



**TERRADON**  
CORPORATION

EXPRESSION OF INTEREST

TO PROVIDE

ENGINEERING SERVICES

TO THE

DIVISION OF  
NATURAL RESOURCES

FOR

WASTEWATER FACILITIES  
IMPROVEMENTS AT  
CANAAN VALLEY RESORT  
DNR209026

OCTOBER 9, 2008

**ORIGINAL**

RECEIVED

08 OCT -7 AM 11:42

PURCHASE DIVISION  
STATE OF WV



**TERRADON**  
CORPORATION



P.O. Box 519  
Nitro, WV 25143  
Tel: (304) 755-8291  
Fax: (304) 755-2636  
www.terraddon.com

P.O. Box 1635  
Lewisburg, WV 24901  
Tel: (304) 645-4636  
Fax: (304) 645-7614

5310 Markel Road  
Suite 102  
Richmond, VA 23230  
Tel: (804) 673-2560  
Fax: (804) 673-2561

October 7, 2008

Frank Whittaker, Senior Buyer  
Purchasing Division  
PO Box 50130  
Charleston, WV 25305-0130

Re: Expression of Interest to provide Engineering Services  
For Wastewater Facilities Improvements  
At Canaan Valley Resort Park, DNR 209026

Dear Mr Whittaker:

TERRADON Corporation is very interested in the above referenced project. Our personnel have a wealth of experience providing economical engineering solutions for wastewater projects at state parks in West Virginia.

Harvey McCallister, PE, was the design engineer and project manager for the Bluestone State Park wastewater treatment plant replacement project. He also served as design engineer for the Kanawha State Forest wastewater treatment plant replacement project. He will serve as TERRADON's project manager on this project. He will be assisted by James Downey who has 13 years of experience as operations manager for the Charleston Sanitary Board. He will ensure a practical solution from an operations point of view.

TERRADON has built a reputation for providing cost effective design solutions while maintaining the highest level of customer service. Our goal is to become your preferred consultant; we'll go the extra mile to guarantee your satisfaction.

We would appreciate your consideration to be short-listed so that we may present our approach to this exciting project with the selection committee.

Sincerely,

Steven T. Engelhardt  
Director of Marketing and Personnel



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:  
**DNR209026**

PAGE:  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**FRANK WHITTAKER  
 304-558-2316**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF NATURAL RESOURCES  
 PARKS & RECREATION SECTION  
 BUILDING 3, ROOM 719  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0662 304-558-2775

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/10/2008				

BID OPENING DATE: **10/02/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		906-00-00-001		
<p>ARCHITECT/ENGINEERING SERVICES, PROFESSIONAL</p> <p>EXPRESSION OF INTEREST</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF NATURAL RESOURCES, IS SOLICITING EXPRESSIONS OF INTEREST TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR IMPROVEMENTS TO THE WASTEWATER FACILITIES AT CANAAN VALLEY RESORT STATE PARK PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WEST VIRGINIA PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS SEPTEMBER 24, 2008 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS, IF ANY, WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>QUESTIONS CONCERNING THE PROCESS BY WHICH A VENDOR MAY SUBMIT AN EXPRESSION OF INTEREST TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: <b>DNR209026</b></p> <p>ADDENDUM ACKNOWLEDGEMENT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30
6. Payment may only be made after the delivery and acceptance of goods or services
7. Interest may be paid for late payment in accordance with the *West Virginia Code*
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

---

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications
3. Complete all sections of the quotation form
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F O B. destination unless alternate shipping terms are clearly identified in the quotation
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P O Box 50130, Charleston, WV 25305-0130



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

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**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**FRANK WHITTAKER**  
**304-558-2316**

RFQ COPY  
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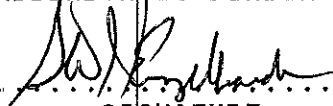
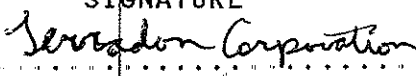
VENDOR

SUPPLIER

DIVISION OF NATURAL RESOURCES  
 PARKS & RECREATION SECTION  
 BUILDING 3, ROOM 719  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0662 304-558-2775

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/10/2008				

BID OPENING DATE: **10/02/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO. S:</p> <p>NO. 1 ..... ✓</p> <p>NO. 2 .....</p> <p>NO. 3 .....</p> <p>NO. 4 .....</p> <p>NO. 5 .....</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF TH ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <p style="text-align: center;">             .....            SIGNATURE              .....            COMPANY            10/8/2008            .....            DATE         </p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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State of West Virginia  
 Department of Administration  
 Purchasing Division  
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<p>REV. 11/96</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT MAY BE DEEMED NULL AND VOID, AND TERMINATED WITHOUT FURTHER ORDER.</p> <p style="text-align: center;"><b>NOTICE</b></p> <p>A SIGNED EOI MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>THE EOI SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE EOI MAY NOT BE CONSIDERED:</p> <p>SEALED EOI</p> <p>BUYER: FRANK WHITTAKER-FILE 44</p> <p>EOI. NO.: DNR209026</p> <p>EOI OPENING DATE: OCTOBER 2, 2008</p> <p>EOI OPENING TIME: 1:30 PM</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR EOI:

**304-755-2636**

CONTACT PERSON (PLEASE PRINT CLEARLY):

**Steven T. Engelhardt**

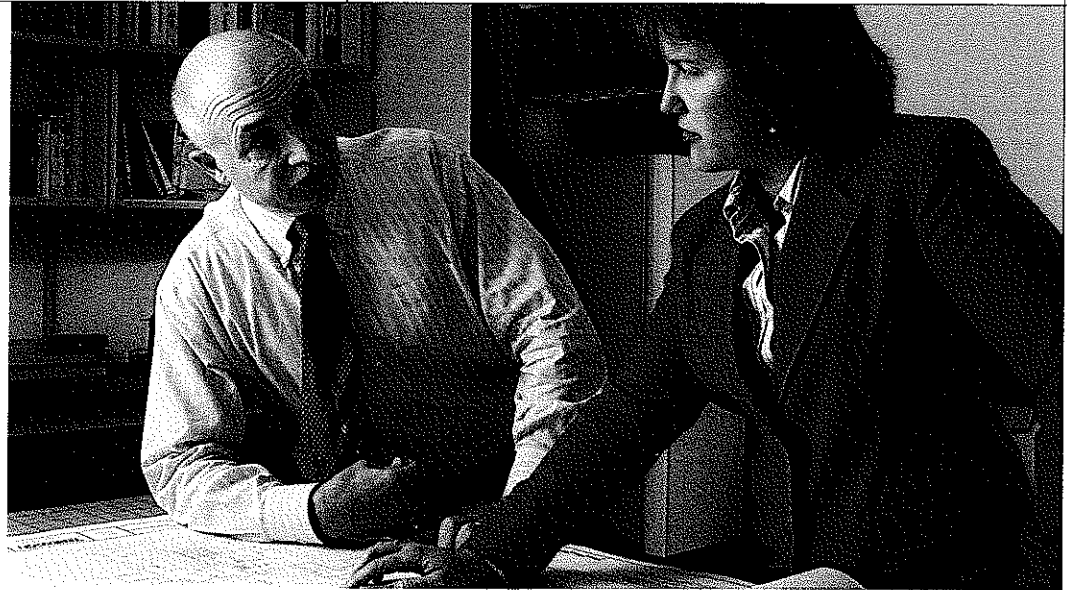
\*\*\*\*\* THIS IS THE END OF RFQ DNR209026 \*\*\*\*\* TOTAL:


SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Steven T. Engelhardt</i>	TELEPHONE <b>304-755-8291</b>	DATE <b>10/1/2008</b>
TITLE <b>Dir. of Marketing</b>	FEIN <b>550687626</b>	ADDRESS CHANGES TO BE NOTED ABOVE

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

## STATEMENT OF QUALIFICATIONS



  
**TERRADON**  
is regarded  
as one of the  
region's leading  
land and  
infrastructure  
planning and  
design firms.



TERRADON routinely works with various public and private utilities to plan, develop, design and construct water and wastewater system projects. (See Related Prior Experience.)

TERRADON employs over 60 professional engineers, technicians, surveyors and support staff at its main office, including the following licensed professional engineers:

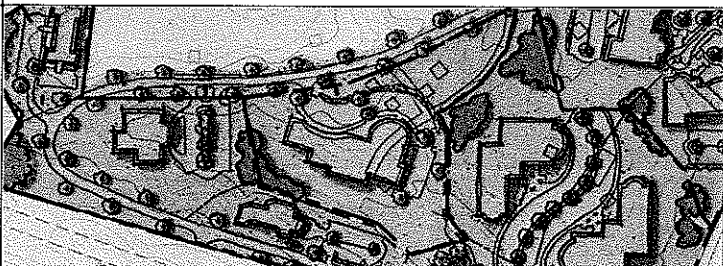
- *John James, P.E.* is a geotechnical engineer licensed in West Virginia.
- *Jim Nagy, P.E.* is licensed in West Virginia.
- *Bill White, P.E.* is licensed in West Virginia, Ohio, Virginia, Florida, North Carolina, Arkansas, and Kentucky.
- *Tim White, P.E.* is licensed in West Virginia, Ohio, Kentucky, Arkansas, and Texas.

· *Harvey McCallister P.E.* is licensed in West Virginia, Virginia, Maryland, Ohio, and Kentucky

TERRADON employs professional surveyors, engineering interns, graduate engineering technicians, and design technicians/CADD operators to complete many-faceted projects.

We have additional offices at Lewisburg, West Virginia and Richmond, Virginia. These offices have professional engineers, staff engineers, registered land surveyors, and other professionals to complete projects in Southeastern West Virginia and Eastern Virginia.

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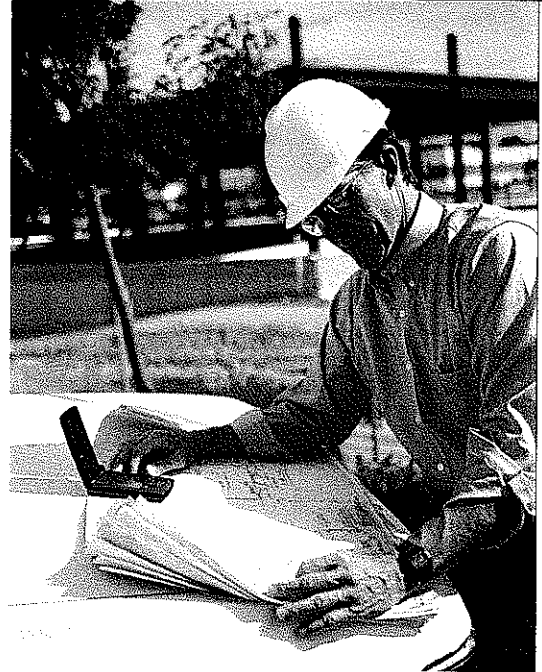
**TERRADON**  
CORPORATION



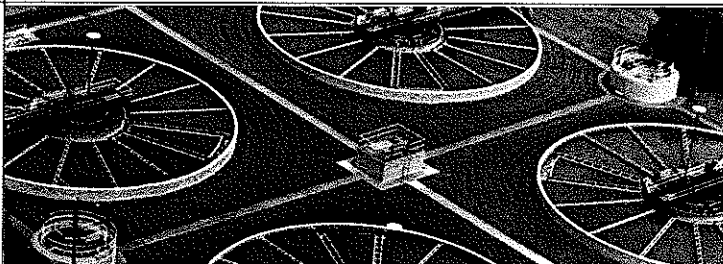
## STATEMENT OF QUALIFICATIONS

We are typically responsible for preliminary engineering, potential funding source applications, WV Infrastructure and Jobs Development Council application, WV Public Service Commission certificate of need application, WV Bureau for Public Health application and all supporting documentation for these applications. We also prepare environmental permit applications for National Environmental Policy Act, US Army Corps of Engineers, WV Division of Environmental Protection, WV Public Lands Corporation and WV National Pollutant Discharge Elimination System.

Basic engineering services include design; construction specifications; bid and contract documents; bidding phase, construction phase and post construction phase engineering/administration/project management.



Continued →



**TERRADON**  
CORPORATION

## RELATED PROJECT EXPERIENCE

TERRADON engineers have experience not only directly related to treatment plants at State Park facilities, but wastewater engineering in general. The following are examples of projects performed by Terradon engineers and technicians that are relevant to this Expression of Interest:

**Related experience of Harvey A. McCallister, P.E.:**

• **Kanawha State Forest Wastewater Treatment Plant Replacement Project**

Design engineer for the Kanawha State Forest Wastewater Treatment Plant Replacement. The project involved replacement of an existing septic tank at Kanawha State Forest in Kanawha County. The wasteload allocation required very low levels of suspended solids, BOD, nitrogen, and low levels of chlorine. A recirculating sand filter with ultra-violet light disinfection was designed to meet the discharge limits.

• **Bluestone State Park Wastewater Treatment Plant Replacement**

Design engineer and Project Manager for a 26,500 GPD package extended aeration wastewater treatment plant at the camp ground. The project required removal of the existing package treatment plant and installation of the

new plant during the off-season.

• **Ellenboro-Lamberton Public Service District Wastewater Treatment Plant**

Design engineer and Project Manager for a 100,000 GPD extended aeration wastewater treatment plant. Project included a precast package concrete wastewater treatment plant with effluent pump station, tertiary sand filters, and ultraviolet (UV) light disinfection

• **Town of Cairo Wastewater Treatment Plant**

Design engineer and Project Manager for a 40,000 GPD extended aeration package treatment plant. Project included the design and construction of a constructed wetland for tertiary treatment.

• **Mt. Zion Public Service District Public Service District**

Design engineer and Project Manager for a 40,000 GPD extended aeration package wastewater treatment plant.

• **State Park Study for the Department of Health**

As an employee for the Department of Health, inspected water and wastewater facilities at a number of state parks and assisted in preparation of the report to the legislature.

Continued →



**TERRADON**  
CORPORATION

## RELATED PROJECT EXPERIENCE

### Related experience of James Downey:

- **City of Montgomery Wastewater Treatment Plant Upgrade Project**

Design engineer and Project Manager for upgrade of the existing City of Montgomery wastewater treatment plant from primary treatment to a 0.5 MGD secondary treatment plant.

- **City of Elkins Wastewater Treatment Plant Project**

Design engineer and Project Manager for a new 2.0 MGD advanced treatment wastewater treatment plant.

- **City of Buckhannon Wastewater Treatment Plant Project**

Designer on design team for a new 1.5 MGD oxidation ditch wastewater treatment plant to serve Buckhannon and surrounding area.

- **Union Public Service District 40<sup>th</sup> Street Wastewater Treatment Plant Upgrade Project**

Design engineer for upgrade of the 0.2 MGD extended aeration to a 0.4 MGD contact stabilization treatment plant. Designed an effluent variable grade discharge line to Kanawha River due to advanced treatment requirements for local stream.

- **City of Charleston Wastewater Treatment Plant Upgrade Project**

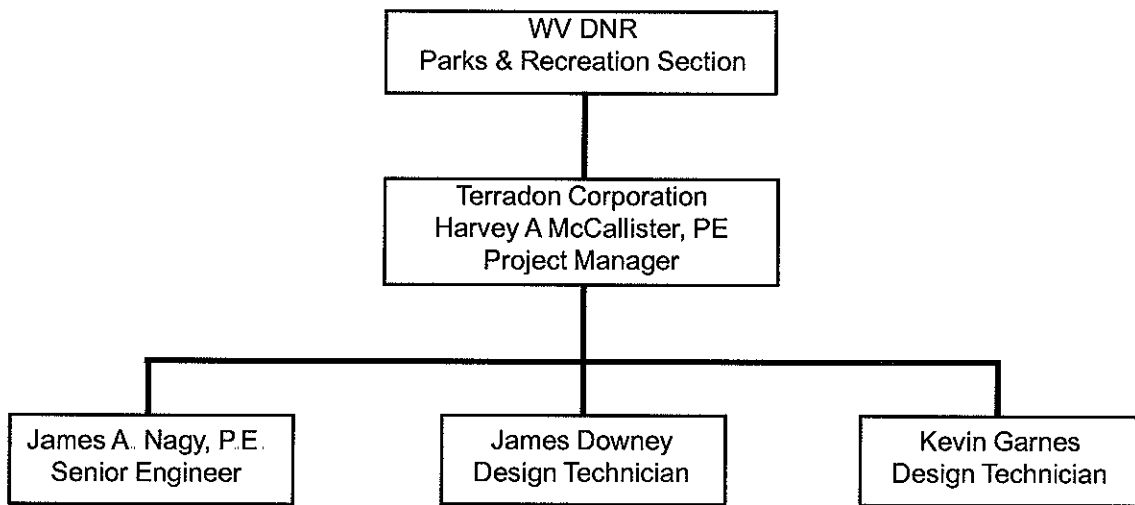
Design engineer and Project Manager for replacement of one 2.0 meter belt filter press, progressive cavity sludge feed pumps, polymer injection system and conveyor.

Continued →

MANAGEMENT AND STAFFING  
CAPABILITIES

West Virginia Division of Natural Resources  
Parks & Recreation

TERRADON CORPORATION  
Proposed Project Team



## RELATED PRIOR EXPERIENCE- WASTEWATER PROJECTS



**Combined Sewer Overflow (CSO) Long Term Control Plan (LTCP) for the City of Montgomery**  
TERRADON engineers prepared a LTCP for the City of Montgomery, WV to address the requirements for the plan by the City's NPDES Permit. The plan is being followed by the Montgomery Sanitary Board and has resulted in a project to reduce inflow into the combined sewer system.

**CSO Nine Minimum Control Compliance for the City of Charleston Sanitary Board** (project by Jim Downey while employed by the Charleston Sanitary Board)  
EPA CSO policy requires that each combined sewer system owner develop a plan to implement EPA's nine minimum controls. Mr. Downey prepared such a plan for the Charleston Sanitary Board's 60 overflow points which was approved by the West Virginia Division of Environmental Protection. The required documentation for the plan is still being followed by the Charleston Sanitary Board in compliance with the EPA CSO Policy and the requirements of its NPDES Permit.

Continued →

RELATED PRIOR EXPERIENCE -  
WASTEWATER PROJECTS

**City of Montgomery Wastewater Treatment Plant Upgrade Project**

TERRADON has designed improvements to the treatment headworks, sludge holding tank, sludge pumping station, and has designed a **1.0 meter belt filter** press building to provide better sludge dewatering. This project should be bid some time in 2009 and is fully funded by grant funds.

**City of Montgomery Pump Station Control Upgrade Project**

TERRADON has designed upgrades to controls at six (6) sewage pumping stations, including the addition of a cellular based pump station monitoring system. This project should be bid some time in 2009 and is fully funded by grant funds.

**City of Montgomery Inflow Reduction Project**

TERRADON has designed improvements to the combined sewer system along Madison and Monroe Streets in downtown Montgomery, which will reduce the amount storm water reaching the combined sewer system and overflowing into Kanawha River. This project was recommended by the LTCP and should be bid some time in 2009. This project has been fully funded by grant funds.

**Oak Hill Sewer Study**

TERRADON provided services necessary for a preliminary sewer system evaluation survey and probable project costs for elimination of illegal sewer system overflows in the system, as well as upgrades to the wastewater treatment plant SBR control software.

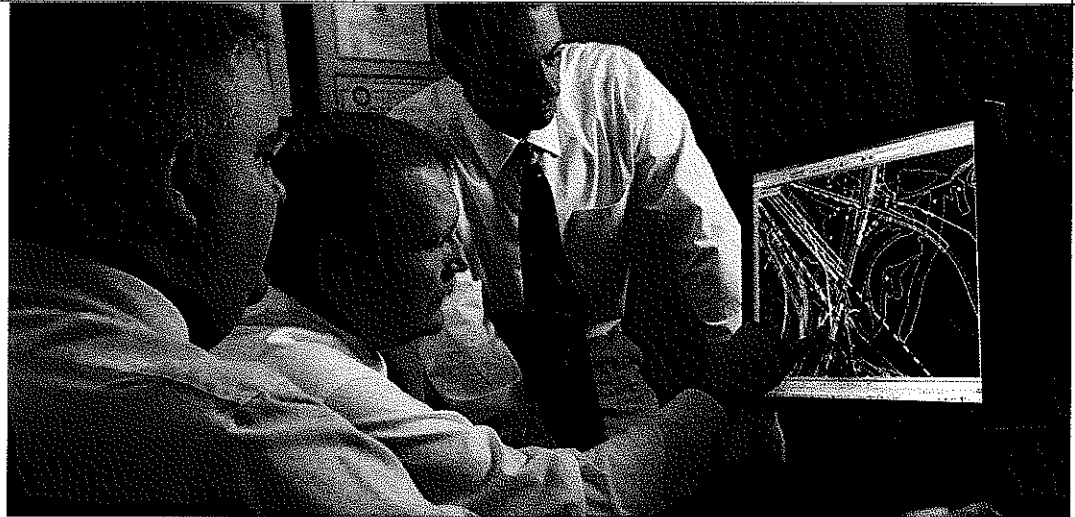
**Route 2 Sewer Study**

The Cabell County Commission needed information on providing sewer service to an industrial park and residential neighborhood on Route 2 near the City of Huntington. TERRADON was requested to perform a preliminary planning study and provide general layout drawings and estimated project costs for this \$5 million project. The work was completed in less than two weeks.

**Sewer System Mapping, City of Montgomery**

TERRADON has provided detailed mapping of the City of Montgomery at a scale of 1" = 50 feet compiled from aerial photography and GPS surveys, and mapped the City's combined sewer system in response to the requirements of EPA's CSO Policy for proper operation and maintenance of the sewer system.

## COMPUTER AIDED DESIGN CAPABILITY



TERRADON  
maintains the  
latest technology in  
computer design  
and office  
management  
software.



TERRADON maintains the latest office management and design software available. The firm also utilizes a state-of-the-art secured network tied directly to the internet through a T2 connection.

For site design, civil, and planning projects the firm utilizes AutoCAD Civil 3D 2008 along with Land Desktop Companion 2008. Additional AutoCAD modules include Raster 2008, Survey 2008, and Civil Design 2008. For highway, roadway, and structural projects, the firm uses Bentley MicroStation, Bentley InRoads, SAP2000, and MDX. This is the West Virginia Division of Highways preferred format.

TERRADON's library of design software also includes SedCad & Pond Pack for erosion/sediment control, StormCAD & HydroFlow for

drainage, WaterCAD for water distribution and management, and FlowMaster for hydraulic calculations.

TERRADON makes a significant investment in computers and related hardware. Our systems are consistently upgraded or replaced to maintain highly efficient CAD stations.

HP8000 laser printers located conveniently to the design stations provide quick 11X17 proof plots for designers. TERRADON uses the latest HP Design Jet plotters to provide the highest quality prints of plans available.

CONSULTING  
**TERRADON**

## REFERENCES



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The firm has built its reputation by providing cost effective design solutions and maintaining the highest level of customer service

The following references are specifically provided as having particular knowledge of TERRADON's work on similar projects.

▼

Brian Donat  
County Administrator  
Putnam County Commission  
304-586-0201

Dave Broschart, P.E.  
Construction Engineer  
WVDEP - Office of Abandoned Land Mines & Reclamation, Philippi Office  
304-457-3219

Mark Sankoff, P.E.  
Director of Engineering  
West Virginia American Water  
304-340-2974

Patty Lee  
Salt Rock Water PSD  
304-736-6315

David Thomas  
General Manager  
Montgomery Sanitary Board  
Montgomery, WV  
304-442-8182

**TERRADON**  
CORPORATION