



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  
 DEP15789

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 GUY NISBET  
 304-558-8802

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE



**Stantec**

Stantec  
 1 Moore Avenue  
 Buckhannon WV 26201  
 stantec.com

SHIP TO

ENVIRONMENTAL PROTECTION  
 DEPARTMENT OF  
 OFFICE OF AML&R  
 601 57TH STREET SE  
 CHARLESTON, WV  
 25304 304-926-0499

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/03/2012				

BID OPENING DATE: 04/12/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM ISSUED TO DISTRIBUTE THE Q&A'S SUBMITTED DURING THE QUESTION PERIOD AND TO MOVE THE BID OPENIN DATE.		
				BID OPEN CHANGED FROM: 04/03/2012 TO: 04/12/2012		
				EXHIBIT 10		
				REQUISITION NO.: DEP15789		
				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 . . . P.J.M.		
				NO. 2 . . . P.J.M.		
				NO. 3 . . . P.J.M.		
				NO. 4 . . . P.J.M.		
				NO. 5 . . . P.J.M.		
				I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.		



SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>[Signature]</i>	TELEPHONE 304 472-7140	DATE 4-4-12	
TITLE PRINCIPAL	FEIN 112167170	ADDRESS CHANGES TO BE NOTED ABOVE	



**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.html](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) 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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RFQ COPY

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Stantec

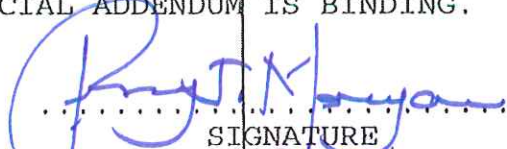
Stantec  
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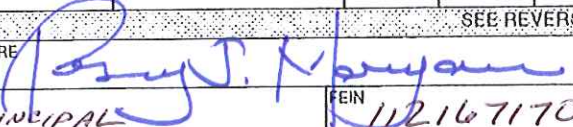
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ENVIRONMENTAL PROTECTION  
 DEPARTMENT OF  
 OFFICE OF AML&R  
 601 57TH STREET SE  
 CHARLESTON, WV  
 25304 304-926-0499

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/03/2012				

BID OPENING DATE: 04/12/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">             SIGNATURE            STANTEC CONSULTING            COMPANY            4-4-12            DATE         </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p style="text-align: center;">END OF ADDENDUM NO.1</p>						
001	1	JB		205-05		
CAD SERVICES IN NORTHERN/SOUTHERN WV (OPEN-END)						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
	304 472-7140	4-4-12	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
PRINCIPAL	112167170		



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Stantec

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04/03/2012				

BID OPENING DATE: 04/12/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DEP15789 ***** TOTAL:						\$ 77,400 <sup>00</sup>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304 472-7140	DATE 4-4-12
TITLE PRINCIPAL	FEIN 112167170	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELLED 'VENDOR'





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 OFFICE OF AML&R  
 601 57TH STREET SE  
 CHARLESTON, WV  
 25304 304-926-0499

**Stantec**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/24/2012				

BID OPENING DATE: 04/03/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		205-05		
CAD SERVICES IN NORTHERN/SOUTHERN WV (OPEN-END)  REQUEST FOR QUOTATION  THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY THE WEST VIRGINIA DEPARTMENT OF ENVIROMENTAL PROTECTIO IS SOLICITING QUOTATIONS FROM QUALIFIED VENDORS TO PROVIDE "CAD" SERVICES FOR ABANDONED MINE LAND PROJECTS IN NORTHERN AND SOUTHERN COUNTIES OF WEST VIRGINIA. CAD SERVICES MAY BE REQUIRED PER THE ATTACHED SPECIFICATIONS, SCOPE OF WORK, BID REQUIREMENTS, TERMS AND CONDITIONS, AND ATTACHED BID SCHEDULE.  DEP MAY AWARD CONTRACTS TO UP TO FOUR (4) VENDORS  INQUIRES:  WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH 3PM ON FRIDAY 16TH OF MARCH, 2012..... QUESTIONS MAY BE SENT VIA: USPS, FAX, COURIER OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.  ADDRESS INQUIRES TO:  GUY NISBET						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Guy Nisbet</i>	TELEPHONE 304 472-7140	DATE 4-3-12
TITLE PRINCIPAL	FEIN 12167170	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





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# Request for Quotation

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**DEP15789**

PAGE  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**GUY NISBET**  
**304-558-8802**

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VENDOR



Stantec  
 1 Moore Avenue  
 Buckhannon WV 26201  
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 OFFICE OF AML&R  
 601 57TH STREET SE  
 CHARLESTON, WV  
 25304 304-926-0499

**Stantec**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/23/2012				

BID OPENING DATE: **04/03/2012** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV, 25305 FAX: 304.558.4115 EMAIL: GUY.L.NISBET@WV.GOV  EXHIBIT 1  LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.  UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE TERMS, CONDITIONS AND PRICING SET FORTH HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.  RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) SUCCESSIVE ONE (1) YEAR PERIODS.  CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Roy D. Morgan</i>	TELEPHONE 304-472-7140	DATE 4-3-12
TITLE PRINCIPAL	FEN 112167170	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





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# Request for Quotation

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**DEP15789**

PAGE  
**4**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**GUY NISBET  
 304-558-8802**

RFQ COPY  
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VENDOR



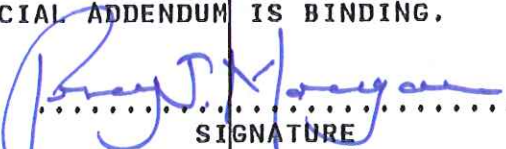
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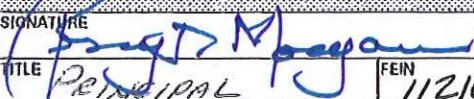
ENVIRONMENTAL PROTECTION  
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/23/2012				

BID OPENING DATE: **04/03/2012**                      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	QAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
20. 1	..... ✓					
NO. 2	..... ✓					
NO. 3	..... ✓					
NO. 4	..... ✓					
NO. 5	..... ✓					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">             .....            SIGNATURE            STANTEC CONSULTING .....            COMPANY            4-3-12 .....            DATE         </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 304 472-7140	DATE 4-3-12
TITLE PRINCIPAL	FEIN 112167170	ADDRESS CHANGES TO BE NOTED ABOVE

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# Request for Quotation

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**6**

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02/23/2012				

BID OPENING DATE: **04/03/2012** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEMNUMBER	UNIT PRICE	AMOUNT
ANY INDIVIDUAL SIGNING THIS BID IS CERTIFYING THAT: (1) HE OR SHE IS AUTHORIZED BY THE BIDDER TO EXECUTE THE BID OR ANY DOCUMENTS RELATED THERE TO ON BEHALF OF THE BIDDER, (2) THAT HE OR SHE IS AUTHORIZED TO BIND THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE AGENCIES THAT MAY REQUIRE REGISTRATION.						
***** THIS IS THE END OF RFQ DEP15789 ***** TOTAL:						<u>\$ 77,400<sup>00</sup></u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Randy J. Morgan</i>	TELEPHONE 304 472-7140	DATE 4-3-12
TITLE PRINCIPAL	FEIN 112167170	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



### III. Ordering Procedure

- A. This is an indefinite quantity contract for the services specified in the Statement of Work and for the period set forth herein. Delivery or performance shall be made in accordance with the provisions of this contract.
- B. Work will be ordered by the DEP (Project Manager) by issuance of a Work Directive, which shall specify the location of the project site, the specified problem, the work to be performed and the time frame during which the work must be completed. The Contractor will then be responsible for contacting DEP to arrange a meeting to discuss the proposed project scope. DEP will provide base topographical mapping for the project and access to standard drawing formats and details. Upon completion of the meeting with a DEP representative, the Contractor will submit a cost proposal for the work requested, signed by a principal of the firm. The individual project cost proposal which contains the quantity estimates shall be in accordance with the unit prices provided in the response to this RFQ. Periodic site visits with the DEP may be required.

### IV. Delivery

- A. The Offeror shall prepare, submit and deliver all drawings and/or calculations as may be requested by the specific Work Directive within the time frame established for the project. The submission of all preliminary documents or required revisions must also be accomplished within said time frame. Additional time will be given for completion of any revisions and to provide time for billings. Such time to be defined as the performance period. If these time frames are not met, the DEP may refrain from issuing further Work Directives and if a Contractor persists in being late with submittals, the DEP may refuse to renew the Contractor's contract.
- B. The work and services to be performed under this contract shall be subject to continuous monitoring and inspection by the State's authorized representatives. Such inspection will, among other things, ensure compliance. Final inspection and acceptance will be made by the DEP (Project Manager) or authorized representative(s).
- C. In accomplishing services to fulfill the requirements of Work Directives, neither the Contractor nor his Subcontractor shall create any adverse environmental effects, and shall be responsible for compliance with all applicable local, state and federal environmental and occupational health and safety laws and regulations pertinent to the work.
- D. Any Contractor shall be ineligible to bid on any aspect of the construction phase of a project if it prepared any part or aided in the preparation of any part of the contract documents for construction.



- o Must demonstrate that employee (s) designated have participated in preparation of drawings on a minimum of five (5) AML Reclamation Projects;
- o Adequate Computer Aided Design Capabilities (AutoCAD Version Release 17 or Engineer approved alternate);
- o Capacity to process and complete multiple projects within the designated time frames

Vendors must submit the following at the time of bid:

1. Names of individuals performing work including years of CAD experience.
2. List of similar projects completed by your firm and each individual offered in this RFQ (included past five (5)).
3. List of similar projects currently working on.
4. Name of Project Manager anticipated for this project.
5. Number of years your company has performed this type of work.

II. The Contractor will be required to have knowledge or experience in the following areas:

A. Development of AML Project drawings including cover sheet, existing conditions, reclamation plan, grading and drainage layout, details and profiles.

III. All work prepared under this contract will be performed under the direction and reviewed by a Professional Engineer employed by the DEP and his or her stamp and signature will be affixed to the cover sheet of all contract documents.

IV. On certain projects the Contractor shall obtain additional umbrella insurance liability coverage for no less than \$ 1,000,000.00 for bodily injury and property damage for each occurrence, and not less than \$ 1,000,000.00 aggregate. This coverage will be over and above the standard insurance coverage required on all projects, which is \$ 1,000,000.00 for bodily injury and property damage for each occurrence and not less than \$ 1,000,000.00 aggregate. Successful bidders will be required to provide a Certificate of Insurance or some form of certified proof that this insurance can be obtained on demand prior to the issuance of this contract. All employees of the Contractor and of Subcontractors engaged in the work of this contract shall be covered by West Virginia Workers' Compensation Insurance. Certificates shall be provided to DEP by the Contractor and Subcontractors showing compliance with the Workers' Compensation Laws of West Virginia.

\*DEP may award contracts to up to four (4) vendors.



# State of West Virginia VENDOR PREFERENCE CERTIFICATE

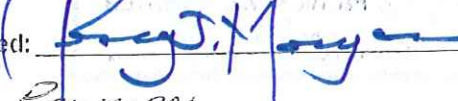
Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. 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: STANTEC Consulting Services Inc      Signed:   
 Date: 4-3-12      Title: PRINCIPAL

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





**Stantec Consulting Services Inc.**  
1 Moore Avenue  
Buckhannon WV 26201  
Tel: (304) 472-7140  
Fax: (304) 472-6239

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**Stantec**

April 3, 2012

West Virginia Department of Environmental Protection  
Office of AML&R  
601 57th Street, SE  
Charleston, WV 25304 – 2345

**Attention: Eric Coberly, P.E. Chief**

Dear Mr. Coberly:

**Reference: CAD Services in Northern/Southern WV - DEP15789**

Stantec, founded in 1954, provides professional consulting services in planning, engineering, architecture, interior design, landscape architecture, surveying, environmental sciences, project management, and project economics for infrastructure and facilities projects. Continually striving to balance economic, environmental, and social responsibilities, we are recognized as a world-class leader and innovator in the delivery of sustainable solutions. We support public and private sector clients in a diverse range of markets, at every stage, from initial concept and financial feasibility to project completion and beyond.

Our services are offered through approximately 10,500 employees operating out of more than 160 locations in North America. Stantec's continuously growing office in our Buckhannon, WV office has provided mapping and surveying services for the West Virginia Department of Environmental Protection, Office of Abandoned Mine Lands (WVDEP AML) for many years. With project experience of over 47 AML design projects and 95 aerial mapping and contour mapping projects, we are proud of our comprehensive experience and the strong working relationship with the WVDEP AML. Stantec's design experience includes reclamation of highwalls, reclamation and stabilization of coal refuse piles and landslides; balancing earthwork quantities, hydrology and hydraulics for ditches, canals, pipes, box culverts and stream bank protection; design of wet mine seals, modified mine seals and bat gates portals; design of AMD treatment during mine seal installations; design of subsurface drains, seep collectors drains and French drains; design of sediment control structures; design and upgrading of access roads; and calculation documentation for all of these tasks as well as calculation of revegitation and re-soiling areas. Our mapping services experience includes setting aerial photography control targets, performing planimetric field surveys, completing topographic surveys to supplement existing aerial photography mapping, providing check section survey services to guarantee the aerial mapping accuracy and compliance with acceptable standards, and developing and submitting necessary deliverables that can be forwarded to engineering consultants for design purposes, all in a short timeframe. We are also very familiar with AML reporting and invoicing procedures. Based on these distinctive conditions and qualifications, we are convinced that Stantec is again the perfect match for the WVDEP's requests and needs for the CAD Services Project in WV (DEP15789).

Stantec's personnel in the Buckhannon, West Virginia office will perform all required work for this Project. The names of the individuals involved with the Project will be:



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**Table 1: Stantec Professional personnel for the CAD Services in Northern/Southern WV (DEP15789)**

Name	Years of Experience	Years of Experience
<b>Randy Calkins</b>	WV Registered Professional Surveyor / #627	33
<b>Jason Littler</b>	WV Registered Professional Surveyor / #2139	12
<b>Steve Semple</b>	Florida Registered Professional Surveyor / #5489	28
<b>Jamie Shaffer</b>	Civil Designer	14
<b>Patrick Carpenter</b>	CAD Manager	15
<b>Donnie Yost</b>	Civil Designer/CAD Operator	8
<b>Alex Zlatkin</b>	Civil Designer/CAD operator	8

Stantec's survey/geomatics and engineering team has worked on a variety of mapping and surveying services for the WVDEP AML office including having successfully and economically fulfilled the Northern and Southern West Virginia Mapping Contract for the past three years. Within the last five years, Stantec has successfully completed the projects listed in the table below:

**Table 2: Mapping Experience of WVDEP Projects within the last five years**

Project Owner	Project Name	Acreage Mapped	Scope of Work
WVDEP (South)	Drews Creek A Highwall	35	Developed detailed topographic mapping for design. Performed all field surveys, control network QC check stations. Aerial work performed by GRW Aerial Services.
	Little Whitestick Creek Refuse Pile	40	
	Island Creek #18 Mine Complex	30	
	Mallory Refuse Pile	25	
	Mullens Portals	50	
	Terry Branch Portals and Refuse	25	
	Georges Creek Portals	40	
	Putney Impoundment	15	
Project Owner	Project Name	Acreage Mapped	Scope of Work
WVDEP (South)	Winifred (McFann) Portals	100	Developed detailed topographic mapping for design. Performed all field surveys, control network QC check stations. Aerial work performed by GRW Aerial Services.
	Venus (Hamilton) Drainage	22	
	Dunloup Creek Complex	100	
	Racine (Bradshaw) Portals	15	
	Maybeury (Oakley) LS	20	



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Delbarton (Dardi) Portals	45
McCornas (Thompson) Drainage 1	30
Matoaka (Crespo) Drainage	15
Matoaka (Young) Drainage	10
Riffe Branch Burning Refuse	40
Helen (Summe) Drainage	10
Sarah Ann (Vance) Drainage	40
Measle fork Refuse Area	70
Gordon "C" Refuse Pile	100
Keystone (Avery) LS Drainage	74
Earling Refuse Pile	200
Northfork (Suiter) Drainage	127
Pageton (Lambert) Portals	293
Shabbyroom Hollow Complex	130
Sugarcamp Run Burning Refuse	165
Keaton Branch Complex	85
Peach Ridge Complex	120
Hazy Creek (Sprouse) Portal	234
Hughes Creek (Burke-Quinn) Portals	56
Nellis (Smith) Drainage	165
Ream Refuse Piles	200
Jonben Refuse Piles	26
Harris Branch Refuse Pile	37
Newtown (Kinder) Portals	100
Coaldale Mountain Refuse Pile	69
Marmet-Clark Drainage	50



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Reference: CAD Services in Northern/Southern WV - DEP15789

Project Owner	Project Name	Acreage Mapped	Scope of Work
WVDEP (South)	Cartright Branch Refuse Pile	217	Developed detailed topographic mapping for design. Performed all field surveys, control network QC check stations. Aerial work performed by Keddal Aerial Mapping.
	Richardson Branch Complex	62	
	Cherokee Complex	62	
	Thorpe Refuse Pile	132	
	Mill Creek Refuse Pile	48	
	Winona Complex	186	
	Trace Branch Refuse Pile	80	
	Sugartree Branch Refuse Pile	95	
	Robinette Branch Refuse Pile	47	
	Greenbrier Hollow Refuse Pile	97	
	Johns Branch Coal Refuse Dam	265	
	Bradshaw Mine Dump	43	
	Long Branch Highwall Complex	494	
	Indian Creek Refuse Pile	100	
	Wolfpen (Carpenter) Portals	205	
WVDEP (North)	Church Creek/Manown Highwall	330	Developed detailed topographic mapping for design. Performed all field surveys, control network QC check stations. Aerial work performed by GRW Aerial Services.
	Heather Run #2	75	
	Lynch Run Highwall #10	45	
	Crooked Run #5	140	
	Mountain Run Refuse	85	
	Prospect Valley Highwall	70	
	Barker Portals and Strip	100	
	Birds Creek #4	160	
	Kingwood Rt 7 Highwall	90	
	Little Laurel Run Highwall	48	
	Fairmont Five Subsidence	10	
	Cambria Portals & Drainage	50	
	Greystone Mine Drainage	2	
	Pines Country Club (Pond) Subsidence	100	Developed detailed topographic mapping for design.
	Birds Creek Portals	459	Performed all field surveys, control network QC check stations.
Pringle Run #2	188	Aerial work performed by GRW.	
Squire's Creek Portals & Refuse	60		



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Project Owner	Project Name	Acreage Mapped	Scope of Work
WVDEP (North)	Tub Run Highwall & Refuse - Phase I	364	Developed detailed topographic mapping for design. Performed all field surveys, control network QC check stations. Aerial work performed by GRW Aerial Services.
	Valley Point #2	50	
	Zebb's Creek Highwall #2	14	
	Overfield (Lafferty) CS & Portal	27	
	Dotson Tipple Project	228	
	Laurel Point Strip	333	
	Reynoldsville Refuse	335	
	Wheeling 15th Street Mine Drainage	1	Performed conventional topographical surveying.
	Montana Mines Subsidence	23	Developed detailed topographic mapping for design. Performed all field surveys, control network QC check stations. Aerial work performed by GRW Aerial Services.
	Shinston-Lumberport Subsidence	2	Performed conventional topographical surveying.
	Gains Highwall	50	Developed detailed topographic mapping for design. Performed all field surveys, control network QC check stations. Aerial work performed by GRW Aerial Services.
	Douglas Run Strip	82	
	Shinnston (Shinns Run) Portals & AMD	46	Developed detailed topographic mapping for design. Performed all field surveys, control network QC check stations. Aerial work performed by Keddal Aerial Mapping.
	Clarksburg (Lyons) LS	98	
	Dale R. Trasher	122	
	Tub Run HW & Refuse Phase II	457	
	Hawkinberry Hollow Portals & Subsidence	97	
	Simpson Creek HW, Tipple & Portals	526	
	Laurel Run #1	261	
	Robinson Run (Cale) Mine Drainage	28	
Forman Dawson Portal	55		
Valley Bend Strip	87		
Williams Mine Portals	59		
LOBO Capital	10	Performed conventional topographical	



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**Reference: CAD Services in Northern/Southern WV - DEP15789**

The team in Stantec's West Virginia office is currently working on the following WVDEP projects: Stantec's engineering team has successfully completed over 47 AML projects involving developing construction plans and specifications.

**Table 3: Stantec's Engineering WVDEP AML projects**

<b>Project Owner</b>	<b>Project</b>	<b>SOW</b>
<b>WVDEP AML</b>	Norton Highwall #1 Project	AML Reclamation Project
<b>WVDEP AML</b>	Tub Run Highwall and Refuse-Phase I & II, DEP15219	AML Reclamation Project
<b>WVDEP AML</b>	Greenbrier Hollow Refuse Pile, DEP 15226	AML Reclamation Project
<b>WVDEP AML</b>	Pageton (Lambert) Portals, DEP 15063	AML Reclamation Project
<b>WVDEP AML</b>	Bird Creek Number Four (Completed)	AML Reclamation Project
<b>WVDEP AML</b>	Church Creek/Manown Highwall (Completed)	AML Reclamation Project
<b>WVDEP AML</b>	Howesville Sites (Completed)	AML Reclamation Project
<b>WVDEP AML</b>	Sandy Run Highwall and Portals (Completed)	AML Reclamation Project

Apart from our strong working relationship with the WVDEP, Stantec has also provided design and mapping services to other public clients in West Virginia, such as the West Virginia Special Reclamation Program, the West Virginia Conservation Agency, and the Ohio Department of Natural Resources Abandoned Mine Lands Program.

Stantec's Buckhannon office is centrally located in the northern district of West Virginia and within 20 miles of the Philippi, WV AML office. This strategic location offers the most economic location for a northern CAD services base.

Stantec provides clients with effective, efficient, and responsible solutions within the project timeframes that achieve a positive balance of economic, environmental, and social benefits within the world of infrastructure and facilities. We strive for excellence, consistency, and effectiveness in our continued evolution. Growth is integral to our success as we enhance the depth and breadth of our expertise, broaden our services, and expand our technological competencies to provide our clients with results. The constant in all our projects and services is the way we do business. Every business relationship is founded on open communication and trust, and the results of this guiding principle are apparent both in our extensive portfolio and in the long-term trust we have established among our many satisfied clients.

We are very excited about this opportunity to continue working with WVDEP and look forward to providing CAD services on this utmost important Project. We are very confident that no other company can meet our quality of work, which is the result of a perfect combination of professional experience, time efficiency, local presence and cost competitiveness.

Through our people, practices, partnerships, and technology, we support the delivery of projects varying in



**Stantec**

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**Reference: CAD Services in Northern/Southern WV - DEP15789**

size and complexity and provide professional services for infrastructure and facilities from offices throughout North America and beyond. If chosen, Stantec's primary goal will be to address every WVDEP need supported by other professionals available on an "as-needed" basis from our large pool of surveying and mapping, civil and site engineering, geotechnical engineering and construction professionals and partners.

Stantec is **One Team** providing **Integrated Solutions**.

If you have any questions, need additional information or further services, please do not hesitate to contact me or Jason Littler anytime at 304-472-7140.

Respectfully submitted,

**STANTEC CONSULTING SERVICES INC.**

Steve Semple  
Project Manager  
Tel: (304) 472-7140  
Fax: (304) 472-6239  
steve.semple@stantec.com



# West Virginia Department of Environmental Protection

Various Locations, West Virginia



Stantec has provided remediation services for over 35 Abandoned Mine Land (AML) projects through the West Virginia Department Of Environmental Protection.

Typical projects for these AML sites throughout West Virginia have included remediation of abandoned land mine sites consisting of acid mine drainage treatment, ground water testing and monitoring, utility assessment and design, and mine reclamation. Stantec's services for such projects have included storm water management, floodplain/drainage analysis, ground water monitoring and sample analysis, surveying/mapping, environmental permitting.

Stantec completed reclamation design services for a number of sites. Among these were two Howesville Sites, Weaver Portals and Highwall (Phases I and II), Gladly Fork Mining, Inc. (Permit D-35-82) Bond Forfeiture Active AMD Treatment Facility, Murray City AMD and Art Project, Flint Run East Acid Mine Drainage Reclamation, Danehart Acid Mine Drainage Reclamation, and Midvale Coal Number 7.

Additionally, Stantec also completed a number of site feasibility studies, including Wilsie-Rosedale, Sugar Creek PSD Waterline Feasibility Study I.D. No. 324; Poplar Ridge / Morrison Ridge Waterline Feasibility Study; Summit Park PSD Waterline Feasibility Study I.D. No. 288; and Hodgesville PSD Waterline Feasibility Study I.D. No. 275.



Client: State of West Virginia, Department of Environmental Protection, Office of Abandoned Mine Lands  
Completed: 2008

One Team. Infinite Solutions.



## Surveys / Geomatics

Surveys / Geomatics



Stantec's Surveys/Geomatics team applies extensive experience and state-of-the-art technology to address surveying and mapping needs through the full life-cycle of projects across all market segments.

Stantec provides the full range of surveys/geomatics services encompassing the measurement, layout, representation, analysis, management, retrieval, and display of spatial information describing the earth's physical features, land parcel boundaries, and the built environment.

The expertise of Stantec's professional and technical Surveys/Geomatics staff is applied to services including boundary and cadastral surveys, ALTA/ACSM, topographic mapping, construction stakeout, geodetic and control surveys, route surveys, as-builts, water rights, and hydrographic surveys, as well as subsurface utility engineering (SUE), Geographic Information System (GIS) services, and terrestrial LiDAR scanning. Specialized services include environmental surveying in support of projects involving remediation, landfills, unexploded ordnance, vegetation and habitat, wildlife, wildfire burns, wetlands, and more.

Our comprehensive Surveys/Geomatics services may be performed on a wide range of projects focusing on residential, commercial, industrial, transportation, utility and power, recreational, environmental, and institutional projects for public and private sector clients. Our staff is capable of effectively performing work in locations that range from major urban settings to the most remote and challenging environments by effectively addressing the logistical and safety considerations inherent in each situation.



# Topographic Mapping

Surveys / Geomatics



Topographic mapping is the process of creating highly detailed representations of the horizontal and vertical location of natural and manmade features.

Topographic mapping is the process of measuring 3-dimensional locations of natural and manmade features within a site and preparing a graphic representation of the site's conditions.

Topo maps have many uses and serve as the basis for land planning, route planning, civil engineering design, architectural design, watershed and drainage analysis, visualization renderings, and geological exploration. This mapping is integral to work on projects including residential, commercial, and industrial developments, airports, roads and highways, rail and light rail, recreation facilities, water and wastewater infrastructure, mining, and more.

Field survey measurements are commonly made with conventional or GPS survey techniques or by terrestrial LiDAR scanning to gather 3D locations for all features of interest. Specialized computer software is used to process the data and create the topo maps. Topographic maps depict information on manmade features such as buildings, roadways, fences, and utilities, natural features such as watercourses and vegetation, and elevation information in the form of contour lines and spot elevations. The vertical information can be represented as a Digital Terrain Model (DTM) or Digital Elevation Model (DEM), along with horizontal information represented as CAD data, for direct use in design and planning application software.