



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

State of West Virginia
Contract

Order Date: 05-18-2022

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 0403 0403 DBS2200000001 2	Procurement Folder:	858601
Document Name:	A&E EOI for Renovation and Assessment Projects at the WVSDB	Reason for Modification:	
Document Description:	A&E EOI for Renovation and Assessment Projects at the WVSDB	Change Order No. 1 issued to close-out Phase A1 and all funding and to add Project C and D.	
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:	2021-11-11
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-11-10

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000206059	Requestor Name:	Michelle L Childers
ZMM INC		Requestor Phone:	(304) 558-2686
222 LEE ST W		Requestor Email:	michelle.childers@k12.wv.us
CHARLESTON	WV 25302	<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>	
US			
Vendor Contact Phone:	304-342-0159 Extension:		
Discount Details:			

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST	CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST
ROMNEY WV 26757-1894	ROMNEY WV 26757-1894
US	US

5-21-22 BAX
5-1-22

Total Order Amount: \$203,000.00

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION <i>Lunda Harper</i> DATE: 5-27-2022 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: 6/01/2022 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 1

Change Order No. 1 issued for the following per the attached documentation.

Original Contract Amount: \$110,240.00

CO#1 To close-out phase A1 and all associated funding. (\$ 29,740.00)
 Add Project C - Blue & Gold Building Renovations \$100,000.00
 Add Project D - Keller Hall Re-Roofing Project \$ 22,500.00

New Contract Amount: \$203,000.00

Effective Date of Change: 05/19/2022

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	81101508	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2021-11-11	2022-11-10				

Commodity Line Description: Phase A1

Extended Description:

Services of an architectural engineering firm

CO #1 - Close Out Line

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$75,500.00
Service From	Service To	Manufacturer		Model No	
2021-11-11	2022-11-10				

Commodity Line Description: Phase B

Extended Description:

Services of an architectural engineering firm

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$5,000.00
Service From	Service To	Manufacturer		Model No	
2021-11-11	2022-11-10				

Commodity Line Description: Reimbursable Expenses

Extended Description:

Services of an architectural engineering firm

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101508	0.00000		0.000000	\$100,000.00
Service From	Service To	Manufacturer	Model No		
2021-11-11	2022-11-10				

Commodity Line Description: Project C - Blue & Gold Building Renovations

Extended Description:

Services of an architectural engineering firm

Phase C1 Fee: \$15,000

Phase C2 Fee: \$35,000

Phase C3 Fee: \$50,000

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81101508	0.00000		0.000000	\$22,500.00
Service From	Service To	Manufacturer	Model No		
2021-11-11	2022-11-10				

Commodity Line Description: Project D - Keller Hall Re-Roofing Project

Extended Description:

Services of an architectural engineering firm



The West Virginia Schools for the Deaf and the Blind

Established 1870
301 EAST MAIN STREET
ROMNEY, WEST VIRGINIA 26757
Telephone - 304-822-4800

To: Josh Hager, Senior Buyer
WV Purchasing Division

From: Tabitha J. Crist, CPA, MBA, Financial Officer WVSDB
Jo Ann Adkins, Purchasing Manager

Date: May 3, 2022

Subject: CCT_DBS2200000001 – Multi-Project Changes

*OK
Linda Harper
5-5-2022*

ZMM has completed Project B /Phase B – Seaton Hall Feasibility Study for the West Virginia Schools of the Deaf and Blind. Upon the review of the feasibility study, it has been determined not to move forward with Project A – Seaton Hall due to estimated budget forecast (see Attachment A).

We are requesting that Phase A1 (Commodity Line 1) be zeroed out.

We are requesting to pay the \$75,500 for Project B/Phase B (Commodity Line 2) and \$785.08 for reimbursable expenses (Commodity Line 3).

Attached is Attachment B outlining the cost for Project C – Blue & Gold Building Renovations and Project D – Keller Hall Re-Roofing Project. We are requesting to move forward with these projects.

We appreciate your consideration and if you have any questions or concerns please do not hesitate to contact Jo Ann Adkins at 304.558.2686 extension 53099.

AIA® Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> West Virginia Schools for the Deaf and the Blind Various Projects	CONTRACT INFORMATION: Contract For: A/E Design Services Date: 11/11/2021	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: 05/18/2022
OWNER: <i>(Name and address)</i> West Virginia Schools for the Deaf and the Blind 301 East Main Street Romney, WV 26757	ARCHITECT: <i>(Name and address)</i> ZMM Architects and Engineers 222 Lee Street, West Charleston, WV 25302	CONTRACTOR: <i>(Name and address)</i> TBD

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Add Project C - Blue & Gold Renovations and Project D - Keller Hall Re-Roofing to the Project Scope of Work.

See Attached Exhibits -

ZMM Fee Proposal, Dated April 15, 2022

Letter from WV Schools for the Deaf and the Blind, Dated May 3, 2022.

The original Contract Sum was	\$ 110,240.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 110,240.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 92,760.00
The new Contract Sum including this Change Order will be	\$ 203,000.00

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ZMM, Inc. dba ZMM Architects and Engineers

ARCHITECT *(Firm name)*


SIGNATURE

Chris Campbell, AIA
PRINTED NAME AND TITLE

05/19/2022
DATE

~~CONTRACTOR *(Firm name)*~~

~~
SIGNATURE~~

~~PRINTED NAME AND TITLE~~

~~DATE~~

N/A

West Virginia Schools for the Deaf and the Blind

OWNER *(Firm name)*


SIGNATURE

W. Burch, Superintendent of Schools
PRINTED NAME AND TITLE

5/23/2022
DATE

April 28, 2022

Micah Whitlow, School Facilities Services Manager, Office of School Operations
West Virginia Department of Education
Building 6, Room 318
1900 Kanawha Boulevard, East
Charleston, WV 25305-0330



RE: **Architectural and Engineering Services for Seaton Hall at
The WV Schools for the Deaf and Blind**

Dear Mr. Whitlow,

Please find enclosed a copy of the final building study for Seaton Hall at the WV Schools for the Deaf and the Blind, dated April 27, 2022. The study is a comprehensive assessment of the existing dormitory facility that includes:

- Evaluation of the exterior building envelope (roofing, doors, windows and masonry walls)
- Evaluation of the site drainage, sidewalks, etc.
- Evaluation of the interior layout, finishes, ADA compliance, interior doors, and elevators.
- Evaluation of the existing HVAC system and Electrical System, including lighting.
- Evaluation of the existing water distribution system, sanitary system, and sewer pump system.
- Evaluation of the existing fire protection system.

After the building assessment and evaluation was completed, ZMM identified the deficiencies and provided recommendations for renovations and equipment replacement which generated a list of capital projects. The list of capital projects is arranged in a recommended order of priority and include a total project cost, excluding furniture and equipment costs. The order of priority was established to reduce potential weather / water infiltration resulting in damage to renovated areas and updated finishes. Cost estimates for each project that was identified is included in the final report.

Also enclosed with this letter is the final invoice for this work, including reimbursable expenses which were less than the allowance in our agreement. The attached invoice is the only invoice you will receive for this project, that was listed as Project B on our fee proposal, dated November 10, 2021.

As you are aware, Project A – Seaton Hall HVAC Renovations was cancelled. We conducted our field investigation for this work simultaneously while performing the building assessment as part of Project B. Therefore, we will not be invoicing for Project A – Seaton Hall HVAC Renovations.

Thank you again for providing us the opportunity to provide design services.

Respectfully Submitted,
ZMM Architects and Engineers

A handwritten signature in black ink, appearing to read 'Chris Campbell', is written over a light blue horizontal line.

Chris Campbell, AIA
Architect

cc: Jacob Bonar, WVDE
Stephanie Abraham, WVDE

Blacksburg
200 Country Club Drive SW
Plaza One, Building E
Blacksburg, Virginia 24060
540-552-2151

Charleston
222 Lee Street West
Charleston, West Virginia 25302
304-342-0159
www.zmm.com

Martinsburg
5550 Winchester Avenue
Berkeley Business Park, Suite 5
Martinsburg, West Virginia 25405
304-342-0159



April 29, 2022
 Invoice No: 2021196 - 1

WV School for the Deaf and the Blind
 301 East Main Street
 Romney, WV 26757

Project 2021196 WVSDB - Seaton Hall Reno/Feas Study
Professional Services from April 1, 2022 to April 30, 2022
 Fee

Billing Phase	Fee	Percent Complete	Earned
Project B - Seaton Hall Feasibility Study			
Phase BBB	75,500.00	100.00	75,500.00
Total Project B - Seaton Hall Feasibility Study	75,500.00		75,500.00
Allowance for Reimbursables			
Allowance for Reimbursables	5,000.00	15.7016	785.08
Total Allowance for Reimbursables	5,000.00		785.08
Total Fee	80,500.00		76,285.08
		Previous Fee Billing	0.00
		Current Fee Billing	76,285.08
Total Fee			76,285.08
		Total this Invoice	\$76,285.08

Blacksburg
 200 Country Club Drive SW
 Plaza One, Building E
 Blacksburg, Virginia 24060
 540-552-2151

ZMM, Inc.
 Charleston
 Remit to: 222 Lee Street West
 Charleston, West Virginia 25302
 304-342-0159
 www.zmm.com

Martinsburg
 5550 Winchester Avenue
 Berkeley Business Park, Suite 5
 Martinsburg, West Virginia 25405
 304-342-0159

April 15, 2022

Micah Whitlow, School Facilities Services Manager, Office of School Operations
West Virginia Department of Education
Building 6, Room 318
1900 Kanawha Boulevard, East
Charleston, WV 25305-0330



RE: **Architectural and Engineering Services for the Various Projects
for the WV Schools for the Deaf and Blind – REVISED**

Dear Mr. Whitlow,

ZMM Architects and Engineers is pleased to submit the following fee proposal for your consideration. Established in 1959, ZMM is a local, full-service A/E firm, and is noted for design excellence and client focus. ZMM provides an integrated approach by providing all building-related design services, including architecture, engineering (civil, structural, mechanical, and electrical), interior design, and construction administration from our headquarters in Charleston.

Per our discussion and the attached revised project list, the fee proposal for the design services will be separated as follows:

Project C – Blue & Gold Building Renovations

The scope of work is to completely renovate the existing Blue & Gold Building to accommodate 2-3 meeting / conference rooms, small kitchenette or café style kitchen, student activity space, toilets and building support space. It is assumed that all HVAC, plumbing, electrical, interior partitions, ceilings, and finishes will be removed as part of this renovation. New fire suppression system and fire alarm system will be included in this project. All exterior windows and exterior doors will be replaced as part of this project. Exterior ADA access to the building and a new water service / fire service entrance will be included in the design documents. Existing building is approximately 5,505 SF.

Phase C1 Fee: \$ 15,000.00

- Phase C1 fee includes feasibility study / schematic design services to complete 15% of the design. ZMM will perform investigation services, document existing conditions, provide schematic design documents, construction cost estimates and a proposed project timeline.

Phase C2 Fee: \$ 35,000.00

- Phase C2 fee includes design services to complete 50% of the design. ZMM will further develop the design documents from what is generated in Phase C1, develop construction cost estimates and update the project timeline.

Phase C3 Fee: \$ 50,000.00

- Phase C3 fee includes design services to complete the remainder of the project design, bidding, and construction administration services. ZMM to submit documents for agency approvals at 90% and 100% of construction documents. Bidding phase services and construction administration phase services will include conducting pre-bid conference, responding to bidders RFIs, submittal / shop drawing reviews, responding to construction RFIs, conduct construction progress meetings, generate punchlists, and document project close-out.

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Project D – Keller Hall Re-Roofing Project

The scope of work is to re-roof Keller Hall. The project would include replacement of the existing roofing membrane, rigid insulation, metal coping, and perimeter wood nailers. A new roof hatch will be included in the project. The existing roof is approximately 12,900 SF.

Phase D Fee: \$ 22,500.00

- Phase D fee includes the design services for Keller Hall re-roofing project as listed above. ZMM to submit documents for agency approvals at 50% and 100% of construction documents. Bidding phase services and construction administration phase services will include conducting pre-bid conference, responding to bidders RFIs, submittal / shop drawing reviews, responding to construction RFIs, conduct construction progress meetings, generate punchlists, and document project close-out.

ZMM understands that these services will be procured as funding allows and that potentially not all the projects will be undertaken.

Reimbursable expenses (travel expenses, mileage, printing, etc.) are in addition to the proposed lump sum fees listed above. The travel expenses shall be reimbursed according to the WV State Purchasing Division Guidelines. We are proposing an allowance of **\$5,000.00** be included in the contract to cover reimbursable expenses. ZMM will provide documentation of expenses and will credit the balance of the allowance.

Thank you for providing us the opportunity to provide design services. We appreciate your consideration for this important endeavor and look forward to meeting with you to discuss the project in additional detail in the near future.

Respectfully Submitted,
ZMM Architects and Engineers



Chris Campbell, AIA
Architect

Cc: Jacob Bonar, Coordinator, WVDE Office of School Operations & Finance



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