



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

State of West Virginia
Contract

Order Date: 09-20-2023

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 6584 DNR2200000003 5	Procurement Folder:	918464
Document Name:	A/E Services-Beech Fork & Coopers Rock New Cabins	Reason for Modification:	Change Order No. 03 issued to increase the contract per the attached documentation.
Document Description:	A/E Services-Beech Fork & Coopers Rock New Cabins		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-10-06
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-10-05

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000160928	Requestor Name:	James H Adkins
CIVIL & ENVIRONMENTAL CONSULTANTS INC 333 BALDWIN RD		Requestor Phone:	(304) 558-3397
PITTSBURGH PA 152059702		Requestor Email:	jamie.h.adkins@wv.gov
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		

24
 FILE LOCATION _____

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES PARKS & RECREATION-PEM SECTION 324 4TH AVE SOUTH CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

9-20-23 EHV

Purchasing Division's File Copy

Total Order Amount:	\$1,326,499.75
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ENTERED

JM 9.20.2023

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mundt</i> 9/20/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Beverly Tolson</i> DATE: 9-21-2023 ELECTRONIC SIGNATURE ON FILE
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9/21/2023

Extended Description:

Change Order

Change Order No. 03 is issued to increase the original contract according to all terms, conditions, prices, and specification contained in the original contract including all authorized change orders.

Effective date of change: 08/16/23

Original Contract Price:	\$1,210,000.00
Change Order No. 01 Increase:	35,000.00
Change Order No. 02 Increase:	9,000.00
Change Order No. 03 Increase:	72,499.75

Contract New Total: \$1,326,499.75

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	\$1,210,000.00
Service From	Service To	Manufacturer		Model No	
2021-10-06	2023-10-05				

Commodity Line Description: Civil engineering

Extended Description:

Architectural/engineering services and contract administration for new cabins at Beech Fork State Park and Coopers Rock State Forest.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101500	0.00000		0.000000	\$35,000.00
Service From	Service To	Manufacturer		Model No	
2021-10-06	2023-10-05				

Commodity Line Description: Change Order No. 01

Extended Description:

Architectural/engineering services and contract administration for new cabins at Beech Fork State Park and Coopers Rock State Forest.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101500	0.00000		0.000000	\$9,000.00
Service From	Service To	Manufacturer		Model No	
2021-10-06	2023-10-05				

Commodity Line Description: Change Order No. 02

Extended Description:

Architectural/engineering services and contract administration for new cabins at Coopers Rock State Forest.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101500	0.00000		0.000000	\$72,499.75
Service From	Service To	Manufacturer		Model No	
2021-10-06	2023-10-05				

Commodity Line Description: Change Order No. 03

Extended Description:

Architectural/engineering services and contract administration for new cabins at Coopers Rock State Forest.



APPROVED
[Signature]
9/20/23

Governor Jim Justice

Director Brett W. McMillion

August 11, 2023

Jamie H. Adkins
WV Division of Natural Resources
Property and Procurement Office
324 4th Ave.
South Charleston, WV 25303

RE: Coopers Rock State Forest
A/E Services – Beech Fork & Coopers Rock New Cabins
CCT 0310 6584 DNR 2200000003
Change Order No. 3

Dear Mr. Adkins,

The WV Division of Natural Resources, Planning, Engineering and Maintenance Section requests that changes be made to the contract documents of the subject project. Change Order No. 3 is necessary due to construct seven additional cabins at Coopers Rock State Park. The DNR was provided additional funding to build 7 additional cabins above the 5 cabins that were originally awarded and are currently under construction under CPO DNR23*01. The design consultant was to design 20 cabins under CCT DNR 2200000003. However, funding was not established for the additional 7 cabins until after the period of time to effectively add to the original awarded contract, additionally the amount for construction of 7 new cabins would exceed limits to process as a change order with the current contractor. Therefore, the only option was to have the consultant prepare a design bid package for 7 additional cabins and provide the necessary construction administration to the contractor that is awarded the new contract. The attached change order increases the amount of CCT DNR 2200000003 to pay for the cost to the consultant to re-package and administer the bidding and constructions of the 7 additional cabins.

Current contract amount	\$1,254,000.00
Change Order No. 3	72,499.75
New contract amount	\$1,326,499.75

The agency feels that this is a reasonable amount. If you have any questions, please contact me at 304-550-4892.

Sincerely,

Deborah Demyan

Deborah Demyan, Project Engineer
WV Division of Natural Resources
Planning, Engineering and Maintenance Section

AUTHORIZATION FOR ADDITIONAL SERVICES

Client Name: West Virginia Division Of Natural Resources **Contact:** Matt Yeager
Parks & Recreation PEM Section

Address: 324 4th Avenue **Client Phone:** 304-558-2764
South Charleston WV, 25305 **Client Fax:** _____
Client Email: Matt.j.Yeager@wv.gov

Date: 08-10-2023

Request No.: 3 **CEC Project Manager:** Joseph Robinson

CEC Project: 316-361 **Task:** 1, 2, & 3

Project Name: Coopers Rock State Park

Location: Coopers rock West Virginia, WV

Proposed Scope of Services:

CEC and ZMM will perform the following scope of services to facilitate the construction of 7 additional cabins (being cabins 9-15) on the Coopers Rock State Park site.

1. Updating Cabin plans for changes since original bid package and up-to-date with all submittal changes
2. CEC to use original site plans for bidding 7 additional cabins and include deducted items from Wolfe Excavating contract (sidewalks, steps and handrails)
3. CEC to produce final bid package including updates from ZMM.
4. CEC/ZMM to attend prebid and pre construction meeting
5. CEC/ZMM review submittals
6. ZMM to oversee construction of cabins
7. CEC to oversee site feature construction
8. CEC to continue overall construction management

Reason(s) for Additional Services and Impacts to Schedule:

The WVDNR have elected to construct 7 more cabins at the cabin loop portion of the Cooper's Rock State Forest site. Based on the original project scope from CCT 0310 6584 DNR2200000003, performing the above-described services for the 7 additional cabins was not a part of our original scope of services.

CEC Principal Signature:  **Estimated Additional Fee:** \$72,499.75

Please provide a signature below authorizing CEC to proceed with the additional services. Upon receipt, CEC will begin the additional services under the Terms and Conditions of our initial Agreement for the additional fee identified above.

Client Authorized Signature: _____ **Date:** _____

AIA® Document G802® - 2017

Amendment to the Professional Services Agreement

PROJECT: (name and address)

Coopers Rock State Parks

Coopers Rock West Virginia, WV

OWNER: (name and address)West Virginia Division of Natural
Resources Parks & Recreation PEM
Section 324, 4th Avenue
Charleston, WV 26305**AGREEMENT INFORMATION:**Date: A/E Services - Beech Fork &
Coopers Rock State Parks New Cabins,
New RV park at Coopers Rock**ARCHITECT: (name and address)**Civil & Environmental Consultants,
Inc.
120 Genesis Blvd.
Bridgeport, WV 26330**AMENDMENT INFORMATION:**

Amendment Number: 003

Date: 8-09-2023

The Owner and Architect amend the Agreement as follows:

CEC and ZMM will perform the following scope of services to facilitate the construction of 7 additional cabins (being cabins 9-15) on the Coopers Rock State Park site.

1. Updating Cabin plans for changes since original bid package and up-to-date with all submittal changes
2. CEC to use original site plans for bidding 7 additional cabins and include deducted items from Wolfe Excavating contract (sidewalks, steps and handrails)
3. CEC to produce final bid package including updates from ZMM.
4. CEC/ZMM to attend prebid and pre construction meeting
5. CEC/ZMM review submittals
6. ZMM to oversee construction of cabins
7. CEC to oversee site feature construction
8. CEC to continue overall construction management

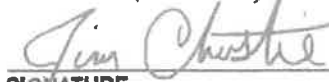
The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

\$72,499.75

Schedule Adjustment:

0 days

SIGNATURES:Civil & Environmental Consultants,
Inc.**ARCHITECT (Firm name)****SIGNATURE**Jim Christie, PLA/Principal
PRINTED NAME AND TITLE

8-09-2023

DATEWest Virginia Division of Natural
Resources**OWNER (Firm name)****SIGNATURE**Brett McMillion/Director
PRINTED NAME AND TITLE

8/16/23

DATE

Coopers Rock Additional Services - CEC Fee Proposal

9-Aug-23

Task 1 - Construction Documents			
Title	Hours	Rate	Total
Senior Principal	12	\$215.00	\$ 2,580.00
Project Manager II	4	\$149.00	\$ 596.00
Assistant Project Manager	0	\$122.00	\$ -
Staff Consultant	0	\$ 90.00	\$ -
CADD Usage	0	\$ 15.00	\$ -
		Total	\$ 3,176.00
Task 2 -Procurement Phase			
Title	Hours	Rate	Total
Senior Principal	21.25	\$215.00	\$ 4,568.75
Project Manager II	12	\$149.00	\$ 1,788.00
Administrative	3	\$ 57.00	\$ 171.00
		Total	\$ 6,527.75
Task 3 - Construction phase			
Title	Hours	Rate	Total
Senior Principal	40	\$215.00	\$ 8,600.00
Project Manager II	4	\$149.00	\$ 596.00
Technician III	40	\$ 90.00	\$ 3,600.00
		Total	\$ 12,796.00

Grand Total = \$ 22,499.75



Civil & Environmental Consultants, Inc.

Coopers Rock Additional Services - ZMM Fee Proposal

28-July-2023

Task	Hours	Rate	Total
Bidding/CA 7 Additional Cabins			
Senior Architect	34	\$180	\$6,120
Senior CAD Technician	44	\$100	\$4,400
Senior Structural Engineer	8	\$175	\$1,400
Senior Mechanical Engineer	8	\$175	\$1,400
Senior Electrical Engineer	8	\$180	\$1,440
Specifications Writer	60	\$130	\$7,800
Clerical Support	16	\$90	\$1,440
Construction Administration	200	\$130	\$26,000
Total			\$50,000