



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: 04-10-2026

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Number:	CPO 0310 6502 DNR2400000025 4	Change Order No:	2	Procurement Folder:	1361793
Document Name:	Cass Scenic Railroad State Park New Campground			Reason for Modification:	
Document Description:	Cass Scenic Railroad State Park New Campground			Change Order No. 03 to extend the contract as per the attached documentation.	
Procurement Type:	Central Purchase Order				
Buyer Name:	Joseph (Josh) E Hager III				
Telephone:	(304) 558-2306				
Email:	joseph.e.hageriii@wv.gov				
Shipping Method:	Best Way		Effective Start Date:	2024-08-05	
Free on Board:	FOB Dest, Freight Prepaid		Effective End Date:	2026-06-30	

VENDOR			DEPARTMENT CONTACT			
Vendor Customer Code:	000000173354		Requestor Name:	James H Adkins		
HIGH POINT CONSTRUCTION GROUP LLC PO BOX 577			Requestor Phone:	(304) 558-3397		
BUCKHANNON WV 26201 US			Requestor Email:	jamie.h.adkins@wv.gov		
Vendor Contact Phone:	999-999-9999	Extension:	<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 0;">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
PARKS & RECREATION-PEM SECTION DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE BLDG 4 CHARLESTON WV 25305 US	SUPERINTENDENT DIVISION OF NATURAL RESOURCES CASS SCENIC RAILROAD STATE PARK 242 MAIN ST CASS WV 24927-0107 US

4/15/26 6L

Total Order Amount:	\$9,893,223.00
----------------------------	----------------

Purchasing Division's File Copy

JA 4-10-26

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mindy [Signature] - 4/13/2026</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature] 4-15-26</i> ELECTRONIC SIGNATURE ON FILE
--	---	--

4/14/2026

Extended Description:

Change Order

Change Order No. 03 is issued to extend the original contract according to all terms, conditions, and specifications contained in the original contract, including all authorized change orders, per the attached documentation.

Effective: 12/24/2025 - 06/30/2026.

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	72000000	0.00000		0.000000	7492810.00
Service From	Service To	Manufacturer	Model No		
2024-08-05	2026-06-30				

Commodity Line Description: Campground Construction

Extended Description:

Campground Construction

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	2400413.00
Service From	Service To	Manufacturer	Model No		
2024-08-05	2026-06-30				

Commodity Line Description: Change Order No. 02

Extended Description:

Campground Construction

MEMORANDUM

To: Jamie Adkins
Chief Procurement Officer

From: Don Bailey, III *DB3*
Engineer Associate

Date: March 24, 2026

Subject: Cass Scenic Railroad State Park
New Campground
CPO DNR24*25
Change Order No. 3
20-Day Late Memo

The West Virginia Division of Natural Resources – Planning, Engineering, and Maintenance Section requests that changes be made to the above-referenced project as outlined in Change Order No. 3.

It is understood that this contract is now more than 20 days past the original contract end date. There were uncontrollable delays in obtaining all required documentation required. This, therefore, delayed the preparation of this application. The change order is necessary to allow the contractor to successfully complete this project.


Please let me know if you have any questions.


DB3

Governor Patrick Morrisey

Director Brett W. McMillion

MEMORANDUM

TO: Jamie Adkins 
Chief Procurement Officer

FROM: Don Bailey, III 
Engineer Associate

DATE: March 24, 2026

SUBJECT: Cass Scenic Railroad SP
New Campground
CPO DNR24*25
Change Order No. 3

This packet represents an application for a change order for the above reference project. This is the second change order after the notice to proceed. This contract was to construct the new campground facility at Cass Scenic Railroad State Park, and the efforts are ongoing. Remaining work includes earthwork, paving, utilities, landscaping, and completion of the structures. The original contract end date of August 4, 2025 was pushed back to December 23, 2025, with change order no. 2. Following the approval of change order no. 2 the Construction Stormwater Permit needed to be renewed. It was later discovered that the project waste site (for excess earth) needed to be enlarged, requiring the CSW Permit to be modified. The relocation of some utility poles onsite has taken longer than expected. These events have delayed progress. Therefore, I believe the additional 189 calendar days requested are necessary to allow the contractor to complete the work as designed. The new contract end date will be June 30, 2026.

Please let me know if you need anything further to process this request.

Attachments

AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address) Cass Campground 12363 Cass Rd. Cass, WV 24927	CONTRACT INFORMATION: Contract For: CPO DNR24-25 Date: 08-05-2024	CHANGE ORDER INFORMATION: Change Order Number: 003 Date: 03-17-2026
OWNER: (Name and address) West Virginia Division of Natural Resources 112 California Ave. Charleston, WV 25305	ARCHITECT: (Name and address) Ghosh Engineers, Inc. 1 Dunbar Plaza, Suite 200 Dunbar, WV 25064	CONTRACTOR: (Name and address) High Point Construction Group LLC P.O. Box 577 Buckhannon, WV 26201

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
Additional time will be added to the contract performance period to compensate for delays resulting from the Construction Stormwater Permit and the relocation of utilities - as more fully described in the change order application.

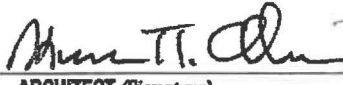

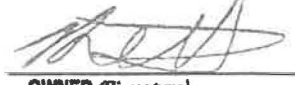
The original Contract Sum was	\$ 7,492,810.00
The net change by previously authorized Change Orders	\$ 2,400,413.00
The Contract Sum prior to this Change Order was	\$ 9,893,223.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 9,893,223.00

The Contract Time will be increased by one hundred eighty-nine (189) days.
The new date of Substantial Completion will be June 30, 2026.

NOTE:

This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

 ARCHITECT (Signature)	 CONTRACTOR (Signature)	 OWNER (Signature)
<u>KENNETH T. CHAMBERS</u> (Printed name, title, and license number if required)	<u>DAVID J. SMITH - MEMBER</u> PRESIDENT (Printed name and title)	<u>Brett W. McMillion, Director</u> (Printed name and title)
<u>3/24/26</u> Date	<u>3-23-26</u> Date	<u>3.24.26</u> Date

March 21, 2026

Mr. Don Bailey, III, P.E.
West Virginia Division of Natural Resources
Planning, Engineering, and Maintenance
112 California Avenue
Charleston, WV 25305

RE: New Campground at Cass Scenic Railroad State Park

Dear Mr. Bailey:

Regarding the letter from High Point Construction dated March 18, 2026, I concur with the requested time extension.

If you have any questions or comments concerning this matter, please feel free to contact me at your earliest convenience.

Sincerely,

GHOSH ENGINEERS, INC.

KENNON T. CHAMBERS

Kennon T. Chambers, PE

President
kennon@ghosheng.com

P.O. Box 577
643 Route 20 South Road
Buckhannon, WV 26201



Phone: 304-472-5595
Fax: 304-472-5594
License #: WV026530

March 18, 2026

WV Division of Natural Resources
112 California Avenue
Charleston, WV 25305
Attn: Mr. Don Bailey, III

Mr. Bailey,

Per your request, we are submitting a letter requesting a change order for a time extension on the Cass Campground project.

In July of 2025 High Point was given a change order for numerous changes to the project. At that time, the change order extended the substantial completion date to December 23, 2025. Per discussions between you and High Points staff, this new completion date would be contingent on being able to pave prior to asphalt plants closing. However, within days of receiving this change order, High Point was shut down on all earthwork activities due to the owners storm water permit expiring. The stoppage in work affected all earthwork and utility installations, which are critical items necessary to complete asphalt paving and other incidental items required to operate the campground. High Point was stopped during the months of August and September, which were the driest and most productive months of the year for this type of work. This delay pushed our work into the winter months, significantly slowing our production while also incurring additional expenses.

In addition to the delay due to the stormwater permit expiring, High Point is currently being delayed by the expansion of the waste area and existing utilities that need to be relocated. As you are aware, we are waiting on approval to extend the waste area as part of the revised stormwater permit. We have soil material stockpiled that needs to be moved to the waste area that is delaying grading of roadways in preparation for asphalt paving. Several manholes need adjusted and storm lines need extended in the expanded area. As you are also aware, there are existing utility poles at the entrance of the campground that still need to be relocated to build the entrance and prepare it for paving. Electric poles and electrical entrances are also still being worked out between the utility company and the WVDNR, thus holding up the work to complete the electrical service entrance. High Point has exhausted all efforts to coordinate with the utility companies throughout this project, providing them with ample time to complete their work. However, the utility companies do not work for us and we cannot control the timeline in which they perform their work.

The cost implications due to the above delays were submitted to you in January 2026. Based on your response to these costs, it is understood that more documentation is required by you and additional conversations must be held in order to reimburse us. In the meantime, so that payments can continue to be made for the contract work, you have requested that High Point submit a "no-cost time extension". It should be understood, that by agreeing to this no-cost change order for time extension, High

P.O. Box 577
643 Route 20 South Road
Buckhannon, WV 26201



Phone: 304-472-5595
Fax: 304-472-5594
License #: WV026530

Point is not, and will not, forgo our right to pursue reimbursement of said costs associated with the delay. Currently, our recommendation is to extend the contract to June 30, 2026. If the above issues are not resolved in a timely manner, we reserve the right to request another time extension at a future date. Also, it should be noted that High Point has not received payment on this project since the November 2025 Application for Payment #11. If payments are being held up due to the need of this time extension, I trust that you will handle the processing of this change order as quickly as possible.

Please know that our top priority is always client satisfaction and we will be fair and reasonable with you as we work through this. It is our understanding that once we get past these issues and get closer to the end of this project, we will discuss compensation for our costs associated with these delays. Your time and attention to this matter is appreciated. If you require any additional information, please reach out to me directly at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Smith", with a long horizontal flourish extending to the right.

David J. Smith

Member - President

You are viewing this page over a secure connection. [Click here for more information.](#)

West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

HIGH POINT CONSTRUCTION GROUP, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	1/16/1997		1/16/1997	Domestic	Profit		1/16/2047	

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock
Charter County	Upshur	Control Number	0
Charter State	WV	Excess Acres	
At Will Term	T	Member Managed	MBR
At Will Term Years	50	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

--

Addresses	
Type	Address
Designated Office Address	643 RT. 20 SOUTH ROAD BUCKHANNON, WV, 26201
Notice of Process Address	B. TYLER CRITCHFIELD PO BOX 577 BUCKHANNON, WV, 26201
Principal Office Address	643 RT. 20 SOUTH RD. P.O. BOX 577 BUCKHANNON, WV, 26201 USA
Principal Office Mailing Address	PO BOX 577 BUCKHANNON, WV, 26201 USA
Type	Address

Officers	
Type	Name/Address
Member	TRAVIS SHAW P.O. BOX 577 BUCKHANNON, WV, 26201
Member	AARON J. CRITCHFIELD 116 CIRCLE DR BUCKHANNON, WV, 26201
Member	BENJAMIN CRITCHFIELD P.O. BOX 577 BUCKHANNON, WV, 26201
Member	DAVID J. SMITH 68 HAWTHORNE DR BUCKHANNON, WV, 26201
Organizer	THOMAS K. SHAW 2 HIGH POINT DRIVE BUCKHANNON, WV, 26201
Organizer	TIMOTHY B. SHAW(1 OTHER) 1 HIGH POINT DRIVE BUCKHANNON, WV, 26201
Type	Name/Address



Scheduled SAM Maintenance [Show Details](#)
Apr 3, 2026



[See All Alerts](#)

Revolutionary FAR Overhaul Impacts to SAM.gov [Show Details](#)
Aug 15, 2025



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02

Filter By





Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

Any Words 

All Words 

Exact Phrase 

e.g. 1606N020Q02

"HIGH POINT CONSTRUCTION GROUP, LLC" 

Federal Organizations

Enter Code or Name 



Status



- Active
- Inactive

Reset 

All Domains

Contracting

Federal Assistance

Entity Information

Federal Hierarchy

Wage

No matches found

Your search did not return any results.

To view Entity Registrations, Subcontract Reports, Subaward Reports you must sign in.

[Sign In](#)

Would you like to include inactive records in your search results?

[Yes](#)

[Go Back](#)

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Policies

[Terms of Use](#)

[Privacy Policy](#)

[Restricted Data Use](#)

[Freedom of Information Act](#)

[Accessibility](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

Customer Service

[Help](#)

[Check Entity Status](#)

[Federal Service Desk](#)

[External Resources](#)

[Contact](#)