



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

State of West Virginia  
**Contract**

Order Date: 09-16-2024

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

<b>Order Number:</b>	CCT 0211 4035 GSD2400000009 5	<b>Procurement Folder:</b>	1311383
<b>Document Name:</b>	Buildings 31 & 35 Renovations Project	<b>Reason for Modification:</b>	Change Order 2 Increase Contract.
<b>Document Description:</b>	Buildings 31 & 35 Renovations Project		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Melissa Pettrey		
<b>Telephone:</b>	(304) 558-0094		
<b>Email:</b>	melissa.k.pettrey@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2024-05-20
<b>Free on Board:</b>		<b>Effective End Date:</b>	

VENDOR			
<b>Vendor Customer Code:</b>	VS00000000330		
WDP & ASSOCIATES CONSULTING ENGINEERS INC			
10621 GATEWAY BLVD #200			
MANASSAS	VA	20110-2055	
US			
<b>Vendor Contact Phone:</b>	703-257-9280	<b>Extension:</b>	118
<b>Discount Details:</b>			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

DEPARTMENT CONTACT	
<b>Requestor Name:</b>	Aaron M Armstrong
<b>Requestor Phone:</b>	304-352-5492
<b>Requestor Email:</b>	aaron.m.armstrong@wv.gov
<b>2025</b>	
FILE LOCATION _____	

INVOICE TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US

SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 35 350 CAPITOL STREET CHARLESTON WV 25301 US

9-30-24 CR

<b>Total Order Amount:</b>	\$1,066,609.
----------------------------	--------------

Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b>
DATE: <i>Tara He 9/30/24</i>
ELECTRONIC SIGNATURE ON FILE

<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>
DATE: <i>John S. Gray</i>
ELECTRONIC SIGNATURE ON FILE

<b>ENCUMBRANCE CERTIFICATION</b>
DATE: <i>Cody Ross 10-8-24</i>
ELECTRONIC SIGNATURE ON FILE

10/7/2024

**Extended Description:**

Change Order 2

Change Order No. 2 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: September 9, 2024

Original Contract: \$394,657.55  
Change Order 1 (Increase): \$531,824.20  
Change Order 2 (Increase): \$140,127.50  
New Contract Total: \$1,066,609.25

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
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
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
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2024-05-20	2034-05-19				

**Commodity Line Description:** Project D - Roof & Parapet Repairs

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81101508	0.00000		0.000000	\$140,127.50
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2024-05-20	2034-05-19				

**Commodity Line Description:** Project C - Elevator Systems

**Extended Description:**

September 13, 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 C - Elevator Systems  
                         Proposal for Design and Construction Phase Services  
                         WDP Proposal No.: 24126C

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 upgrade and modernization of the elevator systems in Buildings 31 & 35 in accordance with the attached proposal from ZMM. As outlined in the attached proposal, a 50% set of review documents will be provided within three (3) weeks after award. With prompt review and approval by the GSD we anticipate having 100% bid documents completed and ready for publication within two weeks after receiving comments from the GSD.

**ZMM Fee - \$121,850.00**  
**15% Mark-up - \$18,277.50**  
**Total Fee - \$140,127.50**

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 blue ink, appearing to read "RAC", written over a light blue horizontal line.

Rex A. Cyphers, P.E.  
Principal

September 12, 2024



Rex A. Cyphers, P.E.  
Principal  
WDP & Associates, Consulting Engineers  
335 Greenbrier Drive, Suite 205  
Charlottesville, VA 22901

**RE: WVGSD Building 35 and 31 Elevator Modernization** sent via Email  
**Construction Documents, Bidding and Construction Admin.**

Mr. Cyphers:

ZMM hereby proposes to amend our original contract for this project in order to provide Design Development, Construction and Bidding Documents, Bidding Phase Services and Construction Administration Services for the scope of work noted in the 21 page report **"Elevator Renovations and Modernizations Building 31 & 35 Renovations Project C: Report and Cost Estimate: WDP Project No. 24126C – ZMM#24058C"** dated July 16, 2024.

Please note that this only includes the scope of work noted in the above noted report and does not include any of the work outlined in 24126A, 24126B, 24126D or 24126E.

ZMM proposes to provide 50% set of review documents within 3 weeks after A/E notice to proceed. With prompt review and approval we anticipate having 100% bid documents completed and ready for publication within 45 days after A/E notice to proceed. At a minimum the construction duration will likely be 2 years and possibly 3 depending on how many elevators can be worked on concurrently.

The scope of services to administer the scope of the report will follow the descriptions of the scope of work noted in the original AIA contract pertaining the phases noted below in the fee breakdown.

For the above scope of services, ZMM proposes the following fees to be billed per our original agreement:

Design Development	\$16,700
Construction Documents	\$38,900
Bidding Phase Services	\$6,750
Construction Administration	\$59,500
Totals	\$121,850

Please sign and return a copy of this proposal at your convenience, and let me know if you have any questions, or require additional information.

Respectfully submitted,  
**ZMM Architects and Engineers**

Michael M. Phillips, AIA, NCARB, LEED AP  
Senior Architect

Cc: File, Adam Krason

**September 9, 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 (#2) to a Centralized Contract (CCT)

(Procurement Folder 1311383)

**Total Cost:** \$140,127.50

**Award Document Number:** CCT 0211 GSD240000009

**Description of Action/Purpose of Procurement:** This change order is to cover the Design/Construction Documents, Bid Assistance, Construction Administration, and Project Closeout for "Project C - Elevator Systems" at the Diamond Building and Capitol Street Parking Garage.

Thank you for your consideration of our request.

Robert P Kilpatrick, Deputy Director, General Services Division

**Approved:**

  
Cabinet Secretary  
West Virginia Department of Administration

For Approval:

  
Chief of Staff, Governor's Office

9.25.24



*John K. McHugh*

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
State Capitol  
Charleston, West Virginia 25305

John K. McHugh  
Cabinet Secretary

John K. McHugh  
Director

**MEMORANDUM**

**To:** Melissa Pettrey, Senior Buyer, State Purchasing Division

**From:** Cody Taylor, Procurement Specialist, General Services Division

**Date:** September 9, 2024

**Ref: Change Order #2 – 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 (#2) 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 \$140,127.50, to cover the following tasks for the "Project C – Elevator Systems" 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.

Original Contract Award Amount =	\$394,657.55
Change Order #1 Increase =	\$531,824.20
Change Order #2 Increase Requested =	\$140,127.50
New Contract Amount =	\$1,066,609.25

Please make this increase effective as of September 9, 2024.

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

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: #05 <u>MKP</u> Date: <u>09/18/2024</u>	Agency: West Virginia General Services Division
Solicitation No. _____	Procurement Officer Submitting Requisition: Cody Taylor
C/O #2	Requisition No. CCT GSD240000009
	PF No.: 1311383

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 <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<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"/>

MKP  
09/26

\*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. Pottery, Senior Buyer*

You are viewing this page over a secure connection. Click here for more information.

## 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			
<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>
<b>Charter County</b>	Summers	<b>Control Number</b>	55135
<b>Charter State</b>	VA	<b>Excess Acres</b>	
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified



## Addresses

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

## Officers

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

## Name Changes

Date	Old Name
------	----------

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

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

## Annual Reports

### Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009
2008
2007
2006
2005
2004
<b>Date filed</b>

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

Thursday, September 26, 2024 — 12:06 PM

© 2024 State of West Virginia



Search All Words



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

Select Domain  
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 i
- All Words i
- Exact Phrase i

x

Entity ▼

Location ▼

Status ▲

- Active
- Inactive

Reset



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

Go back