

Mr. Guy Nisbet  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**Re:** Expression of Interest for Engineering Services  
North Bend State Park – Cokeley Campground  
Sanitary Sewer and Boating Improvements

Dear Mr. Nisbet:

May 21, 2019

Burgess & Niple, Inc. (B&N) is greatly interested in providing engineering services to the West Virginia Division of Natural Resources (WVDNR) for the improvements to the sanitary sewer system and boating facilities at the Cokeley Campground Area of North Bend State Park. These improvements will require the services of a team of professionals familiar and experienced with recreational facilities. B&N provides the WVDNR with that Project Team led by Craig Richards, who has been a member of our Parkersburg Office staff for over 30 years. Project leadership is only one reason to select B&N for this important project. Consider other factors when evaluating our firm:

- **Office Location is less than 30 minutes from project site.** Less travel time means more efficient completion of field tasks and quick response to construction issues should they arise and require immediate attention.
- **Familiarity with the Cokeley Campground.** A key member of our Project Team, Steve Staats, was instrumental in the design of several campgrounds, including landscaping for Cokeley, that were associated with the construction of the North Fork Hughes River Dam and the resulting North Bend Lake.
- **Multiple Sanitary Sewer Projects Within Local Counties.** B&N's recent sanitary sewer experience encompasses local municipalities including Pennsboro, West Union and Parkersburg. We are familiar with the local geography and the challenges it affords, and we frequently travel through the project area. Our Project Team includes staff involved in all of these recent projects.
- **Extensive boating facilities experience.** The design of boating facilities requires specialized experience and expertise. B&N brings to the Project Team such an engineer, Brian Tornes, who has designed numerous boating facilities for the Ohio Department of Natural Resources.

We trust that you will see from within this Expression of Interest that B&N is well-suited to provide all engineering services needed for the successful completion of the Cokeley Campground Sanitary Sewer and Boating Improvements Project. We will greatly appreciate an opportunity for an interview in which we will further discuss our approach to the project and how we will assist the WVDNR in accomplishing its goals.

Respectfully Submitted,



Craig D. Richards, PE  
Project Manager

p. 304.485.8541

e. craig.richards@burgessniple.com

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WV PURCHASING  
DIVISION

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## Section 2

### OVERVIEW OF FIRM

For more than 100 years, Burgess & Niple (B&N) has led the development of infrastructure in rural and urban regions. Our success is driven by a passion for advancing the built environment with exceptional concern for quality of life, safety and sustainability.

Founded in 1912 in Columbus, Ohio, B&N is a nationally recognized engineering and architecture firm. We have served more than 5,000 clients in the U.S. and abroad, including federal, state and local governments; learning institutions; improvement districts; and a wide range of private sector industries. Our expertise includes recreational, transportation, utility infrastructure, architecture, environmental sciences and more.

From 19 offices in nine states, B&N employs approximately 350 planners, engineers, architects, environmental scientists and geologists.

### Recognition by our peers

The size of our firm, the diversity of services provided, and the types of clients that place their trust in us are measured by our inclusion in the *Engineering News-Record* list of top 500 design firms in the United States. In 2019, *ENR* ranked B&N 196th based on 2018 total revenues of \$81.0 million. We are proud of our record of growth and accomplishments and strive to provide close personal service to all of our clients.



### West Virginia Office Location

*All work on your project will be managed by personnel in our Parkersburg office, which is located less than 30 minutes from North Bend State Park.* Our Parkersburg office has the staff and resources necessary to perform all of the services associated with the proposed sanitary sewer and boating improvements for the Cokeley Campground area, with specialized support provided by our Columbus Office for the boat docks.

The primary contact for your project:

Mr. Craig D. Richards, PE  
4424 Emerson Avenue  
Parkersburg, WV 26104  
304.485.8573 - ext. 5130  
304.481.3396 - cell



## Section 3

# APPROACH TO PROJECT AND GOALS

Project Team members comprised of key staff of North Bend State Park, West Virginia Division of Natural Resources (WVDNR), and B&N will gather for a project kickoff meeting. This meeting will allow all parties to discuss and gain an understanding of the project goals, campground and boating operations, wastewater collection and pumping facilities, available mapping, and other pertinent project related information. During (or prior to) this meeting, the WVDNR will provide B&N with available information regarding the existing facilities, which may include wastewater design studies, as-built plans, specifications, NPDES permit, shop drawings and other relevant information that will assist B&N with developing an understanding of the facilities to be expanded and extended.

A project schedule will be developed and agreed upon by all parties. The project schedule will allot adequate time for both the completion of design and construction phases while not disrupting the Park operations for both the camping and boating seasons.

Construction cost estimates will be developed at submission milestones during the design phase of the project. Review meetings will be held with Project Team members following each submission. The cost estimates will be discussed and compared to the project construction budget. If adjustments are needed to better align the proposed improvements with the construction budget, then they will be modified accordingly. These budget checks and possible modifications will help assure the project will be constructed within budget.

B&N's Project Manager, Craig Richards, will provide construction contract administration services and coordinate the services of the resident project representative (RPR), to the extent that either B&N or the WVDNR requires the services of a full-time or part-time RPR. If required, the RPR will observe and record the daily activities of the construction contractor and record the quantities of work performed during construction. The RPR would provide a greater level of assurance that the completed work matches what's indicated on the drawings and in the specifications. When the RPR observes something being constructed that deviates from the plans and specifications, he/she will notify both the contractor and the Project Manager immediately to resolve the issue. Immediate action to resolve issues will help reduce the possibility of increased time and cost during the construction phase of the project. In addition, our RPR will be knowledgeable of the processes associated with field orders, change orders, requests for information, pay applications, and closing documentation. Monthly construction progress meetings will be held with the contractor to discuss work progress, schedule, payment applications, and other issues.

## Section 4

# FIRM QUALIFICATIONS, PROJECT TEAM & EXPERIENCE, PAST PROJECTS & REFERENCES

On the most fundamental level, our job is responding to clients and translating their visions into completed facilities that meet expectations today and long into the future.

B&N is a full-service engineering firm that will provide quality plans, contract documents and construction phase services for your Cokeley Campground Project. Our diverse staff includes professionals in *engineering*, planning, *landscape architecture*, and scientific disciplines who are supported by experienced technicians, surveyors, drafters, construction representatives, and administrative staff. *Our ability to integrate engineering and landscape architecture, and other project-essential services into one seamless team provides a distinct advantage to our clients.*

As a full-service engineering firm, we can serve as a single resource for your project and provide you consistency with the various components that comprise your project. B&N's in-house engineers, landscape architects and support personnel will assist our project manager in providing a seamless team approach to completing the required tasks for the design of sanitary sewer and boating improvements to the Cokeley Campground area within North Bend State Park.

B&N brings several distinct advantages to the WVDNR:

- A firm with previous experience in the design of campground facilities situated within North Bend State Park;
- A fully staffed office of engineers, landscape architect, designers and support personnel located less than 30 minutes from the project site;

- Significant experience in design and construction of wastewater collection and pumping and boating facilities; and
- Recent and ongoing projects in the Wood, Ritchie and Doddridge Counties areas involving wastewater collection system improvements.

## Site Development

B&N has provided design and construction administration services on site development projects for private, City, County, State, and Federal clients.

**Our site development experience includes:**

- Surveying
- Roadways
- Parking areas
- *Wastewater collection and pumping*
- *Boat ramps*
- *Boat docks*
- Grading and drainage and storm water management
- Structural engineering
- Soils engineering
- Environmental permitting

## Wastewater Systems

Within the past 10 years, B&N's Parkersburg Office has assisted West Virginia communities with completing more than \$80 million of wastewater system improvements. *With an average of more than 30 years of experience, you can trust that B&N's Project Team will successfully complete the design and construction of your project!*

## Proposed Project Team

Having knowledgeable and experienced technical personnel is one of the keys to any successful project. B&N has assigned personnel who are available to perform the services necessary to successfully complete the design and administer the construction contract for the sanitary sewer and boating improvements at Cokeley Campground area of North Bend State Park. The key personnel comprising B&N's Project Team bring specific experience and knowledge necessary to meet the anticipated challenges of your project.

**B&N Personnel Experience Matrix**

Employee	Years at B&N	Years* Experience	Boat Docks	Sanitary Sewers	Pump Stations and Force Mains	Permitting	Surveying	Construction Phase Services
Craig Richards, PE	31	36		●	●	●	●	●
Mike Davis, PE	11	22			●			●
Steve Staats, RLA	35	37	●			●	●	●
Mike Spear	32	43		●	●	●	●	●
Brian Tornes, PE	29	29	●		●	●		●
John Bowie	24	25					●	

## Project Team Qualifications and Experience

The Cokeley Campground Area Sanitary Sewer and Boating Improvements Project will be completed by a team of individuals with expertise, knowledge and experience necessary to assist you with planning, designing, and administering the construction contract. The following team of individuals will manage your project to its successful completion.



## Primary Contact



### **Craig Richards, PE**

**Location:** Parkersburg, WV Office

**Total Years of Experience:** 36

**Education:**

**BSCE, WV Institute of Technology**

**Registration:**

**Professional Engineer – WV, MI, OH, VA**

#### **Responsibilities**

Mr. Richards joined B&N in 1988 and is Director of the Engineering Section for the firm's Parkersburg office. His experience with B&N encompasses a wide variety of municipal and transportation engineering projects involving wastewater collection and treatment, water storage and distribution, storm drainage analysis and design, and street reconstruction. Mr. Richards has assisted municipalities, public service districts, water and/or sewer districts, and regional planning agencies with obtaining financing for projects, including the preparation of grant and loan applications. He has managed the planning, design and construction phases of projects ranging in costs exceeding several million dollars.

## Pump Station & Force Main



### **Mike Davis, PE**

**Location:** Parkersburg, WV Office

**Total Years of Experience:** 21

**Education:**

**MSCE, West Virginia University**

**BSCE WV Institute of Technology**

**Registration:**

**Professional Engineer –OH, WV, FL**

#### **Responsibilities**

Mr. Davis joined B&N in 2009 and is a senior project engineer involved with wastewater collection, pumping and treatment assignments for municipal and industrial clients. He has led assignments to assist clients with resolving problems with their pumping stations and force mains, which have included upgrading and replacing pumps, controls, power supplies and force mains.

A specific example of his recent experience includes his responsibilities as project manager for improvements to 21 lift stations for Charleston Sanitary Board (CSB) over the past 10 years, which have a combined total contract value exceeding \$10 million. These improvements have encompassed installation of new lift stations, rehabilitation of existing lift stations, and the replacement of existing force mains.

## Boating Docks



### **Steve Staats, RLA**

**Location:** Parkersburg, WV Office

**Total Years of Experience:** 37

**Education:**

**BS Landscape Architecture**

**Ohio State University**

**Registration:**

**Professional Landscape Architect – WV,  
OH, VA**

### **Responsibilities**

Mr. Staats joined B&N in 1984 as a landscape architect. His 37 years of design experience includes the preparation of feasibility reports, master plans, graphic presentations, construction plans, specifications, and cost estimates for boating facilities, bicycle and multi-use trails, park campgrounds, military facilities, commercial developments, housing developments, industrial plants, highway beautification, educational facilities and street and parking beautification.

### **Representative Projects Include:**

- North Fork Hughes River Park, Doddridge and Ritchie Counties, WV
- East Fork Lake State Park Boat Ramp/Access Improvements, Bethel, OH
- Racine Boating Access, Racine, OH

## Sanitary Sewers



### **Mike Spear**

**Location:** Parkersburg, WV Office

**Total Years of Experience:** 43

**Education:**

**Drafting Technologies**

**Roane-Jackson Technical Center**

### **Responsibilities**

Mr. Spear joined B&N in 1987 as a designer of wastewater and water facilities. He has 43 years' experience involving the planning, design and construction of water mains, booster stations and treatment plants; sanitary sewers, lift stations and treatment plants; surveying and mapping; sewer televising and condition assessments; sanitary sewer and manhole rehabilitation; on-site collection and treatment systems; utility relocations associated with various types of projects; power supply; and recreational facilities including campgrounds, restrooms, shower buildings and boat docks. Mr. Spear's experience further encompasses numerous architectural projects.

### **Representative Projects Include:**

- Horsehoe Campground, WV
- Stuart Recreation Area, WV
- Seneca Shadows Campground, WV
- Big Bend Campground, WV

All of the above projects were associated with the USDA Forest Service, Monongahela National Forest.



## Surveying and Mapping



### John Bowie

**Location:** Parkersburg, WV Office

**Total Years of Experience:** 25

**Education:**

AAS Engineering Technology

WV University of Parkersburg

#### Responsibilities

Mr. Bowie joined B&N in 1994 as an Engineering Technician. He has been involved in surveying activities and has performed CADD and drafting services on site developments; water, wastewater and storm water projects; bridge, railroad, and roadway designs; stream crossings; and bridge rehabilitations. Mr. Bowie is a trained operator of various types of surveying equipment and AutoCAD and Microstation CADD software.

#### Representative Projects Include:

- West Virginia Corridor D, R/W Monumentation, Washington County, OH
- Dominion Hope, Gas Line Relocations, Wood County, WV
- Wood County Airport Airfield Drainage Improvements, Wood County, WV
- Philip Barbour High School Sewer Extension, Philippi, WV
- West Virginia Army National Guard – Williamstown Readiness Center, WV
- Wastewater System Improvements, Pennsboro, WV
- Wastewater System Improvements, West Union, WV
- Wastewater System Improvements, Parkersburg Utility Board

## Boating Docks



### Brian Tornes, PE

**Location:** Columbus, OH Office

**Total Years of Experience:** 29

**Education:** BSCE, Ohio State University

**Registration:**

Professional Engineer – WV, IN, OH

#### Responsibilities

Mr. Tornes is Director of the Environmental Engineering Section. His experience includes civil/site design for development of municipal, recreational, educational, industrial, and commercial facilities. Design responsibilities include site layout, utility service, parking lot and roadway design, site grading, boating facilities, stormwater control, and construction stormwater pollution prevention. Mr. Tornes has designed post-construction stormwater quality control features including wet and dry retention ponds, bioswales, constructed wetlands, vegetated swales, and pervious pavements.

#### Representative Projects Include:

- East Fork Lake State Park Boat Ramp Access Improvements, Bethel, OH
- Racine Boating Access, Racine, OH
- Chilo Lock #34 Boat Ramp Improvements, Chilo, OH
- Wingfoot Lake Boating Access, Akron, OH
- Maumee State Park Dock Improvements, OH
- Alum Creek Marina Improvements, OH

## Parkersburg Office and Support Staff Summary

Project Discipline	Parkersburg Office	Firm
Administrative	2	36
Architects	0	7
Civil Engineers	12	106
Construction Project Representatives	2	3
Data Processors	0	14
Designers	3	15
Drafters/CADD	0	26
Electrical Engineers	0	2
Engineering Technicians	1	3
Environmental Engineers	0	5
Environmental Scientists	0	3
Field Technicians	0	4
Geologists	0	8
Interior Designers	0	2
Landscape Architects	1	1
Mechanical Engineers	0	5
Plan Processors	0	1
Planners	0	1
Sanitary Engineers	1	17
Soils Engineers	0	2
Structural Engineers	1	34
Survey Technicians	0	8
Surveyors	0	5
Transportation Engineers	0	25
<b>Total</b>	<b>23</b>	<b>333</b>

## Descriptions of Past Projects and Staff Involved

### Park Design

#### North Fork Hughes River Park

Natural Resources Conservation Service

Doddridge & Ritchie Counties, West Virginia



Burgess & Niple (B&N) partnered with Alpha Associates to secure a contract from the USDA Natural Resources Conservation Service (NRCS) to prepare preliminary design and construction documents for four new parks that were to be incorporated into the North Bend State Park in Ritchie and Doddridge Counties, West Virginia. The project was broken into eleven construction packages to allow greater bidding flexibility for the NRCS. Specifically, B&N's responsibilities included the layout and design of three of the parks (Jughandle, Deerfield, and Maple), preparation of construction documents for two park sites (Deerfield and Maple), mechanical and electrical engineering design for all proposed amenities at all four park sites (Jughandle, **Cokeley**, Deerfield, and Maple), and the planting design at two park sites (**Cokeley** and Maple). All of the parks designed by B&N varied in size and recreational experiences. The existing steep topography at each site created many challenges for the B&N team when laying out the proposed improvements. All park improvements were designed to meet ADA standards.

The following are recreational amenities and support services included at each of the three park sites:

#### Jughandle Park

- Accessible fishing pier
- Comfort station with fish cleaning facilities
- Picnic table sites with water fountains and grills
- Roadway and parking facilities with signage and security gates
- Electric facilities and storm sewer

#### Deerfield Park

- Picnic shelter and comfort station
- Play structures with safety surface
- Picnic table sites with water fountains and grills
- Roadway and parking facilities with signage and security gates
- Electric facilities and storm sewer

#### Maple Park

- Bathhouse with concessions
- Comfort station
- Picnic shelters – (two, including one with a stage)
- Picnic table sites with water fountains and grills
- Swimming beach
- Walking/bicycle trail with a pedestrian bridge
- Softball field
- Basketball, volleyball, shuffleboard, and horseshoe courts
- Roadway and parking facilities with signage and security gates
- Electric facilities and storm sewer

#### Key Team Members:

- Steve Staats, RLA, Project Manager

## East Fork Lake State Park Boat Ramp & Parking Improvements

Ohio Department of Natural Resources  
Bethel, Ohio



B&N is currently providing engineering design for renovations to an existing boat ramp facility at one of Ohio's largest state parks. The park is located 25 miles from Cincinnati and offers boating activities on a 2,160 acre lake.

The Ohio Department of Natural Resources desires to have the current 2 lane boat ramp increased in size to three lanes. In addition, expanding parking facilities for vehicles and boat trailers and provide a new gangway and floating courtesy docks are included in the overall boat ramp renovations.

Construction starts in the fall of 2019.

### Key Team Members:

- Steve Staats, RLA, Facilities Layout & Design
- Brian Tornes, PE, Project Manager

## Chilo Lock #34 Boat Ramp Improvements

Clermont County Park District  
Ohio Department of Natural Resources  
Chilo, Ohio



Prior to 2008, the Clermont County Park District's Chilo Lock #34 park provided boating access to the Ohio River through a single lane boat ramp, limited parking, and a small amount of courtesy dock. The ramp pavement was in need of replacement and had limited site distances for boat launching operations. Through an Ohio Department of Natural Resources grant and assistance from B&N, the Park District was able to improve these boating access facilities.

Improvements included in the B&N design, included expansion of the ramp to two lanes, approximately 225 feet of floating launch and courtesy dock space, a floating trash boom to deflect debris in the river away from the docks and ramp, and expansion of the facility parking lot to include 40 additional spaces for automobiles with trailers. The design included plans for future expansion of the docks to ultimately include another 100 feet of floating dock space.

In addition to the sign services, B&N was also responsible for section 401/404 and stormwater permitting, bid assistance, and services during construction.

### Key Team Members:

- Brian Tornes, PE, Project Manager



## Alum Creek Marina Improvements

Ohio Department of Natural Resources  
Columbus, Ohio



Located at one of the lakes with the most boating traffic in Ohio, ODNR's marina at Alum Creek Lake was no longer adequate for the increasing size of boats using the marina and lacked many of the necessary amenities required by the boating public. B&N was selected by ODNR to design, permit, and provide construction services for the revitalization of this aging marina. The final marina improvements included a complete replacement of the floating docks, including an upgrade from the original cable anchoring system to steel pipe piles that allow the docks to float more freely with the fluctuating lake water levels. The slips within the marina were sized to accommodate a total of 208 boats up to 32 feet in length.

Additional improvements included the addition of potable water and electric on the docks for use by the public, dock lighting, improvements to the fuel and sanitary pump out systems with a layout that allowed for a higher throughput of boats using each during the day, new gangways for dock access, the addition of fire protection on the shore and docks with a new fire department water intake being installed in the lake, and the addition of a submerged bubbler system for protection of the docks against ice during the winter months. The marina was also brought into full compliance with ADA standards as a part of these modifications through the addition of an ADA compliant gangway, shoreline sidewalks/ramps, and ADA parking spaces. These improvements were completed during the winter and early spring such that impacts to the boating public were minimized.

This project was completed on budget with no change orders or modification issued to the B&N project budget. However, due to budget issues from ODNR for construction and the planned schedule, the overall project is still open but the schedule has been met.

### Key Team Members:

➤ Brian Tornes, PE, Project Manager

## Wingfoot Lake Boating Access Improvements

Ohio Department of Natural Resources  
Akron, OH



The gravel access drive and parking facilities servicing the Ohio Department of Natural Resources' Wingfoot Lake boating access facility was to be improved through the addition of asphalt pavement that would allow the facility to be more accessible during periods of prolonged inclement weather. B&N's design services included site configuration for traffic routing and access to the existing boat ramp with a turnaround/backing lane, geotechnical evaluation of the existing gravel pavement, asphalt/concrete pavement design and layout, storm water management, and site grading. The site design required installation of concrete pavement at the existing boat ramp entrance, portable restroom access pad, correction of site drainage issues and development of a method to maintain use of the access drive by the neighboring residential sites that shared use of the site.

The site included connection to the existing single lane boat ramp and a 15-space automobile/trailer parking facility.

### Key Team Members:

Brian Tornes, PE, Project Manager

## Maumee State Park Dock Improvements

Ohio Department of Natural Resources  
Oregon, Ohio



Built in the mid-1990s as part of the Maumee Bay State Park the boat basin and docks were constructed to provide full-service docking facilities for short-term transient boat stays. The facility could accommodate 32 boat slips that consisted of floating docks that are anchored at one end by a single pile and at the other end by a fixed concrete abutment. The floating docks were designed to accommodate large fluctuations in Lake Erie water levels. Due to original construction deficiencies the docks were experiencing severe erosion below the fixed abutments and some of the piles were failing due to lateral loading.

ODNR retained the services of B&N to develop repairs to the docks that would allow the re-use of the floating aluminum dock sections. To accommodate this requirement B&N devised an innovative approach to the pile repairs by providing a pile sleeve over the existing piles with a larger diameter pile and grouting the of annulus between the piles to create a composite pile system. This solution also required significant modifications to the existing dock pockets to accommodate the larger piles and allow free movement of the floating docks due to varying water levels. The fixed dock abutments were stabilized by grouting and providing an erosion resistant flexible concrete armoring system on the slope immediately in front of the abutments.

The design is complete; however, we are waiting on ODNR to line up construction budget for project to be built, anticipated to be fall of 2018.

### Key Team Members:

- Brian Tornes, PE, Project Manager



## Ohio River Racine Boating Access

Ohio Department of Natural Resources

Racine, Ohio



B&N provided design, permitting, and construction services for the development of a three lane boating access ramp on the Ohio River in Racine, Ohio. The site design features include the following:

- Three boat launch lanes
- Two fixed courtesy docks
- ADA compliant access
- Design to accommodate significant river level fluctuations
- Parking facilities for 75 vehicles with trailers
- Constructed wetlands for storm water management
- Wildlife habitat restoration

In addition to the site design, B&N also was responsible for the Phase I, II, and III cultural resource management investigations of the site. As part of the investigation, the team uncovered artifacts dating as far back as 1520 B.C. The findings included fire cracked rock (from areas where it is believed fire pits were located), arrowheads, pottery fragments and ground/hammer stones.

Once the artifacts were discovered, the project team developed a Memorandum of Agreement with the State Historical Preservation Office (SHPO) and ODNR to establish mitigation requirements. In an effort to minimize costs through in-place preservation, the site design and ramp location were developed to avoid impacts on these cultural resources. This included locating the parking lot further from the river, aligning the ramp within a portion of

the site containing minimal artifacts, and establishing habitat preservation within the area containing the highest concentration of artifacts.

### Key Team Members:

- Brian Tornes, PE, Project Manager
- Steve Staats, RLA, Facilities Layout & Design



## Monongahela National Forest

USDA Forest Service

Elkins, West Virginia



B&N provided on-call architectural/engineering services on a task-ordered basis and on an indefinite delivery-indefinite quantity contractual basis for several facilities operated by the Monongahela National Forest. The scope of services included civil, sanitary, electrical, and mechanical engineering; surveying; inspections; architecture; and landscape architecture for miscellaneous trail, campground, pier, roadway and bridge projects.

Representative projects included:

**Wastewater Treatment System, Horseshoe Campground** – B&N designed improvements to the existing system which included a 10,000 gpd Wisconsin Mound System, septic tank, pump station with automatic alternating of fields, and two mounds with a total area of 27,000-square feet. Improvements further included water-saving devices and manhole repair.

**Waste System Improvements, Stuart Recreation Area** – This project entailed improvements to the camp's existing water system and wastewater disposal system for the shower/toilet building. Design further included a new well to comply with the West Virginia State standards, a septic tank mound system, and a gravity sewer hookup for an adjacent campground.

### Wastewater Treatment System Improvements

**Seneca Shadows Campground** - B&N designed extensive wastewater system improvements to this well-known campground that encompassed the following engineering services:

- Field topographic surveys of the proposed wastewater treatment plant site.
- Waste load allocation for the proposed treatment plant.
- Construction plans and specifications for the proposed recirculating sand filter plant.
- Application for a permit from the West Virginia Bureau of Public Health.
- “Notice of Intent” and supporting documents for the WVDEP’s NPDES permit.
- National Environmental Policy Act (NEPA) screening for the proposed improvements.

### Water & Wastewater System Improvements, Big Bend Campground

– B&N performed evaluations for improvements to the existing wastewater collection and treatment and water distribution and storage systems. Our services included evaluations for improvements to the existing wastewater treatment, including options for its replacement.

### Key Team Members:

- Craig Richards, PE, Project Manager
- Mike Spear, Designer of Site Utilities
- Steve Staats, RLA, Landscape Architect

## Wastewater System Improvements

City of Pennsboro

Pennsboro, West Virginia



### Key Team Members:

- Craig Richards, PE, Principal In-Charge
- Mike Davis, PE, Project Manager & Engineer
- Mike Spear, Designer of Sanitary Sewers
- Steve Staats, RLA, Landscape Architect
- John Bowie, Surveyor and Mapper

Since the early 2000's, B&N has been involved in many projects with the City including:

- **Sanitary Sewer Evaluation Survey:** Various assignments including smoke testing, flow metering, manhole inspections, and closed-circuit televising of sewers.
- **WWTP Improvements, Phase 1:** This \$2.5 million project included 4,600 ft. of trunk sewer replacement; an influent lift station; headworks (screening/grit removal); a temporary splitter box; and a UV disinfection system
- **WWTP Improvements, Phase 2A:** This \$1.68 million project included an operations building, generator building, and a belt press building.
- **WWTP Improvements, Phase 2B:** This \$2.95 million project included a sequential batch reactor, splitter box, equalization basin, and conversion of an existing tank into a sludge holding basin.
- **Pullman Lift Station:** Rehabilitation of an existing lift station.
- **Wastewater System Improvements, Phase 3:** The design of this estimated \$1.14 million project is complete, which is comprised of sanitary sewer extension; miscellaneous repairs to the wastewater collection system including manhole rehabilitation, sewer lining, and sewer replacement; and an emergency generator at an existing lift station. Anticipated date to begin construction is September 2019.

## Wastewater System Improvements

Town of West Union

West Union, West Virginia



Since the early 2000's, B&N has been involved in many projects with the City including:

- **Long-Term Control Plan:** Authored the CSO long-term control plan.
- **Wabash Area Sewer Separation Project:** This sewer separation project includes installation of approximately 10,700 lf of new sanitary sewers. Project was complicated by the existing collection system being void of manholes. Field work included interviews of residents and guiding the Town's staff through the locating of house service lines. The estimated construction cost is \$2,500,000. B&N assisted with completing funding applications and attending meetings of the WVIJDC. This project is under construction and will be completed by end of 2019.
- **WWTP Sewer Replacement:** Strong storms damaged an existing sewer adjacent to Middle Island Creek near the Town's WWTP. The Federal Emergency Management Agency provided funding to replace the sewer in a new location away from the stream. B&N designed a new sewer. Construction is pending.

### Key Team Members:

- Craig Richards, PE, Principal In-Charge
- Mike Davis, PE, Project Manager & Engineer
- Mike Spear, Designer of Sanitary Sewers
- John Bowie, Surveyor and Mapper

## Sewer System Improvements

Parkersburg Utility Board

Parkersburg, West Virginia



### Projects Include:

- **Preliminary Engineering Study:** Collaborated with PUB staff to utilize their resources for the purpose of identifying deficiencies and necessary system improvements.
- **Phase I Sanitary Sewer Improvements:** \$2.5 million project that included 6,700 feet of sanitary sewer replacement and 27,600 feet of sanitary sewer lining.
- **Phase II Sanitary Sewer Improvements:** \$2 million project that included lining of 8,500 ft. of 30-inch interceptor sanitary sewer and rehabilitation of 35 manholes.
- **Wards Run Interceptor:** \$784,000 project that included 1,900 ft. of 18-inch sanitary sewer, of which 530 ft. was installed within bored & jacked casing. The project further included 540 ft. of 8-inch sewer.
- **Trunk Sewer Rehabilitation:** \$3,586,000 project that included approximately 22,000 ft. of cured-in-place sanitary sewer liner ranging in size from 15-inch through 24-inch diameter; and rehabilitation of four siphon chambers and more than 60 manholes.
- **Stonebrook Lift Station:** Prepared plans for the replacement of a lift station serving a subdivision.

### Key Team Members:

- Craig Richards, PE, Principal In-Charge
- Mike Davis, PE, Project Manager & Engineer
- Mike Spear, Designer of Sanitary Sewers
- John Bowie, Surveyor and Mapper

## References

### Professional Experience

Our past clients include federal agencies, state transportation departments, county, city, and corporate entities. We believe our past accomplishments are the best indicators of our future performance. To confirm our past accomplishments, we offer the following list of professional references for your review.

**Mr. Gus Smithhisler**

**Ohio Department of Natural Resources**

2045 Morse Road

Columbus, OH 43229-6693

Phone: 614-265-6965

**e-mail:** Gus.Smithhisler@dnr.state.oh.us

**Mr. Eric Bennett, General Manager**

**Parkersburg Utility Board**

125 19<sup>th</sup> Street

Parkersburg, WV 26101

(304) 424-8535, ext. 102

**e-mail:** eric.bennett@pubwv.com

**Ms. Mary M. Smakula, PE**

**Monongahela National Forest**

200 Sycamore Street

Elkins, WV 26241

304-636.1800 ext. 260

**e-mail:** msmakula@fs.fed.us

**The Honorable Robert Riggs**

**City of Pennsboro**

422 Main Street

Pennsboro, WV 26415

304.659.2377

**e-mail:** cityofpennsboro@zoominternet.net



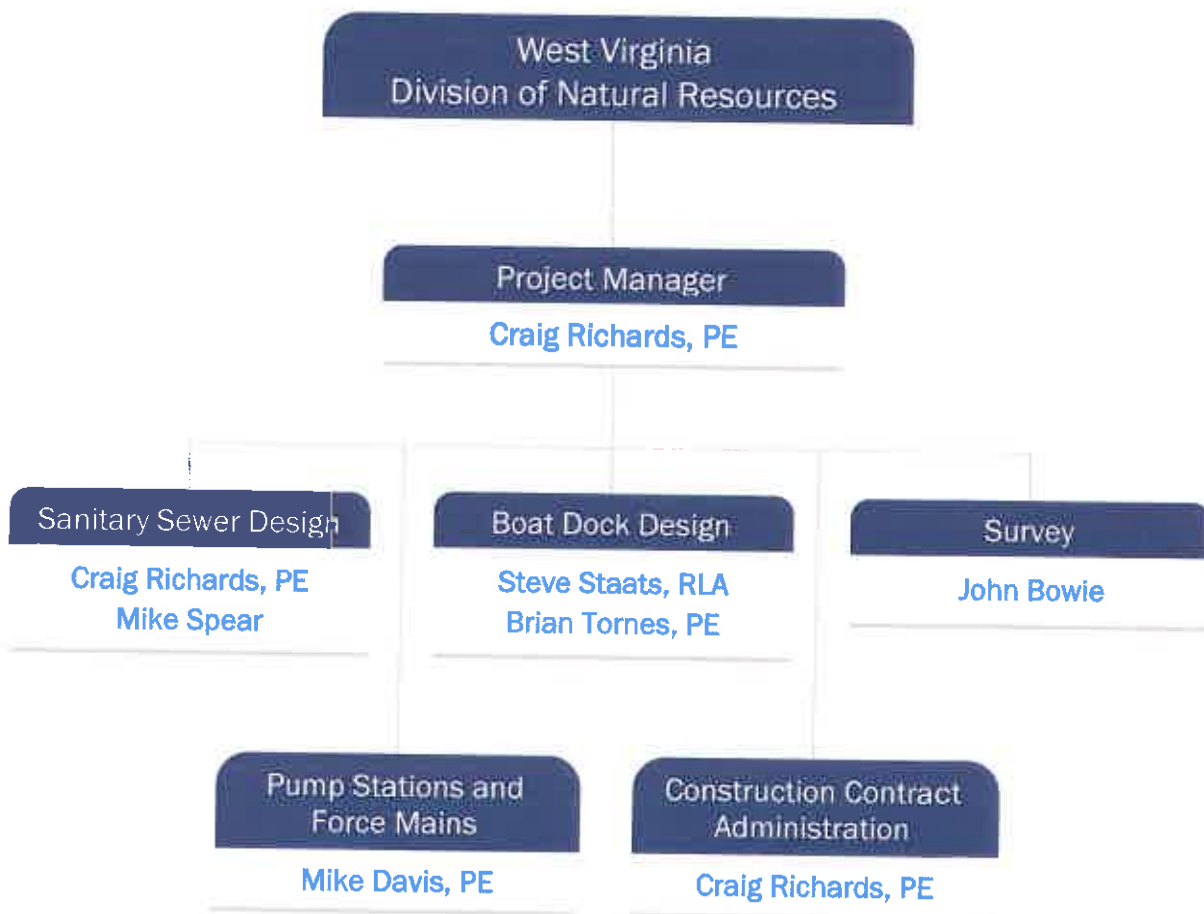
## Section 5

# PROCEDURE FOR COMMUNICATION WITH THE OWNER

Project management is the key to smooth-running, cost-effective, and on-schedule projects. Elements necessary to provide effective project management include:

- Communication with project team members and the client
- Project scheduling to achieve client needs
- Staff scheduling for efficient time use
- Setting and meeting project milestones
- Monitoring costs and time expended

B&N will initiate a kickoff meeting with the West Virginia Department of Natural Resources and key B&N staff. This meeting will establish communication between WVDNR and B&N, refine B&N's scope of services, establish an overall project schedule, set project responsibilities, and gain a commitment from team members. Mr. Richards will have the authority to assign personnel to the project and oversee and review their performance. He will oversee all scheduling and budget management and progress management to assure that appropriate staff is utilized and project milestones are achieved. In addition, he will participate in engineering oversight and evaluation as a full team member. He will serve as WVDNR's single point of contact for all phases of this project.





## Section 6

### PAST PROJECT PERFORMANCE AND COST CONTROL

B&N has experience with all facets of work associated with design and construction of sanitary sewer and boating improvements. The projects we have been involved with included the evaluation, design, and construction of sanitary sewer systems and boat docks. Listed below in the table are examples of projects that involved sanitary sewer and boating improvements and the performance achieved.

B&N works diligently to maintain the agreed upon professional services fee and only discuss the need to adjust the fee if the scope of work changes and an adjustment is warranted. The WVDNR will be kept apprised of the scope of work/fee status and notified immediately to discuss scope of work changes and the associated fee adjustments.

Project Name	Estimated Fee	Actual Fee	Estimated Cost	Actual Cost	Completion Time
City of Pennsboro WWTP Improvements Phase 2B	\$260,000	\$260,000	\$2,998,800	\$3,005,300*	Completed within Project Timeframe
Town of West Union	\$134,600	\$134,600	\$2,519,400	\$2,484,900**	Construction Began April 2019
Chilo Lock #34 Boat Ramp Improvements	\$93,000	\$94,000	\$640,000 - Phase 1 \$35,000 - Phase 2	\$640,000 - Phase 1 \$35,000 - Phase 2	Completed within Project Timeframe
Wingfoot Lake Boating Access Roadway and Parking Lot Improvements	\$15,000	\$15,000	\$200,000	\$200,000	Completed within Project Timeframe
East Fork Lake State Park Boat Ramp and Parking improvements	\$190,000	\$190,000	\$990,000	\$919,000**	Starts Construction Fall of 2019
Racine Boating Access	\$325,725	\$325,725	\$2,250,000	\$2,358,000*	Completed within Project Timeframe

\* Includes Change Orders

\*\* Bid Amount

During the early stages of the design phase, B&N's Project Team will generate a preliminary construction cost estimate and periodically update it as they progress through the tasks of the design phase. The cost estimates will be shared with the WVDNR throughout the course of the project at milestone submittals. In the event the projected cost starts to exceed the project budget, options will be discussed with the WVDNR to make necessary adjustments in the funding and/or scope of the project.

## **Section 7**

# **DESIGN AND CONSTRUCTION TIME MANAGEMENT**

The project schedule is perhaps the most important project control mechanism. Our Project Team has extensive, proven ability and experience in the development of project schedules for small and complex projects. They will collaborate with the WVDNR to develop a detailed schedule that identifies the key submittals required, the sub-tasks necessary to complete the submittals, status of permits, and the intermediate and final deadlines necessary to meet your deadlines and goals. The schedule will identify tasks of both B&N and the WVDNR so that each party is aware of the expectations of the other party. Upon request of the WVDNR, B&N can prepare weekly, bi-weekly or monthly Status Reports to keep the WVDNR apprised of progress.

During the construction phase, it is equally important to monitor the progress and status of the contractor's work. Although the Project Manager and WVDNR have limited control over the contractor, the progress of his/her work must be monitored because it can have an impact on the WVDNR and users of the Cokeley Campground Area. To avoid the possibility of construction delays, B&N's Project Manager will promptly review and monitor progress schedules, address delays with contractor, review submittals and progress pay estimates, respond to requests for information, and prepare contract closeout documents in a prompt and orderly fashion so that the work can be completed on time and within budget.

The key to remaining on schedule and meeting deadlines is to establish and maintain consistent communications throughout all phase of the project.

# Appendix

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Designated Contact and Contact  
Certification and Signature Form

Addendum Acknowledgement Form,  
Solicitation No. CE01 0310  
DNR 19000000011

Disclosure of Interested Parties to  
Contracts Form

Purchasing Affidavit

**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)  
 Craig D. Richards PE - Vice President and Project Manager

\_\_\_\_\_  
 (Printed Name and Title)  
 4424 Emerson Avenue, Parkersburg, WV 26104


\_\_\_\_\_  
 (Address)  
 (304) 485-8541 / (304) 485-0238

\_\_\_\_\_  
 (Phone Number) / (Fax Number)  
 craig.richards@burgessniple.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.

Burgess & Niple, Inc.  
 \_\_\_\_\_  
 (Company)

 \_\_\_\_\_  
 (Authorized Signature) (Representative Name, Title) *Craig D. Richards, Vice President*

Craig D. Richards, PE - Vice President  
 \_\_\_\_\_  
 (Printed Name and Title of Authorized Representative)

May 21, 2019  
 \_\_\_\_\_  
 (Date)

(304) 485-8541 / (304) 485-0238  
 \_\_\_\_\_  
 (Phone Number) (Fax Number)

**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.

Burgess & Niple, Inc.

Company

Authorized Signature

May 21, 2019

Date

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

## 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 \$1 million 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, but does not include publicly traded companies listed on a national or international stock exchange.

*"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](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*



# West Virginia Ethics Commission Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Burgess & Niple, Inc. Address: 4424 Emerson Avenue  
Parkersburg, WV 26104

Name of Authorized Agent: Craig D. Richards, PE Address: 4424 Emerson Ave.; Parkersburg, WV 26104  
572923

Contract Number: CEOI 0310 DNR190000011 Contract Description: A/E Services North Bend Cokeley  
Branch Campground Improvements

Governmental agency awarding contract: Department of Administration, Purchasing Division

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: May 21, 2019

### Notary Verification

State of West Virginia, County of Lincoln

I, Craig D. Richards, 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 21<sup>st</sup> day of May, 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(l), 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: Burgess & Niple, Inc.

Authorized Signature: *Craig D. Richards* Date: May 21, 2019  
Craig D. Richards

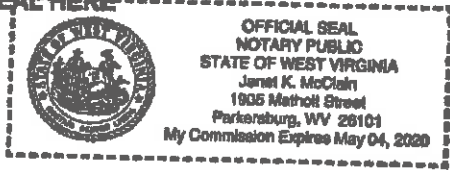
State of West Virginia

County of Wood to-wit:

Taken, subscribed, and sworn to before me this 21st day of May, 2019.

My Commission expires May 4, 2020.

AFFIX SEAL HERE



NOTARY PUBLIC *Janet K. McClain*  
Purchasing Affidavit (Revised 01/19/2018)