



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: 03-10-2026

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 0310 6584 DNR240000013 2	<b>Change Order No:</b>		<b>Procurement Folder:</b>	1286876
<b>Document Name:</b>	A&E - Coopers Rock New Laundry Facilities			<b>Reason for Modification:</b>	
<b>Document Description:</b>	A&E - Coopers Rock New Laundry Facilities			Change Order No. 01 issued to increase contract as per the attached documentation.	
<b>Procurement Type:</b>	Central Purchase Order				
<b>Buyer Name:</b>	Joseph (Josh) E Hager III				
<b>Telephone:</b>	(304) 558-2306				
<b>Email:</b>	joseph.e.hageriii@wv.gov				
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2024-01-05		
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>			

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000160928	<b>Requestor Name:</b>	James H Adkins
CIVIL & ENVIRONMENTAL CONSULTANTS INC 700 CHERRINGTON PKWY		<b>Requestor Phone:</b>	(304) 558-3397
MOON TOWNSHIP PA 15108 US		<b>Requestor Email:</b>	jamie.h.adkins@wv.gov
<b>Vendor Contact Phone:</b>	304-933-3119	<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 5px 0;">FILE LOCATION _____</div>	
<b>Extension:</b>			
<b>Discount Details:</b>			
<b>Discount Allowed</b>	<b>Discount Percentage</b>		
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
PARKS & RECREATION-PEM SECTION DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE BLDG 4 CHARLESTON WV 25305 US	SUPERINTENDENT DIVISION OF NATURAL RESOURCES COOPERS ROCK STATE FOREST 61 COUNTY LINE DR BRUCETON MILLS WV 26525-5505 US

*CR 3-12-26*  
 Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$239,193.00
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*JA 3.10.26*

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>[Signature]</i> 3/18/26 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>[Signature]</i> 3-19-26 ELECTRONIC SIGNATURE ON FILE
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*3/18/2026*

**Extended Description:**

Change Order

Change Order No. 01 is issued to increase the original contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. The contract is increased as defined in the attached documentation.

Original Contract Price: \$198,500.00  
Change Order No. 01 Increase: \$ 40,693.00  
Contract New Total: \$239,193.00

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	81100000	0.00000		0.000000	198500.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Professional engineering services

**Extended Description:**

Design and contract administration services of new laundry facilities at Coopers Rock State Forest.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81100000	0.00000		0.000000	40693.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Change Order No. 01

**Extended Description:**


Design and contract administration services of new laundry facilities at Coopers Rock State Forest.




Governor Patrick Morrisey

Director Brett W. McMillion

**MEMORANDUM**

**TO:** Jamie Adkins,   
Chief Procurement Officer

**FROM:** Deborah Demyan   
Project Engineer

**DATE:** February 19, 2026

**SUBJECT:** Coopers Rock State Forest  
A&E – Coopers Rock New Laundry Facilities  
CPO DNR 2400000013  
Change Order No. 1

*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. 1 is necessary to prepare documents for the resign of the residence site due to the request of the Division of Forestry building a trail in the original location.*

*Current contract amount \$198,500.00  
Change Order No. 6 \$ 40,693.00  
New contract amount \$239,193.00*

*If you have any questions, please contact me at 304-550-4892.*



**AIA**<sup>®</sup>

# Document G802<sup>®</sup> – 2017

## Amendment to the Professional Services Agreement

**PROJECT:** *(name and address)*  
Coopers Rock State Forest

**AGREEMENT INFORMATION:**  
Date: 01/15/2026

**AMENDMENT INFORMATION:**  
Amendment Number: 001  
Date: 01/15/2026

**OWNER:** *(name and address)*  
West Virginia Division of Natural  
Resources Parks & Recreation PEM  
Section 324,  
112 California Avenue  
Charleston, WV 26305

**ARCHITECT:** *(name and address)*  
Civil & Environmental Consultants, Inc.  
120 Genesis Blvd.  
Bridgeport, WV 26330

CPO DNR 2400000013

The Owner and Architect amend the Agreement as follows:

Civil and Environmental Consultants, Inc. (CEC) is submitting this task order for additional services to provide to provide additional design services for the superintendent residence relocation. This agreement provides additional civil, geotechnical, and ecological services for the superintendent residence and laundry facility project. The abbreviated scope of services is listed below.

1. Redesign of superintendent residence site layout & location.
2. Stream & Wetland Delineations and Report.
3. Geotechnical drilling and foundation recommendations.
4. Construction stormwater permit modification.

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

Compensation Adjustment:  
\$40,693.00 addition

Schedule Adjustment:  
0

### SIGNATURES:

Civil & Environmental Consultants,  
Inc.

**ARCHITECT** *(Firm name)*



**SIGNATURE**

Joseph D. Robinson - Vice  
President

**PRINTED NAME AND TITLE**

01/15/2026

**DATE**

West Virginia Division of Natural  
Resources

**OWNER** *(Firm name)*



**SIGNATURE**

Alex McMillan  
2/23/26

**PRINTED NAME AND TITLE**

**DATE**

## AUTHORIZATION FOR ADDITIONAL SERVICES

<b>Client Name:</b>	West Virginia Division of Natural Resources (WVDNR)	<b>Contact:</b>	Matt Yeager
	112 California Ave.		
<b>Address:</b>	Charleston, WB 25305	<b>Client Phone:</b>	304-558-2754
	South Charleston, WV 25303-1228	<b>Client Fax:</b>	
		<b>Client Email:</b>	
<b>Date:</b>	1/15/2026		
<b>Request No.:</b>	CO1	<b>CEC Project Manager:</b>	Quentin W. Knight
<b>CEC Project:</b>	335-746	<b>Task:</b>	0004
<b>Project Name:</b>	Coopers Rock New Laundry Facilities (CPO 0310 6584 DNR2400000013)		
<b>Location:</b>	Bruceton Mills, WV		

### 1.0 Civil Design Services

#### 1.1 Civil Site Design

**Purpose:** The purpose of this task is to prepare documents for the redesign of the Residence site & utility connections for construction.

**Scope of Services:** CEC will perform the following:

- Civil & Environmental Consultants, Inc. (CEC) will provide a construction plans showing the redesign for the Residence location. The construction plans will include revisions to the site layout, grading, stormwater, and utility information. Plans will be provided to the Owner will be on CEC's title block on 22" x 34" sheet size. The plans will be provided in pdf format.
- CEC will balance the site design in conjunction with the laundry facility. CEC will provide spoil/borrow sites with this change order, if necessary.
- CEC will utilize the existing Residence, designed by ZMM, for this redesign work. CEC understands that a new Residence design will not be completed as part of this Change Order (CO).
- CEC will perform design calculations to determine estimated water pressures at the Residence.
- CEC will perform one (1) round of revisions to the design plans under this CO. Fees for additional revisions can be provided by CEC at the Client's request.
- CEC has included fees to hold 1 on-site meeting and two 1-hour phone meetings with WVDNR.
- CEC will provide an Opinion of Probable Cost (OPC).

#### 1.2 Construction Stormwater Permit Modification

**Purpose:** The purpose of this task is to prepare a modification to the existing Stormwater Construction Permit through WVDEP to comply with the Construction Stormwater General Permit.

**Scope of Services:** CEC will perform the following:

## AUTHORIZATION FOR ADDITIONAL SERVICES

- CEC will prepare a revised Stormwater Pollution Prevention Plan (SWPPP), Groundwater Protection Plan (GPP), and WVDEP Electronic (ESS) application for submittal and approval by the West Virginia Department of Environmental Protection.
- CEC will prepare and submit the documentation to WVDNR for review/approval prior to submittal to the WVDEP.
- CEC will complete minor revisions requested by WVDNR.
- CEC will complete and submit the Construction Stormwater permit application. CEC has estimated and included up to \$1,200 for the permit fee within the cost of this scope.
- CEC will respond to one (1) round of comments by the WVDEP.

### 2.0 Ecological Services

#### 2.1 Stream and Wetland Delineation and Report

**Purpose:** The purpose of this task is to conduct an on-site field delineation within an approximately 2.5-acre area and prepare a report documenting our field findings.

**Scope of Service:** CEC's wetland delineation services will be performed in accordance with the 1987 USACE Manual, supplemented by the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region Version 2.0, the National Wetland Plant List, and the U.S. Department of Agriculture's Hydric Soils of the United States. CEC will identify wetlands using the three criteria described in the Corps Manual: hydrophytic vegetation, hydric soils, and hydrology.

During the on-site field delineation, CEC will collect test site data at the identified wetlands and representative upland locations. If a wetland is present, we will define the wetland/non-wetland boundaries in the field by placing surveyor's ribbon along the wetland boundary. CEC will also identify, classify, and delineate streams and other waters (e.g., springs, ponds, lakes, etc.) within the project area. Stream data forms will be completed at stream locations, and photographs will be collected to support CEC's findings. Streams will be classified as perennial, intermittent, and ephemeral. CEC will geo-reference the flagged wetland boundary points, test site locations, and stream centerlines using a hand-held Trimble DA2 global positioning system (GPS) unit.

CEC anticipates that one, 6-hour day will be required to complete the on-site stream and wetland delineations.

Following field work, CEC will prepare an update to the Wetland and Stream Delineation report presenting the findings of the office review and field delineations. The report will include a discussion of site vegetation, hydrology and soils, descriptions of wetlands, limits of streams, summary tables, and mapping. CEC will use available aerial mapping to show wetland boundaries, wetland type and acreage, and stream location and types.

#### 2.2 Hibernacula Survey

**Purpose:** The purpose of this task is to perform a hibernacula survey concurrent with the stream and wetland delineation. This task does not include development of a report.

**Scope of Service:** The potential hibernacula survey will follow the technical criteria outlined in the Range wide Indiana Bat & Northern Long-Eared Bat Survey Guidelines. According to this protocol, suitable cave or mine openings must meet the following criteria:

## AUTHORIZATION FOR ADDITIONAL SERVICES

- A horizontal opening greater than 6-inches in diameter or a vertical shaft opening greater than 1-foot in diameter;
- Greater than 50-feet of passageway;
- A passageway that is not now, or does not show evidence of complete flooding or blockage due to collapse making it inaccessible to bats; and,
- Older than 1-year (i.e. not a recent opening due to subsidence).

If potential hibernacula are identified, a Phase II Presence/Absence Portal Survey would be required, which has been excluded from our scope of service.

### 3.0 Geotechnical Services

The Geotechnical scope is based following assumptions:

- A total of 80 linear feet of soil drilling;
- The test drilling can be completed in 1 day;
- The test borings will be backfilled using auger cuttings generated during drilling;
- Rutting and minor disturbance that could occur during drilling operations will not be repaired;
- The site and test boring locations are accessible using a track-mounted drill rig; and
- Private utilities will be located by owner prior to CEC mobilization to site;

Purpose: The purpose of our geotechnical engineering services is to perform a subsurface investigation at the site to develop opinions on the soil and groundwater conditions, and present conclusions and recommendations for design and construction for the proposed Residence.

#### Scope of Services:

Preliminary Engineering and Research: CEC will plan, coordinate, and execute the office and field work required to perform the subsurface investigations. A site-specific Health and Safety Plan (HASP) will be generated for the safety of CEC representatives and subcontractors working at the site.

Locate Test Borings and Site Reconnaissance: Prior to the start of drilling, CEC will field locate the test borings using a handheld global positioning system (GPS). Test Drilling: CEC will subcontract with a local drilling contractor to perform the test borings. The drilling contractor will drill up to four (4) test borings to an approximate depth of 20 feet below ground surface (ft. bgs.) or split-spoon/auger refusal on bedrock. Soils will be sampled with a split-spoon sampler using the Standard Penetration Test (SPT) in accordance with ASTM D1586. Rock coring will not be performed after split-spoon refusal on bedrock. Boreholes will be backfilled with auger cuttings from the drilling operations. Boreholes backfilled in this manner could potentially settle after demobilization. The scope of this project does not include future borehole maintenance.

Test Drilling: CEC will subcontract with a local drilling contractor to perform the test borings. The drilling contractor will drill up to four (4) test borings to an approximate depth of 20 feet below ground surface (ft. bgs.) or split-spoon/auger refusal on bedrock. Soils will be sampled with a split-spoon sampler using the Standard Penetration Test (SPT) in accordance with ASTM D1586. Rock coring will not be performed after split-spoon refusal on bedrock. Boreholes will be backfilled with auger cuttings from the drilling operations.



### AUTHORIZATION FOR ADDITIONAL SERVICES

Boreholes backfilled in this manner could potentially settle after demobilization. The scope of this project does not include future borehole maintenance.

Monitor Drilling and Log Samples: CEC will provide a qualified representative to monitor the test drilling, observe the materials encountered, prepare field logs, and make modifications to the drilling program, if necessary. CEC's representative will obtain water levels during soil sampling and at completion of the drilling operations. Computer-generated field logs of the test borings will be provided at the completion of field work.

Laboratory Testing: CEC will perform geotechnical laboratory testing on select samples obtained during the test drilling. Laboratory testing will likely include Atterberg Limits (plasticity), grain size analysis, and moisture content testing.

Analysis and Report: CEC will review the results of the test drilling and laboratory testing and perform geotechnical analyses to develop conclusions on the site subsurface soil, weathered bedrock, and groundwater conditions. CEC will prepare a letter report describing the subsurface conditions encountered and present conclusions and recommendations in accordance with the purpose. The report will include test-boring logs, a test boring location plan, and the results of the laboratory testing. An electronic copy of the report will be provided in pdf format. This scope does not include detailed design or preparation of construction documents.

#### ESTIMATED FEE

CEC has prepared the following fee estimates based upon the scope of services and assumptions presented above.

**Total Estimated Lump Sum Fee.....\$40,693**

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

Matt Yeager (WVDNR) requested site relocation of the Residence during coordination with the Department of Forestry.

Ecological Duration – The ecological delineation schedule requires approximately two (2) weeks to complete.

Civil Design Duration – The civil design duration requires approximately four (4) weeks to complete the initial design for review by WVDNR after ecological and geotechnical portions are complete. Civil permitting to be completed approximately two (2) weeks after designs are finalized and approved by WVDNR.

Currently, the drilling contractor's schedule requires approximately three (3) weeks to mobilize. While waiting to mobilize the drill rig, a West Virginia 811 utility location notice will be placed as required by state law. Two (2) working days are required for the 811 request to clear the staked test boring locations prior to drilling.

The drilling will take approximately one (1) day to complete provided right-of-entry is obtained prior to mobilization and utility clearances are completed. The geotechnical laboratory testing program will require



### AUTHORIZATION FOR ADDITIONAL SERVICES

approximately two (2) weeks after completion of drilling, and the report can be completed within two (2) weeks after receipt of the laboratory test results. Preliminary results can be provided to expedite the project.

CEC Principal Signature:  Estimated Additional Fee: \$40,693

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: 2/23/21

**Coopers Rock Change Order 3 - CEC Fee Proposal**

01.15.2026

## Task 0004 - Construction

<b>Civil Design</b>			
Title	Hours	Rate	Total
Vice President	19	\$ 263.00	\$ 4,997.00
Project Manager II	12	\$ 183.00	\$ 2,196.00
Assistant Project Manager	54	\$ 137.00	\$ 7,398.00
Total			\$ 14,591.00
<b>Civil Permitting</b>			
Title	Hours	Rate	Total
Vice President	5	\$ 263.00	\$ 1,315.00
Project Manager II	5	\$ 183.00	\$ 915.00
Assistant Project Manager	24	\$ 137.00	\$ 3,288.00
Total			\$ 5,518.00
<b>Geotech</b>			
Title	Hours	Rate	Total
Vice President	10	\$ 263.00	\$ 2,630.00
Project Consultant	40	\$ 125.00	\$ 5,000.00
GIS Analyst I	10	\$ 100.00	\$ 1,000.00
Drilling - TBS	-	\$5,500.00	\$ 5,500.00
Laboratory	-	\$ 900.00	\$ 900.00
Total			\$ 15,030.00
<b>Ecological</b>			
Title	Hours	Rate	Total
Principal	13	\$ 258.00	\$ 3,354.00
Project Scientist	22	\$ 100.00	\$ 2,200.00
Total			\$ 5,554.00

Grand Total = \$ 40,693.00

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Online Data Services Help

### Business Organization Detail

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### CIVIL & ENVIRONMENTAL CONSULTANTS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	12/29/1994		12/29/1994	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> 0.0000
<b>Charter County</b>	Harrison	<b>Control Number</b>	0
<b>Charter State</b>	PA	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	120 GENESIS BLVD BRIDGEPORT, WV, 26330
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
<b>Principal Office Address</b>	700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108 USA
<b>Principal Office Mailing Address</b>	700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	DANIEL A. MALTESE 700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108
<b>President</b>	DUSTIN J KUHLMAN 700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108
<b>Secretary</b>	D. TROY BLAIR 700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108
<b>Treasurer</b>	FOREST RICHARDSON 700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108
<b>Vice-President</b>	HARRY DRAVECKY 700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108
<b>Type</b>	<b>Name/Address</b>

<b>Name Changes</b>	
<b>Date</b>	<b>Old Name</b>

**5/12/2016**

CIVIL AND ENVIRONMENTAL CONSULTANTS, INC.

**Date**

**Old Name**

**Subsidiaries**

**Name**

**Address**

CIVIL & ENVIRONMENTAL CONSULTANTS OF NEW YORK, INC.  
700 CHERRINGTON PARKWAY  
MOON TOWNSHIP, PA, 15108

**Name**

**Address**

**Date**

**Amendment**

**5/12/2016**

NAME CHANGE: FROM CIVIL AND ENVIRONMENTAL CONSULTANTS, INC. TO CIVIL & ENVIRONMENTAL CONSULTANTS, INC.

**Date**

**Amendment**

**Annual Reports**

**Filed For**

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