

Building 9 (Culture Center) Renovations Project

AEOI TOR2600000003

Expression of Interest for Architectural/Engineering Services

for

West Virginia Department of Tourism

December 4th, 2025



Presented by:

NEW RIVER ENGINEERS, INC.

501 Eagle Mountain Road
Charleston, WV 25311
304.342.7168

REQUEST FOR EXPRESSION OF INTEREST • **Solicitation #AEOI TOR2600000003**
BUILDING 9 (CULTURE CENTER) RENOVATIONS PROJECT

4. GREEN BUILDINGS MINIMUM ENERGY STANDARDS: In accordance with West Virginia Code § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

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.

Joshua D. Cook, P.E., PMP

Name

jdc@nrenginc.com

Email

501 Eagle Mountain Road

Address

Charleston

City

President

Title

304-342-7168

Phone Number

WV

State

25311

Zip

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contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated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

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code W. Va. Code R. §144-3-1 et seq. which automatically voids certain contract clauses that violate State law.

New River Engineers, Inc.

Company

Joshua D. Cook, P.E., PMP

Authorized Name



Authorized Signature

President

Title

12/04/25

Date

SECTION SIX: ATTACHED FORMS AND DOCUMENTS

ADDENDUM ACKNOWLEDGMENT FORM SOLICITATION #AEOI TOR2600000003

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)

- Addendum No. 1
- Addendum No. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5

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.

New River Engineers, Inc.

Company

Joshua D. Cook, P.E., PMP

Authorized Name



Authorized Signature

President

Title

12/04/25

Date

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

STATE OF WEST VIRGINIA
Purchasing Division

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 owed 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.

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

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: New River Engineers, Inc.

Authorized Signature: 

Date: 12/04/25

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 4th day of December, 2025.

My Commission expires August 30th, 2027.

AFFIX SEAL HERE

NOTARY PUBLIC _____

New River Engineers, Inc.



December 4th, 2025

West Virginia Department of Tourism

Re: Expression of Interest—Architectural/Engineering Services
AEOI TOR2600000003
Building 9 (Culture Center) Renovations Project

To Whom it May Concern:

New River Engineers, Inc. (NREI) is pleased to submit our statement of qualifications to provide architectural and engineering services to the WV Department of Tourism for the renovations project of the Culture Center.

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

Enclosure

**BUILDING 9 (CULTURE CENTER) RENOVATIONS PROJECT
WEST VIRGINIA DEPARTMENT OF TOURISM**

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EXPRESSION OF INTEREST

New River Engineers Inc. (NREI) is pleased to express our interest in providing environmental, engineering, architecture, and surveying services to West Virginia Department of Tourism (Tourism). Our team is a civil / environmental engineering firm and is noted for design excellence and client focus. Our team's integrated design approach, our commitment to design quality, as well as our architectural and construction experience will help to ensure the quality of services that we will provide to the Tourism. Below, please find additional qualifications that make our team uniquely qualified to assist you with your potential needs.

We have a history of providing high quality design and engineering management services throughout West Virginia, Ohio, Kentucky, Virginia and North Carolina. This quality has been recognized by the quantity of our repeat clients. We will use our engineering abilities and extensive design experience to aid the Tourism as any need would arise.

As President of our firm, **Joshua D. Cook, PE, PMP** will lead projects for the Tourism. He can be reached at **681.668.1809** or **jdc@nrenginc.com**. Josh has a Master of Science in Engineering from Marshall University and a Bachelor of Science in Civil Engineering from WVU Institute of Technology. Josh has served as a Projects Engineer, Project Manager and Engineering Manager for the coal and natural gas industry, municipal engineering consulting. Josh will be assisted by Eric Hartwell, P.E., Matt Shelton, PM, Charles Kurzyna P.E., P.S., and the rest of our staff.

We have the training, experience, and multi-discipline support to meet the needs of our clients. Due to our small size, our Engineers become well rounded and deeply involved with each Project. Our Engineers are able to put their heads together to create an excellent working knowledge of projects, creating high quality, personalized, and professional services.

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 Tourism 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, Tourism officials will be kept informed and involved in all important matters.

NREI will assist the Tourism 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 Tourism 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 Tourism 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 Tourism 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 Tourism officials. Important data sources include, but are not limited to the following:
 - i. Tourism 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 Tourism.
4. Final Design
 - a. Incorporate review comments from the Tourism, 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 Tourism 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 Tourism 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 Tourism for completed construction contracts.
 - i. Review original drawings and provide to the Tourism a digital copy on disk and two (2) sets of black line prints of "as-built" plans
 - j. Advise the Tourism whether the project can meet the project performance standards.
 - k. Attend monthly meetings during the construction period.
 - l. Represent the Tourism in technical matters and litigation, if required
 - m. Provide engineering services during start-up of the facility.
 - n. Provide training to Tourism 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 Tourism that the completed project will conform to the requirements of the contract documents.
 - c. Make general monthly construction progress reports to the Tourism.
 - 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 Tourism 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 Tourism 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 Tourism 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 Tourism on technical matters.
3. Attendance at Technical Meetings with the Tourism, 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 EXAMPLES

Athens County Engineering Depot, Athens County, OH

15,000 sq. ft. facility to provide a service area of county maintenance vehicles, wash bay, vehicle lift, material storage with additional general storage above in the mezzanine area. The building included installation of light shelves providing indirect lighting into the interior of the garage facility. The administration building was also constructed as part of this project and included conference space, restrooms, and a public conference area.



Rustic Charm Event Center, New Lexington, OH

The Rustic Charm Event Center is a 2,500-square-foot venue, designed with a \$500,000 budget. It features a 2,100-square-foot open space that can be easily adapted for a variety of events. The back portion of the building includes restrooms and a fully equipped commercial kitchen, ensuring both comfort and functionality. A standout feature of the design is the use of reclaimed barn wood, which is featured prominently on the ceiling, creating a warm, rustic atmosphere. This choice not only adds character but also supports sustainability by repurposing materials and reducing waste. The combination of old and new wood throughout the space blends rustic charm with modern amenities, offering a unique and eco-conscious venue for events.

- **Reference:** Shelley Love, 740.704.5925, slove0411@gmail.com



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

City of Jackson Mill Street Sewer Extension and Water Line Improvements, Jackson County, OH

Preparation of preliminary review drawing, design, permitting, and construction administration of the Mill Street sewer extension and water line improvements

- **Funding Source:** SLFRF
- **Project Cost:** \$1,006,174
- **Reference:** Hon. Randy Evans, Mayor, City of Jackson, 145 Broadway Street, Jackson, OH 45640, Office 740.286.3492

City of Jackson Mill Street Water and Sanitary Sewer Replacement, Jackson County, OH

Complete replacement of existing sanitary sewers and manholes located on Owen, Mill and Summit Streets, as well as sewer extensions and includes two railroad (bore and jack) crossings to allow for gravity flow and connections to the existing gravity sewer on Central Avenue.

- **Project Cost:** \$307,500
- **Reference:** Hon. Randy Evans, Mayor, City of Jackson, 145 Broadway Street, Jackson, OH 45640, Office 740.286.3492



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

The Plains Fire Station, Athens County, OH

10,000 sq. ft. fire station with full-service kitchen, community conference space, dispatcher station, handicap restroom on first level and sleeping rooms, restrooms, showers, and exercise room on second level. Truck bay area is two vehicles deep for service vehicles, rescue boat, ambulance, and brush vehicles.



Richland Avenue Fire Station, Athens County, OH

7,000 sq. ft. Volunteer facility with three bay vehicle garage, meeting room, small kitchen, personnel equipment storage, restrooms, and conference room

Nelsonville Fire Station Master Plan, Athens County, OH

8,000 sq. ft. facility which was designed to be constructed between the Nelsonville City Administrative Building and the new Nelsonville EMS facility. The master plan provided four bay vehicle area, additional sleeping quarters for fire personnel, exercise area and dispatcher office.

Hocking County EMS Renovations, Hocking County, OH

Renovation of abandoned fire station into a new EMS facility, converting one of the four vehicle bays into a dayroom, kitchen, sleeping quarters, restroom and showers.

Meadow Bridge Community Center, Meadow Bridge, WV

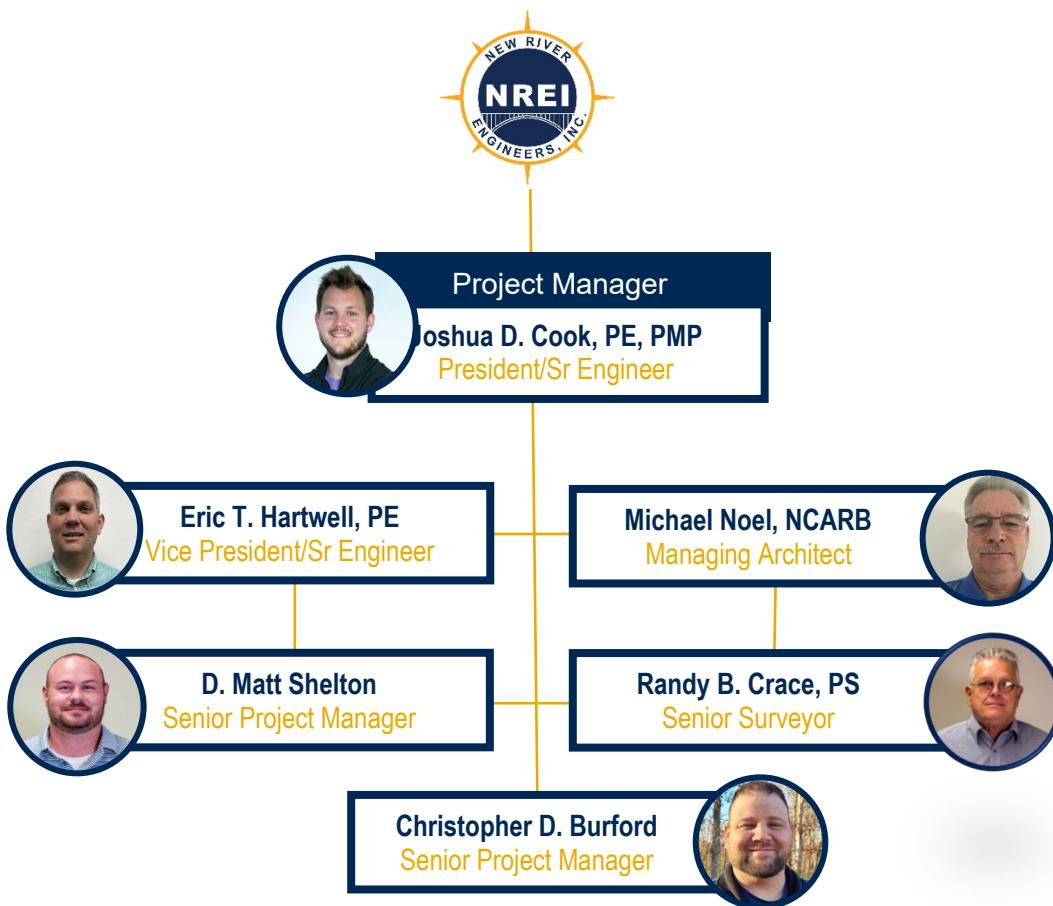
The current 1,600sq facility will be expanded to 3,480sq, adding a new walk-in cooler/freezer and a large, dining area for serving the community with the area being utilized as an emergency warming/cooling center when necessary. The addition will include mayor and administrative offices for community integration.



- **Square Footage:** 3,480
- **Project Cost:** \$460,000
- **Reference:** Timothy L. Killen, Mayor, PO Box 8, 370 Diehl Street, Meadow Bridge, WV 25976, 304.484.7432, mickey229@frontier.com

ORGANIZATIONAL CHART

West Virginia Department of Tourism



RESUMES OF KEY PERSONNEL



EDUCATION

Bachelor of Science

Civil Engineering
West Virginia University Institute of
Technology

Master of Science

Engineering
Marshall University

CERTIFICATIONS

Professional Engineer — WV, OH, MI,
KY, MD, TN, VA

Project Management Professional
(PMP)

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers
West Virginia Rural Water
Association
Business Networking International
(BNI)
Project Management Institute (PMI)

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

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



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

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 Arts

Architecture
Ohio University

Register NCARB

CERTIFICATIONS

Professional Architect —OH, WV, IL,
FL

PROFESSIONAL AFFILIATIONS

Athens Rotary Club
Boy Scouts of America
Athletes in Action

Michael Noel, NCARB

Registered Architect

Mike has recently joined the NREI team as of July 2025 along with his team including architects and CAD drafters. Mike was previously the Principal of Michael Noel Architect, LLC for the past four years. Before establishing his firm, he was Senior Principal with Panich, Noel and Associates for 32 years.

EXPERIENCE REGISTERED ARCHITECT

Responsible for day-to-day design and management of various construction types for the firm.

CONSTRUCTION DOCUMENTS

As the Partner in charge Mike has been partnered to oversee more than \$300 million dollars of construction documents varying from hotels, industrial buildings, churches, prisons, and higher and lower education.

PROJECT EXPERIENCE

Trimble Schools Building Additions and Remodeling - \$400,000.

Alexander Schools Renovations and Maintenance Facility - \$500,000. HVCRC Gymnasium and Classroom Design - \$3,000,000.

Federal Hocking Local Schools-Feasibility Study.

Athens City Schools Renovations, Roof Replacement, Additions, Bus Garage and Athlete Facilities Buildings - \$15,000,000.

Athens High School Baseball Stands, Press Box and Concessions Venue

Vinton County School Stadium Renovations and Concession Stands

Master Plan Gallia Fair Grounds Multipurpose / Athletic Building

Ohio University Track Stadium ADA Renovations

First Baptist Church, Sanctuary and Classrooms

River City Fellowship Church Renovation

Athens County Engineering Depot, Athens County, OH

Rustic Charm Event Center, New Lexington, OH



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

D. Matt Shelton **Senior Project Manager**

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 Rel 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



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

Christopher D. Burford **Senior Project Manager**

Chris has been with NREI for over fifteen years. As a Senior 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.

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



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.

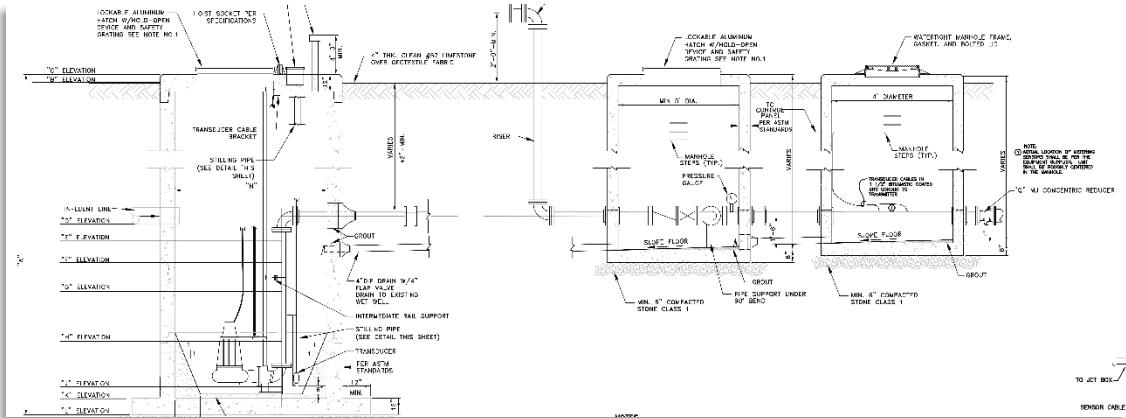
As a locally owned "small family" consulting firm, our clients get more for their money and receive more one-on-one time with our employees, which yields a more pleasurable experience. We excel in helping our clients ascertain funding from various governmental agencies to assist in the financing of the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

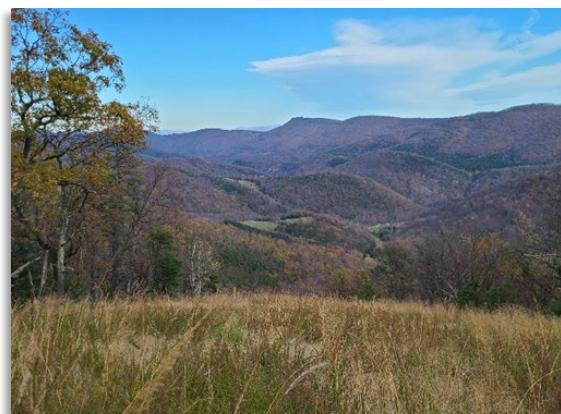
Environmental permitting can be a complex and confusing landscape. We have an efficient and thorough team of environmental consultants making sure permitting, regulatory compliance, construction monitoring and biological surveying are done with the utmost quality and cost effectiveness. This will save 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
- Pileings 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

