

April 30, 2019



Ms. Brittany E. Ingraham  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

Re: A&E Services for South Charleston  
Boat Ramp Improvements  
CEOI 0310 DNR1900000009

Dear Ms. Ingraham:

We are pleased to submit our proposal for providing professional engineering services for the above referenced project.

S & S Engineers, Inc. (S & S) is a highly qualified and experienced civil / environmental engineering firm providing services for municipal, federal, state, industrial and commercial clients throughout the State of West Virginia.

For over 39 years S & S has a history of completing projects on time, under budget and without any successful litigation against us or our client, a record no other firm can match in West Virginia.

We would appreciate an opportunity to present our detailed qualifications at a mutually convenient date and time. Please call if you have any questions or need further information.

Very Truly Yours,

S & S ENGINEERS, INC.

  
Jessie O. Parker, Jr., P.E.  
President  
Email: [j.parker@s-s-eng.com](mailto:j.parker@s-s-eng.com)

Enclosures

RECEIVED

2019 APR 30 PM 12: 27

WV PURCHASING  
DIVISION



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

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

Proc Folder: 568449

Doc Description: A/E Services for South Charleston Boat Ramp Improvements

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2019-04-08	2019-04-30 13:30:00	CEO! 0310 DNR1900000009	1

**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:

**S & S Engineers, Inc.**  
**501 Eagle Mountain Road**  
**Charleston, WV 25311**  
**(304) 342-7168**

**FOR INFORMATION CONTACT THE BUYER**

Brittany E Ingraham  
 (304) 558-2157  
 brittany.e.ingraham@wv.gov

Signature X

FEIN # 55-0601971

DATE 4/30/2019

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

**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.

S & S Engineers, Inc., Jessie O. Parker, Jr., President

---

(Name, Title)  
Jessie O. Parker, Jr., President

---

(Printed Name and Title)  
501 Eagle Mountain Road, Charleston, WV 25311

---

(Address)  
(304) 342-7168 / (304) 342-7169

---

(Phone Number) / (Fax Number)  
j.parker@s-s-eng.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.

S & S Engineers, Inc.

---

(Company)

*J. Parker, Jr., President*

---

(Authorized Signature) (Representative Name, Title)

Jessie O. Parker, Jr., President

---

(Printed Name and Title of Authorized Representative)

4/30/2019

---

(Date)

(304) 342-7168 / (304) 342-7169

---

(Phone Number) (Fax Number)

# West Virginia Ethics Commission Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: S & S Engineers, Inc. Address: 501 Eagle Mountain Road  
Charleston, WV 25311

Name of Authorized Agent: Jessie O. Parker, Jr. Address: Same as above

Contract Number: CEOI 0310 DNR19-9 Contract Description: South Charleston Boat Ramp

Governmental agency awarding contract: Division of Natural 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: 

Date Signed: 4/30/2019

**Notary Verification**

State of West Virginia, County of Kanawha:

I, Jessie O. Parker, Jr., 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 30 day of April, 2019

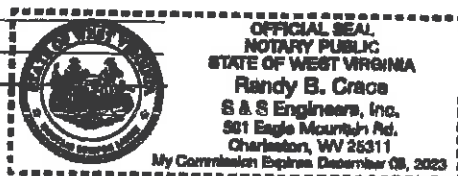
  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_



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:  
**S & S Engineers, Inc.**

Vendor's Name: \_\_\_\_\_ Date: 4/30/2019

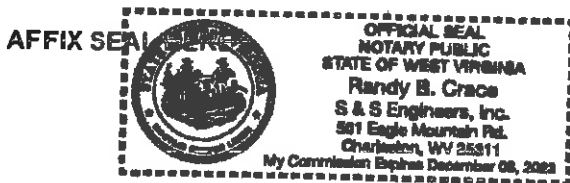
Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 30 day of April, 20 19.

My Commission expires DECEMBER 3, 2023



NOTARY PUBLIC \_\_\_\_\_



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

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

Proc Folder: 568449

Doc Description: Addendum 1 - A/E Services for S Chas. Boat Ramp Improvements

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2019-04-26	2019-04-30 13:30:00	CEOI 0310 DNR1900000009	2

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
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Vendor Name, Address and Telephone Number:

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**Charleston, WV 25311**  
**(304) 342-7168**

**FOR INFORMATION CONTACT THE BUYER**

Brittany E Ingraham  
 (304) 558-2157  
 brittany.e.ingraham@wv.gov

Signature X

FEIN # 55-0601971

DATE 4/30/2019

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

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CEOI DNR19\*09**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

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

S & S Engineers, Inc.

\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Authorized Signature

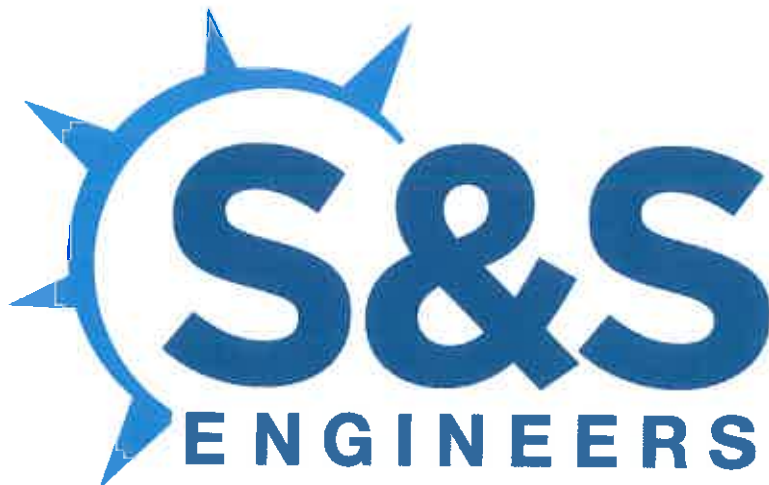
4/30/2019  
\_\_\_\_\_  
Date

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

**WEST VIRGINIA DIVISION OF NATURAL RESOURCES  
PARKS & RECREATION  
324 FOURTH AVENUE  
SOUTH CHARLESTON, WV 25303**

**PROPOSAL FOR  
SOUTH CHARLESTON BOAT RAMP IMPROVEMENTS  
CEOI 0310 DNR1900000009  
KANAWHA COUNTY, WEST VIRGINIA**

**APRIL 2019**



**501 EAGLE MOUNTAIN ROAD  
CHARLESTON, WV 25311  
(304) 342-7168  
(304) 342-7169 (FAX)  
[WWW.S-S-ENG.COM](http://WWW.S-S-ENG.COM)**

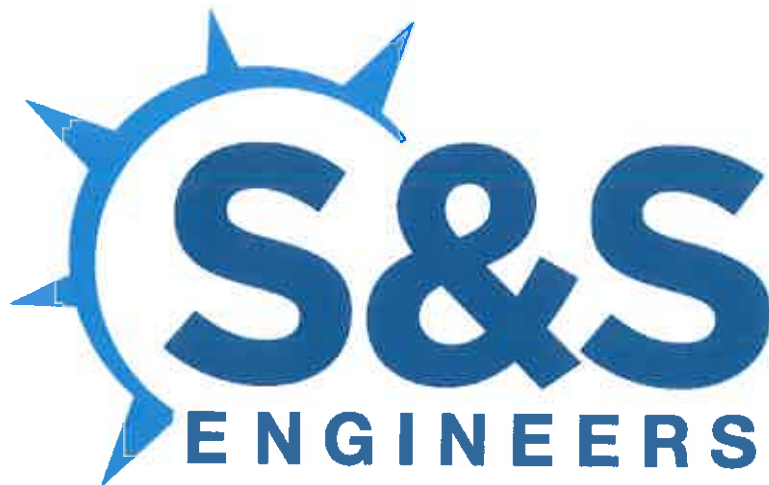


**WEST VIRGINIA DIVISION OF NATURAL RESOURCES  
PARKS & RECREATION**

**SOUTH CHARLESTON BOAT RAMP IMPROVEMENTS**

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**WEST VIRGINIA DIVISION OF NATURAL RESOURCES  
PARKS & RECREATION**

**SOUTH CHARLESTON BOAT RAMP IMPROVEMENTS**

**EXPRESSION OF INTEREST**

S & S Engineers, Inc. (S & S) is pleased to express our interest in providing engineering services to the WV Division of Natural Resources (DNR) for the proposed project. Established in 1980 in Charleston, WV, S & S is a West Virginia based civil / environmental engineering firm and is noted for design excellence and client focus. Our team's integrated design approach, our commitment to design quality, as well as our local water, sewer and storm water experience will help to ensure the quality of services that we will provide to the DNR. Below, please find additional qualifications that make our team uniquely qualified to assist you with your project:

S & S has extensive experience providing design services on infrastructure projects. Our recent projects include a sewer extension and wastewater improvements project for the Nitro Regional Wastewater Utility, a pump station replacement for Tygart Lake State Park, a 300,000-gallon water storage tank replacement for Denmar Correctional Center in Pocahontas County, various improvement projects for both water and sewer for the City of Sistersville, and the design of a new storm sewer system for the City of Nitro.

S & S has experience in the development of similar projects throughout West Virginia and has a history of providing high quality design services throughout West Virginia, Kentucky, Ohio and Virginia. This quality has been recognized by the quantity of our repeat clients. S & S will use our engineering abilities and extensive design experience to the DNR's advantage.

As President of the firm, Mr. Jessie O. Parker, Jr., P.E. will lead the project effort for the DNR. Mr. Parker has a Bachelor of Science in Civil Engineering from WVU Institute of Technology and a Master of Science in Engineering from Marshall University. Mr. Parker will be assisted by Ms. Mary Jo Cleland, P.E., Mr. Ashok Sanghavi, P.E., DEE, QEP, Mr. Randy Grace, P.S. and Mr. Matt Shelton as required to implement the project, as well as the entire staff at S & S.

S & S has the training, experience, and multi-discipline support to meet the needs of our clients. Due to our smaller size, we can mobilize quickly. We have an excellent working knowledge of the project type in question, and can deliver high quality, personalized and professional services. We would like to thank you for this opportunity and if S & S can be of service to you in this matter, please don't hesitate to contact us at (304) 342-7168.

## PROFILE OF THE FIRM

S & S was founded in 1980 in Charleston, West Virginia and since the inception of the firm, S & S has successfully provided an integrated approach to utility projects for our clients. S & S provides professional services to facility owners and operators, architects, and contractors throughout West Virginia, Kentucky, Ohio, Virginia and North Carolina. S & S services range through all facets of civil engineering design as well as construction administration and project management.

S & S remains committed to the ideal of providing high quality, client focused, design solutions that meet budget and schedule requirements. This commitment to quality has been recognized through the long-term client relationships that we have developed.

S & S has the qualified professionals available to provide services throughout the duration of a project from the initial planning phases through construction completion and beyond.

S & S utilizes the abilities of designers with many years of experience in their area of expertise, teamed with younger designers on a "best resource for the project approach". We also provide project management services at levels ranging from general oversight to complete project delivery through all phases of design and construction. Our personnel have worked in both the private and public sector and are familiar with many methods of project delivery.

S & S has developed the following philosophy to guide the performance of its services:

- Provide superlative design services to our clients in new construction, improvements, and daily operations.
- Perform work in a timely, accurate and professional manner.
- Present multiple alternatives and solutions whenever possible.
- Work with our clients to control project costs.
- Be a technical sounding board for our clients in all situations.
- Strive to maintain professional competency through continuing education and training.

S & S utilizes a practical application approach to all projects throughout the design process to provide a well-rounded result. This methodology emphasizes the best overall solution, meeting all the client's needs, instead of just the best technical solution. We believe our small size provides a distinct advantage to our clients and affords us the freedom to easily team with the clients to achieve the overall best possible result.

## STATEMENT OF QUALIFICATIONS

### GENERAL

The WV Division of Natural Resources (DNR) has a desire to make improvements to the existing boat ramp in South Charleston.

Our proposal is in response to an advertisement to provide engineering services such as design, construction and inspection for the wastewater project. Professional services for the project will include, but not be limited to, the evaluation of the existing facilities and the inclusion of the necessary improvements into the preliminary engineering report, design, construction administration / management, and permitting services.

### S & S APPROACH

S & S Engineers, Inc. (S & S) has a tremendous amount of experience in the development of similar projects throughout the State of West Virginia.

S & S is a highly qualified and experienced civil / environmental engineering firm specializing in water and wastewater systems. S & S has provided these services to state, municipalities, public service districts, industries and the private sector for over 39 years.

S & S has provided design services to the DNR at Bluestone State Park, Kanawha State Forest and Tygart Lake State Park. All projects were carried out within time and allocated budget amounts.

S & S just completed a wastewater system improvements and sewer extension project for the Nitro Regional Wastewater Utility, a water storage tank replacement and water treatment plant high service pumps replacement project at the Denmark Correctional Center in Pocahontas County, and the replacement of the wastewater collection system, backflow preventers on waterlines and other improvements at the St. Marys Correctional Center in Pleasants County for the WV Division of Corrections.

S & S keeps clients informed at every step of the project. Telephone calls, written communication by letter, emails or text messages are provided on a daily or weekly basis throughout all the phases of the projects. In addition, meetings are held with clients at the office and/or on-site to review the projects.

## QUALIFICATIONS & EXPERIENCE

- a. Our first step will be to meet with DNR personnel and review existing plans, data and other materials to evaluate a plan that can be implemented in a manner with minimum interruption and try to keep existing facilities in operation.

We will review the preliminary design with DNR personnel and incorporate their comments in the final design. We will then assist DNR in filing a permit with DNR, WV Department of Environmental Protection and US Army Corps of Engineers.

Once DNR advertises the project for bid, we will conduct a pre-bid meeting with contractors and answer their questions in the form of an addendum. Upon bid award, we will also conduct a pre-construction meeting with the selected contractor and review all material submittals prior to beginning construction. If desired, we will provide periodic resident inspection and then certify project completion. We will furnish as-built drawings to DNR.

- b. S & S has a proven history of completing similar projects within budget as our experience in preparing estimates are accurate. S & S has set quality control built-in to all projects, which have consistently kept projects under budget with minimal to no change order requests during construction.

S & S has a history with DNR and other clients across the state meeting the owner's budget and schedule. Our most recent example is the Bluestone State Park Water Line Replacement Project where we provided engineering for the replacement of the waterline to the campground. We are also working with the DNR at Tygart Lake State Park.

- c. As with the budget above, S & S also has a proven history of completing similar projects on time and is also due to the built-in quality control on all projects. S & S will coordinate scheduling, from design to construction with DNR to establish a realistic and firm timeline for the project.

S & S is proud of its 39-year record to complete all projects under budget, within time frame, and without any successful litigation against the firm or our clients. This is due to the personal and professional attention given by the principals of the firm at every step of the project. In-house quality control is exercised by peer review of all documents, keeping up with current cost trends in estimating costs, construction techniques and materials of construction. S & S provides full time resident inspection and a weekly site visit by a registered professional engineer to further assure timely completion of the projects.

- d. S & S has the experience and expertise to complete this project. We currently have three registered professional engineers and an engineering technician that contribute to all facets of a project as required by our clients.

As stated in the Profile of the Firm, S & S was founded in 1980 in Charleston, West Virginia by Mr. B.S. Saluja, P.E. and Mr. Ashok M. Sanghavi, P.E., DEE, QEP. Since the inception of the firm, S & S has successfully provided an integrated approach to utility projects for our clients. S & S provides professional services to facility owners and operators, architects, and contractors throughout West Virginia, Kentucky, Ohio, and Virginia. S & S services range through all facets of civil engineering design as well as construction administration and project management.

Our typical annual workload includes approximately three to five Municipal type engineering projects in various stages from design to construction. By carefully managing projects, S & S can begin working on the project for DNR immediately.

Attached are the Qualifications of the Firm, Project Management with Resumes of Key Personnel and a partial Project Experience list for your review.

## QUALIFICATIONS OF THE FIRM

### SERVICES

S & S was formed in 1980 to provide consulting engineering and surveying services to government, industry, municipalities, commercial, and individuals.

S & S provides a wide variety of technical services in the following areas:

#### Engineering:

- Water Supply, Treatment, Storage, and Distribution Systems
- Wastewater Collection and Treatment Systems
- Industrial and Hazardous Waste Treatment Systems
- Environmental Site Assessments
- Storm Water NPDES Permit Services
- EPA and WVDEP Compliance Discharge Permits
- WVDEP 401 and USACE 404 Permit Services
- Solid Wastes Management and Landfill Designs
- Subdivision Design and Permit Applications
- Site Development Plans
- Earth Work Quantity Estimates
- Street Paving Design and Drainage Control
- Construction Management
- Technical Expert Testimony

#### Surveying:

- Aerial Mapping Control Surveys
- Topographic Mapping
- Rights-of-Way and Land Acquisition Maps
- GPS/GIS Services
- ALTA/ACSM Land Title Surveys
- Property Surveys
- Construction Stakeout
- Computer Mapping

S & S' office is conveniently located at the Yeager Airport Complex in Charleston, West Virginia. S & S uses the latest CAD software on computers, electronic distance measurement instruments and GPS/GNSS receivers to complete the work in a professional, timely and cost-effective manner.

The highly qualified staff consisting of engineers and land surveyors is supported by technicians, draftspersons, construction inspectors, and office clerical staff.

Cost effective design and survey projects are processed using AutoCAD, Bentley and Carlson software. Other software packages utilized are Haestad Flow Master, SCS TR55 Urban Hydrology, WaterCAD, StormCAD, Sewer CAD, FlowMaster, Carlson Survey 2010, Word Perfect, Microsoft Office and CAD scanning conversion.

The survey crew is equipped with GeoMax Robotics Total Station set, Nikon Total Station EDM with TDS/SMI Data Collectors, Ashtech RTK GPS/GNSS receivers and Topcon GRS-1 L1/L2 GPS/GNSS receivers linked to WVDOT Virtual Reference Station Network. S & S has provided GPS/RTK/GIS services since 1991 using Trimble, Ashtech and Topcon GPS/GNSS equipment as an alternate to high cost long distance traverse with accurate results.

S & S has provided services on projects funded by the U.S. Environmental Protection Agency, HUD-Small Cities Block Grant, WV Infrastructure Jobs Development Council, WV Water Development Authority, Economic Development Administration, U.S. Corps of Engineers, USDA-Rural Development, Soil Conservation Service, Office of Surface Mining, U.S. Forest Service, America Recovery & Reinvestment Act, state and local government agencies as well as industry and private businesses.

S & S is a registered vendor with the State of West Virginia and maintains a cost accounting system which is capable of segregating and identifying accumulation costs for each job under cost type projects. All work is performed under the direct supervision of a licensed engineer or surveyor and no subcontracting is anticipated.

### **STATES OF REGISTRATION**

S & S holds a valid Certificate of Authorization to practice as Engineers and Surveyors in the following states:

- West Virginia
- Ohio
- Kentucky
- Virginia
- North Carolina



## PROJECT MANAGEMENT

With over 100 years of combined professional experience, the project team will be made up of the following personnel, including the principal of the firm:

Jessie O. Parker, Jr., P.E. Email: <a href="mailto:j.parker@s-s-eng.com">j.parker@s-s-eng.com</a>	President / Principal Engineer
Mary N. Cleland, P.E. Email: <a href="mailto:mjc@s-s-eng.com">mjc@s-s-eng.com</a>	Vice President / Senior Engineer
Ashok M. Sanghavi, P.E., DEE, QEP Email: <a href="mailto:a.sanghavi@s-s-eng.com">a.sanghavi@s-s-eng.com</a>	Senior Engineer
Randy B. Crace, P.S. Email: <a href="mailto:r.crace@s-s-eng.com">r.crace@s-s-eng.com</a>	Senior Surveyor
D. Matt Shelton Email: <a href="mailto:m.shelton@s-s-eng.com">m.shelton@s-s-eng.com</a>	Project Designer / Engineering Technician
Michael Hubbard Email: <a href="mailto:m.hubbard@s-s-eng.com">m.hubbard@s-s-eng.com</a>	Engineering Technician / Survey Crew Chief / Construction Inspector
Andrew Buckner Email: <a href="mailto:a.buckner@s-s-eng.com">a.buckner@s-s-eng.com</a>	Survey Crew Chief / Survey Technician

The above team will also be supported by the other staff.

## RESUMES OF KEY PERSONNEL

**JESSIE O. PARKER, JR., P.E.**

**PRESIDENT**

### **SUMMARY**

Mr. Parker began his career at S & S in 2003 working on a variety of environmental projects throughout West Virginia, Kentucky, Ohio and Virginia. Mr. Parker has served in the capacity of Engineer, Project Manager, and Principal in Charge for a variety of projects at S & S. This experience includes environmental, water supply, wastewater, storm water and drainage projects. Mr. Parker's responsibilities include planning, design and construction administration. Mr. Parker also has experience in grading plans, construction management, payment request approvals, quantity & cost estimates, and has worked with City, Town & PSD personnel, regulatory and funding agencies, as well as contractors.

Mr. Parker has proven to move projects forward in a professional, cost-effective and timely manner. Has extensive knowledge of the state and federal water supply, and wastewater laws and regulations and is very familiar with federal and state grant and loan programs.

### **ACADEMIC BACKGROUND**

**WVU Institute of Technology, Montgomery, WV**  
B.S. Civil Engineering – December 2002

**Marshall University, South Charleston, WV**  
M.S. Engineering – May 2006

### **PROFESSIONAL REGISTRATION**

Professional Engineer 2008, West Virginia – [REDACTED]  
Professional Engineer 2014, Ohio – [REDACTED]  
Professional Engineer 2014, Kentucky – [REDACTED]  
Professional Engineer 2015, Virginia – [REDACTED]  
Professional Engineer 2018, North Carolina – [REDACTED]

### **PROFESSIONAL HISTORY**

**S & S Engineers, Inc., April 2003 to Present**

### **PROFESSIONAL AFFILIATIONS**

Member, Water Environment Federation  
Member, American Water Works Association  
Member, American Society of Civil Engineers  
Member, West Virginia Rural Water Association

**MARY N. CLELAND, P.E.**

**VICE PRESIDENT**

**SUMMARY**

Ms. Cleland has extensive experience with site development projects working with clients from conceptual design through construction. Ms. Cleland provides civil engineering design and oversight for the completion of plans and technical specifications for site development projects, along with permitting, cost estimates, and construction administration. Ms. Cleland began her career in the US Air Force working as a project engineer and project manager for a variety of aerospace projects. After leaving the Air Force and returning to West Virginia, she began her career in the civil engineering field. She has worked as an engineer and project manager at two firms prior to becoming part of the S & S team.

Ms. Cleland's professional and technical knowledge has led to successful site development for both public and private projects, including military, schools, and government projects. She has a working relationship with utility companies and state and local agencies to facilitate coordination and effective design for site development.

**ACADEMIC  
BACKGROUND**

**United States Naval Academy, Annapolis, MD**  
B.S. Aerospace Engineering – May 1993

**West Virginia State University, Institute, WV**  
B.S. Math and Science 5-12 Education – December 2002

**PROFESSIONAL  
REGISTRATION**

Professional Engineer 2004, West Virginia – [REDACTED]  
Professional Engineer 2014, Ohio – [REDACTED]

**PROFESSIONAL  
HISTORY**

**S & S Engineers, Inc., October 2018 to Present**  
ZMM Architects & Engineers, July 2008 to September 2018  
Potesta & Associates, inc., January 2002 to July 2008  
US Air Force, May 1993 to August 1997

**PROFESSIONAL  
AFFILIATIONS**

Member, American Society of Civil Engineers

**ASHOK M. SANGHAVI, P.E., DEE, QEP      SENIOR ENGINEER**

**SUMMARY**

Over forty-six years of professional experience in civil engineering fields such as environmental, water supply, wastewater, solid wastes management, drainage, and mining. Has provided planning, design, construction management and technical expert testimony for environmental and general civil engineering projects. Has prepared Phase I environmental site assessments and carried out subsequent Phase II and Phase III remediation work. Has prepared environmental impact statements for state and federal highway projects.

Having worked for the private industry as well as state government, he thoroughly understands both sides. Has extensive knowledge of the state and federal water supply, and wastewater laws and regulations and is also very familiar with federal and state grant and loan programs.

**ACADEMIC  
BACKGROUND**

**West Virginia University, Morgantown, WV**  
M.S. Civil Engineering (Environmental Engineering) – 1970  
Partial course work for Ph.D.

**PROFESSIONAL  
REGISTRATION**

Registered Professional Engineer, West Virginia  
Registered Professional Engineer, Ohio  
Registered Professional Engineer, Kentucky  
Registered Professional Engineer, Virginia  
Diplomate, American Academy of Environmental Engineers  
Qualified Environmental Professional, IPEP

**PROFESSIONAL  
HISTORY**

**S & S Engineers, Inc., April 1980 to Present**

**West Virginia State Health Department**

**1) Acting Chief, Wastewater Division; 2) District Engineer; 3)  
Water Supply Engineer**

**Flaherty-Giavara Associates; New Haven, Connecticut**

**PROFESSIONAL  
AFFILIATIONS**

Member, West Virginia Rural Water Association  
Member, Water Environment Federation (President, WV Section,  
1987-88) (National Director 1989-92)  
Member, American Water Works Association

**AWARD**

Arthur Sidney Bedell Award, Water Environment Federation, (1993)

**RANDY B. CRACE, P.S.**

**SENIOR SURVEYOR**

**SUMMARY**

Mr. Crace began his career at S & S in 1983 working on a variety of surveying and engineering projects. Areas of concentration in boundary surveys, mapping, topography, subdivisions, annexations, right of ways, subdivision development, construction stakeout, aerial mapping controls, GPS-RTK survey control networks, oil and gas well locations, surface and underground mining permits, construction stakeout, hydrology, erosion and sediment control plans, storm water retention systems, site grading plans, parking lot layout, WVDOH driveway permits, Cad software programs, Geographic Information Systems, Phase I - ASTM environmental site assessment and expert witness testimony in the surveying field.

**ACADEMIC  
BACKGROUND**

**MUCGS, Institute, WV**  
Partial course work toward M.S. in Environmental Studies

**West Virginia State College, Institute, WV**  
B.A. Industrial Technology – December 1989

**Environmental Site Assessment**  
Commercial Real Estate Certification  
ASTM E-1527 & E-1528 – October 2001  
ASTM E 1527-05 Phase I and USEPA AAI – October 2006

**ACSM Surveying Instrumentation and Coordinate Computation  
Certificate, 1978**

**Center College, Charleston, WV**  
Technical Degree, Drafting – 1970

**PROFESSIONAL  
REGISTRATIONS**

Professional Surveyor, West Virginia, 1982  
Professional Surveyor, Ohio, 1990  
Registered Surveyor, Kentucky 1982

**PROFESSIONAL  
HISTORY**

**S & S Engineers, Inc., January 1983 to Present**  
**Converse Surveying**

**U.S. Army - SP4, Honorable Discharge - 1974**

**PROFESSIONAL  
AFFILIATIONS**

Member, West Virginia Association of Land Surveyors  
Member, American Congress on Surveying & Mapping  
Member, National Society of Professional Surveyors  
Associate Member, American Institute of Architects, WV

**D. MATT SHELTON**

**PROJECT DESIGNER /  
ENGINEERING TECHNICIAN**

**SUMMARY**

Mr. Shelton began his career at S & S in 2004 working in civil engineering fields such as site development, water supply, wastewater, storm water and drainage. Also has experience in surveying, construction management, record keeping, quantity and payment reviews, inspection and site grading. Having worked with general contractors, subcontractors, community representatives and residents, he has developed solid techniques to move the projects in a professional, cost-effective and timely manner.

**ACADEMIC  
BACKGROUND**

**WVU Institute of Technology, Montgomery, WV**  
A.S. Civil Engineering Technology – December 2004  
B.S. Civil Engineering Technology – May 2005

**PROFESSIONAL  
HISTORY**

**S & S Engineers, Inc., July 2004 to Present**

Experienced in site grading, surveying, quantity surveys, building layout, water & sewer system design and construction inspection on civil engineering projects.

Experience as Engineering Technician includes design of water line extensions, water booster stations, water storage tanks, wastewater pump stations, sewer line extensions, manholes, drainage calculations, and preparation of quantity and cost estimates.

Experience as Survey Technician / Instrument man includes topographic surveys, construction stakeout for water & sewer systems and highways, building layout, cut sheets for sewer systems, GPS surveying for field control work, etc.

**MICHAEL HUBBARD**

**ENGINEERING TECHNICIAN /  
SURVEY CREW CHIEF /  
CONSTRUCTION INSPECTOR**

**SUMMARY**

Over eight years of experience in design, grading plans, surveying, construction management, record keeping, quantity and payment reviews, inspection and surveying.

**ACADEMIC  
BACKGROUND**

**Bridgemont Community & Technical College, Montgomery, WV**  
A.S. Drafting & Design – May 2009  
A.S. Civil Engineering Technology – May 2010

**PROFESSIONAL  
HISTORY**

**S & S Engineers, Inc., August 2010 to Present**

Experience as Engineering Technician includes design of wastewater pump stations, water & sewer line extensions, and preparation of quantity estimates.

Experience as Survey Technician / Instrument man includes courthouse research, topographic surveys, construction stakeout for water & sewer systems and highways, building layout, cut sheets for sewer systems, GPS surveying for field control work, etc.

Provided construction inspection for numerous water and sewer projects. Duties include construction inspection, keeping daily log books and maintaining a set of as-built drawings.

**ANDREW BUCKNER**

**SURVEY CREW CHIEF /  
SURVEY TECHNICIAN**

**SUMMARY**

Over twelve years of experience in surveying, mapping, and design.

**ACADEMIC  
BACKGROUND**

**Southern Community & Technical College, Mt. Gay, WV**  
Drafting & Design Certification – 2004  
A.S. Technical Studies in Applied Sciences – May 2008

**PROFESSIONAL  
HISTORY**

**S & S Engineers, Inc., February 2016 to Present**

Experience as Survey Technician / Instrument man includes courthouse research, topographic surveys, construction stakeout for water & sewer systems and highways, building layout, cut sheets for sewer systems, GPS surveying for field control work, etc.

**Hobet Mining, LLC, April 2010 to October 2015**

Experience as Survey Technician / Surveyor II included topographic surveys, construction stakeout for haul road system and large equipment maintenance sites, field layout of mining pit designs and daily field recordings of coal and rock removal. Design and layout of refuse dump locations, layout and topographic surveys at all reclamation sites.

Experience as Cad Technician included daily upkeep of mine survey records, quantity calculations of existing coal inventory as well as stockpiled inventory, and volume calculations of production quantities moved. Pit designs for coal and rock removal for 1570W Dragline, creating design layouts for blasting, coal removal, haul roads, and reclamation for field stakeout. Maintained daily equipment production quantities for presentation to corporate office.

**Guyan Consulting, Inc., April 2006 to April 2010**

Experience as Instrument man includes topographic surveys, construction stakeout for highways, building layout, mining projects and haul roads, pre-mining site locations and stakeout. Field layout of wells for natural gas companies as well as locating existing gas lines and markings.



## PROJECT EXPERIENCE

### 1. American Medical Facilities Management, Wayne County, WV

- **Description:** Planning, design, and construction management for the replacement of a 15,000 gpd wastewater treatment plant, pump station, force main and related work.
- **Funding Source:** AMFM
- **Project Cost:** Approximately \$300,000
- **Project Status:** Completed June 2018

### 2. American Medical Facilities Management, Summers County, WV

- **Description:** Planning, design, and construction management for the replacement of a 22,000 gpd wastewater treatment plant, sand filters and related work.
- **Funding Source:** AMFM
- **Project Cost:** Approximately \$350,000
- **Project Status:** Completed October 2017

### 3. WV Division of Corrections: St. Marys Correctional Center, Pleasants County, WV

- **Description:** Planning, design, and construction management for the replacement of sewer lines and gas lines, the installation of back flow preventers on the water lines, security fencing and high mast lighting, separation of stormsewer and sanitary sewers.
- **Funding Source:** WVDOC
- **Project Cost:** \$1,645,000 budget, bids totaled \$1,609,000
- **Project Status:** Completed December 2016

### 4. WV Division of Corrections: Denmark Correctional Center, Pocahontas County, WV

- **Description:** Planning, design, and construction management for the replacement of two (2) water storage tanks with a 300,000-gallon glass bolted water storage tank and the replacement of two (2) high service pumps.
- **Funding Source:** WVDOC
- **Project Cost:** \$508,247.97
- **Project Status:** Completed March 2015

**5. WV Division of Natural Resources: Bluestone State Park, Summers County, WV**

- **Description:** Planning, design, and construction management for the replacement of approximately 7,550 LF of 6" water line, installation of two (2) pressure reducing stations, and connection to WV American Water.
- **Funding Source:** WVDNR
- **Project Cost:** \$382,733.71
- **Project Status:** Completed March 2011

**6. Ellenboro-Lamberton PSD, Ritchie County, WV**

- **Description:** Planning, design, and construction management of extension of water and sewer lines and a 150,000-gallon water storage tank to serve a proposed industrial park.
- **Funding Source:** ARC (Administered by USDA-RD)
- **Project Cost:** \$1,260,000, completed project approximately \$46,000 under budget and used savings to purchase equipment
- **Project Status:** Completed 2009

**7. Camp Virgil Tate 4-H Camp, Kanawha County, WV**

- **Description:** Planning, design, and construction management for an underground injection control (UIC) wastewater system consisting of five clusters of septic tanks and biofilters.
- **Funding Source:** Camp Virgil Tate
- **Project Cost:** \$400,000
- **Project Status:** Completed 2003

**8. WV Division of Natural Resources: Bluestone State Park, Summers County, WV**

- **Description:** Planning, design, and construction management for the replacement of the wastewater collection system including pump station, force main, septic tanks with recirculating filters and chlorination.
- **Funding Source:** WVDNR
- **Project Cost:** \$160,000
- **Project Status:** Completed 1998

**9. WV Division of Natural Resources: Kanawha State Forest Campground, Kanawha County, WV**

- **Description:** Planning, design, and construction management for the replacement of the wastewater collection system including pump station, force main, septic tanks with recirculating filters and chlorination.
- **Funding Source:** WVDNR
- **Project Cost:** \$400,000
- **Project Status:** Completed 1998

## CLIENT REFERENCES

1. Mr. Jeremy Lewis, General Manager (304) 755-3669  
Nitro Regional Wastewater Utility (City of Nitro)  
P.O. Box 607  
Nitro, WV 25143
2. Mr. John Rubin, Chairman (304) 595-2203  
Kanawha Public Service District  
P.O. Box 8  
Cabin Creek, WV 25035
3. Mr. John Elliot, President / Owner (304) 344-1623  
American Medical Facilities Management  
240 Capitol Street, Suite 500  
Charleston, WV 25301
4. Mr. Philip K. Farley, II (304) 558-2036  
Director of Engineering & Construction  
WV Division of Corrections  
617 Leon Sullivan Way  
Charleston, WV 25301
5. Mr. Brad Leslie (304) 558-4025  
WV Division of Natural Resources  
324 Fourth Avenue  
South Charleston, WV 25303
6. Hon. Bill Rice, Mayor (304) 652-6361  
City of Sistersville  
200 Diamond Street  
Sistersville, WV 26175
7. Hon. Joetta Hatfield, Mayor (304) 648-5246  
Town of Fort Gay  
P.O. Box 336  
Fort Gay, WV 25514
8. Mr. Mickey Walters, Chairman (304) 869-3280  
Ellenboro-Lamberton PSD  
418 Main Street  
Pennsboro, WV 26415