



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

State of West Virginia  
**Contract**

Order Date: 12-29-2021

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

<b>Order Number:</b>	CCT 0211 4072 GSD1900000013 9	<b>Procurement Folder:</b>	448934
<b>Document Name:</b>	A&E SVC's Capitol Campus Exterior Lighting Upgrades	<b>Reason for Modification:</b>	Change Order No. 6 is issued to decrease the contract and renew per the attached documentation.
<b>Document Description:</b>	Capitol Campus Exterior Lighting Upgrades		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Linda B Harper		
<b>Telephone:</b>	(304) 558-0468		
<b>Email:</b>	linda.b.harper@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2019-04-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-03-31

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000203040 SILLING ASSOCIATES INC 405 CAPITOL ST UPPER ATRIUM  CHARLESTON WV 253011727 US <b>Vendor Contact Phone:</b> 999-999-9999 <b>Extension:</b>  <b>Discount Details:</b> <table border="1"> <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			<b>Requestor Name:</b> David K Parsons <b>Requestor Phone:</b> 304-352-5486 <b>Requestor Email:</b> david.k.parsons@wv.gov  <div style="text-align: center; font-size: 2em; font-weight: bold;">22</div> <b>FILE LOCATION</b> _____
	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 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV 25305-0123 US

1-4-22  
 BAT

**Total Order Amount:** \$366,036.65

Purchasing Division's File Copy

**ENTERED**

MKP 02/03/2022

<b>PURCHASING DIVISION AUTHORIZATION</b>  <b>DATE:</b> 1/3/22 <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>  <b>DATE:</b> 1/5/2022 <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ENCUMBRANCE CERTIFICATION</b>  <b>DATE:</b> 1/05/2022 <b>ELECTRONIC SIGNATURE ON FILE</b>
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1/5/2022

**Extended Description:**

Change Order

Change Order No. 6 is issued to decrease the original contract according to all terms, conditions, prices, and specification contained in the original contract including all authorized change orders as well as renew the contract through March 31, 2023.

Effective date of change Immediately

Effective date of renewal April 1, 2022, through March 31, 2023.  
Renewal Years/Months Remaining:0

Original Contract Total: \$260,120.00  
Change Order 1: \$ 0.00  
Change Order 2: \$127,902.37  
Change Order 3: \$ 0.00  
Change Order 4 increase: \$ 191.55  
Change Order 5 increase: \$ 28.73  
Change Order 6 decrease: \$(22,206.00)  
Contract New Total: \$ 366,036.65

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$162,295.00
Service From	Service To	Manufacturer	Model No		
2019-04-01	2023-03-31				

**Commodity Line Description:** EOI: Capitol Campus Exterior Lighting Upgrades Project

**Extended Description:**

Per attached documentation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$23,675.00
Service From	Service To	Manufacturer	Model No		
2019-04-01	2023-03-31				

**Commodity Line Description:** Additional Services: Colonnade Lighting Infrastructure

**Extended Description:**

Per Change Order #2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$23,158.00
Service From	Service To	Manufacturer	Model No		
2019-04-01	2023-03-31				

**Commodity Line Description:** Additional Services: Colonnade Lighting Fixtures

**Extended Description:**

Per Change Order #2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101508	0.00000		0.000000	\$77,848.00
Service From	Service To	Manufacturer	Model No		
2019-04-01	2023-03-31				

**Commodity Line Description:** Additional Services: North Courtyard Bid Package

**Extended Description:**

Per Change Order #2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81101508	0.00000		0.000000	\$3,221.37
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2019-04-01	2023-03-31				

**Commodity Line Description:** Reimbursable Expenses

**Extended Description:**

Per Change Order #2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81101508	0.00000		0.000000	\$220.28
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2019-04-01	2023-03-31				

**Commodity Line Description:** Reimbursable Expenses

**Extended Description:**

Per Change Order #4

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81101508	0.00000		0.000000	\$75,619.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2019-04-01	2023-03-31				

**Commodity Line Description:** Additional Services: West Lawn Exterior Lighting

**Extended Description:**

Per attached documentation



APPROVED  
1/3/22

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

Mark Scott  
Cabinet Secretary

William D. Barry  
Director

**MEMORANDUM**

**To:** Melissa, Pettrey, Senior Buyer, State Purchasing Division  
**From:** Cody Taylor, Procurement Specialist, General Services Division  
**Date:** December 10, 2021 *Received 12/14/2021*  
**Ref:** Change Order #6 – CCT 0211 GSD1900000013 Capitol Campus Exterior Lighting Upgrades

*Cody Taylor*

Melissa:

Please accept this memorandum as explanation and justification for our request for Change Order No.6 to contract (CCT 0211 GSD1900000013) with Silling Associates, Inc. for Capitol Campus Exterior Lighting Upgrades Project. Change Order No. 6 is issued to renew and decrease 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 decreased as defined in the attached documentation. The agency is requesting a net decrease of \$22,206.00. This change order is to reduce the scope and remove the unperformed and unbilled Parts 2 Design/Redesign & Documentation Services (Deducting \$20,855.00) and Parts 3 Bidding & Construction Phase Services (Deducting \$76,970.00) from the contract, while adding additional services associated with the design, documentation, bidding, and contract administration services associated with Building 1 West Lawn Exterior Lighting scope of work totaling \$75,619.00. The driving force for the scope deduction is this is the final change order and as such, the contracts life will end before the larger part of the scope can be bid/constructed. We have narrowed down and selected a portion of scope small enough to fit inside the remaining life of the contract.

Effective date of renewal April 1, 2021, through March 31, 2023.  
Renewal Years/Months remaining: 0

Original Contract Amount: \$260,120.00  
Change Order #2 Increase: \$127,902.37  
Change Order #4 Increase: \$ 191.55  
Change Order #5 Increase: \$ 28.73  
Change Order #6 Decrease: \$ 22,206.00  
New Contract Amount: \$ 366,036.65

No other changes to this contract.

If you need additional information, please feel free to contact me via email at [cody.g.taylor@wv.gov](mailto:cody.g.taylor@wv.gov) or telephone at (304) 352-5531. Thank you!

**Amendment E – Design Services for Building 1 West Lawn Exterior Lighting Scope of Work**

**SILLING ASSOCIATES, INC.  
WV CAPITOL EXTERIOR LIGHTING UPGRADES**

December 6, 2021

The AIA B101-2017 Owner Architect Agreement dated April 1, 2019 to which this Amendment applies indicates that the physical parameters for the first phase of the Project, as identified in Exhibit E of that Agreement, include the building and site lighting bounded by the pedestrian promenade to the North, Kanawha Boulevard to the South, California Avenue to the East, and the pedestrian walkway adjacent to the Cultural Center and Governor’s Mansion to the West. The Agreement set forth lump sum compensation for a design and construction document package, bidding process, and contract administration process for a single prime General Contract for Construction to include the Scope of Work as a singular Project. The WVGSD has requested that a portion of this scope of work be developed through final Construction Documents, bid as a unique single prime General Contract for Construction, and administered by the Architect through the final completion of construction.

This Exhibit sets forth the scope of Silling Architects’ Services provided to the WVGSD for the Design, Bidding, and Contract Administration Phases related to Exterior Lighting Upgrades for the Building 1 West Lawn of the WV Capitol Campus as a separate design and construction phase.

The scope of the Architect’s Services are as follows:

The Architect will develop a separate Construction Document package that includes the following:

Scope of work area is the West lawn of Building 1, extending to but not across the pedestrian path between Building 1 and the Cultural Center, and between the main promenade North of Building 1 extending South to the Southwest corner of Building 1. Scope in this area includes:

- a. All building façade fixtures that are mounted on/in the ground.
- b. New circuits and pole bases for all acorn-head pole lights. These poles lights do not need retrofit or refurbishment.
- c. New pathways for pole-mounted camera cabling as directed by the Owner.
- d. New control Work necessary to make existing pole lights and new building façade lighting fully operational.
- e. Removal of existing floodlight poles.
- f. Specification for new hand holes/pull boxes where identified by the Owner.
- g. Specification for new, lockable electrical outlets on relocated light pole bases where identified by the Owner.
- h. NOT INCLUDED: any lighting that is physically mounted to the building.

- i. NOT INCLUDED: geotechnical investigation to determine soil bearing capacity for new pole bases.

The Owner has provided the Architect with an updated site layout drawing which includes limited underground utility information. The Architect may rely on the accuracy of the site drawing information provided by the Owner.

The Architect will provide Bidding/Negotiating Services for this separate design and construction package as defined in the AIA Document B101-2017 Owner Architect Agreement dated April 1, 2019.

The Architect will provide Contract Administration Services for this separate design and construction package as defined in the AIA Document B101-2017 Owner Architect Agreement dated April 1, 2019.

### **Compensation**

The Architect and its consultants will provide the above outlined services for a lump-sum fee of Seventy-Five Thousand, Six Hundred Nineteen Dollars (\$75,619.00). See attached Exhibit A for the assumptions of hourly investment.

Travel, lodging, and meals expenses incurred by the Architect and its consultants are included in the lump sum compensation.

### **End of Document**

### Capitol Campus Exterior Lighting Upgrade

Amendment E - Building 1 West Lawn Exterior Lighting Upgrades

Exhibit A - Hourly Investment

	Architectural				Lighting Consultant				MEP Consultant			
	Principal	Project Architect	Constr Admin	Clerical	Principal	Designer II	CAD	Tech Support	Principal II	Engineer II	Designer II	Clerical
Construction Documents												
Bidding/Negotiating												
Contract Administration												
Scope Definition	2			1								
Design Review	2											
Final Construction Document Prep	4		8	12	16	16			2	2		
Ongoing Design Phase Correspondance	8		4			4			2	24	20	
Bidding Services through Award	2		12	8					3	12		
Sumittal/Shop Drawing Review	2		8	2								
RFI Responses	4		8	8								
Application for Payment Review	2											
Ongoing Construction Phase Correspondance	8		40	2	2	4			3	12		
Construction Progress Meetings	8		24		8	8				8		
Site Observation Reports			12	2								
Substantial Completion Review	4		4							8		
Final Completion Review	4		4							8		
Review of Close-Out Documents			2							2		

Hours	50	0	135	26	44	62	0	0	12	108	20	0
Rate	\$195	\$175	\$120	\$75	\$215	\$130	\$110	\$100	\$175	\$130	\$120	\$110
Extension	\$9,750	\$0	\$16,200	\$1,950	\$9,460	\$8,060	\$0	\$0	\$2,100	\$14,040	\$2,400	\$0
Subtotal				\$27,900				\$17,520				\$18,540
Direct Costs				\$500				\$3,500				\$1,500
Team Member Total				\$28,400				\$21,020				\$20,040
Architect's Mark-up of Consultants				\$6,159								
Grand Total				\$75,619								

15%