



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

State of West Virginia Purchase Order

Order Date: 09-16-2025

CORRECT ORDER NUMBER MUST APPEAR
ON ALL PACKAGES, INVOICES, AND
SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CPO 0313 0313 DEP2600000003 1	Change Order No:	Procurement Folder:	1766061
Document Name:	OER - EOI -Brownfield Site Reuse Planning and Inventory		Reason for Modification:	
Document Description:	OER - EOI -Brownfield Site Reuse Planning and Inventory			
Procurement Type:	Central Purchase Order			
Buyer Name:	Joseph (Josh) E Hager III			
Telephone:	(304) 558-2306			
Email:	joseph.e.hageriii@wv.gov			
Shipping Method:	Best Way		Effective Start Date:	2025-09-19
Free on Board:	FOB Dest, Freight Prepaid		Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000011254 ENVIRONMENTAL STANDARDS INC 1140 VALLEY FORGE RD PO BOX 810 VALLEY FORGE PA 19482 0810 US Vendor Contact Phone: 610-935-5577 Extension: 406 Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Jessica S Chambers Requestor Phone: (304) 414-1140 Requestor Email: jessica.s.chambers@wv.gov 2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF ENVIRONMENTAL REMEDIATION 601 57TH ST SE CHARLESTON WV 25304 US	ENVIRONMENTAL PROTECTION DIVISION OF LAND RESTORATION 601 57TH ST SE CHARLESTON WV 25304 US

CR 9-18-25

Total Order Amount: \$88,500.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark Hager 9/18/2025</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>JD Hager 9/24/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Cody Reese 9-24-25</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

The vendor, Environmental Standards, Inc., agrees to enter into this contract with the agency, The West Virginai Department of Environmental Protection for Brownfield Site Reuse Planning and Inventory for the Office of Environmental Remediation, per the specifications, terms and condtions and the vendors submitted cost proposal dated 8/14/2025 all incorporated herein by reference and made a part hereof.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	88500.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Engineering Design Services

Extended Description:

Professional Engineering Services
Brownfield Site Reuse Planning and Inventory

**STATE OF WEST VIRGINIA
ADDENDUM TO VENDOR'S STANDARD CONTRACTUAL FORMS**

State Agency, Board, or Commission (the "State"): WV DEP

Vendor: Montrose Environmental Solutions, dba Environmental Standards, Inc

Contract/Lease Number ("Contract"): CRQS DEP26*04

Commodity/Service: Brownfield Site Reuse Planning and Inventory

The State and the Vendor are entering into the Contract identified above. The Vendor desires to incorporate one or more forms it created into the Contract. Vendor's form(s), however, include(s) one or more contractual terms and conditions that the State cannot or will not accept. In consideration for the State's incorporating Vendor's form(s) into the Contract, the Vendor enters into this Addendum which specifically eliminates or alters the legal enforceability of certain terms and conditions contained in Vendor's form(s). Therefore, on the date shown below each signature line, the parties agree to the following contractual terms and conditions in this Addendum are dominate over any competing terms made a part of the Contract:

1. **ORDER OF PRECEDENCE:** This Addendum modifies and supersedes anything contained on Vendor's form(s) whether or not they are submitted before or after the signing of this Addendum. **IN THE EVENT OF ANY CONFLICT BETWEEN VENDOR'S FORM(S) AND THIS ADDENDUM, THIS ADDENDUM SHALL CONTROL.**

2. **PAYMENT** – Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software licenses, subscriptions, or maintenance may be paid annually in advance.

Any language imposing any interest or charges due to late payment is deleted.

3. **FISCAL YEAR FUNDING** – Performance of this Contract is contingent upon funds being appropriated by the WV Legislature or otherwise being available for this Contract. In the event funds are not appropriated or otherwise available, the Contract becomes of no effect and is null and void after June 30 of the current fiscal year. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

4. **RIGHT TO TERMINATE** – The State reserves the right to terminate this Contract upon thirty (30) days written notice to the Vendor. If this right is exercised, the State agrees to pay the Vendor only for all undisputed services rendered or goods received before the termination's effective date. All provisions are deleted that seek to require the State to (1) compensate Vendor, in whole or in part, for lost profit, (2) pay a termination fee, or (3) pay liquidated damages if the Contract is terminated early.

Any language seeking to accelerate payments in the event of Contract termination, default, or non-funding is hereby deleted.

5. **DISPUTES** – Any language binding the State to any arbitration or to the decision of any arbitration board, commission, panel or other entity is deleted; as is any requirement to waive a jury trial.

Any language requiring or permitting disputes under this Contract to be resolved in the courts of any state other than the State of West Virginia is deleted. All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

Any language requiring the State to agree to, or be subject to, any form of equitable relief not authorized by the Constitution or laws of State of West Virginia is deleted.

6. **FEES OR COSTS:** Any language obligating the State to pay costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is deleted.
7. **GOVERNING LAW** – Any language requiring the application of the law of any state other than the State of West Virginia in interpreting or enforcing the Contract is deleted. The Contract shall be governed by the laws of the State of West Virginia.
8. **RISK SHIFTING** – Any provision requiring the State to bear the costs of all or a majority of business/legal risks associated with this Contract, to indemnify the Vendor, or hold the Vendor or a third party harmless for any act or omission is hereby deleted.
9. **LIMITING LIABILITY** – Any language limiting the Vendor's liability for direct damages to person or property is deleted.
10. **TAXES** – Any provisions requiring the State to pay Federal, State or local taxes or file tax returns or reports on behalf of Vendor are deleted. The State will, upon request, provide a tax exempt certificate to confirm its tax exempt status.
11. **NO WAIVER** – Any provision requiring the State to waive any rights, claims or defenses is hereby deleted.

12. **STATUTE OF LIMITATIONS** – Any clauses limiting the time in which the State may bring suit against the Vendor or any other third party are deleted.
13. **ASSIGNMENT** – The Vendor agrees not to assign the Contract to any person or entity without the State's prior written consent, which will not be unreasonably delayed or denied. The State reserves the right to assign this Contract to another State agency, board or commission upon thirty (30) days written notice to the Vendor. These restrictions do not apply to the payments made by the State. Any assignment will not become effective and binding upon the State until the State is notified of the assignment, and the State and Vendor execute a change order to the Contract.
14. **RENEWAL** – Any language that seeks to automatically renew, modify, or extend the Contract beyond the initial term or automatically continue the Contract period from term to term is deleted. The Contract may be renewed or continued only upon mutual written agreement of the Parties.
15. **INSURANCE** – Any provision requiring the State to maintain any type of insurance for either its or the Vendor's benefit is deleted.
16. **RIGHT TO REPOSSESSION NOTICE** – Any provision for repossession of equipment without notice is hereby deleted. However, the State does recognize a right of repossession with notice.
17. **DELIVERY** – All deliveries under the Contract will be FOB destination unless the State expressly and knowingly agrees otherwise. Any contrary delivery terms are hereby deleted.
18. **CONFIDENTIALITY** – Any provisions regarding confidential treatment or non-disclosure of the terms and conditions of the Contract are hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act ("FOIA") (W. Va. Code §29B-a-1, et seq.) and public procurement laws. This Contract and other public records may be disclosed without notice to the vendor at the State's sole discretion.
- Any provisions regarding confidentiality or non-disclosure related to contract performance are only effective to the extent they are consistent with FOIA and incorporated into the Contract through a separately approved and signed non-disclosure agreement.
19. **THIRD-PARTY SOFTWARE** – If this Contract contemplates or requires the use of third-party software, the vendor represents that none of the mandatory click-through, unsigned, or web-linked terms and conditions presented or required before using such third-party software conflict with any term of this Addendum or that it has the authority to modify such third-party software's terms and conditions to be subordinate to this Addendum. The Vendor shall indemnify and defend the State against all claims resulting from an assertion that such third-party terms and conditions are not in accord with, or subordinate to, this Addendum.
20. **AMENDMENTS** – The parties agree that all amendments, modifications, alterations or changes to the Contract shall be by mutual agreement, in writing, and signed by both parties. Any language to the contrary is deleted.

Notwithstanding the foregoing, this Addendum can only be amended by (1) identifying the alterations to this form by using *Italics* to identify language being added and ~~striketrough~~ for language being deleted (do not use track-changes) and (2) having the Office of the West Virginia Attorney General's authorized representative expressly agree to and knowingly approve those alterations.

State: WV Dept. of Environmental Protection

Montrose Environmental Solutions,
Vendor: d.b.a, Environmental Standards, Inc.

By: B.J. Chestnut

By: Kenneth J.K. Smith

Printed Name: B.J. Chestnut

Printed Name: Kenneth J.K. Smith, PG

Title: Asst. Chief, Bus. Operations Office

Title: Vice President

Date: 9-11-2025

Date: August 1, 2024

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☐ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of _____. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☒ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within 365 days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☐ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☒ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

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The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,0000.00 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: \$1,000,0000.00 per occurrence.

☒ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \$1,000,0000.00 per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

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9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

to the extent caused by and arising as a result of the willful misconduct or negligent

to the extent caused by and arising as a result of the willful misconduct or negligent acts or omissions of Vendor,

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies ~~in connection with the performance of the Contract;~~ (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

ADDITIONAL TERMS AND CONDITIONS
(Architectural and Engineering Contracts Only)

1. PLAN AND DRAWING DISTRIBUTION: All plans and drawings must be completed and available for distribution at least five business days prior to a scheduled pre-bid meeting for the construction or other work related to the plans and drawings.

2. PROJECT ADDENDA REQUIREMENTS: The Architect/Engineer and/or Agency shall be required to abide by the following schedule in issuing construction project addenda. The Architect/Engineer shall prepare any addendum materials for which it is responsible, and a list of all vendors that have obtained drawings and specifications for the project. The Architect/Engineer shall then send a copy of the addendum materials and the list of vendors to the State Agency for which the contract is issued to allow the Agency to make any necessary modifications. The addendum and list shall then be forwarded to the Purchasing Division buyer by the Agency. The Purchasing Division buyer shall send the addendum to all interested vendors and, if necessary, extend the bid opening date. Any addendum should be received by the Purchasing Division at least fourteen (14) days prior to the bid opening date.

3. PRE-BID MEETING RESPONSIBILITIES: The Architect/Engineer shall be available to attend any pre-bid meeting for the construction or other work resulting from the plans, drawings, or specifications prepared by the Architect/Engineer.

4. AIA DOCUMENTS: All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the attached AIA documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein. The terms and conditions of this document shall prevail over anything contained in the AIA Documents or the Supplementary Conditions.

5. GREEN BUILDINGS MINIMUM ENERGY STANDARDS: In accordance with West Virginia Code § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

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) Lydia Work, Principal Chemist/Director of Operations

(Address) 1140 Valley Forge Road, Valley Forge PA 19460

(Phone Number) / (Fax Number) 304-552-1442

(email address) lwork@montrose-env.com

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.

Montrose Environmental Solutions, d.b.a, Environmental Standards, Inc.

(Company) 

(Signature of Authorized Representative)

Kenneth J.K. Smith, PG, Vice President August 1, 2024

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

484.999.1704

(Phone Number) (Fax Number)

kesmith@montrose-env.com

(Email Address)



west virginia department of environmental protection

Office of Environmental Remediation
1159 Nick Rahall Greenway
Fayetteville, WV 25840
(304) 574-4465

Harold D. Ward, Cabinet Secretary
dep.wv.gov

**EXPRESSION OF INTEREST
BROWNFIELD SITE REUSE PLANNING AND INVENTORY**

**Prepared by:
Jennifer Liddle
Office of Environmental Remediation
Brownfields Coordinator**

For:
Firm Name Goes Here

ACRONYMS AND ABBREVIATIONS

EOI	Expression of Interest
OER	Office of Environmental Remediation
USEPA	United States Environmental Protection Agency
WVDEP	West Virginia Department of Environmental Protection

PROJECT SPECIFICATIONS

1. **Background:** The purpose of the project is to provide services to develop Brownfields Site Reuse Plans for redevelopment opportunities in the small communities of Alderson, Philippi, Romney, and Summersville, West Virginia (one brownfield site per community), and a brownfield inventory for the City of Mannington. The total funding for this project has been awarded to the West Virginia Department of Environmental Protection's (WVDEP) Office of Environmental Remediation (OER) from the U.S. Environmental Protection Agency (USEPA) in the amount of \$88,500.
2. **Project and Goals:** The project goals and deliverables are outlined in each of the community sections listed below.

A. ALDERSON

Alderson is a river town located in Greenbrier County along the Greenbrier River. Historically, the town had a coal and timber economy, but as these industries faced decline, so did the economy and the population in Alderson. The current population is 937, and the median household income is \$28,224. The Greenbrier River flows through the town, which is a focal point for recreational activities such as fishing, kayaking, and biking as well as an active Amtrak train stop in town. The community is looking toward recreational activities to help revitalize the economy.

ALDERSON SITE HISTORY

Opportunity Center (former elementary school): 305 Elmwood Avenue, Alderson, WV 24910 (Latitude: 37.727337, Longitude: -80.636180)

In 2024, the Town of Alderson acquired the former elementary school with the goal for it to become a community hub of resources coined the "Opportunity Center". The former school was built in 1983 and was recently donated to the town after the new elementary school was built. The site currently provides space for the Greenbrier County Family Support Center (GCFSC) and a local food bank and a community meeting space.

The property is approximately 5.3 acres in size comprising 17 parcels and approximately 30% is partially in the floodplain. The site includes four buildings: a cafeteria with four classrooms, a house, the main building, and a greenhouse. The site also includes a playground and an athletic field.

ALDERSON SCOPE OF WORK

The focus of this grant is to create a reuse plan for the Opportunity Center. The site reuse plan should focus on what is the best use with the remaining availability in the school building including the cafeteria, four classrooms, and a commercial kitchen. A structural assessment is being conducted currently for the cafeteria to determine what type of use it can withstand with interest in moving toward solar power. There have been discussions of offering 24-hour daycare to support the surrounding deployed military, prison workers, and hospital staff also in this space. The final product must be a Site Reuse Plan with the below listed deliverables.

ALDERSON DELIVERABLES

Task 1 - Site Review and Visit

- Gather and review available site information (historical information, zoning, etc.)
- Inventory of site assets and infrastructure (water, sewer, parking, transportation, etc.)
- Interviews with key community members and stakeholders
- Digital photo documentation of current site conditions
- A site visit must take place within 45 days after receiving the Notice to Proceed letter from the WVDEP. The Vendor shall coordinate the site visit date with the WVDEP-OER Brownfields Coordinator and key community members. A representative from the WVDEP-OER must be present for the initial site visit.

Task 2 - Site Mapping Diagram

- Analyze opportunities and constraints for selected site reuse
- Based on the above analysis, determine the key community members' selected future reuse for the site
- Create a programmatic diagram of the use of the building space
- Create a Site Mapping Diagram of the future intended reuse¹

Task 3 - Final Site Reuse Plan

Include the following elements in the final site reuse plan:

- Project and site description
- Summary of current use and historical documentation of the site including location and property ownership
- Current and historical photographs and maps, if available
- Create and include a Site Mapping Diagram of the future redeveloped site
- Opportunities and constraints analysis
- Cost estimates for recommended reuse
- Precedent images and/or vignettes of the planned future use for the site
- Provide a project summary and include reuse recommendations
- Present necessary oral and/or graphic presentation to key community members at an outreach/engagement event, if requested.²

1. A draft Site Mapping Diagram must be submitted to the WVDEP-OER Brownfields Coordinator and key community members for review. Based on any comments received, the draft Site Mapping Diagram must be revised and resubmitted to the WVDEP-OER Brownfields Coordinator for final approval within two (2) weeks after receiving comments. The final Site Mapping Diagram must be included in the final site reuse plan report in PDF format.

2. During the preparation process, ongoing meetings with the WVDEP-OER Brownfields Coordinator and key community members will be required. These meetings can be either in person or virtual and will be decided at the discretion of the WVDEP-OER Brownfields Coordinator and key community members.

B. PHILIPPI

The City of Philippi is the county seat of Barbour County and is located in the north central region of West Virginia. The historic district sits along the Tygart River and is known for the location of the first land battle in the Civil War. The population in 2022 was 2,929 with a median household income of \$43,203. In August of 2023, Alderson Broaddus University closed their doors and the community is working to create a new identity beyond a college town.

PHILIPPI SITE HISTORY

Newman's Bottom: 1720 Arden Grade Road, Moatsville, WV 26405
(Latitude: 39.184142, Longitude: -80.021588)

This 300 acre property was owned by a coal company and has several Abandoned Mine Land sites adjacent to this site. It sits along the Tygart River and is owned by the City. There are several wetlands and creeks and about a quarter of it lies within the floodplain. There is a road that runs along the river, and there is a river take-out before entering rapids downstream.

The site was previously owned by a mining company that was donated to the city sometime before 2006. The property has had mining reclamation work done and has acted as an unofficial shooting range in the past. There are currently no buildings on the property.

PHILIPPI SCOPE OF WORK

This grant will focus on a site reuse plan for Newman's Bottom. The land along the river is a perfect location to develop outdoor recreational uses that would create economic benefits to the community. The final product must be a Site Reuse Plan with the below listed deliverables.

PHILIPPI DELIVERABLES

Task 1 - Site Review and Visit

- Gather and review available site information (historical information, zoning, etc.)
- Inventory of site assets and infrastructure (water, sewer, parking, transportation, etc.)
- Interviews with key community members and stakeholders
- Digital photo documentation of current site conditions
- A site visit must take place within 45 days after receiving the Notice to Proceed letter from the WVDEP. The Vendor shall coordinate the site visit date with the WVDEP-OER Brownfields Coordinator and key community members. A representative from the WVDEP-OER must be present for the initial site visit.

Task 2 - Site Mapping Diagram

- Hold visioning session with community

- Analyze opportunities and constraints for selected site reuse
- Cost estimates to use for grant funding requests
- Based on the above analysis, determine the key community members' selected future reuse for the site
- Create a programmatic diagram of the use of the building space
- Create a draft Site Mapping Diagram of the future intended reuse¹

Task 3 - Final Site Reuse Plan

Include the following elements in the final site reuse plan:

- Project and site description
 - Summary of current use and historical documentation of the site including location and property ownership
 - Current and historical photographs and maps, if available
 - Include a Site Mapping Diagram of the future redeveloped site
 - Opportunities and constraints analysis
 - Cost estimates for recommended reuse
 - Precedent images and/or vignettes of the planned future use for the site
 - Provide a project summary and include reuse recommendations
 - Present necessary oral and/or graphic presentation to key community members at an outreach/engagement event, if requested.²
1. A draft Site Mapping Diagram must be submitted to the WVDEP-OER Brownfields Coordinator and key community members for review. Based on any comments received, the draft Site Mapping Diagram must be revised and resubmitted to the WVDEP-OER Brownfields Coordinator for final approval within two (2) weeks after receiving comments. The final Site Mapping Diagram must be included in the final site reuse plan report in PDF format.
 2. During the preparation process, ongoing meetings with the WVDEP-OER Brownfields Coordinator and key community members will be required. These meetings can be either in person or virtual and will be decided at the discretion of the WVDEP-OER Brownfields Coordinator and key community members.

C. ROMNEY

Romney, one of the oldest towns in West Virginia, is located on a terrace overlooking the South Branch of the Potomac River in the eastern panhandle of West Virginia. In 1870, the West Virginia Schools for the Deaf and Blind opened their doors and to this day the school continues to provide education for the sensory impaired students of West Virginia. Fruit orchards and recreation such as hunting, fishing, and river sports and scenic rail excursions are the economic drivers of the economy. Romney is the county seat for Hampshire County. The population is 1,764 with a median household income of \$55,637.

ROMNEY SITE HISTORY

Historic Dairy Barn: 199 Depot Street, Romney, WV 26757
(Latitude: 39.348517, Longitude: -78.756013)

The Dairy Barn is on the National Historic Registry and centrally located to the town. The barn

is owned by the town and sits on a 9.375 acre property adjacent to the Division of Natural Resources Office and residential neighborhoods.

The Dairy Barn was designed by Loudon Machinery Company, which was constructed in 1929 for the WV Schools of the Deaf and the Blind. Before the 1950s, students helped to grow the food provided at the schools. The Town of Romney is seeking to increase recreational opportunities including walkways, connecting the pool that will be located at this site in the future, community centers, and schools throughout the community.

ROMNEY SCOPE OF WORK

The project will focus on a site reuse plan for the Historic Dairy Barn's property to include the back lawn. The reuse needs to take into account the information from the structural assessment, which will be shared with the selected Vendor. The community has already provided feedback for potential uses. It will be important to have a visual Site Mapping Diagram that can be shared in the community and provide estimated costs for construction of the reuse.

ROMNEY DELIVERABLES

Task 1 - Site Review and Visit

- Gather and review available site information (historical information, zoning, etc.)
- Inventory of site assets and infrastructure (water, sewer, parking, transportation, etc.)
- Interviews with key community members and stakeholders
- Digital photo documentation of current site conditions
- A site visit must take place within 45 days after receiving the Notice to Proceed letter from the WVDEP. The Vendor shall coordinate the site visit date with the WVDEP-OER Brownfields Coordinator and key community members. A representative from the WVDEP-OER must be present for the initial site visit.

Task 2 - Site Mapping Diagram

- Analyze opportunities and constraints for selected site reuse
- Cost estimates to use for grant funding requests
- Based on the above analysis, determine the key community members' selected future reuse for the site
- Create a programmatic diagram of the use of the building space
- Create a draft Site Mapping Diagram of the future intended reuse¹

Task 3 - Final Site Reuse Plan

Include the following elements in the final site reuse plan:

- Project and site description
- Summary of current use and historical documentation of the site including location and property ownership
- Current and historical photographs and maps, if available
- Opportunities and constraints analysis
- Include the final Site Mapping Diagram
- Cost estimates for recommended reuse
- Precedent images and/or vignettes of the planned future use for the site
- Provide a project summary and include reuse recommendations
- Present necessary oral and/or graphic presentation to key community members at an

outreach/engagement event, if requested.²

1. A draft Site Mapping Diagram must be submitted to the WVDEP-OER Brownfields Coordinator and key community members for review. Based on any comments received, the draft Site Mapping Diagram must be revised and resubmitted to the WVDEP-OER Brownfields Coordinator for final approval within two (2) weeks after receiving comments. The final Site Mapping Diagram should be included in the final site reuse plan report in PDF format.
2. During the preparation process, ongoing meetings with the WVDEP-OER Brownfields Coordinator and key community members will be required. These meetings can be either in person or virtual and will be decided at the discretion of the WVDEP-OER Brownfields Coordinator and key community members.

D. SUMMERSVILLE

Summersville is located in Nicholas County and is just 30 minutes north of the New River Gorge National Park. Thousands of travelers pass through Summersville along U.S. Route 19 to visit the park, which has become a national thoroughfare. The City of Summersville has a population of 3,431 with a median household income of \$52,321. The economy is heavily dependent on tourism as it is home to the state's largest lake and the newest state park. The Summersville Lake and the surrounding areas provide many recreational activities, including boating, camping, hiking, fishing, rock climbing, swimming, and even scuba diving. The Summersville Dam is released every fall, raising the Gauley River and creating some of the best whitewater in the nation.

SUMMERSVILLE SITE HISTORY

Summersville Elementary School: 108 McKee's Creek Road, Summersville, WV 26651 (Latitude 38.277433, Longitude -80.857131)

The elementary school is centrally located among a residential community and walking distance to downtown Summersville. The approximately 13-acre property includes the school building, a sports field below, and playground/green space near the school building. The elementary school was built in 1952, and there are plans to close this school in the next couple years as the elementary school will relocate to the current high school once the new high school is built.

SUMMERSVILLE SCOPE OF WORK

The City of Summersville plans to take ownership of the site and redevelop it into housing. A recent housing study has identified the need for more affordable wage-dependent and senior housing in the community.

The City plans to acquire the property after the school closes and demolish the building to redevelop the site into affordable housing. The City is requesting a Site Mapping Diagram of the school property to help share with the community its plans for the future.

SUMMERSVILLE DELIVERABLES

Task 1 - Site Review and Visit

- Gather and review available site information (historical information, zoning, etc.)
- Inventory of site assets and infrastructure (water, sewer, parking, transportation, etc.)
- Interviews with key community members and stakeholders
- Digital photo documentation of current site conditions
- A site visit must take place within 45 days after receiving the Notice to Proceed letter from the WVDEP. The Vendor shall coordinate the site visit date with the WVDEP-OER Brownfields Coordinator and key community members. A representative from the WVDEP-OER must be present for the initial site visit.

Task 2 - Site Mapping Diagram

- Analyze opportunities and constraints for selected site reuse
- Based on the above analysis, determine the key community members' selected future reuse for the site
- Create a draft Site Mapping Diagram of the future intended reuse¹

Task 3 - Final Site Reuse Plan

Include the following elements in the final site reuse plan:

- Project and site description
 - Summary of current use and historical documentation of the site including location and property ownership
 - Current and historical photographs and maps, if available
 - Opportunities and constraints analysis
 - Cost estimates for recommended reuse
 - Create and include a Site Mapping Diagram of the future redeveloped site
 - Include a summary of the current housing market study in Summersville, including general assessment of the demand for residential housing where the site is located
 - Precedent images and/or vignettes of the planned future use for the site
 - Provide estimated costs for demolition and construction of selected future reuse
 - Provide a project summary and include reuse recommendations
 - Present necessary oral and/or graphic presentation to key community members at an outreach/engagement event, if requested.²
1. A draft Site Mapping Diagram must be submitted to the WVDEP-OER Brownfields Coordinator and key community members for review. Based on any comments received, the draft Site Mapping Diagram must be revised and resubmitted to the WVDEP-OER Brownfields Coordinator for final approval within two (2) weeks after receiving comments. The final Site Mapping Diagram must be included in the final site reuse plan report in PDF format.
 2. During the preparation process, ongoing meetings with the WVDEP-OER Brownfields Coordinator and key community members will be required. These meetings can be either in person or virtual and will be decided at the discretion of the WVDEP-OER Brownfields Coordinator and key community members.

E. MANNINGTON

Mannington is located in Marion County, located along Buffalo Creek and is just a 20 minute drive to the west of Fairmont, West Virginia. The community formed with railroad, logging, coal, and oil expansion and led to the population growth in the late 1800s. The current population is 1,680. The main industries are health care and social assistance, educational services, and retail. Mannington is known for the Mannington District Fair, the Great Buffalo Canoe Race, Octoberfest, and its rail trail. There is a historic district made up of 207 contributing buildings, including the Hamilton Round Barn, Wilson School Museum, and Mannington Vietnam Veterans Memorial.

MANNINGTON SCOPE OF WORK

The City of Mannington needs an inventory of the brownfield sites located within the historic city limits. The identified brownfield sites will be utilized for potential future redevelopment. The inventory needs to include the location, characteristics, and potential environmental risks associated with the identified brownfield sites to create a tool for future redevelopment planning.

MANNINGTON DELIVERABLES

Task 1 - Brownfield Inventory

- Conduct a site visit within the targeted area identifying brownfield properties
 - Review historical fire insurance maps
 - Discuss any known or foreseeable future redevelopment plans with key community members
 - Create a brownfields inventory report listing the brownfields identified within the historic city limits, including location, characteristics, and potential environmental risks
1. A draft brownfield inventory shall be submitted to the WVDEP-OER Brownfields Coordinator and key community members for review. Based on any comments received, the draft brownfield inventory must be revised and resubmitted to the WVDEP-OER Brownfields Coordinator for final approval within two (2) weeks after receiving comments. The final brownfield inventory must be submitted to the WVDEP-OER Brownfields Coordinator in PDF format.

TIMELINE FOR PROJECT COMPLETION

1. The funding for this project is a U.S. EPA Section 128(a) Technical Assistance Grant. The grant deadlines for completing the projects are as follows:

1.1 Summersville Reuse Plan and Mannington Brownfield Inventory: conducted simultaneously and completed during the first three months after the date of the Notice to Proceed.

1.2 Philippi and Romney Reuse Plans: conducted simultaneously during the fourth through sixth months after the date of the Notice to Proceed.

1.3 Alderson Reuse Plan: conducted during the seventh through ninth months after the date of the Notice to Proceed.

Work on any of the small community projects may begin after the Notice to Proceed is issued.

The Vendor will have nine (9) months to complete the project and submit the draft plans for review at least two (2) weeks before the deadline to the WVDEP-OER Brownfields Coordinator. The Vendor will submit an invoice for the full project amount upon project completion.

1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month	9th Month
Mannington Brownfield Inventory								
Summersville Elementary Reuse Plan								
			Philippi Newman's Bottom Reuse Plan					
			Romney Dairy Barn Reuse Plan					
						Alderson Opportunity Center Reuse Plan		

NOTE: WVDEP-OER reserves the right to refuse payment if deadlines are not met. It is the responsibility of the Vendor to keep the project on schedule. Contract extensions and change orders are not guaranteed and are granted at the discretion of WVDEP. All data and materials generated by the Vendor are property of WVDEP.




Cost Proposal – Reuse Plan and Inventory Project


2025 Northeast Budget Form			Project Reuse Plan and Inventory Project														
			Client WV DEP														
			Task 1		Task 2		Task 3		Task 4		Task 5		Task 6		Task 7		Total
			Biweekly Project Management Meetings		Site Visits		Summersville Reuse Plan		Mannington Inventory		Philippi Reuse Plan		Romney Reuse Plan		Alderson Reuse Plan		All Tasks
Labor	Role	Rate	Hours	Amt.	Hours	Amt.	Hours	Amt.	Hours	Amt.	Hours	Amt.	Hours	Amt.	Hours	Amt.	
	Project Professional III	\$ 150.00	36	\$ 5,400	80	\$ 9,000	30	\$ 4,500	16	\$ 2,400	40	\$ 6,000	30	\$ 4,500	30	\$ 4,500	
	Staff Professional I	\$ 90.00	20	\$ 1,800	60	\$ 5,400	50	\$ 4,500	32	\$ 2,880	60	\$ 5,400	50	\$ 4,500	322	\$ 28,980	
	Senior Professional II	\$ 205.00	-	\$ -	-	\$ -	8	\$ 1,640	2	\$ 410	12	\$ 2,460	8	\$ 1,640	8	\$ 1,640	
	Project Professional I	\$ 135.00	-	\$ -	-	\$ -	8	\$ 1,080	2	\$ 270	12	\$ 1,620	8	\$ 1,080	8	\$ 1,080	
	Senior Professional III	\$ 205.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	
	Principal	\$ 240.00	12	\$ 2,880	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	
	General & Administrative Fee	5%		\$ 504		\$ 720		\$ 588		\$ 298		\$ 774		\$ 588		\$ 4,054	
Total Labor			68	\$ 10,584	120	\$ 15,120	96	\$ 12,306	52	\$ 6,258	124	\$ 16,254	96	\$ 12,306	96	\$ 12,306	
Other Direct Costs																	
Project Expenses	Rate		Units	Amt.	Units	Amt.	Units	Amt.	Units	Amt.	Units	Amt.	Units	Amt.	Units	Amt.	
Air Transportation (round trips)	\$0.00		-	\$ -	-	\$ -	-	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	
Rental Cars/Gas (days)	\$100.00		6	\$ 600.00	-	\$ -	-	\$ -	0	\$ -	0	\$ -	0	\$ -	6	\$ 600.00	
Lodging (nights)	\$150.00		8	\$ 1,200.00	-	\$ -	-	\$ -	0	\$ -	0	\$ -	0	\$ -	8	\$ 1,200.00	
Meals (day)	\$50.00		10	\$ 500.00	-	\$ -	-	\$ -	0	\$ -	0	\$ -	0	\$ -	10	\$ 500.00	
Reproduction	\$510.00		1	\$ 510.00	-	\$ -	-	\$ -	0	\$ -	0	\$ -	0	\$ -	1	\$ 510.00	
Weekly Level C	\$250.00		1	\$ 250.00	-	\$ -	-	\$ -	0	\$ -	0	\$ -	0	\$ -	1	\$ 250.00	
Subtotal Expenses				\$ 3,060		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 3,060	
Subtotal Other Direct Cost				\$ 3,060		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 3,060	
Expenses Markup			10%	\$ 306		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 306	
Total Other Direct Cost				\$ 3,366		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 3,366	
Total				\$ 13,950		\$ 15,120		\$ 12,306		\$ 6,258		\$ 16,254		\$ 12,306		\$ 88,500	

Total Labor	\$ 85,134
Total Other Direct Cost	\$ 3,366
Total Project	\$ 88,500

Issued by:


Anna M. Leisher, AICP

August 14, 2025


Lydia M. Work, LRS

August 14, 2025