



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

State of West Virginia  
**Contract**

Order Date: 05-16-2022

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:	CCT 0211 4072 GSD2000000010 5	Procurement Folder:	614853
Document Name:	WV Capitol Complex Hardscape Repairs Project	Reason for Modification:	Change Order No. 3 is issued to decrease the contract per the attached documentation.
Document Description:	WV Capitol Complex Hardscape Repairs 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:	2019-11-04
Free on Board:		Effective End Date:	2022-11-03

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000207246 CHAPMAN TECHNICAL GROUP LTD PO BOX 1355  SAINT ALBANS WV 251771355 US Vendor Contact Phone: 859-223-3999 Extension:	Requestor Name: Mark A Crites Requestor Phone: 304-352-5515 Requestor Email: mark.a.crites@wv.gov																				
Discount Details:	<b>22</b> FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><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></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
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#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 1  1900 KANAWHA BLVD E  CHARLESTON WV 25305  US

Total Order Amount: \$202,280.00

**ENTERED**

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H. 6/9/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 6/14/2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Melissa J. Stiles</i> DATE: JUN 14 2022 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order 3

Change Order No. 3 is issued to decrease the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, as defined in the attached documentation.

Original Contract Price: \$259,630.00  
Change Order No. 1 Renewal: \$ N/A  
Change Order No. 2 Renewal: \$ N/A  
Change Order No. 3 Decrease: \$ (57,350.00)

Contract New Total: \$202,280.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$202,280.00
Service From	Service To	Manufacturer	Model No		
2019-11-04	2022-11-03				

**Commodity Line Description:** A/E Services for WV Capitol Complex Hardscape Repairs Projec

**Extended Description:**

Per attached B101 and Exhibit



**Chapman  
Technical  
Group**  
a division of  
GRW

April 13, 2022

Mr. Timothy Lee, Building Engineer  
West Virginia Department of Administration  
General Services Division  
1900 Kanawha Boulevard, East  
Building 4  
Charleston, West Virginia 25305

**Re: CCT GSD2000000010  
Hardscape Project**

Dear Mr. Lee:

We have completed the design of the Hardscape Phase 2 project and the Spot Repair construction is nearing completion. We have been asked to prepare a final invoice for the project so that it can be closed.

The project has been challenging in both design and construction as the entire project team tried to make the best use of the taxpayer money to complete the project in a way that most benefits the public. To that end, a portion of what was intended as Phase 2 construction was moved into the Spot Repair project. While this was a good decision, it resulted in more construction observation and meetings on our part. Additionally, the project was anticipated to last 36 weeks and has now lasted 77 weeks. We anticipated being involved in 18 on-site progress meetings and we have now been involved in 39 meetings. We have been involved in other additional tasks that are outlined in the attached summary.

We normally are not too concerned if a project goes a little beyond the anticipated construction schedule but the impact of the additional construction phase services required of us is significant and we would like to request a modification to our Agreement to help cover some of our additional costs. In accordance with the attached summary, we would like an increase in our services of \$8,100.00 as Additional Service. We would also like to modify our Agreement by deleting the Task 2 services for Bidding (\$6,070.00) and Construction Administration (\$59,380.00) which will not be required. This would result in a net deduction of \$57,350.00 to the Agreement total.

We appreciate the opportunity to be of services to GSA and your consideration of this request. If you have any questions or need additional information, please contact me.

200 Sixth Avenue  
Saint Albans, WV 25177

304.727.5501  
304.727.5580 Fax

Buckhannon, WV  
Lexington, KY

[www.chaptech.com](http://www.chaptech.com)

Sincerely,  
**CHAPMAN TECHNICAL GROUP**

Joseph E. Bird, ASLA  
Vice President

# Estimate of Additional Hours

## Spot Repair Project

4/6/22

Date of Kick-Off Meeting	9/22/2020	
Date of Last Bi-Weekly Meeting	3/16/2022	
Total Number of Project Weeks	77 weeks	
Total Bi-Weekly Construction Progress Meetings	39 meetings	
Less Bi-Weekly Meetings in Proposal	(18) meetings	
Additional Bi-Weekly Meetings	21 meetings	A
Estimated Hours per Meeting (average travel & meeting time)	2 hours	B
Additional Hours for Bi-Weekly Meetings (A X B)	41 hours	C
Estimated Additional Hours for Project Changes (Tasks described below)	40 hours	D
Additional Hours for Extended Construction and Change Order Work (C + D)	81 hours	E
Landscape Architect IV Bill Rate	\$ 100.00 per hour	F
Additional Cost to the Project (E X F)	\$8,100.00	

### Additional Tasks for Project Changes/Change Orders:

NW Plaza trench design research/alterations to reduce cost

NW Plaza estimate comparisons and justifications

Establishing benchmarks for storm line construction

Meeting to discuss existing storm line investigation (camera work)

Finding a company to complete stormline investigation and coordination

Working with Jeremy on NW Plaza layout

Conversations with DOH for drain inlets on Blvd

Additional site visits for curb ramp layout, Bldg 3 and along Piedmont



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

Mark D. 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:** April 19, 2022  
**Ref:** GSD614853, Change Order #3 Justification

*Cody Taylor*

Melissa:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #3 to decrease CCT 0211 GSD2000000010, with Chapman Technical Group, for the WV Capitol Complex Hardscape Repairs Project, in the amount of \$57,350.00, to a new contract total of \$202,280.00 per the attached documentation and the explanation given below.

We are requesting an increase of \$8,100.00 for additional meeting hours needed during the construction phase services of the contract. This contract was supposed to last 36 weeks and ballooned into 77 weeks, due to unforeseen circumstances.

We are requesting a decrease of \$65,450.00. We are going to forego task 2 services for bidding (\$6,070.00) and the additional construction administration of task 2 (\$59,380.00). The agency has decided to not continue with the second task of this project and are closing out the remaining balance of the account.

Change Order #3 is an overall net deduct of \$57,350.00, and will close effectively end the contract with Chapman Technical upon final payment for services rendered.

The Agency made the determination that these changes were warranted and approves the contract to be decreased as detailed below:

Original Contract Amount	=	\$259,630.00
Change Order #1 Renewal	=	N/A
Change Order #2 Renewal	=	N/A
Change Order #3 Decrease	=	(\$57,350.00)
Revised Contract Amount	=	\$202,280.00

The net change to-date to this contract, by change order, including this request, is below the original contract award value.

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) 957-7187