



Ecological Sciences and Applications  
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Columbia, MD 21045  
410.964.9200 · FAX: 410.964.5156  
[www.versar.com](http://www.versar.com)  
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PURCHASING DIVISION  
STATE OF WV

March 30, 2009

West Virginia Department of Administration  
Purchasing Division  
Building 15  
2019 Washington Street, East  
Charleston, West Virginia 25305-0130

RE: **RFQ No. DEP14471**, Water Sampling at 250 Locations throughout Coal Regions

Dear Buyer:

Versar, Inc., is pleased to submit this Proposal to provide the State of West Virginia with water quality and benthic sampling, and testing services for periodic sampling in the State's coal regions (RFQ No. DEP14471). Versar has helped state, federal, and local governments meet their monitoring and assessment needs for more than 35 years. We believe the State of West Virginia will find Versar's unique qualifications particularly useful:

- **Broad experience in stream assessment, particularly for local governments within the mid-Atlantic region.** Versar has provided freshwater benthic sampling and identification, as well as water sampling services to numerous clients, including Baltimore County, MD; Frederick County, MD; Montgomery County, MD; Fairfax County, VA; Loudon County, VA; the City of Gaithersburg, MD; the National Park Service, the U.S. Environmental Protection Agency (USEPA), the U.S. Army Corps of Engineers (USACE); and other public agencies in Maryland and Virginia. To accomplish this, Versar routinely fields multiple, experienced field crews to monitor stream conditions at approximately 200 stream sites per year.
- **Lead consultant to the Maryland Biological Stream Survey, a nationally acclaimed stream assessment program.** Since 1993, MBSS has assessed more than 3,000 stream sites statewide, and Versar has played a leading role in analyzing and interpreting those data.
- **Leaders in the development and application of ecological indicators.** Versar's nationally recognized expertise in ecological monitoring and assessment has included pioneering development of aquatic indicators to identify degradation related to anthropogenic stressors.
- **Watershed assessment and stormwater planning services.** Versar has successfully provided watershed assessment and stormwater planning services to Baltimore, Frederick, Fairfax, and Montgomery Counties, the City of Gaithersburg, Columbia Association, and the Washington Suburban Sanitary Commission.

- **Specialized in-house capabilities that bolster our stream assessment programs.** Versar's in-house benthic laboratory offers 25 years of taxonomic experience.
- **Well-versed in water quality measurements and sampling.** Versar has successfully provided water sampling, water quality monitoring, and discharge measurement services to the many clients stated above in conjunction with benthic sampling, stream surveys, and National Pollutant Discharge Elimination System (NPDES) required monitoring. Versar possesses the required water quality and flow monitoring equipment to carry out the measurements to fulfill project needs.

The remainder of this bid documentation contains the purchasing affidavit, bid schedule (revised), and the completed RFQ contact sheet. Note that our bid schedule has been filled out according to the following:

- The prices for water quality parameters reflect subcontractor laboratory costs only and do not include labor to collect the sample. Items denoted with an asterisk (e.g., temperature, specific conductivity, pH, instantaneous stream flow rate) are provided at no cost, as we plan to obtain these particular water quality and discharge data on-site with our own instrumentation and procedures. Labor for asterisk items is included in the labor line item.
- Figures for benthic sampling include benthic laboratory costs, laboratory management, and result preparation. Labor for obtaining benthic samples from the field is included in the labor line item.
- The "Labor (cost per site)" line item includes the cost of all in-field sample collections and measurements, as well as incidentals and travel costs, as noted in Addendum #2. The labor line item reflects the cost of obtaining and analyzing all parameters in the bid schedule, both benthic and water quality, in a single cycle. Labor costs of monthly or quarterly field collections of water quality samples, which do not include biennial benthic sampling, would be performed at a lower cost.

Ms. Nancy Roth will serve as Project Manager. A national expert in stream ecology and watershed assessment, Ms. Roth has more than 17 years' experience in bioassessment, NPDES compliance, and watershed restoration planning. She directs watershed assessments and evaluations of the effects of urban stormwater for NPDES stormwater permits. She uses innovative, multi-disciplinary approaches to develop watershed protection and restoration strategies for EPA, USACE, and state and local governments. Ms. Roth has been a primary author of MBSS statewide stream assessments since 1996. She led the development of the Fish Index of Biotic Integrity now used statewide. Ms. Roth directed benthic and habitat monitoring supporting Baltimore County's NPDES program. She supervised field and laboratory staff using MBSS methods at 100 sites per year. Ms. Roth is directing benthic and habitat monitoring at 275 sites for Loudoun County. She is also directing habitat and stream perenniality sampling at an additional 400 sites. Ms. Roth directs stream biological monitoring supporting the Inventory & Monitoring Program, National Capital Region Network. She oversees assessments of water quality, physical habitat, benthic macroinvertebrates, and fishes. Ms. Roth directs stream assessment, including design and implementation of the Frederick County Stream Survey to

evaluate benthos, water quality, and habitat countywide. She directed field studies and identification of restoration and stormwater retrofit opportunities (including developing a geodatabase) in the County's top three priority watersheds. Ms. Roth co-authored Quality Assurance Project Plans for stormwater and stream monitoring. As Project Manager, Ms. Roth directed stream assessments, including fish, habitat, and benthic macroinvertebrate monitoring, and developed a QA/QC protocol for benthic monitoring. She supervises dry- and wet-weather monitoring, bacteria monitoring and BMP evaluation.

Dr. Mark Southerland is also a nationally recognized expert in the monitoring and assessment of streams, and he will serve as senior advisor and acting project manager, whenever Ms. Roth is unavailable. Dr. Southerland has 27 years of research and management experience and is the lead consultant for the Maryland Biological Stream Survey (MBSS). He is an adjunct professor at Frostburg State University, and serves on the Howard County Environmental Sustainability Board and Maryland Water Monitoring Board.

Versar's benthic laboratory is familiar with the requirements in *A Stream Condition Index for West Virginia Wadeable Streams* (Tetra Tech, 2000) and will provide taxonomic identification to the family level as noted in Addendum #2. Ms. Lisa Scott, serving as the project's Professional Laboratory Taxonomist, joined Versar, Inc. in 1983 as a biologist and environmental scientist specializing in estuarine and freshwater benthic macroinvertebrate ecology. She has served as Versar's Benthic and Sediment Laboratory manager since 1986. In this capacity, her responsibilities include taxonomic identification of samples, management of personnel, QA/QC, laboratory supervision, and budget tracking for all contracts requiring benthic or sediment sample processing, including more than 500 samples from Baltimore County collected over the last five years. Ms. Scott has more than 22 years experience in sample processing and taxonomically identifying benthic organisms collected from freshwater, estuarine, and marine environments from east coast states including Rhode Island, Massachusetts, New York, New Jersey, Delaware, Pennsylvania, Maryland, Virginia, North Carolina, South Carolina, and Florida and from the Gulf of Mexico. She supervises the laboratory processing of over 1,500 benthic samples and 600 sediment samples processed by Versar on a yearly basis.

Under the direction of Ms. Scott, laboratory assistance in sorting, sample tracking, and data management will be handled by our Laboratory Technicians. Laboratory Technician Ms. Suzanne Arcuri has 22 years experience in the identification of freshwater, estuarine, and marine benthic organisms from along the East Coast of the United States. She has extensive experience at training technical personnel to sort macrobenthic samples and is responsible for performing and documenting all sorting QA/QC procedures in the laboratory.

As required, our field collection teams will obtain a WVDNR benthic collection permit upon contract award. Our field teams are familiar with, and will adhere to, EPA's rapid bioassessment protocols (Barbour, et al., EPA 841-B-99-002) when sampling. Lead Field Technician Brenda Morgan serves as field coordinator for projects involving stream surveys, collection of freshwater fish and benthos, and assessment of physical stream characteristics. She has successfully led Versar's freshwater field sampling for the last five years. She has also led stream assessments in Frederick, Fairfax, and Loudoun Counties, at the McCarthy and Associates Willowbrook



project, and for the USEPA Region 7 in Missouri. She has direct experience in assessing stream physical habitat using EPA's rapid bioassessment protocols as specified in the Request for Quotation.

Theresa Hage has assisted Ms. Morgan in conducting aspects of field sampling, including GPS navigation, benthic sample collection, habitat assessment, vernal pool surveys, and in-situ water quality monitoring. Ms. Hage has been successfully leading field teams since 2007. By deploying multiple teams of experienced survey staff, Versar successfully monitors and collects benthic macroinvertebrate samples from sites utilizing prescribed protocols within required index periods.

As required, our subcontractor laboratory, Analytical Laboratory Services, Inc., is a West Virginia-certified laboratory with experience in test procedures that comply with 40 CFR 136. The methods used will achieve detection limits that are equal to or lower than applicable criteria stipulated in 47CSR2.

Please note that Versar considers our entire Quotation to be confidential, proprietary information that is not to be released to other parties without our prior written consent.

We appreciate your consideration of our proposal and look forward to providing our consultant services to the State of West Virginia. Do not hesitate to contact me (410-740-6078, [BRichkus@versar.com](mailto:BRichkus@versar.com)) or the proposed project manager, Nancy Roth (410-740-6091, [nroth@versar.com](mailto:nroth@versar.com)), should you need clarification on any aspects of this submittal.

Sincerely,

A handwritten signature in black ink, appearing to read 'William A. Richkus', written over a horizontal line.

William A. Richkus, Ph.D.  
Vice President and Operations Manager

WAR:tj/sg  
Enclosures

cc: File: Q09-9033



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**DEP14471**

PAGE  
**4**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**CHUCK BOWMAN**  
**304-558-2157**

**RFQ COPY**

**TYPE NAME/ADDRESS HERE**

VENDOR  
 Versar, Inc.  
 9200 Rumsey Rd.  
 Columbia, MD 21045  
 (410) 964-9200

SHIP TO  
 ENVIRONMENTAL PROTECTION  
 DEPT. OF  
 OFFICE OF MINING & RECLAMATION  
 601 57TH STREET SE  
 CHARLESTON, WV  
 25304 304-926-0499

DATE PRINTED <b>02/26/2009</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: <b>03/24/2009</b>		BID OPENING TIME <b>01:30PM</b>		

LINE	QUANTITY	UOP	GAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130  BID MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:  SEALED BID  BUYER: CB-23 RFQ. NO.: DEP14471 BID OPENING DATE: 03/24/2009 BID OPENING TIME: 1:30 PM  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 410-964-5156 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): Dr. William A. Richkus -----						

SIGNATURE			TELEPHONE 410-964-9200		DATE March 30, 2009
TITLE Vice President	FEIN 54-0852979	ADDRESS CHANGES TO BE NOTED ABOVE			

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

**BID SCHEDULE**  
**DEP14471**  
**REVISED PER ADDM #01**

Company Name: Versar, Inc.  
 Address: 9200 Rumsey Rd., Columbia, MD 21045

To collect and conduct laboratory analysis on water samples at up to 250 site locations throughout the State of West Virginia. Quantities listed are for bidding purposes only.

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
<b>MONTHLY OR QUARTERLY</b>				
1	250 ea	Ph	0.00	\$ 0.00
2	250 ea	Temperature	0.00	\$ 0.00
3	250 ea	Flow	0.00	\$ 0.00
4	250 ea	Total hot acidity	8.78	\$ 2,195.00
5	250 ea	Mineral acidity	6.58	\$ 1,645.00
6	250 ea	Total alkalinity	6.58	\$ 1,645.00
7	250 ea	Total Fe	5.48	\$ 1,370.00
8	250 ea	Dissolved Fe	6.03	\$ 1,507.50
9	250 ea	Total Mn	5.48	\$ 1,370.00
10	250 ea	Dissolved Mn	6.03	\$ 1,507.50
11	250 ea	TSS	6.58	\$ 1,645.00
12	250 ea	TDS	6.58	\$ 1,645.00
13	250 ea	Specific conductance	0.00	\$ 0.00
14	250 ea	Sulfates	8.78	\$ 2,195.00
15	250 ea	Total aluminum	5.48	\$ 1,370.00
16	250 ea	Dissolved Al	6.03	\$ 1,507.50
17	250 ea	Package Price (Will be used if less than sub-total of items 1-16)	78.41	\$ 19,602.50
<b>QUARTERLY</b>				
18	250 ea	Total Antimony	5.48	\$ 1,370.00
19	250 ea	Total Arsenic	5.48	\$ 1,370.00
20	250 ea	Total Beryllium	5.48	\$ 1,370.00
21	250 ea	Total Cadmium	5.48	\$ 1,370.00
22	250 ea	Total Chromium	5.48	\$ 1,370.00
23	250 ea	Total Copper	5.48	\$ 1,370.00
24	250 ea	Total Lead	5.48	\$ 1,370.00
25	250 ea	Total Mercury	17.60	\$ 4,400.00
26	250 ea	Total Nickel	5.48	\$ 1,370.00
27	250 ea	Total Selenium	5.48	\$ 1,370.00
28	250 ea	Total Silver	5.48	\$ 1,370.00
29	250 ea	Total Zinc	5.48	\$ 1,370.00
30	250 ea	Total Thallium	5.48	\$ 1,370.00
31	250 ea	Total Cyanide	19.75	\$ 4,937.50
32	250 ea	Total Phenols	26.33	\$ 6,582.50
33	250 ea	Total Nitrates/Nitrites	8.78	\$ 2,195.00
34	250 ea	Package Price (Will be used if less than sub-totals of items 18-33)	138.22	\$ 34,555.00
<b>BIANNUAL</b>				
35	250 ea	Benthic Sampling	300.00	\$ 75,000.00
<b>LABOR</b>				
36	500 hours	Labor (cost per site)	170.00	\$ 85,000.00
<b>TOTAL</b>				\$ 214,157.50

\*Cost of these tests are included in "Labor (Cost Per Site)" line item

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

### VENDOR OWING A DEBT TO THE STATE:

**West Virginia Code** §5A-3-10a provides that: 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

### PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code**. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code** and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the **West Virginia Code** may take place before their work on the public improvement is begun.

### ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.


### LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

### CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (**West Virginia Code** §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: Versar, Inc.  
Authorized Signature:  Date: March 30, 2009