



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at [WVPurchasing.gov](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header @ 2

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1403403

Procurement Type: Central Purchase Order

Vendor ID: 000000197661

Legal Name: THOMPSON & LITTON INC

Alias/DBA:

Total Bid: \$0.00

Response Date: 04/16/2024

Response Time: 11:50

Responded By User ID: CassidyPayne

First Name: Cassidy

Last Name: Payne

Email: cpayne@t-l.com

Phone: 540-633-1897

SO Doc Code: CEOI

SO Dept: 0310

SO Doc ID: DNR2400000007

Published Date: 4/1/24

Close Date: 4/17/24

Close Time: 13:30

Status: Closed

Solicitation Description: A&E - Little Beaver & Twin Falls SP Campground Improvements

Total of Header Attachments: 2

Total of All Attachments: 2



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:** 1403403  
**Solicitation Description:** A&E - Little Beaver & Twin Falls SP Campground Improvements  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2024-04-17 13:30	SR 0310 ESR04162400000006049	1

**VENDOR**  
 000000197661  
 THOMPSON & LITTON INC

**Solicitation Number:** CEOI 0310 DNR2400000007  
**Total Bid:** 0  
**Response Date:** 2024-04-16  
**Response Time:** 11:50:32  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

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

**Vendor Signature X** **FEIN#** **DATE**

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	Professional engineering services				0.00

Comm Code	Manufacturer	Specification	Model #
81100000			

**Commodity Line Comments:**

**Extended Description:**

Design and contract administration services of campground improvements at Little Beaver State Park.

**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) \_\_\_\_\_

(Address) \_\_\_\_\_

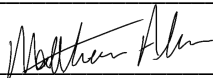
(Phone Number) / (Fax Number) \_\_\_\_\_

(email address) \_\_\_\_\_

**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.*

\_\_\_\_\_  
(Company)



\_\_\_\_\_  
(Signature of Authorized Representative)

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

\_\_\_\_\_  
(Phone Number) (Fax Number)

\_\_\_\_\_  
(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: CEOI 0310 DNR240000007

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 type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input 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.

Thompson & Litton, Inc. \_\_\_\_\_

Company



\_\_\_\_\_  
Authorized Signature

04-16-2024 \_\_\_\_\_

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

# STATEMENT OF QUALIFICATIONS



THOMPSON  
& LITTON  
EST. 1956



Little Beaver & Twin Falls  
Campground Improvements

WV Division of Natural  
Resources

April 17, 2024





**THOMPSON  
& LITTON** EST.  
1956

ENGINEERS SURVEYORS

April 17, 2024

West Virginia Division of Natural Resources  
Parks & Recreation - PEM Section  
Joseph E Hager III  
324 4th Ave  
South Charleston, WV 25305

Re: A&E - Little Beaver & Twin Falls SP Campground Improvements

Dear Mr. Hag,

Thompson & Litton, Inc. (T&L) is excited to submit the attached proposal to provide professional engineering services for the Little Beaver and Twin Falls Campground Improvements. We understand the Division of Natural Resource's needs, capabilities, and vision. T&L can help you navigate a successful project with open communication and sharing the City's vision. Working together, we can accomplish the goals set forth in this EOI and also provide assistance with funding, design, and construction phase services.

As you review our proposal we would like to highlight the following advantages we offer.

- **PROVEN TEAM.** T&L has completed engineering and architecture projects including planning, design and construction phase services.
- **FULL SERVICE IN-HOUSE.** T&L is a full service engineering, surveying, architectural and construction company with all major disciplines under one corporate roof.
- **PROXIMITY.** Same day responsiveness of our firm and team members to the project. T&L will manage this project out of our Princeton, West Virginia Office.
- **FINANCIAL MODELING.** T&L understands the many variables that determine financial viability of infrastructure projects.
- **FUNDING.** T&L has experience working with numerous West Virginia funding agencies, government agencies, and Region I Planning & Development Council. Our team can assist you in navigating the often intricate details involved in applying for, and securing, grants and other types of funding for essential infrastructure projects.

At T&L we view our role on projects as being an extension of the clients we serve. Ultimately, we are not successful if our clients are not successful. Accordingly, we will strive relentlessly to meet or exceed your expectations of this project.

We look forward to an opportunity to meet with you to further expand upon our capabilities and experience.


Sincerely,

Matthew Allen  
Project Manager





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**THOMPSON  
& LITTON**  
EST. 1956

## HISTORY

Since 1956, the words of our visionary founders, William A. Thompson, Jr., PE and John W. Litton, PE have guided the professional development of Thompson & Litton which is built on enduring principles shaped by the character and culture of our early years in southwestern Virginia. We know how to face problems and how to solve problems. We get to know our clients and commit to serve them well. Integrity and respect is essential to a business that's built to stay.

### PERSONNEL BY DISCIPLINE

Architecture	18
Civil Engineering	35
MEP & Structural Engineering	14
Surveying	23
Project Management	15
Construction Administration	12

## 161 STAFF MEMBERS



Chilhowie, VA	Bristol, TN
Radford, VA	Johnson City, TN
Tazewell, VA	Mosheim, TN
Wise, VA	Princeton, WV

## INTEGRITY

T&L has been shaped not only by our history, but by our clients. Taking their advice to heart is a cornerstone value that has influenced our practice and fueled our success. Often a successful project is the outcome of deep and lasting professional relationships, not only with clients, but with partners and vendors as well. We are committed to maintaining great relationships.

## INSIGHT

Since its earliest days, T&L has emphasized serving its clients by producing quality work by committed people.

**“Firms don’t design projects. People do.”**

*Bill Thompson*

## INNOVATION

T&L has a wide array of experiences and technical depth that spans challenges. We built the first general aviation airport in the southwest Virginia region, as well as the first waste-water treatment facility. Growing out of our innovative culture, T&L has become good at many things. Our history has allowed us to hone our skills in a variety of venues.

## 02. TECHNICAL EXPERTISE

### **Project Management and Design Approach**

T&L's philosophy and approach is derived from its corporate philosophy which is built around meeting and exceeding the client's needs, preferences, and expectations. Our first order of business is to listen. With clients' needs and budget in mind, we can move into the analysis and evaluation of facilities. Upon the direction from the client an appropriate implementation schedule and plan will be solidified.

#### **Client Centered Approach**

T&L has developed a streamlined approach for immediately responding to client requests with the project manager as the single point of contact; all requests are directed to him.

#### **Appropriate Level of Service**

One key to our success is identifying the expectations of personnel requirements, timetables, and specific client desires as the first step to the process. It is important that everyone has an understanding of the appropriate level of service to be provided in order to result in full client satisfaction. T&L believes in an extensive, up-front investment to reach this understanding with our clients and the project team. This investment typically occurs during scope definition, contract negotiation, and kick-off meetings. Once this understanding is established, the project deliverable can proceed in an efficient manner.

#### **Efficient Execution and Delivery**

The agreed upon scope of work will be delivered in a timely and efficient manner. All deliverables must be complete and as accurate as possible; therefore, our projects undergo in-house reviews to assure a well coordinated set of documents.

T&L uses a Project Team approach to address the staffing needs of each particular project. The Project Manager has the overall responsibility for the completion of the project. Working with the Project Manager during the planning and design phase of a project is a team of professionals experienced in various specialized areas associated with each individual project. By selecting a team based on the needs of the project, the Project Manager is assured that he will have all the resources needed to meet the Owner's needs and deliver a quality product in a quick and efficient manner.

Project work orders and/or requests are initially referred to the Project Manager who will have the responsibility to work with the client's designated contact person to define the scope of work, negotiate an acceptable fee, oversee design of the project, and administer the bidding and construction phases to final completion. T&L's experience is that this streamlined approach simplifies the process, making production more efficient and reducing the potential for communication problems.

Past projects have been developed and managed to successful design solutions and bid within the Owner's budget by using this project management delivery method. T&L commits the same resources and "know-how" to the WV Division of Natural Resources from the beginning to the end of your important project.

T&L has the experience necessary to provide the diversified services required under work order type contracts similar to the type required by the WV Division of Natural Resources.

## 03. STAFFING CAPABILITIES

T&L's Project Team functions like an extension of the Client's staff. As such, the firm strives to maintain a very close working relationship with the client and its employees. Decisions on specific projects are coordinated through in-house Project Teams established to implement each project.

You will find T&L's Project Manager to be both accessible and technically knowledgeable working closely with the professionals in all T&L offices. T&L project managers will be responsible for internal communication with other Project Team Members and for external communication with you, review agencies, funding agencies, construction contractors, area residents, and the press, if desired.

### T&L expects our Project Manager to:

Be responsible for making the project go

- The Project Manager has the primary responsibility of continual, forward project momentum

Serve as your point of contact

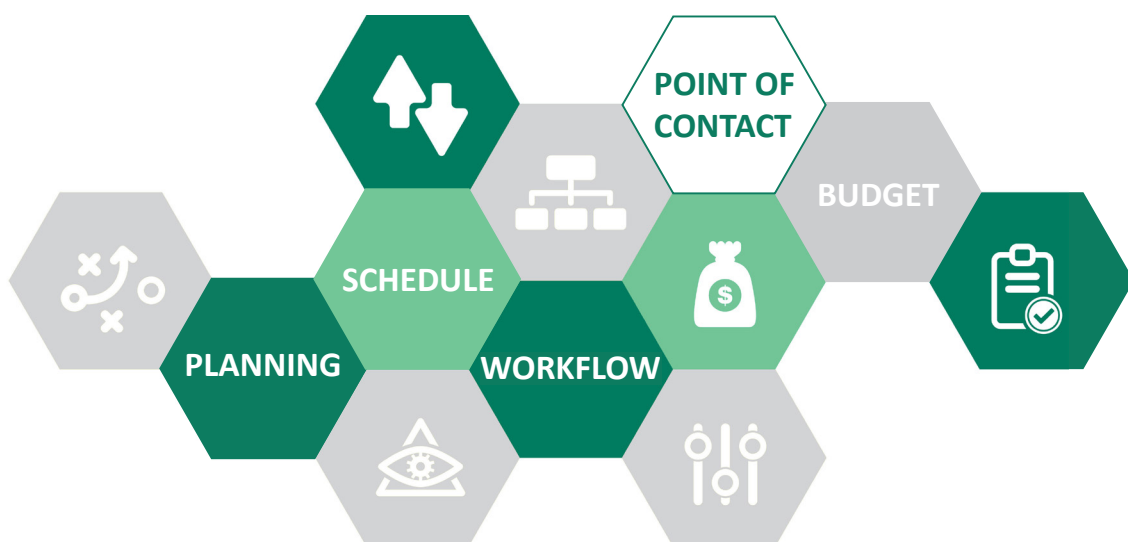
- No searching for who to call
- Instant access and responsiveness

Perform key tasks

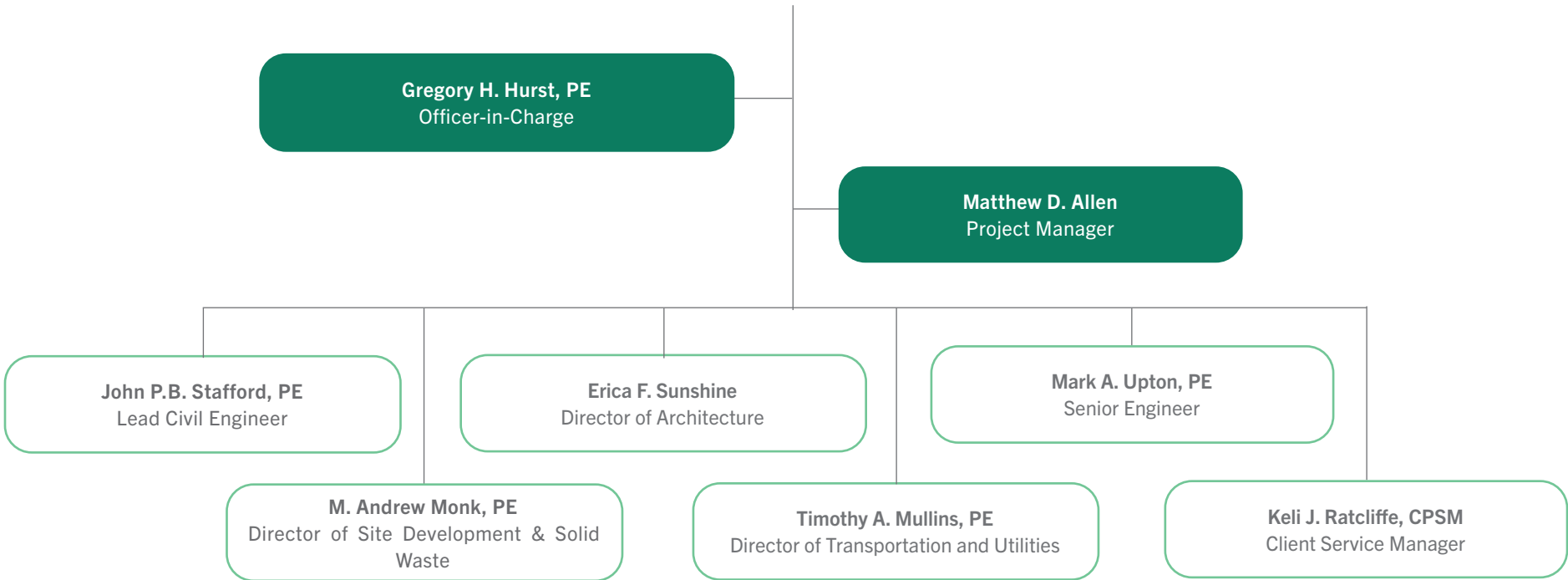
- Administrative functions
- Assigns and coordinates the Project Team
- Overall project direction
- Management of budget and schedules

Achieve two (2) critical goals

- On-time/On-budget
- Exceed the expectations of the Client



# WEST VIRGINIA DIVISION OF NATURAL RESOURCES



# GREGORY H. HURST, PE

OFFICER-IN-CHARGE



540.633.1897 •  
ghurst@T-L.com •  
www.T-L.com •  
Radford | Virginia •



**President**

## YEARS OF EXPERIENCE

31 Years of Experience  
1995 | Joined T&L

## EDUCATION

Virginia Tech  
1994 | Master of Science  
Environmental Engineering

Virginia Military Institute  
1991 | Bachelor of Science  
Civil Engineering

## REGISTRATIONS

1998 | Professional Engineer | VA  
2011 | Professional Engineer | WV  
2001 | Professional Engineer | NC

## AFFILIATIONS

National Society of Professional Engineers  
Virginia Society of Professional Engineers  
American Council of Engineering Companies

## PUBLICATIONS

1997 | Vol 89 | Issue 8  
The Journal of the  
American Water Works Association

Master Thesis | Evaluating Ferrous Iron  
Chlorite Ion Removal

## PROFILE

Greg Hurst, PE, is a graduate of Virginia Military Institute with a Bachelor of Science Degree in Civil Engineering, and a graduate of Virginia Tech with a Master of Science Degree in Environmental Engineering. Greg's experience in the design and construction of engineering projects has significantly contributed to the preliminary, planning, final design, and construction of water, wastewater, site and infrastructure development projects for numerous engineering and architectural projects.

As an extension of his role and duties as President, Greg contributes his expertise to all engineering projects as Officer-in-Charge, providing oversight and guidance, QA/QC, and ensures that the Project Team has access to the resources necessary to complete the project on time and within budget.

## EXPERIENCE

### John Nash Industrial Site Selection

Bluefield, West Virginia. Officer-in-Charge.

### Parking Lot Design, Blaydes Eye Clinic

Bluefield, West Virginia. Officer-in-Charge.

### Site Evaluation, New River Valley Competitiveness Center & Business Park

Radford, Virginia. Project Engineer.

### Site Evaluation, Spanky's Restaurant

Salem, Virginia. Project Engineer.

### Riverfront Development Engineering and Surveying

Pulaski, Virginia. Design Supervisor.

### 11th Street Pump Station Project

Norton, Virginia. Design Engineer.

### 460 East JEDA Water and Sewer Improvements

Bedford, Virginia. Project Engineer.

### Abbs Valley Water System

Tazewell County, Virginia. Project Engineer.

### Alternate Water Source and Well Development

Buchanan County, Virginia. Project Engineer.

### Amonate Water System

Tazewell County, Virginia. Project Engineer.

# MATTHEW D. ALLEN

DESIGN ENGINEER



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Princeton | West Virginia •



## PROFILE

Matt Allen is a graduate of Bluefield State College where he received a Bachelor Degree in Architecture Engineering Technology, and an Associate Degree in Civil Engineering Technology. Matt possesses a wide range of professional design experience, and has worked in architecture, survey, manufacturing and civil engineering. His experience includes a variety of designs from roadway alignments to custom signage.

Matt also volunteers extensively in Wyoming and Mercer Counties in West Virginia. He was Team Leader of Wyoming County Innovation Acceleration Strategy Transportation Team, where he and his team and county officials discuss and plan bike friendly communities, Safe Routes to School and Rails-to-Trails. He is a member of the Technological and Socioeconomic Advisory Board for Drafting-CAD for the Wyoming County Career Center, where he assists the instructor with his curriculum and also stays updated on trends in CAD. Matt also volunteers with Bluestone Valley Trails and a working group with Rails-to-Trails along with community officials to tap into West Virginia's rich railroad history and preserve corridors for recreational use.

## YEARS OF EXPERIENCE

13 Years of Experience  
2019 | Joined T&L

## EDUCATION

Bluefield State College  
2010 | Bachelor of Science  
Architectural Engineering Technology

Bluefield State College  
2010 | Associate of Science  
Engineering Technology

## CERTIFICATIONS

2017 | CSX  
Safety Training

2017 | AEP  
Transmissions Contractor

2018 | VDEQ  
E&S Control Inspector

2018 | Stormwater Management  
Finance Training

## EXPERIENCE

**Bus Maintenance Facility and Access Road**  
Tyler County, West Virginia. Design Engineer.

**Meadow River Industrial Park 3D Rendering, Greenbrier Valley**  
Maxwelton, West Virginia. Design Engineer.

**Pocahontas Waterline Extension**  
Tazewell County, West Virginia. Design Engineer.

**Waterline Extension**  
Jumping Branch, West Virginia. Design Engineer.

**PER Waterline Extension, New Haven PSD**  
Fayetteville, West Virginia. Design Engineer.

**Mary Branch Waterline Extension, Lashmeet PSD**  
Lashmeet, West Virginia. Design Engineer.

**Solids Handling Upgrades, WWTP, White Oak PSD**  
Fayette County, West Virginia. Design Engineer.

**WWTP Bypass Removal, White Oak PSD**  
Fayette County, West Virginia. Design Engineer.

# JOHN P.B. STAFFORD, PE

LEAD CIVIL ENGINEER



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jstafford@T-L.com •  
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Princeton | West Virginia •



## PROFILE

John Stafford, PE, is a graduate of the University of Tennessee with a Bachelor of Architecture and a graduate of West Virginia University receiving a Bachelor of Science Degree in Civil Engineering. John has experience in the design and construction of engineering projects. He plays a key role in the preliminary and final design of a variety of development projects for multiple civil engineering projects.

As a Lead Civil Engineer, John will lead the planning and development of design concepts and alternatives and will direct the design engineers and technicians who develop design details and construction documents. He and his support personnel will attend meetings and coordinate with regulatory agencies, as necessary.

## YEARS OF EXPERIENCE

25 Years of Experience  
2022 | Joined T&L

## EDUCATION

West Virginia University  
1995 | Bachelor of Science  
Civil Engineering

University of Tennessee  
1990 | Bachelor of Architecture

## REGISTRATIONS

2000 | Professional Engineer | WV  
2022 | Professional Engineer | VA

## EXPERIENCE

### John Nash Industrial Site Selection

Bluefield, West Virginia. Senior Engineer.

### Restroom Renovation

Mercer County, West Virginia. Senior Engineer.

### Joint Tourism Study

Bluefield, West Virginia. Project Manager.

### Old Gwinn Road Waterline Extension

New Haven, West Virginia. Senior Engineer.

### White Road Waterline Extension, New Haven PSD

New Haven, West Virginia. Senior Engineer.

### Lucas Road Waterline Extension, New Haven PSD

New Haven, West Virginia. Senior Engineer.

### Sewer System Improvements

Davy, West Virginia. Senior Engineer.

### Wastewater Treatment Plant Upgrades and EQ Basin Improvements

Covington, West Virginia. Senior Engineer.

### Carlisle Kingston Sewer Extension

Fayette County, West Virginia. Senior Engineer.



# M. ANDREW MONK, PE

DIRECTOR OF SITE DEVELOPMENT & SOLID Waste



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www.T-L.com •  
Radford | Virginia •



*Associate*

## YEARS OF EXPERIENCE

16 Years of Experience  
2008 | Joined T&L

## EDUCATION

Virginia Tech  
2007 | Bachelor of Science  
Civil & Environmental Engineering

## REGISTRATIONS

2012 | Professional Engineer | VA

## AFFILIATIONS

American Society of Civil Engineers

## PROFILE

Andrew Monk, PE, is the Director of Site Development and Solid Waste and plays a major role in the design and construction of site development, stormwater and solid waste management projects. Andrew manages the departments activities, quality of design and production. He gathers and evaluates project data, provides recommendations and oversees the design details and construction documents for the engineering team. Andrew is a graduate of Virginia Tech, and received a Bachelor of Science Degree in Civil Engineering with special concentration in Environmental and Water Resource Engineering.

## EXPERIENCE

### Jonesville RV Park and Campground

Jonesville, Virginia. Design Engineer.

### Gypsy Hill Park Bathroom Renovations

City of Staunton, Virginia. Senior Engineer.

### Phase 2 Development, Wise County IDA

Wise County, Virginia. Senior Engineer.

### Wheatland Eco Park Site Development, Giles County IDA

Giles County, Virginia. Senior Engineer.

### Big Caney Water System Projects III and IV

Dickenson County, Virginia. Design Engineer.

### Density of De-Watered Fly Ash Pond "A", Celanese Acetate LLC

Narrows, Virginia. Design Engineer.

### Fire Flow Letter Report

Rocky Mount, Virginia. Design Engineer.

### Water Line Extension, Frisco (Route 639 to Hawkins County)

Scott County, Virginia. Design Engineer.

### Hansonville Route 19 Mains Phase I

Russell County, Virginia. Design Engineer.

### Hurley Regional Water System (Phase III, IV, V)

Buchanan County, Virginia. Project Engineer.

# ERICA F. SUNSHINE, AIA, LEED AP

DIRECTOR OF ARCHITECTURE | VIRGINIA & WEST VIRGINIA



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esunshine@T-L.com •  
www.T-L.com •  
Radford | Virginia •



*Associate*

## YEARS OF EXPERIENCE

38 Years of Experience  
2018 | Joined T&L

## EDUCATION

Virginia Tech  
1988 | Bachelor of Architecture

## REGISTRATIONS

1994 | Registered Architect | VA  
2021 | Registered Architect | WV  
2021 | Registered Architect | NC

## CERTIFICATIONS

2009 | LEED AP  
2018 | CPSM  
2021 | NCARB

## AFFILIATIONS

American Institute of Architects

## AWARDS

AIA | Blue Ridge Chapter  
Residential Design | 1994

## PROFILE

Erica Sunshine, AIA, LEED AP, is Director of Architecture for Virginia and West Virginia and oversees the planning and development of design concepts and alternatives. She also provides direct supervision of design architects and technicians. Erica is a graduate of Virginia Tech and is a LEED Accredited Professional. She has a comprehensive understanding of green building design practices, principles, and the LEED Rating System as well as experience in the design and construction of architectural projects. Erica has played a key role in the preliminary and final design of new construction and renovation/adaptive reuse projects.

## EXPERIENCE

### Gypsy Hill Park Bathroom Renovation

Staunton, Virginia. Project Architect.

### Montgomery Hall Park Restrooms and Pool House Improvements, City of Staunton

Staunton, Virginia. Project Architect.

### Recreation Center Restroom Renovation

Christiansburg, Virginia. Project Architect.

### Tazewell Sports Complex

Tazewell, Virginia. Project Architect.

### Restroom Upgrades, Mercer County Commission

Mercer County, West Virginia. Project Architect.

### Sports Complex

Tazewell, Virginia. Project Architect.

### Calfee Community and Cultural Center

Pulaski, Virginia. Project Architect.

### Carrol, Richardson and Shell Halls Roof Replacement, VMI

Lexington, Virginia. Project Architect.

# TIMOTHY A. MULLINS, PE

DIRECTOR OF TRANSPORTATION & UTILITIES



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tmullins@T-L.com •  
www.T-L.com •  
Bristol | Tennessee •



*Associate*

## YEARS OF EXPERIENCE

38 Years of Experience  
1986 | Joined T&L

## EDUCATION

Virginia Tech  
1992 | Bachelor of Science  
Civil Engineering

## REGISTRATIONS

1996 | Professional Engineer | VA  
2001 | Professional Engineer | NC  
2002 | Professional Engineer | TN  
2003 | Professional Engineer | WV

## AFFILIATIONS

American Society of Civil Engineers  
Virginia Society of Professional Engineers

## PROFILE

Tim Mullins, PE, is a graduate of Virginia Tech with a Bachelor of Science Degree in Civil Engineering and has experience in the design and construction of engineering projects. He has served the company in several capacities from Design Engineer to Design Supervisor. Currently, he serves as Director of Transportation and Utilities which allows him to over see the planning and development of design concepts and alternatives for various transportation, water, wastewater, site and infrastructure development projects for engineering and architecture. Tim also plays a major role in the preliminary and final design of various projects.

## EXPERIENCE

### Virginia Creeper Trail Watauga Parking Lot/Restrooms

Abingdon, Virginia. Design Supervisor.

### EQ Basin and WWTP Upgrades

Covington, Virginia. Design Supervisor.

### Baptist Valley Sewer East (Phase I)

Tazewell County, Virginia. Design Supervisor.

### Bluefield to Divides Sewer Line Extension Phases IB & II

Tazewell County, Virginia. Design Supervisor.

### Brushfork Sewerage System Improvements, Bluefield Sanitary Board

Mercer County, West Virginia. Project Engineer.

### Claypool Hill Sewerage System Improvements

Tazewell County, Virginia. Design Supervisor.

### TaliaFerro Waterline Replacement

Rocky Mount, Virginia. Design Supervisor.

### Abbs Valley Water Line Extension

Tazewell County, Virginia. Project Engineer.

### Baptist Valley Phase II Water Line Extension

Tazewell County, Virginia. Design Supervisor.

### Bearwallow Water Line Extension

Tazewell County, Virginia. Design Supervisor.

### Big Creek to Coaldan Water Line Extension

Tazewell County, Virginia. Project Engineer.

# MARK UPTON, PE

senior ENGINEER



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www.T-L.com •  
Radford | Virginia •

## PROFILE

Mark Upton, PE, is a 2010 graduate of Marshall University receiving a Bachelor of Science Degree in Civil Engineering. Mark joined T&L in 2023 and has 13 years of experience in water, wastewater and site development engineering. Mark contributes his expertise to engineering projects as a Senior Engineer and is licensed in Kentucky, Virginia and West Virginia. He provides oversight and guidance and ensures that the Project Team has access to the resources necessary to complete the project on time and within budget.

## YEARS OF EXPERIENCE

13 Years of Experience  
2023 | Joined T&L

## EDUCATION

Marshall University  
2010 | Bachelor of Science  
Civil Engineering

## REGISTRATIONS

2015 | Professional Engineer | KY  
2024 | Professional Engineer | VA  
2016 | Professional Engineer | WV

## AFFILIATIONS

American Water Works Association  
Water Environment Federation

## EXPERIENCE

**DEQ Sanitary Sewer Overflow Elimination Funding Application**  
Hillsville, Virginia. Senior Engineer.

**Giles County Transmission System Improvements, Giles County PSA**  
Giles, Virginia. Senior Engineer.

**Lead and Copper Inventory Assistance, Buchanan County PSA**  
Buchanan, Virginia. Senior Engineer.

**Water Study, Russell County PSA**  
Russell County, Virginia. Senior Engineer.

**Elk Creek Waterline Extension, Buchanan County PSA**  
Buchanan County, Virginia. Senior Engineer.

**Southern Gap Water Improvements & Storage, Buchanan County PSA**  
Buchanan County, Virginia. Senior Engineer.

**As-Needed Engineering Services, New River Resource Authority**  
Pulaski County, Virginia. Senior Engineer.

# KELI J. RATCLIFFE, CPSM

Client Service Manager



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kratcliffe@T-L.com •  
www.T-L.com •  
Princeton | West Virginia •



*Associate*

## YEARS OF EXPERIENCE

20 Years of Experience  
2018 | Joined T&L

## EDUCATION

Virginia Tech  
2004 | Bachelor of Arts  
English | Minor Communications

## CERTIFICATIONS

2008 | CPSM  
Certified Professional Services Marketer

## AFFILIATIONS

2006 | Public Relations Society of America  
2006 | Society for Marketing Professional  
Services

## PROFILE

Keli Ratcliffe, CPSM, has extensive experience in the development and implementation of strategic communication programs. She possesses a thorough knowledge of public and stakeholder activities supporting local government projects. Keli has successfully represented project teams at community events, facilitated workshop discussions, and managed the preparation of informational materials, websites, study documents, and project resource centers.

She has successfully demonstrated her communication skills through numerous venues including written information, websites, marketing materials, and graphic displays. Keli assists clients in identifying funding opportunities as well as writing and submitting funding applications.

## EXPERIENCE

**Joint Tourism Study**  
Bluefield, West Virginia. CSM.

**Stream Mitigation**  
War, West Virginia. CSM.

**Ballad Sewer Extension**  
Monroe County, West Virginia. CSM.

**Moncove Lake Sewer Extension**  
Monroe County, West Virginia. CSM.

**Sanitary Sewer Collection Upgrade and Replacement, Bluefield Sanitary Board**  
Bluefield, West Virginia. CSM.

**Wastewater Treatment Plant Upgrades**  
Scarbro, West Virginia. CSM.

**Sewer System Improvements**  
Gary, West Virginia. CSM.

**Sewer System Improvements**  
Davy, West Virginia. CSM.

**Wastewater Treatment Plant Upgrades**  
Scarbro, West Virginia. CSM.

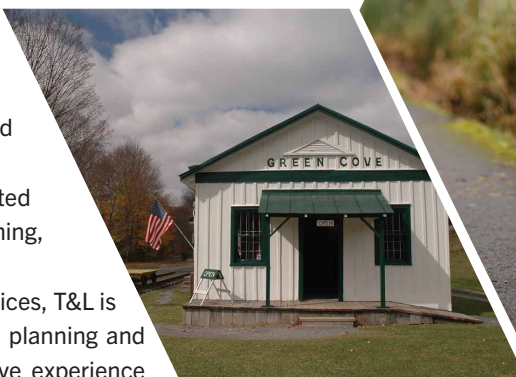
**Wastewater Treatment Plant Improvements**  
Pearisburg, Virginia. CSM.

## 04. PRIOR RELATED PROJECTS



**THOMPSON  
& LITTON**  
EST. 1956

T&L is extremely familiar with the inner workings of the site development processes for lodging and recreational sites. With experience on over 100 development projects, parks, and recreation related projects ranging from site selection, master planning, civil, structural and MEP engineering, surveying, architecture, and Designer Led Design Build services, T&L is a leader in site development and infrastructure planning and design for development projects. T&L's extensive experience with projects gives us unsurpassed knowledge in meeting the challenge of developing property throughout West Virginia.





# BEN CHAFIN LODGE RENOVATIONS

## DICKENSON COUNTY, VA

T&L partnered with Breaks Interstate Park Commission in September 2021 to provide Architectural services associated with the Breaks Interstate Park Commission project. The project consisted of the exterior renovations to the Catawba, Dogwood, Golden Rod, Hemlock, and Redbud Lodges. The renovations include media blasting and repainting of previously painted exposed steel framing, steel stairs, guardrails and railings, and painting of all wood siding, trim, soffits, and each level of balcony ceilings. T&L's scope of services included design, preparation of bid documents, and construction contract administration.

The construction contract for the project was awarded to Torque Enterprises LLC in April 2022 for the contract amount of \$334,857.00.



### SERVICES PROVIDED

Architecture  
Civil Engineering  
MEP Engineering  
Construction Contract Administration

### NOTABLE FEATURES

Exterior lodge renovations  
Media blasting

### CONSTRUCTION COST

\$1,108,447

### PROJECT SIZE

### COMPLETION DATE

2023

### CLIENT

Breaks Interstate Park  
P.O. Box 100  
Breaks, VA 24607

### CONTACT

Austin Bradley  
Superintendent  
276-865-4413



# GYPSY HILL PARK BATHROOM RENOVATIONS

## STAUNTON, VA

The City of Staunton owns and maintains a 214-acre multi-use recreational area known as Gypsy Hill Park. Within the limits of the park are three restroom facilities that are in need of updating, both interior and exterior, to meet ADA requirements and provide more aesthetically pleasing and accommodating facilities. The three restroom facilities are identified as follows:

Facility One – Restrooms near the pool, requires renovation for ADA compliance and accessibility, one stall and one sink per side, unheated.

Facility Two – Restrooms at the concession stand, requires renovation for ADA compliance and accessibility, two stalls and one sink per side, heated.

Facility Three – Restrooms at the north end of the park, scheduled to be demolished and replaced with new construction, two stalls and one sink per side, heated.

T&L provided a topographic survey of each site, based on the limits of disturbance as directed by the site engineer.

T&L also provided civil engineering design services for the preparation of construction documents for the final grading / site preparation to support the development for the Gypsy Hill Park Restroom Facilities.

T&L then provided architectural, mechanical, electrical and plumbing design services for the preparation of construction documents for the renovation of Facilities One and Two, provide demolition plans and design of a replacement structure for Facility Three.



**SERVICES PROVIDED**  
Architecture

**CONSTRUCTION COST**  
\$39,119 (Fee)

**COMPLETION DATE**  
2022

**CLIENT**  
City of Staunton  
116 W Beverley St.  
Staunton, VA, 24401

**CONTACT**  
Steve Rosenberg  
City Manager  
540.332.3800





# PARK RESTROOMS & POOL HOUSE IMPROVEMENTS

## STAUNTON, VA

The Montgomery Hall Pool House restrooms required updating. The site was reviewed for ADA compliance. The new unisex restroom will be open all year and serve the adjacent pavilion. In addition, it was proposed to relocate the fence near the pool house, add a concrete pad and add outdoor showers.

The work for the two restrooms included:

Montgomery Hall Restroom #1 - This restroom required updating for ADA compliance, an ADA ramp from the parking lot to the facility, interior and exterior updates, including interior heat and a water heater.

Montgomery Hall Restroom #2 - This restroom required updating for ADA compliance, an ADA parking space, interior and exterior updates, including interior heat and a water heater.

For the Pool House, T&L provided:

- Structural design - pad design for exterior showers, foundation and roof design for the addition of a unisex bathroom.
- Electrical design - updating the wiring, lighting and receptacles for conformance with UBC, design for unisex restroom addition.
- Mechanical design - updating fixtures, supply lines, drainage lines, and ventilation as needed, design for unisex restroom addition.
- Architectural design - updates to the existing structure and design for the unisex restroom addition.
- Civil design - review of existing ADA ramps and design of ramp to the unisex restroom addition.



**SERVICES PROVIDED**  
Architecture

**NOTABLE FEATURES**  
Local Funding

**CONSTRUCTION COST**  
\$99,152.00

**COMPLETION DATE**  
2013

**CLIENT**  
City of Staunton  
116 W Beverley St.  
Staunton, VA, 24401

**CONTACT**  
Steve Rosenberg  
City Manager  
540.332.3800



# CRAINESNEST TRAILHEAD

## CLINTWOOD, VA

T&L was commissioned by the Dickenson County Board of Supervisors to provide comprehensive engineering services for the design and construction of Phase I of the Cranesnest Trail Trailhead project in Dickenson County, Virginia. The Cranesnest Trail project is a multi-use trail that extends a total of twenty-three miles from this trailhead to the John W. Flannagan Reservoir.

Specific project components for Phase I included approximately three miles of trail and was constructed along a coal mining strip bench from the trailhead to the day use area at the Cranesnest Campground. Additionally, phase one included the construction of a graveled parking area and gravel path to the fishing pier.

T&L provided preliminary engineering and final design and construction plans for the Cranesnest Hiking/Biking/Horseback Trail - Phase II/III Project.

Phase II included the construction of approximately two miles of trail along Cranesnest Campground Road, and Phase III entailed the construction of the final sixteen miles of the trail from Cranesnest Campground Road to the John W. Flannagan Reservoir. Now completed, the trail consists of a total of twenty-three miles of trail to be used by hikers, bicyclists and horseback riders.



**SERVICES PROVIDED**  
Civil Engineering

**NOTABLE FEATURES**  
ADA Compliant

**CONSTRUCTION COST**  
NA

**COMPLETION DATE**  
2012

**CLIENT**  
Dickenson County  
P.O. Box 1098  
Clintwood, Virginia 24228

**CONTACT**  
Leman Kendrick, PE  
County Engineer  
276.926.6013



# INDEPENDENCE TRAIL

GRAYSON COUNTY, VA

T&L provided comprehensive civil engineering and construction contract administration services for the design of Phase 3 of the Independence Trail project.

Initially, T&L reviewed existing plans for the Independence Trail, preparing a detailed set of plans and specifications for Phase 3, which were then integrated into Hill Studio’s comprehensive bid documents. Additionally, T&L developed a transportation management plan (TMP), complete with an estimate of TMP quantities and construction costs, ensuring all logistical aspects of the project were thoroughly planned.

Throughout the project, T&L actively participated in the Pre-Construction Conference, conducted a Substantial Completion Inspection of the trail, and compiled a punch list of necessary actions for the contractor to achieve final completion. For these extensive services, T&L’s compensation was agreed upon as a lump sum of \$18,226, reflecting the scope and complexity of their contribution to the project’s advancement.



**SERVICES PROVIDED**  
Civil Engineering

**NOTABLE FEATURES**  
Transportation Management

**CONSTRUCTION COST**  
N/A

**COMPLETION DATE**  
2019

**CLIENT**  
Hill Studio, P.C.  
120 W. Campbell Avenue  
Roanoke, VA 24011

**CONTACT**  
David Hill  
540.342.5263



# VA CREEPER ALVARADO TRAILHEAD

## ABINGDON, VA

T&L provided engineering design services for many phases of the VA Creeper Trail. This Virginia Creeper Trail Enhancement project consisted of two-phases located at two separate locations along the Virginia Creeper Trail. The Alvarado Depot project was comprised of ADA compliant restroom facilities and an all-purpose room housed in a replica train depot that resembles the Green Cove Station. In addition, additional parking spaces were provided.



#### **SERVICES PROVIDED**

Architecture  
MEP/Fire Protection Engineering  
Structural Engineering

#### **NOTABLE FEATURES**

ADA Compliant

#### **CONSTRUCTION COST**

\$259,353

#### **COMPLETION DATE**

2011

#### **CLIENT**

Town of Abingdon  
P.O. Box 789  
Abingdon, Virginia 24212

#### **CONTACT**

Kevin Worley  
Director of Parks and Recreation  
276.623.5279



# VA CREEPER WATAGUA TRAILHEAD

## ABINGDON, VA

The Watauga Parking and Restroom Project included a 23-space parking lot, restroom facility, and an access road. This project improved safety by separating the parking area from the trail and controlling access to the parking lot after hours.



**SERVICES PROVIDED**  
Civil Engineering

**NOTABLE FEATURES**  
ADA Compliant

**CONSTRUCTION COST**  
\$335,000

**COMPLETION DATE**  
2019

**CLIENT**  
Town of Abingdon  
P.O. Box 789  
Abingdon, Virginia 24212

**CONTACT**  
Kevin Worley  
Director of Parks and Recreation  
276.623.5279

## WHERE DOES THE MONEY COME FROM

T&L has experience in helping clients fund their projects through Federal and State grants and loans, as well as through the private bond market.

T&L maintains a valuable rapport with each of these respective agencies (WVDO, IJDC, ARC, USDA RD, FCC, EDA, INFRA) through our frequent work with county and local governments throughout West Virginia. As a result, our company is well versed on the procedures to be followed and the documentation needed to meet the requirements of all of the funding agencies.

T&L has prepared hundreds of Preliminary Engineering Reports (PERs) and Preliminary Architectural Reports (PARs) for our clients. Many of which have been used to secure financing for construction. While T&L obviously cannot assure a grant award, our company's past record of assisting clients in obtaining grant funding is outstanding. T&L has also been involved on numerous occasions in assisting clients to assess the impact of loans on existing rate structures as well as preparing rate studies.

In the past year the with the influx of dollars approved by the Federal Government to combat the Covid-19 pandemic, most importantly the Coronavirus Aid, Relief, and Economic Security Act (CARES), the Consolidated Appropriations Act (CAA); and the American Rescue Plan Act (ARPA), T&L has been at the forefront of assisting our clients with navigating this new and ever changing terrain. As we have learned, it is extremely important to engage the State decision makers early in the process to ensure projects are not only qualified for funding, but also designed in a manner to meet specific requirements as defined with each program. Over the course of the past 3 years, T&L has been involved in dozens of successful projects funded by these programs and will bring this valuable experience to bear in assisting our Client with exploring their various funding options.



## 05. REFERENCES

Kevin W. Worley, VCA, CPRP, PMP  
Town of Abingdon Public Works  
Project Manager  
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Laura Craft Roberts  
Town Manager  
Town of Wise  
P. O. Box 1100  
501 W. Main Street  
Wise, VA 24293  
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(f) 276-328-2519  
mgr@townofwise.org

John Clark  
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Town of Chilhowie  
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PO Box 5012  
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