



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

State of West Virginia  
**Contract**

Order Date: 06-23-2022

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 4098 GSD2000000019 7	<b>Procurement Folder:</b>	581555
<b>Document Name:</b>	Change Order No. 5	<b>Reason for Modification:</b>	Change Order No. 5 is issued to increase the contract per the attached documentation.
<b>Document Description:</b>	East Campus Assessment and Metal Building Design		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Melissa Pettrey		
<b>Telephone:</b>	(304) 558-0094		
<b>Email:</b>	melissa.k.pettrey@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2020-03-16
<b>Free on Board:</b>		<b>Effective End Date:</b>	2023-03-15

VENDOR			
<b>Vendor Customer Code:</b>	000000207246		
CHAPMAN TECHNICAL GROUP LTD			
PO BOX 1355			
SAINT ALBANS	WV	251771355	
US			
<b>Vendor Contact Phone:</b>	859-223-3999	<b>Extension:</b>	
<b>Discount Details:</b>			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

DEPARTMENT CONTACT	
<b>Requestor Name:</b>	Mark A Crites
<b>Requestor Phone:</b>	304-352-5515
<b>Requestor Email:</b>	mark.a.crites@wv.gov
<b>22</b>	
<b>FILE LOCATION</b> _____	

INVOICE TO	
DEPARTMENT OF ADMINISTRATION	
GENERAL SERVICES DIVISION	
103 MICHIGAN AVENUE	
CHARLESTON	WV 25305
US	

SHIP TO	
DEPARTMENT OF ADMINISTRATION	
GENERAL SERVICES DIVISION GROUNDS SECTION - LOT/BLDG 98	
321 MICHIGAN AVE	
CHARLESTON	WV 25305
US	

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$760,294.00
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**ENTERED**

*MVP 06/29/2022*

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tarahle 6/29/2022*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John S. Gray*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: *6/30/2022*  
 ELECTRONIC SIGNATURE ON FILE

*6/30/2022*

**Extended Description:**

Change Order

Change Order No. 5 is issued to increase the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of change June 22, 2022.

Original Contract Price: \$707,451.00  
 Change Order No. 1 Increase: \$ 4,921.00  
 Change Order No. 2 : No Change  
 Change Order No. 3 Increase: \$ 40,682.00  
 Change Order No. 4 : No Change  
 Change Order No. 5 Increase: \$ 7,240.00  
 Contract New Total: \$760,294.00

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	\$707,451.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-03-16	2023-03-15				

**Commodity Line Description:** East Campus Assessment and Metal Building Design

**Extended Description:**

Per Attached Agreement

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81100000	0.00000		0.000000	\$4,921.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-03-16	2023-03-15				

**Commodity Line Description:** Change Order No 1

**Extended Description:**

Per Attached Agreement

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81100000	0.00000		0.000000	\$40,682.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-03-16	2023-03-15				

**Commodity Line Description:** Change Order No 3

**Extended Description:**

Per Attached Agreement

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81100000	0.00000		0.000000	\$7,240.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-03-16	2023-03-15				

**Commodity Line Description:** Change Order No 5

**Extended Description:**

Per Attached Agreement

Tara J. ... 6/28/2022  
Approved

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:** June 21, 2022  
**Ref:** Change Order #5 -- CCT 0211 GSD2000000019, East Campus Assessment and Metal Building Design

Melissa:

Please accept this memorandum as explanation and justification for our request for Change Order (#5) to contract (CCT 0211 GSD2000000019) with Chapman Technical Group for East Campus Assessment and Metal Building Design. Per the documentation attached here and to the Header of the wvOASIS procurement document, the agency is requesting an increase of \$7,240.00 to cover Additional Services for design work, to relocate the Temporary Shop Building and Fuel Tanks and get a Temporary Railroad Entry Permit.

The Agency has determined that we would like to make a revision in the Construction Phase of this project as follows:

1. The original specifications called for a 20' x 40' building with the fuel tanks located on the right side toward the rear fence. Additional underground utilities were discovered after the contract was awarded which required us to change the building dimensions to 20' x 30' and put the fuel tanks next to the chain link fence on the left side in order to make everything fit without damage to these utilities. These unforeseen revisions were required to not disturb the underground utilities. The cost of this revision is \$4,955.00.
2. The rail management application/permit was requested to Chapman by GSD so that the permit process could be expedited. This particular company (unlike the other utilities involved in this project) is not listed in the Oasis system; thus trying to pay them directly would have resulted in an extensive delay of the project. To keep the project moving, it was easier for this permit to be gained by the Architect on Record than the agency itself.

This is an approximately 7.4% change to the original contact total.

- Original Contract Amount: \$707,451.00
- Change Order #1 Increase: \$4,921.00
- Change Order #2 Renewal: \$0.00
- Change Order #3 Increase: \$40,682.00
- Change Order #4 Renewal: \$0.00

Change Order #5 Increase: \$7,240.00  
New Contract Amount: \$760,294.00

No extension of the contract time is being requested to accommodate any of this additional scope.

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) 352-5517.

Thank you!



**Chapman  
Technical  
Group**  
a division of  
GRW

June 17, 2022

Tim Lee  
Building Engineer  
General Services Division – Engineering Section  
Building 4, Fifth Floor  
112 California Avenue  
Charleston, West Virginia 25305

**Re: GSD 200000019  
Capitol East Campus**

Dear Mr. Lee:

Having completed the design and bidding of the Capitol East Campus Warehouse, Grounds, and Mailroom Buildings, we have a few items of work that need to be revised and completed in the Construction Phase which were not in our original scope of work or supplementary Agreement and which warrant a modification to our Agreement. These items are summarized below.

1. Relocation of the Temporary Shop Building and fuel tanks.
2. Preparation and filing of Omega Rail Management Application for Temporary Entry Permit and permit fees.

We have estimated our fees on the attached fee summary document and request a modification to our Agreement in the total amount indicated. If you have any questions or need additional information, please contact me.

Sincerely,

**CHAPMAN TECHNICAL GROUP**

Phillip A. Warnock, AIA, NCARB  
Project Manager

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)



**Estimate of Additional Hours and Cost**  
**Capitol East Campus**  
GSD 2000000019  
June 17, 2022

**Additional costs related to the Project are as follows:**

Relocation of the Temporary Shop Building and fuel tanks:

*Additional work includes site visits, coordination, design, drawing revisions, and issuance of drawings.*

<b>Person</b>	<b>Hours</b>	<b>Rate</b>	<b>Cost</b>
Architect V	17.0	\$135.00/hr	2,295.00
Landscape Architect V	19.0	\$140.00/hr	2,660.00
Subtotal TSB			\$ 4,955.00

Preparation and filing of Omega Rail Management Application for Temporary Entry Permit and permit fees.

*Additional work includes completion of application and application fees.*

<b>Person</b>	<b>Hours</b>	<b>Rate</b>	<b>Cost</b>
Landscape Architect V	4.0	\$140.00/hr	560.00

<b>Permit Fee</b>	<b>Amount</b>	<b>Markup</b>	<b>Cost</b>
	\$1500.00	15%	1,725.00
Subtotal Permit			\$ 2,285.00

**Total Additional Services**

Temporary Shop Building Relocation	4,955.00
Railroad Temporary Entry Permit	2,285.00
<b>Total Additional Services</b>	<b>\$ 7,240.00</b>