



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

**EXPRESSION OF INTEREST
TO PROVIDE A/E SERVICES FOR
THE WVDNR BLACKWATER FALLS
STATE PARK
SLED RUN IMPROVEMENTS
TUCKER COUNTY, WEST VIRGINIA
RFQ NUMBER DNRB11013**

Prepared for:

West Virginia Division of Natural Resources

Department of Administration
Purchasing Division, Building 15
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Project No. 0101-10-0414

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PURCHASING DIVISION
STATE OF WV

POTESTA

WHY HIRE POTESTA & ASSOCIATES, INC.?

- ◆ **We provide timely and responsive services for a reasonable price.**
- ◆ **We are a West Virginia-owned and operated firm.**
- ◆ **Ronald R. Potesta, President of the company, is a former director of the West Virginia Department of Natural Resources and his understanding of the agency will assist POTESTA with fulfilling the agency's project needs.**
- ◆ **We have extensive experience in design and construction administration for various site and land development projects for residential, commercial, industrial and municipal clients located throughout the State of West Virginia.**
- ◆ **We have experience working in the region having performed site development work including grading, water, sewer and utilities for the nearby Tucker County Industrial Park.**
- ◆ **Work is completed within schedule and budget.**
- ◆ **We will listen to you!**
- ◆ **We want to work with you!**

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1.0 INTRODUCTION

Potesta & Associates, Inc. (POTESTA) is pleased with the opportunity to present our qualifications to provide architectural and engineering services for planning, design and construction of the proposed improvements at Blackwater Falls State Park for the West Virginia Division of Natural Resources (WVDNR). Based on information provided in the Request for Quotation (RFQ), the proposed improvements may include, but are not limited to; construction of two wells and enlargement of an existing pond to provide a snowmaking water supply, snowmaking water distribution system including a pump house pump and lines, snowmaking equipment, necessary electrical service upgrades, area lighting for sled run, necessary site grading, surface lift or town system, and other related improvements to the existing sled run.

POTESTA has teamed with Associated Architects, Inc., (AAI) and Harper Engineering (HARPER) to provide qualified architectural and civil and electrical engineering services for this project. This project team will work with the WVDNR to a successful completion of this project.

2.0 STATEMENT OF QUALIFICATIONS

2.1 POTESTA's Corporate Overview

POTESTA is an engineering and environmental consulting firm located in Charleston, West Virginia providing professional services to deliver innovative, cost-effective solutions to complex problems. We have branch offices in Morgantown, West Virginia and Winchester, Virginia. Our firm is multi-disciplinary and has a diversified practice covering engineering (civil, chemical, environmental, geotechnical, and mining), surveying, construction observation, permitting, site characterization and remediation, and general environmental consulting. POTESTA is well suited to provide engineering services associated with access road design, water, sewer and utility line extension, as well as engineering of water detention structures. We have worked on numerous large and small projects throughout West Virginia with most involving design of access roads, extension of utilities and preparation of grading plans. Our 15 registered professional engineers have over 250 years of experience among them and are supported by a large group of engineers, designers, and surveyors. POTESTA's large staff of 94 engineers, surveyors, designers and support personnel will ensure that the project is adequately

staffed with experienced design professionals. This team will be lead by Mr. Dana L. Burns, P.E., Vice President, with over 30 years of experience with public works projects.

POTESTA will team with Associated Architects, Inc. (Associated) and Harper Engineering, both of Charleston, West Virginia, to provide full architectural and engineering services on this project. Mr. Paul W. Tennant, AIA, Principal of Associated, has over 30 years experience in the design of office buildings and retail, recreational, educational, health care and industrial facilities and complexes. POTESTA and Associated have worked together extensively over the last several years. Mr. Scott D. Phillips of Harper has over 26 years in the electrical engineering design of water systems and has experience with mechanical, electrical, plumbing and fire suppression system design. His projects include educational facilities (including colleges and universities), health care facilities, office buildings, banks, emergency services facilities, postal facilities, and government buildings.

Environmental engineering, regulatory liaison and environmental compliance are also areas of exceptional strength for POTESTA. Ronald R. Potesta, President of the company, is a former director of the West Virginia Department of Natural Resources and Dr. L. Eli McCoy, Vice President, is a former director of the West Virginia Division of Environmental Protection (WVDEP).

Our clients include public service districts, municipalities, county commissions, manufacturers, utility companies, waste management companies, architects, engineering design firms, attorneys, financial institutions, insurance companies, land developers, construction companies, chemical and mining companies, and local, state, and federal government agencies.

We carry a full line of insurance coverage including general liability, errors and omissions, and workers' compensation. We use stringent quality control procedures to provide our clients with quality projects. POTESTA offers the following professional services.

- ▶ Water/Wastewater Storage Tank Design
- ▶ Water/Wastewater Treatment Design
- ▶ Sanitary/Storm Sewer Separation
- ▶ Preparation of Construction Documents (Calculations Brief, Construction Drawings, Contractor's Bid Sheet, Engineer's Cost Estimate, QA/QC Manual and Technical Specifications)
- ▶ Civil Engineering
- ▶ Geotechnical Engineering
- ▶ Hydrologic and Hydraulic Evaluations
- ▶ Site Design/Planning
- ▶ Surveying (Traditional and Global Positioning System)
- ▶ Construction Observation/Administration
- ▶ Water Line Design
- ▶ Subsurface Explorations
- ▶ Feasibility Studies
- ▶ 404 Permit Preparation and Negotiation
- ▶ Acid Mine Drainage Control
- ▶ Asbestos Inspection
- ▶ Benthic and Biological Studies
- ▶ CADD Services (AutoCAD, Microstation, Various Software Design Packages, Digitizing and Plotting)
- ▶ Chemical Engineering
- ▶ Clean Air Act Compliance
- ▶ Corporate Environmental Management
- ▶ Design of Slurry Impoundments and Refuse Disposal Sites
- ▶ Dewatering Plans
- ▶ Environmental Engineering
- ▶ Environmental Impact Studies
- ▶ Environmental Site Assessments
- ▶ Environmental Audits
- ▶ Erosion and Sedimentation Control Plans
- ▶ Expert Witness and Litigation Support
- ▶ Foundation Design

- ▶ Geological Services
- ▶ Ground and Surface Water Sampling
- ▶ Groundwater Investigation and Remediation
- ▶ Groundwater Protection Plans
- ▶ Hazardous Waste Management
- ▶ In-Situ and Ex-Situ Biostimulation/Bioaugmentation
- ▶ Landfill Design
- ▶ Landfill Closure Plans
- ▶ Mining Engineering
- ▶ Multimedia Sampling (Air, Fly Ash, Rock, Soil, Water)
- ▶ Permitting (Air, FERC, Fly Ash Haulback, Mining, NPDES, Quarry and Solid and Hazardous Waste)
- ▶ Pollution Prevention and Waste Minimization Planning
- ▶ Pre-Blast and Pre-Subsidence Surveys
- ▶ Reclamation Design and Planning
- ▶ Reclamation Liability Assessments
- ▶ Regulatory Liaison Services
- ▶ Risk-Based Environmental Assessment
- ▶ SARA Title III, TIER II and Form R Inventory and Reporting
- ▶ Site Characterization and Remediation Planning
- ▶ Spill Prevention Control and Countermeasure Plans
- ▶ Stabilization and Closure of Waste Impoundments
- ▶ Storm Water Management and Permitting
- ▶ Stream Benthic Macro-Invertebrate Surveys and Toxicity Evaluations
- ▶ Subsidence Studies
- ▶ Surface and Groundwater Monitoring, Statistical Analysis and Reporting
- ▶ UST Closure and Site Remediation
- ▶ UST Installation Monitoring
- ▶ Waste Facility Permitting and Design
- ▶ Waste Disposal Design
- ▶ Wetland Investigation and Delineation, Mitigation Design and Monitoring

POTESTA takes pride in our ability to provide clients with innovative and concise engineering design packages that will allow more of your money to be spent on actual construction rather than engineering design fees. Although POTESTA employs almost 100 people, our corporate structure with low overhead allows our rates to be competitive with those of smaller firms.

On the other hand, our large, experienced staff allows us to respond quickly, provides flexibility, and will provide for the opportunity of high level input from in-house experts on complex multi-disciplinary projects. Our normal method of staffing projects is to assign a small project team with total responsibility for completion of the work to the client's satisfaction and budget. Where necessary, the team can draw on the expertise available within POTESTA's large staff.

POTESTA has the ability to complete every facet of the project from beginning to end, from the preliminary layout through final design and construction monitoring/management. Our staff members are routinely involved in the preparation of construction documents including participation in the bidding and construction phases of the project.

The project manager will be responsible for monitoring the project budget. POTESTA's staff submits time sheets on a weekly basis. All charges including labor hours and other project expenses are compiled in our accounting center and distributed to the project manager during the following week. In this manner, the project manager can keep close track of costs. In addition, field representatives routinely keep track of subcontractor costs on a daily basis. Thus we can, in effect, keep track of the total project costs on a weekly basis. Our subcontractors commonly invoice at monthly intervals and there is seldom any discrepancy between our field representative's pay items and our subcontractor's invoice.

POTESTA's engineering design department consists of 26 engineers with a combined design experience of well over 300 years. The diversity of our engineers' experience plus that of our CADD designers, field technicians, and construction monitors allows us to assemble cost-efficient, practical designs.

POTESTA's construction observation and administration personnel are experienced with storm water, sanitary sewer, water supply projects, and numerous other civil, geotechnical, and environmental engineering projects, including adherence to specifications, pay quantity verification and dispute resolution. We have successfully completed many projects from start to finish.

POTESTA also maintains a comprehensive construction cost database containing construction bid item costs for numerous projects related to sanitary sewer projects. This database is utilized to develop construction cost estimates for our projects, and we feel results in a more representative estimate of probable construction costs for the client.

POTESTA can also complete applications for necessary permits and approvals such as NPDES storm water construction registration, NEPA compliance, U.S. Army Corps of Engineers permit, Public Land Corporation stream activity permit, West Virginia Bureau for Public Health, West Virginia Division of Highways occupancy permits, etc.

Additional information regarding POTESTA's site development; water, sewer, civil engineering design; storm water management; construction monitoring; and surveying capabilities is included in **Appendix A**. Additionally, information related to Associated's architectural capabilities is also included in **Appendix A**.

2.2 POTESTA - Similar Prior Experience

Following is a brief description of similar projects completed by POTESTA including our firm's experience with federal, state or local government park systems. **Appendix B** contains project abstracts of similar projects completed by POTESTA and those from Associated Architects, Inc. and Harper Engineering, PLLC.

Client	Description of Project
Coolfont Resort - Carl M. Freeman Associates	<p>Site design of a large upscale planned residential community, including design of a new waste water treatment plant facility, potable water supply and service system, and storm water management.</p> <p>Designed and permitted, through the WVDHHR and WVBPH, a public water supply, treatment and distribution system for approximately 1,100 customers. The tasks involved were; reviewed the available regional geological information and estimated peak demand information to prepare recommendations related to the preferred location and number of wells for the development as well as reviewed the site's existing water</p>

Client	Description of Project
	wells. Permitted and supervised the drilling of test wells, and conducted water yield evaluations and water quality testing. Designed and developed construction drawings and specifications for the well field and permitted this as a public water system through the WVBPH. Designed the water treatment plant and its distribution system to service 1,100 customers. A construction permit was applied for and granted by the WVDHHR, Office of Environmental Health Services (OEHS).
Boy Scouts of America (Buckskin Council)	<p>Corrected problems with the existing drinking water and sewer systems at the Buckskins Reservation at Lilley's Mills Pocahontas County, West Virginia.</p> <ul style="list-style-type: none"> • A site review of well locations, tank site, sewage treatment lagoon and location of both water and sewer lines were completed, and a report on the problems identified and recommendations for corrections was submitted to the BSA. • Provided administration and oversight of closure and abandonment of two of the camp's drinking water wells and the drilling of the replacement potable water well. • Provided regulatory liaison and assistance with the forms required for well closure and abandonment, installation and permitting of a replacement well. • Bid packages were developed for the required work <p>Worked closely with BSA to issue and administer the contract with the successful bidder.</p>
Federal Government Confidential Project	Conducted a historical review and site reconnaissance of existing groundwater wells to determine which wells would be sufficient to provide a potable source for a water treatment plant at this facility. Organized and supervised the collections of water quality samples from the chosen water wells and then reviewed and analyzed the primary and secondary water quality parameter results and presented to the client recommendations of water quality issues and preliminary suggestions on water treatment to meet water quality requirements for permitting. Redesigned the existing water treatment plant to meet water quality requirements, using the water well as the source water and meet the expected demands of a multiple building facility.

Client	Description of Project
Faraway Farms	Assisted in the development of a water supply system for a 150 plus unit residential subdivision in Jefferson County, WV. The tasks involved were; reviewed the available regional geological information and estimated peak demand information to prepare recommendations related to the preferred location and number of wells for the development. Applied for and received a permit to drill test wells through the West Virginia Department of Health and Human Resources (WVDHHR), Office of Environmental Health Services (OEHS). Supervised the drilling of multiple test wells, as well as water well drawdown tests and assisted in the water quality. Conducted evaluations on the water yield results and water quality test results and developed preliminary design on well field development.
Fairview Oaks Subdivision	Designed approximately 4,200 foot water line extension for service to a proposed subdivision. Engineering services included; meeting with the Berkeley Springs Water Works (BSWW) to obtain information on the existing water system, identifying a path for the water line extension, and obtaining BSWW requirements for the water line extension; preparing base mapping for the water line extension (from two separate sources), and performing a site reconnaissance to locate site features; coordinating fire hydrant flow tests of the existing water system with BSWW to obtain data for hydraulic evaluation; completing hydraulic evaluation of the proposed water line, including evaluation of fire flow capacities, utilizing the computer program WATERCAD; preparing construction drawings and technical specification; preparing permit applications to the WVDHHR-OES and WVDOH, and interacting with those agencies until permits were issued.
Woodland Heights Development	Design, permitting and construction administration/observation of residential development in Kanawha County, West Virginia. Project also included, site grading and roadway design, water line extension, sewer line collection system, utility extension, storm water management, and permitting.
Tucker County Development Authority	Design, permitting and construction administration/observation of residential housing complexes in various counties in West Virginia. Project included; site grading and roadway design, water line extension, sewer line collection system, utility extension, storm water management, and permitting.
Tucker County Development Authority	Design, permitting, and construction administration/observation of approximately 8,000 linear feet of water line and 8,000 linear feet of sewer line to extend service from the Town of Davis to the new Tucker County Industrial Park. Also conducted site design of access road, pump station and force main, as well as storm water management design, and permitting.

Client	Description of Project
University of Charleston	Prepared construction documents for site layout, grading, storm drainage and utility extensions for new four-story residence halls at the University of Charleston, and assessed storm sewer capacity at the university for a connection into the existing storm sewer.
City of Philippi Municipal Water System Upgrade	Evaluated the City's water system, provided recommendations for upgrades, assisted with funding application, obtained permits, and prepared drawings, specifications, cost estimates, and bidding documents for the upgrades. Included in the upgrades was replacement of existing controls for water storage tanks with telemetry systems, and upgrades (or replacements) for water lines, booster stations, and water storage tanks.
Almost Heaven LLC – Ski Resort	Worked with Almost Heaven LLC for development of a proposed ski resort near Canaan Valley, WV. Consulting services included water supply study for drinking water and water source for snow making capabilities and development of list of required permits for successful completion.
Babcock State Park - WVDNR	POTESTA was a subconsultant to architect. Services included; design of water and sewer lines, and provided assistance with grading for four-bedroom handicap cabin at Babcock State Park.
Pipe Stem State Park- WVDNR	POTESTA was a subconsultant to architect. Services included design of water and sewer lines for new handicap cabin at the Pipestem State Park.
Pison Development, LLC	POTESTA performed engineering services for numerous Pison Development projects which included residential site development. The projects included engineering design site development which included site grading, roadway and entrance designs, design of potable water distribution systems, service laterals, as well as sanitary sewer collection systems. Site design also included design of storm water drainage and storm sewers, design and sizing of detention/retention ponds, sedimentation ponds, and other hydraulic structures.

2.3 POTESTA - Qualifications of Personnel

Mr. Dana L. Burns, P.E., Vice President at POTESTA, will serve as principal-in-charge for this project. As such, he will direct POTESTA's staff, answer questions, address problems encountered and review the project budget. Mr. Burns has over 30 years of experience with civil and environmental engineering projects, including many residential, commercial and industrial site development projects. This experience includes serving as a project manager for various site development, roadway design, sanitary sewer projects, industrial waste water projects, water supply system extensions, water extension feasibility studies, and most recently overseeing the development of a large upscale residential housing development in Morgan County, West

Virginia involving roadway design, WWTP design, sanitary sewer collection and water system supply and distribution systems. In addition to providing technical guidance throughout the project, Mr. Burns will be responsible for maintaining the schedule and budget for the project.

Mr. Christopher A. Grose has degrees in civil engineering and geological engineering and has over 18 years of experience. His areas of expertise include geological/geotechnical explorations, surface and subsurface hydrology and hydrogeology, and foundation design. Mr. Grose's experience includes the design and evaluation of geologic explorations related to public water supplies, landfills, earth retention structures, slope stability and engineered fill construction. Mr. Grose has participated in the hydrogeological explorations/evaluations for many projects for POTESTA. Mr. Grose also prepared several application permitting public water supplies water treatment plants and distribution systems.

Mr. Terence C. Moran, P.E., has over 20 years of experience on civil engineering projects, with particular emphasis on water/waste water projects. He has particular expertise in water system evaluations including capacity analysis, storage tank and water line distribution system design. Mr. Moran has served as the project manager/project engineer for 60+ water/waste water projects, including preliminary engineering, environmental assessments, funding applications, hydraulic analysis, booster and storage tank design, line sizing, design of treatment systems, drawings, specifications, cost estimates, bid documents, shop drawing review, construction management and construction observation. Mr. Moran has completed water/waste water projects in Barbour, Boone, Brooke, Cabell, Fayette, Greenbrier, Hardy, Harrison, Kanawha, Lincoln, Logan, Monongalia, Morgan, Nicholas, Preston, Putnam, Raleigh, Randolph, Tucker, Wyoming and Upshur counties in West Virginia. He has completed these projects under the funding of USDA-RUS, HUD (Small Cities Block Grants), AML, Drinking Water Treatment Revolving Fund (DWTRF), United States Department of Commerce - Economic Development Administration, West Virginia Infrastructure and Jobs Development Council congressional funding (SAP), funding from the West Virginia lottery, Clean Water State Revolving Fund (CWSRF). Mr. Moran has also completed over 60 AML projects.

Mr. Pat Taylor, P.E., with 20 years experience has a substantial background with state regulatory and funding programs. Mr. Taylor will serve as a liaison with the West Virginia Infrastructure and Jobs Development Council, and the West Virginia Bureau for Public Health. Mr. Taylor was a manager at West Virginia's Bureau for Public Health. His responsibilities included managing of the West Virginia Drinking Water Treatment Revolving Fund (DWTRF), the state water and sewer construction permitting program and the capacity development program. He also sat on the West Virginia Infrastructure and Jobs Development Council, overseeing the Council's water technical committee, sitting on the sewer technical committee and also being a member of the council's funding committee. On a routine basis, Mr. Taylor worked with coordination of all funding agencies.

Mr. Robert J. Ammirato, P.E., has 8 years experience on civil engineering projects, with a particular emphasis on water/waste water projects and has experience with numerous water system projects throughout West Virginia and Virginia. His experience covers the design of water supply systems, development of geotechnical exploration plans and reduction of data for

geotechnical engineering reports. He is also experienced in construction quality control and permitting of water supply wells. Mr. Ammirato has designed sewer collection systems, sewer line extensions, waste water treatment plants, and water line extensions. These have included preliminary engineering, funding applications, permitting, hydraulic modeling, hydraulic analysis, storage tank design, pump station design, line sizing, drawings, specifications, cost estimates, bid documents, "shop drawing" review, and construction observation. Mr. Ammirato has experience with civil site design for landfills, residential sites, commercial sites, and sites under the West Virginia Department of Environmental Protection Office of Abandoned Mine Lands, which include site grading, site hydraulics, ditch design, drop inlet sizing, culvert sizing, pond design, and road design.

Mr. K. Joe Knechtel, P.E. - Mr. Knechtel has 18 years of experience and has been involved with utility related projects for government, private and commercial clients as well as numerous site development and environmental projects. Activities related to these projects have involved designing and permitting water and waste water treatment plants, design of water and sanitary lines, and design of force mains and lift stations. Experience also includes civil site development which includes storm water management systems, storm water ponds, erosion and sediment controls, evaluations and inspections of waste water lagoons, dams, storm water detention ponds, and petroleum secondary spill containments devices.

Mr. Jhonattan W. Schloeter, will work with the senior engineers on the day-to-day activities of the project from the Winchester office. Mr. Schloeter has over 4 years of experience, which includes water, sewer, roadway, and storm water design in addition to floodplain studies, and alterations, he has also been involved in several geotechnical jobs which included site monitoring and loggings of core and soil drilling which relates to this project. He also has experience in the preparation of construction drawings, cost estimates, storm water design, and development of wetland impacts, road and stream crossings, and site monitoring. Jhonattan regularly works with programs such as AutoCAD civil 3D, Pond-Pack, Hec-Ras, Flow Master, Culvert Master, and Sketch-Up 3D modeling. Experience with similar projects can be found within the included resume.

Mr. Victor Dawson, P.S., is a registered professional surveyor in West Virginia, North Carolina and South Carolina. Since 1998, his experience has included crew chief on several roadway and bridge survey projects, professional surveyor in charge of data reduction. Mr. Dawson currently serves as POTESTA's survey group manager responsible for directing all field crews. Mr. Dawson's extensive survey experience includes property boundary surveys and retracement, preparation and verification of topographic mapping, construction layout, and performance of surveys for payment quantities related to various types of construction projects. Mr. Dawson has more than fifteen years experience in various survey reduction programs as well as AutoCAD. Mr. Dawson graduated from Glenville State College with a degree in Associated Land Surveying.

The personnel listed above are available to work on this project immediately upon notice to proceed. **Appendix C** of this proposal includes resumes of key individuals who are anticipated to work on this project.

3.0 PROPOSED SUB-CONSULTANTS

POTESTA has the ability to complete every facet of the civil design aspects of the project from beginning to end, from the preliminary layout through final design and construction monitoring/management. Our staff members are routinely involved in the preparation of construction documents including participation in the bidding and construction phases of the project. POTESTA will utilize Associated Architects, Inc. of Charleston, West Virginia to complete all architectural aspects that may be required for the project. Associated will perform 100 percent of the architectural elements of the project, while POTESTA will complete all civil related portions of the projects. Harper Engineering will assist POTESTA in all electrical engineering requirements for the project. The staff of Harper Engineering has a combined 85 years of experience working with clients in a variety of fields. They design optimized systems that meet all of the needs of their clients' for performance, energy use, and budgetary.

3.1 Associated Architects, Inc. Corporate Overview

Associated Architects has the ability to provide a complete turnkey project for all of its clients. Add to this speed and accuracy, and the client is provided with the best product possible. In-house capabilities in planning, architecture and construction administration services are supplemented by qualified consultants, with whom they have established a continuing association in the fields of structural, mechanical, electrical, and civil engineering, as well as acoustical design, cost estimating and scheduling.

3.1.1 Similar Prior Experience

Client	Description of Project
South Charleston Public Works Building	This design was to enclose 70,000 sq. ft. of usable area for both offices and vehicle/equipment storage. This building houses the City of South Chareleston's Public Works office and is a staging are for the organization.
Public Service Commission Office Building	This building renovation required not only an update of the building's interior, but also the changing of the exterior in order for it to match the adjacent building, also owned by the Public Service Commission.
CMC Housing – Jefferson Place	Designed to house doctors in a local residency program, Jefferson Place consists of 28,000 sq. ft. apartment building, styled to mimic a dense Brownstone townhouse environment. The interior of the building consisted of twenty-four apartments with a majority being two bedroom units, with the remaining few one and three bedroom units dispersed throughout the building.

Client	Description of Project
Cabwaylingo State Forest Dormitories	This project design included two new dormitories on the existing campus. Both dormitories provided 25 beds for men and women as well as four counselor beds and restroom facilities.

3.1.2 Qualifications of Personnel

Mr. Paul W. Tennant, AIA serves as the principal-in-charge of Associated Architects, Inc. Mr. Tennant has over 30 years experience in the design of office buildings and retail, recreational, educational, health care and industrial facilities and complexes. He is actively involved in the direction and execution of all of Associated's projects. Mr. Tennant has a substantial record of repeat clients for the firm due to successful project completions within the limits of schedule and budget. His close involvement from the conception to the conclusion of the project assures continuity of design intentions. Associated Architects has served as the project architect for several WVDNR projects including the Cabwaylingo State Forest Dormitories and the Chief Logan State Park and Conference Center Recreational Complex.

Mr. Mark N. Spencer, Senior Architect passed the Architect Registration Examination upon becoming eligible in 1991, and thereafter received NCARB certification, which allows easy application for licensure in virtually every state. Upon becoming a Project Architect, he designed the Science Addition to Charleston Catholic High School, which was honored with an award from the local AIA chapter. Since then, he has continued the tradition of award-winning designs.

Mr. Aric L. Margolis, Project Architect has been employed full-time since 1996 with the company. He has been a project manager for many of the firm's larger design/build projects. This includes the 180,000 sq. Fr. Department of Environmental Projection Building, which received LEED silver certification; several University of Charleston projects; The Equities House/ and the Glenville State College Dormitory.

Mr. Charles T. Keefer, Project Architect is a recent college graduate who has been employed as an intern with Associated Architects, Inc. since 2000. In addition to his architectural training, he has a strong computer background with a complete understanding of all operating systems on the market. He recently passed the Architect Registration Examination upon becoming eligible in 2005, and thereafter received NCARB certification, which allows easy application for licensure in virtually every state.

3.2 Harper Engineering. Corporate Overview

Harper Engineering was founded in 2008 to provide innovative engineering design services throughout the state. They are a unique combination of eager young talent and proven experience fused together to serve all of your building and design needs. Their goal is to design optimized systems that meet all of the client's performance, energy use, and budgetary needs.

3.2.1 Similar Prior Experience

Client	Description of Project
Fairmont State College WV Folklife Center	HVAC, Plumbing, Electrical, Fire Alarm, and Sprinkler design for a renovation to a 6,100 sq. ft. historical building.
Rahall Technology and Business Center Community Based Outpatient Clinic:	HVAC, Plumbing, Electrical, Fire Alarm, and Sprinkler design for an 8,500 sq. ft. VA outpatient clinic.
W. Kent Carper Justice and Public Safety Complex	HVAC, Plumbing, Electrical, Fire Alarm, and Sprinkler design for renovations to the 62,400 sq. ft. Justice and Public Safety Complex.
Braxton County Schools Bond Program	HVAC, Plumbing, Electrical, Fire Alarm, and Sprinkler design for addition and renovations to 6 elementary schools throughout Braxton County. Total value of bond \$24,000,000.

3.2.2 Qualifications of Personnel

Mr. Scott D. Phillips brings 26 years design experience to the firm. He has experience with mechanical, electrical, plumbing and fire suppression system design. His projects include educational facilities (including colleges and universities), health care facilities, office buildings, banks, emergency services facilities, postal facilities, and government buildings. Registrations/Professional Affiliations include American Society of Plumbing Engineers.

Jason E. Harper, P.E. brings 9 years design experience with HVAC, Electrical, plumbing, and fire alarm system design. His projects include education facilities (including colleges and universities), health care facilities, office buildings, banks, emergency services facilities, postal facilities, and government buildings.

Mr. Kevin Mark King, P.E. brings 6 years of electrical design experience and over 10 years of electrical construction/maintenance experience to the firm. His projects included educational facilities (including colleges and universities), health care facilities, office buildings, emergency services facilities, government buildings and industrial projects.

The personnel listed above are available to work on this project immediately upon notice to proceed. **Appendix C** of this proposal includes resumes of key individuals who are anticipated to work on this project, as well as additional project personnel from Associated Architects and Harper Engineering not described in detail in the previous section.

4.0 QUALITY CONTROL PROCEDURES

Submittals to the WVDNR will be reviewed and commented on by the project manager and the principal-in-charge prior to submittal to the WVDNR. The project manager and the principal-in-charge, as well as our proposed project architects have worked on numerous WVDNR projects, and thus understand the level of detail and expectations for WVDNR projects. POTESTA utilizes standardized Quality Assurance/Quality Control (QA/QC) practices such as consistency checks, color coding of checked copies/calculations, and review of method of measurements versus quantity tallies to insure QA/QC expectations are met.

5.0 SCHEDULE CONTROL

Direct responsibility for schedule control lies with the project manager. Initially, the project manager will review schedule requirements to see how they can be achieved given the anticipated scope of work. As the project progresses, the project manager will monitor progress and compare it with the established schedule on a weekly basis keeping the principal-in-charge aware of the schedule's status. In this manner, the principal-in-charge can make staff adjustments to allow the project manager to maintain the project schedule. If circumstances develop that make it impossible to maintain the project schedule, the project manager will contact the WVDNR project manager to develop a mutually acceptable adjustment to the schedule and/or work plan.

POTESTA, Associated Architects and Harper Engineering have proven track records of consistently meeting deadlines and finishing work in both a timely manner and quality meeting or exceeding the client's expectations. Having worked together on numerous projects over the last several years, all have developed an extremely good working relationship based on frequent communication. Our staff members are familiar with each other and work well together.

Appendix D contains the executed Request for Quotation form and Purchasing Affidavit form.

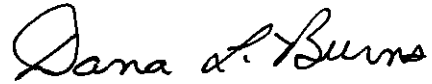
6.0 CLOSING

POTESTA is excited about the possibility of working with the West Virginia Division of Natural Resources on this project. POTESTA's staff of 94 people, along with Associated Architects, Inc. and Harper Engineering, PLLC experienced personnel and experience with similar type projects will allow us to assemble an experienced project team and complete this project in a timely and efficient manner. The successful POTESTA team will work together to meet your needs and complete your project.

We look forward to an interview with the WVNDNR to better acquaint you with our qualifications and experience and to discuss your plans.

Respectfully submitted,

POTESTA & ASSOCIATES, INC.

A handwritten signature in black ink that reads "Dana L. Burns". The signature is written in a cursive, flowing style.

Dana L. Burns, P.E.
Vice President

DLB:KJK/mgp