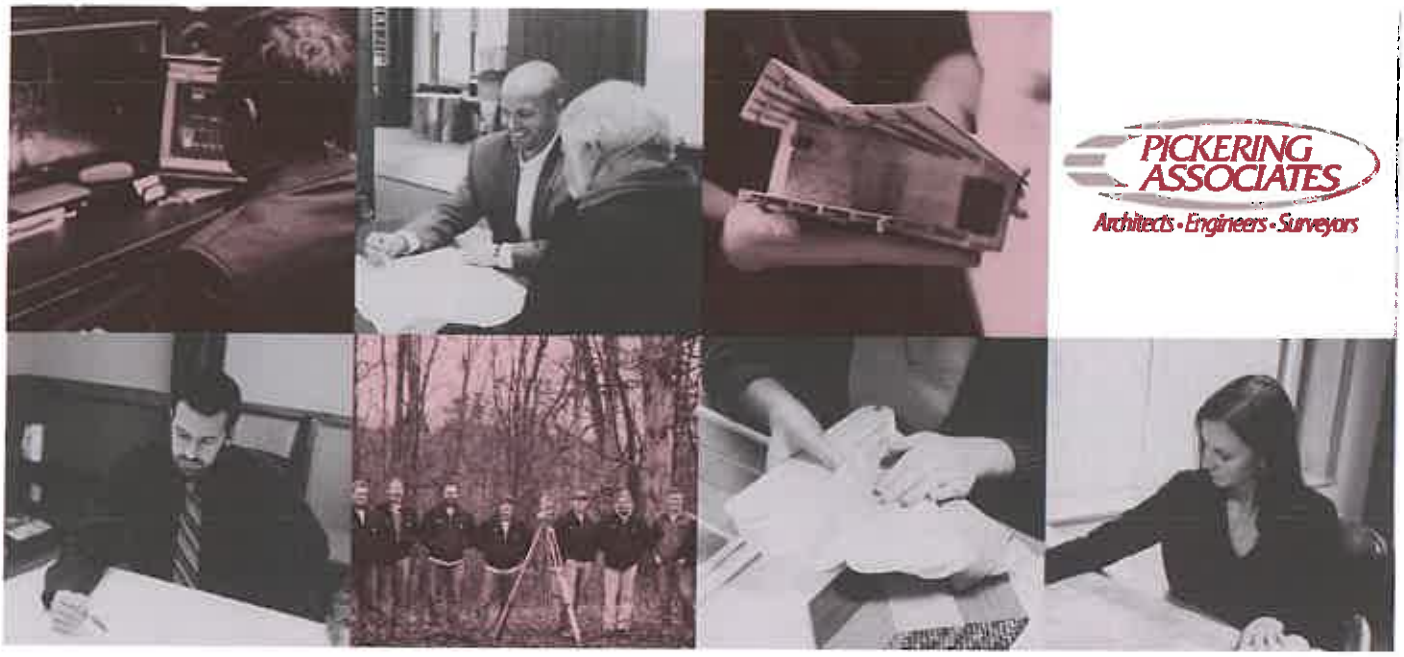


PICKERING ASSOCIATES
Architects · Engineers · Surveyors

# PICKERING ASSOCIATES

## EXPRESSION OF INTEREST:
## WEST VIRGINIA STATE CAPITOL CAMPUS

A/E Services for Building Four Renovations
CEOI 0210 GSD1800000004



Charleston, West Virginia

May 2, 2018

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

TRACI STOTTS, ARCHITECT
(Name, Title)
TRACI STOTTS, ARCHITECT
(Printed Name and Title)
11283 EMERSON AVE PARKERSBURG WV 26104
(Address)
304-464-5305 / 304-464-4428
(Phone Number) / (Fax Number)
tstotts@pickeringusa.com
(email address)

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contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated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

PICKERING ASSOCIATES
(Company)
Traci Stotts, ARCHITECT
(Authorized Signature) (Representative Name, Title)
TRACI STOTTS, ARCHITECT
(Printed Name and Title of Authorized Representative)
5-1-2018
(Date)
304-464-5305 304-464-4428
(Phone Number) (Fax Number)

**ADDENDUM ACKNOWLEDGEMENT FORM**
**SOLICITATION NO.: GSD1800000004**

**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)

| | |
|---|---|
| [✓] Addendum No. 1 | [ ] Addendum No. 6 |
| [ ] Addendum No. 2 | [ ] Addendum No. 7 |
| [ ] Addendum No. 3 | [ ] Addendum No. 8 |
| [ ] Addendum No. 4 | [ ] Addendum No. 9 |
| [ ] Addendum No. 5 | [ ] Addendum No. 10 |

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

PICKERING ASSOCIATES
Company

Authorized Signature

5-1-18
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

STATE OF WEST VIRGINIA
Purchasing Division

# PURCHASING AFFIDAVIT

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

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

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

**DEFINITIONS:**

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

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

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

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

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: PICKERING ASSOCIATES

Authorized Signature: [signature] Date: 5-1-18

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 1st day of May, 2018.

My Commission expires March 15th, 2021.

**AFFIX SEAL HERE**

NOTARY PUBLIC OFFICIAL SEAL
STEPHANIE L DONAHOE
State of West Virginia
My Commission Expires
March 15, 2021
232 Henson Ave Charleston, WV 25303

**NOTARY PUBLIC** Stephanie L. Donahoe

West Virginia Ethics Commission

# Disclosure of Interested Parties to Contracts

(Required by *W. Va. Code* § 6D-1-2)

**Contracting Business Entity:** Pickering Associates **Address:** 318 Lee Street, West Suite200

**Authorized Agent:** Traci Stotts **Address:** Charleston, WV 25302

**Contract Number:** GSD180000000004 **Contract Description:** Capitol Complex Bldg 4 Renovations

**Governmental agency awarding contract:** General Services Division

☐ **Check here if this is a Supplemental Disclosure**

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

1. **Subcontractors or other entities performing work or service under the Contract**
   ☐ Check here if none, otherwise list entity/individual names below.

2. **Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**
   ☐ Check here if none, otherwise list entity/individual names below.

3. **Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**
   ☐ Check here if none, otherwise list entity/individual names below.

Signature: Traci Stotts Date Signed: 5-1-18

## *Notary Verification*

State of West Virginia, County of Kanawha:

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

Taken, sworn to and subscribed before me this 1st day of May, 2018.

Stephanie L. Donahoe
Notary Public's Signature

NOTARY PUBLIC OFFICIAL SEAL
STEPHANIE L DONAHOE
State of West Virginia
My Commission Expires
March 15, 2021
232 Henson Ave Charleston, WV 25303

***To be completed by State Agency:***

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____

*Revised October 7, 2017*

Michelle Childers
Department of Administration, Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130

PICKERING ASSOCIATES
Architects • Engineers • Surveyors

Ms. Childers,

Pickering Associates is pleased to have the opportunity to submit this proposal for providing Architectural/Engineering services for the renovation of Building Four on the West Virginia Capitol Campus. We feel confident our design team is uniquely qualified to provide design services for this project.

The professional team at Pickering Associates has a great deal of experience in design and renovation of existing buildings following a phased design approach. We provide both single and multiple discipline projects ranging in size and scope. We understand no two projects are the same and aim to maintain open communication, coordination and create a strong partnership with our clients.

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

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

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

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

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

Respectfully submitted,

Traci L. Stotts

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

# Management and Staffing

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

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

## Fairmont
320 Adams Street
Suite 102
(P) 304.464.5305
(F) 304.464.4428

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

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

www.PickeringUSA.com


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.

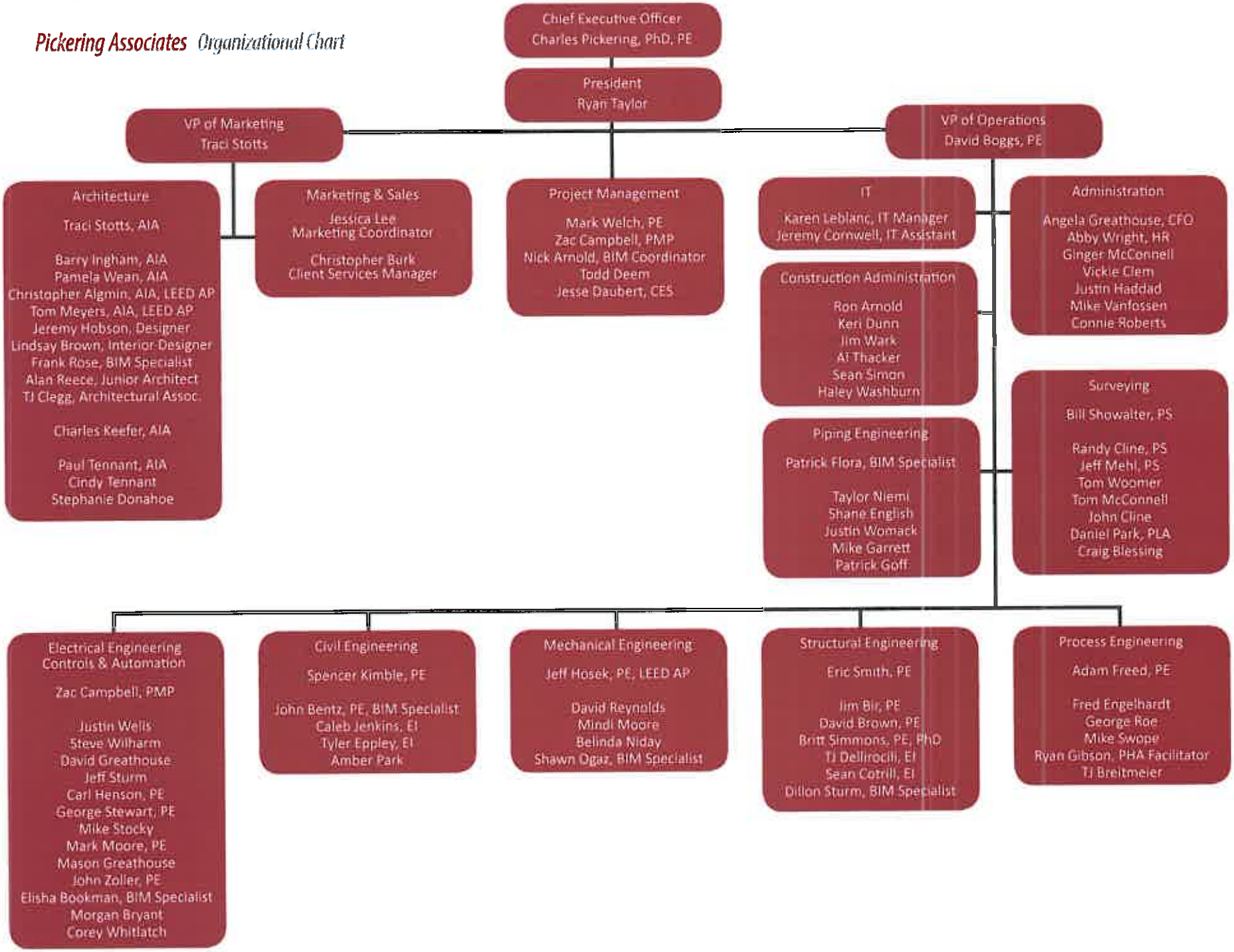
Successfully executing more than 10,000 projects in its history, the firm has built a tremendous wealth of experience gaining insight into what works for each of our client types. Those lessons learned add substance to our work and provide our clients with unparalleled value. Our objective is to partner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

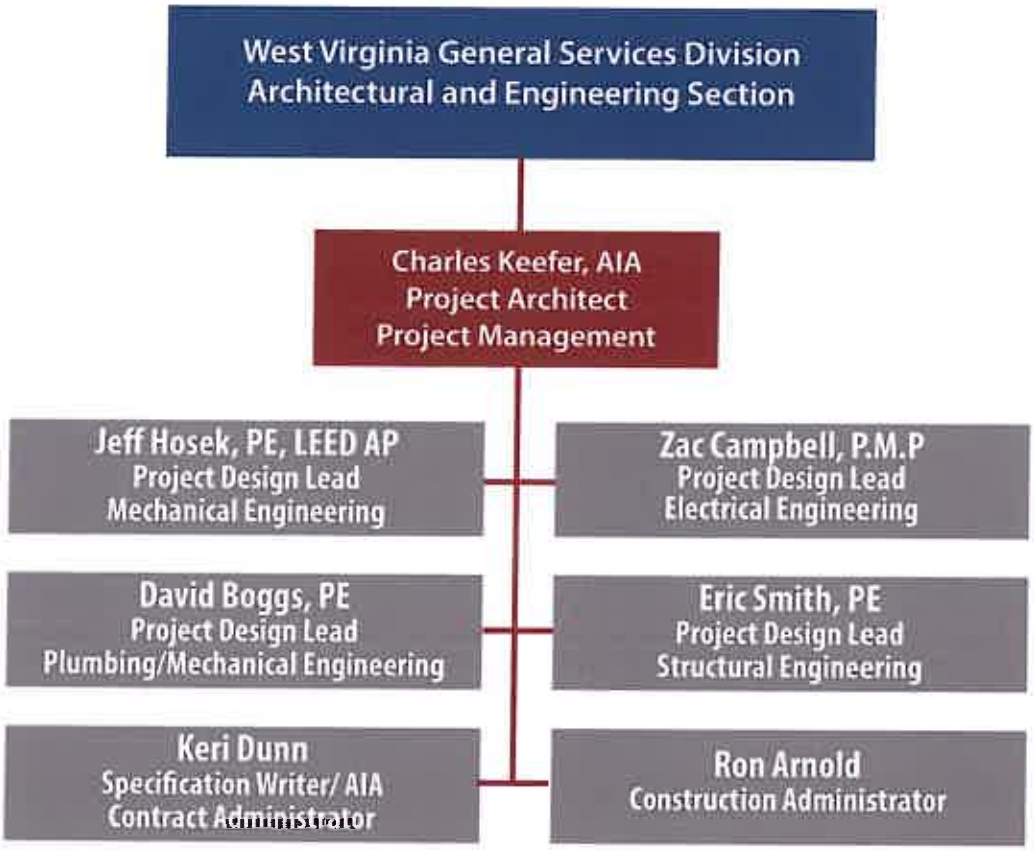
Our broad client base is representative of the area and includes education, healthcare, retail, utilities, municipal, chemicals and plastics, metals, and power generation among others. The types of projects we provide range from conceptualization and construction estimates to full turn-key design including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

# Pickering Associates Organizational Chart




West Virginia General Services Division
Architectural and Engineering Section
Charles Keefer, AIA
Project Architect
Project Management
Jeff Hosek, PE, LEED AP
Project Design Lead
Mechanical Engineering
Zac Campbell, P.M.P
Project Design Lead
Electrical Engineering
David Boggs, PE
Project Design Lead
Plumbing/Mechanical Engineering
Eric Smith, PE
Project Design Lead
Structural Engineering
Keri Dunn
Specification Writer/ AIA
Contract Administrator
Ron Arnold
Construction Administrator

# Technical Expertise

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

Frank Lloyd Wright

# Charles Keefer, AIA

## Position/Title

Architect,
Charleston Branch Manager

## Duties

Architect and Project Manager

## Education

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

## Licenses

Professional Architect WV, OH, and PA

**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 programing 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 Phased Restoration Project in Historic Chestnut Hill in Philadelphia, PA.** Project included two phases: Phase 1 was the restoration and stabilization of the face on the building while preparing the building to receive two additional floors above the existing first floor. Phase 1 also included the addition of a pet supply/grooming store to the first floor retail. Phase 2 has been slated for Spring of 2017 which will create three 1,500 sq. ft. apartments with outdoor terraces.

**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 Full Facade and Interior Restoration and Renovation in Historic Chestnut Hill in Philadelphia, PA.** Project included underpinning the basement level to create a usable storage space for the retail store which was 5,500 sq. ft. Entire interior was gutted and restored and included interior updates for code requirements for the row apartments located above the retail space. Served as the Architect of Record and the Owner's Representative.

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

*Dr. Seuss*

# Jeffrey D. Hosek, P.E.

## Position/Title

Mechanical Engineer
LEED Project Engineer
Mechanical Engineering Department Manager

## Duties

Mechanical Engineer

## Education

University of Akron
B.S., Mechanical Engineering

## Licenses

Professional Engineer WV, OH, KY , PA

PICKERING ASSOCIATES

**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.

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

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

**Lead Mechanical Engineer and Project Manager for OR Chilled Water project at Cabell-Huntington Hospital.** Provided design options for reducing the levels of acceptable ranges, and implemented installing another chiller in series and replacing fan and coil components of the existing operating room air handling units.

**Lead Mechanical Engineer for a new 5,400 SF medical office building located in Belpre, Ohio.** This office is a satellite office for a previous client who wished to expand services. The new building is home to an Osteoporosis Clinic and DXA scanning suite which are capable of operating independently of each other.

**Lead Mechanical Engineer for OB and pediatric department renovations.** Project included re-routing existing portions of the supply, return and exhaust ductwork and modify/install new as necessary for the renovated spaces. Project also included relocated air devices and thermostats.

**Lead Mechanical Engineer for Fifth Floor Medical/Surgical Nursing Unit Renovations.** Project included removing two P-TAC units from each of the patient rooms on the north wing of the project area and replace with a 4-pipe heating-cooling unit in the ceiling space and new chilled and steam piping routed from the mechanical penthouse. Control for the units was connected to the existing facility automation system.

**Lead Mechanical Engineer for a new Healthcare suite on the fourth floor of the main hospital.** Project included re-routing existing portions of the supply, return and exhaust ductwork and modify/ install new as necessary for the renovated spaces. Project also included relocated air devices and thermostats.

**Lead Mechanical Engineer for the renovation of the first floor for Nursing and Dialysis.** Project included design of new system for isolation rooms, re-routing existing portions of the supply, return and exhaust ductwork and modify/install new as necessary for the renovated spaces. Project also included relocated air devices and thermostats.

**Lead Mechanical Engineer for the renovation of First East. Project included the renovation of over 11,000 SF of existing space on the first floor of the main hospital.** Design included a medical/surgical nursing unit, dialysis and isolation area. The isolation rooms each required separate HEPA filter systems among other precautionary steps.

**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.

**Prepared plans for new VAV indoor steam and chilled water air handler with humidification for new surgery rooms.** Reworked existing piping and ductwork to work with floor plan revisions.

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

*Tommy Lasorda*

# Zac A. Campbell, P.M.P.

## 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*

**Lead Electrical Engineer for new Emergency Department Consolidation and Patient Room Expansion project.** Project scope includes providing design and engineering for the electrical connection to the existing 15kV Mon Power switch tap and the installations of the new medium voltage underground feed to the new facility electrical room, providing design and engineering for the building's electrical distribution system to meet the expectations of the new electrical loads, providing design and engineering for the installation of new receptacles, light fixtures, light switches, electrical equipment for the new floor plan arrangements, providing design and engineering for the life safety requirements, emergency power requirements, and emergency lighting requirements for the new floor plan arrangements, etc.

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

**Electrical Engineer for a new medical office building located in Belpre, Ohio.** Project included new receptacles, light fixtures, life safety, emergency power and lighting, fire alarm detection, and telecommunication. Extensive coordination was required for the specialized scanning equipment.

**Electrical Engineer for OB and Pediatric department renovations.** Project included new receptacles, light fixtures, life safety, emergency power and lighting, fire alarm detection, telecommunication, nurse call and facility paging to fit the new floor plan.

**Electrical Engineer for Fifth Floor Medical/Surgical Nursing Unit Renovations.** Project included new receptacles, light fixtures, life safety, emergency power and lighting, fire alarm detection, telecommunication, nurse call and facility paging to fit the new floor plan.

**Electrical Engineer for Third Floor Medical/Surgical Nursing Unit Renovations.** Project included new receptacles, light fixtures, life safety, emergency power and lighting, fire alarm detection, telecommunication, nurse call and facility paging to fit the new floor plan.

**Electrical Engineer for an emergency room, fast-track, and central registration renovation project.** Project included new receptacles, light fixtures, life safety, emergency power and lighting, fire alarm detection, telecommunication, nurse call and facility paging to fit the new floor plan.

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

**Electrical Engineer for the relocation of three cardiac catheterization laboratories.** Project consisted of three new cath labs, adjacent control rooms, equipment rooms, special procedure bays, echo room, stress testing room and various support spaces.

**Electrical Engineer for the installation of two (2) uninterruptable power supplies for the main operating rooms and the ambulatory surgery rooms at Marietta Memorial Hospital.**

**Electrical Engineer for the Fourth Floor Acute Care Unit Renovations.** Project included renovations to approximately 19,600 SF of the fourth floor at the north tower and east/west wings of the main building at the Memorial Campus. The area was renovated to accommodate 33 private acute care patient rooms, 10% of which are ADA compliant. The project also included provisions for nurse stations, clean utility, soiled utility, nourishment, medication rooms, storage rooms, central bathing facilities, offices, staff locker rooms, and various other support spaces as required by the functional program.

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

Abraham Lincoln

# David A. Boggs, P.E.

## Position/Title

Senior Mechanical Engineer, Plumbing Engineer
Vice President of Operations

## Duties

Mechanical and Plumbing Engineer

## Education

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

## Licenses

Professional Engineer WV, OH

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

**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 Belpre, 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.

**Plumbing Engineer of record for the renovation of first floor patient rooms and dialysis center for a hospital facility in Parkersburg, WV.** Project design included 18 private patient room bathrooms four with ante room lavatories and ADA accessibility, all equipped with a shower fixture. Design also included the relocation of the hospital's dialysis unit and plumbing systems, a 4 bed unit. Plumbing design for the 18 patient rooms included a new medical gas distribution system specification for the med-gas outlet headwalls.

**Lead Plumbing Engineer for OB and pediatric department renovations.** Project included new triage, waiting, private rooms with new enlarged toilet rooms including showers, and rework of existing tub rooms to relocate an existing pediatric tub and add a new shower.

**Lead Plumbing Engineer for Fifth Floor Medical/Surgical Nursing Unit Renovations.** Project included replacing/ relocating fixtures for ADA compliance.

**Lead Plumbing Engineer for Third Floor Medical/Surgical Nursing Unit Renovations.** Project included replacing/ relocating fixtures for ADA compliance in the twenty-seven patient rooms, staff rooms and various shower/tub rooms. Also replaced an existing shower room tub with a shower and designed a new shower room.

**Lead Plumbing Engineer for a new Healthcare suite on the fourth floor of the main hospital.** The project included 8 private patient toilet rooms, one semi-private room with ADA accessible toilet rooms, two new shower rooms, and one bath room with tub. Project also required the addition of medical gas and relocation of existing sprinkler heads.

**Lead Mechanical and Plumbing Engineer for a new 37.5 bed Behavioral Health Unit which was designed to be located in existing space on the third floor of the Main Hospital.** Spaces included eighteen semi-private and one private patient room, two group therapy rooms, dining area, laundry room, shower rooms, nurses station, physicians offices, consultation area, activity area, family visitation area, support area and staff locker room.

# Eric Smith, P.E.

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

*Vince Lombardi*

## Position/Title

Structural Engineering Department Manager
Civil/Structural Engineer

## Duties

Civil/Structural Engineer

## Education

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

## Licenses

Professional Engineer WV, OH

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

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

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

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

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

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

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

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

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

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

# Ronald D. Arnold

## Position/Title

Senior Construction Administrator,
Estimator

## Duties

Project Administration
Construction Estimating

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

David McCullough

PICKERING ASSOCIATES

**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, RFI's, request for payments, change orders, and certificate of substantial completion. Arnold performed a thorough inspection of the jobsites and confirmed that the entire scope of the project was complete.

# Keri L. Dunn

## Position/Title

Specification Writer
AIA Contract Administrator

## Duties

Specification Writer, Bid Administration and Contract Administration

## Education

Washington State Community College
A.S., Industrial Technology

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

Dale Dauten

PICKERING ASSOCIATES

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.

# Your Project and Our Approach

## Your Project - Plan & Methodology

Pickering Associates has experienced personnel available to provide architecture and engineering evaluation and design and construction phase services for renovation of Building Four on the West Virginia Capitol Campus. We have all architectural, engineering and construction administration services in-house that will be needed to complete your project. We have over 90 employees on staff ready to serve you and work on your project.

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

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

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

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

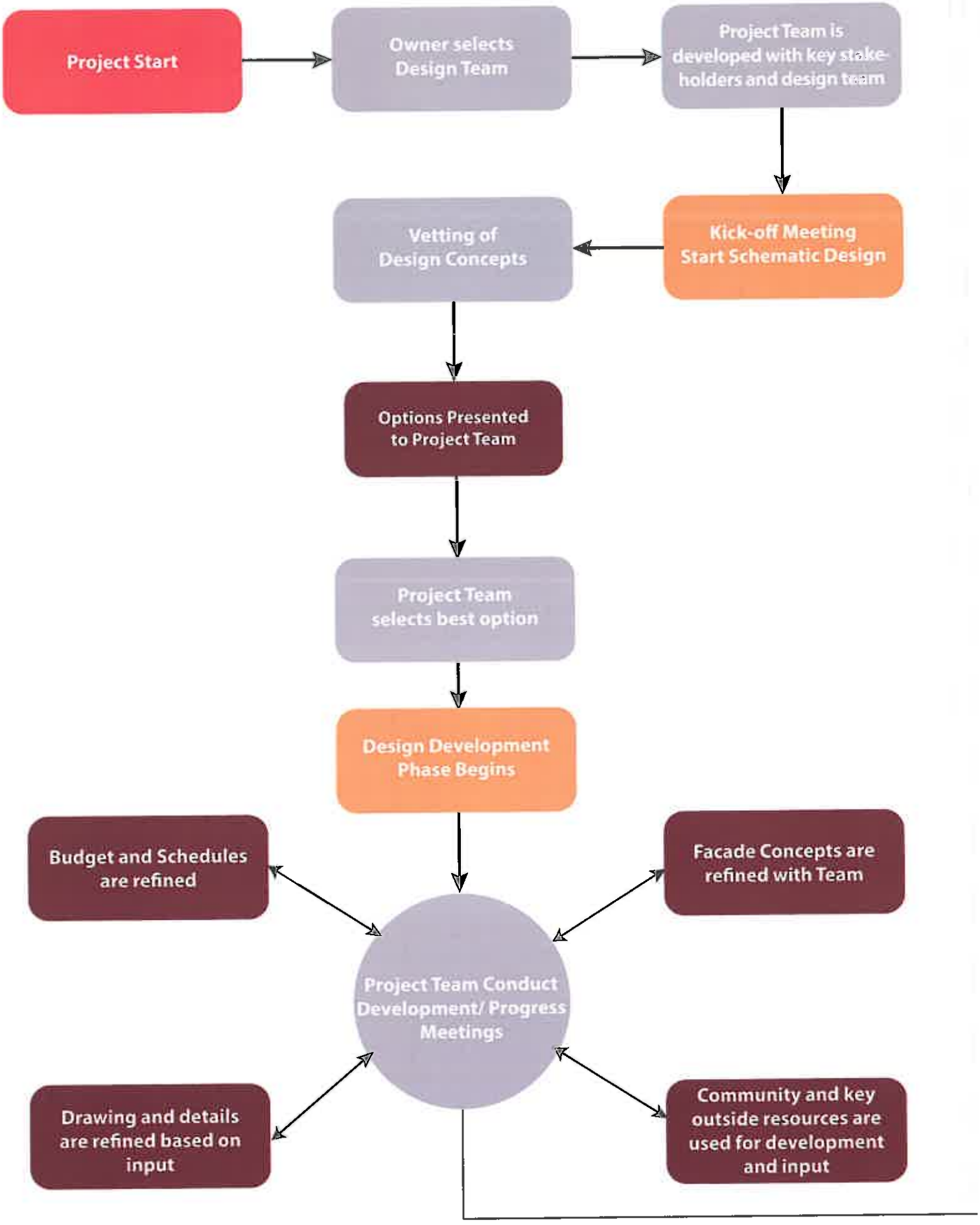
1: Following LEED guidelines, provide architectural and engineering design services to evaluate, redesign, renovate and otherwise enhance Building Four on the West Virginia State Capitol Campus with the goal of LEED Silver.

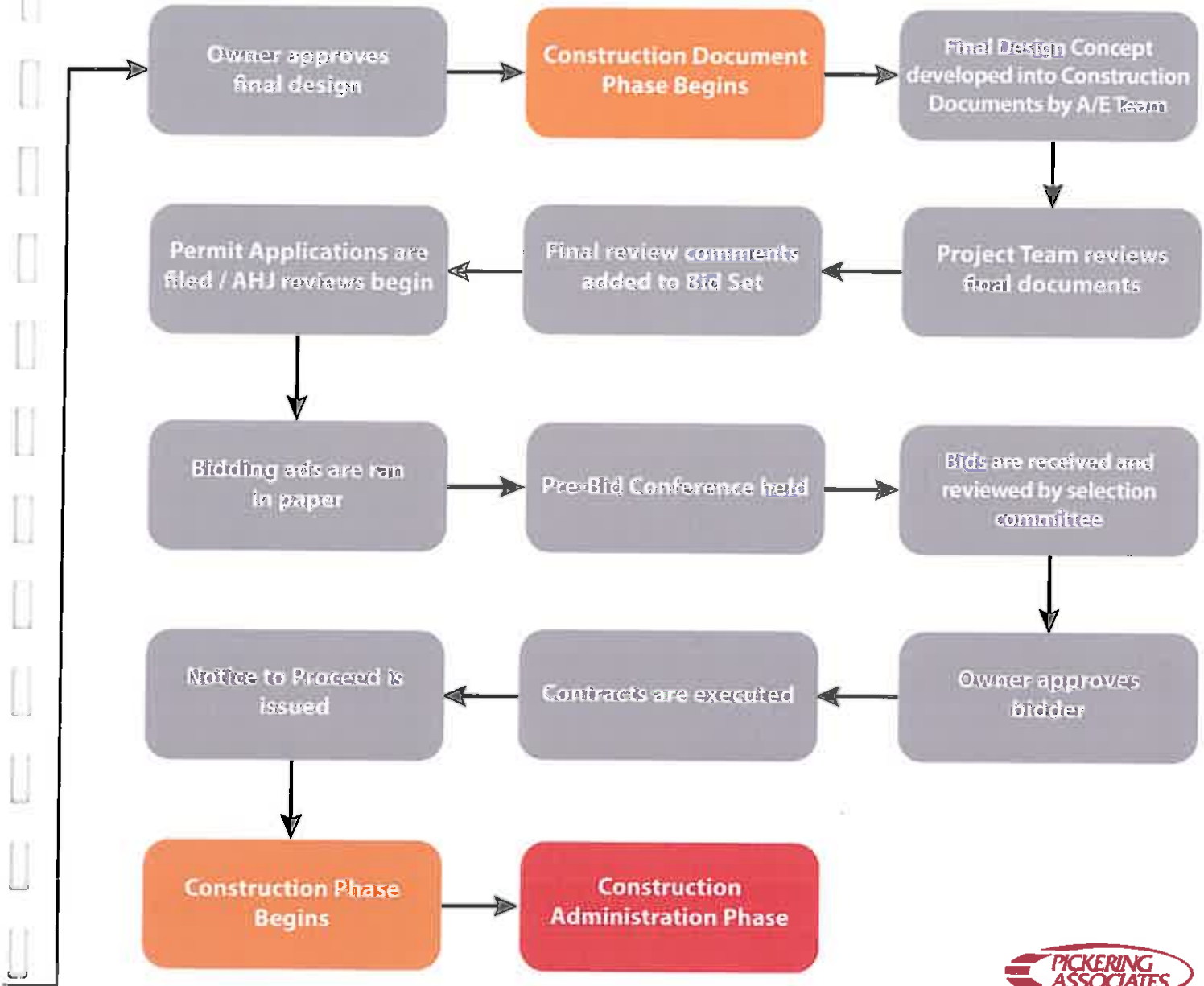
2: Produce a complete evaluation in report form and a set of construction documents including the following:

- Existing Conditions
- Space Planning
- Life Safety
- Data/Communications
- Mechanical
- Electrical
- Fire Suppression/Fire Alarm/Smoke Control
- Construction Phasing

3: Follow a Phased Design Approach utilizing recent comprehensive building code, life-safety and MEC reports during a previous design project to support later design packages and renovate subsequent floors as funding becomes available.

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


Project Start
Owner selects Design Team
Project Team is developed with key stake-holders and design team
Kick-off Meeting Start Schematic Design
Vetting of Design Concepts
Options Presented to Project Team
Project Team selects best option
Design Development Phase Begins
Budget and Schedules are refined
Facade Concepts are refined with Team
Project Team Conduct Development/ Progress Meetings
Drawing and details are refined based on input
Community and key outside resources are used for development and input


Owner approves final design
Construction Document Phase Begins
Final Design Concept developed into Construction Documents by A/E Team
Project Team reviews final documents
Final review comments added to Bid Set
Permit Applications are filed / AHJ reviews begin
Bidding ads are ran in paper
Pre-Bid Conference held
Bids are received and reviewed by selection committee
Owner approves bidder
Contracts are executed
Notice to Proceed is issued
Construction Phase Begins
Construction Administration Phase

## Comprehensive Design

At Pickering Associates, we understand the importance of keeping the Client informed and engaged throughout the entire design and construction process. It is crucial to the project to get the Client involved early in the process along with other key stakeholders, in order to understand the needs of the facility. Our plan would be to engage the key stakeholders in regular design meetings to ensure expectations and schedules constraints are met.

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

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

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

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

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

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

## Consensus Building

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

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

Defining and often re-defining the conflict is usually the next step. The project manager will get the participants to define the issues in terms of interests, which are usually negotiable, rather than positions, values, or needs, which usually are not. The project manager will then get the participants to brainstorm alternative approaches to the problem. This is typically done as a group effort, in order to develop new, mutually advantageous approaches. After the participants generate a list of alternate solutions, these alternatives are carefully examined to determine the costs and benefits of each (from each party's point of view), and any barriers to implementation are documented. Eventually, the choice is narrowed down to one approach which is modified, until all the parties at the table agree to the solution. The project manager then takes the agreement back to the owner for discussion and approval.

## Cost Control

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

## Quality of Work

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

## Performance Schedule

With the selection of Pickering Associates, your organization gains the full depth of our organization. All projects are scheduled out through all phases of delivery by our resource manager and the project manager, assigning the necessary resources to perform to the schedule necessary for that project and highlight major milestones long before they could become an issue. With more than 70 professionals on staff, you can be confident that Pickering Associates has the resources to meet your project schedule.

## Sustainable Design

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

## Multi-discipline Team

We also believe that because we are a full-service firm, (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 requires 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. Many or our architectural and engineering leads, designers, and drafters are trained, proficient, and up to date on BIM software. We even have an in-house BIM coordinator that routinely provides training and updates to our staff to ensure that everyone has the proper training to perform the work we do.

## Cutting Edge Technology

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

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

## 3D Scanner

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

## Aerial Mapping

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

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

# Related Prior Experience

## Type

Government

## Services

Architectural
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 Keefer, 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 $10 million.

Contact: Sheriff Jonathan D. Rutherford | 304.357.0216

## Type

Government

## Services

Mechanical

Electrical

The Wood County Commission replaced the aging air handlers in the courthouse in two phases. The first phase replaced the units serving the first and second floors. Pickering Associates was involved in the second phase of the project, which replaced the air handling units serving the third and fourth floors.

Pickering Associates provided limited engineering services in order to bid and replace four new packaged 10-ton indoor air-handling units with hot water coil option in the attic space of the courthouse, two new outdoor 20-ton air cooled condensing units and boilers for supplying hot water to coils in air-handling units.

Construction was difficult due to the location of the equipment, and the necessary routing though old chases in this historic facility.

Due to the current weather conditions at the time of construction, it was necessary to keep the existing units in operation until the last possible moment. Changeover was coordinated for unoccupied periods.

## Type

Government

## Services

Architectural
Civil
Survey
Structural
Mechanical
Electrical
Construction Administrator

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

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

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

Design was completed December 20, 2013. Construction was complete by October 2014.

Contact: Eric Lambert, City Engineer | 740.373.5495 | ericlambert@mariettaoh.net


## Type

Private

## Services

Architectural
Mechanical
Electrical
Structural

Peoples Bank in Marietta renovated several areas of its main office branch building complex and contracted with Pickering Associates to provide the architectural, mechanical, plumbing and electrical design for the project. The areas of renovation were designed in two phases and bid as two separate packages with multiple construction phases to ensure employees were not majorly inconvenienced by the renovations.

The first bid package and phase one design included renovating approximately 2,300 square feet of vacant storage areas on the south side of the building into new staff offices and 5,580 square feet of renovation area on the first floor for offices.

Phase two design included renovations to approximately 6,800 square feet of space on the north side of the second floor. The area was occupied by staff offices/areas and now features the company's executive suite, wire transfer, accounts payable, deposit operations and document scan. This phase also featured renovations on the first floor of approximately 4,280 square feet for training, consumer credit and user support. An area encompassing approximately 5,600 square feet of the fourth floor was also renovated for items processing, credit, special assets collections and the statement rendering group. Lastly, 1,660 square feet of the first floor was renovated the marketing department.

PICKERING ASSOCIATES

## Type

Education

## Services

Architecture
Civil
Structural
Mechanical
Plumbing
Electrical
Construction Administration

Pickering Associates has had the privilege to collaborate with this University for the last 9 years. This client, like every client, represents a very important part of our portfolio of projects and life experiences. We average one–two projects per year with this client ranging from a new facility to a small renovation. Our project portfolio includes:

Asbestos Abatement Design and Bidding: Quantified/located asbestos throughout North Campus and provided bidding documents for remediation. OVU chose to self-perform portions of the work in phased projects..

Revision of Electrical Distribution: Expanded the electrical distributions to allow for future expansion.

Architectural Façade Enhancements to North Campus: Provided concepts to change the roofline and overall aesthetic appeal of North Campus.

New two pipe Boiler, Chiller, and Cooling Tower Replacement: Design-build project to replace the aging Heating and Cooling infrastructure. Design estimate was $1.2MM with final construction costs being $1MM.

3rd Floor Air Conditioning Design: Provided design services to air condition the 3rd floor of North Campus. Engineer estimate landed within 10% of the actual construction bids.

Library Relocation from South Campus: Provided design services to combine all campus libraries into one at the North Campus, renovated an existing chapel area into Library areas, worked with temperature control for humidity purposes.

Renovation of Annex: Interior design services were provided to renovate the Annex into a Bible wing and conference room.

New Athletic Field Conceptual Design: Provided design services for land use and future development of new athletic fields.

Drennan Science Center is one of the projects of which we are most proud. Pickering has recently been asked to generate marketing materials to fundraise for a future renovation project on campus.

## Type

Government

## Services

Architecture

Project Management

Construction Administration


Pickering Associates was contracted by Mondo Building and Excavating on behalf of Washington Electric Cooperative to provide design-build services for a new 30,000 SF office and warehouse building. The Client had outgrown their existing facility and was utilizing more than one location to house their operations. This new building allowed the client to maintain all of their operations under one roof while factoring in future growth for the company. Pickering was the Architect of Record as a consultant to the contractor on this project, and provided architectural, civil, mechanical, electrical, mechanical and plumbing design for the project.

The design-build team for this project provided the owner with a new LEED certified building that met all of their needs. Our services also included LEED design, LEED management, and limited construction administration services.

Scope of work included: Grading for roadway relocation, site grading, sediment and erosion control, storm water management design, foundation design, interior and exterior retaining wall design, anchor bolt embedments, plumbing plans, storm water design, natural gas piping design, HVAC design assistance, building code review, architectural drawing assistance and review, and a fire protection plan with building code information.

Pickering attended project coordination meetings with the client and contractor, completed all required AIA documents for the project, submitted drawings for permitting, reviewed contractor shop drawings, reviewed pay applications, performed the final walk-through with the client, and managed the LEED design services for the project.

The project team was successful in obtaining LEED certification for the project.

PICKERING ASSOCIATES

## Type

Education

## Services

Architectural
Civil
Structural
Mechanical
Plumbing
Electrical
Construction Administration


Marietta College and Pickering Associates have established a productive working relationship over the years. Through the various projects, Pickering Associates has been able to provide the college with numerous successful projects. A few of them are below:

Physician's Assistant Building Renovations: Marietta College purchase a local building in downtown Marietta which was previously used as a bar and social hall. Pickering Associates provided design documents for this three story 21,000 sq. ft.. building which would provide additional academic space. The program required the following areas: offices, conference rooms, toilets, classroom for 40 students, clinical instruction space with 18 exam tables, clinical exam rooms, computer room, student break-out rooms and student break and locker area.

Pickering Associates was contracted to renovate both dining halls on campus using the Owner's cafeteria/food service consultant. The project involved all new architectural finishes, mechanical systems, plumbing systems and upgraded electrical systems. Construction took place over the summer and was complete before the return of students.

With the increase in technology and it's subsequent electrical demands having increased since most buildings on campus were built over 100 years ago, it became increasingly necessary to conduct an Electrical Reliability Study. Subsequently, Pickering Associates engineered the electrical upgrade which included new primary distribution equipment and electrical feeders.

Due to aging conditions and a desire to meet ADA requirements, Pickering Associates provided design documents to upgrade the bathrooms in Mary Beech, Elsie Newton, Marietta and Webster Halls. In addition to new water supply, drain, waste and vent replacement in these multi-floor residence halls, renovations focused on new fixtures and interior updates such as tile, countertops, partitions and other accessories.

PICKERING ASSOCIATES

## 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 Keefer, 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

PICKERING ASSOCIATES

## 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 Keefer, 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

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 | 304.348.8137

PICKERING ASSOCIATES

## 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 seven 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 | robrush@vienna-wv.com

# References

# KANAWHA COUNTY SHERIFF'S OFFICE

## *LAW ENFORCEMENT DIVISION*

**JOHN RUTHERFORD**
**SHERIFF**

**MICHAEL Y. RUTHERFORD**
**CHIEF DEPUTY**

April 27, 2016

To Whom It May Concern:

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

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

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

Sincerely,

Michael Y. Rutherford
Chief Deputy

MYR/dlh

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

301 VIRGINIA STREET, EAST • CHARLESTON, WV 25301

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

City of Marietta

ENGINEERING DEPARTMENT
304 Putnam Street - Marietta, Ohio 45750
Phone (740) 373-5495 - Fax (740) 376-2006
www.mariettaoh.net

April 20th, 2016

To whom it may concern,

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

From initial project planning, design development and bidding, through contracting, construction administration and closeout, Pickering Associates has been beside the City of Marietta to provide any necessary support needed to make the project successful. Traci Stotts, Ron Arnold, and other Architects, Designers and Engineers, worked closely with our staff to run projects as efficiently as possible.

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

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

Sincerely,

Joseph R. Tucker

Joseph R. Tucker, PE
City of Marietta

Mark Mondo
Building and Excavating Inc.

December 9, 2015

To Whom It May Concern:

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

As a regular user of their output, I find that their construction documents to be second to none. Their attention to detail and clarity of presentation is so important when trying to convey the design of a project. Better drawings means better projects. Simple as that.

Sincerely,

Mark Mondo

Mark Mondo
President
Mondo Building & Excavating, Inc.

Marietta College

**Letter of Reference**

Since 1999, Pickering Associates has been Marietta College's local "go to" electrical design and full service architect-engineering firm for both new construction and renovation. Following are the more significant projects that they have completed for me:

- Master Plan and design for the upgrade and extension of underground high voltage distribution system. This work was completed in four phases to support five major construction projects. Pickering Associates coordinated design effort, design schedule, and phased completion of work with five different lead architect firms. Their effective communications with the firms outside this region and with local permit and building authorities resulted in no change orders or schedule delays attributable to their effort.
- Life Safety Upgrades to Dorothy Webster Residence Hall. Retrofitted emergency lighting, general lighting, fire detection and alarm system into a three story, 17,000 square foot building constructed in the 1870's.
- Residence Hall Restroom Renovations. Designed the repair by replacement of restroom fixtures, ventilation, shower enclosures, partitions and finishes in five residence halls.
- Gilman Hall and Andrews Hall Food Service Renovations. Designed the electrical and lighting and HVAC systems for a $2 million renovation of two kitchens and student dining areas.

On all these projects Pickering Associates controlled costs without compromising the quality of the final product. What I most appreciate is the level of effort that all disciplines put into their on-site investigation during the planning and programming phase. When you have a tight budget established by your Board of Trustees and a tight schedule driven by the return of students, this additional effort can reduce change orders that will cost time and money.

In my opinion, because of the high quality of their plans and specifications, Pickering Associates has an excellent professional reputation in the general contractor community so, as an Owner, I feel like a get the advantage of the most competitive bid.

Please feel free to contact me at (740)-376-4367 for any additional information that may help you select the most qualified firm for your work.

Sincerely,

Fred R. Smith, PE
Director, Physical Plant

April 18th, 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,

609 29th Street, P.O. Box 5097, Vienna, WV 26105 *Phone:* 304.295.4541 *Fax:* 304.295.0737

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

Sheriff Jonathan D. Rutherford, Kanawha Sheriff's Office
304.357.0216
jonathanrutherford@kcso.us

Karen Facemyer, President & CEO
Polymer Alliance Zone, Inc.
(304) 428-1622
Kfacemeyer@pazwv.org