



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

State of West Virginia Contract

Order Date: 07-15-2024

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 4035 GSD2400000009 4	Procurement Folder:	1311383
Document Name:	Buildings 31 & 35 Renovations Project	Reason for Modification:	
Document Description:	Buildings 31 & 35 Renovations Project	Change Order 1 Increase Contract.	
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:	2024-05-20
Free on Board:		Effective End Date:	

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code: VS0000000330				Requestor Name: Aaron M Armstrong	
WDP & ASSOCIATES CONSULTING ENGINEERS INC.				Requestor Phone: 304-352-5492	
10621 GATEWAY BLVD #200				Requestor Email: aaron.m.armstrong@wv.gov	
MANASSAS		VA	20110-2055		
US					
Vendor Contact Phone: 703-257-9280		Extension:		118	
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				
				2025	
				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 BLDG 35 350 CAPITOL STREET CHARLESTON WV 25301 US

8-2-24 6C

Purchasing Division's File Copy

Total Order Amount: \$926,481.75

PURCHASING DIVISION AUTHORIZATION

DATE: *Tina H. 8/2/2024*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *John L. Gray 8/5/2024*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *8-6-24*
ELECTRONIC SIGNATURE ON FILE

Extended Description:
Change Order 1

Change Order No. 1 is issued to increase the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract (unit prices, hourly rates, annual fee, etc.) is increased as defined in the attached documentation.

Effective date: July 15, 2024

Original Contract: \$394,657.55
Change Order 1 (Increase): \$531,824.20
New Contract Total: \$926,481.75

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$108,291.00
Service From		Service To	Manufacturer	Model No	
2024-05-20		2034-05-19			

Commodity Line Description: Building 31 Condition Assessment

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$166,882.95
Service From		Service To	Manufacturer	Model No	
2024-05-20		2034-05-19			

Commodity Line Description: Building 35 Building Systems Survey

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$40,614.10
Service From		Service To	Manufacturer	Model No	
2024-05-20		2034-05-19			

Commodity Line Description: Elevator Systems for Buildings 31 & 35

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101508	0.00000		0.000000	\$45,386.80
Service From		Service To	Manufacturer	Model No	
2024-05-20		2034-05-19			

Commodity Line Description: Building 35 Roof/Parapet

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81101508	0.00000		0.000000	\$33,482.70
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Building 35 Comprehensive Exterior Project

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81101508	0.00000		0.000000	\$531,824.20
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Project D - Roof & Parapet Repairs

Extended Description:

Revised July 12, 2024



State of West Virginia
General Services Division
112 California Avenue
Charleston, WV 25305

Attention: Aaron Armstrong, P.E.
Project Manager

Reference: Building 35 Project D – Roof & Parapet Repairs
Proposal for Design and Construction Phase Services
WDP Proposal No.: 24126D

Hinton, WV

Manassas, VA

Charlottesville, VA

Blacksburg, VA

Myrtle Beach, SC

New York, NY

Dear Mr. Armstrong:

WDP & Associates Consulting Engineers, Inc., ("WDP") is pleased to submit this proposal for additional professional services for the design, bid, and construction phase services for the roof replacement and parapet repairs for Building 35 in downtown Charleston, West Virginia. These services have been developed based on the WDP scope narrative and cost estimate document submitted to the West Virginia General Services Division (GSD) on June 21, 2024, and the subsequent meeting with the GSD on June 28.

BACKGROUND

Based on discussions with the GSD, it is our understanding that this project is considered to be the implementation of Option 1 as referenced in WDP's June 21 scope narrative document, which includes both the complete roof replacements and the needed structural repairs at the seventh-floor roof deck perimeter and parapets. It is anticipated that the repair project will generally include the following scope items as outlined in the scope narrative document. The locations of the following items have been keyed to the diagrams included in Exhibit A at the end of this proposal.

Protection

- (G1) Install dust covers over air return intakes within ceiling plenum space. Remove covers after completion of the work.
- (G2) Install temporary weather protection over entire roof and seventh-floor parapet. Remove temporary protection after completion of the roof replacement.
- (G3) Not included.
- (G4) Remove and discard existing acoustical ceiling tiles. Install lateral bracing along north, east, and west parapets at underside of seventh-floor roof. Remove braces and install new acoustical ceiling tiles to match existing after completion of the roof deck replacement.

Demolition

- (D1) Remove and salvage roof-mounted satellite dishes.
- (D2) Remove and salvage lightning protection system.
- (D3) Not included.



- (D4) Remove and discard roof ballast.
- (D5) Remove and discard wood roof walkway.
- (D6) Remove and salvage safety railings.
- (D7) Remove roof assembly.
- (D8) Not included.
- (D9) Disassemble and salvage seventh-floor masonry parapet down to heads of seventh-floor windows.
- (D10) Remove deteriorated portions of gypsum roof deck at seventh-floor roof.
- (D11) Remove all roof drain bodies.
- (D12) Cut opening into roof deck for new roof drain.
- (D13) Survey, remove, salvage, clean, and store terracotta copings at west edge of fifth-floor roof.
- (D14) Remove, salvage, clean, and store limestone copings.
- (D15) Remove and discard metal copings.
- (D16) Remove and discard metal flashings at existing roof scuppers.
- (D17) Not included.
- (D18) Remove and discard metal gutters and downspouts.
- (D19) Cut new scupper opening through brick parapet.
- (D20) Enlarge typical scupper openings.
- (D21) Enlarge scupper opening at south edge of fifth-floor roof.
- (D22) Remove corrosion from cooling tower support beams.

Repairs

- (R1) Install new roof drain and tie into existing rainwater conductor system.
- (R2) Install new roof drain bodies and integrate into existing rainwater conductors below.
- (R3) Clean and recoat existing safety railings.
- (R4) Reinstall existing safety railings in original locations.
- (R5) Install new fall protection railings.
- (R6) Install new horizontal lifeline systems.
- (R7) Clean and recoat existing roof access ladders and remove and replace all existing attachment anchors.
- (R8) Add new permanent metal access ladder onto lower seventh-floor roof.
- (R9) Install new ladder cage to existing ladder on south side of seventh-floor roof.
- (R10) Install new metal flashings at all roof scuppers.
- (R11) Not included.
- (R12) Perform steel plate repairs at cooling tower support beams and columns.
- (R13) Recoat cooling tower support beams.
- (R14) Install new metal flashing over lower parapets.
- (R15) Install new metal coping over top of brick parapets.
- (R16) Not included.
- (R17) Install pockets into bottoms of limestone coping pieces to accept new dowels.
Reinstall limestone coping pieces.
- (R18) Repair salvaged terracotta copings.
- (R19) Reinstall salvaged terracotta coping pieces in their original locations at west edge of fifth-floor roof.



- (R20) Install new galvanized steel lintels at each seventh-floor window head and rebuild seventh-floor masonry parapets.
- (R21) Install new lightweight concrete roof deck assembly at outer 10 feet of seventh-floor roof perimeter.
- (R22) Install new roof assembly, including new vapor barrier, tapered roof insulation, EPDM roof membrane, and metal counterflashings.
- (R23) Not included.
- (R24) Install new walkway pads over roofs.
- (R25) Install new gutters along edge of roof with downspout to roof below.
- (R26) At typical scuppers, install new conductor head and downspouts.
- (R27) At fifth-floor roof scupper, install new conductor head and downspout run laterally to alleyway.
- (R28) Reinstall existing lightning protection system with new masts, conductors, and air terminals at middle of seventh-floor roof.
- (R29) Not included.
- (R30) Reinstall salvaged non-penetrating roof-mounted satellite dishes.
- (R31) Perform steel repairs at spandrel beams.
- (R32) Perform steel plate repairs at steel joists.
- (R33) Perform gypsum roof deck repairs at isolated areas.

SCOPE OF SERVICES

This Proposal for Professional Services is limited exclusively to the Work as described in this Scope of Services section, and anything not expressly described shall be considered expressly excluded from the Work. WDP proposes to perform the Work which is described as follows.

Task 1 – 50% Design Development

WDP will develop a 50% design development package to illustrate and describe the development of the scope of work described above. The 50% design development package will consist of drawings and outline specifications. The drawings will be advanced to graphically show roof plans, elevations, wall sections, and details, with annotations that convey the general intent of both the exterior structural repairs and shoring along with the complete roof replacement designs. The technical specifications will be developed such that Part 1 (General) and Part 2 (Products) are nearing completion and Part 3 (Execution) is at a level that reflects a level of completion consistent with the status of the details on the drawings. WDP will provide two (2) sets of progress prints to the GSD at this phase of the review process of both the drawings and project specifications.

As neither original nor current as-built drawings are available for the buildings, base drawings will need to be created to reflect current conditions in the repair drawings. WDP will develop the base drawings based on the limited available drawings provided by the GSD and limited measurements performed in the field. It is assumed that WDP will perform two visits to the site during this task to document field conditions and to take measurements of key building geometry.



As part of the design development phase, WDP will lead project meetings with the GSD, and other stakeholders as necessary, to present the scope of work and discuss how the work will impact occupants of the building. General construction phasing plans will be developed as the design progresses and as construction impacts and occupant needs are better understood. We understand from discussions with the GSD the desire to keep staff in place and avoid staff relocations except for the 7th floor. It is our understanding that, for purposes of this proposal, the entire 7th floor will be vacated. As the design progresses, WDP will advise the GSD if additional occupants would be impacted below the 7th floor. In this task, we will work with the GSD to develop viable options for phasing the work and building occupancy to meet the needs of the project. It is expected that no interior modifications will be required to systems furnishings and interior finishes along the building perimeter adjacent to the temporary barriers; therefore, major interior renovations and replacement of systems furnishings are not currently included in these Services but can be provided as Additional Services if requested by the GSD.

Task 2 – 95% Design Development

WDP will submit a 95% design development package for GSD review and approval that includes drawings and specifications. The Drawings and Project Manual will be advanced to illustrate and describe the further development of the approved 50% Design Development Documents and will consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. This submission will incorporate comments and scope alterations based on the 50% design development review. For purposes of this proposal, it is assumed that the entire seventh floor will be vacated so that additional phasing and temporary protection will not be required and that the GSD will coordinate the relocation and swing space design; however, these services can be provided as Additional Work if requested by the GSD.

State Fire Marshall Review

It is assumed that there will be a singular review at the completion of the 95% Design Development submission, at which time WDP will submit to the State Fire Marshal's Office the scope of Work at that stage of the design development, and the State Fire Marshal's office will review the construction documents and provide comments. It is our understanding that the Fire Marshal review fee will be invoiced to and paid directly by the GSD.

Task 3 – Construction Document Submission

WDP will submit Construction Documents which will include comments from the 95% submission and will be signed and sealed by a Professional Engineer licensed in the State of West Virginia. The Construction Documents will be submitted electronically as Adobe PDF files and as hard copies solely for the GSD's use. WDP will provide two (2) sets of progress prints to the GSD at this phase of the review process of both the drawings and project specifications.

Design Schedule

WDP has developed the following project schedule assuming that the contract is formally issued by July 26, 2024.



Action	Date
50% Design Start	July 29, 2024
50% Design Submission	Week of August 30, 2024
50% Design Review	September 3 – 13, 2024
95% Design Submission	Week of October 18, 2024
95% Design Review	October 21 – November 1, 2024
Construction Document Submission	Week of November 15, 2024

Task 4 – Bid Assistance

Upon completion of the final Contract Documents, WDP will assist the GSD with evaluating and selecting a qualified general contractor to perform the work. At the request of the GSD, WDP will issue the final project manual and drawings to seven (7) plan houses provided by the GSD. The fee for printing these documents is excluded from this proposal, and associated costs will be included in a subsequent change order with a 15% markup as a reimbursable expense. As part of the bidding process, WDP staff will attend a mandatory pre-bid meeting on-site to discuss the project and collect questions on the bid set from the potential bidders. Upon completion, WDP will prepare pre-bid meeting minutes to summarize the discussions to include written clarification of any questions from the potential bidders. WDP's staff will also review questions submitted in writing from the potential bidders and prepare any appropriate addenda necessary for the contract. WDP will submit pre-bid meeting minutes and any addenda for the GSD to submit to the WV State Purchasing Division for issuance to bidders.

Upon receipt of the bids, WDP will analyze and evaluate each bid submitted and review to determine if it is inclusive of the repairs presented in the Contract Documents. After the review, WDP will provide the GSD with a summary of the bids and offer a recommendation for selection.

Task 5 – Construction Administration Services

WDP will provide Construction Administration Services during the Construction Phase of the project. It is anticipated the Construction Administration Services will include conducting preconstruction meetings, attendance at progress meetings, reviewing submittals and shop drawings, responding to RFIs, performing construction observations, and reviewing pay applications and change orders. Based on the complexity of the project and the nature of the work, it has been our experience that we will need to be more intimately involved in the construction phase than is typically undertaken by the Designer of Record for new construction projects. WDP will be closely involved in the demolition and repairs to evaluate unforeseen conditions and provide additional guidance as needed to ensure successful execution of the project.

For the purposes of this proposal, we have assumed that these services will be provided for a period of five (5) months, beginning when the Notice of Intent is issued to the successful bidder. Construction administration services will begin prior to the Contractor mobilization



of the site as additional coordination and submittal reviews will be required prior to the start of work. The scope of the Construction Administration Services is itemized as follows:

General Construction Administration

During the construction phase, WDP will perform the responsibilities of the Architect as required by AIA Document A201, "General Conditions of the Construction Contract," and the Supplemental General Conditions related thereto in addition to those specifically listed in this scope of services. It is anticipated that there will be additional project coordination, correspondence, and management that WDP will perform outside of the tasks outlined in the scope of work to facilitate communication between the Contractor and the GSD.

Project Site Visits

WDP will make visits to the project site to attend a preconstruction meeting, progress meetings, and to make construction observations to verify work is installed in general accordance with the Contract Documents.

Prior to the beginning of construction, there will be one (1) preconstruction meeting with the Contractor, Sub-contractors, and the GSD to discuss the Scope of Work, responsibilities, communication and correspondence, expectations, scheduling, submittal procedures, RFI procedures, and other topics concerning the execution of the work. WDP will schedule the meeting, prepare the agenda, run the meeting, and provide meeting minutes to all parties in attendance.

Throughout the construction phase, it is anticipated that progress meetings will be held biweekly to discuss the work that has been completed as well as the upcoming work. The progress meetings will serve as an opportunity for the Contractor, GSD, and WDP to address questions, outstanding issues, and develop plans to address issues related to the next portion of work. For the purposes of this proposal, we assumed that progress meetings will begin with the full mobilization of the site.

WDP will also make periodic visits to the site to observe the progress of construction and provide technical assistance to the Contractor. For the purposes of this proposal, we have assumed that WDP will conduct not more than thirteen (13) site visits over the course of five (5) months, from which a site visit report will be issued to the GSD and the Contractor. These reports will include general construction progress, notable discussions from the site visit, and any deficient items that were observed. The site visits for construction observations will generally coincide with progress meetings.

Request for Information (RFIs) Review

Due to the nature of the project, unforeseen conditions will occur during construction. When the Contractor encounters a condition that is different than the construction documents, the Contractor will submit a "Request for Information" (RFI). The RFI is an official documented contract procedure where the Contractor notifies the Designer that the design cannot be installed without more direction. WDP will review the RFIs and provide a timely response to the Contractor to limit schedule disruptions.



Submittal Review

Prior to proceeding with the work, the Contractor must submit the products, materials, and shop drawings that will be used during construction as outlined in the Project Manual. WDP will review the submitted products and accompanying technical information for compliance and notify the Contractor if the products meet the general requirement of the contract documents. Unapproved submittals will be returned to the Contractor with an explanation for withholding of approval.

Pay Application & Change Order Review

Prior to the start of construction, WDP will review the Contractor's Schedule of Values to ensure the scope of work is clearly defined in a manner that will allow for discrete tracking of construction progress. WDP will review all applications for payment submitted by the Contractor at monthly intervals. It is anticipated that the application for payment will be submitted prior to a progress meeting so WDP can review and discuss any items of concern during this meeting.

In the event the Contractor submits a Change Order during the execution of the work, WDP will review the submitted documentation and provide a recommendation to the GSD as to whether the Change Order is warranted.

Task 6 – Project Closeout

It is assumed that the Project Closeout for this project will entail working with the Contractor to undergo the typical project closeout procedures required by the Contract Documents. When the Contractor submits a written request for inspection for Substantial Completion, WDP will conduct a review and develop a list of incomplete items that need to be addressed prior to Final Completion of the project. WDP will conduct a second review upon receiving a written request for final inspection for acceptance. However, since this project is expected to continue on to a subsequent phase, a formal Record Drawing submittal will not be made to the GSD until after the total project is completed.

FEES AND PAYMENTS

The following fees are for the performance of the Work as listed in the Scope of Services above. Invoicing will be monthly, based upon percentage of progress completion of each Task. The fees listed in this Fees and Payments section do not cover any Additional Services or any other services which are stated as excluded from the contract or are not specifically described as part of the Work listed in the Scope of Services above.

WDP's Services, with the exception of the Fire Marshal fee allowance, plan room fees and printing services for plan submittals, will be provided on a Lump Sum basis in accordance with the following fee estimate. The plan room fees and Fire Marshal fee shall be considered Reimbursable Expenses and are included as Allowances in the Fee Estimate for budget purposes only. WDP will invoice for actual cost, plus markup, for printing services and other Allowance items included in the Fee Estimate. The Fee Estimate has been developed using the Fee Schedule attached as Exhibit B.

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 Proposal for Design and Construction Phase Services
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 July 10, 2024
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Fee Estimate

Task 1 – 50% Design Development

Principal	120 hrs	@	\$ 285.00 /hr	=	\$ 34,200.00
Senior Engineer I / Architect I	180 hrs	@	\$ 198.00 /hr	=	\$ 35,640.00
Project Engineer I / Architect I	200 hrs	@	\$ 161.00 /hr	=	\$ 32,200.00
Senior CAD Operator/Technician	200 hrs	@	\$ 114.00 /hr	=	\$ 22,800.00
Project Assistant	40 hrs	@	\$ 78.00 /hr	=	\$ 3,120.00
Per Diem (First & Last Days)	8 man-days	@	\$ 48.00 /man-day	=	\$ 384.00
Lodging	4 man-nights	@	\$ 113.00 /man-night	=	\$ 452.00
Mileage	1000 miles	@	\$ 0.670 /mile	=	\$ 670.00
WDP Task 1 Subtotal					\$ 129,466.00
Lightning Protection Design	Lightning Protection Design Subtotal			\$	6,200.00
Plumbing Design	Plumbing Design Subtotal			\$	3,000.00
Task 1 Subtotal					\$ 138,666.00

Task 2 – 95% Design Development

Principal	100 hrs	@	\$ 285.00 /hr	=	\$ 28,500.00
Senior Engineer I / Architect I	180 hrs	@	\$ 198.00 /hr	=	\$ 35,640.00
Project Engineer I / Architect I	200 hrs	@	\$ 161.00 /hr	=	\$ 32,200.00
Senior CAD Operator/Technician	220 hrs	@	\$ 114.00 /hr	=	\$ 25,080.00
Project Assistant	40 hrs	@	\$ 78.00 /hr	=	\$ 3,120.00
Per Diem (First & Last Days)	8 man-days	@	\$ 48.00 /man-day	=	\$ 384.00
Lodging	4 man-nights	@	\$ 113.00 /man-night	=	\$ 452.00
Mileage	1000 miles	@	\$ 0.670 /mile	=	\$ 670.00
WDP Task 2 Subtotal					\$ 126,046.00
Lightning Protection Design	Lightning Protection Design Subtotal				\$ 6,000.00
Plumbing Design	Plumbing Design Subtotal				\$ 3,000.00
Task 2 Subtotal					\$ 135,046.00

Task 3 – Construction Document Submission

Principal	16 hrs	@	\$ 285.00 /hr	=	\$ 4,560.00
Senior Engineer I / Architect I	40 hrs	@	\$ 198.00 /hr	=	\$ 7,920.00
Project Engineer I / Architect I	40 hrs	@	\$ 161.00 /hr	=	\$ 6,440.00
Senior CAD Operator/Technician	40 hrs	@	\$ 114.00 /hr	=	\$ 4,560.00
Project Assistant	24 hrs	@	\$ 78.00 /hr	=	\$ 1,872.00
WDP Task 3 Subtotal					\$ 25,352.00
Lightning Protection Design	Lightning Protection Design Subtotal			\$	600.00
Plumbing Design	Plumbing Design Subtotal			\$	300.00
Task 3 Subtotal					\$ 26,252.00
WDP Design Phase Subtotal					\$ 280,864.00
Design Phase Subconsultant and Allowances					\$ 19,100.00
Design Phase Subtotal					\$ 299,964.00



Task 4 – Bid Assistance

Principal	16 hrs	@	\$ 285.00 /hr	=	\$ 4,560.00
Senior Engineer I / Architect I	20 hrs	@	\$ 198.00 /hr	=	\$ 3,960.00
Project Engineer I / Architect I	24 hrs	@	\$ 161.00 /hr	=	\$ 3,864.00
Senior CAD Operator/Technician	24 hrs	@	\$ 114.00 /hr	=	\$ 2,736.00
Project Assistant	16 hrs	@	\$ 78.00 /hr	=	\$ 1,248.00
Per Diem (First & Last Days)	4 man-days	@	\$ 48.00 /man-day	=	\$ 192.00
Lodging	2 man-nights	@	\$ 113.00 /man-night	=	\$ 226.00
Mileage	660 miles	@	\$ 0.670 /mile	=	\$ 442.20
WDP Task 4 Subtotal					\$ 17,228.20
Plan Room Fees	Allowance		Plan Room Fees Subtotal =		\$ 1,000.00
Task 4 Subtotal					\$ 18,228.20

Task 5 – Construction Administration Services -

5 Months					
Principal	40 hrs	@	\$ 285.00 /hr	=	\$ 11,400.00
Senior Engineer I / Architect I	80 hrs	@	\$ 198.00 /hr	=	\$ 15,840.00
Project Engineer I / Architect I	40 hrs	@	\$ 161.00 /hr	=	\$ 6,440.00
Senior CAD Operator/Technician	40 hrs	@	\$ 114.00 /hr	=	\$ 4,560.00
Project Assistant	8 hrs	@	\$ 78.00 /hr	=	\$ 624.00
Per Diem (First & Last Days)	8 man-days	@	\$ 48.00 /man-day	=	\$ 384.00
Lodging	4 man-nights	@	\$ 113.00 /man-night	=	\$ 452.00
Mileage	1320 miles	@	\$ 0.670 /mile	=	\$ 884.40
WDP Task 5 Monthly					\$ 40,584.40
Lightning Protection Design			Lightning Protection Design Subtotal		\$ 490.00
Plumbing Design			Plumbing Design Subtotal		\$ 240.00
Task 5 Monthly Subtotal					\$ 41,314.40
Task 5 Subtotal					\$ 206,572.00

Task 6 – Project Closeout

Principal	4 hrs	@	\$ 285.00 /hr	=	\$ 1,140.00
Senior Engineer I / Architect I	8 hrs	@	\$ 198.00 /hr	=	\$ 1,584.00
Project Engineer I / Architect I	8 hrs	@	\$ 161.00 /hr	=	\$ 1,288.00
Senior CAD Operator/Technician	24 hrs	@	\$ 114.00 /hr	=	\$ 2,736.00
Project Assistant	4 hrs	@	\$ 78.00 /hr	=	\$ 312.00
WDP Task 6 Subtotal					\$ 7,060.00
Bidding & Construction Phase Subtotal					\$ 230,860.20
Bidding & Construction Phase Allowances (Plan Room Fees)					\$ 1,000.00
Bidding & Construction Phase Subtotal					\$ 231,860.20

Total Estimated Fee (Design + Bidding + Construction) \$ 531,824.20

ADDITIONAL SERVICES

Experience indicates that certain additional items of work may be required or necessary which WDP cannot presently determine or estimate. For this reason, the fee for these items is not included in the provisions of “Fees and Payments” for the performance of the Work. Furthermore, the performance of these items is not included in the Work unless the item is expressly described as part of the Work in the preceding Scope of Services section. These additional items of work (“Additional Services”) are caused by many factors, usually at the

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discretion of the Client. They may also be caused by the reviewing agency of Client, variance/deviation from present policies and standards, or reviewing governmental agencies. "Additional Services" may sometimes be referred to as extras, change orders, or add-ons, but for purposes of this Agreement all such descriptions are intended to be encompassed within the term Additional Services.

We thank you for the opportunity to provide our services and look forward to working with you on this project.

Respectfully submitted,

WDP & Associates Consulting Engineers, Inc.

A handwritten signature in black ink, appearing to read "Patrick B. Dillon".

Patrick B. Dillon, Ph.D., P.E.
Senior Engineer

A handwritten signature in black ink, appearing to read "Rex A. Cyphers".

Rex A. Cyphers, P.E.
Principal

EXHIBIT A
SCOPE DRAWINGS



Hinton, WV

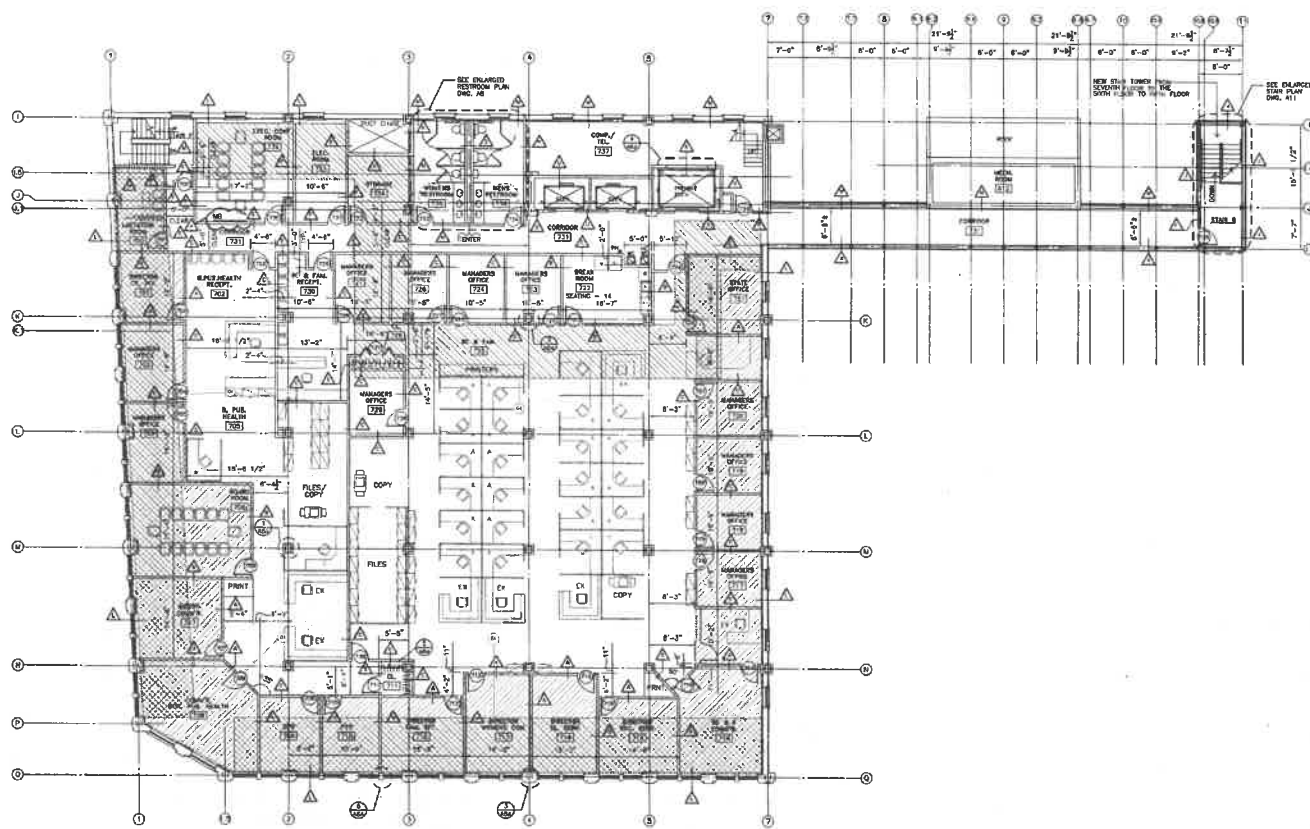
Manassas, VA

Charlottesville, VA

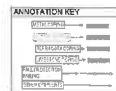
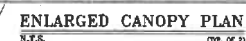
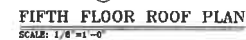
Blacksburg, VA

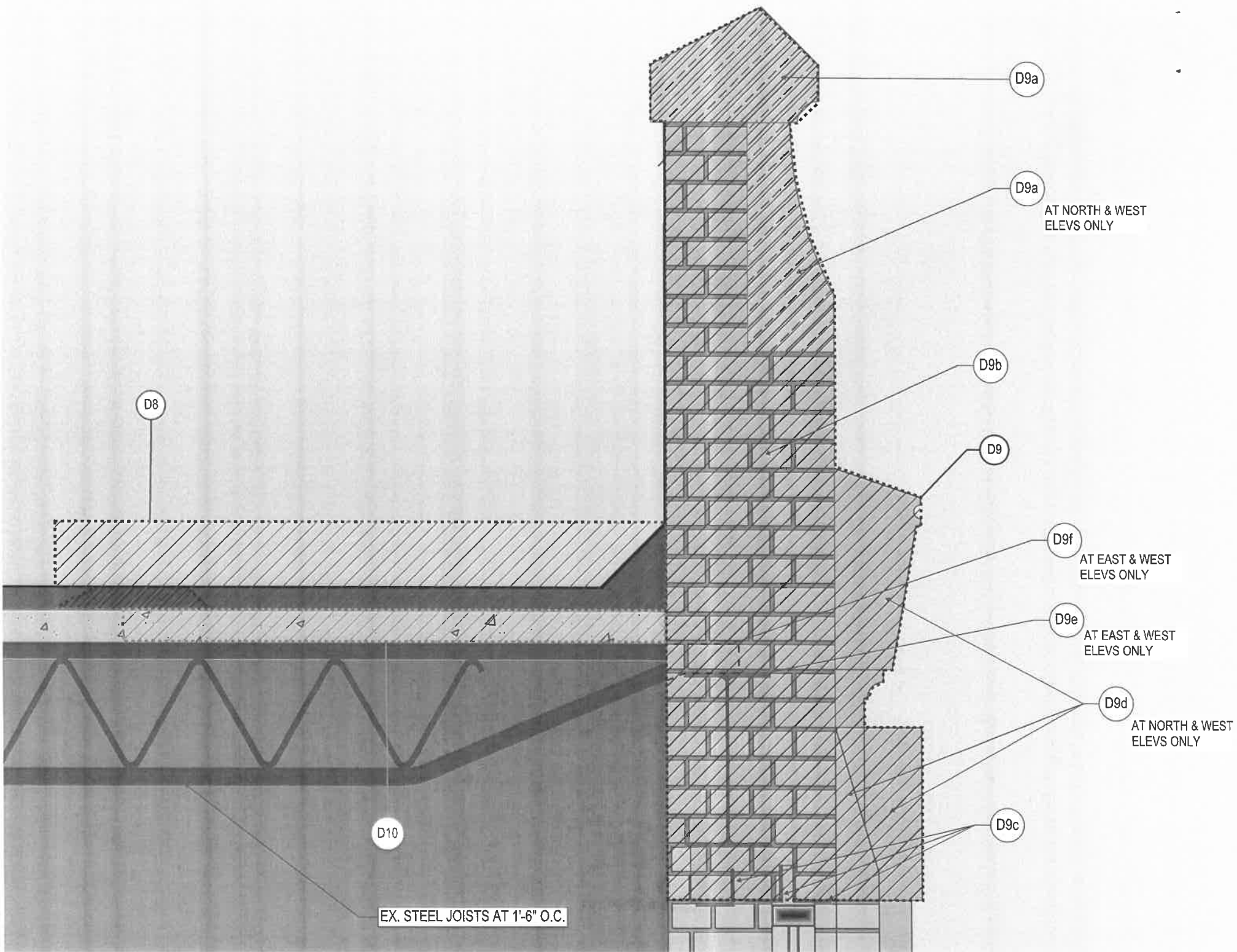
Myrtle Beach, SC

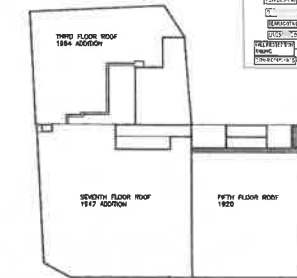
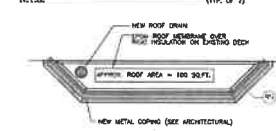
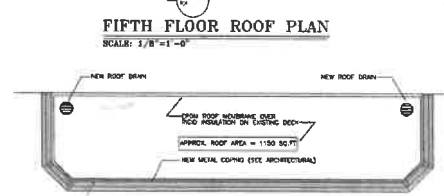
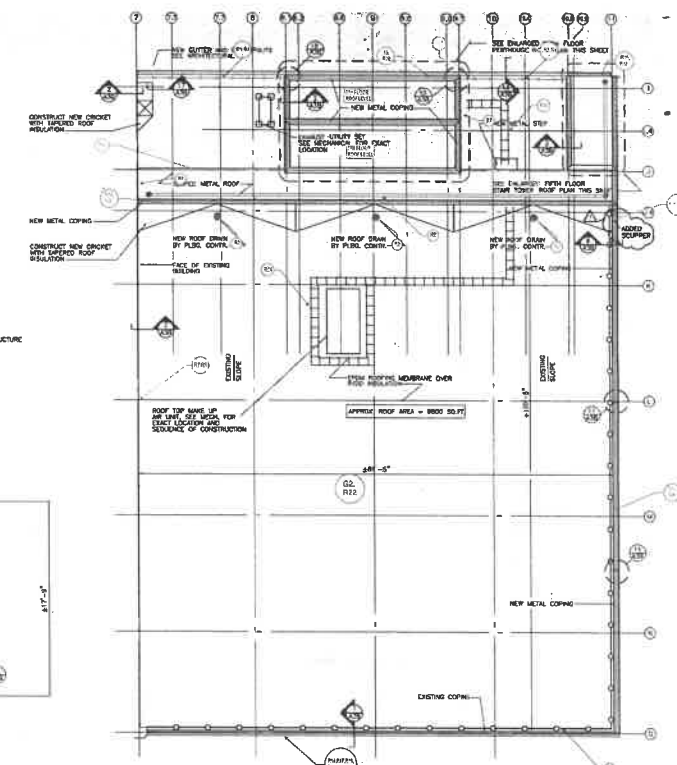
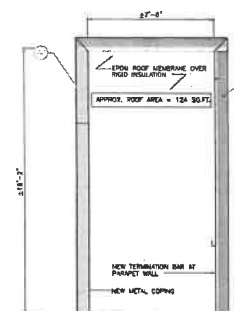
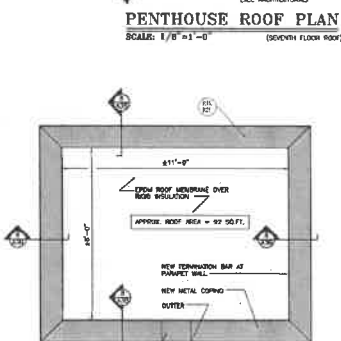
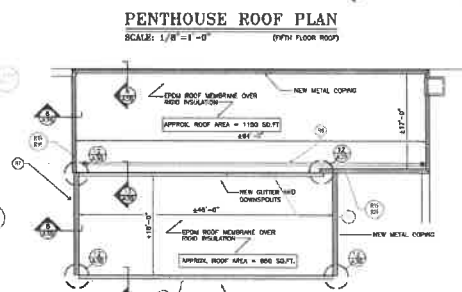
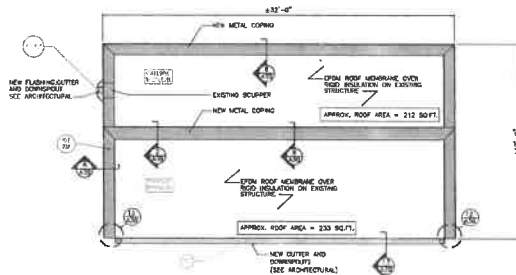
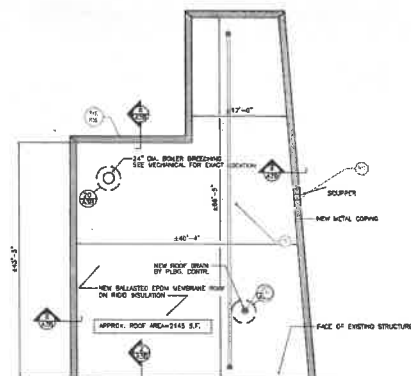
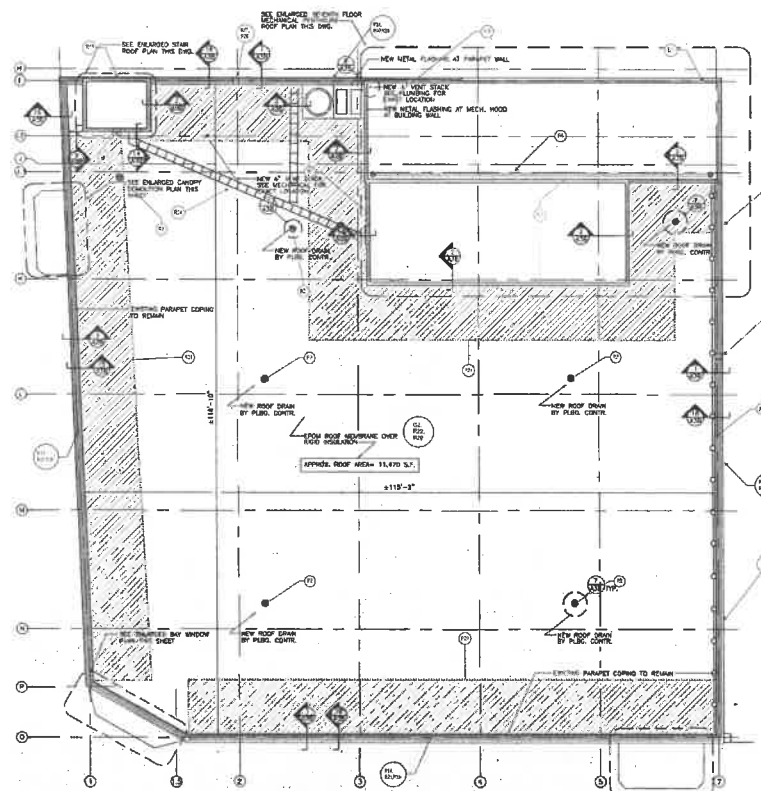
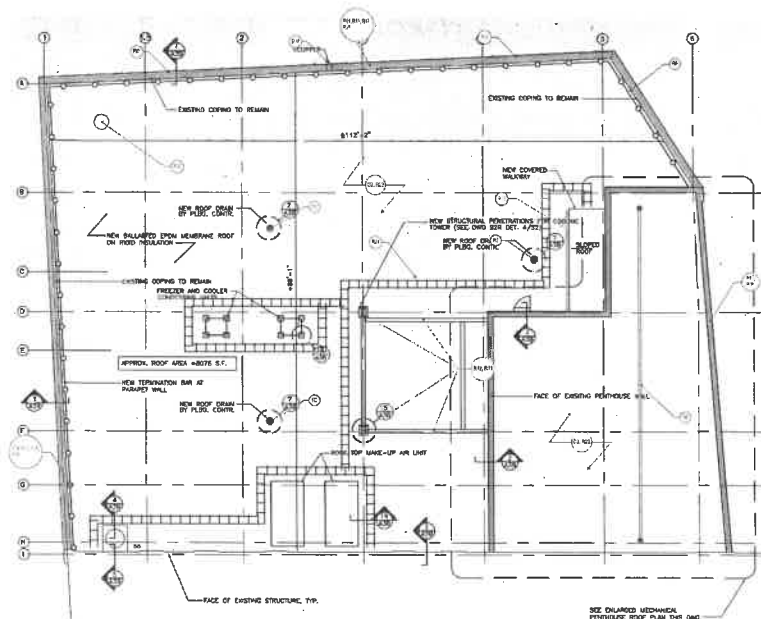
New York, NY



SEVENTH FLOOR PLAN
SCALE: 1/8" = 1'-0"







OPTION ONE: REPAIR

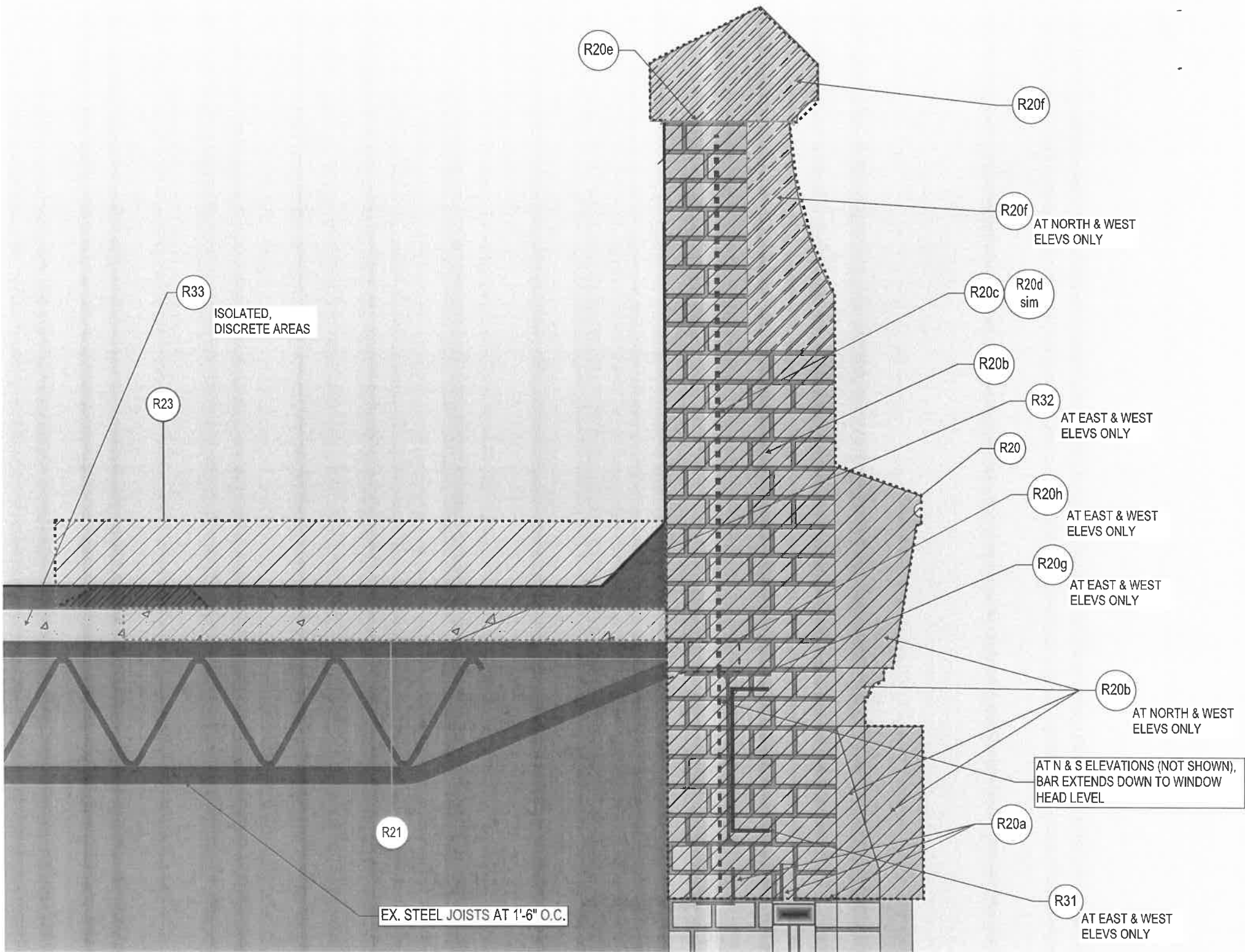


EXHIBIT B
FEE SCHEDULE



<u>Item</u>	<u>Unit Price</u>
Principal.....	\$ 285.00 /hr
Associate Principal	\$ 260.00 /hr
Senior Associate	\$ 239.00 /hr
Associate.....	\$ 224.00 /hr
Senior Engineer II / Architect II.....	\$ 208.00 /hr
Senior Engineer I / Architect I.....	\$ 198.00 /hr
Project Engineer II / Architect II	\$ 172.00 /hr
Project Engineer I / Architect I	\$ 161.00 /hr
Staff Engineer II / Architect II.....	\$ 146.00 /hr
Staff Engineer I / Architect I.....	\$ 135.00 /hr
Senior CAD Operator/Engineering Technician	\$ 114.00 /hr
CAD Operator /Engineering Technician.....	\$ 99.00 /hr
Project Assistant.....	\$ 78.00 /hr

Hinton, WV

Manassas, VA

Charlottesville, VA

Blacksburg, VA

Myrtle Beach, SC

New York, NY

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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.

WDP & ASSOCIATES CONSULTING ENGINEERS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/9/2003		4/9/2003	Foreign	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock
Charter County	Summers	Control Number	55135
Charter State	VA	Excess Acres	
At Will Term	Member Managed		
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur	Not Specified	
<div></div>			

Addresses	
Type	Address
Local Office Address	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Mailing Address	10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	10621 GATEWAY BOULEVARD SUITE 200 MANASSAS, VA, 20110 USA
Type	Address

Officers	
Type	Name/Address
Director	J. ERIC PETERSON 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
Director	A. RHETT WHITLOCK 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
President	J. ERIC PETERSON 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
Secretary	J. ERIC PETERSON 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
Treasurer	REX A. CYPHERS 10621 GATEWAY BOULEVARD SUITE 200 MANASSAS, VA, 20110
Type	Name/Address

Name Changes	
Date	Old Name

6/11/2015	WHITLOCK DALRYMPLE PETERSON & ASSOCIATES, INC.
5/18/2015	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
3/18/2013	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, P.C. INC.
12/30/2008	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
Date	Old Name

Date	Amendment
6/11/2015	NAME CHANGE: FROM WHITLOCK DALRYMPLE PETERSON & ASSOCIATES, INC.
5/18/2015	NAME CHANGE: FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
3/18/2013	NAME CHANGE: FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, P.C. INC.
12/30/2008	AMENDMENT FILED CHANGING NAME FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
Date	Amendment

Annual Reports
Filed For
2024
2023
2022
2021
2020
2019
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Date filed

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

Thursday, August 1, 2024 — 11:46 AM

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Jul 23, 2024



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All Words

▼ e.g. 2606N020Q02



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Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

☐ Any Words



☒ All Words



☐ Exact Phrase



e.g. 123456789, Smith Corp

"WDP & Associates Consulting Engineers Inc"



Entity



Location



No matches found

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Search inactive

Go back

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 mlf</u> Date: _____ Solicitation No. _____ <div style="font-size: 1.5em; color: blue;">90 #1</div>	Agency: West Virginia General Services Division <hr/> Procurement Officer Submitting Requisition: Cody Taylor <hr/> Requisition No. CCT GSD2400000009 <hr/> PF No.: 1311383
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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"/>

*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. Pettrey, Senior Buyer

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

July 26, 2024

To: Samantha Willis, Director, State Purchasing Division

From: Robert P Kilpatrick, Deputy Director, General Services Division

Re: Request to Purchase/Encumber Procurement Award Document in Excess of \$50,000.00

Pursuant to the directive issued July 18, 2024, the General Services Division is requesting approval to expend, through purchase and encumbrance, the following:

Type of Purchase: A change order to a Centralized Contract - Fixed Amount resulting from solicitation CEOI 0211 GSD2400000003 (for which Expressions of Interest were received 2/22/24)(Procurement Folder 1311383)

Total Cost: \$531,824.20

Award Document Number: CCT 0211 GSD2400000009 (Version 4) (Change Order 1)

Description of Action/Purpose of Procurement: Following the initial contract award for assessment services, this change order intends to increase the contract to cover the anticipated Additional Services for the design team (led by WDP & Associates) to proceed into the design and administration of a construction project to replace the roof and parapet wall of the Diamond Building in downtown Charleston. The roof has reached the end of its useful life (causing severe moisture intrusion) and the parapet has failing masonry that serves as a serious hazard. This is the first of a 5-phase project that will examine and assess then repair, as funding allows, the building's systems (HVAC, Life/Safety, etc), envelope and elevators, plus any deficiencies discovered in the building's attendant parking structure. This phase of the project is partially funded from non-appropriated special revenue and from existing appropriations.

Thank you for your consideration of our request.



Robert P Kilpatrick, Deputy Director, General Services Division





APPROVED
J. K. McHugh
7/31/24

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: Cody Taylor, Procurement Specialist, General Services Division

Date: July 15, 2024

Ref: Change Order #1 – CCT 0211 GSD2400000009 – Building 31 & 35 Renovations Project

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#1) to our contract (CCT 0211 GSD2400000009) with WDP & Associates (the "Engineer") for Buildings 31 & 35 Renovation Project. Per the documentation attached here and to the Header of the wvOasis procurement document, we are requesting an increase of \$531,824.20, to cover the following tasks for the "Project D – Roof & Parapet Repairs" portion of the project. This change order will only cover the Design/Construction Documents, Bid Assistance, Construction Administration, and Project Closeout for this portion of the project. There will be other Change Orders in the Future to address the other Tasks in the initial contract. The following is a breakdown of this portion of the projects Tasks and their associated costs.

Task 1 – 50% Design Development (\$138,666.00)

Task 2 – 95% Design Development (\$135,046.00)

Task 3 – Construction Document Submission (\$26,252.00)

Task 4 – Bid Assistance (\$18,228.20)

Task 5 – Construction Administration Services (\$206,572.00)

Task 6 – Project Closeout (\$7,060.00)

Original Contract Award Amount =	\$394,657.55
Change Order #1 Increase Requested =	\$531,824.20
New Contract Amount =	\$926,481.75

Please make this increase effective as of July 15, 2024.

If you have any questions or need additional information, please contact me via email at Cody.G.Taylor@wv.gov or by phone at (304) 352-5531.