



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: 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.

<b>Order Number:</b>	CPO 0432 1105 DCH2200000005 4	<b>Procurement Folder:</b>	996368
<b>Document Name:</b>	Culture Center: Renovations to the North & South Gardens	<b>Reason for Modification:</b>	Change Order No. 3 - To increase contract amount per the attached documentation.
<b>Document Description:</b>	Renovations to the North and South Gardens		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Toby L Welch		
<b>Telephone:</b>	(304) 558-8802		
<b>Email:</b>	toby.l.welch@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-05-02
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000207246	<b>Requestor Name:</b>	Cara M Suppa
CHAPMAN TECHNICAL GROUP LTD PO BOX 1355		<b>Requestor Phone:</b>	304-561-6667
SAINT ALBANS WV 251771355		<b>Requestor Email:</b>	cara.m.suppa.nfg@army.mil
US			
<b>Vendor Contact Phone:</b>	859-223-3999	<b>Extension:</b>	
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

**24**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US

9-21-23 BJS

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$278,500.00
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**ENTERED**

KM 9/21/23

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tarahle 9/21/23</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>Beverly Toler 9-22-23</i> ELECTRONIC SIGNATURE ON FILE
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*9/22/2023*

**Extended Description:**

Change Order No. 03 is issued to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract is increased as defined in the attached documentation.

Effective date of change: September 6, 2023.

Original Contract Price: \$179,000.00  
Change Order No. 01: \$0.00  
Change Order No. 02 Increase: \$17,000.00  
Change Order No. 03 Increase: \$82,500.00  
Contract New Total: \$278,500.00

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

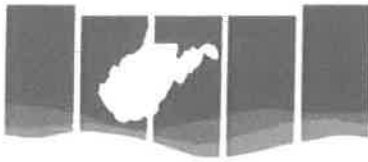
No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111617	0.00000		0.000000	278500.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Culture Ctr:Renovations to the North & South Gardens

**Extended Description:**

In accordance with W. Va. Code 5G-1-1 (et seq)  
Services for professional services for renovation of North and South Gardens of the Culture Center per attached documentation.



West Virginia Department of  
**ARTS, CULTURE  
AND HISTORY**

**The Culture Center**  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

**Randall Reid-Smith, Curator**  
Phone 304.558.0220 • www.wvculture.org  
Fax 304.558.2779 • TDD 304.558.3562  
EEO/AA Employer

To: Mike Sheets, Purchasing Director  
From: Sam Calvert, Director of Administration  
Date: September 13, 2023  
Subject: CPO DCH2200000005 Outdoor Exhibit

A handwritten signature in black ink, appearing to read "Sam Calvert", is written over the "From:" line of the memo.

Director Sheets,

Please allow this memorandum to serve as written justification for a request for Change Order No. 3 to increase the above referenced contract with Chapman Technical Group (CTG) per the attached documentation. The additional services that are being requested are due to the unforeseen inclusion of a creative design firm to produce the design of outdoor exhibit display cases.

Change order No. 3 will allow CTG to contract with a creative design firm directly after it was determined that seeking competition for the exhibit space creative design work will significantly increase both cost and time lost to the state and request the ability for a firm to be selected on the basis of previous satisfactory performance and knowledge.

The addition of \$82,500 is requested for this Change Order. No extension of the contract time is being requested to accommodate any of this additional scope of work.

Original Contract Amount:	\$ 179,000.00
Change Order No. 1:	\$ 0.00
Change Order No. 2:	\$ 17,000.00
Change Order No. 3:	\$ 82,500.00
New Contract Amount:	\$ 278,500.00

Please let us know if you need any additional information. Thank you.



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Charleston, WV 25305-0300

**Randall Reid-Smith, Curator**  
Phone: 304.558.0220 • www.wvculture.org  
Fax 304.558.2779 • TDD 304.558.3562

**CHANGE ORDER**

**CONTRACT:** CPO 0432 DCH2200000005

**CHANGE ORDER NUMBER:** 03

**PROJECT NAME:** Culture Center: Renovations to the North & South Gardens

**AGENCY REPRESENTATIVE:** Sam Calvert, Director of Administration

**TO VENDOR:** Chapman Technical Group, 200 Sixth Avenue, Saint Albans, WV 25177

**wvOASIS Vendor #:** 000000207246

**THE CONTRACT IS CHANGED AS FOLLOWS:**

- CHANGE:** ADD Eighty-two Thousand Five Hundred Dollars and Zero Cents (\$82,500.00) to the Contract Sum for additional services outlined in the attached documents.

The original Contract Sum was	<b>\$ 179,000.00</b>
The net change by previously authorized Change Orders	<b>\$ 17,000.00</b>
The Contract Sum prior to this Change Order	<b>\$ 196,000.00</b>
The Contract Sum will be Changed by this Change Order in the Amount of	<b>\$ 82,500.00</b>
The new Contract Sum including this Change Order will be	<b>\$ 278,500.00</b>

**The Contract Time will remain unchanged.**

**SIGNATURES**

*WV Department of Arts, Culture & History*  
THE AGENCY

*[Signature]*  
AUTHORIZED SIGNATORY

**Samuel Calvert** *Director of Administration*  
TYPED OR PRINTED NAME & TITLE

*9/6/2023*  
DATE

*Chapman Technical Group*  
THE VENDOR

*[Signature]*  
AUTHORIZED SIGNATORY

**Joseph E. Bird, V.P.**  
TYPED OR PRINTED NAME & TITLE

*9-6-2023*  
DATE



**Chapman  
Technical  
Group**  
a division of  
GRW

September 13, 2023

Mr. Sam Calvert  
Director of Administration  
WV Division of Arts, Culture and History  
Culture Center  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

**Re: Additional Services to the  
Culture Center: Renovations to the  
North & South Gardens Project  
CPO 0432 1105 CH2200000005 1**

Dear Mr. Calvert:

As requested, we are pleased to provide a proposal for additional services to the above referenced project. Chapman Technical Group would provide services required for guest-facing exhibition products included in the new Natural Resources Exhibit. The unforeseen addition of the Natural Resources Exhibit, and corresponding custom outdoor casework design, to the project has caused the need for these additional services.

We propose to include Basemint Creative, LLC to provide preliminary and refined concepts for the exhibits. They will provide a comprehensive approach with both concept and design-intent level documents and include plans, elevations, renderings, reference images, and narratives. A single document/package is anticipated to include in the construction package.

Basemint Creative will be working closely with Jim Hunt, Exhibit Consultant, for overall direction and with Chapman Technical Group as they integrate their design into the planned hardscape. They expect to be completed in approximately 3.5 months. I believe this will fit our current timeframe for hardscape documents.

We propose to provide the additional services outlined above for eighty-two thousand five hundred dollars (\$82,500.00).

200 Sixth Avenue  
Saint Albans, WV 25177

304.727.5501

Buckhannon, WV  
Lexington, KY

[www.chaptech.com](http://www.chaptech.com)

Sincerely,

**CHAPMAN TECHNICAL GROUP**

Kelly Estep, PLA  
Project Manager



## Proposal for Creative Services

Location: Charleston, WV

Project Area: WV Natural Resources Outdoor Exhibit

Aug 29 2023

Basemint Creative, LLC (BC) is pleased to submit this proposal for creative services to Chapman Technical Group (CTG). Here within, you will find a simple fee proposal based on the understanding below:

### Project Understanding

The project is an outdoor extension of the existing *WV State Museum* located in the *Culture Center* on the Capitol grounds. Project is intended to pay homage to the natural resources that helped build WV. This proposal is intended to be a comprehensive approach for the design of guest-facing exhibition products at both a concept and design-intent level in order to facilitate the production of biddable documents for accurate market estimates upon completion. Creative work will detail how the chosen exhibition product(s) will fit into an overall master plan, as well as establish operating footprints and program.

### Project Scope

1. **Phase I - Preliminary Concepts/Renderings:** \$26,500 (6 week duration).

In the preliminary concept phase, we will schedule a creative kickoff to discuss all guest experience goals, assets to utilize and extract client's wish list for the project. This gives us the foundation for designing the exhibits and will be captured in a document we call the *Creative Northstar*. We will focus on visualizing each exhibit at a conceptual level via reference images, sketches, and color renderings. These would be discussed during bi-weekly design check-ins with the project team. At the end of this phase, CTG will have revised renderings, narratives and reference images to describe exhibits, composed in a single document/package.

- a. Renderings of each exhibit (1x ea) qty. 11
- b. Reference images (as many as required) and written narrative for each exhibit: qty 11 narratives
- c. Overall experience map/narrative: qty 1
- d. Creative kickoff: virtual meeting with stakeholders to discuss goals
- e. Design check-ins: max of 3
- f. *Creative Northstar* document (as result of creative kickoff): qty 1

2. **Phase II - Concept Refinement:** \$48,500 (8 week duration)

In this phase, we would take any other feedback from stakeholders and further the designs based on agreed upon concepts from Phase I. We would perform advancement of the exhibits via sketches, plans, elevations, refined renders and reference images to further explain the design intent. We will coordinate with CTG to ensure that the exterior pathways, walls and infrastructure are correct for the

intended guest experience. Bi-weekly design check-ins to keep Owner updated on progress included.

- a. Refined renders: qty 11
- b. Refined reference images/narratives: qty 11
- c. Conceptual plans/elevations of each exhibit (and any interactive/guest agency components): max. of 11
- d. Conceptual ROM estimates, where appropriate
- e. Design check-ins: max. of 4
- f. Coordination with engineer, as required

#### **Project Schedule**

Mobilization/Notice To Proceed (NTP)	NTP
Phase I - Preliminary Concepts/Renderings	NTP + 6 weeks
Phase II - Concept Refinement	NTP + 14 weeks

#### **Project Fee**

Mobilization/NTP (requested Net 10)	\$20,000.00
Month 1 (Net 30)	\$15,000.00
Month 2 (Net 30)	\$15,000.00
Month 3 (Net 30)	\$15,000.00
Final Payment NTP + 14 wks	\$10,000.00

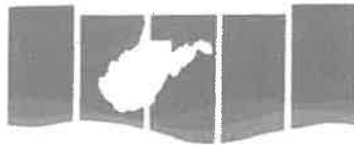
**Total: \$75,000.00**

I sincerely look forward to working with you on this project. Please let me know if I can answer any more questions regarding this proposal. Thank you again for your consideration to allow us to create with you!

Creatively yours,



Josh Adcock  
 Owner  
 Basemint Creative, LLC  
[www.basemintcreative.com](http://www.basemintcreative.com)



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**Randall Reid-Smith, Curator**  
Phone 304.558.0220 • [www.wvculture.org](http://www.wvculture.org)  
Fax 304.558.2779 • TDD 304.558.3562  
EEO/AA Employer

July 12th, 2023

Sam Calvert  
Director of Administration  
1900 Kanawha Blvd  
Charleston, West Virginia 25305

RE: Capitol Building Commission approval

Dear Director Calvert:

In a meeting of the Capitol Building Commission on July 12th, 2023, the commission approved the proposed plans for renovations on the Culture Center North and South Gardens as well as plans for a new outdoor exhibit for natural resources. Hearing no objections from the State Historic Preservation Office, David Marshall made the motion to approve the plan; motion was seconded by Mike Price and passed unanimously.

If you have any questions or require additional information you may contact me at 558-0220. Thank you.

Sincerely,

Randall Reid-Smith  
Chair, Capitol Building Commission

RRS:mmh  
cc: Mark Scott





West Virginia Department of  
**ARTS, CULTURE  
AND HISTORY**

APPROVED  
Full Whittaker  
8/18/23  
The Culture Center  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

**Randall Reid-Smith, Curator**  
Phone 304.558.0220 • www.wvculture.org  
Fax 304.558.2779 • TDD 304.558.3562  
EEO/AA Employer

RECEIVED  
8/18/23

To: Frank Whittaker  
From: Randall Reid-Smith, Curator  
Date: August 17, 2023  
Subject: Outdoor Exhibit Creative Design

Per our conversation, we have reviewed our current Outdoor Exhibit project and determined that seeking competition for the exhibit space creative design work will significantly increase both cost and time lost to the state and request the ability for a firm to be selected on the basis of previous satisfactory performance and knowledge. We propose having Chapman Technical Group, LTD manage the creative design work since this additional work will directly intersect with both the design and the resulting construction projects. Chapman Technical Group's intimate knowledge of this project makes them uniquely qualified to guide this additional work through completion while saving the State time and funds by not having to duplicate work already being performed at the site. Therefore, we are requesting to contract directly with Chapman Technical Group in accordance with §5G-1-3 that states in part that:

*In the procurement of architectural and engineering services for projects estimated to cost \$250,000 or more, the director of purchasing shall encourage firms engaged in the lawful practice of the profession to submit an expression of interest, which shall include a statement of qualifications and performance data, and may include anticipated concepts and proposed methods of approach to the project. ... **Provided, That if such circumstances exist, such that seeking competition could result in a compromise to public safety, significantly increase costs, or an extended interruption of essential services, the agency may, with the prior approval of the director of purchasing, select a firm on the basis of previous satisfactory performance and knowledge of the agency's facilities and needs:***

This new work will include the engineering design, creative design, and construction management for 10 outdoor artifact cases to be placed at the current work site. It is our intention to select an appropriate vendor and organize this work as a change order to the Chapman Technical Group's (CPO 0432 DCH2200000005) architectural and engineering contract for increased cost savings, efficiency, and accountability. Please let us know if you need any additional information from us. Thank you.