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Header @ 1

List View

General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder: 1752879

Procurement Type: Central Purchase Order

Vendor ID: 000000209931

Legal Name: NEW RIVER ENGINEERS INC

Alias/DBA:

Total Bid: \$0.00

Response Date: 08/20/2025

Response Time: 15:25

Responded By User ID: kparker

First Name: Mackenzie

Last Name: Parker

Email: kp@nreivv.com

Phone: 3043427168

SO Doc Code: CEOI

SO Dept: 0310

SO Doc ID: DNR2600000002

Published Date: 8/4/25

Close Date: 8/21/25

Close Time: 13:30

Status: Closed

Solicitation Description: A&E - Tomlinson Run Dam Improvements

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:** 1752879  
**Solicitation Description:** A&E - Tomlinson Run Dam Improvements  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2025-08-21 13:30	SR 0310 ESR08202500000001218	1

**VENDOR**  
000000209931  
NEW RIVER ENGINEERS INC

**Solicitation Number:** CEOI 0310 DNR2600000002  
**Total Bid:** 0  
**Response Date:** 2025-08-20  
**Response Time:** 15:25:15  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
Joseph (Josh) E Hager III  
(304) 558-2306  
joseph.e.hageriii@wv.gov

<b>Vendor</b>		
<b>Signature X</b>	<b>FEIN#</b>	<b>DATE</b>

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	Professional engineering services				0.00

Comm Code	Manufacturer	Specification	Model #
81100000			

**Commodity Line Comments:**

**Extended Description:**

Design and contract administration services of dam improvements at Tomlinson Run State Park.



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> 1752879			<b>Reason for Modification:</b>
<b>Doc Description:</b> A&E - Tomlinson Run Dam Improvements			
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2025-08-04	2025-08-21 13:30	CEOI 0310 DNR2600000002	1

BID RECEIVING LOCATION

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

VENDOR

**Vendor Customer Code:** Vendor

**Name :** New River Engineers, Inc

**Address :**

**Street :**3041 University Ave, Suite 6

**City :** Morgantown

**State :** WV

**Country :** USA

**Zip :** 26508

**Principal Contact :** Joshua D. Cook

**Vendor Contact Phone:** 681-668-1809

**Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Vendor  
Signature X

FEIN#: 55-0764054

DATE: 08/20/2025

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

# Tomlinson Run Dam Improvements

## Expression of Interest for Consulting Services

for

West Virginia Division of Natural Resources

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August 2025



Presented by:

### **NEW RIVER ENGINEERS, INC.**

3041 University Avenue, Suite 6  
Morgantown, WV 26505  
681.668.1809



# New River Engineers, Inc.



August 18<sup>th</sup>, 2025

WVDNR

Re: Expression of Interest — Consulting Services  
Tomlinson Run State Park Dam Improvements

To Whom It May Concern

New River Engineers, Inc. (NREI) is pleased to submit our statement of qualifications to provide consulting services for the WVDNR Tomlinson Run State Park Dam Improvements.

NREI is a highly qualified and experienced environmental/civil engineering firm providing services for municipal, federal, state, industrial and commercial clients throughout the states of West Virginia, Ohio, Kentucky, and Virginia.

For over 45 years, NREI has completed projects on time, under budget and without any successful litigation against us or our client, a record no other firm can match.

We would appreciate an opportunity to present our detailed qualifications at a mutually convenient date and time.

Please call if you have any questions or need further information.

Very Truly Yours,  
NEW RIVER ENGINEERS, INC.

Joshua D. Cook, P.E., PMP  
President  
jdc@nrenginc.com.com

Enclosure

WVDNR  
TOMLINSON RUN DAM IMPROVEMENTS

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## FIRM OVERVIEW

New River Engineers, Inc. (NREI) is an engineering, surveying and consulting firm that has been providing quality service to our clients and the industries for over 45 years. Mutual respect and trust are the cornerstones in the relationships established and maintained with our clients. NREI strives to perform all work in a professional and cost-effective manner, while providing our clients with quality and excellence.

The firm is managed by Joshua D. Cook, PE, PMP, President and Eric Hartwell, PE, Vice President. NREI has successfully provided an integrated approach to publicly funded projects for our clients. NREI provides professional services to owners and operators, architects, and contractors throughout West Virginia, Ohio, Virginia, Kentucky and North Carolina and many others. NREI services range through all facets of civil engineering design as well as construction administration and project management.

Our staff combines advanced technology with many decades of surveying, mining, and engineering experience and includes two professional engineers, one professional surveyor, four degreed engineers, AutoCAD/engineer technicians and ten full-time survey crews.

As a full-service engineering and surveying firm, NREI can provide a whole host of services to our clients including, but not limited to the following:

- Construction Design, Management and Surveying
- Geotechnical Engineering & Drilling Management
- Environmental Permitting (DEP, NPDES, OAQ and USACOE)
- Underground / Surface Mine Engineering
- Civil Site Design / Engineering / Planning
- Drainage Design / Engineering / HECRAS
- Compaction Testing with Nuclear Density Gauge
- Subsurface Utility Locate Surveys with GPR & Pipe and Cable Locators
- Oil & Gas Surveying
- Boundary & Property/Topographical Surveying
- Aerial Mapping, GPS RTK & Static Surveying
- Reserve Studies

NREI has developed the following philosophy to guide the performance of its services:

- Provide superlative design services to our clients in new construction, improvements, and daily operations.
- Perform work in a timely, accurate and professional manner.
- Present multiple alternatives and solutions whenever possible.
- Work with our clients to control project costs.
- Be a technical sounding board for our clients in all situations.
- Strive to maintain professional competence through continuing education and training.
- NREI utilizes a practical application approach to all projects throughout the design process to provide a well-rounded result. This methodology emphasizes the best overall solution, meeting all the client's needs, instead of just the best technical solution. We believe our small size provides a distinct advantage to our clients and affords us the freedom to easily team with the clients to achieve the overall best possible result.



## **PLAN OF APPROACH**

NREI believes in a team approach for the development of projects. Therefore, our first task will be to meet with the West Virginia DNR (WVDNR) to review existing data, reports, etc., and to ascertain the need of the specific project. Following data gathering, we will then evaluate alternatives and develop a cost-effective proposal that meets existing and future needs of a specific project. Throughout the process, WVDNR officials will be kept informed and involved in all important matters.

NREI will assist the WVDNR in preparation and submission of any funding application needs. Once the funding has been secured, we will then begin to develop detailed engineering drawings and specifications for the project. As information is gathered, it will be reviewed with WVDNR officials to allow comment and coordination as the project progresses. The project engineer will be involved during all phases of developing a project, obtaining funding, design, and construction to assure coordination with WVDNR personnel, and regulatory and funding agencies.

## **PRELIMINARY ENGINEERING REPORT**

Our next task will be the preparation of a Preliminary Engineering Report. Specifically, the report will be organized in accordance with regulatory and funding agency requirements as follows:

1. Introduction and Overview
2. Planning Area and Future Needs
3. Evaluation of the Existing System
4. Proposed Improvements/Upgrades
5. Alternate Solutions
6. Cost Estimates – Capital and O & M
7. Environmental Issues
8. Public Participation
9. Final Plan Selection
10. Implementation

Prior to publication of the final report, all information will be shared and reviewed with WVDNR officials to ensure that concerns are addressed.

## DESIGN PHASE

NREI will prepare contract documents including plans and specifications conforming to funding agencies requirements. Our design phase will be carried out as follows:

1. Define Existing Conditions
  - a. Assemble and evaluate data to eliminate conflicts and redundancy.
  - b. All major decisions regarding data will be discussed with WVDNR officials. Important data sources include, but are not limited to the following:
    - i. WVDNR Officials
    - ii. WV Department of Environmental Protection
    - iii. USDA Rural Development
    - iv. Soil Conservation Service
    - v. Local Citizens and Groups
2. Identify Project Work
  - a. Evaluate existing data, reports, and design drawings, if available
  - b. Evaluate existing site.
  - c. Evaluate environmental aspects.
  - d. Summarize existing problems and make presentation.
3. Preliminary Design
  - a. Preliminary layout of proposed project
  - b. Land surveys for mapping, rights-of-way, and / or land acquisitions
  - c. Coordination with the WV DEP and DOH with USDA-RD
  - d. Preliminary Cost Estimates
  - e. Preliminary review with the WVDNR.
4. Final Design
  - a. Incorporate review comments from the WVDNR, WV DEP, USDA-RD, and other agencies
  - b. Prepare detailed specifications and final design report in accordance with state and federal guidelines.
  - c. Attend public meetings.
  - d. Prepare final cost estimates.
  - e. Secure permits from officiating WV DEP and DOH, and other agencies
  - f. Prepare bid documents.
  - g. Conduct pre-bid conference.
  - h. Assist in advertising for bids, attend bid opening and assist in evaluation of bids with recommendations for awarding the construction of the project(s)

## CONSTRUCTION PHASE

NREI will provide the following services during the construction phase of the project:

1. Administrative Services
  - a. Assist and advise the WVDNR in the preparation of construction contracts for signature(s)
  - b. Issue a "Notice to Proceed" to the appropriate Contractor(s)
  - c. Provide consultation and advise the WVDNR during construction
  - d. Preparation of elementary and supplementary sketches and / or drawings required to resolve problems arising from actual field conditions encountered.
  - e. Review and approve shop drawings, diagrams, illustrations, brochures, catalog data, schedules, and samples, results of tests and inspections, other data which the contractor(s) is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the contract documents.
  - f. Receive and review maintenance and operating instructions, schedules, guarantees, bond, and certificates of inspections which are to be assembled by the contractor(s) in accordance with the contract documents.
  - g. Review and approve requests for periodic and final payments to the contractor(s)
  - h. Issue certificates of completion to the WVDNR for completed construction contracts.
  - i. Review original drawings and provide to the WVDNR a digital copy on disk and two (2) sets of black line prints of "as-built" plans
  - j. Advise the WVDNR whether the project can meet the project performance standards.
  - k. Attend monthly meetings during the construction period.
  - l. Represent the WVDNR in technical matters and litigation, if required
  - m. Provide engineering services during start-up of the facility.
  - n. Provide training to WVDNR employees for the operation of the new facility.
  - o. Provide one (1) year project performance certification.
2. Field Services
  - a. A Qualified Design Professional will make periodic visits to the site to observe the progress and quality of the executed work, and determine, in general, if the work is proceeding in accordance with the contract documents.
  - b. Efforts will be directed toward providing assurance to the WVDNR that the completed project will conform to the requirements of the contract documents.
  - c. Make general monthly construction progress reports to the WVDNR.
  - d. Observe initial operation of the project, or any performance tests as required by the specifications.
  - e. Make final inspection and report on the completed project.
  - f. Advise the WVDNR of any special test or necessary outside services that may be required to assist construction of the project.

- g. On the date, one (1) year after the initiation of the operation of the project, a Professional Engineer shall certify to the WVDNR whether the project can meet the project performance standards in accordance with requirements for the project.
- 3. Resident Inspection Services During Construction
  - a. A Resident Project Representative(s) will be furnished for each construction contract (as a minimum) to provide extensive representation at the project site during the construction phase.
  - b. Through more extensive on-site observations of the work in progress and field checks of materials and equipment by the Resident Project Representative(s), the WVDNR will be provided further protection against defects and deficiencies in the work
  - c. In addition to the general duties outlined above, the Resident Project Representative(s) will:
    - i. Observe the installation of approved materials and equipment and construction techniques and procedures in accordance with contract documents.
    - ii. Aid in public relations activities as the construction progresses through private property.
    - iii. Monitor the construction schedule and report conditions which may cause delay in completion.
    - iv. Review contract documents with the contractor's superintendent
    - v. Obtain necessary interpretations and transmit them to the contractor.
    - vi. Consider the contractor's suggestions and recommendations, evaluate them, and submit them with recommendations for a final decision.
    - vii. Attend field meetings as directed and report on the proceedings.
    - viii. Observe tests required by the contract documents, and record and report test procedures and, where applicable, the results
    - ix. Maintain records at the construction site in an orderly manner, including correspondence, change orders, supplementary drawings, requests for payment, and names and addresses of contractors, subcontractors, and principal material suppliers.
    - x. Keep a journal or logbook recording time and activities related to the project, weather conditions, nature and location of work being performed, verbal instructions and interpretations given to the contractor, and specific observations, record any occurrence of work that might result in a claim for a change of contract sum or contract time, and maintain a list of visitors, their titles, and time and purpose of their visit.
    - xi. Review applications for payment submitted by the contractor and forward them with recommendations for disposition.
    - xii. Prepare a punch list as construction nears completion and inform contractor of items on punch list.
    - xiii. Assist in final inspection of the work.

## **SPECIAL SERVICES**

1. Land Surveys
  - a. Easements and right-of-way plat maps
  - b. Verify existing aboveground and underground utilities.
  - c. Construction stakeout of proposed improvements of connection with existing utilities
2. Attendance at Public Meetings to represent the WVDNR on technical matters.
3. Attendance at Technical Meetings with the WVDNR, DEP, etc.
4. Furnish technical assistance to the accountant and legal staff.
5. Provide technical testimony before courts and / or administrative hearings related to the project.

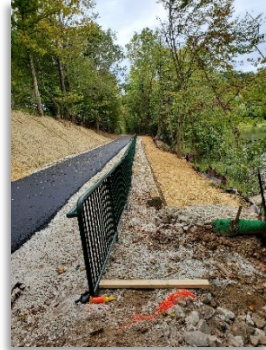


## PROJECT EXPERIENCE

### **Elk River Flood Repairs and Coonskin Park Trail Replacement, Kanawha County, WV**

Planning, design, geotechnical, estimating, and construction management of 160 LF of H-Pile wall, a 40 LF H-Pile wall, Replacement of three 18" culverts, Paving of approx. 2,800 LF of Elk River Trail, and replacement of 105 LF of 36" HDPE storm pipe. Project cost of approx. \$1.85 million.

**Reference:** Jeff Hutchinson, Executive Director, Kanawha County Parks and Recreation, 375 Henry C Hoppy Shores Drive, Charleston, WV 25302, 304.341.8000, jeff@kcprc.com



### **Blue Creek Slip Repairs, Kanawha County, WV**

Previous pipeline construction resulted in a slip adjacent to Blue Creek Road in Elkview, WV. S & S/NREI was tasked to monitor the slope mitigation project from start to finish and complete weekly progress reports. Planning, design, geotechnical, estimating, and construction management of 160 LF of H-Pile wall, a 40 LF H-Pile wall, Replacement of three 18" culverts, Paving of approx. 2,800 LF of Elk River Trail, and replacement of 105 LF of 36" HDPE storm pipe. Project cost of approx. \$1.85 million.

**Reference:** Kanawha County Parks & Recreation Commission, 375 Henry C. Shores Drive, Charleston, WV 25302

### **Big Bend Golf Course Slope and Coonskin Park Trail Wall Flood, Kanawha County WV**

Planning, design, geotechnical, estimating, construction management of Elk River Road embankment failure at two locations of approximately 170 ft and 50ft with another 1,900 ft pavement failure along Elk River Road. Replacement of 30" drainage culvert under an access road to the Riverside Shelter facility. Relocation of the irrigation pump house that was inundated with flood water to above the 100-year flood level.

**Reference:** Kanawha County Parks & Recreation Commission, 375 Henry C. Shores Drive, Charleston, WV 25302



### **Paint Creek Recreational Trail, Slip Repairs, Ross County, Ohio**

This 32 mile trail is undergoing slip and erosion repairs with this current project (slip 31) designed with 12-18 foot Gabion retaining wall to be backfilled and rip-rap will be installed up and down the stream. The trail remains open during repairs.

**Reference:** Erin Stanley, Project Development/Grant Coordinator, Ross County Park District, 15 N Paint St #301, Chillicothe, OH 45601, 740-773-8794, [erinstanley@rosscountyohio.gov](mailto:erinstanley@rosscountyohio.gov)

### **Cathedral Falls Flood Repairs, Gauley Bridge, WV**

Cathedral Falls washed out stream below the falls. NREI provided preliminary review drawings, design, permitting, and construction administrations for the repairs of the stream below Cathedral Falls that washed out the banks and created a slip onto the baseball fields

**Reference:** Mayor Robert 'Bob' Scott, Town of Guley Bridge, PO Box 490, Gauley Bridge, WV 25085, 304.632.2505



### **City of Jackson and Ross County Parks District, AMLER Salt Lick Creek, Jackson, OH**

Engineering study of flooding that occurred along Salt Lick Creek that includes an AMLER report. Using AMLER funds this recreational improvement includes flood mitigation and abandoned mine lands converting previous haul loads into recreational trails along the Salt Lake Creek that will tie into portions of towns sidewalk system. Project services included executive summary, project study area maps, project coordination including stakeholder identification, data collection, hydraulic and hydrologic analysis, issues identification, alternative development, benefit-cost analysis, public outreach, and recommendations/implementation plan.

**Reference:** Mayor Randy Evans, City of Jackson, 145 Broadway St, Jackson OH 45640, 740.286.2201 and David Swackhammer, Service Director, City of Jackson, 740.286.3225, [dswackhammer@jacksonohio.us](mailto:dswackhammer@jacksonohio.us)

### **CRW Yeager Airport, Charleston, WV**

Surveying and engineering services of Runway 5 slope failure emergency materials removal, storage and stabilization plans. Provided runway safety area monitoring surveys, quantity surveys, and stormwater construction USACE 404 and WVDEP 401 Permits. Work completed in 2020.

**Reference:** Allen Cadden, PE, DGE, Principal, Schnabel Engineering, 3 Dickinson Dr #200, Chadds Ford, PA 19317, 610.696.6066, [acadden@schnabel-eng.com](mailto:acadden@schnabel-eng.com)

### **West Virginia Water Department Authority, Riverbank Slope Erosion Repair, Charleston, WV**

NREI provided CADD Design along Spring Street suggesting an H-pile retaining wall.

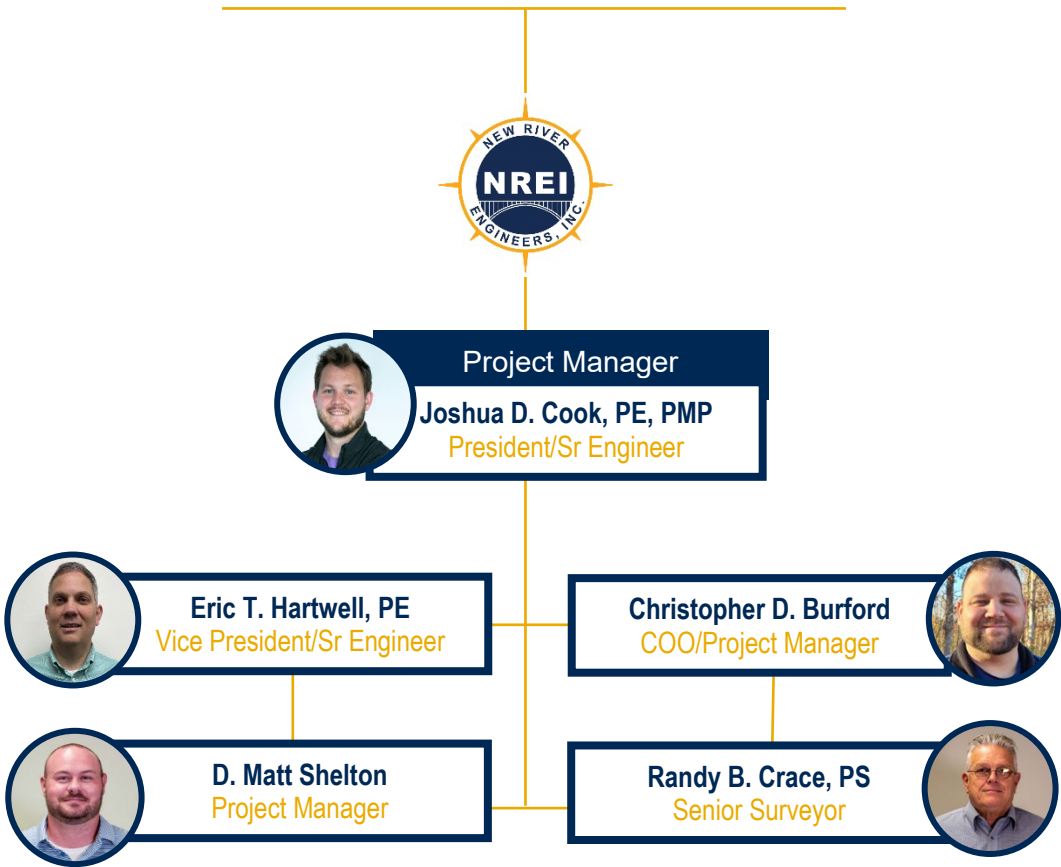
### **Cross Lanes Radio Tower Slip Repair, Kanawha County, WV**

Description: Planning, design, geotechnical, and construction management of 50 LF of H-Pile wall, 25 LF H-Pile wall, and approx. 210 LF of rock lined drainage ditch to repair slips under a radio tower building and guy wire structures for the tower.



ORGANIZATIONAL CHART

WVDNR



## RESUMES OF KEY PERSONNEL



**Joshua D. Cook, PE, PMP**

**President / Senior Engineer**

Josh began his professional career in 2012 and has worked on a variety of civil engineering projects throughout West Virginia, Ohio, Virginia, Maryland, and Pennsylvania. During his career, Josh has served as project engineer, project manager and engineering manager for coal and natural gas companies and municipal engineering consulting firms, including New River Engineers.

Josh has experience in environmental remediation, groundwater protection plans (including spill prevention, control and countermeasure plans), stormwater permitting and design, construction management, water, wastewater, storm water and a variety of natural gas experience.

Josh has been successful in managing a variety of projects to remain on-time, on-budget and compliant.

### EDUCATION

**Bachelor of Science**

Civil Engineering  
West Virginia University Institute of Technology

**Master of Science**

Engineering  
Marshall University

### CERTIFICATIONS

Professional Engineer — WV, OH  
Project Management Professional (PMP)

### PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

West Virginia Rural Water Association

Business Networking International (BNI)

Project Management Institute (PMI)

### PROJECT EXPERIENCE

Paint Creek Recreational Trail, Slip Repair, Ross County, OH

City of Jackson and Ross County Parks District, AMLER Salk Lick Creek, Jackson, OH

Town of Ansted, Gauley Mountain Bike Trail and Fox Branch Creek Bridge Trestle, Ansted, WV

Fayette County Park Pool Project, Fayetteville, WV

Fayette County Fireman's Association, New Hawks Nest Fire Training Center, Fayette County, WV

Hargrove Student Housing, Golden Bear Properties, LLC, Beckley, WV

Meadow Bridge Community Center, WV

Boomer Fire Department House Addition, WV



## **Eric T. Hartwell, PE**

### **Vice President / Senior Engineer**

Eric has over 25 years of experience in planning, design, and construction of environmental projects. The majority of his experience is in the design and construction of wastewater treatment and collection systems, water treatment and distribution systems and industrial oil water separators.

Eric was an integral part of the design team for several wastewater treatment plant upgrade projects and over 70 pump stations ranging in size from 5 to 7000 gallons per minute. He has also been involved in the design of multiple water treatment plants and pumping stations.

Eric oversees the design and construction of water storage tanks and pressure reducing valve stations. He has worked on environmental projects throughout West Virginia. His responsibilities include planning, design, construction administration, preparation of operation and maintenance manuals and operator training for water supply and distribution, wastewater collection and treatment, water loss and infiltration and inflow reduction projects.

Eric also has experience in construction management, payment request review and approval, quantity and cost estimates. His thorough and committed communication skills has earned him repeat clients throughout his career with municipal, PSD personnel, regulatory agencies and contractors.

### **PROJECT EXPERIENCE**

City of Jackson and Ross County Parks District,  
AMLER Salk Lick Creek, Jackson, OH

Mill Street Water & Sanitary Sewer Replacement,  
Jackson, OH

Glasgow New Fire House, Glasgow, WV

WWTP Improvements, Ronceverte, WV

WWTP Improvements, Chapmanville, WV

### **EDUCATION**

#### **Bachelor of Science**

Civil Engineering  
West Virginia University Institute of  
Technology

#### **Master of Science**

Civil Engineering  
West Virginia University

### **CERTIFICATIONS**

Professional Engineer — WV

### **PROFESSIONAL AFFILIATIONS**

Contractors Association of West  
Virginia



## **Christopher D. Burford**

### **Senior Project Manager**

Chris has been with NREI for over fifteen years. As a Project Manager, he oversees surface and underground mining permit applications, is the manager of surveying crews, manages State and Federal safety plans and permits, oversees construction oversight and construction management and mine planning.

Green and Associates, LLC, St. Clairsville OH – manager and supervisor of survey crews and office personnel, business development, and coordination with clients on various projects.

New River Safety, LLC – manager and supervisor of safety instructors, electrical inspectors, and office personnel, business development and coordination with clients and government entities.

Ellison Ridge Mining, LLC – management and oversight of various sub-contractors over mining, reclamation and civil site construction projects, business development, and coordination with clients and government entities.

### **EDUCATION**

#### **Associate of Science**

Civil Engineering Technology  
West Virginia University Institute of Technology

### **CERTIFICATIONS**

Certified Underground Coal Miner

Certified Surface Coal Miner

MSHA Certified Limited Instructor

MSHA Certified Gravimetric Dust Sampling

MSHA Certified Gravimetric Dust Calibration & Maintenance

Safe Land USA PEC Safety

MSHA – Methane / Oxygen Deficiency Qualified

APNGA Portable Nuclear Gauge Safety & USDOT Hazmat Certified  
#299-160-926-311

APNGA Certificate of Achievement, Radiation Safety Officer Class #299-160-994-3161

Heartsaver First Aid, CPR & AED Certified

### **PROFESSIONAL AFFILIATIONS**

Contractors Association of West Virginia

West Virginia Rural Waters Association

West Virginia Coal Association

Friends of Coal Association

### **PROJECT EXPERIENCE**

Hargrove Student Housing, Golden Bear Properties, LLC, Beckley, WV

Meadow Bridge Community Center, WV

City of Montgomery Pavillion, Montgomery, WV

Town of Ansted, Gauley Mountain Bike Trail and Fox Branch Creek Bridge Trestle, Ansted, WV

Boomer Fire Department House Addition, WV

Fayette County Park Pool Project, Fayetteville, WV

Fayette County Fireman's Association, New Hawks Nest Fire Training Center, Fayette County, WV

Fayette County Shooting Range and Training Center, Fayetteville, WV



## **D. Matt Shelton**

### **Senior Project Manager**

#### **EDUCATION**

##### **Bachelor of Science**

Civil Engineering Technology  
West Virginia University Institute of  
Technology

#### **CERTIFICATIONS**

Environmental Site Assessment  
Commercial Real Estate

#### **PROFESSIONAL AFFILIATIONS**

Water Environment Federation  
Contractors Association of West  
Virginia

Matt began his career in the field as a surveyor and has progressed to successfully earning a civil engineering degree. It's with this eventual process that makes his skills superior with overseeing site development, water supply, wastewater, storm water and drainage projects. His skills include construction management, record keeping, quantity and payment reviews. His attention to detail and great communication skills has earned him much respect among general contractors, subcontractors, community representatives and residents. His solid techniques move projects in a professional, cost-effective and timely manner.

Matt is experienced in site grading, surveying, building layouts, water & sewer system design and construction inspection on civil engineering projects.

Matt's experience as an Engineering Technician includes design of water line extensions, water booster stations, water storage tanks, wastewater pump stations, sewer line extensions, manholes, drainage calculations, and preparation of quantity and cost estimates.

Matt's experience as a Survey Technician/ Instrument team member includes topographic surveys, construction stakeout for water and sewer systems and highways, building layout, cut sheets for sewer systems and GPS surveying for field control work, etc.

#### **PROJECT EXPERIENCE**

Elk River Flood Repairs and Coonskin Park Trail Replacement, Kanawha County, WV

Big Bend Golf Course Slope and Coonskin Park Trail Wall Flood Repair, Kanawha County, WV

City of Jackson and Ross County Parks District, AMLER Salk Lick Creek, Jackson, OH

CRW Yeager Airport, Runway 5 Slope Failure, Charleston, WV



## EDUCATION

### **Bachelor of Science**

Industrial Technology  
West Virginia State College

### **Master of Science Environmental Studies**

MUCGS, Institute of WV, Partial  
Course Work

## CERTIFICATIONS

Professional Surveyor — KY, WV, OH

Environmental Site Assessment  
Commercial Real Estate Certification

ASTM E-1527 & E-1528

ACSM Surveying Instrumentation and  
Coordinate Computation Certification

Center College, Charleston, WV  
Technical Degree, Drafting

## PROFESSIONAL AFFILIATIONS

West Virginia Association of Land  
Surveyors

American Congress of Surveying &  
Mapping

National Society of Professional  
Surveyors

American Institute of Architects, WV

## **Randy B. Crace, P.S.**

### **Senior Surveyor**

Randy began his career in 1983 working on a variety of surveying and engineering projects. Areas of concentration in boundary surveys, mapping, topography, subdivisions, annexations, right of ways, subdivision development, construction stakeout, aerial mapping controls, GPS-RTK survey control networks, oil and gas well locations, surface and underground mining permits, construction stakeout, hydrology, erosion and sediment control plans, storm water retention systems, site grading plans, parking lot layout, WVDOH driveway permits, CAD software programs, Geographic Information Systems, Phase I - ASTM environmental site assessment and expert witness testimony in the surveying field.

### **U.S. Army - SP4**

**Honorable Discharge - 1974**



## PROJECT EXPERIENCE

Town of Fort Gay Sewer Lines, Wayne County, WV

City of Jackson, Salt Lick Creek Hydrologic &  
Hydraulic Flood Study, Jackson, OH

CWVRAA Yeager Airport, Stormwater  
Improvements, Charleston, WV

Hargrove Student Housing Renovation, Beckley,  
WV

Boomer Fire House Addition, Boomer, WV

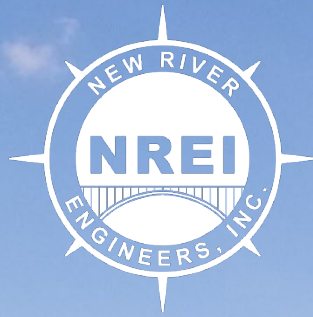
Glasgow Fire Department New Fire Station,  
Glasgow, WV

New River Engineers, Inc. Headquarters Building,  
Teays Valley, WV

Thomas Hospital Environmental Site Assessments,  
Kanawha County, WV

WVDOC Denmar Correctional Center, Pocahontas  
County, WV





## ADDITIONAL SERVICES





# Water Supply, Treatment, Storage, and Distribution Systems

With over forty years of experience, we are your one stop shop for water supply, treatment, storage, and distribution systems. We implement our four-step process to each project to develop a better understanding of our client's needs and expectations: 1. Preliminary Engineering Report; 2. Design Phase; 3. Bidding Phase; 4. Construction Administration. We are "hands on" during all phases to ensure our clients obtain what they want in every project.

As a locally owned "small family" consulting firm, our clients get more for their money and receive more one-on-one time with our employees, which yields a more pleasurable experience. We excel in helping our clients ascertain funding from various governmental agencies to assist in the financing of the project.

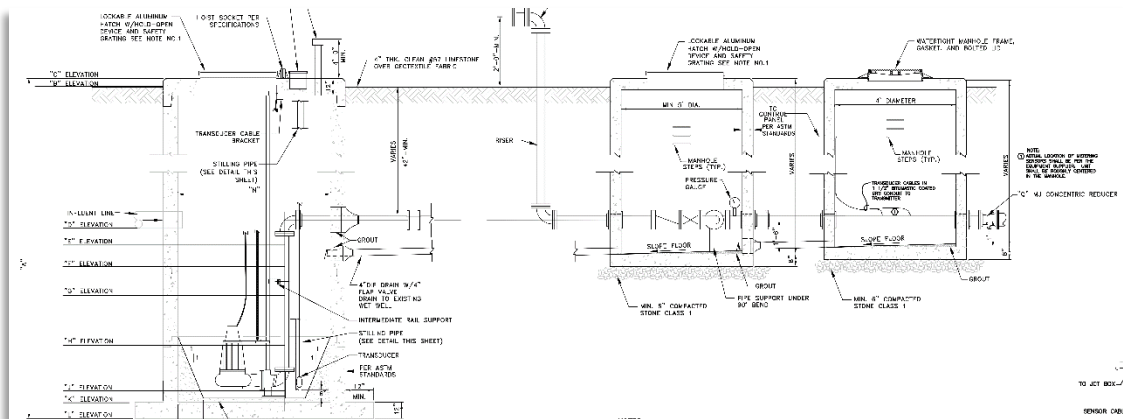




# Wastewater Collection & Treatment Systems / Industrial and Hazardous Waste Treatment Systems

We recognize the importance and understands the hurdles that our clients must maneuver to offer wastewater service to their customers. We have a proven track record with a vast knowledge of local conditions and an excellent reputation with all regulatory, funding, permitting, and enforcement agencies. Our crew, from CAD Techs to the President, is included in all phases of the project. We have the knowledge and capacity to carry out the workload in a timely manner.

We have a full understanding of wastewater systems from small treatment facilities to municipalities, all the way to industrial wastewater systems. We are thoroughly knowledgeable in obtaining federal, state, and local funding, and are available to you 24/7. We will see your projects from conception to completion.



# Environmental Permitting

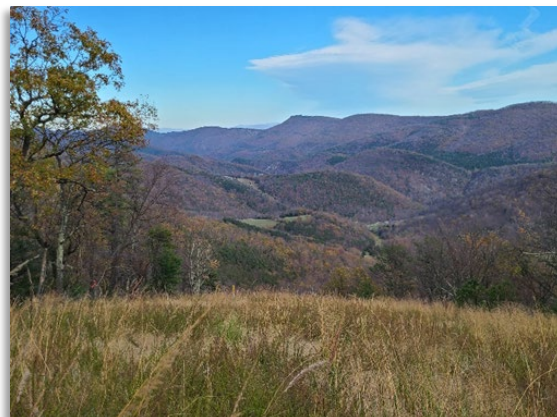
Environmental permitting can be a complex and confusing landscape. We have an efficient and thorough team of environmental consultants making sure permitting, regulatory compliance, construction monitoring and biological surveying are done with the utmost quality and cost effectiveness. This will save your project time and money from the start and avoid costly delays in the future. Compliance with Clean Air and Water Acts, NEPA and other state and federal requirements is invaluable to every project. Our attention to detail and practical solutions to complex issues are second to none. Our environmental permitting team will make sure once your project is off the ground, it stays there! Environmental Permitting services include but are not limited to the following:

## Environmental Permitting Services

- Storm Water Permitting, Design and Management
- Water Quality Monitoring
- Flood Plain Determination and Flood Evaluation Certificates
- Groundwater Protection Plans
- Stream & Wetland Delineation
- Spill Prevention Control & Countermeasures Plan (SPCC)
- Article 3 Mining Permits
- Article 11 NPDES Permits
- West Virginia 401 Certification Permitting
- Wastewater Permitting, Design and Management
- Clean water Act Section 402 Permitting (NPDES Permit)
- United States Army Corps of Engineers 404 Permitting
- Air Quality Permitting
- Best Management Practices (BMP) Planning

## Environmental Agency Experience

- National Environmental Policy Act (NEPA)
- US Environmental Protection Agency (EPA)
- National Conservation Planning Partnership (NRCS) & Forest Service
- United States Department of Agriculture (USDA) – Rural Development
- West Virginia Public Lands
- WV Department of Natural Resources (DNR)US Fish & Wildlife
- WV Culture & History
- Federal Aviation Administration (FAA)
- EPA & WV DEP Compliance
- Environmental Site Assessment
- Local Agency Building/Construction





# Geotechnical Engineering

We have professional engineers and engineering technicians with extensive geotechnical engineering experience. We specialize in compaction testing, foundation design, slope failure remediation and embankment design. We put the focus on identifying the needs of our clients and providing cost-effective solutions with real results.

## **Geotechnical Engineering Services**

- Drilling Oversight, Management and Inspection
- Slope Failure Remediation
- Slope Stability Analysis
- Gabion Basket Wall Design
- Compaction Testing
- Foundation Design
- Embankment Design
- Drainage Analysis
- Soldier Pile Wall Design



# Structural Engineering

We offer a full range of structural engineering services to help meet the needs of our clients. In addition to professional training, our structural capabilities are bolstered by a depth and breadth of experience developed through solving unique and complex engineering challenges. We have experience with projects in the private, public, commercial and industrial sectors. Whether designing new structures, retrofitting existing structures, addressing overstressed conditions, or assessing structural integrity, our clients can rest assured that we are capable of meeting their specific needs.

## **Structural Engineering Services**

- Structural Analysis
- Steel Structures and Building Enclosures
- Modular Design
- Pilings and Foundations
- Concrete Containment Structures
- Retrofit of Existing Overstressed Structures
- Building Permits and Code Analysis
- Bridge Cranes, Monorails, Jibs, etc.
- Truck/Rail Unloading Stations
- Lifting Beams and Rigging
- Industrial Architectural Design
- Structural Inspections and Assessments





# Construction Management and Civil Site Design

We have been providing construction engineering solutions to our clients, including municipalities for a combined total of over 60 years. We have established ourselves as one of the leading consulting firms in the region and our experienced staff is committed and dedicated to your project from the initial site design and bid package development, to inspections and certification.

We also offer Civil Site Design services including sub-division layouts, commercial development and design, HCA project areas, well pads, impoundments, street paving, drainage control, solid waste landfill and impoundment design. We know and understand the value and importance of properly designed sites that offer the most cost effective solutions to benefit our clients and their budgetary commitments. Construction Management and Civil Site Design services include, but are not limited to the following:

- 3D Site Design
- Haulage & Access Road Design
- Excess Spoil Disposal Site Design
- Drainage Design and Runoff Calculations
- Solid Wastewater Management and Land Fill Design
- Subdivision Design and Permit Applications
- Site Development Plans
- Pre, During & Post Construction Surveying
- HECRAS Modeling
- Stability Analysis
- Site Inspections / Project Management
- Certifications
- Cost Estimates
- Subdivision Design
- Street Paving Design and Drainage Control
- Construction Management
- Earth Work Quantity Estimates
- Construction Staking
- Concrete Testing and Inspection



# Surveying

We have established ourselves as one of the region's leading surveying firms with our 45 years of experience in property, boundary and topographic mapping. Our surveying staff is skilled in courthouse research, finding property evidence, providing quality property surveys and construction stake-outs.

Additionally, we offer aerial mapping utilizing drone surveys. Our aerial mapping has been proved to be invaluable for construction progress mapping, well pad progression, subdivision layouts, and civil site designs. Surveying services include, but are not limited to the following:

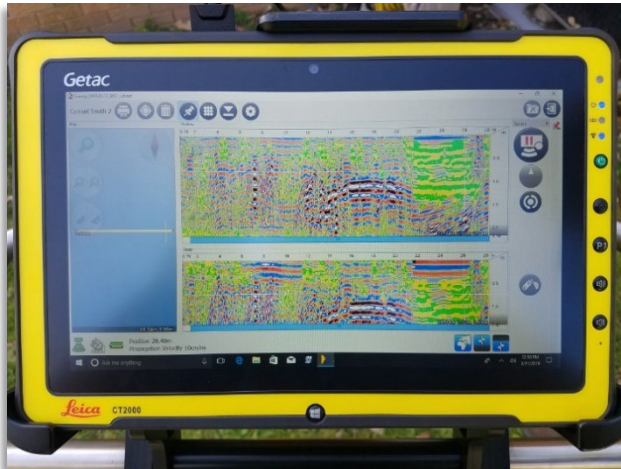
- Property Abstract & Research
- Boundary Surveys
- Survey Plats
- Subdivision Design & Layout
- Construction Surveying & Stakeout
- Underground Mining Surveying
- Right-of-Way & Land Acquisition
- GPS Services
- Aerial Mapping / Control
- Drone Flight & Surveying
- Topographical Surveys
- ALTA / ACSM Land Title Surveys
- Unit Surveys
- Surface Mining Surveying
- Computer Mapping
- GIS Services



# Subsurface Utility Survey

We use some of the most advanced technology in Ground Penetrating Radar (GPR), pipe and cable locators, and smoke testing machines to accurately survey, map and inspect subsurface utilities. These services have been extensively used by our clients in the construction, oil and gas industries, as well as public service districts. Subsurface Utility Survey services include, but are not limited to the following:

- Pipe and Cable Location
- Sewer Line Smoke Testing
- Ground Penetrating Radar (GPR)
- Internal Video Pipe Inspection





**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.

(Printed Name and Title) \_\_\_\_\_

(Address) \_\_\_\_\_

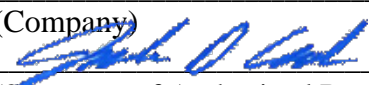
(Phone Number) / (Fax Number) \_\_\_\_\_

(email address) \_\_\_\_\_

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

\_\_\_\_\_  
(Company)

  
\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name and Title of Authorized Representative) (Date)

\_\_\_\_\_  
(Phone Number) (Fax Number)

\_\_\_\_\_  
(Email Address)



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 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.

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Company



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Authorized Signature

---

Date

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