

TRANSMITTAL MEMO

7012 MacCorkle Avenue, SE, Charleston, WV 25304 ■ Phone: (304) 342-1400 ■ Fax: (304) 343-9031

To: Mr. Guy Nisbet
State of West Virginia, Department of
Administration, Purchasing Division
2019 Washington Street, East
Charleston, West Virginia 25305

Date: September 6, 2012

Project No.: 0101-12-0456

Sent Via: Mail Federal Express United Parcel Service
 Hand Carried Other: _____

Quantity	Description
2	Proposal for Mapping Services for Southern Counties of West Virginia RFQ NO. DEP15938 (1 bound, 1 unbound)
Remarks:	

By: Dana L. Burns/mh

c: _____

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WV PURCHASING
DIVISION

**PROPOSAL FOR MAPPING SERVICES
FOR SOUTHERN COUNTIES OF
WEST VIRGINIA
OPEN-END CONTRACT
RFQ NO. DEP15938**

Prepared for:

West Virginia Department of Environmental Protection
Office of Abandoned Mine Lands and Reclamation
601 57th Street, SE
Charleston, West Virginia 25304

Prepared by:

Potesta & Associates, Inc.
7012 MacCorkle Avenue, SE
Charleston, West Virginia 25304
Phone: (304) 342-1400 Fax: (304) 343-9031
E-mail: potesta@potesta.com

CONTACT: Mr. Dana Burns, Vice President

Signature: *Dana L. Burns*

Project No. 0101-12-0456

September 6, 2012

POTESTA

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**PROPOSAL FOR MAPPING SERVICES
FOR SOUTHERN COUNTIES OF WEST VIRGINIA
OPEN-END CONTRACT
RFQ NO. DEP15938**

1.0 QUALIFICATIONS

1.1 Corporate History and Experience

Potesta & Associates, Inc. (POTESTA) proposes to provide surveying and mapping services to the West Virginia Department of Environmental Protection, Office of Abandoned Mine Lands & Reclamation (WVDEP, AML). These services will consist of the development of detailed topographic mapping from field survey data, as well as aerial photography, design data surveys, and the development of field survey information suitable and adequate for the development of detailed plans and specifications. Surveying and mapping services will be provided on an open-end contract basis for various locations in southern counties of West Virginia, as identified by the Office of Abandoned Mine Lands & Reclamation.

POTESTA is an engineering and environmental consulting firm providing professional services to deliver innovative, cost-effective solutions to complex problems. Our firm is multi-disciplinary and has a diversified practice covering engineering (civil, chemical, environmental, geotechnical, mechanical, and mining), permitting, site characterization and remediation, and general environmental consulting. Civil/site, geotechnical and mining engineering are areas of extensive expertise at POTESTA. We have worked on numerous engineering projects (ranging from site grading and drainage plans for university dorms and commercial/presidential developments, to power plant foundations to mine layouts/reclamation of abandoned mine lands) throughout the region. Our 15 registered professional engineers have over 250 years of experience among them and are supported by a large group of engineers, designers, surveyors and a landscape architect. Regulatory liaison and environmental compliance are areas of exceptional strength for POTESTA as the President of the company is a former director of the West Virginia Department of Natural Resources, and a Vice President is a former director of the West Virginia Division of Environmental Protection.

POTESTA has an experienced, efficient survey and mapping department within the engineering group. We routinely complete survey and mapping services for our clients and provide quality field survey data, topographic mapping, survey control, construction stakeout services, survey plat development, and related services.

Our clients include state, local, and federal government agencies, mining companies, manufacturers, utility companies, waste management companies, chemical companies, architects, attorneys, financial institutions, insurance companies, land developers, and construction companies.

We carry a full line of insurance coverage including general liability, errors and omissions, and workers' compensation. We also have quality control procedures to assist in providing our clients with quality projects.

POTESTA, since starting in 1997, has grown to over 100 employees in three offices. Included are 15 registered professional engineers (R.P.E.'s), three registered professional licensed land surveyors (P.L.S.'s), one registered professional geologist, and two PhD's whose specialties include aquatic biology and water quality. POTESTA has assembled a team that has historically served WVDEP, AML on numerous AML projects. In fact our staff has worked on over 80 AML projects for WVDEP (and more in other states) dating back into the mid 1980's. We have an ongoing workload with WVDEP, AML.

POTESTA will perform the work for this project from our Morgantown, West Virginia office with support as necessary from our Charleston, West Virginia office. POTESTA emphasizes that we will make a priority commitment to this project.

Appendix A contains the executed Request for Quotation form, POTESTA's completed bid schedule, Certification and Signature Page, Vendor Preference Certificate, and Purchasing Affidavit form.

The following describes POTESTA's qualifications for surveying and aerial mapping services necessary for this project:

POTESTA proposes to utilize our own survey crews on this project. POTESTA will perform all of the surveying required for this contract using in-house personnel. POTESTA has three licensed professional surveyors with over 40 years of combined surveying experience. Our surveyors are experienced in all aspects of surveying such as topographic mapping, boundary and property surveys, and construction surveys for layout of work, record drawings, and quantity measurements. We have three survey crews and the capability to add a fourth crew if necessary.

POTESTA's surveyors use state-of-the-art "Field to Finish" equipment such as total station instruments, Trimble R-8 Glonass, data collectors, AutoCAD 2011, Autodesk Civil 3D design software, computer hardware for data management, and a Hewlett Packard Designjet 4000 color ink jet plotter.

POTESTA is equipped with modern survey-grade GPS and conventional survey equipment allowing efficient data processing and accurate gathering of field information. GPS equipment includes Trimble R8 GNSS receivers to set and determine control points with sub-centimeter accuracy. Total station instruments equipped with data collectors are utilized for complete field-to-office automation allowing for high levels of productivity in the field for conventional surveying tasks. The latest versions of software are then used to process survey data and create drawings or required end products.

POTESTA utilizes state of the art computers and hardware, networked through Windows NT, for interfacing of drafting and surveying departments. Thus, drawing and surveying data files can be shared efficiently.

Surveys and mapping are completed to the standards as outlined by the National Map Standards as well as other applicable quality standards referenced in the Request for Quotation.

POTESTA will subcontract aerial photography and aerial mapping compilation.

1.2 Licensed Land Surveyors

POTESTA has three licensed land surveyors. The licensed land surveyors are:

- Mr. Dana Burns, PE, PS
- Mr. William Drinkard, PE, PS
- Mr. Victor Dawson, PS

Primary project responsibilities will be performed by Mr. Victor Dawson, PS No. 956.

POTESTA's Certificate of Authorization with the West Virginia Board of Professional Surveyors is Certificate No. 11-5368.

1.3 List of Similar Projects Completed Previously by POTESTA

Appendix B includes a list of representative, similar mapping projects completed by POTESTA over the past five years. These projects are designated as "complete."

1.4 List of Similar Projects Currently Working On

Appendix B includes a list of similar mapping projects currently ongoing.

1.5 Project Manager

POTESTA's project manager will be Mr. Victor Dawson, PS. Mr. Dawson has 30 years of experience in surveying work and is a registered professional surveyor in West Virginia, North Carolina, and South Carolina.

1.6 Years of Experience

POTESTA has been providing surveying and mapping services to our clients for 15 years.

2.0 CLOSING

We look forward to continuing to serve WVDEP, AML on the open-end contract for surveying and mapping. Our commitment is to provide quality service, rapid response and project completion, and to exceed your expectations for services performed under this project. We believe the track record of our professionals demonstrates our ability and commitment.

APPENDIX A



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

Solicitation

NUMBER
DEP15938

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
GUY NISBET 304-558-8802

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

ENVIRONMENTAL PROTECTION
 DEPARTMENT OF
 OFFICE OF AML&R
 601 57TH STREET SE
 CHARLESTON, WV
 25304 304-926-0499

DATE PRINTED
08/23/2012

BID OPENING DATE: 09/06/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		962-52		\$229,199.00
MAPPING SERVICES FOR SOUTHERN COUNTIES OF WV REQUEST FOR SOLICITATION THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY WEST VIRGINIA DEPARTMENT OF ENVIROMENTAL PROTECTION'S OFFICE OF ABANDONED MINE LANDS AND RECLAMATION IS SOLICITING BIDS FROM QUALIFIED CONTRACTOR FOR AN OPEN-END CONTRACT TO PROVIDE MAPPING SERVICES IN THE SOUTHERN COUNTIES OF WEST VIRGINIA PER THE FOLLOWING SPECIFICATIONS, TERMS & CONDITIONS, BID REQUIREMENTS. THESE MAPPING SERVICES WILL RESULT IN THE DEVELOPMENT OF CONTRACT DOCUMENTS FOR DESIGN/CONSTRUCTION PROJECTS.						
***** THIS IS THE END OF RFQ DEP15938 ***** TOTAL:						\$229,199.00

SIGNATURE <i>Dana L. Burns</i>	TELEPHONE 304-342-1400	DATE September 6, 2012
TITLE Dana L. Burns	FEIN 31-150-9066	ADDRESS CHANGES TO BE NOTED ABOVE

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

**MAPPING SERVICES IN SOUTHERN COUNTIES OF WEST VIRGINIA
OPEN-END CONTRACT
DEP15938
BID SCHEDULE**

The DEP reserves the right to request additional and supporting documentation regarding unit prices when the unit price appears to be unreasonable.

Item No.	Quantity	Description	Unit Price	Amount
1.0	700	2 - Man Surveying Crew (per hour)	\$ 85.00	\$ 59,500.00
2.0	225	3 - Man Surveying Crew (per hour)	\$ 100.00	\$ 22,500.00
3.0	280	Aerial Photograph Production (per sheet)	\$ 118.00	\$ 33,040.00
4.0		Topographic Mapping from Aerial Photography (per acre)		
		(List only one rate for each category)		
	500	0 - 50 Acres	\$ 24.27	\$ 12,135.00
	280	51 - 100 Acres	\$ 12.00	\$ 3,360.00
	202	101 and up Acres	\$ 7.00	\$ 1,414.00
5.0		Professional Rates (Listed Disciplines Only) (per hour)		
	250	Licensed Land Surveyor	\$ 85.00	\$ 21,250.00
	1100	CAD Operator	\$ 60.00	\$ 66,000.00
	200	Draftsperson	\$ 0.00	\$ 0.00
	125	Secretary	\$ 30.00	\$ 3,750.00
	150	Word Processor	\$ 0.00	\$ 0.00
6.0		Travel and Per Diem		
	125	Per Diem (Rate/Person/Day)	\$ 50.00	\$ 6,250.00
				\$229,199.00

* These are estimated quantities for bidding purposes only

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Potesta & Associates, Inc.

(Company)

Dana L. Burns

(Authorized Signature)

Dana L. Burns, Vice President

(Representative Name, Title)

(304) 342-1400 (304) 343-9031

(Phone Number)

(Fax Number)

September 6, 2012

(Date)

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
- 7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Potesta & Associates, Inc. Signed: *Dana L. Burns*
 Date: September 6, 2012 Title: Vice President

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or 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.

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

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Potesta & Associates, Inc.

Authorized Signature: *Dora L. Burns* Date: September 6, 2012

State of West Virginia

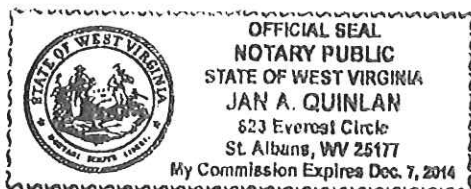
County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 6 day of September, 2012.

My Commission expires 12-7-2014, 20 .

AFFIX SEAL HERE

NOTARY PUBLIC _____



APPENDIX B

LIST OF SIMILAR MAPPING PROJECTS

Project No.	Client	Project Description
<i>Complete</i>		
11-0107	Southern West Virginia Asphalt, Inc.	850 Acres Aerial Mapping of Kelly Mountain Quarry
11-0108	Southern West Virginia Asphalt, Inc.	550 Acres Aerial Mapping of Bowden Quarry
10-0423	West Virginia Department of Environmental Protection	Sundial Abandoned Mine Lands Aerial Mapping
10-0195	Marion County Regional Development Authority	25 Acres Aerial Mapping of Owens Glass Plant, ALTA
11-0142	Bridge Partners	20 Acres Aerial Mapping of West Run Student Housing, ALTA
09-0161	West Virginia Department of Environmental Protection	Aerial Mapping for South Charleston Sanitary Landfill
07-0408	West Virginia Department of Environmental Protection	Jessop Highwall Abandoned Mine Lands Aerial Mapping
08-0437	Shafer Brothers Mines	300 Acres Aerial Mapping of Bucy 2 Mine
08-0600	Shafer Brothers Mines	475 Acres Aerial Mapping of Edna Gas Mine
08-0615	Shafer Brothers Mines	240 Acres Aerial Mapping of West Hills Mine
11-0056	University of Charleston	Aerial Mapping of Entire Campus
11-0227	Copper Beech Townhome Communities, LLP	42 Acres Aerial Mapping of Copper Beech, ALTA
08-0438	Shafer Brothers Mines	450 Acres Aerial Mapping of Miller Mine
10-0042	Shafer Brothers Mines	366 Acres Aerial Mapping of National Mine
10-0274	Shafer Brothers Mines	350 Acres Aerial Mapping – Bucy 3 Mine
11-0533	LANGAN Properties	65 Acres Aerial Mapping – Proposed Shopping/Motel Site
11-0256	Ridgeline	20 Acres Aerial Mapping for New Store

Note: POTEITA has completed all mapping projects under contract and has no current mapping projects waiting to be performed.