



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

State of West Virginia
Contract

Order Date: 03-21-2024

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:	CCT 0211 4098 GSD2000000019 9	Procurement Folder:	581555
Document Name:	East Campus Assessment and Metal Building Design	Reason for Modification:	Change Order 7 To extend and increase contract
Document Description:	East Campus Assessment and Metal Building Design		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-03-16
Free on Board:		Effective End Date:	2025-03-15

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000207246	Requestor Name:	Mark A Crites
CHAPMAN TECHNICAL GROUP LTD PO BOX 1355		Requestor Phone:	304-352-5515
SAINT ALBANS WV 251771355		Requestor Email:	mark.a.crites@wv.gov
US			
Vendor Contact Phone:	859-223-3999	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
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION GROUNDS SECTION - LOT/BLDG 98 321 MICHIGAN AVE CHARLESTON WV 25305 US

4-4-24 61

Total Order Amount:	\$785,969.00
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Purchasing Division's File Copy

MKP 03/29/2024

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara</i> 4/1/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Dan</i> 4-5-24 ELECTRONIC SIGNATURE ON FILE
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4/4/2024

Extended Description:

Change Order

Change Order No. 7 is issued to extend and increase the original contract to allow for construction administration, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to cover construction administration and project close out.

Effective date of change March 8, 2024.

Extend contract from: March 16, 2024
to: March 15, 2025

Original Contract Price: \$707,451.00
Change Order 1: 4,921.00
Change Order 2: 40,682.00
Change Order 5: 7,240.00
Change Order 7 increase: 25,675.00
New Contract Amount: \$ 785,969.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	\$707,451.00
Service From	Service To	Manufacturer		Model No	
2020-03-16	2025-03-15				

Commodity Line Description: East Campus Assessment and Metal Building Design

Extended Description:

Per Attached Agreement

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81100000	0.00000		0.000000	\$4,921.00
Service From	Service To	Manufacturer		Model No	
2020-03-16	2025-03-15				

Commodity Line Description: Change Order No 1

Extended Description:

Per Attached Agreement

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81100000	0.00000		0.000000	\$40,682.00
Service From	Service To	Manufacturer		Model No	
2020-03-16	2025-03-15				

Commodity Line Description: Change Order No 3

Extended Description:

Per Attached Agreement

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81100000	0.00000		0.000000	\$7,240.00
Service From	Service To	Manufacturer		Model No	
2020-03-16	2025-03-15				

Commodity Line Description: Change Order No 5

Extended Description:

Per Attached Agreement

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81100000	0.00000		0.000000	\$25,675.00
Service From	Service To	Manufacturer	Model No		
2020-03-16	2025-03-15				

Commodity Line Description: Change Order No 7

Extended Description:
Per Attached Agreement



**Chapman
Technical
Group**
a division of
GRW

March 8, 2023

Tim Lee
Building Engineer
General Services Division – Engineering Section
Building 4, Fifth Floor
112 California Avenue
Charleston, West Virginia 25305

**Re: GSD 200000019
East Campus Metal Building
Construction Administration**

Dear Mr. Lee:

As we have discussed, Chapman Technical Group's contract for A/E services is set to expire on March 16, 2024. The Contractor's contract for construction has been extended through August 8, 2024. Chapman Technical Group requests a one-year extension to our contract to provide construction phase services through the end of the project term and for closeout requirements.

Along with the extension of time to our contract, we also request additional compensation to cover the time noted above and for additional work related to revising the security system design at the request of WVGSD.

Chapman Technical Group was contracted to provide construction site visits and job meetings as part of our construction administration services. To continue to provide construction administration services and to cover that were additional site meetings dealing with unexpected conditions, we request an additional 21 site meetings. Each meeting averages over 4.5 hours of effort in meeting time, record keeping, and other associated work. We request additional fee in the amount of \$14,175.00 to account for this additional work.

The security system revisions were requested by WVGSD, and CTG provided design services for those renovations in December of 2022. Need for additional fee was discussed at that time. WVGSD, including Bob Kilpatric directed CTG to perform the work including redesign and issuance of necessary drawings and specifications. The cost of those revisions to our documents was \$11,500.00.

200 Sixth Avenue
Saint Albans, WV 25177

304.727.5501

Buckhannon, WV
Lexington, KY

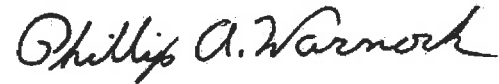
www.chaptech.com

Tim Lee
Page 2

We have calculated our fees and noted them on the attached fee summary document. Chapman Technical Group requests a modification to our Agreement including a fee increase of \$25,675.00 for additional services and a one year time extension.

Sincerely,

CHAPMAN TECHNICAL GROUP

A handwritten signature in cursive script that reads "Phillip A. Warnock".

Phillip A. Warnock, AIA, NCARB
Project Architect

Chapman Technical Group
East Campus Assessment and Metal Building Design
Fee Modificaion Worksheet
March 8, 2024

Classification	Bill rate	Hours	Task Costs	Total
Additional Construction Administration				
Meetings anticipated to finish - 21	\$ 150.00	94.5	\$ 14,175.00	
Task Totals			\$ 14,175.00	\$ 14,175.00
Classification	Bill Rate	Hours	Task Costs	Total
Security System Revisions				
Engineer VI	\$ 160.00	36	\$ 5,760.00	
Architect V	\$ 150.00	12	\$ 1,800.00	
Landscape Architect V	\$ 155.00	10	\$ 1,550.00	
CADD Tech IV	\$ 90.00	18	\$ 1,620.00	
Administrative Assistant II	\$ 70.00	11	\$ 770.00	
Task Total			\$ 11,500.00	\$ 11,500.00
Classification	Bill Rate	Hours	Task Costs	Total
Total Fee Adjustment				\$ 25,675.00



2023 BILL RATES

Project Officer	\$ 195.00
Engineer I	\$ 90.00
Engineer II	\$ 100.00
Engineer III	\$ 120.00
Engineer IV	\$ 130.00
Engineer V	\$ 150.00
Engineer VI	\$ 160.00
Architect I	\$ 90.00
Architect II	\$ 100.00
Architect III	\$ 120.00
Architect IV	\$ 140.00
Architect V	\$ 150.00
Landscape Architect I	\$ 85.00
Landscape Architect II	\$ 105.00
Landscape Architect III	\$ 115.00
Landscape Architect IV	\$ 135.00
Landscape Architect V	\$ 155.00
GIS Analyst	\$ 70.00
Interior Designer I	\$ 70.00
Interior Designer II	\$ 85.00
Interior Designer III	\$ 100.00
Interior Designer IV	\$ 120.00
CADD Tech. I	\$ 60.00
CADD Tech. II	\$ 70.00
CADD Tech. III	\$ 80.00
CADD Tech. IV	\$ 90.00
CADD Manager	\$ 115.00
Surveyor I	\$ 70.00
Surveyor II	\$ 80.00
Surveyor III	\$ 90.00
Surveyor IV	\$ 100.00
Surveyor V	\$ 105.00
Survey Technician I	\$ 50.00
Survey Technician II	\$ 60.00
Survey Technician III	\$ 70.00
Survey Technician IV	\$ 80.00
Survey Technician V	\$ 90.00
Construction Observer I	\$ 65.00
Construction Observer II	\$ 75.00
Construction Observer III	\$ 80.00
Construction Observer IV	\$ 90.00
Construction Observer V	\$ 100.00
Sr. Construction Observer	\$ 140.00
Secretary/Receptionist	\$ 55.00
Administrative Assistant I	\$ 55.00
Administrative Assistant II	\$ 70.00

Revised 1/26/2023

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

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.

CHAPMAN TECHNICAL GROUP, LTD.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termin Reason
C Corporation	1/11/1991		1/11/1991	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 10000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	10.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified



Addresses	
Type	Address
Local Office Address	200 SIXTH AVENUE SAINT ALBANS, WV, 25177
Mailing Address	200 SIXTH AVENUE SAINT ALBANS, WV, 25177 USA
Notice of Process Address	GREG BELCHER 200 SIXTH AVENUE SAINT ALBANS, WV, 25177
Principal Office Address	200 SIXTH AVENUE SAINT ALBANS, WV, 25177 USA
Type	Address

Officers	
Type	Name/Address
Director	GREG BELCHER CHAPMAN TECHNICAL GROUP 200 SIXTH AVENUE SAINT ALBANS, WV, 25177
Director	BEN D. FISTER 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Incorporator	HARVEY R. CHAPMAN 1528 FENTON CIRCLE NITRO, WV, 25143 USA
President	BEN FISTER 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Vice-President	GREG BELCHER PO BOX 1355 ST ALBANS, WV, 25177
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CHAPMAN TECHNICAL GROUP	TRADENAME	1/11/1991	
DBA Name	Description	Effective Date	Termination

Annual Reports

Filed For

2024

2023

2022

2021

2020

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Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Friday, March 29, 2024 — 2:39 PM

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Entity Information +

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By -

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Simple Search

Search Editor

Any Words ⓘ

All Words ⓘ

Exact Phrase ⓘ

Entity

Location

Status



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?



APPROVED
[Signature]
3/29/24

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

John K. McHugh
Director

MEMORANDUM

To: Melissa, Pettrey, Senior Buyer, State Purchasing Division
From: James R. Jones, Procurement Specialist, General Services Division *James R Jones*
Date: March 8, 2024
Ref: Change Order #7 – CCT 0211 GSD2000000019, East Campus Assessment and Metal Building Design

Melissa:

Please accept this memorandum as explanation and justification for our request for Change Order (#7) to contract (CCT 0211 GSD2000000019) with Chapman Technical Group for East Campus Assessment and Metal Building Design. We are requesting an increase of \$25,675.00 to cover Additional Services for design work, and the need for additional construction administration due to the duration of the contract. In addition, we are requesting the contract be extended until March 15, 2025, to account for construction administration to close out the project.

This change order will result in a total of 11.1% change to the original contract total.

Original Contract Amount:	\$707,451.00
Change Order #1:	\$4,921.00
Change Order #2:	\$40,682.00
Change Order #5:	\$7,240.00
Change Order #7 Increase request:	\$25,675.00
New Contract Amount:	\$785,969.00

If you need additional information, please feel free to contact me via email at James.R.Jones@wv.gov or telephone at (304) 352-5517.

Thank you!

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>03/29/2024</u> Solicitation No. _____ <div style="text-align: center; font-size: 2em; color: blue;">9/7</div>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. _____ PF No.: 581555
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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"/>
9	Fleet Management Division 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
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:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MKP
03/29/2024

*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: *Melissa K. Petrey, Senior Buyer*