



Engineers and Environmental Consultants

EXPRESSION OF INTEREST

Prepared for the

**West Virginia Department of Health and Human Resources
Office of Environmental Health Services
Environmental Engineering Division**

**Source Water Protection Technical Help Program
(Requisition Number CEOI EHS1800000001)**



Providing innovative, timely, cost-effective environmental solutions



CHARLESTON

**7012 MacCorkle Avenue, SE
Charleston, WV 25304
(304) 342-1400**

MORGANTOWN

**125 Lakeview Drive
Morgantown, WV 26508
(304) 225-2245**

WINCHESTER

**15 South Braddock Street
Winchester, VA 22601
(540) 450-0180**

TABLE OF CONTENTS

1.0	INTRODUCTION	1
2.0	QUALIFICATIONS AND TECHNICAL EXPERTISE	1
3.0	MANAGEMENT AND STAFFING	3
3.1	Key Personnel	3
3.2	Procedure for Communication with Owner	6
3.3	Project Budget Control	6
3.4	Project Schedule Control	7
4.0	PRIOR RELATED EXPERIENCE	7
5.0	PROJECT APPROACH	17
5.1	Initiate Contact with CPWS Utilities and Hold Initiation Meeting	17
5.2	Source Water Protection Team Recruitment and Coordination	18
5.3	PSSC Inventory/Prioritization, GIS Mapping, and Preliminary SWPP Development	18
5.4	Single Source Feasibility Study, Communication Plan, Contingency Plan.....	19
5.5	Management Strategies, Education/Outreach Strategies	19
5.6	Public Meeting, Final Draft, and Agency Review	20
5.7	Implementation of SWPP Strategies	20
6.0	REFERENCES	21
7.0	REQUIRED DOCUMENTATION	21
8.0	CLOSING	21

APPENDICES

Organizational Chart.....	APPENDIX A
Degrees and Certifications Related to Project	APPENDIX B
Summary of Comparable Completed Source Water Projects.....	APPENDIX C
Case Studies.....	APPENDIX D
References Demonstrating Adherence to Project Budget and Time Constraints	APPENDIX E
Required Documentation	APPENDIX F

EXPRESSION OF INTEREST

Source Water Protection Technical Help Program (Requisition Number CEOI EHS1800000001)

1.0 INTRODUCTION

Potesta & Associates, Inc. (POTESTA) appreciates the opportunity to submit this Expression of Interest (EOI) to provide professional engineering services to West Virginia Department of Health and Human Resources (WVDHHR) Office of Environmental Health Services (OEHS) Environmental Engineering Division (EED) to provide assistance to 19 Community Public Water Supply (CPWS) utilities in the Northern Ohio River and Central Ohio River areas with various Source Water Protection (SWP) tasks, including preparation of Source Water Protection Plans (SWPPs).

With over 80 highly qualified professional engineers, environmental scientists, GIS specialists, field technicians, and support staff, POTESTA has the necessary experience and qualified personnel to efficiently complete work with this contract at multiple utilities simultaneously. While our Morgantown, West Virginia office will take the lead, we will utilize resources and personnel from both our Charleston and Morgantown offices. Attention to detail is paramount in our projects, and our quality control protocol assures that multiple qualified staff will review drafts, changes and final documents. POTESTA is committed to clear, prompt, and concise client communication throughout the duration of our projects.



400,000 Gallon Water Storage Tank
Near Philippi, WV

2.0 QUALIFICATIONS AND TECHNICAL EXPERTISE

POTESTA has unparalleled Source Water Assessment Reports (SWAR) and SWPP experience demonstrated by our previous work with the WVDHHR. POTESTA has successfully completed more than 150 SWARs and SWPPs for both large and small CPWS utilities in West Virginia. POTESTA's experience ranges across each stage of source water protection planning. Our team has crafted emergency communication plans for water systems, developed cutting-edge GIS mapping of potential contaminant sources/conduits, solicited and coordinated stakeholder participation in the SWP teams, held public source water protection planning meetings, conducted field surveys to identify critical areas, and assisted with implementation of source water protection measures and the education/outreach efforts of waters systems (e.g. installation of early warning monitoring system on plant intakes, developing educational source water protection signage for public installations).

POTESTA is also actively involved in the Ohio River Valley area. Ron Potesta, President of POTESTA, serves as the Vice Chair of the Ohio River Valley Water Sanitation Commission (ORSANCO) which is involved in various SWP activities, including developing early warning spill protocols in the Ohio River Valley. ORSANCO operates an Organic Detection System (ODS) with monitors strategically located along the mainstem river and two of its major tributaries. The commission coordinates these activities through its Water Users Advisory Committee (WUAC) which is composed of drinking water utilities located on the river. Mr. Potesta regularly interacts with the Committee concerning the issues and needs confronting the drinking water utility community.



**Ron Potesta, Vice Chair
ORSANCO**

In addition, POTESTA's variety of design and operational experience relating to drinking water storage (raw and treated), intake structures, security, treatment, and distribution also gives us a unique "real world" perspective in the day-to-day operations of a working water system. POTESTA will utilize this knowledge to improve efficiency on this project resulting in high quality results for a moderate cost. POTESTA focuses on each project with pride to provide our clients with every reason to return and to continue developing a long-term successful relationship. By choosing POTESTA, our clients get the resources of a large company with the personalized attention and detail of a small firm.

POTESTA's engineers and environmental consultants provide a wide variety of services to the water and wastewater industries. We provide quality services to both private and public clients, with emphasis on delivering innovative, cost effective solutions to our clients' complex requirements. Environmental services to the industry include:



**Environmental Sampling for an Underground Storage
Tank Site Investigation**

- SWPPs
- SWARs
- Spill Prevention, Control and Countermeasure (SPCC) Plans
- Water and Wastewater Engineering
- Preliminary Engineering Reports
- Permitting
- Pollution Prevention Plans
- AST Inspections, Registrations, and Spill Prevention Response Plans (SPR Plans)
- Environmental Site Assessments
- Hydrologic Investigations
- Benthic and Fish Studies
- Threatened/Endangered Species
- Toxicology

- Mixing Zones
- Stream Design/Restoration
- Sampling
- Wetlands
- Remedial System Selection, Design, Installation, Operation and Maintenance
- Groundwater Investigation
- Alternate Water Source Studies
- Cost Estimating
- Construction Monitoring
- Compliance Monitoring
- Regulatory Negotiations

3.0 MANAGEMENT AND STAFFING

POTESTA has assembled a team of multidisciplinary professionals and support staff to address the various objectives of the Source Water Protection Technical Help Program (SWP Thompson) identified within the EOI. This project team is shown on the organizational chart included in **Appendix A**. This team will be led by and work under Terry Moran, PE, POTESTA's SWP project manager for this contract. Dana Burns, PE, PS, has been identified as the principal-in-charge. Everett Mulkeen, PE, and Angela Pugh, PE have been identified as the lead engineers with Mark Sankoff, PE serving as senior source water specialist. A team of engineers, scientists and Geographic Information Systems (GIS) specialists have been assembled below these principal and project managers to provide support on various aspects of this project.



**Water Storage Reservoir Floating Cover Replacement
in Wellsburg, WV**

3.1 Key Personnel

The following key personnel have extensive SWP experience and will be available to work on this project. In lieu of full resumes, POTESTA has included the following SWP work summaries for key personnel.

Dana L. Burns, PE, PS is Vice President of Engineering for POTESTA and will serve as the Principal-in-Charge for this project. He will ensure that adequate staffing and resources are dedicated to meet both the scope of services and the schedule associated with this project. Mr. Burns has both a bachelor's and a master's degree in civil engineering, is a registered professional engineer and a registered professional surveyor, and has over 35 years of experience.

Specifically, he served as the principle in charge for the source water assessment and protection projects that POTE STA completed for the WVBPH and multiple Regional Councils.

Terence C. Moran, PE, Senior Engineer with POTE STA, is uniquely qualified to lead this project as he has over 25 years of experience in working with public utilities, with a particular emphasis on water resources. His work efforts have focused on preliminary engineering, final engineering, and bidding and construction phase services for interconnections with other public water systems, raw water intakes, treatment plants, water line extensions, and storage tanks. He served as the project manager/project engineer for 100+ water/wastewater projects. Mr. Moran has worked closely with the WVBPH while serving as project manager for POTE STA's various source water protection contracts. In particular, he has served as the project manager for over 150 SWPPs and SWAPs.

Mark A. Sankoff, PE, Chief Engineer for POTE STA in the Charleston, West Virginia office, will serve as a technical resource for this project. He will be available to provide technical assistance and QA/QC for the project, as well as to assist the Project Manager in ensuring that adequate staffing and resources are dedicated as necessary for the project budget and schedule. Mr. Sankoff has over 32 years of experience in the water industry, including 12 years as a consulting engineer for multiple water and wastewater projects in West



Replacement of Water Line along Route 60 near Ceredo, WV

Virginia. This includes permitting, design, drafting, bidding, cost estimating, and project construction management. He also has 20 years of experience at West Virginia American Water, divided between the Distribution Department and culminating his time in the Engineering Department as Director of Engineering. This experience brings an owner/operator perspective to the project. As Director of Engineering, Mr. Sankoff has extensive experience in the preparation of multiple Comprehensive Planning Studies (CMS) for the largest private West Virginia water utility.

Everett E. Mulkeen, PE is a Staff Engineer for POTE STA. He has a bachelor's and a master's degree in civil engineering and his experience as a water treatment/resources design and permitting engineer includes the following: Project Engineer for development of eight (8) SWPPs in Central WV and Northern WV; Preparation/implementation of source water protection management strategies including grant assistance for upgrades to continuous monitoring equipment at water treatment plants, security infrastructure, education/outreach, and other source water protection projects for over ten (10) CPWSs in WV; AST inspection and permitting; Spill Prevention Response (SPR) Plan preparation; Spill Prevention, Control, and Countermeasure (SPCC) Plan preparation; NPDES permit submittals and modifications; wastewater treatment plant design and upgrades; wastewater effluent diffuser design and permitting; and water line extension and expansion projects. Mr. Mulkeen has worked on a variety of state funded water and wastewater

infrastructure projects in West Virginia including POTESTA's recent source water protection contracts.

Angela K. Pugh, PE is a Staff Engineer for POTESTA in the Charleston, West Virginia office. She has a Bachelor of Science degree in mining and minerals engineering and Bachelor of Arts degree in economics. She served as lead engineer for source water contingency planning and feasibility studies for seven (7) PWSUs for RIC in South Charleston, West Virginia, which include project meetings and follow up correspondence with PWSUs; collection of pertinent water system data; organization of technical and economic feasibility required for single source analysis and additional engineering analysis specified in §16-1-9c. (b) 2-7. She is also currently working with several water systems on engineering studies for back up water sources and interconnections relating to source water protection projects. Mrs. Pugh has worked with a variety of clients including: municipalities regarding MS4 permitting and compliance, federal/state/local governmental agencies, mining, natural gas, and aggregate firms with a specialization in project management and industrial health and safety. Her experience with POTESTA's client, NiSource Corporation, regarding Senate Bill 373 includes following the AST Act §22-30 Title 47 Interpretive Rule Series 62 and the Draft Emergency Rule including conferring with the WVDEP to establish accurate classification and compliance. She met regulatory deadlines and submitted corresponding documentation via WVDEP's Electronic Submission System by coordinating completion of over 350 AST Registrations, creating site-specific Spill Prevention Response Plans for 40 facilities, and organizing over 350 AST inspections.

Charles H. Haden is a GIS Analyst and Staff Scientist for POTESTA in the Charleston, West Virginia office. He has a bachelor's degree in Biology and Ecology and a master's degree in Geography and GIS. In 2011 Mr. Haden joined POTESTA and since then has provided GIS, permitting and compliance services for various public and private projects. His experience as a GIS analyst in various water treatment/resources design and permitting projects includes the following: Analysis, mapping and database management for the development of SWPPs and various source water projects; Spill Prevention, Control, and Countermeasure (SPCC) Plans; NPDES permit submittals and modifications; wastewater treatment plant design and upgrades; water line extension and replacement projects; and sanitary sewer line extension and replacement projects. Mr. Haden has worked on a variety of state funded water and wastewater infrastructure projects in West Virginia including POTESTA's recent source water protection contracts.

Robert J. Ammarito, PE serves as a Staff Engineer in POTESTA's Charleston, West Virginia office. Mr. Ammarito has a Bachelor of Science degree in mechanical engineering. In 2002 Mr. Ammarito joined POTESTA and since then has provided construction oversight services, which included installation of water lines and sanitary sewer lines, site observations for SPCC Plans, landfill construction, construction site testing (concrete testing and ground bearing pressure testing) for several projects. Mr. Ammarito has designed water line extensions and replacements, water storage tanks, sanitary sewer extensions and replacements, pump stations with ventilation, and civil site plans. He has approximately 18 years of experience with SWPP. He has assisted in the design of sanitary sewer collection lines and waste water treatment plants (WWTP), including four membrane bioreactor (MBR) WWTP in Berkley County West Virginia. Mr. Ammarito continued to prepare SPCC plans for clients and stayed up to date with changes in the SPCC regulation and the new AST Act after the Freedom Industries spill of 2014.

Patrick A. Taylor, PE serves as a Senior Engineer for POTESTA in our Charleston, West Virginia office. Mr. Taylor has approximately 29 years as an environmental and civil engineer with extensive experience in utility design, administration and management. During Mr. Taylor's term with the WVBPH, he managed the state water and sewer construction permitting program; the West Virginia Drinking Water State Revolving Fund Program; the West Virginia Capacity Development program to assist water systems in building technical, financial and managerial capacities. He was also a sitting member of the West Virginia Infrastructure and Jobs Development Council (IJDC) and was head of the IJDC Water Technical Review Committee. He was also the responsible party for the Environmental Protection Agency Needs Survey for Water System Needs of West Virginia. His technical skills include environmental, solid waste, and mine permitting/compliance; water resources analysis and design; hydraulic and hydrological analysis; slope stability analysis; geotechnical design; storm water management; municipal water and sewer design; civil site design; water resources analysis/design; and construction management. Mr. Taylor has worked with a variety of clients, including mining, natural gas, contractors, municipalities, federal/state/local governmental agencies, and legal firms.

These key staff are presented in the organizational chart located in **Appendix A**. Certifications of key staff are located in **Appendix B**.

3.2 Procedure for Communication with Owner

Mr. Dana Burns, P.E., as POTESTA's principal-in-charge he will be responsible for contract management (administration) and shall coordinate and direct all aspects of the project. Day-to-day project activities for this project will be performed under the direction of our project manager, Mr. Terence Moran, P.E. **Mr. Moran, P.E., will be the point of contact to allow clear communication with the WVDHHR.** A written proposal, including a detailed scope of services and an associated manhour and cost estimate, will be prepared and submitted to WVDHHR for review. The project manager will review the proposal with the WVDHHR, including a task-by-task discussion of work items and the related costs. Upon the WVDHHR's approval of the proposal, the project manager will arrange for the start of project activities. The principal-in-charge will provide the project manager the required staff necessary to complete the project activities, will review the project budget and schedule during performance of the project, and will provide a final QA/QC review of the documents prior to submittal to the WVDHHR. The project manager will develop a detailed step-by-step project work plan so that the project activities are completed in a correct manner, within budget, and on time. POTESTA will be available to conduct weekly status reports which may include weekly meetings, memos, or telephone calls with the WVDHHR's project manager as required.

3.3 Project Budget Control

The project manager will be responsible for monitoring the project budget and keeping the principal-in-charge informed of its status. The project manager will develop a work plan based on hourly rates and tasks to complete the project. POTESTA's staff enters time into POTESTA's InFocus accounting system on a daily and/or weekly basis. POTESTA's project manager can access InFocus at any time, thus allowing a real-time control of project costs.

3.4 Project Schedule Control

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

4.0 PRIOR RELATED EXPERIENCE

POTESTA has extensive experience in the preparation of SWPPs. We understand that to succeed in source water protection planning, it takes a multi-faceted approach combining technical competence relating to water system operations, efficient communication, and organizational skills. POTESTA recognizes that efficient and effective communication is paramount to coordinating private and public meetings with the Source Water Protection Team, conducting field surveys, preparing interactive GIS mapping of Potential Sources of Significant Contamination (PSSCs), refining communication plans, contingency plans, and developing creative strategies to protect local water sources. POTESTA believes our experience in past source water protection projects make us uniquely qualified to serve WVDHHR on this project. **Appendix C** includes a list of our past source water protection projects. Also listed below are some key project briefs that further highlight POTESTA's prior experience:

1. Region VI Planning and Development Council – Source Water Protection Plans for Eight (8) Public Water Systems

Project Timeline: 2016

Client: Region VI Planning and Development Council

Location: Various locations in Northern, WV

Contact Information: Sheena Hunt, Executive Director
34 Mountain Park Drive
White Hall, WV 26554
Phone: 304-366-5693
regionvi@regionvi.com

POTESTA was retained by the Region VI Planning and Development Council in North Central West Virginia to prepare Source Water Protection Plans for eight (8) small to medium-sized water systems in 2016.

- (1) Town of West Union, Doddridge County
- (2) Town of Lumberport, Harrison County

- (3) City of Shinnston, Harrison County
- (4) Town of Monongah, Marion County
- (5) Kingwood Water Works, Preston County
- (6) Preston County PSD #1, Preston County
- (7) Rowlesburg Water Works, Preston County
- (8) Taylor County PSD, Taylor County

This project included the following tasks:

- Providing monthly updates to RIC (and hence WVBPH) on project activities via submittal of status reports.
- Providing projected invoice amounts.
- Providing a project manager/lead engineer (Terry Moran, PE) who is a licensed professional engineer (PE) in the State of West Virginia (and Virginia).
- Working with the WVBPH, the local water systems, and Region VI to finalize a work plan and deliverable schedule that was most efficient and effective.
- Creation of a Source Water Protection Team consisting of representatives from the water system, local emergency planning organization(s), the local health department, local government, local citizens, business owners, and other local stakeholders. The team provided valuable input and review on the draft versions of the SWPP, local priorities, and effective communication strategies for emergency planning (e.g. social media updates, 911 call-back notifications, etc.).
- Holding three (3) meetings with the Source Water Protection Team and one public meeting during the development of the SWPP.
- Utilizing the WVBPH SWPP template for preparation of detailed preparing SWPPs with a localized focus.
- Updating/reviewing the database of PSSCs and preparation of detailed GIS mapping to allow for reference by the water system and review team.
- Detailed mapping of the Zone of Critical Concern (ZCC) and Zone of Peripheral Concern (ZPC) and the PSSCs located within these, organized by land-use type and category (e.g. aboveground storage tank, NPDES outlet, or oil/gas permitted facility).
- Prioritization of PSSCs and development of Management Strategies to minimize the risk associated with each of these sites/areas, including a timeline for implementation.
- Development of detailed Communication Plan for emergency notifications between the water system, the health department, the 911 center, and local citizens and businesses.

- Development of Education and Outreach Strategies for informing the public of source water protection, including a timeline for implementation.
- Holding a public meeting with the water system to allow for public comment on the final draft SWPP.
- Submittal of the final SWPP to the WVBPH and completing revisions based on WVBPH's comments.
- Preparation of a redacted version of SWPP for public access/review.

2. Region III Intergovernmental Council - Single Source Analysis, Source Water Assessment and Protection Plans for Seven (7) Public Water Systems

Project Timeline: 2015-2016

Client: Region III Intergovernmental Council

Location: Various locations within South Central, WV

Contact Information: Terry Martin, Project Coordinator
315 D Street
South Charleston, WV 25303
Phone: 304-744-4258

POTESTA was retained by the Regional Intergovernmental Council (RIC) in South Charleston, West Virginia to provide single source analysis and compile other engineering information for the following seven (7) PWSUs in 2015.

- (1) Boone Raleigh Public Service District, Sylvester, Boone County
- (2) Clay Roane Public Service District, Prociuous, Clay County
- (3) Town of Clay, Clay County
- (4) Town of Cedar Grove, Kanawha County
- (5) Saint Albans Municipal Commission, Kanawha County
- (6) City of Hurricane, Putnam County
- (7) Putnam Public Service District, Putnam County

This project included the following tasks:

- Providing monthly updates to RIC (and hence WVBPH) on project activities via submittal of status reports.
- Providing projected invoice amounts.
- Providing a project manager/lead engineer (Terry Moran, PE) who is a licensed professional engineer (PE) in the State of West Virginia (and Virginia).
- Coordinating and conducting an initiation meeting with the PWSU and WVBPH.
- Coordinating and conducting a follow-up meeting with each PWSU.

- Coordinating and conducting a concluding meeting at (typically) a board or city/town council meeting.
- Examining and analyzing the technical and economic feasibility of each of the following options to provide continued safe and reliable public water service in the event the PWSU's primary source of supply is no longer available.
 - Construction of or establishment of a secondary or backup surface water intake or well which would draw water supplies from a substantially different location or water source.
 - Construction of additional raw water storage capacity and/or treated water storage capacity, to provide at least two days of system storage based on the plant's maximum level of production experienced within the past year.
 - Creation or construction of an operational interconnection(s) with another PWSU to allow the PWSU to receive its water from a different source of supply.
 - Creation or construction of other alternatives available to the PWSU to secure safe and reliable alternative supplies during a period its primary source of supply is unavailable or negatively impacted for an extended period.
 - Examination and analysis of the PWSU's ability to isolate or divert contaminated waters from its water supply and the amount of raw water storage capacity for the PWSU.
 - An examination and analysis of the PWSU's existing ability to switch to an alternative water source or surface water intake in the event of contamination of its primary water source.
 - An examination and analysis of the PWSU's existing ability to close its water supply in the event the PWSU is advised that its primary water source has become contaminated due to a spill or release into a stream, and the duration of time it can keep that water supply closed without creating a public health emergency.
 - An examination and analysis of the PWSU's existing available storage capacity in its system and how its available storage capacity compares to the PWSU's normal daily usage, including the total gallons of raw treated water storage and the number of hours of supply capacity.
 - An examination of the technical and economic feasibility of implementing an early warning monitoring system.
 - An analysis and examination of the PWSU's ability to operate effectively during power outages including means to supply water through treatment, storage, and

distribution without creating a public emergency. Included is a description of the type and capacity of each generator required, required cables, etc.

- Provision of the calculated level of unaccounted for water experienced by the PWSU for each source, and identification of active measures the PWSU is undertaking to reduce water loss. If the calculated ratio of those two figures is less than 85 percent, POTESTA is noting the steps the PWSU is actively taking to reduce the level of water loss experienced on its PWSU.
- An analysis and examination of the PWSU's ability to meet future water supply needs by expanding a current source or developing a new one, including a description of current plant and pumping capacity and projections for growth over the next five years that would exceed current system capacity.
- Preparing a final report, three paper copies, and an electronic version.

3. West Virginia American Water – Alternate Source Water Study on the Kanawha River

Project Timeline: 2015-2016

Client: West Virginia American Water Company

Location: Charleston, WV

Contact Information: Jennifer L. Heymann,
Source Water Protection Manager
West Virginia American Water
PO Box 1906
Charleston, WV 25327
304-340-2968

POTESTA was retained by the West Virginia American Water (WVAW) Company to complete an alternate source water study on a 72-mile segment of the Kanawha River. POTESTA and WVAW developed a study plan that was presented to the WVDHHR and WVDEP prior to its implementation. The plan generally consisted of sampling Kanawha River water and sediment for an extensive list of parameters at locations between Charleston, West Virginia and Montgomery, West Virginia.

- Water quality sampling - water quality samples were collected during 24 sampling events over a 12-month period from four different locations.
- Sediment sampling - POTESTA collected sediment samples from a boat deployed on the river. Samples of accumulated sediment were collected at two locations from each of the targeted sample locations (one on each side of the river) once during a normal or low flow period and a second following a high flow event.

4. WVDHHR Source Water Protection Plans

Project Timeline: Early 2000's

Client: WVDHHR/WVBPH

Location: Various locations within WV

Contact Information: OEHS/EED SWAP Program
350 Capitol Street, Room 313
Charleston, WV 25301-3713
Phone: 304-356-4298
EEDSourceWaterProtection@wv.gov

In the early 2000s, the WVBPH retained various engineering consultants to provide Source Water Assessment Protection (SWAP) services. POTESta was selected and completed these for 36 surface water and 42 ground water public water systems. POTESta completed the following services for each project:

- Provided monthly updates to WVBPH on project activities via submittal of status reports.
- Provided projected invoice amounts.
- Provided a project manager/lead engineer (Terry Moran, PE) who is a licensed professional engineer (PE) in the State of West Virginia. As part of this role, he managed employees who specialized in GIS and directed and coordinated SWAP specialists (typically persons with degrees in environmental science, engineering, biology, chemistry, etc.).
- Coordinated meetings with the public water system (PWS) and WVBPH. As part of this role, POTESta solicited input from the PWS on any concerns regarding potential contaminant sources.
- Reviewed listings of potential contaminant sources (PCS), as provided in WVBPH, West Virginia Department of Environmental Protection (WVDEP), and United States Environmental Protection Agency (USEPA) databases, including soliciting input from the PWS.
- Completed a field reconnaissance to identify/confirm PCS in zones of critical concern (ZCC) and source water protection areas (SWPA).
- Reviewed raw water quality data.
- Updated the inventory of the PCS in the SWPA.
- Uploaded information into the specified format for input into WVBPH's database.
- Prepared a report summarizing our efforts.

Many of these services are consistent with the services being requested for this project.

Later, WVBPH again retained engineering consultants to provide SWPP services. This time, WVBPH only selected two engineering consultants, one of which was POTESTA. A primary reason for our selection was satisfaction with our earlier efforts at providing source water protection services for WVBPH. POTESTA completed 60 source water protection plans for small to medium sized water systems from 2010 to 2012.

In completing each SWPP, POTESTA completed the following:

- Provided monthly updates to WVBPH on project activities via submittal of status reports.
- Provided projected invoice amounts.
- Provided a project manager/lead engineer (Terry Moran, PE) who is a licensed professional engineer in the State of West Virginia (and Virginia). As part of this role, he managed employees who specialized in GIS and directed and coordinated SWAP specialists (typically persons with degrees in environmental science, engineering, biology, chemistry, etc.).
- Coordinated and conducted an initiation meeting with the PWS and WVBPH. As part of this role, POTESTA solicited input from the PWS on any concerns regarding potential contaminant sources.
- Reviewed listings of PCS, as provided in WVBPH, WVDEP, and USEPA databases, including soliciting input from the PWS.
- Completed a field reconnaissance to identify/confirm PCS in the ZCC and SWPA.
- Worked with the PWS to identify source water protection team members; members were identified in the plan. Members identified were typically PWS representatives, local government officials, emergency response personnel, and concerned citizens.
- Updated the inventory of PCS in the SWPA.
- Prepared a management plan that identified and documented measures the PWS could undertake to reduce the likelihood of contamination of source water and developed a contingency plan that included notifications to and coordination with state and local government agencies whenever the source water was impacted by contamination. Included in development of the management plan was a grouping and prioritization of the risk posed by PCSs, including an explanation for the identification of risk. Also included in the management plan was preparation of a table presenting an implementation strategy for each PCS, including schedule for implementation, responsible individual for overseeing the implementation, and an estimated cost for implementation. Included in the contingency plans were evaluations of secondary sources of supply, ability to close intakes, water treatment plant operational times, volumes of water treated daily, and system storage capacities.

- Coordinated and conducted a follow-up meeting with the PWS, where draft maps depicting the PCS locations, the draft inventory of PCS, the management plan, the communications and contingency plans were presented; included was coordination with the PWS to help identify potential stake holders who could participate in the meeting.
- Coordinated and conducted a closure meeting (if desired by the PWS) at (typically) a board or city/town council meeting.
- Uploaded information into a format for input into WVBPH's database.
- Prepared an SWPP. Included in the plan was a description of the current water treatment process.

5. Local Source Water Grant Implementation

Project Timeline: 2016-2017

Client: Various CPWS utilities in WV

Location: Various locations within WV

Contact Information: Danny Layton (Chief Operator)
 Kingwood Water Works
 313 Tunnelton Street
 Kingwood, WV 26537
 304-329-0770
 dlaytonkww@gmail.com

POTESTA assisted several CPWS utilities with grant funding applications and implementation for the 2016 Local SWP Grant, administered by WVDHHR. The utilities included Kingwood Water Works, Town of Lumberport, Nettie-Leivasy PSD, Town of West Union, Town of Monongah, and the City of Logan. Several of the applications were approved and POTESTA provided assistance with securing the grant funding and implementing the project(s). One example is Kingwood Water Works, which in cooperation with Friends of the Cheat worked to implement multiple education/outreach strategies in the community, which were identified in the utility's 2016 SWPP. The grant project also included purchase/installation of additional probes/sensors to enhance the treatment plant's early warning monitoring system on the Cheat River intake. The probes included an oil-in-water probe and a UVAS sensor by Hach. Included in **Appendix D** are "Case Studies" that summarize a few of these water systems and the SWP management strategies that were implemented during the grant project(s).

6. Engineering for Intakes, Public Water System Interconnections, Treatment Plant Upgrades, and Storage Tank Upgrades

POTESTA, as part of our ongoing workload, completes numerous engineering efforts associated with water line extensions, interconnections between public water systems, construction of additional intake systems, and treatment plant and storage system upgrades. These efforts are completed for private utilities, public utilities, developers, municipalities, etc. These engineering

- 75,000-feet of water line

As part of the design, POTESTA utilized computer hydraulic modeling to confirm that proposed line sizes allowed for anticipated operating conditions to meet regulatory standards, as well as to optimize the size of water lines, to provide savings and improve predicted water quality.

9. PDC Mountaineer Energy, Alternate Water Source Study/Design

POTESTA was retained by PDC Mountaineer Energy to evaluate potential alternate water sources for their gas well operations located in Taylor County, West Virginia. Their proposed operation included the construction of a centrally located fresh water impoundment that would distribute water to the various drilling operations in the vicinity. Multiple options for recharge of the impoundment included pumping from a river, “over the road” trucking with tanker trucks, and connection to a nearby water supply association. POTESTA was asked to evaluate the potential costs associated with connecting to the water association which included hydraulic modeling to determine the capacity of their existing supply system (e.g., line locations, sizes, pumps capacities, etc.). POTESTA then evaluated what upgrades would be necessary in order for the association to be able to meet the water supply requirements of PDC and quantified the necessary upgrades in the form of potential costs to be used in the evaluation process.

10. Triana Energy, LLC, Charleston, West Virginia, Source Water Study

POTESTA evaluated alternatives for Triana Energy, LLC (Triana) to provide water service to their planned natural gas drilling operations in Taylor County, West Virginia due to no public water sources being located nearby.

The operations required 4 to 5 million gallons of water per production well. POTESTA evaluated surface and ground water source alternatives to include: (1) locations of ground water wells into the native geologic strata, treated and untreated flooded mine pool locations within a multitude of coal seams, and surface water river intakes from the Tygart Valley River, the West Fork River, and the Monongahela River; (2) potential water quantities; (3) capital cost to obtain the source water from the well, deep mine, and river sources through installation of intakes, pumps and transmission pipelines; (4) operation and maintenance cost of the source water infrastructure; and (5) identification of the pros and cons with respect to the permitting and environmental issues, land acquisition and right-of-way, and the design and construction, etc.

A Tygart Valley River water source was determined the most feasible and POTESTA subsequently designed the intake, pumping facility, and transmission pipeline to an existing impoundment.

11. NiSource Corporate Services Company, Aboveground Storage Tank Compliance Project

POTESTA was retained by NiSource Corporate Services Company to provide AST consulting and compliance services for the Columbia Gas Transmission Facilities (40 total) within West Virginia. POTESTA interpreted and followed the Aboveground Storage Tank Act §22-30, Title 47 Interpretive Rule Series 62 and the Draft Emergency Rule additionally conferring with the WVDEP to establish accurate classification and compliance. POTESTA met all regulatory

deadlines and submitted corresponding documentation via WVDEP's Electronic Submission System (ESS) including:

- AST Registrations submitted by October 1, 2014. The registration process included scheduling a site visit, identifying all ASTs which met registration criteria, filling out applicable WVDEP forms and uploading documentation to the ESS.
- Site Specific Spill Prevention Response Plans were prepared for each of NiSource's 40 facilities and submitted by December 3, 2014.



NiSource Aboveground Storage Tanks

- An AST inspection checklist was developed by a team of POTESTA engineers. Each AST was inspected by a Professional Engineer or a person working directly for a Professional Engineer and corresponding certifications were uploaded to the ESS and submitted prior to January 1, 2015. POTESTA provided NiSource with comprehensive electronic documentation comprised of completed inspection sheets, photographs, detailed deficiencies with recommendations and a schedule for abatement, and a certification page sealed by a Professional Engineer for each AST.
- POTESTA delivered NiSource a complete AST inventory spreadsheet including: facility location, WVDEP registration numbers, in house tank ID, substance stored, capacity, chemical abstract service, and any noted inspection deficiencies for internal tracking purposes.

5.0 PROJECT APPROACH

The following sections outline our strategy to meet the goals and objectives of this project.

5.1 Initiate Contact with CPWS Utilities and Hold Initiation Meeting

POTESTA's Project Engineers, Everett Mulkeen, PE and Angela Pugh, PE, will make initial contact with the utilities for this project. This includes attendance of regularly scheduled board meeting(s) to provide introductions and summarize this opportunity/project through WVDHHR, as well as schedule the Initiation Meeting. POTESTA will cover introductions and brief the board members, operators, and utility staff on our company background during this initial contact.



New Water Storage Tanks near Ceredo, WV

During the subsequent Initiation Meeting, POTEESTA will review background SWPP information with board members, operators, utility staff, and stakeholders as well as discuss the various sections of a SWPP and their purpose. This meeting will serve to establish a timeline for SWPP development, outline expectations for participating members, and collect/answer questions that the utility may have regarding the process. POTEESTA will interview board members and the operator(s) to gather information relating to the water system operations, the water system history, previous SWP efforts and plan(s), and individual challenges/strengths associated with the system. POTEESTA will also highlight the benefits of SWPP development such as contingency planning, emergency communication, contamination prevention, and potential grant funds for implementation of management strategies during this meeting. POTEESTA will provide advanced notice (minimum 48 hours) to WVDHHR to allow for their attendance.

5.2 Source Water Protection Team Recruitment and Coordination

In cooperation with the CPWS utilities, POTEESTA anticipates utilizing written letters, phone correspondence, and/or emails with priority stakeholders to solicit participation in the SWPP development process. Some anticipated members include:

- Local health department officials, local emergency planning organization (911 center), local government, local business, environmental organizations, and concerned citizens.
- Examples of other community stakeholders that have proved valuable in the past include representatives from: local military bases, state park staff, U.S. Army Corps of Engineers, local universities, non-profit organizations, hospitals, environmental agency representatives, local fire department, and local police department.
- During first meeting POTEESTA will also ask each attendee for recommendations for other community members to be involved in the SWP Team.

POTEESTA understands the challenges of coordinating a SWP Team:

- Timing – getting everyone in one place for meetings.
- Efficiency – many of the stakeholders are busy people and the meetings need to have a clear agenda, clear objectives, and tasks to be completed before the next meeting.
- Communication – preparation of clear and concise SWPP draft sections for the Team to review.
- Conflict – SWP Teams sometimes have members who have a history of conflict or distrust. Giving each member time to speak and creating an environment of respect for discussion is a priority for progress.

5.3 PSSC Inventory/Prioritization, GIS Mapping, and Preliminary SWPP Development

POTEESTA's experience with PSSC field reconnaissance as well as related experience site investigations and remediation will allow us to effectively categorize, catalog, and organize information on existing and new PSSCs that are identified in the SWPP process. POTEESTA's GIS technicians can develop customized mapping for each CWPS utility that includes supporting information on each PSSC. POTEESTA can provide KMZ/KML files to the utilities for viewing the mapping in Google Earth and/or mobile devices.

During the first of the two protection team meetings, POTEESTA will solicit recommendations and suggestions on critical areas (focused on the five (5) year conjunctive capture zones) from the SWP Team and investigate these during the PSSC inventory.

During this phase of the project, POTEESTA will continue ongoing preparation of a draft preliminary SWPP.

5.4 Single Source Feasibility Study, Communication Plan, Contingency Plan

POTEESTA's experience with single source feasibility studies and planning/design of water systems (intake structures, reservoirs, storage tanks, interconnections, etc.) will allow us to efficiently evaluate alternatives for establishing redundant source water supply and potential interconnections with nearby water systems. Based on input from the CPWS utility operators and board members, and value engineering, POTEESTA will propose and evaluate several alternative scenarios.



Aerial Imagery of a POTESTA industrial remediation project site on the Kanawha River

Regarding preparation of an effective Communication Plan, POTEESTA understands that creating a clear, concise guide for CPWS operators when needed is a priority. Also, gathering locally-relevant media information such as local radio station contact information, local social media pages, and local 911 center coordinators information is key for an effective public communication approach.

5.5 Management Strategies, Education/Outreach Strategies

POTEESTA appreciates the importance of setting “achievable” goals that CPWS utilities can live up to given available resources. Often SWPP include lofty plans that are unrealistic given the resources of small waterworks. POTEESTA's approach for management strategies can be summarized as follows:

- Management strategies should be “forward looking” and envision potential funding scenarios and/or sponsor partnerships that will allow for resources to execute the project(s).
- Valuable potential partnerships for management strategies include local 911 center, local military bases, local environmental groups, and local industry (e.g. natural gas companies, chemical manufacturing).
- Strengthening security (fences, cameras, etc.) as well as investing in early warning monitoring system are good strategies, but the SWPP should also include more holistic approaches to reducing risk of contamination, engaging the local community, creative thinking, and cooperative projects.

POTESTA's experience with SWPP preparation has provided the following lessons regarding education and outreach strategies:

- “Low-hanging fruit” that is typically successful:
 - Update included with annual consumer confidence reports (CCRs)
 - Public signage near high-use areas (e.g. fishing areas, parks, boat ramps)
 - Social media postings
- Cooperative Education/Outreach
 - Teaming with a local organization can improve odds of success
 - Attendance of public meeting for local environmental organization to provide an update, and inclusion in the organization's newsletter
 - Attendance of local fair (e.g. Taylor County Water Fair) hosted by a partner organization to discuss the SWPP process and discuss source water
 - Hosting a public SWPP meeting and encouraging public comment and display maps of the watershed
 - POTESTA takes lead in building relationships

During the second SWP Team meeting, the priority management strategies and education/outreach strategies will be finalized, allowing POTESTA to move forward with finalizing the draft SWPP.

5.6 Public Meeting, Final Draft, and Agency Review

Once the final draft SWPP has been prepared, POTESTA will coordinate a public meeting to allow for public input on various (non-confidential) aspects of the SWPP. In POTESTA's experience, this a valuable step of the process, and it is important to aggressively advertise the meeting and solicit public participation. Adequate notice will be provided to WVDHHR officials to allow for their attendance.

Following the public meeting and any final edits made to the SWPP, POTESTA will submit the electronic SWPP via the web portal for review by WVDHHR.

5.7 Implementation of SWPP Strategies

POTESTA anticipates assisting the utilities with implementation of the management strategies and education/outreach strategies that are outlined in each SWPP. Assistance with preparation of grant application materials, recommendations regarding the most effective equipment/materials, providing contact information for key industry contacts, and assistance with coordinating planning meetings are all ways in which POTESTA can assist utilities with implementation of the SWPP. Capitalizing on the momentum of the SWPP development process is important. POTESTA has found that if a strategy (e.g. protection measure or education/outreach activity) involves another local organization, it is more likely to get completed. Examples include:

- Sharing GIS mapping of SWPA with local 911 center to allow for notification of accidents, spills, and other emergencies located in a priority Zone.

- Partnering with local watershed organizations for destruction of source water protection educational material and installation of signage.
- Partnering with local businesses to sponsor future SWPP meetings – the purchase of donuts or pizza to encourage attendance.

Our staff is motivated to see “real-world” implementation of the SWPP and understands the positive effect it can have on CPWS utilities’ systems, staff, and the local community

6.0 REFERENCES

Appendix E contains professional references that demonstrate POTEESTA’s adherence to project budget and time constraints.

7.0 REQUIRED DOCUMENTATION

Appendix F contains the executed CEOI EHS1800000001 Solicitation Form, Designated Contact Form, Purchasing Affidavit, the notarized Disclosure of Interested Parties to Contracts, and Addendum Acknowledgement Form.

8.0 CLOSING

We look forward to working with the WVDHHR and the 19 CPWS utilities in the Ohio River Valley under the Source Water Protection Technical Help Program. We are available to meet to answer questions you may have or to discuss your needs in more detail.

POTEESTA has the necessary experience in-house to complete all the services anticipated under this contract. Our professional staff has the training, expertise, and experience required to completely fulfill this contract. POTEESTA will assign adequate personnel to complete work in a timely and cost-efficient manner.



WVDHHR
BPH – OEHS
Environmental Engineering Division
Source Water Assessment and Wellhead Protection Program

Engineering Principal-in-Charge
Dana Burns, PE – 40 Yrs.

Project Manager
Terence C. Moran, PE – 29 Yrs.

Lead Engineers
Everett E. Mulkeen, PE – 6 Yrs.
Angela Pugh, PE – 10 Yrs.

Senior Source Water Specialists
Mark Sankoff, PE – 36 Yrs.
Pat Taylor, PE – 29 Yrs.
Robert Ammirato, PE – 19 Yrs.

**Source Water Assessment
Protection Plan Specialists**
Jarrett Smith, PE – 16 Yrs.
Mark Isabell – 14 Yrs.
Peter Potesta – 7 Yrs.

GIS Specialists
Karri Rogers – 16 Yrs.
Chip Haden – 8 Yrs.
Lee Yost – 5 Yrs.

The State of West Virginia



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

Know Ye, that **The State Board of Registration for Professional Engineers**, of the State of West Virginia, reposing special confidence in the Intelligence, Integrity and Discretion of

Dana L. Burns

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

by law, hereby certify that he, having submitted satisfactory evidence of his ability and experience, is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

(To hold) and use such title in the practice of his profession, subject to the conditions prescribed by law.



Given under the hand and the Seal of the Board at the Capitol in the City of Charleston this 11th day of Sept. in the year of our Lord One Thousand Nine Hundred and Eighty Five and of the State the One Hundred Twenty-Second

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Frank Gaddy
Secretary

Wm. P. Jickel
Secretary

Robert S. Scott President
Kenneth H. Means

The State of West Virginia



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

Know Ye That ~~The~~ State Board of Registration for Professional Engineers of the State of West Virginia, reposing special confidence in the Intelligence, Integrity and Discretion of
Terence C. Moran

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT
by law, hereby certify that he, having submitted satisfactory evidence of his ability and experience, is a
REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

To Hold and use such title in the practice of his profession, subject to the conditions prescribed by law.

Given under the hand and the Seal of the Board at the Capitol in the City of Charleston this 15th day of Feb in the year of our Lord One Thousand Nine Hundred and Ninety Six and of the State the One Hundred Thirty Second



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

W. Ben Faulkner
Secretary

Patric R. Espino
President

Kenneth H. Means Robert C. Scott W. Ben Faulkner



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting

Know Ye That The State Board of Registration for Professional Engineers, of the State of West Virginia, reposing special confidence in the Intelligence, Integrity and Discretion of

David M. Kiser

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

by law, hereby certify that he, having submitted satisfactory evidence of his ability and experience, is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

To hold and use such title, in the practice of his profession, subject to the conditions prescribed by law



Given under the hand and the Seal of the Board at the Capitol in the City of Charleston this 15th day of March in the year of our Lord One Thousand Nine Hundred and Ninety and of the State the One Hundred Twenty-sixth.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

[Signature]

Secretary
Kenneth H. Means

By
Frank Waddy President
Robert Latt



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come Greeting
Know Ye That The State Board of Registration for Professional Engineers
of the State of West Virginia, reposing special confidence in
the Intelligence, Integrity and Discretion of

Herrett E. Mulkeen

DOES IN PURSUANCE OF AUTHORITY VESTED IN IT
by law hereby certify that he having submitted
satisfactory evidence of his ability and experience is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

To Hold and use such title in the practice of his profession,
subject to the conditions prescribed by law.



Given under the hand of the
Chief of the Board at the Capital in the
City of Charleston,
This 16th day of December
in the year of our Lord 2016
and of the State
the One Hundred Fifty Third

Members of the Board

[Signature]

Blair S. [Signature]

Mark E. [Signature]

[Signature] Ly C. [Signature]



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come Greeting
Know Ye That The State Board of Registration for Professional Engineers
of the State of West Virginia, reposing special confidence in
the Intelligence, Integrity and Discretion of

Angela K. Hugh

DOES IN PURSUANCE OF AUTHORITY VESTED IN IT
by law hereby certify that she having submitted
satisfactory evidence of her ability and experience is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

To Hold and use such title in the practice of her profession,
subject to the conditions prescribed by law.



Given under the hand of the
Treasurer of the Board at the Capital in the
City of Charleston,
This 26th day of December
in the year of our Lord 2017
and of the State
the One Hundred Fifty-Fourth

Members of the Board

[Handwritten signatures]



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come Greeting
Know Ye That The State Board of Registration for Professional Engineers
of the State of West Virginia, reposing special confidence in
the Intelligence, Integrity and Discretion of
Robert J. Ammirato

DOES IN PURSUANCE OF AUTHORITY VESTED IN IT
by law hereby certify that he having submitted
satisfactory evidence of his ability and experience is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

To Hold and use such title in the practice of his profession,
subject to the conditions prescribed by law.



Given under the hand of the
Chief of the Board at the Capitol in the
City of Charleston,
This 17th day of December
in the year of our Lord 2009
and of the State
the One Hundred Forty-Seventh

Members of the Board

James D. Thomas, Jr. *Rictor E. DeLong*
Blayne J. Smith *William E. [Signature]*



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting

Know Ye That The State Board of Registration for Professional Engineers, of the State of West Virginia, reposing special confidence in the Intelligence, Integrity, and Discretion of

Patrick A. Taylor

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

by law, hereby certify that he, having submitted satisfactory evidence of his ability and experience, is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

(To hold) and use, such title in the practice of his profession, subject to the conditions prescribed by law.



Given under the hand and the Seal of the Board at the Capitol in the City of Charleston this 2nd day of Aug in the year of our Lord One Thousand Nine Hundred and Ninety Four and of the State the One Hundred Thirty First

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

By
H. Ben Faulmer, Secretary
Kenneth H. Means Frank Kelly Peter R. Egan

President
Robert B. Smith

**SUMMARY OF COMPARABLE COMPLETED PROJECTS
FOR WATER SYSTEMS**

CLIENT NAME	PUBLIC WATER SYSTEM	TYPE	DATE OF SERVICE*	DESCRIPTION	NO. OF PCSs	ZCC ACREAGE
City of Logan Water Board	City of Logan Water Board	Surface	2017	Assistance for the WVDHHR 2016 Local Source Water Protection Grant. Assistance included preparation of application materials, development of cost estimate, and engineering work for implementation of grant-funded source water protection strategies. Engineering study of potential alternative raw water intake(s) and interconnection(s).	N/A	N/A
Town of Monongah	Town of Monongah	Surface	2017	Assistance for the WVDHHR 2016 Local Source Water Protection Grant. Assistance included preparation of application materials, development of cost estimate, and engineering work for implementation of grant-funded source water protection strategies - Purchase/installation of security monitoring equipment at the raw water intake.	1,000+	7,315
Town of Cedar Grove Water Department	Town of Cedar Grove Water Department	Surface	2017	Assistance for the WVDHHR 2016 Local Source Water Protection Grant. Assistance included preparation of application materials, development of cost estimate, and engineering work for implementation of grant-funded source water protection strategies - Engineering, permitting, legal, and materials for a interconnection with West Virginia American Water Company.	N/A	N/A
Town of West Union	Town of West Union	Surface	2017	Assistance for the WVDHHR 2016 Local Source Water Protection Grant. Assistance included preparation of application materials, development of cost estimate, and engineering work for implementation of grant-funded source water protection strategies - Baseline water quality study on source water and purchase/installation of an early warning monitoring system.	1,000+	9,923
Town of Lumberport	Town of Lumberport	Surface	2017	Assistance for the WVDHHR 2016 Local Source Water Protection Grant. Assistance included preparation of application materials, development of cost estimate, and engineering work for implementation of grant-funded source water protection strategies - improvements to raw water reservoir security and monitoring equipment.	500+	3,431
Kingwood Water Works	Kingwood Water Works	Surface	2017	Assistance for the WVDHHR 2016 Local Source Water Protection Grant. Assistance included preparation of application materials, development of cost estimate, and engineering work for implementation of grant-funded source water protection strategies - partnership with local non-profit organization to design/install source water protection signage in the Source Water Protection Area, and purchase/installation of additional monitoring equipment for the early warning monitoring system.	1,000+	10,181
Region VI PDC	Town of West Union	Surface	2016	Preparation of Source Water Protection Plan including prioritizing PSSCs, developing GIS mapping, creating a communication plan, development of education and outreach strategies, development of management strategies and contingency plans, and presentation of plan at meetings.	1,000+	9,923
Region VI PDC	Town of Lumberport	Surface	2016	Preparation of Source Water Protection Plan including prioritizing PSSCs, developing GIS mapping, creating a communication plan, development of education and outreach strategies, development of management strategies and contingency plans, and presentation of plan at meetings.	500+	3,431
Region VI PDC	City of Shinnston	Surface	2016	Preparation of Source Water Protection Plan including prioritizing PSSCs, developing GIS mapping, creating a communication plan, development of education and outreach strategies, development of management strategies and contingency plans, and presentation of plan at meetings.	1,000+	7,315
Region VI PDC	Town of Monongah	Surface	2016	Preparation of Source Water Protection Plan including prioritizing PSSCs, developing GIS mapping, creating a communication plan, development of education and outreach strategies, development of management strategies and contingency plans, and presentation of plan at meetings.	1,000+	7,315
Region VI PDC	Kingwood Water Works	Surface	2016	Preparation of Source Water Protection Plan including prioritizing PSSCs, developing GIS mapping, creating a communication plan, development of education and outreach strategies, development of management strategies and contingency plans, and presentation of plan at meetings.	1,000+	10,181
Region VI PDC	Preston County PSD #1	Surface	2016	Preparation of Source Water Protection Plan including prioritizing PSSCs, developing GIS mapping, creating a communication plan, development of education and outreach strategies, development of management strategies and contingency plans, and presentation of plan at meetings.	100+	1,844
Region VI PDC	Town of Rowlesburg	Surface	2016	Preparation of Source Water Protection Plan including prioritizing PSSCs, developing GIS mapping, creating a communication plan, development of education and outreach strategies, development of management strategies and contingency plans, and presentation of plan at meetings.	1,000+	12,225
Region VI PDC	Taylor County PSD	Surface	2016	Preparation of Source Water Protection Plan including prioritizing PSSCs, developing GIS mapping, creating a communication plan, development of education and outreach strategies, development of management strategies and contingency plans, and presentation of plan at meetings.	1,000+	11,773
Region III	Boone Raleigh PSD	Surface	2015	Preparation of Engineering Study for Contingency Planning Report in response to Senate Bill 373, the Public Water Supply Protection Act which included: collection of pertinent water system data, organization of technical and economic feasibility required for single source analysis which considered backup intakes on substantially different location, construction of raw or treated water storage through tankage or reservoir, creation or construction of operational interconnections, creation or construction of any alternative source water option, and additional engineering analysis.	N/A	N/A
Region III	Town of Clay Water Department	Surface	2015	Preparation of Engineering Study for Contingency Planning Report in response to Senate Bill 373, the Public Water Supply Protection Act which included: collection of pertinent water system data; organization of technical and economic feasibility required for single source analysis which considered backup intakes on substantially different location, construction of raw or treated water storage through tankage or reservoir, creation or construction of operational interconnections, creation or construction of any alternative source water option; and additional engineering analysis.	N/A	N/A
Region III	Clay Roane PSD	Surface	2015	Preparation of Engineering Study for Contingency Planning Report in response to Senate Bill 373, the Public Water Supply Protection Act which included: collection of pertinent water system data, organization of technical and economic feasibility required for single source analysis which considered backup intakes on substantially different location, construction of raw or treated water storage through tankage or reservoir, creation or construction of operational interconnections, creation or construction of any alternative source water option, and additional engineering analysis.	N/A	N/A
Region III	Town of Cedar Grove Water Department	Surface	2015	Preparation of Engineering Study for Contingency Planning Report in response to Senate Bill 373, the Public Water Supply Protection Act which included: collection of pertinent water system data; organization of technical and economic feasibility required for single source analysis which considered backup intakes on substantially different location, construction of raw or treated water storage through tankage or reservoir, creation or construction of operational interconnections, creation or construction of any alternative source water option; and additional engineering analysis.	N/A	N/A
Region III	City of St. Albans MUC	Surface	2015	Preparation of Engineering Study for Contingency Planning Report in response to Senate Bill 373, the Public Water Supply Protection Act which included: collection of pertinent water system data, organization of technical and economic feasibility required for single source analysis which considered backup intakes on substantially different location, construction of raw or treated water storage through tankage or reservoir, creation or construction of operational interconnections, creation or construction of any alternative source water option; and additional engineering analysis.	N/A	N/A
Region III	City of Hurricane	Surface	2015	Preparation of Engineering Study for Contingency Planning Report in response to Senate Bill 373, the Public Water Supply Protection Act which included: collection of pertinent water system data; organization of technical and economic feasibility required for single source analysis which considered backup intakes on substantially different location, construction of raw or treated water storage through tankage or reservoir, creation or construction of operational interconnections, creation or construction of any alternative source water option; and additional engineering analysis.	N/A	N/A

* Date POTESTA Completed Services

PCS = Potential Significant Contaminant Sources in ZCC
ZCC = Zone of Critical Concern
WVDHHR = West Virginia Department of Health and Human Resources

CLIENT NAME	PUBLIC WATER SYSTEM	TYPE	DATE OF SERVICE*	DESCRIPTION	NO. OF PCSs	ZCC ACREAGE
Region III	Putnam PSD	Surface	2015	Preparation of Engineering Study for Contingency Planning Report in response to Senate Bill 373, the Public Water Supply Protection Act which included: collection of pertinent water system data, organization of technical and economic feasibility required for single source analysis which considered backup intakes on substantially different location, construction of raw or treated water storage through tankage or reservoir, creation or construction of operational interconnections, creation or construction of any alternative source water option, and additional engineering analysis.	N/A	N/A
WVDHHR	City of Ripley	Surface	2012	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	50	1,596
WVDHHR	Williamstown, City of	Ground	2012	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Boone Raleigh PSD	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	54	4,954
WVDHHR	Grantsville Municipal	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	342	7,928
WVDHHR	City of West Hamlin	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	28	4,629
WVDHHR	Lincoln PSD	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	27	4,511
WVDHHR	City of Logan Water Board	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	156	6,320
WVDHHR	Man Water Works	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	229	8,392
WVDHHR	Buffalo Creek PSD	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	77	1,811
WVDHHR	Logan County PSD - Greenville System	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	128	5,805
WVDHHR	Logan County PSD - Northern Regional	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	62	5,209
WVDHHR	Gilbert Water Works	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	113	7,613
WVDHHR	Kermit Water Works	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	47	7,297
WVDHHR	Matewan Water Works	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	48	5,915
WVDHHR	Putnam PSD	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	32	1,272
WVDHHR	Fort Gay Water Works	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	55	13,320
WVDHHR	Town of Wayne Water	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	43	3,665
WVDHHR	Hammond PSD	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	11	2,599
WVDHHR	Chester Water Department	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	213	87,962
WVDHHR	West Union	Surface	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	22	2,839
WVDHHR	Cottageville PSD	Ground	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Grandview-Doolin PSD	Ground	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Marshall County PSD 2	Ground	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Mason County PSD - Crab Creek	Ground	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Mason County PSD - Lakin	Ground	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Mason County PSD - Letart	Ground	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	McMechan Municipal Water Works	Ground	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	New Haven Water Department	Ground	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Newell Company	Ground	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Prenter Water Company	Ground	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Vienna	Ground	2011	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Milton Water	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	41	3,686
WVDHHR	Clay Water Department	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	18	4,799
WVDHHR	Clay-Roane PSD (Precious District)	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	4	4,777
WVDHHR	Community of Cedar Grove	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	25	2,133
WVDHHR	Town of Pratt	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	26	3,163
WVDHHR	Saint Albans Water	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	30	2,258
WVDHHR	Spencer Water Department	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	19	2,772
WVDHHR	Walton PSD	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	3	748
WVDHHR	Follansbee Hooverson Heights	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	28	604
WVDHHR	Cameron Water	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	3	119
WVDHHR	Hughes River Water	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	205	3,601
WVDHHR	Middlebourne Water Works	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	12	2,889
WVDHHR	Pine Grove Water	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	9	1,384
WVDHHR	Claywood Park PSD	Surface	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	79	7,515
WVDHHR	Benwood Water Department	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Follansbee Municipal	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Friendly PSD	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Glen Dale Water Works	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Hundred-Littleton	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Hartford Water Department	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Mason Water Department	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Mountaineer Race Track	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	New Cumberland, City of	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	New Martinsville Water and Sewer Department	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Oakland PSD	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Paden City Water Works	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Ravenswood, City of	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Saint Marys, City of	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A
WVDHHR	Wellsburg Water	Ground	2010	Preparation of Source Water Protection Plan including confirming PCSs, development of management strategies and contingency plans, and presentation of plan at meetings.	N/A	N/A

PCS = Potential Significant Contaminant Sources in ZCC

ZCC = Zone of Critical Concern

WVDHHR = West Virginia Department of Health and Human Resources

* Date POTESTA Completed Services

CLIENT NAME	PUBLIC WATER SYSTEM	TYPE	DATE OF SERVICE*	DESCRIPTION	NO. OF PCSs	ZCC ACREAGE
WVDHHR	Burnsville Public Utility	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.		
WVDHHR	Grantsville Municipal	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.		
WVDHHR	Glenville Utility	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.		
WVDHHR	Hughes River Water	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	26	2,014
WVDHHR	Claywood Park, Community of	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	327	7,928
WVDHHR	Morgantown Utility Board	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	202	6,028
WVDHHR	Masontown Water Works	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	191	3,601
WVDHHR	Mannington Water	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	72	8
WVDHHR	Preston County PSD #1	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	47	6,070
WVDHHR	Athens, Town of	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	2	578
WVDHHR	Bluewell PSD	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	74	1,548
WVDHHR	Green Valley-Glenwood PSD - Bulltail	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	1	664
WVDHHR	Green Valley-Glenwood PSD - Glenwood	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	3	952
WVDHHR	Pocahontas Water	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	0	314
WVDHHR	WVAWC-Bluefield District	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	0	402
WVDHHR	Fayetteville Municipal Water	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	1	1,619
WVDHHR	Beckley Water Company	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	1	2,100
WVDHHR	Mount Hope Water	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	0	713
WVDHHR	WVAWC-Huntington District	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	Not Available	
WVDHHR	Wayne, Town of	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	0	2,149
WVDHHR	City of Fort Gay	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	11	928
WVDHHR	Logan Water Board	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	332	346,148
WVDHHR	Man Water Works	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	27	3,665
WVDHHR	Buffalo Creek PSD	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	44	6,084
WVDHHR	Logan PSD-Greenville System	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	124	6,320
WVDHHR	Gilbert Water Works	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	163	8,392
WVDHHR	Oceana, Town of	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	69	1,811
WVDHHR	Pineville Municipal	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	102	5,805
WVDHHR	Mullens Water Works	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	74	7,613
WVDHHR	Wheeling, City of	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	20	1,769
WVDHHR	Cameron Water	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	122	5,840
WVDHHR	Clarksburg Water Board	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	65	2,191
WVDHHR	Jane Lew, Community of	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	349	97,066
WVDHHR	WVAWC-Weston	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	1	119
WVDHHR	Lumberport Water	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	168	3,194
WVDHHR	Salem Water Board	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	52	2,304
WVDHHR	Loveridge Mine	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	208	9,265
WVDHHR	COE East Fork Campground	Surface	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	73	1,417
WVDHHR	Prenter Water Company	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	33	450
WVDHHR	Chambers MHP	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	0	Not
WVDHHR	Whispering Pines MHP	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	3 Confirmed, 32	Not
WVDHHR	Bellwood Community Facility IMP	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Clifftop Community Water	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Davis-Stuart Inc	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Cardinal MHP	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Anthony Correctional Center	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	End of the Trail - Central	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	County Water No 2 (Kanawha Co)	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Elkhorn PSC - Rolfe/Worth/Gilliam	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Kimball Light and Water Company	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Ashland Community Water	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Bradshaw Water Works	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	O'Toole Water	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Elkhorn PSC - Greenbriar	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Jenkinjones Community Water	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Ciampanella Rental Property	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Hiawatha Water	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Pinnacle Water Association	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Piedmont Community Water	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	ot Owl Hollow Community Water Associat	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Weyanoke - Giatto Water System	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Windmill Gap Water System	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Gilbert Terrace Apartments	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Greenville Water Company	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A

* Date POTESTA Completed Services

PCS = Potential Significant Contaminant Sources in ZCC
 ZCC = Zone of Critical Concern
 WVDHHR = West Virginia Department of Health and Human Resources

CLIENT NAME	PUBLIC WATER SYSTEM	TYPE	DATE OF SERVICE*	DESCRIPTION	NO. OF PCSs	ZCC ACREAGE
WVDHHR	Briarwood Acres	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Tioga Water Work Inc	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Raleigh County PSD - Stotesbury	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Brookside - Otsego Community Water	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Covel Water Works	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Garwood Community Water	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Buckeye/Stephenson Water - Logan PSD	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Wyco Community Water - Logan PSD	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Coal Mountain Water	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Flower Community Water - Town of Pineville	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Marianna Community Water	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Wyoming Community Water - Town of Pineville	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Green Camp Community Water	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A
WVDHHR	Ramey Addition	Ground	2003	Source Water Assessment Services including field work, identification of PCSs, review of drinking water and surface water quality data, and completion of report.	N/A	N/A

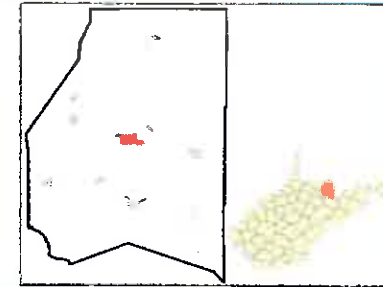
* Date POTESTA Completed Services

PCS = Potential Significant Contaminant Sources in ZCC
 ZCC = Zone of Critical Concern
 WVDHHR = West Virginia Department of Health and Human Resources

Case Study–Kingwood Water Works-2016 SWPP

Location: Preston County, West Virginia

- ❑ **Contracted by Region VI Planning and Development Council**
- ❑ **Water System Overview**
 - Service population of 7,140 people
 - Single surface water intake
 - 1,015 square miles of SWPA (one of largest in WV)
 - 5,000+ PSCs
- ❑ **POTESTA Services**
 - Organize Source Water Protection Team
 - Hold meetings (3 team meetings and one public)
 - GIS Mapping, PSC Prioritization, System Data
 - Emergency Communication Plan
 - Assistance with Grant Writing and implementation
- ❑ **Highlights:**
 - Secured approximately \$50,000 in grant funding for source water protection strategies (monitoring equipment, public signage)
 - Involvement from many local organizations – 911 center, US Army National Guard, Friends of the Cheat, County Health Department, etc.

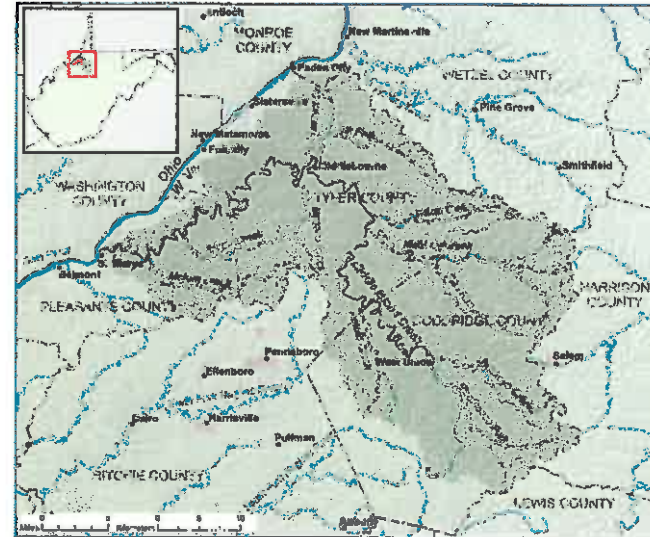


Cheat River near Kingwood, photo by Adam Webster

Case Study– Town of West Union 2016 SWPP

Location: Doddridge County, West Virginia

- ❑ **Contracted by Region VI Planning and Development Council**
- ❑ **Water System Overview**
 - Service population of 1,800 people
 - Single surface water intake
 - 110 square miles of SWPA
 - 3,000+ PSCs (primarily Oil/Gas)
- ❑ **POTESTA Services**
 - Organize Source Water Protection Team
 - Hold meetings (3 team meetings and one public)
 - GIS Mapping, PSC Prioritization, System Data
 - Emergency Communication Plan
 - Assistance with Grant Writing and implementation
- ❑ **Highlights:**
 - Secured approximately \$50,000 in grant funding for source water protection strategies (monitoring equipment, source water baseline study)
 - Involvement from many local organizations – 911 center, Natural Gas Companies, Environmental Organizations, County Health Department, etc.



Middle Island Creek, by Tim Kiser

REFERENCES DEMONSTRATING ADHERENCE TO PROJECT BUDGET AND TIME CONSTRAINTS

1. Project Summary:

Boone County Public Service District, Water and Wastewater Systems – Provide design, permitting, bidding and construction phase services for 25+ water and wastewater system projects from 2004 to present. Projects had to be designed based on limited grant funds. To date, approximately 20 of the projects have completed construction.

Client Project Manager:

Ms. Nancy Shreve
Boone County Public Service District
109 Town Square
PO Box 287
Danville, West Virginia 25053
Phone: (304) 369-2622
Fax: (304) 369-6276

2. Project Summary:

Salt Rock Sewer Public Service District – Provided conceptual engineering, final design, plan review, regulatory services associated with approximately 25 projects for the sewer utility.

Client Project Manager:

Ms. Ruby Griffith, General Manager
Salt Rock Sewer Public Service District
100 Padero Drive
Ona, West Virginia 25545
Phone: (304)743-6945

3. Project Summary:

Source water assessment plan services for 100+ public water systems in southern, northern and eastern, West Virginia, 2002-2004, and 2009-2012. POTESTA assisted public water systems completing the source water projection plans utilizing a limited amount of grant money provided by the United States Environmental Protection Agency (USEPA).

Client Project Manager:

Mr. Todd Cooper
West Virginia Bureau for Public Health
Office of Environmental Health Services
350 Capitol Street, Room 313
Charleston, West Virginia 25301-3713
Phone: (304) 356-4297
Fax: (304) 558-0324

4. Project Summary:

The Engineering Study for Contingency Planning for seven source water providers in 2015 examined and analyzed the technical and economic feasibility of each of the following options to provide continued safe and reliable public water service in the event the SWP's primary source of supply is no longer available (i.e., single source analysis). POTESTA utilized a feasibility matrix provided by the West Virginia Department of Health and Human Resources to rank alternative source water options based on economic, technical and environmental criteria: backup intake or well from a substantially different location or water source; construction of raw or treated water storage capacity to provide at least two days of system storage based on the plant's maximum level of production experienced within the past year; creation or construction of operational interconnection(s) with another SWP to receive its water from a different source; and creation or construction of alternative source water options.

Client Project Manager:

Terry Martin
Project Coordinator
Regional Intergovernmental Council
315 D Street
South Charleston, West Virginia 25303
Phone: (304) 744-4258
Fax: (304) 744-2534



Purchasing Division
 2018 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Expression of Interest
 02 - Architect/Engr

Proc Folder: 403929

Doc Description: Addendum 2 EOI: Source Water Protection Plan

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-06-11	2018-06-19 13:30:00	CEOI 0506 EHS180000001	3

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

VENDOR

Vendor Name, Address and Telephone Number:

Potesta & Associates, Inc.
 125 Lakeview Drive
 Morgantown, WV 26508

304-225-2245

FOR INFORMATION CONTACT THE BUYER

Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature X

FEIN # 311509066

DATE

6/14/18

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum

Addendum No.02 issued to publish and distribute the attached information to the vendor community

The Acquisition and Contract Administration Section of the Purchasing Division is soliciting Expression(s) of Interest for Department of Health and Human Resources, Office of Environmental Health Services, Environmental Engineering Division, from qualified firms to provide architectural/engineering services as defined herein in the attached terms and conditions and specifications.

***Please note: Online Responses via Oasis have been prohibited. Proposals must be mailed or faxed prior to bid opening.

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR 304-356-4116		PURCHASING DIRECTOR 304-356-4116	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES		BPH - ENVIRONMENTAL HEALTH SERVICES	
350 CAPITOL ST, RM 313		350 CAPITOL ST, RM 313	
CHARLESTON	WV25301-1757	CHARLESTON	WV 25301-1757
US		US	

Line	Comm Ln Desc	Qty	Unit Issue
1	Source Water Protection Plan	0.00000	

Comm Code	Manufacturer	Specification	Model #
81100000			

Extended Description :

The Source Water Protection Plan project will be coordinated by the Office of Environmental Health Services, and the project will be completed at various (CPWS) utilities as displayed in Appendix A and B of the attached Expression of Interest document. The service would be for Engineering technical assistance to assist community public water supply (CPWS) utilities in developing local source water protection programs to protect public health and safety.

SOLICITATION NUMBER: CEOI EHS1800000001

Addendum Number:

No.02

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

Description of Modification to Solicitation:

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. The purpose of this addendum is to address all technical questions received and extend the bid opening date to 8/18/2018.

No additional changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Question 1: Section 2. Instructions to Vendors Submitting Bids: Item 7. Bid Opening – Is the bid submission deadline the same date and time as the bid opening, June 6, 2018 at 1:30 PM (EST)?

Answer 1: The date has been extended to June 13, 2018 at 1:30pm (EST).

Question 2: Item 15. Preference – A Vendor Preference Certificate form was not attached to this solicitation.

Answer 2: Vendor preference does not apply.

Question 3: Section 3. Project Specifications – Item 3.1.2 – Who is considered the “owner” for the project? Would it be the individual CPWS’?

Answer 3: The owner would be the Public Water Supply representative.

Question 4: Item 4.2.1 – SWP Project Manager (SWP PM) – Do you want this person named in the EOI?

Answer 4: Yes.

Question 5: Item 4.4 Goals/Objects 4. “The written submission shall detail precisely what steps and how the vendor will successfully complete each part of the template.” Do you require “what steps and how we will successfully complete each part of the template” to be included in the EOI submission?

Answer 5: Yes.

Question 6: Who is the project manager, as referenced on pg 11 of the EOI Bid Document? Does this refer to the internal project manager, or the client’s project manager?

Answer 6: This refers to the internal company project manager that will work on the project.

Question 7: Can you explain who is referenced when using the term “owner” in section 3.1.2 of the EOI Bid Document?

Answer 7: Owner would be the representative of the associated public water supply.

Question 8: How should page 33 of the EOI Bid Document be handled in submissions? Should this page be completed and attached as an appendix to submissions?

Answer 8: Yes.

Question 9: The URL under the heading 4.4.1 does not appear to be working. Can you provide clarity on what information needs to be submitted through this website?

Answer 9: Information that will need to be submitted by the selected firm (at this secured site <https://apps.wv.gov/Accounts/Login.aspx?ReturnUrl=%2faccounts%2f>) will follow the source water protection template information at this link at http://www.wvdhhr.org/oehs/eed/swap/Draft_Template.asp

Question 10: Will the utilities have any input in the selection of the firm?

Answer 10: The selection of the firm will be based on the process laid out by WV Code 3-5G-1-3.

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 checked="" 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.

Potesta & Associates, Inc.

Company



Authorized Signature

6/14/18

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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 exceeds 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Potesta & Associates, Inc.

Authorized Signature: *Lane L. Durand* Date: 6/17/18

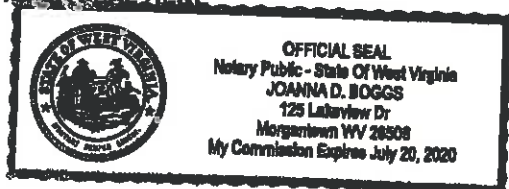
State of West Virginia

County of Morgania, to-wit:

Taken, subscribed, and sworn to before me this 14th day of June, 2018

My Commission expires July 20, 2020

AFFIX SEAL HERE



NOTARY PUBLIC *Joanna D. Boggs*

Purchasing Affidavit (Revised 01/19/2018)

West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$100,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation.

"Interested party" or "Interested parties" means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

Revised October 7, 2017

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Name, Title)
Dana L. Burns, Vice President

(Printed Name and Title)
7012 MacCorkle Avenue, SE, Charleston, WV 25304

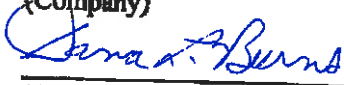
(Address)
(304) 342-1400/(304) 343-9031

(Phone Number) / (Fax Number)
dlburns@potesta.com

(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that 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.

Potesta & Associates, Inc.

(Company)
 (Vice President)

(Authorized Signature) (Representative Name, Title)

Dana L. Burns, Vice President

(Printed Name and Title of Authorized Representative)

6/17/18

(Date)

Phone (304-225-2245) Fax (304-225-2246)

(Phone Number) (Fax Number)

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Potesta & Associates, Inc. Address: 125 Lakeview Drive

Morgantown, WV 26508

Authorized Agent: Dana L. Burns Address: 7012 MacCorkle Avenue, SE

Charleston, WV 25304

Contract Number: CEOI 0506 EHS1800000001 Contract Description: Source Water Protection Technical Help Program

Governmental agency awarding contract: West Virginia Department of Health and Human Resources

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: Dana L. Burns

Date Signed: 6/14/18

Notary Verification

State of West Virginia, County of Monongalia:

I, Dana L. Burns, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 14th day of June, 2018

Joanna D. Boggs
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____

