

**SEALED BID:**

**AE Services for Moncove Lake Wastewater Treatment Plant Replacement  
and Lost River Water System Renovations**

**Moncove Lake State Park and Lost River State Parks  
Wastewater Treatment Plant Replacement and Water Line Renovation**

**BUYER:**

**Guy Nisbet, Department of Natural Resources (DNR)**

**SOLICITATION NO.:**

**CEOI No. 0310 DNR1600000008**

**BID OPENING DATE:**

**Wednesday, November 17, 2015**

**BID OPENING TIME:**

**1:30 PM. EST.**

**FAX NUMBER:**

**304-342-7823 (Dunn Engineers, Inc.)**

11/12/15 11:10:25  
WV Purchasing Division

**TECHNICAL PROPOSAL [ENGINEERING SERVICES]**

**BID SUBMITTED BY DUNN ENGINEERS, INC.**



# DUNN ENGINEERS, INC.



**Vendor / Professional Engineers**

DUNN ENGINEERS, INC.  
400 South Ruffner Road  
Charleston, WV 25314  
Telephone: 304-342-3436  
FAX: 304-342-7823  
Email: dunneng@aol.com

**Agency / Buyer:**

Guy Nisbet, Buyer Supervisor  
Division of Natural Resources

**Submittal Location:**

BID CLERK  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**Date of Submittal: November 11, 2015**

**Re:**

**Professional Engineering Services  
Letter of Interest for Centralized  
Expression of Interest (CEIO)  
CEOI No. 0310 DNR1600000008**

**Description of Projects:**

Provide Professional Engineering Services for:

**Moncove Lake State Park,**

**HC 83 Box 73A, Gap Mills, WV 24941-9413:**

Replace the existing wastewater plant which is a 12,000 GPD extended aeration plant originally put in service in 1976.

**Lost River State Park,**

**321 Park Drive, Mathias, WV 26812-8088:**

Replace the existing water system which consists of several separate wells and storage tanks and 1950's era galvanized steel pipe.



# DUNN ENGINEERS, INC.

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- 2) CERTIFICATION AND SIGNATURE PAGE; and*
- 3) PURCHASING AFFIDAVIT (from original CEOI)*



# DUNN ENGINEERS, INC.

**LETTER OF INTEREST**

**November 11, 2015**

WV Department of Natural Resources  
Moncove Lake State Park: Replace Wastewater Treatment Plant  
Lost River State Park: Renovation of Water System  
CEOI No. 0310 DNR160000008

Dear Mr. Nisbet,

We are pleased to present you with our Letter of Interest, Statement of Qualifications and Experience, and Project Goals and Objectives. We are prepared to meet for an interview at any time that is convenient to you to do an oral presentation in order to clarify our proposal for your satisfaction.

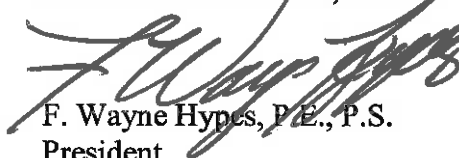
Dunn Engineers takes great pride in its staff, their diverse knowledge, many years of experience, as well as the company's many project accomplishments. Our staff has over 350 years of combined experience in the planning, design, permitting and construction administration of public water and wastewater utility projects. Dunn Engineers' core business is water and wastewater engineering. We have been successful in growing the company and maintaining this core business through many years without having to pursue other markets to sustain the firm.

When our client needs to accelerate a project, Dunn Engineers can deliver. This is where our size, experience, and knowledge of the regulatory agencies allow us to develop the most expeditious route to completion. Because we know that clients want completed projects; we can deliver by expediting projects to completion. We have a successful track record demonstrated by our lists of completed projects. Timely services are essential to building a responsible professional relationship.

We believe our diverse knowledge, staff and experience will provide the West Virginia Department of Natural Resources with a substantial reservoir of resources. Thank you for the opportunity to submit our Letter of Interest and Statement of Qualifications. Dunn Engineers, Inc. will provide you with the highest quality service for a competitive fee. If you have any additional questions or needs, please call us. We look forward to the opportunity to work with you.

Very truly yours,

**DUNN ENGINEERS, INC.**



F. Wayne Hypes, P.E., P.S.  
President

## 1. BACKGROUND

### a. PROJECT SPECIFICS

The Division of Natural Resources operates State Parks at the above referenced locations. At the Moncove Lake State Park, in Gap Mills, WV, the project is to replace the existing wastewater plant which is a 12,000 GPD extended aeration plant originally put in service in 1976. The Lost River State Park, in Mathias, WV, requires a project to replace the existing water system which consists of several separate wells and storage tanks and 1950's era galvanized steel pipe.

### b. Moncove Lake State Park, Monroe County, WV

The Moncove Lake State Park's 12,000 GPD extended aeration wastewater treatment plant, originally put in service in 1976, needs to be replaced.

Looking at alternatives for treatment that emphasize a green footprint would bring this state park into environmentally compliant and sound treatment processes. Non-point source discharge technology has allowed Dunn to funnel discharge in an appropriate and ecologically sound manner into the ground rather than into nearby streams, thus preventing unnecessary additional treatments to keep running waters clean.

Dunn Engineers has dealt with many different sized wastewater treatment facilities and recently completed a self-contained package plant facility for the Communities of Helen and Ury, part of the Crab Orchard - MacArthur Public



Community of Ury Wastewater Treatment Facility  
(part of Crab Orchard-MacArthur PSD)

*Green techniques, technology, and equipment in use at Ury are: Decentralized Sewer Systems; Non-Point Source Discharge Technology; and, Solar Powered Rechargeable Batteries. This project for Dunn involves using solar panels to power solar-rechargeable batteries to send radio waves to run telemetry systems. This has allowed remote placements without cutting swaths through forests and over mountains, and without acquiring multiple rights of way for power lines in order to run the remote sites. Non-point source discharge technology has allowed Dunn to funnel discharge in an appropriate and ecologically sound manner into the ground rather than into nearby streams, thus preventing unnecessary additional treatments to keep running waters clean. Construction complete. Cost: \$661,000.00*

Service District. Other small package plant facilities which Dunn had recently completed include the Town of Leon, the Pine Meadows Apartments (a private facility in Tornado), Mt. Zion PSD, and the Town of Cairo.

The Ury facility is a small extended aeration package plant (this is a re-circulating sand filter treatment facility), a standalone facility capable of meeting all of the requirements of the PSD's NPDES permit. It consists of a 7,500 gallon aeration basin, with a 2,500 gallon digester, 64 square foot clarifier, and 480 gallon sump / chlorine tank; the sludge is hauled to a separate treatment facility in the PSD for de-watering and disposal. Components of the plant include influent and effluent (dosing pump stations along with force main, a subsurface effluent distribution system, and new collection system. The drip field associated with the package plant has a loading area of 215 feet long by 90 feet wide (18,900 square feet), that is dosed at a rate of 0.13 gallons per square foot per day. The drip field is designed for an average flow of 3,750 gpd and a peak flow of 7,500 gpd.

Dunn Engineers is currently the engineer of record for all of Crab Orchard-MacArthur Public Service District, in Raleigh County, and the Town of Ansted, in Fayette County. We are working with the City of Ronceverte to upgrade their wastewater treatment facility in Greenbrier County, just north of the Lake Moncove area in Monroe County. We are very familiar with the challenges and demands of the terrain.

### **c. Lost River State Park, Hardy County, WV**

The Lost River State Park's existing water system which consists of several separate wells and storage tanks and 1950's era galvanized steel pipe is in need of replacement.

Dunn Engineers is well practiced in providing appropriately sized water treatment facilities, including establishing new water supply / sources for such facilities as needed. We are also experienced in replacing waterlines with pipe and appurtances that will be of sufficient size to provide for all demand expectations and pipe of a quality that will endure for periods of at least eighty years.

Dunn Engineers is currently the engineer of record for a water treatment plant and distribution system rehabilitation project the City of Marlinton and has recently completed a water tank project for the Town of Hillsboro. Dunn provided the engineering work at the Town of Wardensville for their lagoon water treatment and distribution system, and work on their wastewater system as well, in nearby Grant County. Also in Grant County, Dunn was the consulting engineer for the design of water and wastewater treatment and lines, along with roads and construction supervision of the Grant County Business and Technology Park, under the contract with the Grant County Development Authority. Currently, Dunn Engineers is providing engineering services to the City of Keyser up in Mineral County for both water and wastewater treatment plants and associated lines. Dunn is very familiar with the type of terrain that can be found in Hardy County and will be able to easily design the needed facilities for the Lost River State Park's water system.

## **2. STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA**

### **Introduction to Dunn Engineers, Inc.**

Dunn Engineers, Inc. is a West Virginia based consulting engineering firm that was established in 1975. Since its formation, our firm has been involved in a wide variety of municipal projects, which have enabled our personnel to obtain the breadth and depth of experience needed to meet and exceed the expectations of our clients. Dunn Engineers, Inc. is ready to provide the West Virginia Department of Natural Resources (DNR) with all engineering expertise required for these projects.



**Dunn Engineers, Inc. is located directly across the Kanawha River from the West Virginia State Capitol Complex.**

Dunn has many years of experience in assessing the needs for an area to receive clean, potable water and right-sized sewage collection & treatment systems and water treatment & distribution systems. Dunn will make assessments and recommendations that are cost-effective and realistic. We will work with the DNR to arrive at the best possible plan of action. We are here to serve you with the best practices and most affordable methods available, delivered in a fast, expedient fashion - within budget and on time.

On the following pages, we list past projects successfully completed for similar water and wastewater systems throughout the State of West Virginia. Note that we provide information on the types of projects within those two categories. Separate projects of the types requested are also listed in more detail, including costs and specifications.

### **2. a. Staff qualifications (i.) and experience (ii.) in completing similar projects**

#### **2. a. i. Staff qualifications in completing similar projects**

##### **F. Wayne Hypes, P.E., P.S., President and Chief Engineer of Dunn Engineers, Inc.**

Wayne will lead the team for the project. In addition, he is the firm's chief design engineer and project manager. Attends meetings with the Owner, Regional Planning & Development Councils, funding and regulatory agencies, directs field investigations, reviews findings and develops alternatives for evaluation; directs writing of facilities plans, including applications; directs design activities and serves as the project's technical expert for PSC proceedings; directs bidding, construction inspection and construction administration. Oversees project startup and closeout. Mr. Wayne Hypes' complete resume is attached at the end of this proposal. *Full résumé is found at APPENDIX A.*

**Frederick Hypes, MSCE, P.E., P.S., Vice-President of Engineering, Dunn Engineers, Inc.**

Fred Hypes is vice-president of engineering. Acts as Project Manager and assists other Project Engineers with report writing, facility design and interaction with funding and regulatory agencies. Attends meetings for the project engineer and acts as project engineer when required. Fred worked for the West Virginia Department of Environmental Protection for twenty years; he was the Engineering Section Leader of the Construction Assistance Branch. For the last six years with DEP, Fred was the voting DEP member on the IJDC. As the result, Fred saw and reviewed every application that came before the IJDC for funding. Fred is the premier application writer in West Virginia. In addition, he has extensive knowledge of all possible funding sources, the decision makers there, and what funding package will work best for each client. Mr. Fred Hypes' complete resume is attached at the end of this proposal. *Full résumé is found at APPENDIX A.*

**Eric Hartwell, MSCE, P.E., Engineer, Dunn Engineers, Inc.**

Eric Hartwell is a specialist in hydraulic engineering. He is a senior design engineer: Performs detailed calculations for water, wastewater and storm water projects. In addition, Eric manages numerous projects through construction and facility startup and also provides assistance to clients on various permitting and regulatory compliance issues. Mr. Eric Hartwell's complete resume is attached at the end of this proposal. *Full résumé is found at APPENDIX A.*

**Jessica E. Hypes, Head of CADD / Design Department; Engineering Technician, Dunn Engineers, Inc.**

Jessie Hypes is the head of the Dunn Engineers CADD / Design Department. She has three draftsmen and a CADD technician working for her department who will focus on the Red Sulphur Public Service District' Strategic Plan. With over 35 years of experience in drafting, and up to date skills utilizing the most current technology, Ms. Hypes and her team will bring skilled workmanship and excellence to the project. Her team includes wastewater and water plant and system designers who work with the project engineer(s) to design treatment plants, collection and distribution systems; and, System Design Specialists who design, along with the calculation engineer, all of the pipelines required for the project. The team develops all construction drawings for the entire project.

**Edward G. Garbett, II, Engineering Technician and Permit Specialist, Dunn Engineers, Inc.**

Ed Garbett is a permit specialist, working with all the various government departments for required permits for construction and rehabilitation projects. Mr. Garbett has fifteen years of experience with Dunn Engineers as a specialist in research and acquisition of easements / rights of way. In addition, Mr. Garbett does cost estimates for construction projects.



**2. a. ii. Staff experience in completing similar projects**

**F. Wayne Hypes, P.E., P.S.**

**CURRENT *SIMILAR* WATER PROJECTS:**

Clay-Roane PSD (Multiple Projects For Waterlines And Water System Extensions);  
Town Of Cairo (Waterlines Improvements);  
Walton PSD (Water System Improvements)

**CURRENT *SIMILAR* WASTEWATER PROJECTS:**

Town of Worthington (Wastewater Treatment Plant upgrades);  
Town of Cairo (Sewer Manhole and Pumping Station Replacement);  
Town of Oceana (Wastewater Treatment Plant Upgrade);

**COMPLETED *SIMILAR* WATER PROJECTS:**

Spring Heights (Water Plant Rehabilitation & Tank Replacement);  
Nettie-Leivasy PSD (Summersville Waterline Connection);  
Clay Roane PSD (Amm Waterline Extensions; Elkhurst Waterline Extensions);

**COMPLETED *SIMILAR* WASTEWATER PROJECTS:**

Dingess Run PSD (Wastewater Collection System);  
Town of Worthington (Wastewater Treatment Plant);  
Spring Heights (Wastewater Treatment Plant upgrade; DEP Compliance)

**Frederick L. Hypes, P.E., P.S.**

**CURRENT *SIMILAR* WATER PROJECTS:**

City Of Benwood (Water Treatment Plant & Distribution System Upgrades);  
Sugar Creek PSD (Multiple Waterlines Extensions);  
Nettie-Leivasy PSD (Water Tank rehabilitation)

**CURRENT *SIMILAR* WASTEWATER PROJECTS:**

Town of Auburn (Sewer System Treatment and Collection);

**COMPLETED *SIMILAR* WATER PROJECTS:**

Town of Wardensville (Water Treatment Plant and Waterline Extensions);  
City of Benwood (Water Treatment Plant and Distribution System)

**COMPLETED *SIMILAR* WASTEWATER PROJECTS:**

Crab Orchard - MacArthur PSD (Town of Ury, Wastewater System);  
Town of Leon (Sewer System & Wastewater Treatment Plant);  
Braxton County Senior Citizen Center (Sewage Treatment Plant Upgrade);  
Town of Wardensville (Sewer System Improvements)

**Eric T. Hartwell, MSCE, P.E.**

**CURRENT *SIMILAR* WATER PROJECTS:**

City of Logan (Water System Upgrades)

**CURRENT *SIMILAR* WASTEWATER PROJECTS:**

City of Ronceverte (Wastewater Treatment Plant);  
Town of Cedar Grove (Sewer System Rehabilitation)

Eric T. Hartwell, MSCE, P.E. *(continued from preceding page)*

**COMPLETED SIMILAR WATER PROJECTS:**

Logan Water Board (Water Treatment Plant);  
City of Ronceverte (Potable Water Facility Plan; Water Systems Improvements)

**COMPLETED SIMILAR WASTEWATER PROJECTS:**

Town of Cedar Grove (Long-Term Control Plan; Sewer System Revitalization)

**2. b. References** *(for Dunn Engineers, Inc.)*

Barry Milam, General Manager  
Crab Orchard-MacArthur Public Service  
District  
P. O. Drawer 278  
Crab Orchard, WV 25827  
(304) 252-0604

Sandra Hulsey, Former Mayor  
Current Member of Town Council  
Town of Worthington  
247 Main Street  
Worthington, WV 26591  
(304) 816-1773 (cell)

Honorable John Roach, Mayor  
Town of Oceana  
P. O. Box 190  
Oceana, WV 24870  
(304) 682-5647

Ms. Carolyn "Kitten" Cempella, Mayor  
City of War, City Hall  
11701 Highway 16 South  
War, WV 24892  
City Hall (304) 875-3111

Crystal Hayes, General Manager  
Clay-Roane Public Service District  
1100 Elkhurst Road  
P.O. Box 8  
Procious, WV 25164  
(304) 548-5209

Mrs. Renae Riffle, Recorder  
Town of Leon  
P. O. Box 22  
Leon, WV 25123  
(304) 812-7381

Kay Ashworth  
Greater St. Albans Public Service District.  
508 4<sup>th</sup> Street  
St. Albans, WV 25177  
(304) 722-7228

Honorable Serafino Nolletti, Mayor  
City of Logan  
P. O. Box 28  
Logan, WV 25601  
(304) 752-7870

Reba Mohler, City Manager  
City of Ronceverte  
200 West Main Street, City Hall  
P.O. Box 417  
Ronceverte, WV 24970  
(304) 647-5455

Kenneth Barton (Former Mayor)  
Town of Cedar Grove  
302 Alexander Street (P.O. Box 536)  
Cedar Grove, WV 25039  
(304) 595-2991

## 2. c. Staff certifications or degrees applicable to these projects

**F. Wayne Hypes: President, Chief Project Engineer:** over 31 years of experience in planning, design and construction environmental projects. **Education: Bachelor of Science, Mining Engineering Technology,** West Virginia Institute of Technology, 1982; **Associate of Science,**; (Surveying), West Virginia Institute of Technology, 1983; **Registrations:** Registered Professional Engineer; Registered Professional Surveyor; **Professional Associations;** Water Environment Federation; Association of Consulting Engineers; Rural Water Association

**Frederick L. Hypes: Vice-President of Engineering, Project Engineer:** over 36 years' experience in planning, design and construction environmental projects; Former Chief Engineer for the West Virginia Department of Environmental Protection, Construction Assistance Programs for 15 years. **Education: Bachelor of Science (Civil Engineering),** West Virginia Institute of Technology, 1979; **Master of Science (Civil Engineering),** West Virginia College of Graduate Studies, 1985; **Registrations:** Registered Professional Engineer; Registered Professional Surveyor; **Professional Associations:** Water Environment Federation; National Society of Professional Engineers

**Eric T. Hartwell: Project Engineer;** over 18 years' experience in planning, design and construction environmental projects. **Education: Bachelor of Science,** West Virginia Institute of Technology, 1995; **Master of Science,** West Virginia University, 1997; **Registrations:** Registered Professional Engineer

## 2. d. Proposed Staffing Plan

### Chief Project Engineer

F. Wayne Hypes, P.E., P.S.

Will oversee the staff and the project from conception to completion. Will be hands-on with project design, teaming with project engineers.

### Project Engineers

Frederick L. Hypes, P.E., P.S. and Eric T. Hartwell, MSCE, P.S.

Will create any required engineering studies, reports, operations procedures, operation compliance reports, operations full risk assessments

Will work with Chief Project Engineer to design project plans and specifications; oversee project to completion, teaming with site resident project representatives (RPRs) for on-site supervision and oversight

### Site Resident Project Representatives (RPRs) & Support Staff

RPRs: onsite supervision of construction; Support staff: CADD / Design Department - Engineering Technicians; and, Permitting Specialists

**2. e. Descriptions of past projects completed - sample past projects with similar project requirements**

**WASTEWATER**

**Location: Community of Ury (*Part of Crab Orchard - MacArthur PSD*)**

**Project Manager:** F. Wayne Hypes, P.E., P.S., President of Dunn Engineers

**Contact Information:** Barry Milam, General Manager, Crab Orchard-MacArthur PSD, P. O. Drawer 278, Crab Orchard, WV 25827; tel. (304) 252-0604

**Type of Project: Sanitary Sewer System for Community of Ury**

**Project Goals / Objectives:** Design a new package treatment plant and collection system for the Town, with a projected population of 13 customers. Designed treatment facility with a duplex influent grinder pumping station, creek crossings, transportation and installation of an existing package treatment plant, chlorination and dechlorination units including effluent tank and pumps, and installation of a subsurface effluent disposal field.

**Location: Community of Helen, WV (*Part of Crab Orchard - MacArthur PSD*)**

**Project Manager:** Frederick L. Hypes, P.E., P.S., Dunn Engineers

**Contact Information:** Barry Milam, General Manager, Crab Orchard-MacArthur PSD, P. O. Drawer 278, Crab Orchard, WV 25827; tel. (304) 252-0604

**Type of Project: Sanitary Sewer System for Community of Helen**

**Project Goals / Objectives:** Design and construct a wastewater treatment and collection system for the Community of Helen, with a maximum of 100 customers projected. The treatment plant and collection system was designed and constructed, consisting of precast concrete basins, including a 20,000 gallon aeration basin; secondary clarifiers with air lift sludge pumps; a chlorination and dechlorination basin; and 5,000 gallon aerated sludge holding tank; sludge is hauled to the PSD's Fitzpatrick plant for dewatering and disposal. Collection system is a gravity sewer system.

**Location: Town of Leon, WV**

**Project Manager:** Frederick L. Hypes, P.E., P.S., Dunn Engineers

**Contact Information:** Mrs. Renae Riffle, Recorder, Town of Leon, P. O. Box 22, Leon, WV 25123; tel. (304) 812-7381

**Type of Project: Wastewater Treatment Facility and Collection System for the Town**

**Project Goals / Objectives:** Design and construct a wastewater collection and treatment system to remedy the water pollution and health hazards in the Town of Leon, the community of Brownsville, and the Leon-Baden Road area. The designed and constructed treatment facility and collection system consists of a 30,000 gpd extended aeration package plant; 16 - simplex Environment One grinder pumps; a duplex Environment One grinder pump station; a triplex Environment One grinder pump station (surge basin); three duplex submersible pump stations; 13,435 LF of 8" gravity sewers; 6,150 LF of 6" gravity sewers; 132 manholes and cleanouts; 1,600 LF of 4" force main; 4,000 LF of 2" force main; 6,000 LF of 1-1/2" force main; 151 wyes; two directionally-drilled creek crossings; and a gravity creek crossing.

**Location: Pine Meadows Apartment Complex (Privately Owned)**

**Project Manager:** Eric T. Hartwell, MSCE, P.E., Dunn Engineers

**Contact Information:** Ms. Jennie Curry, Vice President, Pine Meadows Limited Partnership (Encore Management Company, Inc.); 2010 Quarrier Street, Charleston, West Virginia 2531; tel. 304-343-3535

**Type of Project:** Pine Meadows wastewater treatment plant in Lincoln County, WV

**Project Goals / Objectives:** Make improvements to existing facility and collection system. Examined existing collection system to determine the condition of the sewer lines and to identify any infiltration or inflow; design to correct problems at the wastewater treatment facility, design included improvements as follows: a new equalization tank at the head of the plant, new bar screen, diffusers and air piping, replacement of dosing pumps, a waste sludge pumping system for wasting sludge, rehabilitation of sand filters including removal of existing sand media, washing media, lining basins, repair and/or replace existing filter under drain.

## WATER

**Location: Town of Wardensville, WV**

**Project Manager:** F. Wayne Hypes, P.E., P.S., Dunn Engineers

**Contact Information:** Amanda Barney, Operator, Town of Wardensville, PO Box 7, Wardensville, WV 26851; tel. (304) 874-3950 (Town Hall)

**Type of Project:** Water Distribution Lines Extension, new Deep Well, Water Storage Tank Upgrade; and, Telemetry improvements

**Project Goals / Objectives:** Improve old water distribution and storage system and find new water source. Upgraded existing water treatment plant, added new telemetry and system improvements; provided a new deep well, upgraded storage tank, and added 1 mile water main.

**Location: Sugar Creek PSD, WV**

**Project Manager:** Frederick L. Hypes, P.E., P.S., Dunn Engineers

**Contact Information:** Mr. James Williams, General Manager, Sugar Creek Public Service District, P.O. Box 427, Frametown, WV 26623; tel. (304) 364-8619

**Type of Project:** Improvements to water storage tanks; water treatment plant upgrade and water distribution lines extensions.

**Project Goals / Objectives:** Design and oversee construction for improvements to water treatment, storage, and distribution system. Designed one new storage tank; oversaw construction of new tank and repainting of six existing tanks; designed improvements to plant and distribution system including repair / replacement of existing lines and construction of new line extensions.

**Location: City of War, WV**

**Project Manager:** Frederick L. Hypes, P.E., P.S., Dunn Engineers

**Contact Information:** Ms. Carolyn "Kitten" Cempella, Mayor, City of War, City Hall, 11701 Highway 16 South, War, WV 24892; City Hall (304) 875-3111

**Type of Project:** New waterline extension and repairs to existing water treatment facility

**Project Goals / Objectives:** Extended sewer service to 60 new customers in Shop Branch Hollow and Centerville areas just outside of War. Facilities planning, design, construction services; Also obtained repair parts and replacement equipment for wastewater treatment plant. Project included one duplex Pump Station 3 hp Duplex Flygt grinder; one simplex 1 hp grinder Pump Station; 10,000 Linear Feet of 6" and 8" gravity lines; and 1400 Linear Feet of 1 1/2" force main. Major transformation of neighborhoods that had previously used 'straight pipes' for sewage 'disposal.'

## **2.1 ADDITIONAL INFORMATION: PROPOSED METHODS OF APPROACH**

### **2.1.a. Clear Procedure for Communications with owner during all phases of the project.**

- Communications are established at the onset of the project, when the contract for Engineering Services is signed. At that time, a project team is identified, which will include team members from DNR (the owner) and Dunn Engineers Inc. and other such parties as may be appropriate.
- A set line of communications is then established for the duration of project and post-project actions as needed. This sets the methods for on-going communications by assigning personnel from the team, from DNR and/or State Park involved and from Dunn to act as liaisons, with email, FAX, and telephonic exchanges plus regularly scheduled on-site meetings for progress assessment, time management and quality control.
- Once contractor bids are received and construction begins, coordination between the Owner and the Engineer increases as the projects are being constructed because existing systems must be kept in operation while the new infrastructure system is being constructed and brought on line. Regular meetings are held throughout construction to exchange information and resolve any problems that might develop; our resident project representatives will also be onsite every day and communicating with our engineers and with the Parks' operational staffs.

- Communications begin with establishment of the project team and continue through construction and post-construction services. Dunn responds within 24 hours (or sooner) to any communications from the owner, the owner's representatives, and the contractor, and contractor's representatives, and/or other involved parties.
- Keeping within budget and on schedule requires constant, timely communications between all involved parties.

**2.1.b. History of Projects that met owner's budget and a clear plan to construct within budget.**

- Dunn Engineers' technical expertise in preparing accurate construction cost estimates is proven; we have a superlative record of project bids coming in under our cost estimates and have prepared a table to demonstrate a HISTORY OF PROJECTS staying within construction cost proposed budgets. Our estimates are accurate and realistic which allows for more confident financial planning with the WV DNR.
- Dunn sets up quality control review sessions on the project(s); typically, at least two other engineers will review the plans and report findings with the design engineer. This extra effort spent on quality control produces concise cost estimation, and, results in consistently favorable bids from the contracting industry. All cost factors are closely balanced in the planning process to guard against under- or over-sizing systems for the DNR projects.
- Close scrutiny of all contractor shop drawings during the construction phase, with attention to both costs of proposed material alternatives and project schedule, keep the costs from overrunning the original project budget. All budgets, however, have a required contingency amount (a set percentage) which addresses any unexpected costs such as delays due to weather, delivery of material and equipment, or contractor performance. Keeping a tight rein on costs is part of the service provided by Dunn Engineers.

See chart displaying representative sample budget performance data on the following page.

## REPRESENTATIVE HISTORY OF PROJECTS MEETING BUDGET

### CONTRACT PRICES VS. ENGINEER'S ESTIMATES

CLIENT	ENGINEER'S ESTIMATE	BID PRICE	BID DATE
City of Ronceverte Wastewater Treatment Plant Upgrade	\$22,369,500	\$19,678,810	May 28, 2015
City of Logan Midelburg Sewer Separation	\$69,000	\$54,815	December 16, 2014
Union Williams Public Service District Pleasant Lane Waterline Relocation	\$46,000	\$28,611	November 12, 2014
City of Keyser Water Treatment Plant Rehab	\$5,500,000	\$4,576,200	June 6, 2013
City of War Centerville & Shop Branch Wastewater Collection System Extensions	\$1,367,120	\$1,243,680	February 2013
Town of Worthington Wastewater Treatment Plant Upgrade	\$3,500,000	\$3,268,700	March 2012
Crab Orchard-MacArthur P.S.D. Wastewater Collection System Ext., Misc. Ext. Phase II and Community of Ury	\$4,094,000	\$3,367,893	May 2011
Flatwoods-Canoe Run P. S. D. Wastewater System Improvements	\$7,000,000	\$6,631,335	March 2011

**2.1.c. History of Projects that have been constructed in the time allotted in contract documents and a clear plan to ensure this project will be constructed within the agreed construction period**

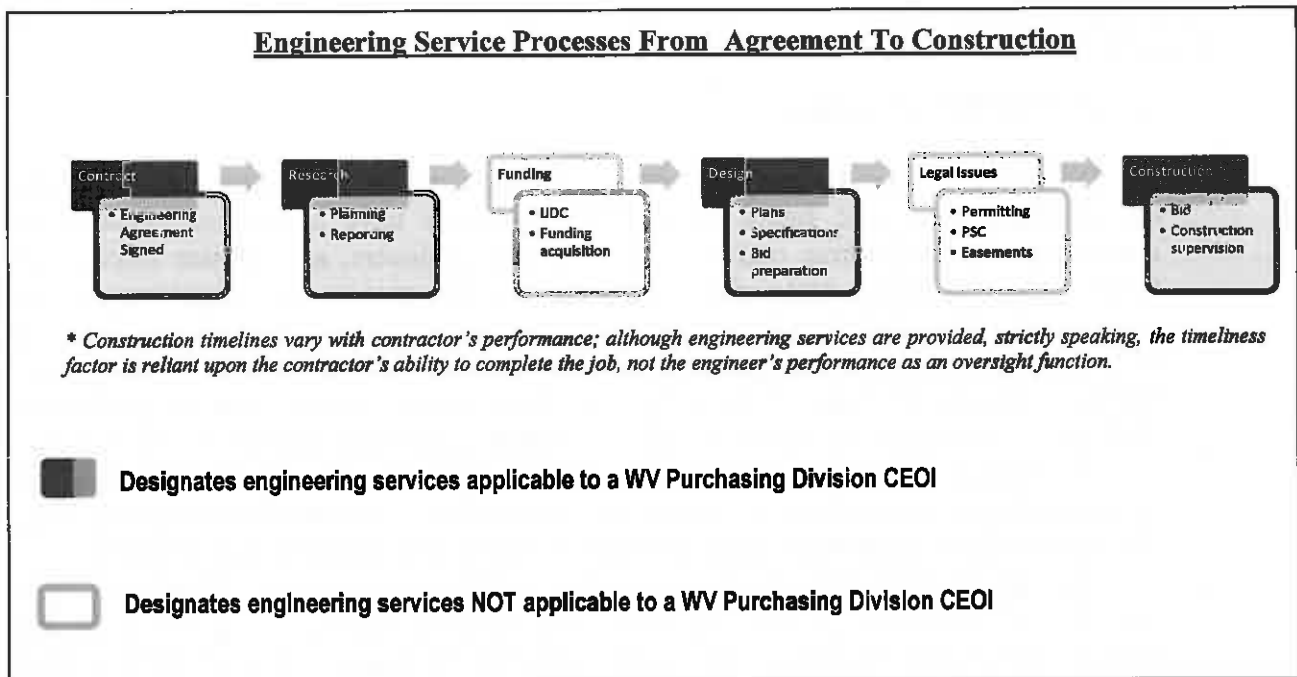
- Dunn Engineers, Inc. (DEI), in coordination with the DNR, sets the project schedule during the planning stage of the project. This project schedule establishes the timeline for the project.
- Design services of the engineer: Once the project schedule is set, Dunn is capable producing finished engineering designs and of meeting the schedule in a timely manner; and, in several instances, we have developed project plans and specifications for approval in record time. However, we do not sacrifice quality and accuracy for speed and make certain that this effort is considered when establishing the schedule. Our performance records shows successfully expedited projects, but is keyed closely to all parties responding in a timely manner.



- **Preplanning project schedule:** Keeping construction on track and on time requires pre-planning to account for potential hurdles, particularly inclement weather delays and timely delivery of equipment, materials and manpower. Crafting the contract and specifications to account for such hurdles, assists in ensuring timely completion of construction.
- **Monitoring the contractor's performance:** another key to maintaining project schedule is maintaining an onsite presence; Dunn provides permanent onsite Resident Project Representatives (RPRs) who stay with the contractor's workers and foreman throughout the project, keeping our project engineer in constant contact, and alerting the engineer to any potential delays so that actions may be taken to offset such delays before the schedule is affected in any substantial manner. Regular meetings and communications with the Contractor and the Owner further ensure that everyone adheres to the project schedule.

Normally, DEI works with utilities in the public sector (county and municipal governments), which involve additional steps in the process of moving from Engineering Agreement to Project Completion; notably, these involve funding acquisition, permitting, easement acquisition, and Public Service Commission approval.

In the case of work for the State, most of these steps will not apply. In order to best express our timeliness record of performance with projects, we are therefore only addressing our performance for the Planning and Reporting, Design, and Construction Supervision stages. To illustrate our explanation of steps of the process for engineering services, here is a diagram:



## REPRESENTATIVE HISTORY OF PROJECTS' TIMELINESS

### Engineering Planning & Design Work Performed Within Contractual Time Constraints\*

CLIENT	Planning and Reports	Design	Engineering Total time	Construction work Projected / actual schedule
Town of Leon: Complete Wastewater Facility and Collection System	6 months	9 months	15 months with aerial mapping	Projected 12 months Completed 12 months
PNGI Charles Town Gaming LLC Wastewater Treatment Facility (Provided Engineering Report, Plans and Specifications for Potesta & Associates, Inc.)	<i>Done by Potesta (Dunn was hired to do design as a subcontractor)</i>	21 days	21 days	Construction supervised by Potesta, (Dunn sub-contracted for design only)
Crab Orchard-MacArthur P.S.D.: Wastewater Collection & Treatment System Community of Ury	2 months	30 days	3 months	Projected 4 months Completed 4.5 months
Town of Wardensville: Water Improvements: new Deep Well, new Tank, Waterline Extensions	Phases 1 & II 3 months (total)	Phases 1 & II 6 months (total)	Phases 1 & II 9 months	Phase I Projected 3 months Completed 2.5 months Phase II Projected 9 months Completed 8 months
Union Williams Public Service District: Pleasant Lane Waterline Relocation	2 months	60 days	4 months	Projected 46 days Completed 46 days
Town of Hillsboro: Water Storage Tank painting	30 days	30 days	2 months	Projected 96 days Completed 96 days

\*Most projects also involve assistance with fund acquisition which usually prevents moving forward on design work for periods of time.

#### **2.1.d. Experience in all expected professional disciplines.**

#### **PERFORMANCE DATA (continued)**

##### **2.1.d.i. Overview of Staffing**

Dunn Engineers is staffed with specialists to perform the functions required to meet our clients' current and future needs. We currently have a staff of twenty-three employees, including three registered professional engineers, an engineer intern, five CAD designers, permit technicians, full time resident project representatives and an office staff. This staffing allows Dunn Engineers, Inc. to perform all the Facilities Planning and Preliminary Engineering Report studies, funding analysis, Infiltration / Inflow Analysis or Water / Sewer System Evaluations, detailed design, permitting, bidding and construction inspection, and administrative services required by our clients.

Our typical annual workload includes approximately five Facility Plan Studies, four to six design projects and four to six construction projects. In addition to these wastewater and water projects, our workload will also include one or more industrial park projects.

We very carefully manage our workload to enable us to meet all of the scheduling of our clients and those of the regulatory and funding agencies. Because of this management, Dunn Engineers, Inc. could immediately engage our staff for the DNR when selected to work on your Moncove Lake and Lost River State Park projects.

#### **2.1.d.ii. Technical Expertise Qualifications**

Our personnel, with experience ranging from 5 to 37 years, have been involved in many different civil engineering projects. Those people now charged with design and construction management for our firm have served for periods of time as members of survey crews gathering design data and performing construction stakeout, resident project representatives, design technicians and design engineers. Each member has a specific task to perform and does it within a prescribed budget and time schedule. Dunn Engineers believes that a client is a special team member and should be a part of every decision.

This variety of experience has proven extremely valuable in determining project feasibility, preparing accurate cost estimates and advising support personnel at critical stages in the development and construction of projects. Our design engineers and technicians function as a single integrated unit ready to meet the needs of our clients and their project.

The staff at Dunn Engineers, Inc. is fully capable of evaluating and analyzing the base data and information generated prior to design with an eye toward the development of alternative concepts and facilities. Our strong background enables us to quickly analyze problem areas and develop cost-effective solutions.

We have the latest in modern equipment necessary to generate and compile complex engineering data. We are well equipped using our own portable pressure pipe flow meter, open channel flow meters, and pipe location equipment with fully trained staff to operate these units. A well-qualified technical drafting and CAD staff provide the touch of quality in the appearance of our final products. Three of our CAD operators have over twenty (20) years each of drafting and design.

All state and federal agencies have specific project administrative requirements which must be followed. We are well versed in these practices and have in-depth experience in SCBG / HUD / RUS / ARC / EDA programs necessary to assist our client in the preparation of contract documents and detailed specifications.

From the above, it can be seen that Dunn Engineers, Inc. has the qualifications and technical expertise to perform the required work for these DNR projects.

#### **2.1.d. iv. Resumes of key personnel - see APPENDIX A**

**2.1.e. Procedure for Proposed Methods of Approach:** Presented below is our **Plan of Approach** which also addresses the issues in 2.1.a - 2.1.c.:

*2.1.a. Procedure for Communications with Owner (Proposed Methods Of Approach)*

*2.1.b. History of Projects that met Owner's budget with a clear plan to construct within budget (Performance Data shown after Proposed Method of Approach)*

*2.1.c. History of Projects that met time allotments (Performance Data shown after Proposed Method of Approach)*

## DUNN ENGINEERS PLAN OF APPROACH

Dunn Engineers, Inc. has been very successful in taking utility projects from conception to completion by utilizing a multi-step procedure that integrates the **owner**, engineer and other professionals. This procedure has been used to guide every project undertaken by our firm.

This plan will entail reviewing current conditions and plans to coordinate and implement the improvement projects needed to provide the requested water improvements to Lost River State Park and sewer service improvements for the Moncove Lake State Park for the next several decades.

The steps of our procedure to be used for your overall water and wastewater projects include:

- 1) Preplanning
  - ↳ *Establish Communications Plan (2.1.a.)*
  - ↳ *Establish Timelines Plan (2.1.c.)*
- 2) Planning / Study
  - ↳ *Establish Budget Plan (2.1.b.)*
- 3) Design
- 4) Construction

**1.) PREPLANNING:** The first and most critical step is to preplan your project. Preplanning will accomplish the following goals:

- Identify project team\* - establishes team members from DNR and Dunn Engineers
- Establish lines of **COMMUNICATIONS** for duration of project - set the methods for on-going communications by assigning personnel from DNR and/or State Park involved and from Dunn to act as liaisons, with email, FAX, and telephonic exchanges plus regularly scheduled on-site meetings for progress assessment, time management and quality control.

*\*NOTE: This sets up communications procedures between owner and engineer.*

- Identify existing studies / reports for DNR's water and wastewater project needs
- Review scope of project
- Set project **TIMELINE** (schedule)\* - Planning for project timeline (schedule) establishes date for groundbreaking through completion, with benchmarks as appropriate; team oversight is essential and provided onsite by Dunn Engineers' Resident Project Representatives (RPRs) and State Park assigned personnel. Regular meetings and/or electronic communications between Engineer and Owner to assist in maintaining timeliness.

*\*NOTE: This sets up timeline for completion of project.*

These goals will be achieved by meeting with the project team (owner, engineer, and other parties as appropriate), and regulatory agencies as may be needed. Once the scope is established, the project will move into the planning / study phase.

2.) **PLANNING AND STUDY:** The second step is to evaluate the problems identified during the preplanning step and develop alternatives for solving them. For the DNR this would include:

- Review of existing reports / studies identified in pre-planning step
- Review of existing data, any plans and surveys
- Conduct field research
- Compile all existing data and data collected in field research
- Establish project **BUDGET** - Dunn will prepare cost estimates for the projected projects to meet identified needs for water and wastewater services for the State Parks identified.\* These cost estimates will include not only costs for materials and equipment but also costs for engineering services and any other applicable services or expenses. The final budget will reflect entire budget for the project. *\*NOTE: This sets up budget for the project.*

- Finalize Facilities Plan incorporating all of the above

Once sufficient data is assembled, alternatives for future water and wastewater infrastructure projects are developed, incorporating the existing data and research. The Facilities Plan will incorporate all the assembled data. This will be a living document which will be subject to re-assessment to reflect data streams providing updated information on the projects as they are undertaken and / or completed.

3.) **DESIGN:** Once the specific alternatives for the proposed new water and wastewater infrastructure projects have been determined, the projects will proceed to the design step. As in the Planning and Study step, the DNR will be integrated into the design of the project. Equipment and treatment process selection will be thoroughly discussed with and input obtained from the DNR to produce the best, most cost effective project for the Moncove Lake and Lost River State Parks.

As the design progresses, regular team meetings are held with the DNR, to apprise them of project progress and to obtain their input prior to the formal review process. Meetings will also be held with the project team to finalize any permit applications or other regulatory requirements.

At the conclusion of the design step, the project will move to construction.

4.) **CONSTRUCTION:** For most engineering firms, the final step of the project is construction. Once contractor bids are received and construction begins, coordination between the Owner and the Engineer increases as the projects are being constructed because existing systems must be kept in operation while the new infrastructure system is being constructed and brought on line. Regular meetings are held throughout construction to exchange information and resolve any problems that might develop; our resident project representatives will also be onsite every day and communicating with the Parks' operational staffs.

After construction has been completed, post construction services will begin. These activities will include resolution of warranty issues, assistance with the operation, new equipment and processes. This will continue our on-going relationship with the DNR; communications will continue, to satisfy permitting and reporting requirements and to resolve any problems that might develop over time.

### **3. Project and Goals: The project goals and objectives are:**

- 3.1. Goal/Objective 1: Review existing plans and conditions as well as the operation of the park and evaluate while communicating effectively with the owner to determine a plan that can be implemented in a manner that will minimize disruption to concurrent operation of the facility and meet all objectives.**

Dunn Engineers Inc. reviews of all available existing plans and conducts site visits to assess actual current conditions of the facilities identified in the project, visits the parks to interview the park operators, especially but not only the operators of the targeted facilities, with the aim of acquiring a full and complete understanding of the needs of each state park and the methodology used in providing services utilizing the existing facilities.

Once familiar with all existing plans, documents, related official regulatory notifications / warnings, and the actual state of the existing facilities as best as can be determined with onsite visit and assessment by the assigned project engineer(s), then Dunn will issue a Facilities Plan that will describe the current state of the facilities identified for the projects and the engineer's evaluation of the operational conditions.

The facilities planning report will describe in detail plans of action to redress the issues thus identified, including upgrades, replacements, renovations, or other identified procedures needed; and, will lay out a plan to ensure that services are not disrupted during the course of the project construction. The plan will provide the DNR and individual park staffs with all the information needed to move the projects forward while sustaining and / or improving the parks' current level of services to its clientele / guests and staff.

The Facilities Plan will describe the engineers' determination of the best courses of action forward, and will describe alternatives, and include associated cost estimates.

Once the Facilities Plan has been written, the next step will be for DNR staff and, as appropriate, park staff, to meet with engineers from Dunn to thoroughly discuss the planning report and Dunn can make adjustments to the proposed plan as necessary, based upon the input from the DNR and park staffs. At this point, the projects are ready to move into the design stage.

- 3.2. Goal/Objective 2: As a portion of this process outlined in Objective 1, provide all necessary services to design the facilities described in this EOI in a manner that is consistent with the Division of Natural Resources' needs, objectives, current law, and current code; while following the plan to design and execute the project within the project budget.**

Dunn Engineers Inc. submits, in this bid, a list of Professional Engineers who will be involved in this project, along with their resumes and project experience / history. These engineers will provide all the designs necessary for this project and will ensure that there is full compliance with the DNR's needs, objectives, current law, and current code. As experienced professionals, with a proven track record in meeting budget requirements, as shown in our samples provided at 2.1.b, our engineers will design and execute the project within the project budget.

- 3.3. Goal/Objective 3: Provide Construction Contract Administration Services with competent professionals that ensures the project is constructed and functions as designed.**

Dunn Engineers' professional engineers, who will be involved in this project, will continue the project from the design stage through construction. Our engineers conduct regular site visits, regular team meetings with the Owners, Contractors, and Dunn Engineers' Resident Project Representatives (RPRs), who will provide continuing on-site construction supervision *under* the overall guidance of our project engineers for the duration of the project and any post-construction activity. A list of our current Resident Project Representatives is provided on the following page, along with a brief work history for each representative.

## Current Listing of DEI Resident Project Representatives (RPRs)

### **Elvis Canterbury, RPR**

Pre-Dunn work experience: Building trades and construction contracting for pipelines, road construction, buildings, and cross-country gas lines (35 years); included work on I-64, Bluefield Hospital, Beckley Regional Jail and Federal Jail, and the bridge at Bramwell. Projects for Dunn include City of Keyser, Worthington, City of Logan, Salt Rock, Crab Orchard MacArthur PSD, Oceana, Mason, and Wardensville. Currently working at the City of Keyser.

### **Steve Carnefix, RPR**

Pre-Dunn work experience: Construction Industry (35 years, including the construction of buildings, highways, and bridges for 16 years); foreman and supervisor since 1981. Projects for Dunn include Flatwoods Canoe Run, Greater St. Albans PSD, City of Keyser, City of War, Sugar Creek PSD. Currently working at the City of Keyser.

### **Ed Carpenter, RPR**

Pre-Dunn work experience: Service in both the US Army and the Coast Guard; Retired Professional Engineer (P.E.) in three states (West Virginia, Ohio, and Mississippi); ISO 900 Auditor; Manager in Construction Engineers (new plant design); project engineer (10 years); Maintenance and Maintenance Manager (15 years). Projects for Dunn include Nettie-Leivasy PSD, St. Albans MUC, Crab Orchard-MacArthur PSD, City of Petersburg, and City of Keyser. Currently working at City of Keyser.

### **Roscoe Knight, RPR**

Pre-Dunn work experience: Service in the National Guard; Flatwoods Canoe Run PSD operator of Water Treatment Plant / Class II License – retired in 2007 with 27 years' experience with waterlines; Projects for Dunn include Sugar Creek PSD and Flatwoods Canoe Run PSD. Currently working at Sugar Creek PSD.

### **Bill McPhail, RPR**

Pre-Dunn work experience: Machine operator and foreman, coal mining (18 years); Foreman on construction jobs & pipe-laying for Rover Construction (18 years); Prior project for Dunn: Town of Man, Sugar Creek PSD, Greater St. Albans PSD, and the City of Logan. Currently working at the City of Keyser.

## **DUNN ENGINEERS, INC.**

400 SOUTH RUFFNER ROAD  
CHARLESTON, WV 25156

TEL 304-342-3436 FAX 304-342-7823

EMAIL: [dunneng@aol.com](mailto:dunneng@aol.com) WEBSITE: [www.dunnengineers.com](http://www.dunnengineers.com)



**APPENDIX A**  
**[ATTACHMENT A]**

**Representative projects in which Mr. F. Wayne Hypes has been involved include:**

***Wastewater***

*Planning, Design and / or Construction Administration of:*

- Design of 2.4 MGD SBR Advanced Treatment Plant – City of Keyser
- Design of 2 MGD Vertical Loop Reactor advanced treatment plant - City of Ronceverte
- Award winning 4 MGD reactor type treatment facility - St. Albans Municipal Utility Commission
- 0.5 MGD reactor type treatment facility - Town of Oceana
- 2.0 MGD reactor type treatment facility - Crab Orchard-MacArthur Public Service District
- 2.5 MGD reactor type treatment facility - Salt Rock Sewer Public Service District
- Plans, specifications and construction administration for 0.3 MGD Draft Tube Oxidation Ditch for the City of Paden City, West Virginia
- Plans and specifications for a 0.06 MGD wastewater treatment facility, ½ mile of gravity interceptor and three (3) pumping stations. The treatment facility utilized a sequencing batch reactor - City of Pratt, West Virginia
- Plans and specifications for a new 0.5 MGD wastewater treatment facility and pumping station upgrade. The treatment facility utilized an oxidation ditch with an interchannel clarifier - City of Sistersville, West Virginia
- Plans, specifications and construction management for a 0.5 MGD oxidation ditch with interchannel clarifier wastewater plant - Town of Marmet, West Virginia
- Plans and specifications for a 0.15 MGD wastewater-aerated lagoon and over nine (9) miles of small diameter gravity collection lines - Southern Jackson County Public Service District - West Virginia
- Plans and specifications for a 0.5 MGD sequencing batch reactor wastewater treatment facility - City of Fayetteville, West Virginia.
- 20 miles of gravity collectors and pump stations - Town of Oceana
- 10 miles of gravity collectors and pump stations - Salt Rock Sewer Public Service District
- Plans and specifications for the upgrade of nine (9) major sewage pumping stations which included one station with a 21 MGD capacity - City of Charleston, West Virginia

**Representative projects in which Mr. F. Wayne Hypes has been involved include:**

***Potable Water***

*Planning, Design and/or Construction Administration of:*

- 2 MGD gravity filter treatment facility - City of Glenville
- 1 MGD gravity filter treatment facility - 750,000 gallon storage tank and distribution lines - Town of Oceana
- Plans and specifications for a 200 GPM pressure filter potable water treatment facility, upgrade of wells, an 80,000 gallon storage tank, and over 200 customer service connections - Spruce Fork Public Service District, Boone County, West Virginia
- Plans and specifications for over ten (10) miles of water line extension which included over 300 service connections and two (2) hydropneumatic booster pumping stations - Elk Two Mile Public Service District - Kanawha County, West Virginia
- 750,000 gallon storage tank and 5 miles of waterline - Gilmer County Public Service District
- Countywide Water Studies, Boone, Grant and Raleigh Counties in West Virginia. The studies included the development of all potential service extensions, cost estimates, proposed rates and a priority listing of all projects. Also included in the study were the mapping of all existing systems, listing of facilities, rates, staff and water district boundaries
- Plans and specifications for over eight (8) miles of water line extension and over 250 customer connections - Guthrie Public Service District, Kanawha County, West Virginia
- 3 MGD gravity filter treatment facility and 1.5 million gallon storage tank - City of Petersburg

***Miscellaneous***

- Plans and permit for closure of the Montgomery Solid Waste Authority's sanitary landfill - Montgomery, West Virginia
- Plans and specifications for the development of a ten (10) acre industrial development park - Jackson County, West Virginia
- Field design and implementation of emergency measures to restore potable water and wastewater service to residents during a major flood. Cities of Parsons and Petersburg, West Virginia

Vice President of Engineering

**Education**

**Bachelor of Science,**  
(Civil Engineering),  
West Virginia Institute of  
Technology, 1979

**Master of Science,**  
(Civil Engineering), West Virginia  
College of Graduate Studies, 1985

**Registrations**

Registered Professional Engineer  
Registered Professional Surveyor

**Professional Associations**

Water Environment Federation  
National Society of Professional  
Engineers

**Highlights of Qualifications**

Over 34 years' experience in planning, design and construction environmental projects

Former Chief Engineer for the West Virginia Department of Environmental Protection, Construction Assistance Programs for 15 years

Mr. Hypes has prepared the following Facilities Plans and Preliminary Engineering Reports, among others, since joining the Dunn Engineers, Inc. staff:

- Flatwoods-Canoe Run PSD wastewater treatment plant and pumping station upgrade, sewer separation, and sewer system extension.
- Flatwoods-Canoe Run PSD water storage and distribution system extension and upgrade.
- Flatwoods-Canoe Run PSD Pine Street, Skidmore Run, Forest Products Road sewer system extensions (three separate projects for the Governor's Community Partnership Grant program).
- Flatwoods-Canoe Run PSD Little Birch River and Herold Route water line extensions.
- Crab Orchard-MacArthur PSD Marsh Fork Sewer System Extension and Upgrade; extend sewers to 2,500 new customers, upgrade the existing plant and construct one new plant.
- Crab Orchard-MacArthur PSD Miscellaneous Sewer Extensions.
- Crab Orchard-MacArthur PSD Community of Helen sewage treatment plant and collection system.
- Arbuckle PSD wastewater treatment plant improvements.
- City of Petersburg water treatment and storage facilities upgrade.
- Town of Leon sewage treatment plant and collection system.

**Mr. Frederick L. Hypes has been the engineer in charge of the following design projects:**

- Village of Barboursville 1.0 MGD aerated lagoon wastewater treatment plant upgrade and sewer line extension (self-help project).
- Lakin Correctional Facility 0.05 MGD aerated lagoon wastewater treatment facility upgrade.
- Crab Orchard-MacArthur PSD 2.0 MGD wastewater treatment plant and pumping facility upgrade.
- Flatwoods-Canoe Run PSD sewer line extension projects (Skidmore Run, Pine Street, Forest Products Road).
- Pressley Ridge Schools land development project (water, sewer, roads and site work).
- Flatwoods-Canoe Run PSD 200,000 L.F. water line extension and water storage tank upgrade.
- City of Petersburg water plant intake structure.
- South Putnam PSD North Putnam wastewater treatment plant and sewer system upgrade.
- Town of Wardensville water system upgrade.
- Stonewall Jackson Resort water and sewer systems upgrades

**Mr. Hypes was involved in the following projects as expert witness-forensic engineering:**

- Town of Buffalo stormwater collection system (litigation).
- Snowshoe Water and Sewer, Inc. (representing private clients in Public Service Commission proceeding).
- Greater Harrison Public Service District (PSC certificate case).
- Central Hampshire PSD vs. Cerrone Associates, Inc. (litigation).
- Ferri Contracting, Inc. vs. Cerrone Associates, Inc. (litigation).
- DMK vs. First Community Bank (litigation).
- Corporate Book Resources, Inc. vs. Town of Sutton (litigation).

- Cunningham et al. vs. Union Williams PSD (litigation)

## **OTHER WORK EXPERIENCE – Mr. Frederick L. Hypes**

### **West Virginia Department Of Environmental Protection (WV DEP):**

WV DEP Engineering Section Leader - Construction Assistance Programs

Mr. Hypes was WV DEP Chief Engineer for the Construction Assistance Programs for 15 years, and before that was WV DEP Project Engineer for six years. His duties during those 21 years included:

- Supervised 10 staff engineers, administering over 100 EPA Construction Grant Program wastewater projects and another 100 State Revolving Fund wastewater projects. Duties included final review of facilities plans, plans, specifications, and design reports, operation and maintenance manuals, CSO plans, and erosion control plans. Duties also included construction inspections and consultations with the DEP's Office of Environmental Enforcement.
- Served as Chief Sanitary Engineer for the West Virginia Infrastructure and Jobs Development Council from 1994 to 2000.
- Served as Professional Engineering Adviser to the DEP's Office of Environmental Enforcement and West Virginia Development Office.
- Administered the Combined Sewer Overflow program and Pollution Prevention Program for the Division of Water Resources.
- Represented the West Virginia Department of Environmental Protection on various committees and work groups sponsored by the West Virginia Infrastructure and Jobs Development Council, West Virginia Contractors Association, West Virginia Rural Water Association, West Virginia Water Environment Association, and the Rural Utilities Service.
- Provided expert testimony for the DEP before the Public Service Commission of West Virginia and in state and federal courts.
- Served as Innovative/Alternative Coordinator, evaluating and trouble-shooting alternative collection systems (low pressure grinder pump, vacuum, variable gradient sewers) and innovative treatment technologies (captor, SBR's, interchannel clarifiers, ultraviolet disinfection, constructed wetlands).

**Education**

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**Bachelor of Science, West Virginia Institute of Technology, 1995**

**Master of Science, West Virginia University, 1997**

**Registrations**

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**Registered Professional Engineer**

**Project Engineer**

**Highlights of Qualifications**

Over 16 years' experience in planning, design and construction environmental projects

Mr. Hartwell has a master's degree with a strong emphasis in environmental engineering. He has a background in the design and construction of wastewater treatment and collection systems, potable water treatment and distribution systems, and industrial oil-water separation systems.

Mr. Hartwell was an integral part of the design team for three municipal wastewater treatment plants and over 60 pumping stations ranging in size from 5 gpm to 5,000 gpm. He has also been involved with the design and construction of three potable water treatment plants. He is experienced in preparing the necessary permits for the design, operation and construction of water and wastewater treatment systems.

**Representative projects in which Mr. Hartwell has been involved include:**

- Design of 2 MGD Vertical Loop Reactor Advanced Treatment Plant – City of Ronceverte
- Design of 2.4 MGD SBR Advanced Treatment Plant – City of Keyser
- Plans and specifications for a new water treatment plant for the Logan County Public Service District.
- Plans and specifications for over 20 miles of water line extensions located in Cabell County for the West Virginia-American Water Company.
- Plans and specifications for approximately 10 miles of water line located in Kanawha County for the West Virginia-American Water Company.
- Plans and specifications for a 0.65 MGD wastewater treatment facility and pumping stations for the City of Glenville, West Virginia. The treatment facility utilizes sequencing batch reactors and an ultraviolet disinfection system.

**Representative projects in which Mr. Hartwell has been involved include:**

- Plans and specifications for a 2.0 MGD wastewater treatment plant for the Crab Orchard-MacArthur Public Service District located near Beckley, West Virginia. The treatment facility utilizes sequencing batch reactors with aerobic digester and ultraviolet disinfection.
- Plans and specifications for a 400 gpm potable water plant for the Town of Mason, West Virginia. The plant utilizes a new 400 gpm water well and chemical dosing system.
- Plans and specifications for a potable surface water treatment plant for the City of Glenville, West Virginia, which utilizes flocculation basins and sand filters for treatment.
- Plans and specifications for an industrial wastewater treatment system for a natural gas compressor station. The plant utilizes an oil-water separator, pumping system, and three manifolded wastewater storage tanks.
- Plans and specifications for an industrial wastewater treatment system serving a natural gas compressor station in West Virginia. The treatment system utilizes a chemical addition system and three pressurized sand filters.
- Plans and specifications for storm and sanitary sewers for the Town of Cedar Grove, West Virginia.
- Plans and specifications for a 2400 gpm water treatment plant for Petersburg, West Virginia, which utilizes flocculating clarifiers and sand filters for treatment.
- Plans and specifications for a 2.5 MGD wastewater treatment plant for Salt Rock Sewer Public Service District which utilizes two SBR treatment units, headworks, belt press and UV disinfection unit.
- Plans and specifications for 17 pumping stations for the Salt Rock Sewer Public Service District's wastewater extension project.



**APPENDIX B**  
**[ATTACHMENT B]**

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:  
(Check the box next to each addendum received)

- |                                                    |                                          |
|----------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

DUNN ENGINEERS, INC.  
 Company  
[Signature]  
 Authorized Signature  
NOV. 11, 2015  
 Date

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

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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 exceed five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: DUNN ENGINEERS, INC.

Authorized Signature: [Handwritten Signature] Date: 10/11/15

State of West Virginia

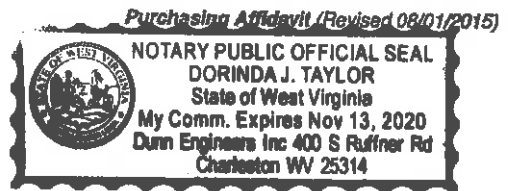
County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 11<sup>th</sup> day of November, 2015.

My Commission expires November 13, 2020.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** Dorinda J. Taylor



**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

DUNN ENGINEERS, INC.  
(Company)

  
(Authorized Signature) (Representative Name, Title)

Tel. 304.342.3436 / FAX 304.342.7823 / NOV. 11, 2015  
(Phone Number) (Fax Number) (Date)