



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

State of West Virginia Purchase Order

Order Date: 09-12-2024

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: CPO 0613 9905 VNF2300000002 8	Procurement Folder: 1083383
Document Name: Design Kitchen Facility	Reason for Modification: Change Order No. 2 to increase the contract
Document Description: Design kitchen facility - WV Veterans Home, Clarksburg	
Procurement Type: Central Purchase Order	
Buyer Name: David H Pauline	
Telephone: 304-558-0067	
Email: david.h.pauline@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2022-11-18
Free on Board: FOB Dest, Freight Prepaid	Effective End Date:

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000206059 ZMM INC 222 LEE ST W CHARLESTON WV 25302 US Vendor Contact Phone: 304-342-0159 Extension:	Requestor Name: Sherri A Reed Requestor Phone: (304) 626-1600 Requestor Email: sherri.a.reed@wv.gov																				
Discount Details:	<h1 style="font-size: 2em;">2025</h1> FILE LOCATION _____																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY CLARKSBURG WV 26301 US	VETERAN'S NURSING FACILITY 1 FREEDOMS WAY CLARKSBURG WV 26301 US

Q-18-24-61

Purchasing Division's File Copy

Total Order Amount:	\$153,055.00
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PURCHASING DIVISION AUTHORIZATION DATE: <i>9/18/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>9-24-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 2 is issued to increase the original contract, according to all terms, conditions, and specifications, contained in the original contract, including all authorized change orders, along with increased pricing per the attached documentation. This increase of the contract is provided to add the additional items of Environmental Assessment Services per the attached documentation.

Effective date of change: September 6, 2024

Original Contract Price:	\$112,000.00
Change Order No. 1 Increase	\$ 24,475.00
Change Order No. 2 Increase	\$ 16,580.00
New Contract Total:	\$153,055.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81100000	1.00000	EA	11200.000000	11200.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: A&E firm to develop construction documents to add kitchen

Extended Description:

A&E firm to develop construction documents to add kitchen

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81100000	0.00000		0.000000	100800.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: A&E firm to develop construction documents to add kitchen

Extended Description:

Commodity Line added as a service line since Commodity Line 1 was an Item line type. This was processed as an administrative change order and bypassed proper approvals.

A&E firm to develop construction documents to add kitchen

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81100000	0.00000		0.000000	24475.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Surveys, Utility Locations and Geotechnical Studies

Extended Description:

Change Order No. 1 - increase

A&E firm to develop construction documents to add kitchen

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81100000	0.00000		0.000000	16580.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Environmental Assessment Services

Extended Description:

Change Order No. 2 - increase
for Environmental Assessment Services



West Virginia Department of Veterans Assistance
West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg, WV 26301
(304) 626-1600

APPROVED
L. K. Smith
9/12/24

September 6, 2024

Mr. David Pauline, Senior Buyer
WV Purchasing Division
2019 Washington Street, E.,
Capitol Complex Building 15
Charleston, WV 25305

Re: CPO VNF23*02 for Kitchen A&E, Change Order Request

Dear Mr. Pauline:

Please accept this as our formal request to add the following work to the Kitchen A&E. We need environmental assessment services as required for the federal grant and the VA. The architect, ZMM, Inc., will subcontract this work at our request, and their proposal for \$16,580.00 is attached.

The required environmental impact studies are extensive and are explained in the attached documents. Basically, because we are located next to a river, and because the construction is being funded with federal money, we must follow National Environmental Policy Act regulations. This requires the studies listed in the attachments to prove or disprove any adverse effects to the environment.

The current contract with ZMM, Inc., CPO VNF23*02, allows for additional services to be added per Page 12, Section 24 of the Terms & Conditions; and in the AIA documents on Page 22, Section 1.19; Page 24, Section 1.2; Page 33, Sections 5.4 and 5.5, later changed on Page 53 to add the Owner may request the Architect secure these services, which is how we wish to proceed.

Please advise if you need any additional information for approval of this Change Order. Thank you for your kind attention to these matters.

Sincerely,

Peggy Alexander
Administrative Services Manager II

CC: Sherri Reed, Administrator

September 9, 2024

Peggy Alexander, Administrative Services Manager
WV Veterans Nursing Facility
1 Freedom Way
Clarksburg, WV 26301



Subject: Environmental Assessment Proposal for the Kitchen Addition to WV Veterans Nursing Facility

Dear Ms. Alexander:

ZMM Architects and Engineers is pleased to submit the following fee proposal for your consideration. Established in 1959, ZMM is a local, full-service A/E firm, and is noted for design excellence and client focus. ZMM provides an integrated approach by providing all building-related design services, including architecture, engineering (civil, structural, mechanical, and electrical), interior design, and construction administration from our headquarters in Charleston.

Per our discussion, ZMM will subcontract environmental assessment services. We received the attached proposal from Terradon Corporation, Inc. to perform this work. Terradons' proposal is a sum of **\$16,580.00** for the NEPA EA document preparation and stream and wetland delineation. This proposal includes all items required for environmental assessment services for this project as required by the federal grant and the VA. The environmental assessment requirements were provided to us by the WV Department of Veterans Assistance.

We are proposing the fee listed above for the environmental assessment services and ZMM will not provide any markup on this fee. We propose there will not be reimbursable expenses, and the proposed lump sum will address mileage and printing.

Thank you again for the opportunity to provide this service. Please let me know if you have any questions.

Respectfully submitted,
ZMM Architects and Engineers

A handwritten signature in black ink, appearing to read 'Chris Campbell'.

Chris Campbell, AIA
Architect

Cc: Sherri Reed, Administrator, WV Veterans Nursing Facility

Attachment: Proposal from Terradon Corporation, Inc, dated September 9, 2024

Via Electronic Mail

September 9, 2024

Chris Campbell, AIA
ZMM Architects & Engineers
222 Lee Street West
Charleston, WV 25302

**RE: Proposal and Scope of Services – Environmental Assessment Services
VA Nursing Facility Clarksburg, WV**

Dear Mr. Campbell,

TERRADON Corporation (TERRADON) is pleased to submit this proposal to assist you by providing environmental services for your project located in Clarksburg, West Virginia. Based on our current understanding of the project and review of Veterans Affairs (VA) guidelines, we have proposed the scope of work outlined below. We are offering the following requested scope of services for the following lump sum fees or not to exceed fees. Please see the proposed services listed below for a breakdown of individual cost and services.

PROPOSED SERVICES:

Environmental Services:

NEPA EA Document Preparation\$13,700 lump sum

TERRADON will compile the findings of all the studies listed below into a NEPA EA Document in compliance with Veteran Affairs (VA) guidelines. Included in this document will be any required agency coordination. This document will be provided to ZMM Architects and Engineers as well as VA for their review and comment. TERRADON will incorporate VA and other agency comments and prepare a final NEPA EA Document for the project. TERRADON will also request a coordination meeting with VA representatives at the beginning of the project to ensure an efficient review process. This process will include a Phase I Environmental Site Assessment (PH I ESA) and assembly of a Finding of No Significant Impact (FONSI) document. **Excluded from this scope is hazardous material testing, Phase II sampling, archeological investigations and threatened and endangered species field studies.** While additional testing and studies as detailed above are not a part of this scope, TERRADON will be conducting agency coordination in accordance with NEPA guidelines.

The EA Document will consist of the following sections:

- 1.0 Introduction
 - 1.1 Background and Overview
 - 1.2 Purpose and Need
- 2.0 Alternatives Considered
 - 2.1 Alternatives Analyzed and Dismissed
 - 2.2 Alternatives Further Evaluated
- 3.0 Affected Environments and Potential Impacts of the Alternatives Considered
 - 3.1 Geology, Seismicity and Soils

- 3.2 Land Use & Zoning
- 3.3 Floodplain Encroachment
- 3.4 Traffic and Parking to Residential and Commercial Area to Traffic Patterns
- 3.5 Public Health and Safety (Hazardous Waste)
- 3.6 Socioeconomic Issues
- 3.7 Air Quality
- 3.8 Noise
- 3.9 Public Services and Utilities
- 3.10 Water Resources/Water Quality
- 3.11 Biological Resources
 - 3.11.1 Wetlands
 - 3.11.2 Threatened and Endangered Species (Desktop Study)
- 3.12 Cultural Resources, Historic Properties and Archeological Resources (Completed)
- 3.13 Agency Coordination and Permits
- 4.0 List of Preparers

Stream and Wetland Delineation.....\$2,880 lump sum

As required by VA guidelines, TERRADON will perform a stream and wetland delineation of the site. In general, the following work tasks will be performed:

1. Conduct a desktop computer information search of the property to obtain:
 - a. National Resources Conservation Service Soil Classification Mapping
 - b. National Wetland Inventory Mapping
 - c. Federal Emergency Management Agency Floodplains Mapping
 - d. Historic Aerials
2. Conduct a field visit and site reconnaissance of the entire property to identify wetlands and streams located within the designated area.
3. Identify and flag streams and wetlands as defined by the US Army Corps of Engineers 1987 Wetland Delineation Manual, the April 2012 Regional Supplement, and the Operational Draft Regional Guidebook for the Functional Assessment of High-Gradient Headwater Streams and Low-Gradient Perennial Streams in Appalachia.
4. Baseline stream conditions will be assessed using field datasheets and the rapid bioassessment protocol. Stream points will be collected from the site, as appropriate, depending on our field investigation.
5. Collect Global Positioning System (GPS) data points of all identified streams and wetlands to create a site map.
6. Compose a Stream and Wetland Delineation Report that will include all the appropriate documentation for a Stream and Wetland Delineation Report.

This cost is based on time and materials anticipated to complete the scope of work herein. The lump sum fee assumes that all information necessary to perform the work is readily available and that the assumptions made in this proposal will not change materially. Activities outside the project scope outlined above can be performed on the basis of TERRADON's standard hourly charges for project personnel plus direct expenses. Only those costs incurred by TERRADON will be charged, but they will not exceed the estimated cost without your prior approval. To avoid misunderstanding, it should be emphasized that the estimated cost is a budget estimate. The average cost is based on our present knowledge of the project requirements, which is believed sufficient, based upon the assumptions listed throughout the proposal, to cover the services herein described.

Invoices will be submitted monthly based on effort to date with payment expected within 30 days. TERRADON's General Terms and Conditions shall govern the performance of services by TERRADON (**Attachment 1**).

It is our pleasure to propose our services to you. If you find this proposal acceptable, or if you wish to modify the scope of work, please call us. We will consider your written notice as authorization to proceed.

Sincerely,

Acknowledged and accepted,

TERRADON CORPORATION
Prepared By:

ZMM Architects & Engineers



Matt Glaspey, CCM, ENV SP
Vice President

Proposal Approved By:



Bill Hunt, PG, LRS
President

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>9/12/2024</u> Solicitation No. <u>CO2 CPO VNF23*02</u>	Agency: WV Veterans Nursing Facility <hr/> Procurement Officer Submitting Requisition: Peggy Alexander, ASM2 <hr/> Requisition No. Change Order 2 - CPO VNF23*02 <hr/> PF No.: 1083383
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input checked="" 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 checked="" 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 checked="" 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: _____



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Business Organization Detail

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ZMM, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	10/27/1987		10/27/1987	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 2000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	2000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	222 LEE STREET WEST CHARLESTON, WV, 25302
Mailing Address	222 LEE STREET WEST CHARLESTON, WV, 25302
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	222 LEE STREET WEST CHARLESTON, WV, 25302
Type	Address

Officers	
Type	Name/Address
Director	ROBERT DOEFFINGER 222 LEE STREET WEST CHARLESTON, WV, 25302
Director	ADAM R. KRASON 222 LEE STREET WEST CHARLESTON, WV, 25302
President	ADAM R. KRASON 222 LEE STREET W CHARLESTON, WV, 25302
Secretary	DAVID FERGUSON 222 LEE STREET WEST CHARLESTON, WV, 25302
Treasurer	DAVID FERGUSON 222 LEE STREET WEST CHARLESTON, WV, 25302
Vice-President	DAVID FERGUSON 222 LEE STREET W CHARLESTON, WV, 25302
Type	Name/Address

DBA			X Close
DBA Name	Description	Effective Date	Hi, I'm SOLO! I can help you file your Annual Report.
ZMM ARCHITECTS AND ENGINEERS	TRADENAME	12/17/2018	
DBA Name	Description	Effective Date	
Date	Amendment		
6/30/2003	AMENDMENT FILED RESTATING ARTICLES OF INCORPORATION		

4/4/1989	MERGER; MERGING ZANDO, MARTIN & MILSTEAD, INC., A QUAL WV CORP, WITH AND INTO ZMM, INC., A QUAL WV CORP, THE SURVIVOR.
Date	Amendment

Annual Reports

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

Thursday, September 12, 2024 — 12:58 PM

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