



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: 08-08-2025

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 0310 6502 DNR2400000017 5	Change Order No:	1	Procurement Folder:	1363665
Document Name:	Cacapon Resort State Park Bike Trails Phase 1			Reason for Modification: Change Order No. 02 issued to adjust to final quantities per the attached documentation.	
Document Description:	Cacapon Resort State Park Bike Trails Phase 1				
Procurement Type:	Central Purchase Order				
Buyer Name:	Joseph (Josh) E Hager III				
Telephone:	(304) 558-2306				
Email:	joseph.e.hageriii@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2024-04-22
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-04-21

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000044885 GREENSTONE TRAILCRAFT LLC 129 W 4TH ST  FREDERICK MD 21701 US Vendor Contact Phone: 8646162689 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: James H Adkins Requestor Phone: (304) 558-3397 Requestor Email: jamie.h.adkins@wv.gov  <b>2026</b> 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
PARKS & RECREATION-PEM SECTION DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE  BLDG 4  CHARLESTON WV 25305 US	SUPERINTENDENT DIVISION OF NATURAL RESOURCES CACAPON RESORT STATE PARK  818 CACAPON LODGE DR  BERKELEY SPRINGS WV 25411 US

CR 8-13-25

Total Order Amount: \$332,043.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>M. A. Hager</i> 8/13/2025 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>J. S. Hager</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Cody K...</i> 8-18-25 ELECTRONIC SIGNATURE ON FILE
---------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------

8/18/2025

**Extended Description:**

Change Order

Change Order No. 02 issued to adjust to final quantities (increase), as per the attached documentation, and closeout.

Effective: 04/21/25.

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	72120000	0.00000		0.000000	308507.25
<b>Service From</b>		<b>Service To</b>		<b>Manufacturer</b>	<b>Model No</b>
2024-04-22		2025-04-21			

**Commodity Line Description:** Building Construction Services

**Extended Description:**

Bike trail construction at Cacapon Resort State Park.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72120000	0.00000		0.000000	23535.75
<b>Service From</b>		<b>Service To</b>		<b>Manufacturer</b>	<b>Model No</b>
2024-04-22		2025-04-21			

**Commodity Line Description:** Change Order No. 02

**Extended Description:**

Bike trail construction at Cacapon Resort State Park.

Governor Patrick Morrisey

Director Brett W. McMillion

**TO:** Jamie Adkins  
Chief Procurement Officer

**FROM:** Jason Dingess, P.E.  
Engineer Associate PEM

JRD

**DATE:** July 22, 2025

**SUBJECT:** WVDNR  
Cacapon Resort State Park  
Phase I- Mtn Bike Trails  
CPO DNR 24\*17  
**Change Order No. 2**  
**Final Quantities/Close**

Please accept this formal request for Change Order No. 2 for the Cacapon Resort State Park Phase I Mountain Bike Trails. The work has been completed as planned and this Change Order is to close out the contract/project. This Change Order is to adjust to final quantities the constructed (as-built) linear foot versus the designed (plan) linear foot of trail. This work was completed within the contract time as by Greenstone Trailcraft, LLC and a time extension is not needed unless for the approval of this Change Order. The total cost for this Change Order is \$23,535.75 and a breakdown by trail segment is attached in the Greenstone letter. The final quantities contract amount is \$332,043.00.

If you need anything further or have questions, please let me know.



July 21, 2025

Jason Dingess  
West Virginia Division of Natural Resources  
112 California Avenue  
Charleston, WV 25305

Mr. Jason Dingess:

Subject: Cacapon Resort State Park  
Mountain Bike Trail Project – Phase 1 Change Order No. 2  
Change Order No. 2 Justification  
CPO 0310 6502 DNR2400000017

This correspondence is to formally request a change order for the completed construction work associated with Phase I of the Cacapon Resort State Park Mountain Bike Trails project. The purpose of this change order is to reconcile the original design quantities with the final as-built conditions. During construction, additional linear footage was required to navigate around existing trees, achieve appropriate grading, and ensure proper connections between trail segments and designated trail hubs. These adjustments were made in the field to preserve environmental features and meet project performance standards. All work was completed in accordance with the contract specifications, and unit pricing reflects the amounts established in the original agreement. We appreciate your attention to this request and are available to provide any additional information or documentation needed for processing. The total cost for this Change Order is \$23,535.75 and a breakdown by trail segment is attached in the Greenstone letter. The new contract amount, if approved, is \$332,043.00.

Sincerely,

Colin McCardle, Project Manager

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.



# Document G701® - 2017

## Change Order

**PROJECT: (Name and address)**  
DNR 24\*17 Cacapon SP Bike Trails  
Cacapon State Park, Berkeley Springs,  
WV

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: 6/04/2025

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001  
Date: 6/4/2025

**OWNER: (Name and address)**  
West Virginia DNR  
324 4th Ave, South Charleston, WV  
25303

**ARCHITECT: (Name and address)**  
Civil & Environmental Consultants, Inc.  
120 Genesis Boulevard, Bridgeport, WV  
26330

**CONTRACTOR: (Name and address)**  
Greenstone Trailcraft, LLC  
129 W 4TH ST, Frederick, MD, 21701

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Greenstone Trailcraft, LLC is requesting a change order for additional linear feet of trail and trail-related construction activities to make final connections to trail hubs.

The original Contract Sum was	\$ 308,507.25
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 308,507.25
The Contract Sum will be increased by this Change Order in the amount of	\$ 23,535.75
The new Contract Sum including this Change Order will be	\$ 332,043.00

The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be 4/21/25

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Civil & Environmental Consultants, Inc.

**ARCHITECT (Firm name)**

*[Signature]*  
**SIGNATURE**

*[Signature]*  
**PRINTED NAME AND TITLE**

*6/11/25*  
**DATE**

Greenstone Trailcraft, LLC

**CONTRACTOR (Firm name)**

*[Signature]*  
**SIGNATURE**

*Andrew Mueller, President*  
**PRINTED NAME AND TITLE**

*6/4/25*  
**DATE**

West Virginia DNR

**OWNER (Firm name)**

*[Signature]*  
**SIGNATURE**

*Beck W. McMillion, Director*  
**PRINTED NAME AND TITLE**

*7/24/25*  
**DATE**

**GREENSTONE**



129 W 4<sup>th</sup> Street  
Frederick, MD 21701  
1-864-616-2689

**May 28, 2025**

**Colin McCardle**

**Civil and Environmental Consultants, Inc.**

**Attn: Colin McCardle**

**120 Genesis Boulevard**

**Bridgeport, WV 26330**

**Office – 304-933-3119**

**Re: CPO 0310 6502 DNR 24\*17    Change Order No. 2**  
**Cacapon Resort State Park- Mountain Bike Trails Phase I**

Greenstone Trailcraft, LLC is requesting a change order for additional linear feet of trail and trail-related construction activities to make final connections to trail hubs. See below for clarification of quantities. This is to true up the planned linear ft. of trail versus the as-built constructed linear ft. of trail and to close out the contract.

- 1. C1 - Trail Segment 201 - 87 Linear Feet (LF) @ \$8.00 per LF - \$696.00**
  - a. An additional 87 LF was necessary in completing the connection of the trail to the proposed trail hubs. Pricing matches the unit price in the contract. This is an overrun on the bid form.
- 2. C3 – Trail Segment 554b – 35.625 LF @ \$8.00 per LF - \$285.00**
  - a. An additional 35.625 LF was necessary in completing the connection of the trail to the proposed trail hubs. Pricing matches the unit price in the contract. This is an overrun on the bid form.
- 3. C4 – Trail Segment 555 – 32 LF @ \$8.00 per LF - \$256.00**
  - a. An additional 32 LF was necessary in completing the connection of the trail to the proposed trail hubs. Pricing matches the unit price in the contract. This is an overrun on the bid form.
- 4. C5 – Trail Segment 556 – 472 LF @ \$8.00 per LF - \$3,776.00**
  - a. An additional 472 LF was necessary in completing the connection of the trail to the proposed trail hubs. Pricing matches the unit price in the contract. This is an overrun on the bid form.
- 5. C6 – Trail Segment 560 – 328 LF @ \$8.00 per LF - \$2,624.00**
  - a. An additional 328 LF was necessary in completing the connection of the trail to the proposed trail hubs. Pricing matches the unit price in the contract. This is an overrun on the bid form.
- 6. C9 – Boardwalk – 4.75 LF @ \$265.00 per LF - \$1,258.75**

- a. An additional 4.75 LF of boardwalk was necessary in completing the crossing of the trail over the existing waterway. Pricing matches the unit price in the contract. This is an overrun on the bid form.
- 7. **C10 – Rock Armor – 573 LF @ \$25.00 per LF - \$14,325.00**
  - a. An additional 573 LF was necessary for areas of additional areas of drainage ponding on the constructed trails to mitigate erosion of the natural surface trail. Pricing matches the unit price in the contract. This is an overrun on the bid form.
- 8. **C12 – Rock Wall (Wall Face) – 9 SF @ \$35.00 per SF - \$315.00**
  - a. An additional 9 SF was necessary in an area where additional wall was necessary to meet the standards and requirements of the construction documents. Pricing matches the unit price in the contract. This is an overrun on the bid form.

**Overall Total: \$23,535.75**

Respectfully,

**Andrew Mueller**

A handwritten signature in dark ink, appearing to read 'Andrew Mueller', written over a horizontal line.

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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.*

### GREENSTONE TRAILCRAFT LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	12/5/2023		12/5/2023	Foreign	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)	Capital Stock	
Charter County	Morgan	Control Number	
Charter State	MD	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	No



<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	129 WEST 4TH ST FREDERICK, MD, 21701
<b>Mailing Address</b>	129 WEST 4TH ST FREDERICK, MD, 21701 USA
<b>Notice of Process Address</b>	ANDREW MUELLER 129 WEST 4TH ST FREDERICK, MD, 21701
<b>Principal Office Address</b>	129 WEST 4TH ST FREDERICK, MD, 21701 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Member</b>	ANDREW MUELLER 129 WEST 4TH ST FREDERICK, MD, 21701
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2025	
2024	
<b>Date filed</b>	

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

Thursday, August 7, 2025 — 10:48 AM

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