

Ridgeline Consultants of WV, LLC  
1901 Bigley Ave  
Charleston, WV 25302

July 31, 2008

WV Department of Natural Resources  
Purchasing Divisions  
2019 Washington Street, East  
Building 15  
Charleston, WV 25305

This bid package for the Expression of Interest for Project No. DNR90182.

Enclosed please find one original and two convenience copies of Ridgeline's bid proposal for the Little Beaver State Park Campground Construction Project. Ridgeline's contact person for this project is:

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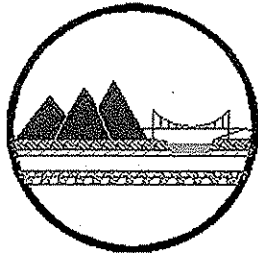
Eva Melancon  
Phone: 304-345-0035  
Fax: 304-345-0021  
Cell: 304-415-7601

**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 \$125.00 registration fee.
  5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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.
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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 Covered 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 Alcohol 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 cases 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



# **RIDGELINE CONSULTANTS**

**CHARLESTON, WV**

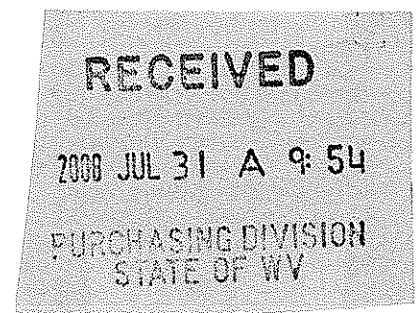
**OF WV, LLC**

**Ridgeline Consultants of WV  
1901 Bigley Avenue  
Charleston, West Virginia  
304-345-0035 phone  
304-345-0021 fax**

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**West Virginia Division of Natural Resources  
Little Beaver State Park  
Campground Construction Project  
EOI No: DNR90182  
Raleigh County, West Virginia**

**July 30, 2008**



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## 1.0 Company Profile

Ridgeline Consultants is a diversified firm specializing in civil/site development, permitting, surveying, mining design & development and coal reserve/resource assessment. The employees of Ridgeline Consultants have a diverse background with experience in construction, land development, utility layout, coal mining, reserve studies, surveying, design and permitting. Ridgeline Consultants is an engineering consultant firm that opened its doors in 2008. Our workforce is ready, willing and able to take on any number of engineering projects and has the resources at their disposal to produce quality work in a timely manner.

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Ridgeline Consultants offers the technical capabilities and talent of large expensive firms with the personal attention to the client that small firms are revered for. Our small size allows us to complete tasks at a more cost effective rate than larger firms with more overhead, while our exclusive contract agreements with G.A. Covey Engineering, Mountaineer Grading Inc. and Environmental Solutions LLC allows us access to a large variety of expertise.

Our firm is centrally located in Charleston, WV with quick access to all major highways. Through exclusive contract agreements with G.A. Covey Engineering, Mountaineer Grading Inc. and Environmental Solutions LLC; we have access to people from across the state of West Virginia who have incredible amounts of knowledge in the engineering design and construction fields. Many of our consultants have been working for upwards of 20 years in road and bridge construction. Ridgeline's small size combined with the years of personnel experience makes us uniquely qualified to offer such services.

Ridgeline employees and consultants have experience in utility layout and design, creation of plans for recreational type projects, permitting including ACOE, DEP NPDES and DOH and Building permits, specification writing and construction. Through our construction consultants, we have the knowledge of construction to produce plans that are constructible. This decreases the risk of change orders which can drive up construction costs. Because Ridgeline is a small company, we have low overhead and can work on a project to completion at a lower cost to our clients.

## 2.0 Personnel

### 2.1 Eva Melancon

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Eva Melancon has been working for 12 years in both the engineering and construction fields. Eva has several years experience in civil layout and design of commercial lots, subdivisions, water, sewer and storm water layout and design, and NPDES, ACOE and DOH entrance permits. Eva also has several years of experience in hydrology and hydraulics including pond design. She also has years of coal mine drainage and sediment control design and certification including sediment ditches and ponds, valley fills, haul roads and SWROAs. Eva is an FE and is qualified to take the PE exam in October 2008.

### 2.2 Gary Covey P.E.

Mr. Covey is a Licensed Professional Engineer in West Virginia, and Ohio with proven experience in civil, mining, and environmental engineering. He has 30 years experience in mine permitting and is knowledgeable in all phases of construction site design, soils analysis, drainage design, slope stability analysis, mine, oil, natural gas, and highway permitting, construction inspection and management, sewer and waterline design and permitting, and wetlands and stream

analysis and mitigations. Mr. Covey is also a License Professional Surveyor involved with construction activities as well as private properties and boundary disputes. G.A. Covey Engineering is a certified engineering firm by the West Virginia Board of Professional Engineers. COA# C01059-00

### 2.3 James Cooper

James Cooper has 17 years experience and currently directs all of the field operations at Mountaineer Grading. James' experience includes the WVDOT inspection process with 2 years with Jack Pendleberry at E.L. Robinson Eng. on the Corridor "D" projects in Parkersburg. His many years of experience and pervasive knowledge of the construction industry make him a leader in his field. James has overseen the completion of a myriad of complex construction

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undertakings including major highway projects, numerous airport contracts, utilities and mining haul roads. Additional information including contacts and project descriptions for each project can be found in Appendix A.

### 2.4 Les Putillion

Les Putillion has over 30 years experience in the field of Construction. As owner of Mountaineer Grading Co. he has been the Safety officer for 10 years, implementing Safety plans for every project completed by MGC.

### 2.5 Mickey Farmer

Mr. Farmer as 22 years experience in the construction field, he joined Mountaineer in March of 2002 as a project manager. As a project manger his responsibilities include the supervision, cost control, billing and owner or owner representative contact. He has gained extensive experience in the construction of highways, bridges, interchanges, airports and dams.

## 2.6 Jeff Brumfield

Jeff Brumfield has 27 years experience in the field of construction. Background includes foreman and supervision of numerous projects including several WV DOT projects, airports, site development and dams.

## 2.7 Daniel Melancon

Daniel Melancon has 12 years experience in both the engineering and construction fields. He has done many site developments and roadway designs. He also has extensive computer skills including AutoCAD and Microstation. He currently works as head of surveying at Mountaineer Grading and also does monthly quantities for several highway jobs.

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STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

**West Virginia Code §5A-3-10a states:** 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

**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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "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 exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

**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. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

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

Vendor's Name: Ridgeline Consultants of WV

Authorized Signature: Eva M. Melancon Date: 7-31-08