



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

State of West Virginia
Contract

Order Date: 12-04-2024

CORRECT ORDER NUMBER MUST APPEAR
ON ALL PACKAGES, INVOICES, AND
SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CCT 0211 4035 GSD2400000009 6	Procurement Folder:	1311383
Document Name:	Buildings 31 & 35 Renovations Project	Reason for Modification:	Change Order 3 Increase Contract.
Document Description:	Buildings 31 & 35 Renovations Project		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-05-20
Free on Board:		Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS00000000330 WDP & ASSOCIATES CONSULTING ENGINEERS INC 10621 GATEWAY BLVD #200 MANASSAS VA 20110-2055 US Vendor Contact Phone: 703-257-9280 Extension: 118 Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Aaron M Armstrong Requestor Phone: 304-352-5492 Requestor Email: aaron.m.armstrong@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 35 350 CAPITOL STREET CHARLESTON WV 25301 US

CR 12-19-24
Purchasing Division's File Copy

Total Order Amount: \$2,556,333.25

PURCHASING DIVISION AUTHORIZATION DATE: <i>T. W. H. 12/19/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John L. Jones</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>12-20-24</i> ELECTRONIC SIGNATURE ON FILE
---	--	--

Extended Description:

Change Order 3

Change Order No. 3 is issued to increase the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract (unit prices, hourly rates, annual fee, etc.) is increased as defined in the attached documentation.

Effective date: November 12, 2024

Original Contract: \$394,657.55
Change Order 1 (Increase): \$531,824.20
Change Order 2 (Increase): \$140,127.50
Change Order 3 (Increase): \$1,489,724.00
New Contract Total: \$2,556,333.25

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$108,291.00
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Building 31 Condition Assessment**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$166,882.95
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Building 35 Building Systems Survey**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$40,614.10
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Elevator Systems for Buildings 31 & 35**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101508	0.00000		0.000000	\$45,386.80
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Building 35 Roof/Parapet**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81101508	0.00000		0.000000	\$33,482.70
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Building 35 Comprehensive Exterior Project

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81101508	0.00000		0.000000	\$531,824.20
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Project D - Roof & Parapet Repairs

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81101508	0.00000		0.000000	\$140,127.50
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Project C - Elevator Systems

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81101508	0.00000		0.000000	\$965,006.00
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Project E - Comprehensive Facade

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	81101508	0.00000		0.000000	\$237,475.00
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Project B - Building Systems Schematic Design Phase

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	81101508	0.00000		0.000000	\$287,243.00
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Building 31 Parking Garage - Design, Bidding, and CA

Extended Description:

October 16, 2024



State of West Virginia
General Services Division
112 California Avenue
Charleston, WV 25305

Attention: Aaron Armstrong, P.E.
Project Manager

Reference: Building 35 Project E – Comprehensive Façade Project
Proposal for Design and Construction Phase Services
WDP Proposal No.: 24126E

Hinton, WV

Manassas, VA

Charlottesville, VA

Blacksburg, VA

Myrtle Beach, SC

New York, NY

Dear Mr. Armstrong:

WDP & Associates Consulting Engineers, Inc., ("WDP") is pleased to submit this Proposal for additional professional services for the design, bid, and construction phase services for the remainder of the scope outlined in our July 2022 report for Building 35 that will not be addressed as part of Project D–Roof and Parapets.

BACKGROUND

In general, this project will entail the development of Construction Documents along with providing bidding and construction phase professional services to address the remainder of the needed repairs to the exterior of Building 35 that are beyond what is included in Project D, as outlined in our July 2022 report. It is our understanding that the GSD has elected the option to replace all the windows in lieu of repairing the windows. See Attachment A for the assumed Scope of Repairs at this time. It is anticipated the scope will be updated as we work the final design with the GSD.

SCOPE OF SERVICES

This Proposal for Professional Services is limited exclusively to the Work as described in this Scope of Services section, and anything not expressly described shall be considered expressly excluded from the Work. WDP proposes to perform the Work which is described as follows.

Task 1 – 50% Design Development

WDP will develop a 50% design development package to illustrate and describe the development of the scope of work described above. The 50% design development package will consist of drawings and outline specifications. The drawings will be advanced to graphically show plans, elevations, wall sections, and details, with annotations that convey the general intent of the exterior structural repairs and window replacement and waterproofing designs. The technical specifications will be developed such that Part 1 (General) and Part 2 (Products) are nearing completion and Part 3 (Execution) is at a level that reflects a level of completion consistent with the status of the details on the drawings. At this phase of the review process, WDP will provide the GSD with two (2) sets of progress prints of both the drawings and project specifications.



As neither original nor current as-built drawings are available for the buildings, base drawings will need to be created to reflect current conditions in the repair drawings. WDP will develop the base drawings based on the limited available drawings provided by the GSD and limited measurements performed in the field. It is assumed that WDP will perform two visits to the site during this task to document field conditions and to take measurements of key building geometry.

As part of the design development phase, WDP will lead project meetings with the GSD and other stakeholders, as necessary, to present the scope of work and discuss how the work will impact occupants of the building. In this task, we will work with the GSD to develop viable options for phasing the work and building occupancy to meet the needs of the project. It is expected that all interior modifications and building systems work will be undertaken when each floor is unoccupied. As such, it is anticipated that limited additional interior protection measures will be required to undertake the structural repairs and window replacement since the building will be partially unoccupied during the work.

Task 2 – 95% Design Development

WDP will submit a 95% design development package for GSD review and approval that includes drawings and specifications. The drawings and Project Manual will be advanced to illustrate and describe the further development of the approved 50% design development documents and will consist of drawings and specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. This submission will incorporate comments and scope alterations based on the 50% design development review.

State Fire Marshal Review

It is assumed that there will be a singular review at the completion of the 95% design development submission, at which time WDP will submit to the State Fire Marshal's Office the scope of Work at that stage of the design development, and the State Fire Marshal's office will review the construction documents and provide comments. It is our understanding that the Fire Marshal review fee will be invoiced to and paid directly by the GSD.

Task 3 – Construction Document Submission

WDP will submit Construction Documents which will include comments from the 95% submission and will be signed and sealed by a Professional Engineer licensed in the State of West Virginia. The Construction Documents will be submitted electronically as Adobe PDF files and as hard copies solely for the GSD's use. WDP will provide two (2) sets of progress prints to the GSD at this phase of the review process of both the drawings and project specifications.



Design Schedule

WDP has developed the following project schedule:

Action	Date
50% Design Start	November 15, 2024
50% Design Submission	Week of January 27, 2025
50% Design Review	Week of February 17, 2025
95% Design Submission	Week of April 14, 2025
95% Design Review	Week of May 5, 2025
Construction Document Submission	Week of May 26, 2025

Task 4 – Bid Assistance

Upon completion of the final Contract Documents, WDP will assist the GSD with evaluating and selecting a qualified general contractor to perform the work. At the request of the GSD, WDP will issue the final Project Manual and drawings to seven (7) plan houses provided by the GSD. The fee for printing these documents is excluded from this Proposal, and associated costs will be included in a subsequent change order with a 15% markup as a reimbursable expense. As part of the bidding process, WDP staff will attend a mandatory pre-bid meeting on-site to discuss the project and collect questions on the bid set from the potential bidders. Upon completion, WDP will prepare pre-bid meeting minutes to summarize the discussions to include written clarification of any questions from the potential bidders. WDP's staff will also review questions submitted in writing from the potential bidders and prepare any appropriate addenda necessary for the contract. WDP will submit pre-bid meeting minutes and any addenda for the GSD to submit to the WV State Purchasing Division for issuance to bidders.

Upon receipt of the bids, WDP will assist the GSD in evaluating each bid submitted and review to determine if it is inclusive of the repairs presented in the Contract Documents. After the review, WDP will provide the GSD with a summary of the bids and offer a recommendation for selection.

Task 5 – Construction Administration Services

WDP will provide construction administration services during the construction phase of the project. It is anticipated the construction administration services will include conducting preconstruction meetings, attending progress meetings, reviewing submittals and shop drawings, responding to RFIs, performing construction observations, and reviewing pay applications and change orders. Based on the complexity of the project and the nature of the work, it has been our experience that we will need to be more intimately involved in the construction phase than is typically undertaken by the Designer of Record for new construction projects. WDP will be closely involved in the demolition and repairs to evaluate unforeseen conditions and provide additional guidance as needed to ensure successful execution of the project.

For the purposes of this Proposal, we have assumed that these services will be provided for a period of twelve (12) months, beginning when the Notice of Award is issued to the successful bidder. Construction administration services will begin prior to the Contractor



mobilization of the site, as additional coordination and submittal reviews will be required prior to the start of work. The scope of the construction administration services is itemized as follows:

General Construction Administration

During the construction phase, WDP will perform the responsibilities of the Architect as required by AIA Document A201, "General Conditions of the Construction Contract," and the Supplemental General Conditions related thereto, in addition to those specifically listed in this scope of services. It is anticipated that there will be additional project coordination, correspondence, and management that WDP will perform outside of the tasks outlined in the scope of work to facilitate communication between the Contractor and the GSD.

Project Site Visits

WDP will make visits to the project site to attend a preconstruction meeting, progress meetings, and to make construction observations to verify work is installed in general accordance with the Contract Documents.

Prior to the beginning of construction, there will be one (1) preconstruction meeting with the Contractor, Subcontractors, and the GSD to discuss the Scope of Work, responsibilities, communication and correspondence, expectations, scheduling, submittal procedures, RFI procedures, and other topics concerning the execution of the Work. WDP will schedule the meeting, prepare the agenda, run the meeting, and provide meeting minutes to all parties in attendance.

Throughout the construction phase, it is anticipated that progress meetings will be held biweekly to discuss the work that has been completed as well as the upcoming work. The progress meetings will serve as an opportunity for the Contractor, GSD, and WDP to address questions, outstanding issues, and develop plans to address issues related to the next portion of work. For the purposes of this Proposal, we assume that progress meetings will begin with the full mobilization of the site.

WDP will also make periodic visits to the site to observe the progress of construction and provide technical assistance to the Contractor. For the purposes of this Proposal, we assume that WDP will conduct not more than twenty-seven (27) site visits over the course of twelve (12) months, from which a site visit report will be issued to the GSD and the Contractor. These reports will include general construction progress, notable discussions from the site visit, and any deficient items that were observed. The site visits for construction observations will generally coincide with progress meetings.

Requests for Information (RFIs) Review

Due to the nature of the project, unforeseen conditions will occur during construction. When the Contractor encounters a condition that is different than the construction documents, the Contractor will submit a "Request for Information" (RFI). The RFI is an official documented contract procedure where the Contractor notifies the Designer that the design cannot be installed without more direction. WDP will review the RFIs and provide a timely response to the Contractor to limit schedule disruptions.



Submittal Review

Prior to proceeding with the work, the Contractor must submit the products, materials, and shop drawings that will be used during construction as outlined in the Project Manual. WDP will review the submitted products and accompanying technical information for compliance and notify the Contractor if the products meet the general requirement of the Contract Documents. Unapproved submittals will be returned to the Contractor with an explanation for withholding of approval.

Pay Application & Change Order Review

Prior to the start of construction, WDP will review the Contractor's Schedule of Values to ensure the scope of work is clearly defined in a manner that will allow for discrete tracking of construction progress. WDP will review all applications for payment submitted by the Contractor at monthly intervals. It is anticipated that the application for payment will be submitted prior to a progress meeting so WDP can review and discuss any items of concern during this meeting.

In the event the Contractor submits a Change Order during the execution of the work, WDP will review the submitted documentation and provide a recommendation to the GSD as to whether the Change Order is warranted.

Task 6 – Project Closeout

It is assumed that the Project Closeout for this project will entail working with the Contractor to undergo the typical project closeout procedures required by the Contract Documents. When the Contractor submits a written request for inspection for Substantial Completion, WDP will conduct a review and develop a list of incomplete items that need to be addressed prior to Final Completion of the project. WDP will conduct a second review upon receiving a written request for final inspection for acceptance. WDP will develop and submit a set of Record Documents that includes the work of both Project D & E.

FEES AND PAYMENTS

The following fees are for the performance of the Work as listed in the Scope of Services above. Invoicing will be monthly, based upon percentage of progress completion of each Task. The fees listed in this Fees and Payments section do not cover any Additional Services or any other services which are stated as excluded from the contract or are not specifically described as part of the Work listed in the Scope of Services above.

WDP's services, with the exception of the Fire Marshal fee allowance, plan room fees, and printing services for plan submittals, will be provided on a Lump Sum basis in accordance with the following Fee Estimate. The plan room fees and Fire Marshal fee shall be considered Reimbursable Expenses and are included as Allowances in the Fee Estimate for budget purposes only. WDP will invoice for actual cost, plus markup, for printing services and other Allowance items included in the Fee Estimate. The Fee Estimate has been developed using the attached Fee Schedule.

Building 35 Project E – Comprehensive Façade Project
 Proposal for Design and Construction Phase Services
 WDP Proposal No.: 24126E
 October 16, 2024
 Page No. 6



Fee Estimate

Task 1 – 50% Design Development

Principal	80 hrs	@	\$	285.00 /hr	=	\$	22,800.00
Senior Engineer I / Architect I	180 hrs	@	\$	198.00 /hr	=	\$	35,640.00
Project Engineer I / Architect I	200 hrs	@	\$	161.00 /hr	=	\$	32,200.00
Staff Engineer II / Architect II	200 hrs	@	\$	146.00 /hr	=	\$	29,200.00
Senior CAD Operator/Technician	200 hrs	@	\$	114.00 /hr	=	\$	22,800.00
Project Assistant	40 hrs	@	\$	78.00 /hr	=	\$	3,120.00
Per Diem (First & Last Days)	8 man-days	@	\$	48.00 /man-day	=	\$	384.00
Lodging	4 man-nights	@	\$	113.00 /man-night	=	\$	452.00
Mileage	1000 miles	@	\$	0.670 /mile	=	\$	670.00

WDP Task 1 Subtotal \$ **147,266.00**

Electrical Engineer - ZMM

\$ 12,362.50

Task 1 Subtotal \$ **159,628.50**

Task 2 – 95% Design Development

Principal	100 hrs	@	\$	285.00 /hr	=	\$	28,500.00
Senior Engineer I / Architect I	180 hrs	@	\$	198.00 /hr	=	\$	35,640.00
Project Engineer I / Architect I	200 hrs	@	\$	161.00 /hr	=	\$	32,200.00
Staff Engineer II / Architect II	400 hrs	@	\$	146.00 /hr	=	\$	58,400.00
Senior CAD Operator/Technician	400 hrs	@	\$	114.00 /hr	=	\$	45,600.00
Project Assistant	40 hrs	@	\$	78.00 /hr	=	\$	3,120.00
Per Diem (First & Last Days)	8 man-days	@	\$	48.00 /man-day	=	\$	384.00
Lodging	4 man-nights	@	\$	113.00 /man-night	=	\$	452.00
Mileage	1000 miles	@	\$	0.670 /mile	=	\$	670.00

Task 2 WDP Subtotal \$ **204,966.00**

Electrical Engineer - ZMM

\$ 12,362.50

Task 2 Subtotal \$ **217,328.50**

Task 3 – Construction Document Submission

Principal	16 hrs	@	\$	285.00 /hr	=	\$	4,560.00
Senior Engineer I / Architect I	40 hrs	@	\$	198.00 /hr	=	\$	7,920.00
Project Engineer I / Architect I	40 hrs	@	\$	161.00 /hr	=	\$	6,440.00
Staff Engineer II / Architect II	80 hrs	@	\$	146.00 /hr	=	\$	11,680.00
Senior CAD Operator/Technician	80 hrs	@	\$	114.00 /hr	=	\$	9,120.00
Project Assistant	24 hrs	@	\$	78.00 /hr	=	\$	1,872.00

Task 3 Subtotal \$ **41,592.00**

WDP Design Phase Subtotal \$ **393,824.00**

Design Phase Subconsultant and Allowances \$ **24,725.00**

Design Phase Subtotal \$ **418,549.00**

- Fee Estimate continued on next page -

Building 35 Project E – Comprehensive Façade Project
Proposal for Design and Construction Phase Services
WDP Proposal No.: 24126E
October 16, 2024
Page No. 7



Task 4 – Bid Assistance

Principal	16 hrs	@	\$	285.00 /hr	=	\$	4,560.00
Senior Engineer I / Architect I	20 hrs	@	\$	198.00 /hr	=	\$	3,960.00
Project Engineer I / Architect I	24 hrs	@	\$	161.00 /hr	=	\$	3,864.00
Senior CAD Operator/Technician	24 hrs	@	\$	114.00 /hr	=	\$	2,736.00
Project Assistant	16 hrs	@	\$	78.00 /hr	=	\$	1,248.00
Per Diem (First & Last Days)	4 man-days	@	\$	48.00 /man-day	=	\$	192.00
Lodging	2 man-nights	@	\$	113.00 /man-night	=	\$	226.00
Mileage	660 miles	@	\$	0.670 /mile	=	\$	442.20
WDP Task 4 Subtotal							\$ 17,228.20
Plan Room Fees	Allowance					Plan Room Fees Subtotal =	\$ 1,000.00
Task 4 Subtotal							\$ 18,228.20

Task 5 – Construction Administration Services

12 Months							
Principal	24 hrs	@	\$	285.00 /hr	=	\$	6,840.00
Senior Engineer I / Architect I	80 hrs	@	\$	198.00 /hr	=	\$	15,840.00
Project Engineer I / Architect I	80 hrs	@	\$	161.00 /hr	=	\$	12,880.00
Senior CAD Operator/Technician	40 hrs	@	\$	114.00 /hr	=	\$	4,560.00
Project Assistant	8 hrs	@	\$	78.00 /hr	=	\$	624.00
Per Diem (First & Last Days)	8 man-days	@	\$	48.00 /man-day	=	\$	384.00
Lodging	4 man-nights	@	\$	113.00 /man-night	=	\$	452.00
Mileage	1320 miles	@	\$	0.670 /mile	=	\$	884.40
WDP Task 5 Monthly							\$ 42,464.40
Task 5 Subtotal							\$ 509,572.80

Task 6 – Project Closeout

Principal	8 hrs	@	\$	285.00 /hr	=	\$	2,280.00
Senior Engineer I / Architect I	24 hrs	@	\$	198.00 /hr	=	\$	4,752.00
Project Engineer I / Architect I	40 hrs	@	\$	161.00 /hr	=	\$	6,440.00
Senior CAD Operator/Technician	40 hrs	@	\$	114.00 /hr	=	\$	4,560.00
Project Assistant	8 hrs	@	\$	78.00 /hr	=	\$	624.00
WDP Task 6 Subtotal							\$ 18,656.00

Bidding & Construction Phase Subtotal	\$ 545,457.00
Bidding & Construction Phase Allowances (Plan Room Fees)	\$ 1,000.00
Bidding & Construction Phase Subtotal	\$ 546,457.00
TOTAL ESTIMATED FEE (Design + Bidding + Construction)	\$ 965,006.00

ADDITIONAL SERVICES

Experience indicates that certain additional items of work may be required or necessary which WDP cannot presently determine or estimate. For this reason, the fee for these items is not included in the provisions of "Fees and Payments" for the performance of the Work. Furthermore, the performance of these items is not included in the Work unless the item is expressly described as part of the Work in the preceding Scope of Services section. These additional items of work ("Additional Services") are caused by many factors, usually at the discretion of the Client. They may also be caused by the reviewing agency of Client, variance/deviation from present policies and standards, or reviewing governmental agencies. "Additional Services" may sometimes be referred to as extras, change orders, or

Building 35 Project E – Comprehensive Façade Project
Proposal for Design and Construction Phase Services
WDP Proposal No.: 24126E
October 16, 2024
Page No. 8



add-ons, but for the purposes of this Agreement, all such descriptions are intended to be encompassed within the term Additional Services.

We thank you for the opportunity to provide our services and look forward to working with you on this project.

Respectfully submitted,

WDP & Associates Consulting Engineers, Inc.

A handwritten signature in black ink, appearing to read "RAC", written over a horizontal line.

Rex A. Cyphers, P.E.
Principal

FEE SCHEDULE



<u>Item</u>	<u>Unit Price</u>
Principal.....	\$ 285.00 /hr
Associate Principal.....	\$ 260.00 /hr
Senior Associate	\$ 239.00 /hr
Associate.....	\$ 224.00 /hr
Senior Engineer II / Architect II.....	\$ 208.00 /hr
Senior Engineer I / Architect I.....	\$ 198.00 /hr
Project Engineer II / Architect II	\$ 172.00 /hr
Project Engineer I / Architect I	\$ 161.00 /hr
Staff Engineer II / Architect II.....	\$ 146.00 /hr
Staff Engineer I / Architect I.....	\$ 135.00 /hr
Senior CAD Operator/Engineering Technician	\$ 114.00 /hr
CAD Operator /Engineering Technician.....	\$ 99.00 /hr
Project Assistant.....	\$ 78.00 /hr

Hinton, WV

Manassas, VA

Charlottesville, VA

Blacksburg, VA

Myrtle Beach, SC

New York, NY

Attachment A - Conceptual Scope of Repair



Hinton, WV

Manassas, VA

Charlottesville, VA

Blacksburg, VA

Myrtle Beach, SC

New York, NY

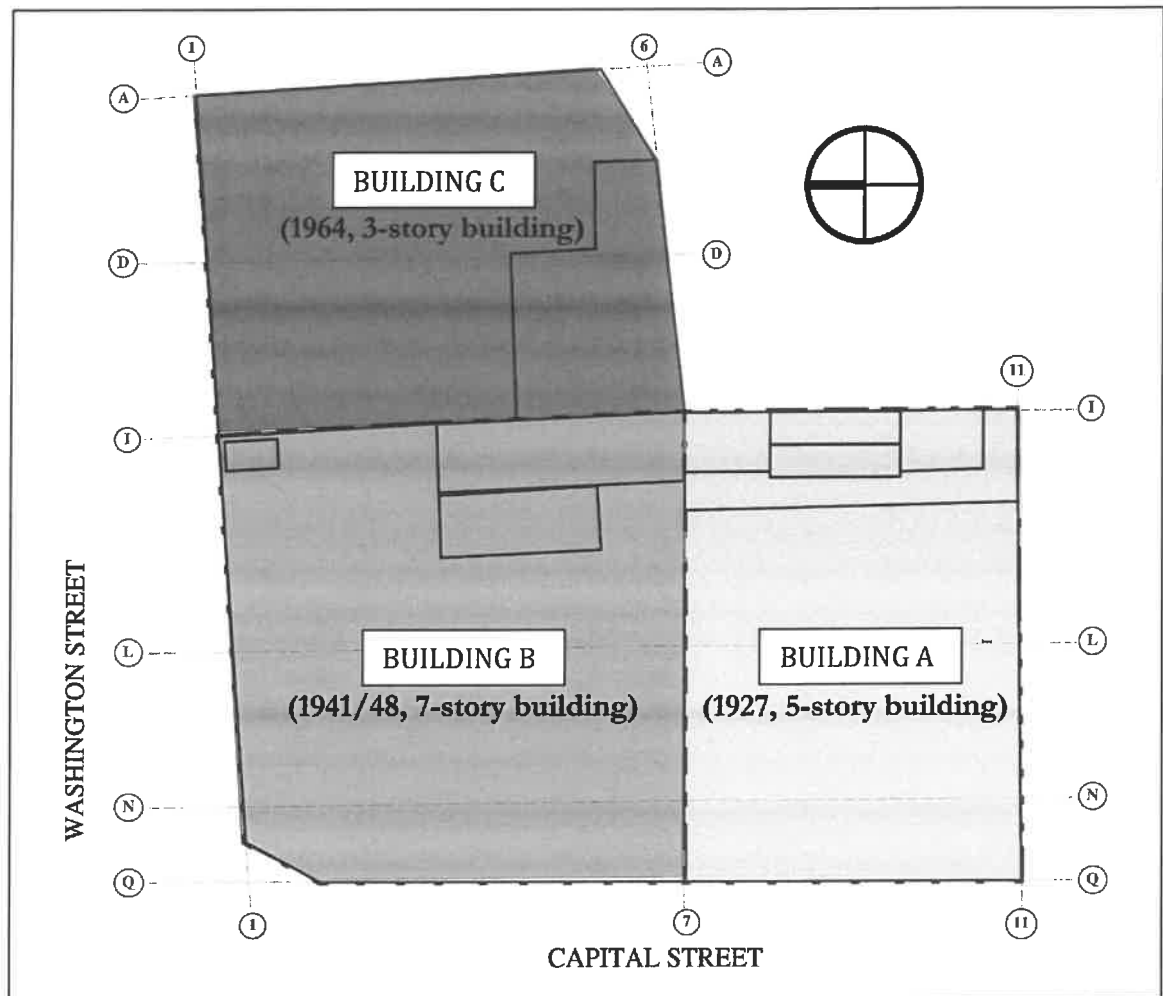


Figure 1 - Building Designations (plan view)

Background

For purposes of this scoping narrative, the three building sections are designated as shown in Figure 1.

Building A was the original five-story department store building located at the south wing of the building and was originally constructed circa 1927. Building B is the seven-story addition that was constructed at the corner of Capitol and Washington streets. Building B started as a two-story addition built north of Building A in 1941 and was later expanded up five additional floors in 1948. Building C is the three-story addition constructed east of Building B in 1964. The entire building was renovated circa 1999.



Repair Items

1. Steel Repairs

A. Spandrel Beams

- 1) Remove outer wythe of brick covering spandrel beams, extending 8" above the top flange and 8" below the bottom flange (assuming typical beam height of 20", average demolition height should be 36" in the field of the wall and 28" above windows). At the 5th floor of Building A (west elevation), carefully remove and salvage the terracotta above the window lintel, assume at least one unit will need to be broken for removal.
- 2) Install temporary shoring as demolition progresses to support brick to remain above the beam.
- 3) Remove brick between flanges of spandrel beam.
- 4) In the case that the spandrel beam is not connected to or in close proximity to a plate, lintel, or shelf angle below it, remove the second wythe of brick directly below the steel beam.
- 5) Remove corrosion down to bare steel.
- 6) Measure thickness of remaining metal (section loss threshold TBD).
- 7) Repair details will be developed that range from just cleaning, to supplementing with plates, to the installation of new beams.
- 8) If the spandrel beam is isolated (no plate, lintel, or shelf angle below) and the section loss exceeds the section loss threshold, assume installation of a ¼" thick x 8" wide steel plate stitch welded to the bottom flange. Assume that this occurs at the east elevation of Building A at the stairs and above the small windows. For all other locations, assume there is a plate or steel angle below the steel beam, and see Section 1.C and 1.D for alternative steel repair steps.

Note that, in the case of the spandrel beam and spandrel beam with a plate repair scenario, work will need to be performed from the inside in order to remove the existing plate and install a new one. It is anticipated that this work will be associated when the floor is vacated for the MEP work.

- 9) Apply coating of zinc-rich primer.
- 10) Install light-gage clip angles to web using PAFs.
- 11) Install light-gage studs between the beam flanges.
- 12) Install sheathing over studs between flanges.
- 13) Install waterproofing membrane over sheathing, extending up past top of beam and onto second wythe of brick. Secure top of membrane using termination bar.
- 14) Install reglet flashing into the second wythe of brick above the top edge of the membrane and extend flashing over the membrane.



- 15) Where spandrel beam does not have a plate, lintel, or shelf angle below it, wrap the membrane to the underside of the beam.
- 16) Where there is a plate, lintel, or shelf angle, install a drip edge flashing over the plate, lintel, or shelf angle to transition the new waterproofing membrane and weep it to the exterior. The new membrane should be flashed over the drip edge and sealed.
- 17) Install veneer ties, anchored through the sheathing and into the new studs; seal the anchor penetrations.
- 18) Install new outer brick wythe engaged with the new veneer ties.

B. Cantilevered Loading Dock Beams

- 1) Remove brick surrounding each beam penetration for the full depth of the wall.
- 2) Clean the cantilevered and exposed steel to bare steel.
- 3) Supplement or replace steel beams.
- 4) Apply coating of zinc-rich primer to the cleaned steel, and add an additional layer of waterproofing membrane to the top of the cantilevered beams as well as to the top of the spandrel beam supporting them.

C. Brick Shelf Plates and Lintel Plates Below Spandrel Beams

Assume that a brick shelf plate was used as lintels for Building B at the 2nd floor lintels and at Building A along all elevations for the full height of the building. Assume also that brick shelf plates were used as relieving angles at a frequency of one per floor going up the height of Building B along the north and west elevation. Assume shelf plates are riveted to the spandrel beams on Building A and welded on Building B.

Prior to performing repairs, a 2"x10" coupon of the steel plates from Building A and B are to be taken to perform tensile strength and weldability testing.

- 1) Remove corrosion of the plate down to bare steel.
- 2) Measure thickness of remaining metal (section loss threshold TBD).
- 3) In the event of section loss beyond the threshold and/or warpage of the plate due to the buildup of corrosion product, cut off the existing shelf plate and assume a ½" thick x 11" wide plate will be used to replace it. Assume the plate can be stitch welded for both buildings. Assume 100% replacement for Building B window lintels at the north and west elevations. Assume 100% replacement for Building A window lintels at the south elevation, 75% replacement for the east elevation, and 50% for the west elevation.
- 4) For section loss below the threshold, prime the cleaned steel in place.



D. Window Lintels

For all other locations not listed above as using shelf plates (Building B from the 4th floor to the 6th floor and Building C), assume the use of loose lintels above the windows consisting of a series of three angles (one angle per wythe of brick). Assume that the interior angles are in good condition and that only the exterior and middle angle needs to be evaluated. Assume details will need to be developed for at least 25% of window lintels for the remaining windows once the lintels on the 7th floor of Building B are replaced as a part of Project D.

- 1) Remove outer wythe of brick over lintel (assume 12" height), installing temporary shoring.
- 2) Remove the outer angle, and clean off the corrosion down to bare metal.
- 3) Measure thickness of remaining metal (section loss threshold TBD).
- 4) Replace the existing lintel with a new lintel if section loss exceeds the threshold.
- 5) If section loss is less than the threshold, apply coating of zinc-rich primer over all lintel surfaces, and reinstall lintel.
- 6) Install new drip-edge over lintel.
- 7) Install new through-wall flashing membrane to lap over and seal to the drip-edge.
- 8) Where spandrel beam is not located directly above the lintel, install reglet flashing into the second wythe of brick above the top edge of the membrane and extend flashing over the membrane. Where a spandrel beam is directly above the lintel, continue the flashing of the beam down to the lintel.
- 9) Replace or reinstall the brick or terracotta masonry above the lintel.

E. Building C Embedded Angle Removal

- 1) Remove outer wythe of brick at angles (assume 8" height).
- 2) Remove and discard angle.
- 3) Install new brick (assume two (2) wythes of brick are to be added back to fill any voids in the backup).

F. Basement Beams Adjacent to Alley

The full condition of the beams adjacent to alley are not known at this time, but we do know that they will need to be repaired. At this point, it is assumed that repairs will need to be undertaken from both the alley and the interior simultaneously. It will likely include temporarily closing the alley to repair and waterproof the beams.

G. Building A and Building B Southwest Column

Remove masonry to rebuild corners along with cleaning, priming, and protecting the steel columns. Waterproofing measures will be integrated into the mass wall design.



2. Window Repairs

Assume 100% window replacement in all three buildings.

A. 100% Window Replacement

- 1) Remove existing windows and replace with new windows.

B. Perimeter Sealant Replacement

- 1) Remove existing sealant around perimeter of windows.
- 2) Install new backer rod and sealant around window perimeter.

C. Infill 4th Floor Window at South Elevation of Building A

Work will likely need to be performed from both the interior and the exterior. Additional costs for temporary protection and relocation of tenants should be included in estimate.

- 1) Remove brick above lintel to the extent needed to remove the lintel.
- 2) Remove the lintel and window.
- 3) Infill opening with brick to match the existing exterior façade.
- 4) Assume installation of a new sealant joint at the transition between Building A and the adjacent building.
- 5) Assume repair of interior finish around the opening will be necessary.

3. Brick Masonry Repairs

A. Brick Repointing

Assume 100% repointing of Building A along the south and east face. For remaining areas, assume 10% of total wall surface, including windowsills and building transitions. See 3.H for repointing performed at ladder ties.

B. Brick Spall or Crack Repairs

Develop details for unit cost for replacing deteriorated units, repairing units and for repointing isolated mortar joints.

C. Building A and B Brick Corner Rebuilding

- 1) Deconstruct the shifted brick and terracotta (assume removal of two wythes of brick to expose the column).
- 2) Catalog, remove, and salvage any uncracked terracotta units (see Section 4.D).
- 3) Confirm condition of steel column at backup. Assume that steel does not require supplementation due to section loss. Clean the full height of the steel column to bare steel and apply a zinc-rich primer in place.
- 4) Install new brick with new stainless-steel ties to the column.



D. Building A Bowing Brick Replacement (East Elevation)

- 1) Remove brick and repair in accordance with steel repairs 1.A, 1.C, and 1.D as applicable.

E. Building B Penthouse and Bulkhead Reclad

- 1) Remove all brick veneer on the penthouse.
- 2) Reinstall new brick veneer and ties with a new through wall flashing transition to the roof (see Section 6.B for roofing repair).

F. Building C Southeast Corner Crack Repair

- 1) Install alternating pins up the height of the corner to stitch the bricks back together.
- 2) Remove existing joint mortar to sound mortar but not less than 1½" deep.
- 3) Repoint by installing new mortar in ½" lifts, ensuring that each lift is thoroughly compacted prior to installing subsequent lifts. Pointing shall conform to ASTM E2260.

G. Building C Ladder Tie Repairs

- 1) Install retrofit veneer ties at approx. 16" o.c. vertically and 24" o.c. horizontally, offset vertically from existing ladder tie reinforcement.
- 2) Grind out mortar and tie wires to a depth of 1½" at bed joints containing ladder tie reinforcement.
- 3) Repoint mortar joints at retrofit tie locations and at routed out bed joints. Assume mortar shall be installed in a minimum of three lifts.

4. Terracotta Repairs

A. In-place Crack Repairs

For locations where the terracotta unit has not been broken into more than three (3) pieces. Cost estimate assumed 100 lf of cracks (not including any shop repairs).

- 1) For locations where crack extends through the terracotta, install dry set masonry pins 3" from the sides of the cracks at a spacing no greater than 16" o.c.
- 2) Route out cracks assuming 3/8" width and depth
- 3) Patch cracks with repair mortar selected to match the appearance of the terracotta.

B. In-place Spall Repairs

Cost estimate assumed 25 sf (not including any shop repairs).

- 1) Square cut the edges of the spall to a minimum of ¼" depth and clean the surface to be repaired.
- 2) Patch the spall in lifts and allow to cure for 14-28 days.



- 3) Re-glaze the unit to match the existing appearance of the terracotta.

C. In-place Glazing Repairs

Cost estimate assumed 200 sf (not including any shop repairs).

- 1) Clean off any loose pieces of glaze.
- 2) Re-glaze the unit to match the existing appearance of the terracotta.

D. Full-unit Removal/Reinstallation

- 1) Catalog, remove, and salvage selected terracotta units.
- 2) Safely transport terracotta units to off-site shop for shop repairs of any cracks, spalls, or deteriorating glaze. Cost estimate assumed 50 lf of cracks, 25 sf of spall repairs, and 100 sf of glazing repairs.
- 3) Safely transport repaired terracotta units back to site.
- 4) Safely store repaired terracotta units on site until reinstalled.
- 5) Reinstall salvaged/repaired terracotta units in their original locations and orientations.

E. Full-unit Replacement

- 1) Document and replicate units to be replaced.
- 2) Safely store approved precast replicas on site.
- 3) Remove damaged terracotta units and install new replica units in their place.

5. Granite Repairs

A. Granite Repointing

- 1) Remove existing deteriorated sealant.
- 2) Grind out mortar joints to approximately $\frac{1}{2}$ ", taking care not to cut or damage embedded stone anchors. Assume joint thickness is $\frac{1}{4}$ ".
- 3) Clean joints and reinstall sealant with a backer rod.

B. Granite tile replacement

- 1) Assume five (5) 2'x2' tiles.

6. Below-Grade Waterproofing Repairs

A. Building A East Elevation at Alley

Note that prior work for burying utilities beneath the pavement was performed. Care and coordination will be required to not impact the buried utilities.

- 1) Remove steel plate at base of the wall.
- 2) Remove 6-ft wide strip of pavement directly adjacent to the building.
- 3) Excavate to 4 ft below grade.
- 4) Repoint mortar joints, tool and strike joint flush with brick surface.
- 5) Compact existing soil at bottom of excavation.



- 6) Install 4" concrete slab on grade at bottom of excavation. Assume reinforced with WWF 6×6-W2.9×W2.9. Slope top of slab towards existing drop inlet in alley.
- 7) Clean substrate and install waterproofing membrane over the new slab on grade, and extend it up the wall to be secured with a termination bar. The waterproofing membrane should extend at least 4" above the surface of the pavement.
- 8) Install new subsurface drain system (including drainpipe, geotextile, and aggregates) over the membrane and integrate drainpipe(s) with existing drop inlets in alley.
- 9) Install compacted fill over slab and subsurface drain system.
- 10) Install compacted base over compacted fill.
- 11) Install dowels into edges of existing pavement.
- 12) Install new 5" reinforced concrete pavement reinforced with WWF 6×6-W2.9×W2.9, with top sloped toward drain inlet(s). Install compressible joint filler between edge of pavement and the wall.
- 13) Install counterflashing assembly over upper edge of membrane and embedded into bed joint of brick. Edge shall be anchored in the bed joint using lead wool. Top surface of metal shall be coated with a bond breaker and joint pointed with mortar.

B. Building B North Elevation at Sidewalk

- 1) Remove full width of sidewalk over basement section.
- 2) Excavate existing grade down to expose roof of basement section and extend excavation 3 ft below top of basement roof.
- 3) Remove existing waterproofing membrane from roof of basement.
- 4) Inspect concrete and perform repairs to address corroded reinforcement and spalled concrete from both the interior and exterior. Cost estimate assumed 20 sf of patching and 20 lf of reinforcement to clean, coat, and splice with new reinforcement.
- 5) Install new waterproofing membrane over roof and extend min. 1 ft over edge and onto vertical face of basement walls.
- 6) Install protection board and rigid insulation over the horizontal surface. Install drainage board over sides of the basement walls.
- 7) Backfill with compacted, open-graded subbase material.
- 8) Install geotextile over aggregate and install compacted base material.
- 9) Install new 5" reinforced concrete sidewalk reinforced with WWF 6×6-W2.9×W2.9, with top sloped toward drain inlet(s). Install compressible joint filler between edge of pavement and brick wall. Install dowels into edges of existing pavement.



7. Mechanical and Plumbing Repairs – Coordinated with ZMM

A. Clock Refurbishment

- 1) Design repairs and restoration of the clock at the Capitol Street entrance to return to fully working order.

B. Alley Lights

- 1) Installation of utilitarian lights along the alley on the East and South elevations of Buildings A and C.

C. Building C Cooling Tower

- 1) Clean corrosion on support dunnage and replace coil supports as needed.
- 2) Apply zinc-rich primer over cleaned areas.

D. Repair or Replace Rain Leaders and Downspouts

- 1) East elevation of Building A

8. Interior Repairs

A. Plaster Repairs at Stairway F

- 1) Repair all the plaster in the upper portions of Stairway F.

9. Miscellaneous Repairs

A. Building C Roof

- 1) The replacement of the Building C roof designed as a part of Project D, will be included in the bid package for this project so the roof can be replaced once the scaffolding is removed.

B. Flagpole

- 1) The exact scope of the flag poles is not yet defined. However, either provisions will be included for a new flagpole adjacent to the entrance of the building or provisions will be included to either refurbish or remove the existing flagpoles along Washington and Capitol Streets.

~~October 4, 2024~~

Revised - October 23, 2024



West Virginia Department of Administration
General Services Division
1900 Kanawha Boulevard East
Building 1, Room MB60
Charleston, WV 25305

Attention: Aaron Armstrong, P.E.
 Project Manager

Manassas, VA

Charlottesville, VA

Blacksburg, VA

Myrtle Beach, SC

New York, NY

Reference: Change Order Request:
 Design, Bidding & Construction Phase Services
 Building 31 Parking Garage
 Charleston, West Virginia
 WDP Project No.: 24126A

Dear Mr. Armstrong:

As requested, WDP& Associates Consulting Engineers, Inc. (WDP) has prepared this proposal to provide Phase II (repair design) & Phase III (construction administration) services for the parking garage located at 500 Capitol Street, Charleston, WV 25301 and referred to by the Agency as "Building 31." Building 31 is an 8-level precast parking garage consisting of double tee deck sections, inverted tee beams, and various shear walls and connections. WDP has completed a structural assessment of this structure in July of 2024.

SCOPE OF SERVICES

This proposal is limited exclusively to the work as described in this Scope of Services section. Anything not expressly described shall be considered excluded from the work. WDP proposes to perform the work as follows:

PHASE II SERVICES – REPAIR DESIGN AND CONSTRUCTION DOCUMENTS

WDP will develop full Contract Documents for the performance of all repairs to Building 31 identified in the July 26, 2024 report. WDP's repair drawings will include the necessary plan, section, and detail views to illustrate the work scope and intent of repairs. The Project Manual will include all necessary Division 0, 1, and technical specifications necessary for bidding and construction.



ZMM will be retained by WDP to prepare design documents related to lighting and security camera repairs and improvements. Their proposal is included as an Attachment.

WDP will submit documents to the GSD at 30% completion. The drawings and project manual for this submission will be schematic and focused on necessary phasing required to complete the work described. At this time, it is assumed that approximately two (2) floors can be taken out of service at a time for repair work. This drawing set will include descriptions of the full scope of repairs. ***Documents will be provided in digital format only.***

Following a two (2) week review period, WDP will hold a conference call meeting with the GSD to discuss comments and feedback. The comments and feedback will be incorporated into the 95% submission. At this time, the drawings and Project Manual will be comprehensive and complete, pre-final Construction Documents. WDP will provide electronic copies in PDF format of these documents for review by the GSD. ***Documents will be provided in digital format only.***

Review by the Fire Marshal or any other entities is not anticipated. If required, all costs for these reviews shall be at the cost of the GSD or considered Additional Work.

Following a two (2) week review period, WDP will hold a conference call meeting with the GSD to discuss comments and feedback. The comments and feedback will be incorporated into the final submission.

After receipt of comments and feedback from the GSD, WDP will prepare a final submission to be sent out for bidding purposes. The final submission will be made two weeks after the conference call meeting with the GSD. The final submission will be signed and sealed by a Professional Engineer licensed in the State of West Virginia and submitted in electronic PDF format. Up to three (3) printed sets of documents be provided.

PHASE II - Tentative Schedule

The following is a tentative schedule for Phase II Services based on the Scope of Work. ***This schedule has been revised to accommodate for the winter holiday season.***

Notice to Proceed – on or before November 1, 2024

30% Submission (4 weeks) – November 29, 2024

WDP Receipt of Comments / Conference call on 30% Submission (2 weeks)
– on or before December 13, 2024

95% Submission (***7 weeks***) – January 31, 2025



WDP Receipt of Comments on 95% Submission (2 weeks) – February 14, 2025
Final Submission (4 weeks) – March 14, 2025

PHASE III SERVICES – BID AND CONSTRUCTION ADMINISTRATION SERVICES

WDP will provide construction administration services during the Pre-Award, Post-Award, and Construction Stages. This includes attending pre-construction and progress meetings, reviewing contractor submittals and shop drawings, responding to Requests for Information (RFIs), performing construction observations, reviewing pay applications, and reviewing change orders. WDP will make regular site visits during the demolition and repair process to evaluate potential hidden conditions and provide additional guidance as needed for the successful execution of the project.

It is our understanding that the GSD will provide the necessary bidding documents to the Purchasing Division to include but not limited to, Instructions to Vendors, Terms and Conditions, General Construction Specifications, and Pricing Pages as applicable.

WDP services during each stage are further outlined as follows:

Bidding Phase

As part of the Bidding Phase, WDP anticipates it will participate by performing the following:

- WDP will attend a pre-bid meeting on a date scheduled by the GSD.
- WDP will respond to Contractor RFI's and Pre-bid questions.
- WDP will assist the GSD in review of Contractor proposals ***and recommend the award of construction contract to the lowest responsible qualified bidder.***

Construction Phase

As part of the Construction Phase, WDP anticipates it will participate by performing the following:

- WDP will provide bi-weekly site visits to review construction progress.
- ***WDP will attend bi-weekly progress meetings. It is anticipated that WDP will attend one meeting per month virtually and one meeting will coincide with WDP project manager's site visit and be attended in person.***
- WDP will respond to Contractor RFIs.
- WDP will review all applications for payment submitted by the Contractor.
- WDP will review Cost Proposals or Change Orders during the execution of the work.
- WDP will review submittals from the Contractor.
- WDP will review Project Closeout documents.



- Note: fees for the construction phase have been prepared based on an estimated six (6) month construction schedule. Additional fees may be required should the construction schedule extend beyond six (6) months.

Project Site Visits

WDP will make visits to the project site to attend a preconstruction meeting, progress meetings, and to make construction observations to verify work is installed in general accordance with the Contract Documents. Prior to the beginning of construction, there will be one (1) preconstruction meeting with the Contractor, sub-contractors, and the GSD to discuss the Scope of Work, responsibilities, communication and correspondence, expectations, scheduling, submittal procedures, RFI procedures, and other topics concerning the execution of the work. WDP will schedule the meeting, prepare the agenda, conduct the meeting, and provide meeting minutes to all participants in attendance.

Throughout the construction phase, it is anticipated that progress meetings will be held ***bi-weekly*** to discuss the work that has been completed, as well as the upcoming work. The progress meetings will serve as an opportunity for the Contractor and WDP to address questions, outstanding issues, and develop plans to address issues related to the next portion of work. For the purposes of this Proposal, we assumed that progress meetings will begin with the full mobilization of the site. ***WDP anticipates attendance of the bi-weekly progress meetings to be half virtual and half to be attended in person.***

WDP will also make bi-weekly site visits to the site to observe the progress of construction and provide technical assistance to the Contractor. For the purposes of this proposal, we have assumed that WDP will conduct not more than sixteen (16) site visits over the duration of construction, from which site visit reports will be issued to the GSD and the Contractor. These reports will include general construction progress, notable discussions from the site visit, and any deficient items that were observed. The site visits for construction observations will coincide with progress meetings.

Request for Information (RFIs) Review

Due to the nature of the project, hidden/unforeseen conditions will occur during preconstruction and construction. When the Contractor encounters a condition that is different than the Construction Documents, the Contractor will submit a "Request for Information" (RFI). The RFI is an official documented contract procedure where the Contractor notifies the designer that the design cannot be installed without more direction. WDP will review the RFIs and provide a timely response to the Contractor in order to limit schedule disruptions. All RFIs and RFI responses shall be submitted electronically.



Pay Application, Cost Proposals, and Change Order Review

Prior to the start of construction, WDP will review the Contractor's Schedule of Values to ensure the Scope of Work is clearly defined in a manner that will allow for discrete tracking of construction progress. WDP will review all applications for payment submitted by the Contractor at monthly intervals. It is anticipated that the application for payment will be submitted prior to a progress meeting so WDP can review and discuss any items of concern during this meeting.

In the event the Contractor submits a Cost Proposal or Change Order during the execution of the work, WDP will review the submitted documentation and provide a recommendation to the GSD as to whether a Change Order is warranted.

Submittal Review

Prior to proceeding with the work, the Contractor must submit the products, materials, and shop drawings that will be used during construction as outlined in the Project Manual. WDP will review the submitted products and accompanying technical information for compliance and notify the Contractor if the products meet the general requirement of the Contract Documents. Unapproved submittals will be returned to the Contractor with an explanation for withholding of approval. We have assumed that Contractor submittals and submittal responses will be submitted electronically.

Project Closeout

When the Contractor submits a written request for Substantial Completion, WDP will conduct a review and develop a list of incomplete items that need to be addressed prior to Final Completion. WDP will conduct a second review upon receiving a written request for Final Completion.

FEES AND PAYMENTS

WDP services will be performed on a Lump Sum basis. Please see Attachment A for a detailed fee breakdown. Lump Sum fees are as follows:

TASK	LUMP SUM FEE
PHASE II – Repair Design and Documents	\$ 145,339.00
PHASE III – Bid and Construction Support Services	\$ 141,904.00
TOTAL FEE:	\$ 287,243.00

Phase II & III Services for
Building 31 Parking Garage
WDP Project No.: 24126A
Revised - October 23, 2024
Page No. 6



ADDITIONAL WORK

Occasionally, additional items of work may be required or necessary which WDP cannot presently determine or estimate and will be considered "Additional Work." For this reason, the fee for these items is not included in the "Fees and Payments" section for the performance of the Work. Further, the performance of these items is not included in the Work unless the item is expressly described as the Work in the preceding Scope of Services section. These additional items of work ("Additional Work") are caused by many factors, usually at the discretion of the Client and/or his contractors. They may also be caused by reviewing agencies. "Additional Work" may sometimes be referred to as extras, change orders, or add-ons, but for purposes of this Proposal, all such descriptions are intended to be encompassed within the term Additional Work.

FEES FOR ADDITIONAL WORK

Fees and payments for Additional Work shall be in addition to any fees and payments for the Work described in the Scope of Services and shall be billed and paid for in accordance with the fee schedule and charges submitted to WDP by its subcontractors.

We thank you for the opportunity to provide this proposal for our services. If you should have any questions, please do not hesitate to contact our office.

Respectfully submitted,

WDP & Associates Consulting Engineers, Inc.

A handwritten signature in black ink, appearing to read "John M. Grill".

John M. Grill, P.E.
Sr. Associate & Division Manager

**ATTACHMENT A
LUMP SUM FEE BREAKDOWN
BUILDING 31 DESIGN AND CA SERVICES**

PHASE II SERVICES – REPAIR DESIGN AND DOCUMENTS

30% Design Submission

Principal	4.0	hours @	\$ 296.00	/hour =	\$ 1,184.00
Senior Associate	24.0	hours @	\$ 239.00	/hour =	\$ 5,736.00
Project Engineer I	24.0	hours @	\$ 161.00	/hour =	\$ 3,864.00
Staff Engineer I	24.0	hours @	\$ 135.00	/hour =	\$ 3,240.00
Senior CAD Operator	40.0	hours @	\$ 114.00	/hour =	\$ 4,560.00
Project Assistant	4.0	hours @	\$ 78.00	/hour =	\$ 312.00

ZMM Architects and Engineers

Lighting/Electrical	\$ 12,880.00
Security/Cameras	\$ 5,520.00

Subtotal = \$ 37,296.00

95% Design Submission

Principal	8.0	hours @	\$ 296.00	/hour =	\$ 2,368.00
Senior Associate	60.0	hours @	\$ 239.00	/hour =	\$ 14,340.00
Project Engineer I	60.0	hours @	\$ 161.00	/hour =	\$ 9,660.00
Staff Engineer I	120.0	hours @	\$ 135.00	/hour =	\$ 16,200.00
Senior CAD Operator	40.0	hours @	\$ 114.00	/hour =	\$ 4,560.00
CAD Operator	80.0	hours @	\$ 99.00	/hour =	\$ 7,920.00
Project Assistant	4.0	hours @	\$ 78.00	/hour =	\$ 312.00

ZMM Architects and Engineers

80% of Construction Documents Phase

Lighting/Electrical	\$ 14,747.60
Security/Cameras	\$ 6,320.40

Subtotal = \$ 76,428.00

For Construction Submission

Principal	6.0	hours @	\$ 296.00	/hour =	\$ 1,776.00
Senior Associate	32.0	hours @	\$ 239.00	/hour =	\$ 7,648.00
Project Engineer I	32.0	hours @	\$ 161.00	/hour =	\$ 5,152.00
Staff Engineer I	40.0	hours @	\$ 135.00	/hour =	\$ 5,400.00
Senior CAD Operator	40.0	hours @	\$ 114.00	/hour =	\$ 4,560.00
Project Assistant	4.0	hours @	\$ 78.00	/hour =	\$ 312.00
Reimbursable Expenses (Per §11.8, B101)					\$ 1,500.00

ZMM Architects and Engineers

20% of Construction Documents Phase

Lighting/Electrical	\$ 3,686.90
Security/Cameras	\$ 1,580.10

Subtotal = \$ 31,615.00

SUBTOTAL PHASE II SERVICES = \$ 145,339.00

ATTACHMENT A
LUMP SUM FEE BREAKDOWN
BUILDING 31 DESIGN AND CA SERVICES

PHASE III SERVICES – BID AND CONSTRUCTION ADMINISTRATION SERVICES

Bid and Preconstruction Phase

Principal	2.0	hours @	\$ 296.00	/hour =	\$ 592.00
Senior Associate	32.0	hours @	\$ 239.00	/hour =	\$ 7,648.00
Project Engineer I	16.0	hours @	\$ 161.00	/hour =	\$ 2,576.00
Project Assistant	6.0	hours @	\$ 78.00	/hour =	\$ 468.00
Per Diem (Lodging)	1.0	each @	\$ 113.00	/each =	\$ 113.00
Per Diem (M & IE) first and last days	2.0	each @	\$ 48.00	/each =	\$ 96.00
Mileage	700.0	miles @	\$ 0.67	/mile =	\$ 469.00

ZMM Architects and Engineers

Lighting/Electrical	\$ 1,207.50
Security/Cameras	\$ 517.50
Subtotal =	\$ 13,687.00

Construction Phase ** (estimated six month project duration)

Principal	12.0	hours @	\$ 296.00	/hour =	\$ 3,552.00
Senior Associate	348.0	hours @	\$ 239.00	/hour =	\$ 83,172.00
Staff Engineer II	180.0	hours @	\$ 146.00	/hour =	\$ 26,280.00
Project Assistant	12.0	hours @	\$ 78.00	/hour =	\$ 936.00
Per Diem (Lodging)	12.0	each @	\$ 113.00	/each =	\$ 1,356.00
Per Diem (M & IE) first and last days	24.0	each @	\$ 48.00	/each =	\$ 1,152.00
Mileage	8,400.0	miles @	\$ 0.67	/mile =	\$ 5,628.00

ZMM Architects and Engineers

Lighting/Electrical	\$ 4,298.70
Security/Cameras	\$ 1,842.30
Subtotal =	\$ 128,217.00

SUBTOTAL PHASE III SERVICES = \$ 141,904.00

TOTAL ALL SERVICES = \$ 287,243.00

October 18, 2024

Rex A. Cyphers, P.E.
Principal
WDP & Associates, Consulting Engineers
335 Greenbrier Drive, Suite 205
Charlottesville, VA 22901



**RE: WVGS Building 31 Garage Lighting and Cameras - A
Construction Documents, Bidding and Construction Admin.**

sent via Email

Mr. Cyphers:

ZMM hereby proposes to amend our original contract for this project in order to provide Design Development, Construction and Bidding Documents, Bidding Phase Services and Construction Administration Services for the scope of work noted at 4.0 ELECTRICAL SURVEY in the report **"CONDITION ASSESSMENT SURVEY -BUILDING 31 PARKING GARAGE"** : WDP Project No. 24126A – ZMM#24058A dated July 26, 2024.

Please note that this only includes the scope of work noted in the above noted report and does not include any of the work outlined in 24126B, 24126C, 24126D or 24126E.

ZMM proposes to provide a 30% set of review documents a 95% set for final review and then 100% Construction Documents; all to meet the owner's deadline of bidding the project in March of 2025.

The scope of services to administer the scope of the report will follow the descriptions of the scope of work noted in the original AIA contract pertaining the phases noted below in the fee breakdown.

For the above scope of services, ZMM proposes the following lump sum fees to be billed per our original agreement. The lighting and electrical scope represents 70% of the above fee and the security/ camera systems represents 30%.

		Lighting/ Electrical	Security/ Cameras	Project Totals
Design Development	30%	\$11,200	\$4,800	\$16,000
Construction Documents	45%	\$16,030	\$6,870	\$22,900
Bidding Phase Services	5%	\$1,050	\$450	\$1,500
<u>Construction Administration</u>	<u>20%</u>	<u>\$3,738</u>	<u>\$1,602</u>	<u>\$5,340</u>
Totals	100%	\$32,018	\$13,722	\$45,740

Please sign and return a copy of this proposal at your convenience, and let me know if you have any questions, or require additional information.

Respectfully submitted,
ZMM Architects and Engineers

A handwritten signature in black ink that reads 'Michael M. Phillips'. The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Michael M. Phillips, AIA, NCARB, LEED AP
Senior Architect

Cc: File, Adam Krason

Accepted by:

Name:

Date:

~~October 4, 2024~~
November 8, 2024



State of West Virginia
General Services Division
112 California Avenue
Charleston, WV 25305

Attention: Aaron Armstrong, P.E.
 Project Manager

Reference: Building 35 Project B - Building Systems
 Proposal for Schematic Design Phase Services
 WDP Proposal No.: 24126B Revised

Hinton, WV

Manassas, VA

Charlottesville, VA

Blacksburg, VA

Myrtle Beach, SC

New York, NY

Dear Mr. Armstrong:

WDP & Associates Consulting Engineers, Inc., ("WDP") is pleased to submit this proposal for additional professional services for the schematic design of three options for the replacement of the Building Systems in Building 35 in accordance with the attached proposal from ZMM. As outlined in the attached proposal, a brief narrative to discuss three (3) proposed options to be further developed will be provided two (2) weeks after notice of award. The schematic design for the three options along with associated cost estimates will be provided three (3) weeks after receiving comments from the GSD on the narrative.

ZMM Fee - \$206,500.00
15% Mark-up - \$30,975.00
Total Fee - \$237,475.00

We thank you for the opportunity to provide our services and look forward to working with you on this project.

Respectfully submitted,

WDP & Associates Consulting Engineers, Inc.

A handwritten signature in black ink, appearing to read "RAC", written over a horizontal line.

Rex A. Cyphers, P.E.
Principal

November 5, 2024

Rex A. Cyphers, P.E.
Principal
WDP & Associates, Consulting Engineers
335 Greenbrier Drive, Suite 205
Charlottesville, VA 22901



**RE: WVGSD Building 3 Systems Renovations - B
Schematic Design of Multiple Options**

sent via Email

Mr. Cyphers:

ZMM hereby proposes to amend our original contract for this project in order to provide Schematic Design of up to 3 options to a 30% design development level. The process will start with evaluation of multiple versions to narrow down to 3 to fully explore. The options to possibly include at this point are: a) Optimizing the ceiling mounted heat pump system by combining and relocation b) an air cooled VRF with DOAS system c) a water cooled VRF DOAS, condensers in newly created mechanical rooms on each floor.

This also includes the additional scope for the removal of the abandoned elevator and other equipment in the penthouse above the 7th floor to include in the bid documents for project D or E, as well as demolition and construction drawings for the areas located within the boundary of the 7th floor roof structure work in project D related to the mechanical systems. ZMM will provide the systems documents to be included in the 7th floor roof structure project to meet those timelines. WDP will provide all structural design.

The schematic design of the 3 options will be on its own timeline. For the schematics of 3 options, ZMM will initially prepare a brief narrative to meet with the owner to narrow down the scope to 3 options to pursue. This meeting should be able to occur within 2 weeks of notice to proceed. Once the owner decides which 3 options to pursue, ZMM will prepare the Schematic Design documents. We anticipate those documents taking 3 weeks to complete. This work will include cost estimates of each of those 3 options.

The scope of services will follow the descriptions of the scope of work noted in the original AIA contract pertaining the corresponding phase.

For the above scope of services, ZMM proposes the following lump sum fees to be billed per our original agreement:

30% Design Development of 3 options	206,500
-------------------------------------	---------

Please sign and return a copy of this proposal at your convenience, and let me know if you have any questions, or require additional information.

Respectfully submitted,
ZMM Architects and Engineers

A handwritten signature in black ink that reads 'Michael M. Phillips'. Below the signature, the text 'ZMM, INC.' is printed in a small, sans-serif font.

Michael M. Phillips, AIA, NCARB, LEED AP
Senior Architect



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: CCT GSD24*09 - CO#3

1 message

Jones, James R <james.r.jones@wv.gov>

Fri, Dec 20, 2024 at 12:59 PM

To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Cc: Cody G Taylor <cody.g.taylor@wv.gov>, Melissa K Pettrey <melissa.k.pettrey@wv.gov>

Tara,

We're good to go on this one.

*James (Jamie) R. Jones
Procurement Administrator
General Services Division
103 Michigan Avenue
Charleston, WV 25311
(P) 304-352-5517
(C) 304-356-1076
(F) 304-558-1475*

"Only when the power of love overcomes the love of power will the world know peace." J. Hendrix

EFT (direct deposit) payments are the safest, quickest way to receive payment!

Click the link <https://www.wvsao.gov/ElectronicPayments/Default>

On Fri, Dec 20, 2024 at 12:58 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Cody is ready to encumber this change order.

You noted you needed to check funding/accounting before that occurred.

Please let me know when to encumber.

Thanks,
Tara



Pettrey, Melissa K <melissa.k.pettrey@wv.gov>

Re: Building 35 Change Order #3 (CCT GSD24*9)

1 message

Jones, James R <james.r.jones@wv.gov>
To: "Pettrey, Melissa K" <melissa.k.pettrey@wv.gov>
Cc: "Taylor, Cody G" <cody.g.taylor@wv.gov>

Wed, Dec 4, 2024 at 2:19 PM

I'm going to chime in. For this change order, we are trying to utilize funds that we receive in rents. We typically "squirrel" money from this fund in a pre-encumbered state to be released when needed. I'm afraid that while we're waiting for this change order to completely go through the signature process that we'll accidentally use a portion and will need to do a budget adjustment. If we can put this aside ourselves, and have notification prior to it the change order being unencumbered, there's less chance that we might run into an issue at that time.

James (Jamie) R. Jones
Procurement Administrator
General Services Division
103 Michigan Avenue
Charleston, WV 25311
(P) 304-352-5517
(C) 304-356-1076
(F) 304-558-1475

"Only when the power of love overcomes the love of power will the world know peace." J. Hendrix

EFT (direct deposit) payments are the safest, quickest way to receive payment!

Click the link <https://www.wvsao.gov/ElectronicPayments/Default>

On Wed, Dec 4, 2024 at 2:13 PM Pettrey, Melissa K <melissa.k.pettrey@wv.gov> wrote:

I can let you know when it gets to the AG's office, and maybe catch it when it gets back here. I may be able to put a note on it. Is there an issue with the funds?

Melissa Pettrey
Senior Buyer, Purchasing Division
304-558-0094 • Melissa.K.Pettrey@wv.gov



On Wed, Dec 4, 2024 at 2:10 PM Taylor, Cody G <cody.g.taylor@wv.gov> wrote:

Is it possible for you to let me know before you encumber the money for this change order?

On Wed, Dec 4, 2024 at 2:06 PM Pettrey, Melissa K <melissa.k.pettrey@wv.gov> wrote:

Still waiting on Governor's office approval.

Melissa Pettrey

Senior Buyer, Purchasing Division

304-558-0094 • Melissa.K.Pettrey@wv.gov



On Wed, Dec 4, 2024 at 1:11 PM Taylor, Cody G <cody.g.taylor@wv.gov> wrote:

Good Afternoon,

Can you tell me where we are with this one? Also, is it possible for you to let me know before you encumber the money for this change order?

--

EFT (direct deposit) payments are the safest, quickest way to receive payment!

Click the link <https://www.wvsao.gov/ElectronicPayments/Default>

Cody Taylor, Procurement Specialist

WV Department of Administration

General Services Division

112 California Avenue, 5th Floor

Charleston, WV 25305

Office: (304)352-5531

APPROVED
[Signature]
12/14/24



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

John K. McHugh
Cabinet Secretary

John K. McHugh
Director

MEMORANDUM

To: Melissa Pettrey, Senior Buyer, State Purchasing Division

From: Cody Taylor, Procurement Specialist, General Services Division *Cody Taylor*

Date: November 12, 2024

Ref: Change Order #3 – CCT 0211 GSD2400000009 – Building 31 & 35 Renovations Project

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#3) to our contract (CCT 0211 GSD2400000009) with WDP & Associates (the "Engineer") for Buildings 31 & 35 Renovation Project. Per the documentation attached here and to the Header of the wvOasis procurement document, we are requesting an increase of \$1,489,724.00, to cover the following tasks for the "Project E – Comprehensive Façade" (\$965,006.00), "Project B – Building Systems Proposal for Schematic Design Phase Services" (\$237,475.00), and "Building 31 Parking Garage – Design, Bidding, and Construction Phase Services" (\$287,243.00). This change order will only cover the Design/Construction Documents, Bid Assistance, Construction Administration, and Project Closeout for these portions of the project. There will be other Change Orders in the Future to address the other Tasks in the initial contract.

Original Contract Award Amount =	\$394,657.55
Change Order #1 Increase =	\$531,824.20
Change Order #2 Increase =	\$140,127.50
Change Order #3 Increase Requested =	\$1,489,724.00
New Contract Amount =	\$2,556,333.25

Please make this increase effective as of November 12, 2024.

If you have any questions or need additional information, please contact me via email at Cody.G.Taylor@wv.gov or by phone at (304) 352-5531.



Pettrey, Melissa K <melissa.k.pettrey@wv.gov>

Fwd: Additional Spending Requests from GSD

1 message

Willis, Samantha L <samantha.l.willis@wv.gov>

Thu, Dec 5, 2024 at 11:57 AM

To: Frank M Whittaker <frank.m.whittaker@wv.gov>, Melissa K Pettrey <melissa.k.pettrey@wv.gov>

Approved from the Governor's Office

Samantha Willis*Director & General Counsel**Purchasing Division*304-558-0492 • Samantha.L.Willis@wv.gov

----- Forwarded message -----

From: **Foreman, Sherri D** <sherri.d.foreman@wv.gov>

Date: Thu, Dec 5, 2024 at 10:51 AM

Subject: Re: Additional Spending Requests from GSD

To: Willis, Samantha L <samantha.l.willis@wv.gov>CC: Berkeley Bentley <berkeley.bentley@wv.gov>

Sam,

These have been reviewed and the Chief has approved. Thank you!

Sherri

**Sherri Foreman***Executive Assistant to Chief of Staff***Office of Governor Jim Justice****State Capitol****1900 Kanawha Boulevard, E.****Charleston, WV 25305**

304-558-2000 (office)

304-342-7025 (fax)

Governor.wv.gov

Email correspondence to and from this email address is subject to the West Virginia Freedom of Information Act and may be disclosed, in whole or in part, to third parties by an authorized State official. It may also be privileged or otherwise protected by work product immunity or other legal rules. Unauthorized disclosure of health, legally privileged, or otherwise confidential information, is prohibited by law. If you have received this email in error, please notify the sender immediately and delete all records of this email.

On Tue, Dec 3, 2024 at 12:21 PM Willis, Samantha L <samantha.l.willis@wv.gov> wrote:

Please find attached more spending requests from GSD. One of these documents has 5 separate requests in it. Let me know if you have any questions or concerns, thanks!

Sam

--
Samantha Willis

Director & General Counsel

Purchasing Division

304-558-0492 • Samantha.L.Willis@wv.gov





STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

John K. McHugh
Acting Cabinet Secretary

John K. McHugh
Director

November 14, 2024

To: Samantha Willis, Director, State Purchasing Division

From: Robert P Kilpatrick, Deputy Director, General Services Division

Re: Request to Purchase/Encumber Procurement Award Document in Excess of \$50,000.00

Pursuant to the directive issued July 18, 2024, the General Services Division is requesting approval to expend, through purchase and encumbrance, the following:

Type of Purchase: A Change Order (#3) to a Centralized Contract (CCT) CCT 0211 GSD2400000009
(Procurement Folder 1311383)

Total Cost of Change Order (CO#3): \$1,489,724.00

Total Cost of Contract with Change Order: \$2,556,333.25

Award Document Number: CCT 0211 GSD2400000009 (Version 6)

Description of Action/Purpose of Procurement: This change order is to increase the contract for the 5-phase project to renovate the Diamond Building and Capitol Street Parking Garage, specifically to cover the Design, Bid Phase and Construction Administration services to complete "Project E - Comprehensive Facade"(\$965,006.00); Schematic Design phase services for "Project B - Building Systems" (HVAC, Life/Safety)(\$237,475.00); and Design, Bid Phase and Construction Administration services to complete "Project A - Building 31 (Parking Garage)(\$287,243.00). These design services will be paid from non-appropriated special revenue funding, until such time that the Agency request for supplemental/improved appropriation is resolved. All indicated costs have been vetted against the conditions of the current contract (i.e. hourly rates for Additional Services).

Thank you for your consideration of our request.



Robert P Kilpatrick, Deputy Director, General Services Division

You are viewing this page over a secure connection. Click [here](#) for more information.

West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

WDP & ASSOCIATES CONSULTING ENGINEERS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/9/2003		4/9/2003	Foreign	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock
Charter County	Summers	Control Number	55135
Charter State	VA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Local Office Address	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Mailing Address	10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	10621 GATEWAY BOULEVARD SUITE 200 MANASSAS, VA, 20110 USA
Type	Address

Officers

Type	Name/Address
Director	J. ERIC PETERSON 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
Director	A. RHETT WHITLOCK 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
President	J. ERIC PETERSON 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
Secretary	J. ERIC PETERSON 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
Treasurer	REX A. CYPHERS 10621 GATEWAY BOULEVARD SUITE 200 MANASSAS, VA, 20110
Type	Name/Address

Name Changes

Date	Old Name
------	----------

6/11/2015	WHITLOCK DALRYMPLE PETERSON & ASSOCIATES, INC.
5/18/2015	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
3/18/2013	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, P.C. INC.
12/30/2008	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
Date	Old Name

Date	Amendment
6/11/2015	NAME CHANGE: FROM WHITLOCK DALRYMPLE PETERSON & ASSOCIATES, INC.
5/18/2015	NAME CHANGE: FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
3/18/2013	NAME CHANGE: FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, P.C. INC.
12/30/2008	AMENDMENT FILED CHANGING NAME FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
Date	Amendment

Annual Reports

Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009
2008
2007
2006
2005
2004
Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, December 12, 2024 — 9:23 AM

© 2024 State of West Virginia





[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

☐ Any Words



☒ All Words



☐ Exact Phrase



e.g. 123456789, Smith Corp

"WDP & Associates Consulting Engineers Inc"



Entity



Location



Status



☒ Active

☐ Inactive

Reset



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

Go back

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>12/12/2021</u> Solicitation No. _____ <div style="color: blue; font-size: 1.2em;">C/O #3</div>	Agency: West Virginia General Services Division <hr/> Procurement Officer Submitting Requisition: Cody Taylor <hr/> Requisition No. CCT GSD2400000009 <hr/> PF No.: 1311383
--	--

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: Melissa K. Pettrey, Senior Buyer