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west virginia department of environmental protection

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Division of Water and Waste Management  
601 57<sup>th</sup> Street SE  
Charleston, WV 25304  
Phone: 304-926-0495 / Fax: 304-926-0463

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

**MEMORANDUM**

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

**FROM:** Tyler Barrett, E.I., DWWM

**DATE:** April 7, 2026

**SUBJECT:** Town of Rainelle  
IJDC Project - 2019W-1828  
Water Storage Facilities Upgrade Project  
Use of Contingency Request

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**RECOMMENDATION**

The use of contingency request submitted by Region 4 Planning & Development Council and E.L. Robinson Engineering Co., for the above referenced project has been reviewed and is technically feasible.

A PE stamp should be added on the Change Order prior to moving forward.

**DISCUSSION**

The Town of Rainelle (Town) is requesting \$64,915.00 of contingency funds for the following uses: \$45,000 for increased construction admin and inspection fees, and \$19,915.00 for Contract 1 Change Order 4 work.

Change Order 4 for Contract 1 provides money for additional work during construction including installation of a new electrical service at the Lilly Park tank site, lean concrete foundation support, installation of a foundation drain at the tank site, modification of the Clinic Hill tank inlet nozzle, and installation of a chlorination system. Change Order 4 also increases substantial completion time by 90 days to align with the contractor's current schedule to accommodate

installation and coordination of these additional items with ongoing tank construction activities and to account for weather delays. The new substantial completion date is April 6, 2026.

Engineering Amendment No. 3 provides \$5,000 for construction administration fees and \$40,000 for construction inspection (RPR) fees to compensate for the current construction schedule. The construction schedule was extended as a result of Change Order 4.

The Water Storage Tank Facilities project currently has \$574,314.84 remaining of the \$2,444,533.00 revised construction budget. There will be \$34,374.50 remaining of the original \$116,852.00 contingency fund upon approval of this request.