



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
 DNR209057

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 FRANK WHITTAKER
 304-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF NATURAL RESOURCES
 PARKS & RECREATION SECTION
 BUILDING 3, ROOM 719
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0662 304-558-2775

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/01/2008				

BID OPENING DATE: 12/09/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED VENDOR TECHNICAL QUESTIONS, AND AGENCY RESPONSES.						
BID OPENING DATE AND TIME REMAIN: 12/09/08 AT 1:30 PM						
0001	1	LS		906-00-00-001		
ARCHITECT/ENGINEERING SERVICES, PROFESSIONAL						
***** THIS IS THE END OF RFQ DNR209057 ***** TOTAL: _____						

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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 may be deemed null and void, and 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

Answers to questions received for DNR209057 are listed below: (answers are in bold)

Questions by Victor R. Greco

-In item 3.2 the project description mentions "provide necessary professional architectural, engineering services and related services to plan and construct an expansion..."

Does this indicate that the AE firm is to also consider a design build delivery or will the project be more traditional design, bid and construction administer the project?

Project is planned to be traditional design, bid and construct.

-In the past has there been a master plan and or preliminary planning been performed for the project (incl. cost estimates)? If so, is any of this documentation available for review?

No relative master plan exists. A copy of a recent study is attached that may provide additional information. This very preliminary study was performed by Woolpert, Inc and is dated December 13, 2007. It is not the basis on which future decisions, concerning this project will be made, nor is intended to include all improvements or renovations that may or may not be developed with the firm chosen to provide the professional services for which this EOI is advertised. All costs have been removed from the study. A budget for the construction of this project has not been determined.

-Is the fitness center, full service spa and indoor swimming pool included in the new addition or is this renovation of existing facilities or a combination?

This would be a new addition.

-In item 3.2 the project description mentions "improve the HVAC in the existing lodge". Is this a complete replacement of existing systems or will this be a partial replacement, partial renovation ? If it is the latter what type of systems are in use (i.e. boiler heat, forced air, etc.) ?

This will be determined with the chosen firm.

-will the kitchen renovation within the existing lodge be a complete or partial renovation ?

This will be determined with the chosen firm.

Questions from The Benham Companies, LLC

When was the existing lodge constructed?

Approximately 1955

Have there been significant renovations?

Yes, a conference room was added in 1999 among other renovations.

Are construction drawings available?

Yes, documentation of the facility is through. Complete plans will be provided to the chosen firm. Attached are digital files of selected sheets of recent plans of the conference addition. They provide more than is necessary at this point to give an over view of the lodge. Note that not all improvements planned and indicated in the attached sheets were constructed.

What is the existing water supply demand?

See the attached Woolpert Study.

Has a new water supply study been completed?

No.

Have new water supply wells been sited?

No.

What is the existing wastewater treatment plant average daily flow?

Average flow is not known. Maximum permitted flow presently is 50,000gpd

Where does the treated wastewater effluent discharge?

Indian Run of Sleepy Creek

What is the expiration for the existing discharge permit?

5/13/09

What technology is presently used to the treat the wastewater?

Extended Aeration

Questions from Chapman Technical Group

Regarding RFQ DNR209057, the Cacapon State Park project, what is the nature of the renovations to the golf course bunkers?

Most improvements to the Golf Course will be related to drainage.

Regarding RFQ DNR209057, the Cacapon State Park project, is the existing lodge design considered significant or historic? In designing the addition, is it desirable keep a similar architectural style, or is it more desirable to develop a completely different style for the existing lodge and addition?

The existing lodge is not on any list of historic structures. However, any planned addition will respect the existing Architecture and will be submitted for comment to SHPO and the Division of Culture and History.

Questions from Michelle Semanoff

Are we selecting furniture for the project?

That service may or may not be included in the scope of the services for this project and will be determined through negotiations with the firm.

Will a comprehensive Golf Course Master plan be developed to help describe the proposed improvements?

That service is not likely to be the result of this EOI

What is the square footage of the existing building?

Approximately 52,000 sqft.

Are there existing drawings and a floor plan? If so, can the floor plan be provided?

See attachments.

What is the construction budget?

There is not any money currently budgeted for the project, other than for A/E fees. A reasonable project budget will be developed with the chosen firm.

Will the expansion of the dining room be in the existing facility or will there be an addition?

That will be determined with the chosen firm.

What size pool is being proposed?

The pool size will be determined with the chosen firm. A pool was planned with the 1999 additions but not constructed.

What elements of a spa are you considering and how many customers should be accommodated?

This will be determined with the existing firm. A small spa was planned with the 1999 addition but not constructed. A larger spa offering more amenities will likely be planned with this project.

Questions from Grove & Dall'olio Architects

Will any of the existing rooms or cabins be renovated?

There are presently not renovations planned to the existing cabins or rooms with this project.

What is the schedule for the construction?

While these much needed improvements to Cacapon Resort State Park are not presently funded beyond those funds necessary to procure the A/E services, there is no present funding or schedule for construction.

Questions submitted by Gene Weissman

Is it possible to arrange a tour of the facility with the park staff prior to the Bid Opening Date? If so, can you please provide contact information.

You may visit the park at any time. No official tour will be conducted. Cacapon Resort State Park may be contacted via telephone at (304) 258-6691 for directions to the park. Specific information regarding this EOI is not available from the park.

Are there any additional details you can provide regarding the full service spa & fitness components of the project (i.e. size, program, etc.)?

Specifics of what will be provided with the full service spa will be determined with the chosen firm. However, we hope to provide massage therapy as well as facials and body treatments in addition to an exercise /fitness center.

Is the intent for the facility to remain in operation or partially in operation during construction?

The facility will remain in operation during the construction.

Related to No. 3 above, will the existing wastewater treatment facilities remain in operation during construction?

The existing wastewater treatment facilities must remain in operation during the construction.

Would it be possible to expand upon the portion of the scope described as improving the existing HVAC system in the existing lodge?

The existing lodge has a single pipe boiler/chiller system. We are interested in exploring methods to improve or upgrade this system with the chosen firm.

What is the current capacity of the existing water and wastewater treatment plants?

This is answered by an earlier question. The capacity is 50,000 gpd.

Is there a rough schedule of when the project will commence (design & construction)?

Design is funded presently. The construction is not funded at this time.

REVISIONS
NO. DATE DESCRIPTION

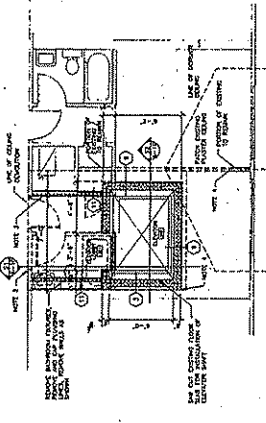
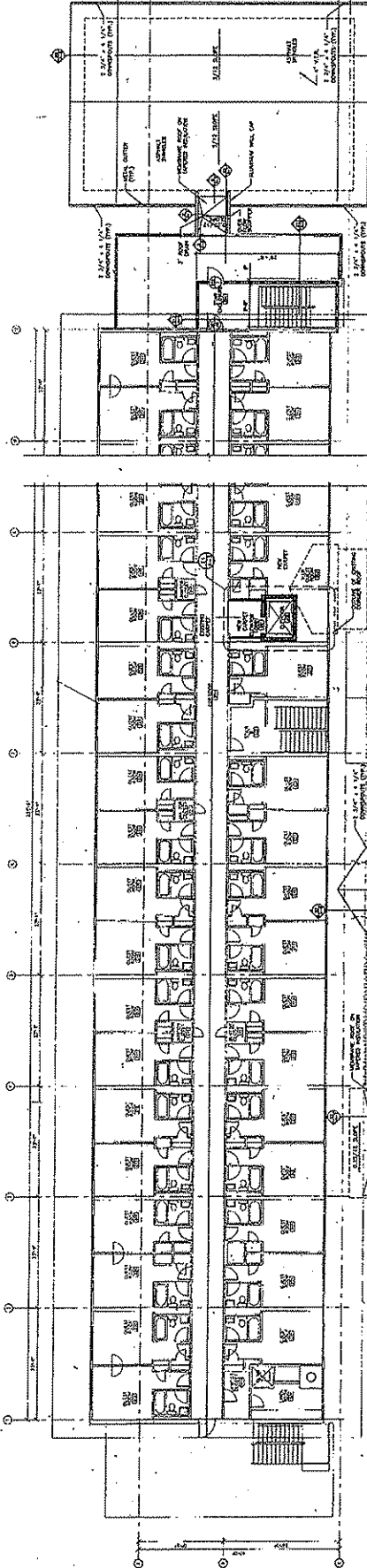
NO. DATE DESCRIPTION

ZMM
 ZMM, INC.
 ARCHITECTS / ENGINEERS
 2000 UNIVERSITY AVENUE
 BERKELEY, CALIF. 94704
 PHONE (415) 841-0700
 FAX (415) 841-0701

CONFERENCE CENTER
 ADDITION TO THE
 CACAPON STATE PARK LODGE
 BERKELEY SPRINGS, WEST VIRGINIA

PROJECT NO.	1000
DATE	4 MAY 1992
CONTRACT NO.	2744
COUNTY	LA
PROJECT NAME	CONFERENCE CENTER
DATE	4 MAY 1992
CONTRACT NO.	2744

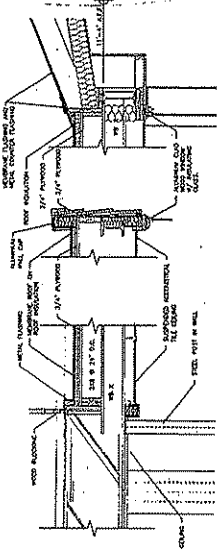
A-3



ENLARGED ELEVATOR PLAN

- NOTE:
1. ROOMS TO BE CLEANED BY THE CONTRACTOR.
 2. ROOMS TO BE PAINTED BY THE CONTRACTOR.
 3. ROOMS TO BE CARPETED BY THE CONTRACTOR.
 4. ROOMS TO BE FINISHED BY THE CONTRACTOR.
- FINISHES:
- 1. FINE FIBER GYPSONUM BOARD
 - 2. 1/2" GYPSUM BOARD
 - 3. 1/2" FIBER GYPSONUM BOARD
 - 4. 1/2" FIBER GYPSONUM BOARD
 - 5. 1/2" FIBER GYPSONUM BOARD
 - 6. 1/2" FIBER GYPSONUM BOARD
 - 7. 1/2" FIBER GYPSONUM BOARD
 - 8. 1/2" FIBER GYPSONUM BOARD
 - 9. 1/2" FIBER GYPSONUM BOARD
 - 10. 1/2" FIBER GYPSONUM BOARD
 - 11. 1/2" FIBER GYPSONUM BOARD
 - 12. 1/2" FIBER GYPSONUM BOARD
 - 13. 1/2" FIBER GYPSONUM BOARD
 - 14. 1/2" FIBER GYPSONUM BOARD
 - 15. 1/2" FIBER GYPSONUM BOARD
 - 16. 1/2" FIBER GYPSONUM BOARD
 - 17. 1/2" FIBER GYPSONUM BOARD
 - 18. 1/2" FIBER GYPSONUM BOARD
 - 19. 1/2" FIBER GYPSONUM BOARD
 - 20. 1/2" FIBER GYPSONUM BOARD

SECOND FLOOR / ROOF PLAN
 SCALE: 1/8" = 1'-0"



ROOF DETAIL
 SCALE: 1/4" = 1'-0"

- 1. 1/2" FIBER GYPSONUM BOARD
- 2. 1/2" FIBER GYPSONUM BOARD
- 3. 1/2" FIBER GYPSONUM BOARD
- 4. 1/2" FIBER GYPSONUM BOARD
- 5. 1/2" FIBER GYPSONUM BOARD
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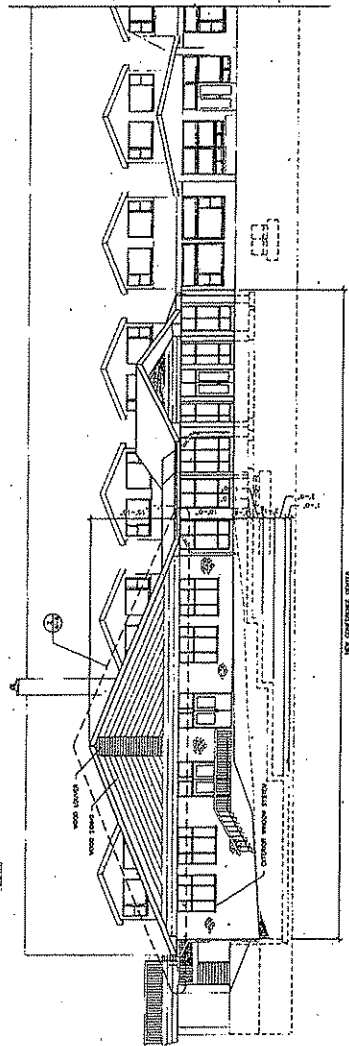
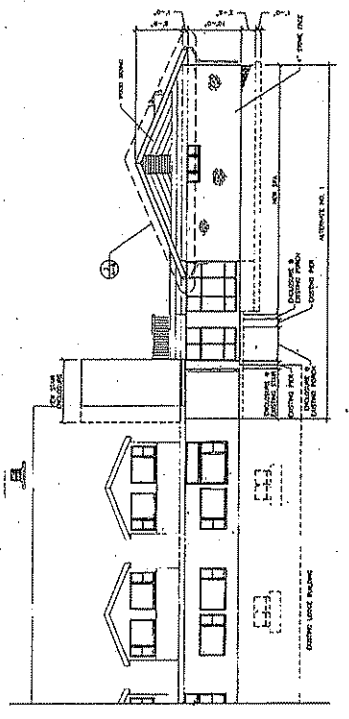
REVISIONS	DATE	DESCRIPTION

ZMM
 ZIMM, INC.
 ARCHITECTS
 220 LEE STREET
 CHARLOTTE, NC 28202
 PHONE: 704.375.1111
 FAX: 704.375.1112

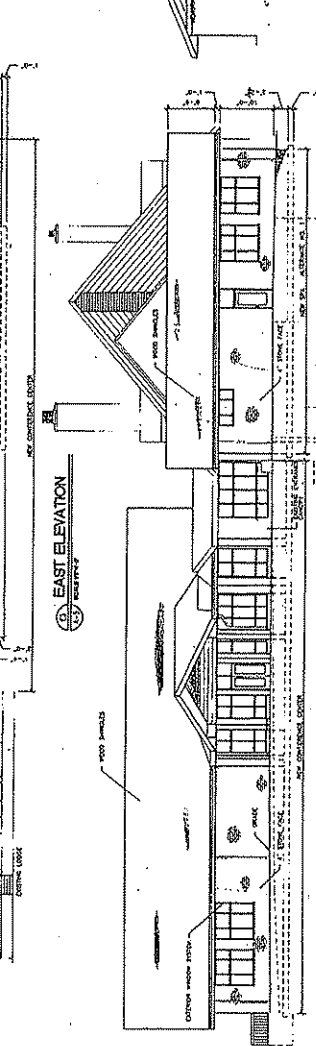
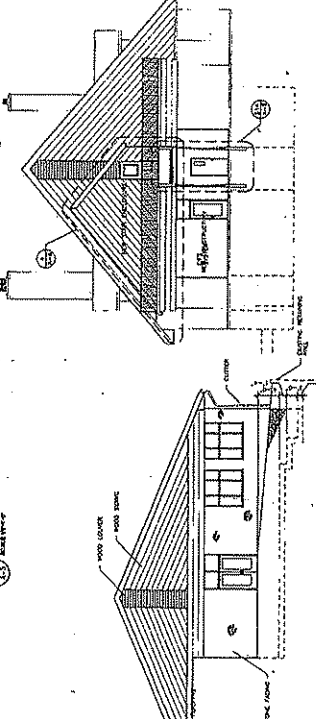
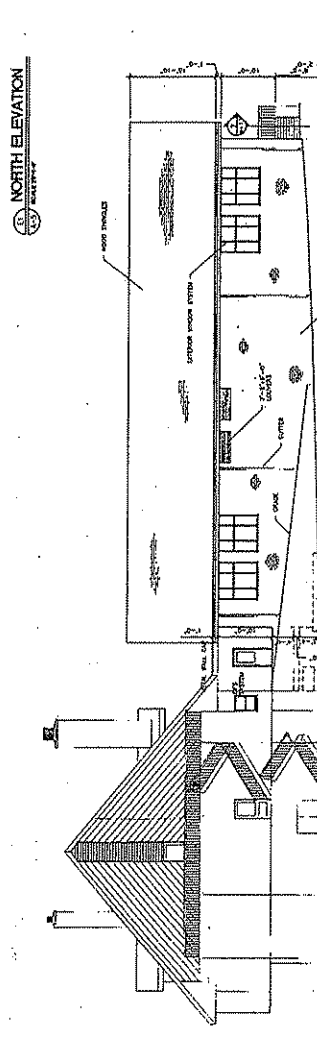
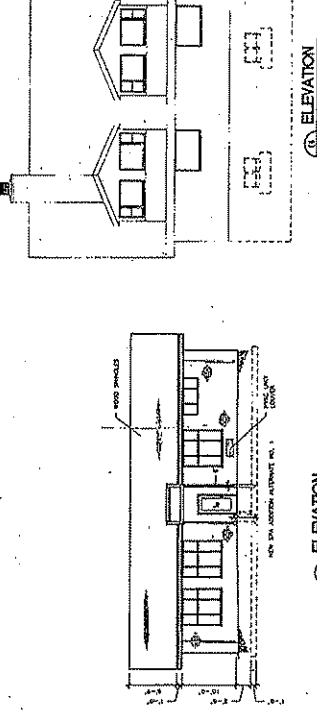
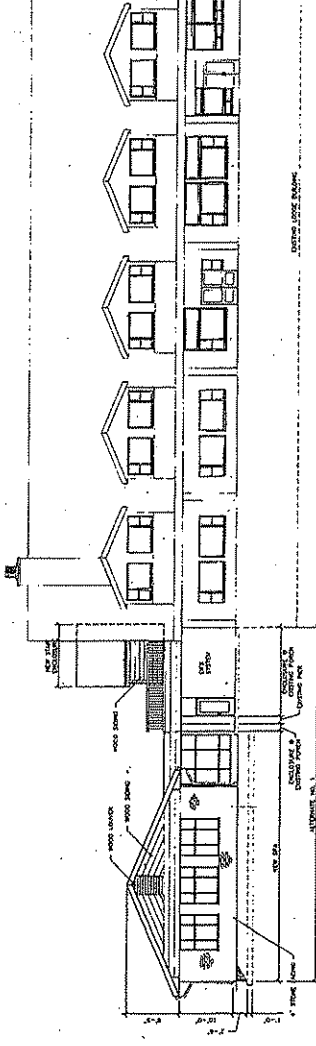
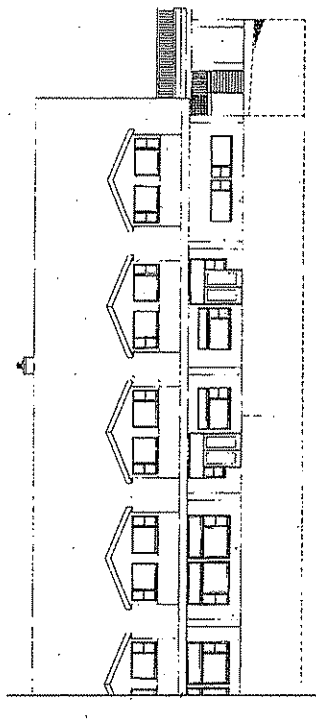
CONFERENCE CENTER
 ADDITION TO THE
 CAJAPON STATE PARK LODGE
 BERKELEY SPRINGS, WEST VIRGINIA

DATE: 08/18/18	SCALE: AS SHOWN
DRAWN: [Signature]	CHECKED: [Signature]
DATE: 08/18/18	SCALE: AS SHOWN

A-5



SOUTH ELEVATION
 1/8" = 1'-0"



CACAPON RESORT STATE PARK

Berkley Springs, Morgan County, WV

Cost Analysis Report

Various Park Improvements

December 13, 2007

WOOLPERT, INC.
600 Sixth Avenue, Suite 2
St. Albans, WV 25177
304.722.1550
304.722.1505

Since Woolpert, Inc. has no control over the cost of labor, materials, equipment or services furnished by others, over contractors' methods of determining prices, or over competitive bidding or market conditions,

Woolpert, Inc. cannot and does not guarantee that proposals, bids or actual construction costs will not vary from any cost indications which may be given as part of this assignment. Any indication of costs is made on the basis of Woolpert, Inc.'s experience and qualifications and represents its best judgment as an experienced and qualified professional A/E firm, familiar with the construction industry.

INTRODUCTION

The purpose of this report is to provide an evaluation of the probable costs for various improvements at Cacapon Resort State Park as requested by the West Virginia Department of Parks and Recreation. The improvements include addition of one hundred guest rooms at the Lodge along with upgrade of other lodge support facilities, improvements to the Golf Course greens, tees and sand bunkers, improvements to the Water Supply System and improvements to the Wastewater Treatment System in support of service for the increased lodging units.

Lodge Improvements

The Lodge improvements are intended to increase the number of lodging rooms available to take advantage of the recent addition of the modern conference room facilities. Other improvements are in support of the conference facilities as well as remodeling and improvements of the resort environment at the park. The following improvements are to be included in the project.

- One hundred guest rooms, common space and elevator. Eighty guest rooms will be basic rooms with approximately 350 square feet of room space and resort style room amenities. Twenty guest rooms will be suite rooms with approximately 400 square feet of room space and additional amenities.
- Connecting corridor between the existing lodge and the new facilities to provide transitional space between the facilities.
- One hundred car asphalt surface parking lot with curbs along with improvements to the existing parking lot.

Room furnishings for the one hundred new guest rooms consisting of two beds, desk, table, two chairs, bureau, refrigerator, microwave, television, night stands, drapery and closet.

Installation of sprinkler system piping in the existing lodge facilities to bring fire safety level up to state building code requirements.

Fitness area equipped with treadmills, aerobic machines, weights, hot tub, pool, massage room and sauna room.

Expanded dining room and kitchen providing additional seating capacity in the dining room along with additional floor space for the kitchen and a lounge adjacent to the dining room.

Upgrade the heating ventilation and air conditioning in the existing lodge by replacement of the stand-up air conditioning units.

- Replace, upgrade and improve the existing kitchen equipment and layout to accommodate the increased dining capacity.
- Outdoor patio equipped with decorative landscaping and furniture overlooking the golf course for use during suitable weather conditions.
- Tables, chairs serving tables to furnish the expanded dining room facilities.

Cost estimates for the proposed improvements are presented in the following table.

Cacapon Resort State Park
Lodge Addition And Improvements
Cost Estimate

Item	Cost
SITE WORK	
Mobilization	
Layout/Stake	
Erosion Control	
Site Utilities	
Site Grading	
Storm Drainage	
Parking/Drives	
Landscaping	
LODGE ADDITIONS/IMPROVEMENTS	
80 Standard Rooms/20 Suites	
Stair Towers	
Elevators	
Room Furnishings	
Corridor Link	
Fitness Center	
Kitchen/Dining Expansion	
Kitchen Equipment Upgrade	
Outdoor Dining	
Existing Building Sprinklers	
Existing Building HVAC Upgrade	
Architect Discretionary Allowance	
Subtotal	
Bonding/Insurance	
Design Fees	
Estimated Project Cost	

Golf Course Improvements

The Golf Course improvements are intended to upgrade the course to the quality level of a resort style course to increase the number of rounds played taking advantage of the enhancements to the lodge facilities. The following improvements are to be included in the project commensurate with a Robert Trent Jones styled course.

Renovate sand bunkers.

- Level teeing areas.

Renovate greens.

Drainage improvements.

Cost estimates for the proposed improvements are presented in the following table.

Cacapon Resort State Park
Golf Course Improvements
Cost Estimate

Item	Cost
Mobilization	
Layout/Stake	
Erosion Control	
Onsite Topsoil	
Rough Shaping	
Storm Drainage	
Golf Drainage	
Greens Replacement	
Tees Leveling/Shaping	
Bunkers Renovation	
Fine Grading	
Seedbed Prep	
Grassing - Seed/Sprigs	
Grassing - Sod	
Demolition Material Disposal	
Architect Discretionary Allowance	
Subtotal	
Bonding/Insurance	
Design Fees	
Estimated Project Cost	

Water Supply System Improvements

The Water Supply System improvements are intended to provide additional water sources to accommodate increased water usage associated with the increased number of lodging rooms, swimming pool, expanded dining facilities and increased golf course usage. The increased water usage associated with the new facilities is anticipated to be approximately 27,000 gallons per day.

The existing source for the park water supply is from two groundwater wells located along the North Fork of Indian Run. These two groundwater wells have been a dependable source of water to meet the existing needs of the park during recent years. Morgan County has changed. The other areas of the park where the dry wells have occurred have been determined to have been impacted by insufficient recharge area to replenish water bearing formations and therefore water tables have dropped within these areas. The water bearing formations and zones lying along the North Fork of Indian Run, however have a larger recharge area than do the locations of the dry wells, therefore it is anticipated that the area along the North Fork of Indian Run will be a sufficient and dependable source of water for current water needs and to supply the needs of the expanded facilities. No public water sources outside the park boundaries have sufficient capacity to meet the water needs of the park, therefore sources within the park will be utilized.

The existing water treatment plant has a total capacity of 230,000 gallons per day using the pressure filtration system. The maximum day usage from treatment plant records is approximately 69,000 gallons with plant operation occurring for 12.5 hours at a rate of 92 gallons per minute. The records indicate that August is the month of the year with the highest average daily usage which is approximately 36,400 gallons per day. Operation of the treatment plant for this August usage level occurs for 7.3 hours per day at an average rate of 83 gallons per minute. Based on these demands, the existing water treatment plant has sufficient capacity to meet current and expanded water needs.

The existing water storage tank located adjacent to the water treatment plant has a storage capacity of 125,000 gallons. Based on a total average daily usage of 63,400 gallons during the peak month for the existing facilities plus the proposed facilities, the water storage tank provides approximately two days storage capacity. Based on this storage capacity, the existing water storage tank has sufficient capacity to meet current and expanded water needs.

In order to conservatively meet the increased water demands without impacting the existing water sources at the two existing wells for the maximum day usage, it is anticipated that the additional 27,000 gallons per day demand can be met with additional well capacity of 40 gallons per minute operating at the 12.5 hours occurring on the peak day. It is anticipated that this additional capacity can be obtained from two additional wells located along the North Fork of Indian Run, one near the park entrance and a second within the area of the lower cabin area. Records from the wells in current use and from 1966 records of an abandoned well below the swimming lake indicate that a single screened well most likely would supply the additional capacity required, however a second additional well is considered to be appropriate for planning due to the inherent uncertainties of hydrogeologic uniformities.

The following improvements are to be included in the project.

- Two groundwater wells and controls.
- New raw water line to the existing water treatment plant.
- Upgrade of existing water treatment plant control system related to new wells.
- Upgrade miscellaneous piping related to new wells.

Cost estimates for the proposed improvements are presented in the following table.

Cacapon Resort State Park
Water System Improvements
Cost Estimate

Item	Cost
Mobilization	
Two Test Wells	
Two Groundwater Wells	
Two Well Pumps and Controls	
Treatment Plant Controls Upgrade	
Treatment Plant Piping Modifications	
Raw Water Line from Wells	
Subtotal	
Bonding/Insurance	
Design Fees	
Estimated Project Cost	

Wastewater Treatment System Improvements

The Wastewater Treatment System improvements are intended to provide additional treatment capacity to accommodate increased water usage associated with the increased number of lodging rooms, swimming pool, expanded dining facilities and increased golf course usage. The increased water usage associated with the new facilities is anticipated to be approximately 27,000 gallons per day. A 30,000 gallons per day packaged wastewater treatment plant similar to the existing wastewater treatment facilities is considered for analysis of costs.

The following improvements are to be included in the project.

- Modify existing flow splitter box to accommodate new treatment plant.
- New packaged wastewater treatment plant.
- Conversion of existing sludge drying beds to tertiary sand filters.
- New ultraviolet disinfection system.

Cost estimates for the proposed improvements are presented in the following table.

Cacapon Resort State Park
Wastewater System Improvements
Cost Estimate

Item	Cost
Mobilization	
Site Grading and Drainage	
Flow Splitter Box Modifications	
Packaged Wastewater Treatment Plant	
Convert Drying Beds to Sand Filters	
UV Disinfection Unit	
Yard Piping	
Electrical System Modifications	
Fencing	
Subtotal	
Bonding/Insurance	
Design Fees	
Estimated Project Cost	

Total Estimated Costs

Total Estimated Costs for the improvements evaluated during this cost analysis are summarized in the following table.

Cacapon Resort State Park
Park Improvements
Total Cost Estimate Summary

Item	Cost
Lodge Addition and Improvements	
Golf Course Renovation	
Water System Improvements	
Wastewater System Improvements	
Estimated Project Cost	