

PICKERING ASSOCIATES

**EXPRESSION OF INTEREST:
TOMBLIN WILDLIFE MANAGEMENT AREA**

A/E Services for New Facilities at Tomblin WMA
CEOI 0310 DNR1800000003

Logan County, West Virginia

March 29, 2018

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WV PURCHASING
DIVISION

Guy Nisbet
Department of Administration, Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130



Mr. Nisbet,

Pickering Associates is pleased to have the opportunity to submit this proposal for providing Architectural/Engineering services for the Tomblin Wildlife Management Area Facilities Design in Logan County, West Virginia. We feel confident our design team is uniquely qualified to provide design services for this project.

The professional team at Pickering Associates provides both single and multiple discipline projects ranging in size and scope. By providing the design for a project from within one company, we are able to maintain open communication, coordination and create a strong partnership with our clients.

Pickering Associates begins each project with an initial meeting with project stakeholders, who out-line the projects goals. During this planning phase, our team will assist Board members and other stakeholders to define the project scope, determine budget, develop a schedule and identify any risks.

After this initial meeting, our Project Manager will review the requirements with our management team, develop a resource plan based on current workload, sequence activities to dedicate these resources, estimate costs, and provide the Division of Natural Resources with the assurance that we can meet project expectations. Our firm utilizes a full-time resource scheduler who utilizes proprietary software specifically designed for A/E firms to maintain scheduled workflow for each employee. This allows our team to plan projects without overbooking and scheduling deadlines we can't meet.

Next, the Project Manager will oversee project execution through close monitoring and control. Progress tracking, coordination, review and maintaining tight control of the scope, schedule and budget are integral parts of the design development phase, as well as continuous communication with the Owner and other stakeholders. The Project Manager will conduct several phase gates and reviews during the project and highlight major milestones, ensuring potential issues will be identified early and addressed.

Once the Division of Natural Resources and the project team have finalized the design for the project, Pickering Associates will assist with bidding, negotiating, and contracting. Clear instructions and control of the bidding process will allow contractors to provide accurate pricing and reduce the number of contractor requested change orders.

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.

Respectfully submitted,

A handwritten signature in cursive script, reading "Traci L. Stotts", is written over the typed name.

Traci L. Stotts, AIA
304.464.5305
tstotts@pickeringusa.com



*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
(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

Founded in 1988, Pickering Associates has been providing architectural, engineering and surveying services to the Mid-Ohio Valley for over twenty-five 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.

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.

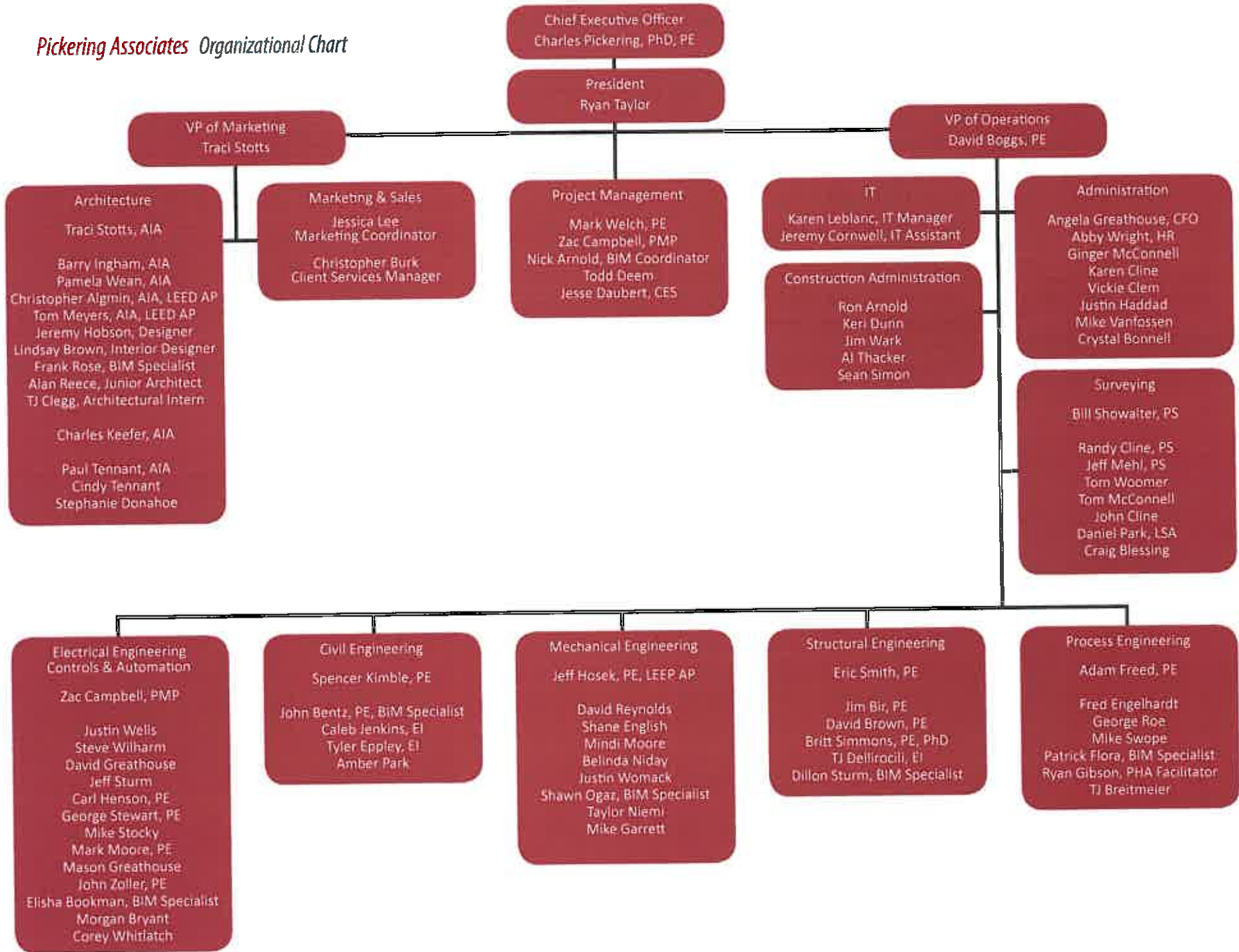
Our broad client base is representative of the area and includes education, healthcare, retail, utilities, municipal, chemicals and plastics, metals, and power generation among others. The types of projects we provide range from conceptualization and construction estimates to full turn-key design including 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.

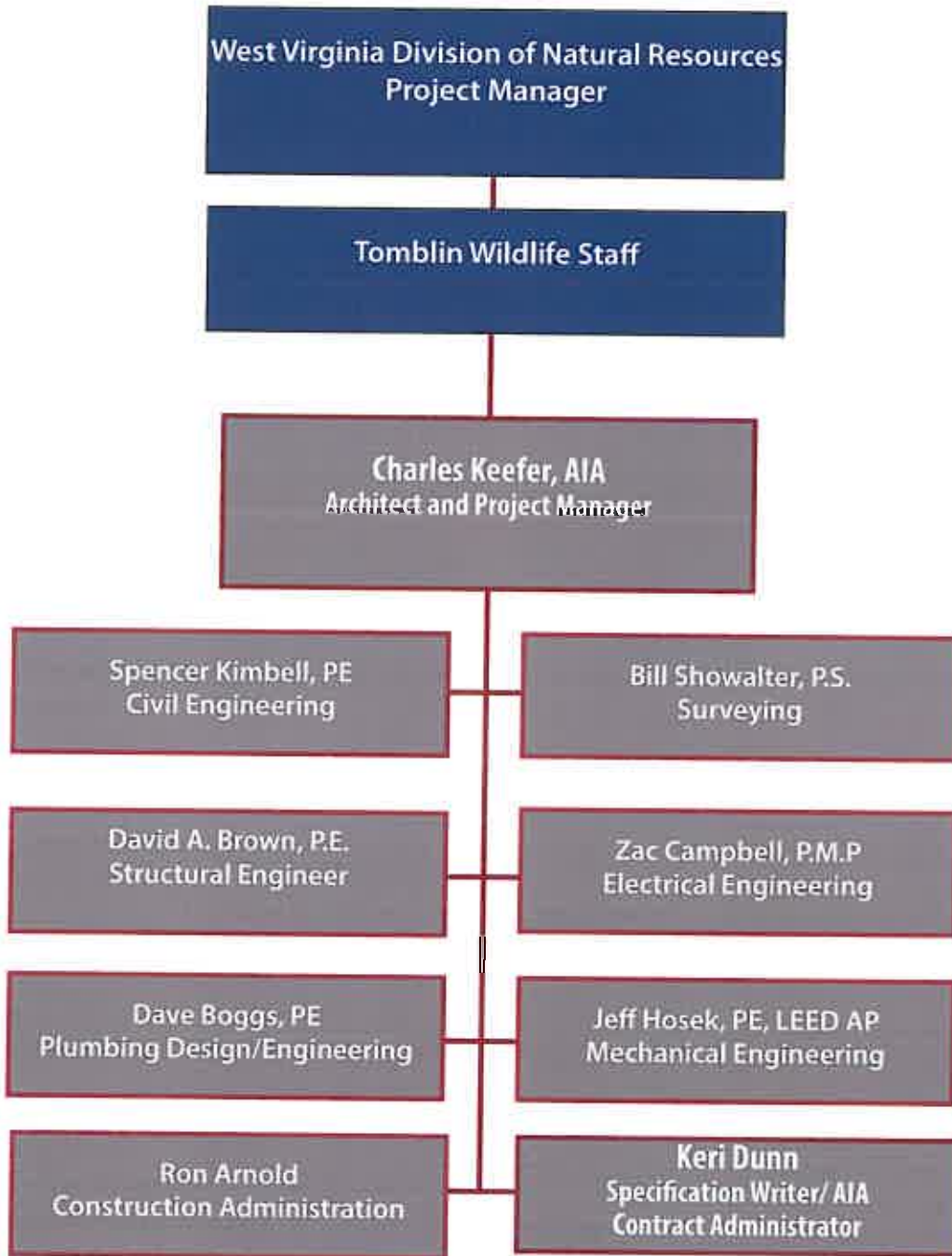
In choosing Pickering Associates, your project will be performed to your specifications with frequent meetings and status reports to keep you up-to-date on the status of the project. Our sole focus is your full satisfaction with the completed quality installation.

www.PickeringUSA.com



Pickering Associates Organizational Chart







Technical Expertise



Charles Keefer, AIA, NCARB

Position/Title

Architect,
Charleston Branch Manager

Duties

Branch and Project Manager

Education

Virginia Polytechnic Institute and State University
B.A., Architecture
University of Charleston
M.B.A.

Licenses

Professional Architect WV, OH, and PA

*Study nature, love nature, stay close
to nature. It will never fail you.*

Frank Lloyd Wright

Lead Architect and Construction Administrator for Chief Logan Recreational Center in Logan, WV. The Chief Logan Recreational Center was designed as a state-of-the-art, stand-alone mixed development facility. Programming for the center included: 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, locker rooms with amenities, showers, and daily-use lockers. Programming also included meeting rooms and miscellaneous support spaces for the center. Construction costs were approximately \$4.5M.

Lead Architect and Construction Administrator for Mixed Use Project in Historic Chestnut Hill in Philadelphia, PA. Building included 25,000 sq. ft. retail first floor, 3,500 sq. ft. 'back of store' space, an enclosed delivery dock, 20 \$1 million plus high-end condominiums, and a full access 40 car parking garage on the basement level. This facility was a total of 110,000 square feet in five stories, with a total project cost of \$35 million.

Lead Architect and Construction Administrator for 70,000 SF Innovation Center in Charleston, WV. Providing design and construction administration for the new Russell & Martha Wehrle Innovation Center for the University of Charleston. The new facility will house the first-class intercollegiate athletic facility for basketball and volleyball as well as an Innovation Hub for inspiring and fostering entrepreneurialism among students, faculty and community residents. Total project cost is estimated to be \$16.1 million.

Lead Architect and Construction Administrator for 27,000 SF Expansion of an Manufacturing Building in Randolph County, WV. Project includes an expansion of an existing manufactured metal building - addition will be climate controlled, including the installation of a new HVAC system. Project is currently in design.

Project Architect for Hatfield - McCoy Trailhead Recreational Facility in Boone County, WV. Design of a new trailhead recreational facility for the Hatfield - McCoy trail system. The new building was designed to provide trail riders with a central location to purchase trail permits, restrooms and parking. Total project cost was \$1 million.

Lead Architect for the Boone County Courthouse Annex in Madison, WV. This project consisted of a new four-story addition to the existing courthouse structure. Programming included a main entrance lobby, two family courtrooms, office suites for judges, miscellaneous staff offices, County Sheriff offices, offices for the County Commission, storage facilities, and various support spaces. Project cost approximately \$3.5M.

Lead Architect for Cabwaylingo Dinning Hall, Kitchen and Dormitories. This approximately \$1 million project consisted of two new dormitories, a kitchen and dinning hall. The dormitories each provided 25 beds for both men and women as well as four counselor beds and restroom facilities. The over 3,000 square foot dinning hall featured seating for 135 plus a 7-person kitchen.

Lead Architect and Construction Administrator for the Kanawha County Public Safety Annex in Downtown Charleston, WV. Worked with the Clients through all phases of design and construction for this project, including construction oversight. Project programming consisted of two buildings and included multiple staff offices, a main lobby area, four large meeting rooms, a mock trial room for training, breakroom, toilets, high security evidence storage for the County Sheriff, a processing and holding center, vehicle storage for the County's rescue equipment including a boat and SWAT vehicle, two high security vehicle bays, a driving and gun training simulator, and miscellaneous support spaces. The project was approximately \$10M in construction costs.

Project Experience includes: Office, institutional, recreational, medical, retail, renovations, residential, educational, religious, parks, restaurants, historic preservation, mixed-use, adaptive reuse, programming and housing developments.



Spencer Kimble, P.E.

Position/Title

Civil Engineer

Duties

Civil Engineer

Education

*West Virginia University
B.S., Civil Engineering*

Licenses

Professional Engineer WV, OH

*Engineering is a form of art and has
filled the world with things of obvious
visual beauty but also subtle forms.*

Louis Brown

Civil Engineer for 40 acres of Marina Development in Williamstown, WV. Project included roadway design, stormwater management, environmental permitting, utility extensions and a layout for site development of a commercial complex.

Civil Engineer for Edison Hill Subdivision in Parkersburg, WV. Subdivision included seven houses, four townhouse buildings, a clubhouse and a playground. Project included more than 2,000 ft. of city streets and utilities. Project required team to obtain 8 different permits prior to construction: all permits were successfully obtained during design prior to the client issuing bidding drawings.

Civil Engineer for Phase 1 and Phase 2 of the Larry Lang First Colony Development. Phase 1 included roadway design, site development for two hotels, two restaurants and a retail store, stormwater management, landscape design, environmental permitting, and surveying.

Project Manager and Civil Engineer for over 40 horizontal drilling locations throughout WV and Ohio. Typical projects included a new access road, drill pad, production pad, above or in-ground water storage location, and sediment/erosion control measures. Work also includes coordinating with local highway departments and utility providers to obtain permission for proposed work.

Construction manager for multiple oil and gas projects throughout Ohio and West Virginia. Work includes checking for conformance of construction activities to the design drawings, holding weekly progress meetings, and handling change orders.

Civil Engineer for a new subdivision in Marietta, OH. Work included design of new City streets, storm water drainage, public utilities, lot separations, and sediment/erosion control measures. Work also included coordinating with City officials and utility providers about the upcoming project to obtain approvals.

Civil Engineer for a new retail business in Utica, OH. Project was located within the 100 yr. flood elevation and design had to incorporate compensatory storage in conjunction with elevating the floor slab to 2 feet above the base flood elevation. Work also included grading, storm water, utility design, and coordinating with authorities.

Civil Engineer for a new restaurant in Vienna, WV. Project was located within City limits and had to incorporate very strict storm water management practices. Design of an underground storm water retention system to capture the first 1" of rainfall. Design also included grading, site layout, utility design, and coordinating with authorities.

Lead Civil Engineer for the design of \$1.8M physical therapy administrative building on Parkersburg, West Virginia. The project was developed to consolidate all administrative services for a busy multiple office physical therapy practice. As a part of the project a large portion of square footage was dedicated to a Cross-Fit training center.

Lead Civil Engineer for the design of two medical office buildings totaling approximately 30,000 SF near the traffic circle in Parkersburg.

Civil Engineer for approximately 3,925 linear foot waterline replacement in Devola, OH. Project included close coordination with Putnam Community Water personnel to replace approximately 3,925 linear feet of existing infrastructure with 6" line, and design tie-in connections to existing water mains to remain in place. Design duties include an on-site meeting, proposed waterline alignment and profiles, on-drawing specifications, and construction-related details.



William B. Showalter, P.S.

Position/Title

*Professional Surveyor,
Surveying Department Manager*

Duties

Surveyor

Education

B.S., Civil Engineering

Licenses

*Professional Surveyor [REDACTED]
WV Society of Professional Surveyors, National
Society of Professional Surveyors*

*We all live under the same sky,
but we don't all have the same
horizon.*

Konrad Adenauer

Lead Surveyor on American Land Title Association (ALTA) Survey for the construction of a cogeneration plant. Land Survey and research of utility easements, road/highway rights of ways for the placement and construction of a new facility. Survey 50+ Acres, Cost <\$20,000, Manage office and field work.

Lead Surveyor for Triad Hunter -Ormet 2-15 Boundary, topographic and construction layout of multi-million dollar oil and gas facility. 300+ Acres, Cost > \$40,000, Manage office and field work

Lead Surveyor on Vienna Johns Manville Acquisition. Provided boundary surveying for transfer of property, topographic surveying and utility mapping for engineering design and construction layout or control placement for construction purposes.

Lead Surveyor on First Colony Center commercial development, Marietta, OH. Boundary, and topographic survey of pre construction (existing) facilities. Construction layout of development. 15+ Acres, Cost >\$80,000, Managed office and field work.

Lead Surveyor on Jackson and 9th Street Tank Replacement. Provided boundary surveying for transfer of property, topographic surveying and utility mapping for engineering design and construction layout or control placement for construction purposes.

Lead Surveyor on City of Vienna Water Tanks Renovation Project, Vienna, WV. Boundary, and topographic survey of pre construction (existing) facilities. Preparation of construction easements. 12+ Acres, Cost >\$10,000, Managed office and field work.

Lead Surveyor for City of Marietta Green Street Widening Project. Survey of existing buried / aerial lines. Topographic survey of proposed widening area. 4000+ LF, Cost < \$7000, Performed Field work, prepared deliverables and managed office.

Lead Surveyor on 40th Street Storm Sewer Life Station in Vienna, WV. Provided boundary surveying for transfer of property, topographic surveying and utility mapping for engineering design and construction layout or control placement for construction purposes.

Lead Surveyor on 60th Street Public Works Facility in Vienna, WV. Provided boundary surveying for transfer of property, topographic surveying and utility mapping for engineering design and construction layout or control placement for construction purposes.

Lead Surveyor on the Muskingum River Force Main in Marietta, OH. Provided boundary surveying for transfer of property, topographic surveying and utility mapping for engineering design and construction layout or control placement for construction purposes.

Lead Surveyor on the Bike Path Alignments in Marietta, OH. Provided boundary and topographic surveying, utility mapping, and managed office and field work.

Lead Surveyor for Emergency Management Mapping in St. Marys, WV. Provided boundary surveying and topographic surveying, utility mapping, and managed office and field work.

Lead Surveyor on Camden Clark Memorial Hospital South Tower Expansion. Boundary and topographic survey of pre construction (existing) facilities. Construction layout of South Tower Expansion. 2+ Acres, Cost >\$20,000, Manage office and field work.



*From client concept to contractor
constructibility, our engineering details
all aspects of the project.*

David A. Brown, P.E.

Position/Title

*Senior Project Manager
Civil/Structural Engineer
Mechanical Engineer*

Duties

*Project Manager
Civil and Structural Engineer*

Education

*Youngstown State University
B.S.A.S., Civil Engineering Technology
- Construction and Structural Engineering
Specialization
Youngstown State University
A.A.S., Civil Engineering Technology*

Licenses

Professional Engineer OH, WV, IN, VA

Project Manager at Ohio University for 2013 Shoemaker Center Roof Replacement at Chillicothe Campus. Responsibilities included developing the project scope, budget and schedule, selecting the A/E firm and agreement negotiation, contractor solicitation, contract execution and construction administration, quality control and assurance, and warranty execution. Project came in under budget.

Project Manager at Ohio University for Clippinger Laboratories, Infrastructure Renovation. Multi-phase Mechanical & Electrical Improvements; Developed project scope & budget, prepared RFQ, construction administration and inspection for physical science laboratory building project, including central fume hood exhaust upgrade, district chilled water distribution, complete HVAC and electrical renovation. \$9.6M to be completed in phases by 2014. Chilled Water Distribution Engineer of Record.

Senior Project Manager and Structural Engineer of Record for New South Green Catwalk at Ohio University. Project included structural repairs, structural safety upgrade of existing elevated walkway, continuation of multi-phase project.

Senior Project Manager at Ohio University for Glidden Hall AHU Replacements. Developed project scope and budget, managed design and construction for rehearsal and recital halls. \$0.6M, to be completed August 2015.

Senior Project Manager at Ohio University for Alden Library, AHU Replacements. Developed project scope and budget, managed design and construction. \$1.8M, completed January 2015.

Senior Project Manager at Ohio University for Shoemaker Center Infrastructure Improvements. Developed project scope and budget, managed design and construction for an electrical switchgear replacement, HHW boiler replacements and roof replacement. Improvements will reduce facility energy costs. \$0.75M, completed fall 2013.

Senior Project Manager at Ohio University for West Green Chilled Water Plant, Chiller #3. Project managed construction of a steam turbine water-cooled 2,500T chiller project, included change in pumping scheme from primary secondary to variable primary. Completed summer 2014.

Project Manager at Ohio University for Voigt Hall, Residence Hall Electrical Upgrade. Developed project scope & budget, prepared RFQ, construction administration and inspection for dormitory rehabilitation project, including new primary and secondary electric, electronic access & security upgrades. \$1M completed summer 2011.

Project Manager at Ohio University for Lausche Heating Plant Renovation Phase's 3 A & B. Major Renovation of campus central heating plant, coal and natural gas fired boilers, 210,000 pph low & high pressure steam production capabilities. Developed project scope & budget, prepared engineering RFQ, equipment procurement, administration and inspection for coal handling, ash handling, digital controls, control room, boiler re-tubing, stoker drives, bag-house addition, domestic water supply & backflow prevention, economizer replacement, cyclone replacement, pipe over-stress remediation, steam turbine drive replacement, steam flow control project. \$10.6 M, completed in multiple phases from 2005 to 2010. Partial Mechanical & Structural Engineer of Record.

Project Manager at Ohio University for Shoemaker Center HVAC Upgrade. Developed project scope & budget, prepared engineering RFQ, construction administration and inspection for HVAC rehabilitation project, including central chilled water distribution. \$700K completed 2009.

Project Manager at Ohio University for Bromley Hall, Mechanical Upgrade Phase 1. Chiller & Cooling Tower Replacement. 400T water-cooled electric centrifugal w/VFD, Hydronic Piping Renovations. Directed temporary hydronic riser repairs, developed project scope & budget, prepared engineering RFQ, evaluated possible District Chilled Water Plant development, project procurement, construction administration and inspection for chiller/cooling tower replacement project. \$700K, completed 2003.



Zac A. Campbell, P.M.P

Position/Title

*Electrical and Control System Engineering
Department Manager*

Duties

*Project Management
Electrical Engineering*

Education

*Fairmont State University
B.S., Electrical Engineering and Technology
Marshall University,
M.S., Engineering Management*

Licenses

*Project Management Professional,
Project Management Institute*

*The measure of true success is
the impact you have on others.*

Responsible for electrical design for several oil and gas production facilities, including design of site power services, distribution and control wiring. Extensive history producing electrical classification studies for industrial, chemical, process and oil/gas industries. Operations include natural gas and oil (natural gas condensate) production, separation, tank storage, compression, processing, and truck loading facilities, as well as chemicals and related production.

Lead Electrical Engineer for the design and construction administration of a new 1200A, 480V electrical service and electrical distribution system in an existing building for West Virginia University at Parkersburg's new Downtown Center. The project includes a new main panel and subpanels throughout the building for future building loads.

Lead Electrical Engineer for a new elevator installation in an existing building for West Virginia University at Parkersburg's new Downtown Center. The project includes new electrical feeds to the elevator equipment disconnect, control panel and other associated equipment as well as a new fire alarm and detection equipment associated with the elevator hoist way and machine room.

Lead Electrical Engineer for an elevator modernization project at West Virginia University at Parkersburg's Main Campus. Controls were replaced in one 4-stop and two 2-stop elevators.

Provided electrical design for a new fire alarm system at the main building of West Virginia University at Parkersburg. Project included demolition of existing system, coordination of requirements with the WV Fire Marshall as well as all construction administrative duties through the project completion.

Lead Electrical Engineer for a Fire Department Annex in Vienna, WV. Responsibilities included power distribution, lighting, communications, fire protection and emergency power generation with automatic transfer switch.

Camden Clark Memorial Hospital Renovations - Fifth Floor, Third Floor, Medical Office Suite, First East, OB, Health South, Physical Therapy Each Renovation included a combination of lighting, electrical distribution, communication, fire alarm and nurse call replacement.

Lead Electrical Engineer for a new 60,000 sf emergency department and patient wing at a hospital in WV. Project included new receptacles, light fixtures, life safety, emergency power and lighting, fire alarm detection, telecommunication, nurse call and facility paging to fit the new floor plan. The project total was \$20MM.

Provided construction management services for the electrical renovation of an education center on a university campus in Athens, Ohio. Project included conducting all construction meetings, site inspections and coordinating changes in scope among clients and contractors.

Lead Electrical Engineer for a funeral home renovation/expansion project in Belpre, Ohio. Responsibilities included power, specialized interior lighting, exterior facade lighting and communication service designs as well as audio/PA design for streaming music.

Provided Electrical Design for the renovation of HVAC system in a campus building in Athens, Ohio. Project included replacement of air handling unit motors and specifying wiring of new Variable Frequency Drives.

Provided Electrical design for a New Fire Department Facility in Grayson, KY. Design included electrical service design, interior and exterior lighting and communication systems.

Designed fire alarm, protection, and access control systems for a complete renovation of a computer service center in Athens, Ohio. Project included construction administration, reconfiguration of incoming distribution system, connection to emergency power generator and generator connection cabinet as well as addition of power distribution units.



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 determine underground sanitary tie-in location, providing design and engineering for the medical gas distribution systems for the expansion, etc.



Jeffrey D. Hosek, P.E.

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

Professional Engineer WV, OH, KY, PA

*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.



Ronald D. Arnold

Position/Title

*Senior Construction Administrator,
Estimator*

Duties

*Project Administration
Construction Estimating*

*Real success is finding your
lifework in the work that
you love.*

David McCullough

Project Manager for the construction of a new applications lab addition for a chemical company in Marietta, Ohio. Responsibilities included building the project estimate, coordinating and managing the project scope, budget and schedule among field operations, architect and client.

Project Manager for the construction of a design-build office addition on the warehouse roof at a chemical company in Marietta, Ohio. Responsibilities included building the project estimate, coordinating and managing the project scope, budget and schedule among field operations, architect and client.

Project Manager for the construction of a new distribution office addition at a chemical company in Marietta, Ohio. Responsibilities included building the project estimate, coordinating and managing the project scope, budget and schedule among field operations, architect and client.

Project Manager for the installation of concrete foundations for a new modular styrene unit at a chemical company in Marietta, Ohio. Responsibilities included building the project estimate, coordinating and managing the project scope, budget and schedule among field operations, architect and client.

Project Manager for the construction of a two-story process building addition at a chemical plant in Belpre, Ohio. Responsibilities included building the project estimate, coordinating and managing the project scope, budget and schedule among field operations, architect and client.

Project Manager for the installation of concrete foundations and structural steel for a unit addition at a carbon black plant in Belpre, Ohio. Responsibilities included building the project estimate, coordinating and managing the project scope, budget and schedule among field operations, architect and client.

Project Manager for the installation of concrete foundations for a furnace addition at an aluminum mill in Ravenswood, WV. Responsibilities included building the project estimate, coordinating and managing the project scope, budget and schedule among field operations, architect and client.

Project Manager for the design and construction of a new annex for Fire Department in Vienna WV. This project included initial client meetings to establish project scope, design team coordination, multiple client reviews, bidding, and negotiation. As with any public project, there were a multitude of statutes to be adhered to.

Construction Administrator and Project Manager for a renovation project at the Marietta City Hall Building in Marietta, OH. This project included initial client meetings to establish project scope, design team coordination, multiple client reviews, interviews with all City departments, bidding, and negotiation. As with any public project, there were a multitude of statutes to be adhered to.

Project Manager for the design and construction of a new annex for Vienna Police Department. This project included initial client meetings to establish project scope, design team coordination, multiple client reviews, bidding, and negotiation. As with any public project, there were a multitude of statutes to be adhered to.

Construction Administrator and Project Manager for a new branch library in South Parkersburg. This project included initial client meetings to establish project scope, design team coordination, multiple client reviews, interviews with all key staff, reports to all stakeholders, construction progress photography, coordination with Bostwick Design Team and the Wood County Library, and contract administration.

Construction Administrator for the roof replacement at Camden Clark Medical Center. Scope included scheduling and leading pre-construction meetings with contractor and client, bi-weekly progress meetings during construction, provide weekly site visits, submittal review, RFIs, request for payments, change orders, and certificate of substantial completion. Arnold performed a thorough inspection of the jobsites and confirmed that the entire scope of the project was complete.



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. Projects have included:

Recent projects include:

- Roof Replacement at Parkersburg High School Field House.
- Roof Replacement at Camden Clark Medical Center.
- Roof Replacement for the Washington County Public Library.
- 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 Davisville, WV.



*Our Services &
Your Project*

Your Project - Plan & Goals

Pickering Associates has experienced personnel available to complete the design and management of your future facilities at the Tomblin Wildlife Management Area. We have all surveying, architectural, and engineering services in-house that will be needed to complete your project and we will partner with PSI for any required geotechnical services that may be needed. We have over 90 employees on staff ready to serve you and work on your project.

We will 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.

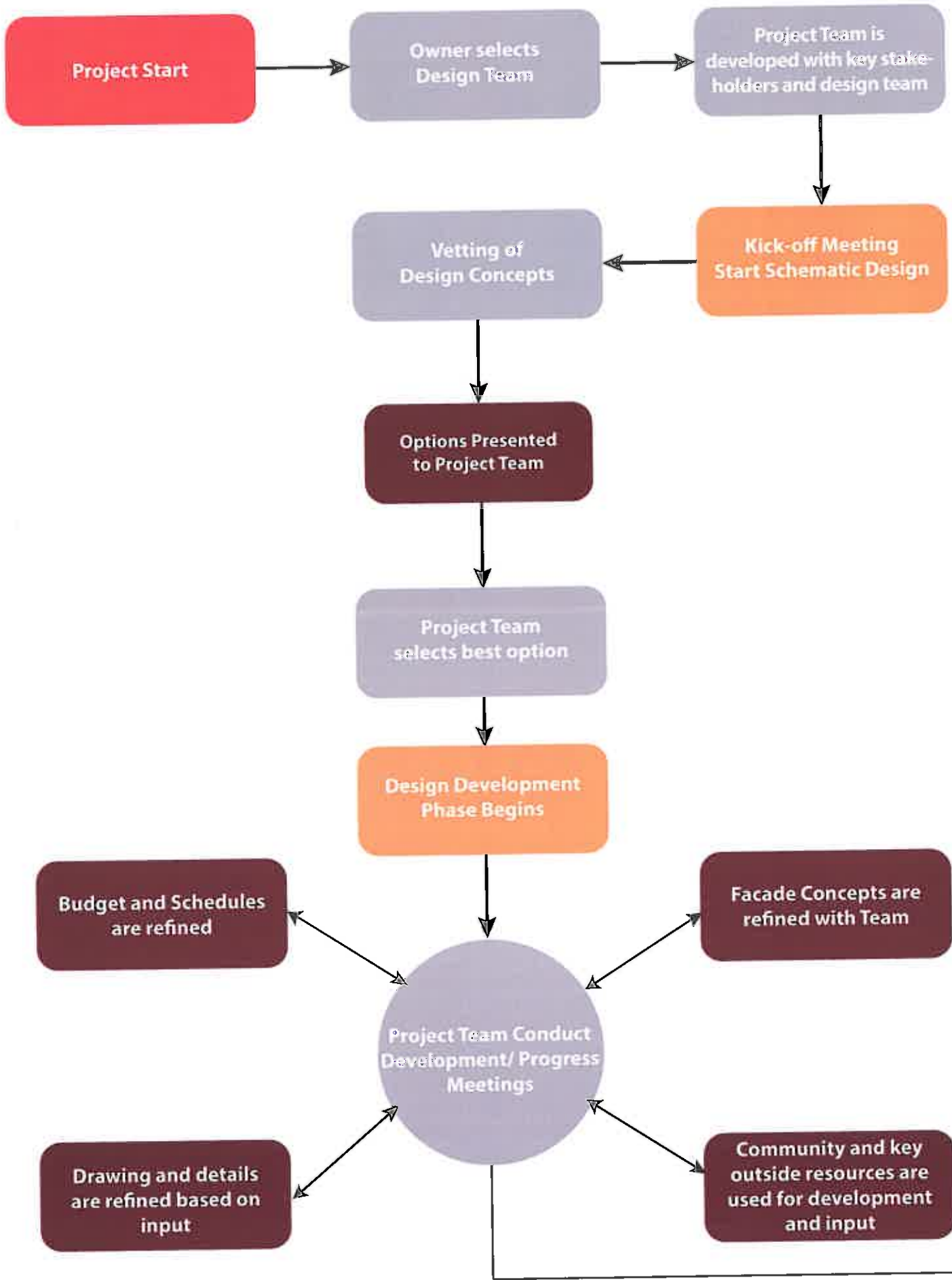
Our firm has a history of making sure that we clearly understand our customer's project scope of work, goals, schedule, and available budget prior to beginning design. We typically prepare estimates of probable construction costs throughout the design process at each phase deliverable to ensure that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

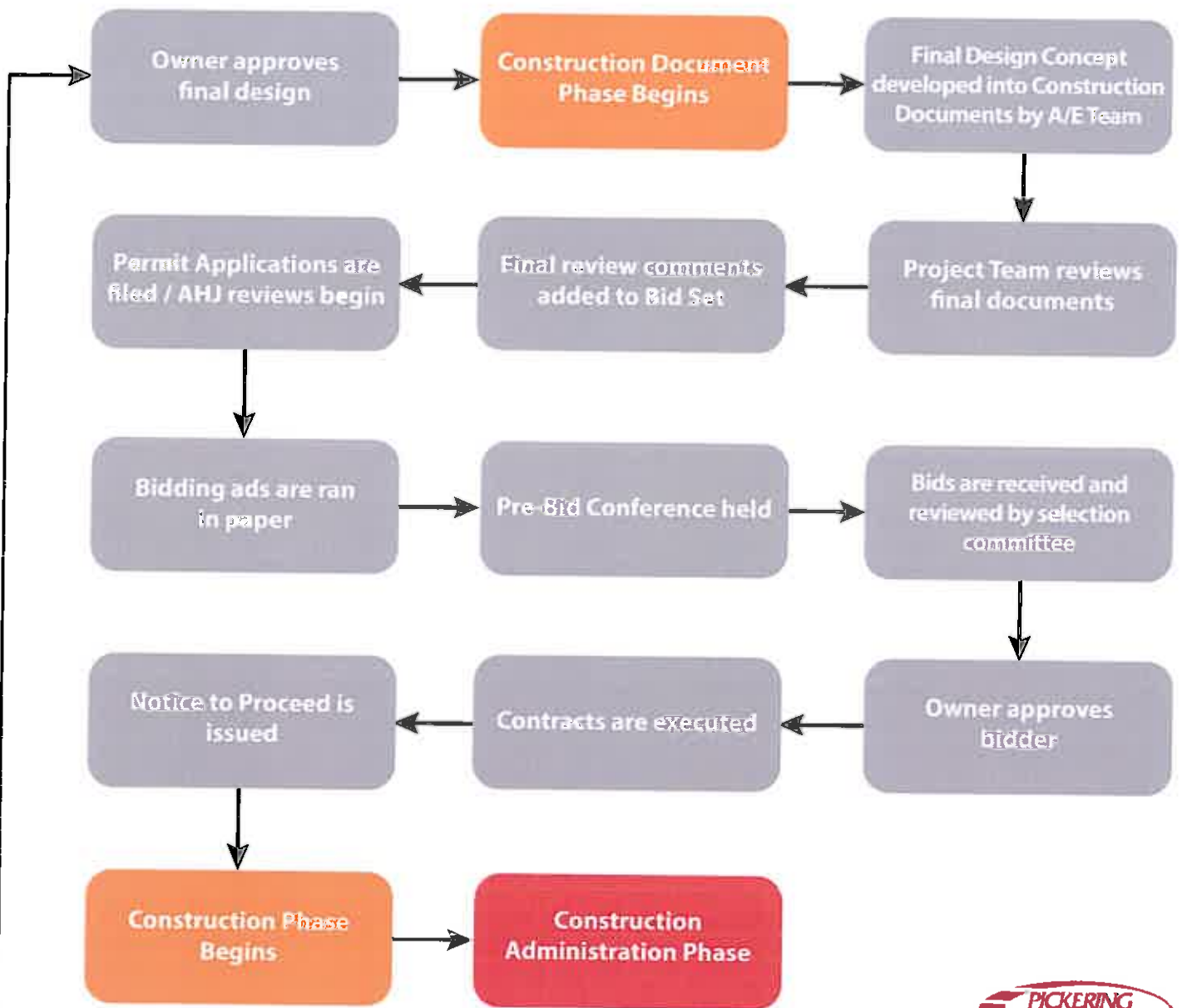
We also understand the importance of meeting a schedule for a project. We will sit down with you in the beginning of the project to discuss your project schedule desires and goals and communicate any concerns that we may need to discuss early in the project so they can be properly addressed and planned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

We will fully understand your project scope and align our project plan with your intended goals. Reviewing the targets currently outlined, we understand the primary goals for the project to be:

- 1: Review existing plans and conditions as well as the operation of the park and evaluate while communicating effectively with the owner to determine a plan that can be implemented in a manner that will minimize disruption to concurrent operation of the facility.
- 2: Provide all necessary services to design the facilities 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.
- 3: Provide Construction Contract Administration Services with competent professionals that ensures the project is constructed and functions as designed..

The following diagram outlines our team's design process for your project, from Initial schematic design through approval of the final design. Design documents are reviewed by the owner and stakeholders at major phase gates for approval before moving onto the next phase.





Comprehensive Design

At Pickering Associates, we understand the importance of keeping the Client informed and engaged throughout the entire design and construction process. 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. Our plan would be to engage the key stakeholders in regular design meetings to ensure expectations and schedules constraints are met.

Our design process will begin with **schematic design**. We feel that time spent with your staff to better understand the project will allow us to be more efficient in completing the schematic design phase for this project and progress us to the next phase quicker than our competitors, therefore allowing us to meet your anticipated design schedule.

We always involve the authorities-having-jurisdiction during the schematic design to make certain that we address any and all concerns that they may have, thus reducing costly changes during design and/or construction. We have a close working relationship with agencies such as the West Virginia State Fire Marshal's Office and are familiar with the local and state requirements that need addressed for a wide range of projects. At the end of the schematic design phase Pickering will present rough sketches to the owner for approval. These sketches will provide the owner with the opportunity to verify that we have correctly interpreted your desired functional relationships between various activities and spaces. The sketches will also provide the client with a general indication of the exterior design and overall look of the addition. Once schematic design is complete, we will move into the design development phase for the project.

The **design development** phase is a transitional phase where the design team moves into developing the contract documents. In this phase, the architects and engineers prepare drawings and other presentation documents to crystallize the design concept and describe it in terms of architectural, electrical, mechanical, and structural systems. In addition, we will also prepare an estimate of probable construction costs so you will have a better indication of anticipated project costs. By preparing this estimate early in the design process, it will allow us to identify potential cost savings that may be required to keep the project within your anticipated budget. At the end of the design development phase, the architect will provide the client with drafted to-scale drawings that will illustrate the project as it would look when it's constructed. These drawings will specifically define the site plan, floor plans and exterior elevations. It is important that the client provide input to the architect at this time as the design development drawings are used as the basis for the construction drawings and used to further develop and refine the estimate of probable construction costs for the project.

Once the Owner has approved the design development phase, the Architect prepares 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. These drawings and specifications become part of the construction contract. The construction documents will include all necessary information to ensure that the project will be constructed as conceived by the Owner and design team. Renderings and/ or a physical 3D model can also be prepared (if desired by the client) to accurately portray the final design and to use as a marketing tool.

Pickering Associates can 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 required. We will assist in contacting contractors to get interest in bidding the project, answer requests for information during the bidding process, assemble addendums, schedule, coordinate and lead a pre-bid meeting, and assist the owner with bid opening and contractor evaluation.



During **construction administration** Pickering Associates can be an agent of the owner, overseeing construction to ensure conformity to construction drawings, specifications, and standards. Pickering will assist the owner in awarding the contract, lead and coordinate weekly construction meetings, produce meeting agendas and meeting minutes, answer RFI's from contractors, review submittals, process change orders and pay applications, perform regular site visits, complete a punch list at the end of the project, and keep the owner informed throughout the entire process. This closely monitored process helps to ensure that the final project represents the intended design as indicated in the construction documents.

Consensus Building

Consensus building is essentially mediation of a conflict which involves many parties and is usually carried out by a facilitator that moves through a series of steps.

In the beginning, our facilitator or project manager identifies all of the parties who should be involved, and recruits them into the process. We propose a process and an agenda for the meeting, but allow the participants to negotiate the details of the process and agenda - giving the participants a sense of control of the process. This process builds trust between the participants and the facilitator, between the participants themselves, and with the overall process.

Defining and often re-defining the conflict is usually the next step. The project manager will get the participants to define the issues in terms of interests, which are usually negotiable, rather than positions, values, or needs, which usually are not. The project manager will then get the participants to brainstorm alternative approaches to the problem. This is typically done as a group effort, in order to develop new, mutually advantageous approaches.

After the participants generate a list of alternate solutions, these alternatives are carefully examined to determine the costs and benefits of each (from each party's point of view), and any barriers to implementation are documented. Eventually, the choice is narrowed down to one approach which is modified, until all the parties at the table agree to the solution. The project manager then takes the agreement back to the owner for discussion and approval.

Cost Control

Through the development of the project scope, number of units to be designed and site evaluations, we take into consideration the budget available or targeted to assure funds are accounted for early in project development. Once a preliminary site and building footprint is defined, we take the time to develop an estimate of probable project costs and alert our clients of any differences between project budget and the anticipated project costs.

Quality of Work

While a project budget may limit the use of traditionally expensive materials, Pickering still sees the importance of using proven materials which will provide a quality project while being cost effective. Importance is always placed on areas where small amounts of upcharge can create the largest impact to the future tenants and provide an inviting environment. As professionals, we are also tasked with finding cost effective solutions which still provide the building owners with years of excellent service. While every individual project we have designed is unique, there are common design elements and materials which have proven over the years to be best suited for similar projects.

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 that 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

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.

Type

Government

Services

Architecture

Project Management

Construction
Administration



Prior to merging with Pickering Associates in 2016, Associated Architects was hired to design two new dormitories, a kitchen and dining hall for Cabwaylingo State Forest in Wayne County, WV. Both dormitories provided 25 beds for both men and women as well as four counselor beds and restroom facilities. The 3,062 square foot dining hall

Total project cost was approximately \$1 million.

Type

Recreation

Services

Architecture

Project Management

Construction Administration



Prior to merging with Pickering Associates in 2016, Associated Architects was hired to design a new trailhead recreational facility for the Hatfield - McCoy trail system in Boone County, WV. The new building was designed to provide trail riders with a central location to purchase trail permits, restroom facilities and parking. The building is the showpiece for all south-bound trail riders.

The total project cost was approximately \$1 million.



Type

Private

Services

Architecture

Project Management

3D Modeling



Pickering Associates created an overall vision for future renovations to the existing facility at Cedar Lakes State Park to give it a more modern and cohesive appearance.

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, which included Traci Stotts as Lead Architect and Project Manager, Sarah Arnold and Nick Arnold as Architectural Designers and Ron Arnold as Construction Administration, 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.



Type

Private

Services

Civil

Survey

Project Management

Construction
Administration

Pickering Associates is working with Mondo Building and Excavating on the design of a new commercial development surrounding a marina in Williamstown, WV. The planned development will include four condo buildings, restaurants and retail, and a new boating marina including a concrete ramp and docks.

Pickering Associates completed all site design, utility design, grading layouts and design, stormwater management design, and concrete and paving design. The marina and new concrete boat ramp have been constructed, the docks are currently under construction.

As the project is located along the Ohio River, the team worked with the EPA and the Army Corp. of Engineers for permitting.

The project team consisted of Mark Welch, PE as the lead civil engineer, project manager, and construction administrator; Spencer Kimble, PE and John Bentz as civil engineers, and Bill Showalter as lead surveyor.



References

KANAWHA COUNTY SHERIFF'S OFFICE

LAW ENFORCEMENT DIVISION

JOHN RUTHERFORD
SHERIFF



MICHAEL Y. RUTHERFORD
CHIEF DEPUTY

April 27, 2016

To Whom It May Concern:

This letter is provided for the purpose of recommending Charles Keefer and to express my support of his capabilities and professionalism.

The Kanawha County Commission enlisted Mr. Keefer's service to work on the W. Kent Carper Justice and Public Safety Complex. Mr. Keefer did a fantastic job of listening and understanding all of the unique aspects related to our property. His recommendations were thoughtful and directly reflected the needs of the Kanawha County Sheriff's Office. Mr. Keefer worked in a timely manner with the utmost professionalism and proved to have the innate ability to overcome obstacles and drive to successful outcomes.

Based on Mr. Keefer's efforts and the successful outcome of the W. Kent Carper Justice and Public Safety Complex, I highly recommend him to anyone who desires professional architectural services.

Sincerely,

Michael Y. Rutherford
Chief Deputy

MYR/dlh

OFFICE: (304) 357-0216
FAX: (304) 357-0239

301 VIRGINIA STREET, EAST • CHARLESTON, WV 25301

OFFICE: (304) 357-0150
FAX: (304) 357-4668



ENGINEERING DEPARTMENT

304 Putnam Street - Marietta, Ohio 45750
Phone (740) 373-3495 - Fax (740) 376-2006
www.mariettaoh.net

April 20th, 2016

To whom it may concern,

Pickering Associates has worked with the City of Marietta on our City Hall Building Renovations, Armory Elevator Renovations, Waste Water Treatment Plant, 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. Traci Stotts, Ron Arnold, and other Architects, Designers and Engineers, worked closely with our staff to run projects as efficiently as possible.

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,

A handwritten signature in blue ink that reads "Joseph R. Tucker". The signature is written in a cursive style with a long, sweeping underline.

Joseph R. Tucker, PE
City of Marietta



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,

A handwritten signature in black ink that reads "Karen L. Facemyer".

Karen Facemyer
President/CEO
Polymer Alliance Zone, Inc.



December 9, 2015

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 means better projects. Simple as that.

Sincerely,

A handwritten signature in black ink that reads 'Mark Mondo' in a cursive, flowing script.

Mark Mondo
President
Mondo Building & Excavating, Inc.

LARRY LANG EXCAVATING, INC.

19371 ST RT 60

BEVERLY, OH. 45715

Phone (740) 984-4750 Fax (740) 984-2871 doubleldozer@lidozer.com

December 9, 2015

To Whom It May Concern:

We have worked with Pickering Associates for many years on many projects with great success and they are also a great customer for us. They work well with owners and contractors and if there are any issues that might arise they seek to find a solution that both parties can agree on.

We have had many opportunities for bid projects from Pickering and we would also recommend them to our clients when they need services for their Design and Building projects.

Their design teams are knowledgeable in Building Design, Engineering, and site work and communicate well with our staff and Superintendents.

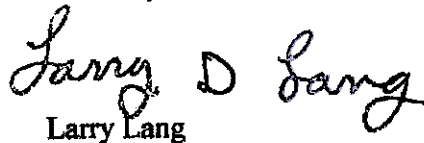
They now have a great way of communicating through their new and enhanced Web Portal. They can share the Owner Project so the contractors can see the projects that our available for bids. Online Plan room where you can find projects anytime or anywhere and View Drawings Order Prints or Upload Files are very useful tools for communication.

The quality and level of the advice and information that we receive from Pickering is superior to other firms.

We all know that good planning and design work is very important in any project. And we are impressed with both the attention to detail and their scheduling that Pickering shows with each new project.

We trust Pickering and Associates and look forward to working with them on future projects.

Sincerely



Larry Lang

President



Eric Lambert, City of Marietta
740.373.5495
ericlambert@mariettaoh.net

Larry Lang, Larry Lang Excavating
740.350.7313
doubledozer@myway.com

John Anderson, Mondo Building and Excavating
740.376.9396
john@mondobuilding.com

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: Maclay Stotts

Date: 3-21-18

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 21st day of March, 2018.

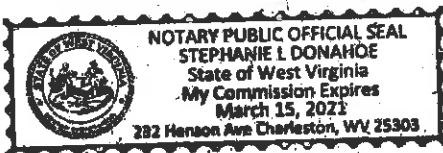
My Commission expires March 15, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC

Stephanie L. Donahoe

Purchasing Affidavit (Revised 01/10/2018)



West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts
(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: _____ Address: _____

Authorized Agent: _____ Address: _____

Contract Number: _____ Contract Description: _____

Governmental agency awarding contract: _____

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signatures: Traci L. Stotts

Date Signed: 3-21-18

Notary Verification

State of West Virginia, County of Kanawha:

I, Traci L. Stotts, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 21st day of March, 2018.

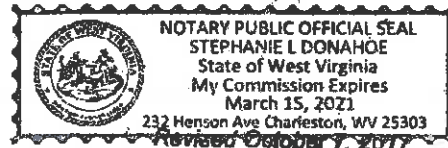
Stephanie L. Donahoe
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____



State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. **Application is made for 2.5% vendor preference for the reason checked:**
Bidder is an individual resident vendor and has resided continuously in West Virginia, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; or,
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% vendor preference for the reason checked:**
Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% vendor preference for the reason checked:**
Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,
4. **Application is made for 5% vendor preference for the reason checked:**
Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**
Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Pickering Associates

Signed: Mark A. Votto

Date: 3-21-18

Title: Architect

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

AGREEMENT ADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **DISPUTES** – Any references in the agreement to arbitration or to the jurisdiction of any court are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** – Any provision requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** – The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** – Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor.
5. **PAYMENT** – Any reference to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** – Any provision for interest or charges on late payments is deleted. The Agency has no statutory authority to pay interest or late fees.
7. **NO WAIVER** – Any language in the agreement requiring the Agency to waive any rights, claims or defenses is hereby deleted.
8. **FISCAL YEAR FUNDING** – Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATIONS** – Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** – Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **FEES OR COSTS** – The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** – Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** – The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages to a certain dollar amount or to the amount of the agreement is hereby deleted. Limitations on special, incidental or consequential damages are acceptable. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** – Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor. Agency agrees to pay Vendor for services rendered or goods received prior to the effective date of termination.
15. **TERMINATION CHARGES** – Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** – Any references to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** – Any provision requiring the Agency to purchase insurance for Vendor's property is deleted. The State of West Virginia is insured through the Board of Risk and Insurance Management, and will provide a certificate of property insurance upon request.
18. **RIGHT TO NOTICE** – Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** – Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **CONFIDENTIALITY** – Any provision regarding confidentiality of the terms and conditions of the agreement is hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act.
21. **AMENDMENTS** – All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.
22. **DELIVERY** – All deliveries under the agreement will be FOB destination unless otherwise stated in the State's original solicitation. Any contrary delivery terms are hereby deleted.

ACCEPTED BY:
STATE OF WEST VIRGINIA

Spending Unit: _____

Signed: _____

Title: _____

Date: _____

VENDOR

Company Name: Pickering Associates

Signed: Juaci S. Soltis

Title: Architect

Date: 3-21-18