



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

State of West Virginia
Purchase Order

Order Date: 11-16-2022

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:	CPO 0432 1105 DCH2200000005 3	Procurement Folder:	996368
Document Name:	Culture Center: Renovations to the North & South Gardens	Reason for Modification:	Change Order No. 2 - To increase contract amount.
Document Description:	Change Order No. 2		
Procurement Type:	Central Purchase Order		
Buyer Name:	Toby L Welch		
Telephone:	(304) 558-8802		
Email:	toby.l.welch@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-05-02
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR			DEPARTMENT CONTACT		
Vendor Customer Code:	000000207246		Requestor Name:	Cara M Suppa	
CHAPMAN TECHNICAL GROUP LTD PO BOX 1355			Requestor Phone:	304-558-0220	
SAINT ALBANS WV 251771355 US			Requestor Email:	cara.m.suppa@wv.gov	
Vendor Contact Phone:	859-223-3999	Extension:	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-size: 18pt; font-weight: bold;">FILE LOCATION _____</div>		
Discount Details:					
	Discount Allowed	Discount Percentage			Discount Days
#1	No	0.0000			0
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US

Total Order Amount:	\$196,000.00
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Purchasing Division's File Copy

ENTERED

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

Extended Description:

Change Order No. 02 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. The increase of this contract is provided to add additional items per square footage per attached documentation.

Effective date of change: November 16, 2022.

Original Contract Price: \$179,000.00
Change Order No. 02 Increase: \$17,000.00
Contract New Total: \$196,000.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111617	0.00000		0.000000	196000.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Culture Ctr:Renovations to the North & South Gardens

Extended Description:

In accordance with W. Va. Code 5G-1-1 (et seq)
Services for professional services for renovation of North and South Gardens of the Culture Center per attached documentation.



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Curator
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employer

*APPROVED
L. H. Smith
11/18/22*

MEMORANDUM

To: Toby L. Welch, Senior Buyer, WV Purchasing Division

From: Cara M. Suppa, Procurement Officer, WV Dept. of Arts, Culture and History *Cara M. Suppa*

Date: November 18, 2022

Ref: CPO DCH2200000005 Culture Center: Renovations to the North & South Gardens

Toby:

Please allow this memorandum to serve as written justification for a request for Change Order No. 2 to increase the above referenced contract with Chapman Technical Group per the attached documentation. The additional services that are being requested are due to existing circumstances with the renovations to the North and South Gardens. The new industry resources exhibit to be installed on the south property will be integrated with the existing sidewalk and open area.

Change Order #2 would provide additional architectural and civil engineering services to integrate the South Garden ADA access with the exhibit. Seeking competition could result in significantly increased costs to the project and compromise public safety by delaying the construction phase that is essential for ADA access compliance.

We are requesting an increase of \$17,000.00 for additional structural design, surveying, landscaping, safety feature lighting, stormwater management, and grading to connect the exhibit display areas to the South Gardens.

Original Contract Amount:	\$ 179,000.00
Change Order No. 1	\$ 0.00
Change Order No. 2	\$ 17,000.00
New Contract Amount:	\$ 196,000.00

The net change to this contract by change order, including this request, is \$17,000.00, or 9.5% of the original contract award value. No extension of the contract time is being requested to accommodate any of this additional scope of work.

If you have any questions, or need additional information, please contact me via email at Cara.M.Suppa@wv.gov, or by phone at 304-558-0220.



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

*Approved
11/16/22
Hester*

The Culture Center
1900 Kanawha Blvd. E.
Charleston, WV 25305-0300

Randall Reid-Smith, Curator
Phone: 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562

CHANGE ORDER

CONTRACT: CPO 0432 DCH220000005

CHANGE ORDER NUMBER: 02

PROJECT NAME: Culture Center: Renovations to the North & South Gardens

AGENCY REPRESENTATIVE: Cara M. Suppa, Procurement Officer

TO VENDOR: Chapman Technical Group, 200 Sixth Avenue, Saint Albans, WV 25177

wvOASIS Vendor #: 000000207246

THE CONTRACT IS CHANGED AS FOLLOWS:

1. **CHANGE:** ADD Seventeen Thousand Dollars and Zero Cents (\$17,000.00) to the Contract Sum for additional services outlined in the attached documents.

The original Contract Sum was	<u>\$ 179,000.00</u>
The net change by previously authorized Change Orders	<u>\$ 0.00</u>
The Contract Sum prior to this Change Order	<u>\$ 179,000.00</u>
The Contract Sum will be Changed by this Change Order in the Amount of	<u>\$ 17,000.00</u>
The new Contract Sum including this Change Order will be	<u>\$ 196,000.00</u>

The Contract Time will remain unchanged.

SIGNATURES

WV Dept. of Arts, Culture and History
THE AGENCY

Cara M. Suppa
AUTHORIZED SIGNATORY

Cara Suppa, Procurement Officer
TYPED OR PRINTED NAME & TITLE

11/16/2022
DATE

Chapman Technical Group
THE VENDOR

[Signature]
AUTHORIZED SIGNATORY

Joseph E. Bird
TYPED OR PRINTED NAME & TITLE

11-16-2022
DATE



**Chapman
Technical
Group**
a division of
GRW

November 11, 2022

Ms. Cara M. Suppa
Procurement Officer
WV Division of Arts, Culture and History
Culture Center
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

**Re: Additional Services to the
Culture Center: Renovations to the
North & South Gardens Project
CPO 0432 1105 CH2200000005 1**

Dear Ms. Suppa:

As requested, we are pleased to provide you with a proposal for additional services to the above referenced project. Chapman Technical Group would provide additional architectural and civil engineering services required to integrate the South Garden ADA access with a new Industry Resources Exhibit.

Based on our conversations and emails, we understand the new outdoor exhibit will be installed on the south property and will utilize the majority of the currently open area. There will be ten display spaces featuring a different industry: railroad, salt, coal, oil and gas, iron and steel, chemical, timber, glass, clay, and agriculture. A gently-sloping, meandering sidewalk will connect the display areas and direct visitors through the exhibit. It will also provide access to the South Plaza, approximately twelve feet below grade. The display areas will need flood lighting and possibly power and water service. The long sidewalk will need pathway lighting, appropriate seating areas and landscaping to complete the visitor's experience.

The WVDACH will appoint a separate Exhibit Consultant to design the specifics of each display space, including artifact placement, interpretive elements, and visitor interfaces. Chapman Technical Group will work with the consultant to integrate their display design into the south property in terms of location, size, elevation, and infrastructure needs.

This proposal would modify our scope of work to include:

- Surveying the remaining south property and the western wall of the site.
- Grading display spaces, connecting sidewalks and required retaining walls.
- Stormwater management of the exhibit.

200 Sixth Avenue
Saint Albans, WV 25177

304.727.5501
304.727.5580 Fax

Buckhannon, WV
Lexington, KY

www.chaptech.com



- General flood lighting for the display spaces. Specialty or theatrical lighting would need to be addressed by others. If power is needed at each of the exhibits, this will be the responsibility of the Exhibit Consultant.
- Pedestrian pathway lighting and additional seating areas.
- Additional structural design for the overall site, as more of the site will be excavated or altered.
- Additional landscape design.
- Coordination time with Owner's Exhibit Consultant.

Chapman Technical Group is currently working on the North Garden and design development is well underway. We understand the WVDACH would like to release one construction package for the North and South Garden renovations and a construction completion date of January 2024 has been expressed. Adding this additional work will be challenging; however, we will work diligently to integrate the new exhibit and the Garden Renovations Project to meet your goals.

We proposed to complete the additional services outlined above for seventeen thousand dollars (\$17,000.00).

We appreciate the opportunity to be of service to the WV Division Arts and Cultural History and your consideration of this request. If you have any questions or need additional information, please contact me.

Sincerely,

CHAPMAN TECHNICAL GROUP

Kelly Estep, PLA
Project Manager