

**PICKERING  
ASSOCIATES**

*Architects • Engineers • Surveyors*

# EXPRESSION OF INTEREST



## **A&E Services for North Bend Lodge Renovations & Redecorating**

CEOI - 0310 DNR 190000010

Cairo, West Virginia

June 14, 2019

[www.PickeringUSA.com](http://www.PickeringUSA.com)



Angela White Negley  
West Virginia Division of Natural Resources  
Property and Procurement Office  
324 4th Avenue  
South Charleston, WV 25303  
Angela.W.Negley@wv.gov



Ms. Negley,

Pickering Associates is pleased to have the opportunity to submit this proposal for providing Architectural, Interior Design and Engineering services for the renovation and redecoration of North Bend Lodge in Cairo, West Virginia. We feel confident that our design team is uniquely qualified to provide design and construction administration services as necessary for this project. The professional staff at Pickering Associates is capable of providing full-service delivery to our clients for projects ranging in size and scope. By providing the complete design for a project from within one company, we are able to maintain open communication, multi-discipline coordination, and create a strong partnership with our clients.

Our main office and headquarters is located only 27 miles from North Bend State Park. We believe that this close proximity will allow us to provide a better and more comprehensive service to you, the client. We are familiar with this area of West Virginia, and have previously worked on and completed projects in the vicinity. We believe that our previous experience, knowledge and understanding of the area, along with our close proximity to the site provides us with an opportunity to provide you with a well designed and coordinated project.

Your project is important to us and we will take the time to get to know the facility as well as the needs and requirements for this project. As you are aware, there are many factors that need to be considered when renovating an existing facility. We understand the importance of verifying existing conditions and take great pride in the efforts that our design team goes to for accurate and complete site work and documentation. Our understanding is that the project requires professional services for architectural, interior design and engineering. The scope of work currently includes renovations to existing guest rooms and hallways within the lodge as well as a new roof. It is anticipated that minor electrical, mechanical and plumbing will also be required for the interior renovations, and understand that additional scope of work in other portions of the lodge may be added, as the budget allows. Having all engineering services in-house will allow us to easily add or modify the scope of work for these services as needed.

Our approach to your project is outlined in this proposal, which will demonstrate our procedure for communication, our strict adherence to schedules and budget, and our reputation for excellent quality service that results in accurate construction documents. Our team has extensive experience with occupied space renovations as well as roof replacements and we are aware of some of the challenges, concerns, and issues that will need to be addressed throughout design and construction. We will also coordinate with you to determine work that may need to be included for the Division of Culture and History.

At Pickering Associates, we understand the importance of keeping the Owner informed and engaged throughout the entire design and construction process, and we feel that communication is the key to any successful project. Pickering will begin the design process with a face to face organizational meeting with all stakeholders. The purpose of this meeting is to meet the project team, discuss and define the scope of work, and be the kick-off for the design process. After this initial meeting, our Project Manager will work with the design team to provide you with a well-designed and coordinated project, while keeping you informed throughout the entire process.

We believe that our previous related experience, qualified design team, and proximity to the lodge sets us apart, making our full-service design firm an excellent choice for your project.

The attached statement of qualifications will offer you a small glimpse of our company and professional employees. We look forward to personally discussing our qualifications to complete this project on time, within budget and exceeding the standards of any firm you may have worked with previously. Should you have any questions regarding this proposal, please do not hesitate to contact us.

A handwritten signature in blue ink, reading "Traci L. Stotts". The signature is fluid and cursive, with the first name being the most prominent.

Traci L. Stotts, AIA

Architect and Project Manager

sttotts@pickeringusa.com | 304.464.5305 EXT: 1101





# *Contents*

- 1** Your Project
- 9** Company Background & Team
- 15** Technical Expertise
- 33** Our Services
- 37** Related Experience
- 47** References





# *Your Project*

### **Your Project & Goals**

Pickering Associates has experienced personnel available to complete the **architectural, interior design, and engineering for the renovation and redecoration of the WVDNR's North Bend Lodge in Cairo, WV.** We understand that the project scope anticipates guest room and hallway renovations including architectural/interior design changes and may include electrical, plumbing, fixtures and other mechanical changes. Other renovations will include a new roof, and other portions of the lodge as the budget may allow. Our design staff includes all in-house architectural and engineering disciplines as well as construction administrators. We have a staff of over 80 design and support personnel that are ready to work on your project.

Pickering strives to provide consistent communication with your project team during all phases of the project by having regular project meetings, providing weekly project updates and by communicating progress to all project stakeholders at regular intervals. The Project Manager assigned to your project will attend all meetings as well as any other project leads that may need to be involved during the design process.

Our firm has a history of making sure that we clearly understand our customer's project scope of work, goals, schedule, and available budget prior to beginning design. We typically prepare estimates of probable construction costs throughout the design process and at each phase deliverable to ensure the scope of work stays in line with the project budget and meets your expectations.

We also understand the importance of meeting a schedule for a project. We will meet with you in the beginning of the project to discuss your project schedule desires and goals and communicate any concerns that we may need to discuss early in the project - so they can be properly addressed and planned out.

We will fully understand your project scope and align our project plan with your intended goals. Reviewing the "Project and Goals" section currently outlined in the Expression of Interest, we understand the primary goals for the project to be:

**Goal/Objective 1:** Review existing plans and conditions and evaluate the site while communicating effectively with the owner to determine a plan that can be implemented in a manner that will minimize disruption and meet all objectives.

We understand the importance of utilizing existing documentation and reviewing existing conditions early in the planning phases of the project. Any existing documentation, building plans and/or any other available documentation will be reviewed and discussed with the WVDNR as soon as the project starts. We will also take the appropriate time needed to review the existing building and site to document existing conditions and take note of any conditions or concerns that need to be addressed in the design and construction of your project.

With our main office being located on Emerson Avenue in Parkersburg, only 27 miles from the project site, it is easy for us to visit the lodge multiple times during design. This helps us to understand and visualize the project area and conditions and see first-hand if there are any obvious concerns that may need to be discussed or addressed. Pickering has a great deal of experience with designing and implementing projects that require phasing and or minimal disruption to staff in order to meet the project goals. Our staff will evaluate and discuss any additional project requirements with your team during the planning phase of the project, so a plan can be developed to include the desired scope of work. We will continue to communicate with you through all phases of the project to keep the project team informed of progress. We will also alert the team and project stakeholders if any issues with scope, schedule or budget are anticipated - so they can be effectively addressed during design.



**Goal/Objective 2:** As a portion of this process outlined in Objective 1, provide all necessary services to design the facilities described in this EOI in a manner that is consistent with the Division of Natural Resources needs, objectives, current law, and current code; while following the plan to design and execute the project within the project budget.

Pickering is a full-service design firm with all architectural, engineering, and surveying services that will be necessary to design the renovation and redecoration of the North Bend Lodge in Cairo, WV. We have the following disciplines in-house that will be utilized to design and execute your project: Civil Engineering, Surveying, Landscape Architects, Environmental Engineers, Structural Engineering, Architecture, Interior Design, Mechanical & Plumbing Engineering, Electrical Engineering, Project Management, and Contract and Construction Administration.

Our professional staff will design all work in accordance with local, state and federal codes and requirements and will properly manage the project budget to ensure that the scope of work is in alignment with the funding available. Periodic estimates of probable construction costs and budget checks will be prepared throughout the project to allow the project team to effectively manage the budget, and reevaluate the scope of work as needed.

**Goal/Objective 3:** Provide Construction Contract Administration Services with competent professionals that ensures the project is constructed and functions as designed.

Pickering has a complete construction administration department with many years of experience that will be involved throughout the project. Our team will be involved during design to become familiar with the project scope of work, and to provide valuable feedback for constructibility. This helps minimize questions and issues during bidding as well as create clear instructions and improved communication during the construction phase. The construction administrator will also be available to manage and oversee all aspects of construction to ensure that the completed project is in accordance with the design documents and intent of the project. With our office only 27 miles from the project site, we will be easily accessible for contractor questions and site visits during the entire duration of construction.

### ***Our Unique Qualities:***

We believe that Pickering Associates has many unique qualities that set us apart from other firms. Below is a list of qualities that we feel are worth calling attention to:

**1) Full Service Firm:** Pickering Associates is a Full-Service A/E firm. We have all architects and engineers in-house, including surveyors. Being a full-service design firm, we can effectively and efficiently communicate with our entire team thus ensuring a well-coordinated design effort.

**2) Our Experience:** We have completed other design projects that are similar to your lodge renovation and have assembled an experienced project team that works well together. We understand the project and believe that our previously design work with the WVDNR gives us understanding of the requirements for this project that other firms may not have.

**3) Our Technology:** Pickering Associates uses Building Information Modeling (BIM), 3D Scanning, Virtual Reality, and 3D printing technology in developing our project concepts and throughout the design process, as needed. These tools also allow for us to better communicate the final layout and look of the project with our clients, and allows our Clients to experience what the project will look like prior to construction beginning.

**4) Our Communication:** Our Project Manager will provide consistent communication with all project stakeholders throughout the project design. We make sure that the project scope and schedule are aligned with the project requirements, and the client's desires and expectations.

**Your Project & Goals - Additional Requested Information:**

**Question A: The successful firm or team should demonstrate a clear procedure for communication with the owner during all phases of the project.**

At Pickering Associates, we understand the importance of keeping the Owner informed and engaged throughout the entire design and construction process, and we feel that communication is the key to any successful project. It is crucial to the project to get the Client involved early in the process along with other key stakeholders, in order to understand the needs of the facility. The Pickering Project Manager will take a proactive role in ensuring effective communications on this project. Our plan would be to engage the key stakeholders in regular design meetings to ensure that expectations and schedule constraints are met. In addition, a communications plan will be developed with the Owner to decide what information will be distributed, how the information will be distributed, how often to expect communications, and who is responsible for communicating project information. Our project managers also provide written weekly updates to our Owners during the entire design process to keep them well-informed of progress on a regular basis.

Our design process will begin with a face to face project organizational meeting with all stakeholders. The purpose of this meeting is to meet the project team, discuss and define the scope of work, and be the kick-off for design. Items such as location, site access, space requirements, program, schedule, and budget will be discussed at this meeting as well as possible issues or concerns that may need to be addressed early in the project. This phase will yield a Program of Requirements (POR) document that will outline the project scope and verify the parameters of the project to ensure that the entire team is on the same page from the beginning of the project.

During Schematic Design we will utilize any conceptual design that has been completed to date as our starting point. We will work with your designated staff to discuss any potential changes to the program that may need to be made as a result of scope change, or in an effort to reduce anticipated project costs. We feel that time spent with your staff to better understand the project, will allow us to be more efficient in completing this phase of design. During this phase, we will hold meetings, as necessary, to gather information and coordinate with your staff. Emails and phone conversations will be used as needed, to communicate between meetings. At the end of the schematic design phase, Pickering will present progress plans to the owner for review and approval. These plans will provide the owner with the opportunity to verify that we have correctly interpreted the desired functional relationships between various activities and spaces. Once schematic design is complete and accepted by the Owner, we will move into the design development phase for the project.

The Design Development phase is a transition where the design team moves into developing the contract documents. In this phase, the architects and engineers will prepare the drawings and other presentation documents to advance the design concept and describe it in terms of civil, architectural, electrical, mechanical, and structural systems. At the end of this phase, the design team will provide the owner with to-scale drawings that will illustrate the project as it would look when it's constructed. These drawings will specifically define the floor plans and the work of all other trades such as mechanical, electrical and plumbing. It is important that the client be involved with and provide input to the design team at this time, as the design development drawings are used as the basis for the construction drawings and to further develop and refine the estimate of probable construction costs for the project. Again, regular project meetings will be held with the Owner during this phase of design to present design progress, gather additional information and design decisions from the Owner, get feedback and comments from all stakeholders, and to discuss any issues or concerns that may arise. The schedule and project budget will also be formally addressed to ensure that the project is still on track to meet all of the Owner's expectations.

***Your Project & Goals - Additional Requested Information:***

Once the Owner has approved the design development phase, the design team will prepare detailed working drawings, thus progressing into the Construction Document phase of the project. During this time, final drawings and specifications are produced for the project. These documents will be used for bidding the project to contractors. The construction documents will include all necessary information to ensure that the project will be constructed as conceived by the Owner and design team. Meetings with the Owner will continue during this phase as needed and weekly updates will be provided to the Owner to keep the team informed of progress, deadlines, and any potential concerns that may still need to be resolved or addressed.

Pickering Associates will handle the bidding & negotiation phase of the project with our experienced in-house construction administration team. We have systems in place, and are equipped to electronically distribute the bidding documents to contractors and equipment suppliers interested in bidding the project, as well as produce hard copies as needed. We will assist in contacting contractors to get interest in bidding the project, answer requests for information during the bidding process, assemble addendums, coordinate and lead a pre-bid meeting, and assist the owner with bid opening and contractor evaluation. Communications both face to face and written will remain strong and frequent during this phase of the project.

Pickering will also coordinate and manage the project through the construction phase. During this time another team member, the contractor, will be introduced to the project. Communications through this phase are very important and necessary to ensure that the Owner, the Design Team, and the Contractor are all kept informed of project progress and expectations, in order to meet the construction schedule and keep within the overall project budget. During this time weekly or biweekly progress meetings will be held on site to review progress and discuss questions or concerns with the entire team. Pickering will also be reviewing the site and quality of the work to confirm that the contractor is constructing the project in accordance with the project documents. Site visits will be coordinated on a regular basis and meeting minutes and site observation reports will be generated and distributed to the entire team to keep everyone informed throughout the construction duration.

**Question B: The successful firm or team should demonstrate a history of projects that meet the owner's budget and a clear plan to ensure this project can be constructed within the project budget.**

We understand how important it is to keep a project within the Owner's budget, and we have a history of meeting our Owner's budgets on all types and sizes of projects. We believe that the key to keeping within a project budget is to constantly keep the budget in mind and in check. We formulate a project budget early in the design that aligns with the Owner's desired scope of work. If the estimate of probable construction costs indicate that the project is over the Owner's desired budget, Pickering will alert the Owner and initiate discussions on the best approach to get the scope of work within the desired budget. We utilize cost control methods to make sure that the overall project budget does not increase without the client's knowledge or prior approval. We typically provide an updated estimate of probable construction costs for each phase of design, thus monitoring and providing control for the project budget. If scope items are added to the project during the design phase we make certain that the client understands the implications and costs associated with each change or addition prior to officially adding it to the project.

We believe that the budget needs to be addressed at every phase of design, so it can be adjusted accordingly as the project becomes more defined. The project budget will be provided to the Owner at each phase gate along with any concerns or issues that we believe need to be considered or addressed. A contingency will be included in each project budget as appropriate for that phase of design.

### **Your Project & Goals - Additional Requested Information:**

The contingency typically starts out higher in the schematic design phase and gradually decreases for each subsequent estimate. If at any phase of design, the project appears to be over the Owner's desired budget, we will formulate a plan to realign the project scope and budget.

Some examples of past projects that our team has designed that meet the Owner's budget are as follows:

- Edlson Middle School Addition and Misc. Renovations: Owner's project budget \$2,200,000.00 / Contractor's Cost \$1,900,000.00 / Additional funds were allocated to include a roof replacement to a portion of the existing building.
- Washington State Community College Roof Replacement, Structural Repairs, and HVAC Replacement: Owner's project budget \$900,000.00 / Contractor's Bid \$801,000.00
- WVU Medicine Camden Clark Medical Center Addition (60,000+ SF): Owner's project budget \$20,000,000.00 / Contractor's Cost (Including 1.4% Change Orders) \$18,455,416.00

**Question C: The successful firm or team should demonstrate a history of projects that have been constructed in the time allotted in the contract documents and a clear plan to ensure this project will be constructed within the agreed construction period.**

We know how important meeting design and construction schedules are for the Owner. Pickering has a history of administering projects that have been constructed within the time allotted in the contract documents. We believe that the key to this success is 1) assisting the Owner with developing a realistic construction schedule that is the appropriate duration for the scope of work, and 2) carefully monitoring construction and alerting the contractor if it appears work is not progressing at the appropriate rate. Once a duration of construction is determined by our team and the owner, this period of time will be conveyed in the project documents along with any phasing requirements so that all bidders are aware of the schedule.

Our experienced construction administrators will ensure that the contractor does everything possible to meet the desired construction schedule as indicated in the contract documents. We will require the contractor to provide a detailed construction schedule before any construction begins, outlining all work that needs to be completed for the project. As a team, we will review the schedule during our regular construction progress meetings to make sure the project stays on schedule. This routine review will allow us to discuss any project issues, delays, or conflicts with the contractor before they get out of hand or cause a major shift in the schedule. If construction work appears to be delayed, we will notify the contractors that additional staff must be brought in so that deadlines are met.

Some examples of our past projects that have been constructed in the time allotted in contract documents are as follows:

- Wood County Schools Various Roof Replacements: Contract Schedule June 6th through July 29th / Actual Substantial Completion Date July 29th.
- WVU Medicine Camden Clark Medical Center Renovation for Pharmacy and Respiratory: Contract Schedule December 31st / Actual Substantial Completion Date December 27th.
- WVU Medicine Camden Clark Medical Center Addition (60,000+ SF): Contract Document Schedule 18 Months / Actual Schedule 18 Months - On time



***Your Project & Goals - Additional Requested Information:***

**Question D: The successful firm or team should demonstrate competent and acceptable experience in all professional disciplines necessary for the design and completion of this project.**

Our full-service design firm has all of the engineering and architectural disciplines in-house that will be needed to complete your project. With over 80 employees, we are confident that we can meet all of the design needs for the renovation and redecoration of the North Bend Lodge project. We have completed many projects over the years that are similar to your project in size, scope, and complexity. We are confident that the design team that we have assembled for your project is competent, knowledgeable, and has the experience to provide you with a well-designed and quality project. Our team has worked together for many years on various projects. Our team for your project is located at our main office, about 27 miles from the project site, giving us the advantage of being able to be at the site within a short period of time. This will prove important as we review existing conditions and attend scope/design meetings, and then again during construction when oversight of the project is extremely vital. Your proposed project team includes the following design professionals:

- Traci Stotts, AIA - Project Manager and Lead Architect
- Carl Henson, PE – Electrical Engineer
- Jeff Hosek, PE – Mechanical Engineer/ HVAC Design
- David Boggs, PE – Mechanical Engineer/Plumbing Design
- Eric Smith, PE – Structural Engineer
- Lindsay Cornell - Interior Designer
- Sean Simon, AIA – Construction Administrator
- Keri Dunn – Specification Writer and Contract Administrator

Each team member's qualifications and experience is outlined in the individual team resumes included in this Expression of Interest.





# *Company Background & Project Team*





**Charleston**

318 Lee Street W.  
Charleston, WV 25302  
(P) 304.345.1811  
(F) 304.345.1813

**Parkersburg**

11283 Emerson Ave  
Parkersburg, WV 26104  
(P) 304.464.5305  
(F) 304.464.4428



**Fairmont**

320 Adams Street  
Suite 102 Fairmont, WV 26554  
(P) 304.464.5305  
(F) 304.464.4428

**Marietta**

326 3rd Street  
Marietta, OH 45750  
(P) 740.374.2396  
(F) 740.374.5153

**Athens**

2099 East State Street, Suite B  
Athens, OH 45701  
(P) 740.593.3327  
(F) 800.689.3755

[www.PickeringUSA.com](http://www.PickeringUSA.com)

Founded in 1988, Pickering Associates has been providing architectural, engineering and surveying services throughout West Virginia and Ohio for the past thirty years. Our company is the product of three generations and more than 75 years of construction experience. This experience plus state-of-the-art engineering practices create a full-service, multi-discipline, architectural, engineering and surveying firm serving a wide range of needs and featuring innovative, customized solutions.

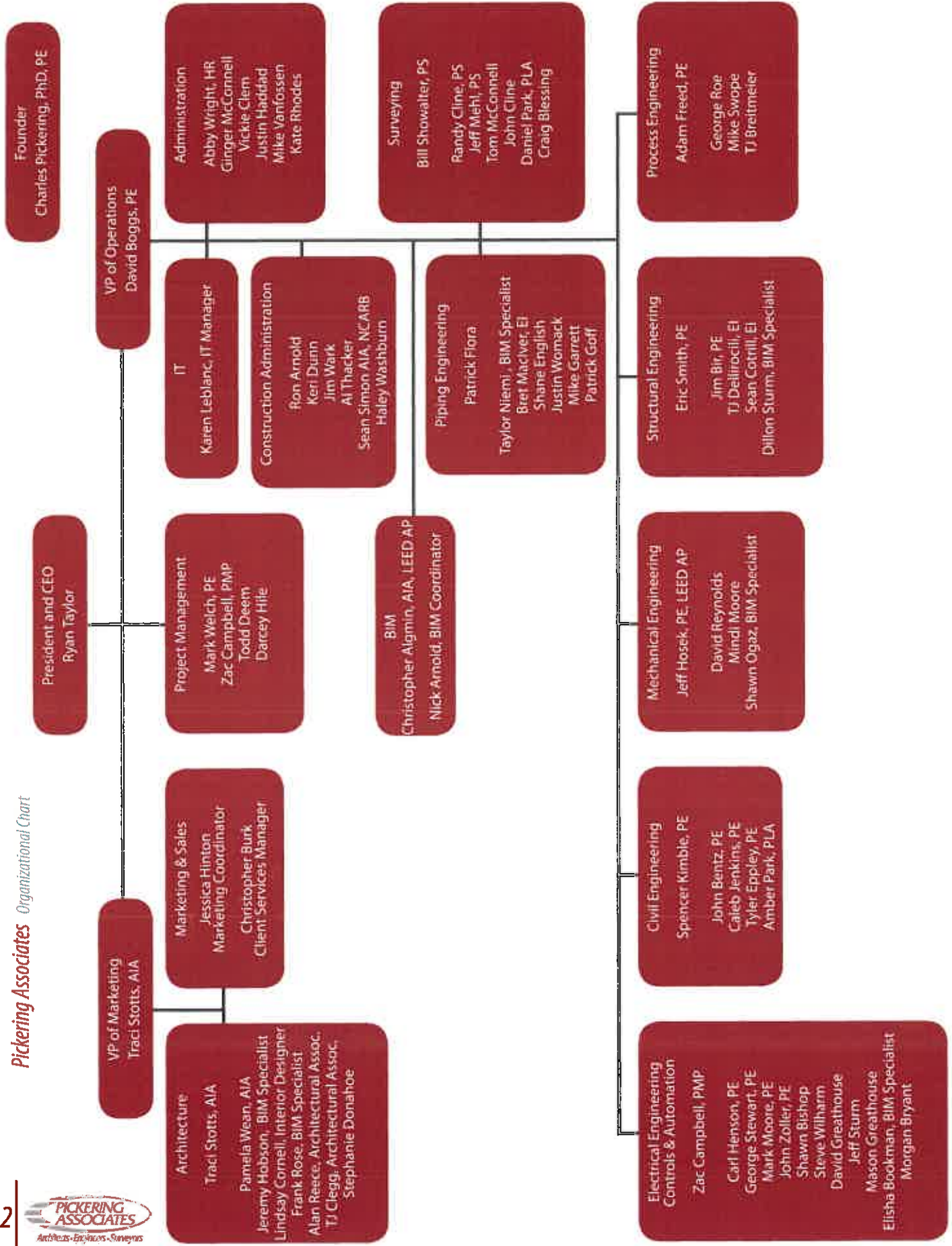
Listed as one of West Virginia's Top Engineering Firms for 2018. Our architectural, engineering and surveying firm consists of an exceptional balance of experience and the desire to provide our customers with a quality product at a fair price. Our highly qualified staff includes licensed professional engineers, professional surveyors, licensed architects, designers, and drafters as well as support personnel. The disciplines we cover include architecture, surveying, project management, civil engineering, structural engineering, mechanical engineering, electrical engineering, process engineering, automation and control, and construction administration. Pickering Associates specializes in the above listed disciplines with education, government, healthcare, industrial, oil & gas and private sector clients.

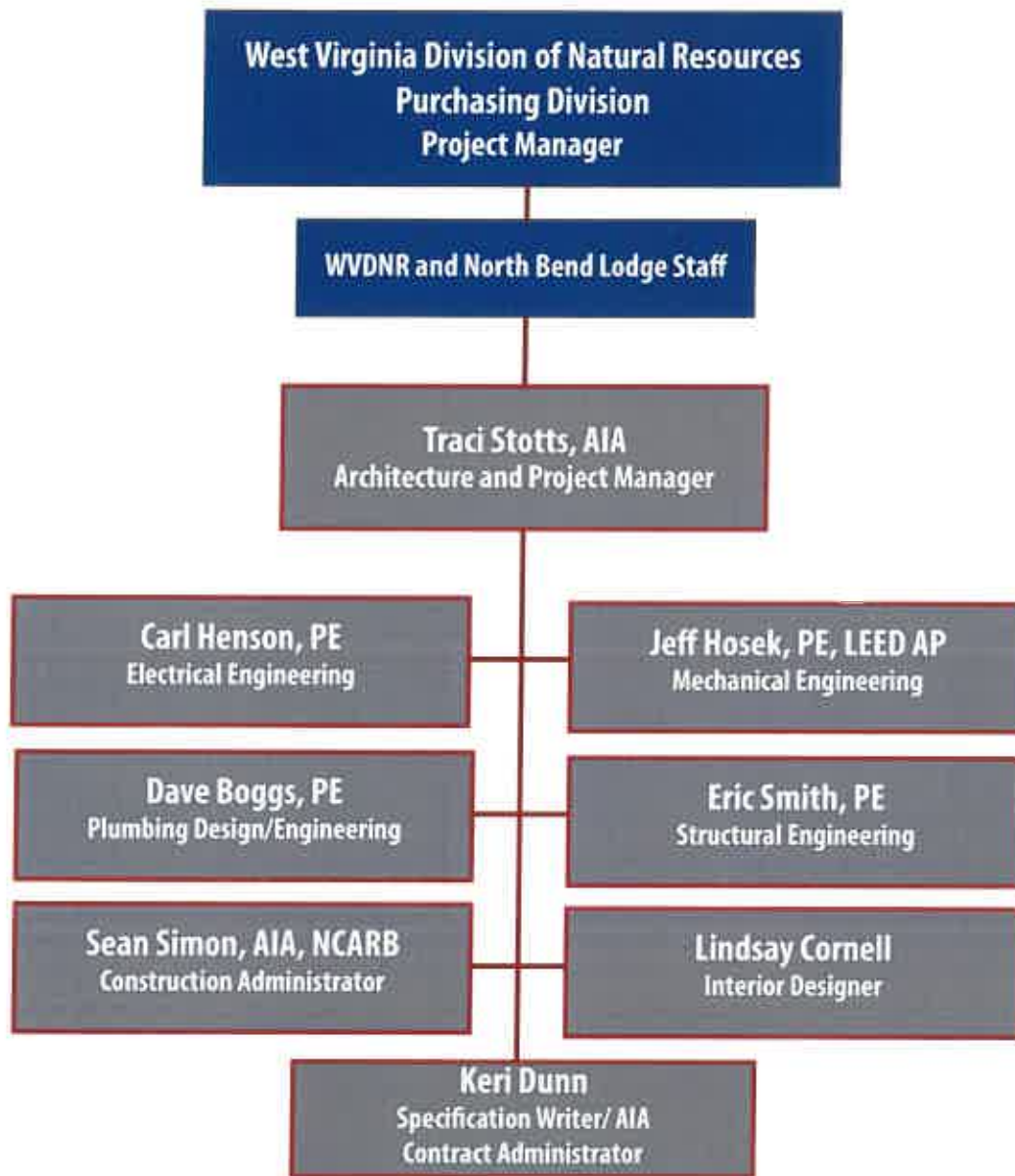
Successfully executing more than 10,000 projects in its history, the firm has built a tremendous wealth of experience gaining insight into what works for each of our client types. Those lessons learned add substance to our work and provide our clients with unparalleled value. Our objective is to partner with our clients improving their performance, flexibility, life-cycle cost, sustainability and ultimately well-being.

Our broad client base is representative of the area and includes government, education, healthcare, retail, recreation, utilities, municipal, chemicals and plastics, metals, and power generation among others. The types of projects we provide range from conceptualization and construction estimates to full turn-key design including construction management. Every project is unique and our approach to the solution is determined accordingly. Whether the project is a small electrical or mechanical modification, a larger multi-discipline new building or retrofit, or a green field installation, it receives all the attention and care required to make the project a success.

In choosing Pickering Associates, your project will be performed to your specifications with frequent meetings and status reports to keep you up-to-date on the status of the project. Our sole focus is your full satisfaction with the completed quality installation.

Pickering Associates Organizational Chart









# *Technical Expertise*



---

## *Traci L. Stotts, AIA*

---

### **Position/Title**

*Architect, Project Manager  
Vice-President of Marketing and Development*

### **Duties**

*Architect and Project Manager*

### **Education**

*The Ohio State University  
B.S., Architecture  
University of North Carolina Charlotte  
Professional Bachelor of Architecture  
Marshall University  
Master of Science in Technology Management*

### **Licenses**

*Professional Architect WV, OH*

---

*Unless you try to do something beyond  
what you have already mastered, you will  
never grow.*

*Ralph Waldo Emerson*



**Project Manager for Conceptual Design at Cedar Lakes Conference Center in Jackson County, WV.** Project included creating an overall vision for future renovations to the existing facility at Cedar Lakes to give it a more modern and cohesive appearance. Various buildings for proposed modifications included: Dining room and kitchen facility, dorm and hotel rooms and spaces, conference spaces, and the exterior look of the buildings.

**Lead Architect for the design of a new \$20M Emergency Department with private acute care rooms connected with the hospital's North and South Tower.** Project consisted of 46 Emergency Department bays, 3 trauma rooms, 3 psychiatric holding rooms, a stat lab, CT scanner, a plain film x-ray unit, support services offices, waiting rooms, lounges, and emergency transport team offices.

**Architect and project manager for conceptual design for the Department of Natural Resources District 6 Proposed Office Complex in Parkersburg, WV.** Provided conceptual design services for developing a 64 acre site along Emerson Avenue in Parkersburg, WV. The WVDNR wished to determine the feasibility for and probable construction costs that would be associated with developing the site for their District 6 operations. Pickering performed conceptual design services for the site development and two new buildings to assist the Client in obtaining project funding.

**Project Manager for three new Ohio Department of Transportation (ODOT) Full Service Maintenance Facilities in Ohio.** New facilities were designed and constructed in Washington, Vinton, and Monroe Counties in Southeastern Ohio. These facilities included a truck storage building with an administrative section and a mechanical services section, a cold storage structure, a salt storage structure, a material storage structure, an 8,000 gallon above ground fuel storage tank, a vehicle wash bay, a decanting area, and a brine/calcium system. Two of the projects are located at existing DOT sites and included demolition of existing structures, the third site was a new build. Also included in these projects was the renovation of an existing maintenance building to be converted into the District's testing lab facility. Each of the three projects ranged from \$8M - \$10M in construction costs.

**Designed a 10,000 SF two-story office building for a drilling company in Ellenboro, WV.** Pickering worked with the owner and interviewed employees to evaluate their current and future needs. The design includes space for 18 offices, private owner office/quarters, conference rooms, central reception and work areas, employee break room, filing and open two-story vestibule design. Exterior components include a stone veneer base, composite shakes and siding, three exterior porch areas designed with a heavy timber framed look that included wrapping structural members with a miratec wrap.

**Lead Architect and Project Manager for the design of a new 11,000 SF office and Gym for a Physical Therapy practice in Parkersburg, WV.** Mountain River Physical Therapy had the need to consolidate all administrative services for their busy multiple office practice. The Owner purchased property adjacent to their existing facility to build a new building that would alleviate their current space needs. As a part of the project a large portion of square footage was dedicated to a Cross-Fit training center.

**Lead Architect for a \$725k fire station annex in Vienna, WV.** Project included a 6,300 sq. ft. annex to the existing fire station. The annex contains first floor pull-through truck bay, conference room, equipment storage and restroom facilities and second floor offices and storage space.

**Lead Architect and Project Manager for a new \$1M two-story office building located on a main thoroughfare in Parkersburg, WV.** Exterior appearance was extremely important. This design was based upon a magazine cutout by the owner. The exterior of the building features bay windows, columns and a balcony. The interior features seventeen private offices, a library, two conference rooms, a private conference room, reception area with abundant filing and work spaces, and an elegant lobby complete with curving stairway to second floor.

**Lead Architect for Various Roof Replacement projects for Wood County Schools.** Design for thirty-five roof replacement or repair projects, totaling over 1.2 Million SF over the last five years.



---

**Carl S. Henson, P.E.**

**Position/Title**

*Lead Electrical Engineer*

**Duties**

*Electrical Engineering*

**Education**

*West Virginia Institute of Technology  
B.S., Electrical Engineering*

**Licenses**

*Professional Engineer WV, OH, PA, IN, LA*

---

*One man's 'magic' is another  
man's engineering.  
'Supernatural' is a null word.*

*Robert A Heinlein*



**Electrical Engineer of record and lead designer of commercial power systems.** Responsibilities include design and specifications for 15kV equipment for utility service connections. Other duties include design and specifications of equipment for electrical system distribution, design of indoor and outdoor lighting systems, and designing communications infrastructure in commercial buildings.

**Electrical Engineer of record and designer for fire alarm systems.** Trained in NFPA 72 (National Fire Alarm Code). Member of the Society of Fire Protection Engineers. Responsibilities include applying NFPA 101 Life Safety Code for the design of fire alarm system requirements.

**Lead Electrical Engineer in designing high voltage (138-69kV) substations.** Responsible for coordinating the site of substation, transformers, working with electrical utility for feeder supply. Areas of design and specification include station class bushings arrester, insulators, potential and current transformers, air break switches, circuit breakers and circuit switches. Responsible for creating one-line, three-line, lightning protection, wiring, schematic, ground grid and supporting structures.

**Electrical Engineer for the design and installation of two new cooling towers on the main hospital and the installation of a redundant tower on the adjacent medical office building.** As part of this project, lightning protection was also addressed.

**Electrical Engineer of record for the South Pavilion Expansion at Marietta Memorial Hospital.** Provided design for areas including a new emergency room, surgical suites and various other tenants.

**Provided Electrical design of a new quality control laboratory with combined administrative facilities and adjacent firehouse for a local industrial client in Belpre, Ohio.** Not only does this project include two high-tech scientific laboratories, but also chemical storage areas, locker rooms with shower facilities, break area, conference rooms, and document control areas. This building is being designed to accommodate a future second story.

**Provided Electrical design for a new \$7MM medical office facility in Parkersburg, West Virginia.** Building contains multiple tenants including a prosthetic laboratory, pharmacy, medical offices, and a restaurant, each with their own electrical requirements.

**New \$20M Emergency Department Expansion with private acute care rooms connected with the hospital's North and South Tower.** Project consisted of 46 Emergency Department bays, 3 trauma rooms, 3 psychiatric holding rooms, a stat lab, CT scanner, a plain film x-ray unit, support services offices, waiting rooms, lounges, and emergency transport team offices.

**Program Manager for all Arc Flash studies done for various industrial companies throughout the Mid-Ohio Valley utilizing SKM software.**

**Supervising Engineer for leading polymer manufacturing facilities in Belpre, Ohio for six years and Marietta, Ohio for eight years.** Responsibilities include coordination and calculation of load studies and fault currents for the design of panel boards, Motor Control Centers (MCC), switchgear and service entrance sizing, design of power distribution feeders using conduit and tray routing systems and safety hardware interlocks for emergency shut-down of process equipment. Other responsibilities include specification of AC & DC motors, starters, and Variable Frequency Drives (VFD) and design their interface between local, VFD, DCS and Programmable Logic Control (PLC) control equipment. Design, specify and interface the following instruments for process control and alarming; Level control using probes, diaphragm (local and remote) and differential indications; Temperature control using thermocouple, RTD and infrared probes; Flow control using orifice plate, mass-flow meters and mag meters.

**Electrical Engineer of record and lead designer of commercial power systems.** Responsibilities include design and specifications for 15kV equipment for utility service connections. Other duties include design and specifications of equipment for electrical system distribution, design of indoor and outdoor lighting systems, and designing communications infrastructure in commercial buildings.



---

**Jeffrey D. Hosek, P.E. LEED AP**

---

**Position/Title**

Mechanical Engineer  
LEED Project Engineer  
Mechanical Engineering Department Manager

**Duties**

Mechanical Engineer

**Education**

University of Akron  
B.S., Mechanical Engineering

*Dr. Seuss*

**Licenses**

LEED AP (BD&C)  
Professional Engineer WV, OH, KY, PA, LA, VA, MN

---

*Sometimes the questions are  
complicated and the answers  
are simple.*

**Commissioning Agent and LEED Manager for new LEED certified building for Washington Electric Coop.**

Project included a new 30,000 SF office and warehouse building, and was successful in obtaining LEED Silver certification.

**Mechanical Engineer of record for the design of a new \$25M high-rise dormitory at Glenville State College, in Glenville, WV.** Project included water source heat pumps with local thermostats. An automated and integrated control system was interfaced into the existing system for central control.

**Lead Mechanical Engineer and Project Manager for the renovation of an existing HVAC system at a primary and middle school in Elizabeth, WV.** Assisted school in assessment of existing HVAC, determining scope of work, creating a probable construction budget and preparing a report to request funding. Also, provided mechanical engineering for the design including replacement of multiple HVAC units, towers, pumps, and boilers, as well as, new building automation controls for the middle and primary schools.

**Project Manager performing an intense study to assess redundant cooling to Ohio University's Computer Center in Athens, OH, which houses their main servers.** Proposed several options, potential impacts to the installation time, and provided cost estimates for each option.

**Project Manager and Mechanical Engineer for the revision of exhaust duct system around multiple welding stations, replacing exhaust fans and balancing make-up air in the Welding Shop of Wood County Technical Center.**

**Mechanical Engineer of record for the conversion of a multi-unit HVAC system into a more efficient single unit system at the Caperton Center on the campus of West Virginia University in Parkersburg, in Parkersburg, WV.** Added additional zones to allow for additional user control of set points.

**Project Manager and Lead Mechanical Engineer for the demolition of existing equipment and installation of new sterilization equipment for Ohio University 'The Ridges' Konneker Research Lab.** Project scope included preparing demolition drawings of water, steam and waste piping, as well as the exhaust hood. Other task include preparing the construction plans for new exhaust hood and new tie-in locations for water, steam, and waste piping.

**Project Manager and Mechanical Engineer for a new Career Center in Groveport, Ohio.** Design included a body shop, paint spray booth, vehicle exhaust systems and radiant tube heating.

**Lead Mechanical Engineer for the renovation of an existing office building for National College.** The 20,000 sf renovation included a new layout of classrooms and office areas to meet the needs of the college. The project included design and engineering for a VAV HVAC system utilizing gas fired electric cooling rooftop units. Other task included providing design and engineering for building exhaust on the bathrooms, janitor rooms, and the building's entries to use an auxiliary wall for a floor mounted electric heater.

**Project Manager for the design of a Mass Notification System at Ohio University in Athens, Ohio.** Project included multiple speaker arrays placed campus-wide to act as an alarm and provided instructions to the students and faculty in case of emergency.

**Mechanical Engineer for a new FBI field office in Cleveland, OH.** Energy efficient equipment and significant sound attenuation materials were used in this four-story building.

**Project Manager and Mechanical Engineer for Olentangy School District in Columbus, Ohio for three new elementary schools, one new middle school and one new high school.** Design included hot water heating system with DX indoor air handlers.



---

**David A. Boggs, P.E.**

**Position/Title**

Senior Mechanical Engineer, Plumbing Engineer  
Vice President of Operations

**Duties**

Mechanical and Plumbing Engineer

**Education**

Virginia Tech,  
B.S., Mechanical Engineering  
Marshall University,  
M.S., Engineering Management

**Licenses**

Professional Engineer WV, OH

---

*Determine that the thing can  
and shall be done, and then we  
shall find the way.*

*Abraham Lincoln*

**Project Manager for NGL Truck Loading/ Unloading Storage Facility in Napoleonville, LA.** Managed team of process, civil, structural, electrical and mechanical engineers. Total project \$11MM.

**Mechanical Engineer lead for Oil & Gas Production Facilities throughout the Mid-Ohio Valley.** Lead team of civil, process, mechanical and electrical engineers to develop production pad facilities at five different locations that included both Marcellus and Utica wells. Assisted client with development of process and instrument diagrams, piping specifications, site equipment layout and piping design. Coordinated setting up process hazard reviews (PHA) with client. Assisted with construction administration.

**Lead Mechanical Engineer for design of a second dryer line to an existing manufacturing facility in Parkersburg, WV.** Pickering Associates is working with Kuraray America at their Washington Works Facilities to design a second dryer line to their existing operations. The project site is land-locked and will be constructed within the footprints of existing buildings and active production areas. Construction activities will occur in over 30,000 sf of the plant. Pickering Associates has utilized several 3D design tools and techniques to help coordinate the design with existing conditions. Focused demolition has begun and startup is scheduled for early 2018.

**Fifteen years of progressive design services to Industrial Clients throughout the Mid-Ohio Valley.**

**Lead Mechanical Engineer for a greenfield mineral wood manufacturing facility in Millwood, WV.** Design included cooling water systems, compressed air services and building utilities.

**Lead Mechanical Engineer of record for a new \$30MM plastics manufacturing facility in Mineral Wells, WV.** Design included plant process utilities including cooling water, plant air and natural gas piping systems.

**Lead Mechanical Engineer for \$8MM quality control laboratory and administrative building at a chemical facility in Belpre, Ohio.** Design included compressed air, vacuum and bench-top lab gases. Assisted with selection of bench-top hoods and lab HVAC system.

**Shutdown Schedule Coordinator for a plastics manufacturing plant in Marietta, OH.** Coordinated and planned an entire plant shutdown schedule using Microsoft Project Software from information collected during multiple meetings with project engineers and plant maintenance staff.

**Lead Mechanical Engineer of record on a new steam plant for an industrial client in Willow Island, West Virginia.** Project included the design of a new steam line header using CAEPIPE stress analysis program.

**Mechanical Engineer for the development of multiple construction bid packages to convert large existing dust collectors to a new technology at a metals manufacturing facility near Charleston, WV.** Duties included performing heavy ductwork design and detailing support structure.

**Lead Mechanical Engineer of record for the design of utility piping systems in an industrial plastics facility in Davisville, WV.** Systems included steam, sanitary water, domestic water, as well as all utility plumbing.

**Lead Plumbing Engineer and Mechanical Engineer for Emergency Department Consolidation and Patient Room Expansion project.** Plumbing and mechanical scope included review existing conditions for medical gas tie-ins to existing systems in South Tower, reviewing and evaluating water source requirements for proposed addition with CCMC Engineering Department, reviewing existing drawings and work to determining underground sanitary tie-in location, providing design and engineering for the medical gas distribution systems for the expansion, etc.



---

**Eric S. Smith, P.E.**

---

**Position/Title**

Structural Engineer  
Department Manager

**Duties**

Structural Engineering  
Department Manager

**Education**

West Virginia University  
B.S.C.E., Civil Engineering

**Licenses**

Professional Engineer WV, OH

---

*Perfection is not attainable, but  
if we chase perfection we can  
catch excellence.*

*Vince Lombardi*



**Structural Engineer on Eureka Hunter Pipeline, L.L.C. Low Water Crossing.** Duties included designing substructure (consisting of a concrete capped pile abutment with vertical and battered piles). Coordinated with the superstructure design engineer for bridge reactions and necessary abutment details to incorporate the superstructure bearing. Also, assisted with the construction drawing package.

**Civil Engineer on several projects for the City of Marietta including the Gilman Avenue Slip, Rathbone Area Drainage Study and Storm sewer assessment, Lancaster Street improvements, Sixth Street Area Mitigation flood control, and Water Treatment Plant slip repair, and Wastewater Treatment Plant improvements.**

**Generated detailed engineering drawings, quantities, and material estimates for bridge replacements for the following counties in Ohio:** Meigs County (County Roads 1, 8, 10, 14, 22, 35, 43, 52, and 82), Morgan County (County Roads 16, 53, 62, and 66 and Township Roads 48 and 106), and Washington County (County Road 354, several Township Roads, and Veto Lake)

**Reviewed drawing designed for The Point Commercial Park for Lawrence Economic Development Corporation.** Responsible for foundation and column design. Modeled the structure using STAAD and performed wind load, connection, and foundation calculations.

**Reviewed structural drawings for a new addition of the Holzer Clinic and evaluated adequacy of the structural members and connections.**

**Collected field data, created a roof model, calculated loads and generated drawings and recommendations for roof repairs at First Congregational Church.**

**Professional experience also includes providing accurate field notes and sketches, development of drawing layouts, details, and section drawings; providing calculations, and writing investigation and observation reports.**

**Extensive technical experience with civil, structural, and geospatial software packages including STAAD Pro, Presto, Enercalc, AutoCAD, AutoDesk Land Desktop, AutoDesck Civil 3D, and Topo USA.**

**Senior Project Manager and Structural Engineer of Record for Catwalk repairs at Ohio University in Athens, OH.** Project included the reconstruction of a deteriorated portion of the elevated concrete walk in front of Crawford Hall & Brown Hall. Involved inspection, design and construction administration.

**Structural Engineer of Record for NESHAP improvements at Eramet Marietta, Inc.** Projects included the additions and modifications to the fume capturing structures and equipment. Structures consisted of foundations for a baghouse and fan, multiple large duct supports and building modifications.

**Structural Engineer of Record for the Ohio Department of Transportation Facility of Washington County, Ohio.** Project included pre-engineered metal building, tensioned fabric structures.

**City of Marietta City Hall Renovations, Marietta, OH.** Prepared structural plans while working closely with multiple disciplines, for the renovation of the existing city hall; which included the addition of an elevator for handicap access.

**City of Marietta Wastewater Treatment Plant Renovations, Marietta, OH.** Prepared structural plans for the renovation of the existing treatment plant, which included the addition of buildings and heavy modifications to the existing administration building.

**Marietta City Armory Renovations, Marietta, OH.** Worked closely with the project Architect for the renovation of the historical building. The renovations required calculations of heavy structural timber and the preparation of structural plans.

**Bridge Project for Orion.** Performed annual bridge safety inspections and verified structural capacity of a three span pre-stressed, post-tensioned T-beam bridge. Assisted in the structural calculations for the emergency repair of a 334' tall stack supported by a truss tower and also several rehabilitation repair projects.

**Roof and Elevator Project for Christ United Methodist Church Marietta, OH.** Assisted with structural plans and collected field measurements for the addition of an elevator for handicap access.



## *Lindsay Brown*

---

### *Position/Title*

*Interior Designer*

### *Duties*

*Architecture  
Design*

### *Education*

*Fairmont State University  
B.S., Family & Consumer Science  
Interior Design Specialization  
Fairmont State University  
Assoc. of Applied Design  
Interior Design Specialization*

---

*A designer's job is to tell a story. Sometimes  
we encounter similar stories, but the beauty  
is that the ending is always changing*

*Sarah Daniele*



**Interior Designer for Camden Clark Medical Center Emergency Department Addition.** Scope included selecting the finishing materials for the interior of the new construction including flooring, wall protection, paint colors, and casework finishes.

**Interior Designer for University of Charleston Innovation Center.** Scope included selecting finish materials for the entire project. Finish selections included multiple types of flooring, establishing a color scheme for different areas of the project, selecting casework finishes, and suggesting furniture systems.

**Interior Designer for the Ross Foundation Office Renovation.** Responsibilities included establishing a cohesive design scheme that incorporated paint colors, flooring materials, upholstery options, and cabinetry with countertop finishes.

**Interior Designer for the exterior renovation of Pickering Associates' Office Building.** Project consisted of selecting new exterior finishes including new metal siding, metal roofing, stacked stone, and concrete stain.

**Interior Designer for Heron's Nest Building Exterior Concepts.** This project resulted in the selection of a standardized color scheme of siding, roofing, and brick that will be used throughout the Heron's Nest community.

**Interior Designer for Leavitt Funeral Home Crematorium.** Responsibilities included the establishment of new floor covering and wall colors for the new construction of Leavitt's crematorium.

**Interior Designer for Williamstown Bank-Parkersburg Branch Renovations.** Scope of project included selection of casework finishes, flooring material, and color schemes for upholstery and paint.



---

**Sean G. Simon, AIA, NCARB**

**Position/Title**

Branch Manager  
Senior Construction Administrator  
Project Architect

**Duties**

Project Administration  
Project Management  
Project Architect  
Cost Estimating  
Quality Review of Final Bid Packages

**Education**

Construction Specifications Institute  
Construction Document Technologist  
University of Tennessee  
Professional Bachelor of Architecture

**Licenses**

Professional Architect - WV

---

*Quality is not an act, it is a habit.*

*Aristotle*

**Twenty-five years of experience in architectural programming, design, construction document production, and construction contract administration.**

**Construction Administrator for Camden Clark Medical Center for a new Pharmacy and Respiratory Clinic in Parkersburg, WV.** Duties included overseeing the demolition and renovations on this project. The hospital converted their emergency room department into a respiratory clinic and added a retail pharmacy for patients to be able to pick up their medication in house.

**Construction Administrator and designer for various roof replacements for Wood County Schools.** For the past 6 years Pickering Associates has partnered with Wood County schools to provide a phased design construction renovations and replacements to update all of the roofs for the schools in Wood County. Sean was a prime member of this team in developing a design for the replacements and managing the Construction phase for the projects. This project was completed in the summer of 2018.

**Construction Administrator for various HVAC renovations for Wood County Schools.** Pickering Associates has partnered with Wood County Schools to conduct renovations to various schools all over Wood County. Sean worked with the team to manage the construction phase of these renovations in the summer of 2018.

**Previously the Director of Construction Services at Silling Architects.** Duties included overseeing construction administration for over 120 projects totaling 2.3 MM sf and an estimated construction value of \$350,000,000. Projects included a \$40MM 5 level courthouse and a \$14MM 3 story courthouse, was also the Project Architect on the Marshall County Courthouse for exterior renovations, and also for the Hampton County Courthouse exterior renovation projects. The project scopes included cleaning, brick repointing, stone repair, and required working closely with the State Preservation Office.

**Project Architect for South Branch Cinema 6.** This project included a 6 screen movie theater, which included 3 different theater sizes and a total of 800 seats. Also designed provisions for 2 more screen theater additions to occur at a later time.

**Project Architect for over 10 different banking facilities located throughout Virginia and West Virginia.** The project designs included coordinating with the bank's equipment suppliers, furniture suppliers and bank branding requirements.

**Project Architect for a one story facility for the Beckley State Police/ Department of Motor Vehicle.** Project scope included 32,900 sf one story facility that housed both the State Police detachment as well as the local DMV.

**Project Architect for a new Urgent Care facility.** This project involved converting a retail space into a medical space. Project scope included working closely with the Fire Marshal to make sure that all code requirements were met. The facility was to be efficient for 2 doctors and 3 physician assistants. The center included X-Ray equipment and computer modems in each treatment room.

**Project Architect for a Monumental sign for Robert C. Byrd Courthouse in Charleston, WV.** Project scope included designing the sign to match the profiles and materials of the Courthouse. This involved working closely with the glass artist at Blenko to develop a mold to make the chisel point cast glass profile pieces.

**Project Architect for a renovation project for the Social Security and Department of Labor Office in Parkersburg, WV.** Project scope included removing all of the concrete block walls and installing new walls to accommodate a more open office plan and provide better security for the facility.

**Project Architect for the construction of an 8,400 sf facility for the Moorefield National Guard Armory.** The project design included a 60' clear span bar joists. The interior layout of the facility included reception, a large multipurpose room with movable partition, offices, toilets with showers, locker room, large walk-in gun safe, and a maintenance bay for servicing vehicles.



---

**Keri L. Dunn**

---

**Position/Title**

Specification Writer  
AIA Contract Administrator

**Duties**

Specification Writer, Bid Administration  
and Contract Administration

**Education**

Washington State Community College  
A.S., Industrial Technology

*If you want to be creative in your  
company, your career, your life, all it  
takes is one easy step ... the extra one.*

*Dale Dauten*

---

Bidding Coordinator and Construction Contract Administrator. Bid duties include preparation of front end specifications required for procurement, addressing bidding questions, preparing addenda, receiving and tabulation of bids, and issuing letter of intent. Contract Administration duties include preparing and executing contract documents, change proposal requests, change orders, change directives, receiving bonds and insurance from contractors, processing pay applications and closeout documentation. Familiar with WV School Building Authority Requirements and various grant requirements including the American Recovery and Reinvestment Act.

**Recent projects include:**

- Facade Renovations at West Virginia University at Parkersburg's Downtown Center.
- New Elevator Installation at West Virginia University at Parkersburg's Downtown Center.
- Electrical Service and Distribution at West Virginia University at Parkersburg's Downtown Center.
- Roof Replacement at West Virginia University at Parkersburg's Downtown Center.
- Asbestos Abatement at West Virginia University at Parkersburg's Downtown Center.
- Chiller Replacement at West Virginia University at Parkersburg's main campus.
- Salt and Motorcycle Storage Building at West Virginia University at Parkersburg's main campus.
- HVAC Upgrade project at West Virginia University at Parkersburg's Caperton Center.
- Fire Alarm Upgrades at West Virginia University at Parkersburg's main campus.
- Elevator Control Modernization at West Virginia University at Parkersburg's main campus.
- New Spec Process Building in Davisville, WV - multiple prime contracts.
- New Industrial Plant in Millwood, WV - multiple prime contracts.
- Energy Saving Implementation for Wood County Commission - multiple prime contracts.
- Access Safety at all Wood County School locations.
- Structural Repairs at Wood County Board of Education.
- Brick Repairs at an elementary school for Wood Co. Schools.
- Boiler Replacement at an Elementary School in Wood County, WV.
- Welding Shop Ventilation replacement at the Wood County Technical Center.
- Access Safety renovations at all Wirt County School locations.
- Access Safety renovations at several addition entrances for Wood County Schools.
- Access Safety and Main Entrance Renovations for Wood County Schools - four phases of implementation.
- Electrical Upgrades at two elementary schools for Wood County Schools.
- HVAC Renovations at the Wood County Courthouse for the Wood County Commission.
- Fifth Floor Renovations at Camden Clark Medical Center - Memorial Campus.
- Third Floor Renovations at Camden Clark Medical Center - Memorial Campus.
- Roof Replacement at the Polymer Alliance Zone in

11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244  
245  
246  
247  
248  
249  
250  
251  
252  
253  
254  
255  
256  
257  
258  
259  
260  
261  
262  
263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273  
274  
275  
276  
277  
278  
279  
280  
281  
282  
283  
284  
285  
286  
287  
288  
289  
290  
291  
292  
293  
294  
295  
296  
297  
298  
299  
300  
301  
302  
303  
304  
305  
306  
307  
308  
309  
310  
311  
312  
313  
314  
315  
316  
317  
318  
319  
320  
321  
322  
323  
324  
325  
326  
327  
328  
329  
330  
331  
332  
333  
334  
335  
336  
337  
338  
339  
340  
341  
342  
343  
344  
345  
346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364  
365  
366  
367  
368  
369  
370  
371  
372  
373  
374  
375  
376  
377  
378  
379  
380  
381  
382  
383  
384  
385  
386  
387  
388  
389  
390  
391  
392  
393  
394  
395  
396  
397  
398  
399  
400  
401  
402  
403  
404  
405  
406  
407  
408  
409  
410  
411  
412  
413  
414  
415  
416  
417  
418  
419  
420  
421  
422  
423  
424  
425  
426  
427  
428  
429  
430  
431  
432  
433  
434  
435  
436  
437  
438  
439  
440  
441  
442  
443  
444  
445  
446  
447  
448  
449  
450  
451  
452  
453  
454  
455  
456  
457  
458  
459  
460  
461  
462  
463  
464  
465  
466  
467  
468  
469  
470  
471  
472  
473  
474  
475  
476  
477  
478  
479  
480  
481  
482  
483  
484  
485  
486  
487  
488  
489  
490  
491  
492  
493  
494  
495  
496  
497  
498  
499  
500  
501  
502  
503  
504  
505  
506  
507  
508  
509  
510  
511  
512  
513  
514  
515  
516  
517  
518  
519  
520  
521  
522  
523  
524  
525  
526  
527  
528  
529  
530  
531  
532  
533  
534  
535  
536  
537  
538  
539  
540  
541  
542  
543  
544  
545  
546  
547  
548  
549  
550  
551  
552  
553  
554  
555  
556  
557  
558  
559  
560  
561  
562  
563  
564  
565  
566  
567  
568  
569  
570  
571  
572  
573  
574  
575  
576  
577  
578  
579  
580  
581  
582  
583  
584  
585  
586  
587  
588  
589  
590  
591  
592  
593  
594  
595  
596  
597  
598  
599  
600  
601  
602  
603  
604  
605  
606  
607  
608  
609  
610  
611  
612  
613  
614  
615  
616  
617  
618  
619  
620  
621  
622  
623  
624  
625  
626  
627  
628  
629  
630  
631  
632  
633  
634  
635  
636  
637  
638  
639  
640  
641  
642  
643  
644  
645  
646  
647  
648  
649  
650  
651  
652  
653  
654  
655  
656  
657  
658  
659  
660  
661  
662  
663  
664  
665  
666  
667  
668  
669  
670  
671  
672  
673  
674  
675  
676  
677  
678  
679  
680  
681  
682  
683  
684  
685  
686  
687  
688  
689  
690  
691  
692  
693  
694  
695  
696  
697  
698  
699  
700  
701  
702  
703  
704  
705  
706  
707  
708  
709  
710  
711  
712  
713  
714  
715  
716  
717  
718  
719  
720  
721  
722  
723  
724  
725  
726  
727  
728  
729  
730  
731  
732  
733  
734  
735  
736  
737  
738  
739  
740  
741  
742  
743  
744  
745  
746  
747  
748  
749  
750  
751  
752  
753  
754  
755  
756  
757  
758  
759  
760  
761  
762  
763  
764  
765  
766  
767  
768  
769  
770  
771  
772  
773  
774  
775  
776  
777  
778  
779  
780  
781  
782  
783  
784  
785  
786  
787  
788  
789  
790  
791  
792  
793  
794  
795  
796  
797  
798  
799  
800  
801  
802  
803  
804  
805  
806  
807  
808  
809  
810  
811  
812  
813  
814  
815  
816  
817  
818  
819  
820  
821  
822  
823  
824  
825  
826  
827  
828  
829  
830  
831  
832  
833  
834  
835  
836  
837  
838  
839  
840  
841  
842  
843  
844  
845  
846  
847  
848  
849  
850  
851  
852  
853  
854  
855  
856  
857  
858  
859  
860  
861  
862  
863  
864  
865  
866  
867  
868  
869  
870  
871  
872  
873  
874  
875  
876  
877  
878  
879  
880  
881  
882  
883  
884  
885  
886  
887  
888  
889  
890  
891  
892  
893  
894  
895  
896  
897  
898  
899  
900  
901  
902  
903  
904  
905  
906  
907  
908  
909  
910  
911  
912  
913  
914  
915  
916  
917  
918  
919  
920  
921  
922  
923  
924  
925  
926  
927  
928  
929  
930  
931  
932  
933  
934  
935  
936  
937  
938  
939  
940  
941  
942  
943  
944  
945  
946  
947  
948  
949  
950  
951  
952  
953  
954  
955  
956  
957  
958  
959  
960  
961  
962  
963  
964  
965  
966  
967  
968  
969  
970  
971  
972  
973  
974  
975  
976  
977  
978  
979  
980  
981  
982  
983  
984  
985  
986  
987  
988  
989  
990  
991  
992  
993  
994  
995  
996  
997  
998  
999  
1000



# *Our Services*

### **Performance Schedule**

With the selection of Pickering Associates, your organization gains the full **depth of our organization**. All projects are scheduled out through all phases of delivery by our resource manager and the project manager, assigning the necessary resources to perform to the schedule necessary for that project and highlight major milestones long before they could become an issue. With more than 90 professionals on staff, you can be confident that Pickering Associates has the resources to meet your project schedule.

### **Sustainable Design**

Pickering Associates is a LEED affiliated firm. We have architects and engineers that are current with LEED registration and the firm has completed multiple projects ranging from the certified level to platinum. We use software and best engineering practices to provide the end user the most energy efficient building systems. When you combine this with providing architectural design that works with these systems for insulation and avoidance of solar heating, you end up with an energy efficient building.

### **Multi-discipline Team**

We also believe that because we are a full-service firm, we are able to provide a better coordinated project than firms who are required to use outside consultants. We organize regular in-house project team coordination meetings throughout the design phases of a project to discuss and work-out any issues or concerns that may arise. We feel that this face-to-face coordination with our design team is more effective and efficient than coordinating via email or over the phone. Our close coordination efforts have proved valuable in many cases where the design schedule is accelerated and/or where there is equipment in the project that requires the effort and coordination of several disciplines.

### **Cost Estimation**

In order to provide estimates for probable construction costs with accuracy, Pickering subscribes to and utilizes RS Means CostWorks On-Line. This tool provides comprehensive, localized, and up-to-date construction costs to help us create reliable estimates for our projects.

We know the importance of not only understanding our client's budget, but ensuring that the project is designed to fit into (and stay within) that budget. When an exterior addition is involved, we do our best to give our client a project that will not only look nice, but provide a design that will fit into the context of the existing facility by making it look like it belongs. We do not feel that it is appropriate to over-design a project to make a statement – thus increasing construction costs and making it difficult to stay within the client's project budget. We believe that it is more important to design features into the project that will allow for a better functioning project.

We utilize cost control methods to make sure that the overall project budget does not increase without the client's knowledge or prior approval. We typically provide an updated estimate of probable construction costs for each phase of design, thus monitoring and providing control for the project budget. If scope items are added to the project during the design phase we make certain that the client understands the implications and costs associated with each change or addition - prior to officially adding it to the project.



### ***Building Information Modeling***

Pickering Associates approaches Building Information Modeling as a very useful tool that can accomplish goals that extend beyond the typical design and construction phases of the project. Defining the specific project expectations is critical for the owner and designers. We work with the owner and start with their anticipated use of the BIM model once construction is complete. From there, we work through the design schedule incorporating all aspects of BIM that will enhance the owners understanding of the project. We will assign model management responsibilities, quality assurance responsibilities, and level of development criteria – all linked to specific schedule milestones. We incorporate clash detection, collaboration tools, visualization capabilities, and analytical studies throughout to benefit the project development process. We utilize these aspects of BIM and elevate them with in-house 3D printing services to provide exceptional professional services. Many of our architectural and engineering leads, designers, and drafters are trained, proficient, and up to date on BIM software. We even have an in-house BIM coordinator that routinely provides training and updates to our staff to ensure that everyone has the proper training to perform the work we do.

### ***Cutting Edge Technology***

Pickering Associates approaches Building information Modeling (BIM) as a tool for quick design concept generation that will continually add detail throughout the project and even beyond the construction phase. The ability to visualize a design early on via the 3D model allows high level decisions to be clearly identified and addressed during the beginning phases of the project – typically where potential impacts to project cost/schedule is greatest. Defining specific expectations is critical for key stakeholders and BIM allows our design teams to address those expectations much earlier in a project than a traditional 2D workflow.

Efficient visual communication and an in-depth design understanding are the greatest assets that BIM brings to the table at Pickering Associates. The composite model allows our team to accelerate project development and simplify conversations during design reviews. Having the capability to visualize all of the design models together in a single review session aides both inter- and intra-department collaboration like never before. Capturing all client and designer comments and feedback within a 3D model live during a review session saves countless hours of paging through “redlines” generated from traditional 2D physical paper reviews. The added capacity to search and export reports of these virtual comments allows our team to capture and track design communications more efficiently than ever before.

### ***3D Scanner***

Pickering Associates has invested in state-of-the-art 3D Scanning technologies to more quickly and accurately document existing site conditions. This helps our design teams capture existing site data in more detail and in a format the blends well with our 3D modeling and BIM workflows. This tool allows us to send a small scanning team into an existing building/space and virtually document the conditions of the area in three dimensions, including detailed color photographs throughout the scanned area for design teams to reference throughout the project. This data capture implementation is safer and more efficient for our designers. It reduces the time and equipment needed for traditional hand-measuring that our industry has been accustomed to throughout the years. Granting our designers the ability to virtually measure items directly on a 360 degree image to an accuracy within 1/8” right from their desk, where they have the greatest access to design tools is unprecedented in our region!

### ***Aerial Mapping***

Pickering Associates has recently obtained certification through the FAA's Part 107 Remote Pilot process to operate Unmanned Aircraft Systems (UAS) commercially. As cutting edge technology continues to evolve, Pickering Associates is able to fulfill client needs further by providing high-quality aerial imagery and three-dimensional aerial mapping.

Currently, Pickering Associates is capable of employing the use of two UAS: the Yuneec Typhoon 4K and/or the DJI Mavic Pro to fulfill client needs of high quality imagery and 4K video. In addition to imagery and video, the DJI Mavic Pro allows for the capturing of 3D point cloud data to be incorporated into CAD design files. In addition, the data obtained by the DJI Mavic Pro has the capability of being integrated with the Faro 3D scanning system, and ultimately be intertwined with our firm's ability to 3D print models. The functions of these images and videos can range from Pre-Construction documentation of large scale projects to construction progress documentation to As-Built documentation. They can also be used as marketing and inspection tools.





# *Related Prior Experience*

**Type**

Government

**Services**

Architectural

B.I.M. Design

Project Management



Pickering Associates worked with the West Virginia Division of Natural Resources (WVDNR) to perform conceptual design services for developing a 64 acre site along Emerson Avenue in Parkersburg, WV. The land is currently undeveloped and is mainly comprised of wooded areas with varying elevations. The WVDNR wished to determine the feasibility for and probable construction costs that would be associated with developing the site for their District 6 operations. Pickering performed conceptual design services to assist the Client in obtaining funding for the project.

The conceptual design included development of 2 buildings, a new 6,480 SF office building and a new 7,000 SF building for labs, storage and shop space. The office building included a lobby, reception area, twenty offices for both Wildlife and Law, a large conference room, an evidence room, storage, restrooms, and miscellaneous support spaces. Pickering Associates provided a topographical survey of the property, a high-level conceptual site/grading plan, conceptual floor plans for each building, an exterior rendering of the proposed main office building, and a high-level opinion of probable construction costs. Utility companies were also contacted to obtain preliminary information regarding utility coordination and to better understand challenges and issues that may need to be addressed for the project.

Reference: Bradley Leslie | (304) 541-9356 | [brad.s.leslie@wv.gov](mailto:brad.s.leslie@wv.gov)



*Type*

Private

*Services*

Architecture

Project Management

3D Modeling



Pickering Associates created an overall vision for future renovations to the existing facility at Cedar Lakes to give it a more modern and cohesive appearance. Various buildings for proposed modifications included: Dining room and kitchen facility, dorm and hotel rooms and spaces, conference spaces, and the exterior look of the buildings.

The first phase was to determine the look that could be carried throughout the facility to give visitors a consistent experience as they move from building to building and around the grounds. Pickering Associates selected materials and furnishings that complemented the existing building materials and used a 3D modeling program to digitally recreate four interior spaces and one entire building.

The project team created 3D concept renderings for standard rooms and areas that could then be applied to all structures in some capacity. The team also compiled a construction cost estimated based on materials chosen and scope of renovation work.

The concept renderings are being used as a tool by the Foundation to seek investments for the renovation projects and to guide future design decisions.

Reference: Karen Facemeyer | (304) 428-1622

Type

Government

Services

Architecture

Civil

Structural

Mechanical

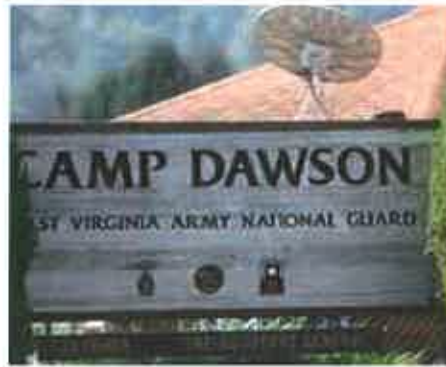
Electrical

Surveying

Piping

Project Management

Construction Administration



Pickering Associates was recently hired by the West Virginia Army National Guard to conduct two design projects for their Camp Dawson Location in Kingwood, West Virginia.

The first project was the Window and Door renovations to Building 215 on the campus. This project scope included the design of new windows and doors that are better suited to protect against transference of heat and cold. The new windows included window shades that have the option of light filter and black out. This project also included the design for the replacement of all exterior and interior door hardware. The new door hardware was developed to ensure it was high security type per the West Virginia National Guard specifications. In this project we provided design development, schematic design, and construction documents. The project went out for bid in January of 2019.

The second project was the restoration of the Rappel Tower Support Facility on campus. The Rappel Tower Support Facility consists of two (2) prefabricated concrete buildings; one of which is a classroom building, and the other a restroom facility. Each building had structural and sustainment issues that were addressed both structurally and mechanically. The design elements for the project included, abating mildew and molded wall board and material from the classroom area, addressing roof issues, storm drainage, design for new HVAC systems, new instantaneous domestic hot water system, restroom renovations, and new interior and exterior LED lighting for both buildings. This project design was completed and issued for bid in January 2019.

Reference: Todd Reynolds | (304) 561-6775

*Type*

Government

*Services*

Electrical

Mechanical

Plumbing

Construction  
Administration



Pickering Associates worked in conjunction with Associated Architects on this state of the art recreation center, which is located on entrance road approaching Chief Logan Lodge and Conference Center.

This stand-alone facility features an aquatic center with Olympic-style 25-meter / 8-lane competition swimming pool; climate controlled fitness center; professional sports shop with equipment and accessories; multi-purpose areas for indoor soccer, volleyball, and basketball; three indoor tennis courts; elevated walking track; and locker rooms with amenities, showers and daily-use lockers.

Extensive design was necessary for the aquatic center in order to control the humidity associated with the indoor pool. The fitness center's climate control system allows users to work out in a comfortable environment.

Lighting for the tennis courts was designed to be tournament approved.

This project has become a valuable attraction for the Chief Logan State Park Lodge and Conference Center.

Pickering Associates and Associated Architects were both hired by, and worked for, E.L. Robinson Engineering for this project. Design was completed on 12/21/09.

Reference: Bradley Leslie | (304)541-9356 | brad.s.leslie@wv.gov



**Type**

Government

**Services**

Architectural

Civil

Survey

Structural

Mechanical

Electrical

Construction

Administrator



Pickering Associates completed a major renovation project at the Marietta City Hall and Fire Department Building on Putnam Street in Downtown Marietta, Ohio. The new building design provided upgrades for the City that would gain the most impact with the least amount of construction dollars. Upgrades were made to City offices, police department and the fire department. The renovation was essential to alleviate space deficiencies and included many upgrades that were necessary for building code and ADA compliance.

Scope of work for the project included upgrades to the Mayor's office suite, relocation of the Auditor's office and Treasurer's Office, relocation of the Police department to provide a more functional space out of the flood plain, and upgrades for the fire department. Some of the major goals that were accomplished for this project include: Addition of a new three-stop elevator that provided ADA access to all levels of the building, new ADA compliant toilet facilities, consolidation of Police department operations for a more functional program, upgrades to all mechanical, electrical, and plumbing systems, a new EPDM roof and exterior upgrades, as well as a new training and meeting room for the current fire department.

Pickering Associates provided conceptual design services and overall master planning for the project, and worked with the various City departments to fully understand the needs of each group. Our architects and engineers also assisted the City with many presentations to City Council and various City committees, in order to provide an understanding of the project scope and anticipated construction budget. These presentations were important for the project to gain City and Community acceptance and approval before progressing into construction. Once approved, construction drawings were prepared, and Pickering provided full Bidding and Construction Administration services for the project - including constructability reviews and project inspections for the City throughout the duration of the project.

Contact: Joe Tucker, City Engineer | (740) 373-5495 | JoeTucker@mariettaoh.net

*Type*

Commercial

*Services*

Civil

Structural

Electrical

Architecture

Plumbing

Mechanical

Project Management



Pickering Associates is currently designing a new hotel for a client in Kingwood, WV. The Appalachian Hotel, which is currently in the early stages of design, will include 27 guest rooms and suites, a large meeting room and arcade, a restaurant and a bar with a full-service kitchen. The rustic theme of the hotel will invite guests into a large lobby with high ceilings and will feature scenic decor and natural mounts of local wildlife provided by the owner. The exterior of the building will be covered in wood siding and stone. The restaurant will feature a fireplace and sloping ceilings, and a large front porch with rocking chairs for guests to enjoy. The meeting room will be available for business conferences, receptions and dining.

The project required a full-service design including complete civil, structural, architectural, plumbing, mechanical and electrical. Construction is expected to begin in the summer of 2019.

Contact: Robert Peddicord, Owner, Appalachian Hospitality | (304) 329-1355 | [Robbypeddicord@gmail.com](mailto:Robbypeddicord@gmail.com)

**Type**

Private

**Services**

Architectural

Mechanical

Plumbing

Electrical

Interior Design



Pickering Associates was contacted by Phoenix Associates, a local contractor, to partner in designing and constructing a new office location for the operations of the Ross Foundation. The location chosen was on the second floor of an older downtown building in Parkersburg, WV. The Client desired an industrial-looking office that would incorporate the existing exposed brick walls and the metal and wood structure above.

Pickering was contracted to provide architectural, interior design, structural, mechanical, plumbing and electrical design for the project. Pickering's architecture and interior group worked closely with the Client to select finishes, fixtures, and furnishings that would complement the existing building structure as well as provide for the desired look that the Client wanted to achieve. An open-type floor plan was designed to include six offices, two conference rooms, an employee break room, new toilet facilities, and storage spaces. A new exit stair from the floor was also designed into the space to accommodate life-safety requirements and concerns.

Contact: Tim Coffman, Phoenix Associates | (304) 485-3255 | [tim@phoenixwv.biz](mailto:tim@phoenixwv.biz)



**Type**

Higher Education

**Services**

Architecture,

Electrical

Structural

Mechanical

Construction Administration,

Project Management



Washington State Community College and OFCC engaged Pickering Associates to assist in replacing the existing roofing systems on two of their existing buildings at their campus in Marietta, Ohio. The two buildings that required roof replacement were the Arts & Science Building and the Library Building. The Arts & Science Building is a two-story building that was originally built in 1995 with approximately 24,570 SF of roof area. The Library is a one-story building originally constructed in 1997 with 16,890 SF of roof. Both roofs were deteriorating and in need of a new roof system. The scope of work for this project included design for the removal of the existing roof system, as well as all required components and details for the new roofing system. Structural design was limited to portions of the Arts & Science Building only, at or above the roof level (parapets) as required for roof replacement. The roof replacement for both buildings was designed with a 30-year, adhered EPDM roofing system with an R30 total insulation value to meet current building code.

Also included in the scope of work, was the replacement of an existing HVAC Roof-Top Unit on the Library building. The existing HVAC roof-top unit at Library building was replaced with a new unit of similar capacity and greater efficiency. A curb adapter and roof modifications were required and included in the project's scope of work for this area.

Pickering Associates worked with Washington State Community College and OFCC to design and construct the project. Pickering provided design, permitting services, bidding services, and weekly construction administration. The State's OAKS CI system was utilized as required throughout the design and construction process. The initial construction budget published by the Owner was \$1,016,630.00 and the low bid came in at \$801,990.00. The project was completed in November 2018 on schedule and under budget.

**Type**  
Education

**Services**  
Structural  
Architectural  
Construction  
Administration



Due to repair and maintenance concerns as well as the general age of the roofs, Wood County Schools has contracted with Pickering Associates over each of the last five years to prepare bidding and construction documents for roof replacements at several schools throughout Wood County. The County determined priorities for replacement and edge repair and worked with Pickering Associates each year to design, bid, and construct roof replacement as it fit within their maintenance budget.

To date, twenty-three roofing projects have been completed for this Client, totaling over 957,000 SF. Wood County has also contracted with Pickering for their 2019 roof replacement projects that were designed in 2018 and are currently being constructed during the summer of 2019. These additional roof projects encompass twelve buildings and over 317,000 SF.

Although there are various types of existing roof construction throughout the buildings in the County, many of the replacements were ballasted membrane systems over various types of decking. The majority of the new roof construction was based on new fully-adhered 90 mil EPDM roof systems with 2" polyiso board insulation, and many of the projects included replacement of all edging, gravel stops, flashing and associated blocking and decking as required, due to damage. Various overhangs and canopies were also re-roofed or replaced depending on structural integrity as part of these projects. New equipment rails for misc. equipment and ductwork were included as well as various exhaust vent curbs required to meet warranty and maintenance requirements.

Contracts each year were typically awarded to Pickering Associates in early Spring, requiring the design process to be fast-tracked, so that bidding and contracting could be performed in time to begin construction as soon as school dismissed for summer vacation at the end of May. The projects were bid as separate contracts allowing the County to use multiple contractors, ensuring that all work could be completed over the summer break.

Pickering performed all design, bidding services, and construction administration for the County to ensure that all work was performed in compliance with the construction documents and per manufacturers recommendations for warranty purposes.

Contact: Mike Fling, Wood County Schools | (304) 420-9568 | mfling@access.k12.wv.us



# *References*



**ENGINEERING DEPARTMENT**  
304 Putnam Street - Marietta, Ohio 45750  
Phone (740) 373-5495 - Fax (740) 376-2006  
[www.mariettaoh.net](http://www.mariettaoh.net)

November 15, 2018

To Whom It May Concern:

Pickering Associates has worked with the City of Marietta on our City Hall Building Renovations, Armory Elevator Renovations, various Waste Water Treatment Plant Projects, as well as multiple other projects over the past several years, providing Architectural, Engineering and Surveying services for the City.

From initial project planning, design development and bidding, through contracting, construction administration and closeout, Pickering Associates has been beside the City of Marietta to provide any necessary support needed to make the project successful. Zac Campbell, Traci Stotts, Ron Arnold, and other Architects, Designers and Engineers have worked closely with our staff to run projects as efficiently as possible. Also Jim Wark with Pickering Associates has worked with the Engineering Department and City Staff for the past 3-years to provide Comprehensive Construction Administration Services from constructability review prior to bidding to final closeout of the project.

Their team has provided us with quality bidding/construction drawings and specifications, allowing us to receive accurate bids, which in turn, allows us to move ahead expeditiously from bidding to contracting. They have shown a clear understanding of the bidding and contract administration process, which truly helps make our job easier.

It has been a pleasure working with the staff at Pickering Associates, and I would not hesitate to recommend them for similar projects.

Sincerely,

Joseph R. Tucker, P.E.  
City of Marietta



Appalachian Hospitality  
PO Box 545 Kingwood, WV 26537  
Robby Peddicord / [Robbypeddicord@gmail.com](mailto:Robbypeddicord@gmail.com)

To whom it may concern:

I am writing to you to recommend Pickering Associates for design services for any projects that you have. I have been working with Pamela Wean, AIA with Pickering Associates for almost a year. They are doing all the Architectural work for our project that is a hotel, restaurant and bar. I highly recommend them they have been extremely knowledgeable, punctual, and most of all, ahead of the game with all aspects of our project.

I hope that you would strongly consider hiring them for your project they have been an asset to our project I can't say enough about how professional they are.

Pickering Associates would be a tremendous asset to your project. I recommend them to you without reservation. If you have any questions, please do not hesitate to contact me.

Sincerely,



Robby Peddicord

## **CAMDEN CLARK MEDICAL CENTER**

800 Garfield Avenue  
P.O. Box 718  
Parkersburg, WV 26102  
304-424-2111

July 9<sup>th</sup>, 2018

To Whom It May Concern,

Pickering Associates has been involved in numerous projects at Camden Clark Medical Center over the years, including a new hospital expansion project to include emergency department and 30 bed inpatient unit, pharmacy relocation, catherization lab expansion and renovations, multiple patient room area renovations, imaging area renovations, and various other projects. The Architectural, Engineering, and Construction Administration services they provide have proven to be a wonderful complement to our own administrative professionals. Pickering Associates often provides initial project planning, design development, bidding, contracting, construction administration and closeout.

We like the fact that these professionals are a local company. They are aware of the community dynamics, and are in-tune to the users of our facility and most of all they are a true stakeholder in our success. Pickering's project managers and construction administrators are well experienced and **provide professional overview of our projects.**

Pickering Associates has consistently completed projects for us on time and within budget. Their team has provided us with quality bidding/construction drawings and specifications allowing us to receive accurate bids, which in turn, allows us to move ahead expeditiously from bidding to contracting.

It has been a pleasure working with the staff at Pickering Associates, and I would not hesitate to recommend them for projects of any type and magnitude. I continue to look forward to our future working relationship with their team.

Sincerely,



Barry K Justice  
Director of Engineering  
Camden Clark Medical Center  
WVU Medicine

*Come grow with us!*

May 19, 2016

To Whom It May Concern:

Pickering Associates worked with Polymer Alliance Zone, Inc. on our 80,000 square foot pre-engineered warehouse building at Polymer Technology Park in Davisville, WV. The project was funded through WV Economic Development Administration (WVEDA) and the Infrastructure Joint Development Council (IJDC).

From initial project planning, design development and bidding, through contracting, construction administration and closeout, Pickering Associates was beside PAZ to provide any necessary support needed to make this project successful. Their professional team of Architects, Designers and Engineers, worked closely with our staff to make sure the design accommodated all of our needs.

It has been a pleasure working with the staff at Pickering Associates, and I would not hesitate to recommend them for projects of any type and magnitude. I continue to look forward to our future working relationship with their team.

Sincerely,



Karen Facemyer  
President/CEO  
Polymer Alliance Zone, Inc.



June 1, 2018

To Whom It May Concern:

I am writing to recommend the professional services we receive from Pickering Associates.

Mark Mondo Building and Excavating has worked with Pickering Associates for many years.

We have always received prompt, professional, collaboration, and insight when working with them. From simple phone call Q & A, to full service project management, and the myriad of negotiations and regulations of a project, Pickering Associates delivers the services that keep us building projects, year after year. As complicated as a project can be, it is good to know that so many disciplines are so well represented in one firm.

As a regular user of their output, I find that their construction documents to be second to none.

Their attention to detail and clarity of presentation is so important when trying to convey the design of a project. Better drawings mean better projects. Simple as that.

A handwritten signature in black ink that reads 'John H. Anderson'.

John H. Anderson  
Project Manger | Business Development  
Mark Mondo Building and Excavating  
740-376-9396  
740-236-6006 Mobile  
[john@mondobuilding.com](mailto:john@mondobuilding.com)



**Physical Plant Department**  
**Wood County Schools Maintenance**  
4701 Camden Avenue  
Parkersburg, WV 26101

Phone: 304-420-9568  
Fax: 304-420-9570

January 10, 2019

To: Whom It May Concern

Subject: Customer Reference – Pickering Associates

Wood County Schools continues to contract with Pickering Associates in 2019 as they have for the past several years. Pickering Associates continues to deliver a quality product with excellent results.

In 2018 Pickering Associates continued to support the Williamstown Elementary construction project which is currently on schedule to be completed in 2020.

In 2018, the firm designed and oversaw the completion of 300,000 square feet of Wood County Board of Education roofing projects.

In 2019 Pickering Associates designed and will oversee the completion of 200,000 square feet of Wood County Board of Education roofing projects.

In 2018 Pickering Associates also completed the design of handicapped accessible bathrooms for Jackson Middle School and will assist with the oversight of the addition in 2019.

In 2018 Pickering Associates also completed the design and will assist in the oversight of the addition to Erickson Field Sports Facility bathrooms and concessions in 2019.

It has been a pleasure to work with Pickering Associates. I would not hesitate to recommend the Pickering Associates team to provide excellent design and oversight to any level of construction project.

Sincerely,

Martin Best

Physical Plant Director



**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Traci Stotts, VP Marketing

(Name, Title)

Traci Stotts, VP Marketing

(Printed Name and Title)

11283 Emerson Avenue; Parkersburg, WV 26104

(Address)

Phone Number: 304-464-5305 Fax Number: 304-464-4428

(Phone Number) / (Fax Number)

tstotts@pickeringusa.com

(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Pickering Associates

(Company)



VP Marketing

(Authorized Signature) (Representative Name, Title)

Traci L. Stotts, VP Marketing

(Printed Name and Title of Authorized Representative)

June 14, 2019

(Date)

Phone Number: 304-464-5305 Fax Number: 304-464-4428

(Phone Number) (Fax Number)





**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: AEOI DNR19\*10**

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

*(Check the box next to each addendum received)*

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Pickering Associates

Company



Authorized Signature

June 14, 2019

Date

**NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.**



STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Pickering Associates

Authorized Signature:  Date: June 14, 2019

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_

