



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: 01-20-2026

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 0313 0313 DEP1700000008 18	<b>Change Order No:</b>	7	<b>Procurement Folder:</b>	140338
<b>Document Name:</b>	EOI: Jefferson County Landfill Leachate Tank Study			<b>Reason for Modification:</b>	
<b>Document Description:</b>	EOI: Jefferson County Landfill Leachate Tank Study			Change Order #7 Time Extension	
<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>	2017-02-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid			<b>Effective End Date:</b>	2027-01-31

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	000000232671	<b>Requestor Name:</b>	Jessica S Chambers		
TETRA TECH INC 1538 KANAWHA BLVD E STE 110		<b>Requestor Phone:</b>	(304) 414-1140		
CHARLESTON WV 25311		<b>Requestor Email:</b>	jessica.s.chambers@wv.gov		
US		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
<b>Vendor Contact Phone:</b>	304-414-0054			<b>Extension:</b>	103
<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				

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF ENVIRONMENTAL REMEDIATION 601 57TH ST SE CHARLESTON WV 25304 US	ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US

*CR 1-20-26*

<b>Total Order Amount:</b>	\$150,634.00
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Purchasing Division's File Copy

*JH 1-20-26*

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Munkit</i> 1/20/2026 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Hager</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Cody</i> 1-22-26 ELECTRONIC SIGNATURE ON FILE
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*1/22/2026*

**Extended Description:**

Change Order #7 - Time Extension

Change Order #7 is issued to extend the original contract to 1/31/2027 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to allow additional time to complete the revisions necessary of the design services.

Extend Contract From: 2-01-2026 to 1-31-2027

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	150634.00
Service From	Service To	Manufacturer	Model No		
2017-02-01	2027-01-31				

**Commodity Line Description:** Leachate Holding Tank Study

**Extended Description:**

Leachate Holding Tank Study, Recommendation and Construction QA/QC for the Jefferson County Landfill per the attached specifications, bid requirements, and terms and conditions, incorporated here by reference and made a part hereof.



OK  
Matthew Butler  
11/5/2025

west virginia department of environmental protection

Division of Land Restoration  
Landfill Closure Assistance Program  
601 57<sup>th</sup> St SE  
Charleston, WV 25304  
304.926.0499

Harold D. Ward, Cabinet Secretary  
dep.wv.gov

November 5, 2025

Tetra Tech Inc  
Attn: Michael Kearns, Senior Project Mgr.  
661 Andersen Drive, Suite 200  
Pittsburgh, PA 15220

Re: Change Order # 7  
Jefferson County Landfill Leachate Tank Study  
PO# CPO DEP17\*08

Dear Mr. Kearns:

The WVDEP Office of Special Reclamation is issuing a change order to extend the original contract by **365 days** according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders as shown on Attachment A.

Tasks 1 through 3 of the project are complete. Due to additional time needed to complete a more detailed evaluation of the final construction as well as review of contract documents additional time is necessary to complete Task 4 (Construction/Contract Administration).

The effective date of the change order is February 1, 2026.

Change Order Approved by WVDEP:

Name	Title	Signature	Date
Matthew Butler	DLR Deputy Director	Matthew L Butler <small>Digitally signed by Matthew L Butler DN: CN = Matthew L Butler email = matthew.l.butler@wv.gov C = US O = WVDEP OU = DLR Date: 2025.11.05 09:29:41 -0500</small>	11/5/2025

*(signature of Deputy Director or Director is ONLY required when change order(s) total increase exceeds 10% when compared to original contract amount)*


Completion of this change order approval process requires.

- your signature below
- a current copy of your insurance certificate
  - the contract number (CPO DEP17\*08) must be listed in the extended description.

Re: Change Order #6  
Purchase Order No.: CPO DEP17\*08

I am in agreement with the changes as outlined in this letter and Attachment A.

(Vendor signature required below)

Name	Title	Signature	Date
Mike Kearns	Senior Project Mgr.		11/14/25

Please email the signed documents to [DEPDLRProcurement@wv.gov](mailto:DEPDLRProcurement@wv.gov) within 7 days of receipt of this letter.

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#### TETRA TECH, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	12/13/2002		12/13/2002	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>
<b>Charter County</b>		<b>Control Number</b>	52423
<b>Charter State</b>	DE	<b>Excess Acres</b>	
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

**Addresses**

Type	Address
<b>Local Office Address</b>	1538 KANAWHA BLVD CHARLESTON, WV, 25387 /
<b>Mailing Address</b>	3475 E. FOOTHILL BLVD. PASADENA, CA, 91107 USA
<b>Notice of Process Address</b>	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
<b>Principal Office Address</b>	3475 E. FOOTHILL BLVD. PASADENA, CA, 91107 USA
Type	Address

**Officers**

Type	Name/Address
<b>Director</b>	GARY R. BIRKENBEUEL 3475 E. FOOTHILL BLVD. PASADENA, CA, 91107
<b>Director</b>	PRASHANT GANDHI 3475 E. FOOTHILL BLVD. PASADENA, CA, 91107
<b>Incorporator</b>	RICHARD A. LEMMON 630 N. ROSEMEAD BLVD. PASADENA, CA, 91107 USA
<b>President</b>	DAN L. BATRACK 3475 E. FOOTHILL BLVD. PASADENA, CA, 91107
<b>Secretary</b>	PRESTON HOPSON 3475 E. FOOTHILL BLVD. PASADENA, CA, 91107
<b>Treasurer</b>	STEVEN M. BURDICK 3475 E. FOOTHILL BLVD. PASADENA, CA, 91107
Type	Name/Address

**DBA**

DBA Name	Description	Effective Date	Terminatio.
MAXIM TECHNOLOGIES	TRADENAME	5/13/2004	10/3/2006

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