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## Header 1


[List View](#)

## General Information

[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)[Clarification Request](#)

Procurement Folder: 920571


Procurement Type: Central Contract - Fixed Amt

Vendor ID:  

Legal Name: BURGESS &amp; NIPLE INC

Alias/DBA:

Total Bid: \$0.00

Response Date:  Response Time: Responded By User ID:  First Name: Last Name: Email: Phone: 

SO Doc Code: CEOI

SO Dept: 0310


SO Doc ID: DNR2200000005

Published Date: 9/17/21

Close Date: 9/28/21

Close Time: 13:30

Status: Closed

Solicitation Description:  

Total of Header Attachments: 1

Total of All Attachments: 1



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder:** 920571  
**Solicitation Description:** A/E Svcs-New Campground at Cass Scenic Railroad State Park  
**Proc Type:** Central Contract - Fixed Amt

Solicitation Closes	Solicitation Response	Version
2021-09-28 13:30	SR 0310 ESR09272100000002102	1

**VENDOR**  
 000000172271  
 BURGESS & NIPLE INC

**Solicitation Number:** CEOI 0310 DNR2200000005  
**Total Bid:** 0  
**Response Date:** 2021-09-27  
**Response Time:** 09:54:22  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Civil engineering				0.00

Comm Code	Manufacturer	Specification	Model #
81101500			

**Commodity Line Comments:**

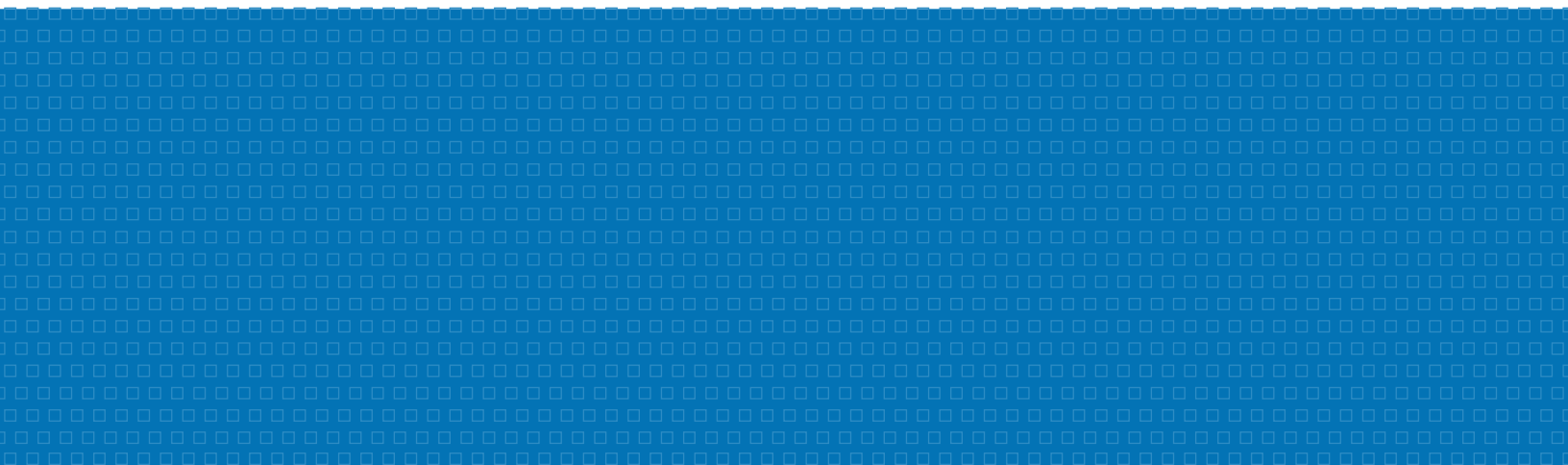
**Extended Description:**

Architectural/engineering services and contract administration for new campground facilities at Cass Scenic Railroad State Park.

**EXPRESSION OF INTEREST**

**Cass Scenic Railroad State Park  
Campground Addition**  
West Virginia Division of Natural Resources

September 28, 2021



# BURGESS & NIPLE

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4424 Emerson Avenue | Parkersburg, WV 26104 | 304.485.8541

Mr. Josh Hager  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

Re Expression of Interest for  
Architectural/Engineering Services  
Cass Scenic Railroad State Park  
New Campground Improvements

September 28, 2021

Dear Mr. Hager:

Burgess & Niple, Inc. (B&N) is greatly interested in providing architectural and engineering services to the West Virginia Division of Natural Resources (WVDNR) for the campground improvements to the Cass Scenic Railroad State Park. These improvements will require the services of a team of professionals familiar and experienced with recreational facilities. B&N provides the WVDNR with that Project Team led by Steve Staats, who has been a member of our Parkersburg Office staff for over 37 years. Project leadership is only one reason to select B&N for this important project. Consider other factors when evaluating our firm:

- *Familiarity with Campground Design.* A key member of our Project Team, Steve Staats, was instrumental in the design of several campgrounds, including landscaping for a new campground at North Bend State Park.
- *Engineering Staff with Utility Design Experience for Campgrounds.* B&N's engineering staff has worked on utility upgrades for existing and proposed campgrounds. Some of these projects have been in very remote areas with limited utility resources.

We trust that you will see from within this Expression of Interest that B&N is well-suited to provide all architectural and engineering services needed for the successful completion of the Campground Addition Project. We will greatly appreciate an opportunity for an interview in which we will further discuss our approach to the project and how we will assist the WVDNR in accomplishing its goals.

Sincerely,



Rodney D. Holbert, PE  
District Director

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## OVERVIEW OF FIRM

For more than 100 years, Burgess & Niple (B&N) has led the development of infrastructure in rural and urban regions. Our success is driven by a passion for advancing the built environment with exceptional concern for quality of life, safety and sustainability.

Founded in 1912 in Columbus, Ohio, B&N is a nationally recognized engineering and architecture firm. We have served more than 5,000 clients in the U.S. and abroad, including federal, state and local governments; learning institutions; improvement districts; and a wide range of private sector industries. Our expertise includes recreational, transportation, utility infrastructure, architecture, environmental sciences and more.

From 23 offices in twelve states, B&N employs approximately 411 planners, engineers, architects, environmental scientists and geologists.

### Recognition by our peers

The size of our firm, the diversity of services provided, and the types of clients that place their trust in us are measured by our inclusion in the *Engineering News-Record* list of top 500 design firms in the United States. In 2021, *ENR* ranked B&N 183rd based on 2020 total revenues of \$92.2 million. We are proud of our record of growth and accomplishments and strive to provide close personal service to all our clients.

## West Virginia Office Location

*All work on your project will be managed by personnel in our Parkersburg office.* Our Parkersburg office has the staff and resources necessary to perform all the services associated with the proposed camping addition to for the Cass Scenic Railroad State Park.

The primary contact for your project:

Mr. Steven D. Staats, ASLA  
 4424 Emerson Avenue  
 Parkersburg, WV 26104  
 304.485.8573 – ext. 5140  
 304.532.2757 - cell

**About B&N** We build strong partnerships, listen carefully, and **deliver results.**  
 Established in 1912

**100+ YEARS IN BUSINESS**

Ranked **183** Based on 2020 total revenues of **\$92.2 M**  
 Engineering News-Record's 2021 **TOP 500 DESIGN FIRMS IN THE U.S.**

Engineers | Architects | Environmental Scientists  
 Planners | Surveyors | Geologists

**5,000+** CLIENTS **30+** STATES  
 Federal, State, and Local Governments | Learning Institutions  
 Improvement Districts | Private Sector

**RECREATION DESIGN EXPERTISE**

**750+** PROJECTS  
 ✓ Campground Design  
 ✓ Facilities Design  
 ✓ Master Planning  
 ✓ Construction Services

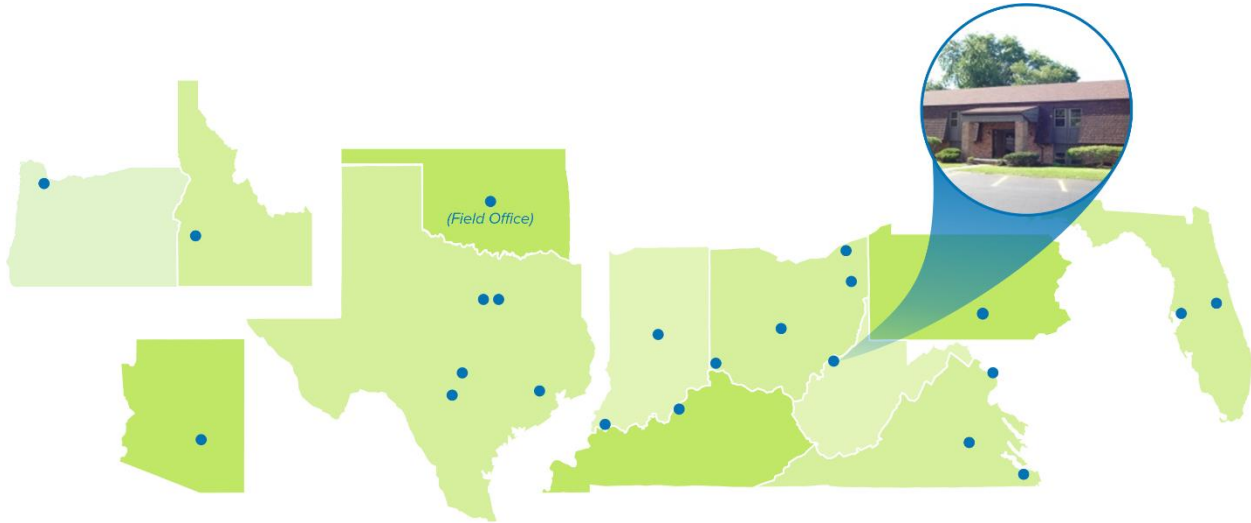
We work as a team with owners to ensure expectations are achieved.  
**WORKSHOP | DETAILED DESIGN | CONSTRUCTION**



B&N Offices

**B&N OFFICE LOCATIONS**

**23** **»** **12**  
**OFFICES** **STATES + DC**



**B&N OFFICE LOCATIONS**

**ARIZONA**

1500 N. Priest Drive  
 Suite 102  
 Tempe, AZ 85281  
 602.244.8100

**FLORIDA**

1800 Pembroke Drive  
 Suite 265  
 Orlando, FL 32810  
 407.401.8527

**IDAHO**

2414 N. Stokesberry Place  
 Meridian, ID 83646  
 208.506.6894

**INDIANA**

318 Main Street  
 Suite 502  
 Evansville, IN 47708  
 812.777.4265

Capital Center  
 251 N. Illinois Street  
 Suite 920  
 Indianapolis, IN 46204  
 317.237.2760

**KENTUCKY**

400 Blankenbaker Pkwy.  
 Suite 300  
 Louisville, KY 40243  
 502.254.2344

**OHIO**

Akron Centre Plaza  
 50 S. Main Street  
 Suite 600  
 Akron, OH 44308  
 330.376.5778

525 Vine Street  
 Suite 1300  
 Cincinnati, OH 45202  
 513.579.0042

5085 Reed Road  
 Columbus, OH 43220  
 614.459.2050

100 W. Erie Street  
 Painesville, OH 44077  
 440.354.9700

**OKLAHOMA**

2100 N. Eastern Avenue  
 Suite 8B  
 Moore, OK 73160  
 405.759.4141

**OREGON**

4949 S.W. Macadam Ave.  
 Suite 63  
 Portland, OR 97239  
 503.914.0185

**PENNSYLVANIA**

5000 Ritter Road  
 Suite 202  
 Mechanicsburg, PA 17055  
 717.253.6405

**TEXAS**

9601 Amberglen Boulevard  
 Suite 275  
 Austin, TX 78729  
 512.306.9266

Park Central 7  
 12750 Merit Drive  
 Suite 425  
 Dallas, TX 75251  
 972.620.1255

3950 Fossil Creek Blvd.  
 Suite 210  
 Fort Worth, TX 76137  
 817.306.1444

700 N. St. Mary's Street  
 Suite 1400  
 San Antonio, TX 78205  
 512.306.9266

3 Sugar Creek Center Blvd.  
 Suite 610  
 Sugar Land, TX 77478  
 281.980.7705

**VIRGINIA**

5101 Cox Road  
 Suite 150  
 Glen Allen, VA 23060  
 804.320.2667

440 Monticello Avenue  
 Suite 1240  
 Norfolk, VA 23510  
 757.490.3566

**WASHINGTON, DC**

80 M Street SE  
 Washington, DC 20003  
 202.407.7735

**WEST VIRGINIA**

4424 Emerson Avenue  
 Parkersburg, WV 26104  
 304.485.8541

## APPROACH TO PROJECT AND GOALS

Project Team members comprised of key staff of Cass Scenic Railroad State Park, West Virginia Division of Natural Resources (WVDNR), and B&N will gather for a project kickoff meeting. This meeting will allow all parties to discuss and gain an understanding of the project goals, familiarize with the project site and how the new campground will operate within the State Park, available mapping, and other pertinent project related information. During (or prior to) this meeting, the WVDNR will provide B&N with available information regarding the existing facilities, which may include wastewater treatment, water and electrical service providers and availability, design studies, and other relevant information that will assist B&N with developing an understanding of the overall facilities.

A project schedule will be developed and agreed upon by all parties. The project schedule will allot adequate time for both the completion of design and construction phases while not potentially disrupting the Park operations for the scenic train busiest season.

Construction cost estimates will be developed at submission milestones during the design phase of the project. Review meetings will be held with Project Team members following each submission. The cost estimates will be discussed and compared to the project construction budget. If adjustments are needed to better align the proposed improvements with the construction budget, then they will be modified accordingly. These budget checks and possible modifications will help assure the project will be constructed within budget.

B&N's Project Manager, Steve Staats, will coordinate the services of the resident project representative (RPR), to the extent that the WVDNR requires the services of a full-time or part-time RPR. If required, the RPR will observe and record the daily activities of the construction contractor and record the quantities of work performed during construction. The RPR would provide a greater level of assurance that the completed work matches what's indicated on the drawings and in the specifications. When the RPR observes something being constructed that deviates from the plans and specifications, he/she will notify both the contractor and the Project Manager immediately to resolve the issue. Immediate action to resolve issues will help reduce the possibility of increased time and cost during the construction phase of the project. In addition, our RPR will be knowledgeable of the processes associated with field orders, change orders, requests for information, pay applications, and closing documentation. Monthly construction progress meetings will be held with the contractor to discuss work progress, schedule, payment applications, and other issues.

## STAFF QUALIFICATIONS

The Cass Scenic Railroad State Park improvements project will be completed by a team of individuals with expertise, knowledge and experience necessary to assist you with planning, designing, and administering the construction contract. The following team of individuals will manage your project to its successful completion.

### Client Contact



#### Rodney Holbert, PE

Location: Parkersburg, WV Office

Total Years of Experience: 36

#### Education:

BSCE, WV Institute of Technology

MBA, West Virginia University

#### Registration:

Professional Engineer – WV, KY, MI, OH, VA

Professional Surveyor - WV

#### Responsibilities

Mr. Holbert joined B&N in 1985 and is Director of B&N's Parkersburg office. His experience includes serving as project manager on indefinite delivery/indefinite quantity contracts for U.S. Army Corps of Engineers, U.S. Forest Service, U.S. Fish & Wildlife, West Virginia National Guard and West Virginia Department of Transportation. Mr. Holbert provided engineering and project management services for various projects including highway and bridge designs, bridge inspection and rehabilitation, railroads, flood insurance studies throughout West Virginia, hydraulic studies, utility improvements, storm sewer evaluations and construction services.

### Project Manager



#### Steve Staats, ASLA

Location: Parkersburg, WV Office

Total Years of Experience: 40

#### Education:

BS Landscape Architecture

Ohio State University

#### Registration:

Professional Landscape Architect – WV, OH, VA

#### Responsibilities

Mr. Staats joined B&N in 1984 as a landscape architect. His 40 years of design experience includes the preparation of feasibility reports, master plans, graphic presentations, construction plans, specifications, and cost estimates for boating facilities, bicycle and multi-use trails, park campgrounds, military facilities, commercial developments, housing developments, industrial plants, highway beautification, educational facilities and street and parking beautification.

#### *Representative Projects Include:*

- North Fork Hughes River Park, Doddridge and Ritchie Counties, WV
- Horseshoe Campground, WV
- Buck Creek State Park, Springfield, OH
- Stuart Recreation Area, WV

## Sanitary Sewer



### Mike Davis, PE

**Location:** Parkersburg, WV Office

**Total Years of Experience:** 24

**Education:**

MSCE, West Virginia University

BSCE WV Institute of Technology

**Registration:**

Professional Engineer –OH, WV, FL

**Responsibilities**

Mr. Davis joined B&N in 2009 and is a senior project engineer involved with wastewater collection, pumping and treatment assignments for municipal and industrial clients. He has led assignments to assist clients with resolving problems with their pumping stations and force mains, which have included upgrading and replacing pumps, controls, power supplies and force mains.

A specific example of his recent experience includes his responsibilities as project manager for improvements to 21 lift stations for Charleston Sanitary Board (CSB) over the past 10 years, which have a combined total contract value exceeding \$10 million. These improvements have encompassed installation of new lift stations, rehabilitation of existing lift stations, and the replacement of existing force mains.

**Representative Projects Include:**

- Cave Lake YMCA Campground, OH  
(Completed with Previous Firm)

## Sanitary Sewer



### Mike Spear

**Location:** Parkersburg, WV Office

**Total Years of Experience:** 43

**Education:**

Drafting Technologies

Roane-Jackson Technical Center

**Responsibilities**

Mr. Spear joined B&N in 1987 as a designer of wastewater and water facilities. He has 43 years' experience involving the planning, design and construction of water mains, booster stations and treatment plants; sanitary sewers, lift stations and treatment plants; surveying and mapping; sewer televising and condition assessments; sanitary sewer and manhole rehabilitation; on-site collection and treatment systems; utility relocations associated with various types of projects; power supply; and recreational facilities including campgrounds, restrooms, shower buildings and boat docks. Mr. Spear's experience further encompasses numerous architectural projects.

**Representative Projects Include:**

- Horseshoe Campground, WV
- Stuart Recreation Area, WV
- Seneca Shadows Campground, WV
- Big Bend Campground, WV

All the above projects were associated with the USDA Forest Service, Monongahela National Forest.

## Surveying and Mapping



### John Bowie

**Location:** Parkersburg, WV Office

**Total Years of Experience:** 27

**Education:**

AAS Engineering Technology  
WV University of Parkersburg

#### Responsibilities

Mr. Bowie joined B&N in 1994 as an Engineering Technician. He has been involved in surveying activities and has performed CADD and drafting services on site developments; water, wastewater and storm water projects; bridge, railroad, and roadway designs; stream crossings; and bridge rehabilitations. Mr. Bowie is a trained operator of various types of surveying equipment and AutoCAD and Microstation CADD software.

#### **Representative Projects Include:**

- West Virginia Corridor D, R/W Monumentation, Washington County, OH
- Dominion Hope, Gas Line Relocations, Wood County, WV
- Wood County Airport Airfield Drainage Improvements, Wood County, WV
- Philip Barbour High School Sewer Extension, Philippi, WV
- West Virginia Army National Guard – Williamstown Readiness Center, WV
- Wastewater System Improvements, Pennsboro, WV
- Wastewater System Improvements, West Union, WV
- Wastewater System Improvements, Parkersburg Utility Board

## Site Development



### Stephan Chevalier

**Location:** Parkersburg, WV Office

**Total Years of Experience:** 39

**Education:**

Certificate, Washington Technical College  
Mech D&D

#### Responsibilities

Mr. Chevalier joined B&N in 1984 and is a Designer responsible for technical support coordination. In his 39 years of experience, he has been involved in design, surveying, CADD and technical support coordination, and CADD drafting activities for such projects as recreational parks, bridges, roadways, site developments, utilities, and utility rehabilitations. Steph also has been involved in designs related to site planning, flood insurance studies, stormwater control, environmental studies, buildings, and building renovations. He has performed inspection-observing activities of subsurface investigation and storm sewer television inspection. Steph is a trained operator of AutoCAD and Microstation CADD software, along with Civil3D and Geopak design software packages. He also is responsible for computer and network maintenance at the Parkersburg, West Virginia office.

#### **Representative Projects Include:**

- North Fork Hughes River Park, Doddridge and Ritchie Counties, WV
- Horseshoe Campground, WV
- Big Bend Campground, WV

## Water Service



### Lise Sibicky, PE

**Location:** Parkersburg, WV Office

**Total Years of Experience:** 41

**Education:**

BS, Civil Engineering

Clarkson University

MS, Environmental Engineering

Clarkson University

**Registration:**

Professional Engineer – WV,

OH, VA

**Responsibilities**

Ms. Sibicky is a civil engineer providing experience in water supply planning, treatment and distribution, and wastewater collection and treatment. Her experience includes engineering solutions for a variety of water and wastewater projects including distribution system modeling studies, water treatment studies, metering evaluations, report preparation, design, and construction management. Other projects have included municipal and industrial wastewater treatment studies and design.

Project engineer for preparation of comprehensive water system evaluations, water distribution system modeling studies, water treatment evaluations, metering evaluations, and combined sewer overflow reports.

**Representative Projects Include:**

- City of McConnelsville, OH
- Parkersburg Utility Board, WV
- Mineral Wells PSD, WV

## Electrical Engineering



### Colleen Conrad, PE

**Location:** Norfolk, VA Office

**Total Years of Experience:** 19

**Education:**

BS, MS, Electrical Engineering

Old Dominion University

**Registration:**

Professional Engineer – WV,

KY, NC, SC, TX, VA

**Responsibilities**

Ms. Conrad is a Senior Electrical Engineer at B&N. She provides electrical design of power systems including power distribution, grounding and emergency power, as well as interior and site lighting design for new facilities and renovation of existing facilities. Designs include electrical service and power distribution, lighting design, and lighting controls with a focus on solar and sustainable design and lighting upgrades to achieve Leadership in Energy and Environmental Design (LEED) certification. Colleen also provides design constructability reviews for federal and municipal clients. Her projects include streetscape, retail, commercial, educational, municipal, restaurant, and multi-family residential facilities.

**Representative Projects Include:**

- Exterior Lighting Projects

## Architecture



### Bob Draper, AIA

**Location:** Cincinnati, OH Office

**Total Years of Experience:** 43

**Education:**

BA, University of Kentucky

**Registration:**

Registered Architect – WV, OK, MI, SC, TX, MO, NC, MD, VA, OH, KY

### Responsibilities

Mr. Draper is B&N's Director of Architecture Business Practice. He provides senior leadership, program management and/or QA/QC for services to our architectural and military clients. He is responsible for successful project completion. He serves as contract manager and program manager for major architectural assignments. His design projects have included administration, educational, military, elderly housing, medical and commercial facilities, as well as buildings on the Historic Register. His experience ranges from master planning, programming and schematics through design, bidding and construction services. He is also experienced in life cycle costing in monetary and energy budget terms.

He is the leader of the alternate delivery practice, Design/Build and CMAR. He has been involved in MILCON design-build, in MATOC contracts, MACC, FRR and IDIQ design-build projects.

## Construction Services



### John Moore

**Location:** Parkersburg, WV Office

**Total Years of Experience:** 34

**Education:**

BSG, Mount Union College

**Registration:**

NICET

### Responsibilities

Mr. Moore is a construction resident project representative (RPR) and has significant experience in construction-related industries. He is responsible for construction observations and other construction-related services. In addition, John provides environmental support to complement Burgess & Niple's environmental consulting division.

He has served as resident project representative (RPR) on numerous projects involving installation of water main pipe, vaults, booster stations, sewer pipe, force main, wye branches, manholes, pump stations, cured in place pipe (CIPP) sewer lining and manhole rehabilitation. Mr. Moore also provides services such as observance of construction, adjustments of water main location, extension layout, and compliance with plans and specifications.

### *Representative Projects Include:*

- Parkersburg Public Utility Board, WV
- Charleston Sanitary Board, WV
- Lubeck Public Service District, WV

## REFERENCES

### Professional Experience

Our past clients include federal agencies, state transportation departments, county, city, and corporate entities. We believe our past accomplishments are the best indicators of our future performance. To confirm our past accomplishments, we offer the following list of professional references for your review.

**Mr. Gus Smithhisler**

**Ohio Department of Natural Resources**

2045 Morse Road

Columbus, OH 43229-6693

Phone: 614-265-6965

**e-mail:** Gus.Smithhisler@dnr.state.oh.us

**Mr. Eric Bennett, General Manager**

**Parkersburg Utility Board**

125 19<sup>th</sup> Street

Parkersburg, WV 26101

(304) 424-8535, ext. 102

**e-mail:** eric.bennett@pubwv.com

**Ms. Mary M. Smakula, PE**

**Monongahela National Forest**

200 Sycamore Street

Elkins, WV 26241

304-636.1800 ext. 260

**e-mail:** msmakula@fs.fed.us

**The Honorable Robert Riggs**

**City of Pennsboro**

422 Main Street

Pennsboro, WV 26415

304.659.2377

**e-mail:** cityofpennsboro@zoominternet.net



# CERTIFICATIONS

# CERTIFICATE OF *Authorization*

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

*The West Virginia State Board of Registration for Professional Engineers  
having verified the person in responsible charge is registered in  
West Virginia as a professional engineer for the noted firm, hereby certifies*

**BURGESS & NIPLÉ, INC.**

**C00056-00**

**Engineer in Responsible Charge: RODNEY D. HOLBERT - WV PE 010778**

*has complied with section §30-13-17 of the West Virginia Code governing  
the issuance of a Certificate of Authorization. The Board hereby notifies you of its  
certification with issuance of this Certification of Authorization for the period of:*

**January 1, 2020 - December 31, 2021**

*providing for the practice of engineering services in the State of West Virginia.*

IF YOU ARE REQUIRED TO REGISTER WITH THE SECRETARY OF STATE'S OFFICE,  
PLEASE SUBMIT THIS CERTIFICATE WITH YOUR APPLICATION.



IN TESTIMONY WHEREOF, THE WEST VIRGINIA STATE BOARD OF  
REGISTRATION FOR PROFESSIONAL ENGINEERS HAS ISSUED THIS COA  
UNDER ITS SEAL, AND SIGNED BY THE PRESIDENT OF SAID BOARD.

BOARD PRESIDENT



WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS



Certificate of Authorization



Burgess & Niple, Inc.

Parkersburg, WV

CERTIFICATE OF AUTHORIZATION # 21-5074

This certificate is issued by the West Virginia Board of Professional Surveyors in accordance with W.Va. Code §30-13A-20. The person or organization identified on this certificate is licensed to conduct professional surveying and mapping services in the State of West Virginia for the period

January 1, 2021 through December 31, 2021

This certificate is not transferrable and must be displayed at the office location for which issued.

In witness whereof, I have put my hand, this 31st day of December 2020

[Signature of Sefton R. Stewart]

2021

[Signature of James T. Rayburn]

Sefton R. Stewart, P.S., Chairman  
Lantz G. Rankin, P.S., Member



James T. Rayburn, P.S., Secretary  
Gary Facemyer, P.E., P.S., Member

Douglas C. McElwee, Esq.

Public Member

## PROPOSED STAFFING PLAN

Having knowledgeable and experienced technical personnel is one of the keys to any successful project. B&N has assigned personnel who are available to perform the services necessary to successfully complete the design and administer the construction contract for the campground improvements at Cass Scenic Railroad State Park. The key personnel comprising B&N’s Project Team bring specific experience and knowledge necessary to meet the anticipated challenges of your project. The following matrix lists staff members who will be assigned to the Campground Addition Project at Cass Scenic Railroad State Park and their areas of expertise. The areas of expertise listed are those that are anticipated for the successful completion of the project.

Recreation Design Staff	Years of Experience	Campground Design	Sanitary Sewers	Water Service	Permitting	Surveying	Architectural Design	Electrical Service	Construction Phase Services
Steven D. Staats, ASLA	40	●			●	●			●
Mike P. Davis, PE	24	●	●						●
Lise E. Sibicky, PE	41			●	●				●
Colleen M. Conrad, PE	19							●	
Bob A. Draper, AIA	43				●		●		
Stephan C. Chevalier	39	●		●	●	●			
Mike M. Spear	43	●	●	●	●	●			●
John M. Bowie	27					●			
John C. Moore	34								●

## FIRM QUALIFICATIONS

On the most fundamental level, our job is responding to clients and translating their visions into completed facilities that meet expectations today and long into the future.

B&N is a full-service engineering firm that will provide quality plans, contract documents and construction phase services for your Campground Addition Project. Our diverse staff includes professionals in *engineering*, planning, *landscape architecture*, and scientific disciplines who are supported by experienced technicians, surveyors, drafters, construction representatives, and administrative staff. *Our ability to integrate engineering and landscape architecture, and other project-essential services into one seamless team provides a distinct advantage to our clients.*

As a full-service engineering firm, we can serve as a single resource for your project and provide you consistency with the various components that comprise your project. B&N's in-house engineers, landscape architects and support personnel will assist our project manager in providing a seamless team approach to completing the required tasks for the design of a new campground for the Cass Scenic Railroad State Park.

B&N brings several distinct advantages to the WVDNR:

- A firm with previous experience in the design of campground facilities.
- Significant experience in design and construction of wastewater collection, potable water service, electrical service, and architectural design for recreational structures.

## Site Development

B&N has provided design and construction administration services on site development projects for private, City, County, State, and Federal clients.

### Our site development experience includes:

- Surveying
- Roadways
- Parking areas
- Wastewater collection
- Wastewater treatment
- Water service
- Electrical service
- Campground layout
- Recreational building design
- Grading and drainage and storm water management
- Structural engineering
- Soils engineering
- Environmental permitting

## DESCRIPTIONS OF PAST PROJECTS

### Park Design

#### North Fork Hughes River Park

##### Natural Resources Conservation Service

Doddridge & Ritchie Counties, West Virginia



Burgess & Niple (B&N) partnered with Alpha Associates to secure a contract from the USDA Natural Resources Conservation Service (NRCS) to prepare preliminary design and construction documents for four new parks that were to be incorporated into the North Bend State Park in Ritchie and Doddridge Counties, West Virginia. The project was broken into eleven construction packages to allow greater bidding flexibility for the NRCS. Specifically, B&N's responsibilities included the layout and design of three of the parks (Jughandle, Deerfield, and Maple), preparation of construction documents for two park sites (Deerfield and Maple), mechanical and electrical engineering design for all proposed amenities at all four park sites (Jughandle, Cokeley, Deerfield, and Maple), and the planting design at two park sites (Cokeley Campground and Maple). All the parks designed by B&N varied in size and recreational experiences. The existing steep topography at each site created many challenges for the B&N team when laying out the proposed improvements. All park improvements were designed to meet ADA standards.

The following are recreational amenities and support services included at each of the three park sites:

#### Jughandle Park

- Accessible fishing pier
- Comfort station with fish cleaning facilities
- Picnic table sites with water fountains and grills
- Roadway and parking facilities with signage and security gates
- Electric facilities and storm sewer

#### Deerfield Park

- Picnic shelter and comfort station
- Play structures with safety surface
- Picnic table sites with water fountains and grills
- Roadway and parking facilities with signage and security gates
- Electric facilities and storm sewer

#### Maple Park

- Bathhouse with concessions
- Comfort station
- Picnic shelters – (two, including one with a stage)
- Picnic table sites with water fountains and grills
- Swimming beach
- Walking/bicycle trail with a pedestrian bridge
- Softball field
- Basketball, volleyball, shuffleboard, and horseshoe courts
- Roadway and parking facilities with signage and security gates
- Electric facilities and storm sewer

#### Key Team Members:

- Steve Staats, ASLA, Project Manager
- Stephan Chevalier, Senior Designer

## Monongahela National Forest

### USDA Forest Service

Elkins, West Virginia



B&N provided on-call architectural/engineering services on a task-ordered basis and on an indefinite delivery-indefinite quantity contractual basis for several facilities operated by the Monongahela National Forest. The scope of services included civil, sanitary, electrical, and mechanical engineering; surveying; inspections; architecture; and landscape architecture for miscellaneous trail, campground, pier, roadway and bridge projects.

Representative projects included:

**Wastewater Treatment System, Horseshoe Campground** – B&N designed improvements to the existing system which included a 10,000 gpd Wisconsin Mound System, septic tank, pump station with automatic alternating of fields, and two mounds with a total area of 27,000-square feet. Improvements further included water-saving devices and manhole repair. In addition, new campsites were designed for an unused wooded area within the park. A new restroom facility was added for the new campsites.

**Waste System Improvements, Stuart Recreation Area** – This project entailed improvements to the camp’s existing water system and wastewater disposal system for the shower/toilet building. Design further included a new well to comply with the West Virginia State standards, a septic tank mound system, and a gravity sewer hookup for an adjacent campground.

**Wastewater Treatment System Improvements Seneca Shadows Campground** - B&N designed extensive wastewater system improvements to this well-known campground that encompassed the following engineering services:

- Field topographic surveys of the proposed wastewater treatment plant site.
- Waste load allocation for the proposed treatment plant.
- Construction plans and specifications for the proposed recirculating sand filter plant.
- Application for a permit from the West Virginia Bureau of Public Health.
- “Notice of Intent” and supporting documents for the WVDEP’s NPDES permit.
- National Environmental Policy Act (NEPA) screening for the proposed improvements.

**Water & Wastewater System Improvements, Big Bend Campground** –B&N performed evaluations for improvements to the existing wastewater collection and treatment and water distribution and storage systems. Our services included evaluations for improvements to the existing wastewater treatment, including options for its replacement.

#### Key Team Members:

- Steve Staats, ASLA, Campground Design
- Mike Spear, Designer of Site Utilities
- Stephan Chevalier, Designer of Roadway Improvements

## Buck Creek State Park Campground

Ohio Department of Natural Resources  
Springfield, Ohio

For this State Park east of Springfield, Ohio, Burgess & Niple (B&N) was initially asked to prepare a master plan for a 300 – space camping area. A first phase of the master plan was chosen to be further developed and constructed, and B&N developed detailed plans necessary for the construction of 100 camp sites, two wash houses, a check-in building, utilities, roads, parking and a swimming beach.

## West Virginia Interstate Fair & Exposition Master Plan

West Virginia Interstate Fair & Exposition  
Mineral Wells, West Virginia

Burgess & Niple (B&N) prepared a schematic master plan for an undeveloped 130-acre site in rural Wood County West Virginia. Proposed improvements included access and service roads, parking lots, locations for eight buildings, rest room facilities, first aid and security facilities, carnival area, outdoor exhibit areas, horse show arena, tractor pull track with grandstand, stage area with grandstand. B&N was later asked to prepare a master plan update for an additional 66 acres of adjoining land. Proposed improvements included camp sites to compliment the uses proposed in the original master plan.

## Charles Fork Lake Park Master Plan

Town of Spencer Services  
Roane County, West Virginia



Burgess & Niple (B&N) prepared a master plan for a large rural park in Roane County, West Virginia for the Town of Spencer. Proposed recreational improvements were located around an existing 70-acre lake, and included camp sites, trails, and fishing access.

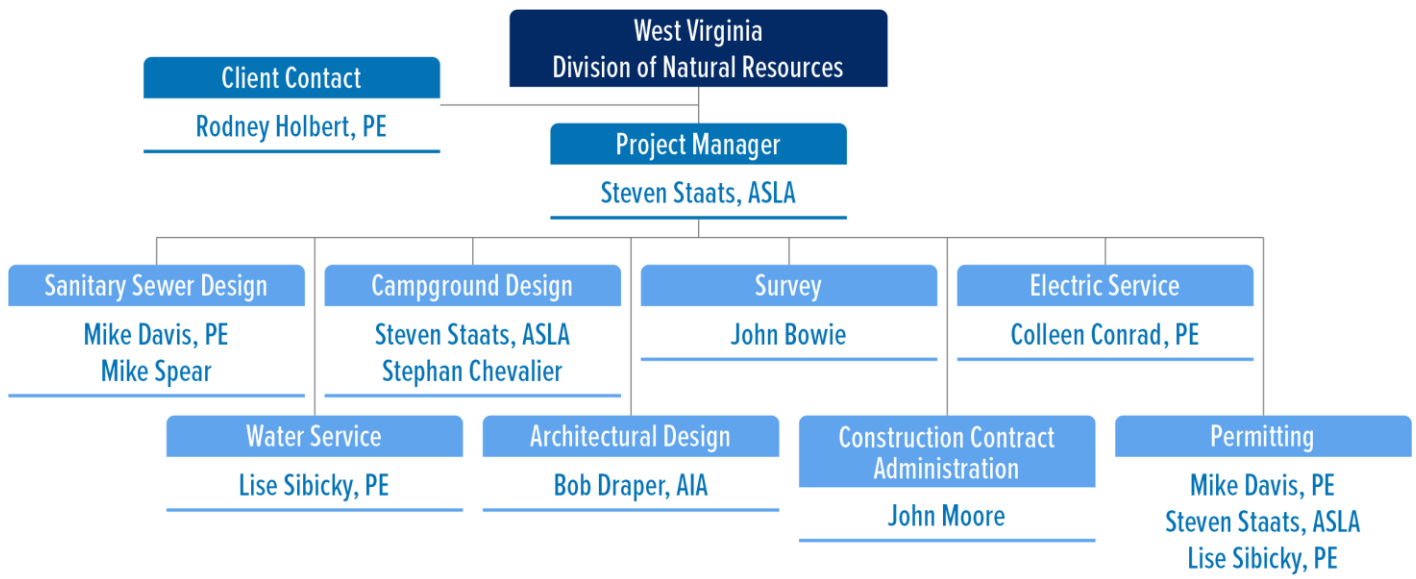


## PROCEDURE FOR COMMUNICATION

Project management is the key to smooth-running, cost-effective, and on-schedule projects. Elements necessary to provide effective project management include:

- *Communication with project team members and the client*
- Project scheduling to achieve client needs
- Staff scheduling for efficient time use
- Setting and meeting project milestones
- Monitoring costs and time expended
- *Monthly progress reports to the client*

B&N will initiate a kickoff meeting with the West Virginia Department of Natural Resources and key B&N staff. *This meeting will establish communication between WVDNR and B&N, refine B&N's scope of services, establish an overall project schedule, set project responsibilities, and gain a commitment from team members.* Mr. Staats will have the authority to assign personnel to the project and oversee and review their performance. He will oversee all scheduling and budget management and progress management to assure that appropriate staff is utilized, and project milestones are achieved, and report progress monthly to the client. In addition, he will participate in engineering oversight and evaluation as a full team member. He will serve as WVDNR's point of contact for all phases of this project. The chart below illustrates the staff members B&N will assign to your project, their roles and responsibilities, and the chain of communication for the project.



## PAST PROJECT PERFORMANCE AND COST CONTROL

B&N has experience with all facets of work associated with design and construction of campground improvements. Our past projects evaluation, design, and construction of camp sites, access roads, parking lots, rest room and bath house facilities, and utility services. Listed below in the table are examples of projects and the performance achieved.

B&N works diligently to maintain the agreed upon professional services fee and only discuss the need to adjust the fee if the scope of work changes and an adjustment is warranted. The WVDNR will be kept apprised of the scope of work/fee status and notified immediately to discuss scope of work changes and the associated fee adjustments.

During the early stages of the design phase, B&N's Project Team will generate a preliminary construction cost estimate and periodically update it as they progress through the tasks of the design phase. The cost estimates will be shared with the WVDNR throughout the course of the project at milestone submittals. In the event the projected cost starts to exceed the project budget, options will be discussed with the WVDNR to make necessary adjustments in the funding and/or scope of the project.

Project Name	Estimated Fee	Actual Fee	Estimated Cost	Actual Cost	Completion Time
City of Pennsboro WWTP Improvements Phase 2B	\$260,000	\$260,000	\$2,998,800	\$3,005,300*	Completed within Project Timeframe
Town of West Union	\$134,600	\$134,600	\$2,519,400	\$2,484,900**	Construction Began in 2019
Chilo Lock #34 Boat Ramp Improvements	\$93,000	\$94,000	\$640,000 - Phase 1 \$35,000 - Phase 2	\$640,000 - Phase 1 \$35,000 - Phase 2	Completed within Project Timeframe
Wingfoot Lake Boating Access Roadway and Parking Lot Improvements	\$15,000	\$15,000	\$200,000	\$200,000	Completed within Project Timeframe
East Fork Lake State Park Boat Ramp and Parking improvements	\$190,000	\$190,000	\$990,000	\$919,000**	Completed within Project Timeframe
Racine Boating Access	\$325,725	\$325,725	\$2,250,000	\$2,358,000*	Completed within Project Timeframe

\* Includes Change Orders

\*\* Bid Amount

## DESIGN AND CONSTRUCTION TIME CONTROL

The project schedule is perhaps the most important project control mechanism. Our Project Team has extensive, proven ability and experience in the development of project schedules for small and complex projects. We will collaborate with the WVDNR to develop a detailed schedule that identifies the key submittals required, the sub-tasks necessary to complete the submittals, status of permits, and the intermediate and final deadlines necessary to meet your deadlines and goals. The schedule will identify tasks of both B&N and the WVDNR so that each party is aware of the expectations of the other party. B&N will prepare monthly Status Reports to keep the WVDNR apprised of progress.

During the construction phase, it is equally important to monitor the progress and status of the contractor's work. Although the Project Manager and WVDNR have limited control over the contractor, the progress of his/her work must be monitored because it can have an impact on the WVDNR and users of the Cass Scenic Railroad area. To avoid the possibility of construction delays, B&N's Project Manager will promptly review and monitor progress schedules, address delays with contractor, review submittals and progress pay estimates, respond to requests for information, and prepare contract closeout documents in a prompt and orderly fashion so that the work can be completed on time and within budget.

The key to remaining on schedule and meeting deadlines is to establish and maintain consistent communications throughout all phase of the project.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Rodney D. Holbert District Director  
\_\_\_\_\_  
(Name, Title)  
\_\_\_\_\_  
(Printed Name and Title)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(Phone Number) / (Fax Number)  
\_\_\_\_\_  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

\_\_\_\_\_  
(Company)  
Rodney D. Holbert District Director  
\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)  
\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)  
\_\_\_\_\_  
(Date)  
\_\_\_\_\_  
(Phone Number) (Fax Number)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** \_\_\_\_\_

**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)

- |  |  |
|--|--|
| <input checked="" 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.

\_\_\_\_\_  
**Burgess & Niple, Inc.**

Company

\_\_\_\_\_  
*Rodney D. Holbert*

Authorized Signature

\_\_\_\_\_  
**September 24, 2021**

Date

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

Revised 6/8/2012



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

State of West Virginia  
 Centralized Expression of Interest  
 Architect/Engr

<b>Proc Folder:</b> 920571			<b>Reason for Modification:</b> Addendum #1 issued to publish agency responses to vendor questions.
<b>Doc Description:</b> A/E Svcs-New Campground at Cass Scenic Railroad State Park			
<b>Proc Type:</b> Central Contract - Fixed Amt			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2021-09-17	2021-09-28 13:30	CEOI 0310 DNR2200000005	2

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

**Vendor Customer Code:** 000000172271  
**Vendor Name :** Burgess & Niple, Inc.  
**Address :** 4424 Emerson Avenue  
**Street :**  
**City :** Parkersburg  
**State :** WV **Country :** USA **Zip :** 26104  
**Principal Contact :**  
**Vendor Contact Phone:** **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

**Vendor Signature X** *Rodney D. Holbert* **FEIN#** 31-0885550 **DATE** 9/24/2021

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

The Acquisitions and Contract Administration Section of the Purchasing Division ("Purchasing Division") is soliciting Expression(s) of Interest ("EOI" or "Bids") for The Division of Natural Resources ("Agency"), from qualified firms to provide architectural/ engineering services ("Vendors") as defined herein.

The mission or purpose of the project for which bids are being solicited is to provide necessary engineering, and other related professional services to design, specify and provide construction contract administration services for the construction of approximately 100 Campsites and related facilities at Cass Scenic Railroad State Park in Pocahontas County, West Virginia. All environmental permitting will be included in the project.

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES PARKS & RECREATION-PEM SECTION 324 4TH AVE SOUTH CHARLESTON WV 25305 US	DIVISION OF NATURAL RESOURCES CASS SCENIC RAILROAD STATE PARK 242 MAIN ST CASS WV 24927-0107 US

Line	Comm Ln Desc	Qty	Unit Issue
1	Civil engineering		

Comm Code	Manufacturer	Specification	Model #
81101500			

**Extended Description:**  
Architectural/engineering services and contract administration for new campground facilities at Cass Scenic Railroad State Park.

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
-------------	--------------	-------------------

**SOLICITATION NUMBER:**  
**Addendum Number:**

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The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.



# ATTACHMENT A

## **RFI: Questions from vendors for CEOI DNR 22\*05 Cass Scenic Railroad**

**Q.1.** Has a site been determined for the project? If not, will helping to determine a site be part of the scope of the project?

**A. A general location has been determined, the chosen firm will assist with the final determination.**

**Q.2.** If a site has been determined what utilities exist that will serve the new campground. Are designing upgrades to existing utilities anticipated for this project?

**A. Yes.**

**Q.3.** What are the DNR's goals, needs and objectives for this project?

**A. To construct a campground, in a manner consistent with the published EOI.**

**Q.4** What is status of existing plans and conditions? Subsurface investigation? Survey? (Existing Conditions Plans)

**A. Existing information will be shared with the chosen firm. However, there is little available for the prospective site.**

**Q.5.** What additional information, if any, can be provided as it relates to project specifications (rough boundary of the area, etc.)?

**A. None.**

**Q.6** RE: "related facilities", which is referenced in the EOI. What types of amenities would be desirable (lighting, recreational, communal buildings, lavatory/shower facilities, pavilions, etc.)?

**A. The amenities described in the question will be discussed with the chosen firm.**

**Q.7.** RE: "100 campsites" which is referenced in the EOI. Are there associated minimum/maximum lot dimensions?

**A. No.**

**Q.8.** What infrastructure exists (power, water, sewer) or will be integrated as part of this project?

**A. All necessary utilities will be extended to the site as a part of this project.**

**Q.9.** If any, where are any existing utilities located?

**A. There are no utilities on the site.**

**Q.10.** What is the status of existing roads?

**A. They are existing.**

**Q.11.** Is it desired/expected for there to be space consideration for RV's/camper/motor home? If so, is the vision to have hook-ups at each site, or utilities only going to communal facilities?

**A. it is anticipated that the sites will be full hook-up.**

**Q.12.** RE: “All environmental permitting will be included in the project” reference in the EOI...please clarify?

**A. All required environmental and Culture and History approvals will be prepared and submitted by the consultant.**

**Q.13.** What (if any), rare, threatened, endangered species and/or habitats are known/suspected to be in vicinity of this project?

**A. Unknown.**

**Q.14.** Is it expected that there will be a daily fee to occupy a site (vs. free of charge)?

**A. There will be a fee per site.**

**Q.15.** Will this tie in to existing trails or situated along a river/stream?

**A. Yes.**

**Q.16.** What, if any, consideration has been given to “green” technologies/renewable components for this project?

**A. If suggested, the owner will consider.**

**Q.17.** Would there be any need for security/controlled access to the campground?

**A. No, other than a check in station.**

**Q.18.** What is the anticipated budget for this project?

**A. The Budget will be discussed with the chosen firm.**

**Q.19.** Is the scope of work for the 100 campsites at Cass Scenic RR expected to include Bath House / Restroom Facilities? If so, how many are estimated to be needed?

**A. Yes, the number will be consistent with State Health Department regulations.**

**Q.20.** Do the following items need to be included in our EOI response?

- a. Purchasing Affidavit – **A. Preferred but not required**
- b. Disclosure of Interested Parties to Contracts **A. Preferred but not required**
- c. Proof of Insurance **A. Preferred but not required**

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** 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 exceed 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Burgess & Niple, Inc.

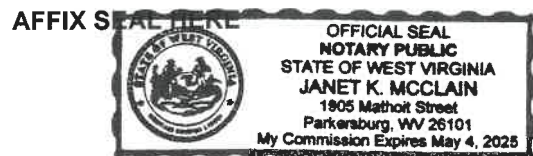
Authorized Signature: *Rodney D. Holbert* Date: September 24, 2021

State of West Virginia

County of Wood, to-wit:

Taken, subscribed, and sworn to before me this 24 day of September, 2021.

My Commission expires May 4, 2025.



NOTARY PUBLIC *Janet K. McClain*  
*Purchasing Affidavit (Revised 01/19/2018)*

# West Virginia Ethics Commission



## Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

*"Business entity"* means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

*"Interested party"* or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

*"State agency"* means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

*This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: [ethics@wv.gov](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Burgess & Niple, Inc. Address: 4424 Emerson Avenue  
Parkersburg, WV 26104

Name of Authorized Agent: Rodney D. Holbert, PE Address: 4424 Emerson Ave., Parkersburg, WV 26104

Contract Number: CEOI 0310 DNR2200000005 Contract Description: A/E Services New Campground at Cass Scenic Railroad State Park

Governmental agency awarding contract: Department of Administration, Purchasing Division

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

**1. Subcontractors or other entities performing work or service under the Contract**

Check here if none, otherwise list entity/individual names below.

**2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

Check here if none, otherwise list entity/individual names below.

**3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

Check here if none, otherwise list entity/individual names below.

Signature: Rodney D. Holbert

Date Signed: September 24, 2021

**Notary Verification**

State of West Virginia, County of Wood:

I, Rodney D. Holbert, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 24th day of September, 21.

Janet B. McClain  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_

**BURGESS & NIPLÉ**  
Engineers ■ Architects ■ Planners

4424 Emerson Ave.  
Parkersburg, WV 26104  
304.485.8541

**[burgessniple.com](http://burgessniple.com)**