



west virginia department of environmental protection

Division of Water and Waste Management
601 57th 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: Thomas Cazad, P.E., Engineer Senior, DWWM

DATE: May 15, 2026

SUBJECT: City of Oak Hill Sanitary Board
IJDC No. 2020S-1859
Collection System Rehabilitation Project
Use of Contingency Request - Change Orders 1 and 2 for Contract 1
Change Orders 1, 2, and 3 for Contract 2

RECOMMENDATION

The use of contingency request prepared by The Thrasher Group Inc. for the above referenced project has been reviewed and is technically feasible.

DISCUSSION

This use of contingency request includes five (5) Change Orders (COs): COs 1 and 2 for Contract 1 and COs 1, 2, and 3 for Contract 2. These COs result in a combined increase of \$63,519.46 and time extensions of 161 days and 360 days for Contracts 1 and 2, respectively.

For Contract 1, CO 1 includes a no-cost time extension of 90 days. CO 2 includes adjustments to final quantities, transfers portions of linework to Contract 2, and a time extension of 71 days for a total reduction of \$567,017.30, of which \$217,605 and \$349,412.30 was split respectively between IJDC and CWSRF funding.

For Contract 2, CO 1 includes adjustments to quantities installed or removed by field orders and a time extension of 90 days, resulting in a total reduction of \$103,617.50 in CWSRF funds. CO 2 includes a no-cost time extension of 60 days. CO 3 includes a time extension of 210 days

associated with the linework transferred from Contract 1, additional improvements at three of pump stations in the project scope, installation of a new screen ahead of the Minden WWTP's influent pump station, and telemetry at pump stations for a total increased cost of \$734,154.26. CO 3 is proposed to utilize \$242,521.57 of IJDC Contingency, \$52,531.70 of IJDC Overrun Contingency, and \$439,100.99 of CWSRF Contingency funds.

It should be noted that typographical errors exist within the COs regarding the time extensions. However, during WVDEP's review of all of these COs, the dates in this memo were verified with Thrasher. Also, all of these COs have been previously reviewed and approved by WVDEP, with the exception of CO 3 for Contract 2 which is awaiting approval from IJDC before WVDEP's approval can be finalized.