Housing Authority of Indiana County, Blairsville, Indiana County**
Performed quality assurance review of the construction documents for a 25-unit apartment complex.
- **Municipal/Police Building Addition & Renovations, Bedford Borough Council, Bedford County**
Project Manager for the construction of a two story 1,536 SF addition to the existing two story 15,518 SF Bedford Borough Municipal Building for the purposes of providing the Borough's administrative staff, police department and public works department with a more modern, secure and efficient space to occupy. Scope includes a complete renovation of the building interior.



- **New Domestic Violence Shelter, Alice Paul House, White Township, Indiana County**
Performed quality assurance review of the construction documents for a 2 story 14,250 SF facility.
- **New Museum Building, Bedford Museum of Speed, Bedford, Bedford County**
Project Manager and Designer for a two-story, 11,250 SF building on a severely sloped site near the Bedford County Fairgrounds. The building includes car-racing related displays, snack bar, assembly seating for touring presentations and a spectator box to view dirt-track racing at the fairground speedway.

As Project Manager for the following, Russ was responsible for execution of design and construction administration on various new construction and renovation projects:

- Interior Renovations, McConnellsville Elementary School, Central Fulton School District, McConnellsburg, PA
- New High School, Altoona Area School District, Altoona, PA
- Synthetic Turf, Track and Public Restroom Facilities Replacement, Selingsrove Area School District, Selingsrove, PA
- Hollidaysburg Area School District, Hollidaysburg, PA
- Armstrong Area School District, Ford City, PA
- Berlin Brothersvalley School District, Berlin, PA
- Spring Cove School District, Roaring Spring, PA
- Tyrone Area School District, Tyrone, PA
- Abington School District, Abington, PA
- Bald Eagle Area School District, Wingate, PA
- Central Greene School District, Waynesburg, PA
- South Western School District, Hanover, PA
- Keystone Central School District, Lock Haven, PA
- PA Cyber Charter School, Midland, PA
- New Transportation Training Center, Central Pennsylvania Institute of Science and Technology, Pleasant Gap, PA
- New Middle School, Bentworth School District, Bentleyville, PA
- Middle/High School Additions and Alterations, Everett Area School District, Everett, PA
- New Elementary School, Cambria Heights School District, Patton, PA
- High School Additions and Alterations, Mifflinburg Area School District, Mifflinburg, PA
- New K-8 School, Jim Thorpe Area School District, Jim Thorpe, PA
- Knoch Middle and Senior High School Additions and Alterations, South Butler County School District, Saxonburg, PA
- Cowanesque Valley Junior/Senior High School Additions and Alterations, Northern Tioga School District, Westfield, PA
- Accessibility Study, Loudoun County Public Schools, Ashburn, VA

EDUCATION

Associates Degree, Architectural Engineering Technology, 1981, The Pennsylvania State University

PROFESSIONAL SOCIETIES / COMMITTEES

Greater Altoona Career and Technology Center - Drafting and Design Technology Department - Occupational Advisory Committee

EXPERIENCE RECORD - 40 years



Tim has 28 years of structural experience including providing expertise for structural design of new municipal and commercial buildings and analysis and review of existing structures for restoration and rehabilitation projects. As a Structural Engineer for *Stiffler McGraw*, Tim's responsibilities include structural design and development of architectural plans for related structures; and preparation of construction documents including plans, details, schedules, specifications and shop drawing review.

RELATED PROJECT EXPERIENCE

- **Willowdale Parking Structure, West Virginia University, Morgantown, WV**
Structural Engineer of Record for 6½ story, 280,000 SF, 790 car precast concrete parking structure and 90' pedestrian bridge with 54' clear span over Willowdale Avenue to Milan Puskar Stadium. Design of concrete caisson foundation system. Subconsultant to Carl Walker Construction, Pittsburgh, PA.
- **15th Street Parking Structure, Marshall University, Huntington, WV**
Foundation Design Engineer for 4-story, 253,000 SF, 710 car precast concrete parking structure. Design of auger cast pile foundation system. Subconsultant to Carl Walker Construction, Pittsburgh, PA.
- **Pierpont 5000, Metro Properties, Morgantown, WV**
Structural design of 20,000 SF retail space with steel joists and beam roof system and spread footing concrete foundations.
- **Pedestrian Bridge and Steam Pipe Bridge Inspections, Bethany College, Bethany, WV**
Biennial inspections of bridges for safety and maintenance issues.
- **Margaret Manson Weir Pool, City of Weirton, Weirton, WV**
Site observations, condition report, repair suggestions, and review of proposed repair costs for concrete framed pool listed on the National Register of Historic Places. Subconsultant to Heritage Architectural Associates, Wheeling, WV.
- **Cockayne House, Private Owner, Glen Dale, WV**
Design of front porch framing and review of existing structure for farmstead residence listed on National Register of Historic Places. Subconsultant to Heritage Architectural Associates, Wheeling, WV.
- **Breeze Industrial Building Roof Replacement Project, Indiana County Development Corporation, Indiana County**
Project Manager for the roofing replacement for 80,000 SF of a 120,000 SF roof over an existing manufacturing facility.
- **Municipal/Police Building Addition & Renovations, Bedford Borough Council, Bedford County**
Structural engineering design of a two story 1,536 SF addition to the existing two story 15,518 SF Bedford Borough Municipal Building and site retaining walls on both sides of the building to accommodate significant grading changes for accessibility.
- **Township Building Addition, Allegheny Township, Blair County**
Structural engineering services for 5,400 SF one-story municipal office and police station addition to existing one-story 2,350 SF building. Structural framing is wood truss framed roof on concrete masonry bearing walls with concrete footings and precast concrete plank ceilings in secure police areas.



- **Indiana Community Center Exterior Improvements, Indiana Borough Council, Indiana County**
Project management and engineering for complete exterior restoration including repointing all masonry; replacement of all flat roof areas, doors, and windows; and removal, cleaning, and re-laying the existing clay tile roof at 100-year-old building housing the Indiana Free Library and Jimmy Stewart Museum.
- **Roundhouse Harley Davidson Renovations, Roundhouse Real Estate Company, Allegheny Township, Blair County**
Structural engineering services for 25,000 SF one-story retail building. Included removal of wood truss roof, bracing of vertical wall extensions, and design of new fire-retardant treated wood monoslope scissor roof trusses in maintenance area, and analysis of existing pre-engineered metal building frames for additional loads from new HVAC unit framing. Additional metal building purlins were also added at locations of snow drift both at existing higher roof and future expansion. Existing sign foundation and base was also analyzed for new taller sign. Also design of 9,000 SF one-story addition with wood frame room and CMU bearing walls.
- **Architectural/Engineering Services, Housing Authority of Indiana County, Indiana County**
Structural Engineer for the design of new 12.5 ton rooftop unit supports and specification for ductwork supports for Morewood Towers.
- **Indiana Free Library and Jimmy Stewart Museum, Indiana, Indiana County**
Masonry façade restoration report and design for four story, 25,000 SF library and museum, formerly the YMCA building.
- **High School/Middle School Dehumidification Project, Southern Huntingdon School District, Three Springs, Huntingdon County**
Structural Engineer for support of a Dehumidification System for an 85,000 SF portion of the Jr./Sr. High School. Design included support of roof penetrations and structural supports for new units and ductwork on the existing structural roof framing system. The design also included required roof modifications to accommodate the modified path of rainfall.
- **Graystone Grande Palazzo, Altoona, Blair County**
Design of two-story floor and roof infill between existing buildings, four penthouse bedroom additions, 20 balcony additions, four cupola supports, floor infill, and entry roof to existing 196,000 SF, seven-story steel frame hospital being renovated to an apartment building.

EDUCATION

Bachelor of Architectural Engineering Degree, Structural Option, 1992, The Pennsylvania State University

PROFESSIONAL REGISTRATIONS / CERTIFICATIONS

Registered Professional Engineer - WV (018748, exp. 12/31/22)

Registered Professional Engineer - PA, MD, OH, VA

NCEES Record Certificate (2011)

Leadership in Energy and Environmental Design - Green Associate (2013)

EXPERIENCE RECORD - 28 Years

Mike has 16 years of experience as a Mechanical Engineer which has included surveying and documentation of existing structures for purposes of modifications to buildings, including plumbing and stormwater systems. He provides services in the plumbing and fire protection fields for municipal, commercial and residential buildings. He has specified equipment and supervised the engineering design and construction of numerous architectural projects. Mike has extensive knowledge of national, state and local plumbing and fire protection codes for plumbing, HVAC and electrical requirements.

RELATED PROJECT EXPERIENCE

- **Historic Structure Report, Frederick A. Thayer, III Courthouse, Garrett County Commissioners, Oakland, Garrett County, MD**
Mechanical Engineer for a Historic Structure Report for a 110-year old, Neoclassical Renaissance Revival style courthouse building. Analyzed the installed mechanical and plumbing systems for the existing courthouse and the and supporting systems for the adjacent building. Provided recommendations for updates and maintenance to these systems and related cost estimates.
- **High School/Middle School Dehumidification Project, Southern Huntingdon School District, Three Springs, Huntingdon County**
Project Manager/Engineer for the design of a Dehumidification System for an 85,000 SF portion of the Middle/Sr. High School. The design included four separate zones and associated rooftop ductwork and new controls. This 50 ton system will be incorporated into the existing Building Control System utilizing the BACnet protocol and also be incorporated into the existing fire alarm system for the building. The design also included roof modifications and structural supports for the new rooftop units and ductwork penetrations to accommodate modified rainfall flows on the roof.
- **Athletic Building Annex Renovation and Restroom Addition, Bellwood Antis School District, Bellwood, Blair County**
Complete two-phase conversion of an existing school utility building to an educational athletic building. The project included the design of a 2,000 SF bathroom addition, which included a central ventilation system, electric unit heaters, and the installation of a new 200 amp 3 phase electrical service, with a 100 amp sub-feed, as well as extensive plumbing design. The second phase consisted of a rooftop HVAC system as well as natural gas unit heaters to remodel the existing 5,000 SF building. Occupancy sensors and security switches were installed on the lighting system to meet the varying needs of the athletic department.
- **Engineering Services, Titusville Housing Authority, Crawford County**
Project Engineer responsible for the mechanical and electrical design of the replacement of HVAC systems and water heaters for 57 units of several different configurations at three separate sites. The systems were incorporated in the existing mechanical space to improve energy efficiency.
- **Mechanical Building Assessment, Former Kmart Building, Altoona, Blair County**
Engineer responsible for the comprehensive building assessment and documentation of the mechanical and plumbing systems, including utility service entrances, for a 100,000 SF single story retail space with mezzanine. The building had several additions with no available design or as-built drawings.
- **Municipal/Police Building Addition & Renovations, Bedford Borough Council, Bedford County**
Engineer responsible for the complete design and specification of the mechanical and plumbing systems for the renovation of the existing two story 15,518 SF Bedford Borough Municipal Building and for the construction and for the two story 1,536 SF addition.



- **Architectural/Engineering Services, Housing Authority of Indiana County, Indiana County**
Project Engineer responsible for the mechanical and electrical design of the conversion of existing heating only furnaces to new 1.5 ton split system heating and cooling units for incorporation in the existing space in the 20 units at Tall Pines Terrace. Designed a new 12.5 ton building rooftop ventilation energy recovery unit including new rooftop ductwork for the conditioning and ventilating of Morewood Towers, a 5-story – 76 unit senior facility in Blairsville, PA.
- **Indiana Community Center Restroom Renovations, Indiana Borough Council, Indiana County**
Project Engineer for the mechanical, electrical and plumbing design for renovation of eight existing restrooms on four floors in the historic Indiana Community Center Building for ADA compliance. New construction included a new sewer lateral from the building to the public sewer, new water supply and drainage plumbing, electrical distribution including lighting, modifications to the existing sprinkler system, fire alarm system and exhaust systems. It also included modern modifications to the steam radiator systems as well as the addition of an in-floor radiant heat system.
- **Roundhouse Harley Davidson Renovations, Roundhouse Real Estate Company, Allegheny Township, Blair County**
Mechanical Engineer for the renovation of an existing 24,000 SF commercial building to house a new tenant space. The new tenant fit-out included two separate sales areas with support offices, new restrooms and separate areas for general storage and maintenance. Work consisted of designing new mechanical systems for new layout and the design of new plumbing distribution systems for new fixtures. Additional responsibilities included construction observation and coordination with site utilities.
- **Blacklick Valley Ambulance Building, Nanty Glo, Cambria County**
Project Engineer for Level II ASHRAE comprehensive energy audit of the Blacklick Valley Ambulance Building to identify ways and means to save money and energy while reducing the greenhouse gas emissions, and promoting a healthy building.
- **The Russell House, Bedford County Chamber of Commerce, Bedford County**
Engineer responsible for a Conceptual Design Study of a historic property that assessed the current condition of the historical building including the exterior envelope, structure, building systems, and building code and accessibility compliance. Evaluated the mechanical systems for a conceptual design for the new proposed use of the building, including a new air conditioning system to minimize the historical impact on the building and a new energy efficient boiler system to work with the existing building radiator system. This study also included a preliminary opinion of construction costs to aid in developing a project budget.
- **Electro-mechanical Lab Renovations, Penn State - Altoona, Altoona, Blair County**
Complete renovation of two existing classrooms to incorporate a new electro mechanical lab for Penn State University including the redistribution of the HVAC systems as well as the design and layout of new single and three phase power to new laboratory tables and workstations.

EDUCATION

Bachelor of Mechanical Engineering Degree, Mechanical Engineering, 1992, Villanova University

PROFESSIONAL REGISTRATIONS

Registered Professional Engineer - WV (22682, exp. 12/31/22)

Registered Professional Engineer - PA, MD, MO, NY

EXPERIENCE RECORD - 16 Years



Jeff serves as an Electrical Engineer for *Stiffler McGraw*. His 23 years of experience includes assisting with the design of electrical systems for new construction and renovations of architectural projects as well as water and wastewater facility projects. He assists with preliminary and final project design responsibilities, which include equipment selection, specification review/revision, shop drawing review, CADD drawing review, and client liaison.

RELATED PROJECT EXPERIENCE

- **Historic Structure Report, Frederick A. Thayer, III Courthouse, Garrett County Commissioners, Oakland, Garrett County, MD**
Electrical Engineer for a Historic Structure Report for a 110-year old, Neoclassical Renaissance Revival style courthouse building. Analyzing the installed electrical systems for the existing courthouse and as needed to support mechanical systems in the adjoining buildings. Will provide recommendations for updates to the systems and related cost estimates.
- **The Russell House, Bedford County Chamber of Commerce, Bedford County**
Engineer responsible for a Conceptual Design Study of a historic property in downtown Bedford that assessed the current condition of the building's electrical system, including the service, distribution equipment, devices, and lighting, with consideration for code and accessibility compliance. Evaluated the electrical systems for a conceptual design for the new proposed use of the building, including an upgrade of the existing service and distribution equipment to support the potential for new HVAC and elevator loads. This study also included a preliminary opinion of construction costs to aid in developing a project budget.
- **Electrical Building Assessment, Former Kmart Building, Altoona, Blair County**
Engineer responsible for the comprehensive building assessment and documentation of the electrical distribution and lighting systems, including utility service equipment, for a 100,000 SF single story retail space with mezzanine. The building had several additions with no available design or as-built drawings.
- **High School/Middle School Dehumidification Project, Southern Huntingdon School District, Three Springs, Huntingdon County**
Electrical design for the installation of new rooftop dehumidification units at the high school/middle school building. Design included electrical distribution layout to power the new units, as well as coordination with existing building control and fire alarm equipment maintainers, for integration of the new dehumidification units with existing building systems.
- **New Domestic Violence Shelter, Alice Paul House, White Township, Indiana County**
Electrical design for the construction of a two story, 14,250 SF shelter facility. Design duties included layout of a new electrical service, an emergency generator and automatic transfer switch, and power distribution for all building equipment, mechanical systems, and an elevator. Design duties also included layout of interior and exterior building and site lighting, including exit/emergency fixtures required for life safety.
- **Roundhouse Harley Davidson Renovations, Roundhouse Real Estate Company, Allegheny Township, Blair County**
Provided electrical design for renovations to a 24,000 SF retail sales building. Duties involved design of a new electric service to the building and coordination with the utility provider, power distribution including for planned future expansion, and lighting layout throughout as needed to meet energy code requirements. The design also included exit and emergency lighting layout to meet life safety requirements.



- **Municipal/Police Building Addition and Renovations, Bedford Borough Council, Bedford County**
Electrical design for the construction and renovations of a two story 1,536 SF addition to the existing two story 15,518 SF building, including new ADA compliant restrooms, offices, and conference rooms. Design included modifying existing electrical service and power distribution equipment, including a new generator and automatic transfer switch to provide standby power for the entire building. Design also included interior/exterior lighting layout, with exit/emergency fixtures for code compliance, plus coordination with building IT, security systems, and fire alarm system layout.
- **East Freedom Surgical Center, East Freedom Properties, LLC, East Freedom, Blair County**
Electrical design for a new 8,500 SF one-story ambulatory surgical facility. Design duties included layout of electrical service and power distribution for building mechanical systems, operating rooms, endoscopy room, pre/post op areas, and all non-medical areas of the building. The design included an emergency generator and automatic transfer switch, and distribution for required critical branch, life safety, and equipment emergency circuits. Design duties also included layout of interior and site lighting, including exit/emergency fixtures required for life safety.
- **Wastewater Treatment Plant Improvements, Burrell Township Sewer Authority, Indiana County**
Electrical design of a new wastewater treatment facility and office building. Design duties included a new electric service, generator and automatic transfer switch and layout of power distribution for the building mechanical systems, lighting, and treatment equipment. The design also includes a plant-wide control system and integration with process related pumping and treatment equipment, and analytical devices.
- **Indiana Community Center Interior Renovations, Indiana Borough Council, Indiana County**
Project Engineer responsible for the complete electrical design of a 31,000 SF multi-story building. Included upgrade to the fire alarm system, lighting fixtures and electrical distribution system.
- **Ganister Station, Mineral Point, Cambria County**
Electrical design for the renovation of an existing building into an adult care facility, including new ADA compliant restrooms, office, and conference rooms. Design included modifying existing electrical equipment to accommodate the new building layout, exit/emergency fixtures for code compliance.
- **Indiana Community Center Restroom Renovations, Indiana Borough Council, Indiana County**
Electrical design for the complete renovation of eight existing restrooms on four floors in the historic Indiana Community Center Building for ADA compliance. Design included electrical distribution, lighting, and code required exit/emergency fixtures for the renovated restrooms.
- **Architectural/Engineering Services, Housing Authority of Indiana County, Indiana County**
Provided electrical design for an HVAC equipment renovation at Morewood Towers. This included coordinating the existing electrical supply with the proposed new HVAC equipment.

EDUCATION

Bachelor of Science Degree, Electrical Engineering, 1998, The Pennsylvania State University

PROFESSIONAL REGISTRATIONS

Registered Professional Engineer - WV (022677, exp. 12/31/22)

Registered Professional Engineer - PA, MD, NY

EXPERIENCE RECORD - 23 Years

As an Architectural Designer, Andre provides design services for new construction and rehabilitation projects for our clients. His demonstrated areas of expertise include architectural design utilizing Building Information Modeling (BIM), production of construction documents and construction administration. His architectural experience includes projects for new facilities and renovations of facilities for institutional, industrial, retail, office, parks, religious, correctional and judicial, municipal and public safety.

RELATED PROJECT EXPERIENCE

- **Architectural/Engineering Services, Housing Authority of Indiana County, Indiana County**
 - **Black Lick Manor Roof Replacement**
Completion of construction drawings for a complete roof replacement on six (6) apartment buildings.
 - **Chestnut Ridge Roof Replacement**
Construction drawings for roof replacement to four (4) townhouse buildings along with window replacements for 25 units.
 - **Tall Pines Terrace Roof and HVAC Units Replacement**
Construction drawings for a complete roof replacement to the 4-building, 20-unit residential complex for a total of approximately 14,000 SF. Window replacements in all units were also completed.
- **Greystone Court Apartment Complex, Altoona, Blair County**
Architectural Designer for a 7-Story, 229,000 SF apartment complex containing 152 housing units. Spaces on the ground floor of the facility included a hair salon, library, exercise room, activity room, sitting room, men's and women's locker room and an indoor swimming pool.
- **Penn Terrace Townhouse Complex, Altoona, Blair County**
Construction documents for a Townhouse complex containing five residential units, each unit is approximately 1,800 SF. Project scope included documents for mechanical, electrical, plumbing and structural drawings.
- **East Freedom Surgery Center, East Freedom Surgical Associates, LLC, East Freedom, Blair County**
Architectural Designer for a new 8,500 SF, single-story ambulatory surgical facility. The building is separated into two distinct functional areas: a public and administrative area, and a diagnostic and treatment area. In addition to the construction documents Fire Evacuation plans were provided for the facility.
- **Sheetz Corporate Office, Altoona, Blair County**
Architectural Designer for providing a Fire Evacuation plan for two separate facilities. Design coordination included showing all escape routes, emergency exits, first aid kits, fire extinguishers and fire alarm locations.
- **Student Living Facility, University of Pittsburgh, Johnstown, Cambria County**
Project team member responsible for the mechanical, electrical, plumbing and fire protection construction documents for a new student housing facility.
- **Roundhouse Harley Davidson Renovations, Blair County**
Architectural Designer for renovations to an existing 24,000 SF commercial building. The goal and objective of these renovations was to create a new retail store, complete with a full service/repair area, for a Harley Davison franchisee. The building program included support office spaces, a 4,200 SF service area, parts department, general storage, fitting rooms, new ADA accessible restrooms, a 7,600 SF sales area for merchandising and a new metal roof system for the entire facility.



- Restroom Addition and Athletic Building Renovations, Bellwood Antis School District, Blair County**
 Architectural Designer for the demolition of a small existing restroom facility and the new construction of a 2,044 SF restroom addition which houses new accessible restrooms, locker rooms and storage and the renovation of an existing attached 5,300 SF masonry bus garage that was converted into an indoor athletic and maintenance facility.
- New Domestic Violence Shelter, Alice Paul House, White Township, Indiana County**
 Architectural Designer for the construction of a two story, 14,250 SF shelter facility with 45 parking spaces for a non-profit agency focusing on domestic abuse victims. The facility contains a mixture of administrative and counseling spaces on the first floor. The second floor provides temporary housing, group lounge room, multipurpose space, wellness/fitness room, library and laundry.
- Penn State University NMR Unit Laboratory Renovation, Altoona, Blair County**
 The renovation of an existing lab room to house a Nuclear Magnetic Resonance Unit (NMR).
- Wolf Furniture Warehouse Expansion and Office Renovations, Bellwood, Blair County**
 Architectural Designer for a 50,000 SF high bay storage warehouse and 50,000 SF shipping connector to an existing 50,000 SF warehouse. Project included renovations to the existing office connection and a 2,000 SF office addition.

Andre’s design experience includes the following Sheetz, Inc. store renovation projects to existing retail facilities. Project scope included floor plan field verification and documentation to provide a complete set of construction documents.

#259 Dahlgren, VA	#246 New Castle, PA	#235 Selinsgrove, PA
#244 Dale City, VA	#227 Johnstown, PA	#213 Bloomsburg, PA
#215 Huntingdon, PA	#261 Forest, VA	#247 Fleetwood, PA
#82 Hagerstown, MD	#203 Winchester, VA	#206 Weston, WV
#223 Baden, PA	#214 Buckhannon, WV	#251 East Liverpool, OH
#248 Girard, PA	#249 Frederick, MD	#275 Star City, WV
#224 York, PA	#241 Martinsburg, WV	#222 Harrisonburg, VA
#208 Winchester, VA	#243 Warrenton, VA	#205 Haymarket, VA
#218 Harrisonburg, VA	#253 Curry Hollow, PA	#226 Reading, PA
#217 Butler, PA	#143 Inwood, WV	#231 New Holland, PA
#219 Harrisburg, PA	#155 Martinsburg, WV	#200 Thurmont, MD
#701 Mt. Jackson, VA	#212 Petersburg, WV	#300 Roanoke, VA
#154 Greensburg, PA	#250 Butler, PA	#288 Duncannon, PA
#170 Indiana, PA	#297 Wilkes-Barre, PA	#269 Brownstown, PA
# 14 Altoona, PA	#280 Mill Hall, PA	#250 Butler, PA
#283 Williamsport, PA	#242 Frederick, MD	#321 Colonial Heights, VA
#286 Ashland, VA		

EDUCATION

Associate in Specialized Technology Degree, Architectural Computer-Aided Drafting and Design, 1997, Triangle Tech

PROFESSIONAL SOCIETIES

American Institute of Architects, Associate Member

EXPERIENCE RECORD - 24 years



Eric has 8 years of civil engineering experience and serves as a Project Engineer in our Land Development Department. He is responsible for preliminary and final site design, stormwater management facilities and storm sewer system design, securing of permits, and coordinating approvals between participating entities. He assists with layout and design of sidewalks, ADA ramps and curbs, and roadways.

RELATED PROJECT EXPERIENCE

- **Roundhouse Harley Davidson, Allegheny Township, Blair County**
Responsible for the site layout of a 10,000 SF building addition. Tasks including grading the site, designing the associated stormwater management facilities, designing the storm sewer system, and coordinating approvals through the Township and local conservation district.
- **Land Development Plan, Blair Roofing, Inc., Blair Township, Blair County**
Completed the site layout for a 9,600 SF building and associated parking lot, was responsible for storm sewer layout and design, responsible for the stormwater management design, obtained NPDES permit and HOP permit for the client, and responsible for attending Township meetings.
- **New Municipal Building, Wysox Township, Bradford County**
Completed the site grading and utility design for a new 3,348 SF building to serve as Wysox Township's administrative office and public meeting space. As part of the design process, provided a site grading plan and layout of the proposed utilities.
- **New Shop Building, Bedford Township Municipal Authority, Bedford Township, Bedford County**
Responsible for the site design including grading, stormwater management facility design, storm sewer system design, and extending services to the building. Coordinated permitting of the site with the local conservation district and Township.
- **Potter County State Police Barracks, Sweden Township, Potter County**
Responsible for the design of the stormwater management facilities and storm sewer system for a new State Police barracks located in multiple high-quality watersheds. Coordinated permitting of the site with the Pennsylvania DEP and PennDOT.
- **Sheetz, Inc., Various Locations throughout PA**
Site design for multiple Sheetz additions. Site design consisted of modifying the site layout which included providing ADA compliant access and parking.
- **Sheetz Convenience Store, Sheetz, Inc., Patton, Cambria County**
Designed ADA ramps and sidewalk layout.
- **Sheetz Convenience Store, Sheetz, Inc., Dubois, Clearfield County**
Designed ADA ramps, sidewalk layout and aided in permitting project through PennDOT.
- **Parking Lots 15 & 16, UPMC Altoona, Altoona, Blair County**
Improvement of two existing parking lots, totaling 0.569 acres, located on the hospital campus in the City of Altoona. Assisted Project Engineer with configuring the lots and designing the stormwater management system.



- **East Freedom Surgery Center, East Freedom Surgical Associates, LLC, East Freedom, Blair County**
Designed low volume driveway in accordance with PennDOT standards and permitted project through PennDOT.
- **Williamsburg Water Facility Improvements, Woodbury Township, Blair County**
Responsible for the site layout of a new water treatment facility located adjacent to the existing water storage tank for the Williamsburg Municipal Authority. Tasks included designing the storm water management facilities, storm sewer system, extending utilities to the site, and grading the site. Coordinated approvals with the Township and local conservation district.
- **Dollar General Stores, Various Locations throughout PA**
Aided in the design of the stormwater management facilities for multiple Dollar General Stores. Coordinated NPDES permit approval through the local conservation districts.
- **Sheetz Store #165R, Coudersport, Borough of Coudersport, Potter County**
Responsible for site design including grading, stormwater management facility design, storm sewer system design, and extending utilities to the building. Additional tasks included obtaining approvals from the local Conservation District and Borough.
- **New Manufacturing Facility, Lee Industries, Inc., Phillipsburg, Clearfield County**
Assisted in the design of stormwater management facilities and the storm sewer system, and was responsible for the grading and aiding in the site layout.
- **Moxie Freedom Power Generation Plant, Moxie Freedom LLC, Luzerne County**
Designed the stormwater management system, assisted with the layout of the site, and was responsible for completing the Erosion and Sedimentation Control Design.
- **Windy Ridge Business & Technology Park, Indiana County Development Corporation, Indiana County**
Project Designer for the stormwater sewer system for over 2,000 LF of roadway.
- **Red Tail Ridge Land Development, Legacy Land Development Group, LLC, Freedom Township, Blair County**
Completed site, roadway and stormwater design, and was responsible for obtaining PennDOT and PADEP permits.
- **Hubler Street Improvements, New Albany Borough, Bradford County**
Aided in design of the roadway profile and worked on roadway layout/design. CDBG funded.

EDUCATION

Bachelor of Science in Engineering, Civil Engineering, 2013, University of Pittsburgh

PROFESSIONAL REGISTRATIONS / CERTIFICATIONS

Registered Professional Engineer - PA, WV
NBIS Certified Bridge Safety Inspector

CONTINUING EDUCATION

Stormwater Design and NPDES Permits (PennDOT) (2016)

EXPERIENCE RECORD - 8 Years

As *Stiffler McGraw's* Sr. Environmental Scientist, Josh provides environmental consulting and testing in support of new construction, renovation and demolition activities. He is also certified in wetland delineation, permitting and botanical surveys. Josh has completed hazardous materials surveys, and Phase I and Phase II Environmental Site Assessments as part of engineering and environmental studies associated with renovation and demolition activities.

RELATED PROJECT EXPERIENCE

- **Addition/Expansion to the Bedford County Business Center, Bedford County Development Association, Bedford, Bedford County**
SMA conducted a limited microbial assessment at the Bedford County Business Center located at ONE Corporate Drive, Bedford, PA. The assessment included a visual observation of surfaces, review of the area for moisture intrusion, and collection of non-viable mold surface and air samples within affected and unaffected areas of the building. The assessment also consisted of the collection of real-time air quality measurements throughout the building. The assessment began with a walk through of the affected area of the building. During the walk through the interior of the wooden window frames were observed to contain visible mold growth and a small section of drywall was noted to contain some discoloration. In addition, moisture was noted between the fiberglass insulation and the exterior walls.
- **Microbial Assessments, Altoona Regional Health System, Altoona, PA**
SMA was retained by the Altoona Regional Health System (ARHS) to conduct limited microbial assessments at their facilities located in Altoona, PA. These surveys included a visual observation of surfaces, review of the area for water damage and collection of non-viable mold surface and air samples within complaint and non-complaint areas of the departments. The surveys also consisted of the collection of real-time air quality measurements for temperature, relative humidity, carbon dioxide and carbon monoxide throughout areas of the departments.
- **Indiana Community Center Renovation, Indiana Borough**
Performed environmental consulting and testing services in support of upcoming renovation activities at the Indiana Community Center located at 845 Philadelphia Street, Borough of Indiana, Indiana County, PA. The scope of services included an asbestos-containing building materials survey, lead paint survey, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes and report preparation documenting final results.
- **Altoona Blair County Airport Open-end Contract, Delta Airport Consultants and Altoona Blair County Airport Authority, Martinsburg, Blair County**
Performed environmental consulting and testing services in support of upcoming demolition activities at the former FAA Automated Flight Service Station. The scope of services included an asbestos containing materials (ACM) survey, a screening for lead paint, a screening for fluorescent light ballast, universal wastes, freon containing equipment, PCB caulking and bedding sealants, emergency generator lubricants / fuels, halon fire suppression, ionization smoke detectors and any additional accumulated wastes. Completed an Environmental Due Diligence Audit (EDDA) for adjacent property the AAO wishes to purchase.



- **Asbestos Consulting Services, UPMC Altoona, City of Altoona, Blair County**
Performed environmental consulting and testing services in support of upcoming demolition activities at 35 residential structures. The scope of services included an asbestos-containing building materials survey, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes. Prepared a hazardous materials abatement specification for the removal of identified materials. Responsible for bidding services, scheduling, implementation, field supervision, technical guidance, and report preparation/review for the abatement project.
- **Rental Assistance Demonstration (RAD) Architectural Services, Mercer County Housing Authority, Sharon, Mercer County**
Provided Phase I and Phase II ESAs, asbestos file review and summary write-up, completion of HUD form 4128, and historic preservation clearance services as part of the Rental Assistance Demonstration (RAD) Funded Capital Improvements. As part of the Capital Improvements, Mercer County Housing Authority is proposing to upgrade electrical service, sewer laterals and kitchen and bath replacements as the budget will allow.
- **Residential Demolition Asbestos Consulting Services, Towanda Borough, Towanda Borough, Bradford County**
Performed environmental consulting and testing services in support of upcoming demolition activities at 410 – 422 Main Street. The scope of services included an asbestos-containing building materials survey, waste characterization sampling, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes. Prepared a hazardous materials abatement specification for the removal of identified materials. Responsible for bidding services, scheduling, implementation, field supervision, technical guidance, and report preparation/review for the abatement project.
- **Windy Ridge Business & Technology Park, Indiana County Development Corporation, White Township, Indiana County**
Performed environmental consulting and testing services in support of upcoming demolition activities at four structures located at the Park. The scope of services included an asbestos-containing building materials survey, waste characterization sampling, a screening for fluorescent light ballast, universal wastes and any additional accumulated wastes. Prepared a hazardous materials abatement specification for the removal of identified materials. Responsible for bidding services, scheduling, implementation, field supervision, technical guidance, and report preparation/review for the abatement project.

EDUCATION

Bachelor of Science Degree, Environmental Science, 2001, Slippery Rock University

PROFESSIONAL REGISTRATIONS / CERTIFICATIONS

Certified Hazardous Materials Manager (#15247)
Pennsylvania Certified Asbestos Building Inspector (#034181)
Pennsylvania Wild Plant Management Permit (19-603)
Wetland Professional in Training (325133)

EXPERIENCE RECORD - 20 Years



The West Virginia Board of Architects

certifies that

ANDREW L. KORDISH

is registered and authorized to practice
Architecture in the State of West Virginia.

In testimony whereof this certificate has been issued
by the authority of this board.

Certificate Number [REDACTED]

The registration is in good standing until June 30, 2021.



A handwritten signature in cursive script, likely of the Board Administrator.

Board Administrator



**West Virginia State Board of Registration
for Professional Engineers**

JOHN CHARLES CLABAUGH
WV PE [REDACTED]

This is to certify that the above named PROFESSIONAL ENGINEER has met the requirements of the law, is duly registered and is entitled to practice engineering in the State of West Virginia.

EXPIRES December 31, 2022





**West Virginia State Board of Registration
for Professional Engineers**

TIMOTHY R. CAMPBELL
WV PE [REDACTED]

This is to certify that the above named PROFESSIONAL ENGINEER has met the requirements of the law, is duly registered and is entitled to practice engineering in the State of West Virginia.

EXPIRES December 31, 2022



**West Virginia State Board of Registration
for Professional Engineers**

MICHAEL SEAN DAVIGNON
WV PE [REDACTED]

This is to certify that the above named PROFESSIONAL ENGINEER has met the requirements of the law, is duly registered and is entitled to practice engineering in the State of West Virginia.

EXPIRES December 31, 2022



**West Virginia State Board of Registration
for Professional Engineers**

JEFFREY LYNN BILLOTTE
WV PE [REDACTED]

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EXPIRES December 31, 2022



**West Virginia State Board of Registration
for Professional Engineers**

ERIC LYNN BANKS
WV PE [REDACTED]

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EXPIRES December 31, 2022



Section 4
Firm's Experience

Stiffler McGraw Architects, LLC has completed projects that cover all aspects of the proposed Renovation and Assessments projects that the West Virginia Schools for the Deaf and the Blind (WVSDB) are looking to complete. We have completed projects that began as a needs assessment study then moved through design, bidding, and finally construction administration to project completion. Some projects only needed assessments for funding purposes; structural, HVAC or elevator upgrades; and other projects had more complex needs for full building construction or complete renovations. While all projects we completed had varying client needs and are not as easy to categorize, we feel sure that the following represents the various services we can provide to the WVSDB.

STRUCTURE ASSESSMENT EXPERIENCE

Indiana Community Center Restoration Project, Indiana Borough, Indiana County, PA

In 2012, **Stiffler McGraw** completed a building assessment report for the Indiana Community Center, a 100-year old historic building housing the Indiana Free Library and Jimmy Stewart Museum, with the purpose of providing Indiana Borough a tool to aid in applying for various grant funding, developing budgets and plan for the much-needed renovations accordingly. Since that time, we have taken the following projects from the study phase, through design, bidding, and finally construction administration:



- Restroom Renovations

The project consisted of renovations to eight restrooms throughout the four floors of the building for ADA compliance. Work included structural repairs to the existing floor systems, new wet walls, subfloors, ceramic tile, insulation, gypsum board wall systems, fire stopping, suspended ceilings, doors and hardware, new supply plumbing including DWV, new plumbing fixtures, electrical distribution including lighting, exhaust systems, and modifications to the existing sprinkler and steam radiator systems.

- Exterior Envelope Improvements

The project consisted of the complete exterior restoration of the existing building. The project included a complete masonry repair, repointing and cleaning of all exterior brick facades, rebuild of several masonry parapets including new cast stone caps, replacement of the flat membrane roof areas, repair/reinstallation of the existing clay tile roof system, replacement of all soffit and fascia, replacement of all exterior windows and doors including damaged lintels, refurbishing of existing fire escape, and parking lot repair and resurfacing.

- Indiana Community Center – Interior Improvements

The project consisted of various Interior renovations throughout the four floors of the building. Renovations include the installation of a new heating and cooling system throughout the building, replacement of existing light fixtures with LED's, ADA improvements such as door hardware and kitchenettes, and miscellaneous cosmetic upgrades including flooring and paint.

Anytime you have multiple projects at a particular building that span over several years, planning and scheduling is critical in order to keep the building operational. In this case, it was imperative to keep the library and museum open for business because of the valuable services it provides the community. Through some creative planning and scheduling, and tremendous cooperation between Stiffler McGraw, the contractors, and the tenants, the library was able to stay open and operational for all but 30 days in an approximately 5-year span. The museum never closed.



Historic Structure Report, Frederick A. Thayer, III Courthouse, Garrett County Commissioners, Oakland, Garrett County, MD

The project is for the preparation of a Historic Structure Report for a 110-year old, Neoclassical Renaissance Revival style courthouse building. The report includes the investigation and documentation of existing conditions, historical research, evaluation and treatment recommendations, and opinion of probable cost. The report is being completed to provide a comprehensive planning tool for the proactive maintenance and future rehabilitation of the historic courthouse and will comply with the requirements of the U.S. Department of the Interior's standards for the Rehabilitation of Historic Structures. **SMA's** services include the architectural, structural, mechanical and electrical design.



The Russell House, Bedford County Chamber of Commerce, Bedford County

Project consisted of the preparation of a Conceptual Design Study of a historic property in downtown Bedford. The Bedford County Chamber of Commerce purchased the property and moved their offices into the building as well as lease out space to other businesses. **SMA** provided a study that assessed the existing condition of the building including the exterior envelope, structure, building systems, and building code and accessibility compliance. Based on these findings, and the programmatic requirements of the Chamber, **SMA** developed a conceptual design for the new proposed use of the building. Once the design was finalized, a preliminary opinion of construction costs was prepared to aid in developing a project budget. Due to the anticipated funding sources, the design had to comply with the requirements of the U.S. Department of the Interior's standards for the Rehabilitation of Historic Structures.



Feasibility Study for Facility Rehabilitation, Martinsburg Memorial Church of the Brethren, Martinsburg, Blair County

The project consisted of a building assessment and feasibility study for potential renovations and expansion of an existing 20,000 SF, 3-story (with full basement) church facility. The purpose of the study was twofold; first, it was to identify major areas of concern relating to the condition of existing building components and systems such as exterior envelope, building code and accessibility compliance, structure, HVAC, plumbing, electrical and other general maintenance type issues. Secondly, it was to identify and evaluate various program space deficiencies and needs that was identified through a series of meetings with the various Leadership Teams. Some of the deficiencies that were identified were lack of accessibility to each level of the church, limited storage, size of narthex is inadequate, not enough educational classrooms, and lack of large muscle activity space (gymnasium). Using the information gathered, we developed a conceptual design and associated cost estimates for a number of different options, including renovations, additions, and in one option, a standalone new annex building. These options ranged in costs between \$4 million to \$6 million dollars. Once completed, we presented our findings from the building assessment and conceptual design options to the Congregation to keep them informed and to gain approval for a potential project. Currently, the Congregation is considering all of their options and looking into how best to fund the project.

Indiana Borough Municipal Building Assessment, Indiana Borough, Indiana County

SMA prepared a building assessment report for the Indiana Borough Municipal Building. The Municipal Building is a 1-story (plus full basement), 28,000 SF facility that currently houses the Borough's administration offices, police department, and public meeting space. The purpose of the report was to identify major areas of concern relating to the condition of building components and systems such as exterior envelope, building code and accessibility compliance, structure, HVAC, plumbing, electrical and other general maintenance type issues. Once the deficiencies were identified, an opinion of probable cost to remedy these items was developed. This report is being used as a tool to aid the Borough as they develop their yearly budget so they can plan their resource allocation accordingly.



Building Assessment for Former Kmart Building, CF Altoona, LLC, Altoona, Blair County

Provided a comprehensive building assessment and documentation of the mechanical, electrical and plumbing systems for a 100,000 SF single story retail space with mezzanine. The assessment included utility service entrances, HVAC and plumbing equipment and distribution systems and electrical distribution and lighting systems. The building had several additions with no available design or as-built drawings.



Titusville Towne Square Fire Rebuild, Titusville Redevelopment Authority, Titusville, Crawford County

Team member, along with Weber, Murphy, Fox, Inc., for the rebuild of a 4-story office damaged by fire in the spring of 2015. It was decided to demolish the 4th floor and repair the remaining 3 floors. Provided foundation wall evaluation, structural repair strategies, lighting plans, equipment layouts, emergency and exit lighting designs, and sprinkler design review. Provided construction supervision on an as needed basis for the restaurant and lobby on the first floor and the offices on the 2nd and 3rd floors. **SMA** was on site daily during the crucial first months of the rebuild which focused on the first floor space which became the rebuilt bathrooms/common space and the Blue Canoe Brewery. **SMA** assisted the Redevelopment Authority with construction management and design issues on a daily basis to help meet their goal of reopening within a year after the fire.



RENOVATION EXPERIENCE

Architectural/Engineering Services, Housing Authority of Indiana County, Indiana, Indiana County

SMA was awarded a three-year contract which has been extended an additional two years to provide Architectural and Engineering services for the Housing Authority of Indiana County (HAIC). The initial project was to provide Construction Administration services for a project at Tall Pines Terrace in Clymer, PA. The project at this 20-unit senior community included the replacement of kitchen and bathroom cabinets as well as replacement of windows in all units. The existing handicapped unit was renovated with the installation of a new roll-in barrier free shower unit to comply with Section 504 of the Rehabilitation Act of 1973 by use of the Uniform Federal Accessibility Standards. **SMA** provided submittal reviews, project coordination and on-site inspection, contract administration, and project closeout activities. During the project new range hoods were installed in each unit when funds became available due to value engineering measures implemented during review of the kitchen cabinets. Substantial completion occurred three weeks ahead of the completion date stated in the contract.



The next project included design, bid documents and construction administration services for a second project at Tall Pines Terrace. This project consisted of roof replacement to the 4 building complex and new HVAC units for 20 residential units. **SMA** completed CSI format specifications and bid documents for the general and HVAC construction requirements in compliance with HUD Capital Fund Program guidelines. Professional services followed the standards given in HUD's CIAP Handbook 7485.1, Capital Fund Program guidelines HUD Handbook 7485.3 and Comprehensive Grant Program Handbook 7485.3G. The pre-design project estimate was \$180,020. Upon receipt of 9 bids the GC and HC contracts were awarded at a total amount of \$177,321. The installation of the new HVAC units started in early January and was completed in less than 4 weeks. Each apartment was back in service at the end of each day and temporary heat sources were made available.



A project was completed in Robinson at the Fieldcrest development that included sidewalk replacement and pavement repairs to the parking lot at this 10 unit senior complex. **SMA** provided project design, bid documents and construction administration services. **SMA** completed CSI format specifications and bid documents for the general construction requirements in compliance with HUD Capital Fund Program guidelines. Professional services conformed to the standards in HUD's CIAP Handbook 7485.1, Capital Fund Program guidelines HUD Handbook 7485.3 and Comprehensive Grant Program Handbook 7485.3G.

A roof replacement on 6 buildings and complete sidewalk replacement project was completed for the Black Lick Manor development. **SMA** provided project design, CSI format specifications, bid documents and construction administration services in compliance with HUD Capital Fund Program guidelines.

Provided project design, CSI format specifications, bid documents and construction administration for installation of a new 12.5 ton rooftop ventilation unit including ductwork for Morewood Towers, a 5-story – 76 unit senior facility in Blairsville.



Completed the replacement of all front/rear entry doors and stormdoors; windows (4 per unit); kitchens including new cabinets, countertops, back splash, sinks with new shut off valves and range hoods; and new laminate tile and sub flooring replacement in second floor bathrooms in Green Valley, a 20 unit townhouse facility in Commodore, PA. Provided project design, CSI format specifications, bid documents and construction administration for new sidewalks, perimeter fencing, pavement repairs, leveling and pavement overlay to the parking lots.

Provided engineering services for design of new and replacement security cameras (30 units), NVR's and monitors (8 units), as well as wiring to support the installation and new site lighting fixtures (LED) (21 units) to provide dusk to dawn lighting for 8 properties. Included training of staff members on the new equipment. Completed project design, CSI format specifications, bid documents and construction administration. Initial project was completed under budget and permitted additional security enhancements at the Authority office. This included new entry system with secure access, new ballistic window and reception area and replacement of security cameras (10 units), along with new NVR and monitor.

Provided a study and evaluation phase for the 2-car elevator upgrade at Moorewood Towers. Included survey with elevator service contractor, development of program for repairs and replacement of components, preparation of cost estimate and development of a proposed schedule to implement modifications/upgrades. Design plans and bid documents are currently underway.

Completed a roof replacement on 4 buildings and window replacement (115 units) throughout the Chestnut Ridge Terrace complex in Burrell Township. Completed project design, CSI format specifications, bid documents and construction administration. Low bid was within 7% of project estimate.

Completed a dumpster replacement and new playground project also at Chestnut Ridge Terrace. Project design, CSI format specifications, bid document and construction administration services were completed. Low bid was 7.5% under the project estimate.

Currently working on the design of parking lot improvements (base repairs, pavement overlay and seal coat) and sidewalk replacement at 6 properties. Construction is to be completed in 2021.

Municipal/Police Building Addition and Renovations, Bedford Borough Council, Bedford County

The project involves the construction of a two story 1,536 SF addition to the existing two story 15,518 SF Borough Municipal Building for the purposes of providing the Borough's administrative staff, police department and public works department with a more modern, secure and efficient space to occupy. The renovation will completely remodel the interior of the building providing a much-needed Council Chambers room with a 13-seat Chambers desk and room to accommodate a 60-person public audience.



The new addition provides an interior communication and exit stair which improves staff circulation and safety by replacing a non-code compliant exterior stair. Individual secure entrances are designed for the administrative staff, police department and tax collection office. The administrative and tax collection area of the building contains four offices, a file room and break room. The police department is being consolidated to one floor to accommodate a full-time staff of five and part-time staff of three. A separate break room, interview

room, evidence room, locker room, conference room, secure storage and two-car garage will vastly improve the police accommodations. The lower level of the building contains the public works department for a staff of ten which has a four-bay garage for various maintenance and repair vehicles, break room, restroom and shower facilities, and an office. The building design incorporates enhanced construction while improving security and sound attenuation in sensitive areas of the building.

The existing stone and masonry exterior will be refaced in brick veneer and precast concrete. The side and rear walls will be covered in metal siding. This façade is in keeping with another **SMA** project for the Borough on an adjacent property which is currently under construction. The existing sheet metal roofing will be retained with minimal alteration. Site improvements include resurfacing the parking lots and new sidewalks.

SMA is providing land development, architectural, structural, and MEP design for the addition and alterations as well as typical bidding and construction administration services.

Community Room Renovation Project, Benson Memorial Library, Titusville, Crawford County

The project consisted of various renovations to the Community Room, located on the basement level below grade, to mitigate damage that was caused by water intrusion through the existing foundation walls over the years. There has been significant bubbling in the plaster and paint on the walls in several areas, along with evidence of efflorescence from the concrete masonry block wall showing.



Upon investigation it was discovered that there was no water resistive barrier or drainage system on the exterior side of the foundation walls and therefore made the building susceptible to water intrusion. Our solution included the complete excavation of soils on the exterior side of the wall down to the footing level to allow for the installation of a self-adhering waterproofing membrane with a drainage composite board. A 4" perforated PVC foundation drain pipe was installed at the footing level and connected to a sump pump. The sump pump was designed to pump the water that was collected at the base of the wall up to the level of the existing storm water system. A half-inch rigid insulation board was installed to protect the waterproofing membrane before backfilling the trench with 2B stone. A 6" layer of topsoil that blended in with the adjacent grading finished off the trench and was seeded.

Once the waterproofing portion of the project is complete, the bubbling plaster and paint on the interior walls will be scraped and prepared to receive new paint. In addition, to increase the acoustical performance of the Community Room, new acoustical tiles will be installed over the existing plaster ceilings.

Elevator and Stair Tower Addition, Oil City Masonic Hall Association, Oil City, Venango County

Project consists of the design and construction documents for a new masonry framed elevator and stair tower addition to an existing 4-story building to provide an accessible route to all floors. **SMA** is providing architectural, civil, structural, mechanical and electrical design to meet local ordinances and the Pennsylvania Uniform Construction Code.

Architectural/Engineering Services, Housing Authority of the City of Franklin, Venango County

In January 2020, **Stiffler McGraw** was awarded a 4-Year indefinite delivery contract to provide architectural and engineering services for Capital Fund projects. Initial projects in the design phase include the installation of metal roofs at the Dale Avenue complex (9 buildings) and elevator replacement (2 cars) and replacement of the hallway HVAC unit at the Colonial Manor building

Sheetz Convenience Store Additions & Renovations, Sheetz, Inc., Various Locations – PA, MD, VA, OH and WV

When one thinks of Sheetz Convenience Stores the first thought that comes to mind is hardly “Environmentally Sustainable Design”. Yet on the 75 plus Sheetz projects that **SMA** has designed in Pennsylvania, West Virginia, Maryland, Virginia and Ohio, that is exactly what has been provided. From both an architectural and site perspective, we have provided design elements that have proven to be cost effective while at the same time are environmentally sustainable.

The goal and objective of all the projects was to complete construction drawings in a timely manner to feed the ongoing Sheetz construction forces with approved projects, while meeting the store needs at each location. The projects consist of new buildings, building additions, interior and exterior renovations and permit application processes to existing Sheetz convenience stores. The design includes HVAC, plumbing and electrical systems to accommodate current store design standards. In addition to providing construction drawings for the convenience stores, **SMA** has produced Fire Evacuation Plans for the Sheetz Corporate Office Facilities in Altoona, PA.

Requirements include kitchen equipment, interior finishes, graphics, ADA compliant restrooms and coffee and Fizz City upgrades. Exterior renovations to the facade of the buildings include new brick, ADA parking, curb ramps and signage. The buildings are provided with sustainable features such as new LED lighting, occupancy sensors, recyclable carpet tile, cool roof systems and low VOC materials.

From a site design standpoint, a large number of green technology and sustainable elements are incorporated into each project. Some examples include: Pollution is reduced from construction activities by controlling soil erosion and waterway sedimentation, site layout is developed to provide “NO” disruption to environmentally sensitive areas, stormwater management plans are developed that incorporate reduction to impervious cover, promotes infiltration, captures and treats stormwater and utilizes best management practices (BMP’s), utilize alternative surfaces (e.g. grid pavers) and nonstructural techniques (e.g. rain gardens, vegetated swales) to reduce impervious areas and promote infiltration as well reduce pollutant loadings and provide site lighting to maximize on site lighting while providing no light trespass at the project boundary.

Eleventh Street Tower Renovation, Altoona Housing Authority, Altoona, Blair County

Modifications and renovations to restore the Eleventh Street Tower exterior post tensioned balconies, railings, building facade and waterproofing issues. Scope included verifying existing conditions to document and remediate structural deterioration of the post tensioned balconies and the direction of remedial construction. The project required extensive building and site survey, as well as an evaluation of the thermal envelope of the building in order to propose increased energy efficiency modifications.



Ganister Station Adult Day Services, Williamsburg, Blair County

- **Mineral Point, Cambria County** - Alterations and change in use of a one story, 2,500 SF wood framed / brick veneered building. The building, formerly a church, is now an adult day care facility for persons with intellectual disabilities. The renovations included the complete demolition and rebuild of the existing restrooms in order to comply with ADA requirements. An existing stage was removed and a new floor system framed to accommodate two new offices. Mechanical system upgrades included new water supply and sanitary lines, and new supply duct runs and exhaust fans in the new restrooms. A new fire alarm system with 24/7 monitoring services was installed throughout the facility. **SMA's** services included the architectural, structural, HVAC, plumbing and electrical design.
- **Duncansville, Blair County** - The project involved alterations and change in use of a two story, 6,000 SF wood framed building. The building, formerly a boarding home, will now be used as an administrative office facility for company employees. The renovations consisted of ADA improvements which included a new handicap accessible restroom, break room, several office spaces along with two accessible ramps to access the building. In addition to the ADA improvements, new ceilings, flooring, wall finishes and miscellaneous mechanical and electrical work were provided to support the renovations. **SMA's** services included the architectural design.
- **Elton, Cambria County** - The project involved a tenant-fit out with minor renovations to a portion of an existing 6,303 SF building. The renovations to the 3,254 SF tenant space was to serve as an adult day care providing services to people with intellectual disabilities. The renovations included the addition of three exits, a new handicap accessible restroom, modification to the existing reception desk, accessible cabinetry and the removal of two non-load bearing wall partitions. **SMA's** services included the architectural design.
- **Williamsburg, Blair County** - The project consisted of a change in use permit for an existing 3,850 SF, two-story wood framed/brick veneered building. The building, which to our best knowledge, was a religious gathering place, and the proposed use was to provide commercial office space and storage. Minor renovations included the complete renovation of an existing restroom to comply with ADA requirements. Minor mechanical and electrical work was completed to support the new restroom along with the additional office space. **SMA's** services included the architectural, HVAC, plumbing and electrical design.
- **Williamsburg, Blair County** - The project consisted of a change in use permit for a previously permitted project submitted by **SMA** for this location. The change in use to the existing 3,850 SF, two-story wood framed/brick veneered building was to provide a portion of the first floor to be used as an adult day care service. In order to provide this new space, work consisted of separating fire areas in order to comply with the Pennsylvania Uniform Construction Code. **SMA** provided architectural services.
- **Williamsburg, Blair County** - The project consisted of a converting an existing residence to a training facility. The project included a building addition with a handicap accessible ramp to provide access to the building. Renovations to the existing were designed to meet and comply with the Pennsylvania Uniform Construction Code. **SMA** provided architectural, HVAC, plumbing and electrical design.



High School / Middle School Dehumidification Project, Southern Huntingdon County School District, Three Springs, Huntingdon County

Project scope included four separate zones and associated rooftop ductwork and new controls for roughly 85,000 SF of the building. This system was incorporated into the existing Building Control System and into the existing fire alarm system. The design also included roof modifications and structural supports for the new rooftop units and ductwork penetrations while accommodating existing roof drainage. Provided structural, mechanical, and electrical engineering services.

Restroom Addition and Athletic Building Renovations, Bellwood Antis School District, Bellwood, Blair County

The project was designed and constructed in two separate phases, a restroom addition and athletic annex renovation. The first phase required the demolition of a small existing restroom facility and the new construction of a 2,044 SF restroom addition which houses new accessible restrooms, locker rooms and storage that will serve the phase two athletic building annex and the football stadium. The second phase was the renovation of an existing attached 5,300 SF masonry bus garage that was converted into an indoor athletic and maintenance facility. The renovated building features indoor batting cages, weight lifting stations, a padded exercise floor and two maintenance areas for the stadium and school facilities. Both the restroom addition and athletic annex facility, although connected, have separate mechanical systems. Disciplines Provided: Architectural, Structural, Mechanical, and Electrical.



Titusville Opportunity Park 20 Series Building Renovation, Titusville Redevelopment Authority, Titusville, Crawford County

The project involved renovations of a 101,000 SF former steel mill building for reuse as several manufacturing spaces. This was achieved by dividing the building into five separated tenant spaces with a common loading corridor to be shared by all tenants. The renovations included new metal roofing and siding applied to the existing structures, translucent panels for day lighting, installation of building insulation, interior distribution of electrical power to each future tenant space, installation of new lighting and convenience outlets, emergency lighting and exit signage to code, interior roof drainage connected to the existing interior system, construction of tenant separation walls, and new insulated overhead and man doors. The project was funded through a \$1,250,000 Pennsylvania Department of Community and Economic Development Grant and the awarded contracts for construction came in under budget at \$1,156,000.00.



Claysburg Community Park Restroom Removal of Architectural Barriers, Greenfield Township, Claysburg, Blair County

The project involved the interior and exterior renovations of an existing 506 SF restroom facility located in the Community Park. The renovations included ensuring that the facility met all requirements of the Americans with Disabilities Act (ADA). In addition to providing a design that met accessibility requirements new automatic door openers and automatic flush valves were included in the project scope. The project was funded through The Community Development Block Grant (CDBG) Program.

Juniata Township Municipal Building Removal of Architectural Barriers, Juniata Township, Duncansville, Blair County

The project involved the removal of architectural barriers for ADA Accessibility of a 1,386 SF Municipal Building. The renovations included a van accessible parking space, a handicap accessible ramp to provide access to the facility and the installation of a code compliant accessible entrance. The project was fully funded through The Community Development Block Grant (CDBG) Program and the awarded contracts for construction came in under the allotted budget provided by the program.



Former Ekey Floral Shop Renovations, Warren-Forest Counties Economic Opportunity Council, Inc. (WFCEOC), Warren County

The project involved renovations of an existing 2-story, 3,000 SF building into leasable space for the WFCEOC. Renovations included dividing the building into two separate and distinct uses; one for retail and the other for business offices. Several programming meetings were held with the owner and future tenants of the spaces to identify their functional needs and spatial requirements. From those meetings, conceptual plans were developed and presented for approval. The design included new ADA restrooms, private offices, receptionist areas, and open retail spaces. On the exterior, the building received new roofing, siding, windows, a greenhouse structure, as well as a new parking area. Once the concept was approved, **SMA** prepared construction documents including drawings and technical specifications, assisted in soliciting bids, and provided construction administration services. Since that project, we have also provided architectural and engineering services for the St. Clair Fairweather Lodge ADA Improvements and for installation of a new exterior vertical platform wheelchair lift at the Faith Inn Building in downtown Warren.



Additions and Renovations, First Church of Christ, Altoona, Blair County

The project consisted of additions and renovations to an existing church. The primary design objectives were to gain additional sanctuary seating, make all levels of the building accessible, and maximize the parking capacity on the site within a constrained budget. The building program provided for new ADA accessible restrooms, family restroom, elevator, multipurpose room addition, day care suite, educational classrooms, commercial kitchen, narthex addition, lighting, HVAC, fire protection systems consisting of sprinkler and fire alarm system, audio/video and acoustical treatments and canopy entrance. The existing building contained approximately 19,500 SF and with the additions and renovations the total space was increased to approximately 36,000 SF. The civil aspects of the project provided for an expanded parking lot, utility extensions and implementation of storm water management facilities. **SMA** completed written CSI format specifications and bid documents for the general construction requirements. Provided bidding services including advertisement, collected and cataloged request for information, issued addenda, attended bid opening, evaluated bids for compliance with the bidding procedures. Construction contract administration was provided on an as needed basis.



Additions and Renovations, Wehnwood United Methodist Church, Altoona, Blair County

The project consisted of a 3,120 SF, one-story (with full basement) addition to the existing church. The purpose of the addition was to solve accessibility and spatial issues that existed within the church. The main floor of the addition provided a new entrance vestibule off of the rear parking lot that includes an elevator to the basement level. The main floor will also contain meeting room space, administrative office, pastor's study, and an ADA accessible restroom. In the basement level, a multi-purpose space, storage room, and utility room are proposed. Renovations include increasing the capacity of the Narthex by removing several walls and installing new finishes while the existing basement restrooms will be made accessible. **SMA's** services included the architectural, structural, HVAC, plumbing and electrical design.



Public Improvements, Historic Henry House, Washington County Commissioners, Washington County

The project consists of renovations to and restoring portions of an existing 2-story, 1,250 SF historic building in Mingo Creek County Park. **SMA** provided environmental testing, structural analysis, architectural, engineering and MEP design services and well as bidding phase services. Renovations included stone wall repairs; removal of existing load bearing wall; roof, window and door replacement; new ramp/stairs to main entrance; restoration of interior finishes; new interior lighting; and electrical baseboard heating.



ROOF REPLACEMENTS

Roundhouse Harley Davidson Roof Replacement, Roundhouse Real Estate Company, Allegheny Township, Blair County

The project consisted of a complete roof replacement of an existing 24,000 SF low slope gabled roof on a commercial building to be used for a Harley Davidson retail store and service center. Work included the removal of the existing metal roofing system down to the existing roof purlins. Damaged and compromised purlins were replaced as they were encountered and additional supplemental framing was added to the roof structure to accommodate excess snow drift caused by two unpermitted additions that were built over the years. A new insulation system was specified between the purlins to meet the energy code, and a new metal roofing system was installed. Crickets were formed to promote drainage where the low points of the new roof met high walls and was flashed using EPDM membrane.

Furthermore, the existing wood framed gabled roof over one of the aforementioned additions was in very poor condition so it was removed down to the bearing walls. A new single slope metal roof was then installed over fire retardant wood trusses including a row of clerestory windows on the high side.

Breeze Industrial Building Roof Replacement Project, Indiana County Development Corporation (ICDC), Indiana County

The project consisted of the complete roofing replacement of an 80,000 SF of a 120,000 SF low slope roof structure over a manufacturing facility. The existing EPDM roofing was past its expected life span and a number of leaks were developing throughout the facility. Through a county obtained Redevelopment Assistance Capital Program (RACP) grant, funds were made available in order to complete the work and as the ICDC's architect/engineer, we provided the design, bidding, and construction administration for the project.



The design called for the removal of the existing EPDM roofing system down to the original rigid roof insulation. Upon inspection, it was determined that the majority of the existing insulation was in relatively good condition and could remain. Areas that were damaged, including some corrosion on the metal deck substrate, were repaired and/or replaced. A layer of new cover board was then installed over the insulation to create a smooth surface to adhere the new membrane to as well as increase the durability of the roofing system. The tenant expressed an interest in "green" design, thus it was decided to install a white colored single-ply TPO roofing membrane in order to reflect the sun-rays instead of absorbing them. This will undoubtedly save money and energy keeping the facility cooler during the hot summer months. New flashings, terminations, and roof edge trim were also installed to complete the new roofing system.

In the manufacturing world, time is money. Therefore, the work for this project had to be completed while the building was occupied in order to keep the manufacturing process operational. Great care had to be taken in order to protect both the occupants and equipment within the building. For security and safety reasons, the tenant wanted to limit contractors from entering the facility as much as possible, so we required a job trailer on site to hold meetings in and temporary outdoor restroom facilities to help limit the need to enter the building. From a safety standpoint, we identified a staging area for stored materials in the rear of the building away from any vehicular or pedestrian traffic and enclosed the area with temporary construction fencing. When a boom



truck or crane was required to lift materials onto the roof, contractors closed off portions of the parking lot and driveway to eliminate any risk of potential injury to pedestrians or damage to vehicles from falling debris. In some cases, one lane of the road that runs adjacent to the building had to be closed off for the crane and flagmen were used to direct traffic.

The project was completed on schedule, within budget, and most importantly with zero reported injuries or property damage.

Architectural/Engineering Services, Housing Authority of Indiana County, Indiana, Indiana County

Since commissioned to be the housing authority's on-call architect/engineer in 2016, Stiffler McGraw has provided the design, bidding, and construction administration services for the following roof replacement projects:

- **Tall Pines Terrace Apartment Complex – Roof Replacement Project**

The project consisted of a complete roof replacement to the 4-building, 20-unit residential complex for a total of approximately 14,000 SF. Work included the removal of existing asphalt shingle roofing and underlayment down to the existing roof sheathing, sheathing replacement as necessary, and installation of new underlayment, asphalt shingles, ridge vent, flashings, and accessories.

- **Black Lick Manor Apartment Complex – Roof Replacement Project**

The project consisted of a complete roof replacement to the 6-building, 25-unit residential complex for a total of approximately 20,000 SF. Work included the removal of existing asphalt shingle roofing and underlayment down to the existing roof sheathing, sheathing replacement as necessary, and installation of new underlayment, asphalt shingles, ridge vent, flashings, and accessories.

- **Chestnut Ridge Terrace Apartment Complex – Roof Replacement Project**

The project consists of a complete roof replacement to the 4-building, 25-unit residential complex for a total of approximately 17,000 SF. Work is scheduled to include the removal of existing asphalt shingle roofing and underlayment down to the existing roof sheathing, sheathing replacement as necessary, and installation of new underlayment, asphalt shingles, ridge vent, flashings, gutters, downspouts and other accessories. This project is currently bidding with an anticipated award date in September 2019.

As with most housing authority projects, the buildings in which the work was performed for the above projects were full with tenants. Obviously, we can't ask the residents to relocate while the roofing work is performed so each of these projects were completed while the buildings were occupied. Scheduling is critical on these projects and notices are given to each tenant at least 48 hours in advance of any work being performed on their building. Staging of stored materials are located in the most remote portion of the site that is practical and is fenced off for safety and security purposes. Contractors are required to perform all necessary work in strict accordance with OSHA regulations.

Wastewater Treatment Plant Control Building Roof Replacement, Indiana Borough Council, Center Township, Indiana County, PA

The goals and objectives for this project were to replace a leaking roof with a new membrane roof system over the control building. The project consisted of pre-design testing for hazardous materials, removal and abatement of hazardous material containing roof system during construction, the installation of new tapered insulation and adhered and mechanically fastened membrane roof system, new roof drainage and parapet coping cap.



Hyde Building Roof Replacement Project, Lawrence Township, Clearfield County

The project consisted of the complete roofing replacement of a 40,000 SF triple barrel vaulted roof structure over a municipal building housing the Township police department, maintenance garage, and an indoor community recreation area with a soccer field and batting cages. The Township had expressed frustrations with continuous roof leaks and failed repair attempts and agreed it was time to perhaps invest in a new roof. After our initial investigation, it was determined that the main cause of the roof leaks was improper drainage in the valleys between each barrel vault. There was little to no slope to the roof drains and one was even covered up by a previous repair attempt. In addition, the membrane over the barrel vaults had exceeded the end of their expected life span.



The design called for the removal of the existing EPDM roofing system down to the original smooth built-up-roofing (BUR) plies. To solve the drainage issue, tapered insulation was installed in the valleys to provide proper slope to the roof drains to promote better drainage. A layer of new cover board was then installed over the BUR plies and tapered insulation to create a smooth surface to adhere the new membrane to as well as increase the durability of the roofing system. New EPDM membrane roofing was fully adhered to the cover board and the seams were overlapped and heat welded for a watertight enclosure. New flashings, terminations, and roof edge trim were also installed to complete the new roofing system.

The work for this project had to be completed while the building was occupied in order to keep the police department operational. Great care had to be taken in order to protect both the occupants and property within the building. Obviously, the police department had strict requirements from a security standpoint to limit the access into their area. We required all contractors on site to have FBI clearances and background checks to avoid potential conflicts, and required temporary outdoor restroom facilities to eliminate any need to enter the building. From a safety standpoint, we identified a staging area for stored materials in the rear of the building away from any vehicular or pedestrian traffic and enclosed the area with temporary construction fencing. When a boom truck or crane was required to lift materials onto the roof, contractors closed off portions of the parking lot and driveway to eliminate any risk of potential injury to pedestrians or damage to vehicles from falling debris.

The project was completed on schedule, within budget, and most importantly with zero reported injuries or property damage.



PARKING LOTS, ADA SIDEWALKS and RAMPS

UPMC Hospital Parking Lots, UPMC Altoona, Altoona, Blair County

Design of seventeen (17) separate parking lots: six at new locations, eleven at existing locations. All involved the following: capture of field information in digital format (topographic / planimetric and boundary surveys, PA One-call and utility coordination); design of grading, drainage, stormwater management, parking stall / aisle layout, lighting, landscaping; erosion and sedimentation control plans preparation; municipal submissions and coordination for approvals; cost estimating; specification and bid document preparation; review of bids and bonds; contract and construction administration; and as-built survey and plan.



Six of the lots were designed and constructed between 2010 and 2014. Two lots were constructed in 2015. One lot was solely comprised of 18 ADA-accessible parking stalls and accessible routes into the hospital. Re-stripping plans were prepared for three lots prior to a summer 2019 re-surfacing project by the Hospital. Parking stall configurations were optimized to provide additional spaces and improved access, where possible.

Design was completed in late 2019 for renovations to an additional lot to eliminate erosion by construction of storm sewer improvements and to create ADA-compliant parking stalls and accessible path by modifications to the existing grades. Construction was completed in 2020.

The Curb and Sidewalk Maintenance Project included the design, bidding assistance, construction administration, and part-time inspection of the construction of new curb and sidewalk around the main entrance of UPMC Altoona. The project length is approximately 1,500 feet and involves the design of curb, sidewalk and ADA ramps. It was constructed in 2020.

Eisenhower Elementary School Safe Sidewalks, Borough of Indiana, Indiana County

This project included the design and bidding assistance for the Eisenhower School Safe Sidewalks Project for the Borough of Indiana. The project length is approximately 1,600 feet and involves the design of curb, sidewalk and ADA ramps along selected portions of Washington, School and Church Streets and Klondyke Avenue.

Allegheny Township Municipal Building Addition, Allegheny Township, Blair County

The project consisted of a 5,400 SF building addition for police and municipal staff, a 20-stall parking lot, stormwater management, accessible routes, and landscaping. The building was designed in the 100-year floodplain, and therefore needed to be elevated 18-inches above the 100-year flood elevation. Accessible routes and ADA parking were primary design features for the building addition, and were incorporated into the design to enhance pedestrian circulation for residents and building visitors. Ramps, landings, pavement markings, and signs were all incorporated as navigational features of the accessible routes.



Sheetz, Inc., Various Locations in PA, MD, WV and VA

Site designs for new Sheetz convenience stores and site re-builds. Site designs consisted of building and site layout configuration, which included providing ADA compliant access and parking; grading and stormwater management; truck and vehicular site circulation; permitting; utilities and landscaping.

Roadway Improvements, St. Francis University, Loretto, Cambria County

Reconstruction of four existing roadways and two parking lots, typically using a curbed section and bituminous pavement structure (with sub-base) on the Saint Francis campus. Also included were both new drainage facilities and upgrades, placement of concrete sidewalk, installation of parking lot lighting, seeding of slopes and parking lot striping.



ADA Ramp Construction, Sayre Borough, Bradford County

Design and construction of approximately 40 new ADA-accessible ramps at various intersections in the Borough. The project was CDBG-funded through Bradford County and involved multiple alternate bids in order to maximize project economy.

Municipal Building ADA Improvements, Greenfield Township Supervisors, Blair County

Survey, layout and design for CDBG-funded improvements at the Township Building that included replacement of a concrete handicapped-accessible ramp and construction of a new paved handicapped parking stall at the Greenfield Township Municipal Building, in response to deficiencies noted by a Department of Justice inspection.

Fairfield Inn & Suites, Wysox Township, Bradford County

8 acre site designed to host a new hotel, restaurant and laundromat, as well as two existing buildings that remain. The design began with schematic drawings and several reviews with the owner before agreeing upon the desired layout. Comfortable vehicular circulation through the site was very important to maintain between the five buildings. Building layout, parking design, grading and drainage, stormwater management, utility design and a landscaping plan were all part of the design process.



North 3rd Street, Phase II – Curb, Sidewalk and Lighting Project, Clearfield Borough Council, Clearfield County

Design services for improvements to the existing sidewalk along North 3rd Street between East Pine Street and Bridge Street. Replaced the sidewalk and curb, upgraded ramps to meet ADA compliance, and added various landscape and decorative lighting elements. The surrounding land use is a mixture of commercial and residential properties. Also provided construction inspection services. Keystone Communities Program Grant funds were administered as part of the project.

Parking Lot Pavement Expansion Project, Warren County Commissioners, Youngsville Borough, Warren County

Design, bidding and contract assistance and construction inspection services for the parking lot pavement expansion project at the Federal Building in Youngsville Borough. The project included adding new parking spaces including one ADA space and ADA signage.

Drop Lot, Old Dominion Freight Line, Inc., East St. Clair Township, Bedford County

Site design, land development plans and permitting for a drop lot along Interstate 99 near the PA Turnpike Bedford Exit. The drop lot consists of a 7-acre bituminous parking lot with 72 parking spaces for trucks pulling interstate semi-trailers, a security fence with an automated gate system, site lighting, and stormwater management facilities.



Churchill Street Transportation Enhancement Project, Geistown Borough, Cambria County

Design, bidding and contract award assistance, and construction inspection services for the upgrade and replacement of existing pedestrian signals and crosswalk with ADA compliant sidewalks and curb ramps at the intersection of Churchill Street and SR 3016 (Bedford Street) and widening Churchill Street to provide a drop-off lane to service St. Benedict Parish School.

Mountain Avenue Transportation Enhancement, Portage Borough, Cambria County

Design services and construction inspection for ADA compliant concrete curb and concrete sidewalk along Mountain Avenue from Orchard Street to Fir Alley. The project is approximately 1,200 feet in length. Federal Highway Administration/PennDOT Transportation Enhancement funds were administered as part of the project.



NEW CONSTRUCTION

New Fire Station, Bedford Fire Department No. 1, Bedford, Bedford County

The project involves the construction of a new 16,000 SF, two-story fire station. The main level of the facility consists of a 12,000 SF pre-engineered metal building that contains a 6-bay apparatus garage, gear room with lockers, radio room, meeting/training room, kitchen/lounge area, and four offices. As one passes through the main entrance you encounter a long corridor that is used as a museum type space filled with display cases of memorabilia, artifacts, and pictures representing the history of the fire department. Other support spaces on this level include a decontamination shower, tool room, cascade room, hose washer and drying area, restrooms and shower room.



To the rear of the apparatus garage, and above the administrative area, there is a large storage mezzanine that is open to the garage that is used for large bulk storage. On the lower level is a 4,000 SF unfinished basement space that is planned for a future social hall and kitchen.

SMA provided survey, land development, architectural, structural, and MEP design services for the facility as well as typical bidding and construction administration services.

New Domestic Violence Shelter, Alice Paul House, White Township, Indiana County

The project involved the construction of a two story, 14,250 SF shelter facility with 45 parking spaces for a non-profit agency focusing on domestic abuse victims. The facility contains a mixture of administrative and counseling spaces on the first floor. The second floor provides temporary housing, group lounge room, multipurpose space, wellness/fitness room, library and laundry. The site development provides a fenced, secure parking area, secure play area with a walking path and calming garden. The façade incorporates familiar residential materials such as shingled roofing, painted fiber cement siding with stone veneer and wood timber accents.



Several programming meetings were conducted with the owner and a space needs analysis was completed. The building design incorporated enhanced security and sound attenuation in sensitive areas of the building. **SMA** provided land development, architectural, structural, and MEP design for the addition as well as typical bidding and construction administration services. With **SMA's** assistance, the owner is seeking project funding through several grant agencies including the Redevelopment Assistance Capital Program (RACP) based on an estimated construction cost of \$3,500,000. Additional funding was received from the Commonwealth of Pennsylvania Community Development Block Grant program.



East Freedom Surgery Center, East Freedom Surgical Associates, LLC, East Freedom, Blair County

Construction of a new 8,500 SF, single-story ambulatory surgical facility. The building is separated into two distinct functional areas: a public and administrative area, and a diagnostic and treatment area. The public area consists of a waiting room/lobby area, restrooms, consultation room, and a reception/registration area that is located to provide observation of the waiting room and serve as a security point to enter the diagnostic and treatment area. The administrative area is located adjacent to the reception/registration area and accommodates two private offices along with an open work area for additional work stations and medical records. This area also includes an employee lounge with a full kitchen and lockers, changing rooms, and toilet/shower facilities. The diagnostic and treatment area contains a pre/post procedure area with accommodations for seven beds including one that can be isolated into a separate room for examinations. There is a total of three procedure rooms including two operating rooms and one endoscopy procedure room. In addition, there are various support spaces that are provided throughout including an instrument processing room, lab, soiled and clean workrooms, soiled linen room, anesthesia workroom, medication storage, sterile storage, medical air/vacuum room, and other miscellaneous spaces such as restrooms and housekeeping rooms.



New Administrative/Garage Building, Snake Spring Township Municipal Authority, Bedford County

The project involved the construction of a new single-story, 2,250 SF building to serve as the Authority's administrative office, public meeting space, and storage garage. The building is divided into two separate and distinct sections based on use. The administrative side of the building includes the administrative office, plan room, file storage, restroom, and a public meeting room to accommodate approximately 20 people. The other side of the building contains an oversized single-bay garage space with a large overhead door to accommodate the Authority's various types of vehicles and equipment. The garage area also has space to accommodate workbenches and storage racks for tools and such. **SMA** provided complete architectural, engineering, surveying and land development design services as well as bidding and construction administration for the project.



New Municipal Building, Wysox Township, Bradford County

The project involves the construction of a new single-story, 3,350 SF building to serve as Wysox Township's administrative offices and public meeting space. The administrative office is planned to have a secure vestibule for the general public with accessible restrooms and a transaction window into a secretary's office to conduct business without the need to enter the facility. Offices for the Township Manager, Road Master and Supervisors will be provided along with a separate conference room. The office area will also incorporate a small kitchenette, file storage, and a supply closet. Additionally, a 600 SF public meeting room that can accommodate up to approximately 40 people is proposed, and will have the ability to access the conference room for executive breakout sessions. The exterior of the building is to match the adjacent fire hall building but incorporate some unique features such as a stone accent wall on the front elevation at the main entrance. **SMA** provided all architectural, engineering, and land development services as well as bidding and construction administration.



Resta Home Health, Northern Cambria, Cambria County

The project consists of the design for a new 3,000 SF Home Health Care office building for nursing staff, offices, laboratory and a training facility. The building design intent was to be in context with the adjacent residential neighborhood by the use of brick and stucco, hipped and gabled roofs over a three part facade, and a grand entry covered porch leading into a vaulted foyer. The project site was the location of a former elementary school. The school was demolished prior to the construction.

Site improvements consisted of new retaining walls, parking lot with accessible parking and landscaping.



Wastewater Treatment Plant and Office Building, Burrell Township Sewer Authority, Indiana County

Provided planning, design, environmental consulting and testing, permitting and funding assistance, as well as construction administration, inspection and operational support for a new 0.18 MGD wastewater treatment plant. The client opted to move their operational staff to this facility as well, and *SMA* designed an adjacent administration building for their use. The building incorporates a public lobby, ADA restrooms, a secretarial office, two operator offices, a public meeting/conference room, a laboratory, staff lunchroom and locker room. All aspects of designing and permitting this project were completed by *SMA*.



Section 5
Project Plan

The following is **Stiffler McGraw Architects' (SMA)** understanding of the project and a breakdown of the approach and methodology that SMA will take to minimize disruption to concurrent operations of the facility and meet the goals and objectives as outlined in the Expression of Interest (EOI).

The West Virginia Schools for the Deaf and the Blind (WVSDB) is soliciting architectural, engineering and related professional services to design, as well as provide contract administration services for renovation and assessment projects at the following buildings located at 301 E. Main Street, Romney, WV:

1. School for the Blind HVAC/Electrical/Window Upgrades
 - a. Replace existing windows.
 - b. Requires new HVAC system that meets current codes including fresh air intake.
 - c. New HVAC system to be integrated into an existing Automated Logic control system.
2. Central Supply Building Structural Assessment
 - a. WVSDB requires a structural study to determine if building can be repaired and renovated or if building requires being demolished.
3. Seaton Hall Boys Dorm Wing to Administration Offices Renovation
 - a. The intent is to gut one wing of the building as required and construct new administration offices.
 - b. Project will require asbestos abatement.
 - c. Requires new HVAC system that meets current codes including fresh air intake.
 - d. New HVAC system to be integrated into an existing Automated Logic control system.
 - e. Upgrade elevator controller to include fire recall and integrate into fire alarm system.
4. School for the Deaf Elevator Upgrade
 - a. Upgrade both elevators to passenger elevators to meet current codes and ADA requirements.
5. Keller Hall Roof Replacement
6. WVSDB/IRC Parking Lot
 - a. Parking lot to be completed with asphalt paving, ADA sidewalks and ramps, storm drainage system and lighting system.
7. Blue & Gold Building
 - a. Building interior is to be renovated into a Student Activities Center.
 - b. Requires new HVAC system that meets current codes including fresh air intake.
 - c. New HVAC system to be integrated into an existing Automated Logic control system.
 - d. Will require a sprinkler system, no system currently in building.
 - e. Will require new fire alarm system.
8. Update All Campus Floor Plans
 - a. Update all WVSDB Campus building floor plans to show accurate layout.
 - b. Prepare fire escape floor plan routes for all rooms in buildings that require it.
9. Keller Hall Dormitory Emergency Generator
 - a. Upgrade existing 1200-amp switchgear to meet current codes.
 - b. Install appropriately sized emergency generator to support building services required during a power outage.

Preliminary Design

During the Preliminary Design Phase, **SMA** will first meet with all stake holders to review West Virginia Schools for the Deaf and the Blind's scope of work, budget and schedule to gain a true understanding of the project and its requirements. Working with an appointed committee of educators, administrators, and a School Building Authority of West Virginia (SBA) representative, **SMA** will incorporate the educational specifications document



which will serve as a connecting link between the program and technical statements. Under the Preliminary Design Phase **SMA** will:

- Determine priority of needs and produce preliminary design solutions and probable cost estimates for each of those needs to verify they are in line with the approved WVSD 2020 Comprehensive Educational Facilities Plan (CEFP).
- Verify the existing building dimensions, construction and conditions for the renovations.
- Review and obtain copies of existing drawings and CAD files for the buildings.
- Preparation of preliminary drawings and other documents to illustrate the proposed program development ideas.
- Review the anticipated constraints with the construction and the safety of the occupants of the building; determine an approach with dealing with the constraints.
- Align the design of the project with the West Virginia Board of Education policy 6200 requirements.
- For applicable projects, coordinate with the West Virginia Office of School Facilities.
- Verify specific funding streams for project construction to determine applicable time and source constraints.
- The SBA educational specification guidelines and the West Virginia Department of Education (WVDE) Policies 6200 and 2510 will be used for all projects, regardless of funding sources. **SMA** will submit the educational specifications to the SBA and the WVDE for a review and approval before proceeding to the Schematic Design Phase.

Schematic Design

During the Schematic Design phase, we will review the building program and spatial needs with Owner. Based on that review and discussion, we will develop the Schematic Design drawings. We will investigate building code requirements, local ordinances, and state or federal regulations, and discuss their potential impacts on the project.

- Incorporate the results of the hazardous material analysis and testing and recommendations for removal and disposal from WVSBD's third party consultant.
- Investigate code requirements, regulations and stakeholder requirements; evaluate technical and economic aspects of the program.
- Design and construction will comply with the ICC International Energy Conservation Code and Building code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007.
- Provide detailed approach and schedule for construction constraints to comply with the safety of the occupants.
- Preparation of schematic drawings and other documents to illustrate the proposed development ideas.
- Mechanical, Electrical and Plumbing:
 - Survey the existing mechanical and electrical systems, where accessible.
 - Prepare mechanical and electrical systems conceptual drawings for preliminary project cost estimating.
 - Develop probable mechanical and electrical construction costs using average unit pricing. Review concept/schematic documents.
- The schematic design documents as outlined in the SBA Policy and Procedures document are to be approved by the SBA and WVDE before the project can proceed to the design development phase.



Design Development Phase

The Design Development Phase is where the overall project will become more detailed, and the mechanical, electrical, and plumbing disciplines are more heavily incorporated. Once completed, we will review the Design Development documents with the Owner. Under this task we will provide the following:

- Design Development drawings including:
 - Refined Schematic Design drawings
 - Preliminary reflected ceiling plans
 - Preliminary roof plan
 - Preliminary sections
 - Preliminary schedules for finishes, doors and windows
 - Preliminary foundation and roof framing plans
 - Preliminary MEP (mechanical, electrical and plumbing) drawings
- Review the design development documents with WVSDDB at 90% completion.
- Prepare design development drawings for the project, including plans, elevations, sections and details.
- Mechanical, Electrical and Plumbing
 - Identify mechanical and electrical equipment space needs and coordinate with appropriate design team members.
 - Update the probable mechanical and electrical construction costs using average unit pricing. Review design development documents with the team and WVSDDB.
- Approval of plans and specifications for the construction of new buildings, additions, and renovations is required by the WVDE Office of School Facilities, the WVDE Office of Technology, the SBA, West Virginia Bureau for Public Health, West Virginia Division of Highways when new construction, and the State Fire Marshal's Office.

Construction Documents Phase

Upon review and approval by the SBA and WVDE, **SMA** will prepare Construction Documents indicating requirements for construction of the project and shall coordinate its services with any consulting services WVSDDB may provide. Upon WVSDDB's approval of the design construction submission, **SMA** will proceed with the following:

- Prepare construction documents consisting of drawings and specifications which detail the requirements for the construction of the project in accordance with the approved design development drawings.
- Written equipment and material specifications in CSI format.
- SMA will incorporate the General Terms and Conditions into the contract documents, with specific attention to prevailing wage, background checks and domestic products along with the other requirements.
- Submit architectural, HVAC, plumbing and electrical construction documents and coordinate with authorities having jurisdiction over the project for building approval and permitting.

SMA will submit documents required for final review by the appropriate regulatory and funding agencies.



Bidding Phase

During the Bidding Phase, **SMA** will receive all contractor request for interpretations in writing, organize and answer all questions and redistribute to all bidders and stakeholders. We will issue all addendums, clarifications and drawing revisions during the bidding period. **SMA** will evaluate the bids for conformance with the bidding requirements and advise WVSDDB of conformance.

- Provide construction documents to WVSDDB and governing agency in electronic format (CD) for the project including three hard copy sets.
- Distribute procurement documents at least five business days prior to the scheduled pre-bid meeting for construction.
- Assist governing agency with procurement procedures.
- Respond to requests for additional information and interpretation.
- Evaluate substitution requests and make recommendations to governing agency.
- Prepare addenda and list all vendors that have obtained drawings and specification to the State Agency for any necessary modifications. Addendums should be scheduled to be received by the Purchasing Department prior to fourteen days prior to the bid opening.
- Attend and if necessary, conduct the pre-bid meeting.
- Assist governing agency in evaluating bids.
- Assist governing agency in executing construction contract(s).

Construction Administration Phase

During the Construction Administration Phase, **SMA** will act as the governing agency's representative and provide administration of the contract between parties. The extent of **SMA**'s authority and responsibility during construction will be described in the Agreement between the two parties. Generally, **SMA**'s services during construction include the following:

- Attend a preconstruction meeting to assist with the indoctrination of the contractor(s) with project responsibilities and procedures.
- Visit the site at intervals appropriate to the stage of construction for progress meetings to review the construction progress and suitability.
- Respond to contractor inquiries throughout the course of the project.
- Prepare and recommend contract modifications.
- Inspect the project to determine substantial and final completion.
- Review applications for payment and certifying payments to the contractor.
- Review contractor submittals.
- Rejecting nonconforming Work.
- Interpreting the Contract Documents.

Record Documents will be required to be kept throughout the construction phase by the contractor and inspected regularly for completeness and accuracy. At the end of the project during the close out phase, the contractors' as built documents, along with photographic documentation and O&M Manuals will be submitted to **SMA** for review and compliance with the contract. The documents will be scanned electronically and submitted to the governing agency.



Section 6
Appendix



ALLAN L. MCVEY
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS
DIRECTOR

October 15, 2020

Stiffler McGraw and Associates, Inc.
1731 Juniata ST
Hollidaysburg, PA 16635

Ms. Cooper:

This is to notify you that your Small, Women-, and Minority-Owned Businesses (SWAM) Certification Application has been approved on the basis of your representations that the vendor named above meets the definition of a Small, Women-, and Minority-Owned Businesses as set forth in the *West Virginia Code of State Rules* 148-22-1 et seq. This certification becomes effective:

10/15/2020

And shall automatically expire without notice two years after the effective date unless revoked by the Purchasing Director or upon expiration pursuant to the *West Virginia Code of State Rules* 148-22-8. The type(s) of Small, Women-, and Minority-Owned Businesses (SWAM) Certification approved for your entity:

Small Business

To maintain certification without lapse, a certified business shall apply to renew its certification at least 60 days prior to the end of the two-year certification period. Complete renewal instructions, recertification forms, and a list of all SWAM Certified entities are available online at www.state.wv.us/admin/purchase/VendorReg.html.

If you have questions, please contact the West Virginia Purchasing Division at 304-558-2306.

Sincerely,

A handwritten signature in blue ink that reads "Lu Anne Cottrill".

Lu Anne Cottrill
Assisting Registration Coordinator

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

(Name, Title)

Andrew L. Kordish, AIA, CDT

(Printed Name and Title)

1731 N Juniata Street, Hollidaysburg, PA 16648

(Address)

(814) 696-6280 / (814) 696-6240

(Phone Number) / (Fax Number)

akordish@stiffler-mcgraw.com

(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Stiffler McGraw Architects, LLC

(Company)



(Authorized Signature) (Representative Name, Title)

Andrew L. Kordish, AIA - Lead Architect

(Printed Name and Title of Authorized Representative)

4/19/21

(Date)

(814) 696-6280 / (814) 696-6240

(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CEOI DBS21*01

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:

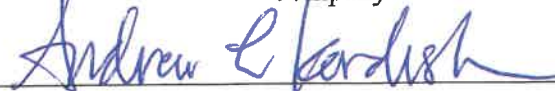
(Check the box next to each addendum received)

- | | |
|----------------------------------------------------|------------------------------------------|
| <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.

Stiffler McGraw Architects, LLC

Company



Authorized Signature

4/19/21

Date

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



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

State of West Virginia
 Centralized Expression of Interest
 Architect/Engr

Proc Folder: 858601			Reason for Modification:
Doc Description: A&E EOI for Renovation and Assessment Projects at the WVSDB			
Proc Type: Central Contract - Fixed Amt			
Date issued	Solicitation Closes	Solicitation No	Version
2021-03-22	2021-04-20 13:30	CEOI 0403 DBS2100000001	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : Stiffler McGraw Architects, LLC

Address : 1731 N Juniata Street

Street :

City : Hollidaysburg

State : PA **Country :** USA **Zip :** 16648

Principal Contact : Andrew L. Kordish, AIA

Vendor Contact Phone: (814) 696-6280 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Joseph E Hager III
 (304) 558-2306
 joseph.e.hageriii@wv.gov

Vendor Signature X  **FEIN#** 26-2599385 **DATE** 2/19/21

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



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

State of West Virginia
 Centralized Expression of Interest
 Architect/Engr

Proc Folder: 858601			Reason for Modification: Addendum #1 issued to publish the agency responses to all vendor submitted questions.
Doc Description: A&E EOI for Renovation and Assessment Projects at the WVSDB			
Proc Type: Central Contract - Fixed Amt			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-04-12	2021-04-20 13:30	CEOI 0403 DBS2100000001	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : Stiffler McGraw Architects, LLC

Address : 1731 N Juniata Street

Street :

City : Hollidaysburg

State : PA **Country :** USA **Zip :** 16648

Principal Contact : Andrew L. Kordish, AIA, CDT

Vendor Contact Phone: (814) 696-6280 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Joseph E Hager III
 (304) 558-2306
 joseph.e.hageriii@wv.gov

Vendor Signature X  **FEIN#** 26-2599385 **DATE** 4/19/21

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



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

State of West Virginia
 Centralized Expression of Interest
 Architect/Engr

Proc Folder: 858601			Reason for Modification: Addendum #2 issued to revise Section 3: Project Specifications of EOI to include Item #9 and extend bid due date.
Doc Description: A&E EOI for Renovation and Assessment Projects at the WVSDDB			
Proc Type: Central Contract - Fixed Amt			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-04-14	2021-04-22 13:30	CEOI 0403 DBS2100000001	3

BID RECEIVING LOCATION

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