



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


State of West Virginia  
**Contract**

Order Date: 01-27-2023

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 6584 DNR2200000004 2	<b>Procurement Folder:</b>	920571
<b>Document Name:</b>	A/E Svcs-New Campground at Cass Scenic Railroad State Park	<b>Reason for Modification:</b>	Change Order No. 01 issued to increase the contract per the attached documentation.
<b>Document Description:</b>	A/E Svcs-New Campground at Cass Scenic Railroad State Park		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Joseph E Hager III		
<b>Telephone:</b>	(304) 558-2306		
<b>Email:</b>	joseph.e.hageriii@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-10-18
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-10-17

VENDOR			
<b>Vendor Customer Code:</b>	VS0000009934		
GHOSH ENGINEERS INC 4710 CHIMNEY DR STE A			
CHARLESTON	WV	25302	
US			
<b>Vendor Contact Phone:</b>	3043435300	<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>	James H Adkins
<b>Requestor Phone:</b>	(304) 558-3397
<b>Requestor Email:</b>	jamie.h.adkins@wv.gov
 <b>FILE LOCATION</b> _____	

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

SHIP TO	
SUPERINTENDENT DIVISION OF NATURAL RESOURCES CASS SCENIC RAILROAD STATE PARK 242 MAIN ST CASS WV 24927-0107 US	

*Jan 30 2023*

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$542,000.00
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**ENTERED**

*Jan 27 2023*

<b>PURCHASING DIVISION AUTHORIZATION</b>
<b>DATE:</b> <i>Jan 27 2023</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>
<i>John S. Gray</i>
<b>DATE:</b> <i>1/30/2023</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

<b>ENCUMBRANCE CERTIFICATION</b>
<i>Beverly Tolson</i>
<b>DATE:</b> <i>1-30-2023</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

**Extended Description:**

Change Order

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

Effective: 10/01/2022

Original Contract Price:	\$515,000.00
Change Order No. 01 Increase:	27,000.00
Contract New Total:	\$542,000.00

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	\$515,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-10-18	2023-10-17				

**Commodity Line Description:** Civil engineering

**Extended Description:**

Architectural/engineering services and contract administration for new campground facilities at Cass Scenic Railroad State Park.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101500	0.00000		0.000000	\$27,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-10-18	2023-10-17				

**Commodity Line Description:** Change Order No. 01

**Extended Description:**

Architectural/engineering services and contract administration for new campground facilities at Cass Scenic Railroad State Park.

APPROVED  
*[Signature]*



Governor Jim Justice

Director Brett W. McMillion

**MEMORANDUM**

**TO:** Jamie Adkins, Chief Procurement Officer *[Signature]*  
WV DNR

**FROM:** Barrow Koslosky, AIA, NCARB *BAK*  
Engineering Senior, PEM

**DATE:** January 17th, 2023

**SUBJECT:** Cass Scenic Railroad State Park  
A/E Services for New Campground at Cass Scenic Railroad State Park  
CCT DNR22\*04 Backdate Memo  
Change Order #1

We, the West Virginia Division of Natural Resources, Planning, Engineering and Maintenance Section requests this increase to the original design contract. It was discovered that a check-in station for the new campground was inadvertently omitted. The check-in station is crucial to the design, and successful completion, of the new campground.

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

BAK/MJY/rw

October 20, 2022

Mr. Barrow Koslosky, AIA, NCARB  
West Virginia Division of Natural Resources  
Parks and Recreation Section  
324 Fourth Avenue  
South Charleston, WV 25303

RE: New Campground at Cass Scenic Railroad State Park  
CCT 0310 6584 DNR2200000004 1  
Amendment No. 1

Dear Mr. Koslosky:

Ghosh Engineers, Inc. (Ghosh) is pleased to provide you with this ADDITIONAL scope of work and cost proposal for the above referenced project for the West Virginia Division of Natural Resources (DNR).

**PROPOSED SCOPE OF SERVICES PROVIDED:**

1. Additional Design and Permitting Fees – Ghosh will design and include in the Bidding Documents one (1) check-in station each for Cass Scenic Railroad and Lost River State Parks. Sub-consultant fees are included in this amendment. Also included will be permit fees for the West Virginia Bureau of Public Health and any and all NPDES Stormwater fees. **Lump Sum Fee for Additional Design and Permitting - \$27,000.00.**

Ghosh's fees for this Purchase Order are thereby increased by \$27,000.00, and the new total lump sum fee will be **\$542,000.00 (Five Hundred Forty-Two Thousand Dollars)** as outlined above and shown on the enclosed AIA Document G80202017, Amendment to Professional Services Agreement.

Again, thank you for this opportunity to provide these services to DNR and we look forward to working with you on this project. If you have any questions or comments concerning this matter, please feel free to contact me at your earliest convenience.

Sincerely,

GHOSH ENGINEERS, INC.  
**KENNON T. CHAMBERS**  
Kennon T. Chambers, PE  
President  
[kennon@ghosheng.com](mailto:kennon@ghosheng.com)

Enclosures

## COST OR PRICE SUMMARY

### PART I - GENERAL

1. OWNER <b>West Virginia DNR</b>			
3. NAME OF ENGINEER <b>Ghosh Engineers, Inc</b>		4. DATE OF AGREEMENT Oct-21	
5. ADDRESS OF ENGINEER 4710 Chimney Drive Suite A Charleston, WV 25302		6. TYPE OF SERVICE TO BE FURNISHED Cass Scenic RR State Park New Campground Additional Scope of Work Amendment No. 1 - Check-In Stations	
TELEPHONE NUMBER (Include Area Code) (304)-343-5300			

### PART II - COST SUMMARY

7. LABOR (Specify labor categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
Principal (Civil)	12	\$ 130.00	\$ 1,560	
Senior Project Manager	0	120.00	\$ -	
Project Manager	0	90.00	\$ -	
Engineer II (Environmental Scientist)	0	70.00	\$ -	
Draftsperson/Technician IV	39	75.00	\$ 2,925	
<b>LABOR TOTAL:</b>				<b>\$ 4,485</b>
8. OTHER DIRECT COSTS				
a. TRAVEL			ESTIMATED COST	
(1) TRANSPORTATION (Miles)	336 @	0.65	\$ 218	
(2) PER DIEM (Days)	1	35.00	\$ 35	
(3) Hotel Stays (Days)	1	200.00	\$ 200	
<b>TRAVEL SUBTOTAL:</b>			<b>\$ 453</b>	
b. EQUIPMENT, MATERIALS SUPPLIES (Specify categories)			ESTIMATED COST	
	QTY	COST	\$ -	
			\$ -	
<b>EQUIPMENT SUBTOTAL:</b>			<b>\$ -</b>	
c. SUBCONTRACTS				
	ESTIMATED HOURS	HOURLY RATE	ESTIMATED COST	
Miller Engineering, Inc.	24	\$ 160.00	\$ 3,800	
Montum Architecture	81	\$ 145.00	\$ 11,800	
			\$ -	
			\$ -	
<b>SUBCONTRACTS SUBTOTAL:</b>			<b>\$ 15,600</b>	
d. OTHER (Specify categories)				
	QTY	COST	ESTIMATED COST	
DEP NPDES Permitting Fees	2	\$ 1,170.00	\$ 2,340	
WV BPH Permit Fees	2	\$ 300.00	\$ 600	
			\$ -	
<b>OTHER SUBTOTAL:</b>			<b>\$ 2,940</b>	
<b>a. OTHER DIRECT COSTS TOTAL:</b>				<b>\$ 18,993</b>
<b>9. TOTAL ESTIMATED COST</b>				<b>\$ 23,478</b>
<b>10. PROFIT</b>				<b>\$ 3,521.76</b>
				<b>15 %</b>
<b>11. TOTAL PRICE</b>				<b>\$ 27,000</b>



**ATA**<sup>®</sup>

# Document G802™ – 2017

## ***Amendment to the Professional Services Agreement***

<b>PROJECT:</b> <i>(name and address)</i> New Campground at Cass Sc. RR Cass Scenic Railroad State Par	<b>AGREEMENT INFORMATION:</b> Date: October 18, 2021	<b>AMENDMENT INFORMATION:</b> Amendment Number: 1 Date: October 20, 2022
<b>OWNER:</b> <i>(name and address)</i> WV Div. of Natural Resources 324 4th Avenue South Charleston, WV 25303	<b>ARCHITECT:</b> <i>(name and address)</i> Ghosh Engineers, Inc. 4710 Chimney Drive, Suite A Charleston, WV 25302	

The Owner and Architect amend the Agreement as follows:

The Owner has requested additional design services in the form of a check-in station at both Cass Scenic Railroad

The Architect's compensation and schedule shall be adjusted as follows:

**Compensation Adjustment:**

An ADDITIONAL \$27,000.00 shall be added to the original Purchase Order (CCT 0310 6584 DNR2200000004 1) amount of \$515,000.00. The newly amended Purchase Order amount shall be \$542,000.00

**Schedule Adjustment:**

N/A

**SIGNATURES:**

<u>Ghosh Engineers, Inc.</u> ARCHITECT <i>(Firm name)</i>	<u>WV Division of Nat. Resources</u> OWNER <i>(Firm name)</i>
<u><i>KENNON T.C. CHAMBERS</i></u> SIGNATURE	<u><i>[Signature]</i></u> SIGNATURE
<u>Kennon Chambers, President</u> PRINTED NAME AND TITLE	<u>Brett McMillion, Director</u> PRINTED NAME AND TITLE
<u>October 20, 2022</u> DATE	<u>1.19.23</u> DATE