



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

State of West Virginia  
**Contract**

Order Date: 09-19-2023

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 0211 4036 GSD2200000008 4	Procurement Folder:	925952
Document Name:	EOI: Building 36 EIFS and Granite Assessment	Reason for Modification:	Change Order No. 3 - to increase the contract per the attached documentation.
Document Description:	EOI: Building 36 EIFS and Granite Assessment		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-01-12
Free on Board:		Effective End Date:	2024-01-11

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	VS0000000330	Requestor Name:	Richard Scot Casdorph																				
WDP & ASSOCIATES CONSULTING ENGINEERS INC 10621 GATEWAY BLVD #200		Requestor Phone:	304-957-7145																				
MANASSAS VA 20110-2055 US		Requestor Email:	scot.r.casdorph@wv.gov																				
Vendor Contact Phone:	703-257-9280 Extension: 118	<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>																					
Discount Details:																							
	<table border="1" style="width: 100%;"><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		
	Discount Allowed			Discount Percentage	Discount Days																		
#1	No			0.0000	0																		
#2	Not Entered																						
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#4	Not Entered																						

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS  No City WV 99999 US

*[Handwritten Signature]*  
10/03/2023

AUDITOR'S COPY

Total Order Amount:	\$1,093,148.95
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ENTERED

*MKP* 10/03/2023

PURCHASING DIVISION AUTHORIZATION  DATE: <i>Tara [Signature]</i> 10/3/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM  DATE: <i>John L. Gray [Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Brendy [Signature]</i> DATE: 10-5-2023 ELECTRONIC SIGNATURE ON FILE
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10/5/2023

**Extended Description:**

Change Order No.3 is issued to increase the contract, per the attached documentation, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of increase: Immediately

Original Contract Price:	\$	184,122.10
Change Order #1 Increase Requested:	\$	841,340.35
Change Order #2 Extension:	\$	0.00
Change Order #3 Increase Requested:	\$	67,686.50
New Contract Price:	\$	1,093,148.95

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	81101508	0.00000		0.000000	\$184,122.10
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-01-12	2024-01-11				

**Commodity Line Description:** EOI: Building 36 EIFS and Granite Assessment

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$841,340.35
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-01-12	2024-01-11				

**Commodity Line Description:** Change Order 1

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$67,686.50
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-01-12	2024-01-11				

**Commodity Line Description:** Change Order 3

**Extended Description:**

APPROVED  
*John K. McHugh*  
10/3/23



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

Mark D. Scott  
Cabinet Secretary

John K. McHugh  
Director

**MEMORANDUM**

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

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

*Cody Taylor*

**Date:** September 20, 2023

**Ref:** Change Order #3 – CCT 0211 GSD2200000008 – Building 36 EIFS and Granite Assessment

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#3) to our contract (CCT 0211 GSD2200000008) with WDP & Associates (the "Engineer") for Building 36 EIFS and Granite Assessment Project. Per the documentation attached here and to the Header of the wvOasis procurement document, we are requesting an increase of \$67,686.50, to cover Revised Scope/Design and Bid Packaging that includes Bid Assistance. Revision and rescoping of project was necessary given the failed first attempt to go out to bid, as the bids received were over budget. With the new package having to go back out to bid, we will need additional bid assistance for the second solicitation of this project.

Task 1 – Contract Document Revision for Rescoping Project (\$58,160.00)

Task 2 – Bid Assistance (\$9,526.50)

Their proposal, totaling \$67,686.50 is comprised of quantified hours based upon the original contract's Exhibit B hourly rate schedule, plus the allowances for travel as indicated in Section 11.8 of the original B101-2017 Agreement, plus several required project-related expenses (approved for inclusion in Section 11.8 of the B101): fire marshal review fees and fees required by the various plans houses to make plans available to bidders. We have reviewed these quantities and costs and find them reasonable, considering the current estimates for the impending construction repair project.

Original Contract Award Amount =	\$184,122.10
Change Order #1 Increase Requested =	\$841,340.35
Change Order #2 Renewal =	\$0.00

Change Order #3 Increase = \$67,686.50  
New Contract Amount = \$1,093,148.95

Please make this increase effective as of September 20, 2023.

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.

**EXHIBIT A  
SCOPE OF WORK**

September 14, 2023

State of West Virginia  
General Services Division  
112 California Avenue  
Charleston, WV 25305



Attention:      Aaron Armstrong, P.E.  
Project Manager

Reference:      Building 36 – Façade Replacement Project  
Proposal for Design and Bid Phase Services for Project Rescoping  
WDP Proposal No.: 21333B

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 Design and Bid Phase Services for the Rescoping of the façade replacement project for Building 36 at One Davis Square. WDP submitted contract documents for the façade replacement project on April 14, 2023, and provided bid phase services that resulted in a single bid received for the project. The project was subsequently cancelled. WDP has participated in discussions with the GSD about methods to reduce the project scope. At the request of the GSD, the scope of work for the project will be significantly reduced. A summary of the scope of work is attached as Exhibit C. Generally, the scope of work is anticipated to include a comprehensive façade replacement of only the 4-story building and a maintenance level restoration of the existing EIFS and curtain walls at the 2-story and 3-story building.

**SCOPE OF SERVICES**

This Proposal for Professional Services is limited exclusively to the Work as described in this Scope of Services section, and anything not expressly described shall be considered expressly excluded from the Work. WDP proposes to perform the Work which is described as follows.

**Task 1. Contract Document Revision for Rescoping Project**

WDP will develop a new Bid Package to account for the revised scope of work included in Exhibit C. There is additional design analysis that is required to verify conditions due to the modifications in the scope of work, to include but not limited to maintaining the arched openings at the first-floor level of the 4-story building and the framing connection at the existing parapet rather than a modified parapet. The drawings will be updated to outline the new scope of work, with graphical changes required at all elevations, wall sections, and details. New details will be developed for the alternate cladding at the 4-story building along with repair and restoration of the existing EIFS that is to remain in place at the 2-story and 3-story building. The integration of the existing EIFS at the 3-story building and the new wall system at the 4-story building will also need to be designed. The structural details were also developed based on increasing the height of the parapet; as such, these details will need to be revised to reflect the parapet height remaining the same. A new site plan will be developed based on the reduction in scope of work at the 2-story and 3-story buildings. The drawing layout will be modified to account for the removal and addition of details.

The Division 01 specifications will be updated to reflect the revised scope of work; while many of these sections will remain the same, there will be updates required in sections such



as the Summary of Work, Work Restrictions and Use of Site, Temporary Facilities and Controls, and Measurements and Payments. All technical specifications will be reviewed and all sections will be need to be updated to reflect the new scope of work. A new EIFS specification section will also be developed that includes requirements for restoration of the existing EIFS at the 2-story and 3-story building. The Stucco Wall Assembly specification will be modified to reflect any changes in the cladding system for the 4-story building.

During the development of the design, WDP will attend weekly coordination meetings with the GSD to discuss design decisions and provide updates on design development. WDP will submit a 95% design package for review and comment from the GSD. It is anticipated that this will generally be a completed design package but will provide the GSD the opportunity to review and provide comments prior to the design package being submitted to bidders. After approval from the GSD, a Bid Document Submission will be provided that incorporates any comments provided by the GSD.

WDP will coordinate with the State Fire Marshal to determine whether a review of the revised design package will be required. Should it be required, WDP will submit the 95% design package to the Fire Marshal for review. The plan review fee will be invoiced directly to the GSD; as such, it has been excluded from this proposal.

#### **Design Schedule**

Based on our understanding of the Project Schedule, we anticipate the bid documents submission at the end of August. It is anticipated that comments received from the GSD will be limited, such that they can be incorporated into the Bid Document submission in a short period of time. If more complex comments are received from the GSD, the design schedule will need to be modified.

#### **Task 2. Bid Assistance**

Upon completion of the final Contract Documents, WDP will assist the GSD with evaluating and selecting a qualified general contractor to perform the work. At the request of the GSD, WDP will issue electronic copies of the final project manual and drawings to eight (8) plan houses provided by the GSD. The fee for providing hard copies at the request of any of the plan rooms is excluded from this proposal, and associated costs will be included in a subsequent change order with a 15% markup as a reimbursable expense. WDP will also coordinate with the GSD to develop a list of Contractors to contact directly to notify them of the project and encourage them to participate in the bidding process. WDP staff will attend a mandatory pre-bid meeting on-site to discuss the project and collect questions on the bid set from the potential bidders. Upon completion, WDP will prepare pre-bid meeting minutes to summarize the discussions to include written clarification of any questions from the potential bidders. WDP's staff will also review questions submitted in writing from the potential bidders and prepare any appropriate addenda necessary for the contract. WDP will submit pre-bid meeting minutes and any addenda for the GSD to submit to the WV State Purchasing Division for issuance to bidders.

Upon receipt of the bids, WDP will analyze and evaluate each bid submitted and review to determine if it is inclusive of the repairs presented in the Contract Documents. After the



review, WDP will provide the GSD with a summary of the bids and offer a recommendation for selection.

**FEES AND PAYMENTS**

The following fees are for the performance of the Work as listed in the Scope of Services above. Invoicing will be monthly, based upon percentage of progress completion of each Task. The fees listed in this Fees and Payments section do not cover any Additional Services or any other services which are stated as excluded from the contract or are not specifically described as part of the Work listed in the Scope of Services above. WDP’s Services will be provided on a Lump Sum basis in accordance with the following fee estimate.

**Fee Estimate**

The Fee Estimate has been developed using the Fee Schedule in accordance with Exhibit B in the original contract (attached for reference).

**Task 1. Contract Document Revision for Rescoping Project**

Principal	40 hrs	@ \$ 270.00 /hr	= \$ 10,800.00
Senior Engineer I / Architect I	100 hrs	@ \$ 180.00 /hr	= \$ 18,000.00
Staff Engineer II / Architect II	120 hrs	@ \$ 135.00 /hr	= \$ 16,200.00
Senior CAD Operator/Technician	120 hrs	@ \$ 105.00 /hr	= \$ 12,600.00
Project Assistant	8 hrs	@ \$ 70.00 /hr	= \$ 560.00
<b>Task 1 Subtotal</b>			<b>\$ 58,160.00</b>

**Task 2. Bid Assistance**

Principal	8 hrs	@ \$ 270.00 /hr	= \$ 2,160.00
Senior Engineer I / Architect I	24 hrs	@ \$ 180.00 /hr	= \$ 4,320.00
Staff Engineer II / Architect II	16 hrs	@ \$ 135.00 /hr	= \$ 2,160.00
Project Assistant	4 hrs	@ \$ 70.00 /hr	= \$ 280.00
Per Diem (First & Last Days)	2 man·days	@ \$ 48.00 /man·day	= \$ 96.00
Lodging	2 man·nights	@ \$ 109.00 /man·night	= \$ 218.00
Mileage	500 miles	@ \$ 0.585 /mile	= \$ 292.50
<b>Task 2 Subtotal</b>			<b>\$ 9,526.50</b>

**Total Fee      \$ 67,686.50**

**ADDITIONAL SERVICES**

Experience indicates that certain additional items of work may be required or necessary which WDP cannot presently determine or estimate. For this reason, the fee for these items is not included in the provisions of “Fees and Payments” for the performance of the Work. Furthermore, the performance of these items is not included in the Work unless the item is expressly described as part of the Work in the preceding Scope of Services section. These additional items of work (“Additional Services”) are caused by many factors, usually at the discretion of the Client. They may also be caused by the reviewing agency of Client, variance/deviation from present policies and standards, or reviewing governmental agencies. “Additional Services” may sometimes be referred to as extras, change orders, or add-ons, but for purposes of this Agreement all such descriptions are intended to be encompassed within the term Additional Services.

Building 36 – Façade Replacement Project  
Proposal for Design and Bid Phase Services for Project Rescoping  
WDP Proposal No.: 21333B  
September 14, 2023  
Page No. 4



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 black ink, appearing to read 'Rex A. Cyphers'.

Rex A. Cyphers, P.E.  
Principal

A handwritten signature in black ink, appearing to read 'Jodi M. Knorowski'.

Jodi M. Knorowski, P.E.  
Senior Engineer I



**EXHIBIT B  
FEE SCHEDULE**



<u>Item</u>	<u>Unit Price</u>
Principal.....	\$ 270.00 /hr
Associate Principal.....	\$ 235.00 /hr
Senior Associate.....	\$ 220.00 /hr
Associate.....	\$ 205.00 /hr
Senior Engineer II / Architect II.....	\$ 190.00 /hr
Senior Engineer I / Architect I.....	\$ 180.00 /hr
Project Engineer II / Architect II.....	\$ 155.00 /hr
Project Engineer I / Architect I.....	\$ 145.00 /hr
Staff Engineer II / Architect II.....	\$ 135.00 /hr
Staff Engineer I / Architect I.....	\$ 125.00 /hr
Senior CAD Operator/Engineering Technician.....	\$ 105.00 /hr
CAD Operator /Engineering Technician.....	\$ 90.00 /hr
Project Assistant.....	\$ 70.00 /hr

Hinton, WV

Manassas, VA

Charlottesville, VA

Blacksburg, VA

Myrtle Beach, SC

New York, NY

## EXHIBIT C REVISED SCOPE OF WORK



WDP met with the GSD on July 14, 2023, to discuss options for revising the scope for the Building 36 Façade Replacement Project. To accomplish this, it was discussed that the comprehensive façade replacement will be focused at the 4-story building while the 2-story and 3-story building will be limited to maintenance level repairs. It is anticipated that this change in scope will reduce the time and cost of the project. The memorandum is intended to outline our understanding of the proposed revised scope of work for the façade replacement and restoration project for Building 36.

### 2-Story & 3-Story Building

Hinton, WV

Manassas, VA

Charlottesville, VA

Blacksburg, VA

Myrtle Beach, SC

New York, NY

- EIFS Repair and Restoration
  - Repair cracks in the field of the EIFS panels.
  - Repairs at “groove” control joints
  - Remove portion of EIFS and install new expansion joint between 2-story and 3-story building.
  - Repair localized damage requiring removal and replacement of insulation and base coat, new overlapping reinforcing mesh, and new finish coat.
  - Replace sealant joints at expansion joints in EIFS.
  - Clean all surfaces of existing EIFS at 2-story and 3-story buildings to remove dirt and staining in preparation for resurfacing.
  - Resurface the EIFS at 2-story and 3-story buildings. 2-story building to match finish color and texture of 4-story buildings. 3-story building finish color to be slightly darker similar to existing.
- Curtain Wall Repair and Restoration
  - Remove and replace exterior gaskets, pressure plates, and snap covers for all existing curtain walls. Glazing and curtain wall framing to remain in place.
    - Remove and replace interior gaskets that are missing or loose.
  - Remove and replace sealant joint at perimeter of all existing curtain walls.
- Access to 2-story building roof
  - Remove and replace hollow metal door leading out to 2-story roof.
  - Install new metal stair leading out to 2-story roof.
- Miscellaneous
  - Existing wall-mounted lighting to be removed and replaced to match new lighting at 4-story building. Isolated removal and replacement of EIFS at penetrations will be required to mount new light fixtures.
  - Remove, salvage, and reinstall building signage at west elevation during EIFS restoration. Remove and replace sealant joints at each penetration through the existing EIFS.
  - Repair hollow metal doors.
- Excluded Work
  - Existing parapet coping will remain in place.
  - Existing roof integrations at parapet will remain in place.
  - Existing elevation of parapet height will remain the same. Signage will be placed at access points to roof levels warning of need for fall protection plans.
  - Existing sidewalk will remain in place around the north and west elevations of the 2-story and 3-story buildings.



- Existing EIFS will remain in place and be restored as indicated above. Existing EIFS assembly is generally designed as a barrier system and will require routine maintenance to mitigate water infiltration.
- Existing curtain wall framing and glazing will remain in place and be restored as indicated above.
- Installation of mineral silicate coating at masonry walls within open mechanical roof at 3-story building will no longer be included in the scope of work.
- Existing interior drywall and cavity insulation will remain in place. Abatement of biological growth within the walls of the 2-story building is not anticipated and is therefore excluded from the scope of work.
- Interior temporary protection will not be required at 2-story building as façade elements are not being replaced.

#### 4-Story Building

- Temporary Protection
  - Install temporary barrier walls at interior of the building spanning from column line to column line at each window opening.
  - Temporarily relocate electrical outlets and data lines as required to maintain access and install barrier walls.
- EIFS Replacement
  - Remove and discard existing EIFS, exterior sheathing, stud framing, cavity insulation, and interior drywall. Provide abatement for any biological growth uncovered as part of the demolition process.
  - Install new stud framing, structural steel, interior drywall, cavity insulation, exterior sheathing, and cladding assembly.
  - Evaluation of cladding assembly: With the insulated stucco assembly, it is more challenging to install the raised bumpouts at the perimeter of the windows, and therefore this was excluded from the work. Without replacing the EIFS at the 2-story building, the existing bumpouts will still be present. As such, utilizing an EIFS cladding at the 4-story building will be evaluated such that the raised bumpouts could be installed to provide a consistent aesthetic between the buildings and to reduce project costs. With this, alternate cladding will be evaluated for the 1<sup>st</sup> floor level to provide a more durable option at the location where there is a greater potential for damage to occur.
- Curtain Wall Replacement
  - Existing full height curtain wall assemblies will be removed and replaced with ribbon windows installed at each floor level.
    - Finish of new ribbon windows will be anodized aluminum to match the existing finishes at the 2-story building that are to remain.
    - Ribbon windows at 1<sup>st</sup> Floor Level will feature arches to match the windows at the 2-story building.
    - Curtain wall framing components will be used to fabricate ribbon windows.



- Feature Wall
  - Removal of existing brick veneer, installation of new air/water barrier, cavity insulation, and new brick veneer per the original design intent.
    - Removal and replacement of CMU at 1<sup>st</sup> floor level to allow the plane of the brick to be consistent along the height of the feature wall. This will require interior temporary protection within the mechanical/electrical space at this location.
    - Installation of foundation bumpout to support new brick veneer with outward shift in plane to account for new cavity insulation.
- Miscellaneous
  - Removal and replacement of the sidewalk will be limited to the north and east elevations of the 4-story building and directly adjacent to the south entrance of the 4-story building.
  - Remove and replace existing wall-mounted lighting.
  - Signage will be installed at the north and south entrances to the building within the new cladding, as well as within the feature wall.
  - Repaint hollow metal doors.
- Excluded Work
  - Existing elevation of parapet height will remain the same. Signage will be placed at access points to roof levels warning of need for fall protection plans.
  - Full height curtain wall assemblies will not be installed at the entrances to the building.

#### Site Plan

- Site plan will be presented as a single phase; however, work may ultimately be phased depending on the Contractor's access plan.
- Anticipated that full-height scaffolding will only be required around 4-story building and restoration work at the 2-story and 3-story buildings will be performed from scissor lifts and aerial boom lifts.
- Off-site Contractor laydown area is anticipated to be at the intersection of Capitol Street and Donnally Street.
- Street and parking closures will remain the same but will be for shorter durations based on the overall project schedule.