



## BURGESS & NIPLE

Mr. Frank Whittaker, Senior Buyer  
Purchasing Division  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130

Re: WV Division of Public Transit  
Little Kanawha Bus  
Administrative Office and Maintenance Facility  
PTR #10011 - Expression of Interest

October 7, 2009

Dear Mr. Whittaker:

**Burgess & Niple, Inc.**  
4424 Emerson Avenue  
Parkersburg, WV 26104  
304 485.8541  
Fax 304 485.0238

Benefiting from past experience is crucial when selecting an architectural and engineering consultant... for it is this experience that is the best predictor of future success. You might also consider what the firms would be like to work with and who would really be doing the work. Assigning a value to existing relationships is often difficult, however, in the end the worth of an architectural and engineering consultant is responsibly demonstrated by the number of quality construction projects completed and the individuals behind the project. The West Virginia Division of Public Transit (WVDPT) knows Burgess & Niple (B&N) well because of our past experience in designing numerous transit facilities in West Virginia. They are familiar with our key personnel and know what it is like to work with them throughout design and construction. The project team discussed herein is the professionals that will be doing the work!

Selecting B&N allows the WVDPT to take advantage of approximately \$12 million in past transit facility design and construction experience. In 1996 we were selected to design three transit facilities in Summersville, Petersburg, and Martinsburg. These were engineered metal buildings that incorporated administrative office space adjacent to bus maintenance and storage space. In 2000 and 2006, we were again selected to provide professional architecture and engineering services on two complex building renovation projects. Despite the challenging nature of dealing with concealed histories of aging structures, the Clarksburg-Fairmont project has become a focal point of the downtown areas and has been well received by our clients and town officials alike. The Tri River Transit project design and bidding stages have recently been completed within the timelines projected and below our projected cost estimate. When you think of benefiting from past experience, B&N is uniquely qualified to provide the professional services for the Little Kanawha Bus Administrative Office and Maintenance Facility.

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WV PURCHASING  
DIVISION

October 7, 2009  
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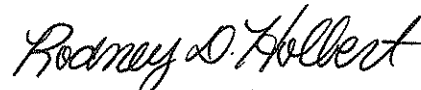
The vast majority of the design of the pre-engineered metal and brick construction administrative office and maintenance facility will be performed in our Parkersburg office with LEEDS support from our Cincinnati office. By working with Jay Williams in Parkersburg and Vic Camm in Cincinnati through design and construction, the WVDPT can expect an efficient, cost-effective project uncomplicated by new faces. We know what is needed structurally, mechanically, and electrically to accommodate a 9,700-square foot office/maintenance facility. This type of knowledge will bring the WVDPT a level of familiarity with its consultant that is second to none. In turn, we too are familiar with WVDPT staff, its expectations, the DBE requirements, and certain aspects of the FTA grant program that affect our work. As primary members of the project team, we are your advocates during design and construction, striving to meet all objectives and goals the first time, and when necessary, tirelessly working until the best possible compromise is realized. Our project team for this project is absolutely dedicated to the WVDPT and Little Kanawha Bus.

We have been providing services to the West Virginia Department of Transportation (WVDOT) for more than 25 years. For this project, **Novel Geo-Environmental, PLLC** and **Pedersen & Pedersen, Inc.** will be joining our project team to provide surveying and geo-technical services for the office facility. They are **certified WVDOT Disadvantaged Business Enterprise (DBE) firms**. Novel Geo-Environmental, PLLC provided equivalent service for Tri River Transit. Pedersen & Pedersen, Inc. previously performed the surveying work for the bus maintenance facility for Tri River Transit and Mountain Line Transit Authority. Pedersen and Pedersen, Inc. provided quality services, are familiar with the WVDPT's requirements, and have worked with us since the Morgantown project when DBE participation was not required. Bid Form #1 and a letter is enclosed for each DBE indicating their commitment to this project.

B&N stands ready to put our past experience to work for you with the design of the Little Kanawha Bus Administrative Office and Maintenance Facility. We look forward to discussing your project further during an interview.

Sincerely,

Jay Williams  
Project Architect



Rodney D. Holbert, PE  
District Director

JW/RDH:jeb

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# Overall Capabilities

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## *BACKGROUND*

Burgess & Niple (B&N) was founded in 1912 in Columbus, Ohio and has provided professional engineering and design services continuously since that time. In 2003, the firm incorporated as Burgess & Niple, Inc. In addition to our Columbus headquarters, we have 16 district offices located in eight states.

Since opening the Parkersburg office in 1972, B&N has provided a wide range of services to municipal, county, state and federal governments; utilities; corporations; industries, and individuals in West Virginia. From initial selection through completion of construction, your project will be managed from this location.

Nationwide, B&N has a current staff of approximately 613 design and support professionals in a broad range of engineering, architectural, and scientific disciplines, supported by experienced multi-disciplined technicians, drafters, construction representatives, and administrative staff. This includes more than 210 architectural, structural, and civil design professionals. Our business development structure focuses on projects in the following five core business areas.

*Architecture*  
*Transportation*  
Environmental  
Federal  
Utility Infrastructure

Teams assembled from specific disciplines listed below conduct a wide variety of projects for our clients within the above core business areas. Our computer network, centralized computer-aided design and drafting systems, in-house graphic design group, surveying, geotechnical, drilling capabilities and other special services provide invaluable support for project teams in all offices.

*Architecture*  
Chemical Engineering  
Chemistry  
*Civil Engineering*  
*Electrical Engineering*  
Environmental Science  
Geology  
*Geotechnical Engineering*  
Hydrology

*Landscape Architecture*  
*Mechanical Engineering*  
Plant Operations  
Sanitary Engineering  
*Structural Engineering*  
*Surveying*  
*Transportation Engineering*  
Transportation Planning  
Urban and Regional Planning

We currently rank 131<sup>st</sup> on *Engineering News Record's* list of the top 500 design firms in the United States. We are proud of our recent growth and it is our goal to provide close, personal service to our clients. Nearly 80-percent of our annual business is obtained from previous clients. This is ultimate testimony to our performance record.

## ***TECHNOLOGY***

We are committed to providing our employees with the latest in technological equipment. In addition to computer workstations for every employee, our CADD software capabilities include Microstation, AutoCAD 2008 and design software includes GeoPak, Civil 3D, MDX, and CONSPAN.

In addition, our Parkersburg, Cincinnati and Columbus offices are connected by high speed Local Area Network and Wide Area Network connections running at speeds of up to one gigabyte. The locations are linked together by a Frame Relay Network using T1 connections. Our offices and our design and support professionals coupled with our commitment to technological advancement greatly simplifies the process of simultaneously working together on a project. This unique presence allows us to provide the high level of service necessary for the Little Kanawha Bus Administrative Office and Maintenance Facility.

## ***QUALITY ASSURANCE***

B&N's continued success and excellent reputation can be directly attributed to the efforts of our employees. These persons are hired after a thorough recruiting process and are supported by a quality workplace, in-house training, tuition assistance programs, and participation in professional associations, conferences, and workshops. Having a sound, stable work environment helps our staff provide consistent quality to our clients. Staff stability is exemplified by the fact that the key employees assigned to this project worked on our earliest projects for the West Virginia Division of Public Transit.

To produce quality work for our clients, B&N has developed a comprehensive Quality Improvement Program (QIP). QIP, Burgess & Niple's version of Total Quality Management (TQM), is guided by our QIP Steering Committee. The QIP Steering Committee consists of seven owners of the firm who use traditional TQM techniques and other measures to analyze and improve work processes. QIP teams are selected by the Steering Committee to analyze specific areas of operation and make quality improvement recommendations.

We define quality as absolutely satisfying the needs and expectations of our clients. We view quality management as a philosophy, a set of tools, and a process whose output yields customer satisfaction and continuous improvement. B&N's focus on quality requires that our entire project team be committed to the process of quality management. The result is accurate, efficient, and cost-effective engineering services delivered on schedule.

## Sustainable Design/LEED

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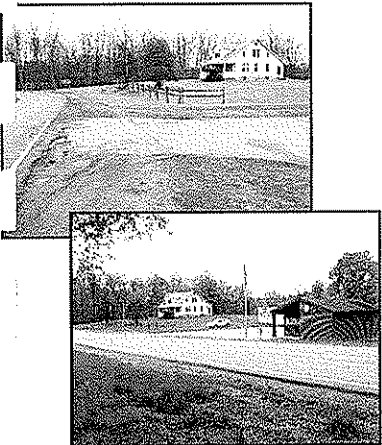
Burgess & Niple believes environmentally conscious green design and construction is more than a responsibility to our client, it is a responsibility to the community. Siting a building or addition to take advantage of natural ventilation, daylighting, and solar benefits is typically considered, as is enhancing the building and grounds with native landscaping that provides weather barriers and summer shading. Equally important is energy conservation through building system designs.

We strive to provide effective mechanical and electrical system layouts, highly efficient equipment and controls, and proper building insulation on all our projects. For local projects, we also make every effort to select building materials common to Ohio. Of course, the ideology of Green Design and "sustainability" extends much further. By incorporating "green building" principles into the design, we are better able to offer higher air quality, lower air pollution, and improve stormwater quality.

Our approach is founded in sustainable design standards such as the Sustainable Project Rating Tool (SPiRiT) and the U.S. Green Building Council LEED 3.0 (Leadership in Energy and Environmental Design) Green Building Rating System. These guidelines represent the industry standards for environmentally conscious design, and consider the following categories:

- Sustainable Sites
- Water Efficiency
- Energy and Atmosphere
- Materials and Resources
- Indoor Environmental Quality
- Facility Delivery Process
- Operation and Maintenance
- Functional Life of the Facility
- Adaptation and Renewal of the Project for Future Uses

Our process is inclusive, engaging key parties every step of the way. Early in the design process, we assess the importance of sustainable design to the owner and project. B&N will determine the pros and cons associated with the various levels of LEED certification to best meet your needs and desires. Often, introductory sessions and workshops are requested by the owner to best reach this conclusion. Our experts in environmentally sensitive design and construction interact with your decision-makers to develop the level at which the project can be certified. Often the goal is established, and continuously evaluated along the way. Once this level is determined, we apply our experience to develop accurate construction cost estimates, project scheduling requirements, design assumptions and approaches, and construction techniques. We monitor project progress with the environmental goals established by the owner, and advise the entire team regarding changes, should they be necessary.



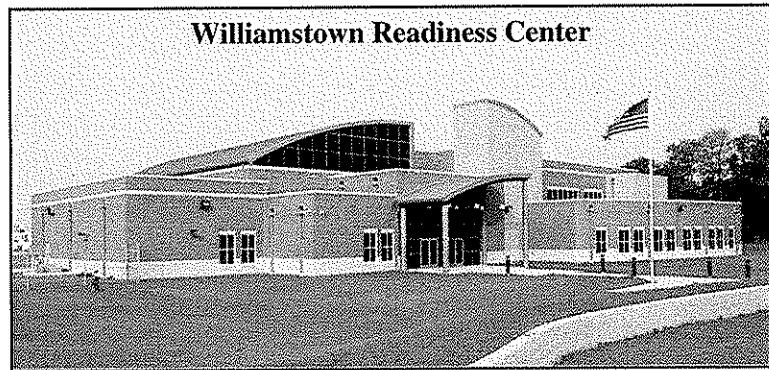
*Siting a building or addition to take advantage of natural ventilation, daylighting, and solar benefits is typically considered, as is enhancing the building and grounds with native landscaping that provides weather barriers and summer shading.*

## **ARCHITECTURAL DESIGN**

***B&N was established as an environmental firm, and takes this focus into all design projects.***

Our staff members incorporate sustainable design practices into the everyday practice of the firm. Civil engineers have used on-site crushed concrete as aggregate for new concrete and chipped wood as landscaping. B&N regularly incorporates geothermal heating and cooling systems into projects where these systems make economic sense. Where these geothermal systems are too costly, water source heat pump systems utilizing boiler for heating and cooling towers to reject heat are used. Architecture features like clerestory windows or tall windows are used for daylighting. Interior finishes utilizing recycled materials or recyclable material are specified.

For new construction, where conditions permit, we locate buildings to take advantage of natural site features. For example, with the West Virginia National Guard Readiness Center, the building was situated so as to limit site disturbance and conserve natural areas. In some cases, a southern exposure is achieved, which provides desirable solar heat gain in winter and beneficial natural day lighting year-round. Building materials, roof design, and wall design details are selected to provide appropriate levels of insulation and durability.



For a renovation project for the Metropolitan Sewer District of Greater Cincinnati, tinted, insulated glass panels with low-e glazing were used to replace existing glass block windows. Criteria for the selection of building materials, such as acoustic ceiling panels and fiberglass insulation, include recycled material content.

For masonry restoration projects for Cincinnati Public Schools, we specified paint, cleaners, and coatings with low volatile organic content to reduce air quality problems.

B&N is working on a project for the Shawnee National Forest (Illinois) consisting of a ranger station/administration building that requires LEED silver certification. The project is about 11,000 square feet for the station plus two small ancillary buildings for maintenance and storage.

*Our ability to supply all engineering services in-house means we are better able to deliver a project that promotes sustainable design.*

## ***ENERGY EFFICIENCY***

B&N's designs for new building envelopes and mechanical systems meet or exceed industry standards for energy efficiency. Items such as thermal resistance, air leakage, domestic water heating, and lighting are examined for optimum energy conservation. Careful selections of fuel sources are made to encourage wise use of depletable energy sources.

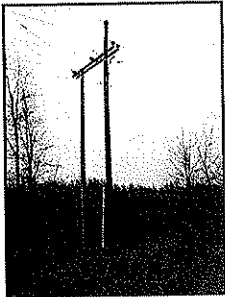
For the Greenbrier Community College Center, West Virginia, we helped the client by designing for energy efficiency through use of high-efficiency, 4-million BTU boilers and state-of-the-art electronic controls to continuously adjust system performance based on weather conditions.

On the Mentor Schools' new football field and track, we worked with the City and have made a management for post construction that could save the district about \$70,000.

## ***SITE DESIGN***

For stormwater design of the new 6,500-space Columbus Zoo parking lot, B&N researched various modern low impact development measures for minimizing stormwater pollution from the parking lot. Examples of such methods included use of various types of porous paving materials, bioswales, and other mechanical means such as filter vaults and catch basin filters.

After various discussions with Zoo staff, bioswales were selected as the most practical design solution. A vegetated bioswale has been added to the bottom of parking lot C (proposed employee and bus lot) to filter water flowing through the swale, which will remove some of the sediments, oils, and grease as the water flows through. Additionally, a vegetated swale is being added downstream of the parking lot near the proposed dam to act as an additional filtering point for water entering the planned retention/ detention pond before being discharged downstream.





# Project Approach

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## *A STONG HISTORY OF PAST EXPERIENCE*

Our team considers the Little Kanawha Bus Administrative Office and Maintenance Facility project to be a great opportunity to provide in-depth design concepts developed over time from our previous projects with the West Virginia Division of Public Transit (WVDPT). We believe that the first three projects Burgess & Niple completed for the WVDPT (Potomac Valley Transit, Mountain Transit and Eastern Panhandle Transit) provide a good foundation from which to start. In addition these projects we have just successfully completed the design and bid phase of the Tri River Transit project. We are familiar with the Federal Transit Administration (FTA) funding program parameters and the bus maintenance operations typical at these facilities. Being familiar with the site environmental and operational requirements of these past projects, we have the experience necessary to provide guidance for organizing these site improvements (waste oil, fuel pumps, security fence, radio towers, fuel storage, stormwater mitigation, etc.) on this project. Through past projects, and understanding that every transportation organization is a little different, we are familiar with the specialized requirements of the proposed interior space and equipment spaces: money counting room; training room; driver's room; and parts supply room. Spatial relationships such as the driver's room being somewhat separated from the public areas of the building and the requirements that go into the design and placement of a money counting room are understood only through our past experience with similar buildings for the WVDPT and FTA grant program.

Burgess & Niple (B&N) is particularly well suited to provide the professional services for this project.

## ***PROJECT GOALS***

It is important for the WVDPT to select a consultant with stated goals that absolutely reflect its desires and expectation. Our two project goals are stated below.

***Provide a sound building and site design.*** Our goal-oriented approach to this project begins with a project team possessing a strong technical background in a wide range of disciplines, which communicates effectively and will dedicate itself to working with the many other entities involved in this project. It concludes by providing the WVDPT with an accurate, cost-effective final product, on schedule and within budget.

***Provide effective construction administration services during construction.*** The quality of the completed project is often determined by the diligence of services provided during construction. Providing experienced personnel who have a clear understanding of the public works construction process is a key feature of our services during construction. Our staff will give full attention to the needs of the client during this phase of the project, such as maintaining a good quality control program, good relations with all project parties, prompt submittal reviews and fair problem evaluations; services that we know are required for a good project conclusion.

## ***PROJECT PLAN***

The following project plan, composed from our recent past experience with projects of similar complexity, is specifically designed to identify and mitigate potential problems early in the design process.

***Conceptual Design.*** We will, with the Owner's input, create the overall scope and the aesthetic concept for this particular design. From this we will develop conceptual plans that will allow the Little Kanawha Bus to visualize spatial relationships and aesthetic considerations. Based on WVDPT and Little Kanawha Bus comments, our team will clearly present the final concept plans for approval.

***Surveying, Mapping, and Geotechnical Services.*** A topographical survey of the site will be performed and provided by Pedersen & Pedersen, a Disadvantaged Business Enterprise firm, to create mapping of existing features, as well as ASCII break line files which are then interpreted by a software package to create a three-dimensional digital terrain model. The resulting model will be used in design of the proposed improvements. Subsurface investigations will begin as soon as possible. The information obtained during the subsurface investigation is vital to developing possible alternatives for further consideration. Our subsurface investigations will be provided by Novel Geo-Environmental, PLLC, also a Disadvantaged Business Enterprise firm with whom we maintain an on going business relationship.

***Final Design.*** In this phase, we will focus on detailed design of the proposed building and preparation of the construction plans. Where applicable, West Virginia Department of Transportation standard details and specifications will be used upon approval by the WVDPT. Utility companies will be contacted early in this stage to determine the impact of the proposed construction on the existing utility locations. Should temporary or permanent utility relocations become necessary, Burgess & Niple has the capability to provide these design services and a carefully planned sequence of construction will be prepared to minimize disruptions. In particular a wastewater treatment system will have to be provided. B&N's Parkersburg office is particularly well suited to provide this design work.

A detailed cost estimate will be prepared. A final in-house document quality review will be performed by the project team members of the design and construction services groups to assure that a complete set of documents is being presented for bid. This final design phase will conclude by providing a complete set of final construction documents formatted to Owner's requirements for use during the competitive bidding and construction phases of the project.

***Bidding Assistance.*** Assistance during the competitive bidding phase of the project typically includes the following items.

- Answer questions during the bidding phase.
- Provide assistance at a pre-bid meeting in Calhoun County at or near the site.
- Review qualifications of apparent low bidder.
- Provide a summary of qualifications and references review.

***Services During Construction.*** Services during construction of the Little Kanawha Bus Administrative Office and Maintenance Facility would typically include the following items.

- Participants in a pre-construction meeting at or near the project site in Calhoun County.
- Provide continuous or critical-stage resident project representation as directed by the WVDPT.
- Attend on site construction meetings.
- Review construction schedules and submittals.
- Review pay estimates as submitted by the Contractor.
- Prepare final punch list and prepare project closeout documents.

## ***SUMMARY***

Burgess & Niple's goal-oriented approach to the Little Kanawha Bus Administrative Office and Maintenance Facility, coupled with our strong previous experience with similar projects for the WV Division of Public Transit, will enable the entire project team to achieve a high-quality facility. This is paramount to Burgess & Niple. We will do our best to achieve the goals of the WV Division of Public Transit.

We are looking forward to being part of this project team and hope you take Burgess & Niple into consideration.

# Professional References and Previous Experience

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## *PROFESSIONAL REFERENCES*

Our past client list includes 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. Greg Bailey, PE  
Director – Engineering Division  
West Virginia Department of Transportation  
Building 5, Room A-317  
1900 Kanawha Boulevard, East  
Charleston, WV 25305  
(304) 558-9722

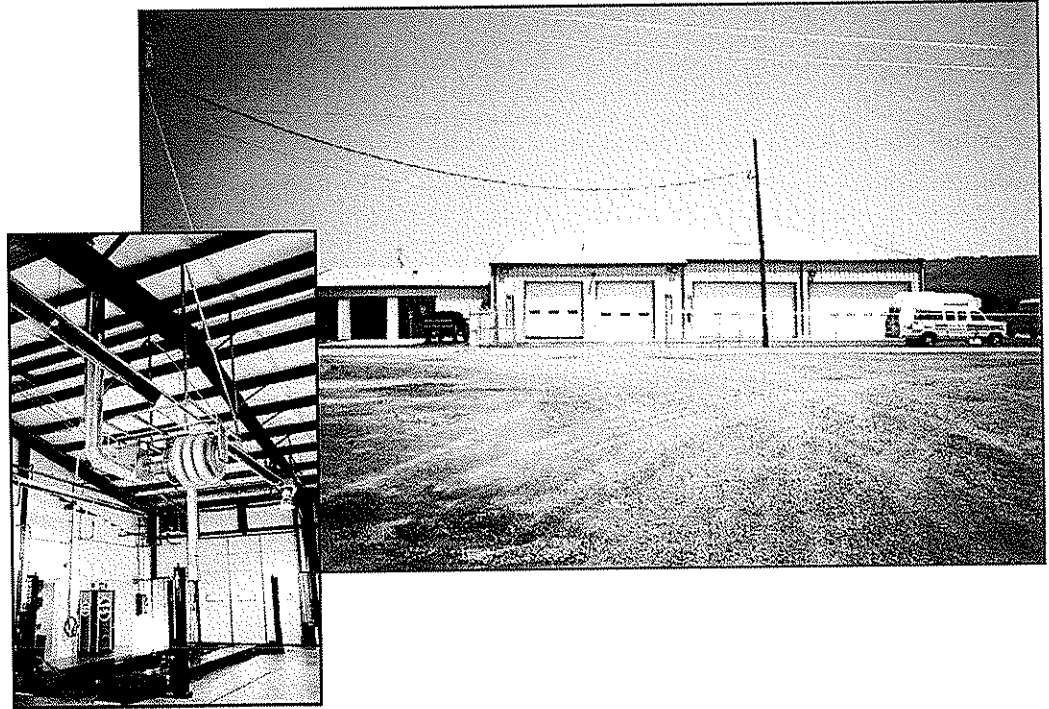
Mr. Fred Smith  
Physical Plant Director  
Marietta College  
215 5th Street  
Marietta, OH 45750  
(740) 525-4367

Mr. Joseph McClung  
West Virginia State Armory Board  
Facilities Management Office  
1703 Coonskin Drive  
Charleston, WV 25311  
(304) 561-6548

## *PREVIOUS EXPERIENCE*

Burgess & Niple has provided professional engineering services to the West Virginia Department of Transportation for more than 25 years and the West Virginia Division of Public Transit for more than 13 years. The projects for WVDPT have included site evaluations, environmental site assessments, building renovations to study and design of new facilities.

The following pages provide a brief representation of our public transit and bus maintenance facility experience.



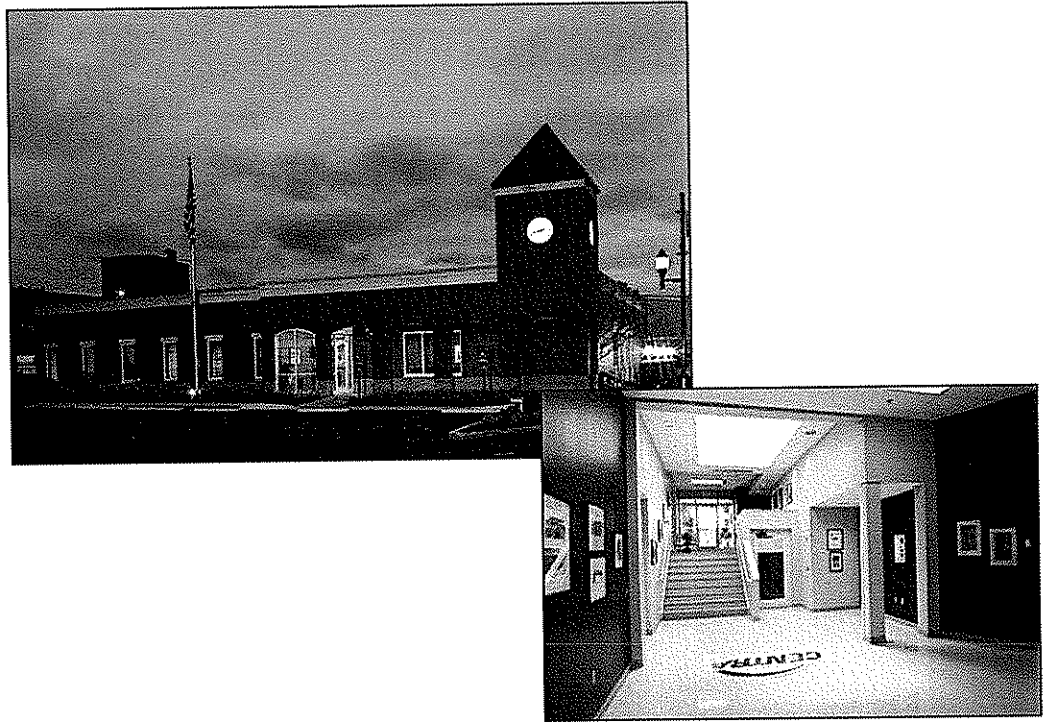
## *Administrative and Bus Maintenance Facilities*

West Virginia Division of Public Transit  
Martinsburg/Petersburg/Summersville, West Virginia

Burgess & Niple (B&N) was selected to prepare construction plans and specifications for the Eastern Panhandle Transit Authority, Potomac Valley Transit Authority and the Mountain Transit Authority administrative and bus maintenance facilities in Petersburg and Summersville, West Virginia. The facilities included office space, vehicle storage, maintenance bays, parts and tool storage, and storage of spent materials, as well as a customer service area. Site design incorporated utility and drainage improvements. B&N's services extended through construction bidding and administration.

### Key elements included:

- Facility layout and design
- Utility connections
- Storm and groundwater pollution prevention
- Environmental Site Assessment



## *Administrative and Bus Maintenance Facility*

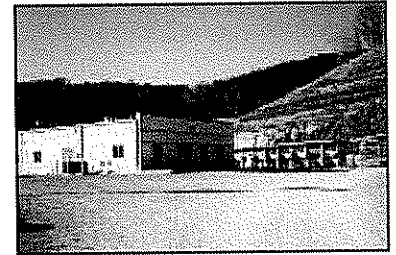
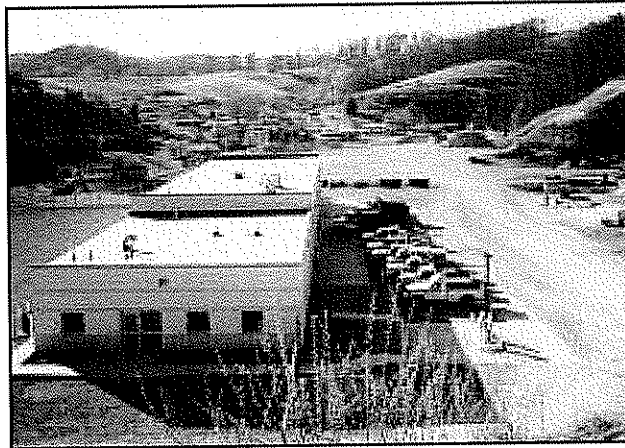
Central West Virginia Transit Authority  
Clarksburg, West Virginia

Burgess & Niple was selected to prepare concept design and construction documentation to renovate approximately 25,000 sf and expand 5,100 sf of a multiple-use bus facility to accommodate new administrative offices and a regional training facility.

The facility is located in Clarksburg's Downtown Historic District and has great visual exposure from U.S. Highway 50, a major east/west thoroughfare. The desire of the owner was to create a new exterior appearance to inspire others downtown to restore or renovate their buildings. This has been achieved by introducing materials and detail reminiscent of the surrounding historical structures.

The narrow, sloped site will require the addition to be constructed at a higher floor elevation than the existing building. The new design takes advantage of the change in floor elevations to create higher ceilings in the large group training room and breakout lobby, which will include a skylight to introduce natural light to the interior space.

The estimated cost of construction is \$1.8 million.



## *Jackson County Maintenance Headquarters*

West Virginia Department of Transportation  
Ripley, West Virginia

Burgess & Niple was contracted by the West Virginia Department of Transportation to prepare design plans and specifications for a new Jackson County Maintenance Headquarters Building. Design of utility services were included in the project.

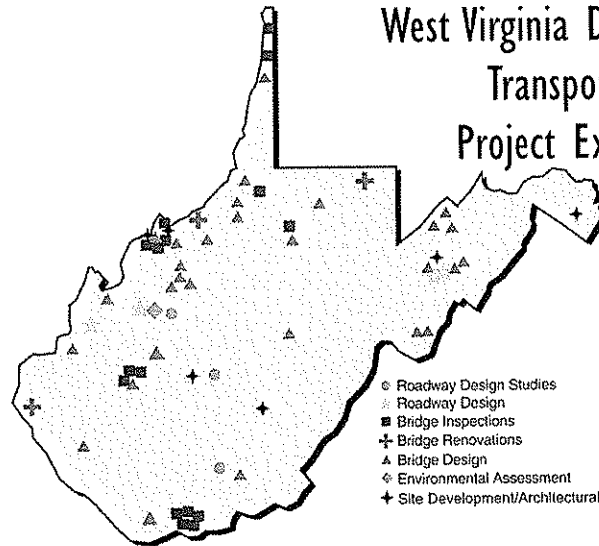
Site and utility design included:

- 126,000 cubic yards of excavation
- 3,800 lineal feet water main
- 3,100 lineal feet sanitary sewer
- sanitary sewer lift station
- 108-inch culvert and access road

Building design plans and specifications included:

- 11,700 square foot office and shop facility
- chemical storage building
- spreader shed
- asphalt storage tank
- fuel island and storage tanks

## West Virginia Department of Transportation Project Experience



- Roadway Design Studies
- △ Roadway Design
- Bridge Inspections
- + Bridge Renovations
- ▲ Bridge Design
- ◇ Environmental Assessment
- ✦ Site Development/Architectural Design

### Roadway Design Studies

U.S. Route 33, Roane County  
U.S. Route 19, Braxton County  
New River Parkway, Summers County

### Roadway Design

Durgon Curve, Hardy County  
Petersburg Gap, Grant County  
Jackson Co. Maintenance Facility, Jackson County  
Custer Ridge Road, Putnam County  
Cacapon State Park Entrance Improvements, Morgan County  
Winchester Grade Road Intersection, Morgan County  
Corridor D, Wood County  
Scott Miller Hill, Roane County

### Bridge Inspections

I-77 Greenbrier Bridge, Kanawha County  
I-64 Washington/Virginia Streets Bridge, Kanawha Cty.  
South Charleston-Dunbar I-64 Bridge, Kanawha Cty.  
East Street Bridge, Wood County  
Fifth Street Bridge, Wood County  
Market Street Bridge, Brooke County  
Five Bluefield City Bridges, Mercer County  
Group 13 City/County Bridges, Tyler County  
Aetnaville Bridge, Ohio County  
Gypsy Bridge, Harrison County  
Group 20 City/County Bridges, Wood County  
I-77 Williamstown-Marietta Bridge, Wood County

### Bridge Renovations

Hi-Carpenter Bridge, Pleasants County  
Clifton Mills Bridge, Preston County  
Lost Creek Bridge, Wayne County

### Environmental Assessment

U.S. Route 33, Roane County

### Site Development/ Architectural Design

Jackson County Maintenance Headquarters  
Godbey Rd. Relocation, Wood County  
Bus Maintenance Garages, Berkeley/  
Nicholas/Grant Counties  
Williamstown Welcome Center, Wood County

### Bridge Designs

Carbide Overpass Bridge, Kanawha County  
East Street Bridge, Wood County  
Holden Bridge, Logan County  
Junior Avenue Bridge, Ohio County  
Petersburg U.S. Route 220 Bridge, Grant County  
Freeport Bridge, Wirt County  
Moorefield U.S. Route 220 Bridge, Hardy County  
Moorefield Railroad Bridge, Hardy County  
Camden Street Bridge, Harrison County  
Whetstone Truss Bridge, Marion County  
Third Run Bridge, Marion County  
Pence Springs Bridge, Summers County  
South Fork Bridge, Ritchie County  
Reedy Bridge, Wirt County  
Shirley Bridge, Tyler County  
Stillwell Creek Bridge, Wood County  
Backer Bridge, Wirt County  
Porters Fall Bridge, Wetzel County  
Big Chicken House Bridge, Wetzel County  
Smith Creek Bridge, Pendleton County  
I-64 Bridge, Cabell County  
Salt Creek Bridge, Mason County  
Tyler County School Bridge, Tyler County  
Raccoon Creek Bridge, Kanawha County  
Eckman Overhead Bridge, McDowell County  
Deep Run Bridge, Mineral County  
Paugh Town Bridge, Mineral County  
Erbacon Deck Truss Bridge, Webster County  
Paw Paw Overpass Bridge, Morgan County



## **Project Team and Staff Qualifications**

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Burgess & Niple typically assembles a project team with professional qualifications specifically tailored to fulfill the requested scope of services, taking into consideration the project schedule and staff available. Experienced personnel are assigned to key positions with specific areas of responsibility. The following people will be key members of the Little Kanawha Bus Administrative Office and Maintenance Facility project team.

### **Mr. Jay Williams** *Project Architect/Construction Administrator*

Mr. Williams will be responsible for QA/QC review of the various progress submissions and final construction documents. Also he will be available to provide services during construction, including administering the construction contracts, reviewing shop drawings, conducting construction progress meetings, coordinating the services of the resident project representatives, and reviewing contractors' requests for payment. His primary responsibility is to provide the WVDPT with assurance that the project is designed to provide a high quality and economical facility and constructed in accordance with your approved plans and specifications.

### **Mr. Joe Brink, AIA, LEED AP** *Project Architect*

Mr. Brink will also assist Mr. Camm in providing the LEED architectural design services.

### **Mr. Vic Camm** *Project Manager*

Mr. Camm will be the primary contact during all phases of the project. He will work with Joe Brink regarding all LEEDS design issues. As Project Manager, he will be ultimately responsible for the satisfactory completion of your project objectives. He will work closely with you beginning with the initial selection of our firm through the completion of design and construction activities.

### **Mr. Rodney Holbert, PE** *Director of Parkersburg office*

Mr. Holbert is the Director of Operations in our Parkersburg Office and is ultimately responsible for meeting clients' expectations and satisfaction in the State of West Virginia. To assure the Project Team is meeting your expectations, Mr. Holbert will periodically visit with WVDPT management.

### **Mr. Timm Utt, PE** *Civil Engineer*

Mr. Utt will be responsible for site development and utilities for your project. His experience includes site development and utility design for various projects from the planning phase to construction administration.

### **Mr. Steven Staats, ASLA** *Landscape Architect*

Mr. Staats will assist with the design of your site, access road, parking areas and landscaping.

**Mr. Steph Chevalier** *Designer*

Mr. Chevalier will assist in site design and utilities. He will coordinate developing site mapping.

**Mr. John deGraaf, AIA, NCARB** *Project Architect*

Mr. deGraaf will assist Mr. Camm in providing the architectural design services.

**Mr. Mike Hinton, PE** *Structural Engineer*

Mr. Hinton will provide the structural engineering services for the facility.

**Mr. Jang Jalpota, PE** *Electrical Engineer*

Mr. Jalpota will provide the electrical engineering services for the facility.

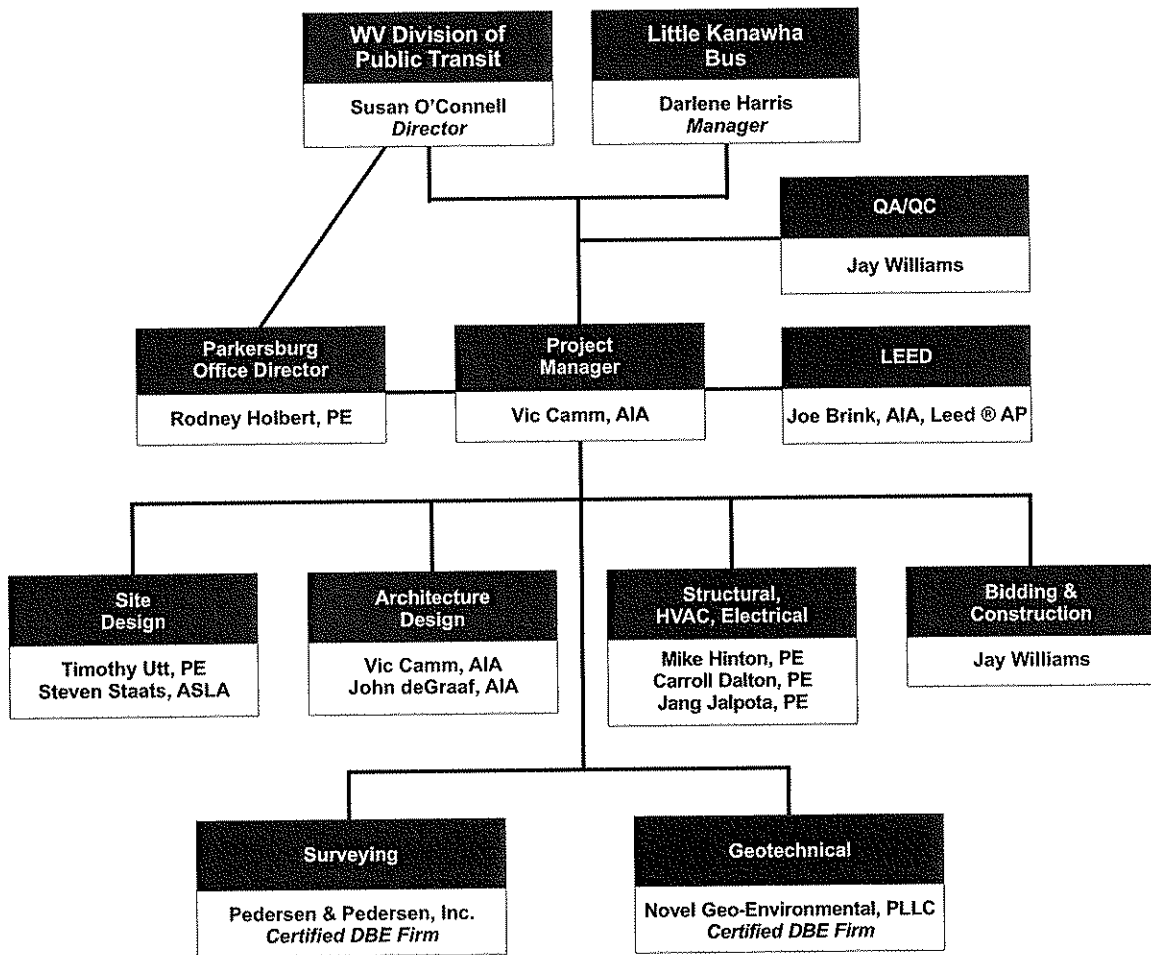
**Mr. Carroll Dalton, PE** *Mechanical Engineer*

Mr. Dalton will provide the mechanical engineering services for the facility.

The project organization chart on the following page represents our team for the project. This project team has repeatedly demonstrated their planning, management, and design abilities on projects of similar scope. The extensive resources of Burgess & Niple will be at their disposal to ensure successful completion of the Little Kanawha Bus Administrative Office and Maintenance Facility. Detailed resumes can be found in Appendix A.

# Administrative Office and Maintenance Facility West Virginia Division of Public Transit Little Kanawha Bus

## Organization Chart



## Location of Office

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Our Little Kanawha Bus Administrative Office and Maintenance Facility project team will be centered in our Parkersburg and Cincinnati offices. As with other past projects, assistance may be provided by the firms' other offices, should this be necessary to efficiently meet the scope of service requirements and schedule for the project. *However, the majority of the architectural design will be closely managed by personnel in our Parkersburg office.* We recognize the need on a project of this magnitude to take advantage of every opportunity to gain efficiency in order to provide a cost-effective final product.

## Cost Accounting System

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We have an established corporate accounting system organized around Federal Accounting Regulations. Our firm has been audited by the WVDOT in the past as part of the routine closeout of previous projects performed under our Statewide Engineering Agreement. The results of these audits have found that our job-order cost accounting system is "adequate for the segregation and accumulation of cost for cost reimbursement and fixed price type contracts." Our most recent Cost Accounting Information Statement was prepared on January 26, 2009.

# JAY V. WILLIAMS

## Summary

### Education

Carnegie Mellon  
University -  
Bachelor of  
Architecture  
1972

Mr. Williams joined Burgess & Niple in 1989 as a project architect and construction administrator on architectural projects. His experience includes all phases of building projects from preliminary design through construction services. He has developed a high level of expertise in the following particular building types: schools, low-rise offices, military buildings, government office buildings, vehicle maintenance facilities, and merchandising outlets. Mr. Williams holds a Bachelor of Architecture degree from Carnegie Mellon University.

## Relevant Background

**Preliminary Planning** - Provide site assessments, space planning, cost analysis and time-line scheduling for clients throughout West Virginia and southeastern Ohio. Representative projects include:

- West Virginia Department of Public Transit
- Marietta City Schools, Marietta, Ohio
- Marietta College

**Construction Documents** - Direct and develop construction documents for commercial, government, and military building projects in Ohio, Kentucky, and West Virginia. Representative projects include:

- Tri River, Petersburg, Martinsburg and Summersville, West Virginia – Bus Maintenance Facilities for West Virginia Division of Transit
- Marietta Middle School, Marietta, Ohio
- Tyler Consolidated Middle/High School, Tyler County, West Virginia
- Ohio National Guard – 800 Man Armory at McConnellsville, Ohio

**Construction Services** - Provide services during construction for nearly all building types for over 20 years. Experience in administering multiple prime, single prime, and bond forfeited contracts. Helps steer clients through difficulties of contract administration. Representative projects include:

- West Virginia Northern Community College, New Martinsville, West Virginia
- Greenbrier Community College, Lewisburg, West Virginia
- Ohio National Guard Armory of McConnellsville, Ohio
- Tyler Consolidated Middle/High School, Tyler County, West Virginia
- Marietta Middle School, Marietta, Ohio
- Marietta College, Marietta, Ohio
- Wood County Airport Authority, Parkersburg, West Virginia
- West Virginia Department Of Transportation (Transit)
- Recreation, Science, and Dormitory Buildings for Marietta College, Marietta, Ohio
- Armory and Maintenance Shop for West Virginia Army National Guard
- First Presbyterian Church Renovations, Parkersburg, West Virginia
- Wood County Airport Authority Terminal Renovations, Williamstown, West Virginia
- U.S. Army Combat Battalion Facilities, Fort Bragg, North Carolina

## **JOSEPH M. BRINK, AIA, LEED® AP**

### **Summary**

#### **Education**

*University of Illinois –  
Master’s,  
Architecture 1995  
MBA, 1995*

*University of  
Notre Dame –  
BArch, Architecture  
1991*

#### **Registration**

*Architect –  
California  
Ohio  
Illinois*

*NCARB Certificate*

*LEED® Accredited  
Professional 2006*

Mr. Brink joined Burgess & Niple in 1999 as an architectural project manager. He is Director of the Architectural Section for the Cincinnati Office. He has 17 years of professional experience involving a number of military, retail, and municipal projects of various sizes. His responsibilities include site planning, cost estimating, design, construction documentation, permitting, bidding assistance, and services during construction. He holds a Bachelor degree in Architecture from the University of Notre Dame and Master’s of Architecture and Business Administration degrees from the University of Illinois.

### **Relevant Background**

**Maintenance Facilities** – Responsibilities included preliminary planning, maintaining project schedules, coordinating of disciplines and quality control.

- Fairmont Marion Transit Authority Bus Maintenance and Office Facility, Fairmont, West Virginia – A new 2,000-sq. ft. addition and renovation of an existing building of 10,000 sq. ft., was designed to fit the provided budget and overcame severe sight restrictions in an urban environment.
- Tri River Transit Authority Administrative Office and Maintenance Facility, Hamlin, West Virginia – A new 13,500 sq. ft. bus maintenance and office facility was designed with energy efficiency and maintenance free concepts. The project cost met or exceeded all of the Owner’s budgetary and timeline goals.

**Military Facilities** – Responsibilities included maintaining project schedule, coordination of disciplines, design, construction documents, specifications, cost estimating, and construction administration.

- Trainee Battalion Dining Facility, Fort Knox, Kentucky – Architect of Record for this project using design/build delivery. The new \$10-million, 41,000-gsf facility can serve a population of 800 to 1,300 personnel per meal service. The facility seats up to 520 personnel for each of the nine 30-minute meal service sessions per day (three breakfast, three lunch, and three dinner).
- Consolidated Fire/Crash Rescue Station, Wright-Patterson AFB, Ohio – Design project manager for this project using design/build delivery. The new \$13-million, 48,000-gsf facility includes provisions for 14 apparatus serving both the flight line and land structures. The facility also includes the 911 dispatch center for the base, the administrative headquarters for the fire stations, sleeping quarters for a 20-person shift, and 75 parking spaces.
- Airman’s Dormitory, Wright-Patterson AFB, Ohio – Architect of Record for this project using design/build delivery. The new facility is a three-story, \$10-million, 39,000-gsf building which will house 108 enlisted airmen. The project includes 80 parking spaces and complies with current AT/FP requirements.

## **Joseph M. Brink**

### **Page 2**

- West Virginia Army Reserve National Guard, Williamstown, West Virginia – Design of new \$9 million, 50,000-sf Readiness Center/office building for the Army Reserve National Guard.
- Expand Secure Facility Wright-Patterson AFB, Ohio – Planning/conceptual design of a 26,000-sf addition to an existing SAP/SAR, secure facility including new main entrance; unclassified general purpose spaces; and extension of all existing systems (such as IDS, CAS, CCTV, PA, FAS, and I-COM) using the latest AT/FP standards.
- Air Force Institute of Technology (AFIT) Master Plan, Wright-Patterson AFB, Ohio – Comprehensive planning, programming, and design study for the AFIT campus, including consolidation of existing on-base and off-base facilities to accommodate 250 percent growth in their graduate programs by FY2008.
- Consolidated Hazards Toxicology Laboratory, Wright-Patterson AFB, Ohio – Design project manager for this project using design/build delivery. The new facility includes a new two-story, \$13-million, 48,000-gsf building and renovation of existing laboratory and animal holding space. A new 90-car parking lot is provided. Two existing buildings were demolished to make room for the new facility.
- Project Seahawk (Intermodal and Transportation and Port Security) Charleston, South Carolina – Design project manager and project architect for fast-track, design-build renovation of NESU Office building/maintenance facility to serve as consolidated law enforcement/intelligence/anti-terrorism center for the Port of Charleston, South Carolina.
- Renovation of Buildings 125 and 127, Staff Judge Advocate (SJA) Offices, Ft. Campbell, Kentucky – Included new entry and renovation of the office design and layout and HVAC systems.
- Consolidated Hazards Toxicology Research Laboratory, WPAFB, Ohio – Project manager for design of a 50,000-sf, \$12,000,000 laboratory building as design agent for the Design/Build project.



## **VICTOR G. CAMM, AIA, ASSOCIATE**

### **Summary**

#### **Education**

*University of  
Cincinnati -  
Bachelor of  
Architecture  
1977*

Mr. Camm joined Burgess & Niple in 1982 and is an architectural project manager. He is experienced as a project architect or project manager for primary, secondary, and higher education, elderly housing, psychiatric care, office facilities, and U.S. Military, as well as master planning projects. His experience ranges from programming and schematic design through design, bidding, and services during construction. Mr. Camm holds a Bachelor of Architecture degree from the University of Cincinnati.

### **Relevant Background**

**Design of New Facilities and Renovations** – Responsible as project manager and/or principal-in-charge. Representative projects include:

- Tri River Transit Authority Administrative Office and Maintenance Facility, Hamlin, West Virginia – A new 13,500 sq. ft. bus maintenance and office facility was designed with energy efficiency and maintenance free concepts. The project cost met or exceeded all of the Owner's budgetary and timeline goals.
- Frankfort State Office Building, Frankfort, Kentucky – A \$3 million, 45,000-sf, three-story office building for the Kentucky State Department of Transportation.
- Union Light, Heat and Power, Florence Service Building, Florence, Kentucky – Renovation of 120,000-sf factory into a utility service and distribution center.
- Northern Kentucky Treatment Center, Crittenden, Kentucky – New 9,000-sf multipurpose education/recreation building for a juvenile corrections facility; incorporates a gymnasium and multiuse classrooms.
- Covington Early Childhood Education Center, Covington, Kentucky – Award-winning conversion of three-story elementary school into a premier learning center for three hundred fifty 3- to 5-years-olds.
- Sachs Automotive, Florence, Kentucky – A 100,000-sf, \$10 million automotive parts manufacturing facility; incorporated 12,000-sf of corporate offices. Received an award for industrial design excellence.
- Kenton County Board of Education – Alterations and additions to five elementary schools; each included a new gymnasium, media center, and classrooms and was designed as one project.
- J. E. Willett Treatment Center, Florence, Kentucky – A mixed-use three-story office building and one-story group home for the mentally disadvantaged.

#### **Registration**

*Architect -  
Indiana  
Kentucky  
Ohio  
West Virginia*

*NCARB Certificate*

## **Victor G. Camm**

### **Page 2**

- Data Center, The Union Central Life Insurance Company – A 20,000-sf addition to the home office, below grade, space for computer hardware and systems engineers; the plaza deck above accommodates company gatherings, special events, and outdoor dining.
- College of Business Administration, Xavier University – Production of contract documents for a three-story classroom and faculty offices complex, partially below grade.
- Third Floor Addition, College of Business Administration, Xavier University – Preplanned for vertical addition consisting of 24 faculty offices.
- Clermont College – Robotics and computer sciences labs, classrooms, and faculty offices addition of 40,000-sf.
- Home Office Expansion, The Union Central Life Insurance Company – A 147,000-sf marble-faced office building and 16,500-sf connector including cafeteria and conference room expansions, designed and completed in 20 months at a cost of \$11,800,000; utilized fast track scheduling and a construction manager.

### **Memberships, Affiliations and Honors**

American Institute of Architects

Kentucky Society of Architects (Past President, 1995)

Northern Kentucky Chapter, AIA (Past President, 1985)

Kentucky Governor's Task Force on Historic Preservation (1993)

Chairman Bellevue, Kentucky Historic Preservation Commission (1998 – Present)

Architects' Society of Ohio Medal – 1976

Thesis project displayed at S.O.M. Gallery – Chicago, Illinois - 1977

Standard International Corporation Scholarship – 1971

University of Cincinnati Honor Scholarship – 1971

## **RODNEY D. HOLBERT, PE, PS, PRINCIPAL**

### **Summary**

#### **Education**

*West Virginia  
University -  
MBA  
1989*

*West Virginia  
Institute of  
Technology -  
BS, Civil Engineering  
1985*

Mr. Holbert joined Burgess & Niple in 1985 and is Director of B&N's Parkersburg office. His experience includes serving as project manager on Indefinite Delivery/Indefinite Quantity contracts for U.S. Army Corps of Engineers, U.S. Forest Service, West Virginia National Guard and West Virginia Department of Transportation. Mr. Holbert provided engineering and project management services for various projects including flood insurance studies throughout West Virginia, hydraulic studies, utility improvements, highway and bridge designs, storm sewer evaluations and construction services. Mr. Holbert holds a Bachelor of Science degree in Civil Engineering from West Virginia Institute of Technology and a Master's degree in Business Administration from West Virginia University.

### **Relevant Background**

**Roadway Design** – Project engineer for design of roadway improvement projects including storm sewer design, retaining walls, utility relocations, right-of-way plans and maintenance of traffic plans. Representative projects include:

- West Virginia Route 10, Rita to Dabney, West Virginia Department of Transportation, Logan County, West Virginia
- Star Plastics Industrial Access Road, Jackson County Development Authority, Millwood, West Virginia
- Scott Miller Hill Bypass on U.S. 33, West Virginia Department of Transportation, Roane County, West Virginia
- Petersburg Gap Curve Modification on U.S. 22, West Virginia Department of Transportation, Grant County, West Virginia
- Durgon Curve Modification on U.S. 220, West Virginia Department of Transportation, Hardy County, West Virginia
- Route Study, Ohio Valley College, Parkersburg, West Virginia
- Highland Scenic Highway Drainage and Slope Study, U.S. Forest Service, Pocohontas County, West Virginia
- Forest Road 112 Study and Design, U.S. Forest Service, Pendleton County, West Virginia

#### **Registration**

*Professional  
Engineer-  
Ohio  
Virginia  
West Virginia*

*Professional  
Surveyor-  
West Virginia*

**Construction Services** – Served 2 years as resident engineer on water distribution projects, building construction, and site development. Representative projects include:

- City Building, City of New Martinsville, West Virginia
- Water Distribution Improvements, Lubeck Public Service District, West Virginia

## **Rodney D. Holbert**

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### **Memberships, Affiliations and Honors**

National Bridge Inspection Certification, 2004  
Chamber of Commerce of the Mid-Ohio Valley, Chairman Transportation Committee,  
1996-2001; Board of Directors 2003-Present  
Leadership West Virginia, 2008 Graduate  
American Society of Civil Engineers – Outstanding Membership Chair Award and Top  
Recruiter Award, 1997  
Society of American Military Engineers  
West Virginia ASCE – Secretary, 1993-94; Vice-President, 1994-95; President, 1995-96  
West Virginia Young Civil Engineer of the Year, 1996  
ASCE District 6 Chairman, 1997  
West Virginia University Institute of Technology Alumni Association – Vice President,  
1998-2000; President, 2000-02  
West Virginia Association of Consulting Engineers – Chairman Transportation Committee  
2002-2003; Chairman QBS Committee 2003-Present  
West Virginia Association of Land Surveyors

### **Publications, Presentations, Papers**

“A Curriculum for the Business of Engineering and Technology,” 1999 Conference for  
Industry and Education Collaboration

## **TIMOTHY L. UTT, PE**

### **Summary**

#### **Education**

*West Virginia  
Institute of  
Technology -  
BS, Civil Engineering  
1992*

Mr. Utt joined Burgess & Niple in 1997 as a civil engineer. His experience includes site development, water distribution systems, and wastewater collection systems and treatment. His experience has encompassed preliminary and final design documents for site development projects, comprehensive water supply plans including source water supply studies, distribution modeling, treatment and storage facility assessment, preliminary cost reports, and funding applications. Design experience includes distribution and transmission water lines, booster pump facilities, storage tank facilities, wastewater package plants, collection systems and lift stations and municipal storm sewers. Other design experience includes grading, drainage, and erosion control plans for site development. Mr. Utt holds a Bachelor of Science degree in Civil Engineering from West Virginia Institute of Technology.

### **Relevant Background**

#### **Registration**

*Professional  
Engineer-  
Ohio  
West Virginia*

**Site Development** - Project engineer responsible for design of site improvements including roadway, building sites, utilities, pedestrian circulation and walkways, and permit coordination.

- The Woods Subdivision, Parkersburg, West Virginia
- Randolph Plaza Subdivision, Parkersburg, West Virginia
- Ft. Bragg Brigade Combat Team Complex, Ft. Bragg, North Carolina
- Godbey Field Relocation, Parkersburg, West Virginia
- Godbey Colt Field and Soccer Fields Relocation, Parkersburg, West Virginia
- Kinetic Park, Huntington, West Virginia
- Lowe's, Summersville, West Virginia
- Marriott's Residence Inn, Charleston West Virginia

**Streetscape-Downtown Improvements** - Project engineer responsible for utility design and coordination associated with downtown streetscape projects. Additional responsibilities included construction administration services. Representative projects include:

- George Street Improvements, St. Marys, West Virginia
- Kinetic Park, Huntington, West Virginia
- Bureau of Public Debt - Phase 2, Parkersburg, West Virginia

### **Memberships, Affiliations and Honors**

American Water Works Association  
American Society of Civil Engineers  
National Society of Professional Engineers

## STEVEN D. STAATS, ASLA

### Summary

#### Education

*The Ohio State  
University -  
BS, Landscape  
Architecture  
1981*

Mr. Staats joined Burgess & Niple in 1984 as a landscape architect with 5 years of previous experience. His design experience includes the preparation of feasibility reports, master plans, graphic presentations, detailed plans, specifications, and cost estimates for parks, military facilities, commercial developments, housing developments, industrial plants, highway beautification, educational facilities, and street and parking beautification. Additional responsibilities have included providing construction services, preparing Phase I Environmental Site Assessments, and serving as a team member for numerous bridge inspections in Ohio and West Virginia. Mr. Staats holds a Bachelor's Degree in Landscape Architecture from The Ohio State University.

### Relevant Background

#### Registration

*Registered  
Landscape  
Architect -  
Ohio  
Virginia  
West Virginia  
  
CLARB - Council of  
Landscape  
Architectural  
Registration Board*

**Commercial Developments** – Project director responsible for design of landscape improvements that have included plant material, signage, hardscape for pedestrian circulation and vehicular circulation, and lighting. Representative commercial projects include hospitals, senior living communities, major hotels, chain restaurants, industrial parks, city complexes, churches, and parking lots.

- **St. Joseph's Hospital, Parkersburg, West Virginia.** Courtyard and main entry area hardscape and landscape design.
- **Marriott Corporation Hearthiside and Brighton Gardens, Ohio and West Virginia.** Senior living community site development and landscape design.
- **Taco Bell Corporation, Parkersburg, West Virginia.** Site development.
- **Glenwood Senior Living Community, Marietta, Ohio.** Senior living community site development.
- **Union Central Life Insurance, Forest Park, Ohio.** Planting design for building addition, main entry area and multiple parking lots.
- **Landmark Realty Office Building, Parkersburg, West Virginia.** Planting design.
- **Parkersburg Housing Authority, Parkersburg, West Virginia.** Site development for new recreational center.
- **Thomas Memorial Hospital, Charleston, West Virginia.** Planting design for main building and new office/parking garage addition.
- **Jackson General Hospital, Ripley, West Virginia.** Planting design for main building and parking lots.
- **Huntington Business & Technology Park, Huntington, West Virginia.** Site development for a 100 acre tract.
- **Belpre City Building, Belpre, Ohio.** Planting design for a new city building.
- **Vienna Baptist Church, Vienna, West Virginia.** Site development and planting design for parking lot and building additions.
- **North Royalton Fire Station, North Royalton, Ohio.** Planting design and screen fencing for a new facility.
- **Federal Public Debt Building – Phase 2, Parkersburg, West Virginia.** Site development and planting design for a building addition.
- **Morgantown Bus Garage – Mountain Transit Authority, Morgantown, West Virginia.** Site development for an industrial building refurbishing.

## Steven D. Staats

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- **Clarksburg Bus Garage – Mountain Transit Authority, Clarksburg, West Virginia.** Site development for an industrial building refurbishing.
- **Brownsburg Town Hall & Police Station, Brownsburg, Indiana.** Planting design for a new city complex.
- **Howar Property, Manassas, Virginia.** Site development for a retail shop complex and associated parking in downtown Manassas.
- **Centre Point, Woodbridge, Virginia.** Site development for a retail shop complex and associated parking.
- **Stringer Property, Woodbridge, Virginia.** Site development for a retail complex and associated parking.
- **Mustoe Commercial Kennel, Woodbridge, Virginia.** Site development for a retail business and associated parking.
- **Goddard Day Care, Woodbridge, Virginia.** Site development for a retail business and associated parking.

**Military Facilities** – Project director responsible for the design of hardscape and softscape improvements including overall site master planning, plantings, visual screening, pedestrian walkways, vehicular circulation routes, parking lots, and force protection/anti-terrorism measures. Representative military projects include:

- **Rose Terrace Housing Quarters, Ft. Knox, Kentucky.** Design of a new parking lot, access road, walkway system, and plantings for an existing military housing complex.
- **Hawk Armory, McConnelsville, Ohio.** Design of parking lots, walkways and plantings for a new military facility.
- **United States Coast Guard Facility, Clearwater, Florida.** Planting design of for the parking lot and building foundation associated with a new Coast Guard facility.
- **Wright Patterson Air Force Base, Airmen's Quarters and Recreation Facilities, Dayton, Ohio.** Planting design for the parking lots, walkways, and courtyard at two new living quarters facilities.
- **DSCC Gate Landscaping/Signage Improvements, DSCC, Columbus, Ohio.** Planting design associated with two main entries at this Army Depot.
- **DSCC Master Plan, DSCC, Columbus, Ohio.** Master Improvement Plan design for the entire Depot.
- **Youngstown Air Force Base, Youngstown, Ohio.** Planting design for aesthetics and anti-terrorism and force protection at a new Air Force facility.
- **Williamstown Readiness Center, Parkersburg, West Virginia.** Site development associated with a new Readiness Center.
- **Ft. Knox Dining Hall, Ft. Knox, Kentucky.** Planting and walkway design associated with a new dining hall facility.
- **Wright Patterson Air Force Base, Airmen's Dormitory, Dayton, Ohio.** Planting and walkway design for the parking lots, walkways, and courtyard at two new dormitory facilities
- **Ft. Knox Barracks, Ft. Knox, Kentucky.** Planting and walkway design for a new headquarters building, three new barracks buildings and associated parking facilities.

## **Steven D. Staats**

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- **Ft. Bragg Brigade Combat Team Complex, Ft. Bragg, North Carolina.** Site development for 100 modular barracks and administration buildings that had to be designed in four months.
- **Ft. Sam Houston CDC, San Antonio, Texas.** Planting, site furnishings, walkway, and signage design for a new child development center within Ft. Sam Houston.
- **Ft. Benning CDC, Ft. Benning, Georgia.** Planting, site furnishings, and walkway design for a new child development center within Ft. Benning.
- **Ft. Stewart CDC, Ft. Stewart, Georgia.** Planting, site furnishings, and walkway design for a new child development center within Ft. Stewart.
- **Hunter AAF CDC, Hunter AAF, Georgia.** Planting, site furnishings, and walkway design for a new child development center within Hunter AAF.
- **Ft. Jackson Drill Sergeant School, Ft. Jackson, South Carolina.** Planting, site furnishings, and walkway design for a drill sergeant school within Ft. Jackson.
- **Ft. Bliss CDC, El Paso, Texas.** Planting, site furnishings, and walkway design for a new child development center within Ft. Bliss.
- **Ft. Bliss YC, El Paso, Texas.** Planting, site furnishings, and walkway design for a youth center within Ft. Bliss.
- **Ft. Carson Dining Hall, Ft. Carson, Colorado.** Planting, site furnishings, and walkway design for a new dining hall within Ft. Carson.
- **Ft. Lewis Barracks – COF Facilities, Ft. Lewis, Washington.** Planting, site furnishings, and walkway design for a new barracks complex and COF facilities within Ft. Lewis.
- **Human Performance Wing, Wright Patterson Air Force Base, Dayton, Ohio.** Planting, site furnishings, and walkway design for a new human performance wing facility within Wright Patterson Air Force Base.
- **Naval Warfare Facility, Norfolk Naval Base, Norfolk, Virginia.** Planting, site furnishings and walkway design for a new naval warfare building within Norfolk Naval Base.

### **Training**

Burgess & Niple, Limited – Bridge Inspection Training  
Toro Company – Irrigation Design Seminar  
West Virginia University – Mike Lin Graphics Seminar  
West Virginia University at Parkersburg – AutoCAD.  
Emilcott-dga, Inc. – Permit Required Confined Space Entry Training  
Emilcott-dga, Inc. – Respiratory Protection Training  
AEC-Cadcon – Land 3 AutoCAD Training

### **Memberships, Affiliations and Honors**

American Society of Landscape Architects  
American Society of Landscape Architects – West Virginia Chapter  
Student Awards, The Ohio State University



## **STEPHAN C. CHEVALIER**

### **Summary**

#### **Education**

*Washington  
Technical College -  
Drafting Certificate  
1981*

Mr. Chevalier joined Burgess & Niple in 1984 and is a designer responsible for technical support coordination. He has been involved in design, surveying, CADD and technical support coordination, and CADD drafting activities for numerous bridges, roadways, site developments, utilities, and utility rehabilitations. Mr. Chevalier also has been involved in designs related to site planning, flood insurance studies, stormwater control, environmental studies, buildings, and building renovations. He has performed inspection observing activities of subsurface investigation and storm sewer television inspection. Mr. Chevalier is a trained operator of AutoCAD and Microstation CADD software, along with Land Development, Civil3D, and Geopak design software packages. He also is responsible for computer and network maintenance at the Parkersburg, West Virginia office.

### **Relevant Background**

**Site Development and Stormwater Collection** – Provided technical support including site surveying for several site development projects. Representative projects include:

- Elkem Metals Stormwater Collection, Marietta, Ohio
- Glenbrook Subdivision Stormwater Detention Basin, Vienna, West Virginia
- Wood County Airport Building Site Development, Wood County, West Virginia
- Hawk Missile Training Facility Site Development, McConnelsville, Ohio
- Corning Glass Building Site Development, Parkersburg, West Virginia
- City of New Martinsville City Building Site Development, New Martinsville, WV
- Monroe County Marina and Boat Access to the Ohio River, Monroe County, Ohio
- Belpre Boat Ramp Facilities to the Ohio River, Belpre, Ohio
- Curry Transfer Truck Lot Paving and Drainage, Parkersburg, West Virginia
- Curry Transfer Warehouse Site Development, Davisville, West Virginia
- Mountain Line Transit Authority, Bus Terminal and Maintenance Facility, Morgantown, West Virginia
- Central West Virginia Transit Authority, Bus Terminal and Maintenance Facility, Clarksburg, West Virginia
- Huntington Business Park, Huntington, West Virginia
- Superior Toyota, Commercial Development Site, Parkersburg, West Virginia
- Ohio River Museum, River Bank Protection Repair, Marietta, Ohio
- U.S. Department of Agriculture, North Fork Hughes River Recreation Facilities, Ritchie County, West Virginia
- Coram Park, Slope Stabilization, Parkersburg, West Virginia
- St. Margaret's Church, Prince William County, Virginia
- The Woods Subdivision, Wood County, West Virginia
- City of Kingman Improvement District, Kingman, Arizona
- US Forest Service, Lost Lodge Ranger Station, Cloudcroft, New Mexico
- US Forest Service, Verde Ranger Station, Camp Verde, Arizona

## **Stephan C. Chevalier**

Page 2

### **Training**

Washington State Community College – AutoCAD Classes, 1991-1992  
Several Computer and Computer Drafting Seminars and Classes  
Several Right of way plans and deed description preparation seminars.  
Several Microstation, Geopak, AutoCAD, Softdesk, Land Desktop, and Civil3D trainings

### **Memberships, Affiliations and Honors**

Washington State Community College, Design Drafting Advisory Committee Member  
Washington State Community College, Part-time Instructor CADD and Drafting

## **JOHN H. DE GRAAF, AIA, NCARB**

### **Summary**

#### **Education**

*Kennesaw State  
University –  
Masters, Business  
Administration  
2000*

*University of Michigan  
–  
Masters, Architecture  
1991  
BS, Architecture  
1988*

#### **Registration**

*Registered Architect –  
Ohio  
  
NCARB Certificate*

Mr. deGraaf joined Burgess & Niple in 1999 and is an architectural project manager. He has 18 years of project architect and project manager experience on educational, medical, and governmental facilities. His experience includes site planning, cost estimating, design, construction documentation, permitting, bidding assistance, and services during construction. Mr. deGraaf holds Bachelor of Science and Master of Architecture degrees from the University of Michigan and a Masters degree in Business Administration from Kennesaw State University.

### **Relevant Background**

#### **Governmental Facilities** – Representative projects include:

- Fort Pickett Ready Building, Blackstone, Virginia – Project manager in charge of design and construction documentation for the construction of an 11,163-sf facility housing an air conditioned vehicle storage bay area, offices for administration and medical personnel, locker rooms, storage areas, and restrooms. The facility was completed September 2004.
- Barracks Complex, Ft. Knox, Kentucky – Project architect assisting with design of a new dining facility, battalion headquarters facility, and five barracks facilities. Areas included in the design are cafeteria, kitchen, classroom, office, and sleeping quarters. The site design includes physical training areas, running track, and paved areas for training and vehicular parking. The cost for construction is \$65,000,000. The estimated date for completion is July 2007.
- Anderson Township Center and Lake, Anderson Township, Ohio – Project manager for new 55,000-sf multiuse facility and 3-acre lake which includes wetlands, waterfalls, two bridges, and walking trails. The building contains space for the Trustee's Board Room, administrative offices, multipurpose meeting space for the public and Township employees, a 225-seat theater, two kitchens, the local cable access television studio and offices, office, a history room for community artifacts, and an emergency operations center. Responsibilities included oversight of all architectural and engineering services during design and construction. The project was completed in Winter 2008 at a cost of \$22,000,000.
- United States Custom Service Hangar, Jacksonville, Florida – Project architect assisting with the design of a 60,000-sf hangar facility. Project included hangar space and miscellaneous office space for pilots and administrative personnel.
- Laboratory and Office Facility, Fairborn Water Reclamation Center, Fairborn, Ohio – Project architect in charge of design and construction documents for new 5,000-sf laboratory and office building. The design includes laboratory, office, classroom, break room, locker room, and mechanical and electrical rooms. The site will include parking, landscaping, and an exterior paved seating area. The cost for construction was \$1,200,000 and completed in Spring 2006.

## **John H. deGraaf**

### **Page 2**

- Metropolitan Sewer District of Cincinnati, Cincinnati, Ohio – Project Manager in charge of developing detailed RFP design documents for a new 59,000-square-foot office building located in Cincinnati. The office building will be developed by the City of Cincinnati for the Metropolitan Sewer District. The design documents will be used as part of a Request for Proposal document issued by the City of Cincinnati for the solicitation of bids by Design-Build firms interested in constructing the new facility. The facility will house MSD employees and its subcontractors on three floors. Spaces will include office space, conference areas, break room, elevator, stair towers, and print rooms. The facility when completed is scheduled to be the first LEED Gold Certified facility developed by the City of Cincinnati. The estimated cost is \$12,000,000 and the date of completion is expected by Spring 2010.
- Greater Cincinnati Water Works, Cincinnati, Ohio – Project Architect in charge of design and construction documents for renovation of existing office space. Four primary areas in the existing facility were affected by the renovation. The first area involved a basement area renovation, where an existing Break Room was converted into a smaller Break Room and a Training Room, the Open Office Area was converted into IT Storage, and the Storage Area was converted into Open Office space. The second area involved First Floor work and encompassed converting an Open Computer Room into Office Space and Break Room, and reprogramming the Shipping Area into Office, Lobby, and Shipping spaces. The third area involved office space on the second floor converting one large office into two smaller offices, one office was converted into a larger office, an open alcove was converted into a hard walled office, and two open offices were converted into hard-walled offices. Finally, Open Office space and Hall Area was converted into Open and Hard-walled office Space and a Copy Room. All of the work outlined above included Mechanical, Electrical, Plumbing, and Fire Protection Engineering services along with the Architectural Design. The work was completed in 2004. Final costs are unknown to B&N.

### **Memberships, Affiliations and Honors**

American Institute of Architects  
National Council of Architectural Registration Boards  
Beta Gamma Sigma National Honor Society  
National Architectural Accreditation Board – Accreditation Team Member, 2005-2008  
Cincinnati Design Awards – Committee Member, 2002-2003  
AIA – Cincinnati Events and Programs – Committee Chair, 2003-2004  
AIA – Cincinnati Annual Report – Director, 2003-2004  
St. Thomas Parish, Fort Thomas, KY - Facilities Committee Member, 2007-present

## **R. MICHAEL HINTON, PE**

### **Summary**

#### **Education**

*University of Akron –  
MS, Civil Engineering  
1986*

*University of Akron –  
BS, Civil Engineering  
1984*

Mr. Hinton joined Burgess & Niple in 1987 as a design engineer responsible for detailed design calculations, plan and specification preparation, and shop drawing review for reinforced concrete, steel, timber, and masonry structures. He has been involved in a wide variety of structural projects; his diverse engineering background includes architectural, industrial, commercial, environmental and transportation projects. Mr. Hinton holds Bachelor's and Master's degrees in Civil Engineering from the University of Akron.

### **Relevant Background**

**Architectural** – Performed inspection, analysis, and design work for many rehabilitation and renovation projects. Other project design experience includes special foundation systems, retaining walls, concrete floor slab rehabilitation, treatment facility structures, metal buildings, retaining walls, bracing structures, structural inspections during construction, evaluations of structures for increased loadings or performance problems, and failures of varying degrees including fire damaged structures.

Representative projects include:

- City Building, New Martinsville, West Virginia – New 27,000-sf steel framed structure with structural slab system.
- Yellow Freight Systems Terminal, Belpre, Ohio – Expansion to elevated loading dock and metal building.
- Jackson's Mill, Historic Mill Revitalization, Lewis County, West Virginia – Combination concrete inlet control/earth retaining structure at the mill.
- GE Plastics Medical Facility, Parkersburg, West Virginia – New 6,000-sf basement structure for a single-story building.
- West Virginia University, Morgantown, West Virginia – Addition of a 3,000-sf skylight/roof structure over a courtyard.
- Ohio National Guard, Morgan County, Ohio – New 30,000-sf masonry building and two independent crane systems.
- Tyler County School, Tyler County, West Virginia – New masonry middle school and high school education facility.
- Marietta Middle School, Marietta, Ohio – Renovation project at an 80-year-old school included removing building columns to create a mini gymnasium.
- Marietta College Stadium, Marietta, Ohio – Evaluation and repairs to press box.
- West Virginia National Guard, Parkersburg, West Virginia – Renovation that added an overhead crane system.
- Carlisle Elementary School, Covington, Kentucky – New school facility.
- Perry Community Education Village, Lake County, Ohio – A very large dual school and community campus featuring numerous unique architectural elements.
- West Virginia Department of Highways, Jackson County Maintenance Facility – Masonry vehicle maintenance facility with a long-span joist roof system.
- Elks Club, Parkersburg, West Virginia, Johns-Manville Corp., Vienna, West Virginia – Evaluated and designed repairs to wooden roof trusses.

#### **Registration**

*Professional  
Engineer-  
Ohio  
West Virginia*

## **R. Michael Hinton**

### **Page 2**

- Greenbrier Community College, Lewisburg, West Virginia – Renovation of an existing three-story former dormitory facility that included complete floor replacement and removing a significant portion of the basement exterior wall for an auditorium.
- First Presbyterian Church, Parkersburg, West Virginia – Facility study and subsequent design of a wide range of improvements and addition of a large new lobby, offices and canopy structure.
- Church of God, Parkersburg, West Virginia – Facility study for a major expansion of the 400-seat church and daycare facility into a 1,000-seat sanctuary with classrooms, offices and banquet facility and retaining the existing facility for daycare and youth sanctuary.
- Jackson Park Municipal Swimming Pool, Vienna, West Virginia –Replacement wading pool and rehab of the main pool.
- Fort Bragg BCT Complex, Ft. Bragg, North Carolina – Resident Quality Control structural engineer for General Contractor Archer Western on site as part of a complete site development and construction of a barracks and training facility for 2,500 personnel in 10 months. Project included construction of over 100 modular buildings and infrastructure in an environmentally sensitive area for the Corps of Engineers.
- Clermont County, Ohio – Structural design of deep pump station for municipality in a sensitive residential neighborhood.
- Clark Hall, West Virginia University, Morgantown, West Virginia – Design of a foundation system for a large magnetic resonance imaging unit as part of a new science lab. Complications were found in the existing foundation system and the bearing soils.
- Gray Television Group (WTAP Television Studio, Parkersburg, West Virginia) – Structural evaluation of an older existing maintenance building and redesign of space for all-new television broadcasting facility.
- West Virginia University at Parkersburg, Parkersburg, West Virginia – Designed external bracing towers that allowed vertical movement to remedy settlement problems in the four-story Classroom Building; evaluation determined that expansive soil conditions were responsible for abrupt movements in the building and that the original structure had inadequate bracing for wind loads.
- Enterprise Church, Pomeroy, Ohio – Expert witness for Owners counsel in partial collapse of building due to hidden decay of structural roof trusses.
- Ft. Sam Houston, San Antonio, Texas – Designed new Youth Activity Center prototype for military bases. Structure was tall precast walls with 80-foot steel trusses over gymnasium area; light gage trusses elsewhere with hip roofs. Site complications required a “waffle slab” design over select fill material to overcome potential swelling soil conditions from native clay materials.

### **Memberships, Affiliations and Honors**

American Concrete Institute, Member  
American Society of Civil Engineers, Member

## **JANG B. JALPOTA, PE**

### **Summary**

#### **Education**

*The Institute of  
Engineers, India -  
BS, Electrical  
Engineering  
1977*

Mr. Jalpota joined Burgess & Niple in 2002 as an Electrical Engineer. His 20 years of experience include design of lighting; power distribution; lightning protection; controls; fire alarm; mass notification; CCTV; door access; Public Address, LAN, communication, door entry, and CATV systems; overhead and underground HV and LV lines; and substations for office buildings, hospitals, petrochemical and steel industries, schools, municipal electric systems, military facilities, and water treatment plants. Mr. Jalpota holds a Bachelor of Science Degree in Electrical Engineering from the Institute of Engineers, India.

### **Relevant Background**

Electrical Engineer responsible for electrical design of lighting; power distribution, lightning protection; and fire alarm, communication, security, PA, and intercom systems, 69KV, 13.2KV, 480V overhead lines and substations.

#### **Registration**

*Professional  
Engineer-  
Ohio  
West Virginia*

#### **Educational Facilities**

- Westinghouse High School, Pittsburgh, Pennsylvania
- Youngsville Elementary School, Pennsylvania
- Technology Upgrade, City of Pittsburgh, Pennsylvania
- Student Housing, University of Pittsburgh, Pennsylvania
- Waterford Elementary School, Waterford, Ohio
- Pleasant Hill Elementary School, Cincinnati, Ohio
- Barberton High School, Barberton, Ohio
- Bristle High School, Ohio
- Chester Building, Cleveland State University, Cleveland, Ohio

#### **Military Facilities**

- Wallops Island Housing, Simnet Building, Camp Atterbury, Edinburg, Indiana
- 6.9-kV Feeder and Switchgear, Wright-Patterson Air Force Base, Ohio
- Building 30229 Renovation, Wright-Patterson Air Force Base, Ohio
- Human Performance Wing Site Power, Communication Infrastructure and Expansion of 69-kV/12-47-kV Substation, Wright-Patterson Air Force Base, Ohio
- Buildings 566, 617, 641, and 781, Langley Air Force Base, Virginia
- Youth Centers & Child Development Centers at Fort Sam, Texas; Fort Stewart, Georgia; Fort Benning, Georgia; Fort Hunter, Georgia; and Fort Bliss, Texas
- Westover Operation & Command Center, Massachusetts
- Rebuild Station Gulfport, Gulfport, Mississippi
- Battalion & Brigade Headquarters, Fort Gordon, Georgia
- Military Ocean Terminal Sunny Point (MOTSU), North Carolina

## **Jang B. Jalpota**

Page 2

### **Government Facilities**

- Lighting, Power and Fire Alarm Systems Upgrade, Hopkins International Airport, Cleveland, Ohio
- RTA Emergency Integrated Communication Center, Cleveland, Ohio
- Highway Lighting, Akron, Ohio
- 69-kV, 13.2-kV, 480-V Overhead and Underground Power Lines and Substations Piqua, Ohio
- Power Distribution, Lighting, Controls & Instrumentation, Cedar Point Pump Station, Ohio
- Power Distribution & Lighting, Police Headquarters, City of Reynoldsburg, Ohio
- 38.5-kV Substation, 4.16-kV, 480-V Power Distribution, Lighting and Auxiliary System, Crown Water Works, Westlake, Ohio
- Power Distribution, Lighting, Controls and Instrumentation, New Carlisle Water Treatment Plant, New Carlisle, Ohio
- Power Distribution and Controls, Morgan Water Treatment Plant, Cleveland, Ohio
- Power Distribution, Lighting, Controls & Instrumentation, Lynchburg WWTP, Ohio
- Construction Support, Southerly Wastewater Treatment Plant, Cleveland, Ohio
- Power Distribution, Lighting, Controls & Instrumentation, Tate Monroe Water Treatment Plant, Ohio
- Power Distribution, Lighting, Controls and Instrumentation for Pump Station, Indiana Department of Transportation
- 69-kV, 13.2-kV, 480-V Overhead and Underground Power Lines and Substations, Anderson, Indiana
- Power Distribution, Lighting and Control, US 27 Pump Station, Ft. Thomas, Kentucky
- Power Distribution, Lighting, Controls & Instrumentation, Fowler Creek Pump Station, Florence, Kentucky
- 4.16-kV, 480-V Overhead and Underground Lines, Pole-mount and Pad-mount Transformers, Electrical Services, Falmouth, Kentucky.
- Power Distribution, Lighting, Controls and Instrumentation, Elkins Wastewater Treatment Plant, West Virginia
- Power Distribution, Lighting, Controls & Instrumentation, Pennsboro WWTP, West Virginia
- Power Distribution, Lighting, Lightning Protection and Auxiliary Systems, 911 Call Center, West Virginia
- Power Distribution, Controls, and Instrumentation, Shadyside WWTP, West Virginia
- Power Distribution, Lighting, Lightning Protection, Controls and Instrumentation, Philippi WTP, West Virginia

### **Training**

University of Dayton and University of Cincinnati – Graduate courses in engineering



## **CARROLL F. DALTON, PE**

### **Summary**

#### **Education**

*Ohio University -  
BS, Mechanical  
Engineering  
1972*

Mr. Dalton joined Burgess & Niple in 1987 as a project engineer. He has designed heating, ventilating, air conditioning, plumbing, and fire protection systems for public schools, university buildings, office buildings, industrial buildings, state facilities, nursing homes, hospitals, warehouses, and computer centers. Mr. Dalton has a specialized background in heavy industrial manufacturing. He has served as a project manager, project engineer, and design engineer of coal beneficiation and handling facility thermal coal dryers, dust collection, and furnaces. Mr. Dalton holds a Bachelor of Science degree in Mechanical Engineering from Ohio University.

### **Relevant Background**

#### **Registration**

*Professional  
Engineer-  
Indiana  
Kentucky  
Ohio  
West Virginia  
Virginia*

**Military and Government Projects** – Project engineer for design of HVAC, plumbing, and fire protection for building renovation projects. Building types include dormitories, office space, hangars, and shops. Representative projects include:

- Wright-Patterson Air Force Base, Fairborn, Ohio
- Youngstown Air Reserve Station, Youngstown, Ohio
- Fort Campbell, Kentucky
- Fort Eustis, Virginia
- Fort McCoy, Wisconsin
- Readiness Center, Williamstown, West Virginia
- Andrews AFB, Maryland

**State and Local Government Projects** – Project engineer for HVAC, fire protection, and plumbing for renovation of existing and new buildings. Representative projects include:

- Ohio Department of Natural Resources, Columbus, Ohio
- New State Office Building, Frankfort, Kentucky
- Fairwood Avenue Complex, Columbus, Ohio
- Youngstown Developmental Center, Youngstown, Ohio
- Metropolitan Sewer District, Cincinnati, Ohio
- Cincinnati Metropolitan Housing Authority, Cincinnati, Ohio

**Geneva Memorial Hospital, Geneva, Ohio** – Project engineer for HVAC, plumbing, and fire protection of a 6,200-sf dietary addition, including walk-in coolers and freezer, kitchen, dining hall, meeting rooms, and serving lines. The addition was wrapped around existing building and involved renovation of a portion of the existing building and mechanical systems. Project was a fast-track design build project.

Buyer: FW-44 Page: \_\_\_\_\_ PO# PTR10011  
 Spending Unit: Division of Public Transit  
 Department of Transportation

**BID FORM # 1: Letter of Intent**

Name of Bidder/Offeror's firm: Burgess & Hiple, Inc.

Address: 4424 Emerson Avenue

City: Parkersburg State: WV Zip Code: 26104

Name of DBE firm: Pedersen & Pedersen, Inc.

Address: 441 Mars-Valencia Road

City: Valencia State: PA Zip Code: 16059

Telephone: (724) 898-3300

Description of work to be performed by the DBE firm:

Surveying and Mapping

By: *Richard Pedersen* President  
 (Signature) (Title)

If the Bidder/Offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

(Submit this page for each DBE subcontractor.)

**PEDERSEN  
& PEDERSEN**

Pedersen & Pedersen, Inc.

Engineering, Surveying  
and Mapping Services

Telephone 724 898 3300  
Fax 724 625 1329

Proposal No. 2094

September 25, 2009

Mr. Rodney D. Holbert, PE  
Burgess & Niple, Inc.  
4424 Emerson Avenue  
Parkersburg, WV 26104

RE: Letter of Commitment to Provide Surveying Services  
RFQ PTR10011  
Little Kanawha Bus  
Calhoun County, West Virginia

Dear Mr. Holbert:

This letter details our commitment to provide surveying services for the above-referenced project.

Pedersen & Pedersen, Inc. is a Woman-Owned Business Enterprise certified by the West Virginia Department of Transportation, Division of Highways. Additional information, including staff resumes and examples of project experience, can be found on our website, [www.pedersenx2.com](http://www.pedersenx2.com).

We look forward to working with you on this project. Please contact me at 724 898-3300 with any questions.

Very truly yours,  
**PEDERSEN & PEDERSEN, INC.**

*Rebecca A. Pedersen*  
Rebecca A. Pedersen  
President

Buyer: FW-44 Page: \_\_\_\_\_ PO# PTR10011  
Spending Unit: Division of Public Transit  
Department of Transportation

**BID FORM # 1: Letter of Intent**

Name of Bidder/Offeror's firm: Burgess & Niple, Inc.

Address: 4424 Emerson Avenue

City: Parkersburg State: WV Zip Code: 26104

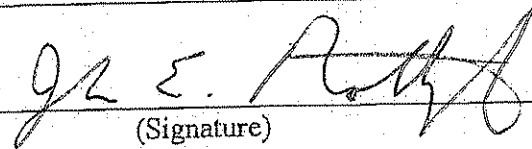
Name of DBE firm: Novel Geo-Environmental, PLLC

Address: 806 B Street

City: St. Albans State: WV Zip Code: 25177

Telephone: (304) 201-5180

Description of work to be performed by the DBE firm:  
Geotechnical Services

By:  Vice President  
(Signature) (Title)

If the Bidder/Offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

(Submit this page for each DBE subcontractor.)



September 22, 2009

Mr. Rodney D. Holbert, P.E.  
Burgess & Niple, Inc.  
4424 Emerson Avenue  
Parkersburg, WV 26104

RE: Letter of Commitment  
Little Kanawha Bus PTR 10011  
Calhoun County, West Virginia

Dear Mr. Holbert:

NGE is looking forward to providing geotechnical services to Burgess & Niple for the Little Kanawha Bus Transit Project near Grantsville in Calhoun County, West Virginia. We can provide complete drilling and sampling, laboratory testing, and geotechnical analysis services for this project with our in-house personnel and equipment.

Please note that NGE is a registered Disadvantaged Business Enterprise (DBE) with the West Virginia Division of Highways and currently has a Statewide Agreement with the WVDOH to provide geotechnical services.

Thank you for inviting us to participate on your design team for this project. We look forward to working with you.

Sincerely,

NGE

A handwritten signature in black ink that reads 'John E. Nottingham'.

John E. Nottingham, P.E.  
Vice President

Buyer: FW-44 Page: \_\_\_\_\_ PO# PTR10011  
Spending Unit: Division of Public Transit  
Department of Transportation

**BID FORM #2: DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
UTILIZATION**

The undersigned Bidder/Offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

The Bidder/Offeror is committed to a minimum of 5.3% DBE utilization on this contract.

The Bidder/Offeror (if unable to meet the DBE goal of 5.3%) is committed to a minimum of 5.3% DBE utilization of this contract and submits documentation demonstrating good faith efforts.

Name of Bidder/Offeror's firm: Burgess & Niple, Inc.

By: Rooney D. Helbert Vice-President  
(Signature) (Title)

**BID FORM#3**

Rodney D. Holbert hereby certifies that it IS or **IS NOT** (specify one) included on the U.S. Comptroller General's Consolidated List of Persons or Firms Currently Debarred for violations of Various Public Contracts Incorporating Labor Standards Provisions.

October 2, 2009  
Date

Rodney D. Holbert  
Authorized Signature

Vice President  
Title

Burgess & Niple, Inc.  
Company Name

**BID FORM #4**

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract),

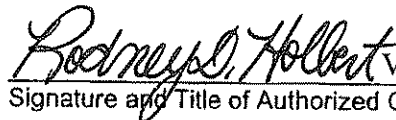
Burgess & Niple, Inc. (COMPANY NAME) certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT),

Rodney D. Holbert, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

 Vice President  
Signature and Title of Authorized Official



**BID FORM #5**

**CERTIFICATION OF RESTRICTIONS ON LOBBYING**

The undersigned (Vendor, Contractor) certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. [as amended by "Government Wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Vendor, Burgess & Niple, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Vendor understands and agrees that the provisions of 31 U.S.C. § 3801, et seq., apply to this certification and disclosure, if any.

October 2, 2009  
Date

  
Authorized Signature

Vice President  
Title

BID FORM#6

RFQ No    PTR 10011   

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

West Virginia Code §6A-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 exceeds 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:    Burgess & Niple, Inc.   

Authorized Signature:    Rodney D. Holbert    Date:    October 2, 2009



**BURGESS & NIPLE**

Mr. Bob Schoen, CPA  
West Virginia Department of  
Transportation  
1900 Kanawha Boulevard East  
Building 5, Room 948  
Charleston, WV 25305

June 8, 2009

Dear Mr. Schoen:

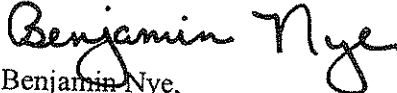
**Burgess & Niple, Inc.**  
5085 Reed Road  
Columbus, OH 43220  
614 459.2050  
Fax 614 451.1385

We are enclosing our Overhead Audit report from Deloitte for calendar year 2008. The audited rates were as follows:

Home Office Overhead – 168.18%  
Field Office Overhead – 135.16%  
Technology – 10.95%  
Cost of Money – 2.24%

If you have any other questions, please contact me at (614) 459-2050 or email [bnye@burnip.com](mailto:bnye@burnip.com).

Sincerely,

  
Benjamin Nye,  
Director, Accounting Division

BN: bn  
Copy: Rodney Holbert