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west virginia department of environmental protection

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Harold D. Ward, Cabinet Secretary  
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**MEMORANDUM**

**TO:** Katheryn Emery, P.E., Project Manager, DWWM

**FROM:** Cali Carter, P.E., DWWM

**DATE:** July 31, 2025

**SUBJECT:** Mineral Wells PSD  
IJDC No. 2019S-1817  
Wastewater System Improvements  
Use of Contingency Request  
Contract 19-2C Change Order #3 & Contract 19-2A Change Order #1

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**RECOMMENDATION**

The Use of Contingency Request prepared by Burgess & Niple, Inc., for the above referenced project has been reviewed and is technically feasible. Change orders must be stamped prior to final approval.

This request is for a budget revision that proposes to utilize \$273,354.44 of IJDC Contingency Funds for Change Order #3, Contract 19-2C and Change Order #1, Contract 19-2A. Following approval of this request, \$5,254.06 will remain in IJDC Contingency.

Change Order #3 for Contract 19-2C totals \$173,244 and compensates the contractor for work and materials to relocate four grinder pumps. These relocation requests come from the homeowners and PSD. Change Order #3 increases the contract time by 110 days. The new date of substantial completion for Contract 19-2C is November 15, 2025.

Change Order #1 for Contract 19-2A, totals \$100,110.44 and compensates the contractor for the following additional work and materials; additional fill at the WWTP, stainless steel roof hatch for screen building, additional 2" forcemain, additional fencing at 2 lift stations, air release valve at Skyview Lift Station, flush valves at 3 lift stations and an insertion valve at 1 lift station.

Change Order #1 also increases the contract time by 124 days. The new date of substantial completion for Contract 19-2A is July 31, 2025.