



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: 10-12-2023

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: | CPO 0432 1105 DCH2200000005 5 | Procurement Folder: | 996368 |
| Document Name: | Culture Center: Renovations to the North & South Gardens | Reason for Modification: | Change Order No. 4 - To increase contract amount per the attached documentation. |
| Document Description: | Renovations to the North and South Gardens | | |
| Procurement Type: | Central Purchase Order | | |
| Buyer Name: | Toby L Welch | | |
| Telephone: | (304) 558-8802 | | |
| Email: | toby.l.welch@wv.gov | | |
| Shipping Method: | Best Way | Effective Start Date: | 2022-05-02 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | |

| VENDOR | | DEPARTMENT CONTACT | | |
|--|----------------------------|--|---------------------------|----------------------|
| Vendor Customer Code: | 000000207246 | Requestor Name: | Cara M Suppa | |
| CHAPMAN TECHNICAL GROUP LTD PO BOX 1355 | | Requestor Phone: | 304-561-6667 | |
| SAINT ALBANS WV 251771355 US | | Requestor Email: | cara.m.suppa.nfg@army.mil | |
| Vendor Contact Phone: | 859-223-3999 Extension: | <div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-size: 18pt; font-weight: bold;">FILE LOCATION _____</div> | | |
| Discount Details: | | | | |
| Discount Allowed | Discount Percentage | | | Discount Days |
| #1 No | 0.0000 | | | 0 |
| #2 Not Entered | | | | |
| #3 Not Entered | | | | |
| #4 Not Entered | | | | |

| 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 |

10-25-23 RAT

| | |
|----------------------------|--------------|
| Total Order Amount: | \$408,500.00 |
|----------------------------|--------------|

Purchasing Division's File Copy

ENTERED

| | | |
|---|--|--|
| PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara K...</i> 10/25/2023 ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION DATE: <i>Beverly Tolson</i> 10-27-23 ELECTRONIC SIGNATURE ON FILE |
|---|--|--|

10/26/2023

Extended Description:

Change Order No. 04 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: October 12, 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
Change Order No. 04 Increase: \$130,000.00
Contract New Total: \$408,500.00

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

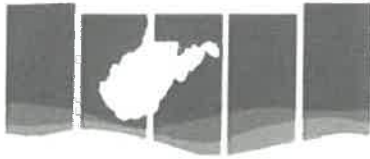
No other changes.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 1 | 80111617 | 0.00000 | | 0.000000 | 408500.00 |
| 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: Frank Whittaker, Assistant Director
From: Sam Calvert, Director of Administration 
Date: October 10, 2023
Subject: CPO DCH2200000005 Outdoor Exhibit

Assistant Director Whittaker,

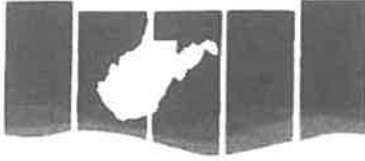
Please allow this memorandum to serve as written justification for a request for Change Order No. 4 to increase the above referenced contract with Chapman Technical Group (CTG) per the attached documentation. The additional services that are being requested are due to the enhanced design package and fiber relocation site package.

Change order No. 4 will allow CTG to contract with experts related to the unforeseen additional work involved with joining the original garden/ADA work with the outdoor exhibit. This South Garden Enhanced Design includes the addition of a pedestrian bridge, water feature and the relocation of a fiber duct bank. Several items of additional work are included with these modifications.

The addition of \$130,000.00 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 |
| Change Order No. 4: | \$ 130,000.00 |
| New Contract Amount: | \$ 408,500.00 |

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



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

CHANGE ORDER

CONTRACT: CPO 0432 DCH2200000005

CHANGE ORDER NUMBER: 04

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 One Hundred Thirty Thousand Dollars and Zero Cents (\$130,000.00) to the Contract Sum for additional services outlined in the attached documents.

| | |
|--|----------------------|
| The original Contract Sum was | \$ 179,000.00 |
| Change Order No. 01 | \$ 00.00 |
| Change Order No. 02 | \$ 17,000.00 |
| Change Order No. 03 | \$ 82,500.00 |
| The Contract Sum prior to this Change Order | \$ 278,500.00 |
| The Contract Sum will be Changed by this Change Order in the Amount of | \$ 130,000.00 |
| The new Contract Sum including this Change Order will be | \$ 408,500.00 |

The Contract Time will remain unchanged.

SIGNATURES

WV Department of Arts, Culture + History
THE AGENCY

Chapman Technical Group
THE VENDOR

[Signature]
AUTHORIZED SIGNATORY

[Signature]
AUTHORIZED SIGNATORY

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

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

10/11/2023
DATE

10-12-2023
DATE



**Chapman
Technical
Group**
a division of
GRW

September 7, 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 the enhanced design of the South Garden ADA access with a new Industry Resources Exhibit.

The South Garden Enhanced Design includes the addition of a pedestrian bridge, water feature and the relocation of a fiber duct bank. Several items of additional work are included with these modifications. In lieu of a total cost for additional services, I have provided a break-out of the major items of work for your consideration. I am happy to adjust the arrangement of work as it suits your needs.

FIBER RELOCATION SITE PACKAGE

Design Phase

- Investigate existing conditions and gather additional survey data
- Conduct coordination meetings
- Finalize construction drawings and specifications

Bid Phase (Chapman Technical Group to assist WV Purchasing, working through WVDACH)

- Provide electronic drawings and specifications
- Conduct a pre-bid meeting
- Issue addenda for distribution by WV Purchasing
- Provide assistance evaluating bids

Construction Phase

- Conduct a pre-construction meeting
- Addend weekly construction progress meetings with the contractor
- Review project submittals for compliance
- Review contractor's monthly payment application
- Address contractor questions that arise

200 Sixth Avenue
Saint Albans, WV 25177

304.727.5501

Buckhannon, WV
Lexington, KY

www.chaptech.com



Mr. Sam Calvert
September 7, 2023
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- Provide photographs and a weekly Field Report to the WVDACH
- Complete close-out documentation required by Purchasing
- Update plans with field-changes and issue an electronic file to WVDACH

ENHANCED DESIGN

Concept Design and Renderings

- Initial Concept Design for total site with rendered plans, elevations and cross-sections
- Water Feature Concept with rendered plans, elevations, and cross-sections

Added Elements to the Design - Pedestrian Bridge, Water Feature, and Alternative Retaining Wall System

- Additional Chapman Technical Group Work
 - Retaining Wall System layout and design
 - Pedestrian Bridge plans and specifications
 - Additional stormwater work for fountain
 - Coordination with fountain designer, pedestrian bridge manufacturer, retaining wall system manufacturer, and respective design consultants
 - Additional submittal review
- Add a geotechnical engineer to the team
 - Core boring and soil analysis
 - Issue report for final retaining wall profile and pedestrian bridge foundation.
- Add a fountain specialist to the team
 - Generate fountain plans and specifications
 - Provide review documents
 - Revise and issue final WV stamped drawings and specifications to include in the final bid package
- Additional structural engineering
 - Design pedestrian bridge foundation
 - Structural design of fountain/rock ledge support system
 - Additional submittal review
- Additional electrical engineering
 - Provide power to fountain equipment and lighting
 - Provide one 120V, 20A circuit to ten exhibit pads for display case or other use (general flood-type lighting addressed in previous contract modification)
 - Provide waterproof power to the new stage area
 - Provide a point of power at the pedestrian bridge (coordinating with Doug Litton)
 - Additional submittal review



Mr. Sam Calvert
September 7, 2023
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Our costs for this additional work are indicated below.

Fiber Relocation Site Package \$ 26,000.00

Enhanced Design Package

| | |
|-------------------------------------|--------------------|
| Concept Design and Renderings | \$ 18,400.00 |
| Additional Chapman Technical Design | \$ 33,500.00 |
| Geotechnical Engineering Consultant | \$ 15,000.00 |
| Fountain Engineering Consultant | \$ 17,500.00 |
| Structural Engineering Consultant | \$ 11,200.00 |
| Electrical Engineering Consultant | <u>\$ 8,400.00</u> |

Total Additional Services \$130,000.00

We are continuing to work on the enhanced South Garden and the Fiber Relocation Site Package to keep the Curator's deadline. We appreciate the opportunity to be of service to the WV Division Arts and Cultural History and your consideration. If you have any questions or need additional information, please contact me.

Sincerely,

CHAPMAN TECHNICAL GROUP

Kelly Estep, PLA
Project Manager