



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

State of West Virginia  
**Contract**

Order Date: 04-23-2026

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>	CCT 0310 6502 DNR240000001 5	<b>Procurement Folder:</b>	1143477
<b>Document Name:</b>	A&E - Cacapon Resort New Bike Trails	<b>Reason for Modification:</b>	Change Order No. 02 issued to increase the contract as per the attached documentation.
<b>Document Description:</b>	A&E - Cacapon Resort New Bike Trails		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<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>	2023-07-24
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2026-07-23

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-bottom: 10px;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<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				

INVOICE TO	SHIP TO
PARKS & RECREATION-PEM SECTION DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE BLDG 4 CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS  No City WV 99999 US

*CR 4-27-26*

<b>Total Order Amount:</b>	\$423,010.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  DATE: 4/28/26 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM  DATE: 4/27/2026 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION  DATE: 4-28-26 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order

Change Order No. 02 is issued to increase the original contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders.

Effective: 04/20/2026

Original Contract Price: \$363,010.00  
Change Order No. 02 Increase: 60,000.00  
Contract New Total: \$423,010.00

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	\$363,010.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-07-24	2026-07-23				

**Commodity Line Description:** Professional engineering services

**Extended Description:**

Design and contract administration services of new bike trails at Cacapon Resort State Park.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81100000	0.00000		0.000000	\$60,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-07-24	2026-07-23				

**Commodity Line Description:** Change Order No. 02

**Extended Description:**

Design and contract administration services of new bike trails at Cacapon Resort State Park.

APPROVED  
JL  
4/24/26

Governor Patrick Morrisey

Director Brett W. McMillion

**MEMORANDUM**

TO: Jamie Adkins *JA*  
Chief Procurement Officer

FROM: Jason Dingess, PE **JRD**  
Engineer Associate

DATE: January 27, 2026

SUBJECT: WVDNR  
Cacapon Resort State Park- EDA Mtn Bike Trail  
Change Order No.2 additional monies for A/E Services Contract  
CCT DNR24\*01

The attached documents represent an application for AE Change Order No. 2 to the existing AE contract for CEC Inc. for the above-mentioned project. The Planning, Engineering, and Maintenance Section (PEM) is requesting this Change Order to increase the contract by \$60,000 in order to finish out the EDA grant funded project. The project plans and construction specifications had to be separated into multiple, smaller segments for bidding and bonding purposes. This Change Order is to cover the additional costs of the administration and oversight, including pay app certifications to the construction companies.

This will allow for the success of EDA grant of 35 miles to be completed, one of the largest natural surface trail projects ever in West Virginia. The additional monies requested in this Change Order is for the oversight of final inspections and pay apps to the construction contractors.

If you have any questions or need any additional information, please feel free to contact me.

JRD

Attachment



# Document G802<sup>®</sup> – 2017

## Amendment to the Professional Services Agreement

**PROJECT: (name and address)**  
A/E Cacapon Resort State Park New  
Bike Trails  
818 Cacapon Lodge Drive  
Berkeley Springs, WV 25411

**AGREEMENT INFORMATION:**  
Date: 11/11/2025

**AMENDMENT INFORMATION:**  
Amendment Number: 001

Date: 11/11/2025

**OWNER: (name and address)**  
West Virginia Division of Natural  
Resources Parks & Recreation PEM  
Section  
112 California Avenue  
Charleston, WV 25305

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

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 additional construction services including a pre-bid meeting, pay applications, and substantial completion walkthrough of the constructed trails for phase two of the project for the Backcountry, Technical Trails, The 400 unit, Across the River, and Lowlands NICA contracts.

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

**Compensation Adjustment:**  
\$60,000.00 addition

**Schedule Adjustment:**  
0

### SIGNATURES:

Civil & Environmental Consultants,  
Inc.

**ARCHITECT (Firm name)**

**SIGNATURE**

Jim Christie, PLA/Principal

**PRINTED NAME AND TITLE**

11/11/2025

**DATE**

West Virginia Division of Natural  
Resources

**OWNER (Firm name)**

**SIGNATURE**

Brett W. McMillion, Director

**PRINTED NAME AND TITLE**

12/23/25

**DATE**

## AUTHORIZATION FOR ADDITIONAL SERVICES

**Client Name:** West Virginia Division Of Natural Resources **Contact:** West Virginia Division Of Natural Resources

**Address:** Parks & Recreation PEM Section 324  
4th Avenue  
South Charleston, WV 25303-1228 **Client Phone:** 304-558-2754

**Date:** 11/11/2025 **Client Fax:** \_\_\_\_\_

**Request No.:** 01 **Client Email:** Jason.r.dingess@wv.gov

**CEC Project:** 328-380 **Task:** 6.00 **CEC Project Manager:** Colin McCardle

**Project Name:** A&E - Cacapon Resort New Bike Trails

**Location:** Berkeley springs, WV

### **Proposed Scope of Services:**

#### **Construction Services:**

Civil and Environmental Consultants, Inc. (CEC) is submitting this task order for additional services to provide additional construction services including a pre-bid meeting, pay applications, and substantial completion walkthrough of the constructed trails for phase two of the project for the Backcountry, Technical Trails, The 400 unit, Across the River, and Lowlands NICA contracts.

This amendment to the A&E contract services will adhere to the original contract's (Contract DNR2400000001, Order Date:09-07-2023) Terms and Conditions agreed upon between WVDNR and CEC.

#### Pre-Bid Meeting

CEC has included time for a one (1) day pre-bid meeting located at Cacapon Resort State Park for the 400 unit, Across the River, and Lowlands NICA contracts. If pre-bid meetings are not held on the same day, additional fees will be necessary.

#### Pay Applications

CEC will review the pay applications submitted by the contractors for the five (5) open contracts and provide WVDNR recommendations for payment. CEC has included time for a 20-month construction timeline for the project for the monthly submission of a schedule of values based upon inspection verification, review of contractor submissions and final recommendations to the WVDNR. No time has been included for change orders initiated by contractor overages or additional work tasked to contractors by WVDNR.

#### Substantial Completion Walkthrough

CEC has included time for a two (2) day substantial completion walkthrough of the constructed trails. CEC will review all major flagged areas for rework and difficult regions of the trail build during the walkthrough. CEC has included one (1) night of lodging and travel reimbursements within this scope.

#### Subconsultant Additional Site Inspections

CEC has included four (4) additional site inspections for its subconsultant. Nature Trails LLC. Each site

### AUTHORIZATION FOR ADDITIONAL SERVICES

inspection includes lodging and travel reimbursements.

**Costs**

Pre-Bid Meeting.....	\$1,730.00
Pay Applications.....	\$44,640.00
Substantial Walkthrough.....	\$2,430.00
Nature Trails Inspections.....	\$11,200.00
<b>TOTAL.....</b>	<b>\$60,000.00</b>

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

Additional services were required for CEC to perform its construction services after contract 3 did not receive any bids during its initial bidding phase. CEC was tasked with separating the contract into three (3) smaller contracts to extend the projects to a larger bidding pool. With this separation, CEC will be responsible for five (5) contractors pay applications instead of three (3). In addition an extension was granted to the funding for the project, further extending potential pay applications possibilities.

**CEC Principal Signature:**



**Estimated Additional Fee:** \$60,000

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:** 12/22/25

**Additional Construction Services**  
Estimation of hours and fees

Task 6.00 Change Order 1

Project Manager I 161.54 hours @ \$149

Project Consultant 193.29 hours @ \$119

Sub-Consultant: Nature Trails: 4 Site Inspection Visits @ \$3,232.50

Total: \$60,000.00

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### Business and Licensing

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

## Addresses

Type	Address
<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
Type	Address

## Officers

Type	Name/Address
<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
Type	Name/Address

## Name Changes

Date	Old Name
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<b>5/12/2016</b>	CIVIL AND ENVIRONMENTAL CONSULTANTS, INC.
<b>Date</b>	<b>Old Name</b>

<b>Subsidiaries</b>	
<b>Name</b>	<b>Address</b>
	CIVIL & ENVIRONMENTAL CONSULTANTS OF NEW YORK, INC. 700 CHERRINGTON PARKWAY MOON TOWNSHIP, PA, 15108
<b>Name</b>	<b>Address</b>

<b>Date</b>	<b>Amendment</b>
<b>5/12/2016</b>	NAME CHANGE: FROM CIVIL AND ENVIRONMENTAL CONSULTANTS, INC. TO CIVIL & ENVIRONMENTAL CONSULTANTS, INC.
<b>Date</b>	<b>Amendment</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
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