



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

## State of West Virginia Contract

Order Date: 11-12-2025

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:	CCT 0310 6303 DNR2100000001 4	Procurement Folder:	697854
Document Name:	A/E Services- Palestine Hatchery Fish/Mussel Facility	Reason for Modification:	Change Order No. 03 issued to zero and close the contract.
Document Description:	A/E Services- Palestine Hatchery Fish/Mussel Facility		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Guy L Nisbet		
Telephone:	(304) 558-2596		
Email:	guy.l.nisbet@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-06-24
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-11-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code: 000000173443				Requestor Name:	James H Adkins
POTESTA & ASSOCIATES INC				Requestor Phone:	(304) 558-3397
7012 MACCORKLE AVE SE				Requestor Email:	jamie.h.adkins@wv.gov
CHARLESTON		WV	25304		
US					
Vendor Contact Phone: 999-999-9999		Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				
				2026	
				FILE LOCATION _____	

INVOICE TO	SHIP TO
PARKS & RECREATION-PEM SECTION DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE  BLDG 4  CHARLESTON WV 25305  US	DIVISION OF NATURAL RESOURCES PALESTINE HATCHERY  ELIZABETH WV 26143  US

CR 11-13-25  
Purchasing Division's File Copy

Total Order Amount: \$318,550.00

JA 11.12.25

PURCHASING DIVISION AUTHORIZATION

DATE: 11/13/2025  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 11/14/2025  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 11-17-25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 03 is issued to adjust to final quantities and close the contract.

Original Contract:	\$366,550.00
Change Order No. 03 Decrease:	(48,000.00)
<hr/>	
Final Amount:	\$318,550.00

Effective: 06/23/2024

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101500	0.00000		0.000000	\$318,550.00
Service From	Service To	Manufacturer		Model No	
2020-06-24	2024-06-23				

**Commodity Line Description:** Civil engineering

**Extended Description:**

Architectural/engineering services and contract administration for new fish/mussel facility at Palestine State Fish Hatchery, located in Wirt County, WV.



Governor Patrick Morrisey

Director Brett W. McMillion

**MEMORANDUM**

**TO:** Jamie Adkins  
Chief Procurement Officer

**FROM:** Roger C. Wolfe  
Engineer Associate

A handwritten signature in black ink that reads "Roger C. Wolfe". The signature is written in a cursive style and is positioned to the right of the "FROM:" field.

**DATE:** November 5, 2025

**SUBJECT:** Palestine Muscle Hatchery  
Closeout Documents  
CCT DNR210000001

Please find the attached Close Out documents for the above referenced project. This contract has expired (06/23/2024). The remaining funds of \$48,000 will not be billed as the services were not needed for the project.

Please see the attached letter from the consultant indicating that their records show this project as closed with no further billing.

If you have any questions or need any additional information, Please contact me.



## Engineers and Environmental Consultants

7012 MacCorkle Avenue, SE, Charleston, WV 25304 • (304) 342-1400 • [www.potesta.com](http://www.potesta.com)

### VIA EMAIL ONLY

November 5, 2025

Mr. Roger Wolfe  
West Virginia Division of Natural Resources  
112 California Avenue  
Charleston, West Virginia 25305

RE: Closure of CCT DNR 2100000001  
A/E Services for Palestine Hatchery Fish/Mussel Facility  
Potesta Project No. 0101-20-0085

Dear Mr. Wolfe:

Potesta & Associates, Inc. has been paid for all billing and no further invoices will be submitted for the Palestine Fish/Mussel Hatchery Project as this project has been closed and no work was done, or billed, for the construction administration portion of the contract.

We enjoyed serving you on this project and look forward to the opportunity to work with the West Virginia Division of Natural Resources in the future.

Sincerely,

POTESTA & ASSOCIATES, INC.

A handwritten signature in cursive script, reading "Dana L. Burns".

Dana L. Burns, PE  
President

DLB/rlh

POTESTA & ASSOCIATES, INC.

Charleston, West Virginia • Morgantown, West Virginia • Winchester, Virginia

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### Business and Licensing

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### Business Organization Detail

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#### POTESTA & ASSOCIATES, INC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	3/6/1997		3/6/1997	Domestic	Profit			

Organization Information		
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)	<b>Capital Stock</b> 10000000
<b>Charter County</b>	Kanawha	<b>Control Number</b> 0
<b>Charter State</b>	WV	<b>Excess Acres</b> 0
<b>At Will Term</b>		<b>Member Managed</b>
<b>At Will Term Years</b>		<b>Par Value</b> 1.000000
<b>Authorized Shares</b>	1000	<b>Young Entrepreneur</b> Not Specified

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Addresses	
Type	Address
Local Office Address	7012 MACCORKLE AVENUE, SE CHARLESTON, WV, 25304
Mailing Address	7012 MACCORKLE AVENUE, SE CHARLESTON, WV, 25304 USA
Notice of Process Address	RONALD R. POTESTA 7012 MACCORKLE AVENUE CHARLESTON, WV, 25304
Principal Office Address	7012 MACCORKLE AVENUE SE CHARLESTON, WV, 25304 USA
Type	Address

Officers	
Type	Name/Address
Director	RONALD POTESTA 1831 LOUDEN HEIGHTS CIRCLE CHARLESTON, WV, 25304
Incorporator	RONALD R. POTESTA 2300 MACCORKLE AVE., S.E. CHARLESTON, WV, 25304
President	DANA BURNS 1704 WINDING HILL DR SISSONVILLE, WV, 25320
Vice-President	PETER POTESTA 7012 MACCORKLE AVE SE CHARLESTON, WV, 25304
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	



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