



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: 01-29-2025

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 0603 0603 ADJ2100000029 8	Procurement Folder:	770845
Document Name:	EOI- Buckhannon Phase II Addition-Commissioning Services	Reason for Modification:	Change Order No 2- To increase and extend the contract time per the attached documentation.
Document Description:	EOI- Buckhannon Phase II Addition-Commissioning Services		
Procurement Type:	Central Purchase Order		
Buyer Name:	Tara Lyle		
Telephone:	(304) 558-2544	Effective Start Date:	2020-09-17
Email:	tara.l.lyle@wv.gov	Effective End Date:	2025-08-29
Shipping Method:	Best Way		
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000218570 GRW ENGINEERS INC 801 CORPORATE DR LEXINGTON KY 40503 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details: <table><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			Requestor Name: Charles A Bowman Requestor Phone: (304) 561-6654 Requestor Email: charles.a.bowman26.nfg@army.mil 2025 FILE LOCATION _____
	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 ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	BUILDING TRADES SPECIALIST BUCKHANNON READINESS CTR 929 BRUSHY FORK RD BUCKHANNON WV 26201-2497 US

CR 2-B-25

Total Order Amount: \$105,075.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 2-5-25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 2-10-25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 2-10-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:
CHANGE ORDER NO. 2

Change Order No. 2 is issued to extend and increase the original contract to August 29, 2025, 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 the construction phase of the project per the attached documentation.

Effective date of change: 10/11/2024

Extend Contract From:01/01/2023 through 08/29/2025

Original Contract Price: \$39,675.00
Change Order No. 2 Increase: \$65,400.00
Contract New Total: \$105,075.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	39675.00
Service From	Service To	Manufacturer		Model No	
2020-09-17	2022-12-31				

Commodity Line Description: EOI- Buckhannon Phase II Addition-Commissioning Services

Extended Description:
EOI- Buckhannon Phase II Addition- Commissioning Services per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	65400.00
Service From	Service To	Manufacturer		Model No	
2024-10-11	2025-08-29				

Commodity Line Description: CHANGE ORDER NO.2- To increase and extend the contract

Extended Description:
Change Order No. 2- to increase the contract amount and extend the contract time for the EOI- Buckhannon Phase II Addition- Commissioning Services per the attached documentation.



801 Corporate Drive
Lexington, KY 40503
Tel 859 / 223-3999
Fax 859 / 223-8917

GRW, Inc.

Engineering
Architecture
Planning
GIS
Aviation Consultants

St Albans, WV
Cincinnati, OH
Indianapolis, IN
Knoxville, TN
Louisville, KY
Nashville, TN

October 14, 2024

Mr. Paul Richards
Design & Construction Branch
WVARNG-CFMO
1707 Coonskin Drive
Charleston, WV 25311

Re: Fee Proposal for Professional
Commissioning Services,
BUCRC Phase II Addition,
Change Order #2

Dear Mr. Richards:

GRW is hereby requesting an official extension of our Building Commissioning Services contract and Purchase Order (see attached) with the West Virginia Army National Guard, for the BUCRC Phase II Addition/Alteration project, Buckhannon, WV, originally issued 9/21/2020, but funded only for the design portion of the project. As the construction contract for the project has now been issued (8/29/2023), please extend the period of the GRW contract for commissioning services during the project construction phase to 8/29/2025.

GRW will adhere to the terms of the original proposal, but due to the intervening 4 years that have passed in today's unusual economic climate, with little prospect for improvements in the next two years, pricing must generally be increased to cover the inflation impact on our team. The original negotiated total Scope of Work was for \$98,985.00 in September of 2020. Per the agreement and subsequent contract, this project was broken into the initial award, which was for \$39,675.00 for the commissioning services on the Design portion of the project. Then, the agency obtained additional Federal funding for the construction portion of the commissioning services, and the remaining \$59,310.00 was to be added by Change Order to reflect full Scope of Work. However, since the additional funding receipt extended the contract well beyond the original negotiated estimated time period in 2022, GRW is requesting additional fees to compensate for the cost inflation in providing these commissioning services in the amount of \$6,090.00, bringing the total amount to be added to the contract in this change order to \$65,400.00. The current insurance certificate is attached.

Exclusions:

- Building Plumbing Systems, except for Domestic Hot Water heating and plumbing pumping systems.
- Fire Protection, Fire Alarm and other Life Safety Systems.
- Communications and Data Systems, except for the mechanical and electrical building management and control systems.

- Process equipment and systems.
- Electrical Distribution Commissioning is limited to transformers and electrical panels and does not include such items as grounding systems testing, sub-meter testing, generator testing, ATS function, vibration testing, insulation resistance, continuity tests, motor phase rotation, GFCI receptacle tests and others.

Additional Services Hourly Rates

Engineer or Architect	\$165.00
Commissioning Authority	\$165.00
Commissioning Agents (CxA)	\$138.00
Commissioning Technicians (CxT)	\$110.00
Administrative Associates	\$83.00

Thank you again for providing GRW, Chapman Technical Group and Facility Commissioning Group with the opportunity to offer professional services for commissioning your new West Virginia Army National Guard project at Buckhannon. We look forward to joining you and the Guard in this new construction activity.

Sincerely,



William H. Brewer, P.E.
Project Manager

Cc: William L. Maynard, P.E., GRW
Patrick Baisden, P.E., GRW
Shane Lyle, AIA, GRW

West Virginia Army National Guard
Construction & Facilities Management Office
1703 Coonskin Drive
Charleston, West Virginia, 25311-1085

FMO-OTR-

11 October 2024

Mr. Pauline,

Please find the following change order packet for the subject contract (CPOADJ2100000029). This change order is for Construction Commissioning services of the Buckhannon Readiness Center Addition / Alteration Readiness Center. The project is in Buckhannon, West Virginia. A description of the services is provided below.

We request a courtesy call if there are any problems associated with the attached change order so that we may have an opportunity to address the issue in a timely manner. The point of contact for this change order is Paul Richards at (304) 561-6548.

1. Itemized Changes:

a. Item #1: Construction Commissioning Services for the Buckhannon Readiness Center Addition / Alteration

1. Description of work: Construction Commissioning Services of the Buckhannon Readiness Center Addition / Alteration during the construction process.

2. Justification for Change:

- (a) Facts: The project has been designed to 100% and has been approved by the National Guard Bureau. Authorization to proceed to go to construction has been granted by the Bureau. Construction Commissioning services are required until the completion of the project.
- (b) Recommendation: Approve change order per National Guard Bureau's requirement.

b. Item #2 Cost of Inflation Increase: \$6,090.00.

3. Description of work: Construction Commissioning Services of the Buckhannon Readiness Center Addition / Alteration during the construction process.
4. Justification for Change:
 - (a) Facts: Four years have passed since the initially proposal of \$59,310.00. The vendor (GRW) is asking for an increase up to \$65,400.00 to cover the inflation impact on their team of engineers.
 - (b) Recommendation: Approve change order with increased amount. The request is fair and reasonable.

c. Item #3 Time extension: until 8/29/2025

5. Description of work: Construction Commissioning Services of the Buckhannon Readiness Center Addition / Alteration during the construction process.
6. Justification for Change:
 - (c) Facts: Construction Commissioning is required until the completion of the project.
 - (d) Recommendation: Approve change order with increased time. The time extension requested is fair and reasonable.

Funding: 100% Federal

Accounting Summary:

CONSOLIDATED PRICING OF CHANGE ORDER		
Description	Federal Funds	State Funds
Item #2: Commissioning Services (Construction Increase from \$59,310.00 to \$65,400.00 in the amount of \$6,090.00)	\$65,400	\$0
Item #3: Time Extension	\$0	\$0
Total	\$65,400	\$0

Respectfully



PAUL RICHARDS
Project Manager

Concurrence,

Cc:
COL Hodges, FMO

Attachments:
1. National Guard Bureau Approval Memorandum

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>2/5/25</u> Solicitation No. <u>CPO ADT 21*29</u>	Agency: Adjutant Generals Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO-ADJ21*29 Change Order #2- Time extension & Price increase PF No.: 770845
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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

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.

GRW ENGINEERS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/30/2003		1/30/2003	Foreign	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)	
Charter County	Control Number	53486
Charter State	KY	Excess Acres
At Will Term	Member Managed	
At Will Term Years	Par Value	
Authorized Shares	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	801 COPORATE DRIVE LEXINGTON, KY, 40503
Mailing Address	801 CORPORATE DRIVE LEXINGTON, KY, 40503 USA
Notice of Process Address	SYDNEY ISAACS 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Principal Office Address	801 CORPORATE DRIVE LEXINGTON, KY, 40503 USA
Type	Address

Officers	
Type	Name/Address
Director	ROB HENCH 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Director	BEN D. FISTER 801 CORPROATE DRIVE LEXINGTON, KY, 40503
President	CHRIS HAMMER 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Secretary	ROB HENCH 801 CORPORATE DRIVE LEXINGTON, KY, 40053

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Treasurer	CHARLES BAKER 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Type	Name/Address

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

2006

2005

2004

Date filed

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

Wednesday, February 5, 2025 — 8:14 AM

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"grw engineers" 

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