



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

State of West Virginia
Contract

Order Date: 02-20-2025

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 0310 6565 DNR2200000005 5	Procurement Folder:	918462
Document Name:	A/E Services-Hawks Nest & Pipestem New Tramways	Reason for Modification:	Change Order No. 03 issued to renew the contract for one year as per the attached documentation.
Document Description:	A/E Services-Hawks Nest & Pipestem New Tramways		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-10-28
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-10-27

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000201753 ALPHA ASSOCIATES INC 209 PRAIRIE AVE STE 209 MORGANTOWN WV 26501 US Vendor Contact Phone: 304-296-8216 Extension: 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: James H Adkins Requestor Phone: (304) 558-3397 Requestor Email: jamie.h.adkins@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
DIVISION OF NATURAL RESOURCES PARKS & RECREATION-PEM SECTION 324 4TH AVE SOUTH CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

CR 3-11-25

Total Order Amount:	\$1,125,460.50
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mar 11 - 3/11/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>3/12/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: 3-13-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 03 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 10/28/2024 through 10/27/2025

Renewals Remaining: Zero (0).

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101500	0.00000		0.000000	\$989,150.00
Service From	Service To	Manufacturer		Model No	
2021-10-28	2025-10-27				

Commodity Line Description: Civil engineering

Extended Description:

Architectural/engineering services and contract administration for new tramways at Hawks Nest and Pipestem State Parks.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101500	0.00000		0.000000	\$136,310.50
Service From	Service To	Manufacturer		Model No	
2021-10-28	2025-10-27				

Commodity Line Description: Change Order No. 02

Extended Description:

Architectural/engineering services and contract administration for new tramways at Hawks Nest and Pipestem State Parks.

Governor Patrick Morrisey



*approved
JH 3.7.25*

Director Brett W. McMillion

Memo

To: Jamie Adkins
WV DNR Chief Procurement Officer

From: Brad Leslie, PE
Project Engineer

Re: CCT DNR 22*05 CQ3
Alpha Architects and Engineers
Contract Renewal Request
Backdate Memo

Date: March 3, 2025

We, the West Virginia Division of Natural Resources, Planning, Engineering and Maintenance Section requests a renewal of the above contract under the current terms, conditions, and pricing. Associated construction project is still ongoing and nearing completion.

It is understood that this contract is beyond 20 days past the existing end date of the contract. The renewal was inadvertently missed and there were delays in obtaining all the documentation. Please forgive the fact that this request is more than 20 days before the expiration date.

Please advise if there are any questions regarding this request.



Governor Patrick Morrisey

Director Brett W. McMillion

Memo

To: Jamie Adkins
WV DNR Chief Procurement Officer

From: Brad Leslie, PE
Project Engineer

A handwritten signature in blue ink, appearing to read "Brad Leslie", is written over the printed name and title.

Re: CCT DNR 22*05 1
Alpha Architects and Engineers
Contract Renewal Request

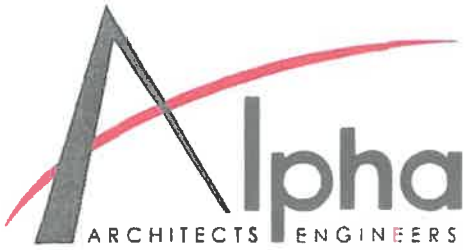
Date: January 30, 2025

The WV DNR requests that the above referenced contract be renewed for 1 year, as provided in the original terms and conditions, under the same terms and conditions. The existing contract expired on October 27, 2024. This renewal will revise the contract completion date to October 28, 2025. There is significant contract work that has continued into 2025. There is no additional cost associated with this renewal.

Attached, please find a request from the vendor, a purchasing affidavit, and the vendors certificates of insurance.

Please forgive the fact that this request is less than 20 days before the expiration date. I didn't realize the contract had expired.

Please advise if there are any questions regarding this request.



January 29, 2025

Bradley Leslie, PE
WV DNR
324 4th Avenue
South Charleston, WV 25303

Re: PO CCT DNR 22*05 1
Pipestem Tram Replacement
Contract Renewal
AAI Project No. 2112149.00

Dear Mr. Leslie,

Please renew the above referenced contract for one year under the same pricing, terms and conditions.
Contact me with any questions.

Sincerely,

Alpha Associates, Incorporated

A handwritten signature in blue ink, appearing to read 'Richard A. Colebank', written over the printed name.

Richard A. Colebank, PE, PS
President and COO



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Feb 4, 2025



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Entity Validation [Show Details](#)
Feb 4, 2025



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e.g. 1606N020Q02

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All Domains



Filter By




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Search Editor

☐ Any Words 

☐ All Words 

☐ Exact Phrase 

e.g. 1606N020Q02

"ALPHA ENGINEERING SERVICES, INC."



Federal Organizations

Enter Code or Name



Status



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Inactive

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Business Organization Detail

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ALPHA ENGINEERING SERVICES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	10/2/1991		11/1/1991	Domestic	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 1000.0000
Charter County	Raleigh	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified

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Addresses	
Type	Address
Local Office Address	216 BUSINESS ST BECKLEY, WV, 25801
Mailing Address	216 BUSINESS ST BECKLEY, WV, 25801 USA
Notice of Process Address	G. M. HARTSOG 216 BUSINESS STREET BECKLEY, WV, 25801
Principal Office Address	216 BUSINESS STREET BECKLEY, WV, 25801 USA
Type	Address

Officers	
Type	Name/Address
President	G. M. HARTSOG 216 BUSINESS STREET BECKLEY, WV, 25801
Secretary	L. DAVID PRELAZ 216 BUSINESS STREET BECKLEY, WV, 25801
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>J. Adams</u> Date: <u>2-21-25</u> Solicitation No. <u>CCT DNR 22*05</u> <u>c/o #3</u>	Agency: Division of Natural Resources Procurement Officer Submitting Requisition: Jamie H. Adkins Requisition No. CCT DNR22*05 CO3 PF No.: 918462
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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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<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:

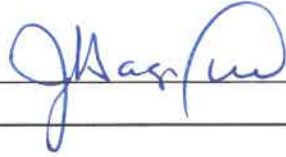
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** RE **Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**