



Architects • Engineers • Surveyors

Ms. Tara Lyle  
Department of Administration, Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

May 2<sup>nd</sup>, 2016

RE: Expression of Interest, Architectural for Various Projects

Ms. Lyle,

Please accept the attached statement of qualifications packets from Pickering Associates as an expression of our interest in working with the West Virginia State Police. As you will see, we have extensive experience with architectural design, construction administration, surveying, and civil, electrical, structural, and mechanical engineering. We would like to utilize our knowledge and experience to benefit your facility.

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 offer a distinct ease of use to our clients.

Pickering Associates begins each project with an initial meeting with project stakeholders, who outline 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, the Pickering Associates' 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 WV State Police 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.

Once the project is designed and reviewed by the WV State Police, 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. After review, I hope you are interested in learning more. Please, feel free to call our office with any follow-up questions or to schedule an interview. Thank you for your time and consideration!

Respectfully submitted,

Sarah Arnold  
Director of Marketing and Sales

05/04/16 09:27:57  
WVU Purchasing Division

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CEOI DPS160000001**

**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 checked="" 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 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

Shant Arno  
Authorized Signature

05/02/16  
Date

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

# **EXPRESSION OF INTEREST**

## **Architectural for Various Projects**

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### **SECTION ONE: GENERAL INFORMATION**

- 1. PURPOSE:** The Acquisition and Contract Administration Section of the Purchasing Division ("Purchasing Division") is soliciting Expression(s) of Interest ("EOI" or "Bids") for West Virginia State Police ("Agency"), from qualified firms to provide architectural/engineering services ("Vendors") as defined herein.
- 2. PROJECT:** The mission or purpose of the project for which bids are being solicited is to provide architectural/engineering design services for the following projects:
  1. Roof Repair/design at Troop 3 Headquarters, Kearneysville (Jefferson Co), WV
  2. Design services for the installation of new roll up doors at the WV State Police Academy hangar facility located in Dunbar (Kanawha Co) WV. This is to facilitate parking large vehicles and would require structural engineering services.
  3. Plans for a garage facility at Troop 3 Headquarters located in Beverly (Randolph Co), WV
  4. Plans for a storage facility at the Procurement Division located in South Charleston (Kanawha Co) WV to replace the building on the back of the parking lot.
  5. Renovations to the old Logan State Police office, Logan (Logan Co) WV.
  6. Electrical engineering services to install military surplus generators to provide backup power to various detachments and facilities.

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**3. SCHEDULE OF EVENTS:**

Release of the EOI.....	03/29/2016
Firm's Written Questions Submission Deadline. ....	04/13/2016
Addendum Issued .....	TBD
Expressions of Interest Opening Date.....	04/21/2016
Estimated Date for Interviews (wk of ?).....	TBD

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**SECTION TWO: INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

Instructions begin on the next page.

## **INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

**1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

**2. MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

**3. PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility

to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: April 13, 2016 by 4:00 pm

Submit Questions to: Tara Lyle  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
Email: [Tara.L.Lyle@wv.gov](mailto:Tara.L.Lyle@wv.gov)

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:  
BUYER:  
SOLICITATION NO.:  
BID OPENING DATE:  
BID OPENING TIME:  
FAX NUMBER:

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus \_\_\_\_\_ convenience copies of each to the Purchasing Division at the address shown above. Submission of a response to a request for proposal is not permitted in wvOASIS. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)  
 Technical  
 Cost

**7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: April 21, 2016 at 1:30 pm

Bid Opening Location: Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130



**8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

**10. ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

**11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

**12. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

**13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

**14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**15. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

**16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**17. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

**19. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

**20. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to

include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

# **EXPRESSION OF INTEREST**

## **Architectural for Various Projects**

### **SECTION THREE: PROJECT SPECIFICATIONS**

- 1. Location:** Agency is located at 725 Jefferson Road, South Charleston, WV and the Project will be completed at various locations throughout the State of WV.
- 2. Background:** The Owner is seeking the services of a qualified architectural and engineering firm to provide professional services for facility analysis, the implementation of project programming, architectural/engineering design, cost estimating and construction administrating services.
- 3. Qualifications and Experience:** Vendors should provide information regarding its employees, such as staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives where and how they were met.
- 4. Project and Goals:** The project goals and objectives are:
  - 4.1. Develop drawings and specifications for renovating/updating various projects, for the purpose of advertising and awarding construction contracts.
  - 4.2. Provide full design services that may include civil, structural, electrical and mechanical disciplines to assist with the design and construction of fully functional facilities within the proposed budget.
  - 4.3. Preparation of the definitive design including preparation of all preliminary and final working drawings, specifications, detailed cost estimates, bidding and construction schedules and assistance in surveying, analyzing and evaluating bids or proposals for construction.
  - 4.4. Perform construction supervision and inspection services to include daily on-site owner representation and review and approval of samples and/or shop drawings, preparation of change orders and detailed cost estimates, evaluation of suppliers change order proposals and recommendations for negotiation, and preparation of record drawings (reproducible) showing construction work as actually accomplished (as-built drawings). These services also include presiding over the required construction meetings and preparing construction progress and forecast reports.

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## **Architectural for Various Projects**

- 4.5. Development of preliminary design including the necessary topographical and any other field survey, test bores and other sub-surface investigations; preparations of preliminary studies, sketches, layout plans and outline specifications and preparation of reports including cost estimates of the proposed project and of all structures, utilities and appurtenances thereto: and design and construction schedules.
5. **Oral Presentations (Agency Option):** The Agency has the option of requiring oral presentations of all Vendors participating in the EOI process. If this option is exercised, it would be listed in the Schedule of Events (Section 1.3) of this EOI. During oral presentations, Vendors may not alter or add to their submitted proposal, but only clarify information. A description of the materials and information to be presented is provided below:

5.1. **Materials and Information Required at Oral Presentation:**

“Evaluation and Award Process” will be conducted with the three (3) firms selected as the most qualified by the West Virginia State Police selection committee. The committee will schedule the interviews.

The format for the interviews will be a 15-30 minute Power-Point presentation consisting, at a minimum, of the following:

Corporation/Personnel experience as it relates to the project(s)

Proposed project management plan

Key personnel available for the proposed work

Product quality control

Project cost control

# EXPRESSION OF INTEREST

## Architectural for Various Projects

### SECTION FOUR: VENDOR PROPOSAL, EVALUATION, & AWARD

1. **Economy of Preparation:** EOI's should be prepared simply and economically, providing a straightforward, concise description of firm's abilities to satisfy the requirements and goals and objectives of the EOI. Emphasis should be placed on completeness and clarity of content. The response sections should be labeled for ease of evaluation.
  
2. **BIDS MUST NOT CONTAIN PRICE QUOTATIONS:** The State shall select the best value solution according to §5G-1-3 of the West Virginia State Code. In accordance with the Code requirements, no "price" or "fee" information is requested or permitted in the bid response.
  
3. **Evaluation and Award Process:** Expressions of Interest for projects estimated to cost \$250,000 or more will be evaluated and awarded in accordance with West Virginia Code §5G-1-3. That Code section requires the following:
  - 3.1. **Required Elements of EOI Response:** The director of purchasing shall encourage such firms engaged in the lawful practice of the profession to submit an expression of interest, which shall include a statement of qualifications, and performance data and may include anticipated concepts and proposed methods of approach to the project.
  
  - 3.2. **Public Advertisement:** All EOI requests shall be announced by public notice published as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3-1 et seq.
  
  - 3.3. **Selection Committee Evaluation & Negotiation:** A committee comprised of three to five representatives of the agency initiating the request shall:
    - 3.3.1. Evaluate the statements of qualifications and performance data and other material submitted by the interested firms and select three firms which in their opinion are the best qualified to perform the desired service.
  
    - 3.3.2. Conduct interviews with each firm selected and the conduct discussions regarding anticipated concepts and the proposed methods of approach to the assignment.

## **EXPRESSION OF INTEREST**

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- 3.3.3. Rank in order of preference no less than three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of service and price negotiations with the highest qualified professional firm.
- 3.3.4. Should the agency be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified professional firm, the committee shall undertake price negotiations with the third most qualified professional firm.
- 3.3.5. Should the agency be unable to negotiate a satisfactory contract with any of the selected professional firms, it shall select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with this section until an agreement is reached.
- 3.4. **Vendor Ranking:** All evaluation criteria is defined in the Procurement Specifications section and based on a 100 point total score. Points shall be assigned based upon the Vendor's response to the evaluation criteria as follows:
- |   |                      |
|---|----------------------|
| ◦ Qualifications and experience                             | (50) Points Possible |
| ◦ Approach and methodology for meeting Goals and Objectives | (30) Points Possible |
| ◦ Oral Interview  | (20) Points Possible |
|   | <b>Total</b>         |
|   | <b>100</b>           |

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**SECTION FIVE: TERMS AND CONDITIONS**

Terms and conditions begin on the next page.



## **GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on \_\_\_\_\_ and extends for a period of \_\_\_\_\_ year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to \_\_\_\_\_ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days.

Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional \_\_\_\_\_ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total. Automatic renewal of this Contract is prohibited.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Other:** See attached.

**4. NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**6. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

**7. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

**8. REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award. In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \$250,000.00 or more.

**Builders Risk Insurance:** In an amount equal to 100% of the amount of the Contract.

\$1,000,000.00 Automobile Liability

\$1,000,000.00 Professional Liability

WV Statutory requirement - WV Code §23-4-2 (Mandolidis)

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

**11. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of

for \_\_\_\_\_

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**14. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

**15. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**16. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules §§ 148-1-6.1.e.

**17. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**18. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**19. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**20. PREVAILING WAGE:** Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.

**21. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**22. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**23. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**24. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**25. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

**26. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**27. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**28. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

**29. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

**30. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**31. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**32. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.



**33. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**34. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

**39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**40. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**41. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**ADDITIONAL TERMS AND CONDITIONS  
(Architectural and Engineering Contracts Only)**

**1. PLAN AND DRAWING DISTRIBUTION:** All plans and drawings must be completed and available for distribution at least five business days prior to a scheduled pre-bid meeting for the construction or other work related to the plans and drawings.

**2. PROJECT ADDENDA REQUIREMENTS:** The Architect/Engineer and/or Agency shall be required to abide by the following schedule in issuing construction project addenda. The Architect/Engineer shall prepare any addendum materials for which it is responsible, and a list of all vendors that have obtained drawings and specifications for the project. The Architect/Engineer shall then send a copy of the addendum materials and the list of vendors to the State Agency for which the contract is issued to allow the Agency to make any necessary modifications. The addendum and list shall then be forwarded to the Purchasing Division buyer by the Agency. The Purchasing Division buyer shall send the addendum to all interested vendors and, if necessary, extend the bid opening date. Any addendum should be received by the Purchasing Division at least fourteen (14) days prior to the bid opening date.

**3. PRE-BID MEETING RESPONSIBILITIES:** The Architect/Engineer shall be available to attend any pre-bid meeting for the construction or other work resulting from the plans, drawings, or specifications prepared by the Architect/Engineer.

**4. AIA DOCUMENTS:** Contracts for architectural and engineering services will be governed by the AIA document B101-2007, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein when procured under Chapter 5G of the West Virginia Code.

**5. GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with West Virginia Code § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

**CERTIFICATION AND SIGNATURE PAGE**

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)

 DAVID A. BOGGS, VP OF OPERATIONS

(Authorized Signature) (Representative Name, Title)

P: 304-464-5305 F: 304-464-4428 5/3/16

(Phone Number) (Fax Number) (Date)

STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING AFFIDAVIT**

**MANDATE:** 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.

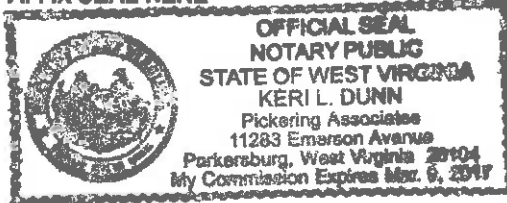
**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' 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 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 ASSOCIATESAuthorized Signature: [Signature] Date: 5/3/16State of WEST VIRGINIACounty of WOOD, to-wit:Taken, subscribed, and sworn to before me this 3<sup>RD</sup> day of MAY, 20 16My Commission expires 03/09/17, 20  .

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

Purchasing Affidavit (Revised 07/01/2012)



*Architects • Engineers • Surveyors*

*Expression of Interest:  
West Virginia State Police  
Architectural & Engineering Services  
for Various Projects*

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



# *Management and Staffing*

**Parkersburg**

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

**Charleston**

318 Lee Street W.  
Charleston, WV 25302  
(P) 304.345.1811  
(F) 304.345.1812

**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.

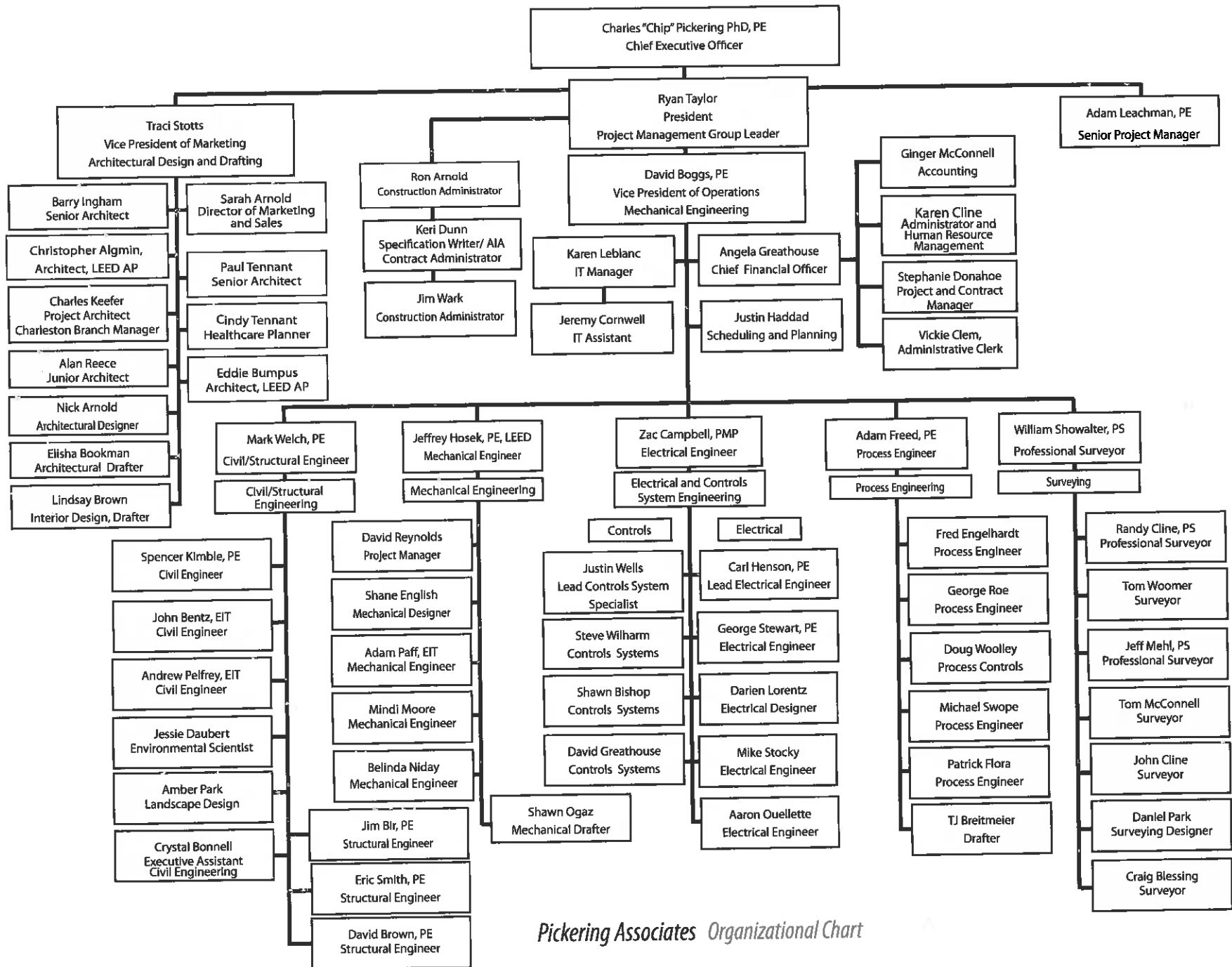
Successfully executing more than 10,000 projects in its history, the firm has built a tremendous wealth of experience gaining insight into what works for each of our client types. Those lessons learned add substance to our work and provide our clients with unparalleled value. Our objective is to partner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

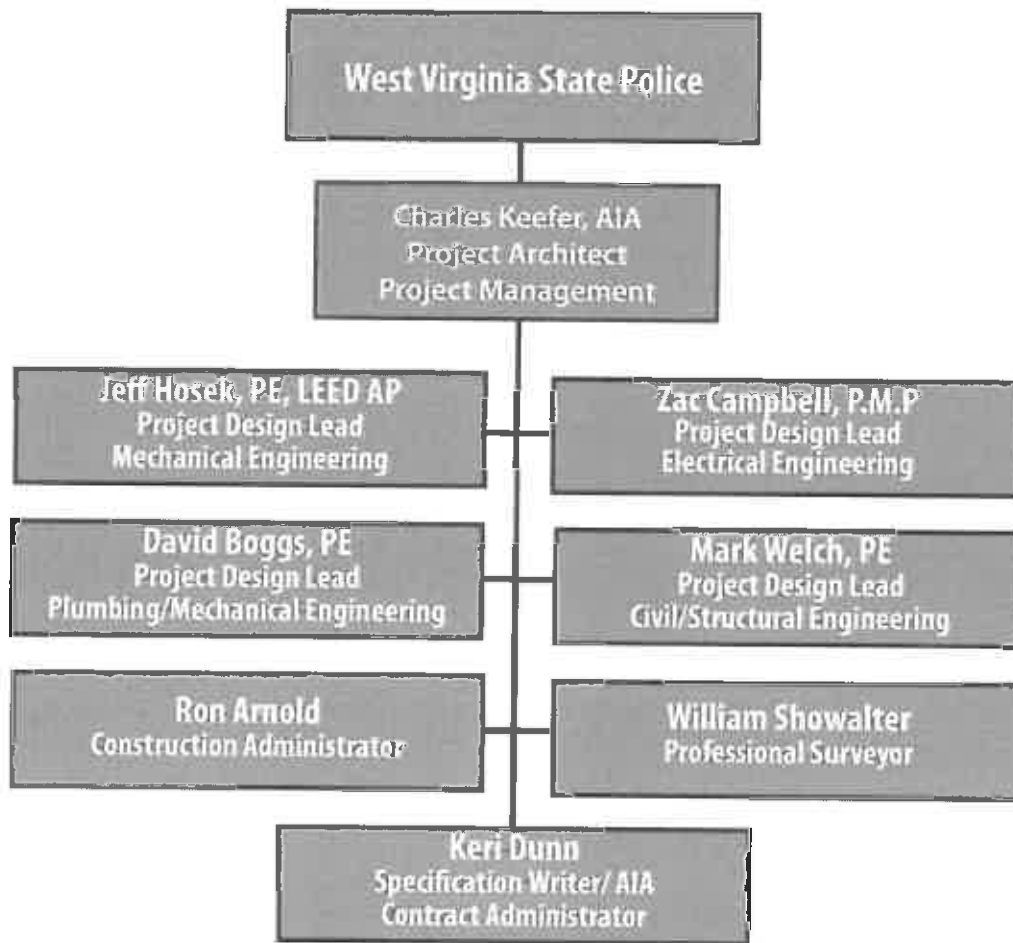
Pickering Associates joined with Associated Architects at the beginning of 2016 to better serve our clients across the state of West Virginia. You can trust our team of more than 70 industry-focused professional architects, engineers and surveyors to deliver top-quality design and exemplary results.





Pickering Associates Organizational Chart

Pickering Associates  
Organizational Chart of Proposed Team



# *Technical Expertise*



## *Charles Keefer, AIA*

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### *Position/Title*

*Architect,  
Charleston Branch Manager*

### *Duties*

*Architect and Project Manager*

### *Education*

*Virginia Polytechnic Institute and State University  
B.A., Architecture*

### *Licenses*

*Professional Architect WY, OH, and PA*

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

*Frank Lloyd Wright*

**Lead Architect and Construction Administrator for Kanawha County Sheriff Office Renovations in Charleston, WV.** Provided design and construction administration for renovations to two existing buildings to accommodate the Kanawha County Sheriff's Department and the Kanawha County Prosecuting Attorney's Office. Overall project cost was \$7.2 million.

**Lead Architect and Construction Administrator for Fire, Crash and Rescue Station at Yeager Airport in Charleston, WV.** Provided design and construction administration for 20,000 SQ FT response and command station that includes 12 apparatus bays, living areas, full kitchen and dorms as well as the main communications for the Guard's responsive units.

**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.

**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 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 and Construction Administrator for the Kanawha County Family Court Renovations.** Project renovations included a total building renovation for the existing facility. New spaces included three courtrooms, three family court office suites, new restrooms and various support spaces. Also included in the project scope were updates and renovations to the existing main lobby area. Charles provided design, project management, and construction oversight for the project. Project costs approximately \$500K.

**Lead Architect and Construction Administrator for the Putnam County 911 Center in Winfield, WV.** This \$4.5M project consisted of a new one-story building for EMS and 911 operations for Putnam County. The EMS section consisted of various staff offices, sleeping quarters, living areas, shower and toilet rooms, smaller meeting rooms, a kitchen, and various support spaces. The 911 portion of the building contained a 911 call center area, director office, assistant director office, head of call center office, miscellaneous work rooms, breakroom, and a large, flexible training facility with state-of-the-art technology to accommodate multiple uses. Project cost approximately \$4.5 million.

**Lead Architect and Construction Administrator for the Mason County 911 Center in Point Pleasant, WV.** Design of a new one-story building for EMS and 911 operations for Mason County. EMS operations for this building included staff offices, sleeping quarters, living areas, shower and toilet rooms, meeting rooms, a kitchen, and various support spaces. The 911 areas of the building contained a 911 call center area, various offices, miscellaneous work rooms, and a staff breakroom. Construction costs were approximately \$2M.



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*Jeffrey D. Hosek, P.E.*

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**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*

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



**Mechanical Engineer for the Vienna Police Department Annex in Vienna, WV.** Lead engineer for the design of mechanical systems for the annex for heating, cooling, and ventilation equipment. Design includes load analysis, sizing, air distribution, water distribution, and controls.

**Prepared construction plans for the installation of a new steam water boiler.** Plans included new secondary fuel source for all 4 boilers. Provided onsite construction administration and submitted for an EPA emissions permit.

**Mechanical Engineer for a Generator for the Vienna Police Department.** Lead engineer for the design of mechanical systems for heating, cooling, and ventilation equipment. Design includes load analysis, sizing, air distribution, water distribution, and controls.

**Mechanical Engineer for the Vienna Volunteer Fire Department.** Lead engineer for the design of mechanical systems for heating, cooling, and ventilation equipment. Design includes load analysis, sizing, air distribution, water distribution, and controls.

**Mechanical Engineer for Energy Audit on multiple buildings for Wood County Commission.** Completed energy audit through several buildings including the courthouse, health building, and the maintenance garage. Project included changing lamps to CFL, wall pack replacements, occupancy sensors, boiler commissioning, VAV commissioning and duct sealing.

**Mechanical Engineer for renovation of City Hall in Marietta, OH.** Lead engineer for the design of mechanical systems for heating, cooling, and ventilation equipment. Design includes load analysis, sizing, air distribution, water distribution, and controls.

**LEED project manager for converting a downtown Columbus, Ohio fire station into a local family health center.** Replaced existing mechanical and electrical systems with updated energy-efficient systems. Existing equipment was recycled to limit construction waste and utilized local and regional materials to comply with LEED requirements.

**Mechanical Engineer for the renovation projects at 700 Market Street in Parkersburg, WV.** Lead engineer for the design of mechanical systems for heating, cooling, and ventilation equipment. Design includes load analysis, sizing, air distribution, water distribution, and controls.

**Mechanical Engineer for the Elevator Addition at the Armory in Marietta, OH.** Lead engineer for the design of mechanical systems for heating, cooling, and ventilation equipment. Design includes load analysis, sizing, air distribution, water distribution, and controls.

**Mechanical Engineer for Boiler Replacement at Washington County Home in Marietta, OH.** Lead mechanical engineer for the design of the electrical systems and system upgrades for a boiler replacement.

**Prepared construction plans for the installation of a new high temperature hot water boiler.** Provided onsite construction administration and submitted for an EPA emissions permit.

**Lead Mechanical Engineer for Emergency Department Consolidation and Patient Room Expansion project.** Project scope includes providing design and engineering for the steam connection to the existing heating plant on the south tower with an underground feed to the new facility, coordinating heating tie-in, provide design and engineering for the heating piping distribution, provide design and engineering for the building's new chiller plant and piping distribution, provide design and engineering for the building's air moving equipment and distribution, provide design and engineering for the installation of miscellaneous equipment for the new floor plan arrangements.



*Zac A. Campbell, P.M.P.*

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***Position/Title***

*Electrical Engineer,  
Electrical and Controls System Engineering  
Department Manager*

***Duties***

*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*

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*The difference between the  
possible and the impossible lies  
in a person's determination.*

*Tommy Lasorda*

**Electrical Engineer for the Grayson Fire Department.** Lead electrical engineer for the design of the electrical systems for the fire department including; incoming electrical service, interior and exterior lighting, general receptacle and power layout, grounding systems, mechanical equipment power connections, building electrical distribution, low-voltage communication systems, life safety systems and fire detection and alarm systems.

**Electrical Engineer for the Vienna Police Department Annex in Vienna, WV.** Lead electrical engineer for the design of the electrical systems for the new Police Department Annex including; incoming electrical service, interior and exterior lighting, general receptacle and power layout, grounding systems, mechanical equipment power connections, building electrical distribution, low-voltage communication systems, life safety systems and fire detection and alarm systems.

**Electrical Engineer for a Generator for the Vienna Police Department.** Lead electrical engineer to review the emergency generator installations and configurations at both the Vienna Volunteer Fire Department and the Vienna Police Department. The generator was reconfigured to be connected to the existing fire department and the new facility. Provided design and engineering to install a new natural gas emergency generator and all associated equipment to connect to the existing police station.

**Electrical Engineer for the Vienna Volunteer Fire Department.** Lead electrical engineer for the design of the electrical systems for the two-story annex including; incoming electrical service, interior and exterior lighting, general receptacle and power layout, grounding systems, mechanical equipment power connections, building electrical distribution, low-voltage communication systems, life safety systems and fire detection and alarm systems.

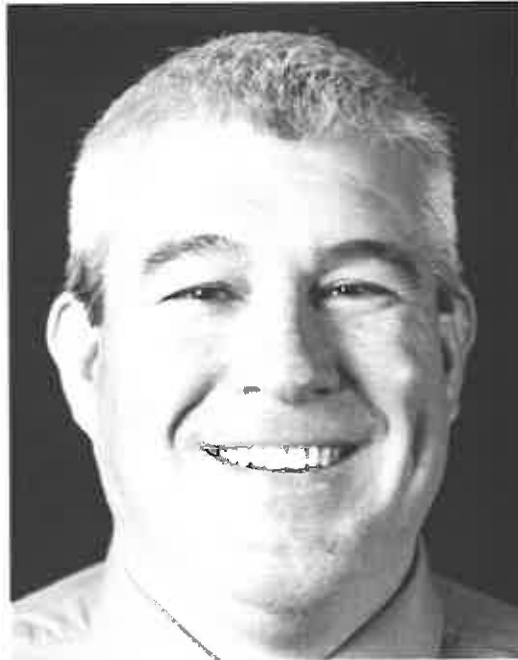
**Electrical Engineer for renovation of City Hall in Marietta, OH.** Lead electrical engineer for the design of the electrical systems for the renovations at the Marietta City Hall Building including; incoming electrical service, interior and exterior lighting, general receptacle and power layout, grounding systems, mechanical equipment power connections, building electrical distribution, low-voltage communication systems, life safety systems and fire detection and alarm systems.

**Electrical Engineer for the renovation projects at 700 Market Street in Parkersburg, WV.** Lead electrical engineer for the design of the electrical systems for the renovations including; incoming electrical service, interior and exterior lighting, general receptacle and power layout, grounding systems, mechanical equipment power connections, building electrical distribution, low-voltage communication systems, life safety systems and fire detection and alarm systems.

**Electrical Engineer for the Elevator Addition at the Armory in Marietta, OH.** Lead electrical engineer for the design of the electrical systems for the Elevator Addition to the Armory. Provided review of existing electrical service and distribution to verify capacity for proposed installations, completed electrical load summary to include the proposed elevator loads, developed preliminary electrical plans to show electrical routing and wire sizing, and completed construction estimate for associated electrical installations.

**Electrical Engineer for Boiler Replacement at Washington County Home in Marietta, OH.** Lead electrical engineer for the design of the electrical systems and system upgrades for a boiler replacement.

**Electrical Engineer for Energy Audit on multiple buildings for Wood County Commission.** Completed energy audit through several buildings including the courthouse, health building, and the maintenance garage. Project included changing lamps to CFL, wall pack replacements, occupancy sensors, boiler commissioning, VAV commissioning and duct sealing.



*David A. Boggs, P.E.*

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*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 WY, OH*

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

*Abraham Lincoln*

**Lead Plumbing Engineer for the Vienna Police Department Annex in Vienna, WV.** Lead engineer for the design of plumbing; including sanitary drainage, storm drainage, domestic potable water, and natural gas piping.

**Lead Plumbing Engineer for renovation of City Hall in Marietta, OH.** Lead engineer for the design of plumbing; including sanitary drainage, storm drainage, domestic potable water, natural gas piping, and elevator sump piping systems. Design includes recirculating potable hot water systems for tank or instantaneous systems.

**Plumbing Engineer for the Grayson Fire Department.** Lead engineer for the design of plumbing; including sanitary drainage, storm drainage, domestic potable water, and natural gas piping. Design includes recirculating potable hot water systems for tank or instantaneous systems.

**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.

**Mechanical/Plumbing Engineer of record for new \$7MM medical office facility in Parkersburg, West Virginia.** Building was designed for multiple HVAC zones to reflect tenant separation requirements of the building owner. Tenant design was based on Pharmacy, prosthetic laboratory, medical offices and a restaurant. Common restrooms, private bathrooms, and exam room sinks comprised the plumbing system design requirements.

**Mechanical Engineer of record for a \$1MM medical/dental office facility in Parkersburg, West Virginia.** Design included packaged HVAC systems with multiple zones and facility exhaust systems. Plumbing design included dental vacuum and air systems as well as domestic water distribution systems for building tenants, including tenant restroom requirements to meet code requirements.

**Plumbing Engineer of record for a new 5,400 SF medical office building located in Beipre, Ohio.** Design included domestic water distribution system for exam room sinks and facility restrooms as well as sanitary and storm water drain, waste vent system design all in within the state plumbing code requirements.

**Lead Plumbing Engineer for a Generator for the Vienna Police Department.** Lead engineer for the design of plumbing; including sanitary drainage, storm drainage, domestic potable water, and natural gas piping. Design includes recirculating potable hot water systems for tank or instantaneous systems.

**Lead Plumbing Engineer for the Vienna Volunteer Fire Department.** Lead engineer for the design of plumbing; including sanitary drainage, storm drainage, domestic potable water, and natural gas piping.

**Lead Plumbing Engineer for the renovation projects at 706 Market Street in Parkersburg, WV.** Lead engineer for the design of plumbing; including sanitary drainage, storm drainage, domestic potable water, and natural gas piping. Design includes recirculating potable hot water systems for tank or instantaneous systems.

**Lead Plumbing Engineer for the Elevator Addition at the Armory in Marietta, OH.** Lead engineer for the design of plumbing; including elevator sump piping systems. Design includes recirculating potable hot water systems for tank or instantaneous systems.



*Mark Welch, P.E.*

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**Position/Title**

*Civil Engineer,  
Civil Engineering Department Manager*

**Duties**

*Civil Engineer and Project Manager*

**Education**

*West Virginia University  
B.S., Civil Engineering  
Marshall University,  
M.S., Engineering Management*

**Licenses**

*Professional Engineer WV, OH, LA*

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*The joy of engineering is  
turning today's dream into  
tomorrow's reality.*

*Abraham Lincoln*

**Designed storm water system and new grading layout for a fire department annex in Vienna, WV.** Other duties also involved assisting with the design, drafting and construction estimate of the civil and structural project elements of the new two-story facility.

**Lead Civil Engineer for renovations to Marietta City Hall Building.** Lead design for the development of the site including site layout, grading, utility modifications and improvements.

**Lead Civil and Structural Engineer for the City of Marietta Armory Elevator addition.** Lead design for the development of the site including site layout, grading, utility modifications and improvements, as well as structural design and specifications.

**Lead Civil Engineering and Project Manager for waterline replacement for Putnam Community Water Corporation in Marietta, OH.** The replacement project includes replacing existing waterlines along Keeier Drive, Clark Drive, Walnut Drive and Milton Road and provisions for connections to mains on Masonic Park Road and Chamberlain Drive. Responsibilities include creating utility drawings, designing profiles, developing construction drawings and construction quantities, reviewing submittals and providing construction administration services.

**Lead Civil/Structural Engineer for new Emergency Department Consolidation and Patient Room Expansion project.** Project consisted of evaluating storm water management requirements per City, County, State, and NPDES requirements, create site layout showing proposed structure(s), retaining walls, major signs, sidewalk, landscaping, drives, and parking lots, designing grading, drive alignment, parking lot geometry, and storm water drainage, Coordinate proposed design with respective utility providers, etc.

**Designed site grading and parking layout for bank in Parkersburg, WV.** Responsibilities included performing storm water drainage calculations to obtain permits and designed a swale to hold excess storm water and outlet pipe.

**Lead Civil Engineer for a polymer recycling facility located in the Polymer Alliance Zone in Davisville, WV.** Civil design included utilities, grading, site layout, roadways, parking, loading docks, retaining walls, site drainage, sediment erosion control.

**Lead Civil Engineer for a brownfield development of approximately 30 acres to be used for a new manufacturing facility in West Virginia.** Design includes utilities, grading, site layout, roadways and parking and erosion control.

**Lead Civil Engineer for an expansion of operations at a refinery in Marietta, Ohio.** Civil design included utilities, grading, site layout, roadways, and site drainage of approximately one acre.

**Designed a new storm sewer system for a higher education roadway project in Athens, OH.** Responsibilities included designing and drafting site plan, profiles, etc., creating front end bid documents and construction specifications as well as performing construction administration.

**Project Manager and Civil Engineer for multiple fresh water storage ponds for vertical and horizontal Marcellus Shale natural gas drilling operations throughout West Virginia.** Design typically included site grading, cut and fill design, storage volume analysis and design, and embankment slope stability design.



*Ronald D. Arnold*

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*Position/Title*

*Senior Construction Administrator,  
Estimator*

*Duties*

*Project Administration  
Construction Estimating*

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

*David McCullough*



**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 and Project Manager for the replacement of Washington County Public Library roof.** Replaced clay tile roof and tin lining. Total project cost - \$260,000. Responsibilities included specification of new roof material, bid document coordination and contractor oversight.

**Project Manager for the renovation of a two story 100 year old library in Marietta, Ohio.** Responsibilities included building the project estimate, coordinating and managing the project scope, budget and schedule between field operations, architect and the owner. Challenging aspects on this project included adding a dormer and third floor into the attic space, adding a mezzanine above one third of the main floor level.

**Project Manager for the 2nd floor renovations and an elevator addition to the City of Vienna Senior Center 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.

**Project Manager for the historical renovation of a four story 100 year old building on a college campus in Marietta, OH.** Responsibilities included building the project estimate, coordinating and managing the project scope, budget and schedule between field operations, architect and the owner. Challenging aspects on this project included value engineering to meet the client's budget, meeting the client's 7 month construction schedule, installing an elevator in the center of the building, replacing the original wood windows with new mill-built insulated glass windows utilizing the old sash weight and chain counterbalance system, reinforcing the original wood floor and roof framing, replacing all the paneled wood doors and multi member wood trim with new to match existing the profiles, all new interior finishes, complete new plumbing, HVAC, sprinkler and electrical systems.

**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.



*William B. Showalter, P.S.*

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*Position/Title*

*Professional Surveyor,  
Surveying Department Manager*

*Duties*

*Surveyor*

*Education*

*B.S., Civil Engineering*

*Licenses*

*Konrad Adenaur*

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

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

**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 50th 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 Green Street Waterline Replacement 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 Sherry Drive Waterline Replacement 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 Muskingum Drive Realignment 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.





*Keri L. Dunn*

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***Position/Title***

*Specification Writer  
AIA Contract Administrator*

***Duties***

*Specification Writer, Bid Administration  
and Contract Administration*

***Education***

*Washington State Community College  
A.S., Industrial Technology*

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*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*

### ***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 weekly design meetings to ensure expectations and schedule 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 the City of Charleston - 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 of both the interior and exterior of the new addition will be prepared and provided to the Owner to use for marketing purposes. 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.



### **Special Design Concerns**

Our architects design to the most current 2010 ADA standards. We understand how important it is to make your space compliant for your patients, visitors, and staff. ADA compliance is automatically designed into every project we complete. Compliance begins with conceptual design, to ensure that spaces are the appropriate size and contain all necessary ADA components - and carries through the entire project.

Our staff implements ADA design and compliance into every project. Some specific examples of projects where ADA compliance was important include:

- A long-term care facility where a minimum of 50% of the patient rooms and adjacent toilet rooms as well as all shower rooms were required to be ADA compliant.
- Recent renovations to a City Hall complex required complete ADA compliance with title II regulations to ensure that the facility met all obligations as required for a public entity. This included addition of a new elevator to accommodate access to all floor levels, a new lower-sloped 1:12 ramp to gain access to the main entrance of the building, and exterior site compliance to get visitors from the ADA parking spaces into the building.
- A recent addition to a local middle school required interior ramps that met ADA compliance in several locations. The new addition was situated between two existing buildings with different floor elevations and the ramps were required to connect all spaces - so students and staff could easily get to all portions of the buildings.

### **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, (having the majority of the designers, architects, engineers, landscape designers, surveyors, project managers, and construction administration professionals on staff and under one roof), we are able to provide a better coordinated project than firms who are required to use many 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 require the effort and coordination of several disciplines. Typically, there are more change orders in firms that are not full service due to the difficulty and time required for drawing coordination.



### **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.

### **Community Involvement**

Pickering Associates is invested in the community of the Mid-Ohio Valley and works with several local non-profit organizations to accomplish their design goals within a minimal budget. A few of our clients include Wood County Habitat for Humanity, our local Boy Scout troops, the Latrobe Street Mission in Parkersburg, and the Gospel Mission Food Pantry in Marietta, Ohio. It is important to us that these organizations are able to fulfill their mission in the community and continue to serve the residents of the Mid-Ohio Valley.



## *Related Prior Experience*

*Type*

Government

*Services*

Architectural

Project Management

Construction Administration



Prior to merging with Pickering Associates in 2016, Associated Architects was asked by the Kanawha County Commission to design renovations to two existing buildings to accommodate the Kanawha County Sheriff's Department and the Kanawha County Prosecuting Attorney's Office in Charleston, WV. The renovated facilities included training rooms, court rooms, a large vehicle and storage maintenance garage including a wash bay, secure detainee holding and processing center, high security evidence storage and processing room, secured impound lot, secured entry points with built in bullet resistant barriers, emergency ops rooms and back up power, document storage and retention rooms, and office space.

The project team, led by Charles Knefer, AIA, worked with the Kanawha County Commission and key stakeholders to make sure all programmatic needs were accommodated. The completed project cost was more than \$7.2 million.

Contact: Sheriff Jonathan D. Rutherford | 304.357.0216



*Type*

Government

*Services*

Architectural

Civil

Structural

Mechanical

Electrical

Construction

Administration



Pickering Associates was hired by the City of Vienna in West Virginia design a new two-story annex to expand a local volunteer fire department's existing fire station facility. The new building contains first-floor pull thru truck bay, conference room, equipment storage and restroom facilities and second-floor offices and storage spaces.

With the schematic design completed, a 3D color rendering was provided to the client for establishing funding. They were able to use our schematic plans and renderings for grant and loan applications.

This brick and block facility is an approximate 6,300 sq. ft. slab on grade with the second-floor construction of light gauge metal framing and shingled roof. The building features a vehicle exhaust system for servicing the fire trucks, new signage and louvers on the front facade and a complete sprinkler system.

The bid process included several responsive bidders with four being within 10% of the construction estimate.

All aspects of the project were coordinated with the Mayor of Vienna and all associated parties.

Contact: Robert Rush | 304.295.4511 | [robush@vienna-wv.com](mailto:robush@vienna-wv.com)



*Type*

Government

*Services*

Architectural

Civil

Survey

Structural

Mechanical

Electrical

Construction

Administrator



Pickering Associates completed a renovation project at the Marietta City Hall Building on Putnam Street in Downtown Marietta, Ohio. The new building layout/design provided upgrades that will gain the most impact for the City with the least amount of construction dollars, including all necessary building code and ADA compliance issues that currently exist.

The architectural department completed the conceptual design phase of this project, which to date has included countless hours of interviews to establish current and future space requirements, and perform overall master planning for the existing building. Interviews were conducted with all City departments that were identified at the beginning of the project to require new or additional space within the building. Needs for each department were identified and recommendations for reconfiguring the existing space were made based on department type and location, current and future needs, and available space within the building.

Pickering Associates also provides regular Construction Administration services including constructability reviews and project inspections for the city. In that capacity, the firm has worked on Waste Water Treatment Plant Phases 1 through 2, structural and roof repairs and ground floor renovations for the Marietta Armory, and a waterline replacement project on Green Street and Colgate Drive.

Other city projects include Rehabilitation of the North Hills Water Tower, Rehabilitation for the Harmer Water Tower and 676 Water Tower, Marietta Water Treatment Plant Expansion, and a new water storage tank off of Green Street.

Pickering Associates is currently working on Waste Water Phase 3, a lift station in Harmer, an elevator addition to the Armory, various water line projects, additional water tower work, and the Harmer Force Main - a 20" HDPE under the Muskingum River.



*Type*

Government

*Services*

Architecture

Project  
Management

Construction  
Administration



Prior to merging with Pickering Associates in 2016, Associated Architects was asked by the City of Charleston to design the new Orchard Manor Fire Station in Charleston, WV. This design-bid-build project was completed in August of 2004 and was designed with the firefighters in mind. The new facility provides its occupants a day room, a kitchen with dining facilities, a weight room, dorms, showering facilities, and conditioned apparatus bays.

A total of 7,712 SQ FT, the construction cost for this project was approximately \$1.3 million.

Contact: City of Charleston | 304.348.8127



*Type*  
Government

*Services*  
Electrical Engineering  
Mechanical Engineering  
Project Management  
Construction Administration



The City of Vienna, West Virginia contracted with Pickering Associates to review the emergency generator installations and configurations at both the Vienna Volunteer Fire Department and the Vienna Police Department. The generator was reconfigured to be connected to the existing fire department and the new facility.

The connection from the police department to the generator was removed and a new generator was installed and utilized for the police department only. All the existing installations were corrected to meet all applicable local codes and standards.

Our engineers reviewed all the existing emergency generator configurations and installations at the venues. They provided the design and engineering to correct all the existing electrical installations associated with the emergency generator and provided the design and engineering to reconfigure the existing emergency generator to the police station. The team provided the design and engineering to install a new natural gas emergency generator and all associated equipment to connect to the existing police station.

All aspects of the project were coordinated with the Mayor of Vienna and all associated parties.

Contact: Robert Rush | 304.295.4511 | [robrush@vienna-wv.com](mailto:robrush@vienna-wv.com)



**Type**

Government

**Services**

Architecture

Civil

Electrical

Plumbing

Structural

Construction

Administration



Pickering Associates was hired by the City of Vienna in West Virginia to design a new two-story elevator shaft with a machine room. The elevator shaft was requested to be designed on the exterior of the building to leave existing space open for use. The machine room was requested to be designed on the exterior of the southern side of the building so that it would remain mostly hidden from view when entering the main entrance.

An existing second floor window near the sole set of stairs was enlarged to serve the upper door while a new opening was added in the ground floor wall in the was created to serve the lower door.

Existing interior walls at both floors were partially demolished to accommodate elevator doors. The ground floor wall had to be coordinated with the existing bulkhead and reconstructed with fire dampers in the existing ducts.

Construction consisted of split-face block walls that were painted to match the existing building, a parapet roof on the shaft to match the existing roof, and a sloping metal deck roof to match the existing building canopies.

Pickering Associates provided construction administration, cost estimates, and bid assistance.

Contact: Robert Rush | 304.295.4511 | [robrush@vienna-wv.com](mailto:robrush@vienna-wv.com)



## Our Work *Fire, Crash and Rescue Station at Yeager Airport*

### Type

Government

### Services

Architectural

Construction  
Administration

Project  
Management



Prior to merging with Pickering Associates in 2016, Associated Architects was hired by the Air National Guard to design a Fire, Crash and Rescue Station for Yeager Airport. The 20,000 SQ FT facility was completed in the summer of 2006, and includes 12 apparatus bays, which were designed to be able to serve both the flight deck as well as the building on and off campus, living areas, a full kitchen and dorms. This unit also houses the main communications for the Guard's responsive units, with high security requirements for both the protection of the building and also the flight deck. The design included unique elements such as the gravity fed foam fill stations, individual overhead waterfill stations for each bay, hazardous decontamination wash down rooms, air fill rooms and 15 second open garage doors.

The project team, led by Charles Kaefer, AIA, worked with the Air National Guard, Yeager Airport and key stakeholders to make sure all programmatic needs were accommodated. The completed project cost was more than \$4.5 million.

Contact: Capt. Fredrick Thomas, P.E., Air National Guard | 304.341.6649



*Type*

Government

*Services*

Architectural  
Construction  
Administration  
Project  
Management



Prior to merging with Pickering Associates in 2016, Associated Architects was hired by Putnam County to design a new 911 Command Center. The new 11,000 SQ FT facility provides a large scale EOC room, training rooms, office spaces and an EMC bunk/living facility. The adjacent building provides a service garage for emergency response vehicle repairs and storage.

The project team, led by Charles Keifer, AIA, worked with the County Administrator and project stakeholders to make this project a success for Putnam County. The completed project cost was approximately \$4.5 million.

Contact: Brian Donat, County Administrator | 304.586.0201

*Type*

Government

*Services*

Architectural

Construction  
Administration

Project  
Management



Prior to merging with Pickering Associates in 2016, Associated Architects was hired by Mason County to design a 911 Command Center and EMS Garage. This one-story, 8,200 SQ FT facility was designed to replace an aging building, which had previously housed Mason County's 911 Command Center. The new building provides full system redundancies and building separation requirements, high security and protection for the call center and on site living quarters for both the EMS and call center employees.

The project team, led by Charles Keefar, AIA, worked with County representatives and key stakeholders to make sure all programmatic needs were accommodated. The completed project cost was approximately \$2.1 million.

Contact: Chuck Blake, Director | 304.575.9911



**Type**

Government

**Services**

Architectural

Civil

Structural

Mechanical

Electrical

Plumbing

Construction

Administrator



Pickering Associates was hired by the City of Vienna to design a new Annex Building for the Vienna City Police Department, after outgrowing their old facility. The new building is approximately 3,000 SQ FT and contains training rooms, an S.R.T. vehicle bay, ammo and gear storage, a vehicle wash bay, a mechanical bay with lift, a weight room, toilet and shower rooms, a kitchenette area, and additional mechanical and storage spaces.

Pickering Associates completed the design, prepared construction and bid documents and provided construction administration services until project completion. Architectural, Civil, Structural, Mechanical, Plumbing, and Electrical engineering services were provided.

Contact: Robert Rush | 304.295.4511 | [robrush@vienna-wv.com](mailto:robrush@vienna-wv.com)

## *References*



ENGINEERING DEPARTMENT  
CITY OF MARIETTA  
1000 W. MARKET STREET  
MARIETTA, GA 30060  
770.428.2200  
WWW.MARIETTA.GA.GOV

April 20<sup>th</sup>, 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,

  
Joseph R. Tucker, PE  
City of Marietta

# 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,

A handwritten signature in black ink, appearing to read "Michael Y. Rutherford".

Michael Y. Rutherford  
Chief Deputy

MYR/dlh





Mayor

**Randall C. Rapp**

Recorder

**Cathy Smith**

City Council

**Roger Bibbee**

**Jim Miracle**

**Bruce Rogers**

**Steve Stephens**

**Tom Azinger**

April 18<sup>th</sup>, 2016

To whom it may concern,

Pickering Associates has worked with the City of Vienna on our Police Department Annex, Volunteer Fire Department, and Senior Center, 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 Vienna 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 make sure the design accommodated all of our needs.

Pickering Associates has consistently completed projects for us satisfactorily. Their team clearly exhibits a thorough understanding of the bidding and construction administration process, which makes for smooth-running projects.

We have enjoyed working with the staff at Pickering Associates and appreciate their work for the City of Vienna.

Sincerely,

A handwritten signature in black ink, appearing to read "Randall C. Rapp", is written over the word "Sincerely,".



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'. The signature is written in a cursive, flowing style.

Mark Mondo  
President  
Mondo Building & Excavating, Inc.



Eric Lambert, City of Marietta  
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