



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

State of West Virginia  
**Contract**

Order Date: 11-18-2022

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CCT 0310 6303 DNR210000001 2	<b>Procurement Folder:</b>	697854
<b>Document Name:</b>	A/E Services- Palestine Hatchery Fish/Mussel Facility	<b>Reason for Modification:</b>	Change Order No. 01 issued to renew the contract for one year as per the attached documentation.
<b>Document Description:</b>	A/E Services- Palestine Hatchery Fish/Mussel Facility		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Guy L Nisbet		
<b>Telephone:</b>	(304) 558-2596		
<b>Email:</b>	guy.l.nisbet@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2020-06-24
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-06-23

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000173443	<b>Requestor Name:</b>	James H Adkins	
POTESTA & ASSOCIATES INC 7012 MACCORKLE AVE SE		<b>Requestor Phone:</b>	(304) 558-3397	
CHARLESTON WV 25304		<b>Requestor Email:</b>	jamie.h.adkins@wv.gov	
US		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	999-999-9999			<b>Extension:</b>
<b>Discount Details:</b>				
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>	
#1	No	0.0000	0	
#2	Not Entered			
#3	Not Entered			
#4	Not Entered			

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES PARKS & RECREATION-PEM SECTION 324 4TH AVE SOUTH CHARLESTON WV 25305 US	DIVISION OF NATURAL RESOURCES PALESTINE HATCHERY ELIZABETH WV 26143 US

*11-18-22 BA*

<b>Total Order Amount:</b>	\$366,550.00
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Purchasing Division's File Copy

ENTERED

*AC 11-18-22*

<b>PURCHASING DIVISION AUTHORIZATION</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>	<b>ENCUMBRANCE CERTIFICATION</b>
DATE: <i>11-18-22</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>	DATE: <i>11/22/2022</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>	DATE: <i>11/22/2022</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>

*11/22/2022*

**Extended Description:**

Change Order

Change Order No. 01 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 06/24/2022 through 06/23/2023.

Renewals Remaining: One (1).

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	81101500	0.00000		0.000000	\$366,550.00
Service From	Service To	Manufacturer		Model No	
2020-06-24	2023-06-23				

**Commodity Line Description:** Civil engineering

**Extended Description:**

Architectural/engineering services and contract administration for new fish/mussel facility at Palestine State Fish Hatchery, located in Wirt County, WV.

Governor Jim Justice

Director Brett W. McMillion

**MEMORANDUM**

**TO:** Jamie Adkins  
Chief Procurement Officer

**FROM:** Roger C. Wolfe  
Associate Engineer

**DATE:** August 16, 2022

**SUBJECT:** Palestine State Fish Hatchery  
A/E services for Fish/Mussel Facility  
CCT DNR21\*01  
Change Order #1 Renewal

*Roger Wolfe* **BAK**

We, the West Virginia Division of Natural Resources, Planning, Engineering and Maintenance Section requests a renewal of the above contract under the current terms, conditions, and pricing. Associated construction projects are still ongoing, requiring continued construction oversight.

It is understood that this contract is beyond 20 days past the original end date of the contract. There were delays in obtaining all the documentation required for the renewal and then the submission for processing was inadvertently missed.


If you have any questions or need any additional information, please feel free to contact me.


RW/rw

Governor Jim Justice

Director Brett W. McMillion

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**TO:** Jamie Adkins   
Chief Procurement Officer

**FROM:** Roger C. Wolfe   
Associate Engineer

**DATE:** August 16, 2022

**SUBJECT:** Palestine State Fish Hatchery  
A/E services for Fish/Mussel Facility  
CCT DNR21\*01  
Change Order #1 Renewal

BAK

We, the West Virginia Division of Natural Resources, Planning, Engineering and Maintenance Section requests a renewal of the above contract under the current terms, conditions, and pricing. Associated construction projects are still ongoing, requiring continued construction oversight.

Renewal effective 06/24/2022 - 06/23/2023.

If you have any questions or need any additional information, please feel free to contact me.

RW/rw



**Engineers and Environmental Consultants**

7012 MacCorde Avenue, SE, Charleston, WV 25304 • (304) 342-1400 • [www.potesta.com](http://www.potesta.com)

**VIA EMAIL ONLY**

Mr. Roger Wolfe  
West Virginia Division of Natural Resources  
324 Fourth Avenue  
South Charleston, West Virginia 25303

RE: Request for Renewal  
Engineering and Architectural Services  
Palestine State Fish Hatchery  
PO No. CCT 310 6303 DNR 21\*01  
Potesta Project No. 0101-20-0085

Dear Mr. Wolfe:

Potesta & Associates, Inc. (POTESTA) is requesting a one-year renewal of the above-referenced purchase order with no increase in contract cost. The renewal will cover the period of June 24, 2022 to June 23, 2023 and will allow POTESTA to provide engineering and architectural services during the bidding and construction phases of the project. Also enclosed is a current certificate of insurance and an executed purchasing affidavit.

Sincerely,

POTESTA & ASSOCIATES, INC.

D. Mark Kiser, PE  
Chief Engineer

DMK/rjh

Enclosures

POTESTA & ASSOCIATES, INC.

Charleston, West Virginia • Morgantown, West Virginia • Winchester, Virginia

Mr. Roger Wolfe  
 June 19, 2020  
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Our estimated lump sum is shown in the table below:

Task / Description	Estimated Lump Sum Cost
Task 1 – Site Visit & Planning	
Task 2 – Surveying	\$11,000
2a: Topographic & Existing Conditions Survey / Mapping	\$8,500
Task 3 – Geotechnical Exploration & Recommendations	\$16,500
Task 4 – Groundwater Supply Well	\$12,000
Task 5 – Civil / Site Engineering	
5a: Site Plan & Utilities, Building	\$50,000
5b: Civil / Site Design, Pond Liner	\$35,000
Task 6 - Building Design	
6a: Architectural Services (Mills Group)	\$110,000
6b: Structural Design (Moment Engineers)	\$18,000
6c: Electrical & Mechanical Design (Harper Engineering)	\$17,000
Task 7 – Specifications & Cost of Hatchery Materials	\$9,750
Task 8 – Construction Documents	\$7,500
Task 9 – Permitting	
9a: Flood plain	\$0
9b: DOH MM109 Permit	\$2,500
9c: NPDES Stormwater Construction	\$8,300
9d: Septic System	\$6,500
Task 10 – Bidding & Construction Administration / Contract Administration	
10a: Bidding Phase Services	\$6,000
10b: Construction Administration Services	\$48,000
<b>TOTAL LUMP SUM</b>	<b>\$366,550</b>

This proposal is based in part on using cost data developed during a POTESTA hatchery design project completed in 2018. The building in that project was for fish and mussel cultivation and included office, storage and maintenance areas. Although the Palestine building at 9,000 sq. ft. is smaller than the previous project, we have prorated the area and taken into consideration the estimated earthwork, separate HVAC systems and other factors to estimate the cost of a new 9,000 sq. ft. building. POTESTA estimates the total construction cost of the fully furnished building, a new water well, including water testing and one lined pond for mussel production to be about \$3.25 million.