



Expression of Interest
West Virginia State University – HVAC Renovations for
Multiple Locations
AEOI WSC2400000004

March 26, 2024



West Virginia State University
5000 Fairlawn Avenue
Ferrell Hall Room 301
Institute, WV 25112

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The Miller Engineering Difference



We are very pleased to submit our response for the West Virginia State University HVAC Renovations Project. We have elected to submit as prime as our understanding from the Expression of Interest is that the project is focused on HVAC upgrades. MEI has successfully delivered many projects of this scale and scope as the prime consultant for many state agencies and the private sector across the entirety of the state.

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 operation. 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 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.

Although MEI's portfolio spans nearly every type of construction, our particular focus is on renovation. MEI has an extensive record of many MEP renovation projects as both a prime and sub consultant. We were the prime consultant for several recent MEP renovation projects for WV General Services, WV Division of Natural Resources, WV Army National Guard, and Monongalia County Schools. Most of these projects required the facility being renovated to remain in operation. MEI tailored the designs to allow for the Owner to maintain some form of operation, and MEI's focus on construction administration ensured the construction remained on schedule. Serving as the prime consultant, MEI is competent in understanding the West Virginia Purchasing bidding and procurement requirements.

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 the West Virginia State University HVAC Renovations 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 horizontal line extending to the right.

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
- WV State Capitol Chiller Plant
- Cacapon Lodge Addition & Renovations
- Dominion Post Greer Building – HVAC and Electrical Upgrades
- Morgantown Metropolitan Theatre
- WV Building 25 – HVAC, Elevator, & Lighting Renovations
- Blackwater Falls Lodge Renovations & Boiler Replacements
- South Middle School HVAC 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

- Alderson Broaddus University Withers Brandon Hall HVAC Upgrades
- Morgantown High School Area 4 HVAC Renovations
- WVANG Challenge Academy Maclin Hall
- Pipestem State Park McKeever Lodge – HVAC, Piping, & Fire Alarm Renovations
- WVANG Bridgeport FWAATS Locker Room Renovations
- Hawks Nest Lodge Renovations
- Blackwater Falls Lodge Renovations
- Mineral County Judicial Annex, Courthouse & Detention Center – MEP Renovations

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 Replacement
- WVANG ChalleNGe Academy Maclin Hall

Professional History

2022- Present Miller Engineering, Inc. MEP Designer

Education

2022 West Virginia University, BS - Electrical 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

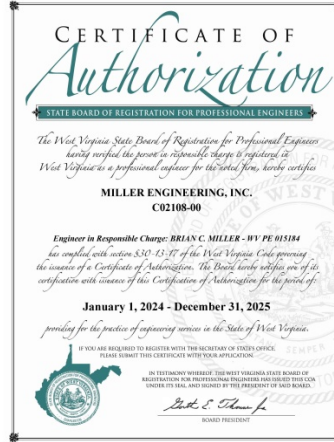
Education

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

Staff – Licenses & Certifications





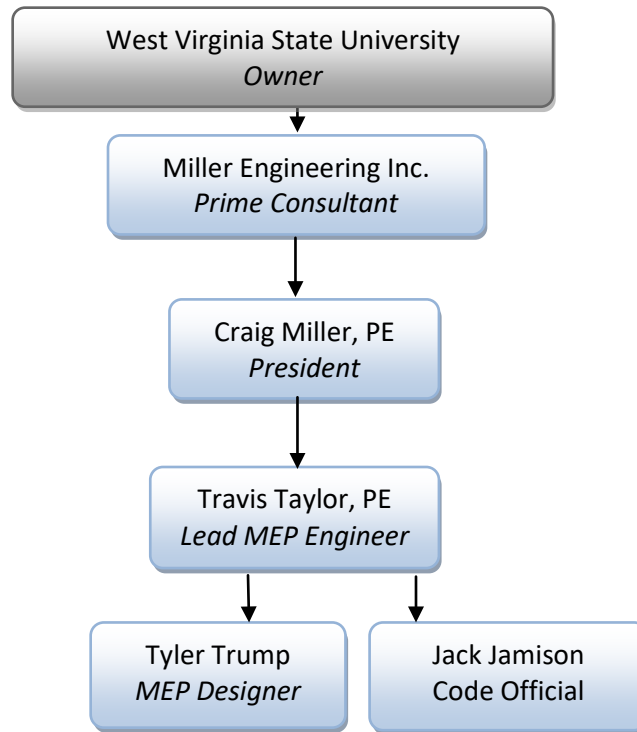
TAB 2 – PROJECT ORGANIZATON



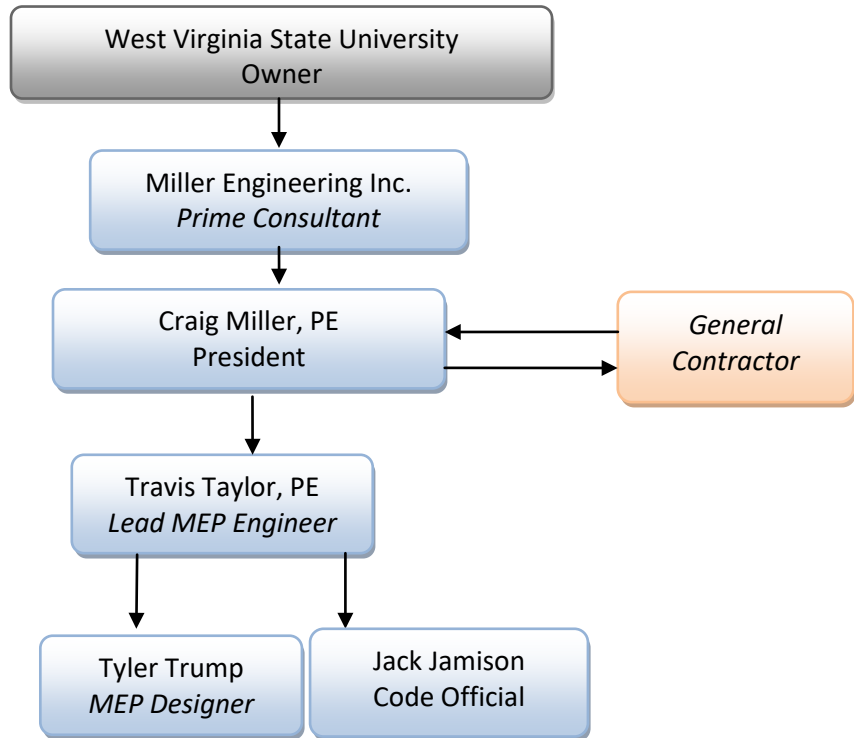
MILLER ENGINEERING

<u>Craig Miller, PE</u>	President, Principal in Charge
<u>Travis Taylor, PE</u>	Lead MEP Engineer
<u>Tyler Trump</u>	MEP Designer
<u>Jack Jamison</u>	Master Code Official

Organization Chart -Design

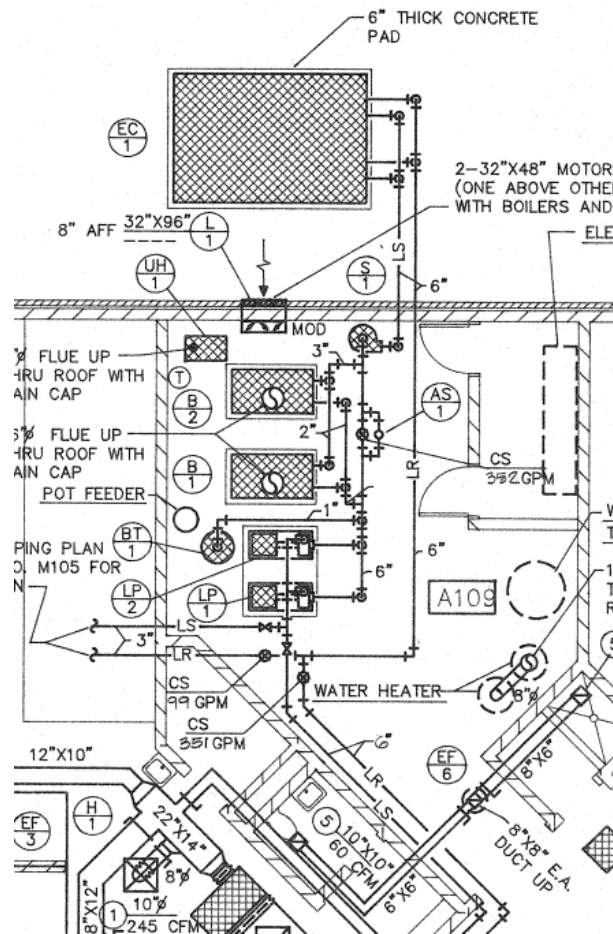


Organization Chart – Construction





TAB 3 – EXPERIENCE



Project Experience: HVAC Renovation

West Virginia State Building 25

Parkersburg, WV

Services Provided:

- Replacement of Existing HVAC Systems

Contract Amount: \$2.32M

Facility Area: 58,500 ft²

**Owner: State of West Virginia –
General Services Division**



After completing a piping replacement contract, MEI was commissioned to evaluate the existing HVAC air systems serving Building 25. The building had suffered from poor air quality and humidity control. The project focused on the replacement of water source heat pumps and the installation of a make-up air unit. MEI reviewed the original design drawings and replaced the existing system to meet the building's needs and to get the system up to current codes and standards. The original WSHPs were replaced and new ones were added in to meet the building's demand needs. A rooftop make up air unit was installed to improve the ventilation of the building. The make up air unit had energy recovery added to use building exhaust and relief air to pre-condition the outside air, allowing the make up air unit to run more efficiently. This project is due to be officially completed in Spring 2024.

Project Contact:
Dave Parsons
Energy Manager
WV GSD
112 California Ave.
Charleston, WV
304-957-7122

Descriptions of Past Projects Completed – HVAC, Electric

Withers Brandon Hall

Philippi, WV

Services Provided:

- Electrical
- HVAC

MEP Budget: \$700k

Facility Area: 31,800 ft²

Owner: Alderson Broaddus
University

Status: In Construction



As part of renovations to Withers Brandon Hall at Alderson Broaddus University, MEI was brought in to evaluate and design upgrades to the HVAC system. The existing chiller and piping insulation had failed. The existing system was a two-pipe system with chiller and boilers serving fan coil units. MEI proposed to re-use the piping and replace the fan coil units with water source heat pumps (WSHP). This allows the existing piping to be re-used and piping insulation would not have to be replaced. The chiller will be replaced with a fluid cooler located outside the building. The three non-condensing boilers will be replaced with a much more efficient modulating condensing "double stack" boiler. The ventilation units are located in the unconditioned attic space and are difficult to perform maintenance on. New ducted heat pumps tied to energy recovery ventilators will tie into the existing fresh air duct to provide ventilation and relief air. The design limits the amount of modifications outside of the mechanical rooms which will aid with the compressed construction schedule. The project was completed in October 2019.

Project Contact:
David Snider, AIA
Omni Associates, Inc
(304) 367-1417

Descriptions of Past Projects Completed – MEP

Morgantown High School Boiler Replacement/ Area 4 HVAC Renovation

Services Provided:

- Mechanical
- Electrical
- Plumbing
- Fire Alarm

Estimated Budget: \$1.0M

Contract Amount: \$1.038M

**Owner: Monongalia County Board of
Education**

Status: Complete



Project Contact:
Robert Ashcraft
Monongalia County Facilities
Phone: (304) 291-9210

Morgantown High school, like others throughout the state, has seen many changes through the years. Unfortunately the steam boiler plant remained in operation but with little maintenance for a number of years. The 40 year old boilers had exceeded their operational life and were experiencing reliability issues. MEI Evaluated the boilers and the associated 80 year old steam systems, recommending their replacement. Steam heating control was a significant issue.

Previous projects installed split DX refrigerant based systems in several classrooms within the science and technology wing. These units were obsolete and required replacement with a more reliable system, which can meet current ventilation standards. Additionally, there were 3 classrooms, which were heating only with little or no controls that required additions to the overall solution for this section of the building. Based on the conditions of the steam systems piping and devices, new hot water boilers were installed.

This project was completed in late 2017.

Descriptions of Past Projects Completed – MEP

South Middle School HVAC Renovations

Services Provided:

- Mechanical
- Electrical
- Plumbing
- Fire Alarm

Contract Amount: \$1.45M

Facility Area: 111,800 ft²

Owner: Monongalia County Board of Education



South Middle School was served by a single DX AHU with various terminal devices such as VAV and self-piloted boxes. The school has been suffering from poor air quality and temperature control issues. Additionally, the condensing unit had failed. MEI designed a rebuild of the AHU; replacing the DX coils with HW and CW coils. The two large supply fans were replaced using a fan wall system which allowed the fans to operate at max output and minimize noise and vibration issues which plagued the old sled mounted fans. A new boiler serves the hot water coil and two chillers were installed with piping on the roof to serve the AHU cooling coil. The air terminal devices will be rebuilt and retrofitted to provide better control. A new Building Automation System (BAS) main control panel was installed which allowed control systems which were installed under other contracts to be incorporated to communicate under one system.

Project Contact:
Robert Ashcraft
Monongalia County Facilities
Phone: (304) 291-9210

Experience –Electrical & Mechanical

Capital Complex Chiller Plant Evaluation and Modifications

Services Provided:

- Evaluation – Study
- Electrical
- Mechanical
- Plumbing

Project Cost: \$7.26 mil
Facility Area: Approx. 7,500 ft²
Owner: WV GSD



The existing chiller plant serving the WV State Capital Complex is 20 years old. The Owner wishes to reduce energy costs associated with the peak electrical demand metering applied to the plant's electrical service. MEI was retained to evaluate multiple options to reduce electrical demand, and thereby the operating costs. The determined optimal solution is to use large, medium voltage, natural gas generators which could operate select chillers during peak demand to reduce electrical peak demand. A 5kV switchgear will allow the select chillers and their respective pumps to operate under generator load when they are required to come online. A new 2,300 ft² building will be constructed to house the new switchgear, pumps, and heat exchangers to allow the chillers to still operate as a plant. The project was completed in May of 2022.

Project Contact:
 Dave Parsons
 Energy Manager
 WV GSD
 112 California Ave.
 Charleston, WV
 304-957-7122

Descriptions of Past Projects Completed – New Construction

WVANG Challenge Academy Maclin Hall MAU Replacement

Montgomery, WV

Services Provided:

- Mechanical
- Electrical
- General Trades

Construction Cost: \$496K

Owner: WVANG



MEI was tasked with replacing two failing make-up air (MAU) units at Maclin Hall. The units provide ventilation air for the facility. The MAU replacement involved installing new rooftop mounting curbs and replacement on rooftop mounted ductwork. New exhaust fans were installed on the roof and tied to the existing exhaust / relief air systems. New electrical feeds were installed to the new MAUs and fans. Montum Architecture assisted with the addition of rooftop railing to improve worker safety and the replacement of roof hatches and access ladders. The project was completed in January 2024 with no disruption to Challenge Academy operations.

Project Contact:
Jim Skaggs
WV ANG
(304) 561-6550

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*

Budget and Timeline History

Project Name	Project Type	Budget	Cost	Notes
Bluestone State Park	Pool Replacement	\$1,000,000	\$935,600	On budget
West Virginia State	HVAC Piping Renovation	\$650,000	\$533,400	On budget
Canaan Valley Resort	Emergency Electrical Repairs	\$225,000	\$129,829	On budget
Mapletown Elevator	Elevator	\$650,000	\$440,000	On Budget
Mapletown Jr/Sr High School	HVAC Renovation	\$1,050,000	\$1,105,900	5.19% over budget
Pipestem – McKeever Lodge	HVAC Piping Replacement	\$1,600,000	\$1,776,000	10.43% over budget
Tygart Lake State Park	Beach and Bathhouse	\$750,000	\$695,000	On budget

= Delivered on budget/on time

Budget and Timeline History

Project Name	Project Type	Contract Length	Contract Delivery	Notes
Blackwater Falls State Park	Boiler Replacement	120 days	180 days*	*Extended 60 days due to equipment delivery issues
Bluestone State Park	Pool Replacement	180 days	180 days	Delivered on time
Canaan Valley Resort	Construction Administration	3.5 years	3.5 years	Long-term project with varying facets – no direct schedule
Twin Falls/Hawks Nest Lodge	HVAC Renovation	90 days	90 days*	*Expedited delivery
Mapletown Jr/Sr High School	Boiler/ HVAC Renovation	180 days	180 days	Delivered on time
Pipestem – McKeever Lodge	HVAC Piping Replacement	365 days	365 days	Delivered on time
Bridgeport FWAATS	Renovation	240 days	196 days	Delivered on time



What our satisfied customers have to say...

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

--Chris Halterman, Dominion Post, Morgantown

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

--Richard J. Briggs

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

From Jonathan Miller, Mechanical Project Manager, Nitro Mechanical:

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



TAB 4 – METHODOLOGY & APPROACH



Project Methodology & Approach

Evaluation

Miller Engineering will begin the design process by reviewing all existing documentation related to the five facilities listed in the EOI. 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. Included as part of the evaluation will be speaking with the Owner's staff including maintenance to gain a better understanding of issues related to the HVAC systems of the facility. Evaluations of both existing documents and site visits will allow the design team to create initial building models. MEI will utilize building information modeling (BIM) via Autodesk REVIT to create models and therefore drawings of the facilities' areas of impact.

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. 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 thoughts and ideas will be shared with the Owner for input. MEI will also provide the Owner an order of priority of the five facilities based upon the existing conditions of each building's HVAC systems. Based upon the initial discussions, MEI will prepare initial construction estimates.

Design Development

Unless required by the Owner, MEI does not prescribe to issuing progress sets at predetermined intervals (30%, 50%, etc.), but rather to share progress documents with the Owner as the design hits specific milestones or reaches a point where the Owner should provide input. 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 amount and timing of the progress sets vary upon interactions with the Owner, but MEI will seek to press forward to bidding documents in a timely manner.

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





State of West Virginia
Agency Expression of Interest
Architect/Engr

Table with Proc Folder: 1386887, Doc Description: A&E Services-WVSU HVAC Renovation Projects, Proc Type: Agency Contract - Fixed Amt, Date Issued: 2024-02-29, Solicitation Closes: 2024-03-26 14:30, Solicitation No: AEOI 0490 WSC2400000004, Version: 1

BID RECEIVING LOCATION
WEST VIRGINIA STATE UNIVERSITY
5000 FAIRLAWN AVENUE
FERRELL HALL RM 301
INSTITUTE WV 25112

VENDOR
Vendor Customer Code:
Vendor Name :
Address :
Street :
City :
State : Country : Zip :
Principal Contact :
Vendor Contact Phone: Extension:

FOR INFORMATION CONTACT THE BUYER
Jerry D Rush
304-766-3009
jerry.rush@wvstateu.edu

Vendor Signature X [Signature] FEIN# -1386 DATE 3/25/2024

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

SIGNATURE/CERTIFICATION

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)
Craig Miller, PE - President

(Printed Name and Title)
54 West Run Rd Morgantown, WV 26508

(Address)
(304) 291-2234

(Phone Number) / (Fax Number)
cmiller@millereng.net

(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through e-mail, 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 Commission/Institution 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.

By signing below, I further certify that I understand the Commission/Institution is requiring the vendor to follow the provisions of WV State Code 5A-3-62 which automatically voids certain contract clauses that violate State law.

Miller Engineering, Inc.

(Company)



(Authorized Signature) (Representative Name, Title)

Craig Miller, PE - President

(Printed Name and Title of Authorized Representative)

3/25/2024

(Date)

(304) 291-2234

(Phone Number) (Fax Number)