



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

State of West Virginia
Contract

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

Order Date: 03-26-2024

Order Number:	CCT 0310 6303 DNR220000009 3	Procurement Folder:	1047794
Document Name:	A/E Services - Grafton Boating Public Access Site	Reason for Modification:	Change Order No. 02 issued to extend the contract as per the attached documentation.
Document Description:	A/E Services - Grafton Boating Public Access Site		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-10-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-04-14

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000201753	Requestor Name:	James H Adkins
ALPHA ASSOCIATES INC 209 PRAIRIE AVE STE 209		Requestor Phone:	(304) 558-3397
MORGANTOWN WV 26501		Requestor Email:	jamie.h.adkins@wv.gov
US			
Vendor Contact Phone:	304-296-8216	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

24
 FILE LOCATION _____

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES PARKS & RECREATION-PEM SECTION 324 4TH AVE SOUTH CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

3-29-24 GC

Total Order Amount: \$24,650.00

Purchasing Division's File Copy

JJA 3.28.24

PURCHASING DIVISION AUTHORIZATION DATE: <i>Munk</i> 3/28/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John L. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Dan</i> 4-1-24 ELECTRONIC SIGNATURE ON FILE
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4/1/2024

Extended Description:

Change Order

Change Order No. 02 is issued to extend the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective: 10/15/2023 through 04/14/2025.

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	81100000	0.00000		0.000000	\$24,650.00
Service From	Service To	Manufacturer	Model No		
2021-10-15	2025-04-14				

Commodity Line Description: Professional engineering services

Extended Description:

Grafton Boating Public Access Site



Governor Jim Justice

Director Brett W. McMillion

APPROVED TO ALLOW
TIME FOR COMPLETION OF
THE PROJECT

[Signature]
3/28/24

MEMORANDUM

TO: Jamie H. Adkins *[Signature]*
Chief Procurement Officer

FROM: Matt Yeager *[Signature]*
Deputy Chief

DATE: March 26, 2024

SUBJECT: A/E Services - Grafton Boating Public Access Site
CCT DNR22*09
Change Order No. 02
Request to Process/Backdate

The WV Division of Natural Resources, Planning, Engineering and Maintenance Unit requests that changes be made to extend the above referenced contract for the Grafton public boating access site. The boating access site will fulfill the WVDNR obligations to provide recreational boating access in the city of Grafton, WV. Alpha Associates Inc. was contracted in 2021 to design a public boating access site, bidding assistance, and provide contract administration during the construction phase. The design phase required more time than anticipated, and the construction for the A/E services expired on October 14, 2023 with no renewals.

This change order includes a time extension to allow Alpha to complete the remaining work in the A/E services contract and facilitate the construction of the boat access site. As the structural engineers/designers of the boat access, Alpha's continued involvement is a requirement to completing this project. This change order will extend the above reference contract for one (1) year and (6) months from October 15, 2023 to April 14, 2025. Please process more than 20 days past the original contract end date.

Please let me know if you have any questions.

cc: Zack Brown
Ed Raines
Sam England

TO: West Virginia Attorney General's Office

FROM: Brett McMillion
WVDNR Director

DATE: March 14, 2024

SUBJECT: Grafton, WV Boat Ramp
CCT DNR 22*09 Change Order No. 02
Extension of A&E Contract

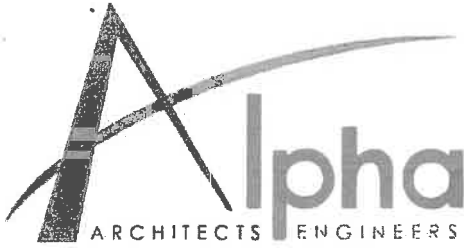
This memorandum is in reference to the extension of WVDNR contract CCT DNR2200000009. It is understood that this contract expired on 10/14/23 prior to the completion of all services covered by the contract, including contract administration for the construction contract and inspection of the construction activities. It was originally anticipated that the new construction of the boat ramp in the city of Grafton would be completed in 2023. The construction plans are complete and ready to be bid out. These construction services require specialized oversight to respond to technical questions during the bidding phase and to conduct inspections during the construction phase.

I request that this change order be approved to extend the original A/E services contract for 18 months from October 15, 2023 to April 14, 2025 and that the contract be reinstated under my authority. It is necessary and critical for the continuation of this recreational boating project, ensuring that the WVDNR fulfills its obligations to provide recreational boating access in the city of Grafton WV.



Brett W. McMillion, Director

cc: Matt Yeager
Zack Brown



March 26, 2024

Mr. Matt Yeager
Deputy Chief
Planning, Engineering, and Maintenance
WV Division of Natural Resources
324 – 4th Avenue
South Charleston, WV 25303-1228

RE: Grafton Boat Ramp - CCT DNR22*09
AAI Project Number 2206071.00

Dear Mr. Yeager:

This letter is to formally agree to extend our services for the above referenced project under the existing terms, conditions, and pricing. Alpha would like to extend our services from October 15, 2023, to April 14, 2025. We are happy to see this project moving forward. Attached to this letter is a new Purchasing Affidavit and a new Insurance Certificate. If there is anything else you need from me at this time, please let me know.

Sincerely,

ALPHA ASSOCIATES, INCORPORATED

A handwritten signature in black ink that reads 'Charles B. Branch'.

Charles B. Branch, PE
Senior Principal

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Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

ALPHA ASSOCIATES, INCORPORATED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/23/1969		6/23/1969	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock 50000.0000
Charter County	Monongalia	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	50000	Young Entrepreneur	Not Specified

Addresses

Type	Address
Local Office Address	209 PRAIRIE AVENUE 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
Mailing Address	209 PRAIRIE AVENUE MORGANTOWN, WV, 26501 USA
Notice of Process Address	RICHARD A. COLEBANK 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
Principal Office Address	209 PRAIRIE AVENUE MORGANTOWN, WV, 26501 USA
Type	Address

Officers

Type	Name/Address
Director	RICHARD A. COLEBANK 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
Director	CHARLES B. BRANCH 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
Incorporator	SAMUEL GEORGE BONASSA 2768 UNIVERSITY AVENUE MORGANTOWN, WV, 26501 USA
Incorporator	LOUIS BONASSO 140 EAST PIKE STREET CLARKSBURG, WV, 26301 USA
President	RICHARD A. COLEBANK 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
Secretary	CHARLES BRANCH 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
Type	Name/Address



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All Words 

Exact Phrase 

e.g. 1606N020Q02

"ALPHA ASSOCIATES, INCORPORATED" 

Federal Organizations

Enter Code or Name



Status



- Active
- Inactive

Reset



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Magan</u> Date: <u>3.26.24</u> Solicitation No. <u>CCT DNR 22*09</u> <u>c/o #2</u>	Agency: Division of Natural Resources Procurement Officer Submitting Requisition: Jamie H. Adkins Requisition No. CCT DNR22*09 CO2 Extension PF No.: 1047794
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

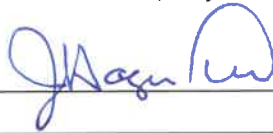
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** RE **Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**