



**State of West Virginia  
Department of Administration  
Purchasing Division**

**NOTICE**

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

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ORIGINAL

**EXPRESSION OF INTEREST FOR  
ARCHITECTURAL AND ENGINEERING  
SERVICES FOR THE REPAIR AND  
REHABILITATION OF WEST VIRGINIA  
DIVISION OF NATURAL RESOURCES  
STATE FISH HATCHERIES AT  
VARIOUS LOCATIONS**

*Prepared for:*

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Wildlife Resources Section  
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**POTESTA**



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**1.0 QUALIFICATIONS AND EXPERIENCE**

**1.1 Corporate History and Experience**

Potesta & Associates, Inc. (POTESTA) proposes to provide professional architectural and engineering services to the West Virginia Division of Natural Resources, Wildlife Resources Section (Agency). These services will consist of design, bidding, and construction phase services associated with repair and rehabilitation of hatcheries at the following locations:

- ◆ Apple Grove State Fish Hatchery (SFH) Mason County
- ◆ Palestine SFH, Wirt County
- ◆ Bowden SFH, Randolph County
- ◆ Edray SFH, Pocahontas County
- ◆ Petersburg SFH, Grant County
- ◆ Reeds Creek SFH, Pendleton County
- ◆ Ridge SFH, Morgan County
- ◆ Tate Lohr SFH, Mercer County
- ◆ Spring Run SFH, Grant County.

The Agency has identified the following tasks:

- Task 1:** Pond liner repair or replacement at Apple Grove SFH and Bowden SFH.
- Task 2:** Rehabilitation of the water supply system at the Palestine SFH.
- Task 3:** Installation of composite samplers and flow measurement devices at Bowden, Edray, Petersburg, Reeds Creek, and Ridge hatcheries.
- Task 4:** Water supply rehabilitation at the Edray, Petersburg, Ridge, Spring Run, and Tate Lohr hatcheries.
- Task 5:** Wastewater treatment system installation at the Bowden, Edray, and Petersburg hatcheries.



**Task 6:** Bio-filter repair and rehabilitation at the Reeds Creek hatchery.

POTESTA is an engineering and environmental consulting firm providing professional services to deliver innovative, cost-effective solutions to complex problems. Our offices are strategically located to provide service at hatchery facilities throughout West Virginia as our Charleston office is located in Southern West Virginia, our Morgantown office is located in Northern West Virginia, while our Winchester, Virginia office is strategically located near the Eastern Panhandle. Our firm is multi-disciplinary and has a diversified practice covering engineering (civil, chemical, environmental, geotechnical, mechanical, and mining), aquatic resources, permitting, site characterization and remediation, and general environmental consulting. We specialize in multi-disciplinary projects that include the interfacing of a team of engineers and scientists, and have successfully completed many such projects in the State of West Virginia. Our 16 registered professional engineers have over 300 years of experience among them and are supported by a large group of engineers, scientists, designers, and surveyors. Natural resources, 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 Division of Natural Resources, and a Vice President is a former director of the West Virginia Department of Environmental Protection.

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; Insurance and Workers Compensation Certificates are included in **Appendix A**. We also have quality control procedures to assist in providing our clients with quality projects.

POTESTA offers the following professional services.

- ▶ 404 Permit Preparation and Negotiation
- ▶ Acid Mine Drainage Control
- ▶ Asbestos Inspection
- ▶ Benthic and Biological Studies
- ▶ CADD Services (AutoCAD 2007, Various Software Design Packages, Digitizing and Plotting)
- ▶ Chemical Engineering
- ▶ Civil Engineering
- ▶ Clean Air Act Compliance
- ▶ Construction Monitoring
- ▶ Corporate Environmental Management
- ▶ Design of Slurry Impoundments and Refuse Disposal Sites
- ▶ Dewatering Plans
- ▶ Environmental Engineering
- ▶ Environmental Impact Studies
- ▶ Environmental Site Assessments
- ▶ Environmental Audits
- ▶ Environmental Engineering
- ▶ Erosion and Sedimentation Control Plans
- ▶ Expert Witness and Litigation Support
- ▶ Feasibility Studies
- ▶ Foundation Design
- ▶ Geological Services
- ▶ Geotechnical Engineering
- ▶ Ground and Surface Water Sampling
- ▶ Groundwater Investigation and Remediation



- ▶ Groundwater Protection Plans
- ▶ Hazardous Waste Management
- ▶ Hydrologic and Hydraulic Evaluations
- ▶ In-Situ and Ex-Situ Biostimulation/Bioaugmentation
- ▶ Landfill Design and Land Use and Natural Resource Planning
- ▶ Landfill Closure Plans
- ▶ Land Use and Natural Resource Planning
- ▶ Mining Engineering
- ▶ Multimedia Sampling (Air, Fly Ash, Rock, Soil, Water)
- ▶ Pollution Prevention and Waste Minimization Planning
- ▶ Permitting (Air, FERC, Fly Ash Haulback, Mining, NPDES, Quarry and Solid and Hazardous Waste)
- ▶ Post Reclamation Land Uses
- ▶ Pre-Blast and Pre-Subsidence Surveys
- ▶ Preparation of Construction Documents (Calculations Brief, Construction Drawings, Contractor's Bid Sheet, Engineer's Cost Estimate, QA/QC Manual and Technical Specifications)
- ▶ Reclamation Design and Planning
- ▶ Reclamation Liability Assessments
- ▶ Regulatory Liaison Services
- ▶ Risk-Based Environmental Assessment
- ▶ SARA Title III, TIER II and Form R Inventory and Reporting
- ▶ Sewer Line Design
- ▶ Site Characterization and Remediation Planning
- ▶ Site Design/Planning
- ▶ Soil Science/Agronomy
- ▶ Spill Prevention Control and Countermeasure Plans
- ▶ Stabilization and Closure of Waste Impoundments
- ▶ Stormwater Management and Permitting
- ▶ Stream Benthic Macro-Invertebrate Surveys and Toxicity Evaluations
- ▶ Stream and Water Restoration
- ▶ Subsidence Studies
- ▶ Subsurface Explorations
- ▶ Surface and Groundwater Monitoring, Statistical Analysis and Reporting
- ▶ Surveying (Traditional and Global Positioning System)
- ▶ UST Closure and Site Remediation
- ▶ UST Installation Monitoring
- ▶ Waste Facility Permitting and Design
- ▶ Waste Disposal Design
- ▶ Water Line Design
- ▶ Water/Wastewater Treatment Design
- ▶ Wetland Investigation and Delineation, Mitigation Design and Monitoring

Service briefs of relevant service areas are included in **Appendix B**.



POTESTA has the following staff:

26	Engineers, Including 16 Professional Engineers
28	Scientists (Biologists, Chemists, Toxicologists, Ecologists, Environmental Scientists, Etc.)
3	Geologists/Hydrogeologists
7	Surveyors
7	CADD Operators/Designers
14	Technicians/Construction Monitors
1	Chemist
22	Support and Other Staff

POTESTA, since starting in 1997, has grown to over 100 employees in three offices. Included are 16 registered professional engineers (R.P.E.'s), 4 registered professional licensed land surveyors (P.L.S.'), and 3 Ph.D.'s whose specialties include aquatic biology and water quality. POTESTA has assembled a team that has historically served state agencies on numerous projects around the State of West Virginia. In fact, our staff has 150+ years' experience working on contracts with the State of West Virginia, including:

- ◆ *West Virginia Department of Environmental Protection, Office of Abandoned Mine Lands and Reclamation:* Design and bidding phase services for reclamation for abandoned mine lands projects throughout West Virginia since 2002.
- ◆ *West Virginia Department of Environmental Protection, Office of Waste Management:* Design, bidding and construction phase services for 8 landfill repair and closure projects in both Northern and Southern West Virginia since 1997.
- ◆ *West Virginia Division of Highways (WVDOH), Engineering Division:* (a) Asbestos inspection sampling services and report preparation, and development of contract documents for asbestos removal and disposal projects throughout West Virginia since 2002, (b) open-end agreement with the WVDOH for two years to provide natural resource services for NEPA compliance, (c) master service agreements to provide engineering services related to highway, bridge, and miscellaneous projects, (d) two master service agreements to provide surveying services, (e) engineering services as part of design-build for 3 1/2 miles of the upgrade of Interstate 64 from 4 – 6 lanes, (f) geotechnical, surveying, and civil site design associated with widening Jefferson Road for 1 ½ miles, and (g) maintenance of six year agreement to provide environmental assessment and remediation services.



- ◆ *West Virginia Division of Natural Resources:* Site grading, utilities, etc. for handicap accessible cabins and state parks, and restoration of 78 miles of Northbend Rail Trail.
- ◆ *West Virginia Department of Transportation, Materials Control, Soils and Testing Division:* Five year agreement for geotechnical services throughout the State of West Virginia.
- ◆ *West Virginia Department of Health and Human Resources, Office of Environmental Health Services, Source Water Assessment and Protection Program:* Three contracts for Source Water Protection Plan services for 100+ communities throughout Southern, Northern, and Eastern West Virginia from 2002 to 2004 and 2009 to 2012.

References for some of the services completed for the State of West Virginia is included in **Appendix C**.

POTESTA will perform the work for this project from our Charleston and Morgantown, West Virginia offices. Our proximity to the Agency's South Charleston office will facilitate immediate response to your needs and allow meetings to be attended within a minutes notice; in addition, we can draw upon support from our Winchester and Morgantown offices for needs in Eastern and North Central, West Virginia. POTESTA emphasizes that we will make a priority commitment to this project.

In addition, we have the preeminent staff in West Virginia for addressing issues regarding water quality and regulatory issues since (a) two of our principals are former heads of the state environmental regulatory agency and one was also chief of the water quality regulatory agency, and, (b) we have 3 Ph.D.'s and numerous others with master's degrees whose specialty is water quality. As a result, POTESTA will provide the required expertise to complete this project in a timely, economical, and efficient manner.

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 four 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 2013, Civil 3D design software, computer hardware for data management, and a Hewlett Packard Designjet 5500 color ink jet plotter.





POTESTA is equipped with modern surveying instruments allowing efficient data processing and accurate gathering of field information. Total station instruments equipped with data collectors are utilized for complete field-to-office automation allowing for high levels of productivity in the field. 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 networked computers and hardware 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.

Upgrade at pumping sources can mean upgrade of backup power supplies which can raise issues regarding air permitting. As such, POTESTA has been addressing air quality issues since 1997 and has 4 staff dedicated to air regulatory issues. In addition, large scale disturbance of land (such as commonly required for liner system and wastewater treatment system projects) can require a construction stormwater National Pollutant Discharge Elimination System (NPDES) permit. In the last 10 years, POTESTA has completed the permit application process for hundreds of construction stormwater NPDES permits.

POTESTA routinely deploys flow measurement equipment in a wide range of applications from pipes in chemical facilities to streams associated with mining sites. Each site has its own set of considerations that must be evaluated to ensure that a defensible measurement can be made. In some cases, handheld velocity meters are used in stream systems at multiple points along a predetermined transect to calculate a flow value for a specific date and time. In other cases, sophisticated electronic meters are deployed in manholes for several months at a time to evaluate wastewater flows for a major facility upgrade. These meters communicate with telemetry to transmit the data back to the office where it is downloaded and processed. We routinely check the calibration of flow meters to determine if they are within the acceptable range.

Taking representative samples (i.e., composite sampling) from wastewater systems is an area where POTESTA has extensive experience. We are well versed in manual and automated sampling techniques. Flow proportional samples are often required in NPDES permits and require the use of flow measurement along with the sample collections. These two can be done automatically or manually. POTESTA can specify equipment and materials for specific conditions to provide reliable data with minimal facility effort.

Demolition activities are anticipated for the fish hatchery project. Demolition activities frequently encounter asbestos containing materials (ACM). We have licensed ACM inspectors and have provided services associated with ACM inspection sampling and abatement projects since 1997. We have had a contract with the State of West Virginia to complete these services since 2002. Our clients include state agencies, churches, industrial and commercial entities,



hospitals, residential complexes, banks, the National Park Service, coal mining companies, and others.

Additional information on POTE STA's staff experience with respect to the primary service areas for this project (hatcheries, liner systems, water treatment, wastewater treatment, and composite sampling/flow metering) is included in the matrices in **Appendix D**. Since there is a voluminous amount of projects in the project matrices, we have selected several projects for a more detailed presentation. These are included in **Appendix E**.

**Appendix F** contains the executed DNR213227 Solicitation Form, Certification and Signature Page, Purchasing Affidavit, Addendum Acknowledgement Form.

## 1.2 Experience, Qualifications, and Performance Data of Primary Staff

Primary staff POTE STA commits to this contract are as follows:

Mr. Dana L. Burns, P.E., Vice President at POTE STA, will serve as principal-in-charge for this project. Mr. Burns has served as the principal-in-charge for all of POTE STA's contracts for engineering services with the State of West Virginia, including those with the West Virginia Department of Transportation, West Virginia Department of Environmental Protection, West Virginia Department of Health and Human Resources, and West Virginia Division of Natural Resources. As such, he understands the resources it takes to complete a project for the State of West Virginia, as well as the requirements of not just the purchasing agency but also those of the West Virginia Department of Administration. Mr. Burns' experience includes over 34 years of civil and environmental engineering and related projects including completing 100+ water supply/wastewater projects, 50+ liner system projects, and numerous sampling/flow metering projects.

Mr. Ronald R. Potesta, President of POTE STA, has approximately 25 years of experience in the engineering and environmental consulting business. He was formerly the Director of the West Virginia Department of Natural Resources. In that role, he managed the following programs: Wildlife Resources, Parks, Law Enforcement, Water Resources, Mining and Reclamation, Division of Natural Resources Administration and other smaller unites. He has an understanding of West Virginia State government and the Division of Natural Resources. He supervised the management and operation of the hatcheries in the state. He has a unique understanding of the hatchery role in the Division of Natural Resources' mission, which is unmatched by other consulting firms in the state. As a current Commissioner on the Ohio River Water Sanitation Commission (ORSANCO), he addresses water supply and water quality issues basin wide.

Dr. Laidley Eli McCoy, Ph.D., spent 17 years in West Virginia State government, starting in the Division of Natural Resources. He has managed the water quality and water regulatory programs in the State as Chief of the Office of Water Resources, and later as the Secretary of the West Virginia Department of Environmental Protection (WVDEP). As Chief, he oversaw the



original permitting efforts of certain hatcheries that fell under the regulatory authority of the Concentrated Animal Feeding Operations Rule. He has worked in the NPDES permitting program and is familiar with the development of permit effluent limitations based upon effluent guidelines and water quality. He also has served as ORSANCO Commissioner and, in that role, addressed water quality and quantity issues on the entire Ohio River basin. In his role as Director of WVDEP, he managed the major environmental programs in the state that address permitting in both the air and water programs, including stormwater construction.

Mr. Terence Moran, P.E., Senior Engineer at POTEESTA, will serve as the project manager for the project. Mr. Moran is proposed to be the project manager for this project because he brings extensive experience on water supply/wastewater projects, liner system projects, sampling/flow metering projects, and projects for the State of West Virginia. Mr. Moran received his Master's Degree with an emphasis in wastewater treatment from West Virginia University. He has also had a perpetual workload in providing bidding and construction phase services for public works projects for the last 15 years. Accordingly, he is well versed in attending pre-bid meetings to present the project and answer questions, administering construction contracts, overseeing construction technicians, reviewing applications for payments, etc. Mr. Moran has over 24 years' experience, and has completed 100+ water supply/wastewater projects, liner system projects, and 15+ projects involving metering and sampling. He has served as project engineer/project manager for approximately 70 projects (contracts) with the State of West Virginia, including contracts with the WVDEP, West Virginia Department of Health and Human Resources, and West Virginia Department of Transportation; these projects for the State of West Virginia included projects involving liner systems, water supply systems, wastewater systems, flow metering, and sampling.

Mr. Mark A. Sankoff, PE, will serve as the task manager for design of water and wastewater systems. He has over 31 years of engineering experience, including over 20 years at West Virginia American Water Company (WVAW) in the Engineering and Distribution department. This experience in operations provides clients with a unique blend of engineering and operational knowledge to apply to projects. Mr. Sankoff has experience with intakes and raw water lift stations similar to the Palestine Fish Hatchery, has experience in flow measurement devices in water and wastewater treatment plants, both open channel and full pipe metering, along with SCADA controls and automated chemical flow pacing. He has worked with WVAW operational personnel to maintain the spring boxes on the Ada Dam, which serves Bluefield, West Virginia, and understands the importance of maintaining those feeds into the reservoir. Mr. Sankoff also has experience in wastewater treatment plants and understands the importance of meeting the discharge requirements in a cost effective but an operational sustainable manner for the three rivers that are under increasingly difficult wasteload allocations. Mr. Sankoff brings 9 years of distribution operational experience in distribution piping and valve repair and replacement for water lines from 2-inch to 48-inch in diameter.

Mr. Mark Kiser, P.E., who will serve as the task manager for the liner system part of the project, has over 29 years of experience with landfill, pond, and impoundment liner system design,



construction repair, quality assurance monitoring, and certifications. Liner materials included natural clay, geosynthetic clay liner, amended clay, and various synthetic geomembrane materials. He has worked on liner systems for waste disposal facilities in West Virginia and surrounding states. Projects ranged from new landfill liner systems ranging from 1 acre to over 30 acres, pond liners, and caps for landfills and other impacted areas. Landfills include commercial municipal solid waste landfills and large industrial waste landfills. Ponds and impoundments included large storage basins associated with landfills and freshwater ponds and reservoirs. Mr. Kiser has provided design and construction oversight for repairs to existing liner systems.

Mr. Daniel Miller, Ph.D., is an aquatic biologist with 25+ years of experience in fish and shrimp hatchery management and design. He has successfully completed: the design and training of personnel for a research hatchery for the University of Wisconsin; the design, testing, start up and training of personnel for a commercial yellow perch recirculating hatchery for the Chippewa Tribe in Red Lake, Minnesota; and a hydrological and immunological survey for a property owned by Milwaukee County. He evaluated the water source and made recommendations for an alternative source of water for a fish hatchery he designed for the Great Lakes Research Facility. This project included the design of outdoor ponds and had cost considerations. The facility was built with minor field changes and is actively producing fish for stocking today. Mr. Miller is familiar with and has managed biological filters and solid removal filters to improve production at fish hatcheries. He has consulted for trout farms in South Africa, a tilapia farm in Honduras, shrimp farms in Ecuador and the Chinese Central government.

Mr. Douglas W. Bowe will serve as the task manager for specifying and installing composite samplers and flow meters. He has 30+ years in water quality and sampling. He was a Compliance Monitoring Inspector for the then Division of Water Resources where he established monitoring locations for sampling and flow measurements. He is experienced in flow measurement and data assessment. He understands NPDES reporting on Discharge Monitoring Reports (DMRs) and completes those electronic report forms for many of our clients. He completes NPDES applications and works with the WVDEP to process them. He routinely specifies and oversees the installation of flow monitoring and sampling equipment in an array of open channel or pipe environments. He has overseen or completed the installation and operation of numerous composite samples and flow meter installations.

Resumes of these staff members are included in **Appendix G**.

### **1.3 Experience, Qualifications, and Performance Data of Other Staff**

POTESTA has a staff of over 100 technical and support personnel. POTESTA is exceptionally well suited to: (1) complete surveying and mapping; (2) perform geotechnical services including subsurface exploration and laboratory analysis; (3) design water and wastewater treatment system, liner system repairs, composite sampling/flow metering systems, and rehabilitations of facilities; (4) develop engineering drawings, contract specifications, permit applications and



other contract documents; (5) attend pre-bid meetings and preconstruction conferences; (6) provide construction administration services; and (7) provide construction observation systems. POTE STA can conduct all design engineering work required for this project with present personnel (see exception below). In addition to the engineering staff, POTE STA has a deep “pool” of engineers and scientists to support our efforts.

Ms. Mindy Armstead, Ph.D., is an aquatic toxicologist with 20+ years of experience in water quality issues. She has identified and assessed golden algae outbreaks in the Dunkard Creek watershed in Northern West Virginia. She has conducted toxicity assessments and developed programs to minimize or eliminate instances of aquatic toxicity. Her understanding of the interactions of various chemicals in aqueous environments has resolved numerous toxicity issues for our clients. She is currently on the staff of Marshall University, Huntington, West Virginia, but remains an employee of POTE STA.

Ms. Lisa Burgess has 22 years of environmental consulting experience. While she is well versed in air, waste, and water issues, her preferred area of specialization is regulatory issues addressing water. She routinely completes NPDES permit applications for facilities that range from car washes with a few hundred gallons per day discharge to major chemical manufacturing facilities with millions of gallons per day discharge. She has worked throughout West Virginia and in surrounding states. Her understanding of environmental audits and permit compliance issues is likely unmatched in the state. She has an excellent working relationship with the permitting staff in the WVDEP, Division of Water and Waste Management (DWWM). Her background gives her the experience to manage a facility’s compliance during major improvement projects.

Mr. Vince Ammirato, P.E., has 40 years of experience with various environmental and engineering projects. He has significant expertise in the design of wastewater treatment systems particularly related to the removal of nutrients such as nitrogen and phosphorous. Mr. Ammirato has designed several Wastewater Treatment Plants (WWTP) to meet the extremely low nutrient limits for facilities discharging into waters draining to the Chesapeake Bay Watershed. Among these are:

- ◆ 50,000 gpd activated sludge membrane bioreactor (MBR) expandable to 250,000 gpd for Old Standard Subdivision in Jefferson County, West Virginia.
- ◆ 250,000 gpd sequencing batch reactor including tertiary filtration and chemical treatment for nutrient removal expandable to 325,000 gpd for Charles Town Races & Slots in Charles Town, West Virginia.
- ◆ 250,000 gpd (expandable to 500,000 gpd) MBR for Highland Farms Subdivision in Jefferson County, West Virginia.
- ◆ MBR for Tackley Mill Development designed for 706,000 gpd (expandable to 1,000,000 gpd in Jefferson County, West Virginia.



- ◆ Coolfont Village Development, Morgan County, West Virginia – 440,000 gpd activated sludge MBR.
- ◆ 40,000 gpd Conventional Suspended Growth – Activated Sludge WWTP in Harpers Ferry, West Virginia for the US Custom & Border Patrol. In addition to the design of the conventional WWTP, wetland treatment with polishing units for nutrient removal as well as a Living Machine with polishing units for nutrient removal were evaluated.

Mr. Ammirato is experienced with the design of nutrient removal as part of a newly designed facility as well as the integration of nutrient removal systems into existing WWTP facilities.

Mr. Chris C. Jackson, Staff Scientist, has been a West Virginia Licensed Asbestos Inspector for over ten years and has performed numerous asbestos inspection/sampling projects with final reports. Mr. Jackson is also a West Virginia Licensed Asbestos Abatement Project Designer and a Virginia Licensed Asbestos Inspector. Mr. Jackson has managed asbestos projects for approximately seven years.

Mr. Andrew Kirsch, Staff Scientist, is a licensed asbestos inspector in West Virginia as well as Virginia and Kentucky. Mr. Kirsch has inspected numerous structures and prepared the final reports.

Mr. Evan Amick, Technician, was licensed as an asbestos inspector and has assisted with inspection activities associated with several structures.

POTESTA's project managers will be supported by a team of engineers, scientists, surveyors, hydrologists, geologist/hydrogeologists, biologists, CADD operators, and other support personnel from POTESTA's staff. Included are geotechnical scientists and geotechnical engineers such as Mr. Chris Grose and Mr. Dave Sharp, P.E., who have both worked on numerous geotechnical projects; project engineers such as Jason Gandee, Robert Ammirato, P.E., and Jarrett Smith, P.E., who have worked on numerous grading designs and completion of construction stormwater NPDES permits; Mr. Patrick Ward, P.E., a civil engineer who has spent 20 years providing air quality and air regulatory services to a variety of clients; Mr. Kenneth Kinder, P.E., a civil engineer who has extensive experience with hydrologic analysis and design of open channel structures; Mr. Bill Drinkard, P.E., a mining engineer whom has worked on numerous projects involving earthwork, site drainage, pond design, calculations, plans and specifications and construction administration; Mr. Victor Dawson, P.L.S., who has worked on developing mapping or performing construction layout on projects dating back into the late 1980s; and POTESTA's team of CADD Operators whom have also worked on State of West Virginia projects.

Resumes of some key personnel are presented in **Appendix G**. Copies of licensures and degrees associated with some of the key staff are included in **Appendix H**. We can provide copies of



other licenses and degrees if so requested by the Agency Additional information is included in Section 2.0 “Approach and Methodology for Meeting Goals and Objectives.”

POTESTA provides multi-disciplinary services and can perform all of the professional services required under this contract, except for electrical and mechanical engineering where we anticipate using Harper Engineering, pllc. Harper Engineering, pllc is a full service mechanical, electrical, and plumbing engineering firm located in St. Albans, West Virginia. Harper Engineering, pllc’s experience includes school, hospitals, government, commercial, multi-tenant housing, and various water and wastewater treatment plants. POTESTA has worked with Harper Engineering, pllc on numerous waste water treatment plants where Harper Engineering, pllc has provided support for the electrical and HVAC design. Harper Engineering’s qualifications are further elaborated on in **Appendix I**.

## **2.0 APPROACH AND METHODOLOGY FOR MEETING GOALS AND OBJECTIVES**

### **2.1 Approach**

The following summarizes our approach.

#### **2.1.1 Preliminary Matters**

We anticipate reviewing the 2009 Engineering Assessment completed by the Agency, visiting all the hatchery sites, and meeting with Agency personnel. From this effort, we anticipate preparing our detailed scope of services (see Section 2.2.1 “General Management” for additional description).POTESTA will work with the Agency to develop a successful approach to the project.

#### **2.1.2 Final Design and Specifications**

POTESTA will proceed with the final design and preparation of project specifications for the project once the Agency has reviewed the preliminary design and we have received comments on the same, and the necessary funding has been obtained. The design can be flexible and POTESTA will adjust the design accordingly as the situation and/or funding may dictate. However, some issues we intend to take into account in final design are summarized as follows:

Biosecurity and sustainability are two issues that all hatchery rehabilitation plans are dealing with. Recirculating Aquaculture Systems (RAS) have been incorporated into numerous state hatchery rehabilitation plans (Cleghorn Springs, SD; Montebello hatchery, VA; Wild Rose Hatchery, WI) over the past decade. POTESTA is able to provide an evaluation of options available for incorporating partial recirculating capacity within the context of wastewater treatment systems and biofilter repair.



Improved engineering of fluidized bed biofilters has the potential to reduce electrical costs by 30%. Efficient and rapid removal of solid waste can reduce disease issues and improve overall production. Solids removal should occur prior to biofiltration to maintain a dominance of nitrifying bacteria in the biofilter. Water exiting the biofilter will be low in ammonia and easily treated for reuse where sensitive fry are held.

Wastewater treatment devices prepare the water for regulated discharge limits. For the Bowden, Edray, and Petersburg hatcheries, the chosen devices that will remove solids and ammonia are the same devices used in recirculating systems. With minimal additional treatment (a low maintenance ultraviolet bypass and oxygenation), a biosecure recirculating water stream can be used for young fry, improving biosecurity and reducing source water needs in one area of the hatchery. Our combination of expert engineers and our hatchery specialist, who has managed and designed recirculation hatcheries, will provide the Agency with an excellent team of consultants to meet and exceed the required tasks for the hatchery rehabilitation plan.

Construction drawings and specifications will be prepared for Agency and regulatory review and approval prior to advertisement and bidding.

### **2.1.3 Construction Cost Estimate**

POTESTA will prepare a preliminary estimate of probable construction cost broken down by major work items. We routinely track bid tabulations available from entities such as the West Virginia Division of Highways and the Contractors' Association of West Virginia so that we have ready "access" to up-to-date unit prices. Separate estimates will be made for each facility. The preliminary estimate will be submitted with a draft submittal of the drawings and specifications. A final estimate of probable construction cost will be prepared and submitted with the draft drawings. The final estimate will be used for evaluation of project costs and subsequent contractor bids.

### **2.1.4 Permitting**

Several permits and/or permit modifications may be required for the proposed project. These may include a NPDES General Stormwater Permit, United States Army Corps of Engineers Permit, West Virginia Public Land Corporation Permit. Modifications to applicable facility NPDES permits will be required.

### **2.1.5 Bidding Documents Preparation/Bidding Assistance**

POTESTA will prepare a construction bid form and required bidding (i.e., contract) documents, and will assist the Agency in the appropriate procedures regarding advertisement and procurement of bids. POTESTA will also help present the project at public meetings, and assist





with the pre-bid conference for contractors. Upon receipt of bids, POTESA will aid the Agency in evaluation of the bids for cost, completeness and qualifications.

### **2.1.6 Construction Administration/Observation**

After bid evaluation and contractor selection by the Agency, POTESA proposes to complete the following construction administration and observation tasks during construction. The scope of services described below is based in part on terms and requirements of the *Standard General Conditions of the Construction Contract*, prepared by the Engineers Joint Contract Documents Committee, which has been used for other projects and is assumed to be used as the basis of the contract between the Agency and the contractor.

- ◆ Review contract documents, particularly items that were not prepared by POTESA, such as the agreement, general conditions, supplementary conditions, specification special conditions, and engineering specifications.
- ◆ Review, meet, comment on and accept contractor's preliminary (and subsequent adjustments to) progress schedule, preliminary schedule of shop drawing and sample submittals, and preliminary schedule of values (for progress payments).
- ◆ Attend pre-construction conference.
- ◆ Review underground facilities not shown on contract documents to determine potential changes to contract documents.
- ◆ Review substitutes and "or equal" items, and issue written acceptance/denials.
- ◆ Review and approve shop drawings and samples (if required), including review of revised shop drawings if necessary.
- ◆ Review contractor work plan, if required by specification special conditions.
- ◆ Attend progress meetings and as needed meetings.
- ◆ Issue written clarifications or interpretations of the requirements of the contract documents, including issuance of additional specifications and drawings.
- ◆ Provide a nearly full-time representative to observe construction for compliance with the contract documents, and observe testing by the contractor and record results on appropriate forms.
- ◆ Prepare weekly reports summarizing construction activities.



- ◆ Prepare change orders for the work, including issuance of additional specifications and drawings, if necessary.
- ◆ Review contractor invoices (i.e., Applications for Payment) and issue written recommendations for payment or denial.
- ◆ Issue Certificate of Substantial Completion to the Agency, as typically required by the contract documents.
- ◆ Provide record drawings showing “as-built” features.

## **2.2 Management Plan**

### **2.2.1 General Management**

POTESTA’s proposed project organization chart, including key staff and subconsultants/subcontractors, is contained in **Appendix J**. Services will be performed at POTESTA’s Charleston, West Virginia office. Our Charleston location is convenient with respect to the Agency’s Charleston office; the effort will be supported by our Morgantown and Winchester offices if needed.

POTESTA’s professional, technical, and support staff have extensive experience on water/wastewater system, composite sampler/flow meter systems, liner system, and projects. We are well qualified to serve the Agency on this project. We stand ready to commit the personnel and resources required to complete this project in a timely, technically sound, and cost-efficient manner. POTESTA’s large staff size will allow us to work on this project on an accelerated schedule if necessary.

POTESTA’s principal-in-charge will be responsible for contract management (administration) and shall coordinate and direct all aspects of the project. The principal-in-charge will review the proposed project, assign a project manager, assemble a project team and appoint key staff to develop a proposed scope of work. The principal-in-charge and project manager will visit all of the sites with the Agency to review site conditions and the proposed services to be completed and guide the preparation of a detailed proposal and cost estimate. A written proposal, including a detailed scope of services and an associated manhour and cost estimate, will then be prepared and submitted to the Agency for review. The project manager will review the proposal with the Agency, including a task-by-task discussion of work items and the related costs. Upon the Agency’s approval of the proposal, the project manager will arrange for the start of project activities. The principal-in-charge will provide the project manager the required staff necessary to complete the project activities, will review the project budget and schedule during performance of the project, and will provide a final QA/QC review of the documents prior to submittal to the Agency. Mr. Dana Burns, P.E. will serve as the principal-in-charge on this project. Day-to-day project activities for this project will be performed under the direction of our



project manager, Mr. Terence Moran, P.E. **Mr. Moran, P.E., will be the point of contact to allow clear communication with the Agency.** Mr. Mark Kiser, P.E., will serve as a “backup” project manager and will provide quality assurance/quality control via a “constructability” review. The project manager will develop a detailed step-by-step project work plan so that the project activities are completed in a correct manner, on budget, and on time. They will also review work products at intermediate points and prior to project completion. They will conduct project status reports which may include weekly meetings, memos, or telephone calls with the Agency’s project manager as required. The project manager will supervise the day to day work in progress, will coordinate with POTESTA’s subconsultants and subcontractors (e.g., geotechnical drilling and laboratory services) to provide necessary services, and review work products at intermediate points and prior to submittal to the Agency.

POTESTA will utilize the appropriate classification of staff to conduct activities required for the project. Our large, experienced staff allows us to respond quickly, provides flexibility, and will provide for the opportunity of high level input from in-house experts on complex multi-disciplinary projects. Our normal method of staffing projects is to assign a small project team with total responsibility for completion of the work to the client’s satisfaction and budget. Where necessary, the team can draw on the expertise available within POTESTA’s large staff. POTESTA offers a large staff with the efficiency and rates normally associated with a small firm.

### **2.2.2 Project Budget Control**

The project manager will be responsible for monitoring the project budget and keeping the principal-in-charge informed of its status. POTESTA’s staff enters time into POTESTA’s Timetrax computer system on a daily and/or weekly basis. POTESTA’s project managers can access Timetrax at any time, thus allowing “real-time” control of project costs. In addition, field representatives routinely keep track of subcontractor costs on a daily basis. Thus we can, in effect, keep track of the total project costs on a weekly basis. Our subcontractors commonly invoice at monthly intervals and there is seldom a discrepancy between our field representative’s pay items and our subcontractor’s invoice.

### **2.2.3 Schedule Control**

Direct responsibility for schedule control lies with the project manager. Initially, the project manager will review schedule requirements to see how they can be achieved given the anticipated scope of work. As the project progresses, the project manager will monitor progress and compare it with the established schedule on a weekly basis keeping the principal-in-charge aware of the schedule’s status. In this manner, the principal-in-charge can make staff adjustments to allow the project manager to maintain the project schedule. If circumstances develop that make it impossible to maintain the project schedule, the project manager will contact the Agency’s project manager to develop a mutually acceptable adjustment to the schedule and/or work plan.



#### **2.2.4 Quality Assurance/Quality Control**

Submittals to the Agency will be reviewed and commented on by the project manager and the principal-in-charge prior to submittal to the Agency. Both the project managers and the principal-in-charge have worked on numerous State of West Virginia projects, and thus understand the level of detail and expectations for State government projects. POTE STA utilizes standardized Quality Assurance/Quality Control (QA/QC) practices such as consistency checks, color coding of checked copies/calculations, and review of method of measurements versus quantity tallies to insure QA/QC expectations are met.

### **3.0 CLOSING**

We look forward to continuing to serve the Agency on the repair of state fish hatcheries project and bring it to completion. 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.

We believe our submittal demonstrates how our qualifications are a unique fit for the Agency's proposed fish hatcheries rehabilitation project. We believe we are the only firm who brings the following to the project:

1. Extensive hatchery experience.
2. Completion of numerous water, wastewater and liner system projects.
3. Unique combination of engineers and environmental scientists with an extensive track record of flow metering and composite sampling projects, and knowing what regulatory hurdles will be faced and what it will take to obtain approvals.

We look forward to an interview to better acquaint you with our capabilities and plan.



208807

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/13/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Commercial Lines - (304) 346-0611 Wells Fargo Insurance Services of West Virginia Inc. One Hillcrest Drive East Charleston, WV 25311-1697		<b>CONTACT NAME:</b> Mary Beth Chapman <b>PHONE (A/C, No, Ext):</b> (304)347-0662 <b>FAX (A/C, No):</b> (304)347-0605 <b>E-MAIL ADDRESS:</b> marybeth.chapman@wellsfargo.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Westfield Insurance Company	<b>NAIC #</b> 24112
<b>INSURED</b>		<b>INSURER B:</b> Commerce & Industry Insurance Company	19410
Potesta & Associates, Inc. 7012 MacCorkle Avenue SE Charleston, WV 25304		<b>INSURER C:</b> Catlin Specialty Insurance Company	15989
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 6178191

REVISION NUMBER: See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			TRA0283864	03/07/2013	03/07/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY			TRA0283864	03/07/2013	03/07/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
		<input checked="" type="checkbox"/> Comp/Collision					\$1000 ded Comp \$ Comp/Collision
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			TRA0283864	03/07/2013	03/07/2014	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			051754736	03/07/2013	03/07/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional (Claims Made)			CPV-674379-0314 CPV-674370-0314	03/15/2013 03/15/2013	03/15/2014 03/15/2014	\$5,000,000/\$75,000 deductible
	Pollution Liability						\$5,000,000/\$75,000 deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Evidence of Coverage

**CERTIFICATE HOLDER****CANCELLATION**

Evidence of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# POTESTA & ASSOCIATES, INC.

## *Air Services*

Potesta & Associates, Inc. (POTESTA) is an engineering and environmental consulting firm with a full staff of qualified personnel to assist you with identifying air pollution sources, obtaining source permits and providing regulatory liaison. Our scientists and engineers have years of experience in providing air permitting and compliance services to a wide variety of clients.

POTESTA is committed to providing quality, timely and cost-effective services to our valued clients. If you have questions about existing operations, need assistance in planning revisions or new operations, or need help in determining methods to obtain or maintain compliance with current state and federal regulations, please call us. Our professionals will be happy to discuss the services we provide and how we can meet your needs.

### OUR SERVICES

- Identification of Potential Air Pollution Sources, Resulting Emissions and Applicable Standards
- Development of Control Strategies
- Preparation of State and Title V Permit Applications for Construction, Modification or Relocation
- Draft Permit Preparation
- Emissions Inventories
- Compliance Audits
- Visible Emissions Testing
- Regulatory Liaison and Enforcement Negotiations

### OUR EXPERIENCE

Identification, characterization and permitting of air pollution sources for a variety of industries includes:

- Coating Operations
- Petroleum and Petrochemical Operations
- Chemical Manufacturing

- Manufacturing Facilities
- Natural Gas Compressor Stations
- Mining
- Coal Preparation Plants
- Asphalt and Concrete Plants
- Quarries
- Electric Utilities



### OUR BACKGROUND

Our Air Project Team has a multi-disciplined background, including civil, mechanical and aerospace engineering and environmental sciences, with experience from governmental regulatory agencies, consulting and industry.



### POTESTA & ASSOCIATES, INC.

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Regional Offices: Morgantown, West Virginia and Winchester, Virginia

# POTESTA & ASSOCIATES, INC.

## *Asbestos Abatement Services*

Potesta & Associates, Inc. (POTESTA) is an engineering and environmental consulting firm whose staff of professionals has completed numerous asbestos abatement services. Our qualified personnel can assist you with:

- Building Inspections for Asbestos-Containing Building Materials
- Liaison with Regulatory Agencies
- Completion and Submittal of Notification of Abatement, Demolition and Renovation Forms to the Appropriate Regulatory Agencies
- Project Abatement Design Plans
- Selection of Qualified Asbestos Abatement Contractors
- Preparation of Bidding and Contract Documents
- Participation in Pre-Bid and Pre-Abatement Meetings
- Monitoring of Contractor Work Procedures During Completion of Asbestos Abatement Activities

### **BUILDING INSPECTIONS**

State and federal regulations require that an asbestos inspection be performed by a licensed asbestos inspector prior to abatement, demolition or renovation activities. POTESTA has West Virginia and Virginia Licensed Asbestos Inspectors on staff that have conducted several hundred asbestos inspections and produced reports presenting the results of these inspections.

### **REGULATORY ASSISTANCE**

A Notification of Abatement, Demolition and Renovation form must be completed and submitted to appropriate regulatory agencies prior to project start-up. POTESTA has developed strong working relationships with these agencies and can assist you in producing notification forms for your asbestos abatement projects.

### **PROJECT ABATEMENT DESIGN PLANS**

State and federal regulations require that a project abatement design plan be developed by a licensed asbestos abatement project designer. The design plan establishes procedures for abatement of asbestos-containing materials and methods for protecting workers, the public and the environment from releases of asbestos fibers. POTESTA currently has a West Virginia Licensed Project Designer on staff who has been involved in the development of several asbestos abatement design plans.

### **ENGINEERING AND PROJECT MONITORING ASSISTANCE**

POTESTA's asbestos abatement services also include preparing specifications, cost estimates, and bidding documents; soliciting bids from qualified contractors; assisting in the selection of a contractor; providing project management during completion of abatement activities; and monitoring contractor adherence to specifications, verifying pay quantity, and participating in dispute resolution.



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# POTESTA & ASSOCIATES, INC.

## *Biological and Toxicological Services*

Biological assessments and surveys are increasingly being used in both terrestrial and aquatic systems to develop regulations, monitor compliance, and indicate the effectiveness of environmental programs. Toxicological testing and biological monitoring are often included as permit requirements or used during negotiations.

In many cases, biological assessments can be used to negotiate alternatives to permitting requirements or to satisfy regulatory agencies that no environmental damage is occurring. Biological and toxicological assessments may be used to demonstrate the success of endpoints in remediation, recovery, and restoration projects.

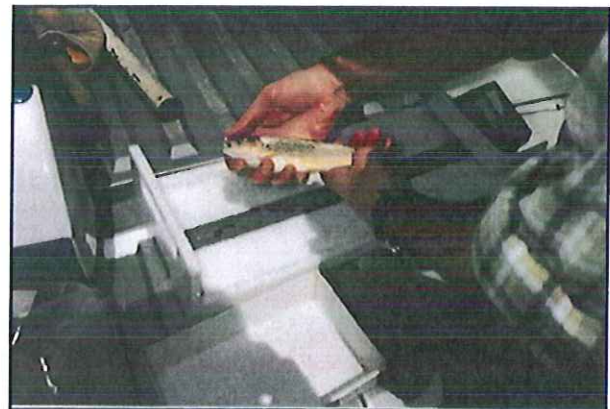
Potesta & Associates, Inc. offers a full range of biological and toxicological services to meet our clients' needs.

- Biological Surveys and Rapid Bioassessments
- Variance Negotiations
- Industrial Site Remediation
- Toxicity Identification Evaluations
- Toxicity Reduction Evaluations
- Wetland Delineation and Remediation
- Stream Remediation and Restoration
- Endangered Species Surveys
- Environmental Risk Assessments
- Human Risk Assessments
- Natural Resource Damage Assessments
- Statistical Analysis and Database Management
- Pilot-Scale Testing and Treatability Studies
- Exotic Species Control/Management

Biological and toxicological assessments will be conducted using both traditional and innovative methodologies. We generate high-quality data that meets our clients' needs in a cost-effective manner.

The tools used to collect data during our evaluations include:

- Water Chemistry Analysis
- Water Column, Sediment and Soil Toxicity Testing
- In-Situ and System-Specific Testing and Monitoring
- Habitat Assessments
- Biological Surveys and Rapid Bioassessments
- Surface Water Modeling
- Bioaccumulation and Biomonitoring Analysis
- Global Positioning Surveys



Our scientists have backgrounds in toxicology, aquatic ecology, fisheries, botany, wildlife science, geology and hydrology. We are prepared to utilize our combined resources to develop projects to meet your individual needs. Our scientists' diverse backgrounds complement our engineering team. Our staff is dedicated to addressing the environmental needs of each client in a correct, affordable and timely manner.



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# POTESTA & ASSOCIATES, INC.

## *Civil Engineering and Design*

Potesta & Associates, Inc. (POTESTA) helps clients evaluate and plan projects by completing the following types of preliminary evaluations and analyses.

- Phase I Environmental Site Assessments
- Floodplain Determination
- Geotechnical Explorations Including Soil, Bedrock, and Groundwater Characterization
- Foundation Recommendations
- Monitoring Well Systems and Site Characterization Plans
- Boundary, Topographical and Photogrammetric Surveys
- Utility Planning
- Earthwork Evaluations Including Volume Analysis
- Opinion of Probable Costs/Engineer's Construction Cost Estimates

Once the project has been determined feasible, POTESTA's design professionals complete preliminary and final designs. Frequent communication is made with the client and any other design professionals to review completed activities and obtain input for the design process. Our goal is to provide our services to achieve or exceed our clients' expectations.

Our design services include:

- Erosion and Sediment Control Plans
- Earth Retaining Structures Design
- Geometric Site Layout
- Grading and Drainage Plans, Including Excavation and Fill Optimization
- Access Road Design
- Hydraulic Structure Design
- Water and Sewer Design
- Slope Stability Analysis
- Subsurface Drainage System Design
- Construction Drawings, Specifications and Contract Document Preparation

POTESTA offers experienced environmental engineers and scientists to prepare applications for various environmental permits that may be required. These services include:

- Stormwater Management Permit/Erosion and Sediment Control Plans
- Office of Air Quality Permit to Construct
- Wetland Delineation and Permits
- National Pollutant Discharge Elimination System (NPDES) Permits
- Floodplain Management Permits
- Groundwater Protection Plans
- Spill Prevention, Control and Countermeasure Plans
- Environmental Site Assessments
- Environmental Impact Statements

POTESTA routinely provides professional services throughout construction of our projects. These services include survey layout, construction management, construction monitoring, record drawing preparation, and bid evaluation assistance.



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# POTESTA & ASSOCIATES, INC.

## *Computer-Aided Drafting and Design*

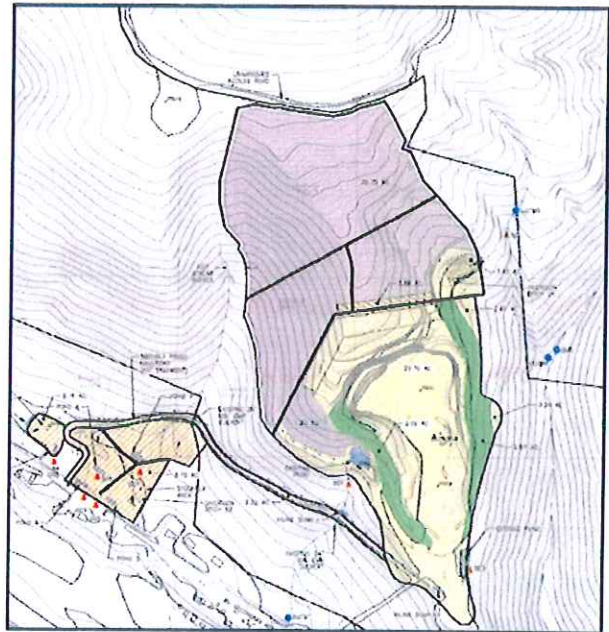
The Potesta & Associates, Inc. (POTESTA) computer-aided drafting and design (CADD) department provides state-of-the-art design and drafting services for in-house engineering and environmental consulting projects. We also provide personnel to clients who have a temporary need for additional drafting manpower. These services may be performed at your location or our office as required.

The CADD department utilizes the latest drafting/design software and computer hardware to maintain productivity at the high levels that clients demand and expect. We utilize the latest version in AutoCAD Civil 3D civil/survey design software to prepare, revise, and manipulate drawings and engineering data efficiently. Drawings and figures are produced using a Hewlett Packard 4000 and 5500 color ink jet plotters. POTESTA's experienced and trained professionals allow clients' projects and assignments to be completed rapidly and at reasonable cost.



Our CADD services include:

- Survey data manipulation including development of topographic mapping, cross sections, profiles, isopach drawings, etc.
- Site design including grading plans, drainage plans, utilities plans, right-of-way plans, etc.
- Roadway design.
- Water and sewer design.
- Permit drawings, maps, and exhibits.
- Earthwork and planimetric quantity development.
- Two and three dimensional graphics.



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Potesta & Associates, Inc. (POTESTA) provides construction monitoring and construction management services to assist clients in achieving regulatory and contractual compliance, to document that contractor activities are in compliance with design requirements, and to serve as an extension of clients' staff. POTESTA can provide full-time or part-time field services utilizing one or more engineers or technicians.

Regulatory compliance is often best documented by providing full-time construction monitoring services for a construction project. POTESTA can assist clients in observation of construction activities and documenting compliance. Our typical involvement in such projects includes:

- Conducting a pre-construction review of design and contract documents to identify potential problem areas, and consultation with the owner or client to develop strategies or procedures to avoid anticipated problems.
- Assistance in contractor selection. POTESTA can recommend construction contractors who specialize in the type of work associated with the project and can assist in bid evaluation by reviewing proposed quantities, unit costs, lump sum costs, and any proposed exceptions or qualifiers for the project. POTESTA can conduct pre-bid conferences to help contractors understand project requirements. We can also conduct pre-construction conferences prior to the start of the project to help establish lines of communication, review detailed plans, discuss testing requirements and establish proper reporting procedures.
- POTESTA can provide surveying for construction layout, measurement for payment quantities, and documentation of as-built conditions. Survey results are downloaded to form computer-aided drafting (CAD) drawings allowing the efficient preparation of record drawings and any subsequent evaluations required.
- Construction monitoring can include field testing to document compliance such as field density tests, concrete testing, sampling of materials for laboratory analysis, and documentation of site conditions and work performed on a daily basis or as required.
- Preparation of summary of construction reports, including photographs, videotape documentation, test results, daily construction logs, industrial hygiene monitoring, and other documentation as may be required by the client.
- Preparation of certifications as may be required.



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# POTESTA & ASSOCIATES, INC.

## *Endangered Species Consultation*

The Endangered Species Act (ESA) requirements can delay if not halt important projects. Being able to respond promptly and thoroughly to the Fish & Wildlife Service's (Service) requests for an evaluation of probable project impacts on either endangered species, threatened species, or species of concern can facilitate needed regulatory approvals.

Potesta & Associates, Inc. (POTESTA) has extensive experience in biological assessments (BA) related to the ESA. We utilize a combination of in-house professionals and recognized experts to complete projects for our clients. This arrangement allows us to provide a work product which is acceptable to the Service.



For the last several years, our office has worked with natural gas transmission companies preparing environmental reports which include assessments and remediation of impacts to rare, threatened, and endangered species. POTESTA's biologists have worked on natural gas projects within the core summer roosting and maternity range of the Indiana bat. This work provided the firm's biologists with considerable experience in identifying suitable Indiana bat habitat in Ohio, Kentucky, Virginia, and West Virginia. Other biologists within our office also have experience in bat surveys, echo location, bat identification and mussel surveys.

We have established professional relationships with local and regional experts on projects in our region. These relationships allow us to have access to recognized experts on the appropriate species on an as-needed basis. The advantage to the client is that this approach allows us to select the best individual for the task at hand.

These experts have specialized in the study of their species of interest for many years and are familiar with the life cycle, habitat requirements and sampling techniques for the species. POTESTA supplements these individuals with our experienced field staff, who are intimately familiar with the project, to constitute an effective team to respond quickly to threatened and endangered species issues. POTESTA provides final reports with additional information obtained from the noted expert, as well as relevant mapping and other supporting information.

This team approach allows for a complete evaluation of the potential impact a project may have on a species of concern. The most basic level of services in this area is a partial evaluation based only on literature reviews. An intermediate level of effort would be the literature review and a thorough field review of the project site to evaluate habitat. A complete evaluation would include the literature review, habitat evaluation, and extensive field collection program during the appropriate season of the year. Our subcontractors have the appropriate permits to collect the species in question.



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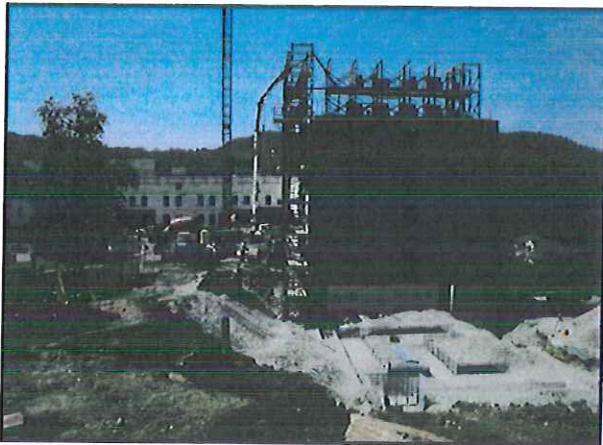
# POTESTA & ASSOCIATES, INC.

## *Geotechnical Engineering*

Potesta & Associates, Inc.'s (POTESTA) engineers and geologists have extensive experience related to the geotechnical engineering and geological disciplines. These areas include subsurface explorations, monitoring well and piezometer installations, foundation design recommendations, slope stability analysis, retaining walls, and remedial designs as they relate to construction, mining, waste disposal, environmental remediation, and other projects.

### **SUBSURFACE EXPLORATIONS**

POTESTA's diverse staff of engineers and geologists is experienced in the many different facets of subsurface explorations. Our usual procedure is to attend an initial meeting with the client to establish requirements and expectations, conduct a preliminary site reconnaissance, and develop a recommended exploration program for your review and approval. Supplemental information from the local area is then obtained from readily available sources to assist the engineer or geologist in making final recommendations.



POTESTA can provide field engineers and geologists who are knowledgeable using the latest technologies to assist in collecting and analyzing samples. Our knowledge of the proper procedures and familiarity with local conditions allows office

and field personnel to adjust the exploration plan if unanticipated field conditions are found.

Our staff is familiar with the following items which can be associated with subsurface exploration:

- Drilling and Rock Coring Techniques (augers, rotary bits, Geoprobe™, etc.)
- Sample Collection Methods (split spoons, shelby tubes, Geoprobe™ sleeves, etc.)
- Classification and Logging of Soil and Rock Samples
- Monitoring Well and Piezometer Installation

### **SLOPE STABILITY ANALYSIS AND REMEDIAL DESIGN**

Slope stability is often a major concern during the design and construction phases of many projects, especially those located in the Appalachian terrain. POTESTA's engineers are familiar with the various methods utilized to predict slope stability and are capable of performing the related analyses. Slope stability is critical for many projects such as analysis of existing or proposed soil embankments, rock fills, dam analysis and design, landfill design and operation, assessing the causation of slope failure, and designing remedial measures. Analyses can involve circular or sliding block methods, interface friction angles, and estimation of the strength parameters of the soil or rock. Slope stability analyses are performed on one of the most technologically advanced computer programs available and can be modified using site specific data.

POTESTA's engineers can also develop preventive measures during initial project design or recommendations to repair slope failures. Based upon the project circumstances, our engineers will consider various remedial measures such as regrading the site to obtain more suitable conditions, management of groundwater, and design of retaining



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structures. Our staff is familiar with a wide variety of retaining structures, including gabion baskets, soldier beam and lagging walls, sheet piles, reinforced concrete and reinforced earth slopes.



### **FOUNDATION DESIGN RECOMMENDATIONS**

POTESTA's staff has experience with various types of foundations and will recommend the appropriate type of foundation given the anticipated application and site conditions. The different types of foundations with which our staff is familiar are spread and strip footings, steel piles, auger-cast concrete piles, drilled piers, and reinforced mats.

Preliminary foundation design recommendations and cost analyses are commonly performed during the initial phases of a project to assist in determining project feasibility. As project planning progresses, the preliminary alternatives will be revised into a final recommendation which can then be incorporated into the project's construction documents or developed as an independent package for presentation to the contractor.

The final recommendation can include construction drawings, technical specifications, recommendations for allowable bearing capacity, engineer's construction cost estimate, and contractor's bid sheet.



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# POTESTA & ASSOCIATES, INC.

## *Hydrology and Hydraulics Design*

Our engineers have extensive experience in the application of hydrology and hydraulic principles to the design of real world systems. These applications include:

- Drainage Structure Sizing
  - Stream Relocations
  - Culverts
  - Channels
- Pond and Dam Design
  - Sediment Ponds and Basins
  - Spillways
  - Design/Rehabilitation
  - Slurry Impoundments
  - Lagoons
  - Dams
- Detention and Retention Systems
  - Ponds
  - Pipes
  - Underground Bladders
- Stormwater Management System Design
- Floodplain Management Permits/Approval
- Floodway Studies
  - FEMA (Federal Emergency Management Agency)
  - NFIP (National Flood Insurance Program)
  - Flood Elevation Surveys/Certifications
  - Flood Routing
- Dam Break Analysis
- Hydrology Surveys
- Stream Gauging
- Rainfall and Flow Data Collection
- Stormwater Drainage System Design
- Pressure Pipe Systems
- Stream Restoration Plans
- Natural Stream Channel Design/Restoration
- Expert Witness Testimony

To complete these types of applications, our engineers, scientists, and surveyors work jointly to develop an effective and economical solution to your situation. Their analyses use widely accepted computer models.



Potesta & Associates, Inc. typically uses the following computer modeling programs:

- HEC-RAS
- HEC-HMS
- TR-20/TR-55
- StormCAD
- CulvertMaster
- FlowMaster
- PondPack
- CORMIX

We have provided these services to a wide variety of public and private sector clients. Our staff not only understands the technical details, but is very experienced in working with the various state, federal, and local regulatory agencies. We know the level of detail they require and can obtain the necessary approvals in a timely manner.



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# POTESTA & ASSOCIATES, INC.

## *Landfills and Solid Waste Management*

Public acceptance and available land for new landfills have decreased in recent years. This is evidenced by increased state and federal regulations requiring more public input and detailed technical investigations prior to regulatory approval for a new landfill or solid waste management facility.

Potesta & Associates, Inc. (POTESTA) is knowledgeable of these challenges and stands ready to assist you in overcoming them. We possess the technical expertise and the regulatory liaison ability to cost-effectively and expediently permit your facility.

Our capability to provide you with complete turnkey, investigative, engineering, environmental and regulatory services within one firm prevents important aspects of your project from being overlooked, while producing a thorough and well-organized product.

We have extensive experience with the design and permitting of a wide variety of solid waste management facilities. Members of our staff have experience with facilities in West Virginia and many surrounding states. These include municipal solid waste landfills and transfer stations; industrial waste landfills; hazardous waste landfills and other transfer, disposal and storage (TSD) facilities; coal combustion by-product (e.g., fly ash) landfills; coal refuse disposal areas; and construction demolition and debris landfills. We also have experience with bioremediation, resource recovery, composting, sludge handling and recycling facilities.

Our diverse and experienced staff includes professional civil, geotechnical, environmental, and mining engineers; geologists; hydrogeologists; biologists; economists; CADD designers; surveyors; and field technicians.

Each project is evaluated prior to commencing work to determine the disciplines and qualifications that will be required. A team is then developed from our

staff to meet your goals and needs. Our extensive solid waste management services are detailed below:



### INVESTIGATIVE SERVICES

- Comprehensive Siting Studies
- Feasibility and Cost/Benefit Studies
- Geotechnical Explorations
- Hydrogeologic Evaluations
- Water Quality Evaluations
- Soil and Groundwater Contamination Evaluations
- Waste Material/Liner Compatibility Studies
- Remedial Investigations and Feasibility Studies (RI/FS)
- Waste Characterization Studies
- Wetlands Delineation and Mitigation
- Perennial Stream Determination
- Environmental Assessments
- Environmental Monitoring
- Groundwater Monitoring Well Installation, Sampling and Statistical Analyses
- Groundwater Usage Surveys
- Surface Water Monitoring
- Methane Monitoring



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## DESIGN AND PERMITTING SERVICES

- Permitting
  - Solid Waste Facilities (Municipal and Industrial)
  - Hazardous Waste Facilities
  - Closures
  - Modifications
  - NPDES
- Regulatory Liaison Assistance
- Facility Design
  - Erosion and Sedimentation Control
  - Surface and Subsurface Drainage
  - Borrow Area Determination
  - Access Roads
  - Liner Systems (Clay and Synthetic)
  - Capping Systems
  - Leachate Management/Treatment
  - Gas Management
  - Closure and Post-Closure
- Remedial Design
- Construction Drawings and Specifications
- QA/QC Manuals

## CONSTRUCTION SERVICES

- Health and Safety Plans
- Construction Monitoring
- Hazardous Waste Management
- Implementation of Remediation Plans

## OPERATIONAL CONSULTING

- Site Management
- Recycling Programs
- By-Product Utilization/Marketing Studies
- Hazardous Waste Screening Programs
- Health and Safety Programs

POTESTA's diverse staff has wide-ranging experience with solid waste facilities that allows us to efficiently look at alternatives and assist you in selecting a cost-effective solution for your situation.

If you are contemplating construction of a new landfill, expansion of your existing landfill, closure of a cell, have a potential solid waste problem, or are turning your landfill into an integrated solid waste management facility, please allow us the opportunity to meet with you.



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# POTESTA & ASSOCIATES, INC.

## *Permitting Services*

Potesta & Associates, Inc. (POTESTA) offers its clients exceptional expertise and experience when it comes to the permitting process, including all phases of application preparation, negotiations, modifications, compliance and renewal at all levels of government. Our permit services cover air, mining (coal and quarries), water and waste disposal permits.

### AIR

Our firm offers complete air permitting and consulting services to assist industry in complying with today's complex air quality regulations. Our staff has experience in identifying, characterizing and permitting air pollution sources for a variety of industries, including:

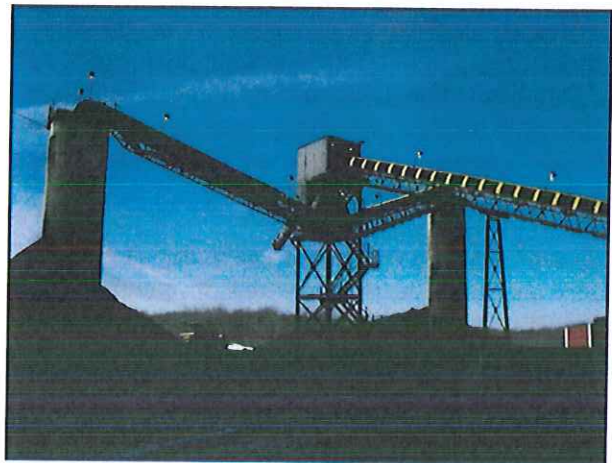
- Coating Operations
- Petroleum and Petrochemical Operations
- Chemical Manufacturing
- Manufacturing Facilities
- Mining
- Quarries
- Natural Gas Compressor Stations
- Electric Utilities

Our air quality experts have comprehensive knowledge of federal, state and local regulations, as well as experience in complex Title V applications. Our services include identification of potential air pollution sources, development of control strategies, preparation of permit applications, emissions inventories, compliance audits and regulatory liaison.

At both the state and federal levels, we help clients interpret and comply with air regulations, including the New Source Performance Standards (NSPS) and National Emissions Standards for Hazardous Air Pollutants (NESHAPS). We can suggest emissions control strategies to meet both current and anticipated regulations, including BACT, MACT and LAER.

### MINING

In recent years, mining permits have become increasingly complex, requiring diverse expertise in mining techniques, engineering, environmental regulations, benthic studies, hydrogeology and hydrology. Our staff has broad experience in providing innovative solutions to various mining problems.



Although the objective of a permit application is to receive agency approval in a timely manner, the client does not benefit if the application does not allow for effective operations. We work with our clients to ensure that your operational needs are met while allowing for essential flexibility. Several members of our staff have mining industry experience, and they understand the requirements vital to an effective operation.

From the beginning of the permit process, POTESTA involves the reviewing agency to allow its concerns to be addressed prior to submittal of the application. Often, this reduces the amount of review comments and revisions which could slow the approval process. Our thorough knowledge of the various phases and requirements of the permitting process, coupled with our technical



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expertise, may facilitate the approval of permits that are operation based and thus more acceptable to you.

Our staff members have the knowledge and expertise to develop modification submittals that are timely and cost effective. We can also expedite permit renewal applications with minimal input from our busy clients.

## **WATER**

The Clean Water Act regulates the discharge of pollutants into surface water through the National Pollutant Discharge Elimination System (NPDES). POTESTA has extensive experience in water permitting projects, including industrial and municipal wastewater and storm water discharges.

Perhaps the most important aspect of the permitting process is determining the approach most beneficial to the client. Our personnel are familiar with both state and federal permitting strategies and can provide capable guidance for appropriate and applicable permits for a project.

Our staff specializes in reviewing facility wastewater flows and recommending methods of minimizing or eliminating these discharges. Our knowledge of alternatives for wastewater management can save clients money and potential liability.

We can help the client decide which type of permit coverage is required for a given project. Also, with our thorough understanding of state and federal wastewater permitting, we have been able to renegotiate numerous draft permits to achieve more acceptable requirements.

POTESTA can prepare a draft NPDES permit for submission to the appropriate agency. This gives the client more input regarding the permit requirements. Our personnel are experienced in permit writing and will work closely with agency staff to ensure that the permit meets both regulatory requirements and the needs of our clients.

## **WASTE**

POTESTA is highly knowledgeable of the challenges faced in receiving a permit to allow proper disposal and/or use of your waste products. Our staff has experience with municipal and industrial solid waste and construction demolition waste and hazardous waste. They have designed landfills, transfer stations, recycling facilities, closure plans and corrective action plans.

We have experience in:

- Bioremediation
- Resource Recovery
- Sludge Handling/Stabilization
- Utilization of Coal Combustion By-products
- Construction Monitoring/Management

Our staff of civil, geotechnical, environmental and mining engineers; geologists; hydrogeologists; biologists and surveyors strives to obtain the maximum flexibility for your facility, whether it is a new operation, the modification of an existing facility, or a permit renewal. Regulatory liaison assistance is a key component in our efforts.



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# POTESTA & ASSOCIATES, INC.

## *Site Design*



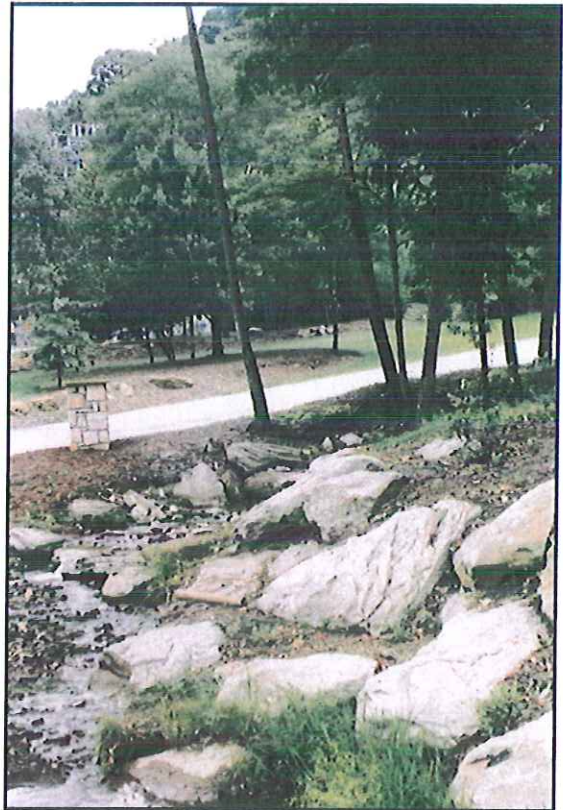
Potesta & Associates, Inc. has a significant body of work in site design for residential, commercial and industrial clients. Projects range from power plant siting to subdivision design. We have assisted numerous developers and development agencies with the creation of business industrial parks throughout West Virginia, and have been part of design teams for elementary, secondary and collegiate projects primarily associated with new building construction.

Our staff of civil, environmental, and geotechnical engineers; surveyors and environmental scientists can provide the following site planning and design services.

- Surveying – Topo and Boundary
- Base Mapping from Aerial Photography
- Geotechnical Engineering
- Land Planning
- Environmental Issues Evaluation and Mitigation
- Site Grading
- Vehicular and Pedestrian Circulation
- Utility Design
- Site Features
- Stormwater Management Plans

Some clients who have used our site design services include:

- West Virginia Development Office
- Development Authorities: Tucker, Wood, Roane and Hardy Counties
- Bright Enterprises
- Charleston Area Alliance
- University of Charleston
- Timberwolf Development Corporation
- West Virginia Department of Environmental Protection
- West Virginia Division of Natural Resources
- Marshall University
- Architects: Associated Architects; Bastian & Harris, Architects; SEM Partners; ZMM



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# POTESTA & ASSOCIATES, INC.

## *Surveying and Mapping*

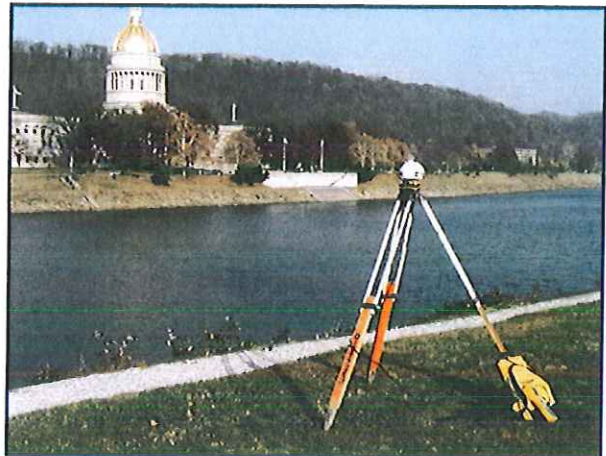
Our surveyors are experienced in many aspects of surveying such as topographic mapping, boundary surveys (rural/farms, city lots, and subdivisions), ALTA surveys, control surveys, flood certificate surveys, well location surveys, construction surveys for layout of work, record drawings, and quantity measurements. Related areas include courthouse research, preparation of right-of-way plans, and verification of property owners. Potesta & Associates, Inc. (POTESTA) has licensed professional surveyors registered in West Virginia, North Carolina, South Carolina, Ohio, Virginia, and Pennsylvania. Their total combined surveying experience comes to well over 50 years.

POTESTA's surveyors use state-of-the-art equipment such as Topcon total stations, Trimble R-8 GNSS, and SMI data collectors with SMI software. Autodesk Civil 3D reduction and design software is used.

POTESTA is equipped with modern surveying instruments, allowing efficient data processing and accurate gathering of field information. Total station instruments equipped with data collectors are utilized for complete field-to-office automation allowing for high levels of productivity in the field. The latest versions of software are then used to process survey data and create drawings or required end products. These products can be supplied to our clients in AutoCAD and/or Microstation format.

Small topographic mapping projects can be completed in-house using the aforementioned process. Larger projects are better suited for mapping using aerial photography.

POTESTA can provide the necessary surveying required for establishing ground control for aerial mapping. As a quality control measure, aerial mapping is field checked for accuracy by surveying cross sections or random points.



Surveys completed by POTESTA are performed by or under the direction of a professional licensed surveyor. Surveys and mapping are completed to the standards outlined by the National Map Standards, as well as other applicable quality standards.

Our staff is experienced in global positioning surveys (GPS). GPS equipment, Trimble R-8 GNSS, and existing base stations are among POTESTA's surveying tools. Based upon the site location and ultimate use of the survey information, a recommendation is made to the client as to whether or not traditional survey or GPS is most applicable to their project.



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# POTESTA & ASSOCIATES, INC.

## *Water and Wastewater Engineering*

Our professional staff is dedicated to providing quality engineering services for various types of water treatment and distribution systems, as well as wastewater management, collection and treatment systems. The following is a list of some of the services Potesta & Associates, Inc. is capable of providing:



### WATER AND WASTEWATER DESIGN

- Feasibility Studies
- Conceptual Design
- Final Design
- Bidding and Construction
- Construction Monitoring
- Wastewater Audits
- Wastewater Minimization Studies
- Engineer's Cost Estimates
- Small Flows Design (Traditional and Innovative Treatment Systems for Low Volume Flows)
- Sewage Collection and Treatment
- Water Treatment and Distribution
- Industrial Wastewater Treatment
- Wastewater Treatment Plant Design
- Water Treatment Plant Design
- Water and Sewer Line Extensions

- Remediation Systems
- Landfill Leachate Treatment
- Storage Tank Design
- Flow Measurement
- Surveying/GPS and Mapping
- Permitting and Regulatory Liaison
- Combined Sewer Overflow (CSO)
- Management, Sampling and Modeling

### STORMWATER MANAGEMENT

- Hydraulic Conveyance Structure Design (Culverts, Channels, Drop Inlets, Etc.)
- Stormwater Retention/Detention Pond Design
- Stormwater Pond Modeling
- Floodplain Identification and Management Strategies
- Hydrologic and Hydraulic Analysis and Evaluations and Modeling
- Construction Monitoring
- Surveying
- Permitting and Regulatory Liaison



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Wetlands play a significant role in business and industry. These unique aquatic habitats can present problems with regard to development of properties because they are protected by the Clean Water Act.

Potesta & Associates, Inc. (POTESTA) has a qualified staff of scientists and engineers who are trained and experienced in the identification and permitting of wetlands, the mitigation of displaced wetlands and the design of constructed wetlands.

### INVESTIGATION AND DELINEATION

Wetland investigations and delineations are conducted by POTESTA's scientists as part of pre development site investigation and environmental impact assessments. During a wetland investigation, the site is examined for the presence of wetland indicators, including specific hydrology, soils and vegetation. Any wetlands discovered are delineated in accordance with the U.S. Army Corps of Engineers Wetlands Delineation Manual (1987).

### PERMITTING

Once wetlands have been identified and delineated, POTESTA can prepare application packages for permits to fill and/or dredge these areas for further development. The U.S. Army Corps of Engineers (COE) is the agency responsible for granting wetland permits under Section 404 of the Clean Water Act. In addition to the COE permit, individual states must approve each permit granted, certifying that it meets the state's water quality standards.

Our employees have established working relationships with both the federal and state agencies in this region. We are very familiar with the data required and can work with the agencies to obtain timely review and issuance of permits.



### MITIGATION AND DESIGN

Wetland mitigation and design come into play when wetlands being displaced or filled are large enough to require mitigation under state and federal standards. In some cases, wetland mitigation can be achieved solely through the payment of a fee to a mitigation bank or fund, established for the creation, protection or enhancement of other wetland areas. In this case, POTESTA can prepare an appropriate mitigation offer and negotiate with state and federal authorities for its approval.

Depending upon the availability of suitable sites, wetland mitigation can also consist of the actual design and construction of new wetlands, or the enhancement of existing wetlands. Our staff includes qualified engineers experienced in the design of created wetlands. Working as a team with staff biologists, we can produce a cost-effective functional design for presentation to state and federal authorities. Once approved, we can provide construction monitoring of the new wetlands.



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## LIST OF REFERENCES

*Expression of Interest for Architectural and  
Engineering Services for the Repair and Rehabilitation of  
West Virginia Division of Natural Resources State  
Fish Hatcheries at Various Locations  
DNR213227*

Mr. Scott Rodeheaver  
West Virginia Bureau for Public Health  
Office of Environmental Health Services  
350 Capitol Street, Room 313  
Charleston, West Virginia 25301-3713  
Phone: (304) 356-4270  
Fax: (304) 558-4322

Mr. David E. Cramer, PE  
West Virginia Department of Transportation  
Division of Highways  
State Capitol Complex  
Building 5, Room 110  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0430  
Phone: (304) 558-3505  
Fax: (304) 558-1004

Mr. Nick R. Estes  
West Virginia Department of Environmental Protection  
Office of Abandoned Mine Lands and Reclamation  
601 57<sup>th</sup> Street, SE  
Charleston, West Virginia 25304  
Phone: (304) 792-7250, Ext. 3310

Mr. Bryan Arthur  
Contract Specialist  
West Virginia Department of Environmental Protection  
Division of Water and Waste Management  
PO Box 38  
French Creek, West Virginia 26218  
Phone: (304) 924-6211  
Fax: (304) 924-6781





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

**Solicitation**

NUMBER
DNR213227

PAGE
1

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
 Potesta & Associates, Inc.  
 7012 MacCorkle Avenue, SE  
 Charleston, WV 25304

VENDOR

DIVISION OF NATURAL RESOURCES  
 WILDLIFE RESOURCES SECTION  
 324 4TH AVENUE  
 SOUTH CHARLESTON, WV  
 25303 304-558-3397

SHIP TO

DATE PRINTED
05/28/2013

BID OPENING DATE: 07/02/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		906-00-00-001		
PROFESSIONAL ENGINEER/ARCHITEC. SERVICES  EXPRESSION OF INTEREST (EOI)  THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF NATURAL RESOURCES, WILDLIFE RESOURCES SECTION, IS SOLICITING EXPRESSIONS OF INTEREST FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR THE REPAIR AND REHABILITATION OF WVDNR STATE FISH HATCHERIES AT VARIOUS LOCATIONS PER THE FOLLOWING BID REQUIREMENTS AND ATTACHED SPECIFICATIONS.  ***** THIS IS THE END OF RFQ DNR213227 ***** TOTAL:						

SIGNATURE <i>Dana T. Burns</i>	TELEPHONE (304) 342-1400	DATE July 2, 2013
TITLE Vice President	FEIN 31-1509066	ADDRESS CHANGES TO BE NOTED ABOVE

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

**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)

July 2, 2013

\_\_\_\_\_  
(Date)

STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

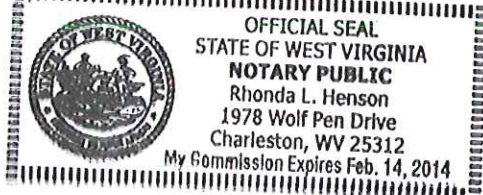
**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**Vendor's Name: Potesta & Associates, Inc.Authorized Signature: *Sana L. Burns*Date: July 2, 2013State of West VirginiaCounty of Kanawha, to-wit:Taken, subscribed, and sworn to before me this 2 day of July, 2013.My Commission expires February 14, 2014.

AFFIX SEAL HERE

NOTARY PUBLIC *Rhonda L. Henson**Purchasing Affidavit (Revised 07/01/2012)*

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** DNR213227

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)      No Addendum Received

<input type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Potesta & Associates, Inc.

Company



Authorized Signature

July 2, 2013

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.