



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

Request for Quotation

RFQ NUMBER
 EHS11030

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 304-558-0067

RFQ COPY

National Environmental Services Center
 Attn: Gerald R. Iwan
 PO Box 6064
 Morgantown, WV 26506

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH ENVIRO HLTH SERVICES
 350 CAPITOL STREET, ROOM 313
 CHARLESTON, WV
 25301-1757 304-558-8582

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
03/24/2011				

BID OPENING DATE: 04/21/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. TO VERIFY THAT THE MANDATORY PRE-BID MEETING WILL TAKE PLACE ON 4/5/2011.						
2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
EXHIBIT 10						
REQUISITION NO.: EHS11030						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1 <i>AM</i>						
NO. 2						
NO. 3						
NO. 4						
NO. 5						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						
VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL						

RECEIVED

201 APR 27 P 12:43

PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she 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 <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors 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, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

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HEALTH AND HUMAN RESOURCES
BPH ENVIRO HLTH SERVICES
350 CAPITOL STREET, ROOM 313
CHARLESTON, WV
25301-1757 304-558-8582

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03/24/2011				

BID OPENING DATE: **04/21/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;"> SIGNATURE WVU RESEARCH CORPORATION COMPANY 4/26/11 DATE </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009 END OF ADDENDUM NO. 1</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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BID OPENING DATE: 04/21/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
001	1	JB		952-90		
WVWSET ASSISTANCE - WITH ASSESSING WATER SYSTEMS						
***** THIS IS THE END OF RFQ EHS11030 ***** TOTAL:						\$247,447.00

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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TYPE NAME/ADDRESS HERE

WVU Watim Env. Service Center
 PO Box 6064
 Morgantown, WV 26506

SHIP TO

HEALTH AND HUMAN RESOURCES

BPH ENVIRO HLTH SERVICES
 350 CAPITOL STREET, ROOM 313
 CHARLESTON, WV
 25301-1757 304-558-8582

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
04/14/2011				
BID OPENING DATE: 04/28/2011		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. TO MOVE THE BID OPENING DATE OUT FROM 4/21/2011 TO 4/28/2011. 3. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. EXHIBIT 10						
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NO. 2 <i>AKM</i>						
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NO. 4						
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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[Signature]
 SIGNATURE

WVU RESEARCH CORPORATION
 COMPANY

4/28/11
 DATE

NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.

REV. 09/21/2009

END OF ADDENDUM NO. 2

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
001	1	JB		952-90		
WVWSET ASSISTANCE - WITH ASSESSING WATER SYSTEMS						
***** THIS IS THE END OF RFQ EHS11030 ***** TOTAL:						\$247,447.00

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**Addendum #2
EHS11030**

Vendor Question 1:

We want to be sure we correctly understand requirements outlined in Vendor Requirements, Item 2. We have read these items and we understand you are requesting the following:

Vendor Requirements, Item 2, Bullet 1: We understand this requirement means the vendor must provide 10-12 examples of reports, letters, email, etc. demonstrating the vendor has provided direct assistance to 10-12 water systems over the last two years and these must demonstrate each of the key staff have provided water system technical, managerial or technical assistance; a total of 10-12 examples.

OEHS Response to Vendor Question 1:

The specifications require vendor to provide 10 to 12 examples of vendor assistance in technical, managerial, and/or financial areas to different water systems within the last two years.

Vendor Question 2:

We want to be sure we correctly understand requirements outlined in Vendor Requirements, Item 2. We have read these items and we understand you are requesting the following:

Vendor Requirements, Item 2, Bullet 2: We understand this requirement means the vendor must provide 10-12 examples of specific resource (e.g., training manuals, equipment, software, articles, trade publications, etc.) the vendor has provided, through its key staff, to 10-12 water systems over the last two years; a total of 10-12 examples.

OEHS Response to Vendor Question 2:

The specifications require vendor to provide 10 to 12 examples of resources used by vendor to assist different water systems within the last two years.

Vendor Question 3:

We want to be sure we correctly understand requirements outlined in Vendor Requirements, Item 2. We have read these items and we understand you are requesting the following:

Vendor Requirements, Item 2, Bullet 3: We understand this requirement means the vendor must provide a resume for each key staff member. Each staff member resume must demonstrate 2 years experience providing on-site visits assisting water systems in either the technical, managerial, or financial area. Additionally, all the vendor's resumes collectively must show 2 years experience providing technical, managerial, and financial assistance (total 6 years). Do we correctly understand what you are requiring for these three bullets? If not, would you please clarify what is wanted.

OEHS Response to Vendor Question 3:

In order to confirm that vendor's key staff has the ability and knowledge to assist community water systems in technical, managerial and financial areas of their operations, vendor must provide resumes for all key staff members. Resumes must depict a minimum of two years experience for each key staff member in the technical, managerial, or financial areas while ensuring that the minimum two year experience requirement is satisfied in all three categories. For example, one key staff person could have a minimum of two years experience in technical capacity. Another key staff person could have a minimum of two years experience in managerial capacity and one other person could have a minimum of two years experience in the financial area. Under this example, vendor satisfies the requirement of a minimum of two years

experience in all three capacity areas. Another example that will satisfy the minimum experience requirement is one key staff person could have two years experience in the technical area and an additional two years experience in the managerial capacity (4 years), while another key staff person has two years experience in the financial area. One other example that will satisfy the minimum experience requirement is one key staff person that has a minimum of two years experience in all three capacity areas (6 or more years).

Vendor Question 4:

The description of Deliverable 3 includes a requirement for Quarterly written updates/reports. However, the cost/bid sheet does not include these 12 reports in the list of deliverables. Therefore, there is no place in the Bid Price Sheet to incorporate these costs. Where does OEHS want us to include this cost in the Bid Price Sheet? Does OEHS want to modify the Bid Price Sheet to include this required deliverable?

OEHS Response to Vendor Question 4:

As reflected under "Life of Contract" in the specifications, contract will extend for one year upon award. Contract may be renewed annually for two additional one year periods upon mutual written consent of OEHS and vendor, but renewals are not guaranteed. There are four quarterly reports required in Year 1 of the contract. If the contract is renewed for a second year, four quarterly reports will be required for Year 2. If the contract is renewed for a third year, four quarterly reports will be required for Year 3. OEHS does not want to modify the Bid Price Sheet to include the required quarterly written updates/reports outlined under Deliverable 3. Vendor should be aware of all requirements outlined under Deliverable 3 and incorporate costs for completing all of the requirements of the Deliverable in the unit and total cost on the Bid Price Sheet.

Vendor Question 5:

The description of Deliverable 3 includes a written report requirement for every CWS visited be submitted to OEHS within 14 days. However, the cost/bid sheet does not mention these reports. Therefore, there is no place specified in the Bid Price Sheet to incorporate these costs. Does OEHS want us to include this cost in the Bid Price Sheet Deliverable 3 scheduling, conducting, and completing reviews of Community Water Systems? Does OEHS want to modify the Bid Price Sheet to include this required deliverable?

OEHS Response to Vendor Question 5:

OEHS does not want to modify the Bid Price Sheet to include the required written report for every CWS visited. Vendor should be aware of all requirements outlined under Deliverable 3 and incorporate costs for completing all of the requirements of the Deliverable in the unit and total cost on the Bid Price Sheet.

Vendor Question 6:

We know from experience how difficult it can be contacting water systems and setting up evaluations, especially when they involve technical, managerial, and financial evaluation. Such evaluations commonly involve 3 or 4 separate individuals from the water system. Our experience has also shown many small water systems are difficult, and sometimes impossible, to contact. When working for OEHS, Mr. Watson's Capacity Development Program staff sometimes required numerous attempts over several weeks to schedule or receive refusal for water system assessment meetings. RFQ Deliverable 2 assumes 20 CWSs/year be used when developing the non-participating CWS bid price. However, the RFQ does not provide any guidance or assumptions regarding how much vendor effort should be expended attempting to contact a CWS before referring the CWS to OEHS. This effort could involve a few phone calls over a couple days to numerous phone calls, letters, emails, etc. extending several weeks (e.g.,

one or two hours effort up to approximately a day). It is important the bidding vendors understand the degree of effort OEHS desires when developing a unit price for this deliverable.

When unable to contact or schedule an on-site WWSET review, how much effort does OEHS expect from the vendor before the CWS is referred to OEHS?

We have assumed OEHS wants the vendor to attempt 5-6 times, by phone or email only, to contact a CWS and schedule an on-site WWSET visit. Is this a proper assumption or does OEHS expect more or less vendor effort before forwarding the CWS to OEHS as refusing to participate?

OEHS Response to Vendor Question 6:

OEHS expects vendor to attempt verbal contact with the chief operator a minimum of five times and the manager of the CWS a minimum of five times over a period of four weeks before referring the system to OEHS. If vendor is unable to make verbal contact with CWS, then the attempted contact names and dates of attempted contact must be sent to OEHS for follow up with the CWS. If verbal contact is made and both individuals decline the offer to complete a survey, then the contact names, dates of contact, and a brief summary of the discussions (including reasons for refusal) must be sent to the OEHS for follow-up with the CWS.

Vendor Question 7:

Are all proposed Key Staff required to be at the initial project planning meeting?

OEHS Response to Vendor Question 7:

No. All proposed Key Staff are not required to be at the initial project planning meeting.

Vendor Question 8:

Are proposed Key Staff required to do the on-site visits with each water system?

OEHS Response to Vendor Question 8:

At least one key staff person is required to do the on-site visit with a water system.

Vendor Question 9:

Some survey questions do not apply to all systems. In other cases, the appropriate personnel may be unavailable to answer questions during the site visit. What is the maximum number of survey questions for each system that can be left unanswered and still be approved by DHHR? (For example if a system is not able to answer 10 questions out of the 59, would that be acceptable to DHHR?)

OEHS Response to Vendor Question 9:

OEHS expects all appropriate questions to be answered for a CWS. A list of required documents must be reviewed with the CWS (and sent to them) during the contact to set up the date of the on-site visit for the survey. These lists will be reviewed during the development of the work plan. Vendor may elect to receive data or documents from the CWS after the site visit. However, vendor is responsible for obtaining answers to questions before a survey is considered complete. A question may be answered "Not Applicable".

Vendor Question 10:

What is the expectation for post meeting follow-up with each system to obtain additional information that was not available during the on-site meeting? For example, is additional follow

up required to obtain answers to the 10 unanswered questions before the report can be approved by DHHR?

OEHS Response to Vendor Question 10:

Vendor is responsible for obtaining answers to all appropriate questions related to CWSs before reports can be approved by DHHR/BPH/OEHS. If questions are not appropriate to a CWS, they may be answered "Not Applicable".

Vendor Question 11:

Must the survey results to be printed on-site for each water system be printed in color?

OEHS Response to Vendor Question 11:

Yes. The on-site printed copies for the CWS must be in color.

Vendor Question 12:

Are hard copy report deliverables required in addition to the electronic Microsoft Word deliverable to DHHR? If so, how many copies of each report does DHHR require?

OEHS Response to Vendor Question 12:

DHHR/BPH/OEHS will require only one hard copy of each report in addition to the electronic Microsoft Word version.

Request for Proposal No. EHS 11030

SIGN IN SHEET

PLEASE PRINT

Page 1 of 2
Date: 4/5/11

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

TELEPHONE & FAX NUMBERS

WVLE

Company: WVLE

Rep: General Turner

Email Address: turner@wvle.com

P.O. Box 6064

MORGANTOWN, WV 26506

West Virginia University

Region 4 Planning & Development Council

885 Board Street Suite 100

Summersville WV 26051

Summersville WV 26051

Summersville WV 26051

Summersville WV 26051

Summersville WV 26051

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Summersville WV 26051

PHONE (304) 293-4191
TOLL FREE

FAX (304) 293-8161

PHONE (304) 872-4470
TOLL FREE

FAX (304) 872-1012

PHONE 304-431-7223
TOLL FREE

FAX 304-431-7235

PHONE 304-414-0054
TOLL FREE

FAX 304-720-2334

PHONE 304-201-1689
TOLL FREE

FAX 800-339-4513

PHONE 304-301-1694
TOLL FREE

FAX 304-301-1694

Company: TETRA TECH INC

Rep: Jon C. Ludwick

Email Address: jon.ludwick@tetratech.com

Company: WV Rural Water Association

Rep: Deborah L. Britt

Email Address: debbie.britt@citynet.net

SIGN IN SHEET

Request for Proposal No. **EHS 11030**

PLEASE PRINT

Date: _____

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

TELEPHONE & FAX NUMBERS

FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

Company:	<i>WV Community Action Partnership</i>	<i>WV RCAF</i>	PHONE	<i>(304) 842-9287</i>
Rep:	<i>Lewis Paul Bailey</i>	<i>12 Sunset View</i>	TOLL FREE	
Email Address:	<i>lebailey@wvcommunityaction.com</i>	<i>Bridgport WV 26330</i>	FAX	<i>(304) 842-5727</i>
Company:			PHONE	
Rep:			TOLL FREE	
Email Address:			FAX	
Company:			PHONE	
Rep:			TOLL FREE	
Email Address:			FAX	
Company:			PHONE	
Rep:			TOLL FREE	
Email Address:			FAX	

TECHNICAL ASSISTANCE PROVIDER



12C Sunset View
Bridgeport, WV 26330

304-842-WATR (9287)
304-842-5727
nharper@citynet.net



10
12C Sunset View
Bridgeport, WV 26330

304-842-9287
304-842-5727
jowens@westvirginia.com



TETRA TECH

Jon C. Ludwig
Director, Water Resources Group

803 Quarrier Street, Suite 400, Charleston, WV 25301
Tel 304.414.0054 Fax 304.720.2334
jon.ludwig@tetratech.com www.ttwater.com



WV RCAP
A program of WV CAP

Richard Watson
Technical Assistance Provider

PO Box 33
Dry Fork, West Virginia 26263

304-866-4260

rwatson121@frontiernet.net

Roberta Wagner
Health and Human Resources
BPH Environmental Health Services
350 Capitol Street, Room 313
Charleston, WV 25301-1757

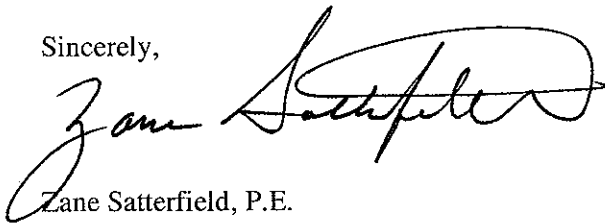
April 21, 2011

Dear Ms. Wagner,

Enclosed with this letter is the National Environmental Services Center (NESC) bid for RFQ EHS11031, the WVWSET Onsite Reviews of Kearneysville, Philippi, and Wheeling Districts to provide onsite technical, managerial, and financial capability assistance to West Virginia community water systems.

We thank you in advance for your consideration of this bid, and we look forward to working with you. If you have any questions or require additional information, please feel free to contact me at (304) 293-4191, extension 5393.

Sincerely,



Zane Satterfield, P.E.

NESC Engineering Scientist

Enclosures:

Overview of Key Staff and NESC Experience
Bid Quotation Forms
Direct Assistance to 10 Different Water systems
12 Water Systems that Received Resources
Key Staff Resume
Appendix for Certificates of Completion for WVWSET Training and Subrecipient Grant Status Report Form

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: WVU RESEARCH CORPORATION

Signed: 
Alan B. Martin

Date: 6/24/0

Title: Secretary, WVU Research Corporation

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. EHS11030

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: WVU RESEARCH CORPORATION

Authorized Signature: *Alan B. Martin* Date: 4/24/11
Alan B. Martin, Secretary

State of WEST VIRGINIA

County of MONONGALIA, to-wit:

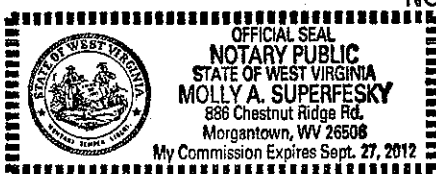
Taken, subscribed, and sworn to before me this 26 day of APRIL, 2011.

My Commission expires Sept 27, 2012.

AFFIX SEAL HERE

NOTARY PUBLIC

Molly Superfesk



EHS11031 - BID PRICE SHEET

DELIVERABLES (includes all requirements as described in specifications)	Deliverable Due Date	Annual Usage #	Unit Bid Price Per Deliverable (Cost to provide one per deliverable)	Bid Price (Annual Usage # or Est. Annual Usage # x Unit Bid Price)
DELIVERABLE #1: One-day Initial Project Plan meeting with OEHS leadership at 350 Capitol Street, Charleston, WV during the first month of the contract followed by final project plan to OEHS for approval within 45 days of contract effective date. Vendor will be responsible for its employees' transportation, lodging, food, and incidental expenses incurred.	Year 1 - Months 1 - 2	1	497	497
DELIVERABLE #2: CWSS contacted that choose <u>not</u> to participate in the WVWSET program.	Year 1 Months 2 - 11	Estimated Annual Usage # ¹ 30	26	784
DELIVERABLE #3: Schedule, conduct, and complete reviews of Community Water Systems (CWSS) that agree to participate in the WVWSET program located in the following OEHS District Office areas.	Deliverable Due Date	Estimated Annual Usage # per OEHS District Office Coverage Area ²		
KEARNEYSVILLE DISTRICT OFFICE AREA	Year 1 - Months 2 - 12	22	1148	25,256
	Year 2 - Months 1 - 12	31	794	24,614
	Year 3 - Months 1 - 12	26	908	23,608
	Year 1 - Months 2 - 12	36	1148	41,328
	Year 2 - Months 1 - 12	50	794	39,700
	Year 3 - Months 1 - 12	43	908	39,044
PHILIPPI DISTRICT OFFICE AREA				

WHEELING DISTRICT OFFICE AREA		Year 1 - Months 2 - 12	Year 2 - Months 1 - 12	Year 3 - Months 1 - 12	Year 1 - Month 12	Year 2 - Month 12	Year 3 - Month 12	TOTAL BID PRICE
DELIVERABLE #4: Written electronic Microsoft Word based report that includes details of all reviews completed during the contract year.		15	20	17	1	1	1	\$247,447.00
		1148	794	408	1360	1360	1360	
			15,880	15,436	1360	1360	1360	
					1360	1360	1360	
								TOTAL BID PRICE
								\$247,447.00

¹ Estimated Annual # of CWSs contacted in the Kearneysville, Phillippi, and Wheeling District Office areas that choose not to participate in the WVWSET program is unknown. Bidders "Unit Bid Price" per this Deliverable #3 will be the final unit cost charged to OEHS whether CWS is located in Kearneysville, Phillippi, or Wheeling District Office area for the entire term of the contract.

² Estimated Annual # of CWSs that choose to participate in the WVWSET program per OEHS District Office area is unknown. Bidders "Unit Bid Price" per this Deliverable #4 will be the final unit cost charged to OEHS for each CWS review completed within the respective district office area for the entire term of the contract.

Bidders must complete the Unit Bid Price and Total Bid for each Deliverable (separate bids per district office area as indicated under Deliverable #4).

Bidders must complete, sign, and date the vendor section below:

Vendor Name: WV RESEARCH COOPERATION Phone: (304) 293-3998

Contact Person: ALAN B. MARTIN Fax: (304) 293-7435

Contact Person: ALAN B. MARTIN Email: ALAN.MARTIN@MAIL.WVU.EDU

Authorized Representative: ALAN B. MARTIN (Please Print)

Authorized Representative Signature: [Signature] Date: 4/21/11

WWSET Assistance with Assessing Water Systems

RFQ: EHS 11031



National Environmental Services Center
Bid to Provide WWSET Assistance to West Virginia Community
Water Systems

April 21, 2011

Zane Satterfield, P.E., Engineering Scientist
National Environmental Services Center
West Virginia University
PO Box 6064
Morgantown, WV 26506-6064

WWWSET Assistance with Assessing Water Systems

The National Environmental Services Center (NESC), located at West Virginia University, is a nationally recognized, federally funded, nonprofit organization. With more than 30 years of experience in environmental education, training and community-based assistance, NESC is an active, long-standing protector of the nation's waters and public health.

One of the organization's most recent successes was the development of the comprehensive West Virginia Water System Evaluation Tool (WWWSET) that assesses a water system's TMF capabilities to operate effectively and efficiently and meet the requirements of the Safe Drinking Water Act (SDWA). Properly used, the WWWWSET will assess, score, and provide direct feedback about a system's TMF capability and help determine water system interest in future follow-up assistance.

Since the goal of this project is to help West Virginia community water systems use this self-assessment tool through onsite visits to individual systems, NESC staff believe they have more than the minimal qualifications.

Vendor Requirements

Personnel Qualifications

To address this goal, NESC's Zane Satterfield, P.E., will lead this project as the key technical staff member. Satterfield has more than 21 years' experience in the engineering field, with 7+ years at NESC providing technical assistance to drinking water systems and 2+ years with the Bureau of Public Health, Philippi District Office, inspecting drinking water systems, conducting sanitary surveys, and performing site visits.

Satterfield's resume is attached. NESC support staff will directly assist Satterfield in the field and administratively as needed.

Required Documentation Attachments

- Office of Environmental Health Services Purchasing Division quotation forms outlining NESC bid for this project;
- List of 10 drinking water systems that were involved in the pilot study for the WVWSET program and their certificate of completion. These will count for the reports of the 10 systems with face-to-face interaction within the last two years with assistance in technical, managerial and/or financial areas; and
- List of 12 different water systems to which 12 different resources were sent in the areas of technical, managerial, and financial within the last two years.

Computer and Electronic Capability

Vendor will supply all field staff with laptop computers that have Internet capability, MicroSoft Office 2000 or higher, Adobe Reader, appropriate web browsers, including Internet Explorer, Safari, and Firefox. Vendor also can supply mobile printers and cellular telephones, and can provide field staff with the ability to send and receive emails. IT support will also be provided to field staff.

Direct Assistance to 10 Different Water Systems
Technical, Managerial, and Financial

In 2009, as part of the West Virginia Water Systems Evaluation Tool (WVWSET), Zane Satterfield, engineering scientist with the National Environmental Services Center at West Virginia, trained 10 different West Virginia water systems on the use of WV Water System Evaluation Tool. This tool and the onsite reviews provided technical, managerial, and financial assistance to these water systems:

Water System	County	Date of Visit	Contact
Grandview Doolin PSD	Wetzel	7/20/09	Ron Brill
Elkins	Randolph	7/21/09	Mike Barkley
Jane Lew PSD	Lewis	7/23/09	Nancy Gee
Morgantown Utility Board	Monongalia	7/28/09	Mike Anderson
Terra Alta	Preston	7/29/09	Joe Miller
Coons Run	Harrison	8/05/09	Brian Ladanye
Preston PSD #1	Preston	8/05/09	John Keener
Huttonsville PSD	Randolph	8/06/09	Bonnie Serrett
Anmoore	Harrison	8/11/09	James Wolfe
Junior	Barbour	8/18/09	Susan Strawder Mark Shiflet

See Appendix for Certificates of Completion for WVWSET Training and Subrecipient Grant Status Report Form.

12 Water Systems that Received Resources	
Technical, Managerial, and Financial Assistance Provided By Zane Satterfield, P.E.	
<i>Water System and Contact</i>	<i>Resources Sent</i>
<p>1. Chris Gallagher, General Manager Spalding Community Services District 502-907 Mahogany Way Susanville, CA 96130 (530) 825-3258</p> <p>3/23/11</p>	<p>The Sanitary Survey Fundamentals prep-course CD (from the Montana Water Center)</p> <p>Also sent Operator Basics Training series and Small Utility Board Training</p> <p>All three of these CDs have technical, managerial, and financial information.</p>
<p>2. Jim Chavez, Water Quality Technician East Cherry Creek Valley Water and Sanitation District 6201 S. Gun Club Rd. Aurora, CO 80016 (303) 693-3800 ex 218</p> <p>3/23/11</p>	<p>Operator Basics 2005 CD (from the Montana Water Center)</p> <p>This CD provides technical, managerial, and financial information.</p>
<p>3. Sarah C. Tarallo, Compliance Officer City Of Manassas Water Department 8500 Public Works Drive Manassas, VA 20110 (703) 257-8342</p> <p>3/28/11</p>	<p>Virtual System Explorer (from the Montana Water Center) Also sent Water Quality Expedition, Operator Basics and Sanitary Survey Prep Course. These CDs have technical, managerial, and financial information.</p>
<p>4. Terry Miller Village of Tuscarawas PO Box 388 Tuscarawas, OH 44682 (740) 922-1340</p> <p>10/07/10</p>	<p>Developing a Drinking Water Source Protection Plan (from The Montana Water System)</p> <p>Also sent Operator Basics 2005, Water Quality Expedition Virtual System Explorer, Contamination Explorer. These CDs have technical, managerial, and financial information.</p>

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5.	<p>Kevin Bitz Town of Spring Water Department 2850 Windmill Rd. Skinking Spring, PA 19608 (484) 955-9348</p>	<p>The Show Me Rate Maker free software and article "How to Get Great Rates" from <i>On Tap</i> magazine.</p>
	6/07/10	
6.	<p>Mickely Buck Caddo Valley Water 137 Malvern Rd. Caddo Valley, AR 71923 (870) 260-6175</p>	<p>Small Utility Board Training CD (From The Montana water Center)</p>
	8/20/10	
7.	<p>Dave Hallstrom, Manager Statewide Water and Wastewater California State Parks 704 O Street Sacramento, CA 95814</p>	<p>Interactive Sampling Guide For Drinking Water System Operators Microbial Risk Assessment Tool (From The Montana Water Center) Also sent Virtual System Explorer, Contamination Explorer and Water Quality Expedition These CDs have technical, managerial, and financial information.</p>
	12/23/10	
8.	<p>Melissa Larmer O. B. Curtis Water Treatment Plant 100 O. B. Curtis Drive Ridgeland, MS 39157 (601) 960-2723</p>	<p>Microbial Risk Assessment Tool (From The Montana Water Center) Also sent Operator Basics CD and Water Quality Expedition</p>
	1/20/11	
9.	<p>Bart Willadson City Of Casper 1600 SW Wyoming Blvd. Casper, WY 82604 <u>bwilladson@cityofcasperwy.co</u></p>	<p>Point-of-Use Point-of-Entry CD (From the Montana Water Center) Also sent Operator Basics 2005 CD</p>
	2/15/11	
10.	<p>Nancy Madison Three County Public Water District PO Box 27 406 N 4th Street New Douglas, Il 62074 (217) 456-8231</p>	<p>Illinois Source Water Protection Plan CD (From The Montana Water Center) also sent Virtual System Explorer and Operator Basics 2005</p>
	3/2/11	

11. Jennifer Estrada, Water Supervisor City of Artesia 612 N Roselawn Artesia, NM 88210 (575) 748-0269	Water Quality Expedition CD (From The Montana Water Center)
1/27/11	
12. Cody Jones Florida River Estates Water System Colorado (970) 799-1436	Called in with a problem with the systems' bag filtration. Certain times of the year the bag filter would foul too quickly. The solution was pre-treatment, which could be coagulation, flocculation and settlement or possible another stage of bag filters or cartridge filtration with different filtration size. In this instance, the resource provided was Mr. Satterfield's professional experience.
12/14/10	

Zane Richard Smith Satterfield P. E.

Rte. 3 Box 141.
Fairmont, WV 26554
Home Phone (304) 363-4313

Qualifications

Registered **Professional Engineer** (P.E.) W.Va. Registered 07-27-01 Registration Number 14878

Certified Licensed (1D) public water system operator in the state of West Virginia License # WVOP09588

21 years experience in the engineering field with a wide range of experience in civil engineering including water and sewer systems, storm water management, wetland delineation and mitigation, structural detailing, AutoCAD 12, 13, 14 & 2000 and Micro station.

Employment

ENGINEERING SCIENTIST

(Nov. 2003 - PRESENT)

*West Virginia University, National Environmental Services Center
NRCCE building, Evansdale Campus*

PO Box 6064

Phone: 800-624-8301

- Answers technical questions received on the technical assistance hotline about all aspects of drinking water sources, protection, treatment, distribution and conservation; for example: facility design, operation, maintenance, performance, management, cost, energy consumption, financing, governing regulations, facility locations, and pertinent contacts. Customers include: government officials, environmental/professional organizations, local/state/federal officials, consulting engineers, manufacturers, facility operators, researchers/scientists, and private citizens.
- Identifies, collects, and reviews information and potential sources of data related to innovative and alternative water system technologies for various technical databases. Assists with the development of new databases. Seeks out products and publications produced by other drinking water technical assistance organizations.
- Develops research proposals on small community environmental infrastructure; Responds as Principle Investigator (PI) or Co-Principal Investigator to request for proposals (RFPs); and conducts research.
- Supplies information about wastewater and water issues relevant to the needs of small communities throughout the U.S. by:
 - establishing and maintaining relationships with organizations that offer technical assistance services useful to providing assistance, and identifying new organizations for the same;
 - reviewing draft manuals and 'user guides' as product and referral information useful to providing assistance to small communities needs.
- Collaborates with other engineers/scientists to provide oversight of technical matters related to community needs;
- Visiting small communities to provide general technical assistance and assess drinking water treatment and distribution needs, and identify alternative solutions to solving identified problems;

- Instructs technical and other staff of the NESC about research on drinking water sources, treatments, distribution, management, and utility financing for small communities;
- Assists the publication staff in identifying topics, researching, and preparing other relevant technical articles for inclusion in magazines, newsletters, and/or in other publications or products;
- Contributes articles on technical and other relevant issues for newsletters, magazines, or other publications or products;
- Serves as a reviewer of all technical information included in magazines, newsletters and other publications or products of the NESC before publishing;
- Serves as the technical advisor to at least one issue of the NESC magazine/newsletter each fiscal year;
- Provides technical advice and recommendations for electronic media services and WEB sites. Interacts with technical staff to plan and offer a variety of services on the WEB sites;
- Provides monthly status reports on specific technical services provided and other relevant services;
- Provides technical information and guidance to assist with accomplishing promotional strategies;
- Prepares and presents technical information at national, regional state and local conferences;

DISTRICT ENGINEER
*West Virginia Bureau For Public Health
Environmental Engineering Division*

(May 2001 – Nov. 2003)
209 South Main Street
Philippi, WV 26416
Supervisor: Craig Cobb
Phone: 304-457-2296

- Review and inspect public water and sewer systems for the state of West Virginia DHHR District 6. Field and office work from review, inspect, and final reports. Site visits, site inspections, and sanitary surveys.
- Enforce State and Federal Codes and Regulations defined by the Safe Drinking Water Act on drinking water and operator regulations.
- Collect water samples at regulatory checks for bacteriological reports. Water analysis in the district laboratory on raw and treated water samples. Write detailed reports on water systems. Survey with GPS, and compile water systems map.

ASSISTANT ENGINEER
City Of Fairmont Engineering Department

(January 1999 – May 2001)
Fairmont, WV 26555
Supervisor: Jim Fetty
Phone: (304) 366-0540

- Investigations concerning water and sewer projects for the city;
- Investigations; demanding resourcefulness and originality to make plans, write plans, write specifications and direct the drafting and computations of engineering work.

ENGINEER TECHNICIAN
McMillen Engineering

(Oct. 1989 – Jan. 1999)
Uniontown, PA 15401
Supervisor: Terry McMillen
Phone: (724) 439-8110

National Environmental Services Center Bid
RFQ EHS11031

- Field survey corp., drafting design & detailing, courthouse research, structural detailing.
- Land Development and storm water management.
- Make plans write specifications and directed drafting and computations.

Education

BACHELOR OF SCIENCE IN CIVIL ENGINEERING TECHNOLOGY	AUG. 84 - MAY 89 <i>Fairmont State College</i> Cum Laude
ASSOCIATE OF SCIENCE IN MECHANICAL ENGINEERING TECHNOLOGY <i>Fairmont State College</i>	AUG. 84 - MAY 89 <i>Fairmont, WV 26554</i> Honors
ASSOCIATE OF APPLIED SCIENCE IN ENVIRONMENTAL ENGINEERING TECHNOLOGY <i>Fairmont State College</i>	AUG 84 - DEC. 00 <i>Fairmont, WV 26554</i>

Publications

- Winter 2010 *On Tap Magazine*. "Tech Brief: Fundamentals of Hydraulics, Pressure" Morgantown, WV: National Environmental Services Center.
- Fall 2009 *On Tap Magazine*. "Tech Brief: Dual Water Systems" Morgantown, WV: National Environmental Services Center.
- Summer 2009 *On Tap Magazine*. "Tech Brief: Design-Build" Morgantown, WV: National Environmental Services Center.
- Winter 2009 *On Tap Magazine*. "Tech Brief: Green Building" Morgantown, WV: National Environmental Services Center.
- Fall 2008 *On Tap Magazine*. "Tech Brief: Source Water Protection" Morgantown, WV: National Environmental Services Center.
- Fall/Winter 2008 *SF Magazine*. "Question and Answer: How does the maintenance of onsite septic systems affect source water protection?" Morgantown, WV: National Environmental Services Center.
- Spring 2008 *On Tap Magazine*. "Tech Brief: Calibrating Liquid Feed Pumps" Morgantown, WV: National Environmental Services Center.
- Winter 2008 *On Tap Magazine*. "Tech Brief: Basic Water and Wastewater Formulas" Morgantown, WV: National Environmental Services Center.
- Fall 2007 *On Tap Magazine*. "Tech Brief: Cross-Connection and backflow prevention, poster" Morgantown, WV: National Environmental Services Center.
- Summer 2007 *On Tap Magazine*. "Tech Brief: Valve Exercising" Morgantown, WV: National Environmental Services Center.
- Spring 2007 *On Tap Magazine*. "Tech Brief: Line Pigging" Morgantown, WV: National Environmental Services Center.
- Winter 2007 *On Tap Magazine*. "Tech Brief: Simultaneous Compliance with Drinking water regulations" Morgantown, WV: National Environmental Services Center.
- Fall 2006 *On Tap Magazine*. "How To: Handle Chlorine Safely" Morgantown, WV: National Environmental Services Center.
- Summer 2006 *On Tap Magazine*. "Tech Brief: Turbidity Control" Morgantown, WV: National Environmental Services Center.

- Spring 2006 *On Tap* Magazine. "Tech Brief: Taste and Odor Control" Morgantown, WV: National Environmental Services Center.
- Winter 2006 *On Tap* Magazine. "Tech Brief: Locating Distribution Lines" Morgantown, WV: National Environmental Services Center.
- Fall 2005 *On Tap* Magazine. "Tech Brief: Filter Backwashing" Morgantown, WV: National Environmental Services Center.
- Summer 2005 *On Tap* Magazine. "Tech Brief: Quality Control in Construction Projects" Morgantown, WV: National Environmental Services Center.
- Spring 2005 *On Tap* Magazine. "Tech Brief: Jar Testing" Morgantown, WV: National Environmental Services Center.
- Winter 2005 *On Tap* Magazine. "Tech Brief: Sanitary Surveys" Morgantown, WV: National Environmental Services Center.
- Fall 2004 *On Tap* Magazine. "What does ppm or ppb mean?" Morgantown, WV: National Environmental Services Center.
- Summer 2004 *On Tap* Magazine. "Tech Brief: Water Meters" Morgantown, WV: National Environmental Services Center.
- Spring 2004 *On Tap* magazine. "How will the long Term 1 Enhanced Surface Water Treatment Rule Affect My System?" Morgantown, WV: National Environmental Services Center.

Professional Memberships

- American Society of Civil Engineers (member #360253) member Spring 1999-Present.
- Epsilon Pi Tau, The International Honorary for Professions in Technology (Alpha Upsilon Chapter) member since April 23, 1999.

The West Virginia Department of Health and Human Resources
Water System Capacity Development Program

presents

Ron Brill

with this document certifying that said attendee has completed the

West Virginia Water Systems Evaluation Tool (WWSET)

4 hours

Course Class Time

CEH2009-039

CEH Number

7/20/09

Course Date

Jennifer D. Hause
Instructor

The West Virginia Department of Health and Human Resources
Water System Capacity Development Program

presents

Michael Barkley

with this document certifying that said attendee has completed the

West Virginia Water Systems Evaluation Tool (WVWSET)

4 CEHs

Course Class Time

7/21/09

Course Date

CEH2009-039

CEH Number

Jennifer D. Howe
Instructor

The West Virginia Department of Health and Human Resources
Water System Capacity Development Program

presents

NANCY E. GEE

with this document certifying that said attendee has completed the
West Virginia Water Systems Evaluation Tool (WVWSET)

4 HRS

Course Class Time

07-23-09

Course Date

CEH 2009-039

CEH Number

Jane. Satterfield
Instructor

The West Virginia Department of Health and Human Resources
Water System Capacity Development Program

presents

Michael Anderson

with this document certifying that said attendee has completed the

West Virginia Water Systems Evaluation Tool (WVWSET)

4 hours
Course Class Time

7/28/09
Course Date

CEH 2009-039
CEH Number

Jane Suttell
Instructor

The West Virginia Department of Health and Human Resources
Water System Capacity Development Program

presents

Joe Miller

with this document certifying that said attendee has completed the

West Virginia Water Systems Evaluation Tool (WWWSET)

4 Hours

Course Class Time

7/29/09

Course Date

CEH 2009-039

CEH Number

James S. Gathje
Instructor

The West Virginia Department of Health and Human Resources
Water System Capacity Development Program

presents

John Keener

with this document certifying that said attendee has completed the
West Virginia Water Systems Evaluation Tool (WVWSET)

WVWSET - 4 hrs

Course Class Time

8/5/09

Course Date

CEH2009-039

CEH Number

Jennifer D. Howe
Instructor

The West Virginia Department of Health and Human Resources
Water System Capacity Development Program

presents

Brian Hadanye

with this document certifying that said attendee has completed the

West Virginia Water Systems Evaluation Tool (WVWSET)

4 hours

Course Class Time

8/5/09

Course Date

CEH 2009-039

CEH Number

James Satterfield
Instructor

The West Virginia Department of Health and Human Resources
Water System Capacity Development Program

presents

Bonnie Serrett

with this document certifying that said attendee has completed the
West Virginia Water Systems Evaluation Tool (WVWSET)

4 hours

Course Class Time

8/6/09

Course Date

CEH 2009-039

CEH Number

Jan Serrett
Instructor

The West Virginia Department of Health and Human Resources
Water System Capacity Development Program

presents

James Wolfe

with this document certifying that said attendee has completed the

West Virginia Water Systems Evaluation Tool (WVWSET)

4 hours

Course Class Time

8/11/09

Course Date

CEH2009-039

CEH Number

James Cotterfield
Instructor

The West Virginia Department of Health and Human Resources
Water System Capacity Development Program

presents

mark Shillett

with this document certifying that said attendee has completed the

West Virginia Water Systems Evaluation Tool (WVWSET)

4 hours

Course Class Time

8/18/09

Course Date

CEH 2009-039

CEH Number

James F. Lett
Instructor

The West Virginia Department of Health and Human Resources
Water System Capacity Development Program

presents

Prentiss Elwood Taylor, Jr.
with this document certifying that said attendee has completed the
West Virginia Water Systems Evaluation Tool (WVWSET)

4 Hours
Course Class Time

7/29/09
Course Date

CEH 2009-039
CEH Number

Janie Satterfield
Instructor

The West Virginia Department of Health and Human Resources
Water System Capacity Development Program

presents

Ernest Nice, Jr.

with this document certifying that said attendee has completed the

West Virginia Water Systems Evaluation Tool (WVWSET)

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Jane Jolley
Instructor

SUBRECIPIENT GRANT STATUS REPORT FORM

Reporting Date: 10/29/09

Grant Project: WV Water System Evaluation Tool (WVWSET)

Grant: G090518

Contact Information: Jennifer Hause 304-293-4191 extension 5564

Activity/Report	% Complete	Expected Completion Date
1. Review WV Baseline Evaluation Questionnaire and New England Environmental Finance Center's Assessment. Identify any appropriate modifications.	100	2 nd Quarter
2. Provide list of additional capacity development resources. (e.g., input from WV CapDev, Environmental Finance and Technical Centers, other state resources, EPA tools, such as CUPPS, WVU databases.	100	2 nd Quarter
3. QUARTERLY STATUS REPORT AND INVOICE DUE-12/31/08		1/31/09
4. Complete Draft WVWSET that will: <ul style="list-style-type: none"> • Identify systems TMF capacity. • Identify systems TMF deficiencies. • Generate a score based on systems TMF capacity and deficiencies. • Provide immediate feedback to "Yes" and "No" questions. • Feedback to "No" answers should include: negative consequence, corrective actions needed for system to answer "Yes", and benefit to answering "Yes". • Identify systems willingness to accept assistance and correct TMF capacity problems. • Provide each system a complete summary TMF assessment report. • Provide each system a listing or electronic version of additional capacity development resources. • Generate a BPH staff reports on water systems based on assessment tool responses. 	100	4 th Quarter
5. Meet with BPH staff to present, discuss, and obtain modifications during meeting for WVWSET. Also review final list of capacity resources.	100	6/18/09
6. Select 10 public water systems to participate in pilot program and set up visit.	100	8/11/09
7. QUARTERLY STATUS REPORT AND INVOICE DUE-3/31/09		3/31/09
8. Provide a second version of WVWSET to BPH staff prior to the pilot testing phase of the project.	100	5/15/09
9. NESC website act as host of WVWSET during project period. BPH, WV government agencies, technical assistance providers, and contractors may link to WVWSET through NESC website during period.	100	5/15/09
10. Meet with each of 10 water systems management and operations personnel and complete assessment tool.	100	8/18/09

Activity/Report	% Complete	Expected Completion Date
11. In addition to informational feedback provided by tool itself, provide a summary report to the water system based on the assessment tool results	100	8/26/09
12. Provide capacity development resources in electronic version or hard copies to each water system.	100	8/26/09
13. Provide BPH with reports on water systems that have completed the assessment tool.	100	9/3/09
14. QUARTERLY STATUS REPORT AND INVOICE DUE-6/30/09		6/30/09
15. Provide, at the end of the pilot testing phase, BPH staff full reports from WVVSET.	100	9/3/09
16. Identify problems with WVVSET or modifications needed. These will be addressed prior to presenting final version of the WVVSET.	100	9/9/09
17. Meet to provide final version of WVVSET, including scoring mechanism, immediate feedback mechanisms, and recording of system's desire for further assistance completed.	100	10/29/09
18. Provide two hard-copy, full color user guides of WVVSET to BPH staff at the end of the project period.	100	10/29/09
19. Provide WVVSET copies on CDROM and USB flash drives to BPH to use with systems without internet access.	100	10/29/09
20. FINAL STATUS REPORT, DELIVERABLES DUE-8/31/09	Requested change to 10/31/09	8/31/09
LAST DATE TO SUBMIT INVOICES AND FINANCIAL SUPPORT DOCUMENTATION	Requested change to 10/31/09	9/30/09

Signature: _____

Seward R. Furaw

Date: _____

11/3/09