



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: 05-12-2023

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 0603 0603 ADJ2100000003 6	Procurement Folder:	679906
Document Name:	Cottage Renovation Design Camp Dawson	Reason for Modification:	CHANGE ORDER NO. 1- To extend contract time and increase contract amount per the attached documentation.
Document Description:	CHANGE ORDER No. 1- To extend time & increase contract		
Procurement Type:	Central Purchase Order		
Buyer Name:	Tara Lyle		
Telephone:	(304) 558-2544		
Email:	tara.l.yyle@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-06-29
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-06-28

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 border="1"> <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: Charles A Bowman Requestor Phone: (304) 561-6654 Requestor Email: charles.a.bowman26.nfg@army.mil <div style="text-align: center; font-size: 2em; font-weight: bold;">23</div> 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
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD KINGWOOD WV 26537-1077 US

5-19-23 BAT

Total Order Amount:	\$185,900.00
----------------------------	--------------

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>5/17/23</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>5/25/2023</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>5/25/2023</i> ELECTRONIC SIGNATURE ON FILE
--	---	--

Extended Description:

CHANGE ORDER NO. 1- To extend and increase the original contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. The contract (unit prices, hourly rates, annual fee, etc.) is increased as defined in the attached documentation.

Effective date of extension 06/29/2023 through 06/28/2024

Original Contract Price: \$146,000.00
Change Order No. 1 Increase: \$ 39,900.00
Contract New Total: \$185,900.00

EFFECTIVE DATE OF CHANGE: March 28, 2023

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	146000.00
Service From	Service To	Manufacturer		Model No	
2020-06-29	2024-06-28				

Commodity Line Description: Cottage Renovation Design Camp Dawson

Extended Description:

Provide professional architectural and engineering design services per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	39900.00
Service From	Service To	Manufacturer		Model No	
2023-03-28	2024-06-28				

Commodity Line Description: Change Order No.1-Cottage Renovation Design Camp Dawson

Extended Description:

Change Order No.1- To extend the contract time and increase the contract amount per the attached documentation.



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGWW-FMO

11 May 2023

TO: Ms. Tara Lyle, Buyer Supervisor
West Virginia Division of Purchasing

FROM: Mr. Dean Wingerd, Procurement Analyst
Office of the Adjutant General, State of West Virginia

RE: Change Order Justification
CPO-ADJ2100000003
CO#1 Cottage Renovation Design Camp Dawson
Pickering Associates, Inc.

This change order request for the project noted above is to extend the contract time to June 28, 2024, and increase the contract amount by \$39,900.00. The time extension is needed to complete the revised design, provide construction administration services, and make all final payments on the contract. The price increase is outlined in the letter from our Project Manager dated 7 March 2023 and the Change Notification #1 document, dated 28 March 2023, signed by all parties and supporting documentation is attached to this submission. This change order request is late because of issues obtaining federal money to support this change, staff vacations, illness and mandatory training, and because of staff workload.

Per this justification, we respectfully request the approval of Change Order #1 as submitted.

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at claude.d.wingerd.nfq@army.mil.

Dean Wingerd
Procurement Analyst
WV Military Authority
Construction & Facilities Management Office

Approved
Backdate
April
Tyle

Change Notification #1

**Addendum to the
Agreement for the Provision of Limited Professional Services**

Client: WV Army National Guard Date: March 28, 2023
Project Title: Camp Dawson Cottage Renovations
Contact: Jonathan Neal Email: jonathan.l.neal.nfg@mail.mil
PA Project No.: 2201029 Revision: 3
PA Project Mgr.: Pam Wean Email: pwean@pickeringusa.com

SCOPE CHANGE REQUEST SUMMARY

1. We are respectfully requesting additional design fees to compensate for the following scope revisions:
 - a. Construction costs have increased substantially over the past two years, mainly due to Covid 19 and inflation related to labor, building materials and delays in shipping and receiving materials. At the 95% submittal in August 2021, the General's Cottage Base Bid construction cost estimate was more than \$600,600. A recent cost estimate for the General's Cottage indicates the Base Bid construction cost may be over \$1 million. Significant scope reductions are required reduce the Base Bid cost to \$600,600.

The Sgt. Major's & Stone Cottages were both over budget at 65% completion in August 2021 and must also be redesigned to meet their original budgets of \$500,000 & \$235,000 respectively. All three cottage projects will require additional time to meet with WVANG to evaluate the projects and determine which scope reductions will be acceptable, and then re-design all three cottages.
 - b. All cottages were designed to meet ADA per the original scope of work. In August 2021, we were notified by the WVANG that the Stone Cottage was not required to meet ADA. This cottage will need to be redesigned, requiring changes to bedrooms, bathrooms, hallways, the deck, and entrance door, among other areas.
 - c. The State Fire Code requires sprinklers in the cottages unless the bedrooms have doors directly to the exterior. The DoD requirements also seem to require sprinklers in all lodging facilities, but this is unclear and requires further review of the most recent edition of the DoD requirements. Time and redesign will be required to provide either sprinklers and sprinkler rooms, or exterior doors from the bedrooms in all three cottages, depending on the WVANG preference and current DoD requirements.

Architects • Engineers • Surveyors

Fee Summary:

Type A Services: Site Evaluations: \$36,500.00 – (COMPLETE)

Type B Services: Design & Bidding: \$73,000.00 – 5% Bidding = \$69,350.00 Design Fees.

Divided into three separate fees based on size and complexity of Cottages:

- General's: \$33,000.00
- Sgt. Major's: \$28,000.00
- Stone: \$ 8,350.00

Type C Services: Construction Administration: \$36,500.00

Status of Cottage Type B Design Phases – Requested redesign fees:

- General's: 95% Completion. Requested redesign fees for Construction Documents: \$14,000.00
- Sgt. Major's: 65% Completion. Requested redesign fees for Design Development: \$ 6,500.00
- Stone: 65% Completion. Requested redesign fees for Design Development: \$10,400.00
- **Total requested redesign fees: \$39,900.00**

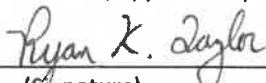
REVISED PROJECT BUDGET

Original Project Budget.....	\$	146,000.00
Requested Scope Change	\$	39,900 .00
Revised Project Budget.....	\$	185,900.00

2. We are also requesting a time extension to allow for completion of design and construction of the project.

Original Contract End DateJune 28, 2023
 Requested Time ExtensionOne year
 Revised Contract End DateJune 28, 2024

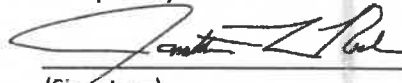
Offered/Approved by:


 (Signature)

3/28/23
 (Date)

Ryan Taylor
 President & CEO
 Pickering Associates

Accepted by:


 (Signature)

27 April 2023
 (Date)

Jonathan Neal
 WV Army National Guard



DEPARTMENT OF THE ARMY
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO-TSB

7 March 2023

SUBJECT: Agency Justification letter for Change Order #1 (CPO-ADJ2100000003) –
Cottage Renovation Design Camp Dawson.

ATTN: Ms. Tara Lyle
West Virginia Department of Administration
Purchasing Division
PO Box 50130
Charleston, WV 25305-0130

Ms. Lyle


1. Please find the following change order packet for the subject contract. This change order is for additional design services for the renovations to three (3) billeting cottages on the Camp Dawson training facility, near Kingwood WV. A description of the services is provided below.
2. The West Virginia Army National Guard requests a courtesy call if there are any problems associated with the attached change order to have an opportunity to address any issues in a timely manner.
3. Itemized Changes:
 - **Item #1 Revision of Design Services**
 - Description of Work: Additional Type-B Design Services to complete the Cottage renovation design and re-design.

Justification for Change:

- a. The Cottage Renovation Design was issued on 29 June 2020 during the height of the COVID-19 pandemic. During the design process, meetings had to be canceled and review times were extended due to personnel having to quarantine due to exposure. CDC and military COVID-19 restrictions changed throughout the process further causing delays for Pickering Associates. Additionally, during the design, revised antiterrorism/force

5. If you have any questions or concerns, the point of contact for this action is Mr. Jonathan Neal, 304-550-1482, jonathan.l.neal.nfg@army.mil.

Sincerely:



JONATHAN L. NEAL
NGWW-FMO-TSB
Deputy Branch Chief

protection (AT/FP), and military fire protection standards for billeting areas were issued; all of which caused Pickering Associates to incur delays, further design work and ultimately resulting in additional cost.

- b. Since the initiation of the design contract, construction costs have substantially increased; however due to statutory restrictions, the West Virginia Army National Guard cannot increase the construction budget. The aforementioned issue is creating the need for re-design to meet the original budget.
- c. Recommendation: The cost changes documented in this change order request are fair and reasonable.

- **Item #2 Time Extension**

- o Description of Work: Additional contract time to complete the re-design.

Justification for Change:

- a. Additional time will be needed to complete the redesign and provide the Type C services. Type C services will be delayed due to the required re-design listed in Item #1. Propose the contract be extended for 365 days (6/28/2024).
- b. Recommendation: The time extension will be a zero cost to the government. The requested time extension is fair and reasonable.

4. Accounting Summary

CONSOLIDATED PRICING OF CHANGE ORDER		
<u>Description</u>	<u>Federal Funds</u>	<u>State Funds</u>
<u>Item #1:</u> Additional Type B Design Services	\$39,900.00	\$0
<u>Item #2:</u> Additional Contract Time	\$0.00	\$0
Total:	\$39,900.00	\$0