



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

State of West Virginia  
**Contract**

Order Date: 06-21-2022

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 1400 1400 AGR2200000002 2	Procurement Folder:	852925
Document Name:	Expression of Interest	Reason for Modification:	Change Order No 1 to add additional Study to contract.
Document Description:	Change Order No 1 Expression of Interest Engineering Service		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Jessica S Chambers		
Telephone:	304-926-0499		
Email:	jessica.s.chambers@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-09-02
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-09-01

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000206169 PICKERING ASSOCIATES INC 11283 EMERSON AVE  PARKERSBURG WV 26104 US Vendor Contact Phone: 304-464-5305 Extension: 1111  Discount Details: <table><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			Requestor Name: Alan M Clemans Requestor Phone: (304) 558-2221 Requestor Email: aclemans@wvda.us  <b>22</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US	PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 217 GUS R DOUGLAS LN, BLDG 2 RM 106 CHARLESTON WV 25312 US

Purchasing Division's File Copy

Total Order Amount: \$178,450.00

**ENTERED**

PURCHASING DIVISION AUTHORIZATION <i>Linda Harper</i> DATE: 6/23/2022 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: 6/26/2022 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Melinda Skiles</i> DATE: JUN 27 2022 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order No 1

To add an additional Campus Electrical Study to project and remove items not finished or started yet. See attached for additional information.

No Other Changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81000000	0.00000		0.000000	\$178,450.00
Service From	Service To	Manufacturer		Model No	
2021-09-02	2022-09-01				

**Commodity Line Description:** Engineering Services

**Extended Description:**

Engineering Services



11283 Emerson Avenue • Parkersburg, WV 26104  
p. 304.464.5305 • t. 800.954.5305 • f. 304.464.4428  
www.pickeringusa.com

*Architects • Engineers • Surveyors*

**June 16, 2022**

**Additional Services**

**Revision 00**

WV Department of Agriculture  
324 Fourth Avenue  
Charleston, WV 25303

Re: Guthrie Campus Site Planning- Electrical Study

Pickering Associates is requesting changes to our contract based on requests by the Owner and issues outside of their control. These changes will not result in a fee increase, only time to complete the work.

Additional Design Tasks- Campus Electrical Study (Labor Value- \$14,500)

Purpose: As part a of the original project to enhance access security and safety of the campus, significant repaving is being provided around the campus entrance and around building 2 and 5. To limit disturbance in the future of this new paving, Pickering Associates will evaluate the campus standby power needs to assist in adding additional conduits in the ground during this construction project through change order before paving begins. We cannot wait and delay the main project for this study to be completed because of our paving window constraints.

To offset these fees, Pickering Associates is giving back fees for services not rendered. The breakdown of work scope to date:

Project Tasks:

1. Design of a New Gravel Roadway and Legal Land Boundary Survey
  - a. Submitted a concept, waiting on next steps.
2. Design, Bid, and Construction Administration of a New Gated Access Control Entrance
  - a. Bidding. Work not finished yet, still under contract.
3. Design, Bid, and Construction Administration for New Parking Areas
  - a. Bidding-Work not finished yet, still under contract.
4. Conceptual Design and Budgeting of a New Entrance to the Center (Giveback of Fees)
  - a. Work plan was changed because property owner would not grant access to walk the site. Delivered the project under budget via aerial mapping without survey fees used or any real fieldwork. (-\$8,500)
5. Design, Bid, and Construction Administration of a New Secure Entrance for Building 2 and Improved Secure to Building 11 (Giveback of Fees)
  - a. Submitted a concept, waiting on next steps.
    - i. Planned on doing two concepts (-\$6,000). Only did the cheaper one, inside the building
6. Mentoring and Guidance to the WVU School of Engineering for the Development of a HVAC Building Evaluations Program focusing on Deferred Maintenance and Security in select Buildings at the Center.
  - a. Work not finished yet, still under contract.



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The new electrical study generally will include the following tasks:

- a. Complete fieldwork at the site to review document building Main Distribution Panels
- b. Model the existing electrical system in our specialty electrical software; SKM Power Tools
- c. Develop a new accurate electrical one-line in CAD as required
- d. Study the backup power needs
- e. Compare the backup needs against the new generation that was recently installed
  - i. Make recommendations to better backup the campus based on findings of the study
  - ii. Work with the contractor for pricing for underground conduit needed to meet the long-term standby power need.

We are requesting no additional fees (labor hours) since work not completed covers the labor of the new electrical study.

**Total Additional Engineering Design Fees Requested:**

**\$0**

Submitted by:

Ryan K. Taylor  
Project Manager

## West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



June 21, 2022

OK  
Linda Harper  
6-22-22

Crystal Hustead  
WV Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

### RE: Change Order for Guthrie Campus Site Planning (CCT AGR22\*2) A/E Services

The WV Department of Agriculture (WVDA) is seeking Purchasing Division approval of a change order to request additional Architectural & Engineering to complete an Electrical Study associated with the Guthrie Campus Site. This will be used as additional Design Tasks- Campus Electrical Study. To offset these fees, Pickering is giving back fees for services not rendered for the following:

- New Gravel Roadway and Legal Boundary Survey.
- New Gated Access Control Entrance.
- Construction Administration for New Parking Areas.
- New Entrance to the Center.
- Construction Administration of a New Secure Entrance for Building 2 and Improved Secure to Building 11.
- Mentoring and Guidance to WVU School of Engineering for the Development of a HVAC Building Evaluations Program focusing on Deferred Maintenance and Security in select Buildings at the Center.

There will be no additional cost of this change order, due to other items coming off the project, and a copy of the vendor proposal is attached. Thank you in advance for your approval of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan Clemans".

Alan Clemans (Jun 21, 2022 09:53 EDT)

Alan Clemans, CFO/Director of  
Administrative Services Division

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009  
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312  
telephone: 304-558-3550 • fax: 304-558-2203

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

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