| | | |
|---|---|---|
| Department of Administration<br>Purchasing Division<br>2019 Washington Street East<br>Post Office Box 50130<br>Charleston, WV 25305-0130 | **State of West Virginia**<br># Purchase Order<br>**Order Date:** 01-31-2022 | 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:** | CPO 0313 0313 DEP1900000002 8 | **Procurement Folder:** | 364606 |
| **Document Name:** | EOI: Webster County Landfill Closure Cap Design | **Reason for Modification:** | |
| **Document Description:** | Change Order #2 - Cost Increase | Change Order #2 Cost Increase of $128,220.00 | |
| **Procurement Type:** | Central Purchase Order | | |
| **Buyer Name:** | Joseph E Hager III | | |
| **Telephone:** | (304) 558-2306 | | |
| **Email:** | joseph.e.hageriii@wv.gov | | |
| **Shipping Method:** | Best Way | **Effective Start Date:** | 2018-09-01 |
| **Free on Board:** | FOB Dest, Freight Prepaid | **Effective End Date:** | 2023-05-02 |

## VENDOR

**Vendor Customer Code:** 000000173443
POTESTA & ASSOCIATES INC
7012 MACCORKLE AVE SE

CHARLESTON WV 25304
US
**Vendor Contact Phone:** 999-999-9999 **Extension:**

**Discount Details:**

| | Discount Allowed | Discount Percentage | Discount Days |
|---|---|---|---|
| #1 | No | 0.0000 | 0 |
| #2 | Not Entered | | |
| #3 | Not Entered | | |
| #4 | Not Entered | | |

## DEPARTMENT CONTACT

**Requestor Name:** Tareska C Casto
**Requestor Phone:** (304) 926-0499
**Requestor Email:** terri.c.casto@wv.gov

22
FILE LOCATION _____

## INVOICE TO

ENVIRONMENTAL PROTECTION
OFFICE OF ENVIRONMENTAL REMEDIATION
601 57TH ST SE
CHARLESTON WV 25304
US

## SHIP TO

STATE OF WEST VIRGINIA
JOBSITE - SEE SPECIFICATIONS
No City WV 99999
US

2-3-22
BAT

| | |
|---|---|
| **Total Order Amount:** | $550,780.00 |

Purchasing Division's File Copy

ENTERED

JA 2-2-2022

| PURCHASING DIVISION AUTHORIZATION | ATTORNEY GENERAL APPROVAL AS TO FORM | ENCUMBRANCE CERTIFICATION |
|---|---|---|
| DATE: Linda Harper 2/2/22 | DATE: | DATE: 2/02/2022 |
| ELECTRONIC SIGNATURE ON FILE | ELECTRONIC SIGNATURE ON FILE | ELECTRONIC SIGNATURE ON FILE |

2/7/2022

**Extended Description:**

Change Order #2 Cost Increase of $128,220.00

Change Order #2 is being issued to increase the overall cost of CPO DEP19*02. The cost increase of this contract is necessary for completion of the project.

| | |
|---|---|
| Original Contract Amount | $397,970.00 |
| Change Order #1: Increase | $ 24,590.00 |
| Change Order #2 Increase: | $128,220.00 |
| New Contract Total: | $550,780.00 |

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect. No other changes are requested.

No other changes.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---|---|---|---|---|---|
| 1 | 81100000 | 0.00000 | | 0.000000 | 550780.00 |
| **Service From** | **Service To** | **Manufacturer** | | **Model No** | |
| 2018-09-01 | 2023-05-02 | | | | |

**Commodity Line Description:** EOI: Webster County Landfill

**Extended Description:**

Site Characterization Study, Leachate Management and Closure Cap Design, Construction QA/QC for the Webster County Landfill per the attached specifications, bid requirements, and terms and conditions, incorporated here by reference and made a part hereof.

west virginia department of environmental protection

Division of Land Restoration
Landfill Closure Assistance Program
601 57th Street, SE
Charleston, WV 25304
(304) 926-0499

Harold D. Ward, Cabinet Secretary
dep.wv.gov

**MEMORANDUM**

Increase OK
Linda Harper
2/2/2022

TO: Jessica Chambers
DEP Procurement Manager

FROM: Catherine Guynn
LCAP Program Manager

DATE: January 12, 2022

RE: Change Order #2, CPO DEP1900000002; Cost Increase Request
Webster County Landfill Closure Design and Engineering Services

The Division of Land Restoration, Landfill Closure Assistance Program (is requesting that the cost increase of $128,220.00 be approved for the above referenced Purchase Order. Throughout this project, additional previously unknown waste has been discovered, exact totals not calculated yet, that has resulted in additional Engineering design services and quality assurance and quality control (QA/QC) oversight. This work will continue after the "winter shutdown" period ends.

This request is for more than 10% of the original contract; however, the extra hours are needed to ensure that this construction project is completed in an environmentally safe and sound manner following the technical specifications.

If you have any questions, please feel free to contact me.

POTESTA
Engineers and Environmental Consultants
7012 MacCorkle Avenue, SE, Charleston, WV 25304 • (304) 342-1400 • www.potesta.com

**VIA EMAIL ONLY**

January 11, 2022

Ms. Catherine Guynn
Environmental Resources Program Manager 2
West Virginia Department of Environmental Protection
Landfill Closure Assistance Program
601 57th Street, SE
Charleston, West Virginia 25304

RE: Addendum No. 2 to Proposal for Engineering Services
Webster County Landfill Closure Project
Request for Quotation CEOI 0313 DEP1800000002
Potesta Project No. 0101-17-0380

Dear Ms. Guynn:

Potesta & Associates, Inc. (POTESTA) is pleased to submit this Addendum No. 2 to Purchase Order CPO 0313 0313 DEP1900000002 to provide additional quality assurance and quality control services associated with the construction monitoring required at the Webster County Landfill Closure project. This proposal is based on discussions with the WVDEP on July 27, 2021.

## INTRODUCTION

The County Landfill is located approximately 3.5 miles southwest of Webster Springs, West Virginia. The landfill reportedly consists of approximately 2.0 acres of waste disposal area according to the WVDEP, Landfill Closure Assistance Program (WVDEP, LCAP). Issues at the landfill include possible leachate seeps discharging to surface water drainways, improper slopes across a portion of the landfill, lack of proper surface water management devices, the existing liner was inadequately installed, etc. The landfill is inactive, and the site is maintained by WVDEP, LCAP.

The existing scope of services for this project is to perform construction quality assurance and quality control services during the construction period. The construction period within our revised proposal was for construction that started on Monday May 5, 2021 and ended August 13, 2021. The construction has continued after this date and still continues as does our construction monitoring services. The length of construction increased due to the finding of additional waste outside the estimated landfill limits. This waste was relocated within the landfill limits and the landfill design

was altered to accommodate this extra fill. The increase in cost for this addendum is being requested so POTESTA can continue to monitor, review, and observe the contractor's adherence to the bid contract and specifications. This will be required to complete the final closure certification report that will be submitted to the WVDEP's Solid Waste Authority. POTESTA's cost to complete the scope of work described herein is **$128,220**. The attached Table 1 presents a labor breakdown by staff classification and task. Table 2 presents expenses by task. Table 3 is a summary of the man hours, expenses, and costs for the project.

POTESTA looks forward to working with WVDEP on this challenging project. I will call in a few days to review this proposal with you. If you have any questions, please call.

Sincerely,

POTESTA & ASSOCIATES, INC.

Jarrett M. Smith, PE
Senior Engineer

JMS/clr

Attachments

# TABLE 1
## ADDENDUM NO. 2
## BREAKDOWN OF LABOR HOURS BY TASK

***Webster County Landfill Closure***
***Webster County, West Virginia***
***DEP Requisition DEP1800000002***

| Task | Principal $245.00 /hr. | Project Manager $215.00 /hr. | Engineer P.E. $165.00 /hr. | Staff Engineer $110.00 /hr. | Senior Geologist/ Hydrogeologist $150.00 /hr. | Technician $65.00 /hr. | Senior Technician $90.00 /hr. | CAD Operator $100.00 /hr. | Secretary $90.00 /hr. | Two-Man Survey Crew $110.00 /hr. | Professional Surveyor $125.00 /hr. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Task 1 - File Search, Records Review, and Field Reconnaissance | Hours | Hours | Hours | Hours | | | | | Hours | | |
| Task 2 - Subsurface Exploration | Hours | Hours | Hours | Hours | | Hours | | Hours | | Hours | Hours |
| Task 3 - Review of Existing Leachate Data | Hours | Hours | Hours | Hours | | Hours | | Hours | Hours | | |
| Task 4 - Stormwater and Leachate Facility Design | Hours | Hours | Hours | Hours | Hours | Hours | | Hours | Hours | | |
| Task 5 - Stormwater Management Plan | Hours | Hours | Hours | Hours | | Hours | Hours | Hours | Hours | | |
| Task 6 - Construction Documents | Hours | Hours | Hours | Hours | Hours | | Hours | Hours | Hours | | |
| Task 7 - Permit Applications | Hours | Hours | Hours | Hours | | | | Hours | Hours | | |
| Task 8 - QA/QC Monitoring Services | 12 Hours | 42 Hours | 138 Hours | 24 Hours | | 102 Hours | 744 Hours | 24 Hours | 12 Hours | | |
| ***TOTAL HOURS:*** | ***12 Hours*** | ***42 Hours*** | ***138 Hours*** | ***24 Hours*** | ***0 Hours*** | ***102 Hours*** | ***744 Hours*** | ***24 Hours*** | ***12 Hours*** | ***0 Hours*** | ***0 Hours*** |
| ***TOTAL COST:*** | ***$ 2,940.00*** | ***$ 9,030.00*** | ***$ 22,770.00*** | ***$ 2,640.00*** | ***$ -*** | ***$ 6,630.00*** | ***$ 66,960.00*** | ***$ 2,400.00*** | ***$ 1,080.00*** | ***$ -*** | ***$ -*** |

# TABLE 2
# ADDENDUM NO. 2
# BREAKDOWN OF EXPENSES BY TASK

## *Webster County Landfill Closure*
## *Webster County, West Virginia*
## *DEP Requisition DEP1800000002*

| Item | Units | Unit Rate | Total Cost |
|---|---|---|---|
| ***Task 1 - File Search, Records Review, and Field Reconnaissance*** | | | |
| No Expenses Anticipated for Copies of Applicable Records at WVDEP (anticipated to be free of charge) | | | $ - |
| ***Total Task 1:*** | | | ***$ -*** |
| ***Task 2 - Subsurface Exploration*** | | | |
| Mobilization/Demobilization - Backhoe | | | $ - |
| Backhoe | | | $ - |
| Vehicle Rental | | | $ - |
| ***Total Task 2:*** | | | ***$ -*** |
| ***Task 3 - Review of Existing Leachate Data*** | | | |
| No Expenses Anticipated | | | |
| ***Total Task 3:*** | | | ***$ -*** |
| ***Task 4 - Stormwater and Leachate Facility Design*** | | | |
| No Expenses Anticipated | | | $ - |
| ***Total Task 4:*** | | | ***$ -*** |
| ***Task 5 - Stormwater Management Plan*** | | | |
| No Expenses Anticipated | | | $ - |
| ***Total Task 5:*** | | | ***$ -*** |
| ***Task 6 - Construction Documents*** | | | |
| No Expenses Anticipated | | | $ - |
| ***Total Task 6:*** | | | ***$ -*** |
| ***Task 7 - Permit Applications*** | | | |
| No Expenses Anticipated | | | $ - |
| ***Total Task 7:*** | | | ***$ -*** |
| ***Task 8 - QA/QC Services*** | | | |
| Vehicle Rental | 18 Weeks | $ 765.00 | $ 13,770.00 |
| ***Total Task 8:*** | | | ***$ 13,770.00*** |
| ***TOTAL EXPENSES (Tasks 1 - 8):*** | | | ***$ 13,770.00*** |

# TABLE 3
# ADDENDUM NO. 2
# SUMMARY OF MANHOURS, EXPENSES AND COSTS

## *Webster County Landfill Closure*
## *Webster County, West Virginia*
## *DEP Requisition DEP1800000002*

| Item | Units | Unit Rate | Total Cost |
|---|---|---|---|
| Principal | 12 Hours | $ 245.00 | $ 2,940.00 |
| Project Manager | 42 Hours | $ 215.00 | $ 9,030.00 |
| Senior Engineer, PE | 138 Hours | $ 165.00 | $ 22,770.00 |
| Staff Engineer | 24 Hours | $ 110.00 | $ 2,640.00 |
| Senior Engineer / Geologist / Hydrologist | Hours | $ 150.00 | $ - |
| Technician | 102 Hours | $ 65.00 | $ 6,630.00 |
| Senior Technician | 744 Hours | $ 90.00 | $ 66,960.00 |
| CAD Operator | 24 Hours | $ 100.00 | $ 2,400.00 |
| Secretary | 12 Hours | $ 90.00 | $ 1,080.00 |
| Two-Man Survey Crew | 0 Hours | $ 110.00 | $ - |
| Professional Surveyor | 0 Hours | $ 125.00 | $ - |
| Mobilization/Demobilization | 0 Lump Sum | $ 450.00 | $ - |
| Backhoe | 0 Hours | $ 82.50 | $ - |
| Vehicle Rental | 0 Days | $ 175.00 | $ - |
| Vehicle Rental | 18 Weeks | $ 765.00 | $ 13,770.00 |
| ***TOTAL PROJECT COST:*** | | | ***$ 128,220.00*** |