



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: 01-25-2024

| | | | |
|------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------|
| Order Number: | CCT 0310 6565 DNR2300000003 2 | Procurement Folder: | 1009233 |
| Document Name: | A/E Services - Elk River Trail New HQ Building | Reason for Modification: Change Order No. 01 issued to increase the contract as per the attached documentation. | |
| Document Description: | A/E Services - Elk River Trail New HQ Building | | |
| 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: | 2022-08-30 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2024-08-29 |

| VENDOR | | DEPARTMENT CONTACT | |
|------------------------------------------|-------------------------|----------------------------|-----------------------|
| Vendor Customer Code: | 000000203253 | Requestor Name: | James H Adkins |
| WYK ASSOCIATES INC 205 WASHINGTON AVE | | Requestor Phone: | (304) 558-3397 |
| CLARKSBURG WV 26301 US | | Requestor Email: | jamie.h.adkins@wv.gov |
| Vendor Contact Phone: | 999-999-9999 | | |
| 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 |

1-25-24 66

Total Order Amount: \$107,399.76

Purchasing Division's File Copy

| | | |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| PURCHASING DIVISION AUTHORIZATION DATE: <i>Mary Klett 1/25/2024</i> ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 1-29-2024</i> ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION DATE: <i>Dan Kay 1-30-24</i> ELECTRONIC SIGNATURE ON FILE |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|

Extended Description:

Change Order

Change Order No. 01 is issued to 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: 12/01/2023

Original Contract Price: \$ 96,500.00
Change Order No. 01 Increase: 10,899.76
Contract New Total: \$107,399.76

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 | \$96,500.00 |
| Service From | Service To | Manufacturer | Model No | | |
| 2022-08-30 | 2024-08-29 | | | | |

Commodity Line Description: Civil engineering

Extended Description:

Architectural/engineering services and contract administration for new headquarters building at Elk River Trail.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|-----------------|------------|-------------|
| 2 | 81101500 | 0.00000 | | 0.000000 | \$10,899.76 |
| Service From | Service To | Manufacturer | Model No | | |
| 2022-08-30 | 2024-08-29 | | | | |

Commodity Line Description: Change Order No. 01

Extended Description:

Architectural/engineering services and contract administration for new headquarters building at Elk River Trail.



Brett W. McMillion
4/25/24
APPROVED

Governor Jim Justice

Director Brett W. McMillion

MEMORANDUM

To: Jamie Adkins *[Signature]*
Chief Procurement Officer

From: Don Bailey, Jr.
Construction Project Manager

Date: November 2, 2023

Subject: Elk River Trail Project
A/E Services – Elk River Trail New HQ Building
CCT DNR23*03
Change Order No. 1

The attached documents represent an application for Change Order No. 1 for WYK Associates, Inc. for the above referenced contract.

After an extensive evaluation, it was determined that the Visitor Center could not be constructed on the property without encroaching on the railroad right-of-way.

The decision was made to move the visitor center onto the site directly across the right-of-way. Moving the building site to the new location requires additional survey work in order to proceed with the project.

Change Order Number 1 will cover the additional work to perform a boundary survey and prepare a map of the new Red House Property.

- Base contract amount \$96,500.00
- Add service amount \$10,899.76
- New contract amount \$107,399.76

We recognize that this change order is over ten percent (10%) of the original contract, an increase of \$10,899.76, but without it we will not be able to complete the project.

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

DB



WYK ASSOCIATES, INC.
ARCHITECTURE · PLANNING

November 02, 2023

WV DNR
Don Bailey, Jr., PE, PS
Construction Project Manager
324 4th Avenue
Charleston, WV 25303-1228

Re: Surveying Services for the Elk River Trail New Headquarter Building

Dear Don:

Please find attached Amendment to the Professional Services Agreement in the amount of \$10,899.76 for surveying services for the Elk River Project.

We understand that the Visitor Center site will be located between the Elk River and the old railroad right-of-way. A survey is the first step to designing and constructing the building site according to your specifications.

The amendment / change order will cover the cost of conducting a boundary survey and preparing a map of the property.

Respectfully Submitted,

James B. Swiger, AIA, NCARB, LEED AP BD+C, CHC
President

Elk River Trail Visitor Center Survey - CEC Cost Breakdown

| Task 1 - Topographic Survey | | | |
|------------------------------------|-------|------|---------|
| Title | Hours | Rate | Total |
| Survey Technician | 16 | 76 | 1216.00 |
| Project Manager II | 4 | 160 | 640.00 |

| Task 2 - Boundary Survey | | | |
|---------------------------------------|-------|------|--------|
| Task 2.1 - Courthouse Research | | | |
| Title | Hours | Rate | Total |
| Survey Technician | 8 | 76 | 608.00 |
| Project Manager II | 6 | 160 | 960.00 |

| Task 2.2 - Compiling and Plotting Deeds | | | |
|------------------------------------------------|-------|------|---------|
| Title | Hours | Rate | Total |
| Survey Technician | 16.26 | 76 | 1235.76 |
| Project Manager II | 5.50 | 160 | 880.00 |

| Task 2.3 - Fieldwork, Measurement of Boundary Evidence | | | |
|---------------------------------------------------------------|-------|------|---------|
| Title | Hours | Rate | Total |
| Survey Technician | 18 | 76 | 1368.00 |

| Task 2.4 - Boundary Resolution | | | |
|---------------------------------------|-------|------|--------|
| Title | Hours | Rate | Total |
| Project Manager II | 4 | 160 | 640.00 |

| Task 2.5 - Fieldwork, Setting Corners and Marking Line | | | |
|---------------------------------------------------------------|-------|------|---------|
| Title | Hours | Rate | Total |
| Survey Technician | 22 | 76 | 1672.00 |

| Task 2.6 - Preparation of Final Plat and Legal Description | | | |
|-------------------------------------------------------------------|-------|------|---------|
| Title | Hours | Rate | Total |
| Assistant Project Manager | 8 | 130 | 1040.00 |
| Project Manager II | 4 | 160 | 640.00 |

| | |
|--------------|-----------------|
| Total | 10899.76 |
|--------------|-----------------|



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
 Elk River Trail Maintenance Building &
 New Headquarters Building
 Clay County, WV

AGREEMENT INFORMATION:
 Date: August 22, 2022
 AIA-B101-2017

AMENDMENT INFORMATION:
 Amendment Number: 001
 Date: November 2, 2023

OWNER: *(name and address)*
 West Virginia DNR
 Parks & Recreation - PEM Section
 324 4th Avenue
 South Charleston, WV 25305

ARCHITECT: *(name and address)*
 WYK Associates, Inc.
 205 Washington Avenue
 Clarksburg, WV 26301

The Owner and Architect amend the Agreement as follows:
 Boundary Survey for the project site for topography, site features, flood plain elevation, right-of-ways, easements, existing structures, vegetation, utilities with invert elevations, roadways and property lines.

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

Compensation Adjustment:
 Original Contract Amount \$96,500.00
 Additional Survey Services \$10,899.76
 New Contract Amount \$107,399.76 TOTAL

Schedule Adjustment:

SIGNATURES:

WYK Associates, Inc.

ARCHITECT *(Firm name)*

SIGNATURE

James B. Swiger, AIA
 President

PRINTED NAME AND TITLE

DATE

11/2/23

WV DNR - PEM Section

OWNER *(Firm name)*

SIGNATURE

Brett W. McMillion, Director

PRINTED NAME AND TITLE

DATE

11/12/23

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purchasing Division Use: Buyer: <u>J. May</u> Date: <u>1.24.24</u> Solicitation No. <u>CCT DNR 23*03</u> <u>clo # 1</u> | Agency: Division of Natural Resources Procurement Officer Submitting Requisition: Jamie H. Adkins Requisition No. CCT DNR23*03 CO1 PF No.: 1009233 |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 | | | | |
| | Commercial General Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Automobile Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Workers' Compensation/Employer's Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Cyber Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Builder's Risk/Installation Floater | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Professional Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Other (specify) | <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:

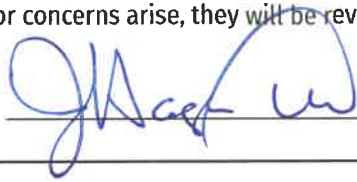
| | | | | | |
|----|----------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 13 | Two-party agreement | <input checked="" type="checkbox"/> | <input checked="" 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.**

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Business Organization Detail

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WYK ASSOCIATES, INC.

| Organization Information | | | | | | | | |
|--------------------------|----------------|------------------|-------------|----------|--------|----------|------------------|--------------------|
| Org Type | Effective Date | Established Date | Filing Date | Charter | Class | Sec Type | Termination Date | Termination Reason |
| C Corporation | 12/12/1977 | | 12/12/1977 | Domestic | Profit | | | |

| Organization Information | | | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------|
| Business Purpose | 5413 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs) | | Capital Stock 100000.0000 |
| Charter County | Harrison | Control Number | 0 |
| Charter State | WV | Excess Acres | 0 |
| At Will Term | | Member Managed | <input type="checkbox"/> Close |
| Will 1 Years | | Pa | |
| Authorized Shares | 1000 | Y | |
| | | Entr | |

Hi, I'm SOLO I'm here to help you launch your new LLC.

Addresses

| Type | Address |
|----------------------------------|-------------------------------------------------------------------|
| Local Office Address | 205 WASHINGTON AVENUE CLARKSBURG, WV, 26301 |
| Mailing Address | 205 WASHINGTON AVENUE CLARKSBURG, WV, 26301 USA |
| Notice of Process Address | JAMES B. SWIGER 205 WASHINGTON AVENUE CLARKSBURG, WV, 26301 |
| Principal Office Address | 205 WASHINGTON AVENUE CLARKSBURG, WV, 26301 USA |
| Type | Address |

Officers

| Type | Name/Address |
|---------------------|--------------------------------------------------------------------------|
| Incorporator | CARLESTON C. WOOD, JR. 252 CARR AVE. CLARKSBURG, WV, 26301 USA |
| Incorporator | WILLIAM E. YOKE, JR. 118 MARSHALL ST. CLARKSBURG, WV, 26301 USA |
| President | JAMES B. SWIGER PO BOX 286 SALEM, WV, 26426 |
| Type | Name/Address |

Annual Reports

| Filed For |
|-----------|
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| 2021 |
| 2020 |
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"WYK ASSOCIATES, INC."

Federal Organizations



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