



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

# Request for Quotation

RFQ NUMBER  
**DEP14123**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**CHUCK BOWMAN  
 304-558-2157**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/11/2007				

BID OPENING DATE: **08/09/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		906-07		
<b>PROFESSIONAL DESIGN SERVICES</b>						
<p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION, IS SOLICITING EXPRESSIONS OF INTEREST FOR PROFESSIONAL DESIGN SERVICES FOR A WATER LINE EXTENSION WITHIN NORTHWESTERN PRESTON CO., WV, HEREBY REFERRED TO AS THE LENOX/CUZZART WATERLINE EXTENSION, PER THE FOLLOWING BID REQUIREMENTS AND THE ATTACHED SPECIFICATIONS.</p> <p><b>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</b></p>						
<p>***** THIS IS THE END OF RFQ DEP14123 ***** TOTAL: _____</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

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

002

**EXPRESSION OF INTEREST  
LENOX/CUZZART WATERLINE EXTENSION  
Requisition # DEP14123**

**Part 1 GENERAL INFORMATION**

- 1.1 **Purpose:**  
The Acquisition and Contract Administration Section of the Purchasing Division (State) for the agency, the West Virginia Department of Environmental Protection, Office of Abandoned Mine Lands & Reclamation (AML) is soliciting Expression(s) of Interest (EOI) from qualified firms to provide engineering services as defined in Section Two (2) and Three (3).
  
- 1.2 **Project:**  
The scope of the project is described in Sections 2 & 3 of this document.
  
- 1.3 **Format:**  
All responses should be submitted in a loose leaf three ring binder. The response should be presented in a concise format which defines the corporate history and the experience, qualifications, and performance data of the firm's staff, as requested by the AML Consultant Confidential Qualification Questionnaire (CCQQ), Attachment "B" and the AML and Related Project Experience Matrix (RPEM), Attachment "C". Electronic copies of these documents are available online for registered vendors at:  
<http://www.state.wv.us/admin/purchase/newbul.htm>
  
- 1.4 **Inquiries:**  
Additional information regarding the submission of proposals for this EOI can be obtained by calling the following Buyer:

Chuck Bowman, Buyer  
Purchasing Division  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130  
Ph: (304) 558-2157 Ext. 220 Fax: (304) 558-4115

**Absolutely NO contact shall be made by the firm with any member of AML or the evaluation committee.** Violation of this clause may result in rejection of the bid. The State Buyer named above is the sole contact for any and all inquiries after this EOI has been released.

1.5 **Vendor Registration:**

Firms participating in this process should complete and file a *Vendor Registration and Disclosure Statement* (Form WV-1) and remit the registration fee. A firm is not required to be a registered vendor in order to submit an EOI, but the **successful firm must** register and pay the registration fee prior to the award of a purchase order/contract.

1.6 **Oral Statements and Commitments:**

Firm must clearly understand that any verbal representations made or assumed to be made during any oral discussions held between firm's representatives and any State personnel is **not** binding. Only the information issued in writing and added to the EOI specifications file by an official written addendum are binding.

1.7 **Economy of Preparation:**

EOI's should be prepared simply and economically, providing a straightforward, concise description of firm's abilities to satisfy the requirements of the EOI. Emphasis should be placed on completeness and clarity of content. Example projects referred to in a firm's EOI submittal should address projects that are similar in scope to that of the EOI. **Firms must complete the CCOQ and RPEM as included as Section 4.2 of this EOI.**

1.8 **Labeling of EOI Sections:**

The response sections should be labeled.

1.9 **Submission:**

1.9.1 State law requires that the original EOI shall be submitted to the State. All copies to the State must be submitted **prior** to the date and time stipulated as the opening date. All EOI's will be dated and time stamped on the State's official time clock to verify time and date of receipt.

1.9.2 Firms mailing EOI's must allow sufficient time for mail delivery to ensure timely arrival. The State **CANNOT** waive or excuse late receipt of an EOI which is delayed or late for any reason (West Virginia Code §5A-3-11). Any EOI received after the bid opening time and date will be disqualified in accordance with Legislative Rule 148-CSR-1.

**Submit:**

One original plus one (1) copy to:

Purchasing Division  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130

The outside of the envelope or package(s) should be clearly marked:

Buyer: 23  
Req#: DEP14123  
Opening Date: 08/02/2007  
Opening Time: 1:30 P. M.

004

**1.10 Rejection of EOI:**

The State will select the best value solution according to §5G-1-3 of the West Virginia State Code. However, the State reserves the right to accept or reject any or all EOI's and to reserve the right to withdraw at any time and for any reason. Submission of, or receipt by the State of EOIs confers no rights upon the bidder nor obligates the State in any manner.

**1.11 Incurring Costs:**

The State and any of its employees or officers shall not be held liable for any expenses incurred by any firm responding to this EOI for expenses to prepare, deliver, or to attend the short list interviews.

**1.12 Addenda:**

If it becomes necessary to revise any part of this EOI, an official written addendum will be issued by the State to all potential bidders of record.

**1.13 Independent Price Determination:**

A contract will not be considered for award if the negotiated price was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to prices with any competitor.

**1.14 Price Quotations:**

No "price" or "fee" quotation is permitted in the response.

**1.15 Public Record:**

*1.15.1 Submissions are Public Record.*

All documents submitted to the State related to purchase orders/contracts are considered public records after the submittals have been opened. All responses or offers submitted by firms shall become public information and are available for inspection during normal official business hours in the State Records and Distribution center after the documents have been microfilmed.

*1.15.2 Written Release of Information.*

All public information may be released with or without a Freedom of Information request, however, only a written request will be acted upon with duplication fees paid in advance. Duplication fees shall apply to all requests for copies of any document. Currently the fees are \$0.50/page, or a minimum of \$10.00 per request which ever is greatest.

1.15.3 Risk of Disclosure.

The only exemptions to disclosure of information are listed in West Virginia Code §29B-1-4. Primarily, only trade secrets as submitted by a bidder are the only exemption to public disclosure. The submission of any information to the State by a firm puts the risk of disclosure on the firm. The State will make a reasonable effort not to disclose information that is within the guidelines of §29B-1-4 and is properly labeled "proprietary information not for public disclosure". The State does not guarantee non-disclosure of any information to the public.

1.16 Schedule of Events:

Release of the EOI.....	07/12/07
Expression of Interest Opening Date.....	08/02/07
Approximate Short Listing Due Date.....	08/30/07
Estimated Date for Interviews (wk of?).....	09/10/07
Final Ranking Due Date.....	09/21/07
Approximate Award Date.....	10/01/07

1.17 Mandatory Prebid Conference:

Not Applicable

1.18 Bond Requirements:

Not Applicable

1.19 No Debt Affidavit:

West Virginia State Code §5A-3-10a(3)(d) requires that all firms submit an affidavit regarding any debt owed to the State. The affidavit **must** be signed and submitted prior to award. It is preferred that the affidavit be submitted with the EOI.

**Part 2 OPERATING ENVIRONMENT**

2.1 Location:

The Problem Area is located within Pleasant and Portland Districts of Preston County in West Virginia. The project area is situated within northwestern Preston County, West Virginia and includes residences along the following routes: West Virginia State Route 26, and County Routes 3 (Brandonville Pike), 5 (Cuzzart Road), 11 (Centenary-Mountain Drive), 17 (Woolen Mill), 18, 20, 22 (Coal Lick Road), 28 (Orr-Cuzzart Road), 3/4, 3/5, 3/6 (Lenox-Woolen Mill), 3/7, 3/16, 3/23, 5/10, 5/16, 11/1 (Auman Road), 11/2, 11/3, 13/1, 15/2, 16/1, 17/1, 20/1, 20/2, 26/19, 26/21, 26,22, 26/23, 26/41, 26/42 and 26/43. The project area can be found on the Cuzzart and Valley Point West Virginia 7.5 minute United States Geological Survey Quadrangles (quads).

2.2 Background

Firms are to be licensed Architectural/Engineering Firms (A/E) and should be familiar with, and have a successful track record of design of similar projects. The anticipated contract will be for "full-service" A/E design. Aspects of the design are to include, but not be limited to, Civil, Structural, Geological and Hydrological.

*The successful A/E will be responsible for **Mapping and Design** of the following:*

The scope of the project is to extend waterlines from the existing Preston County Public Service District #4 (PCPSD#4) water supply system to serve the residents within the project limits. Extending the existing PCSPD#4 water supply distribution system to the project area would involve installation of approximately 35,000 LF of 8-inch PVC pipe, 8,800 LD of 8 inch D.I. pipe, 6200 LF of 6 inch D.I. pipe, 134,000 LF of 6-inch PVC pipe, 35,000 LF of 2-inch PVC pipe, 150 fire hydrants, a 140 gpm booster station, a 90,000 gallon standpipe (storage tank), a 20 gpm booster station, a 60,000 gallon standpipe, and miscellaneous valves and fittings. The project area includes 341 potential water connections with additional water demand of estimated 51,000 gpd (gallons per day). This is a 13% increase in water demand from the current usage of 382,000 gpd. Based on review of existing facilities and interviews with PCPSD#4 officials, at the projected 13% increase in daily demand the existing plant will have to operate 10.3 hours per day instead of current 9.1 hours per day. 10.3 hours per day operation time is well within the plants capacity at less than 16 hours (2 shifts) per day as discussed with the PCPSD#4 officials. The existing plant thus has sufficient excess capacity to provide water for the proposed expansion without upgrades to the plant including pumps and filters.

Preliminary design documents will be due 90 days from the issuance of the Purchase Order.

**3.1 General Requirements:**

Firm must submit a completed CCQQ (Attachment "B") and RFEM (Attachment "C") in Section 4.2.

**3.2 Scope of Work:**

The scope of the project is to extend waterlines from the existing Preston County Public Service District #4 (PCPSD#4) water supply system to serve the residents within the project limits. Extending the existing PCPSD#4 water supply distribution system to the project area would involve installation of approximately 35,000 LF of 8-inch PVC pipe, 8,800 LD of 8 inch D.I. pipe, 6200 LF of 6 inch D.I. pipe, 134,000 LF of 6-inch PVC pipe, 35,000 LF of 2-inch PVC pipe, 150 fire hydrants, a 140 gpm booster station, a 90,000 gallon standpipe (storage tank), a 20 gpm booster station, a 60,000 gallon standpipe, and miscellaneous valves and fittings. The project area includes 341 potential water connections with additional water demand of estimated 51,000 gpd (gallons per day). This is a 13% increase in water demand from the current usage of 382,000 gpd. Based on review of existing facilities and interviews with PCPSD#4 officials, at the projected 13% increase in daily demand the existing plant will have to operate 10.3 hours per day instead of current 9.1 hours per day. 10.3 hours per day operation time is well within the plants capacity at less than 16 hours (2 shifts) per day as discussed with the PCPSD#4 officials. The existing plant thus has sufficient excess capacity to provide water for the proposed expansion without upgrades to the plant including pumps and filters.

**3.3 Special Terms and Conditions:**

3.3.1 *Bid and Performance Bonds:* Not Applicable

3.3.2 *Insurance Requirements:* \$1,000,000 Professional Liability with the WVDEP listed as additional insured. #DEP14123 must be listed on Insurance Certificate.

3.3.3 *License Requirements:*

Workers Compensation Certificate upon award.

3.3.4 *Litigation Bond:* Not Applicable

**3.4 General Terms and Conditions:**

By signing and submitting the EOI, the successful firm agrees to be bound by all the terms contained in Section Three (3) of this EOI.

**3.4.1 Conflict of Interest:**

Firm affirms that it, its officers or members or employees presently have no interest and shall not acquire any interest, direct or indirect which would conflict or compromise in any manner or degree with the performance or its services hereunder. The firm further covenants that in the performance of the contract, the firm shall periodically inquire of its officers, members and employees concerning such interests. Any such interests discovered shall be promptly presented in detail to the AML.

**3.4.2 Prohibition Against Gratuities:**

Firm warrants that it has not employed any company or person other than a bona fide employee working solely for the firm or a company regularly employed as its marketing agent to solicit or secure the contract and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the contract. For breach or violation of this warranty, the State shall have the right to annul this contract without liability at its discretion, and/or to pursue any other remedies available under this contract or by law.



### 3.4.3 *Certifications Related to Lobbying:*

Firm certifies that no federal appropriated funds have been paid or will be paid, by or on behalf of the company or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any Federal entity, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the firm shall complete and submit a disclosure form to report the lobbying.

Firm agrees that this language of certification shall be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this contract was made and entered into.

### 3.4.4 *Vendor Relationship:*

The relationship of the firm to the State will be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this contract.

The firm as an independent contractor is solely liable for the acts and omissions of its employees and agents.

Firm shall be responsible for selecting, supervising and compensating any and all individuals employed pursuant to the terms of this EOI and resulting contract. Neither the firm nor any employees or contractors of the firm shall be deemed to be employees of the State for any purposes whatsoever.

Firm shall be exclusively responsible for the payment to his/her employees and subcontractors of all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred compensation plans, including but not limited to Workers' Compensation and Social Security obligations, and licensing fees, etc. and the filing of all necessary documents, forms and returns pertinent to all of the foregoing.

Firm shall hold harmless the State, and shall provide the State and AML with a defense against any and all claims, including but not limited to, the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns.

The firm shall not assign, convey, transfer or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the AML.

3.4.5 *Indemnification:*

The firm agrees to indemnify, defend and hold harmless the State and AML, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials or supplies in connection with the performance of the contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the firm, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use or disposition of any data used under the contract in a manner not authorized by the contract, or by Federal or State statutes or regulations; (3) Any failure of the firm, its officers, employees or subcontractors to observe State and Federal laws, including but not limited to labor and wage laws.

3.4.6 *Contract Provisions:*

After the most qualified firm is identified, and fee negotiations are concluded, a formal contract document will be executed between the State and the firm. The order of precedence is the contract, the EOI and the firm's response to the EOI.

3.4.7 *Governing Laws & Compliance:*

This contract shall be governed by the laws of the State of West Virginia. The firm further agrees to comply with the Civil Rights Act of 1964 and all other applicable (Federal, State and local Government) regulations.

3.4.8 *Compliance with Laws and Regulations:*

The firm shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State or municipal, along with all regulations, and ordinances of any regulating body.

The firm shall pay any applicable sales, use, or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment, or services delivered pursuant here to shall be borne by the firm. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this contract.

3.4.9 *Subcontracts/Joint Ventures:*

The State will consider the firm to be the sole point of contact with regard to all contractual matters. The firm may, with the prior written consent of the State, enter into written subcontracts for performance of work under this contract; however, the firm is totally responsible for payment of all subcontractors.

3.4.10 *Term of Contract:*

This contract will be effective (date set upon award) and shall extend until the scope of work is complete or for one (1) consecutive twelve (12) month period. The contract may be renewed upon mutual consent for two (2) consecutive years one (1) year periods or until such reasonable time as may be necessary to obtain a new contract. Such reasonable time shall not exceed twelve (12) consecutive months.

3.4.11 *Non-Appropriation of Funds:*

If AML is not allotted funds in any succeeding fiscal year for the continued use of the service covered by this contract by the West Virginia Legislature, AML may terminate the contract at the end of the affected current fiscal period without further charge or penalty. AML shall give the firm written notice of such non-allocation of funds as soon as possible after AML receives notice. No penalty shall accrue to AML in the event this provision is exercised.

3.4.12 *Contract Termination:*

The State may terminate any contract resulting from this EOI immediately at any time the firm fails to carry out its responsibilities or to make substantial progress under the terms of this EOI and resulting contract. The State shall provide the firm with advance notice of performance conditions, which are endangering the contract's continuation. If after such notice the firm fails to remedy the conditions contained in the notice, within the time period contained in the notice, the State shall issue the firm an order to cease and desist any and all work immediately.

The State shall be obligated only for services rendered and accepted prior to the date of the notice of termination. The contract may also be terminated upon mutual agreement of the parties with thirty (30) days prior notice.

3.4.13 *Changes:*

If changes to the original contract become necessary, a formal contract change order will be required. Prior to any work being performed, the change must be negotiated and approved by the State, AML and the firm. An approved contract change order is defined as one approved by the State and approved as to form by the West Virginia Attorney General's Office prior to the effective date of such amendment. **NO CHANGES SHALL BE IMPLEMENTED BY THE FIRM UNTIL SUCH TIME AS THE FIRM RECEIVES AN APPROVED WRITTEN CHANGE ORDER.**

3.4.14 *Invoices, Progress Payments, & Retainage:*

The firm shall submit invoices, in arrears, to AML at the address on the face of the purchase order labeled "Invoice To" pursuant to the terms of the contract. Progress payments may be made at the option of AML on the basis of percentage of work completed if so defined in the final contract. Any provision for progress payments must also include language for a minimum 10% retainage until the final deliverable is accepted.

If progress payments are permitted, firm is required to identify points in the work plan at which compensation would be appropriate. Progress reports must be submitted to AML with the invoice detailing progress completed or any deliverables identified. Payment will be made only upon approval of acceptable progress or deliverables, as documented in the firm's report. Invoices may not be submitted more than once monthly and State law forbids payment of invoices prior to receipt of services.

3.4.15 *Liquidated Damages:*

According to West Virginia State Code §5A-3-4(8), firm agrees that liquidated damages shall be imposed at the rate of  N/A  per day, for failure to provide deliverables at the agreed upon date identified in the final contract. This clause shall in no way be considered exclusive and shall not limit the State or AML's right to pursue to any other additional remedy to which the State or AML may have legal cause for action including further damages against the firm.

3.4.16 *Record Retention (Access & Confidentiality):*

Firm shall comply with all applicable Federal and State of West Virginia rules and regulations, and requirements governing the maintenance of documentation to verify any cost of services or commodities rendered under this contract by firm. The firm shall maintain such records a minimum of five (5) years and make available all records to AML personnel at firm's location during normal business hours upon written request by AML within 10 days after receipt of the request.

Firm shall have access to private and confidential data maintained by AML to the extent required for firm to carry out the duties and responsibilities defined in this contract. Firm agrees to maintain confidentiality and security of the data made available and shall indemnify and hold harmless the State and AML against any and all claims brought by any party attributed to actions of breach of confidentiality by the firm, sub-contractors, or individuals permitted access by the firm.

Part 4

EVALUATION & AWARD

4.1 Evaluation and Award Process:

(a) EOI will be evaluated and awarded in accordance with **§5G-1-3 “Contracts for architectural and engineering services; selection process where total project costs are estimated to cost two hundred fifty thousand dollars or more”**.

“In the procurement of architectural and engineering services for projects estimated to cost two hundred and fifty thousand dollars or more, the director of purchasing shall encourage such firms engaged in the lawful practice of the profession to submit an Expression of Interest (EOI), which shall include a statement of qualifications, and performance data, and may include anticipated concepts and proposed methods of approach to the project. All such jobs shall be announced by public notice published as a Class II legal advertisement in compliance with the provisions of Article Three, Chapter Fifty-nine of this code. A committee of three to five representatives of the agency initiating the request shall evaluate the statements of qualifications and performance data and other material submitted by the interested firms and select three firms which, in their opinion, are best qualified to perform the desired service: **Provided**, that on projects funded wholly or in part by school building authority monies, in accordance with Sections 15 and 16, Article 9-D, Chapter 18 of this Code, two of said three firms shall have had offices within this state for a period of at least one year prior to submitting an EOI regarding a project funded by school building authority monies. Interviews with each firm selected shall be conducted and the committee shall conduct discussions regarding anticipated concepts and proposed methods of approach to the assignment. The committee shall rank, in order of preference, no less than three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of service and price negotiations with the highest qualified professional firm for architectural or engineering services or both. Should the agency be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified professional firm, the committee shall undertake price negotiations with the third most qualified professional firm. Should the agency be unable to negotiate a satisfactory contract with any of the selected professional firms, it shall select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with this section until an agreement is reached: **Provided, however**, that county boards of education may either elect to start the selection process over in the original order of preference or it may select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with this section until an agreement is reached.

(b) Expressions of Interest submitted will be evaluated by a committee of three (3) to five (5) representatives of the agency in accordance with **§5G-1-3**.

The committee as stated will evaluate all submittals and by consensus select three (3) firms, in

their opinion, are best qualified to perform the desired service. These selections will be based from the statements of qualifications and performance data and other material submitted by the interested firms. 012

The committee shall rank, in order of preference, each of the three (3) selected firms. Each of the three (3) firms shall begin with a score of one hundred.

The criteria and assigned point values are as follows:

- |    |  |           |
|----|--|-----------|
| A. | WV Registered Professional Engineers (Civil or Mining) in the Primary Office   | 20 Points |
| B. | Reclamation Engineering design experience of the Primary office's WVRPEs as it relates to the specific project problem areas   | 25 Points |
| C. | Available WV-AML Design Teams within the Primary office (A Design team should consist of one Project Engineer (Civil or Mining), one Cad person and availability of other support personnel as required by the particular project) | 20 Points |
| D. | The Oral Interview (See Section 4.3 of this EOI)   | 35 Points |

4.2 (a) AML Consultant Confidential Qualification Questionnaire (CCQQ) must be completed to be eligible (See Attachment "B").

(b) AML and Related Project Experience Matrix (RPEM) must also be completed to be eligible (See Attachment "C").

4.3 Interviews as stated in 4.1 "Evaluation and Award Process" will be conducted with the three firms selected as the most qualified by the WVDEP Selection Committee. The Committee will schedule the interviews.

The format for the interviews will be a 15-30 minute PowerPoint presentation consisting, at a minimum, of the following:

- Corporate/personnel experience summary as it relates to this project or projects.
- Proposed project management plan.
- Key personnel available for the work proposed on this project.
- Proposed subcontractors (mapping, geotechnical, etc.).
- Product quality control.
- Project cost control.

**WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 AML CONSULTANT CONFIDENTIAL QUALIFICATION QUESTIONNAIRE Attachment "B"**

PROJECT NAME	DATE (DAY, MONTH, YEAR)			FEIN
1. FIRM NAME	2. HOME OFFICE BUSINESS ADDRESS		3. FORMER FIRM NAME	
4. HOME OFFICE TELEPHONE	5. ESTABLISHED (YEAR)	6. TYPE OWNERSHIP Individual Corporation Partnership Joint-Venture	6a. WV REGISTERED DBE (Disadvantaged Business Enterprise) YES NO	
7. PRIMARY AML DESIGN OFFICE: ADDRESS/ TELEPHONE/ PERSON IN CHARGE/ NO. AML DESIGN PERSONNEL EACH OFFICE				
8. NAMES OF PRINCIPAL OFFICERS OR MEMBERS OF FIRM				
9. PERSONNEL BY DISCIPLINE				
-- ADMINISTRATIVE -- ARCHITECTS -- BIOLOGIST -- CADD OPERATORS -- CHEMICAL ENGINEERS -- CIVIL ENGINEERS -- CONSTRUCTION INSPECTORS -- DESIGNERS -- DRAFTSMEN	-- ECOLOGISTS -- ECONOMISTS -- ELECTRICAL ENGINEERS -- ENVIRONMENTALISTS -- ESTIMATORS -- GEOLOGISTS -- HISTORIANS -- HYDROLOGISTS	-- LANDSCAPE ARCHITECTS -- MECHANICAL ENGINEERS -- MINING ENGINEERS -- PHOTOGRAMMETRISTS -- PLANNERS: URBAN/REGIONAL -- SANITARY ENGINEERS -- SOILS ENGINEERS -- SPECIFICATION WRITERS	-- STRUCTURAL ENGINEERS -- SURVEYORS -- TRAFFIC ENGINEERS -- OTHER	-- TOTAL PERSONNEL
TOTAL NUMBER OF WV REGISTERED PROFESSIONAL ENGINEERS IN PRIMARY OFFICE: _____ *RPEs other than Civil and Mining must provide supporting documentation that qualifies them to supervise and perform this type of work.				
10. HAS THIS JOINT-VENTURE WORKED TOGETHER BEFORE? YES NO				

1.1. OUTSIDE KEY CONSULTANTS/SUB-CONSULTANTS ANTICIPATED TO BE USED. Attach "AML Consultant Confidential Qualification Questionnaire".

NAME AND ADDRESS:	SPECIALTY:	WORKED WITH BEFORE Yes _____ No _____
NAME AND ADDRESS:	SPECIALTY:	WORKED WITH BEFORE Yes _____ No _____
NAME AND ADDRESS:	SPECIALTY:	WORKED WITH BEFORE Yes _____ No _____
NAME AND ADDRESS:	SPECIALTY:	WORKED WITH BEFORE Yes _____ No _____
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NAME AND ADDRESS:	SPECIALTY:	WORKED WITH BEFORE Yes _____ No _____
NAME AND ADDRESS:	SPECIALTY:	WORKED WITH BEFORE Yes _____ No _____
NAME AND ADDRESS:	SPECIALTY:	WORKED WITH BEFORE Yes _____ No _____
NAME AND ADDRESS:	SPECIALTY:	WORKED WITH BEFORE Yes _____ No _____

12. A. Is your firm experienced in Abandoned Mine Lands Remediation/Mine Reclamation Engineering?

YES Description and Number of Projects: \_\_\_\_\_

NO

B. Is your firm experienced in Soil Analysis?

YES Description and Number of Projects: \_\_\_\_\_

NO

C. Is your firm experienced in hydrology and hydraulics?

YES Description and Number of Projects: \_\_\_\_\_

NO

D. Does your firm produce its own Aerial Photography and Develop Contour Mapping?

YES Description and Number of Projects: \_\_\_\_\_

NO

E. Is your firm experienced in domestic waterline design? (Include any experience your firm has in evaluation of aquifer degradation as a result of mining.)

YES Description and Number of Projects: \_\_\_\_\_

NO

F. Is your firm experienced in Acid Mine Drainage Evaluation and Abatement Design?

YES Description and Number of Projects: \_\_\_\_\_

NO



13. PERSONAL HISTORY STATEMENT OF PRINCIPALS AND ASSOCIATES RESPONSIBLE FOR AML PROJECT DESIGN (Furnish complete data but keep to essentials)

NAME & TITLE (Last, First, Middle Int.)	YEARS OF EXPERIENCE	
	YEARS OF AML DESIGN EXPERIENCE:	YEARS OF AML RELATED DESIGN EXPERIENCE:
		YEARS OF DOMESTIC WATERLINE DESIGN EXPERIENCE:

Brief Explanation of Responsibilities

EDUCATION (Degree, Year, Specialization)

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

REGISTRATION (Type, Year, State)

13. PERSONAL HISTORY STATEMENT OF PRINCIPALS AND ASSOCIATES RESPONSIBLE FOR AML PROJECT DESIGN (Furnish complete data but keep to essentials)

NAME & TITLE (Last, First, Middle Int.)	YEARS OF EXPERIENCE	
	YEARS OF AML DESIGN EXPERIENCE:	YEARS OF AML RELATED DESIGN EXPERIENCE:
		YEARS OF DOMESTIC WATERLINE DESIGN EXPERIENCE:

Brief Explanation of Responsibilities

EDUCATION (Degree, Year, Specialization)

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

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NAME & TITLE (Last, First, Middle Int.)	YEARS OF AML DESIGN EXPERIENCE:	YEARS OF AML RELATED DESIGN EXPERIENCE:	YEARS OF DOMESTIC WATERLINE DESIGN EXPERIENCE:
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Brief Explanation of Responsibilities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATION (Degree, Year, Specialization)

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

REGISTRATION (Type, Year, State)

13. PERSONAL HISTORY STATEMENT OF PRINCIPALS AND ASSOCIATES RESPONSIBLE FOR AML PROJECT DESIGN (Furnish complete data but keep to essentials)

NAME & TITLE (Last, First, Middle Int.)	YEARS OF AML DESIGN EXPERIENCE:	YEARS OF AML RELATED DESIGN EXPERIENCE:	YEARS OF DOMESTIC WATERLINE DESIGN EXPERIENCE:
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Brief Explanation of Responsibilities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATION (Degree, Year, Specialization)

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

REGISTRATION (Type, Year, State)



15. CURRENT ACTIVITIES ON WHICH YOUR FIRM IS THE DESIGNATED ENGINEER OF RECORD

PROJECT NAME, TYPE AND LOCATION	NAME AND ADDRESS OF OWNER	NATURE OF YOUR FIRM'S RESPONSIBILITY	ESTIMATED CONSTRUCTION COST	PERCENT COMPLETE
TOTAL NUMBER OF PROJECTS:			TOTAL ESTIMATED CONSTRUCTION COSTS: \$	











STATE OF WEST VIRGINIA  
Purchasing Division

024

# PURCHASING AFFIDAVIT

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

**DEFINITIONS:**

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

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

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

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

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_