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Header # 1

Last View

General Information Contact Default Values Document Document Information Clarification Request

Procurement Folder: 1035529

Procurement Type: Central Purchase Order

Vendor ID: 00000029418

Legal Name: MILLER ENGINEERING INC

Also/DGA:

Total Bid: \$0.00

Response Date: 03/16/2025

Response Time: 10:16

Responded By User ID: MillerCag258

First Name: Craig

Last Name: Miller

Email: cmiller@mlleeng.net

Phone: 304-351-2234

SO Doc Code: CE01

SO Dept: 0003

SO Doc ID: ADJ2590000018

Published Date: 3/6/25

Close Date: 3/11/25

Close Time: 15:30

Status: Closed

Solicitation Description: Patrol Guards Electrical Service Installation Design EOI

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia  
Solicitation Response

**Proc Folder:** 1635829  
**Solicitation Description:** Patriot Guardens Electrical Service Installation Design EOI  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2025-03-11 13:30	SR 0603 ESR03102500000005409	1

**VENDOR**  
000000229419  
MILLER ENGINEERING INC

**Solicitation Number:** CEOI 0603 ADJ2500000018  
**Total Bid:** 0  
**Response Date:** 2025-03-10  
**Response Time:** 10:19:06  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
David H Pauline  
304-558-0067  
david.h.pauline@wv.gov

<b>Vendor</b>		
<b>Signature X</b>	<b>FEIN#</b>	<b>DATE</b>

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Patriot Guardens Electrical Service Installation Design				0.00

Comm Code	Manufacturer	Specification	Model #
81100000			

**Commodity Line Comments:**

**Extended Description:**

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



**Expression of Interest**  
**West Virginia – Army National Guard**  
**Patriot Guardens Electrical Service Installation Design**  
**Muddlety, WV**  
**CEOI ADJ2500000010**  
**11 March 2025**



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

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## The Miller Engineering Difference



We are very pleased to submit our response for Patriot Gardens Electrical Service Design project. We have elected to submit as prime consultant as our understanding from the Expression of Interest is that the project is focused on electrical service design and conflicting utility location. MEI has successfully delivered many projects serving as the prime consultant including several WVANG projects in addition to projects for various state agencies including the WVDNR, WVGSD, and WV Department of Agriculture.

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

Most every renovation we do requires a phased approach to keep the facility in operations. We routinely deliver phased renovations for educational, institutional, commercial, and government facilities. Every project we do has a particular set of standards which we must apply, and this is no exception. We see our diversity of previous work as an advantage as we do not use "cookie cutter" design or presume we have all the answers when we start.

Our hands-on staff takes great pride in their construction and operations backgrounds, which help us visualize the project as it would be built instead of just lines on paper. We don't sit clients down and lecture to them about what they're going to get; we listen to them so we can strive to deliver exactly what they want and need. It costs too much time and money (for both our clients and us) to not deliver exceptional service every single time, and we work tirelessly to keep projects on time and on budget. We're proud to say that our change order percentage over the last 15 plus years is less than 0.1%, and that's not just a statistic; it's a proclamation of our commitment and determination to make sure things are done right the first time, every time.

MEI has successfully executed several electrical installations of various sizes including both underground and overhead services. We have designed and delivered several campground electrical projects including new services and branch wiring including new campgrounds for Cass Scenic Railroad and Lost River State Park which are under construction. We have also performed electrical service upgrades as part of several WV state park lodge renovations. We have chosen to submit as just MEI, but we will bring architectural and civil consultants if necessary.

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

I would like to personally thank you for affording Miller Engineering the opportunity to propose on for the Patriot Gardens Electrical Service Design project and we look forward to the chance to discuss the project in an interview.

Best Regards and Good Luck on the Project,

A handwritten signature in blue ink, appearing to read 'Craig Miller', with a stylized, cursive script.

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



## TAB 1 –FIRM QUALIFICATIONS





## Firm Profile

*MILLER ENGINEERING is a solely held (S) corporation owned by Craig Miller PE, President. The corporation maintains a Certificate of Authority with the WV State PE Board and has carried professional liability insurance since its inception. Neither the firm nor its professional engineers have ever faced disciplinary action in any form from the states in which they are registered.*

*Our engineered solutions involve a detailed assessment process: investigation, observation, communication with stakeholders, system analysis, building modeling and engagement from our entire team. We approach each and every project with this process and the guiding principle that buildings are designed to be livable and function in their intended purpose.*

*Over the past 14 years Miller Engineering, Inc. (MEI) has engineered solutions for over \$23.2M in MEP system upgrades, repairs and renovations for projects of all scopes and sizes, with clients ranging from private owners to local and state governments. With a strict attention to detail and commitment to delivering a job done well and done right the first time, every time, **MEI has accumulated a change order percentage of less than 0.1% over the past 8 years.***

*Our team has unique skill-sets regarding engineered renovation solutions. Each member of the team has hands-on mechanical system experience including installation, construction, design and maintenance.*

*Miller Engineering takes pride in being **different by design**, and that difference shines through in all phases of our work and continued relationships with our clients.*

- Experienced and Licensed Professional Engineers
- Quality, Value-Engineered Project Delivery
- Qualified Construction Representative on Staff
  - LEED-AP Certified
- Below Industry Change Order Status
  - Building Information Modeling
  - Emergency Facility Response

## Engineering Design and Consultation

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

## Aquatic Facility Design

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

## Construction Administration

Maintenance/Facility Improvement Plans  
Contract Administration  
Code Observation

## Communication System

Intercomm & Public  
AddressVoice/Data/CATV  
Urgent Response

## Energy

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

## Facility Utilization

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

## Life Safety Inspection/Design

Fire Protection & Alarm Systems  
Access Control  
Fire & Electrical Investigation

## Industry Experience

Education  
Local & State Government  
Commercial Development  
Healthcare





### **B. Craig Miller, PE**

Craig founded Miller Engineering in 2003, and serves as President and Principal Engineer. He has more than 20 years experience in design, specification, operations and project management. During his employment with WVU, Craig was directly involved with approximately \$130 million in new capital construction. His experience with a wide range of projects including HVAC, electrical, plumbing, infrastructure upgrades, building automation, energy efficiency and maintenance/renovation, among others, allows him to serve in multiple capacities within a given project. Craig will serve as the "Relationship

Manager" for Miller Engineering as the main communication interface between the Owner, the design team, contractors and end users.

#### **Project Role: Relationship Manager – Primary Point of Contact**

- *Engineer in Responsible Charge*
- *Design and Project Management of Mechanical, Electrical, Plumbing Projects*
- *Concept and Construction Design*
- *Business Operations and Financial Management Oversight*
- *Quality Assurance and Control*

#### **Professional Project Highlights**

- Morgantown High School Area 4 HVAC Renovations
- WVANG Child Development Center HVAC Renovations
- WVANG Bridgeport FWAATS Restroom Renovations
- ChalleNGe Academy Maclin Hall Make Up Air Unit Replacement
- Advanced Surgical Hospital
- Camp Dawson FMS4 Fire Protection
- Chief Logan Lodge HVAC Renovations
- Cheat Lake Elementary & Middle School Renovations

#### **Professional History**

2003- Present	Miller Engineering, Inc.	President, Relationship Manager
2002-2003	Casto Technical Services	Existing Building Services Staff Engineer
2001-2002	Uniontown Hospital	Supervisor of Engineering
1995-2001	West Virginia University	Staff Engineer
1990-1995	BOPARC	Caretaker – Krepps Park
1983-1988	University of Charleston	Electrician/HVAC Mechanic

#### **Education**

1995	West Virginia University	BS- Mechanical Engineering
1988	University of Charleston	BA- Mass Communications

#### **Licenses and Certifications**

- Professional Engineer (West Virginia, Pennsylvania, Maryland, and Ohio)
- Licensed Master Plumber
- LEED-AP Certified



### **Travis Taylor, PE**

Experience in project management facilitates Travis's ability to create and design constructible projects. Prior to joining the Miller Engineering team he was directly responsible for managing \$10 million in electrical construction budgets. His experiences encompass both new construction and renovation. Travis maintains professional competencies by attending seminars and continuing education classes. These include local ASHRAE classes in addition to classes on electrical systems, and also steam systems through Shippenburg Pump Company. As lead engineer he provides HVAC, mechanical, plumbing, and electrical design solutions and services for our clients. In addition, he is part of our team's complete assessment process in both planning and MEP design through construction administration.

#### **Project Role: Lead MEP Engineer**

- *Design of Mechanical, Electrical, and Plumbing Systems*
- *Building Information Modeling - Revit*
- *Constructible Materials Evaluation*
- *Site Evaluation and Mechanical System Review*
- *Submittal and RFP Review*
- *RFI Coordination, Review, and Response*
- *Construction Observation*

#### **Professional Project Highlights**

- WVANG Bridgeport FWAATS Restroom Renovations
- WVANG USPFO Buckhannon Restroom Renovations
- Camp Dawson FMS4 Fire Protection
- WVANG Jackson County AFRC Canopy
- WV State Building 25 (Piping, HVAC, Lighting)
- Hawks Nest Lodge Renovations
- Blackwater Falls Lodge Renovations
- Holly River State Park Primary Electric Service Replacements Phase I & II
- Pipestem Lodge McKeever Lodge HVAC Piping Replacement

#### **Professional History**

2011-Present	Miller Engineering, Inc.	Staff Engineer
2006-2011	Tri-County Electric, Co.	Project Manager
2006-2006	Schlumberger	Field Engineer Trainee - MWD

#### **Education**

2006 West Virginia University, BS – Mechanical Engineering

#### **Licenses and Certifications**

- Professional Engineer - State of West Virginia, Maryland
- OSHA 10-hour Course: Construction Safety & Health



**Tyler Trump**

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

**Project Role: Junior Engineer**

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

**Professional Project Highlights**

- Cass Scenic Railroad State Park Campground
- Lost River Campground
- Mountain Line Transit Authority Office Renovation
- WV Building 25 Lighting Upgrades
- Ronald McDonald House Morgantown Addition & Renovations
- McKeever Lodge Boiler Replacement
- Chief Logan Lodge HVAC Renovations
- ChalleNGe Academy Maclin Hall Make Up Air Unit Replacement

**Professional History**

2022- Present                      Miller Engineering, Inc.      MEP Designer

**Education**

2022      West Virginia University, BS - Mechanical Engineering

**Licenses and Certifications**

## Staff – Qualifications and Experience



### **Jack Jamison**

Jack brings 20 years as an electrical/building inspector and over 25 years of experience in the commercial electrical construction industry. His knowledge and experience are valuable resources to Miller’s complete assessment process.

#### **Project Role: Master Code Official**

- *Facility Review, Code Research, Field Observations, Issue Resolutions, and Project Evaluation*

### **Professional History**

2010- Present	Miller Engineering, Inc.	Code and Construction Specialist
1999-2010	Megco Inspections	Chief Inspector
1972-1998	Jamison Electrical Construction	Master Electrician

### **Education**

1971 Fairmont State College, BS-Engineering Technology-Electronics

### **Licenses and Certifications**

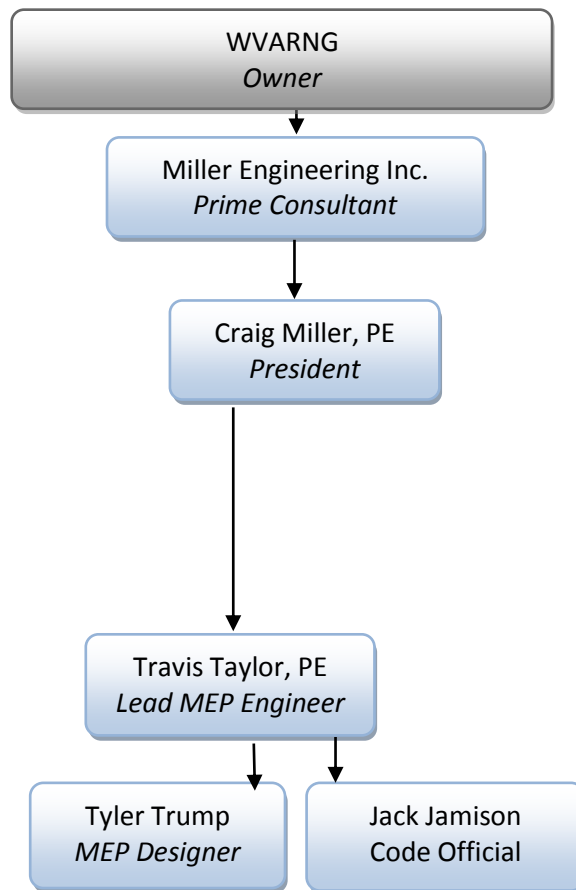
- Master Code Professional, IAEL Master Electrical Inspector, Class C Electrical Inspector – WV, PA, MD, & OH
- ICC Commercial Building, Building Plans, Commercial Plumbing, Residential Energy, and Accessibility Inspector/Examiner
- WV Master Electricians License
- NCPCCI-2B, 2C, 4B, 4C: Electrical & Mechanical General/Plan Review
- OSHA 30 Hour Course: General Industry
- NFPA Code Making Panel 14 – NEC 2014 Edition



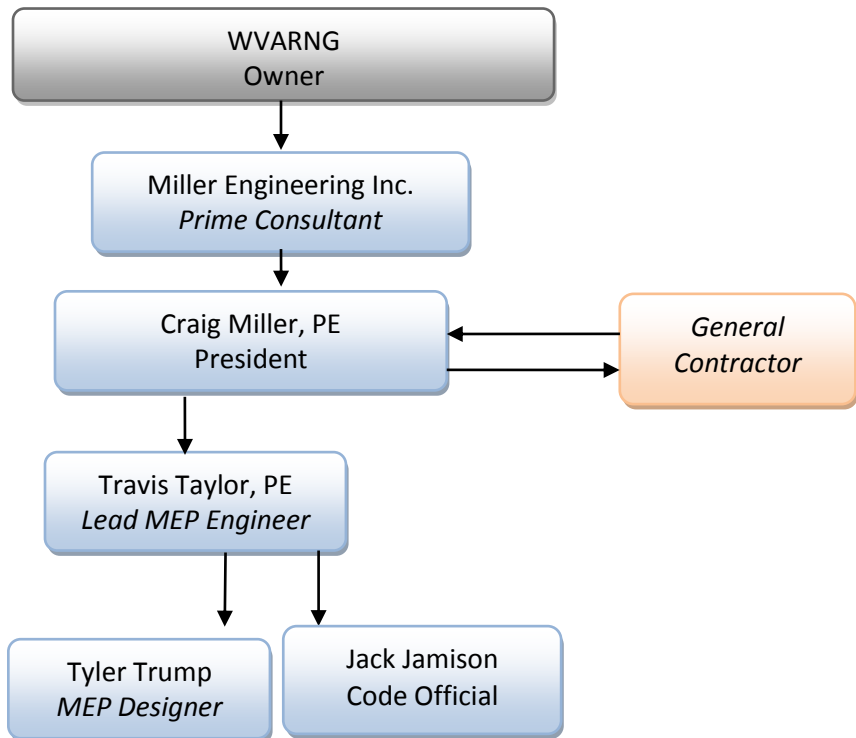
## TAB 2 – PROJECT ORGANIZATON



# Organization Chart -Design

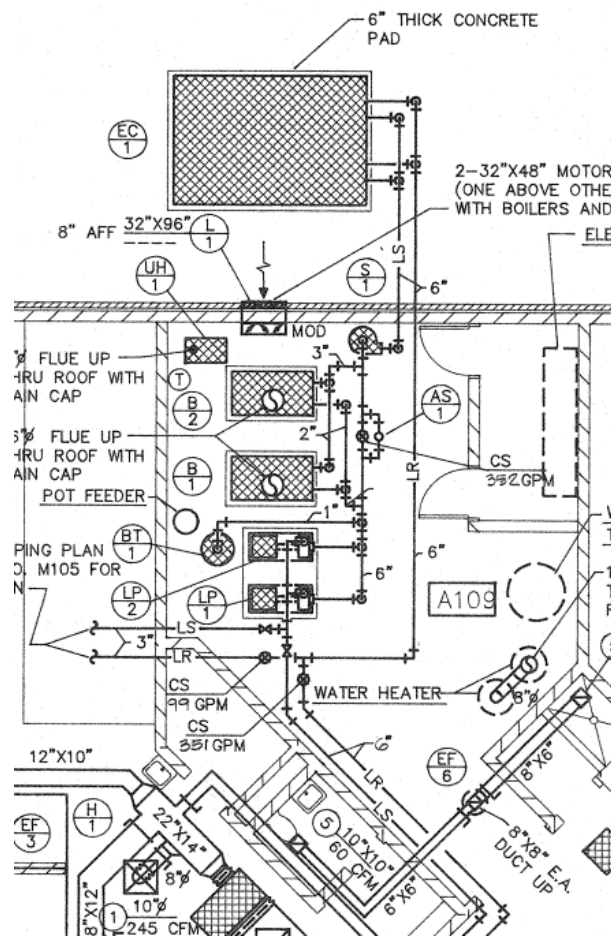


# Organization Chart – Construction





## TAB 3 – EXPERIENCE



## Descriptions of Past Projects Completed – High Voltage Repair

### Holly River State Park

Hacker Valley, WV

#### Services Provided:

- High Voltage Electrical Design
- Emergency Repair
- Installation

**Estimated Budget: \$2.4M**

**Facility Area: 8,101 acres of recreational space**

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



Emergency electrical supply was restored to select areas of the park in phase 1 due to the timing of the storm and the onset of winter. Phase 1 was a priority for the owner (WVDNR) and went from start of design to bid in less than 4 weeks. Coordination with the DOH and the DEP were facilitated during this short turnaround in order to restore electrical supply to the administrative areas.

Our team designed and developed a plan to restore power to the park and reduce future outages. MEI's design solution opted for burying 2.5 miles of electrical supply cabling in conduit, demo of the existing storm damage-prone overhead service, reclaiming PCB transformers and re-connecting all existing electrical loads. Phase 2 involved the replacement of approximately, 8,000 feet of direct buried 15kV cable with new 15kV cable in conduit. Phase 2 also involved replacing "pit" mounted transformers with proper pad mounted transformers to provide 240V power to the campground area. The campsites were equipped with new RV power pedestals to provide electrical power to each campsite. Both projects have been successfully completed.

#### Project Contact:

*Bradley S. Leslie, PE, Assistant Chief  
WVDNR State Parks Section  
(304) 558-2764 ext. 51826*

## Descriptions of Past Projects Completed – Electrical

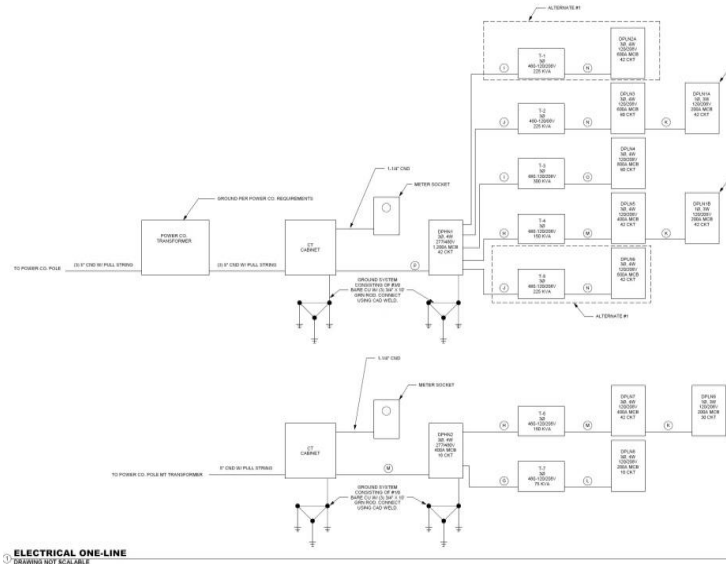
### Cass Scenic Railroad Campground

Cass, WV

#### Services Provided:

- Electrical
- Mechanical
- Plumbing

**Construction Budget: \$8m**  
**Owner: West Virginia Division of  
 Natural Resources**



**ELECTRICAL ONE-LINE**  
 DRAWING NOT SCALEABLE

MEI served as the MEP consultant to Ghosh Engineers and Montum Architecture on the new campground for the Cass Scenic Railroad. The campground will consist of 100 campsites with electrical hookups, 2 bathhouses, and a check-in building. MEI designed the electrical distribution to serve the campsites and buildings. The bathhouses will contain individual bathrooms with shower facilities, laundry rooms, and mechanical support spaces. MEI designed the plumbing, electrical, and HVAC for the bathhouses and check-in buildings. MEI also provided electrical power to RV sewer lift stations. The project is currently under construction with an anticipated completion date in 2026.

Project Contact:  
 Don Bailey  
 WVDNR State Parks Section  
 (304) 558-2764

## Descriptions of Past Projects Completed – Electrical

### Beech Fork Moxley Branch Campground

Barboursville, WV

#### Services Provided:

- Electrical

**Electrical Budget: \$300k**

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



The existing campsites at the Moxley Branch of Beech Fork State Park had been in poor repair and outdated. MEI was tasked with designing new power distribution to the 39 camp sites, including new service equipment, distribution panels, and campsite power pedestals with receptacles and breakers for RVs. MEI worked with the utility company and owner to maximize the amount of larger 50 amp campsites while still staying within budget.

Two additional challenges to the project were the campground location elevation and a funding source requirement that no overhead electrical service was allowed. Moxley Branch campground is approximately 30' below the 100 year floodplain. MEI worked with AEP and E.L. Robinson to design a tower to place the service disconnect above the floodplain while still allowing AEP to have the service access they require. MEI designed the main disconnect to have shunt trip capability to allow for remote shutdown of the electric service during an emergency. Additional branch panels were installed to minimize voltage drop and allow for safe power disconnection to the pedestals. The project was completed in August of 2019.

#### Project Contact:

*Roger Wolfe, PE Project Engineer  
 WVDNR State Parks Section  
 (304) 885-6100*

## Project Experience: Infrastructure

### Willowdale Walkway

Morgantown, WV

#### Services Provided:

- Electrical Engineering Design
- Lighting Design
- Power System Design

**Estimated Budget: \$185k**

**Location: Morgantown, WV**

**Owner: West Virginia University**



The project was initiated at the request of the University's Student Government as a response to concerns for student safety in the area. Both the vehicular and pedestrian traffic has increased in the area in recent years, increasing the likelihood of incident or accident. The objective was to create lighting that met all design criteria, providing ample illumination without creating a blinding hazard to motorists. The project goal was to provide maximum lighting for student safety without creating a blinding hazard for drivers or light pollution for housing in the area. Significant changes in road grade can easily create a blinding hazard for drivers, so computer modeling was performed prior to construction to help ensure the elimination of hazards. A variation of the University's standard lighting fixture was incorporated to provide daylight integration of design standards, but in the evening achieve safety lighting as per the project goals. The walkway lighting system design resulted in a safer environment for both students and drivers.

#### Project Contact:

*Paul Hanko, Facilities Manager  
West Virginia University  
Phone: (304)293-7773*

## Project Experience: MEP

### Cacapon Lodge Addition & Renovation

#### Services Provided:

- Electrical
- Plumbing
- HVAC
- Fire Alarm
- Fire Protection
- Pool

**Estimated Budget: \$26M**

**Facility Area: 113,000 sq ft**

**Owner: WV Department of Natural Resources**



Miller Engineering teamed with Paradigm Architecture to design the addition to the lodge at Cacapon State Park. The addition includes approximately 80 guest rooms, new kitchen and dining areas, a spa, indoor pool, and support spaces. The boiler system was replaced with new efficient modulating boilers and a chiller was added.

New chilled and hot water piping was installed to allow for simultaneous heating and cooling of the lodge. The electric service was upgraded with a new main electric room in the addition with distribution panels throughout. All lighting was replaced with efficient LED fixtures. The fire protection system was upgraded and extended to the new addition.

#### Project Contact:

*Bradley S. Leslie, PE, Assistant Chief  
WVDNR State Parks Section  
(304) 558-2764 ext. 51826*

## Descriptions of Past Projects Completed – Electrical

### Huntington Floodwall Pump Station Automation

Huntington, WV

#### Services Provided:

- Backup Power
- Electrical
- Controls

**Budget: \$780K**

**Owner: Huntington Stormwater  
Utility**



Miller Engineering worked with Potesta and Associates to design upgrades to the automation of the seventeen floodwall pump stations which serve the city of Huntington, WV. These stations consist of both storm water and sewage pumps. The pump stations will utilize SCADA units with cellular capability to monitor and transmit alarms to a central station. The pumps are large, belt-driven pumps which require an oiling system to lubricate the belts. MEI worked with Potesta to allow the SCADA system to monitor the status of both the large pumps and the oiler pumps for the belts along with tracking run time. The original mercury float system will be replaced with a transducer float system which will communicate the water level at each pump station in addition to turning off the storm water pumps whenever the water level returns to normal levels. The automation system along with branch power and lighting is served via a separate 120/240V service at each station. The existing 120/240V services will be upgraded with new electrical panels and a service rated manual transfer switch. The transfer switch will allow the Stormwater Utility staff to connect a portable generator at each facility to keep the automation and monitoring online. The project has been bid and is under construction.

Project Contact:  
Mark Sankoff, PE  
Potesta & Associates  
(304) 342-1400



### Budget History

Project Name	Description	Budget	Cost	Notes
Bluestone State Park	Pool Replacement	\$1,000,000	\$935,600	6% Under Budget
WV State Bulding 25	HVAC Piping	\$650,000	\$533,400	18% Under Budget
Canaan Valley Resort	Electrical Emergency Repairs	\$225,000	\$129,829	42% Under Budget
Mapetown Elevator	Elevator Addition	\$650,000	\$440,000	32% Under Budget
Kanawha State Forest Campground	Electrical Upgrades	\$300,000	\$279,000	7% Under Budget
WV Wildlife Center	Electrical Upgrades	\$300,000	\$303,000	1% Over Budget
Pipestem McKeever Lodge	HVAC Piping	\$1,600,000	\$1,776,000	10% Over Budget



### Project Delivery History

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

## *What our satisfied customers have to say...*

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

*--Chris Halterman, Dominion Post, Morgantown*

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

*--Richard J. Briggs*

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

## *From Jonathan Miller, Mechanical Project Manager, Nitro Mechanical:*

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



## TAB 4 – METHODOLOGY & APPROACH



# Project Methodology & Approach

## Evaluation

Miller Engineering will begin the design process by reviewing all existing documentation related to the CFMO. Reviewing documents will give MEI an initial understanding of the facilities which will be confirmed or adjusted through an extensive on site evaluation of the facilities. Evaluations of both existing documents and site visits will allow the design team to create initial building models. We will perform field work to determine the state of the existing lighting system and the best methods to replace it and determine utility conflicts related to the project. MEI will utilize building information modeling (BIM) via Autodesk REVIT to create models and therefore drawings of the facilities' areas of impact. MEI can utilize LiDAR scanning of spaces, as necessary, to document existing conditions.

## Schematic

Once the BIM models are accomplished, and MEI grasps the building systems intent and construction, MEI will meet with the owner. The meeting will involve all stakeholders to gain an understanding of the intended project outcomes. MEI will discuss items which will affect the renovation including changes in building usage, current deficiencies and issues, operating methods, operating costs, and construction timeline phasing. Initial schematic design plans will be presented to the WVANG for discussion. MEI will incorporate early on any input from the Owner. Miller Engineering's staff has backgrounds in construction, maintenance, and operations which provide a unique perspective as we do not just think "Will it work?" but also consider "How will it be installed?" and "How well can it be maintained to work as intended?" A majority of MEI's past projects include renovations which must be phased as the owner still occupies the facility. MEI will work with the owner to determine the maximum amount of facilities can be taken out of service at one time and the duration of these outages. These ramifications, in addition to any occupancy disruptions anticipated, would be discussed with the owner. The initial schematic design will be the basis of the 35% documents. MEI will provide cost estimates using real material quotes and take-offs to convey projected costs to the owner.

## Design Development

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

### Construction Documents

The construction documents will be completed using both the results of the progress set reviews and internal peer review. MEI understands that while working on a project, engineers and designers can get "tunnel vision", meaning they see what they want to see reflected in the documents. All drawings and specifications issued by Miller Engineering go through a three step peer review internally to ensure the intent of the document is clearly transmitted. The final 100% construction document set will be issued to the owner for bidding, along with our best estimate of probable cost.

### Bidding

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

### Construction Administration

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



## TAB 5 – PROJECT FORMS





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

State of West Virginia  
Centralized Expression of Interest

Proc Folder: 1635829

Doc Description: Patriot Guardens Electrical Service Installation Design EOI

Reason for Modification:

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2025-02-26	2025-03-11 13:30	CEOI 0603 ADJ2500000018	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

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

Vendor  
Signature X

FEIN# -1386

DATE 11 March 2025

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

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

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

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

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

(email address) cmiller@millereng.net

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Miller Engineering, Inc.

(Company) 

(Signature of Authorized Representative)

Craig Miller, PE - President

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

(304) 291-2234

(Phone Number) (Fax Number)

cmiller@millereng.net

(Email Address)